

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
May 1, 2023 @ 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 April 3, 2023*
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA
- 5) PUBLIC COMMENT ON AGENDA ITEMS
- 6) COMMUNICATIONS –
 - a. Michigan Association of Planning Invoice
- 7) PUBLIC HEARING –
 - a. None.
- 8) NEW BUSINESS –
 - a. Site Plan Review -485 Applejack Ct. ABRA
 - b. Marihuana Licensing Types Presentation
- 9) UNFINISHED BUSINESS –
 - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT

**ADJOURNMENT VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
April 3, 2023 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Bob Liscomb, Commission Members Robert Carlstrom, Emilie Henry, Rose Frederick, Robert Whalen, and Ryan Wolford.

Also present: Village Manager Jim Lauer and Village Clerk Katy Shelton

Absent: Jon Braybrook, Gary Moody, and Betty VanPatton

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00 pm. 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 March 6, 2023: Motion by Carlstrom with a second by Frederick to approve. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections. A formal vote to approve the agenda was mistakenly omitted.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
 - a. None.
- 6) **COMMUNICATIONS:**
 - a. None.
- 7) **PUBLIC HEARING:** Regular meeting was closed at 7:02pm.
 - a. **Ord. 23-02** An ordinance to repeal – Chapter 10 Animals: Public hearing opened at 7:02pm. Public hearing closed at 7:03 pm.
 - b. **Ord. 23-03** An ordinance to amend – Chapter 82 Zoning: Keeping of Animals: Public hearing opened at 7:03pm. Public hearing closed at 7:04pm.

- c. **Ord. 23-04** An ordinance to amend – Chapter 82 Zoning: Zoning Map: Public hearing opened at 7:04pm. Public hearing closed at 7:05pm Regular meeting re-opened at 7:05pm.

8) NEW BUSINESS:

- a. **Ord. 23-02** An ordinance to repeal – Chapter 10 Animals: Motion by Whalen with a second by Carlstrom to approve this ordinance and to send it on to the Village Council. Motion passed unanimously.
- b. **Ord. 23-03** An ordinance to amend – Chapter 82 Zoning: Keeping of Animals: Motion by Whalen with a second by Wolford to approve this ordinance and to send it on to the Village Council. Motion passed unanimously.
- c. **Ord. 23-04** An ordinance to amend – Chapter 82 Zoning: Zoning Map: Motion by Carlstrom with a second by Frederick to approve this ordinance and to send it on to the Village Council. Motion passed unanimously. It was noted that the only public input was that Cascade Die Casting, which this ordinance affects, was a “good neighbor”.
- d. **Master Plan Update:** This item was moved down in the agenda to after the Site Plan review for Cascade Die Casting. See below for details.

9) UNFINISHED BUSINESS:

- a. **Site Plan Review- Cascade Die Casting:** Doug Foltz, John Koetje, and David Gibbs from Cascade Die Casting were in attendance to discuss this issue. Motion was made by Carlstrom with a second by Frederick to approve the site plan for 9983 Sparta Ave contingent upon the Village Council’s adoption of an ordinance rezoning the parcel from GC to LI. Motion passed unanimously.

8d. **Master Plan Update:** Danielle Bouchard with McKenna gave a very illuminating and helpful update on the Master Plan. She also answered questions from the Planning Commission members. She talked about where she and her firm were on the project (they are now working on the second half) and went over the main aspects of the project (community character, housing, business and enterprise, economic development, transportation and connectivity, and natural resources.) She also talked about a future land use draft which concerns the zoning ordinances in the Village. Commission members discussed this issue extensively. These zoning ordinances are concerned with supporting new housing as well as housing for the “missing middle”. That is a type of housing which exist between single family homes and large multi unit apartment buildings. She reminded the Council that the big goal of the Master Plan (which came out of a previous Village Council meeting) was to grow the Village through annexing Township property – something that the

Township very much supported. She said that the next steps involve a stakeholder meeting, a combined meeting with the Council and the Township board, revisions to the plan based on tonight's meeting, and a public workshop. There will be a full draft of the Master Plan update produced in May for the Commission to read and discuss.

9b. Adult-Use Recreational Marijuana Special Land Use Discussion – Exclusion Zones: The consensus from the Planning Commission was to have a 50' buffer zone in the R-1 district, a 500' buffer zone around parks, and a 1000' buffer zone around schools.

- 10) **PUBLIC COMMENT:** None.

- 11) **VILLAGE MANAGER REPORT:** Village Manager Lower talked about some of the items in his previous Friday's update including the Master Plan and Parks report and Shorty's Monument. He also answered several questions from Commission members.

- 12) **COMMISSION COMMENT:** None.

- 13) **ADJOURNMENT:** The meeting was adjourned at 8:37pm.

Submitted by Katy Shelton, Village Clerk.



Michigan Association of Planning

Date: April, 2023

Member ID 1265

Current membership benefits expire June 30, 2023

Village of Sparta
Attn: Planning
156 East Division Street
Sparta, Michigan 49345

Group Membership includes up to 12 persons for \$725.00, and \$55.00 per person thereafter.

ANNUAL GROUP MEMBERSHIP DUES
Renewal Period - July 1, 2023 to June 30, 2024

Please verify that the information below is correct. Please ATTACH or email changes to info@planningmi.org
PLEASE NOTE: American Planning Association (APA) members are automatically members of the state chapter (MAP). They pay their Michigan chapter dues directly to the APA, are exempt from this invoice.

