

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
November 7, 2022 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Robert Liscombe, Commission members Jon Baybrook, Gary Moody, Robert Whalen, Robert Carlstrom, Rose Frederick, Ryan Wolford, and Emilie Henry.

Also present: DDA Director Elizabeth Morse, Village Manager Shay Gallagher, and Village Clerk Katy Shelton.

Absent: Betty VanPatten

- 1) **ROLL CALL:** Formal roll call was taken. Those in attendance/absent are noted above.
- 2) **MINUTES:**
 - a. Approve Regular Planning Commission Meeting Minutes of September 6, 2022: Motion by Moody with a second by Carlstrom to approve the minutes. Motion passed unanimously.
- 3) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** Motion by Carlstrom with a second by Whalen to approve the agenda. Motion passed unanimously.
- 4) **PUBLIC COMMENT ON AGENDA ITEMS:** None
- 5) **COMMUNICATIONS:**
 - a. **Code Enforcement Report – October 2022:** The properties located at 97 S Elm and 99 E Mark were discussed. There were formal hearings on each at which the Village prevailed.
- 6) **PUBLIC HEARING:** None
- 7) **NEW BUSINESS:**
 - a. **Master Plan Kickoff Presentation:** Danielle Bouchard, Senior Planner from McKenna, gave a comprehensive presentation. It included the purpose and description of the project, a brainstorming section which sought to have committee members delineate which key issues the Master Plan should address, draft survey questions for the community, and next steps. She also addressed the demographics of Sparta, particularly as they relate to housing needs. It was mentioned that the entire Master Plan process, from conception to completion, usually takes a year. There will be several hearings and/or workshops so that everyone in the Village will be able to learn about the Master Plan.
 - b. **Ordinance Amendment Discussion – Chapter 34 Floods:** In order to participate in the National Flood Insurance Program, the Village needs to update our floodplain ordinance to align with the federal flood insurance program. The relevant ordinance in the Village Code has not been updated since 1975. Appendix G, which pertains to construction requirements in floodplains for Michigan, also needs to be adopted by reference in the ordinance. The consensus from the Committee was to move forward with these revisions. The Village Manager will set a public hearing to review these changes at the next meeting.

- c. **Ordinance Amendment Discussion – Chapter 10 Animals: Recently**, Kent County reorganized animal control services within the county. As of June of 2022, animal control services are now handled by the Kent County Sheriff’s Office instead of the Health Department as they had been previously. Because of this, the Village must remove all animal control related regulations and rehouse the remainder of the ordinance in a separate new section of our Zoning Ordinance. This will allow the Sheriff’s Department to participate in animal control activities within the Village. The consensus of the Committee was to move forward with these changes. The Village Manager will set a public hearing to review these changes.

- d. **Adult-Use Recreational Marihuana Special Land Use Discussion – Exclusion Zones:** Exclusion zones, as they relate to this issue, are the distances from certain zoning uses a marijuana facility, a dispensary in this case, must be locate to meet the zoning ordinance. The only exclusion zone mandated by the State of Michigan state agency are that such establishments not be located within an area zoned exclusively for residential use and not within 1000’ of a pre-existing public or private school providing education in grades K-12 unless a municipality adopts an ordinance that reduces this distance requirement. The committee members all discussed these exclusion zones – both which types of things (such as churches, schools, parks, child care agencies, etc.) need to be protected and how far the exclusion zone should extend. Village Manager Gallagher will bring a map to the next meeting in order for the Committee members to see where marijuana dispensaries could be located given proposed exclusion zones. There was no consensus from the Committee regarding establishing these exclusion zones as this time.

8) UNFINISHED BUSINESS:

- a. None.

- 9) **PUBLIC COMMENT:** DDA Director Elizabeth Morse talked about what’s next for the Central Business District. She mentioned that Shop Sparta is coming up, Candy Cane Lane will be decorated, the new Winter Event Guide is out, and that WinterFest will be happening in February, which will include an ice-skating rink.

- 10) **VILLAGE MANAGER REPORT:** Nothing was added to his written report.

11) COMMISSION COMMENT:

- 12) **ADJOURNMENT:** The meeting was adjourned by Chairman Liscombe at 8:04pm.

Submitted by Katy Shelton, Village Clerk.