

**ALMENA TOWNSHIP PLANNING COMMISSION
MEETING MINUTES
November 9, 2015**

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

- I. **CALL TO ORDER** – The meeting was called to order at 7:00 p.m. by Chairman Ron Marvin.
- II. **AGENDA CHANGES/APPROVAL** – **Motion** to approve the minutes as written by Ron Marvin, second by Jim Horton. **Motion approved 7-0.**
- III. **CORRECTIONS AND/OR APPROVAL OF October 5, 2015 MINUTES.**
Add “Mark Roman” to Members Present. **Motion** to approve the October 5, 2015 minutes as corrected by Matt Moulds, **second** by Mark Roman. **Motion approved 7-0.**
- IV. **PUBLIC COMMENT FOR NON-AGENDA ITEMS** - No public in attendance.
- V. **REPORTS**
 - a. Township Board Liaison Report: Sue Wiegand and Rich Wyrwa resigned from the Zoning Board of Appeals. Joe George and Brian Rumsey were approved to replace their positions as Alternates for the Zoning Board of Appeals. Two cell tower update applications and one fiber optic application have been received by the township. The services of Richard Comi from CMS were approved to review the applications. Discussion needs to begin from the Planning Commission on a procedure for reviewing cell tower applications for the township as the number of applications will increase.
- VI. **UNFINISHED BUSINESS**
 - a. Site Plan Review Application: The final copy of the site plan application is not ready. The overview of what to be expected on the application revised by Jim Horton should be the first page of the application. The following pages will consist of the revisions made by Steve Manning. A disclaimer statement will be added at the bottom of Step 4 on the first page. The document will be ready for all to review before November 30, 2015. Any changes for the final document will need to be made at the next Planning Commission meeting.
- VII. **NEW BUSINESS** – No New Business
- VIII. **ADJOURNMENT:** **Motion** to adjourn by Mark Roman, **second** by Carol Himes. **Motion approved 7-0.** The meeting adjourned at 7:20 p.m.

Minutes Approval Date: December 7, 2015

Lia Will
Almena Township Deputy Clerk
Cc: PC (8)
Twp. Board (7)
ZBA (5)
Christopher Khorey
Bill Henderson
Attorney