

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

January 7, 2025

6:00 p.m.

Call to Order: Chairperson Ratajczak called the meeting to order at 6:05 p.m. at the Almira Townhall in the Village of Lake Ann.

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

Approval of Minutes: *Motion by Jordan*, supported by Swartz, to approve the meeting minutes of December 3, 2024, as presented. All ayes, no nays, Newman and Martin excused, motion passed.

Brief Public Comment: None

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

Township Board Representative: Township Board member Florip stated the Township Board held a special meeting to approve contracts for ARPA projects. The Township did not get the grant for Ransom Lake improvements from the DNR Passport grant that the Township had applied for.

Zoning Board of Appeals Representative: Martin was excused from this meeting but no ZBA meetings have been held.

Intergovernmental Representative: Vince Edwards, Lake Ann Village Council member, stated that the Cookie Challenge raised over \$3,500. Village budget workshop meeting is scheduled for this Saturday, 2-11-25 starting at 9 a.m. at the Township Office building. Village would like more people to get involved with the Village Government. Village has been discussing their recreation plan, and Edwards has questions regarding the Rails to Trails.

Conflict(s) of Interest: None

Guests: None

Old Business:

- A. Unpermitted STR – Discussion:** After some discussion ZA Preston will look into definitions of a tiny home in other area ordinances. ZA Preston is to contact this individual and send a cease-and-desist letter.
- B. ADU as a Principal Dwelling – Discussion:** Discussion took place with the consensus of the Commissioners that the Zoning Ordinance will not be changed and they are not willing to spend more time on this subject at this time.

C. Cottage Industry Ordinance – Discussion: ZA Preston informed the Commissioners that the Township Board approved the fee schedule changes regarding Cottage Industry at their December meeting. She explained the proposed changes to the Zoning Ordinance regarding Cottage Industry with questions being asked and discussion taking place. A public hearing will need to be held regarding these Zoning Ordinance changes. Preston is to check with legal counsel regarding these changes.

New Business:

- A. Election of Chairperson:** *Motion by* Jordan, supported by Swartz, to elect Ryan Ratajczak as Chairperson. All ayes, no nays, Newman and Martin excused, motion passed.
- B. Election of Vice Chairperson:** *Motion by* Jordan, supported by Edwards, to elect Kurt Swartz as Vice Chairperson. All ayes, no nays, Newman and Martin excused, motion passed.
- C. Election of Secretary:** *Motion by* Edwards, supported by Jordan, to elect Melisa Martin as secretary. All ayes, no nays, Newman and Martin excused, motion passed.
- D. Approval of Meeting Dates for 2025:** Dates were reviewed and discussed. *Motion by* Swartz, supported by Edwards, to approve the meeting dates for 2025 as follows:
Tuesday, January 7, 2025
Tuesday, February 4, 2025
Tuesday, March 4, 2025
Tuesday, April 1, 2025
Tuesday, May 6, 2025
Tuesday, June 3, 2025
Tuesday, July 1, 2025
Tuesday, August 5, 2025
Tuesday, September 2, 2025
Tuesday, October 7, 2025
Tuesday, November 4, 2025
Tuesday, December 2, 2025
Tuesday, January 6, 2026
All ayes, no nays, Newman and Martin excused, motion passed.
- E. Site Plan Review – 18787 Lakewood Circle:** Short-Term Rental, Tourist Home/Bed & Breakfast Application for Site Plan Review #24-07 for 18787 Lakewood Circle was reviewed and discussed. *Motion by* Edwards, supported by Florip, to approve Short-Term Rental, Tourist Home/Bed & Breakfast Application for Site Plan Review #24-07 for 18787 Lakewood Circle with a one-year probation period. All ayes, no nays, Newman and Martin excused, motion passed.

Extended Public Comment: None

Commissioner Comments: None

Chair Comments: Ratajczak stated “Welcome to the New Year”

Adjourn: Chairperson Ratajczak adjourned the meeting at 7:06 p.m.

Mary Dort, Recording Secretary