Meeting of the Sparta Township Board
Sparta Township Hall 160 East Division Street, Sparta, Mi. 49345
Watch meeting Live @ Sparta Township - YouTube

November 12th, 2026

7:00 p.m.

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADDITIONS OR CORRECTIONS TO AGENDA

PUBLIC COMMENT FOR AGENDA ITEMS

APPROVAL OF THE MINUTES AND TREASURER'S REPORT

1. Approval of Minutes – October 8th, 2026
2. Treasurer's Report
3. Building Department Monthly Reports

BUSINESS ITEMS

1. Approval of Bills
2. Planning Commission Recommendation: Home Occupations
3. Mead Services LLC Contracts Grave Services and Lawn Services
4. Sidewalk Repair "Santa Lane" Quote
5. Lighting Flag at Historical School House and Mercury Vapor Light
6. Spring Clean Up Contract
7. Historical Commission Appointments: Randy Johnson replacing B.C. Cummings, Carl Lowing to fill the open seat
8. Library Request: Sparta Community House (Santa House) Renamed to Sparta Carnagie Library House
9. Re-appointment of Joe VanderWerff as an Alternate on the Zoning Board of Appeals
10. Marcy Savage Resignation
11. Appointment of Kristi Caine to Fill the Unexpired Term of Marcy Savage

OTHER INFORMATIONAL

PUBLIC COMMENT

ADJOURNMENT

Building Department Monthly Report

Month Ended:	**October 2026**		
Building Permits:			
	New Homes		
	Modular Homes	1	
	Mobile Homes		
	Remodel and Additions	1	
	Pole Barns		
	Decks	1	
	Accessory Building	3	
	Demolition		
	Swimming Pool		
	Commercial New: Airplane Hanger		
	Commercial Alteration		
	Commercial Addition		
	Renewal		
	Other:		
		Total Building:	**6**
Mechanical Permits:			
		Total Mechanical:	**6**
Plumbing Permits:			
		Total Plumbing:	**5**
Electrical Permits:			
		Total Electrical:	**5**
Zoning Permits:			
		Total Zoning:	**8**

Permit List

11/05/2026

Permit	Address	Issued	Status	Category	Permit Fees	Const. Value
PB260040	700 SCHULTZ ST NW	10/14/2026	ISSUED	Res, Addition	$670.00	$190,000
PB260041	2545 15 MILE RD NW	10/21/2026	ISSUED	ACCESSORY BUILDING	$751.00	$218,000
PB260042	12077 DIVISION AVE N	10/21/2026	ISSUED	MODULAR HOME	$900.00	$275,000
PB260043	269 WINTER PINES CT N	10/21/2026	ISSUED	Res, Alteration	$100.00	
PB260044	111 10 MILE RD NW	10/21/2026	ISSUED	ACCESSSORY BUILDING ADDIT	$190.00	$30,000
PB260045	13115 WEGAL AVE NW	10/21/2026	ISSUED	ACCESSORY BUILDING	$250.00	$50,000

Total Permits: 6

Total Value: $763,000

Total Fees: $2,861.00

MINUTES OF THE SPARTA TOWNSHIP BOARD
Meeting of Thursday, October 8, 2026, 7 PM
Sparta Township Hall, 160 E. Division St., Sparta MI

This meeting could be viewed live at Sparta Township - YouTube

Present: Supervisor Dale Bergman; Clerk Marcy Savage; Treasurer Ashley Johnson; Trustees Jason Bradford, Bill Goodfellow, Barb Johnson and Rob Steffens

Also Present: Sparta Library Director Merri-Jo Tuinstra, Sparta Township Historical Commission Chair Doug Pinckney, and Recording Secretary Toni Potes

Call to Order / Pledge of Allegiance: Supervisor Bergman called the meeting to order at 7:00 PM, followed by the Pledge of Allegiance.

Additions or Corrections to Agenda: Business Items were added as follows:

1. Approval of Bills
2. Planning Commission Recommendation: Home Occupations & Home-Based Businesses
3. Christmas Decorations Quote
4. Website Proposal: Revize
5. Fresh Coast Planning Rate Increase
6. Beaver Tree Service Quote for Lisbon Cemetery
7. RTU Blower Motor for Township Hall
8. Library Park & Santa Claus House

Motion by Goodfellow, second by B. Johnson, to approve the Agenda with these changes. Motion carried unanimously.

Public Comment for Agenda Items: None.

Approval of the Minutes and Treasurer's Report

1. Approval of Minutes — September 10, 2026: Motion by Goodfellow, second by Steffens, to approve the Minutes of September 10, 2026. Motion carried unanimously. Approval of Minutes — September 24, 2026, Special Meeting: Motion by Goodfellow, second by A. Johnson, to approve the Minutes of the September 24, 2026, Special Meeting. Motion carried unanimously.
2. Treasurer's Report: Motion by Goodfellow, second by Savage, to approve the Treasurer's Report. Motion carried unanimously.
3. Building Department Monthly Reports: For informational purposes. No action taken.

Business Items

1. Approval of Bills: Steffens noted that the attorney's bill was $6,783. Motion by A. Johnson, second by B. Johnson, to approve bill payments. Motion carried unanimously.

2. Planning Commission Recommendation: Home Occupations & Home-Based Businesses: Planner Kevin Yeomans was helpful in answering Goodfellow's questions. The Board had concerns about Item (4) on page 1. Planner Yeomans will be asked to rewrite that provision.
3. Christmas Decorations Quote: Motion by Goodfellow, second by A. Johnson, to approve Classic Lawn Care's quote of $240. Motion carried unanimously.
4. Website Proposal: Revize: Motion by Bradford, second by B. Johnson, to accept the "Custom" option (#2) of the quote. Motion carried unanimously.
5. Fresh Coast Planning Rate Increase: Hourly rates will increase as follows: Zoning from $70 to $75, Associate Planner from $105 to $115, and Principal Planner from $130 to $140. Motion by Savage, second by B. Johnson, to approve these rate increases. Motion carried unanimously.
6. Beaver Tree Service Quote for Lisbon Cemetery: Motion by Steffens, second by B. Johnson, to approve the Beaver Tree Service quote dated September 28, 2026, in the amount of $3,675. Motion carried unanimously.
7. RTU Blower Motor for Township Hall: Motion by Steffens, second by B. Johnson, to approve Armock Mechanical's bid of $2,655. Motion carried unanimously.
8. Library Park & Santa Claus House: The uneven sidewalks need attention. The building needs cleaning inside and out. Minor repairs are needed inside. Randy Johnson has offered to power wash for free. B. Johnson has offered to clean inside. The locks have been changed. Bergman will obtain quotes for sidewalk repair/replace. Steffens will ask about inside repair work. Pinckney suggested construction of a cabinet outside to hold the propane containers.

