

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
February 6, 2023 @ 7:00 PM  
75 N. Union St. (Sparta Civic Center)**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) MINUTES
  - a. *January 3, 2023.*
- 4) ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA
- 5) PUBLIC COMMENT ON AGENDA ITEMS

Please Note: This Public Comment portion of the meeting is reserved for comment on agenda items. Personal or abusive attacks on Council members, staff members, or other participants will not be tolerated and may result in the Village President taking action, up to and including, having the speaker removed from the meeting by law enforcement officers.

- 6) COMMUNICATIONS –
  - a. None.
- 7) PUBLIC HEARING –
  - a. None.
- 8) NEW BUSINESS –
  - a. Maps Showing Various Exclusion Areas for Possible Marijuana Dispensary Sites
  - b. Master Plan Update
  - c. Conceptual Discussion on Cascade Die Improvements
  - d. Discussion on Parks & Recreation Plan Proposal
- 9) UNFINISHED BUSINESS –
  - a. None.
- 10) PUBLIC COMMENT
- 11) VILLAGE MANAGER REPORT
- 12) COMMISSION COMMENT
- 13) ADJOURNMENT

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

**Present:** Chairman Bob Liscombe, Commission members Jon Braybrook, Robert Carlstrom, Rose Frederick, Gary Moody, Emilie Henry, Betty VanPatten and Robert Whalen.

**Also present:** Interim Village Manager Blaine Wing and Clerk Katy Shelton.

**Absent:** Ryan Wolford.

- 1) **CALL TO ORDER:** The meeting was called to order at 7pm.
- 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 November 7, 2022: Motion by Moody with a second by Carlstrom to approve the minutes. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections. Motion to approve the agenda made by Whalen with a second by Moody. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None.
- 6) **COMMUNICATIONS:**
  - a. None.
- 7) **PUBLIC HEARING:**
  - a. Public Hearing – Ordinance Amendment Chapter 34 Floods: Public hearing opened at 7:01pm. There was no one from the public in attendance to comment.  
Public hearing closed at 7:02pm.
- 8) **NEW BUSINESS:**
  - a. Ordinance Amendment – Chapter 34 Floods: Commission member Carlstrom asked if there were any major changes from the previous ordinance. He was told that there weren't. Motion by Moody with a second by Frederick to forward this amendment on to the Village Council. Motion passed unanimously.
- 9) **UNFINISHED BUSINESS:**
  - a. None.
- 10) **PUBLIC COMMENT:**
  - a. None

- 11) **VILLAGE MANAGER REPORT:** The new interim Village Manager, Blaine Wing, said that he was glad to be here and looked forward to working with everyone in the Village.
- 12) **COMMISSION COMMENT:** Commission member Moody said that at the last planning meeting, Village Manager Gallagher had said that he would have a map of the exclusion areas for the proposed marijuana dispensary sites. The commission had discussed various distances from schools, parks, churches, and so forth, and no decision had been made. He was told that a map of the exclusion areas would be included in the next month's packet.
- 13) **ADJOURNMENT:** The meeting was adjourned by Chairman Liscombe at 7:06 pm.

DRAFT



**MEMORANDUM**

Date: February 1, 2023  
To: Planning Commission  
From: Blaine Wing, Interim Village Manager  
Subject: Maps showing various distances away from parks, churches, schools, etc.

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**Issue:** The Planning Commission requested in January that there be maps showing various distance, so discussions could be had as to where possible marijuana dispensary sites could be located in Sparta.

**Analysis:** As Interim Village Manager, I worked with REGIS and staff and had two (2) maps created for the Planning Commission to review and discuss. No action is being sought, as recommendations will be forth coming as part of the update to the Village's Master Plan. However, if the Planning Commission has comments, staff will certainly pass them along to the Master Plan consultant (McKenna).

**Recommendation:**

At this time there is not a staff recommendation.









