Minutes of the Village of Sparta Planning Commission

Regular Meeting of Monday, November 6, 2017, 7 pm

Sparta Township Hall, Sparta, Michigan

2017 Village of Sparta Planning Commission Members

Chairman William Hayes (2018), Vice Chair Robert Liscombe (2017)

Commissioners Village President Kristi Dougan (2019), Village Council Member Jayne Paasch (2019),

Jon Braybrook (2017), Rose Frederick (2017), Chad Fisk (2018), Jamie Christie (2019), (vacancy) (2018)

Recording Secretary Toni Potes; Capital Improvement Plan Committee (CIP): Chad Fisk, Jamie Christie & Jon Braybrook

Present: Jon Braybrook, Jamie Christie, Kristi Dougan, Chad Fisk, Rose Frederick,

 William Hayes, Robert Liscombe

Absent: Jayne Paasch

Also Present: Village Manager Julius Suchy

1) / 2) Call to Order / Pledge of Allegiance: The meeting was called to order at 7 pm by Chairman Hayes followed by the Pledge of Allegiance.

3) Roll Call: Formal roll call was taken. Members present are noted above.

4) Minutes

a) Approve Regular Planning Commission Meeting Minutes of October 2, 2017: Motion by Liscombe, second by Braybrook, to approve the Minutes. Motion carried unanimously.

5) Additions or Corrections to the Agenda — Approval of Agenda: Motion by Dougan, second by Fisk, to approve the Agenda. Motion carried unanimously.

6) Public Comment on Agenda Items - None

7) Communications - None

8) Public Hearing- None

9) New Business

a) Review 2018-2023 Capital Improvement Plan & Consider Recommendation to Village Council for Approval:

Dougan asked if the Anderson St. project scheduled in 2019 will go from W. Gardner to Orchard or to Nelson. Manager Suchy responded that it is Nelson and that is an error on the individual project sheet – this will be fixed by staff before it goes to Village Council. Manager Suchy also explained that although it is a 6 year document the only projects Village Council would be funding would be the 2018 projects – the rest are place holders for future funding consideration.

Motion by Liscombe, second by Dougan, to recommend the 2018-2023 Capital Improvement Plan to Village Council for approval. Motion carried unanimously.

b) Introduce Ordinance #17-08 — An Ordinance to Amend Code of Ordinances Section 82-314 Light Industrial Site Development Requirements in the Village of Sparta:

Manager Suchy explained the potential changes to the light industrial zoning district and asked if the Planning Commission would also be interested in adding acceptable building materials to the ordinance. Currently there are no required building material requirements as there is in the general commercial or central business district. Planning Commission members were supportive of staff bringing back options for material requirements for the light industrial zoning district to the next meeting.

c) Pavement Material Discussion:

Manager Suchy brought up concerns regarding how storage areas in the light industrial district don’t have defined material requirements for the storage area as opposed to the parking area. He has been working with an interested party who would like to store campers as part of a business but doesn’t want be required to pave the entire storage area. Currently any new development would need to meet the requirements of the Off-Street parking ordinance which can add significantly to a project cost. The interested developer pointed out that Standard Lumber uses crushed concrete or a similar material in the lumber storage area. Planning Commission members reviewed options that were provided from Janis Johnson, Main Street Planning and directed the Village Manager to introduce an ordinance that would allow for a separate clause regarding storage areas in the light industrial district.

d) Ordinance #17-05 — An Ordinance to Amend Code of Ordinances Article VII “Signs”, Section 82-466 “Off-Street Parking & Loading” & Section 82-386 “Special Land Use” for Language Related to Signs: Planner Johnson corrected some of the misunderstanding in interpretation by the public. After poling the Commissioners, the proposal was sent back to the Village Manager to reconsider date and time language and signs in the right-of-way. Planner Johnson covered a number of other suggested language changes; Village Manager Suchy has the suggestions. Motion by Braybrook, second by Paasch, to table so that the non-substantive typos are fixed and to return with staff recommendations. Motion carried unanimously.

10) Unfinished Business:

1. Ordinance #17-05 — An Ordinance to Amend Code of Ordinances Article VII “Signs”, Section 82-466 “Off-Street Parking & Loading” & Section 82-386 “Special Land Use” for Language Related to Signs:

Manager Suchy explained what has happened since the last meeting – he spoke to the Kent County Road Commission and they will not allow any additional signs in the ROW. Staff is still working on how to break up the days for temporary signs, but will bring potential language back to the next meeting. The manager will work with Janis Johnson, Main Street Planning to correct any typos or errors identified at the past meeting.

11) Public Comment: None

12) Commission Comment: Commissioner Liscombe had a complaint regarding the advance newspaper being thrown all over properties instead of being delivered properly. Manager Suchy indicated that he has received this complaint in the past and when we speak to the advance it gets better for a short period before becoming an issue again. The manager will reach out to the advance regarding this issue.

13) Next Meeting: Regular Meeting December 4, 2017

14) Adjournment: Motion by Dougan, second by Frederick, to adjourn the meeting at

 7:32 pm. Motion carried.

Respectfully submitted,

Julius Suchy

Acting Secretary