

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
April 1, 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 February 5, 2024*
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA
- 5) PUBLIC COMMENT ON AGENDA ITEMS
- 6) COMMUNICATIONS –
- 7) PUBLIC HEARING –
 - a. Special Land Use Application- 379 N. State St. in Home Daycare
- 8) NEW BUSINESS –
 - a. Special Land Use Application- 379 N. State St. in Home Daycare
 - b. Site Plan Review- 220 & 228 E Division JNJ Investments
- 9) UNFINISHED BUSINESS –
 - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
 - a. Ordinance Update
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
February 5, 2024, 7:00pm
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Bob Liscombe, Commissioners Jon Braybrook, Robert Carlstrom, Rose Frederick, Emilie Henry, Christina Owens, and Robert Whalen.

Absent: Gary Moody.

Also present: Village Manager Jim Lower and Village Clerk Katy Shelton.

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.
- 2) **ROLL CALL:** Formal roll call was taken. Those in attendance/absent are noted above.
- 3) **MINUTES:**
 - a. Approve Regular Planning Commission Meeting Minutes of December 4 2023: Motion to approve by Carlstrom with a second by Frederick. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections. Motion to approve by Whalen with a second by Henry. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
 - a. None.
- 6) **COMMUNICATIONS:**
 - a. None.
- 7) **PUBLIC HEARING:**
 - a. None.
- 8) **NEW BUSINESS:**
 - a. **Chair, Vice-Chair, and Secretary Selection:**

Secretary: Motion by Whalen with a second by Carlstrom to reappoint Shelton as secretary. Motion passed unanimously.

Chair: Motion by Carlstrom with a second by Frederick to nominate Henry as Chair. There were no other nominations. Motion passed unanimously.

Vice-Chair: Motion by Whalen with a second by Liscombe to nominate Frederick as Vice-Chair. There were no other nominations. Motion passed unanimously.

Note: These appointments are effective immediately.

- b. **Update Re: Commercial Redevelopment District:** Village Manager Lower discussed this. He said there will be a public hearing on this at next week's Village Council meeting. This will provide an economic savings for the Village as well as speed up the process as each individual parcel within the district will preemptively already be correctly zoned.
- c. **Discussion: Master Plan implementation and other zoning/code changes.** Village Manager Lower discussed this. He said there will be a public hearing on this at next week's Village Council meeting. In response to a question from the Council, he said that anything that was included in the Master Plan discussions will automatically be included in this revision as part of the draft. As regards the ordinance revision, he envisions going through them individually to determine which need to be retained and which eliminated as well as proposing new ordinances where needed.

9. Unfinished business:

- a. None.

10. Public comment:

- a. None.

11. Village Manager Report: Village Manager Lower reported that he's been occupied with a myriad of sewer related issues recently.

12. Commissioners Comment: Commissioner Carlstrom asked for an update on the marijuana dispensary. He asked about the potential for odors outside of the business. Village Manager Lower said that this project has been a learning experience for the Village as our ordinances covering this didn't include detailed specifications for the business. The contractor retrofitting the office space had expected more exact specifications. He said he wasn't sure of the exact time frame for the business opening to the public.

13. Adjournment: Meeting was adjourned by Chairman Henry at 7:20pm.

Submitted by Katy Shelton, Village Clerk.



MEMO

To: Planning Commission Members
From: James Lower, Village Manager
Date: April 1, 2024
RE: Special Land Use Request -25 Ida Red

The Village has received a special land use request for 379 N. State St. to operate a state-licensed group day care facility at the residence.

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:

State licensed group day care facilities.

- (1) There shall be provided, equipped and maintained, on the premises, a minimum of 150 square feet of usable outdoor recreation area for each client making up the licensed capacity of the facility.

Staff Response: The parcel has ample area for outdoor recreation.

- (2) The outdoor recreation area shall be fenced and screened from any abutting residential district or use by a decorative fence or wall, or a landscaped equivalent.

Staff Response: Through natural landscape features including, but not limited to trees, the outdoor recreation area (yard) is sufficiently screened from the adjacent parcel, which ironically is itself an outdoor recreational facility.

- (3) Required off-street parking, as well as off-street pick-up and drop-off areas shall be provided.

Staff Response: The residence features a circular drive which is ideal for pick up and drop off. There is ample space for parking on the parcel as well.

- (4) The applicant shall provide evidence of the ability to comply with all applicable State licensing requirements.

Staff Response: The narrative attached to this application seems to meet this requirement. The applicant has 30 years' experience in this line of work.

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: This seems to fit in nicely with our master plan and the village is in need of additional childcare.

- (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 is in a preexisting home requiring no modifications for this use.

- (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. We could think of few better locations for a childcare facility than a large residence surround by a park.

- (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 “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.