Please include current email addresses for all members so that they may receive all member benefits sent via email. We never sell or share member contact information.

Please select an appropriate category for each member and mark accordingly:

PC - Planning Commissioner ZBA=Zoning Board E=Elected S=Staff PP=Prof. Planner C=Consultant A=Attorney O=Other

Table with 4 columns: Position, Name, Address, Email. Lists members like Jon Braybrook, Robert Carlstrom, Rose Frederick, etc.

Jim Lower

If member or contact information above has changed, please ATTACH changes or email info@planningmi.org

Summary table: Total Number of Members: 9, Base Membership Dues: \$725.00, Extra Membership Dues: \$0.00, Total Membership Due: \$725.00

Checks payable to: Michigan Association of Planning or call for other payment options

1919 West Stadium Blvd., Suite 4
Ann Arbor, Michigan 48103
p: 734.913.2000
f: 734.913.2061
www.planningmi.org

- Changes/Updates enclosed
NO Changes/Updates
Changes/Updates Emailed to MAP STAFF



American Planning Association
Michigan Chapter

Making Great Communities Happen

April 17, 2023

Dear MAP Member,

As a group member of the Michigan Association of Planning (MAP), you join nearly 300 other cities, villages, and townships that recognize the value of informed and educated elected and appointed planning and zoning officials. You understand that your investment in a group membership will yield better decisions from local leaders that create quality communities now, and for generations to come.

It is MAP's annual membership renewal time! Your membership renewal will ensure that we can continuously provide your planning and zoning officials with valuable benefits, and actively develop new products and services to meet evolving needs of the municipal leaders. Renewing your community's group membership for the 2023 – 2024 year ensures that the services and benefits your local leaders count on will continue, and that their planning, zoning, and development skills will remain strong. We promise to help your municipality respond to those challenges and opportunities with contemporary solutions and practices.

Our membership year runs from July 1, 2023 to June 30, 2024. We hope you will join us for another outstanding year of great programs and professional development.

MAP's membership benefits, like the Michigan Planner Magazine or the Planning Commissioner Toolkit, as well as our vast menu of workshop and conference topics, broadly inform your leaders about planning and zoning, the role of public engagement, the limits of their authority under the law, and more. Our workshops provide both basic and advanced topics, and we add new training subjects every year.

But even more, we highlight the critical importance of public service, and instill in our members – your boards and commissions and staff - a strong sense of civic obligation, ethical behavior, and a profound commitment to community.

We are the only organization in Michigan devoted solely to planning and zoning, and membership provides access to a statewide network of community planners; opportunities to receive statewide recognition; and the sense of camaraderie and belonging that can only come from gathering to improve the places we call home.

Your invoice and current member roster is attached, with instructions to renew. It couldn't be easier. Do not hesitate to contact me at (734) 913-2000 if I can provide you with any additional information. Please email us at info@planningmi.org or visit our web page at <https://www.planningmi.org/>.

Sincerely,

Andrea Brown, Executive Director

1919 West Stadium Boulevard
Suite 4
Ann Arbor, Michigan 48103

p: 734.913.2000
f: 734.913.2061

www.planningmi.org

MEMO
Staff Communication

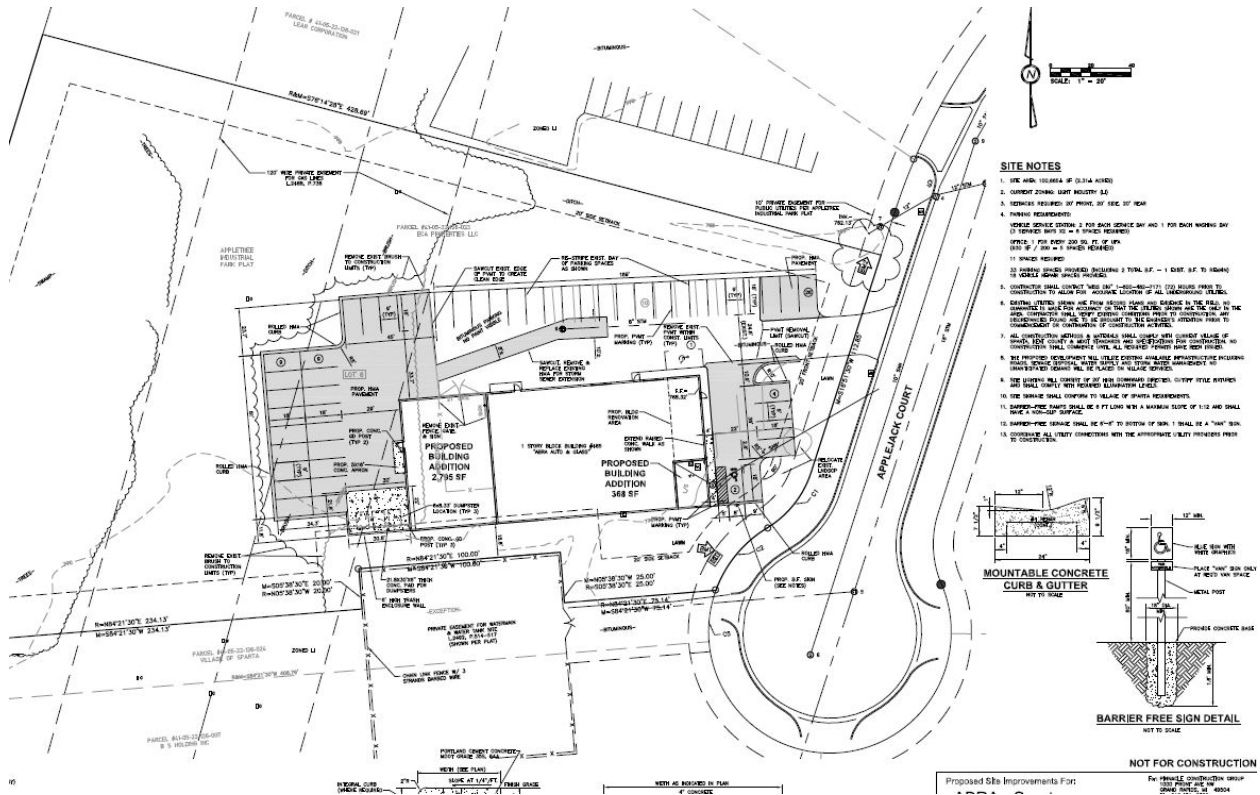
DATE: May 1, 2023
TO: Planning Commission Chair and Planning Commission Members
FROM: James A. Lower, Village Manager
RE: Site Plan Review Report – ABRA 485 Applejack

