

MINUTES OF THE VILLAGE OF SPARTA PLANNING COMMISSION
Regular Meeting of Monday, February 1, 2016, 7 PM
Sparta Township Hall, Sparta, Michigan

2016 Village of Sparta Planning Commission Members

Chairman Dwayne Pride (2017), Vice Chair Brenda Braybrook (2017)
Commissioners David Chambliss (2016), Kristi Dougan (2016), Jayne Paasch (2016),
(vacancy) (2017), William Hayes (2018), Hudson Miller (2018), Chad Fisk (2018); Secretary Toni Potes
Capital Improvement Plan Committee (CIP): (vacancy), (vacancy) & Dwayne Pride

Present: Chairman Dwayne Pride; Vice Chair Brenda Braybrook;
Village President Kristi Dougan; Village Council Member Jayne Paasch;
Commissioners David Chambliss, Chad Fisk, William Hayes, and Hudson Miller
Also Present: Village Manager Julius Suchy

1) / 2) Call to Order / Pledge of Allegiance: The meeting was called to order at 7 PM by Chambliss followed by the Pledge of Allegiance.

3) Roll Call: Formal roll call was taken. Members present are noted above.

4) Selection of Chair & Vice Chair

A. Nominations:

For Secretary: Toni Potes

For Vice Chair: Brenda Braybrook

For Chair: Dave Chambliss, Hudson Miller, Dwayne Pride

B. Close Nominations: Nominations closed at 7:05 PM.

C. Motion to Appoint Chair & Vice Chair: Motion by Dougan, second by Hayes, to select Toni Potes as Secretary, Brenda Braybrook as Vice Chair, and Dwayne Pride as Chair. Motion carried unanimously.

5) Minutes

A. Approve Regular Planning Commission Meeting Minutes of December 7, 2015:
Motion by Braybrook, second by Hayes, to approve the Minutes. Motion carried unanimously.

6) Additions or Corrections to the Agenda — Approval of Agenda: There were no additions or corrections to the Agenda. Motion by Dougan, second by Braybrook, to approve the Agenda. Motion carried unanimously.

7) Public Comment on Agenda Items: None.

8) Communications: None

9) Public Hearing: None.

10) Unfinished Business: None.

11) New Business

A. Site Plan Review—ChoiceOne Bank (109 E. Division St.): Architects Bill Haas and John Fountain and ChoiceOne Bank President Kelly Potes are excited about the change to the existing building. ChoiceOne has been in Sparta since 1898. They reviewed the site plan with the Planning Commission, which was sensitive to parking and sidewalk issues. The project will start in the spring and take approximately 12 weeks to complete.

Motion by Dougan, second by Hayes, to approval the site plan dated January 4, 2016. Motion carried unanimously.

B. 2015 Planning Commission Activity Report: The report includes a list of the site plan and special land use permit reviews, Master Plan Update completion, 2016–2021 Capital Improvement Plan creation, new ordinances and amendments, rezoning requests reviews, and Planning Commission meeting attendance. The report will be presented to the Village Council.

C. Temporary Housing Ordinance Memo: Planner Janis Johnson’s memo implies ultimately that a temporary housing ordinance option may not be possible. The Village will investigate if a local school is already a Red Cross certified emergency shelter.

D. Amendment for Height Exemption Memo: A draft ordinance was provided to permit height exceptions in all districts. The concern is whether the property owner can prove the structure can be contained on the property if the structure collapses. Village Manager Suchy will develop a draft on these issues for review by the Planning Commission and then for public hearing.

12. Public Comment: None.

13. Commission Comment: Dougan stated that one more vacancy will be filled by the next meeting. Welcome Chad Fisk to the Planning Commission. Chambliss announced his official resignation; tonight is his last meeting. Training is available for Planning Commission members; please take advantage of these opportunities in February and March.

14. Next Meeting — Regular Meeting March 7, 2016

15. Adjournment: Motion by Chambliss, second by Miller, to adjourn at 7:49 PM. Motion carried.

Respectfully submitted,
—Toni Potes
Recording Secretary