Other Informational: Steffens reported that concession sales are up at the Sports Park. A big event is coming up Saturday. Soccer is wrapping up. The park closes November 1 to be winterized. A gravel course will be laid yet. Some issues include vandalism, sod torn up, and parking on a soccer field. Otherwise, it has been a successful season.

There is an elevator meeting October 27, 2026, at 10 AM.

B. Johnson shared that there was a wonderful turnout at the Historical Commission's bake sale. The Ag Presentation is on November 7, 2026, at 2 PM at Wm Goodfellow's farm.

Savage shared that our new clerk, Kristi, is doing a great job. Early voting is October 24 through November 1, 8:30 AM to 4: 30 PM. You cannot spoil a ballot during early voting.

Public Comment: Sparta Library Director Tuinstra reported that the Kent County Commissioner awarded four libraries Accommodations, and Sparta was one of the four.

Adjournment: Motion by Savage, second by Bradford, to adjourn at 7:53 PM. Motion carried unanimously. The next regular meeting of the Sparta Board will be Thursday, November 12, 2026, at 7 PM.

Respectfully submitted,
—Toni Potes, Recording Secretary

Fresh Coast Planning
Grand Haven, MI 49417
www.freshcoastplanning.com

MEMORANDUM

To: Sparta Township Board
From: Kevin Yeomans
Date: 11/2/2026
Re: Home Based Business Amendment

The Township Board's (the "Board") feedback on the proposed Home Based Business amendment indicates a desire for more flexible home occupation regulations. Carrying out that intent requires coordinated review of the home occupation regulations, the Home Occupation definition, and the proposed home based business regulations.

SUMMARY OF FEEBACK AND IMPACT

The feedback we received indicated that the Board would like to remove subsection 4 of the home occupation regulations.

> *"(4) No home occupation shall be conducted outdoors or in any accessory building."*

We understand the Board's intent to be to allow a home occupation within a single-family dwelling or an accessory building. Although deleting subsection 4 is straightforward, that subsection prohibits both outdoor activity and accessory-building use. Its removal therefore has broader implications than permitting accessory-building use alone, and additional changes are needed to fully carry out the Board's intent.

1. In addition to the existing regulations for home occupations there is also a definition for Home Occupation included in the Sparta Township Zoning Ordinance.

   "HOME OCCUPATION. A profession or other occupation not otherwise permitted in the zoning district involved, that is conducted as an accessory use within a single-family dwelling by one or more members of the family residing in the dwelling, and that conforms to the provisions of § 154.208 of this chapter."

   Because the definition limits a Home Occupation to an accessory use within a single-family dwelling, removing subsection 4 alone would not carry out the Board's intent. The definition of Home Occupation must also be amended to allow accessory-building use.

2. The proposed Home Based Business Ordinance uses accessory-building use as a major distinction between a home occupation and a home based business. Allowing home occupations in accessory buildings would remove that distinction. The resulting overlap should be carefully reviewed to ensure that the two sets of regulations do not conflict or contain discrepancies.

We recommend that the Board return the proposed Home Based Business Ordinance to the Planning Commission for further review and an additional public hearing in light of the Board-directed changes

UNDERSTANDING OF BOARDS INTENT

The chart below summarizes our understanding of the Board's intent; it does not present adopted regulations. It retains a prohibition on outdoor home occupation activity and distinguishes the two uses by approval requirements, building use, employees, inspections, and on-site sales. The chart also identifies matters for further review: amending the Home Occupation definition, considering periodic inspections for home occupations in accessory buildings, and checking for conflicts between the two sets of regulations. The Board's notes or motion can clarify whether the 25% accessory-building limit is intended. Please include any additional items the Board would like the Planning Commission to consider.

Home Occupation	Home Based Business
Use by Right	Special Land Use approval required.
May be in 25% of a dwelling or 25% of an accessory building, but not both.[1]	May be in 25% of a dwelling and within one accessory building.
No part of the occupation may be outdoors.	Outdoor storage may be permitted.
No employees, other than those living in the dwelling.	Employees may be permitted, of approved by the Planning Commission
No inspections required[2]	Must allow for periodic inspections.
No on-site sales of products or services.	On-site sales may be permitted.
[1] The definition of home occupation will also have to be amended. [2] A requirement for periodic inspection of home occupations in an accessory building should be considered. [3] The Planning Commission should review proposed changes to ensure there are no conflicts between home occupation and home based business regulations.	

Please let us know if you have any questions.

Kevin Yeomans

Kevin Yeomans
Planner

Attachments

cc: Terry Hartman, Planning Commission Chair

SPARTA TOWNSHIP
KENT COUNTY, MICHIGAN

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE REGARDING HOME BASED BUSINESSES

THE TOWNSHIP OF SPARTA ORDAINS:

Section 1. Amendment of Section 154.006 of the Sparta Township Zoning Ordinance.

Section 154.006 of the Sparta Township Zoning Ordinance is amended by the addition of the following definitions, which shall be inserted in alphabetical order:

HOME BASED BUSINESS. This is similar to a Home Occupation but can be conducted both in a single-family residential dwelling and an accessory building if approved as a special land use by the Planning Commission.

Section 2. Amendment of Section 154.208 of the Sparta Township Zoning Ordinance.

Section 154.208 of the Sparta Township Zoning Ordinance is amended in its entirety, as follows:

§ 154.208 HOME OCCUPATIONS AND HOME BASED BUSINESSES.

(A) Home occupations, as defined in this chapter, are permitted as a use-by-right as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.

(1) No person other than members of the family residing in the dwelling shall be engaged in or employed by the home occupation.

(2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.

(3) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.

(4) No home occupation shall be conducted outdoors or in any accessory building.

(5) There shall be no sale of products or services, except as are produced on the premises by such home occupation.

(6) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.

(7) No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises if the occupation is conducted in a single-family dwelling. If conducted in other than a single-family dwelling, such nuisance shall not be detectable outside the dwelling unit. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises or cause fluctuations in line voltage off the premises.

(8) A home occupation includes, but is not limited to, low-impact uses such as:

(a) Creative and Personal Services: Art studios, dressmaking, and one-chair salons.

(b) Instruction: Private instruction (such as music or dance lessons), capped at a maximum of 6 students at a time.