**Attachments:** Map #1  
Map #2

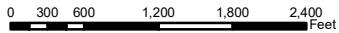
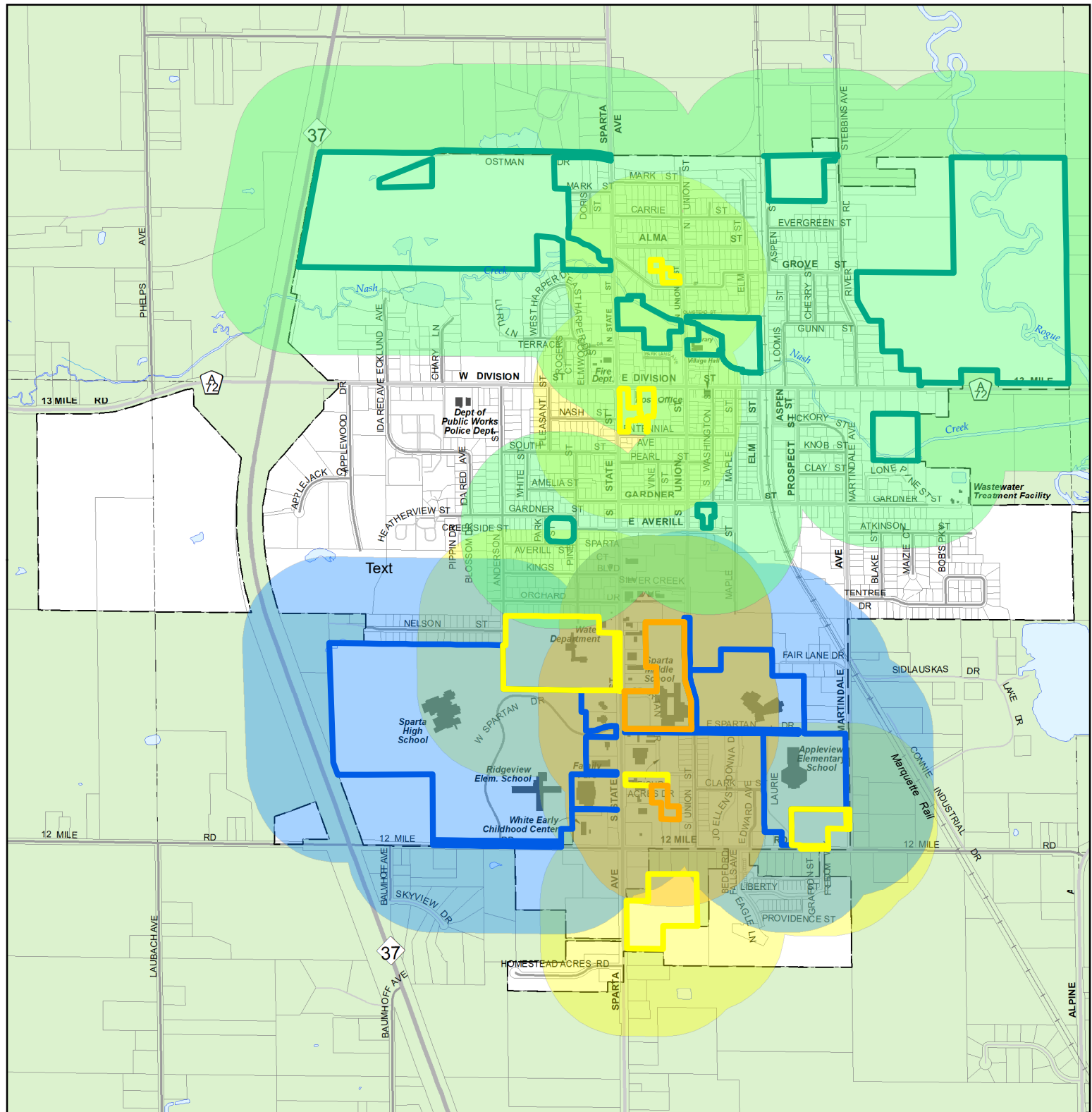