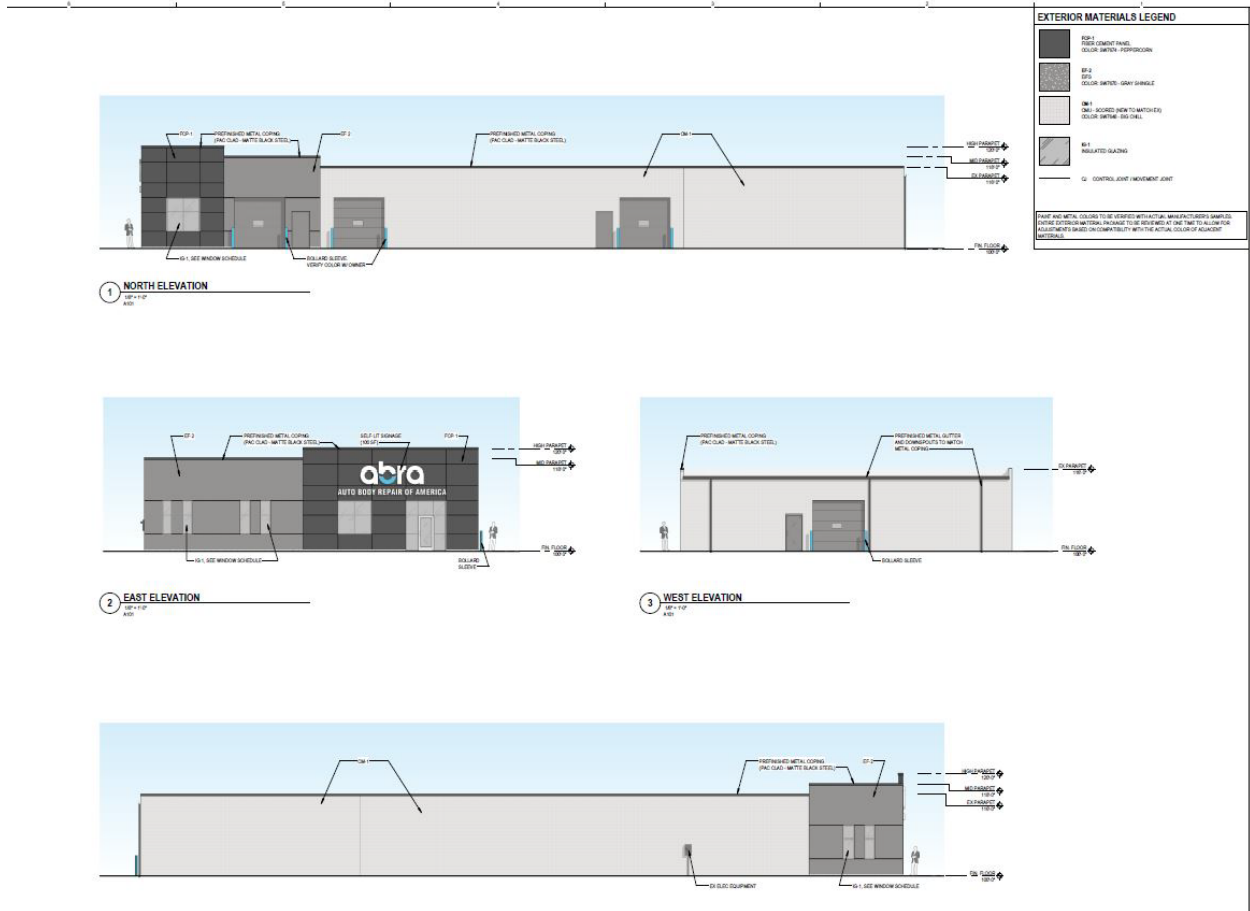
General Information

The proposed site plan does two basic things: It expands the building and increases the amount of available parking.

Notes:

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





Site Location:

485 Applejack Ct. Sparta, MI. This is located on the eastern edge of the village. The property backs up to M37 and the village water tower is located just to the south of the parcel.

Current Zoning:

LI -Light Industrial

Surrounding Land Uses and Zoning:

- North: LI – Light Industrial
- East: LI – Light Industrial
- South: LI – Light Industrial
- West: LI – Light Industrial

Applicable Regulations:

Building is currently non-conforming in relation to set back requirements and cannot become further from compliance with any proposed expansion. The proposed design meets this standard.

