

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

**December 6, 2022**

**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:** Vince Edwards, Ryan Ratajczak, Lori Florip, Kurt Swartz, Bill Ballard, Melisa Martin, Duane Newman

**Additions/Deletions to Agenda:** None

**Approval of Agenda:** *Motion by* Edwards, supported by Swartz, to approve the agenda as presented. All ayes, motion passed.

**Approval of Minutes:** *Motion by* Edwards, supported by Swartz, to approve the meeting minutes of October 4, 2022, as presented. All ayes, motion passed.

**Brief Public Comment:** None

**Zoning Administrator:** Z/A Williams submitted written reports for October and November.

**Township Board Representative:** Township Board member Florip reported that the Mistwood property now has clear titles, the Board will be discussing ARPA funds, and budget soon.

**Zoning Board of Appeals Representative:** No report.

**Intergovernmental Representative:** Lake Ann Village Council Member Edwards, stated that the Village has a new President, and two new council members from the November election. Matt Therrien donated and planted an evergreen tree in Burnett Park, Santa will be coming to the Village, Village Council will also be discussing ARPA funds, and will be discussing Village hours for residents to meet with the President. Edwards was asked if there was going to be a winter festival or not.

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

**Guests:** Mr. and Mrs. Harrigan

**Old Business:**

- A. Master Plan Review – Township Board Approval Update:** Chairperson Ratajczak updated the Commissioners on the Township Board's status of the Master Plan.

**New Business:**

- A. Section 4.23 Private Roads – Pending application review:** Chairperson Ratajczak gave a report on a pending application that may be coming to the Commissioners in the next few weeks. He requested that the Commissioners review Section 4.23 in the Zoning Ordinance regarding Private Roads to be prepared to discuss the application. Some discussion about private roads took place.

**Extended Public Comment:** Mr. and Mrs. Harrigan asked questions about the private road application status.

**Commissioner Comments:** None

**Chair Comments:** Chairperson Ratajczak stated that with the new year coming if any Commissioner no longer wanted to serve on the Planning Commission to let Mark Roper, Township Supervisor, or himself, know as there are other residents interested in being appointed to the Planning Commission. Ryan also stated that at the January 2023 meeting the election of positions, within the Planning Commission, would take place. The January meeting will also set up the meeting dates for 2023. Ryan asked the Commissioners to be reviewing the Zoning Ordinance for items that might need to be changed/updated, examples might be multiple dwellings on one parcel, type/grade of gravel for roads.

**Adjourn:** Chairperson Ratajczak adjourned the meeting at 6:52 p.m.

Mary Dort, Recording Secretary