

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
July 8, 2024 @ 6:00 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 June 3, 2024*
- 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. Site Plan Review -390 E. Division
- 9) UNFINISHED BUSINESS –
 - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
June 3, 2024, 7:00pm
75 N. Union St. (Sparta Civic Center)**

Present: Chairperson Emilie Henry, Commissioners Bob Liscombe, Jon Braybrook, Robert Carlstrom, Christina Owens, and Robert Whalen.

Absent: Rose Frederick.

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 May 6, 2024. Motion to approve by Moody with a second by Liscombe. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections. Motion to approve by Carlstrom with a second by Moody. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
 - a. None.
- 6) **COMMUNICATIONS:**
 - a. None.
- 7) **PUBLIC HEARING:**
 - a. **Ord 24-02: An ordinance to amend Chapter 82 Zoning – multiple sections.** Public hearing opened at 7:02 pm. No public comment. Public hearing closed at 7:03pm.
- 8) **NEW BUSINESS:**
 - a. **Ord 24-02: An ordinance to amend Chapter 82 Zoning – multiple sections.** Village Manager Lower discussed this. He said that no real changes have been made to the draft ordinance previously submitted.

He said that most of the changes have been things such as correcting typos. There have been no real policy changes. He also said that the draft ordinance has been reviewed by the Village's attorneys. He said that the next step is for the draft ordinance to be sent on to the Village Council for consideration. Commissioner Whalen asked whether the new ordinance is ready to be sent out to village residents with the tax letter and newsletter which will be sent out on June 26th. The Village Manager said that it was. Commissioner Braybrook asked about the changes regarding solar panels. In particular, he wondered if permits will be still required. The Village Manager told him that they are still required. Motion by Moody with a second by Whalen to approve this ordinance and sent it on to the Village Council. Motion passed unanimously.

9. Unfinished business:

a. None.

10. Public comment:

a. None.

11. Village Manager Report: Village Manager Lower reported that once this zoning ordinance gets passed, the majority if not all of the Master Plan will be finished. He also said that due to a grant he obtained from Housing Next, most of the costs incurred by the revising of this ordinance and its dissemination to Village residents will be covered.

12. Commissioners Comment: Commissioner Moody asked for an update on code enforcement. The Village Manager said that there had been a restructuring of this function. It is now under the aegis of the Village Police Department. He said that the restructuring had been approved by the Village Council and had gone into effect this month. He said that it appears to be going well.

13. Adjournment: Meeting was adjourned by Chairman Henry at 7:10pm.

Submitted by Katy Shelton, Village Clerk.

MEMO
Staff Communication

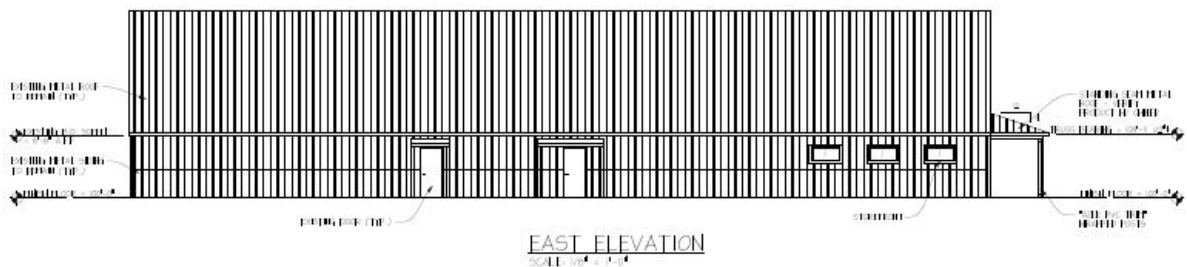
DATE: July 8, 2024
TO: Planning Commission Chair and Planning Commission Members
FROM: James A. Lower, Village Manager
RE: Site Plan Review Report – 390 E. Division St, Sparta, MI 49345

