

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

**September 5, 2023**

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

**Additions/Deletions to Agenda:** Under New Business: Add Item A. Short Term Rental 23-05, 7586 Lake Ann Road.

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

**Approval of Minutes:** *Motion by Jordan*, supported by Swartz, to approve the meeting minutes of August 1, 2023, as presented. All ayes, no nays, Edwards excused, 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. She answered questions from the Commissioners.

**Township Board Representative:** Township Board member Florip stated that the Board has been working on Mistwood Greens and ARPA funds projects.

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

**Intergovernmental Representative:** Vince Edwards, Lake Ann Village Council member was excused from this meeting.

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

**Guests:** None

**Old Business:**

**A. Master Plan Review – Pending Township Board Approval:** Township Board will be discussing this at their September meeting.

**B. Township Recreation Plan – Review:** Township Board reviewed this at their August meeting and adopted it.

**C. Section 4.29: Utility Scale Solar Energy Systems - Discussion:** Z/A Preston reviewed and explained the updated suggestions from Commissioners from the August meeting. Discussion took place. The Planning Commissioners were okay with her updated suggestions of:

On-site Solar: 4.29(H): Added time required to repair, replace or remove

Utility-scale solar:

4.30(B)(1): Doubled setback distances

4.30(B)(2): Increased minimum lot size to 40 acres  
4.30(B)(3): Excluded waterfront lots  
4.30(B)(7): Required screening when adjacent to residential  
4.30(B)(9): Minimized land disturbance; restricted clear-cutting (10% of solar collector surface area)  
4.30(B) & 6.02(3)(R): Added to Forest/Rec as Use Subject to Special Approval  
8.03(Q)(1)(d): Added requirement for Environmental Impact Analysis to Site Plan  
8.03(Q)(3)(a): Provided Planning Commission with option for additional screening  
Discussion about the fee took place with consensus that the recommended fee for Utility Scale Solar Energy Systems should be \$1,000.00. Z/A Preston is to make a final draft of this section, have township attorney(s) review final draft and bring it back to the Commissioners at their October meeting. Public hearing might be at the December meeting depending on progress.

**New Business:**

**A. Short Term Rental 23-05, 7586 Lake Ann Road:** Discussion of the application took place. Concern as to who was the owner was discussed as the warranty deed and applicant name were not the same. Section 7.05.B of the Zoning Ordinance was reviewed, and discussion took place. *Motion by* Ratajczak, supported by Martin, to approve the Short-Term Rental 23-05, 7586 Lake Ann Road, with a special condition of “pending documentation/verification of ownership”. Roll call vote was as follows: Martin, aye; Newman, aye; Florip, aye; Swartz, aye; Jordan, aye; Ratajczak, aye; Edwards, excused. All ayes, no nays, motion passed.

**Extended Public Comment:** Recording Secretary stated that she would not be at the October meeting, and maybe not at the November meeting due to working the election. Ratajczak stated that due to election and other circumstances the November meeting might be cancelled or rescheduled.

**Commissioner Comments:** Newman stated that if a Utility Solar System were to apply for land use application that he would like to be included in seeing the actual site/property.

**Chair Comments:** None

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 7:13 p.m.

Mary Dort, Recording Secretary