

**Minutes from the
Almira Township Planning Commission Meeting
September 07, 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: Bill Ballard, Vince Edwards, Melissa Martin, Ryan Ratajczak, Lori Florip, Duane Newman

Members Absent: None

Additions/Deletions to Agenda: NA.

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

Approval of Minutes: Motion by Edwards, supported by Florip, to approve the minutes of August 3, 2021. All ayes, motion passed.

Brief Public Comment: NA

Zoning Administrator: Z/ A Williams presented his monthly report. 'Big Fam Festival' Hulbert and Hooker Roads given. 1500 - 2000 people were in attendance. Low impact event. All Health Department rules met. Amplified music ended at Midnight. There were a considerable number of complaints about sound vibrations from the neighbors. The Township board will be holding a debriefing next week. Z/A Williams has received calls regarding a marijuana processing facility. Williams asked to see copies of their licenses and has yet to hear back from them. In 2017, Almira Twp 'opted out' of all Marijuana land uses in the Twp. Another farmer inquired regarding converting from Hops to Hemp.

Township Board Representative: Township Board member Florip reported: Discussions regarding adding Broadband in the Township.

Zoning Board of Appeals Representative: NA.

Intergovernmental Representative: Village Council Member Edwards - American Restore funds have been applied for by twp and village. The Village sent letters regarding 'sloppy' lot lines on the First Street alley on the 1891 plat.

Conflict(s) of Interest: Melissa Martin

Guests: Kyle Harris, Lance Terry

Old Business:

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A. Zoning Map Review:

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

B. Master Plan Review:

- a. Review approved scope of work: Edwards will follow up with Mr. Cooke to scheduling meetings.

New Business:

A. Site Plan Review:

- a. **4887 Maple City Hwy. – Home Occupation**
- b. **6118 N Reynolds Rd. – Home Occupation**
- c. **9189 Great North Trl. – Short Term Rental Application**
- d. **18830 Lakewood Circle – Short Term Rental Application**

- A. 4887 Maple City Hwy. – Home Occupation:** Site plan review Home Occupation on Maple City Highway. Kyle Harris owns a two-acre residential parcel and would like to utilize a pole building on the property for his welding business. His business is 75 % offsite as he travels to client's location. The nearest neighbor is a couple of hundred yards from his property. The property will have an unlit sign in accordance with our zoning requirements.

Motion by Ratajczak. Supported by Edwards. Abstain Martin. All Ayes. under condition there is a 12 month probationary period.

- B. 6118 N Reynolds Rd. – Home Occupation:** Lance Terry is applying for a Home Occupation application for his meat processing business. Mr. Terry has been operating this business for some time without approval from the Township. This operation is a non-USDA slaughterhouse. His property is located adjacent to the Sunnydale subdivision. There have been complaints received from a neighbor who has concerns regarding odor, discharging of firearms and animals running loose on her property. Law enforcement has been alerted by the neighbor due to discharge of firearms. According to Mr. Terry there have not been any orders to cease from operations from the Sheriffs Dept. He currently utilizes dumpsters to contain the waste from his operations. He believes he has addressed the issue by applying limestone to the dumpsters to help with the odors.

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There was much discussion regarding the complaints received by the neighbor. There were also concern from the board regarding discharge of weapon in a residential zone, containment of waste and mitigation of odor. The board refrained from making an official decision on the issuance of a Home Occupation status until Mr. Terry can provide written support from Law Enforcement and the Health Dept. ZA Williams will follow up on this application prior to the October Planning Commission meeting.

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 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.

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The Planning Commission did not find any objections to the standards outlined in Section 7.05 for either of the following applications.

C. 9189 Great North Trl. – Short Term Rental Application

D. 18830 Lakewood Circle – Short Term Rental Application

A motion was made by Ratajczak and supported by Newman to approve the applications. All ayes.

The Short-Term Rental applications were 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: Ratajczak noted that there is still one remaining vacancy on the Planning Commission as of September.

Adjourn: 8:15 p.m.

William Ballard
Recording Secretary