



To: Planning Commission Members
From: Julius Suchy, Village Manager
Date: January 17, 2019
RE: 2018 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 2018 the Commission reviewed X site plans, down from 3 site plans in 2017. A summary of the reviewed site plans:

- 154 W. Division St. (Bed & Breakfast) Special Land Use
The Planning Commission reviewed, held a public hearing and recommended approval of a Bed & Breakfast special land use at 154 W. Division St.

- Tesa Tape (324 S. Union St.) – Site Plan Review
The Planning Commission reviewed and approved the site plan allowing for an expansion of 10,000 feet to the interior of the property.

2019-2024 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 completed the Sign Ordinance in 2018 to comply with Reed v. Gilbert.

New Ordinances & Amendments:

- Ordinance #18-01 – An Ordinance to Regulate DAS/Small Cell/Wireless Facilities in the ROW
- Ordinance #18-02 – An Ordinance to Amend Section 66-82 “Telecommunications”
- Ordinance #18-03 – An Ordinance to Amend the Sparta Village Code of Ordinances Section 82-314 Light Industrial Site Development Requirements

- Ordinance #18-04 – An Ordinance to Amend the Sparta Village Code of Ordinances Section 82-468 Off-Street Parking & Loading Requirements
- Ordinance #18-05 – An Ordinance to Amend the Sparta Village Code of Ordinances Article VII “Signs”, Section 82-466 “Off-Street Parking & Loading” and Section 82-386 “Special Land Use” for Language Related to Signs
- Ordinance #18-06 – An Ordinance to Adopt a Ten (10) Year Franchise Agreement
- Ordinance #18-07 – An Ordinance to Amend Chapter 74 “Utilities” Article II – Cross Connection Control
- Ordinance #18-08 – An Ordinance to add Article VII “Mobile Food Vending Units” *This Ordinance was presented but not finalized in 2018. It is anticipated this will be taken up in 2019.*
- Ordinance #18-09 – An Ordinance to Amend Section 70-8 of the Sparta Village Code of Ordinances to Regulate the Parking of Trailers, Semi-Trailers, Travel-Trailers and Campers within the Village. *This Ordinance was presented but not finalized in 2018. It is anticipated this will be taken up in 2019.*

Rezoning Requests:

During 2018 the Planning Commission reviewed no rezoning requests.

2018 Planning Commission Members Attendance:

The Planning Commission held 7 meetings in 2018, down from 10 meetings in 2017.

<u>Commissioner</u>	<u>Attended</u>	<u>Notes:</u>
Jon Braybrook	7/7	
Kristi Dougan	6/7	
Chad Fisk	6/7	
Rose Frederick	5/7	
William Hayes	6/7	
Pamela Nelson	5/5	Appointed to Board in February
Robert Liscombe	7/7	
Jamie Christie	2/2	Resigned from Board in April
Paul Homrich	7/7	
Ryan Hayes	3/4	Appointed to Board in February, Resigned in November