

ALMENA TOWNSHIP PLANNING COMMISSION

MEETING MINUTES

March 3, 2014

Members present: Chairman Matt Moulds, Brian Rumsey, Mark Roman, Carol Himes, Ron Marvin, Steve Manning and Nina Consolatti (alternate).

Members absent: Mark Kruizenga

- I CALL TO ORDER** – The meeting was called to order at 7:03 p.m. by Chairman Matt Moulds.
- II APPROVAL OF AGENDA** –**Motion** by Ron Marvin to approve the agenda, **second** by Steve Manning. **Motion approved 7-0.**
- III CORRECTONS AND/OR APPROVAL OF February 3, 2014 PC MEETING MINUTES** – **Motion** by Brian Rumsey to approve the minutes of February 3, 2014, **second** by Ron Marvin, **Motion approved 7-0.**
- IV PUBLIC COMMENT FOR NON-AGENDA ITEMS** – Jaymi Ratzlaff of the Van Buren County Planning Commission was in attendance observing and introduced herself.
- V TOWNSHIP BOARD LIAISON REPORT** – Mark Roman reported on the search by the township for a mechanical and/or electrical inspector and suggested that should anyone on the commission know any qualified applicants to please forward them on to Sheri Manning.
- VII UNFINISHED BUSINESS** –
- 1. Ordinance Change – Self-Storage/Subdivision Roads.** The discussion began with Chris Khorey reviewing his memo on the new proposed wording changes from his February 24 memo. Matt asked if perhaps the board will want to review the new changes we propose prior to the scheduling of a public meeting. Mark Roman stated the last request came from a clear error on the coverage of subdivisions being noted and passed on. And that the process allows for board approval anyway. Mark Roman suggested that the incorrect effective date reference in 17.28 be removed as the effective date should be defined in a single place in the document. There was consensus on the commission this should be done. Mark Roman stated that rather than redefine the road requirements in the different sections, we should provide a single road requirements section and have all relevant sections refer to it. There was consensus on the commission this should be done. Mark had a question on the location of a section but was corrected that the referred to section is in the separate subdivisions ordinance. Ron Marvin referred to section 9.03 on the need to reference the Special Use section (Sec. 23). It was felt by the board that Chris could provide a cross reference at the starting paragraph of 9.03 and anywhere else in the document where Special Use was mentioned. Discussion was then tabled until the commission can review Chris' new wording.
 - 2. Commercial Committee.** Steve Manning discussed the commercial committee's work to date. He then provided an overview of the proposed site plan review application and checklist provided by the committee for the commission's review. Mark Roman mentioned

that while it was a good model, as written it did not follow the process in the township's zoning ordinance. Of note were the required steps, deadline periods and referenced sections. He suggested the committee should review our ordinance and insert it into the model. Chris Khorey stated that the document had a good format. But he noted the process listed is not necessarily workable for a rural community and we should lay out our specific process in the document. Steve Manning stated that, in our process, the initial site plan meeting is usually handled by Bill Henderson and perhaps we should spell that out.

There was an ad hoc discussion on public hearing processes and whether we needed motions by commission members to open and close the hearing.

VIII NEW BUSINESS –

1. **Texas Township – Master Plan Amendment.** The commission reviewed the proposed amendment provided by Texas Township. There was some discussion on the purpose of changing their land use map for a single property and whether this was spot zoning. But the consensus of the commission was that the proposed change involved a property far from the township and did not reasonably affect us. There would be no comment provided by the planning commission.

IX ADJOURNMENT – Motion to adjourn by Ron Marvin, **second** by Carol Himes. **Motion passed 7-0.** The meeting adjourned at 7:28 p.m.

Minutes Approval Date: Unapproved

Mark Roman, PC Secretary
Almena Township Planning Commission

Attachment

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