VILLAGE OF SPARTA PLANNING COMMISSION APPLICATION



Visit our website at www.spartami.org

<input type="checkbox"/> Rezoning: From _____ to _____	<input type="checkbox"/> Zoning Ordinance Amendment
<input checked="" type="checkbox"/> Special Land Use Permit:	<input type="checkbox"/> Site Plan Review
Specify Use: <u>Home daycare</u>	

Applicant Name: Leatha Ferrier
Street Address: 379 N State St
City: Sparta **State:** MI **Zipcode:** 49345
Phone Number(s): 847-265-2606 **E-mail:** leafferrier13@gmail.com

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the Village of Sparta Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the Village of Sparta may require the services of the Village Planner, Village Engineer, and/or the Village Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the Village of Sparta. I, as the applicant, acknowledge that any costs incurred by the Village of Sparta as they relate to the review of this application by any of the Village's consultants listed above are my responsibility to reimburse and agree to repay the Village of Sparta for any and all costs incurred to it in the review of this application.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee Optionee Contractor/Architect

Property Owner's Name (if different from applicant): _____

Street Address: _____
City: _____ **State:** _____ **Zipcode:** _____
Phone Number(s): _____ **E-mail:** _____
Signature: _____ **Date:** _____

Project Location or Address: 379 N State St, Sparta, MI

Property is: Residential Commercial Industrial **Property zoned:** _____

THIS APPLICATION WILL NOT BE CONSIDERED COMPLETED, AND THEREBY NOT PRESENTABLE TO THE PLANNING COMMISSION, UNLESS ALL ITEMS LISTED BELOW HAVE BEEN PROVIDED:

- If application is for a Special Use Permit, a description of the property or properties in question on this application and a site plan as required by the Village's Zoning Ordinance must be attached to this form. Evidence must be provided to show that the proposed use meets all general and specific special land use standards required by the Ordinance.
- If application is for a rezoning, a description of the property or properties in question on this application must be attached to this form. Please explain in detail the request and the reason(s) why you are seeking the rezoning.
- If application is for a Zoning Ordinance (text) amendment, please explain in detail the request and the reason(s) why you are seeking the amendment.

TO BE COMPLETED BY VILLAGE

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____

Application is: APPROVED DENIED

Explanation: _____

PC Meeting Date: _____ City Council Meeting Date (if app.): _____

Zoning Administrator: _____ Date: _____

March 18, 2024

Hello, I am Leatha Ferrier. My husband and I have recently moved to Sparta where we have purchased a multi-generational home at 379 N State St along with my daughter and son-in-law. My daughter and I are hoping to open a home daycare at our home. The house consists of a main home and a Mother-in-law suite which has two complete and independent units. We would like to utilize the basement unit to begin our daycare. The structure is already complete, and we would not be adding any additional buildings.

Having worked in the childcare/educational field for over 30 years, I recognize the need for providing quality care to our youngest citizens. I would like to provide another option for parents in the Sparta area to find care for their children close to home. We will be using a play-based academic preschool program to offer the beginning building blocks for academic learning.

Thank you for your consideration. We are excited and honored to be part of the Sparta community, and thank you for your time and consideration.

Leatha Ferrier
leafferrier13@gmail.com



GROSS INTERNAL AREA
Below Ground: 1403 sq. ft., FLOOR 2: 2144 sq. ft., FLOOR 3: 842 sq. ft.
EXCLUDED AREAS: UNFINISHED BASEMENT: 673 sq. ft., SCREENED PORCH: 278 sq. ft., GARAGE: 489 sq. ft.,
BALCONY: 267 sq. ft., DECK: 91 sq. ft., FIREPLACE: 9 sq. ft.
TOTAL: 4389 sq. ft.

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MEMO
Staff Communication

DATE: April 1, 2024
TO: Planning Commission Chair and Planning Commission Members
FROM: James A. Lower, Village Manager
RE: Site Plan Review Report – 220 & 228 E Division. NW, Sparta, MI 49345

