

TORCH LAKE TOWNSHIP
ANTRIM COUNTY
Community Service Building
Zoning Board of Appeals Meeting
DRAFT MINUTES

June 9, 2021 7:00 PM

Present: D. Barr, J. Meinke, M. Jakubiak, C. Shoemaker, J. Gainey

Alternates: M. Petersen, L. Andersen

Others: Sara Kopriva, Jacqueline Petersen

Recording Secretary: Veronica Beitner

1. **Call to Order Regular Meeting** at 7:00 pm by D. Barr
2. **Record Members Present:** D. Barr called Roll Call Vote
3. **Public Comment** – None
4. **Approval of Agenda:** J. Gainey motion to accept agenda. Second – C. Shoemaker. No Discussion. Motion passed 5-0
5. **Conflicts of interest:** none
6. **Approval of Minutes:** D. Barr motion to approve with corrections. J. Meinke seconded. Corrections: Correct spelling of the names Jakubiak and Andersen. Item #1 remove “followed by the Pledge of Allegiance.” Item #7 add to first sentence “had been a” citation sent? 5th sentence replace the phrase “Quit Claim.” 6th sentence adds “Mrs. Grace response was.” Finding of Facts Item two should reflect “Failed 0-5.” Line #27 of Item #2 instead of “public comment,” should read “to open the public hearing.” Line #34, word “navigated” verified. Page 2, Item #20.06D, line #7 motion should be “#2021-03.” Page 2, 4th line from bottom change “newly” to “new.” Item #11, page 3 adds to Motion “Roll Call Vote:” Chapter 2, Section 2.16 after vote on line 2 add “Motion was restated.” Chapter 7, section 7.03 after roll call vote adds “Mr. Baruzzini will be receiving their determination by mail.” Item #17 change topic ending to “of Appeals” and remove Administration. Motion Passed 5-0
7. **Communications Received:** None
8. **Review and Update ZBA Rules of Procedure:** DISCUSSED CHANGES. Draft of discussion will be presented at July, 2021 meeting.
9. **Review and update Guidelines-Appeal application:** DISCUSSED CHANGES. Draft of discussion will be presented at July 2021 meeting.
10. **Review and update Notice of Appeal Form:** DISCUSSED CHANGES. Draft of discussion will be presented at July 2021 meeting.
11. **Review and update Chapter 20 – Zoning Board of Appeals:** Discussed updates needed. Draft of discussion will be presented at July 2021 meeting.
12. **Finding of Facts Review and Discussion:** D. Barr asks that members complete due diligence and review prior to meeting.
13. **Matters of Interest to the ZBA from Planning Commission:** C. Shoemaker reported short meeting. Chair needed to recuse himself and two members absent. Zoning Appeal moved to a Special Meeting. Sent to Antrim County two (2) changes found on Section 2.19 and Chapter 4.0. S. Kopriva provided additional details to these policies.
14. **Zoning Administrator report:** members provided report to review which included notices sent YTD and follow-ups. Discussion ensued.
15. **Summary of Action** – None
Next meeting July 14, 2021 at 7:00 pm
16. **Comments/Concerns of the Public:** B. Cook spoke to Section 20.03 as related to Steve Langworthy’s comments from training. He agrees with the comments of Sara Kopriva. Discussion remains as determined. C. Shoemaker brought up PC Minutes Policy and review that has recently been completed. This topic shall be added to the July agenda.
17. **Adjournment:** (M/S) C. Shoemaker/J. Gainey. Passed 5-0. Adjourned at 9:12 pm.