TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED Minutes of Zoning Board of Appeals Meeting WITH CORRECTIONS

April 12, 2017

Community Service Building

Torch Lake Township

 Present: Jakubiak, Barr, Spencer

 Alternate: Sumerix

Recording Secretary: Petersen

Audience: Vey, Kulka, Martel

Absent: Bretz, Houghton, Cook

**1.** Meeting was called to order at 7:02 p.m.  by Barr

**2.** **Roll Call:**

Jakubiak, Barr, Spencer, Sumerix

**3. Approval of November 9, 2016 ZBA Meeting Minutes:**

Two changes will be made in that Spencer withdrew from consideration and the end time of the meeting was PM, as in 8PM.Motion to approve November 9, 2016 ZBA Meeting Minutes by Jakubiak, seconded by Spencer, passed 4-0. .

**4. Discussion of Bucklew/Petrillo & Martin Gazebo**

Bucklew / Petrillo:  Informational background material was distributed in a letter from Houghton to the ZBA, Vey and Martel dated April 12, 2017  Attachments included the letter dated March 20, 2017 to the Bucklew and Petrillo families from the ZBA (Houghton).  The ZBA was advised by Vey of the June 1st deadline whereas the landowners have until, to do one of three things; Move the structure, Remove the structure or file a request for variance.  As of this meeting, the landowners have not made any indication of their intent.

Martin:  Issue was settled and land owners are satisfied with results as reported in the meeting minutes.  A letter was sent to Martins and distributed to the ZBA by Vey.  Future decisions by the ZBA will be followed up on with a letter of the outcome to the landowners by Vey.

**5. Report from Alan Martel Concerning Township Board Meetings and Matters of Interest to ZBA:**

 Martel distributed printed material outlining the Open Meetings Act and asked all to review and conform, as well as he distributed the posting requirements  and procedures for the ZBA.  Martel also reminded the board of the fact decisions can be tabled and or adjourned in a meeting when a decision is not possible at that time. Martel is working toward having township emails assigned to all who communicate regarding township business.  Martel, in compliance with the Open Meetings act requires any recipient of an email from him NOT RESPOND.  The email will contain information for review by the recipient and is not intended for outside discussion.  Should an issue require discussion he reminds the board to use the emergency meeting policy (18 hours) and procedure.  Martel also stated the importance for public comment to be called for in every meeting whether or not there is public present.

Martel informed and encouraged the ZBA to attend the informational meeting about the new Medical Marijuana Laws with the Planning Commission and the TL Board scheduled on May 9, 2017 at 7pm at the TL Township Hall.

 **6.** **Report from Kulka: Update on matters of interest from the Planning Commission:**

Kulka is now the Chairman of the Planning commission following the resignation of Jim Walworth last month.

All are encouraged to attend the informational Meeting May 9th, 2017.

The planning commission has a new secretary (Deb Graber).

The Master Plan is being updated currently by Chris Grobbell

Martel added that a survey would be done and if there are requests for questions that anyone would like to have considered for the survey to submit them to him.

Kulka informed the ZBA that version 12 of the ordinance (NEED ORDINANCE NUMBER HERE) will be recommended to the Board by the planning commission for approval

Cole Schumaker, former health inspector from Kalamazoo has joined the planning commission as it's newest member.

Spencer commented that if the planning commission is changing an ordinance, the ZBA needs to be aware and review it before it becomes policy.  Barr also said that the ZBA's input proactively to help understand intent will be helpful in implementation.

**7.** **Report from Zoning Administrator Regarding any Pending or Upcoming Matters:**

Vey reported that land divisions are up this year with 7 thus far and more coming.  Typically there are 4/year.  This is up 60% from 2015 and doubled from 2014.  Most are a result of estate settlements.  No matters are scheduled on the horizon for the ZBA.

Vey asks all members bring their Zoning Ordinance binders in so they may be updated.

1. **Any Miscellaneous Administrative Matters:**

Announcement by Barr for Active Shooter training on April 24 and 25

Please attend May 9th meeting

Alan will follow up and publish the 3 day notice

Barr went to training last month for PC and ZBA boards and spend4 ½ HOURS in session

1. **Comments/Concerns of the Public:**

None.

**10.** With no further business, motion by Jakubiak to adjourn the meeting at 8:18pm seconded by Spencer.

Next Meeting: June 14, 2017 7pm (regular ZBA meeting)