Master Plan:

The site plan and zoning of the area match our current and draft future master plan.

Staff Comments and Proposed Conditions:

Venture Engineering was hired by ABRA to put together the site plan and work it through our process. They choose to utilize our preliminary review prior to submission. Attached you will see the memo from Prien & Newhof in regards to the preliminary design. After receiving feedback from me and our engineering consultant ABRA made all the necessary changes to the site plan. Attached you will find the finalized plan they submitted, the storm water coefficient calculations, and their official application. All requirements pertaining to our ordinances have been met including parking lot design, building materials, dumpster location, etc.

Staff Recommendation

Staff recommends approval of the site plan as submitted. A sample motion would be: I move to approve the site plan for 485 Applejack as submitted.

The Planning Commission will meet **May 1, 2023 at 7:00 PM**. If you have any questions or concerns about this report or you cannot attend the meeting, please contact me at (616) 902-4946 or villagemanager@spartami.org.



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
	<input type="checkbox"/> Preliminary Plat Approval

Applicant Name: Venture Engineering, PLLC - Jeff Brinks, PE

Street Address: 8515 Ridgebluff Dr. SW

City: Byron Center **State:** MI **Zipcode:** 49315

Phone Number(s): 616-490-0329 **E-mail:** jbrinks@venturecivil.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:** 03/30/23

Applicant is the: Owner Lessee Optionee Contractor/Architect

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

Street Address: 2090 28th Street SE

City: Grand Rapids **State:** MI **Zipcode:** 49508

Phone Number(s): _____ **E-mail:** _____

Signature: **Date:** 04/24/2023

Project Location or Address: 485 Applejack Court NW

Property is: Residential Commercial Industrial **Property zoned:** LI (Light Ind.)

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.
- If application is for preliminary plat approval, please provide all documents requested in Section 62-82 of the Zoning Ordinance

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:** _____

"The Village of Sparta is an Equal Opportunity Provider & Employer"



8515 Ridgebluff Dr. SW • Byron Center MI 49315
venturecivil.com • 616-490-0329

ABRA, Village of Sparta - 485 Applejack Court

RUNOFF COEFFICIENT CALCULATIONS

The proposed project involves construction of additional parking, a building addition for service, and a building addition for office.

Existing Conditions Analysis		Total Site Area = 100685 sf
		Runoff
<u>Existing Drainage Areas</u>	<u>Area (S.F.)</u>	<u>Coefficient</u>
Roof - Existing	6,528	0.95
Pavement	9,835	0.95
Gravel	1,100	0.5
Lawn	83,222	0.2
Total Drainage Area	100,685 Square Feet	
	2.31 Acres	
Existing Weighted Runoff Coefficient	<u>0.33</u>	

Proposed Conditions Analysis		Runoff
<u>Proposed Drainage Areas</u>	<u>Area (S.F.)</u>	<u>Coefficient</u>
Roof	9,691	0.95
Pavement	19,430	0.95
Gravel	-	0.5
Lawn	71,564	0.2
	100,685 Square Feet	
	2.31 Acres	
Proposed Weighted Runoff Coefficient	<u>0.42</u>	

PROPOSED RUNOFF COEFFICIENT < 0.7 THEREFORE, O.K.

April 18, 2023
2230265

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

RE: ABRA – Site plan submittal

Dear James:

At the request of the Village, Prein&Newhof has reviewed the proposal by Venture Engineering, PLLC for site improvements and building expansion at 485 Applejack Ct NW. The site is 2.31 acres, and is zoned LI (Light Industry). The site is occupied by an industrial facility operated by ABRA Auto& Glass and includes an existing building that is 6,529 sq ft.

We have reviewed the site plan submitted on April 4, 2023 based on current Village Ordinances and offer the following comments:

- 1. Existing Use:** The existing use is one of the permitted or Special Uses under the Light Industrial Zoning in which the building is located.
- 2. Proposed Use:** The proposed additions include additional workspace for auto repair and an office space, additional restroom, and utility room. The proposed additions will not change the base use of the current building.
- 3. Setbacks.** Per Sec. 82-314 the existing building is considered non-conforming with respect to side setback requirements of 20 feet, as the southern face of the existing building section of the facility nears 16.7 feet from the easement for the watermain and water tank. The proposed addition area would also be non-conforming as well.
- 4. Access and vehicular circulation.** The site has access drives off Applejack Ct. As no alternations to the location or size of the of the drive with these additions has been proposed, no additional review was considered.
- 5. Pedestrian circulation.** The site only has frontage along Applejack Ct. There is no existing sidewalk along the frontage. As no sidewalk has been proposed, no additional review was considered.
- 6. Parking.** Based on the current zoned use (industrial), it requires 1 space for each 1,000 sq ft gross floor area (GFA) plus 1 for every 200 sq ft of usable floor area (UFA) of office space. Final floor space requires 8 spaces for GFA and 5 spaces for UFA. The site provides 33 spaces including 2 barrier free spaces which meets the requirements for this building use.
- 7. Dumpster.** Sec. 82-314 requires that dumpsters shall be visually screened from adjacent properties, public and private roadways, or other public areas. The method of screening shall

be approved by the planning commission or as otherwise required by the Village zoning ordinance. Information has been provided on the proposed dumpster location however additional information will be required as to how it is screened.

