# ALMENA TOWNSHIP PLANNING COMMISSION MEETING MINUTES October 5, 2015

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

- I. <u>CALL TO ORDER</u> The meeting was called to order at 7:01 p.m.by Chairman Ron Marvin.
- II. <u>AGENDA CHANGES/APPROVAL</u> Under New Business, add "a. Village of Paw Paw Future Land Use Amendment." <u>Motion</u> to approve the agenda as corrected by Matt Moulds, <u>second</u> by Mark Roman. <u>Motion approved 5-0.</u>

## III. CORRECTIONS AND/OR APPROVAL OF September 14, 2015 MINUTES.

<u>Motion</u> to approve the September 14, 2015 minutes as written by Matt Moulds, <u>second</u> by Carol Himes. <u>Motion approved 5-0.</u>

IV. <u>PUBLIC COMMENT FOR NON-AGENDA ITEMS</u> - No public in attendance.

# V. REPORTS

a. Township Board Liaison Report: The new counsel for the ZBA was approved. The two contracts from The Center for Municipal Solutions to review the Fibertech and AT&T Mobility applications were approved.

#### VI. UNFINISHED BUSINESS

a. Site Plan Review Application: The modification of the site plan application from Steve Manning and Jim Horton was discussed. The discussion centered on how to make the application more user-friendly, number of copies required, time frames, reference to zoning ordinances; and a written procedure, review, and approval process. The suggestion of adding a disclaimer statement about the fee to provide the option for the township to change the fees will be considered. Jim Horton and Steve Manning will work together to combine their edited versions to create a new site plan review application.

## VII. <u>NEW BUSINESS</u>

1. Village of Paw Paw Future Land Use Amendment: A notice from the Village of Paw Paw was sent as a courtesy. The Planning Commission is not required to take any action or comment.

VIII. <u>ADJOURNMENT</u>: <u>Motion</u> to adjourn by Carol Himes, <u>second</u> by Mark Roman. <u>Motion approved 5-0</u>. The meeting adjourned at 7:58 p.m.

Minutes Approval Date: November 9, 2015

Lia Will

Almena Township Deputy Clerk

Cc: PC (8)

Twp. Board (7)

ZBA (5)

Christopher Khorey Bill Henderson

Attorney