

AGENDA

**SPARTA TOWNSHIP
PLANNING COMMISSION
Tuesday, October 14, 2025
7 P.M.**

**Sparta Township Hall
160 East Division Street
Sparta, MI 49345**

This meeting can be viewed live or recorded at
<https://www.youtube.com/channel/UCu9bOagfR6m02k7rdmX3TLA>

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Additions or Corrections to Agenda
- IV.** Minutes of September 9, 2025, Regular Meeting
- V.** Public Comment (for items on the agenda)
- VI.** Business Items
 - A. Discussion on Accessory Dwelling Units
 - B. Review of Planning Commission worklist
- VII.** Public Comment (for items on or not on the agenda)
- VIII.** Staff and Commissioner Comments
- IX.** Adjournment

Minutes of the Sparta Township Planning Commission
Regular Meeting of September 9, 2025 7:00 p.m.
Sparta Township Hall, Sparta, Michigan

Present: Chairperson Terry Hartman, Commissioners Don Doyle, Tim Driscoll, Dale Flanery, Ken Humphreys, and Barb Johnson.

Absent: Commissioner Linda Anderson

Also Present: Planner Kevin Yeomans of Fresh Coast Planning and Recording Secretary Jan Redding.

I./II. Call to Order/Pledge of Allegiance: Chairperson Hartman called the meeting to order at 7:00 p.m. with the Pledge of Allegiance

III. Election of Officers

Motion by Flanery, second by Humphreys to re-elect the current slate of officers as follows:

Chairperson-Terry Hartman

Vice Chairperson-Tim Driscoll

Secretary-Linda Anderson

Motion carries unanimously, pending acceptance of the Secretary position by Linda.

IV. Additions or Corrections to Agenda: Motion by Doyle, second by Flanery to approve the agenda as presented. Motion carries unanimously.

V. Minutes of August 12, 2025 Regular Meeting: motion by Johnson, second by Doyle to approve minutes as presented. Motion carries unanimously.

VI. Public Comment: None

VII. Business Items

A. Preliminary Discussion on Accessory Dwelling Units

Planner Yeomans presented examples of ordinances from other municipalities regulating Accessory Dwelling Units, along with information on developing a local ordinance.

There was discussion of the relationship between Accessory Dwelling Units and Short Term Rentals.

Questions were raised regarding attached units vs. detached, size limitations, enforcement and effects on the character of neighborhoods.

It was recommended that a framework for ordinances to address Accessory Dwelling Units and Short Term Rentals be developed, and that discussions continue to determine what will best suit this community..

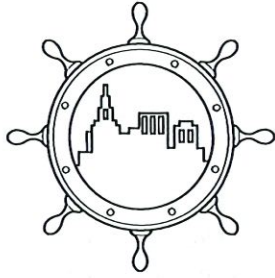
VIII. Public Comment: None

IX. Staff and Commission Comments

The Master Plan update timeline was discussed.

X. Adjournment-motion by Humphreys, second by Johnson to adjourn meeting at 7:45 p.m. Motion carries unanimously.

Respectfully submitted,
Jan Redding, Recording Secretary



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MEMORANDUM

To: Sparta Township Planning Commission
From: Kevin Yeomans
Date: 10/6/2025
Re: Accessory Dwelling Units

Based on the Planning Commission's discussions from your September 2025 meeting we have prepared draft Accessory Dwelling Unit (ADU) regulations for your review. Review and discussion of the proposed draft is scheduled for review at your October 14, 2025, meeting.

Our notes from your September meeting include the following:

- A. The Planning Commission was favorable to the Oscoda Township regulations.
- B. The regulations should be clear and easy to understand.
- C. For the purposes of this amendment, we will focus on detached accessory dwelling units. If an ADU is proposed to be attached, it should be made a part of an existing or proposed single-family dwelling.
- D. ADUs can be a part of a larger accessory building.
- E. Proof of health department approval of the well and septic must be provided to the Township.
- F. ADUs cannot be used as short-term rentals but can be rented out for longer periods. They don't need to be restricted to family member use only.
- G. Must meet all minimum dwelling requirements, except minimum square footage.
- H. They will count towards accessory building unit square footage maximums and no other maximum square footage requirements are necessary.
- I. Directed Planner Yeomans to reach out to other communities with existing ADU regulations and get feedback.
- J. Directed Planner Yeomans to review Alpine Township ADU regulations.

Feedback from other communities

When seeking feedback on Accessory Dwelling Units we reached out to three communities that appear similar to Sparta Township in size and character. From our conversations with these communities, we did not receive any negative feedback.

