Minutes of the Village of Sparta Planning Commission

Regular Meeting of Monday, February 3, 2020, 7 pm

Sparta Township Hall, Sparta, Michigan

2020 Village of Sparta Planning Commission Members

Chairman Robert Liscombe (2020), Vice Chair Paul Homrich (2021)

Commissioners Village President Kristi Dougan (2020), Village Council Member Robert Carlstrom (2020),

Jon Braybrook (2020), Rose Frederick (2020), Chad Fisk (2021), Emilie Henry (2021), and Gary Moody (2022)

Village Manager Julius Suchy, Recording Secretary Toni Potes

Capital Improvement Plan Committee (CIP): Robert Carlstrom, Chad Fisk, Paul Homrich

Present: Chairman Robert Liscombe; Vice Chair Paul Homrich;

 Commissioners Jon Braybrook, Robert Carlstrom, Kristi Dougan,

 Chad Fisk, Rose Frederick, and Emilie Henry

Also Present: Village Manager Julius Suchy, and Recording Secretary Toni Potes

Absent: Commissioner Gary Moody

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

 Chairman Liscombe, 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 December 2, 2019: Motion by Fisk, second by Carlstrom, 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

a) January 2020 Code Enforcement Report: One issue may result in court; the Village is trying to work with the resident and avoid court proceedings.

8) Public Hearing—None

9) Selection of Chair, Vice Chair, & Secretary

a) Nominations: Nomination by Fisk, support by Dougan, to elect Robert Liscombe as chair. Nomination by Fisk, support by Frederick, to elect Paul Homrich as vice chair. Nomination by Frederick, support by Fisk, to elect Toni Potes as secretary.

b) Close Nominations: Motion by Dougan, second by Frederick, to close nominations. Motion carried unanimously.

c) Motion to Appoint Chair, Vice Chair, & Secretary: Motion by Dougan, second by Carlstrom, to elect Robert Liscombe as chair, Paul Homrich as vice chair, and Toni Potes as secretary for the 2020 Village of Sparta Planning Commission. Motion carried unanimously.

10) Unfinished Business—None

11) New Business

a) 2019 Planning Commission Annual Report: Under Article II, Section 19 of Public Act 33 of 2008, the Planning Commission is required to provide an annual report of its activities for each calendar year. The report will also be submitted to the Village Council. It was a busy year which included seven site plan reviews, compared to one the previous year.

b) Master Plan Request for Proposals: Village Manager Suchy reviewed the document’s highlights, asking for any questions from the Commissioners prior to proceeding with bids for consultant for the 2020 Comprehensive Master Land Use Plan.

12) Public Comment: David Cumings looks forward to hearing about the Master Plan process.

13) Village Manager Report: The welcome packet is coming along. It will contain timely updates and deadlines. The information will be on the website and a resource with office materials. This ties in with the communication plan. Village Manager Suchy has also been talking with residents. The new auto store will open soon. Country Meadows has pulled four more permits. Tesa, C&T Fabrication and Sparta Animal Clinic building renovations are moving along. General Formulations/Federal Mogul parking lot project is coming along.

14) Commission Comment: Village Manager Suchy will check with Consumers regarding Frederick’s request to take cut wood on Martindale. The Village is working with AT&T and Consumers regarding limbs on pole wires.

15) Next Meeting: The next regular meeting of the Village of Sparta Planning Commission is Monday, March 2, 2020, at 7 pm. April’s meeting will be rescheduled from the first Monday of the month to possibly the middle of the month.

16) Adjournment: Chairman Liscombe adjourned the meeting at 7:30 pm.

Respectfully submitted,

—Toni Potes, Recording Secretary