

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
May 5, 2025 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) ADDITIONS OR CORRECTIONS TO THE BUSINESS & CONSENT AGENDA
Consent Agenda:
 - a. Approve Regular Planning Commission Meeting Minutes of March 3, 2025
- 5) APPROVAL OF CONSENT & BUSINESS AGENDA
- 6) PUBLIC COMMENT ON AGENDA ITEMS
- 7) COMMUNICATIONS
- 8) PUBLIC HEARING
 - a. Special Land Use Request- 172 W. Averill St. In Home Daycare
- 9) NEW BUSINESS
 - a. Special Land Use Request- 172 W. Averill St. In Home Daycare
 - b. Site Plan Review- 43 Applewood Drive Taco Bell
- 10) UNFINISHED BUSINESS
 - a. None.
- 11) PUBLIC COMMENT
- 12) VILLAGE MANAGER REPORT
- 13) COMMISSION COMMENT
- 14) ADJOURNMENT

PLANNING COMMISSION
Regular Meeting
March 3, 2025 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)

Present: Chairman Bob Liscombe, Commissioners Robert Carlstrom, Rose Frederick, Emilie Henry, Gary Moody, Christina Owens, and Robert Whalen.

Absent:

Also present: Village Manager Jim Lower, Village Clerk Kristen Phelps, and DDA Director Liz Morse

1. CALL TO ORDER

The Meeting was called to order 7:00 pm

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Formal roll call was taken. Those in attendance/absent are noted above with Robert Carlstrom entered meeting at 7:01 pm.

4. ADDITIONS OR CORRECTIONS TO THE BUSINESS & CONSENT AGENDA

Approve Regular Planning Commission Meeting Minutes of December 2, 2024

Motion to approve minutes as presented by Liscombe, supported by Whalen.

Motion passed unanimously.

5. APPROVAL OF CONSENT & BUSINESS AGENDA

Consent Agenda: No additions or corrections. Motion to approve business and consent agenda as presented by Liscombe, supported by Whalen. **Motion passed unanimously.**

6. PUBLIC COMMENT ON AGENDA ITEMS

None

7. COMMUNICATIONS –

None

8. PUBLIC HEARING –

None.

9. NEW BUSINESS –

Chair, Vice-Chair, & Secretary Selection

Secretary: Motion by Whalen to appoint Village Clerk Kisten Phelps with support by Moody. **Motion Passed 7-0.**

Chair: Motion by Carlstrom to reappoint Henry with Support by Moody. **Motion Passed 7-0.**

Vice Chair: Motion by Moody to reappoint Frederick with support by Liscombe. **Motion passed 7-0.**

Site Plan- Review Town Square Project

Motion by Whalen, supported by Liscombe to approve site plan as presented.

Motion passed 7-0.

10. UNFINISHED BUSINESS –

None.

11. PUBLIC COMMENT

None.

12. VILLAGE MANAGER REPORT

Spoke about happenings around the Village.

13. COMMISSION COMMENT

None

14. ADJOURNMENT

- a. There being no further business to come before the planning commission the meeting was adjourned at 7:44 pm by Chair Henry.



MEMO

To: Planning Commission Members
From: James Lower, Village Manager
Date: May 5, 2025
RE: Special Land Use Request -172 W. Averill St.

The Village has received a special land use request for 172 W. Averill St. to operate a state-licensed group day care facility at the residence.

The Village has specific requirements in our ordinance related to the specific special land use being requested, but also a set of general standards that need to be met before an approval can be recommended to the Village Council from the Planning Commission.

Specific Requirements per Zoning Ordinance:

State licensed group day care facilities.

- (1) There shall be provided, equipped and maintained, on the premises, a minimum of 150 square feet of usable outdoor recreation area for each client making up the licensed capacity of the facility.

Staff Response: The parcel has more than the needed minimum area for outdoor recreation.

- (2) The outdoor recreation area shall be fenced and screened from any abutting residential district or use by a decorative fence or wall, or a landscaped equivalent.

Staff Response: The backyard is completely fenced in.

- (3) Required off-street parking, as well as off-street pick-up and drop-off areas shall be provided.

Staff Response: The residence has a driveway that can be utilized for pick-up and drop offs. Applicant states they will stagger pick-up/drop-off times to ensure the street traffic will flow as normal. Request is for 2-4 children, possibly expanding to 6 in the future. This is not likely to generate a large traffic volume.

- (4) The applicant shall provide evidence of the ability to comply with all applicable State licensing requirements.

Staff Response: The narrative attached to this application seems to meet this requirement.

General standards Per Zoning Ordinance:

The general standards are basic to all special land uses; and the specific requirements of sections 82-386 and 82-387 are in addition to and shall be required in all applicable situations. The following general standards must be met before approval may be granted:

- (1) The proposed use shall comply with the general objectives and land use policies contained in the Village of Sparta Master Plan.

