

MINUTES OF THE VILLAGE OF SPARTA PLANNING COMMISSION  
Monday, November 2, 2015, 7 PM  
Sparta Township Hall, Sparta, Michigan

**2015 Village of Sparta Planning Commission Members**

Chairman David Chambliss (2016), Vice Chair Becky Rogers (2017)  
Commissioners William Hayes (2015), Hudson Miller (2015), (vacancy) (2015),  
Kristi Dougan (2016), Jayne Paasch (2016), Dwayne Pride (2017), Brenda Braybrook (2017), Secretary Toni Potes  
Capital Improvement Plan Committee (CIP): (vacancy), Becky Rogers & Dwayne Pride

Present: Chairman David Chambliss; Vice Chair Becky Rogers; Village Council Member  
Jayne Paasch; Village President Kristi Dougan; Commissioners Brenda Braybrook,  
William Hayes, Hudson Miller and Dwayne Pride

Also Present: Village Manager Julius Suchy

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

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

4) Minutes

A. Approve Regular Planning Commission Meeting Minutes of October 5, 2015: Motion  
by Hayes, second by Rogers, to approve the Minutes. Motion carried unanimously.  
Commissioner Scott Christie is no longer on the Planning Commission; he is on the Village  
Council.

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

6) Public Comment on Agenda Items: None.

7) Communications: None

8) Public Hearing: None

9). New Business

A. Site Plan Review — 140 E. Averill (Continental Identification): Neil Hoofman of  
Continental ID was present to answer questions. Continental Identification Products is adding a  
16x108 warehouse. They are going. They are running seven days a week and turning work  
away. The new press is \$1+ million, adding three crews of press operators (six to eight people).

Lots of improvements are being made to the building. Motion by Hayes, second by Miller, to approve the site plan. Motion carried unanimously.

#### 10) Unfinished Business

A. Draft ordinance #15-05 (Window Signage) Memo: The engineer suggests that the Planning Commission review the entire ordinance. Suchy will obtain an initial price from Janis for engineer fees. No action.

B. 2016–2021 Capital Improvement Plan — Review and recommend approval to Village Council: Suchy will make a couple changes to the document including the Anderson and Elm Street projects. Motion by Miller, second by Hayes, to recommend approval to the Village Council. Motion carried unanimously.

C. 2015 Master Plan Update (Verbal): The Council will receive the proposed Master Plan now to give them time to review it before December 7.

##### a. Next Steps for Master Plan Update

- i. December 6, 2015 — Public Comment Period Ends
- ii. December 7, 2015 — PC holds PH and recommends approval to VC
- iii. December 14, 2015 — VC approves with resolution

11. Public Comment: None.

12. Commission Comment: There is a vacancy on the Planning Commission to be filled and two positions expiring at the end of 2015.

13. Next Meeting — Regular Meeting December 7, 2015

14. Adjournment: Motion by Hayes, second by Rogers, to adjourn at 7:40 PM. Motion carried.

Respectfully submitted,  
—Toni Potes  
Recording Secretary