8. **Lighting.** Exterior lightning requirements shall be in accordance with Sec. 82-122 and 82-274. No photometric plan been submitted detailing what is to be illuminated, however the plans do note that site lightning shall consist of 20' high downward directed, cutoff style fixtures and shall comply with required illumination levels.
9. **Screening.** Screening requirements may be found in Sec. 78-95. As no existing screening is in place and no screening is proposed, no additional review was considered.

The existing site does not meet screening requirements nor does the proposed site.

10. **Architecture.** Building materials shall be in accordance with Sec. 82-314 (d)(1) of the Village ordinance. The proposed workshop is shown to be a scored concrete masonry unit (CMU). The office space is shown to be a colored exterior insulation finishing system (EIFS) more commonly called a synthetic stucco. The windows in the office area are shown to be glazed and insulated glass. Our review indicates that the proposed materials meet current Light Industrial zone requirements, however the use of the EIFS coating should be reviewed by the planning commission to verify its compatibility with surrounding properties.

The portion of the building that faces Applejack Ct. does not meet the requirement of Sec 82-314 paragraph 3 that specifies that 25% of the portion shall be finished with brick, architectural masonry block, cement board, glass stone or a combination of those materials. The proposed plans shows the use of an EIFS coating on the entire face along Applejack Ct.

11. **Landscaping** Landscaping shall be in accordance with Sec. 82-314 paragraph 9 and chapter 78 Article IV of the Village ordinance. The current site does not meet the ordinance requirements for front yard or side yard landscaping. No landscaping work is proposed by the applicant outside of the relocation of the landscape area.
12. **Signage.** Signs shall be in accordance with Chapter 82 Article VII. The existing building has a wall sign on the street face of the building and a roof sign to the rear of the building. The proposed building will include and new wall sign on the face of the building. Plans note that the proposed sign shall conform to the Village of Sparta requirements.
13. **Open Storage.** For areas zoned Light Industrial Open Storage must comply with Sec 82-311. As no outside storage is detailed, no additional review was considered.

14. Storm Water Review.

- a. The site falls in Zone B of the Village of Sparta Storm Water Management Map. Zone B are areas which the Village Code of Ordinances has requirements on Water Quality Control and Storm Water detention.
- b. As the storm water is discharged directly into a County detention basin, Water Quality Control measures will be required as per the county's standards.

- c. The Storm Water detention can be achieved by the utilization of the existing Kent County Drain system so long as the calculated runoff coefficient does not exceed 0.7. Venture Engineering, PLLC shall provide calculations of a new runoff coefficient to prove that it meets this requirement.
- d. Venture Engineering, PLLC to provide documentation that the Kent County Drain Commission has approved the following:
 - i. The water quality measures that have been designed and the increased discharge of rainwater into county drain system
 - ii. Any flood control measures if the increase in runoff coefficient is above 0.70
- e. Venture Engineering, PLLC to provide any EGLE permits if one were to be required by the Drain Commission.

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

Sincerely,

Prein&Newhof



Kevin Koster, P.E.

Village of Sparta

April 2023 Summary

Complaints Investigated Resolved	11 11 5	Yard Parking	2	Citations Chicken Permits	1
Open Cases (previous months)	25 10	Village mowed lawns		Trees Parking over sidewalks	4
Resolved Cases	33	Long Term Projects		Spring Projects 2023	37
Yard care warnings	28	Zoning permits		Recreational Equipment Notice	
Chicken permits		Congrats!	2	WATCH LIST	25
Rental Homes	164	Rental Units	159	Burn Warning	

Open Cases (Previous months):

112 Martindale Rubbish on the north side of home

306 N Union Rubbish on porch

220 Martindale Rubbish and illegal structure in yard

240 N Elm Rubbish under garage overhang in driveway

88 Carrie Downed tree and roof repair

464 Tentree Problems with blocking the sidewalk

472 Tentree Problems with blocking the sidewalk

74 Nash Grill being used on front porch

111 Grove Inoperable car on lot

34 Maple Rubbish on driveway

Closed Cases (Previous months):

125 Martindale Tree left beside the road

488 Tentree Yard parking no longer an issue

34 Maple Rubbish on driveway

210 Martindale Rubbish has been removed

136 N Union Fence has been repaired

36 S Union Porch has been repaired

464 Tentree Sidewalk blocking has ended
472 Tentree Sidewalk blocking has ended
74 Nash Grill has been moved
111 Grove Inoperable car now gone
220 Martindale Rubbish cleaned up, structure is allowed
235 N Union Garage has been painted
285 N Union Siding coming off from home
306 N Union Rubbish on porch

New Cases for April:

285 N Union Siding missing on home
198 Martindale Rubbish on trailer on side yard
210 Martindale Rubbish on backyard
44 Ida Red (Bldg. #64) Junk on balconies
41 Washington Rubbish on the porch and in back of home
574 S State No address on building; back of building not weatherproofed
538 S State Shipping container and rubbish on back lot, building needs repair/ paint
55 E Averill Rubbish under carport
465 S Union Rubbish along the fence line; broken fence
208 Martindale Dog fence located in front yard
1443 12 Mile RD Rubbish on side yard
470 S State Unpermitted signs
140 Martindale Rubbish in yard and on driveway
180 Loomis garage façade is breaking, raw wood exposed on doors of garage, fence needs repair
9 Carrie Rubbish and branches on the yard
36 Grove Inoperable vehicle in backyard
127/117 S Elm Rubbish and old appliances on yard
220 Carrie Shed to be repaired and painted
33 Park Lane Parking lot to be repaired/repaved