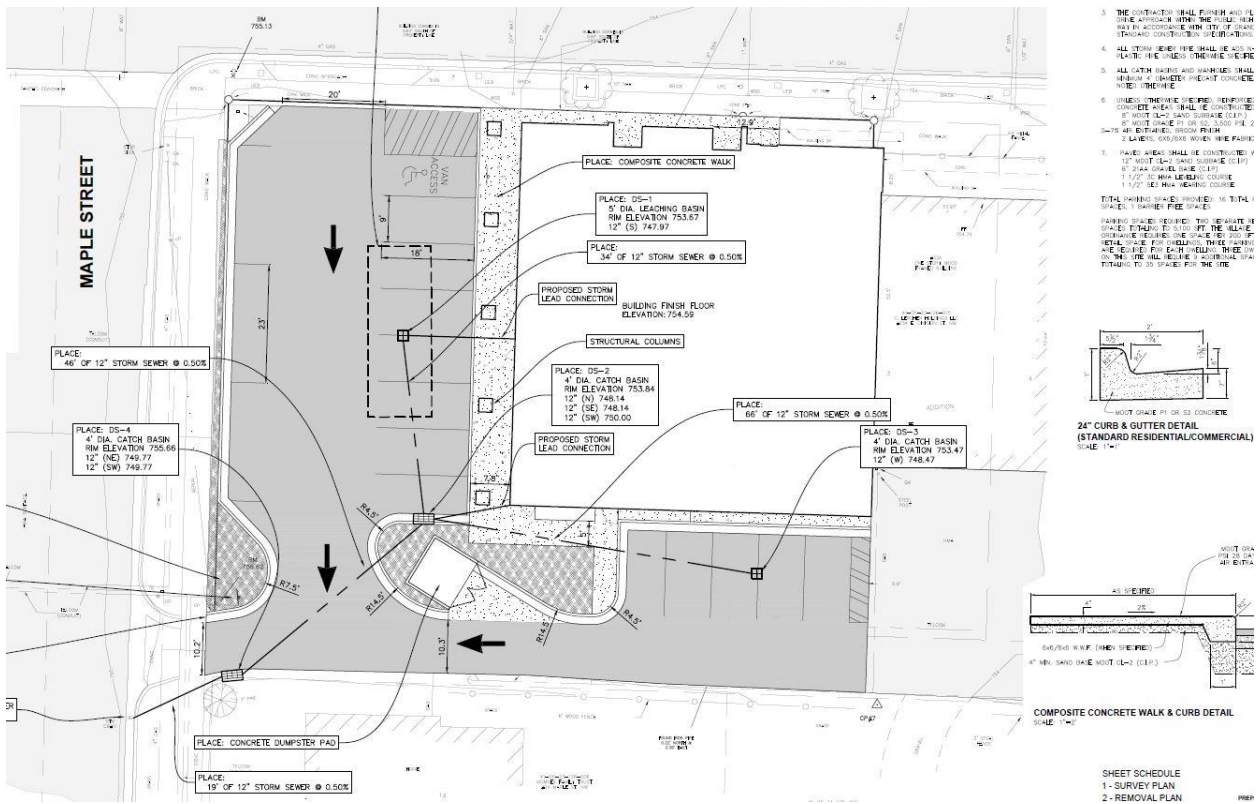
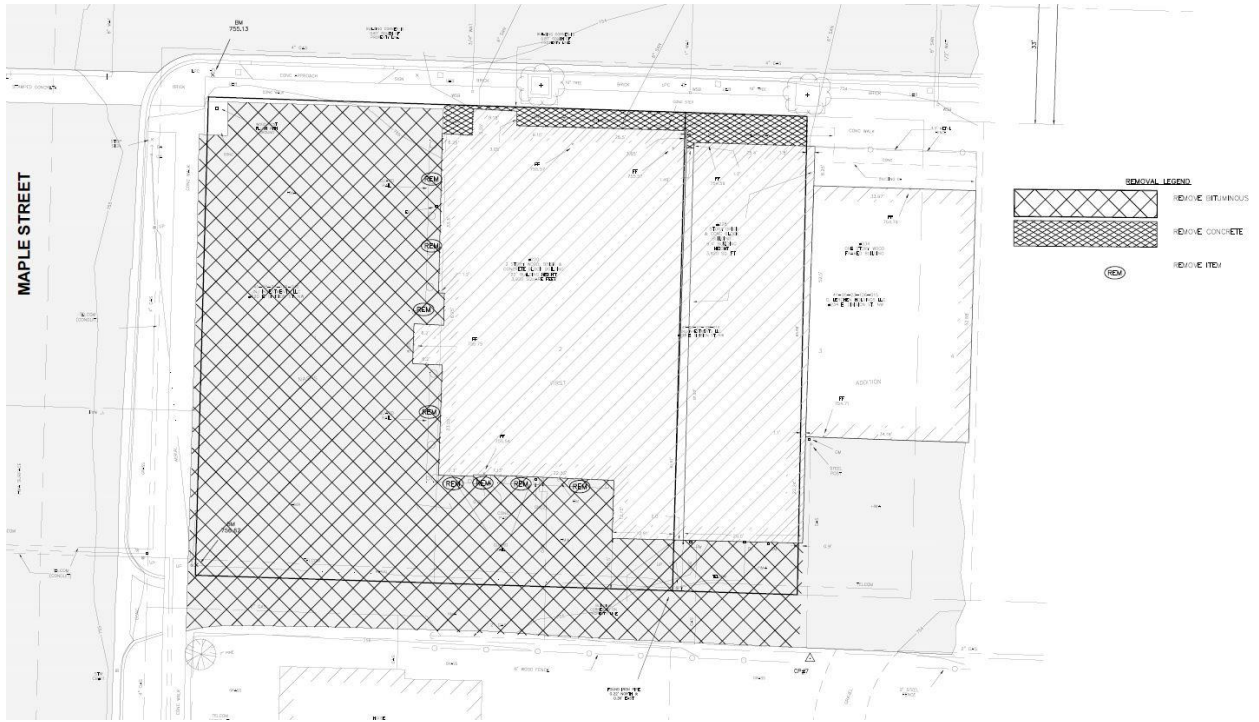
General Information

The proposed site plan involves a major renovation to the existing structures located in downtown Sparta. Once complete, the buildings will feature a mixture of uses with three apartments upstairs and four retail shops below.