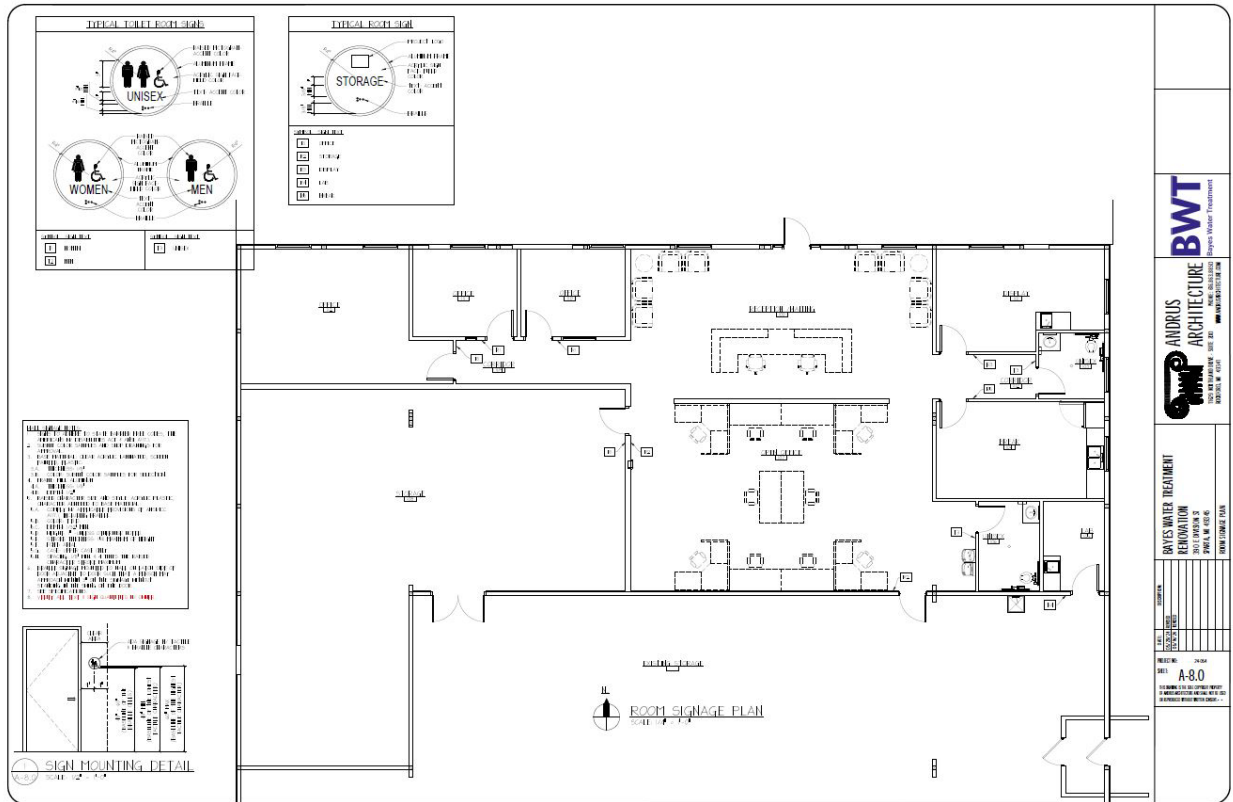
General Information

The proposed site plan outlines renovations to the existing building at 390 E. Division Street.

Notes:

Overview of additions (**Drawings will be on the projector at the meeting**)





Site Location:

390 E Division Street, Sparta, MI 49345. It is the first building East of Nash Creek.

Current Zoning:

B- Business

Surrounding Land Uses and Zoning:

North: B- Business

East: B- Business

West: B- Business

South: RH- Residential High Density

Applicable Regulations:

The building and property require site plan review and a coordinating storm water with the Kent County Drain Commissioner.

Master Plan:

The site plan and zoning of the area match the goals of our master plan.

Staff Comments and Proposed Conditions:

Compared to other reviews the planning commission has recently done, this one is fairly simple and straight forward. The plan would result in a major visual improvement to the building and the East side of the village. It would also create a permanent home for Bayes Water Treatment in the Village of Sparta.

The only element of the plan that the commission really needs to make a decision on is the front porch awning. The building does not currently meet the setback requirements of the zoning district but is grandfathered in.

Staff Recommendation

The accommodation for the front yard projection of the awning is very minor. Had the existing building been conforming this could have been administratively approved. Staff believes the plan is acceptable and should be allow to move forward.

Staff recommends a motion to approve the site plan as presented.

The Planning Commission will meet **July 8, 2024 at 6:00 PM**. If you have any questions or concerns about this report or you are unable to attend the meeting, please contact me villagemanager@spartami.org.

June 20, 2024
2230265

Mr. James Lower
Village of Sparta
156 East Division Street
Sparta, MI 49345

RE: 390 E. Division – Site plan submittal

Dear James:

At the request of the Village, Prein&Newhof has reviewed the proposal by Andrus Architecture for site improvements at 390 E. Division. The site is 1.07 acres and is zoned B (Business District). The existing site is currently occupied by Bayes Water Treatment, a water softening equipment supplier.

We have reviewed the site plan resubmitted on June 20, 2024 based on current Village Ordinances and offer the following comments:

1. **Proposed Use:** The proposed use of the property should be in accordance with the Business District Zoning (82-252) in which the building will likely be located.
 - a. Less than 25 percent of the Usable Floor Area (UFA) is dedicated for office space and the remaining areas is used for storage area.
2. **Setbacks.** Per Sec. 82-254 the proposed building setback must be 35 feet for the front yard and 10 feet for the side yards, 25 feet when abutting a residential district.