(c) Professional Offices: Offices for a physician, dentist, author, artist, musician, lawyer, engineer, architect, community planner, realtor, accountant, or similar professional, maintained solely for the personal use of a resident of the dwelling.

Prohibited Home Occupations: Home Occupations shall not include animal hospitals, automotive repair, restaurants, tearooms, taverns, or similar uses.

(B) Home Based Businesses, as defined in this Chapter, are permitted as a special land use as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.

(1) In particular, a home based business can be, but is not limited to: electrical, plumbing, heating, landscaping, building contractors, and excavators or similar use; but shall not include warehousing or distribution. For home based automotive repair businesses additional requirements as shown in subsection (C) shall apply.

(2) Sketch Plan: In place of a site plan a sketch plan may be submitted. The sketch plan shall be drawn to scale. The sketch plan shall include the location, dimensions, and area, of all structures and parking areas on the site. The sketch plan shall include a scale, north arrow, date of drawing, property owner's name and address, and description of the nature of the home based business. Section 154.162 – Standards for Review and Approval shall apply.

(a) The Planning Commission may require a site plan meeting the requirements of Section 154.170 if deemed necessary. In making this determination the Planning Commission shall consider the following:

1. The scale of the proposed home based business.
2. Distance to the nearest non-participating structure.
3. Nature of the home based business and its potential impact to nearby properties.

4. The magnitude of proposed changes to existing grades and the natural landscape.

(3) Non-transferability: No home based business shall be assigned, transferred, or otherwise conveyed to another person or business entity. Any change in the ownership of the home based business shall require the filing of a new application and a full compliance review.

(4) Inspection: The home based business shall be subject to periodic inspections by the Zoning Administrator or other designated officials to determine that the home based business is proceeding in accordance with the conditions and requirements of the approved sketch plan and special land use approval.

(5) The home based business shall be conducted primarily by one or more persons residing in a dwelling on the lot where the home based business is located.

(6) A home based business shall not employ persons who do not reside on the premises, unless specifically approved by the Planning Commission as part of the special land use. The Commission shall only grant such approvals if it determines that the addition of non-resident employees will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

(a) Nature of the Operation: The type of business activity, including the frequency of client visits, the necessity of on-site staff for the specific service provided, and the hours during which employees will be present.

(b) Lot Dimensions and Separation: The size of the subject parcel and the physical distance between the primary structure (or area of business activity) and the nearest non-participating residential dwellings. Larger setbacks may be required to mitigate the perceived intensity of the business.

(c) Site Mitigation and Buffering: The adequacy of existing or proposed physical characteristics of the lot, including natural topography, professional landscaping, fencing, and screening—to effectively shield neighboring properties from parking areas, increased activity, or light spillover.

(d) Zoning Intent and Land Use Compatibility: The degree to which the proposed employment density aligns with the stated intent of the underlying Zoning District. The Commission shall ensure the activity remains secondary to the residential use and is harmonious with the scale and intensity of the surrounding land uses.

(7) Conditions of Approval: In granting approval for non-resident employees the Planning Commission may impose reasonable conditions, including but not limited to:

(a) Caps on Headcount: A strict limit on the total number of non-resident employees allowed on-site simultaneously.

(b) Parking Requirements: Mandatory off-street parking configurations to prevent employee overflow onto public rights-of-way.

(c) Time Limitations: Restricted hours of operation and/or restricted hours of arrival and departure for staff to minimize disruptions during sensitive morning or evening hours.

(8) There shall be no sale of products or services, except as are produced on the premises by such home based business and only if permitted by the Planning Commission.

(9) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home based business other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.

(10) No traffic shall be generated by such home based business in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home based business shall be met off the street and other than in a required front yard.

(11) No equipment or process shall be used in such home based business that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises.

(12) Districts Allowed:

(a) Ag-1

(b) Ag-2

(c) R-1

(13) A Home Based Business may occur within the single-family dwelling and not more than one accessory building located on the same lot as the single-family dwelling.

(14) The use of the dwelling unit or accessory building for the home based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants.

(15) Maximum Floor Area

(a) Dwelling: Not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home based business.

(b) Accessory Building: Not more than 1,200 square feet of floor area within an accessory building shall be used in the conduct of the home based business, unless a larger floor area is approved by the Planning Commission.

1. The Commission shall only grant an expansion of floor area if the applicant demonstrates the increased scale of the operation will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

    a. Nature of the Operation: The intensity of the use, including the type of equipment utilized, storage requirements, and the frequency of vehicular trips (deliveries or clients) generated by the larger footprint.

    b. Lot Dimensions and Separation: The size of the subject lot and the setbacks between the accessory building and adjacent non-participating dwellings. The Commission shall determine if the lot is of sufficient size to absorb the increased intensity of the business use.

    c. Site Mitigation and Buffering: The effectiveness of existing or proposed screening, including landscaping, berms, or fencing—to obscure the business activity and minimize its visual and auditory impact on neighboring properties.

    d. Zoning Intent and Land Use Compatibility: The degree to which the expanded use maintains the primary purpose of the property and remains consistent with the intent of the underlying Zoning District and the character of surrounding land uses.

2. Conditions of Approval: In granting approval for a larger floor area, the Planning Commission may impose reasonable conditions related to noise reduction, hours of operation, or enhanced landscaping to ensure continued compatibility with the character of the area.

(16) Setbacks

(a) Dwelling: Shall meet the setback requirements for a single-family dwelling as required by the zoning district.

(b) Accessory Building: Shall meet the setback requirements for an accessory building as required by the zoning district. However, in their review of the special land use the Planning Commission may require greater setbacks and/or additional landscaping and/or screening between the accessory building and adjoining properties and/or road to ensure that home based business will have no substantial adverse impacts by reason of noise, fumes, vibration, lights, or views.

(17) No toxic or hazardous materials may be used or stored on the premises to support such home based business except in a safe manner and in full compliance with federal, state, and local requirements as to use, handling, storage, transport, and disposal of any such materials.

(a) If hazardous materials are proposed and expected to be stored on the premises, a hazardous material storage and disposal plan shall be submitted as part of the application for a home based business.

(18) All machinery and other equipment, associated with the home based business must, at all times, be located within a completely enclosed accessory building, accessory to the residential dwelling which is on the same parcel as the business or within an outdoor storage area that is screened from public view.

(a) Outdoor Storage Screening: Visual buffers, such as year-round greenery, decorative fencing, or earthen berms, shall be utilized to maintain a continuous screen of all outdoor storage from public view in all seasons.

