TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

Community Service Building

Zoning Board of Appeals Training Meeting

**Meeting Minutes**

November 15, 2023

**Present:** Laura Andersen, Chad Impellizzeri, David Nussdorfer, Kevin Woodward, Rita Service, Kristin Graves

**Absent:** Jeff Wynkoop

**Audience:** 0

**Others:** Sara Kopriva

**Recording Secretary:** Jacqueline Petersen

**A. Call to Order Regular Meeting / Record Members Present:**

Meeting called to order at 6:03 pm by Andersen

Pledge of Allegiance was recited

Roll call was conducted by Graves

**B. Approval of Agenda**

Items added to agenda:

Section H Misc. Business – Add “d. Planning Commission Update” and “e. Zoning Administrator’s Report”

M/S to approve agenda with additions; Andersen / Nussdorfer vote: 5/0 motion passed

**C. Approval of August 16, 2023 Meeting Minutes**

Corrections:

1. Meeting time is 6:01pm
2. Motion to approve agenda was seconded by Nussdorfer
3. Last paragraph of FOF – No capital in the word “to” as in “…to deny”
4. Section C – Motion was seconded by Wynkoop
5. Adjournment was 7:48pm
6. Motion to adjourn was made by Nussdorfer and seconded by Graves

M/S to approve meeting minutes from August 16, 2023 with corrections Andersen / Nussdorfer; vote 5/0 motion carried

**D. Conflict of interest**

Andersen polled ZBA members asking if there were any conflicts of interest and there were none.

**E**. **Public Comment**

R Service spoke regarding the Zoning Administrator’s report

**F. Communications**

None

**G. Hearing of Case - None**

**H. Miscellaneous Business**

1. **Rules of Procedure –** The members reviewed and discussed the Rules of Procedure – the recommended changes will be presented to ZA Kopriva for review.
2. **2024 Meeting Dates**

M/S to accept the ZBA Meeting Dates schedule as presented: Andersen / Graves; vote 5/0 motion carries

(Meetings will be held if necessary, on the third Wednesday of the month at 6pm.) – Schedule set and attached to these minutes.

1. **Election of Officers**

M/S to elect the following slate of officers for the 2024 Term of the ZBA: Andersen – Chair, Impellizzeri – Vice Chair, Graves – Secretary. Nussdorfer / Woodward. Roll call vote;

Andersen: yea , Graves: yea, Nussdorfer: yea, Woodward: yea, Impellizzeri: yea; 5/0 motion carried

1. **Zoning Administrator’s Report -** presented in packet
2. **PC Representative to ZBA’s report -** Woodward

**I. Public Comment**

none

**J. Summary of Action items before next ZBA Meeting**

Cancel December 20, 2023 meeting

**K. Adjournment at 6:47pm**

M/S to adjourn Nussdorfer / Graves; vote: 5/0 motion carried.