

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
May 6, 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 April 1, 2024*
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA
- 5) PUBLIC COMMENT ON AGENDA ITEMS
- 6) COMMUNICATIONS –
- 7) PUBLIC HEARING –
  - a. Ord. 24-01 An ordinance to amend – Chapter 82 Zoning: Zoning Map Special Land Use Application
  - b. Special Land Use Application- 1055 13 Mile Rd. Vehicle Sales Dealership
- 8) NEW BUSINESS –
  - a. Ord. 24-01 An ordinance to amend – Chapter 82 Zoning: Zoning Map Special Land Use Application
  - b. Special Land Use Application- 1055 13 Mile Rd. Vehicle Sales Dealership
  - c. Site Plan Review 1055 13 Mile Rd.
  - d. Zoning Ordinance Update Rough Draft
- 9) UNFINISHED BUSINESS –
  - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
April 1, 2024 @ 7:00 PM  
75 N. Union St. (Sparta Civic Center)**

**Present:** Chair Henry, Vice-Chair Frederick, Commissioners Jon Braybrook, Robert Carlstrom, Robert Whalen, Christina Owens, and Bob Liscombe.

**Absent:** Gary Moody

**Also Present:** Village Manager Jim Lower, Jim and Janet Knauf, Lea Ferrier, Dan Childs- King Scott Architecture, Dayton Thomsen-Moore & Bruggink Engineering, Zach Voogt- Moore & Bruggink Engineering, Fritz Wahlfield III- Wahlfield Construction, and Jim Lynema- 291 Dorris St.

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00pm and the pledge of allegiance was recited.
- 2) **ROLL CALL:** A formal roll call was taken and a quorum was found to be present with those in attendance/absent noted above.
- 3) **MINUTES:** Moved by Carlstrom, supported by Frederick to approve the Regular Planning Commission Meeting Minutes of February 5, 2024 as presented. Motion passed unanimously.
- 4) **APPROVAL OF AGENDA:** Moved by Whalen, supported by Carlstrom to approve the agenda as presented. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None
- 6) **COMMUNICATIONS:** None
- 7) **PUBLIC HEARING:** Special Land Use Application- 379 N. State St. in Home Daycare- Chair Henry opened the public hearing at 7:01pm. Village Manager Jim Lower gave an overview of the request. Lea Ferrier, the applicant and owner of 379 N. State St., elaborated on the overview provided by Lower. The proposal is for a special land use permit for Ferrier to run a state licensed daycare facility at 379 N. State St. The public was asked for input. Jim Lynema of 291 Dorris St. provided mostly supportive comments and asked Ferrier about her experience and commented on traffic coming in the SRA park. At 7:08pm the public hearing was closed by Chair Henry and the regular meeting brought back to order.
- 8) **NEW BUSINESS –**
  - a. **Special Land Use Application- 379 N. State St. in Home Daycare:** Commissioner Braybrook, supported by Commissioner Frederick made a motion to recommend to the Sparta Village Council the Approval of the Special Land Use Request from “Leatha Ferrier” to operate a state-licensed group day care facility at the residence in the PUD Zoning District on the parcel commonly addressed 379 N. State Street because it meets the requirements of an approvable Special Land Use. **Motion passed unanimously.**

- b. **Site Plan Review- 220 & 228 E Division JNJ Investments:** Village Manager Lower, Dan Childs- King Scott Architecture, Dayton Thomsen-Moore & Bruggink Engineering, Zach Voogt- Moore & Bruggink Engineering, and Fritz Wahlfield III- Wahlfield Construction all spoke/presented the proposed site plan for 220 & 228 E. Division Street. Discussion centered primarily on the parking, storm water management plan, rear façade, and windows.

Motion by Whalen, supported by Frederick to approve the site plan as presented, allow the owners to keep the windows the current width, and make approval contingent upon final sign off from the Village Manager regarding the storm water management plan. **Motion passed unanimously.**

**9) UNFINISHED BUSINESS:** None.

**10) PUBLIC COMMENT:** None

**11) VILLAGE MANAGER REPORT**

- a. Ordinance Update: Village Manger Lower reported that work on the ordinance updates is progressing and that he hopes to have draft language for the planning commission to consider at the next planning commission meeting.

**12) COMMISSION COMMENT:** Commissioner Whalen thanked Jim and Janet Knauf for their continued investment in the Sparta community. He also welcomed Lea Ferrier to the community and offered to serve as a resource to her for anything related to the SRA park which abuts her property.

**13) ADJOURNMENT:** There being no further business to come before the planning commission, the meeting was adjourned at 7:26pm by Chair Henry.

Submitted by Jim Lower, Village Manager, acting planning commission secretary.