**VILLAGE OF SPARTA**  
KENT COUNTY, MICHIGAN

**MAP 1**

**LEGEND**

-  Day Care Property
-  Church Property
-  School Property
-  Park or Playground
-  1,000 ft Buffer From Park or Playground
-  1,000 ft Buffer From Day Care Property
-  1,000 ft Buffer From School Property
-  1,000 ft Buffer From Church Property



This map was created using REGIS, the Grand Valley Regional Geographic Information System. This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended.

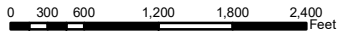
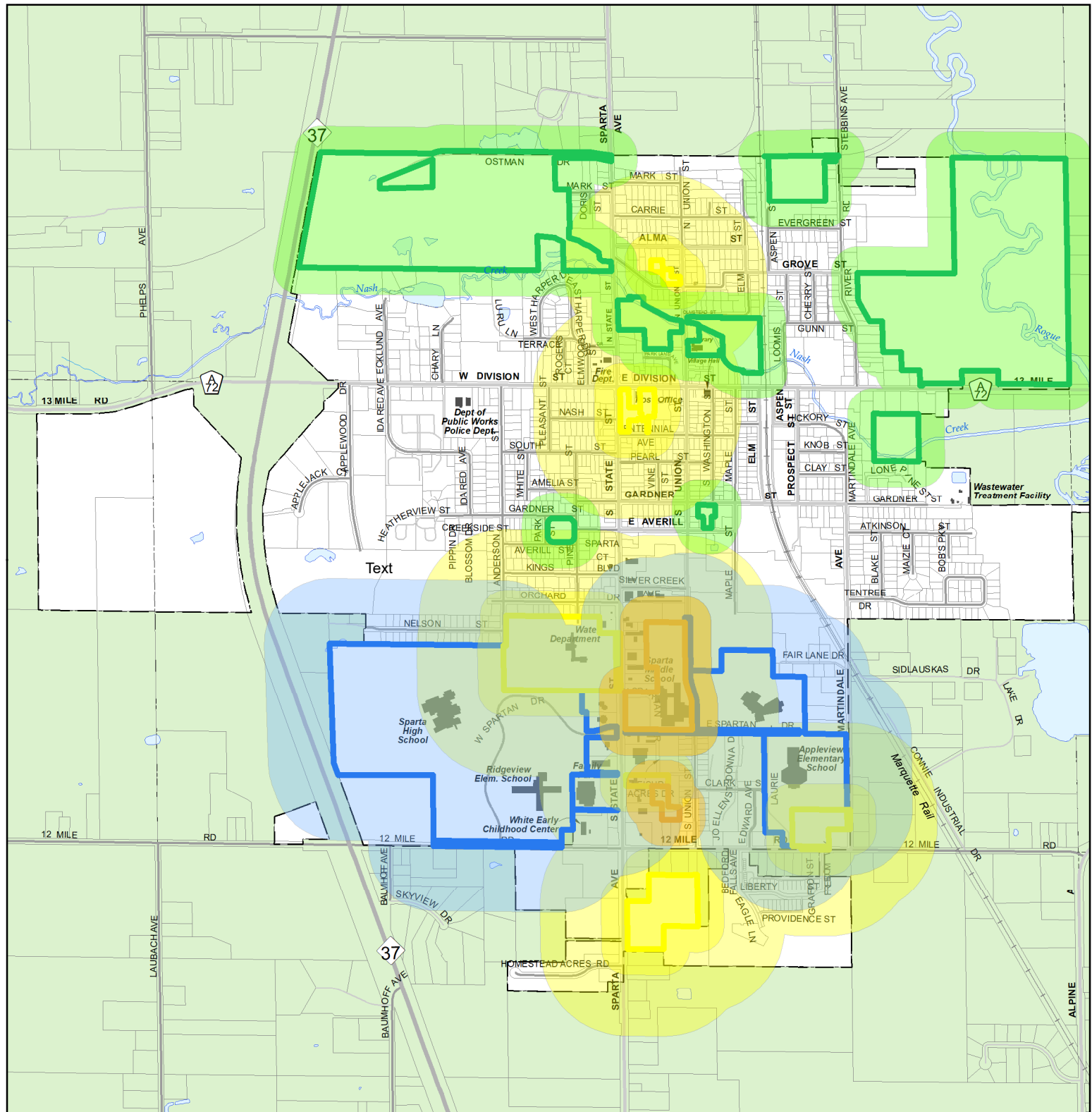


