

ALMENA TOWNSHIP PLANNING COMMISSION
MEETING MINUTES
MARCH 4, 2013

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

Members absent: None

I CALL TO ORDER - The meeting was called to order at 7:02 p.m. by Chairman Marvin.

II APPROVAL OF AGENDA – **Motion** by Matt Moulds to approve the agenda as presented, **second** by Brian Rumsey. **Motion approved 7-0.**

III CORRECTIONS AND/OR APPROVAL OF January 7, 2013 PC REGULAR MEETING MINUTES – **Motion** by Brian Rumsey to approve the minutes of January 7, 2013 as written, **second** by Matt Moulds, **Motion approved 7-0.**

IV PUBLIC COMMENT FOR NON-AGENDA ITEMS – There was no public comment.

V TOWNSHIP BOARD LIAISON REPORT:

Mark Roman reported that the Wireless Telecommunications Ordinance had been presented to the Township Board and its approval would be voted on at the coming March meeting. He also reported that there were several renewals of the positions for the Planning Commission and Board of Review.

VI UNFINISHED BUSINESS:

There was no unfinished business.

VII NEW BUSINESS

PC Secretary – Mark Roman reported that the Jenny Parish would no longer be the Planning Commission secretary. Until a replacement can be found, he will assume those duties. An ad has been put in the paper and there are currently candidates being reviewed.

Site Review Resources – Mark Roman reported that with the ongoing absence of someone to perform site plan review write-ups, the Planning Commission has received permission from the Board of Trustees to use the resources of either AGS or McKenna for any that may arise until the position is filled. The board can determine their preference. A solution is currently being worked on to provide these services to the township. A candidate is being interviewed this coming week by a subcommittee of Township Board members.

New Website – Mark Roman reported that the new township website is up. He invited all members to review its contents and find any errors or omissions. The members were invited to submit anything they find to Mark and he will compile a list for discussion at the next meeting

Henry Lot Split Review – A lengthy discussion was made on the proposed Henry lot split. Sheri Manning (Township Treasurer) made an initial presentation explaining her recent actions in getting a review of the split. She mentioned that without a zoning administrator to review the split,

the applicant initially chose to wait. However, as time progressed without a solution the applicant chose to file in February. In the interests of timely service to the land owner, she had gotten permission from the board to use McKenna to review the split. McKenna approved the split as meeting our ordinance requirements and recommended administrative approval. Chairman Marvin noted in the ordinance (Sec. 22.02 - A) where it lists land splits as needing site plan review. Steve Brown, a representative of the landowner, was in attendance. He was confused as to why the process required a site plan review as land splits had never required this in the past under AGS as Zoning Administrator. Chairman Marvin noted that the issue isn't how it was handled in the past but that the ordinance wording seems to require it now and the law is what needs to be followed. Several points were brought up on both the land split process and the ordinance wording. Chairman Marvin suggested that a site plan review was needed to not just handle the lot split but on intended usage. Members Manning, Kruizenga, and Roman all disagreed saying any review of the lot split had no review of usage as all they were requesting was a split, not a rezoning. Mark Roman and Nina Consolatti both noted that the commission had never done lot split site plan reviews in all their time. Both Steve Manning and Steve Brown stated they had done lot splits within the last year in Almena township and they had not required site plan review. Matt Moulds pointed out that the context of the ordinance may be in question and it may not rule out administrative approval. Brian Rumsey stated that most community ordinances specifically state that lot splits are administratively approved. After extensive discussion of these points, Brian Rumsey proposed that we should get input from both McKenna and the township attorney to help render a decision. If after input from these sources, administrative approval is the solution, Doug Stiles can provide that approval this week. Should a site plan review be required it could be scheduled for the next meeting. **Motion** by Ron Marvin to table the Henry lot split pending investigation, **second** by Carol Himes. After a voice vote, Mark Roman noted not all members voted. Chairman Marvin then called for a roll call vote. *Roll Call: Mark Kruizenga – yes, Matt Moulds – yes, Carol Himes – yes, Brian Rumsey – yes, Mark Roman – yes, Ron Marvin - yes, Steve Manning – no.* **Motion passed 6 – 1.**

VIII ADJOURNMENT

MOTION: **Motion** to adjourn by Steve Manning, **second** by Mark Kruizenga, **Motion passed 7-0.** The meeting adjourned at 8:00 p.m.

Mark Roman
Planning Commission Secretary
Almena Township Planning Commission

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