#.7a & 8a  
Village of Sparta Planning  
Commission  
May 6, 2024

## **ACTION MEMO**

### **Staff Communication**

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**DATE:** May 6, 2024  
**TO:** Planning Commission Chair and Planning Commission Members  
**FROM:** James A. Lower Village Manager  
**RE:** Ord. 24-01 An ordinance to amend – Chapter 82 Zoning: Zoning Map

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### **SUMMARY OF REQUEST:**

All annexed property comes into the village with R-1 residential single-family zoning per our local ordinance. From there, the village decides what the zoning will be. The property owner has requested a General Commercial (GC) zoning. From the beginning of the annexation process, it has always been the intention of the village for this property to be used for a commercial purpose.

### **STAFF RECOMMENDATION:**

Staff recommends the following motion: Motion to recommend adoption of Ord. 24-01 to the Sparta Village Council.

VILLAGE COUNCIL  
VILLAGE OF SPARTA  
KENT COUNTY, MICHIGAN

At a regular meeting of the Village Council of the Village of Sparta, held at the Sparta Civic Center, located at 75 N. Union Street, Sparta, Michigan 49345 on Monday May 13, 2024, at 7 PM the following Ordinance was offered by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_

**ORDINANCE NO. 24-01**

AN ORDINANCE TO AMEND THE VILLAGE OF SPARTA ZONING ORDINANCE AND ZONING MAP, CHAPTER 82, ARTICLE III, DIVISION 2, SECTION 82-152 OF THE VILLAGE OF SPARTA CODE OF ORDINANCES

THE VILLAGE OF SPARTA (the “Village”) ORDAINS:

**Section 1. Amendment.** That Chapter 82, Article III, Division 2, Section 82-152 of the Village of Sparta Code of Ordinances is amended as follows:

The Zoning Ordinance and Zoning Map of the Village of Sparta, Kent County, Michigan, the map being incorporated by reference in the Zoning Ordinance for the Village of Sparta pursuant to Section 82-152, are hereby amended so that the following lands shall be rezoned to GC, General Commercial District, from R-1, Single Family Residential District. The lands are in the Village of Sparta, Kent County, Michigan, and described as follows:

1055 13 Mile RD NW Sparta, Michigan 49345. The parcel identifications number is 41-05-14-476-002

**Section 2. Effective Date.** This amendment to the Village of Sparta Zoning Ordinance and Zoning Map shall become effective upon the expiration of seven (7) days after the ordinance/ordinance amendment or Notice of Adoption appears in the newspaper as provided by law.

The vote to approve this rezoning ordinance/ordinance amendment was as follows:

YEAS:

NAYS:

ABSTAIN/ABSENT:

ORDINANCE DECLAIRED ADOPED

I, Katy Shelton, the Clerk of the Village of Sparta, attests that the foregoing is a true and accurate copy of an ordinance adopted by the Village Council of the Village of Sparta at a regularly scheduled meeting held on May 13, 2024, which meeting was held in accordance with State Law.

\_\_\_\_\_  
Katy Shelton, Village Clerk

Introduced: May 6, 2024

Public Hearing: May 6, 2024

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_



# MEMO

**To:** Planning Commission Members  
**From:** James Lower, Village Manager  
**Date:** May 6, 2024  
**RE:** Special Land Use Request -1055 13 Mile Rd

The Village has received a special land use request for 1055 13 Mile Rd. to operate a vehicle sales and wash business. This memo assumes the property will be rezoned General Commercial.

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:**

A. New and used vehicle, boat or farm implement sales including incidental servicing and minor repair.

- (1) Minimum lot area shall be one acre.
- (2) Minimum lot width shall be 200 feet.
- (3) The lot area used for parking shall be hard-surfaced and the display or storage areas shall be provided with a permanent, durable, and dustless surface, and shall be graded and drained so as to dispose of all surface water.
- (4) Ingress and egress shall be provided as far as practicable from two intersecting streets and shall be at least 100 feet from an intersection.
- (5) No display area shall be located within ten feet of a road right-of-way line.

Staff Response: The site plan and narrative provided indicate that the above requirements will be met.

B. Vehicle wash establishments, either self-service or automatic.

- (1) All washing activities must be conducted within a building.
- (2) Vacuuming activities may not be conducted in any required yard.
- (3) Main buildings shall be set back a sufficient distance to allow sufficient space to accommodate all vehicle queuing on the property, so no vehicles are required to wait on an adjoining street to enter the site.

Staff Response: The site plan and narrative provided indicate that the above requirements will be met.

**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: The site meets this requirement.

- (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 has a preexisting building and the proposed improvement fit with the character of this side of the village.

- (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 surround by vacant village owned land and vacant property in the township across the street. Eventually, the village property will be a park, but the park activities/facilities will be located away from the site in question.

- (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 “Chad Momber” to operate a vehicle sales and wash facility in the GC Zoning District on the parcel commonly addressed 1055 13 Mile Rd. because it meets the requirements of an approvable Special Land Use.