

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
October 2, 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 August 7, 2023*
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA
- 5) PUBLIC COMMENT ON AGENDA ITEMS
- 6) COMMUNICATIONS –
- 7) PUBLIC HEARING –
 - a. None.
- 8) NEW BUSINESS –
 - a. Site Plan Review -Kent ISD
- 9) UNFINISHED BUSINESS –
 - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT

MEMO
Staff Communication

DATE: October 2, 2023
TO: Planning Commission Chair and Planning Commission Members
FROM: James A. Lower, Village Manager
RE: Site Plan Review Report – Kent ISD 1655 12 Mile Rd. NW, Sparta, MI 49345

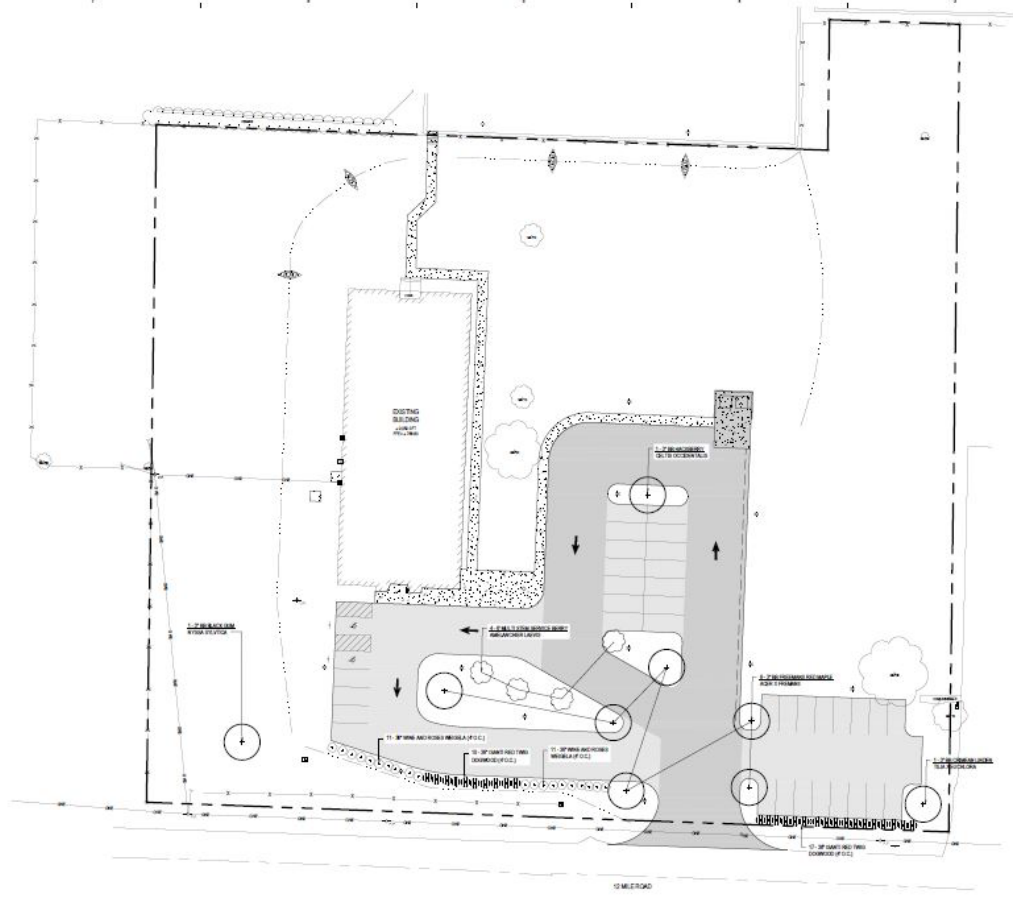
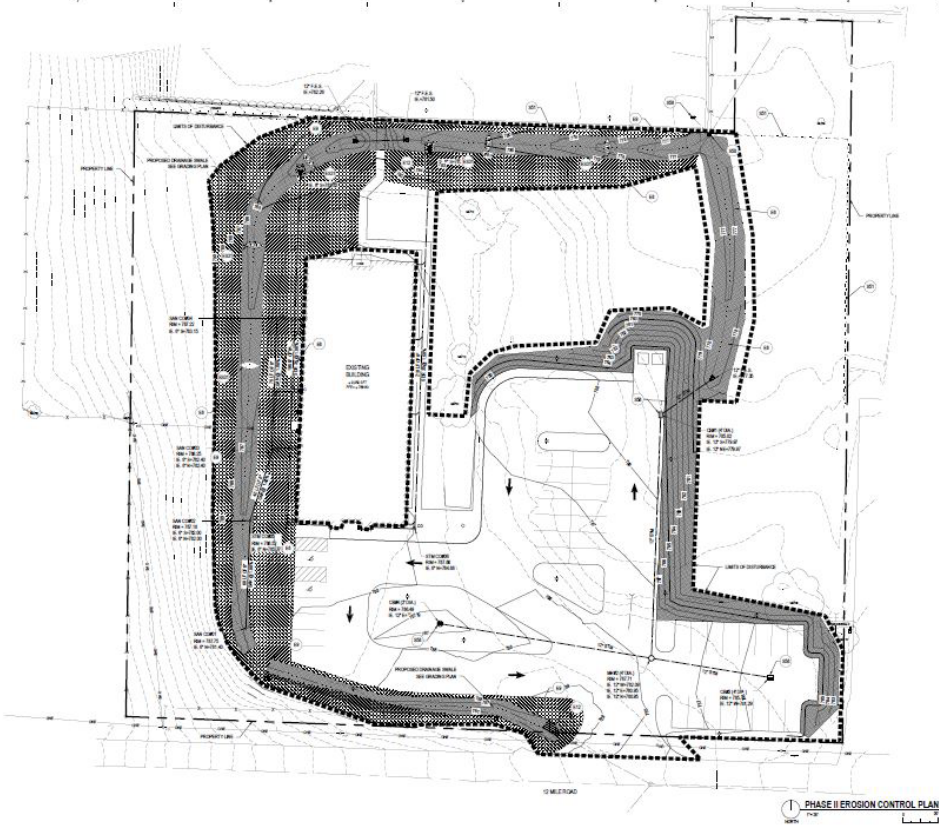
General Information

