

Meeting of the Sparta Township Board
Sparta Township Hall 160 East Division Street, Sparta, MI. 49345
Watch meeting Live @ [Sparta Township - YouTube](#)

September 10th, 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 – August 13th, 2026
2. Treasurer's Report
3. Building Department Monthly Reports

BUSINESS ITEMS

1. Approval of Bills
2. Roof Quote Approval – Sparta Township Hall
3. Public Safety Revenue Sharing Allocation
4. Planning Commission Recommendation: Home Occupations
5. Library Sign
6. Z.B.A. Re-Appointment – Terry Jost
7. B.O.R. Appointments Replacing Chris Brown -- Dean Anderson -- Rachel Shangle Replacing Dean Anderson (Alternant)

OTHER INFORMATIONAL

Minutes of the Sparta Township Board
Regular Meeting of August 13, 2026 7:00 p.m.
Sparta Township Hall, Sparta, MI 49345

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

Absent: Jason Bradford

Call to Order-Bergman called the meeting to order at 7:00 p.m.

Pledge of Allegiance-The Pledge of Allegiance was recited.

Additions or Corrections to the Agenda-Motion by Goodfellow, second by B. Johnson to approve the agenda as presented. Motion carries unanimously.

Public Comment- None

Approval of the Minutes and Treasurer's Report-

July 9, 2026, Motion by Steffens to approve with spelling changes. Seconded by B. Johnson. Passed 6-0

July 15, 2026, Motion to approve by Steffens, Seconded by Savage Passed 6-0

July 22, 2026, Motion to approve by A. Johnson and seconded by B. Johnson Passed 6-0

July 29, 2026, Motion to approve with corrections, by Goodfellow, Seconded by B. Johnson, Passed 6-0

Treasurer's Report-motion by Goodfellow, second B. Johnson to approve. Motion carries unanimously.

Approval of the Bills- Motion by B. Johnson, second by Steffens to approve the bills with the added invoice for Master Tech for \$1400.00. Motion carries unanimously.

Roof Quotes- Sparta Township Hall – The Board Opened Roof quotes from Arrow roofing, C&I Roofing and Versatile, and Trident Roofing. The Roofing Sub-Committee will review the quotes and present a recommendation at the next meeting.

Public Safety Revenue Sharing Allocation- The board discussed different places they would like to see some cameras placed but ultimately need more information and quotes to move it forward. It was motioned by Savage to table it to get more information and was seconded by A. Johnson, Motion carried unanimously.

P.O.W. MIA Resolution – There was a motion made by B. Johnson and it was seconded by Goodfellow to approve the P.O.W. M.I.A. Resolution. Motion carries unanimously

Clerk's Proposal – Clerk Savage presented a letter stating that it was her intention to retire Nov. 30, 2026, and would like to hire Kristi Caine to start training to be appointed clerk December 1st. She requested that she would be able to work 1 to 2 days a week and get paid \$20,00 an hour. It was motioned by Steffens and seconded by B. Johnson to approve the Clerks request. Motin Carries Unanimously.

PA 116 Application for Victor Hubert LLC- It was motioned by Steffens and seconded by Goodfellow to approve the PA 116 application to enroll property under a Farmland Development Rights Agreement for parcel 41-05-29-100-005. Motion carried unanimously.

Other Informational- Savage stated they are meeting with CDBG to discuss the details of the Grant the township received for the elevator.

Steffens reported about the SRA park and informed the board that they put in some containers for storage for the sports gear.

Public Comment- Brook Burg 10870 Phelps cautioned about flock cameras.

Doug Pinckney- Reported that there were 153 people at the Veterans Museum. He said that the new museum needs a sign and a new name.

Meeting Adjourned at 8:41 p.m.

Respectfully submitted,

Marcy Savage, Sparta Township Clerk

Building Department Monthly Report

Month Ended:	August 2026		
Building Permits:			
	New Homes		
	Modular Homes		
	Mobile Homes	4	
	Remodel and Additions	1	
	Pole Barns		
	Decks		
	Accessory Building	2	
	Demolition		
	Swimming Pool	1	
	Commercial New: Airplane Hanger		
	Commercial Alteration		
	Commercial Addition		
	Renewal		
	Other:		
		Total Building:	8
Mechanical Permits:			
		Total Mechanical:	6
Plumbing Permits:			
		Total Plumbing:	3
Electrical Permits:			
		Total Electrical:	3
Zoning Permits:			
		Total Zoning:	6