127 S Elm Rubbish alongside and rear yards
410 Tentree Utility trailer parked in the front yard
105 Prospect Front porch is deteriorating and needs repair and painting
156 Grove Junk pallets in the yard and inoperable SUV
44 Ida RD (bldg. #24) Trash on the top balcony
293 W Division Piles of rubbish on the lawn
260 N Elm Inoperable green truck on premises

Watch List:

136 Loomis Rubbish near garage in front and back-RESOLVED
99 E Mark Rubbish on front lawn-RESOLVED
34 Maple Rubbish on driveway-RESOLVED
330 Martindale Garbage near the home-RESOLVED
253 N Union Rubbish wood products on lawn, tarped over shed-RESOLVED
68 Nash Charcoal grill being used on front porch-RESOLVED
1523 12 Mile RD Fence in disrepair
176 S Union Rubbish and no address-RESOLVED
1365 12 Mile RD Rubbish on the driveway-RESOLVED
1433 12 Mile RD Rubbish near garage-RESOLVED
131 Cherry Trailer parked inappropriately in the road-RESOLVED
135 Loomis Junk left on the curb-RESOLVED
142 Grove Junk left on the curb-RESOLVED
36 Grove Pile of old shingles left on the curb-RESOLVED
210 Grove Rubbish pile on lawn
196 Grove Home to be weatherproofed
159 S Elm inoperable vehicle in driveway
83 S Elm Rubbish in backyard, yard parking on side lawn
57 Maple Rubbish on porch
69 Pleasant Inoperable bronze van

44 Ida Red Bldg. 24 Trash on the balcony
Bldg. 34 Grill being used right up next to patio and building

RESOLVED cases in April:

44 Ida Red (Bldg. #64) Junk on balconies
1433 12 Mile RD Branches on the curb
336 Hickory Branches on the curb
586 S Union Branches on the curb
50 E Mark Branches on the curb
1483 12 Mile Branches on the curb
585 S Union Branches on the curb
123 Maple Branches on the curb
111 Maple Branches on the curb
451 Atkinson Branches on the curb
350 Hickory Branches on the curb
332 Grove Small shrubs placed on the curb
120 Anderson Branches on the curb
208 Martindale Dog fence in front yard moved
69 Maple Rubbish on side of home
350 S State Back building is deteriorating
469 Atkinson Small rear yard shed needs to be painted
178 Atkinson Rubbish on driveway
41 Washington Rubbish on the porch and in back of home
208 Martindale Dog fence located in front yard

Long Term Projects:

149 S State Roof tarped, windows boarded up, front façade needs work. This was as a result of a recent fire. Working out a plan of action with the home owner. **(Addendum: It has been recently noted that the owners of the home are intending to sell the**

home as it once the insurance process is over. VM is aware of the situation.)
(Second addendum: Home has now been sold. Continuing to follow the home until completion of the exterior code violations.)

9 Loomis Multiple issues including problems with building and parking pad. Foundational systems need repair, rubbish on the premises and possible rodent harborage. Sent owners of the building a packet of what needs to be brought up to code on the exterior of the building and property. (VM is working with DDA to help push this along in a timelier manner.) (Added Addendum: Per DDA personnel, new owner has just acquired this address. She is now working with them to come into compliance.) (New Addendum: Sent the new owner notice of all the outstanding compliance issues.)

220 E Division Multiple repairs needed both inside and outside of the retail store at this location. code violations have all been noted using the IPMC 2000 and sent out to the owner of the building and the corporate office of the retail store. Thus far both entities have been non-responsive to requests to abate the code violations. VM is aware of the situation. (Addendum: A show cause hearing has now been scheduled.) (Second addendum: parcel is due to be sold. Keeping watch on the exterior items for now.) (New owners have given the current tenant 6 months to vacate, per DDA discussion, when the new owners take over, they will be working on the exterior of the building. Agreed to check back in later.) (Worked out a formal plan of attack to bring the entire building into compliance with the new owners now that they have full possession of the building as of 3/30/2023. Will re-check with the owners by May 1, 2023.)

171 E Division Exterior of building deteriorating, interior has multiple infractions. These issues are causing an ongoing problem with rubbish and having to keep track of the entire property. VM is aware of the situation and is working with the actual owners of the building. Building is currently under a lease contract with a retail entity. Issued a verbal warning to the store manager and her employees not to use the exterior ramp since it is no longer safe for anyone to walk upon. Have requested this structure to be removed by the owners of the building. Previous citations have been written

concerning the ongoing problems with the building and the rubbish. **(Addendum: Per directives from the VM and the DDA rep. putting this case on hold for now.)** (Per an update from both previous entities; another plan of action has been decided upon due to other developments in the possible moving on of the current tenant. Continuing to track for now.) (Talked with the building owner on what needs to be accomplished. He is putting together a time line for all to follow in order to make the necessary repairs for the safety of the community.)

298 Hickory Long term storage with rubbish and other property related issues. DDA representative

278 Hickory is also working alongside of the potential buyer in trying to get this building and property area up to code. **(Addendum: Recently, the owner has made progress and is willing to conclude what needs to be taken care of so he can sell his property.)** (Follow up, the sewer issue has now been fully addressed. The owner is stating he is preparing to sell soon.)

