

## MINUTES OF THE VILLAGE OF SPARTA PLANNING COMMISSION

Monday, July 6, 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), Scott Christie (2015),  
Kristi Dougan (2016), Jayne Paasch (2016), Dwayne Pride (2017), Brenda Braybrook (2017), Secretary Toni Potes

Present: Chairman David Chambliss; Village President Kristi Dougan; Village Council Member Jayne Paasch; Commissioners Brenda Braybrook, Scott Christie, William Hayes, Hudson Miller and Dwayne Pride  
Also present Village Manager Julius Suchy  
Absent: Commissioner Becky Rogers

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 and absent are noted above.

4) Minutes

A) Approve Regular Planning Commission Meeting Minutes of June 1, 2015: Motion by Pride, second by Paasch, to approve the Minutes. Motion carried unanimously.

5) Additions or Corrections to the Agenda: None.

6) Public Comment on Agenda Items: None

7) Communications

A) None

8) Public Hearing

A) None

9) Unfinished Business

A) 2015 Master Plan Update

a) Draft Master Plan: About 106 surveys have been returned. Planning Commissioners are asked to spread the word to please complete the survey.

The statistic found on page 5 of the Draft, second paragraph from the bottom, doesn't add up; Suchy will look into it. Requiring a minimum of 80% owner occupied is high/unrealistic. A goal would be an increase to 80%; a baseline is needed. Delete last paragraph on page 5. The information in Figure 6 does not include trade school; the chart will be compacted/minimized. Any court-order references will be removed. The Additional Zoning Ordinances found on page 27 were discussed; the Planning Commission will coordinate with the Downtown Development Authority regarding color and other design standards. There are items found on page 30 and thereafter that are left over from the last Plan, needing updating. The chart on page 32 needs a date; the information is not concrete. Update the airport information. Another draft of the Master Plan will be available for the August meeting. Survey results should be available then.

b) Next Steps for Master Plan Update

- i. Wait for Survey Results
- ii. Continue updating demographic data, language
- iii. Add Complete Streets language to Master Plan: Information such as how does street work affect pedestrians, bikers, vehicles, etc., needs to be added.

B) Maximum Accessory Structure Size in R-2 District Update: Planner Janis Johnson will prepare options for language and diagrams, as well as incorporate structure building material language, to show the Planning Commission at its August meeting.

C) Sign Ordinance — Window Signage Discussion

- a. Working on — will have draft for August meeting: Working on educating the business owners.

10) New Business

A) Capital Improvement Plan Discussion & Timeline: Suchy review his July 1, 2015, Memo regarding Capital Improvement Plan (CIP) Timeline. Commissioners Christie, Pride and Rogers will represent the Planning Commission on the CIP Committee.

B) Sparta Recreation Authority Park Site Plan Review Memo: The Memo dated July 1, 2015, explains why some things do not come before the Planning Commission. The recreational area plan will not be coming before the Planning Commission.

11) Public Comment: Two building permits have been pulled for Bedford Falls.

12) Commission Comment: Township and Village representatives are getting together to serve watermelon on July 15 at 6 PM in Rogers Park, the start of Town & Country Days. Planning Commission members are welcome to join in serving. Bring a watermelon and big knife. The fireworks have moved to Saturday night in Balyeat Field. A draft of the signage ordinance will be available at the August meeting.

13) Next Meeting – Regular Meeting August 3, 2015

14) Adjournment: Motion by Pride, second by Miller, to adjourn at 8:07 PM. Motion carried.

Respectfully submitted,  
—Toni Potes  
Recording Secretary