TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Community Service Building

Zoning Board Meeting

APPROVED Minutes AS PREPARED 5-0

December 11, 2019

**Present:** Chairman: Dave Barr Members: Cole Shoemaker, Mark Jakubiak

**Alternates:**  Jim Meinke,

**Absent:** Jim Gainey, Bob Cook, , Greg Sumerix,

**Others:** Deb Graber - Zoning Administrator

**Recording Secretary:** Jacqueline Petersen

**Audience**: None

**1. & 2. Call to Order Regular Meeting / Record Members Present:**

Meeting called to order at 7:01 pm by Dave Barr

Roll call conducted by Barr

**3. Approval of Agenda;**

Motion by Shoemaker to approve the agenda; seconded by Jakubiak, Barr called for further discussion and vote; 4/0 motion carried

**4. Approval of last ZBA Draft Meeting Minutes (November 13, 2019)**

Correction: Page Two, second paragraph delete the words “whereas the building ended up being moved”

Motion by Barr to approve draft meeting minutes from the November 13, 2019 ZBA meeting with one correction, motion seconded by Shoemaker. Barr called for further discussion and vote; 4/0 motion carried.

**5. Conflict of interest to agenda items**

Barr polled all ZBA members asking if any conflicts of interest existed and there were none.

**6. Communications Received**

Barr stated none had been received. Graber distributed letter from Barr to atty. Derman dated 11-15-19 regarding ZBA 2019-5 appeal of Zoning Board of Appeals - Interpretation. Barr asked if any member had any questions or comments and there were none. Barr informed the ZBA that the Planning Commission will have some training in May that would be of interest to the ZBA - date TBD. Graber also will be giving training about the hot topics of the zoning ordinance - date tbd.

**7. Public Comment**

Barr called for public comment and none was given

**8. Report from Planning Commission - Cole Shoemaker**

Shoemaker summarized the events of the Planning Commission meeting on December 10, 2019. Graber stated that the planning commission is also looking into a lighting ordinance

**9. Report from the Zoning Administrator**

Graber distributed an updated *Checklist for November 2019* and TLT 2019 Land Use Permits spreadsheet through Permit #2019-57, Land Division App # LDA2019-3 and ZBA Appeals ZBA 2019-5. Violations, civil infractions, enforcement, court cases, pending court cases, complaints, on-going permit status, and current zoning applications were summarized. Graber stated she is also working on several blight and short term rental enforcement issues and summarized them for the ZBA. Graber announced that her position as Zoning Administrator has as of November 30, 2019 become a full time position.

**10. Summary of action items to be taken on or before the next ZBA meeting**

No meeting will be held in January 2020. Next meeting February 12, 2020 if appeal filed by January 13, 2020

**14. Comments/Concerns of the public**

Barr called for comments from the public and there were none.

**15. Adjournment**

With nothing further, a motion was made by Barr to adjourn, the motion was seconded by Jakubiak, Barr called for further comment and vote; passing 4/0. The meeting was adjourned at 7:31 pm