Staff Response: This seems to fit in nicely with our master plan and the village is in need of additional childcare.

- (2) The proposed use shall be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing character of the general vicinity.

Staff Response: The location is in a preexisting home requiring no modifications for this use.

- (3) The proposed use is served by necessary public facilities that are adequate or can be made adequate to serve the proposed use. Specifically, existing streets, storm water drainage, water supply, fire protection, police, emergency medical care, sanitary sewer disposal, solid waste disposal, and public recreation shall be adequate to serve the proposed project.

Staff Response: The site meets these requirements.

- (4) The proposed use shall not be hazardous or disturbing to neighboring uses or cause any conflict to the existing use and quiet enjoyment of surrounding property.

Staff Response: The use will fit in nicely with the area. It is very close to Lamoureux Park, providing excellent outdoor recreation space for children.

- (5) The proposed use shall not involve activities, processes, materials and equipment and conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare or odors.

Staff Response: The proposed use meets these requirements.

- (6) The proposed use shall be consistent with the intent and purpose of this chapter.

Staff Response: This type of use is consistent with the purpose and intent of the Special Land Use chapter to allow for flexibility in land uses but maintaining security, safety and general welfare of the Village.

Having completed the review based on the requirements listed above the Village Staff recommends approval of this Special Land Use request to operate a state-licensed group day care facility at the residence.

Requested Action: A motion to Recommend to the Sparta Village Council the Approval of the Special Land Use Request from “Micheala Ashley” to operate a state-licensed group day care facility at the residence in the R-M Zoning District on the parcel commonly addressed 172 W. Averill Street because it meets the requirements of an approvable Special Land Use.

My name is Micheala Ashley, I am a soon to be mother and I would love the opportunity to not only stay home with my child but to also help my community. For this reason I would like to open an in-home daycare. I have a friend and relative that are currently doing daycare themselves and have asked them to guide me in providing the very best care for these children and they have been very helpful. I am also currently in the process of obtaining my daycare license from the state of Michigan.

My intentions are to take on two to four children, however to be transparent I wanted to say that this could change and that the maximum allowed number of children to be in my care is six.

My hours of operation will be 7:30 am- 5:30pm to accommodate parents' varying schedules. I know some here may be concerned about parking, so I wanted to assure you that pick-up and drop-off times will vary between families, allowing the street to continue its normal flow. I will also be asking the parents to kindly be respectful of other parents coming to pick-up/drop-off their children.

I hope to have your support in my journey to become a working stay at home mother!



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 checked="" type="checkbox"/> Special Land Use Permit:	<input type="checkbox"/> Site Plan Review
Specify Use: <u>State licensed group day care facility</u>	

Applicant Name: Micheala Ashley
 Street Address: 172 W. Averill St
 City: Sparta State: Michigan Zipcode: 49345
 Phone Number(s): 616-264-2265 E-mail: Micheala.fox@icloud.com

- 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: Micheala Ashley Date: 04-02-2025
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: 172 W. Averill St. Sparta, Mi 49345
 Property is: Residential Commercial Industrial Property zoned: R-M

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: _____



9.b
Village of Sparta Planning
Commission
May 5, 2025

MEMO Staff Communication

DATE: May 5, 2025
TO: Planning Commission Chair and Planning Commission Members
FROM: James A. Lower, Village Manager
RE: Site Plan Review Report – 43 Applewood Drive Taco Bell

General Information

The proposed site plan involves splitting 33 Applewood Drive into 33 and 43 Applewood Drive. This split has already been completed and the new address was issued on Monday April 29th, 2025.

