

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

**February 4, 2025**

**6:00 p.m.**

**Call to Order:** Chairperson Ratajczak called the meeting to order at 6:08 p.m. at the Almira Townhall in the Village of Lake Ann.

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

**Additions/Deletions to Agenda:** Under Old Business: remove A. Unpermitted STR-Discussion and remove B. ADU as a Principal Dwelling – Discussion. Change C and D to A and B. Under New Business: remove A. Site Plan Review – 7130 Rayle Road, should be added to March's agenda.

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

**Approval of Minutes:** *Motion by* Jordan, supported by Edwards, to approve the meeting minutes of January 7, 2025, as presented. All ayes, no nays, Swartz 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 reviewed the airboat agreement, purchased the inground propane tanks, updating employee handbook, discussed clean up day and scrap metal collection, set dates for budget workshops.

**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 Village public hearing on the budget will be held at the February meeting; looking for a mayor and/or manager in about two years, sidewalks are being plowed, grandpa swing for Burnett Park has been purchased, the Village Short-term Rental renewals are being worked on, and the Eric Florip Lake Ann 5K application is to be discussed at the next Village meeting.

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

**Guests:** None

**Old Business:**

- A. Cottage Industry Ordinance – Discussion:** ZA Preston presented the updated ZO amendments with the additional information that the Commissioners had requested to be added. Kate stated that she is waiting for the Township Attorney to give feedback also. Discussion took place. Will wait until Attorney review to set a public hearing date.

**B. Special Event ZO Amendment:** ZA Preston presented the proposed language with discussion taking place. Will try to set a public hearing date for this once Attorney has gotten back with above information.

**New Business: None**

**Extended Public Comment:** None

**Commissioner Comments:** None

**Chair Comments:** Ratajczak asked if any member had plans for being away yet this winter, no one said they had plans.

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 7:02 p.m.

Mary Dort, Recording Secretary

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