(C) Home Based Automotive Repair Businesses

(1) Home based automotive repair businesses shall not be permitted in any residential zoning district.

(2) Home based automotive repair businesses may be permitted as a special land use in the Ag-1 and Ag-2 zoning districts, provided all requirements of a Home Based Business and Home Occupation are met.

(3) Customer Vehicles: No more than four (4) vehicles not owned by or registered to the property owner, or another individual residing on the property, may be stored outdoors.

(4) Customer vehicles that are stored outdoors must be stored in an outdoor storage area that is located in the Rear Yard.

(5) No customer vehicle may remain on the property for more than thirty (30) consecutive days.

(6) Customer drop-off of vehicles shall be restricted to hours approved by the Planning Commission.

(7) No "parts vehicles," heavily wrecked vehicles, or permanently inoperable vehicles are allowed on the property.

(8) The repair and service of commercial vehicles over 10,000 pounds is prohibited.

(9) All mechanical work, diagnostics, and repairs must be conducted entirely within an enclosed permanent structure.

(10) Noise: Any structure in which mechanical work, diagnostics, or repairs are conducted must be insulated, designed, or located so that noise generated by the use is not detectable to the normal senses off the premises.

Section 3. Amendment of Section 154.253 of the Sparta Township Zoning Ordinance.

Section 154.253 of the Sparta Township Zoning Ordinance is amended by the addition of the following subsection, which shall be inserted in alphabetical order:

(T) Sketch Plan: In place of a site plan a sketch plan may be submitted. The sketch plan shall be drawn to scale. The sketch plan shall include the location, dimensions, and area, of all structures and parking areas on the site. The sketch plan shall include a scale, north arrow, date of drawing, and the property owner's name and address. Section 154.162 – Standards for Review and Approval shall still apply.

Section 4. Severability.

If any provision of this Ordinance is declared invalid for any reason, that declaration does not affect the validity of all other sections of this Ordinance.

Section 5. Repealer.

This Ordinance expressly repeals all other Township ordinances and parts of ordinances in conflict with this Ordinance.

Section 6. Effective Date.

This Ordinance takes effect seven (7) days after publication of this Ordinance or of a summary of it as permitted by law.

ADOPTED.

YEAS:_____

NAYS:_____

STATE OF MICHIGAN)
) ss
COUNTY OF KENT)

Clerk's Certification

I, the undersigned, the duly qualified and acting Clerk of the Township of Sparta, Kent County, Michigan, certify that the above Ordinance was adopted at a regular meeting of the Sparta Township Board on the ____ day of _____, 2025, by a majority of the members of the board members present and voting.

_____
Marcy Savage
Sparta Township Clerk

SPARTA TOWNSHIP
KENT COUNTY, MICHIGAN

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE REGARDING HOME BASED BUSINESSES

THE TOWNSHIP OF SPARTA ORDAINS:

Section 1. Amendment of Section 154.006 of the Sparta Township Zoning Ordinance.

Section 154.006 of the Sparta Township Zoning Ordinance is amended by the addition of the following definitions, which shall be inserted in alphabetical order:

> **HOME BASED BUSINESS.** This is similar to a Home Occupation but can be conducted both in a single-family residential dwelling and an accessory building if approved as a special land use by the Planning Commission.

Section 2. Amendment of Section 154.208 of the Sparta Township Zoning Ordinance.

Section 154.208 of the Sparta Township Zoning Ordinance is amended in its entirety, as follows:

> § 154.208 HOME OCCUPATIONS AND HOME BASED BUSINESSES.
>
> (A) Home occupations, as defined in this chapter, are permitted as a use-by-right as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.
>
> (1) No person other than members of the family residing in the dwelling shall be engaged in or employed by the home occupation.
>
> (2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
>
> (3) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.
>
> (4) No home occupation shall be conducted outdoors or in any accessory building.
>
> (5) There shall be no sale of products or services, except as are produced on the premises by such home occupation.
>
> (6) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.

(7) No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises if the occupation is conducted in a single-family dwelling. If conducted in other than a single-family dwelling, such nuisance shall not be detectable outside the dwelling unit. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises or cause fluctuations in line voltage off the premises.

(8) A home occupation includes, but is not limited to, low-impact uses such as:

(a) Creative and Personal Services: Art studios, dressmaking, and one-chair salons.

(b) Instruction: Private instruction (such as music or dance lessons), capped at a maximum of 6 students at a time.

(c) Professional Offices: Offices for a physician, dentist, author, artist, musician, lawyer, engineer, architect, community planner, realtor, accountant, or similar professional, maintained solely for the personal use of a resident of the dwelling.

Prohibited Home Occupations: Home Occupations shall not include animal hospitals, automotive repair, restaurants, tearooms, taverns, or similar uses.

(B) Home Based Businesses, as defined in this Chapter, are permitted as a special land use as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.

(1) In particular, a home based business can be, but is not limited to: electrical, plumbing, heating, landscaping, building contractors, and excavators or similar use; but shall not include warehousing or distribution. For home based automotive repair businesses additional requirements as shown in subsection (C) shall apply.

(2) Sketch Plan: In place of a site plan a sketch plan may be submitted. The sketch plan shall be drawn to scale. The sketch plan shall include the location, dimensions, and area, of all structures and parking areas on the site. The sketch plan shall include a scale, north arrow, date of drawing, property owner's name and address, and description of the nature of the home based business. Section 154.162 – Standards for Review and Approval shall apply.

(a) The Planning Commission may require a site plan meeting the requirements of Section 154.170 if deemed necessary. In making this determination the Planning Commission shall consider the following:

1. The scale of the proposed home based business.
2. Distance to the nearest non-participating structure.
3. Nature of the home based business and its potential impact to nearby properties.

4. The magnitude of proposed changes to existing grades and the natural landscape.

(3) Non-transferability: No home based business shall be assigned, transferred, or otherwise conveyed to another person or business entity. Any change in the ownership of the home based business shall require the filing of a new application and a full compliance review.

(4) Inspection: The home based business shall be subject to periodic inspections by the Zoning Administrator or other designated officials to determine that the home based business is proceeding in accordance with the conditions and requirements of the approved sketch plan and special land use approval.

(5) The home based business shall be conducted primarily by one or more persons residing in a dwelling on the lot where the home based business is located.

(6) A home based business shall not employ persons who do not reside on the premises, unless specifically approved by the Planning Commission as part of the special land use. The Commission shall only grant such approvals if it determines that the addition of non-resident employees will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

(a) Nature of the Operation: The type of business activity, including the frequency of client visits, the necessity of on-site staff for the specific service provided, and the hours during which employees will be present.

