

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

**August 1, 2023**

**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, Lori Florip, Duane Newman, Kurt Swartz, Shannon Jordan, Melisa Martin, Vince Edwards.

**Additions/Deletions to Agenda:** Under New Business: Change Item A. Accessory Dwelling Unit Application to Item D; Add a new Item A. Driveway Design Recommendations; Add Item B. Non-Conforming Lot of Record; Add Item C. Land Use Application.

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

**Approval of Minutes:** *Motion by Jordan*, supported by Swartz, to approve the meeting minutes of July 11, 2023, as presented. All ayes, no nays, motion passed.

**Brief Public Comment:** None

**Zoning Administrator:** Z/A Preston presented information regarding number of permits this year versus last year; the count of dwelling construction by month, and a monthly complaint report.

**Township Board Representative:** Township Board member Florip stated that the Board meeting would be held on August 14<sup>th</sup>.

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

**Intergovernmental Representative:** Vince Edwards, Lake Ann Village Council member reported on the following topics: Run Lake Ann 5K; benches for Burnett Park; grants that are available for the Village; ARPA funds; millage discussion; salaries; pedestrian crossings; community coffee on the second Wednesday of the month at the Red Door; a food truck issue in the Village; Michigan Municipal League training in October.

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

**Guests:** None

**Old Business:**

- A. Master Plan Review – Pending Township Board Approval:** Township Board waiting until August to see if 2020 Census information is available before moving forward with the Master Plan.
- B. Township Recreation Plan – Review:** Recreation Resources Committee has updated the Master Recreation Plan and had forwarded it to the Township Clerk. The Clerk had forwarded it to Chairperson Ratajczak to review. Recording Secretary Dort stated that she had reviewed the updated Recreation Plan against the Plan from the Planning Commission

and that it looked like the issues had been cleared up. *Motion by* Ratajczak, supported by Edwards, to approve the Master Recreation Plan as amended. All ayes, no nays, motion passed.

- C. Section 4.29: Utility Scale Solar Energy Systems - Discussion:** Z/A Preston reviewed and explained her suggestions. She asked for comments, concerns, refinement from the Commissioners and discussion took place. It was suggested that Z/A check Elmwood Township's Ordinance regarding this topic. Z/A Preston will bring an updated version to the September meeting.

**New Business:**

- A. Driveway Design Recommendations:** Z/A Preston reviewed the draft that she had presented. Discussion took place. *Motion by* Swartz, supported by Martin, to approve the draft Driveway Design Recommendations as presented. All ayes, no nays, motion passed.
- B. Non-Conforming Lot of Record:** Z/A Preston presented a draft definition that for review. Discussion took place. This item will be presented again when other Zoning Ordinance amendments are to be done.
- C. Land Use Permit Application:** Z/A Preston explained the new format with discussion taking place. *Motion by* Ratajczak, supported by Swartz, to approve the new format of the Land Use Permit Application as presented. All ayes, no nays, motion passed.
- D. Accessory Dwelling Unit Application:** Ratajczak explained the need for this new application. Discussion took place with additions to the form to be made. *Motion by* Newman, supported by Edwards, to approve the amended Accessory Dwelling Unit Application. All ayes, no nays, motion passed. Z/A Preston will update the draft application form as approved along with filling out an application with the information given from land use permit 23-57 for site plan review at September's meeting. There will be no fees for this site plan review per the Planning Commissioners.

**Extended Public Comment:** None

**Commissioner Comments:** None

**Chair Comments:** Chairperson Ratajczak said it was good to see a full roster at the meeting and thanked them all for attending and discussing the items.

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 7:41 p.m.

Mary Dort, Recording Secretary