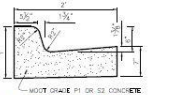
Notes:

Overview of additions (**Drawings will be on the projector at the meeting**)

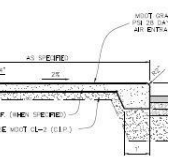




3. THE CONTRACTOR SHALL FURNISH AND INSTALL APPROACH WITH THE PAVED HIGH WALL BY ADDITIONAL MIN. 12\"/>
 - 4. ALL STORM SEWER PIPE SHALL BE 40\"/>
 - 5. ALL CATCH BASINS AND MANHOLES SHALL BE CONSTRUCTED WITH PRECAST CONCRETE WALLS.
 - 6. UNLESS OTHERWISE SPECIFIED, REINFORCED CONCRETE SHALL BE CONSTRUCTED OF 3000 PSI SAND/SUBBASE (C1P) 12\"/>
 - 7. PAVED AREAS SHALL BE CONSTRUCTED WITH 12\"/>
- TOTAL PARKING SPACES PROVIDED: 16 TOTAL SPACES, 1 PARKING FREE SPACE.
- PARKING SPACES PROVIDED: THE SPACING OF SPACES IS TO BE 20' ON CENTER. THE SPACING OF SPACES IS TO BE 20' ON CENTER. THE SPACING OF SPACES IS TO BE 20' ON CENTER.



24" CURB & GUTTER DETAIL (STANDARD RESIDENTIAL/COMMERCIAL) SCALE: 1"=1'-0"



COMPOSITE CONCRETE WALK & CURB DETAIL SCALE: 1"=1'-0"

SHEET SCHEDULE
 1 - SURVEY PLAN
 2 - REMOVAL PLAN

Site Location:

220 & 228 E Division St. NW Sparta, MI 49345. The building is located on the corner of Division and Maple Street directly across Maple St. from the DDA/Chamber building.

Current Zoning:

CBD -Central Business Commercial District

Surrounding Land Uses and Zoning:

North: CBD -Central Business Commercial District

East: CBD -Central Business Commercial District

South: CBD -Central Business Commercial District

West: CBD -Central Business Commercial District

Applicable Regulations:

The building and property require site plan review and a storm water management plan.

Master Plan:

The site plan and zoning of the area match the goals of our master plan.

Staff Comments and Proposed Conditions:

Moore & Bruggink was hired by JNJ Investments to put together the site plan and work it through our process. Attached you will see the memo from Prein & Newhof in regards to the preliminary design that was submitted for our review. Village staff has worked with Moore & Bruggink to resolve the outstanding issues to the extent possible prior to the meeting. We were unable to thoroughly review the final version of storm water plan prior to this meeting.

As you will see from the attached response to the preliminary review letter, all of the outstanding issues that are reasonable solvable have been resolved. JNJ Investments is seeking approval of the following issues that would be a departure from our established ordinances: split block face on the southside of the building, lower number of parking spaces than what are technically required, and an accommodation for an existing shared wall over the property line with building to the East.

Staff Recommendation

The three issues noted above that are a departure from our ordinance should be approved. The shared wall and limitations on parking are conditions that exist as a result of current site layout. To changes this would be very cost propitiative and yield little in terms of societal benefit. On the parking, there is ample public parking available across the street. Finally, the southside wall faces an alley and will still be decorative in nature. The aesthetic of the building in this and all directions will be a major improvement to what currently exists on site.

Staff recommends a motion to approve the site plan contingent upon engineering signoff of the stormwater management plan.

The Planning Commission will meet **April 1, 2024 at 7:00 PM**. If you have any questions or concerns about this report or you are unable to attend the meeting, please contact me villagemanager@spartami.org.

March 7, 2024
2230265

Mr. James Lower
Village of Sparta
156 East Division Street
Sparta, MI 49345

RE: 220 & 228 Division – Site plan submittal

Dear James:

At the request of the Village, Prein&Newhof has reviewed the proposal by Moore&Bruggink for site improvements at 220 and 228 Division Street NW. The combined sites are 0.2889 acres, and is zoned CBD (Central Business District). The existing building are ground level store fronts with 220 Division having a 2nd floor residential space. 228 Division is an existing building that is 2150 sq ft and 220 Division is an existing building that is 3,920 sq ft.