Crockery Township is one of Fresh Coast Planning's clients. In August of 2024 the Township amended their ADU regulations to allow for more flexibility with ADUs. Based on our experience with the community there are no major issues they are facing with their regulations. A copy of Crockery's ADU regulations has been attached to this memorandum.

Oscoda Township. We were able to speak with Oscoda Township's Planning and Zoning director. Based on his feedback there have been no major issues with their regulations and they have been a benefit to the community both in regards to generational housing and workforce housing. A copy of Oscoda's ADU regulations has been attached to this memorandum.

Section 6.36 Accessory Dwelling Units:

Accessory Dwelling Units (ADUs) are intended to provide flexible housing options in the Township by allowing homeowners to establish a second dwelling unit on their property. ADUs are subject to the following standards:

1. ADUs shall be limited to permitted districts and properties where single-family dwelling units are the principal use.
2. ADUs shall be subordinate to the single-family dwelling unit.
3. The owner of the property shall maintain residence on site, either in the principal dwelling unit or the accessory dwelling unit.
4. ADUs shall have their own separate entrances, kitchens, sleeping areas, and full bathroom facilities.
5. ADUs may be attached to the single-family dwelling unit and may occupy a basement, first floor or second floor of the principal dwelling, or may occupy a separate, detached accessory building in the rear of the principal dwelling unit.
6. All ADUs shall meet applicable building and fire codes.
7. Building materials and designs used on detached ADUs or additions to the principal dwelling for an attached ADU, shall be of similar style as that of the principal dwelling.
8. The minimum size living shall be three hundred (300) square feet.
9. The maximize size shall not exceed nine hundred (900) square feet, or the size of the principal dwelling unit, whichever is less.
10. Manufactured homes or mobile homes shall not be used as an ADU.
11. An ADU shall not be used as a Short-Term Rental.
12. An ADU built on a property which requires a septic sanitation system shall have the property inspected and approved by the District Health Department 2 (DHD2) to ensure that the septic system has the capacity and functionality to accommodate the ADU.
13. An ADU built on property served by public water and/or public sanitary shall be separately metered.
14. An ADU shall conform to the dimensional requirements specified Section 4.28 "Summary Schedules Limiting Height, Bulk, Density and Area by Zoning District."

(Amd. of 10-13-2022)

Sparta Township
DRAFT Accessory Dwelling Unit Regulations
9/22/2025

Definitions:

Accessory Dwelling Unit (ADU). A residential living unit on the same parcel on which a single-family dwelling is located. The ADU provides complete independent living facilities for one (1) or more persons. Every ADU shall have a minimum width of at least 22 feet for its entire length and a minimum of a double pitched roof of not less than two and one-half feet of rise for each 12 feet of run, shall have a roof overhang of not less than six inches on all sides.

Section 154.XX – Accessory Dwelling Units (ADUs)

Accessory Dwelling Units (ADUs) are intended to provide flexible, long-term living quarters for extended family or non-family members. ADUs are subject to the following standards:

- (A) An ADU shall be detached from the principal building.
- (B) ADUs shall be permitted in all districts where single-family dwellings are permitted by right or by special land use.
- (C) ADUs shall only be permitted as an accessory use to a single-family dwelling.
- (D) The owner of the Lot shall maintain residence on site, either in the principal dwelling or the Accessory Dwelling Unit.
- (E) ADUs shall have their own separate entrances, kitchens, sleeping areas, and full bathroom facilities.
- (F) ADUs shall only be located in the rear yard.
- (G) ADUs shall conform to the setback requirements for a principal building.
- (H) ADUs shall meet applicable building and fire codes.
- (I) ADUs shall be connected to a sewage disposal system and water supply system approved by the County Health Department. Proof of Health Department approval must be provided prior to the issuance of a building permit.
- (J) Building materials and designs used on detached ADUs shall be of similar style as that of the principal dwelling.
- (K) An ADU shall have a minimum Floor Area of 300 square feet.
- (L) ADUs shall count toward the maximum number and square footage for Accessory Buildings.
- (M) ADUs may be erected as an integral part of a permitted accessory building.
- (N) Mobile Homes shall not be used as an ADU.
- (O) An ADU shall not be utilized as a Motel, Hotel, Motor Hotel, Boarding House, Lodging House, Rooming House, or Bed and Breakfast.

Accessory Dwelling – Accessory dwelling units (ADU) such as guesthouses or elder residences may be permitted as a Special Land Use (SLU) on a parcel of land in any agricultural or residential zoning district if a detached single-family dwelling is located on such parcel and if all of the following requirements are complied with:

A. Only one ADU shall be permitted on each parcel and the use of the ADU shall be limited to use as the residence of domestic employees or family members of the owner or the lessee of the principal single-family dwelling on the same parcel. Prior to the issuance of a building permit for an ADU, a restrictive covenant or similar legal instrument shall be recorded with the Ottawa County Register of Deeds on the parcel stating that the ADU shall be limited in use as described above and shall not become a rental property (long- or short-term). The restrictive covenant or similar legal instrument shall be subject to the following additional requirements:

(i) It shall include a legal description of the parcel on which the ADU will be located.