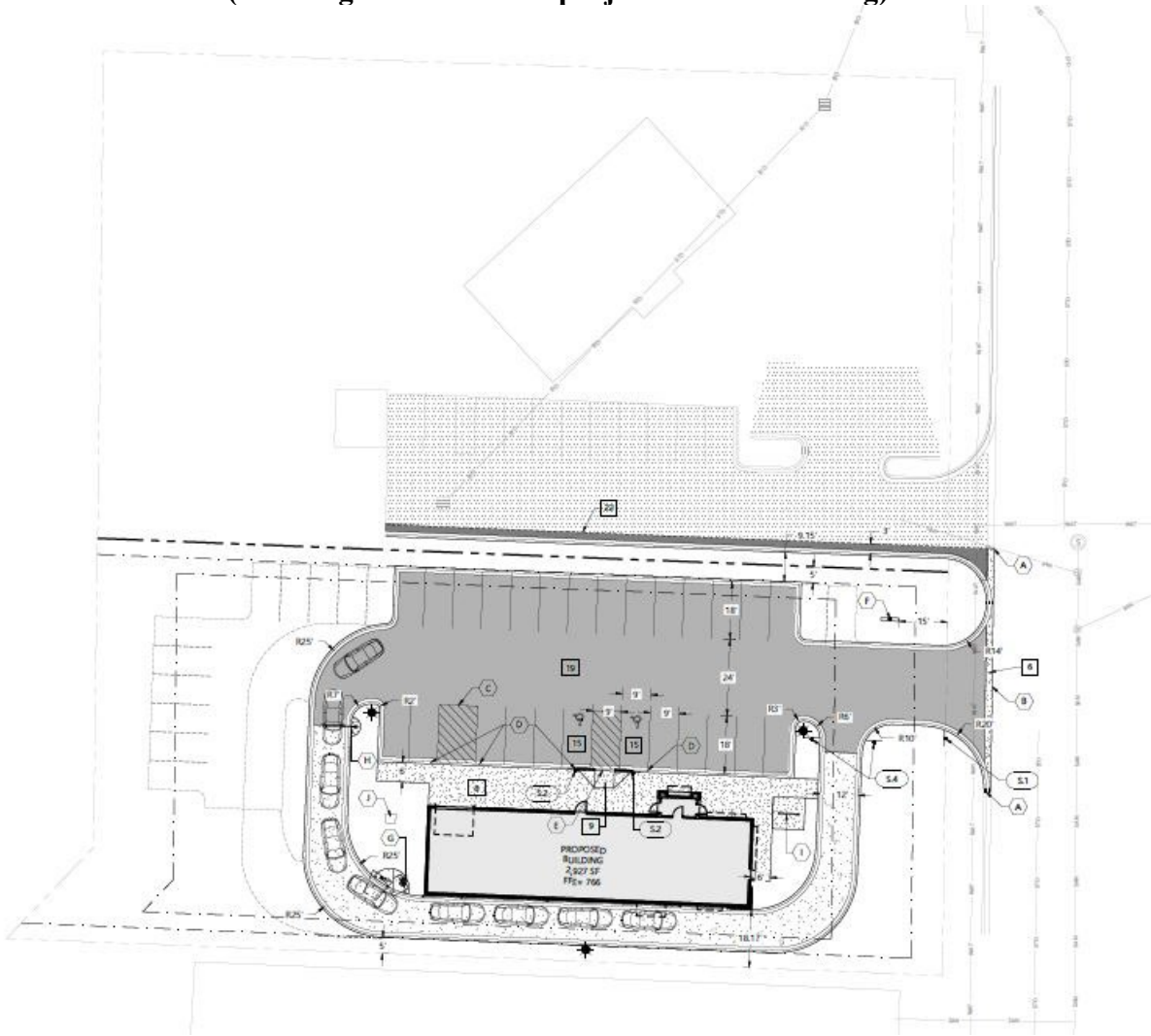
As you will see in the attached screenshots and the drawing set, the site plan is for a Taco Bell restaurant with drive thru. This is an allowed use under the current zoning and the site plan meets all set back requirements, as well as dumpster screening, lighting, landscaping, architecture, signage, and storage requirements.

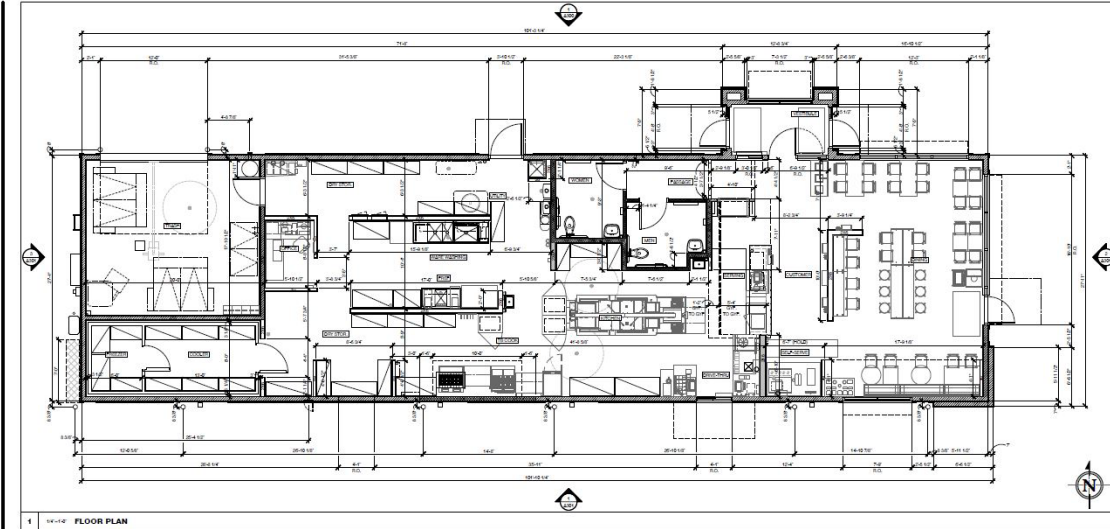
Items to note:

