



**PLANNING COMMISSION
2016 ANNUAL REPORT**

To: Planning Commission Members
From: Julius Suchy, Village Manager
Date: December 28, 2016
RE: 2016 Planning Commission Annual Report

The Village of Sparta Planning Commission is required to provide an annual report of its activities for each calendar year. This report is to fulfill Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act).

The Michigan Planning Enabling Act states that “planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development.”

Site Plan and Special Land Use Permit Review:

During 2016 the Commission reviewed 4 site plans, up from 3 site plans in 2015. A summary of the reviewed site plans:

- Choice One Bank (109 E. Division St.) – Site Plan Review
The Planning Commission reviewed and approved the proposed renovation to the building and site improvements.
- Tesa Tape (324 S. Union St.) – Site Plan Review
The Planning Commission reviewed and approved the proposed addition of 30,000 sq. ft. of space as well as a new parking lot in the rear of the property and a reconfiguration to the front parking area.
- Cellar Brewing Company (133 E. Division St.) – Site Plan Review
The Planning Commission reviewed and approved the renovation project which included a property swap with the Village to allow the Brewery to expand its kitchen foot print.
- Country Meadows #6 – Preliminary Plat Review
The Planning Commission reviewed and approved a preliminary plat of 44 houses that would connect Tentree St. and Bob’s Parkway, Sable Developing is the developer.
- Sowing Seeds Child Care Facility (572 S. State St.) – Special Land Use Request
The Planning Commission reviewed and recommended approval to Village Council to Allison Houseman to operate a commercial day care facility in the GC Zoning district per SLU requirements. Village Council reviewed and approved this at their November Council meeting.

2017-2022 Capital Improvement Plan:

The Planning Commission created a CIP committee who met with Village staff and ultimately the Planning Commission reviewed and recommended approval to the Village Council.

Sign Ordinance Review & Update:

Planning Commission has spent a significant amount of time reviewing potential language for an ordinance update with the assistance of our planning consultant Jan Johnson. Staff attended a training in October and it is anticipated that the sign ordinance will be amended in 2017 to reflect the Reed v. Gilbert case law changes.

New Ordinances & Amendments:

- Ordinance #16-02 – An ordinance to permit height exceptions in all districts and require a special land use approval for heights in excess of permitted heights. Ordinance Amendment was approved by Village Council
- Ordinance #16-03 – A new ordinance to amend Sec 82-112 to regulate the type of material allowed for fences in the Village. Amendment was approved by Village Council.
- Ordinance #16-04 – An ordinance to regulate Junk, Trash and Rubbish Accumulation in the Village. This ordinance was approved by Village Council.
- Ordinance #16-05 – An ordinance to regulate Garage and Yard Sales in the Village. This ordinance was approved by Village Council.
- Ordinance #16-06 – An ordinance to amend section 82-589 of the Zoning Ordinance to add Municipal Civil Infraction Language. This ordinance was approved by Village Council.

Rezoning Requests:

During 2016 the Commission reviewed the following rezoning requests:

- Sable Developing (548 E. Gardner St.) – from R-1 to R-2 Residential
Planning Commission reviewed a request to rezone 16.25 acres so that the property would more closely fit the characteristics of the surrounding zoning and neighborhood. Planning Commission recommended approval and Village Council approved the rezoning at the May 2016 Village Council meeting.
- Valerie Schoenborn (425 E. Division St.) – R-1 Residential to GC General Commercial
Planning Commission reviewed a request to rezone the parcel at 425 E. Division St. from R-1 to GC zoning. The property currently has a building on site and has been operating as a non-conforming business. This rezoning will allow the property to become compliant and match the zoning designation of the surrounding commercial businesses to the east. Planning Commission recommended approval and Village Council approved the rezoning at the June 2016 Village Council meeting.
- Village of Sparta (2380 13 Mile Rd.) – PUD Planned Unit Development to LI Light Industrial
The Village sold the property to Natural Choice Foods and they required a rezoning from PUD to LI to match the property to the east and allow them to move forward with their facility. Planning Commission recommended approval and Village Council approved the rezoning at the September 2016 Village Council meeting.

2016 Planning Commission Members Attendance:

The Planning Commission held 9 meetings in 2016, down from 11 meetings in 2015.

<u>Commissioner</u>	<u>Attended</u>	<u>Notes:</u>
David Chambliss	1/1	Resigned from board after February meeting
Brenda Braybrook	9/9	
Kristi Dougan	9/9	
Chad Fisk	9/9	
Rose Frederick	4/9	
William Hayes	8/9	
Hudson Miller	8/9	
Josh Paas	5/6	Appointed to board in May
Jayne Paasch	9/9	
Dwayne Pride	9/9	