

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

**May 6, 2025**

**6:00 p.m.**

**Call to Order:** Chairperson Ratajczak called the meeting to order at 6:06 p.m. at the Almira Townhall in the Village of Lake Ann.

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

**Additions/Deletions to Agenda:** None

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

**Approval of Minutes:** *Motion by Jordan*, supported by Edwards, to approve the meeting minutes of April 1, 2025, as presented. All ayes, no nays, motion passed.

**Brief Public Comment:** None

**Zoning Administrator:** Z/A Preston stated that building season has started and she has gotten lots of complaints. Her reports were reviewed and discussed. Attorney will be writing some additional wording regarding the Cottage Industry updates.

**Township Board Representative:** Township Board member Florip stated that Clean Up Day was a success, it was well attended. Township Board meeting is next Monday.

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

**Intergovernmental Representative:** Vince Edwards, Lake Ann Village Council member stated that the Village is considering getting a part time manager and might be talking with the Village of Beulah, who is also considering a part time manager, to discuss sharing this position. The Lake Ann Village streets have been swept, cracks are being sealed, striping will be done in a couple of weeks, and quotes for jet cleaning the water drains will be looked into.

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

**Guests:** None

**Old Business:** None

**New Business:**

- A. Zoning District Map Update – Discussion:** ZA Preston asked the Commissioners if they wanted to look into the parcels that are split zoned, update the map, and then have new maps printed. Discussion took place with the consensus of not to update the zoning on the split parcels but to get one map with the current land divisions shown on it printed.
- B. Group Day Care Home Proposal – Discussion:** ZA Preston asked for an informal discussion to assess the Commissioners willingness to consider this topic before a

formal application was made. Discussion took place with the consensus that the applicant should first talk with their neighbors before making the formal application.

- C. Private Road Application – Review:** ZA Preston talked about where this private road would be going, that the engineered drawings are being reviewed by the Township Engineer, that the Township Attorneys are reviewing the documents, that she has sent the information to all other agencies that need to review the documents. Preston stated that she was looking for the Commissioners to take the action of approving/granting a preliminary permit by the zoning administrator. Discussion took place. *Motion by* Jordan, supported by Swartz, to approve/grant a preliminary permit by the Zoning Administrator to be issued for the private road. All ayes, no nays, motion passed.

**Extended Public Comment:** Dave Horney asked if there would be a public hearing in June on items from last month's meeting. Ratajczak stated that the public hearing would most likely be on the July agenda now.

**Commissioner Comments:** None

**Chair Comments:** None

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 6:55 p.m.

Mary Dort, Recording Secretary