**TORCH LAKE TOWNSHIP**

**ZONING BOARD OF APPEALS**

**July 14, 2021**

**APPROVED MINUTES AT THE September 8, 2021 ZBA MEETING**

**PASSED 5-0 WITH CORRECTIONS**

**Community Services Building**

1. **Call to order Regular Meeting** at 7:00 pm

2. **Record Members Present:** D. Barr, J. Meinke, M. Jakubiak, C. Shoemaker, J. Gainey,

Alternates: Marsha Petersen, Laura Andersen

Absent: S. Kopriva

Other: J. Petersen

3. **Public Comment:** None

4. **Approval of Agenda:** J. Meinke/M. Jakubiak motion to accept. Passed 5-0.

5. **Any Conflicts of Interest** – none

6. **Approval of June 9, 2021 ZBA Meeting Minutes:** Discussion ensued regarding content of minutes. Most important to include Finding of Facts. All other material should be summarized. C. Shoemaker requested status of recorded minutes’ summary style. D. Barr reports this will be added on agenda when S. Kopriva present.

(M/S) D. Barr/J. Gainey Motion to approve June 9, 2021 minutes as written. No Discussion. Passes 5-0.

7. **Communications Received**- No communication received. Question by Chair D. Barr regarding delay in receiving minutes. Requests minutes be received two weeks in advance of meeting.

8. **Review and update ZBA Rules of Procedures** – D. Barr, L. Andersen and M. Petersen presented suggested changes mostly applying to language which have been noted by J. Petersen. Changes will be completed and presented next month for continued review and approval.

9. **Review and update Guidelines** –Appeal application – Continued work by S. Kopriva per J. Petersen

10. **Review and update Notice of Appeal Form** – S. Kopriva working on changes

11. **Review and update Chapter 20 – Zoning Board of Appeals**. Changes suggested. D. Barr requests all changes to be made and copies provided to members prior to next meeting.

12. **Finding of Facts** – Discussion regarding process included benefit of having information provided before meeting. M. Jakubiak suggested having an outline/summary provided to members prior to meeting to assist in discussion. J. Petersen distributed an example to members for review. J. Meinke suggested a worksheet as a template for all members to utilize.

13. **Report of matters of interest to the ZBA from Planning Commission** C. Shoemaker reports on rezoning of property in Eastport on M-88. On June 23, 2021 there was a Special Meeting where there was a recommendation for a change from Village Residential to Village Business. Process continues on to Antrim County than back to the TLT Board. Brief overview of Public Hearing from July 13, 2021 regarding the Torch Lake Airpark and suggestions provided by Consultant Steve Langworthy.

14. **Report from Zoning Administrator** – Report provided with additional details that things are starting to slow down as most individuals have seemed to have submitted permit requests. J. Petersen spoke to an ongoing blight issue that is still being reviewed.

15. **Summary of Action items to be taken on or before the next ZBA meeting** – None

16. **Comments/Concerns of the Public -** None

17. (M/S) D. Barr/J. Meinke Motion to adjourn. No Discussion. Passes 5-0.

Minutes Respectfully submitted by Veronica Beitner