The proposed site plan primarily centers around a redesign of the parking lot and drainage of the former White Early Childcare Center. Once complete, the building and grounds will serve as a hub for Kent ISD to provide training and education to students with special needs. Kent ISD has partnerships with many local businesses that help train these students. Thus, making this building an excellent location to house these programs.

Notes:

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





Site Location:

1655 12 Mile Rd. NW Sparta, MI 49345. The building is located on the corner of 12 Mile and S. State Street just to the South of Family Fare and Well #4.

Current Zoning:

GC -General Commercial

Surrounding Land Uses and Zoning:

North: GC -General Commercial

East: GC -General Commercial

South: GC -General Commercial

West: R-2 Residential

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 our current and draft future master plan.

Staff Comments and Proposed Conditions:

Progressive A&E was hired by Kent ISD 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 final design that was submitted for our review. Kent ISD has been working with the Village and our Engineer bring their design into compliance with all village standards and ordinances. At this time all issues have been resolved and the site plan meets all village standards.

Staff Recommendation

Staff recommends approval of the site plan for Kent ISD as presented.

The Planning Commission will meet **October 2, 2023 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 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:	<input checked="" type="checkbox"/> Site Plan Review
Specify Use: _____	

Applicant Name: Kent Intermediate School District - Tim Peraino (Director of Facilities)
Street Address: 1655 12 Mile Rd. NW.
City: Sparta **State:** MI **Zipcode:** 49345
Phone Number(s): 616-365-2290 **E-mail:** timperaino@kentisd.org

- 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: Tim Peraino **Date:** 8/22/23

Project Location or Address: 1655 12 Mile Rd. NW.
Property is: Residential Commercial Industrial **Property zoned:** GC - General Commercial

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: _____

August 22, 2023

James Lower
Village Manager
156 E Division
Sparta, MI 49345

**Re: Site Plan Review Submittal – Kent ISD – Empower U
1655 12 Mile Rd. NW, Sparta, MI 49345**

James,

Please see attached for the submittal for site plan review for the Kent ISD – Empower U project. This project is located at 1655 12 Mile Rd NW. The permanent parcel number for the site is 41-05-22-476-040.

The applicant is Tim Peraino, Facilities Director for Kent ISD. Plans have been prepared by Brandon Simon at Progressive AE located at 1811 4 Mile Road NE, Grand Rapids, MI 49525.

The legal description for the property is as follows:

S 435.6 FT OF W 400.0 FT OF E 567.0 FT OF SE 1/4 EX N 65.0 FT OF W 335.0 FT * SEC 22 T9N R12W

Existing Conditions

The existing parcel is currently developed, and the existing structure has utilities, parking, and abundant hard scape surrounding the building for playground area. Access to the site is gained from an existing entrance off 12 Mile Road on the south end of the site. Stormwater generated on site flows to a catch basin on the northeast corner of the site where it connects with existing infrastructure at the Family Fare site and then to the City storm network in State Street.

Proposed Development

The proposed development will consist of a numerous building changes inside the building to better serve the Kent ISD. On the exterior of the building, the existing parking lot will be demolished and replaced with a new parking lot featuring dedicated drop off lanes for parents and bussing. Excess, unneeded paved surface around the building will be demolished and restored to grass surface. A swale will be added around the west side of the building to help mitigate existing stormwater issues with existing grading directing water towards the building.

Access to the site will remain in the same location as it is currently. The new drive will be re-paved and as such, a permit to work within the ROW will be pursued through the Kent County Road Commission. The existing water and sewer service to the building will be re-used.

Stormwater on site will consist of catch basins and piping to collect water in the parking lot and direct it towards the historic drainage pathways. The site has been configuring as to not increase the impervious area and as such no additional detention is required. The site will utilize vegetated swales to provide water quality treatment for stormwater generated on site. A copy of this plan set has also been sent to the village engineer for review and approval.

