APPROVED Minutes Planning Commission Meeting WITH ADDITION 6-0

January 10, 2017

Community Service Building

Torch Lake Township

Present: Goossen, Bretz, Walworth, Jorgensen, Graber, Kulka

Absent:

Others: Vey, Grobbel (via cell)

Audience: Spencer, Martel

1. **Call to Order Regular Meeting:**

 Meeting called to order at 7:35.

2. **Consideration of Agenda:**

 The draft agenda was approved as presented.

3. **Correspondence, Meetings, Training, Announcements, etc.:**

Deb Graber was introduced as a newly appointed member and Chuck Goossen was welcomed as a regular member. Bill Petersen is expected to serve as the Board of Trustee representative following the January meeting of the Board. Walworth indicated alternative training programs for planning commission members available through MSU. He and Jerry Kulka have gone through the citizen planner sequence and recommend it to all.

4. **Approval of Minutes of the November 15, 2016 Meeting:**

Motion by Kulka to approve November, 2016 minutes as submitted, seconded by Bretz, passed unanimously.

5. **Concerns of the Public other than Agenda Items:**

Alan Martel announced a presentation at the January 17 Board meeting on septic system issues in our general community. The basis of determination of septic system capacity may be altered and this might mean changes the zoning ordinance. He also indicated he and Josh Vey are assembling updated hard copies of the zoning ordinance.

6. **Review of Proposed Amendment to Section 23.01 to change the OHWM**

Walworth summarized the background for making the change to 580.5 feet as the Ordinary High Water Mark where it appears in the definition of “Yards”. Following the public hearing on this proposed amendment it was approved by the Commission on November 15, 2016 and forwarded to the County Planning Commission for comment. There has been no response although it is noted that when previously submitted preceding the public hearing the County found it acceptable.

Motion by Kulka, seconded by Graber, to forward the proposed amendment to the Board with a recommendation for it’s adoption. Motion was approved 5 to 0

7. **Discussion and Possible Action on Proposed Amendments to Sections 2.16.B and 19.02.B Regarding Allowed Structures in Front and Rear Set Back Areas:**

Version 10 of this proposed amendment was reviewed and discussed. It reflects the inclusion of the word “building” as being prohibited from being in the front and rear set back areas as discussed at the prior Commission meeting. Walworth summarized and read relevant parts of an email letter from B. Laidlaw sent to the Supervisor earlier today. His comments were discussed.

Motion by Kulka, seconded by Jorgensen, to approve Version 10 of this proposed amendment and to schedule a public hearing immediately prior to the next Commission meeting after appropriate posting of the hearing. Motion was approved 5 - 0.

8. **Scheduling of Regular Meetings of the Commission for 2017 - 2018**

Motion by Bretz, seconded by Graber, to continue regular meetings of the Commission on the second Tuesday of each month beginning February 14, 2017 through January 9, 2018 but to begin all meetings at 7:00 PM. Motion was approved 5 - 0. This schedule was ordered to be appropriately posted.

 9. **Proposed amendments to the Commission’s Bylaws**

Walworth indicated that in reviewing the current Bylaws he noted a few points that needed change to reflect the actual operations of the Commission, a few to more accurately conform to provisions of the Planning and Zoning Act and the Michigan Open Meetings Act and some “housekeeping” changes for consistency. It was noted that Section 1 F had been inadvertently left out of the draft revised version and that the Commission’s Secretary is now Maryanne Jorgensen. Motion by Bretz, seconded by Graber to approve the amended and revised Bylaws with the inclusion of Section 1 F, Zoning Board of Appeals Representative, and changing the Secretary. The motion was passed 5- 0.

10. **Zoning Administrator’s Report:**

Vey gave a brief verbal year end review and will have a more complete report for the next meeting.

11. **Concerns of the Public:**

Mr. Spencer expressed the appropriateness and usefulness to post agendas on the website. Spencer also pointed out that, according to the Michigan Planning Enabling Act, the Planning Commission was required to submit an annual written report of its planning activities and a budget to the township board.Jorgensen concurred. Walworth and Vey will discuss doing this on a regular basis. It was noted that there is no legal requirement for such posting and sometimes the draft agenda is not developed much before the meeting date.

12. **Concerns of the Planning Commission:**

 Walworth noted a bit of a catch 22 in that the regular meetings for an entire year must be scheduled at the first regular meeting of the Commission in the calendar year bit if that regular meeting was cancelled for some reason there would be no further regular meetings scheduled.

13. With no further business, meeting was adjourned by Walworth at 9:05 PM.