443 Atkinson A continuous complaint that has been ongoing since 6/2021 concerning yard parking. Endeavoring to work with the home owner to suggest an enlarged parking pad. VM is Aware of the situation. Continuing to watch on a regular basis for now. **(Addendum: Spoke with home owner about how to obtain a permit to widen their driveway pad.)**

275 Hickory Following a fire on this property which destroyed the entire building, now following the project to ensure that everything is appropriately taken care of. Currently receiving regular updates from the owner. **Addendum: owner is beginning the new build soon.)**

25 Prospect Now that the tenants have moved out of the dilapidated home, the property is potentially changing hands to a new owner. Continuing to following the property on the long-term project list since most of the complaint has now been solved. **(Addendum: prospective owner is working to get the house demo'd as soon as possible.)**

203 Martindale Home has now sold. Working with the new buyers and continuing to follow while the restoration goes forward. This home has multiple code ordinance and IPMC violations. both interior and exterior of the home to be taken care of. **(Addendum: new owners are beginning the restoration of the home.)**

Yard Care Warnings

336 Hickory Branches on the curb
586 S Union Branches on the curb
50 E Mark Branches on the curb
1483 12 Mile Branches on the curb
585 S Union Branches on the curb
123 Maple Branches on the curb
111 Maple Branches on the curb
1433 12 Mile RD Branches on the curb(2)
1407 12 Mile RD Branches on the curb
328 Blake Branches on the curb(2)
445 Atkinson Branches on the curb(2)
451 Atkinson Branches on the curb
350 Hickory Branches on the curb
332 Grove Small shrubs placed on the curb
120 Anderson Branches on the curb
111 S State Branches on the curb
57 Maple Branches on the curb
253 N Union Branches on the curb
205 South Branches on the curb
153 South Branches on the curb
69 W Gardner Branches on the curb

Burn Warning**Congratulations Given**

125 N State
138 S Union

SPRING PROJECTS 2023

57 Maple
70 Loomis
235 N Union

70 Alma
39 E Gardner
370 N State
184 Centennial
57 Maple
155 White
175 Maple
370 N State
65 W Division
347 N State
1483 12 Mile RD
121 S Union
259 S State
136 Centennial
180 E Division
171 W Averill
136 N Union
190 N Elm
36 Union
538 S Union
50 E Mark
185-187 S State
77 Pleasant
79 Pearl
374 E Gardner
340 E Division
164 Ida Red
248 N Aspen
186 N Elm

91 E Averill
220 E Division
74 Nash
28 Prospect
235 N Union

Trees

Village Mowed Lawns

Parking over sidewalks

190 Carrie
472 Tentree
464 Tentree
303 N State

Recreational Equipment Courtesy Notice

Chicken Permits

Citations Given

146 River (2nd citing)

Zoning Permit

Yard Parking

39 W Division
190 Carrie

Complaints:

25 Prospect Took a complaint from a local business person who is near the dilapidated home at this location. Discussed with him the process we are currently in to deal with this home. the home is currently in a possible selling position in which the probable new owner will be taking the home down. Entering this as a complaint in the event tickets have to be written for documentation. VM is aware of the situation. **(Addendum: Another complaint was also called in regarding someone now camping in the backyard, making the home look more like a tent city per the complatant.) (Added Addendum: Person**

who was camping has now been moved on. Tenant living inside of the home is now aware that this type of practice will not be tolerated.) (Added Addendum: Court has now ordered the occupants to move out. Owner will then demo the home due to the poor condition of the home.)

164 Ida Red DPW has noted on several occasions that the owner of this home is dumping the waste water from his sump pump out over the sidewalk and into the street causing a heavy ice buildup. During the investigation it was noted that the entire sidewalk in front of the home as well as a good portion of the street area was covered in ice. Took pictures from multiple angles and views. Sending formal notification to the home owner to comply with the request of redirecting the water on his own property in accordance with the ordinances. **(Addendum: Was able to speak directly with the home owner and work out a suitable plan of action that will enable him to redirect the sump water appropriately and keep the sidewalk and ROW clear of ice until the spring when this can be formally worked on.)**

359 N Elm Owner called stating that while he had had an agreement with the former Village Manager in regards to using his land to turn snow plows around in, one of the plows with the last snow fall had made a mess of his property and he is wanting the Village to fix the problem it has caused. Relayed this information to the DPW Director and to the Interim Village Manager. **(Addendum: Now that spring has arrived. Requesting information from the DPW director concerning the resolution of this issue.)**

527 E Gardner Received a complaint that this resident was dumping on his backyard land everything from plastics to other types of construction waste. During the investigation it was noted that large dump trucks were dumping concrete waste and other such materials. Multiple pictures were taken of this activity while ongoing. Sending the home owner an immediate cease desist warning letter since he had previously been warned about this type of activity from the previous Village Manager. **(Addendum: The owner of the property in question is exercising his right to appeal to the zoning board of appeals. he believes he should be allowed to dump the large chunks of concrete for filling purposes. He has agreed to stop until the process is decided.)**

