**TORCH LAKE TOWNSHIP**

**Zoning Board of Appeals**

**Special Meeting**

**Draft Minutes**

**November 2, 2021**

**Community Services Building**

**Present:** M. Petersen, L. Andersen, M. Jakubiak, C. Impellizzeri, D. Nussdorfer

**Alternates:** K. Graves, M. Petersen

**Absent:** None

**Others:** S. Kopriva, J. Petersen

**Recording Secretary:** Veronica Beitner

**Audience:** 2

**I. Meeting called to Order** at 5:07 pm

**2. Introduction of new members/Roll Call:** David Nussdorfer, Kristin Graves, Marsha Petersen, Laura Andersen, Mark Jakubiak, Chad Impellizzeri

**3. Election of Officers for 2022:** Election Explanation by S. Kopriva regarding Election of Officers. (M/S) M. Jakubiak/L. Andersen Motions to elect officers. Passed 6-0. M. Jakubiak nominates L. Andersen for Chair. (M/S) M. Jakubiak/M. Petersen motion for L. Andersen to serve as Chair. No Discussion. Passed 5-0. M. Petersen nominates M. Jakubiak for Vice Chair – declined. (M/S) L. Andersen/D. Nussdorfer nominates C. Impellizzeri for Vice Chair. No discussion. Passed 6-0. (M/S) L. Andersen/M. Jakubiak motion to name M. Petersen to serve as Secretary. No discussion. Passed 5-0.

**4. Public Comment** – None

**5. Conflict of Interest** – S. Kopriva offered definition and guidelines. None acknowledged for this meeting.

**6. Approval of Agenda** – (M/S) M. Jakubiak/L. Andersen move to approve the Agenda as Presented. No discussion. Passed 5-0.

**7. Approval of Minutes from October 13, 2021**: Item 7, change to Office from Officer. No other corrections. (M/S) M. Jakubiak/D. Nussdorfer motion to approve minutes with correction. No discussion. Passed 5-0.

**8. Establish Scheduled Date for Regular ZBA Meetings of 2022**: S. Kopriva requests meetings moved to the third (3rd) Wednesday of every month. (M/S) D. Nussdorfer/M. Jakubiak motion to move 2022 meetings to the 3rd Wednesday of every month. Passed 5-0.

**9. Any Communications Received** - None

**10. Training provided by S. Kopriva** along with introduction of self and J. Petersen. Distributed Power Point to be used this evening for training. Topics included defining of Zoning, Zoning Board of Appeals Role, Open Meetings, Interpretation of text and map, Appeals of Administrative Decisions, Nonconformities, Non-use Variances, Definitions of common language in Zoning, and Finding of Facts. Stressed that this Committee is an independent, impartial body to help and give relief to individuals if they have some complaint or appeal to them. Chapter XX Zoning Board of Appeals, Rules of Procedure and past cases distributed for review. Discussion ensued.

**11. Summary of Action items to be taken on or before the next ZBA Meeting** – Review of next week’s meeting which will include need for site visits for current applications, conflict of interest for one ZBA member and change to bylaws regarding 2022 meeting schedule.

**12. Comments/Concerns of the Public:** None

**13. Adjournment: (**M/S) D. Nussdorfer/C. Impellizzeri motion to adjourn at 6:33 pm. No Discussion. Passed 5-0.

Minutes Respectfully Submitted by Veronica Beitner