

**ALMENA TOWNSHIP PLANNING COMMISSION**  
**MEETING MINUTES**  
**May 13, 2013**

**Members present:** Ron Marvin, Brian Rumsey, Mark Roman, Matt Moulds, Carol Himes, Mark Kruizenga, and Nina Consolatti (alternate)

**Members absent:** Steve Manning (excused)

- I CALL TO ORDER** - The meeting was called to order at 7:02 p.m. by Chairman Marvin.
- II CORRECTION AND/OR APPROVAL OF AGENDA** – Correction on date of minutes to be April 1, 2013 instead of March 4, 2013.  
**MOTION: Motion** by Mark Roman to approve the agenda correcting the date as presented, **second** by Brian Rumsey. **Motion approved 7-0.**
- III CORRECTIONS AND/OR APPROVAL OF APRIL 1, 2013 PC REGULAR MEETING MINUTES** – Correction of approved minutes of March 4, 2013. instead of the incorrect date of January 7, 2013 as amended,  
**MOTION: Motion** by Matthew Moulds to approve the minutes of April 1, 2013 as amended, **second** by Carol Himes. **Motion approved 7-0.**
- IV PUBLIC COMMENT FOR NON-AGENDA ITEMS** – There was no public comment.
- V TOWNSHIP BOARD LIAISON REPORT:**  
Mark Roman reported the reappointment of Matt Moulds to the PC Board and Colleen Draves has been hired as recording secretary to the Planning Commission and Zoning Board of Appeals. He also reported that the recommendation for approval of the Manning Site Plan review will go to the Township Board at the May Board meeting. The PC discussed consultants and fee schedule. Mark stated that information will be available on the website in regards to fees.
- VI PUBLIC HEARING –**  
**Article XXII Site Plan Review Procedures – Section 22.02 – Development Requiring Site Plan Approval.**  
The portion of the meeting where public comment is received was reached but there was no public in attendance. Board discussed ordinance and made the following motion:  
  
**MOTION: Motion** by Mark Roman to recommend the Zoning Ordinance Amendment for Almena Township to clarify the process for approving lot splits in the Township Article XXII Section 22.02 as written in draft resolution dated April 2, 2013, **second** by Mark Kruizenga. **Motion approved 7-0.**
- VII UNFINISHED BUSINESS:** There was no unfinished business.

**VIII NEW BUSINESS**

Ron Marvin reported that he attended a zoning seminar and they shared information regarding getting the public more involved in township meetings. He encouraged the Commission members to invite business contacts and community. Board discussed publication in the Courier, and on the Almena Township website. Mark Roman suggested compiling a list and emailing residents.

**IX ADJOURNMENT**

**MOTION: Motion** to adjourn by Mark Roman, **second** by Matt Moulds, **Motion passed 7-0**. The meeting adjourned at 7:53 p.m.

Colleen Draves  
Planning Commission Recording Secretary  
Almena Township Planning Commission

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