We have reviewed the site plan submitted on February 27, 2024 based on current Village Ordinances and offer the following comments:

1. **Proposed Use:** The proposed use of the building is three lower level retail spaces with 2nd floor residential space.
 - a. Per Sec 82-292, Comparison retail stores selling commodities including but not limited to food, drugs, liquor, furniture, clothing, dry goods notions, gifts or hardware and using no more than 20 percent of the usable floor area for repair facilities are a permitted use.
 - b. Residential uses when combined with commercial businesses permitted in section 82-292.
2. **Setbacks.** Per Sec. 82-294 the proposed building setback must be between 0 and 10 feet for the front setback, as these lots do not directly abut a residential district there is no side or rear setback requirement.
 - a. The front setback is no less then 7 feet along the entire frontage and meets the requirements of Sec 8-294.
 - b. The proposed building is located over the property line at the East side of site.
 - c. CB DS-3 proposed location is outside of the property.
3. **Access and vehicular circulation.** The site has an proposed access drive off Maple and Division. Division 9 of the Code of ordinances offers no requirements for driveways therefore no additional details will be required.
4. **Pedestrian circulation.** The site has frontage along both Division and Maple. There is existing sidewalk along both frontages. If there are changes to the sidewalk, review of ADA compatibility will be required.

5. Parking. Sec. 82-467 provides a number of spaces that are required for both residential and retail use.

- a. Single family or duplex dwellings requires 3 for each dwelling unit, one of which shall be a covered parking structure.
- b. Retail stores require 1 space for each 200 sq ft of usable floor area (UFA).
- c. 13 parking spaces, including 1 barrier free space are proposed however no spaces are shown to be a covered parking space.
- d. Barrier Free stall has a slope to the Southeast of around 2.7%, exceeding ADA barrier free guidelines of 2% max slope.

Developer to provide calculations for UFA for the retail spaces so that verifications can be made that 13 spaces is adequate.

6. Dumpster. Division 9 of the Code of ordinances offers no requirements for dumpsters therefore no additional details will be required.

7. Lighting. Exterior lighting requirements shall be in accordance with Sec. 82-122 and 82-295. If additional exterior lighting is proposed, then a review will be required.

- a. Parking lots shall be adequately lit to ensure security and safety and shall meet the following requirements:
 - i. Light fixtures shall be no higher than 30 feet and shall be provided with light cut-off fixtures that direct light downward.
 - ii. Lighting shall not be attached to buildings or other structures that permit light to be directed horizontally.
- b. Lighting provided for security or visibility on any site shall be shielded to reduce glare and shall be arranged and maintained to direct the light away from any residential district or use.
- c. Lighting fixtures mounted under canopies used for vehicular shelter shall be aimed downward and installed such that the bottom of the light fixture or its lens, whichever is lower, is recessed or mounted flush with the bottom surface of the canopy. No lighting, except that is permitted by the sign chapter, shall be permitted on the top or sides of a canopy.

8. Screening. Parking lot screening requirements may be found in Sec. 82-468.

- a. Frontage landscaping:
 - i. Parking areas directly abutting or facing a public street shall be required to provide screening between the parking area and the road right-of-way. Screening shall consist of, at a minimum, one of the following:
 1. A strip of land at least five feet in width and a solid screen comprised of a hedge or decorative wall, or any combination thereof, which measures at least three feet in height; or
 2. A strip of land at least ten feet in width containing landscaping except that the obscuring screen need not be provided.
 - ii. The required strip of land shall also be covered with grass or other approved ground cover.
- b. Interior Landscaping

- i. Interior landscaping shall be provided for any parking area containing 12 or more parking spaces.
- ii. The interior area of any parking lot shall incorporate one planting island per each 12 parking spaces, or part thereof.
- iii. Each planting island shall be at least 90 square feet in area with a minimum single dimension of nine feet.

Developer to provide details on screening widths and plant selection for screening along Maple Street and dimensioning for interior planting island.

9. Architecture. Building information shall in accordance with Sec. 82-295 of the Village ordinance.

a. Building Walls and Materials

- i. The use of exterior wall materials on walls that are visible from a public road, or a parking lot shall be in compliance with the maximum percentages permitted in the following chart.

Material	Maximum % Permitted
Brick or face brick	100%
Stone	10%
Split face block	25%
Glass block	25%
Cast stone	10%

The rear face of the building is completely consistent of split face block. This percentage does not align with the percentages shown below that dictate a 25% use of split face block

a. Front Facades

- i. Blank walls shall not face a public street.
- ii. Walls facing a public street shall include windows and architectural features customarily found on the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials.
- iii. A prominent and usable public building entrance shall be provided at the front of the building.
- iv. Wall massing shall be broken up with vertical pilasters or other architectural elements to reduce scale.
- v. Windows and doors shall comprise at least 40 percent of the first-floor front facade of a building.
- vi. The window area of a facade above the first floor shall not exceed 35 percent of the total facade area of that floor.

The Planning Commission shall review and determine if the proposed entrances constitute a prominent and public entrance.