- 260 N Elm Received an email from a local resident stating that the persons living at this home are parking in the road so near to their driveway that they cannot access their own property to get in and out. Referred the resident to the police on this complaint. However, the person also brought up that inoperable vehicles were noted to be in the driveway. This was substantiated during the investigation. Sending notice to the home and vehicle owners. **(Addendum: A secondary letter had to be sent out to the home owners.)**
(Addendum: New problem now noted of rubbish. Sent final notice to comply.)
- 20 Chary Lane Further complaints in regards to rubbish being an issue on the driveway. Agreed to watch the property for a while since it may be construction items for the residents job. Pictures are being taken for documentation. **(Addendum: Sending letter to the home's owner since construction equipment should not be stored for this length of time in the R-1 district.)**
- 568 S Union Complaints through the water dept. have come in stating that the entire backyard is full of trash. Had previously noted this to be true along the north side of the home. working with neighbor's to be able to gain access to view the backyard personally. **(Property was cited. This is the second offense.)**
- 110 S State Neighbors are concerned and registering a complaint about how the home that was Brought in has landscaped to shed water away from their property onto theirs. Currently doing an investigation to see if water is indeed flooding out the neighbors.
- 146 River Complaints have come in regarding the condition of the rubbish on the driveway and in the backyard of this home. A citation has already been written concerning the front area and driveway of the home. Looking deeper into the complaint to see if the back yard is also an issue with rubbish. **(Addendum: Resident failed to appear in court with the magistrate as she was cited. Issued a final formal notice letting her know that should she not comply as requested another citation will be written for a formal hearing with a judge.)**
- 219 N Union Multiple issues noted that are not up to code. Two of the tenants of the building called the village when no response from the landlord and property managers happened over the course of many months. Fire official report was also obtained. Sending email to

the property management team of everything that needs to be repaired.

374 Clay Received a complaint about trash and rubbish build up on the property. Mailed the owner of the property a reminder that he has only 5 days to clean up or the Village has the right to go onto the property and clean the rubbish and trash up per the last court order from the judge.

88 Pearl Neighbor cannot repair their fence as needed due to the resident who lives at this home having a large buildup of yard waste in the back corner leaning against the fence which in turn has caused the deterioration. After viewing the issue, sent a formal notice to the offending neighbor about removal of the yard waste.

Complaints RESOLVED:

164 Lone Pine Tenants had not followed through on the complaint as previously requested. Contacts to the landlord were made and no complaints could be substantiated. Complaint is now dismissed following the issuance of the March 2023 report.

168 Ida Red Permits were obtained and the work was able to continue as planned. Complaint is now dismissed following the issuance of the March 2023 report.

374 Clay Residents cleaned up the property as directed.

443 Atkinson Residents have addressed the issue of parking on the yard. Nothing further expected to be done.

260 N Elm Parking issue seems to have resolved itself. Continuing to follow up on the inoperable vehicle outside of the complaint.

Rental homes:

69 Alma	209 Alma	198 Alma
32 Anderson	208 N Aspen	65 E Averill
137 E Averill	42 W Averill	56 W Averill
9 Carrie	48 Carrie	62 Carrie
154 Carrie	28 Centennial	47 Centennial
74 Centennial	80 Centennial	136 Centennial
156 Centennial	31/33 Chary Lane	32 Chary Lane

36/38 Chary Lane	41 Chary Lane	50 Chary Lane
60 Chary Lane	70 Chary Lane	121 Clark
399 Clay	45 E Division	87 E Division
112 E Division	126 E Division	200 E Division
31 W Division	42 W Division	238/240 W Division
328 W Division	384 W Division	30 Ecklund
60 Ecklund	140 Ecklund	148 N Elm
156 N Elm	179 N Elm	186 N Elm
341 N Elm	359 N Elm	117 S Elm
21 E Gardner	48 E Gardner (2 units)	126/128 E Gardner (3 Units)
289 E Gardner	347 E Gardner	442 E Gardner
456 E Gardner	460 E Gardner	462 E Gardner
528 E Gardner	548 E Gardner	57 W Gardner
239 W Gardner	243 W Gardner	253 W Gardner
255 W Gardner	24/26 Grove	46 Grove
70 Grove	100 Grove	153 Grove
200 Grove	277 Grove	319 Grove
328 Grove	332 Grove	357 Grove
331 Gunn	380 Gunn	336 Hickory
357 Hickory	387 Hickory	118 Ida Red
302 Ida Red	520 Leisure Acres	105 Loomis
155 Loomis	172 Loomis	175 Loomis
164 Lone Pine	463 Lone Pine	480 Lone Pine
483 Lone Pine	493 Lone Pine	507 Lone Pine
69 Maple	141 Maple	166/168 Maple
33 E Mark	50 E Mark	90 E Mark
211 Martindale	112 Martindale	28 Nash
39 Nash	68 Nash	74 Nash
86 Nash	210 Nelson	250 Nelson

60 Park Lane	87 Park Lane	90 Park Lane
33 Pleasant	36 Pleasant	172 Pine
215 Pine	220 Pine	45 Pearl
79 Pearl (2 Units)	25 Prospect	28 Prospect
115 Prospect	25 River (2 units)	46 River
71 River	199 River	358 River
421 River	64 South	80 South
68 N State	12 S State	82 S State
97 S State	110 S State	114 S State (2 Units)
137 S State	149 S State	211 S State
219 S State	825 S State	64 South
459 Tentree	496 Tentree	500 Tentree
504 Tentree	108 Terrace	111 Terrace
40 N Union	50 S Union	113 S Union (4 Units)
114 S Union	147 N Union	155 N Union
219 N Union (9 units)	524 S Union	573 S Union
33 Washington	116 Washington	164 Washington
185 Washington	511 Atkinson (2 units)	184 S Union
Sparta Townhouses and Sparta Terraces on Clark and Edward Streets (55 units)		
Spartan Terraces on Jo Ellen (17 Units)		
Spartan Manor on Donna (24 Units)		
Hogan Apartments at 399 S Union (15 Units)		
Apple Tree Apartments at 44 Ida Red		
33 Park Lane Complex (8 Units)		