

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

**January 6, 2026**

**6:00 p.m.**

**Call to Order:** Chairperson Ratajczak called the meeting to order at 6:02 p.m. at the Almira Townhall in the Village of Lake Ann.

**Members Present:** Ryan Ratajczak, Shannon Jordan, Kurt Swartz, Vince Edwards, Lori Florip. Newman was absent.

**Additions/Deletions to Agenda:** None

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

**Approval of Minutes:** *Motion by Jordan*, supported by Edwards, to approve the meeting minutes of December 2, 2025 as presented. All ayes, no nays, Newman was absent, motion passed.

**Brief Public Comment:** None

**Zoning Administrator:** Z/A Preston presented her reports and reviewed them with the Commissioners, including 2025-year end numbers. Karen Getz and Bruce Pixler asked questions about Short-Term Rental renewals and processes.

**Township Board Representative:** Township Board member Florip stated the Township had signed the recycling site contract, approved a Library Assistant, and approved lights for the Fire and EMS Building.

**Zoning Board of Appeals Representative:** This position is currently vacant, discussion took place. *Motion by Edwards*, supported by Swartz, to appoint Shannon Jordan as the Planning Commission Representative to the Zoning Board of Appeals. All ayes, no nays, Newman absent, motion passed.

**Intergovernmental Representative:** Vince Edwards, Lake Ann Village Council member stated that three (3) people are cleaning the side walks on a rotating basis, the Cookie Challenge raised \$5,200.00 for Village projects and that ideas will be discussed for the use of these funds, the Village now has an ordinance regarding chickens, annual budget review is coming up, and that a resolution was passed to enable any service vehicle to be able to park in the no parking areas.

**Conflict(s) of Interest:** Ratajczak stated the Woodland Trail Short-Term Rental Application would be a conflict for him. Edwards stated that he sold the house on Woodland Trail. Florip stated that she sold the house on Lakewood Circle. Jordan stated the Lakewood Circle Short-Term Rental Application would be a conflict for her.

**Guests:** Zach Jajo, Kayla Jajo, John Groneck, Bill Ballard, Aaron Jenkins, Jeannie Corey, Paul Vezina, Karen Getz, Lisa Breithrapt, Tracey Pixler, Bruce Pixler, Brendon Roberts, Kristin Roberts.

## Old Business:

- A. Site Plan Review Process, Discussion:** ZA Preston discussed and this item will be put on the February agenda again.
- B. Adult Rehabilitation Facility Review:** ZA Preston discussed the proposed language with Commissioners asking questions. Kate will research information on the questions asked.
- C. Short Term Rental Application, 19955 Woodland Trail:** Ratajczak explained with ZA adding information. Zoning Ordinance section 7.05.B was reviewed with discussion taking place. *Motion by Jordan*, supported by Florip, to approve the Short-Term Rental Application for 19955 Woodland Trail with the following conditions: one (1) year probation. Four (4) ayes, one (1) abstained, no nays, Newman absent, motion passed.
- D. Short Term Rental Application, 19102 Birch View Trail:** ZA presented updated application. Zoning Ordinance section 7.05.B was reviewed and discussed. Several members of the public presented their concerns about parking, traffic impact, septic concerns near the wetlands, number of bedrooms/guests allowed, safety of those walking or biking, lack of property management close by, over use of deeded water access for property owners in this neighborhood. Additional discussion took place. *Motion by Swartz*, supported by Jordan, to approve the Short-Term Rental Application for 19102 Birch View Trail with the following conditions: two (2) year probation, adherence to all ordinances and laws, three (3) bedrooms only to be rented, eight (8) guests' maximum. All ayes, no nays, Newman absent, motion passed.

## New Business:

- A. Election of Chairperson:** *Motion by Jordan*, supported by Edwards, to elect Ryan Ratajczak as Chairperson. All ayes, no nays, Newman absent, motion passed.
- B. Election of Vice Chairperson:** *Motion by Jordan*, supported by Ratajczak, to elect Kurt Swartz as Vice Chairperson. All ayes, no nays, Newman absent, motion passed.
- C. Election of Secretary:** *Motion by Swartz*, supported by Ratajczak, to elect Shannon Jordan as Secretary. All ayes, no nays, Newman absent, motion passed.
- D. Approval of Meeting Dates for 2026:** Dates were reviewed with discussion taking place. *Motion by Swartz*, supported by Edwards, that meeting dates will be as follows: Tuesday, February 3, 2026; Tuesday, March 3, 2026; Tuesday, April 7, 2026; Tuesday, May 5, 2026, Tuesday, June 2, 2026, Tuesday, July 7, 2026, Wednesday, August 5, 2026; Tuesday, September 1, 2026; Tuesday, October 6, 2026; Wednesday, November 4, 2026; Tuesday, December 1, 2026; Tuesday, January 5, 2027. All ayes, no nays, Newman absent, motion passed.

*Motion by Swartz*, supported by Jordan, to recess the regular meeting and open the public hearing. All ayes, no nays, Newman absent, motion passed. Regular meeting was recessed at 8:02 p.m. and the public hearing was opened at 8:02 p.m.

- E. Public Hearing: Group Day Care Home:** Kayla Jajo, owner of Little Learners Day Care, presented information regarding her plans to expand her current day care from six (6) children to up to twelve (12) children, especially during the summer months. ZA Preston read four (4) letters of support for the expansion of this day care from neighbors. Zoning Ordinance Section 8.03.O was reviewed and discussed

*Motion by Swartz, supported by Edwards, to close the public hearing and reconvene the regular meeting. All ayes, no nays, Newman absent, motion passed. Public hearing closed at 8:12 p.m. and regular meeting reconvened at 8:12 p.m.*

*Motion by Swartz, supported by Edwards, to approve the Little Learners Daycare application as presented. All ayes, no nays, Newman absent, motion passed.*

**F. Data Center Regulations, Discussion:** ZA Preston presented information with Commissioner discussion taking place. *Motion by Edwards, supported by Jordan, to recommend that the Township Board approve a one (1) year moratorium regarding data centers due to the current Zoning Ordinance not having a definition of data center. All ayes, no nays, Newman absent, motion passed.*

**G. Short-Term Rental Application, 18823 Lakewood Circle:** ZA Preston presented the application. Zoning Ordinance section 7.05.B was reviewed and discussion took place. *Motion by Swartz, supported by Edwards, to approve the Short-Term Rental Application for 18823 Lakewood Circle with the following conditions: one (1) year probation; rental starting upon completing of septic installation. Four (4) ayes, one (1) abstained, no nays, Newman absent, motion passed.*

**Extended Public Comment:** None

**Commissioner Comments:** None

**Chair Comments:** One (1) position open on the Planning Commission, contact Township Supervisor if interested and thanks for attending this meeting.

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 8:57 p.m.

Mary Dort, Recording Secretary