

VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting of Monday, Mach 7, 2022 7:00 PM
75 N. Union St. (Sparta Civic Center)

Present: Chairman Bob Liscombe, Commission members Jon Braybrook, Gary Moody, Emilie Henry, and Rose Fredrick.

Also present: Shay P. Gallagher (Village Manager), Shawn Bates (Tesa Tape), Clint Bierstetel (Tesa Tape), Al Tramper (Tesa Tape), Neil Hoofman (Spartan Graphics).

- 1) CALL TO ORDER: The meeting was called to order at 7:00 PM. The Pledge of Allegiance was recited at that time.
- 2) ROLL CALL: Formal roll call was taken. Those in attendance/absent are noted above.
- 3) MINUTES:
 - a. Approve the Regular Planning Commission Meeting Minutes of January 3, 2022. Motion made by Moody with a second by Braybrook. Motion passed unanimously.
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:
Correction to the Agenda: None.
- 5) PUBLIC COMMENT ON AGENDA ITEMS. Please note: This Public Comment portion of the meeting is reserved for comments on agenda items. None.
- 6) COMMUNICATIONS:
 - a. Code Enforcement Report – Verbal report given by Manager Gallagher.
- 7) PUBLIC HEARING:
 - a. Public Hearing – Zoning Amendment R-4 District: This impacts the maximum number of units per acre within the R-4 District. Public Hearing was opened at 7:03 PM and closed at 7:05 PM.
 - b. Public Hearing – Rezoning 465 S. Union St: The proposed zoning would change a portion of 465 S. Union from R-1 Residential to L-1 Light Industrial. Public hearing was opened at 7:05 PM and closed at 7:07 PM.
- 8) NEW BUSINESS:
 - a. R-4 District Amendment Discussion: Motion was made by Moody with a second by Fredrick to approve sending the issue of adopting Ordinance 22-04 to the Village Council for approval. Motion passed unanimously.
 - b. 465 S. Union Rezoning: Motion was made by Moody with a second by Fredrick to approve sending the issue of adopting Ordinance 22-05 to the Village Council for approval. Motion passed unanimously.
 - c. Site Plan Review – 324 S. Union St. Tesa Tape. Manager Gallagher briefly reviewed the site plan review report completed by staff. Shawn Bates representing Tesa Tape briefly explained the project and concerns highlighted in the staff report. Motion was made by Braybrook to conditionally approve the site plan presented with staff authority to work with Tesa Tape for resolution of conditions listed in the staff report.
 - d. Site Plan Review – 200 Applewood Dr. NW Spartan Graphics. Manager Gallagher briefly reviewed the site plan review report completed by staff. A representative from Spartan

Graphics briefly explained the project and concerns highlighted in the staff report. Motion was made by Moody to conditionally approve the site plan presented with staff authority to work with Spartan Graphics for resolution of conditions listed in the staff report.

- e. Site Plan Review Discussion: Manager Gallagher explained proposed changes to the site plan review process and what type of project would warrant a full site plan review by the Planning Commission. Projects that do not substantially alter the current facility or building would not warrant a full site plan review. Staff will still provide the Planning Commission with updates on projects that do not require full review.
 - f. Chair and Co-Chair Selection: Motion was made by Braybrook with a second by Fredrick to select Moody and Planning Commission Chair with Liscombe being selected as Co-Chair.
- 9) UNFINISHED BUSINESS: None.
- 10) PUBLIC COMMENT: None.
- 11) VILLAGE MANAGER REPORT: Manager Gallagher updated the Planning Commission on the vacant 252 E. Gardner parcel and plans to review the contamination status.
- 12) COMMISSION COMMENT: Commissioner Fredrick asked about the train blocking intersections. Manager Gallagher will look into this matter. Commissioner Braybrook asked the condition of State St. Manager Gallagher reported he will speak with the Kent County Road Commission on this issue. Commissioner Braybrook also asked about the old foundry lot 252 E. Gardner St. Commissioner Moody also asked about the foundry lot and code enforcement efforts related to 400 S. State St.
- 13) NEXT MEETING: The next meeting of the Sparta Planning Commission will be held on April 4, 2022 at 7:00 PM.
- 14) ADJOURNMENT: The meeting was adjourned at 7:54 by Chairman Liscombe.

Submitted by Shay P. Gallagher, Village Manager.