

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
February 5, 2024 @ 7:00 PM  
75 N. Union St. (Sparta Civic Center)**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) MINUTES
  - a. *Approve Regular Planning Commission Meeting Minutes of December 4, 2023*
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA
- 5) PUBLIC COMMENT ON AGENDA ITEMS
- 6) COMMUNICATIONS –
- 7) PUBLIC HEARING –
  - a. None.
- 8) NEW BUSINESS –
  - a. Chair, Vice-Chair, & Secretary Selection
  - b. Update RE: Commercial Redevelopment District
  - c. Discussion: Master Plan implementation and other zoning/code changes
- 9) UNFINISHED BUSINESS –
  - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT



**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
December 4, 2023 @ 7:00 PM  
75 N. Union St. (Sparta Civic Center)**

**Present:** Chairman Bob Liscombe, Commissioners Jon Braybrook, Robert Carlstrom, (Rose Frederick at 7:06pm), Emilie Henry, Gary Moody, and Christine Owens.

**Absent:** Robert Whalen.

Also present: Village Manager Jim Lower and Village Clerk Katy Shelton.

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.
- 2) **ROLL CALL:** Formal roll call was taken. Those in attendance/absent are noted above.
- 3) **MINUTES:**
  - a. Approve Regular Planning Commission Meeting Minutes of November 6, 2023: Motion to approve by Moody with a second by Carlstrom. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None.
- 6) **COMMUNICATIONS:** None.
- 7) **PUBLIC HEARING:**
  - a. Master Plan Final Public Comment Period:  
Regular meeting closed at 7:01pm. Public meeting opened at 7:01pm.

**Gerald Post**, 1850 Skyview Drive, Sparta: Wanted to know the benefit to him if the Master Plan is approved. He said that he won't get any water or sewer and wondered who would take care of his roads. He believes that the taxes will go up for everyone on Skyview Drive but no one there will derive any benefit from the Master Plan. He wanted to know what the purpose was of the joint development proposal between the township and the village.

**Lisa Edwards**, 1927 Skyview Drive, Sparta: Wanted to know what the Master Plan means for her.

Public hearing closed at 7:13pm. Regular meeting opened at 7:13pm.

8) NEW BUSINESS:

- a. **Res. 23-02 a resolution to adopt and recommend adoption of the 2023 Master Plan to the Sparta Village Council:** Motion by Moody with a second to adopt the Master Plan. Motion passed 6:0.

9) UNFINISHED BUSINESS:

- a. None.

10) PUBLIC COMMENT:

- a. None.

11) VILLAGE MANAGER REPORT: He said that the Master Plan would be on the agenda for the next Village Council meeting. He said that the recently redone parking lots are all open. The lighting at the parking lot at Balyeat Field is being worked on. The parking lines behind Trini's are being redone. He said that the site plan and license for the recreational marijuana store have been approved. The building is currently being refurbished and signage is being designed. He anticipates it being open in two to three months. He also mentioned that several Planning Commission members were up for reappointment, and that he would be in touch with them.

12) COMMISSION COMMENT: The commission discussed the status of the "rodeo grounds". It has not been resold. It has village water, but sewer lines will need to be run under M37. The Village Manager mentioned that the Village has put in for an expansion of the Applejack Sewer plant. That isn't necessary for any development at the Rodeo grounds, but it would be good for future expansion. He said it would take about three months to get a decision.

13) ADJOURNMENT: The meeting was adjourned by Chairman Liscombe at 7:18pm.

Submitted by Katy Shelton, Village Clerk.



#8a

## **ACTION MEMO**

### **Staff Communication**

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**DATE:** February 5, 2024  
**TO:** Planning Commission Chair and Planning Commission Members  
**FROM:** James A. Lower Village Manager  
**RE:** Chair, Vice-Chair, & Secretary Selection

#### **SUMMARY OF REQUEST:**

Per MCL 125.3817 Section 17 the officers of the planning commission (Chairperson, Vice-chairperson, and Secretary) must be selected by the planning commission annually.

#### **STAFF RECOMMENDATION:**

The planning commission will need to decide who to fill these roles with. It is customary to open the floor for nominations for each position and then proceed from there.





#8b

## **ACTION MEMO**

### **Staff Communication**

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**DATE:** February 5, 2024  
**TO:** Planning Commission Chair and Planning Commission Members  
**FROM:** James A. Lower Village Manager  
**RE:** Update RE: Commercial Redevelopment District

#### **SUMMARY OF REQUEST:**

The village council will likely be creating a large commercial redevelopment district downtown and along North State Street. Our goal is to include all eligible properties. Creating the district will allow property owners who are investing in rehabilitating older commercial buildings to apply for a partial tax abatement with the village. We have at least two current projects that are interested in using this tool and likely will have more in the future. Attached is a map of the eligible properties. No action is required by the planning commission. This information is being provided as an opportunity to ask questions and be informed on the topic.

#### **STAFF RECOMMENDATION:**

Informational Only







#8c

## **ACTION MEMO**

### **Staff Communication**

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**DATE:** February 5, 2024  
**TO:** Planning Commission Chair and Planning Commission Members  
**FROM:** James A. Lower Village Manager  
**RE:** Discussion: Master Plan Implementation & Zoning Changes

#### **SUMMARY OF REQUEST:**

Over the next few months, we would like to move forward with many of the changes we discussed in our master plan. This also gives us the opportunity to do other changes that may improve and enhance the communities' goals. These could be issues related to housing, lot size, density, parking, etc. We have asked the community for comment and ideas. The planning commission is also welcome to submit ideas. Any and all zoning related changes will also come to the planning commission once they are drafted.

#### **STAFF RECOMMENDATION:**

Consider what additional changes you might like to see in the village. We would like to bundle any other changes with the ones contemplated in our Master Plan.