(ii) It shall be submitted to the Township attorney for review and approval prior to recording.

(iii) The Planning Commission's SLU and site plan approval for proposed ADU shall not be effective, and no building permit shall be issued therefor, until such time as the parcel owner has submitted a recorded copy of the approved restrictive covenant or similar legal instrument to the Township Clerk.

B. The ADU shall have the same principal address as the single-family dwelling that is located on the same parcel.

C. The ADU may be erected as an integral part of the principal dwelling structure, as an integral part of an otherwise permitted accessory building such as an attached or detached garage, or as a detached ADU. Any attached garage space for the ADU shall not have a floor area exceeding ninety percent (90%) of the gross floor area of the ADU.

D. No more than two persons shall reside in an ADU.

E. The minimum square footage of usable floor area provided in the accessory dwelling shall be two hundred eighty (280) square feet for one person and four hundred (400) square feet for two persons. The maximum amount of useable floor area allowed in an accessory dwelling shall be one thousand (1,000) square feet or seventy percent (70%) of the total useable floor area of the principal dwelling, whichever is smaller.

F. A detached ADU shall count toward the maximum number of permitted accessory buildings and the maximum accessory building square footage that are permitted under Sections 3.02.3 and 3.02.5. Additionally, Section 3.02.7 is not applicable to ADUs.

G. Every ADU shall be equipped with its own domestic water supply, its own sanitary facilities approved by the Ottawa County Health Department, its own food preparation facilities, and its own individual means of outdoor entrance and exit that does not require passage through the principal dwelling or accessory building to which it may be attached.

H. Detached accessory buildings containing an ADU and detached ADUs shall comply with the other applicable provisions of this ordinance and shall meet the same minimum setback requirements as the principal dwelling.

- (7) Additional products resulting from biofuel production or the capacity to dispose of additional products through land application, livestock consumption, sale or other legal use.
6. This Section does not authorize biofuel production facilities that are not located on farms.

Section 7.29 Accessory Dwelling Units (Guest Houses)

The purpose of this section is to allow a minor amount of space within a dwelling or upon a lot with a primary dwelling to be used, rented, or leased as separate living quarters for extended family or non-family members in residential neighborhoods within the Township. These provisions are further intended to provide reasonable control in recognition of the high percentage of owner-occupied single family homes in the Township. The purpose of these standards is also to prevent the undesirable proliferation of permanent two-family units which could, over time, disrupt the character of single-family neighborhoods. The following regulations shall apply:

- A. One (1) accessory dwelling unit is allowed per lot.
- B. The accessory dwelling unit shall not be utilized as a Tourist Home or Bed and Breakfast Facility.
- C. The accessory unit shall not exceed fifty (50%) percent of the total floor area of the principal dwelling so that it remains an accessory use to the primary dwelling and does not result in the creation of a duplex or apartment building.
- D. The accessory dwelling unit shall be provided electricity, plumbing, and heat.
- E. The accessory unit shall be a self-contained unit and shall be:
 - 1. located above an attached or detached garage, or
 - 2. attached to the primary dwelling or garage, or
 - 3. totally within a primary dwelling, or
 - 4. a freestanding, detached unit.
- F. The accessory unit shall have a separate exterior entrance.
- G. The residents of the primary structure shall maintain the accessory unit and shall ensure that no excessive noise, traffic, or blight occurs on the property.
- H. The accessory unit shall conform to current building code standards.
- I. One additional parking space shall be provided on-site for the accessory dwelling unit.

2023 Sparta Township Planning Commission Work List

1. Sliding Scale Provisions – Review of Provisions scheduled for February Meeting
 - a. Extinguishes splits if larger than 2 acre non-ag parcel is approved as SLU
2. Master Plan Review/Update (in progress)
3. Rezoning Provisions
4. Require Public Notices for Administrative Commercial and Industrial Site Plan Review
5. Solar Provision Review
 - a. Bonding Requirement
6. Battery Energy Storage Systems
7. Sparta Hunting and Fishing Club – Where appropriate? Permitted or Special Use?
8. Open Air Business Bond Requirements
9. Site Plan Review – Remove/amend Health Dept approval required
10. Stormwater Ordinance

For PC Review

- Maximum Setbacks for Agricultural Dwellings – See 3650 13 Mile for reference
- Private Road Committee – No longer needed?
- ZO Ordinance Review/Restatement