The developer shall provide details to confirm that the percentage of the façade that is covered by windows and doors on both floors for review.

b. Windows

- i. Windows above the first floor shall be vertical in proportion. Large window widths shall be broken up to maintain a vertical proportion.
- ii. Window areas shall be nonreflective glass and clear or lightly tinted in color.
- iii. Window areas shall not be permanently blocked in a manner that obstructs views into the buildings, such as shelving, unless it is used as a display case (intended for exterior display) for products sold on-site.

The 2nd floor windows are non-conforming as they are not vertical in proportion.

The developer shall provide details to confirm that the glass is nonreflective glass and clear or lightly tinted in color.

10. Landscaping Landscaping shall be in accordance with Sec 82-274 and chapter 78 Article IV of the Village ordinance.

11. Signage. Any signage must be in accordance with Chapter 82 Article VII. Any proposed signage will require review.

12. Open Storage. Division 9 of the Code of ordinances offers no requirements for Open Storage therefore no additional details will be required.

13. Storm Water Review.

- a. Please provide a 100-year overflow route and calculations for stormwater exiting from the site. Existing grades near the Northwest corner (and throughout the site) of the building are higher than the proposed finished floor elevation; It appears that the proposed building as designed has a risk of flooding during a large storm event (especially if catch basins get plugged.)
- b. Downspouts are shown on the North and West side of the proposed building and appear to be moving water across the sidewalk toward Division. Sheet flow of water across the Division Street sidewalk is not allowed per Sparta ordinance. Sheet flow of water across sidewalk West of the proposed building is not recommended. Water quality treatment also needs to be provided for proposed roof water.
- c. 0.05 acre area is shown for proposed roof in the LGROW design spreadsheet. The spreadsheet should be updated to match the proposed roof area.
- d. Based on Environmental Mapper Review and located Baseline Environmental Assessment, the subject property has many environmental contamination issues. Infiltration will not be allowed without further analysis that the proposed work will not exacerbate existing environmental contamination issues. Any due-care plans that exist shall be followed. Please submit reports and documentation to show that the proposed design will not further exacerbate existing environmental issues.
- e. Soil borings and an infiltration test would be needed to validate the proposed design if infiltration is used to meet water quality requirements.

Mr. James Lower
March 7, 2024
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- f. We recommend a minimum asphalt slope of 1.5% in the proposed parking lot to avoid small puddles in the asphalt areas.

If you have any questions or require additional information, please feel free to contact us.

Sincerely,

Prein&Newhof



Kevin Koster, P.E.



March 28, 2024

Re: 220 E. Division – Sparta
Project No. 230178.01

Mr. James A. Lower
Village of Sparta
156 East Division
Sparta, Michigan 49345

Dear Mr. Lower:

We received the review comments from Prein & Newhof dated March 7, 2024, and have addressed the comments as indicated below:

1. *Proposed Use: The proposed use of the building is three lower level retail spaces with 2nd floor residential space.*
 - a. *Per Sec 82-292, Comparison retail stores selling commodities including but not limited to food, drugs, liquor, furniture, clothing, dry goods notions, gifts or hardware and using no more than 20 percent of the usable floor area for repair facilities are a permitted use.*

No revision required.
 - b. *Residential uses when combined with commercial businesses permitted in section 82-292.*

No revision required.
2. *Setbacks. Per Sec. 82-294 the proposed building setback must be between 0 and 10 feet for the front setback, as these lots do not directly abut a residential district there is no side or rear setback requirement.*
 - a. *The front setback is no less than 7 feet along the entire frontage and meets the requirements of Sec 8-294.*

No revision required.
 - b. *The proposed building is located over the property line at the East side of site.*

The existing building is located over the property line at the east side of the site; will use the existing foundation line for the building.
 - c. *CB DS-3 proposed location is outside of the property.*

Location of catch basin updated; grading updated for revision.



3. *Access and vehicular circulation. The site has an proposed access drive off Maple and Division. Division 9 of the Code of ordinances offers no requirements for driveways therefore no additional details will be required.*

No revision required.

4. *Pedestrian circulation. The site has frontage along both Division and Maple. There is existing sidewalk along both frontages. If there are changes to the sidewalk, review of ADA compatibility will be required.*

Sidewalk is ADA compliant in proposed sidewalk.

5. *Parking. Sec. 82-467 provides a number of spaces that are required for both residential and retail use.*

- a. *Single family or duplex dwellings requires 3 for each dwelling unit, one of which shall be a covered parking structure.*

Revised plan includes parking information.

- b. *Retail stores require 1 space for each 200 sq ft of usable floor area (UFA).*

Revised plan includes parking information.

- c. *13 parking spaces, including 1 barrier free space are proposed however no spaces are shown to be a covered parking space.*

Revised plan includes parking information.

- d. *Barrier Free stall has a slope to the Southeast of around 2.7%, exceeding ADA barrier free guidelines of 2% max slope.*

Revised slopes.

Developer to provide calculations for UFA for the retails spaces so that verifications can be made that 13 spaces is adequate.

