

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

**October 1, 2024**

**6:00 p.m.**

**Call to Order:** Chairperson Ratajczak called the meeting to order at 6:07 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, Duane Newman.

**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 Edwards, to approve the meeting minutes of September 3, 2024, as presented. All ayes, no nays, motion passed.

**Brief Public Comment:** None

**Zoning Administrator:** Z/A Preston was absent but her reports were supplied to the Commissioners.

**Township Board Representative:** Township Board member Florip stated the Township Board is making progress on ARPA projects, new bathrooms in park are getting electric and plumbing done, dog park is being used, hand rails on townhall steps have been installed.

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

**Intergovernmental Representative:** Vince Edwards, Lake Ann Village Council member, stated that one street sign that was missing in the Village is being replaced; Canopying of trees in Burnett Park will be worked on; Village audit is done and Village is doing well; ARPA money will be used to upgrade handicap parking spaces in the Village; possible "speed" signs installed on Lake Ann Road coming from the South, and Reynolds Road coming from the North; updated people on ballot for Village council openings on ballot this November.

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

**Guests:** None

**Old Business:**

**A. Special Events Ordinance – Review:** ZA Preston was absent but had furnished copies of the Special Events Ordinance.

- i. Application Revisions:** ZA had furnished copies of the special events application revision for PC review. Discussion took place with no recommended changes from the PC. Short-Term Rental, Tourist Home/Bed & Breakfast application revision had also been furnished. Discussion took place with the PC recommending that the revision be sent to the Township Board as written.

- ii. **Ordinance Revisions:** ZA had furnished copies of the Special Event Ordinance Revisions for PC review. Discussion took place on the revisions. Discussion on Exemptions section took place with the PC recommending that the exemptions section be left as written in the revision. ZA had furnished copies of the Zoning Ordinance revisions for PC review. Chairperson Ratajczak reviewed the revisions and explained them. PC did not have any questions.

**New Business:** None

**Extended Public Comment:** None

**Commissioner Comments:** Chairperson Ratajczak would like to have the November PC meeting cancelled due to a scheduling conflict. Discussion took place. *Motion by Swartz, supported by Edwards, to cancel the November 2024 PC meeting due to scheduling conflicts. All ayes, no nays, motion passed.*

**Chair Comments:** See above

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 7:04 p.m.

Mary Dort, Recording Secretary