Permit List

09/02/2026

Permit	Address	Issued	Status	Category	Permit Fees	Const. Value
PB260026	1880 15 MILE RD NW	08/04/2026	ISSUED	ACCESSORY BUILDING	\$130.00	\$9,500
PB260027	13156 GLADDEN FIELD	08/05/2026	ISSUED	Swimming Pool	\$214.00	\$38,000
PB260028	8858 GLENSIDE DR	08/05/2026	ISSUED	MOBILE HOME	\$250.00	
PB260029	5349 STARLA DR	08/05/2026	ISSUED	MOBILE HOME	\$340.00	
PB260030	2107 LIGHT SABER DR	08/05/2026	ISSUED	MOBILE HOME	\$340.00	
PB260031	671 13 MILE RD NW	08/12/2026	ISSUED	Res, Addition	\$136.00	\$12,000
PB260032	131 SAN SOUCI DR	08/19/2026	ISSUED	MOBILE HOME	\$340.00	
PB260033	12530 KENOWA AVE N	08/19/2026	ISSUED	ACCESSORY BUILDING-ADDIT	\$103.00	\$1,000

Total Permits: 8

Total Value: \$60,500

Total Fees: \$1,853.00



3453 Eastern Ave SE • Wyoming, MI 49508 •

August 13, 2026

Village of Sparta Township Office

We would like to propose the following over the entire Flat Roof area:

- Remove the existing three roof systems along with all the associated flashings down to the decking. Dispose of all the generated debris off site in a legal manner.
- Over the prepared surface, mechanically attach one layer of 2.6" PolyIso to the decking along with a fully 1/8" per foot tapered PolyIso system. See attached drawing. (Average R-32.6)
- Install a fully adhered 60mil EPDM roof system with all the necessary flashings to create a watertight roof system.
- Along the perimeter, install shop fabricated 24g Kynar coated sheet metal. Color to be chosen by the owner from a standard color chart. (We have included BOTH pieces of edge metal to be removed and replaced)
- Upon completion, provide the building owner with a 20-year watertight warranty directly from the manufacturer.

Price to complete the above: \$53,887.00

Notes: We **HAVE included** removing and replacing both pieces of edge metal. We also have **included** in our bid is the cost to remove the murals, store and re-install after edge metal is completed. This work will be done by the original installation contractor (GEM Construction)

Notes: No underdeck inspection was completed. Any conduits that have been installed up against the decking that are struck by fasteners will be have to corrected at the building owner's expense.

Notes: We do not have any road, sidewalk closure or signage included in our bid.

Notes: The gas lines will have to be raised and supported due to the elevation change with the tapered insulation. We have this included in our bid to be preformed by Armock Mechanical.

Notes: Due to the failing adjoining wall, any future leaks against this wall during an East driven rain will not be a roofing issue. Price to flash the entire wall with Black or Grey membrane to avoid future issues: +\$2,950.00.

(We have completed this same repair on other buildings due to this issue) (Old Village Office & Tinis)

Thank you for the opportunity to bid the work on your project. Please feel free to contact us at any time.



Ty Ring



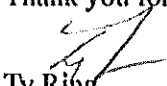
Village Of Sparta

3453 Eastern Ave SE · Wyoming, MI 49508 ·

We would like to point out several of the benefits that Arrow Roofing and Supply provides to each of our clients and that we have brought to every project for over 57 years:

- **Quality:** Arrow Roofing uses roof system products from Carlisle Syntec / Versico / Elevate. Their Commitment to product innovation and contractor support is unmatched. To date, we have been awarded Carlisle's Excellence in Single Ply (Sales and Quality of Workmanship) – **20 times**, Carlisle Perfection Award (Top 5% of warranty claim performance in the country) – **10 times**, Carlisle's Perfection Council (Advisory Board to Carlisle) – **9 times**. In 2024, Arrow Roofing received Carlisle's MileStone Award. This award has only been given to 32 contractors in North America for their achievement of installing over one square mile of Carlisle membrane. (27.9 million square feet)
- **Equipment:** Our equipment assets included lift trucks, roll-off trucks, dumpsters, flatbeds, four-door lettered company vehicles and enclosed equipment trailers for every crew. These company owned resources allow us to control projects from the time of set-up in a very efficient manner.
- **Sheet Metal:** Our Arrow Roofing owned sheet metal shop holds stringent ES-1 certification. This allows us to custom fabricate all of our sheet metal edge metals and copings. This ensures proper coverage and meets all State of Michigan Building Codes.
- **Insurance:** Because of the many high-end projects that we are contracted to complete, all our projects are covered under a ten-million-dollar insurance policy. Our 2025 EMR rate is .70. It is important to note our insurance package is through an actual insurance company and not through a captive. Our EMR is an actual state promulgated EMR.
- **Employees:** Arrow Roofing and Supply **DOES NOT** employ any temporary or sub-labor groups. All of our employees are Arrow Roofing employees. This ensures our customers that our workforce has been properly trained and has proven track records for the roof system that will be completed on your facility and completed with the highest of industry standards.