Calculations are added in architectural component.

6. *Dumpster. Division 9 of the Code of ordinances offers no requirements for dumpsters therefore no additional details will be required.*

No revision required.



7. *Lighting. Exterior lightning requirements shall be in accordance with Sec. 82-122 and 82-295. If additional exterior lighting is proposed, then a review will be required.*
- a. *Parking lots shall be adequately lit to ensure security and safety and shall meet the following requirements:*
 - i. *Light fixtures shall be no higher than 30 feet and shall be provided with light cut-off fixtures that direct light downward.*
 - ii. *Lighting shall not be attached to buildings or other structures that permit light to be directed horizontally.*
 - b. *Lighting provided for security or visibility on any site shall be shielded to reduce glare and shall be arranged and maintained to direct the light away from any residential district or use.*
 - c. *Lighting fixtures mounted under canopies used for vehicular shelter shall be aimed downward and installed such that the bottom of the light fixture or its lens, whichever is lower, is recessed or mounted flush with the bottom surface of the canopy. No lighting, except that is permitted by the sign chapter, shall be permitted on the top or sides of a canopy.*

We will comply with Sections 82-122 and 82-295. Soffit lights provided on northern side of building, emergency lights on southern side of site at egress doors.

8. *Screening. Parking lot screening requirements may be found in Sec. 82-468.*
- a. *Frontage landscaping:*
 - i. *Parking areas directly abutting or facing a public street shall be required to provide screening between the parking area and the road right-of-way. Screening shall consist of, at a minimum, one of the following:*
 - 1. *A strip of land at least five feet in width and a solid screen comprised of a hedge or decorative wall, or any combination thereof, which measures at least three feet in height; or*
 - 2. *A strip of land at least ten feet in width containing landscaping except that the obscuring screen need not be provided.*
 - ii. *The required strip of land shall also be covered with grass or other approved ground cover.*
 - b. *Interior Landscaping*
 - i. *Interior landscaping shall be provided for any parking area containing 12 or more parking spaces.*
 - ii. *The interior area of any parking lot shall incorporate one planting island per each 12 parking spaces, or part thereof.*
 - iii. *Each planting island shall be at least 90 square feet in area with a minimum single dimension of nine feet.*

Tree provided on west side of parking by northern side of egress drive.

Developer to provide details on screening widths and plant selection for screening along Maple Street and dimensioning for interior planting island.



9. *Architecture. Building information shall in accordance with Sec. 82-295 of the Village ordinance.*

a. *Building Walls and Materials*

- i. *The use of exterior wall materials on walls that are visible from a public road, or a parking lot shall be in compliance with the maximum percentages permitted in the following chart.*

The rear face of the building is completely consistent of split face block. This percentage does not align with the percentages shown below that dictate a 25% use of split face block

a. *Front Facades*

- i. *Blank walls shall not face a public street.*
ii. *Walls facing a public street shall include windows and architectural features customarily found on the front facade of a building, such as awnings, cornice work, edge detailing or other decorative finish materials.*

100% brick for northern and western side of building, decorative block on southern side of building.

- iii. *A prominent and usable public building entrance shall be provided at the front of the building.*
iv. *Wall massing shall be broken up with vertical pilasters or other architectural elements to reduce scale.*
v. *Windows and doors shall comprise at least 40 percent of the first-floor front facade of a building.*

North elevation is 41%, west elevation at 30%; windows will be added to be in compliance.

- vi. *The window area of a facade above the first floor shall not exceed 35 percent of the total facade area of that floor.*

In compliance, below 35 percent threshold.

The Planning Commission shall review and determine if the proposed entrances constitute a prominent and public entrance.

The developer shall provide details to confirm that the percentage of the façade that is covered by windows and doors on both floors for review.

b. *Windows*

- i. *Windows above the first floor shall be vertical in proportion. Large window widths shall be broken up to maintain a vertical proportion.*
ii. *Window areas shall be nonreflective glass and clear or lightly tinted in color.*
iii. *Window areas shall not be permanently blocked in a manner that obstructs views into the buildings, such as shelving, unless it is*



used as a display case (intended for exterior display) for products sold on-site.

The 2nd floor windows are non-conforming as they are not vertical in proportion.

Upper floor windows will be changed to 2-foot, 8-inch wide x 4-foot tall windows to be in compliance.

The developer shall provide details to confirm that the glass is nonreflective glass and clear or lightly tinted in color.

Glass will be clear and nonreflective, in compliance.

10. *Landscaping. Landscaping shall be in accordance with Sec 82-274 and chapter 78 Article IV of the Village ordinance.*

Trees will be provided in greenspace.

11. *Signage. Any signage must be in accordance with Chapter 82 Article VII. Any proposed signage will require review.*

One do-not-enter sign north of drive out to Maple Street.

12. *Open Storage. Division 9 of the Code of ordinances offers no requirements for Open Storage therefore no additional details will be required.*

No revision required.

