ALMENA TOWNSHIP PLANNING COMMISSION
MEETING MINUTES
September 14, 2015

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

I. CALL TO ORDER – The meeting was called to order at 7:01 p.m.by Chairman Ron Marvin.

II. AGENDA CHANGES/APPROVAL – Under New Business Part B, replace "June 2011" with "June 2013" and replace "December 2012" with "December 2014." **Motion** to approve the agenda as corrected by Ron Marvin, **second** by Steve Manning. **Motion approved 7-0.**

III. CORRECTIONS AND/OR APPROVAL OF August 3, 2015 MINUTES.
Motion to approve the August 3, 2015 as written by Greg Babik, **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: Not available.

VI. UNFINISHED BUSINESS

a. Site Plan Review Application: The modification or the site plan application was discussed. The discussion centered on the checklist and how to reference and incorporate the zoning ordinances. Greg Babik suggested the checklist should be more compartmentalized. Greg Babik and Jim Horton volunteered to each work on the form using more cross referencing to the zoning ordinances to present at the next meeting.

VII. NEW BUSINESS

a. Review of previous 10' setbacks in Filipunos Plat (Anthony Street Subdivision) to the 20' setbacks in the current Zoning Ordinances:
A side setback variance on Anthony Street in the Filipuna subdivision was requested at the Zoning Board of Appeals meeting on August 17th, 2015. The application asked for a twelve foot variance from the 20 foot required setback to an eight foot side yard setback. The Filipuna subdivision is a community of non-conformity and it is possible there will be others asking for a variance. The zoning ordinance will be reviewed in case this becomes an issue in the subdivision.

b. Manning application for renewal of site plan initially submitted June 2013, and expired December 2014, including a six month extension (Steve Manning abstained from the discussion):
The Manning application for renewal of the site plan to expand two buildings was discussed and questions were answered by Steve Manning. Bill Henderson, Almena Township building official, approved the application. Christopher Khorey of McKenna recommended the application be approved with the conditions stated in his letter of September 10, 2015.
Motion by Jim Horton to approve the Manning site plan application dated August 21, 2015 for recommendation for approval to the Township Board with the conditions outlined in the McKenna letter dated September 10, 2015 as follows:
1. Cut sheets of all existing and proposed exterior light fixtures, as well as a photo metric plan for the site showing the expansions and any new light fixtures, must be submitted to confirm compliance with Section 17.15 of the Zoning Ordinance.
2. Any Open Storage on the site must be screened as required in Section 10.05 of the Zoning Ordinance.

Second by Greg Babik (Steve Manning abstained from voting).
Roll Call Vote: Jim Horton – Yes, Carol Himes – Yes, Greg Babik – Yes, Nina Consollati – Yes, Matt Moulds – Yes, Ron Marvin – Yes. **Motion approved 6-0**.

VIII. **ADJOURNMENT**: **Motion** to adjourn by Ron Marvin, **second** by Carol Himes. **Motion approved 7-0**. The meeting adjourned at 8:45 p.m.

Minutes Approval Date: Approved October 5, 2015

Lia Will
Almena Township Deputy Clerk

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