**VILLAGE OF SPARTA**  
KENT COUNTY, MICHIGAN

**MAP 2**

**LEGEND**

- 300 ft Buffer From Park or Playground
- 300 ft Buffer from Day Care Property
- 750 ft Buffer from School Property
- 300 ft Buffer from Church Property
- Day Care Property
- Church Property
- School Property
- Park or Playground



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**MEMORANDUM**

Date: February 1, 2023  
To: Planning Commission  
From: Blaine Wing, Interim Village Manager  
Subject: Master Plan Update

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**Issue:** The Village of Sparta hired McKenna to oversee the update to the Village's Master Plan.

**Analysis:** As Interim Village Manager, I have started working with Danielle Bouchard (McKenna) and Liz Morse (DDA/Chamber). The next step is for the Sparta Master Plan Rewrite Team to meet in late February (Tentatively February 20<sup>th</sup> at 7:00pm) and discuss the results of the surveys that have been coming in, as well as getting into the existing 2015 Master Plan document. I will also provide a brief verbal update as well during the Planning Commission meeting on Monday, February 6, 2023.



**MEMORANDUM**

Date: February 2, 2023  
To: Planning Commission  
From: Blaine Wing, Interim Village Manager  
Subject: Cascade Die Improvements

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**Issue:** Cascade Die has reached out to staff through their engineers to discuss improvements.

**Analysis:** The engineers for Cascade Die have shown staff their conceptual drawings, which include added a lunch/break room area, as well as a loading dock. I have forwarded these conceptual drawings to our various departments, the fire department, and our Village engineer. Once comments are received, they will be shared with Cascade Die's engineers. If everything is in order, Cascade Die would like to be placed on the Planning Commission's March 6, 2023 meeting.

Staff will continue to update the Planning Commission, but no action is sought at the February 6<sup>th</sup> meeting.





**MEMORANDUM**

Date: February 3, 2023  
To: Planning Commission  
From: Blaine Wing, Interim Village Manager  
Subject: Parks & Recreation Plan Proposal

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**Issue:** The Village's Parks & Recreation Plan is now outdated (as of 12/31/22) and needs to be updated, so that the Village is eligible for various grants.

**Analysis:** Upon reviewing various plans, drawings, and documents, I noticed that the Village's Parks & Recreation Plan was for the years 2017 through 2022. As there are a lot of grants currently available, I contacted the firm (McKenna) that was recently selected to oversee the Village's Master Plan update knowing that some of the work would be related, thus resulting in a lower cost.

McKenna has provided a proposal for discussion with various options. I would like to get the Commission's input, and then plan to bring a recommendation to the Village Council. Typically it takes about 9 months to complete and update, and I want to make sure that the update is done in time for the Village to apply for grants in 2024.

Only input is requested on February 6, 2023 from the Planning Commission.

**Attachment:** Proposal from McKenna with options.



**MCKENNA**

February 2, 2023

Blaine Wing  
Interim Village Manager  
Village of Sparta  
156 E. Division  
Sparta, MI 49345

**Subject: Proposal to Prepare the 2023 Parks and Recreation Plan  
Village of Sparta, Michigan**

Dear Blaine:

We are pleased to propose to assist Sparta leaders in preparing the Village Parks and Recreation Plan. Our team is excited about the opportunity to partner with the Village to address future parks and recreation needs and desires, to the benefit of your residents and visitors. We will work with the Village to develop a Parks and Recreation Plan that is community-informed, is graphically compelling, and complies with the State's requirements for adoption, thus enabling grant applications and implementation resources.

