

**Minutes from the  
Almira Township Planning Commission Meeting**

**May 7, 2024**

**6:00 p.m.**

**Call to Order:** Chairperson Ratajczak called the meeting to order at 6:03 p.m. at the Almira Townhall in the Village of Lake Ann.

**Members Present:** Ryan Ratajczak, Kurt Swartz, Shannon Jordan, Melisa Martin, Vince Edwards, Duane Newman. Lori Florip arrived at 6:17 p.m.,

**Additions/Deletions to Agenda:** None

**Approval of Agenda:** *Motion by* Edwards, supported by Swartz, to approve the agenda as presented. All ayes, no nays, motion passed.

**Approval of Minutes:** *Motion by* Swartz, supported by Jordan, to approve the meeting minutes of April 2, 2024, as presented. All ayes, no nays, motion passed.

**Brief Public Comment:** Dave Egeler, Probate Court Judge Candidate made a presentation.

**Zoning Administrator:** Z/A Preston presented information regarding number of permits this year versus the last two years, inspection status for zoning permits, and complaint report. She asked if the Planning Commissioners would like a short-term rental monthly report., and the Commissioners stated they would like her to start working on a report for these.

**Township Board Representative:** Township Board member Florip stated the Township Board is making progress on ARPA projects and a special meeting was held to open bids for the proposed new bathrooms at the township park.

**Zoning Board of Appeals Representative:** Commissioner Martin stated no meetings have been scheduled.

**Intergovernmental Representative:** Vince Edwards, Lake Ann Village Council member, stated that the Village Council purchased and has installed two traffic calming signs, Short-Term Rental letters are not getting a good response, street work being done soon, looking into vacating some streets in the Village, 5K scheduled for June 20<sup>th</sup>, Hazardous Mitigation resolution to be reviewed, and Community Coffee is at 7:30 a.m. tomorrow at the Red Door.

**Conflict(s) of Interest:** None

**Guests:** None

**Old Business:**

- A. Master Plan – Public Hearing:** *Motion by* Ratajczak, supported by Edwards, to recess the regular meeting. All ayes, no nays, motion passed. Meeting recessed at 6:40 p.m. Chairperson Ratajczak opened the public hearing regarding the Master Plan at 6:40 p.m. There was no public present. Commissioners discussed the Master Plan draft from March of 2024. *Motion by* Ratajczak, supported by Jordan, to close the public hearing. All ayes, no nays, motion passed. Public hearing closed at 6:44 p.m. Regular meeting

reconvened at 6:44 p.m. Chairperson Ratajczak read the Resolution of Adoption of the Master Plan Update Resolution 5-2024 #1. *Motion by* Swartz, and supported by Newman, to adopt the Resolution of Adoption of the Master Plan Update Resolution 5-2024 #1. Roll call vote was as follows: Edwards, aye; Martin, aye; Newman, aye; Florip, aye; Swartz, aye; Jordan, aye; Ratajczak aye; all ayes, no nays, motion passed.

**New Business:**

- A. Zoning Ordinance Amendments: Final Review:** ZA Preston reviewed the consolidated Zoning Ordinance amendments that the Commissioners had discussed over the past several months and approved to go to public hearing. Discussion took place and consensus is to hold a public hearing at the June regular PC meeting regarding these amendments. Kate will get notice published for the public hearing.
- B. Short-Term Rental Application - 5826 Lake Ann Rd.:** STR Application #24-04 for 5826 Lake Ann Road was reviewed with discussion taking place. This property had previously been approved for a STR in 2004, application # 04-10.
- C. Short-Term Rental Application – 18675 Bonnie Jean Dr:** STR Application #24-03 for 18675 Bonnie Jean Drive was reviewed with discussion taking place.
- D. Short-Term Rental Application – 6299 Sunset Dr:** STR application #24-02 for 6299 Sunset Drive was reviewed with discussion taking place. ZO Section 7.05.B was reviewed in regards to all three applications and discussed further. *Motion by* Edwards, supported by Newman, to approve STR Applications #24-04; #24-03; #24-02 as presented with each having a one-year probation. All ayes, no nays, motion passed.

**Extended Public Comment:** Dort informed the Commissioners that township bylaws are going to be reviewed in the near future including the PC bylaws.

**Commissioner Comments:** None

**Chair Comments:** Nice job to all on Master Plan.

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 7:25 p.m.

Mary Dort, Recording Secretary