

**Minutes from the  
Almira Township Planning Commission Meeting  
July 06, 2021  
6:00 p.m.**

**Call to Order:** Chairperson Ratajczak called the meeting to order at 6:00 p.m. at Almira Township Hall in the Village.

**Members Present were:** Bill Ballard, Vince Edwards, Melissa Martin, Duane Newman, Ryan Ratajczak, Lori Florip

**Members Absent were:** NA

**Additions/Deletions to Agenda:** NA.

**Approval of Agenda:** Motion by Edwards, supported by Florip. All ayes, motion passed.

**Approval of Minutes:** Motion by Edwards, supported by Florip, to approve the minutes of June 1, 2021. All ayes, motion passed.

**Brief Public Comment:** NA

**Zoning Administrator:** Z/ A Williams presented his monthly report.

**Township Board Representative:** Township Board member Florip reported: Well testing and water quality monitoring continues within the township due to the ongoing seepage from the long defunct underground fuel holding tanks located within the Village. The 'all clear' was given by EGLE and the deconstruction of the remediation building has begun. The Township Board approved funding for Networks Northwest's consulting on the Master Plan. Music in the Park is a 'go'.

**Zoning Board of Appeals Representative:** NA

**Intergovernmental Representative:** Village Council Member Edwards reports that the Lake Ann Days event has been scheduled for August 11th. Also reported on the potential "American Reserve Plan" funding which both the Village and Township are slated to receive.

**Conflict(s) of Interest:** Newman related to New Business – Site Plan Review 19064 Birch View Trail.

**Guests:** Rob Carson, Networks Northwest

**Old Business:**

**A. Proposed Zoning Amendment #19-02 - commercial use review:**

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- a. Waiting to address this amendment due to the nature of hosting a public hearing currently.

**B. Zoning Map Review:**

- a. Equalization is working on some overlay maps. More info to follow.

**C. Master Plan Review:**

- a. Review approved scope of work: Reported on by Vince Edwards and Rob Carson, Networks Northwest. Carlson noted that Mathew Cooke will be Network Northwest main point of contact for this project. Carlson recommended convening a smaller subcommittee of planning commission members would be a more efficient way to tackle a project of this size. PC members in the subcommittee will be: Edwards, Florip, Martin and Ballard. Edwards will follow up with Mr. Cooke to scheduling meetings.

**D. Short Term Rentals:**

- a. **Status of House Bill 4722:** Williams reports some movement in State Legislature, but no final agreement reached, and the lawmakers have recessed until August.
- b. **List of Approved Short-term Rentals:** The completed list of approved STR's is at the Township office but has yet to be digitized. This list will be maintained by the Almira Township office staff. The process for maintaining and monitoring this list continues to be a work in progress.
- c. **Site Plan Application Revisions:** Williams reviewed the current version of the application for potential revisions/improvements. A few recommendations included adding the following requirements:
  - i. Providing proof of property ownership, survey and legal description.
  - ii. Well and septic system maintenance records.
  - iii. Off street parking shown on site plan.
  - iv. Waste hauler information.
  - v. Contact information in case of complaints or emergency

**New Business:**

**A. Definition of animals within zoning ordinance: Review**

- a. Williams reported a complaint was received by a resident which claimed a neighboring property owner had taken ownership of multiple chickens. The individual in question lacked the necessary acreage (min 1 acre) to keep chickens based on Section 4.25 of the zoning ordinance which regulates the

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keeping of animals and livestock. The individual claimed the chickens as pets and therefore felt exempt from the regulation. After much discussion by the board it was decided that no changes were warranted at this time due to the singular nature of the complaint being made.

**B. Site Plan Review:**

- a. **9189 Great North Tr.** – item was tabled due to the incomplete nature of the submitted application.
- b. **19064 Birch View Tr.** - Gary and Sharon Gordon regarding a recently constructed bonus room over the garage. To be rented from May thru October. Completed application was reviewed by Williams and permit fees have been paid by applicant.

**Section 7.05 – Site Plan Application Review**

B. The Planning Commission shall have the responsibility and authorization to review and approve, disapprove or approve with conditions, the Site Plan in accordance with requirements of the zoning district in which the proposed use is located and all other applicable requirements set forth in this Ordinance. The Planning Commission shall further consider the following standards:

1. Whether the sewage disposal and water systems meet the applicable health and sanitary codes and ordinances.
2. Whether the location and nature of the use will not conflict with any principal permitted use of the district or neighborhood.
3. Whether the use will not create any major traffic problem or hazard.
4. Whether the use will not be any more objectionable to adjacent and nearby properties than would be any permitted principal use of the district by reason of traffic, noise, vibration, dust, fumes, smoke, odor, fire hazard, glare, flashing lights, or disposal of waste and sewage.
5. Whether the use will discourage or hinder the appropriate development and use of adjacent premises and the neighborhood.
6. Upon approval of the site plan, the master deed and by-laws for condominium projects shall become part of the site plan; consequently, any later changes to these documents relating to

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the use of the property itself will be considered a change to the site plan and must be approved by the Planning Commission. (N/A)

7. The proposed site plan shall be consistent with the general principles and objectives of the Township's Master Plan.

The Planning Commission did not find any objections to the standards outlined in Section 7.05.

A motion was made by Edwards and supported by Ballard to approve with conditions. All ayes.

The application was approved with the condition that a one-year probationary period will be enacted to measure compliance with the conditions outlined within the ordinance.

**Extended Public Comment:** None

**Commissioner Comments:** None

**Chair Comments:** None

**Adjourn:** 8:06 p.m.

William Ballard  
Recording Secretary