

**ALMENA TOWNSHIP PLANNING COMMISSION
MEETING MINUTES
August 3, 2015**

Members present: Chairman Ron Marvin, Greg Babik, Mark Roman, Matt Moulds, Carol Himes, Jim Horton, and Nina Consolatti (Alternate)
Members absent: Steve Manning - Excused

- I. **CALL TO ORDER** – The meeting was called to order at 7:04 p.m. by Chairman Ron Marvin.
- II. **AGENDA CHANGES/APPROVAL** – **Motion** to approve the agenda as written by Ron Marvin, **second** by Mark Roman. **Motion approved 7-0.**
- III. **CORRECTIONS AND/OR APPROVAL OF June 1, 2015 MINUTES.**
The use of the word “adjournment” was discussed and changes were not made. **Motion** to approve the June 1, 2015 as written by Matt Moulds, **second** by Jim Horton. **Motion approved 7-0.**
- IV. **PUBLIC COMMENT FOR NON-AGENDA ITEMS** - No public in attendance.
- V. **REPORTS**
 - a. Township Board Liaison Report by Mark Roman: The updated zoning ordinances, subdivision regulations, and cemetery ordinances are on the website. Carol Himes was reappointed to the Planning Commission. The Verizon Special Use Permit application was denied by the Board due to incompleteness. Verizon submitted a Claim of Appeal to the ZBA. The Staley special use permit application was retracted and his fee was approved to be refunded.
- VI. **UNFINISHED BUSINESS**
 - a. Site Plan Review Application: Nina presented her review of the Site Plan Review Application. There was considerable discussion on how to proceed with the editing of the application. The consensus was to start with the application and follow with the checklist. The checklist will be used by both the applicant and Planning Commission members. The Planning Commission members will work on the application collectively and present their findings at the next meeting in September.
- VII. **NEW BUSINESS** – No new business.

VIII. ADJOURNMENT – Motion to adjourn by Greg Babik, **second** by Carol Himes. **Motion approved 7-0.**
The meeting adjourned at 8:15 p.m.

Minutes Approval Date: Approved September 14, 2015

Lia Will
Almena Township Deputy Clerk

Cc: PC (8)
Twp. Board (7)
ZBA (5)
Christopher Khorey
Bill Henderson
Attorney