In addition to being Sparta's partners in the 2023 Master Plan Update, McKenna professionals have worked in more than 200 varied municipalities across the Midwest for more than four decades and bring that breadth of successful capability to the Village of Sparta's recreation and parks planning processes. We've created dozens of Parks Master Plans, working often with communities confronting similar issues to Sparta. McKenna continues to maintain a 100% success rate in obtaining MDNR certification.

The final Village of Sparta Parks and Recreation Master Plan will be an action-oriented, graphically rich document that will support the Village's desire to fulfill the social, educational, and recreational needs of children, adults, and families.

## **PROPOSED SCOPE OF WORK**

### **Step 1. Project Initiation**

McKenna will conduct an initial meeting with designated Village and area recreation representatives to receive input and direction on the work plan and to finalize a structure for review and management of the plan process. We will:

- 1) Reach an understanding of expectations and answer questions;
- 2) Make mutually agreed upon adjustments to the work plan;
- 3) Review goals and objectives from the Village's current Plan or other policy documents, if available.

During the project initiation meeting, we will also finalize procedures for public input and the framework for communications. Further, during this initial phase, we will begin the parks and recreation inventory update by photographing and touring parks and recreation amenities.

**HEADQUARTERS**  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

☎ 248.596.0920  
☎ 248.596.0930  
**MCKA.COM**

**Communities for real life.**



### Step 2. Perform Existing Park and Recreation Analysis

Per MDNR requirements, McKenna will prepare the community description, administrative structure narrative, and inventory the parks and recreation facilities – including all amenities in each of the parks. In addition to the inventory, McKenna will map existing parks and recreation resources within the Village in addition to larger regional facilities within a 10-mile radius. These maps will show the Village’s parks and recreation facilities as well as significant civic and cultural facilities, school facilities, and larger area regional public recreation facilities.

Applying national standards modified by local conditions in Kent County and Sparta, McKenna will assess the deficiencies in parks and recreation facilities available to the residents of Sparta. In addition, the McKenna team will review other Village, County and regional documents and plans related to parks and recreation and summarize their applicability to the current planning effort.