(b) Lot Dimensions and Separation: The size of the subject parcel and the physical distance between the primary structure (or area of business activity) and the nearest non-participating residential dwellings. Larger setbacks may be required to mitigate the perceived intensity of the business.

(c) Site Mitigation and Buffering: The adequacy of existing or proposed physical characteristics of the lot, including natural topography, professional landscaping, fencing, and screening—to effectively shield neighboring properties from parking areas, increased activity, or light spillover.

(d) Zoning Intent and Land Use Compatibility: The degree to which the proposed employment density aligns with the stated intent of the underlying Zoning District. The Commission shall ensure the activity remains secondary to the residential use and is harmonious with the scale and intensity of the surrounding land uses.

(7) Conditions of Approval: In granting approval for non-resident employees the Planning Commission may impose reasonable conditions, including but not limited to:

(a) Caps on Headcount: A strict limit on the total number of non-resident employees allowed on-site simultaneously.

(b) Parking Requirements: Mandatory off-street parking configurations to prevent employee overflow onto public rights-of-way.

(c) Time Limitations: Restricted hours of operation and/or restricted hours of arrival and departure for staff to minimize disruptions during sensitive morning or evening hours.

(8) There shall be no sale of products or services, except as are produced on the premises by such home based business and only if permitted by the Planning Commission.

(9) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home based business other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.

(10) No traffic shall be generated by such home based business in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home based business shall be met off the street and other than in a required front yard.

(11) No equipment or process shall be used in such home based business that creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the premises.

(12) Districts Allowed:

(a) Ag-1

(b) Ag-2

(c) R-1

(13) A Home Based Business may occur within the single-family dwelling and not more than one accessory building located on the same lot as the single-family dwelling.

(14) The use of the dwelling unit or accessory building for the home based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants.

(15) Maximum Floor Area

(a) Dwelling: Not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home based business.

(b) Accessory Building: Not more than 1,200 square feet of floor area within an accessory building shall be used in the conduct of the home based business, unless a larger floor area is approved by the Planning Commission.

1. The Commission shall only grant an expansion of floor area if the applicant demonstrates the increased scale of the operation will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

    a. Nature of the Operation: The intensity of the use, including the type of equipment utilized, storage requirements, and the frequency of vehicular trips (deliveries or clients) generated by the larger footprint.

    b. Lot Dimensions and Separation: The size of the subject lot and the setbacks between the accessory building and adjacent non-participating dwellings. The Commission shall determine if the lot is of sufficient size to absorb the increased intensity of the business use.

    c. Site Mitigation and Buffering: The effectiveness of existing or proposed screening, including landscaping, berms, or fencing—to obscure the business activity and minimize its visual and auditory impact on neighboring properties.

    d. Zoning Intent and Land Use Compatibility: The degree to which the expanded use maintains the primary purpose of the property and remains consistent with the intent of the underlying Zoning District and the character of surrounding land uses.

2. Conditions of Approval: In granting approval for a larger floor area, the Planning Commission may impose reasonable conditions related to noise reduction, hours of operation, or enhanced landscaping to ensure continued compatibility with the character of the area.

(16) Setbacks

(a) Dwelling: Shall meet the setback requirements for a single-family dwelling as required by the zoning district.

(b) Accessory Building: Shall meet the setback requirements for an accessory building as required by the zoning district. However, in their review of the special land use the Planning Commission may require greater setbacks and/or additional landscaping and/or screening between the accessory building and adjoining properties and/or road to ensure that home based business will have no substantial adverse impacts by reason of noise, fumes, vibration, lights, or views.

(17) No toxic or hazardous materials may be used or stored on the premises to support such home based business except in a safe manner and in full compliance with federal, state, and local requirements as to use, handling, storage, transport, and disposal of any such materials.

(a) If hazardous materials are proposed and expected to be stored on the premises, a hazardous material storage and disposal plan shall be submitted as part of the application for a home based business.

(18) All machinery and other equipment, associated with the home based business must, at all times, be located within a completely enclosed accessory building, accessory to the residential dwelling which is on the same parcel as the business or within an outdoor storage area that is screened from public view.

(a) Outdoor Storage Screening: Visual buffers, such as year-round greenery, decorative fencing, or earthen berms, shall be utilized to maintain a continuous screen of all outdoor storage from public view in all seasons.

(C) Home Based Automotive Repair Businesses

(1) Home based automotive repair businesses shall not be permitted in any residential zoning district.

(2) Home based automotive repair businesses may be permitted as a special land use in the Ag-1 and Ag-2 zoning districts, provided all requirements of a Home Based Business and Home Occupation are met.

(3) Customer Vehicles: No more than four (4) vehicles not owned by or registered to the property owner, or another individual residing on the property, may be stored outdoors.

(4) Customer vehicles that are stored outdoors must be stored in an outdoor storage area that is located in the Rear Yard.

(5) No customer vehicle may remain on the property for more than thirty (30) consecutive days.

(6) Customer drop-off of vehicles shall be restricted to hours approved by the Planning Commission.

(7) No "parts vehicles," heavily wrecked vehicles, or permanently inoperable vehicles are allowed on the property.

(8) The repair and service of commercial vehicles over 10,000 pounds is prohibited.

(9) All mechanical work, diagnostics, and repairs must be conducted entirely within an enclosed permanent structure.

(10) Noise: Any structure in which mechanical work, diagnostics, or repairs are conducted must be insulated, designed, or located so that noise generated by the use is not detectable to the normal senses off the premises.

Section 3. Amendment of Section 154.253 of the Sparta Township Zoning Ordinance.

Section 154.253 of the Sparta Township Zoning Ordinance is amended by the addition of the following subsection, which shall be inserted in alphabetical order:

(T) Sketch Plan: In place of a site plan a sketch plan may be submitted. The sketch plan shall be drawn to scale. The sketch plan shall include the location, dimensions, and area, of all structures and parking areas on the site. The sketch plan shall include a scale, north arrow, date of drawing, and the property owner's name and address. Section 154.162 – Standards for Review and Approval shall still apply.

Section 4. Severability.

If any provision of this Ordinance is declared invalid for any reason, that declaration does not affect the validity of all other sections of this Ordinance.

Section 5. Repealer.

This Ordinance expressly repeals all other Township ordinances and parts of ordinances in conflict with this Ordinance.

Section 6. Effective Date.

