

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

March 5, 2024

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, Kurt Swartz, Shannon Jordan, Melisa Martin. Lori Florip, Duane Newman, and Vince Edwards were excused.

Additions/Deletions to Agenda: None

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

Approval of Minutes: *Motion by Jordan*, supported by Swartz, to approve the meeting minutes of February 6, 2024, as presented. All ayes, no nays, Florip, Newman, and Edwards excused, motion passed.

Brief Public Comment: No brief public comment on items not on agenda.

Zoning Administrator: Z/A Preston presented information regarding number of permits this year versus the last two years, inspection status for zoning permits, and complaint report.

Township Board Representative: Township Board member Florip was excused.

Zoning Board of Appeals Representative: Martin stated no meetings have been scheduled.

Intergovernmental Representative: Vince Edwards, Lake Ann Village Council member, was excused, but Kyle Belton, Village Council Trustee, stated that the Village has adopted a Short-Term Rental Ordinance.

Conflict(s) of Interest: None

Guests: None

Old Business:

- A. Master Plan – Final Review Prior to Public Hearing:** Mathew Cooke, Community Planner from Networks Northwest, discussed the packet he presented with public comments and discussed the future dates for the approval process. Mathew will have the public hearing notice published in the Traverse City Record Eagle for the April 2, 2024 Master Plan Public Hearing. Mathew will have a final draft of the Master Plan, with updates, to be reviewed by Planning Commission and Township Board by March 16th. Mathew was instructed to remove any and all references to “Light Industrial” from the Master Plan as this is covered in the Commercial section of the Zoning Ordinance and not needed. Mathew stated that even though the 2020 Census Information is available, Networks Northwest is not using that information because of confidence issues. They will leave the ESRI (Environmental Systems Research Institute) information in the Master Plan as presented.

Mrs. Yancho asked why short-term rentals and blight concerns were not addressed in the Master Plan. Swartz and Preston both explained that those issues were covered in separate ordinances. Steve Yancho stated that short-term rentals do have a potential impact on the character of the area and on the environment. Ratajczak explained that the Master Plan is a guide to the future.

B. Zoning Ordinance Amendment: Section 4.09: Second Dwelling on Parcel: Z/A

Preston presented the proposed changes as discussed from the previous meeting. Discussion took place. The changes to Section 4.09, 9.05 and definition of Dwelling, Mobile can be added to the future public hearing on Zoning Ordinance changes.

C. Zoning Ordinance Amendment: Section 4.25 Animals: With further discussion this item is **NOT** to be changed from what is currently in the Zoning Ordinance.

New Business:

A. Special Use Application Review: Advent Lutheran Proposal: Commissioners reviewed the application, asked questions of the Z/A and Laura Kingman, Executive Treasurer of Advent Lutheran Church. Laura stated that the Benzie Leelanau District Health Department is already doing an inspection for State licensing so another inspection would not be needed. Z/A Preston stated that she has a copy of the Advent Lutheran Church meeting minutes showing who the officers are as proof of ownership. Discussion took place. *Motion by Swartz*, supported by Jordan, to hold a public hearing on the Advent Lutheran Church Special Use Application at the April 2, 2024 Planning Commission Meeting. All ayes, no nays, Florip, Newman, and Edwards excused, motion passed. Ratajczak stated that this should be the first public hearing on the agenda for that meeting.

B. Short-Term Rental Application – 19150 Birch View Trail: Application was discussed. Section 7.05.B of the Zoning Ordinance was reviewed. *Motion by Swartz*, supported by Jordan, to approve Short-Term Rental Application 24-01, 19150 Birch View Trail, with a one (1) year probation. All ayes, no nays, Florip, Newman, and Edwards excused, motion passed.

Extended Public Comment: Kyle Belton stated the Planning Commission was doing a great job, especially Z/A Preston.

Commissioner Comments: None

Chair Comments: None

Adjourn: Chairperson Ratajczak adjourned the meeting at 7:29 p.m.

Mary Dort, Recording Secretary