The Existing Building is currently has a 15.2-foot setback, which is only 8.2-feet when including the front overhang.
3. **Access and vehicular circulation.** The site has two existing access drive off E. Division. Sec 82-254 does have requirements on driveways. The eastern approach is shown to be removed and no modifications to the exiting western approach/drive have been proposed so no additional review was completed.
4. **Pedestrian circulation.** The site has frontage along E. Division. There is existing sidewalk along the frontage. If there are changes to the existing sidewalk, review of ADA compatibility will be required.
5. **Parking.** No changes to the parking are being proposed so no additional review was completed.
6. **Dumpster.** No changes to the dumpster are being proposed so no additional review was completed.

7. **Lighting.** Exterior lightning requirements shall be in accordance with Sec. 82-122.

As no photometric plan been submitted, no additional review was completed.

Lighting shall not be attached to buildings or other structures that permit light to be directed horizontally.

Canopy lighting shall be mounted flush with the canopy surface.

8. **Screening.** No changes to the screening are being proposed so no additional review was completed.

9. **Architecture.** Building information shall in accordance with Sec. 82-254 of the Village ordinance.

Ordinance requires 25% of the building that faces a public street shall be finished with Brick, Architectural Masonry Block, Cement Board or a combination of those. Proposed plans for the north face of the building along E. Division call for existing metal siding to remain.

10. **Canopy.** Canopies shall be designed to be consistent with the approved building materials and colors. Support columns shall be brick or materials compatible with the main building.

Proposed plans for the canopy along E. Division call for PVC or Cedar wrapped posts.

11. **Landscaping** Landscaping shall be in accordance with chapter 78 Article IV of the Village ordinance.

No changes to the landscaping are being proposed so no additional review was completed.

12. **Signage.** Any signage must be in accordance with Chapter 82 Article VII. Any proposed signage will require review.

As no signage plan has been submitted, if additional signage is proposed, then a review will be required.

13. **Open Storage.** For areas zoned Business District, Open Storage is not permitted in any yard adjacent to the street unless otherwise approved.

14. **Maximum Lot Coverage.** Lot Coverage requirements shall be in accordance with Sec. 82-254 which is 70% of the lot.

Even with the inclusion of the proposed canopy section on the north face of the building, the lot coverage remains less then 30% of the lot area.

15. **Water and Sanitary Service.** No changes to the services are being proposed so no additional review was completed.

16. Storm Water Review.

- a. The site falls in Zone C of the Village of Sparta Storm Water Management Map. Zone B are areas which the Village Code of Ordinances has requirements on Sedimentation Control.
- b. The Developer should coordinate with the Kent County Drain Commission to ensure that the additional impervious surface from the proposed canopy does not require any additional storm water measures.

If you have any questions or require additional information, please feel free to contact us.

Sincerely,

Prein&Newhof



Kevin Koster, P.E.



VILLAGE OF SPARTA PLANNING COMMISSION APPLICATION



Visit our website at www.spartami.org

<input type="checkbox"/> Rezoning: From _____ to _____	<input type="checkbox"/> Zoning Ordinance Amendment
<input type="checkbox"/> Special Land Use Permit:	<input type="checkbox"/> Site Plan Review
Specify Use: _____	

Applicant Name: _____

Street Address: _____

City: _____ **State:** _____ **Zipcode:** _____

Phone Number(s): _____ **E-mail:** _____

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the Village of Sparta Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the Village of Sparta may require the services of the Village Planner, Village Engineer, and/or the Village Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the Village of Sparta. I, as the applicant, acknowledge that any costs incurred by the Village of Sparta as they relate to the review of this application by any of the Village's consultants listed above are my responsibility to reimburse and agree to repay the Village of Sparta for any and all costs incurred to it in the review of this application.

Signature: _____ **Date:** _____

Digital Signatures Accepted

Applicant is the: Owner Lessee Optionee Contractor/Architect

Property Owner's Name (if different from applicant): _____

Street Address: _____

City: _____ **State:** _____ **Zipcode:** _____

Phone Number(s): _____ **E-mail:** _____

Signature: _____ **Date:** _____

Digital Signatures Accepted

Project Location or Address: _____

Property is: Residential Commercial Industrial **Property zoned:** _____

THIS APPLICATION WILL NOT BE CONSIDERED COMPLETED, AND THEREBY NOT PRESENTABLE TO THE PLANNING COMMISSION, UNLESS ALL ITEMS LISTED BELOW HAVE BEEN PROVIDED:

- If application is for a Special Use Permit, a description of the property or properties in question on this application and a site plan as required by the Village's Zoning Ordinance must be attached to this form. Evidence must be provided to show that the proposed use meets all general and specific special land use standards required by the Ordinance.
- If application is for a rezoning, a description of the property or properties in question on this application must be attached to this form. Please explain in detail the request and the reason(s) why you are seeking the rezoning.
- If application is for a Zoning Ordinance (text) amendment, please explain in detail the request and the reason(s) why you are seeking the amendment.

TO BE COMPLETED BY VILLAGE

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____

Application is: APPROVED DENIED

Explanation: _____

PC Meeting Date: _____ City Council Meeting Date (if app.): _____

Zoning Administrator: _____ Date: _____