This Ordinance takes effect seven (7) days after publication of this Ordinance or of a summary of it as permitted by law.

ADOPTED.

YEAS:_____

NAYS:_____

STATE OF MICHIGAN)
) ss
COUNTY OF KENT)

Clerk's Certification

I, the undersigned, the duly qualified and acting Clerk of the Township of Sparta, Kent County, Michigan, certify that the above Ordinance was adopted at a regular meeting of the Sparta Township Board on the ____ day of _____, 2025, by a majority of the members of the board members present and voting.

_____
Marcy Savage
Sparta Township Clerk

Mead Services LLC

CHUCK MEAD (616) 293-0104
2443 Bridle Way, Belmont, MI. 49306
CHUCKMEAD.CM@GMAIL.COM

Bid proposal for Jan. 1, 2027 – Jan. 1, 2030

Contract between Sparta Township and Mead Services
to provide grave services in all township cemeteries.

Duties to include:

Open/close graves (including dis-internments)
Haul excess material away from graves
Topsoil and seed new grave sites
Grade cemetery driveways twice a year
Snowplow drives when there is a funeral
Defrost graves as needed

– Sundays and holidays pay double and Saturdays after 1:00 pm will pay extra $200.00 if the grave closing has not begun.

Agreement for 3 years, subject to a 30 day notice by either party.

Monthly installments of $ 1,783.33

Contractor must be self insured and provide all necessary equipment

Total $21,399.96

Signature of Clerk/Township Supervisor_____

Signature of Contractor _____

Mead Services LLC

CHUCK MEAD (616) 293-0104
2443 Bridle Way, Belmont, MI. 49306
CHUCKMEAD.CM@GMAIL.COM

Bid Proposal

Lawn maintenance contract with Sparta Township for the seasons of 2027, 2028 and 2029 for $ 37,620.00 each season.

Work description: mowing & trimming around grave markers, trees, inside fence line, etc., to be done weekly unless dry conditions indicate otherwise (decision to be made jointly by Township Supervisor and contractor); spring and fall clean-up, leaf and branch removal; removal of grave site decorations in October.

Contract is to include all 4 cemeteries, the township library/park and Myers museum.

Contractor must be self insured and provide all necessary equipment.

Clerk/Township Supervisor:_____

Contractor:_____

Estimate

Date	Estimate
10/21/2026	564

KC CONCRETE

11810 White Creek Ave NE, Suite 200
Cedar Springs, MI. 49319

Name
Sparta Township Office 160 E. Division St. Sparta, MI. 49345

PO

Description	Qty	U/M	Rate	Total
Sidewalk Replacement Behind Library				
Full removal of bad concrete sidewalks - Remove approx. 226 lf of 4"x6-0 wide existing sidewalks - Haul concrete from site - Remove or cut tree roots that are damaging sidewalks - Haul roots and bad soil from site - Fine grade and compact fill under sidewalks - Provide new sand fill as needed - Form and pour 226 lf of 4"x6-0 sidewalks - Light broom finish with hand tooled joints @6' - Reinforce all new walks with 1#/cy of fibermesh Excluded: - Joint sealants or sealers - Removal of trees or stumps - Removal or replacement of steps	1		19,810.00	19,810.00
Voluntary Option to Grind Raised Joints in Sidewalks - Hand grind seventeen (17) locations in sidewalks - Grinder and vacuum used - Power scarifier used at worst locations - Clean up after grinding - Estimated two (2) guys maximum of two (2) days	1		3,675.00	3,675.00
			Total	$23,485.00

Phone	616-439-3080

Proposal

Page No. of Pages

NORTHLAND ELECTRIC ENT. INC.

14046 Red Pine Dr.
KENT CITY, MI 49330
(616) 678-4932

PROPOSAL SUBMITTED TO: Sparta Historical Commission		PHONE: 887-9334	DATE: 10-20-26
STREET: 71 N. Union St.		JOB NAME: Meyer School House	
CITY, STATE and ZIP CODE: Sparta, Mi. 49345		JOB LOCATION: 16 13 Mile N.E. Sparta	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

(1) Flag Pole Light - Get power from corner room and extend in conduit to the outside and add a LED flood light for the flag. (N.E. corner)
Parts and Labor $342.00

(2) Yard Light - New circuit for a LED yard light (mercury style) off the S.W. corner, controlled by dusk to dawn control.
Parts and Labor $480.00

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

_____ dollars ($ _____).

Payment to be made as follows:
Payment Upon Completion — CHOICE

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Mike Nikanorski

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: | Signature

Note: Metal loads goes to ACD
$195 Per Dumpster Load

PROHIBITED:
*No hazardous waste (oils, paints, propane and such)
*No yard waste/brush
*No concrete
*No shingles
*No T.V's
*No whole tires
*No batteries

Sparta Township is responsible of notifying the local residents of the clean-up requirements.
Sparta Township will notify residents of location of clean up.

-Customer shall indemnify, defend and hold harmless American Classic Dumpster Service from and against any and all claims, damages, suits, penalties, fines, remediation, costs and liabilities, including court costs and attorney fees resulting in prohibited waste in dumpsters. Includes hazardous waste, toxic substances, pollutants, medical waste and or radioactive waste.
-Customer shall not hold American Classic Dumpster responsible for parking lots, driveways, curbside property damages, if so incurred. -Customer understands the use of heavy equipment (trucks) will be on said properties.

Scott Gardner
American Classic Dumpster
13475 S. Spruce
Grant, MI 49307
231 670 2616
sgardner@accinc.us

American Classic Rep:__Scott Gardner_____
Date:___October 15th 2027_____

Sparta Township Rep:_____
Date:_____

October 15th 2027

American Classic Construction
American Classic Roofing & Building Supply
American Classic Dumpster Services

2027

Sparta Township
160 E. Division St
Sparta, Mi 49345
616 887 8863
Dale Bergman
supevisor@spartatownship.org

April 16th/17th 2027
Location: Rex Baker Property (Prospect St)
Sparta

Details: April 16th- 2027 (Friday)
>Deliver by 9am. -4pm (close sharply)
>5- 30 Yarders
(Trash Only)
$230 Per Dumpster Plus
$65 Per Ton
Pull cans same day/do not leave cans overnight

April 17th- 2027 (Saturday)
Deliver by 8am- 2pm (close sharply)
>5-30 Yarders
$230 Per Dumpster Plus
$65 Per Ton
(Trash Only)
Pull cans on Saturday

>Supervisor fee (Friday/Saturday) American Classic will supervise
$1,200

>Furniture charge (mattress, box springs, couches, love seats, full size chairs)
$30 per item (limited one per household)
*Charged to Sparta Township

>Tires- must be cut on half, for considered as trash

>No heavy equipment used for smashing loads

To: Sparta Township Historical Commission
c/o Doug Pinckney, Chairman

Fr: Robert ("bc") Cumings

Re: Renewal of term of service

Greetings to you, one and all,

For the past three years it has been my privilege to serve with you as a member of the Sparta Township Historical Commission. For the most part, it has been the source of many pleasing and meaningful experiences. I have come to consider each of you to be much valued friends.