The existing site has 38 parking spaces, and the proposed site provides 35 spaces split between staff parking and passenger van parking.

September 27, 2023
2230265

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

RE: Kent ISD – Site plan submittal

Dear James:

At the request of the Village, Prein&Newhof has reviewed the proposal by Progressive A&E, for site improvements Kent ISD located at 1655 12 Mile Road. The site is 3.19 acres, and is zoned GC (General Commercial). The site at 1655 12 Mile Road is currently occupied by Kent Intermediate School District Empower Campus.

We have reviewed the revised site plan submitted on September 25, 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 General Commercial Zoning in which the building is located.
- 2. Proposed Use:** The proposed alterations include replacing and reconfiguring the parking lot. The proposed additions will not change the base use of the current building.
- 3. Setbacks.** Per Sec. 82-274 the existing building is considered conforming with respect to front setback requirements of 35 feet.
- 4. Access and vehicular circulation.** The site has an existing access drive off 12 Mile. Division 10 of the Code of ordinances offers no requirements for driveways therefor no additional review was considered. The drive isle width for one way and two-way traffic was shown to be at least 24-feet, this meets the traffic flow requirements in Section 82-468.

The site is considered non-conforming in relation to front yard parking as Sec 82-274 denotes that parking is not permitted in the required front yard. The required front yard, except for necessary entrance or service drives, shall be landscaped.
- 5. Pedestrian circulation.** The site has frontage along 12 Mile. There is no existing sidewalk along any frontage. As no sidewalk has been proposed, no additional review was considered.
- 6. Parking.** Based on the current zoned use (General Commercial), it requires 5 spaces plus one space for each classroom in addition to the requirements for an auditorium. The site provides 35 spaces including 2 barrier free spaces. No information is provided on the number of classrooms in the existing building.

- Dumpster.** Sec. 82-274 requires that dumpsters shall be visually screened from adjacent properties, public and private roadways, or other public areas. Brick shall be used as the predominant material utilized on facades that are visible from a public right-of-way or parking lots. Other materials may be used for architectural accents, provided they have the appearance of wood or cut or cast stone. As the plans call out the placement of 1" x 6" Wolmanized Board, this would be non-conforming.
7. **Lighting.** Exterior lightning requirements shall be in accordance with Sec. 82-122 and 82-274. The photometric plan been submitted details what is to be illuminated and is in accordance with the Village ordinance.
 8. **Screening.** Screening requirements may be found in Sec 82-468. The proposed site meets the ordinance requirements for frontage landscaping and interior landscaping.
 9. **Architecture.** Building materials shall be in accordance with Sec. 82-274 paragraph 9 of the Village ordinance. As no changes to the building have been proposed, no additional review was considered.
 10. **Landscaping** Landscaping shall be in accordance with Sec. 82-274 paragraph 9 and chapter 78 Article IV of the Village ordinance. The current site does not meet the ordinance requirements for front yard landscaping as the ordinance requires 3 trees for every 50 feet of road frontage, this would equate to 24 trees.
 11. **Signage.** Signs shall be in accordance with Chapter 82 Article VII. As no alterations to the existing sign has been proposed, no additional review was considered.
 12. **Open Storage.** For areas zoned General Commercial Sec 82-274 requires that no outside storage shall be permitted in any yard adjacent to the street. As no outside storage is detailed, no additional review was considered.
 13. **Fencing.** The fencing adjacent to the village's well house property shall be replaced at a location that is agreeable to both Kent ISD and the Village of Sparta.
 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. Prior to discharge into Village storm system, Water Quality Control measures will be required as per the storm water ordinance.
 - i. The water quality standard is properly accounted for in the LGROW design spreadsheet.
 - c. As the revised site plan shows a small decrease in impervious area, Storm Water detention will not be required.
 - d. The channel protection standard has been met due to a reduction in the site runoff curve number.

- e. The vegetated swale design guide calls for a 1:4 max side slope. Plans have been revised to a minimum of 1:4.
- f. The southeast side of the site appears to be very flat and a portion seems to outlet to 12-mile Road via an existing flared end section. This follows the existing drainage pattern, information on the invert elevation of the existing flared end section has been provided.
- g. The swale to the West of the existing building, with the slope at only 0.8%, may have difficulty conveying the 10-year storm. Calculations have been provided showing the conveyance of the swale. plans also show the removal of the the check dam directly to the West of the existing building (since the FFE of the existing building is only 1.8 feet above the existing swale, having an 18" check dam on a very flat swale may put the existing building at a risk of flooding). The check dams at other locations where the slope of the swale is greater do seem to be justified.
- h. The Kent ISD team shall locate and document the portion of the Family Fare system utilized by the Kent ISD flows. This should include plan/profile information along with their engineer's certification of capacity to convey the required 10-year storm event from the Kent ISD site without detrimental impacts to the Family Fare site.

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

Sincerely,

Prein&Newhof



Kevin Koster, P.E.