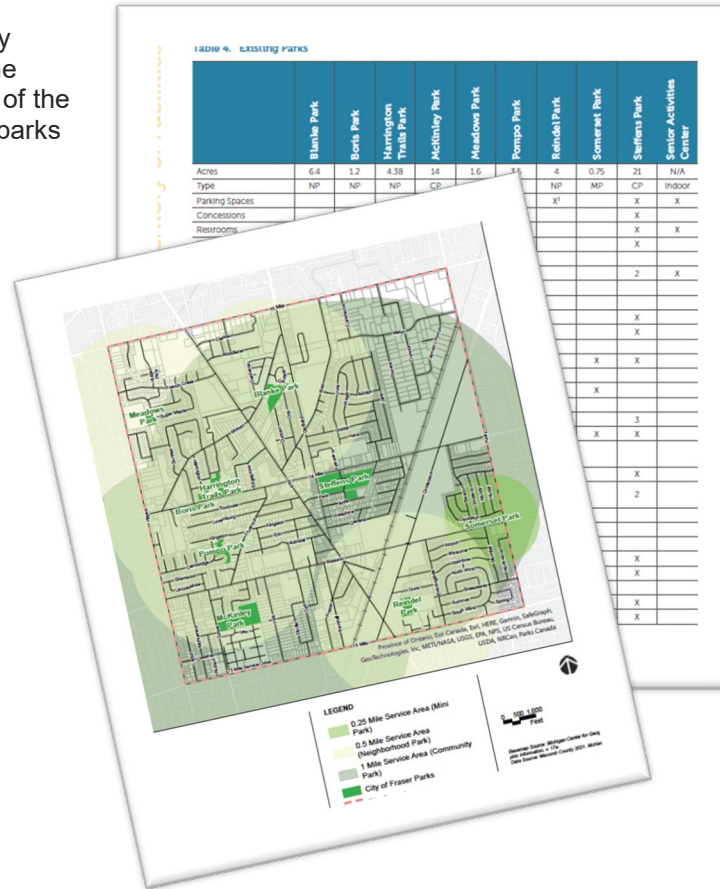
### Step 3. Conduct Public Engagement

Per the requirements of the MDNR, at least one public participation event or method must be utilized in preparing the plan, in addition to the required public hearing when the plan is complete.

Given McKenna’s work with the Village on the Master Plan project, including Parks and Recreation assets and deficiencies into the discussion during the current planning process presents as a perfect opportunity. As per McKenna’s current contract with the Village, we will conduct two public open house events. These events can serve as a great opportunity to include elements that will inform the Parks and Recreation Plan at the same time.

Further, we have prepared a “menu” of public engagement options, additional to the public open houses as mentioned above. The Village can pick any additional activities and strategies to enhance public engagement. These potential additional public engagement options include:

- **Optional Scope 1: An Online Public Survey.** This additional option will simply include an online survey open to the public through the platform SurveyMonkey. An online survey is a great way to reach residents and stakeholders in the Village from the comfort of their own home and on their own time.
- **Optional Scope 2: Online Engagement and ‘Passive’ Input Collection.** We will create a dedicated project website, including a virtual 'ideas board', interactive maps or other interactive features, to provide meaningful engagement activities for residents on their own time. We have found these methods to be both cost-effective and efficient at reaching a wide variety of the community who may not otherwise attend a formal public meeting or input session.





- **Optional Scope 3: Roundtable Discussions with Key Stakeholders.** McKenna will organize and facilitate, with the support of the Village, three (3) roundtable discussions over one half day. Roundtable discussions are a critical means of engaging stakeholders who may not be easily involved in large event public participation methods, such as residents with disabilities, the elderly, and youth.
- **Optional Scope 4: Sparta “Field Day” / Broad-Based Input Session.** We will administer activities to collect community preferences and opinions regarding parks and recreation at a broad-based public input session. This event will be publicized in advance and will have a compelling reason for people to come. We find that hosting this type of public outreach in conjunction with another Village event, such as a festival or a farmer’s market, is the best way to engage a large and diverse group. McKenna will assist the Village in developing the “Field Day” methods and materials, scheduling the event, and other necessary elements to make it a success.

At the Village’s behest and according to the scope and fees described below, McKenna will create a public input strategy and employ additional methods (as requested) to gain a comprehensive understanding of the desires and demands of Village parks and recreation users.

Results of all public engagement activities undertaken by this plan will be documented, tabulated and presented in a graphically pleasing manner in the Parks Master Plan. The Plan will also include a detailed overview of the process undertaken for the plan update and will include documentation of all the public input methods hosted by the Village, and as required by the MDNR.

#### **Step 4. Synthesize Input and Finalize Goals**

McKenna will review the Village’s existing goals and objectives with designated staff and modify them as necessary based upon the community snapshot, public engagement results, and other input received. Using that as a foundation, we will refine the goals and objectives for Sparta’s Parks Master Plan, which will collectively set the direction for its implementation. The goals and objectives will be rooted in overarching themes of inclusiveness, (including age inclusivity) sustainability, resiliency, and health.

McKenna will then work closely with the Village to evaluate the range of desired recreational uses at the parks and recreational programming needs. Uses will be evaluated based on a series of criteria that will balance the desire for the facilities with the feasibility of developing those facilities. Criteria will include the relationship with existing facilities, permitting requirements, the ability to finance and construct facilities and other factors.