- Driveway Spacing: our ordinance requires 185 between driveways on the same side of the road in district B. However, per our ordinance: The planning commission may modify the spacing if traffic or pedestrian safety, traffic, circulation, or site conditions warrant the modification, based on the unique characteristics of the site, traffic studies or other qualified professional opinion.
 - Staff believes a modification allowing the proposed layout is justified given the multiple driveways Family Farm and Home has and the fact Ridge Town Investments is not a high traffic business. The site was originally a restaurant, but has been permanently converted into investment office space. Given these factors we feel comfortable with the driveway layout as presented.
- Deferred Parking: The site plan sets aside an area on the West side of the parcel for additional parking an additional drive thru lane if they are needed in the future. This is a common practice for Taco Bell. It is unknown exactly how many people will utilize the inside sit down area vs. the drive-thru. Therefore, staff is comfortable with the proposed level of parking, given there is a designated deferred parking area to add more if it is needed in the future as per our ordinance.
- Storm Water: The Village of Sparta is proposing Taco Bell tie into the 21-inch storm line located in the right of way 62 feet to the south of the parcel. Taco Bell is reviewing this alternation request. As is common practice, this issue may take a little more time to resolve. Therefore, the planning commission could opt to approve the site plan contingent upon this storm water issue being worked out with village staff.

Notes:

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





4 1st FLOOR PLAN

- 1. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. WITH 20% MINIMUM CONCRETE IN THE FINISH FLOOR AND 10% MINIMUM CONCRETE IN THE FINISH FLOOR.
- 2. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 3. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 4. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 5. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 6. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 7. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
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- 15. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 16. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 17. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 18. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 19. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.
- 20. FINISH FLOOR SHALL BE 1/2" THICK OF 12' G.G. OVER 2" MINIMUM CONCRETE.

FNN DANIELS ARCHITECTS
 1000 W. 10TH ST. SUITE 100
 SPARTA, MI 48845
 TEL: 517.885.1111
 WWW.FNNARCHITECTS.COM

TACO BELL
 SOUTHERN PORTION OF
 23 APPLEWOOD DR. NW
 SPARTA, MI 48845

ARCHITECT: FNN DANIELS ARCHITECTS, PLLC
 DEVELOPER: MARYS DEVELOPMENT, LLC
 OWNER: NEW HOPE INVESTMENTS, INC.
 DESIGNER: BORDER FOODS, LLC
 CONTRACTOR: NEW HOPE INVESTMENTS, INC.
 PROJECT NO: 2023-001
 DATE: 10/27/23

PROJECT NO: 2023-001
 DRAWN BY: JST
 CHECKED BY: JST
 SCALE: AS SHOWN





Site Location:

This property is new parcel that was split off of 33 Applewood Drive. It's address is 43 Applewood Drive. The parcel is located between Ridgetwon Investments and Family Farm and Home.

Current Zoning:

B- Business

Surrounding Land Uses and Zoning:

North: B- Business

East: B- Business

West: B- Business

South: B- Business

Applicable Regulations:

The building and property require site plan review

Master Plan:

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

Staff Comments and Proposed Conditions:

The developer has been great to work with. We turned around this site plan review in a fairly short amount of time. If things continue moving the way they are, this new business will likely be built this year. The only outstanding issue we need to work through is the storm water. However, as the planning commission knows, this is often the case. We believe this community will be excited about this new development if it is ultimately approved.

Staff Recommendation

Staff recommends a motion to approve the site plan contingent upon staff reaching an agreement with the developer on the stormwater design.

The Planning Commission will meet **May 5th, 2025 at 7:00 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.



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 checked="" type="checkbox"/> Site Plan Review
Specify Use: _____	

Applicant Name: Marvin Development VII, LLC / Contact: Shannon Marcus
Street Address: 5425 Boone Ave. N.
City: New Hope **State:** MN **Zipcode:** 55428
Phone Number(s): 763.489.2932 **E-mail:** smarcus@borderfoods.com

- 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.
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Signature: Shannon Marcus **Date:** 4/16/2025

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:** _____

Project Location or Address: Southern portion of property at 33 Applewood Dr.

Property is: Residential Commercial Industrial **Property zoned:** B - Business

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TO BE COMPLETED BY VILLAGE

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Application is: APPROVED DENIED

Explanation: _____

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

Zoning Administrator: _____ Date: _____