13. *Storm Water Review.*

a. *Please provide a 100-year overflow route and calculations for stormwater exiting from the site. Existing grades near the Northwest corner (and throughout the site) of the building are higher than the proposed finished floor elevation; It appears that the proposed building as designed has a risk of flooding during a large storm event (especially if catch basins get plugged.)*

100-year overflow route is designed to overland flow to the catch basin in Maple Street; new storm water configuration will allow for drainage during larger rain events.

b. *Downspouts are shown on the North and West side of the proposed building and appear to be moving water across the sidewalk toward Division. Sheet flow of water across the Division Street sidewalk is not allowed per Sparta ordinance. Sheet flow of water across sidewalk West of the proposed building is not recommended. Water quality treatment also needs to be provided for proposed roof water.*

Roof drain downspouts will be connected to underground storm sewer system.



- c. *0.05 acre area is shown for proposed roof in the LGROW design spreadsheet. The spreadsheet should be updated to match the proposed roof area.*

Updated in LGROW design spreadsheet to 0.12 acres.

- d. *Based on Environmental Mapper Review and located Baseline Environmental Assessment, the subject property has many environmental contamination issues. Infiltration will not be allowed without further analysis that the proposed work will not exacerbate existing environmental contamination issues. Any due-care plans that exist shall be followed. Please submit reports and documentation to show that the proposed design will not further exacerbate existing environmental issues.*

Infiltration has been removed from design; no environmental contamination issues will be worsened.

- e. *Soil borings and an infiltration test would be needed to validate the proposed design if infiltration is used to meet water quality requirements.*

Two hand auger borings taken on site; locations shown on sheet 4.

- f. *We recommend a minimum asphalt slope of 1.5% in the proposed parking lot to avoid small puddles in the asphalt areas.*

All slopes meet minimum requirement

We look forward to reviewing the project with you and the Planning Commission on April 1.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dayton J. Thomsen', written over a horizontal line.

Dayton J. Thomsen, E.I.T.
Project Engineer

cc: Dan Tryles, Kingscott Associates
Fritz Wahlfield III, Wahlfield Construction
Zach Voogt, Moore & Bruggink



VILLAGE OF SPARTA PLANNING COMMISSION APPLICATION



Visit our website at www.spartami.org

<input type="checkbox"/> Rezoning: From _____ to _____	<input type="checkbox"/> Zoning Ordinance Amendment
<input type="checkbox"/> Special Land Use Permit: Specify Use: _____	<input checked="" type="checkbox"/> Site Plan Review

Applicant Name: FRITZ WAHLFIELD CONSTRUCTION
Street Address: 4455 WESTSHIRE DRIVE
City: COMSTOCK PARK **State:** MICHIGAN **Zipcode:** 49321
Phone Number(s): (616) 784-5833 **E-mail:** f3@wahlfieldconstruction.com

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the Village of Sparta Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the Village of Sparta may require the services of the Village Planner, Village Engineer, and/or the Village Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the Village of Sparta. I, as the applicant, acknowledge that any costs incurred by the Village of Sparta as they relate to the review of this application by any of the Village's consultants listed above are my responsibility to reimburse and agree to repay the Village of Sparta for any and all costs incurred to it in the review of this application.

Signature: [Signature] **Date:** 2.23.2024
Applicant is the: Owner Lessee Optionee Contractor/Architect

Property Owner's Name (if different from applicant): JNJ INVESTMENTS LLC.
Street Address: 220 EAST DIVISION ST. NW
City: SPARTA **State:** MICHIGAN **Zipcode:** 49345
Phone Number(s): 616-485-8103 **E-mail:** janethknause@hotmail.com
Signature: [Signature] **Date:** 2-23-2024

Project Location or Address: 220 EAST DIVISION ST. NW
Property is: Residential Commercial Industrial **Property zoned:** 201-COMMERCIAL-IMPROVED

THIS APPLICATION WILL NOT BE CONSIDERED COMPLETED, AND THEREBY NOT PRESENTABLE TO THE PLANNING COMMISSION, UNLESS ALL ITEMS LISTED BELOW HAVE BEEN PROVIDED:

- If application is for a Special Use Permit, a description of the property or properties in question on this application and a site plan as required by the Village's Zoning Ordinance must be attached to this form. Evidence must be provided to show that the proposed use meets all general and specific special land use standards required by the Ordinance.
- If application is for a rezoning, a description of the property or properties in question on this application must be attached to this form. Please explain in detail the request and the reason(s) why you are seeking the rezoning.
- If application is for a Zoning Ordinance (text) amendment, please explain in detail the request and the reason(s) why you are seeking the amendment.

TO BE COMPLETED BY VILLAGE

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____
Application is: APPROVED DENIED
Explanation: _____
PC Meeting Date: _____ City Council Meeting Date (if app.): _____
Zoning Administrator: _____ Date: _____