#### **Step 5. Draft Parks and Recreation Action Plan**

**Strategic Action Plan.** McKenna will work with Village administration to develop a chronology of projects to be implemented over the next five years (and beyond). The Action Plan will describe and prioritize anticipated recreation developments through year five of the plan, with longer phases included (i.e. years five-10, etc.). The Action Plan will include, at a minimum, specific recommendations for changes to existing programs and facilities, any acquisition of new properties (or preliminary thoughts about feasibility), and maintenance of all parks and recreation assets. The Action Plan will be represented in table form and will include the following information, at a minimum:

- Project description
- Project location
- Budget with cost estimates and method of funding



- Year(s) to be implemented
- Any recommendations for improving the visual appearance of all recreation facilities and parks
- Any recommendations for the maintenance and renovations of facilities
- Any program considerations.

### **Step 6. Public Review and Adoption**

The final Village of Sparta Parks and Recreation Plan will be prepared as a highly visual written report covering the process from goal development through implementation recommendations. The report will include text and high-quality graphics, maps, charts, and tables explaining planning work. All detailed background material will be included in an appendix.

**Public Review:** McKenna will finalize the draft Plan to be made available to the public for the required MDNR 30-day review period. We recommend that copies be made available at Village Hall, recreation facilities, and other community facilities. We will present the draft final plan at a public hearing and attend a final adoption meeting with Village Council.

Lastly, McKenna will prepare the final plan to meet all required elements of the MDNR, including a completed checklist, to be submitted to the MDNR by the Village.

### **TIMELINE**

We anticipate the completion of the Parks and Recreation within 6-8 months after authorization by the Village to proceed. We will work on the Parks and Recreation in tandem with the Village Master Plan.

### **MEETINGS**

Included in our proposal is our attendance at four meetings with the Village:

- *Meeting 1:* Project initiation with Village Administration and members of the Recreation Commission (or other representatives, as designated by the Village)
- *Meeting 2:* Working Meeting with the applicable Village Administration, Sparta Recreation Authority, and other applicable entities.
- *Meeting 3:* Public Hearing
- *Meeting 4:* Adoption meeting with Village Council

### **FEE AND DELIVERABLES**

McKenna will prepare the Sparta Park and Recreation Master Plan, as described in the **Proposed Scope of Work** above, for a fee of **\$10,000** to be invoiced monthly on percent complete with a description of services.

For the **Optional Scope** described above, McKenna's fees are as follows:

1. Online Public Survey: **\$600**
2. Online Engagement and 'Passive' Input Collection: **\$1,800**
3. Roundtable Discussions with Key Stakeholders (per half-day): **\$2,000**
4. Sparta "Field Day" / Broad-Based Input Session: **\$3,250**



If additional services or meetings beyond those included in the above fee are deemed by the Village as desirable or necessary, they shall be compensated hourly per the following fee schedule. The Village shall not incur any further charges for additional services by McKenna without the Village's approval.

Professional Classification	Rate Per Hour*
President	\$150
Executive or Senior Vice President	\$140
Vice President	\$135
Director	\$125
Senior Principal or Manager	\$120
Principal	\$115
Senior	\$100
Associate	\$90
GIS Specialist	\$85
Assistant	\$85
Intern	\$75
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

\* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2023, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

We believe this is the best approach to produce the Parks and Recreation plan. **We are always willing to adapt our scope and fees in a manner that is mutually agreeable, to best meet the Village's needs.** If you consider the terms to be acceptable, please sign a copy of this agreement and return one copy to us. Thank you for the opportunity to work with you on this exciting project. We are ready to start work immediately upon authorization.

Respectfully submitted,

**McKENNA**

Danielle Bouchard, AICP, Senior Planner



**AUTHORIZATION BY:**

**VILLAGE OF SPARTA, MICHIGAN**

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Blain Wing, Interim Village Manager

Date