You have no doubt noticed that recently I have been absent on a number of occasions. In part this was due to illness. For the most part though, I have found myself frustratingly over-committed to various responsibilities related to church, family and personal involvements and need to take some time to catch up and regroup a bit. To the extent that my absence has left you in the lurch or let you down, I am truly sorry. You deserve better. I apologize that my present circumstance has left me unable to fulfill my responsibilities as a commissioner as I ought. Inasmuch as my agreed upon term of service is complete as of October of 2026; this seems like an appropriate time for me to request that you do not renew my membership on the commission for another term.

Please note that, with your permission, I hope to continue working to complete a couple tasks I previously agreed to take on, namely, 1) the making of digital copies of the Clarence Chapman's letters home to Norma during WWII, and 2) the reorganization and transfer of the educational slides and projector presently located in the basement of the research center to a more useful placement at our school museum. I do hope as well to be reinstated as a commissioner in future days as time and opportunity allow.

Please note as well our hopes that Kristy will be allowed to remain involved in her present role of providing data entry service to the Commission.

Thank you again for the privilege of serving with you. You have my best regards as well as my anticipation of more good times together in the future.

bc cumings

bc cumings

Sparta Township Historical Commission
Questionnaire
for
Rewarding Volunteer Opportunity

Name: Carl Lowing

Address: 865 12 mile RD NW
Sparta MI 49345

Cell Phone: 616-822-6110

Home Phone: _____

Do you reside in the village or township of Sparta? Township

How long have you lived in Sparta? 11 years

Where did you attend school? Northview Year of graduation: 1997

Do you have an interest in Sparta History and why? Always Been Interested in Local History

Are you interested in being a Commissioner? Yes

Are you interested being a "friend of the Commission" to help with events, etc. _____

Are you available to attend 10 meetings a year plus serve on some sub-committees for events? Yes

Skills helpful but not required:

What computer experience and skills do you have? Some

Do you have webpage or Past Perfect experience? Windows and Other Social Media

Will you help fund raise if needed? Yes

Signature: [signature]

My name is Carl Lowing, though most know me as just Cal.

I've been volunteering time and helping out with the Historical Society for a few years now. Often it's as mundane as lifting, helping move or transport things. I've also been lucky enough to take on more fun projects like searching for and finding the lost mill stone that had last been spotted in Nash creek, finding and removing some of the old track markers in Bayleat field that are now being stored at the Meyer museum and an unfortunately failed search for an old railroad marker near the depot. I've always had an interest in history and in it's preservation.

I enjoy discovering the forgotten and seeing the knowledge our collective community has be passed on and learned from. One of my favorite parts of my outdoor activities of magnet fishing, metal detecting and mud larking is finding older items and tracking down their use and history. Finding that information is like a treasure hunt it's self and spreading the newly gained information is often my favorite moment of the whole hunt.

Officially joining the Sparta Historical Society and it's board is just a continuation of that passion for me, a new way to help spread our knowledge of the past to the community.

Marcy Savage

From: Dale Bergman
Sent: Thursday, November 5, 2026 8:29 PM
To: Marcy Savage; Ashley Johnson; WILLIAM GOODFELLOW; Rob Steffens; Jason Bradford (bradfordj@chartermi.net); Barb Johnson; Dale Bergman
Subject: Fw: Randy Johnson

Dear Board Members, Enclosed letter from Randy Johnson. Thank you. Dale

---

From: Barb Johnson <barb2020trustee@yahoo.com>
Sent: Thursday, November 5, 2026 6:44 PM
To: Dale Bergman <supervisor@spartatownship.org>
Subject: Randy Johnson

Randy asked me to email this to you.

Dear Township board,

I have considered it an honor servicing others by:

Serving 6 years in the U.S. Navy, then later in my life as a Volunteer fireman on the Alpine fire dept., as a Reserve Sheriff for Lake County Sheriff dept., a Safety team member at Sparta Center Church, a Kent County Veterans Honor Guard, a Volenteer at the Michigan Home for Veterans. As well as working with my wife, Barb, restoring the headstones in the Sparta Cemetaries.

Being on the Sparta Historical Commission, it just seems the most logical next step in continuing to do my part for our community.

Thank you for considering me.

Randy Johnson

Yahoo Mail: Search, Organize, Conquer

Sparta Township Historical Commission
Questionnaire
for
Rewarding Volunteer Opportunity

Name: Randel L. Johnson

Address: 9210 Alpine Av. Sparta Mi

Cell Phone: 616-550-7033
Home Phone: 616 550 7033

Do you reside in the village or township of Sparta? Yes

How long have you lived in Sparta? 14 Years

Where did you attend school? Comstock Park Year of graduation: 1976

Do you have an interest in Sparta History and why? Yes I do.
I am a Vetrin and interested in their History

Are you interested in being a Commissioner? Yes

Are you interested being a "friend of the Commission" to help with events, etc. Yes

Are you available to attend 10 meetings a year plus serve on some sub-committees for events? Yes

Skills helpful but not required:

What computer experience and skills do you have? Electrician, plumber, some computer exp.

Do you have webpage or Past Perfect experience? No

Will you help fund raise if needed? Yes

Signature: Randel L. Johnson

SPARTA TOWNSHIP
KENT COUNTY, MICHIGAN

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE REGARDING HOME BASED BUSINESSES

THE TOWNSHIP OF SPARTA ORDAINS:

Section 1. Amendment of Section 154.006 of the Sparta Township Zoning Ordinance.

Section 154.006 of the Sparta Township Zoning Ordinance is amended by the addition of the following definitions, which shall be inserted in alphabetical order:

> **HOME BASED BUSINESS.** This is similar to a Home Occupation but can be conducted both in a single-family residential dwelling and an accessory building if approved as a special land use by the Planning Commission.

Section 2. Amendment of Section 154.208 of the Sparta Township Zoning Ordinance.

