

ALMENA TOWNSHIP PLANNING COMMISSION
MEETING MINUTES
APRIL 1, 2013

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

Members absent: Mark Kruizenga

- I CALL TO ORDER** - The meeting was called to order at 7:00 p.m. by Chairman Marvin.
- II APPROVAL OF AGENDA** – **Motion** by Steve Manning to approve the agenda as presented, **second** by Matt Moulds. **Motion approved 7-0.**
- III CORRECTIONS AND/OR APPROVAL OF March 4, 2013 PC REGULAR MEETING MINUTES** – Corrections on wording were requested by Brian Rumsey in Sec. VII, regarding the Site Review Resources and Henry Lot Split topics. Ron Marvin noted an erroneous vote count for the Henry Lot Split. Carol Himes requested a correction on the spelling of her name. **Motion** by Brian Rumsey to approve the minutes of March 4, 2013 as amended, **second** by Ron Marvin, **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 was approved at the March meeting. The renewals of Mark Roman, Steve Manning, and Nina Consolatti were also approved by the Township Board. And Ben Brousseau was approved for zoning administration and performing land splits.
- VI MANNING SITE PLAN REVIEW**
Steve Manning declared that he would abstain from voting due to his conflict of interest. Sheri Manning was in attendance to represent the applicant. Chris Khorey provided a synopsis of his review of the site plan. His review recommended approval conditional upon lighting and parking concerns. Sheri Manning expressed there would be no additional lighting and the maximum shift of 8 people did not violate the parking requirement. Matt Mould questioned whether the new building size would require a sprinkler system. Ms. Manning expressed that upon the initial review by AGS, no sprinklers were required and this issue would be further reviewed by our current inspector Bill Henderson. Mark Roman noted the landscaping requirement of the conditional rezoning agreement and asked if there would be any landscaping changes. Ms. Manning responded that there would be none. There were some questions on the building locations due to a light printout. Steve and Sheri Manning both provided clearer indicators of the building on the documents. Carol Himes asked for clarification of C-3 uses by the business. Ron Marvin provided information and history on the uses agreed upon in the conditional rezoning agreement. A review of each item of Section 22.09 in the township zoning ordinance was done. And the site plan was found to be in compliance with all of them. Nina Consolatti expressed some concern with possible off hour shifts and large truck deliveries. She further stated her concern that the conditional rezoning agreement did not account for this. Chris Khorey stated that approval with conditions to handle this could be done. But he said this should only be done under extreme circumstances. Sheri Manning responded that Manning Enterprises had completed the conditional

rezoning process with several changes to handle concerns by the township and those concerns had all been met. She further expressed that adding additional conditions now would be equivalent to placing conditions on C-3 zones. And that there was no intention to change their operations and their vendors only deliver at normal hours. Should there be major changes in operations, they would return to the Planning Commission. Ron Marvin agreed with the statement on returning to the PC should there be major changes. Additional discussion was made upon noise issues, special situations, and the authority to restrict hours. Brian Rumsey then suggested the commission return to the current review of the site plan.

Motion by Brian Rumsey to recommend to the Township Board to approve the site plan review of Manning Enterprises as stated on the application, “Buildings A & B Storage Building Additions”. Upon the findings of the review and the recommendation to approve from McKenna & Associates’ representative Chris Khorey and also our review of the criteria for site plan review (Sec. 22.09), the criteria has been met. **Second** by Matt Moulds. Roll call vote: Brian Rumsey – yes, Carol Himes – yes, Matt Moulds – yes, Nina Consolatti – yes, Mark Roman – yes, Ron Marvin – yes, Steve Manning – abstained. **Motion approved 6-0.**

VII UNFINISHED BUSINESS:

Henry Lot Split Review – Tabled from last meeting. Ron Marvin stated that after the last meeting he reviewed our ordinance with Chris Khorey (planning consultant), Doug Stiles (township supervisor), and Gary Stewart (legal). Chris and Gary both expressed that the wording in our current ordinance would be interpreted to mean a requirement of site plan reviews for all lot splits. Gary expressed that because of past practices to handle lot splits administratively that we should go ahead and approve the Henry Lot Split administratively. Ron and Doug met with the applicant and approved the split. Chris provided new wording to amend the ordinance to allow for administrative approval of lot splits of less than 5 new lots from a parent lot in 10 years or where the resulting lots are greater than 10 acres. Ron set a public hearing for this new wording at the May Planning Commission meeting.

New Website – Mark Roman reported no errors on his review of the new website and that he had received no corrections from other commission members. He stated that he will be attempting to get more of the past meeting minutes on the site in the future.

New Secretary – Mark Roman stated that the township has interviewed several candidates and one has been selected to be hired for the Planning Commission and Zoning Board of Appeals secretary position. The official hiring of the candidate will occur at the April Township Board meeting.

VIII NEW BUSINESS

Zoning Seminars – Ron Marvin announced that Greg Milliken will be having a zoning seminar at Oshtemo Hall on April 30th. It is \$50 per session. The deadline for applying is 4/26 and the early registration deadline is 4/19. Nina Consolatti stated that the Van Buren County MSU Extension is also providing Citizen Planner classes for \$350. Members would be eligible for scholarships to defray the cost as we are part of the Paw Paw River Basin. She suggested consulting their website for more details

Hours of Operation – Brian Rumsey asked about how our ordinances handle hours of operation by businesses. Chris Khorey stated that it can be handled in special use requirements and through conditional approvals. But this is generally done upon egregious circumstances or abuse by a

landowner. Section 22.09 could be used under the “meets general area use” guideline, but use of these conditions can be difficult to enforce. So care should be taken to use this only under extreme circumstances.

Election of Officers –

Brian Rumsey **nominated** Ron Marvin for Chair. **Seconded** by Steve Manning. There were no other candidates. **Ron Marvin elected Chair** by a vote of 7-0.

Mark Roman **nominated** Matt Moulds for Vice-Chair. **Seconded** by Nina Consolatti. There were no other candidates. **Matt Moulds elected Vice-Chair** by a vote of 7-0.

Matt Moulds nominated Mark Roman as Secretary. **Seconded** by Steve Manning. There were no other candidates. **Mark Roman elected Secretary** by a vote of 6-1.

IX ADJOURNMENT

MOTION: Motion to adjourn by Matt Moulds, **second** by Steve Manning, **Motion passed 7-0.**
The meeting adjourned at 8:43 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