

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

September 3, 2024

6:00 p.m.

Call to Order: Chairperson Ratajczak called the meeting to order at 6:04 p.m. at the Almira Townhall in the Village of Lake Ann.

Members Present: Ryan Ratajczak, Kurt Swartz, Shannon Jordan, Lori Florip, Melisa Martin. Vince Edwards and Duane Newman were excused.

Additions/Deletions to Agenda: None

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

Approval of Minutes: *Motion by Swartz*, supported by Martin, to approve the meeting minutes of July 2, 2024, as presented. All ayes, no nays, Edwards and Newman excused, motion passed.

Brief Public Comment: None

Zoning Administrator: Z/A Preston presented her reports with questions being asked.

Township Board Representative: Township Board member Florip stated the Township Board is making progress on ARPA projects, new bathrooms in park are being constructed, and the dog park fence is in place.

Zoning Board of Appeals Representative: No meetings have been held.

Intergovernmental Representative: Vince Edwards, Lake Ann Village Council member, was excused from this meeting so no report.

Conflict(s) of Interest: None

Guests: None

Old Business:

- A. Special Events Ordinance – Review:** ZA Preston explained that the Township Board tasked her and the township attorney to draft changes to resolve issues between the zoning ordinance and the separate mass gathering ordinance. The Township Board will be reviewing this draft information at their September meeting and most likely referring it to the Planning Commission for further processing. What about weddings held on private property?

New Business:

- A. Applications Updates:**
 - i. Site Plan Review**
 - ii. Zoning Permit**

ZA Preston presented the updated applications that the Township Board had approved at their August meeting. Preston mentioned the highlights on the Accessory Dwelling Unit application item numbered four (4). On the application regarding short-term rentals, tourist home/bed and breakfast she discussed item numbered two (2). Discussion took place on this and the Planning Commission would like to see changes made to this item. The number of guests should be based on the amount the well and septic numbers indicate and if more guests are requested then an explanation as to why is needed.

Extended Public Comment: None

Commissioner Comments: Chairperson Ratajczak asked if the Commissioners had items that needed to be reviewed in the future. ZA Preston stated that private drive versus private road will be coming in a few months. Shannon Jordan would like to see changes/upgrades to private drive language to make it easier to upgrade from a private drive to a private road. Discussion took place. Kurt Swartz asked about a review of the Advent Church summer program, Kate said she would work on this for the PC.

Chair Comments: Thanks for coming to the meeting and the discussion.

Adjourn: Chairperson Ratajczak adjourned the meeting at 6:57 p.m.

Mary Dort, Recording Secretary