Section 154.208 of the Sparta Township Zoning Ordinance is amended in its entirety, as follows:

> § 154.208 HOME OCCUPATIONS AND HOME BASED BUSINESSES.
>
> (A) Home occupations, as defined in this chapter, are permitted as a use-by-right as an accessory use as provided in § 154.247 of this chapter; provided that, all of the following regulations shall control.
>
> (1) ~~No other than members of the family residing in the dwelling shall be engaged in connection with such home occupation at the same time.~~ No person other than members of the family residing in the dwelling shall be engaged in or employed by the home occupation.
>
> (2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
>
> (3) There shall be no change in the outside appearance of the building, no variation from the residential character of the dwelling, and no visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the main building.
>
> (4) No home occupation shall be conducted outdoors or in any accessory building.
>
> (5) There shall be no sale of products or services, except as are produced on the premises by such home occupation.
>
> (6) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for

(a) The Planning Commission may require a site plan meeting the requirements of Section 154.170 if deemed necessary. In making this determination the Planning Commission shall consider the following:

1. The scale of the proposed home based business.
2. Distance to the nearest non-participating structure.
3. Nature of the home based business and its potential impact to nearby properties.
4. The magnitude of proposed changes to existing grades and the natural landscape.

(3) Non-transferability: No home based business shall be assigned, transferred, or otherwise conveyed to another person or business entity. Any change in the ownership of the home based business shall require the filing of a new application and a full compliance review.

(4) Inspection: The home based business shall be subject to periodic inspections by the Zoning Administrator or other designated officials to determine that the home based business is proceeding in accordance with the conditions and requirements of the approved sketch plan and special land use approval.

(5) The home based business shall be conducted primarily by one or more persons residing in a dwelling on the lot where the home based business is located.

(6) A home based business shall not employ persons who do not reside on the premises, unless specifically approved by the Planning Commission as part of the special land use. The Commission shall only grant such approvals if it determines that the addition of non-resident employees will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

(a) Nature of the Operation: The type of business activity, including the frequency of client visits, the necessity of on-site staff for the specific service provided, and the hours during which employees will be present.

(b) Lot Dimensions and Separation: The size of the subject parcel and the physical distance between the primary structure (or area of business activity) and the nearest non-participating residential dwellings. Larger setbacks may be required to mitigate the perceived intensity of the business.

(c) Site Mitigation and Buffering: The adequacy of existing or proposed physical characteristics of the lot, including natural topography, professional landscaping, fencing, and screening—to effectively shield neighboring properties from parking areas, increased activity, or light spillover.

(d) Zoning Intent and Land Use Compatibility: The degree to which the proposed employment density aligns with the stated intent of the underlying

(14) The use of the dwelling unit or accessory building for the home based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants.

(15) Maximum Floor Area

(a) Dwelling: Not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home based business.

(b) Accessory Building: Not more than 1,200 square feet of floor area within an accessory building shall be used in the conduct of the home based business, unless a larger floor area is approved by the Planning Commission.

1. The Commission shall only grant an expansion of floor area if the applicant demonstrates the increased scale of the operation will not adversely impact the health, safety, and welfare, nor diminish the character of the area. In making this determination the Planning Commission shall consider the following:

    a. Nature of the Operation: The intensity of the use, including the type of equipment utilized, storage requirements, and the frequency of vehicular trips (deliveries or clients) generated by the larger footprint.

    b. Lot Dimensions and Separation: The size of the subject lot and the setbacks between the accessory building and adjacent non-participating dwellings. The Commission shall determine if the lot is of sufficient size to absorb the increased intensity of the business use.

    c. Site Mitigation and Buffering: The effectiveness of existing or proposed screening, including landscaping, berms, or fencing—to obscure the business activity and minimize its visual and auditory impact on neighboring properties.

    d. Zoning Intent and Land Use Compatibility: The degree to which the expanded use maintains the primary purpose of the property and remains consistent with the intent of the underlying Zoning District and the character of surrounding land uses.

2. Conditions of Approval: In granting approval for a larger floor area, the Planning Commission may impose reasonable conditions related to noise reduction, hours of operation, or enhanced landscaping to ensure continued compatibility with the character of the area.

(16) Setbacks

(7) No "parts vehicles," heavily wrecked vehicles, or permanently inoperable vehicles are allowed on the property.

(8) The repair and service of commercial vehicles over 10,000 pounds is prohibited.

(9) All mechanical work, diagnostics, and repairs must be conducted entirely within an enclosed permanent structure.

(10) Noise: Any structure in which mechanical work, diagnostics, or repairs are conducted must be insulated, designed, or located so that noise generated by the use is not detectable to the normal senses off the premises.

Section 3. Amendment of Section 154.253 of the Sparta Township Zoning Ordinance.

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(T) Sketch Plan: In place of a site plan a sketch plan may be submitted. The sketch plan shall be drawn to scale. The sketch plan shall include the location, dimensions, and area, of all structures and parking areas on the site. The sketch plan shall include a scale, north arrow, date of drawing, and the property owner's name and address. Section 154.162 – Standards for Review and Approval shall still apply.

Section 4. Severability.

If any provision of this Ordinance is declared invalid for any reason, that declaration does not affect the validity of all other sections of this Ordinance.

Section 5. Repealer.

This Ordinance expressly repeals all other Township ordinances and parts of ordinances in conflict with this Ordinance.

Section 6. Effective Date.

This Ordinance takes effect seven (7) days after publication of this Ordinance or of a summary of it as permitted by law.

ADOPTED.

YEAS:_____

NAYS:_____

STATE OF MICHIGAN)
) ss
COUNTY OF KENT)

SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345
(616) 887-8863 Fax (616) 887-3823
www.spartatownship.org

Retirement Notice – November 30, 2026

Dear Sparta Township Board,
After nearly **17 years** of service, I am announcing my retirement effective **November 30, 2026**. Working for Sparta Township has been one of the great privileges of my life, and I am sincerely grateful for the support and camaraderie I have experienced here and with the residents of Sparta Township.
Running **34 elections** with integrity and transparency has been a responsibility I have cherished. I could not have done this work without the incredible Deputy Clerks and the dedicated election inspectors who gave their time, energy, and heart to protecting our community's votes. We have some of the best!
As I step away, I am pleased to leave the Township in capable hands with **Kristi Caine**. I have full confidence in her ability to continue serving our residents with professionalism and care.
Thank you for the trust, and support, throughout my time here. It has been an honor to serve Sparta Township.

Respectfully,

Marcy Savage

Marcy Savage