Thank you for allowing us to provide a quote for the project on your facility. Please feel free to reach out anytime.


Ty Ring

Over 55 Years of Professional Roofing Solutions
WWW.ARROWROOFING.COM



3453 Eastern Ave SE · Wyoming, MI 49508 ·

June 4th, 2026

Village Of Sparta

RE: Reference Page

Sparta Schools – Thomas Glusa: }

- Sparta High School Re-Roof
- Appleview Elementary Re-Roof
- Middle School – New Build
- ECC – Emergency Re-Roof
- Ridgeview Elementary – Gym

Tesa Tape – Al Tramper: ~

- Existing Facility Re-Roof
- New Build Dan Vos Construction 20
- New Build FCC Construction 21
- New Build FCC Construction 23

Sparta Library – Dale Bergman: ~

Sparta Eagles – Terry Hartman:

Down Town Trinis – Trini: (Joe:

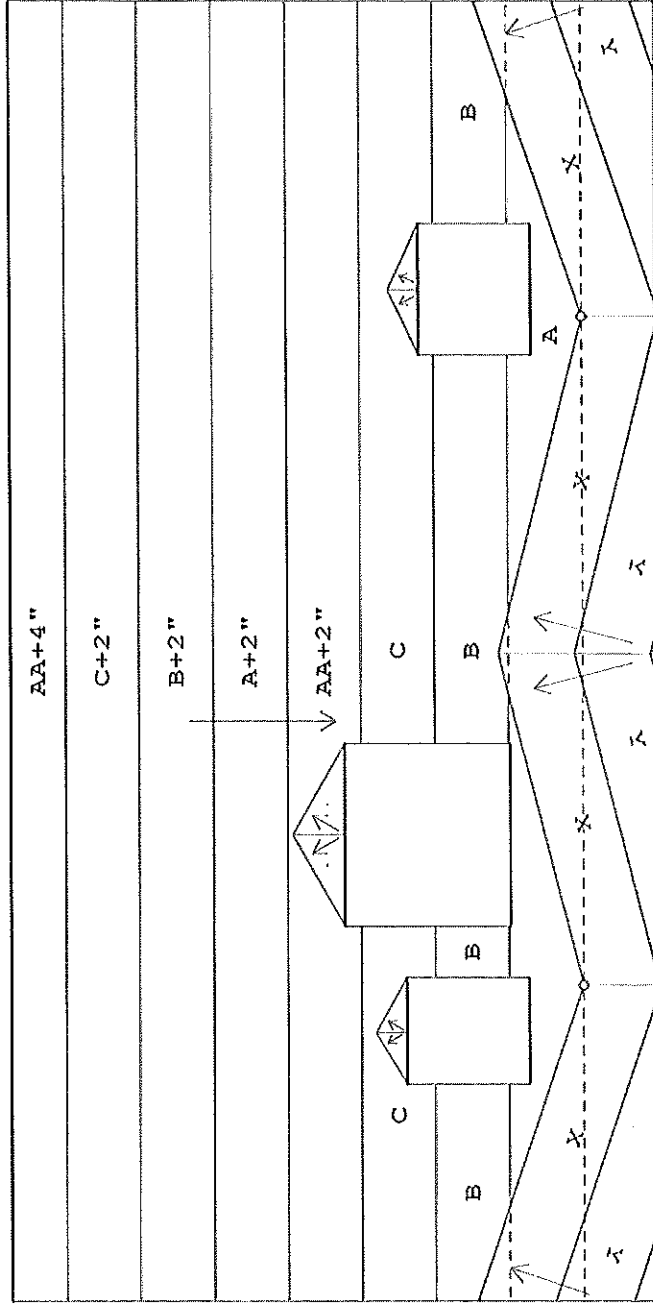
Wing World – Rex Baker ~ ~ ~

General Formulation - Kenny Cook: ~ ~ ~

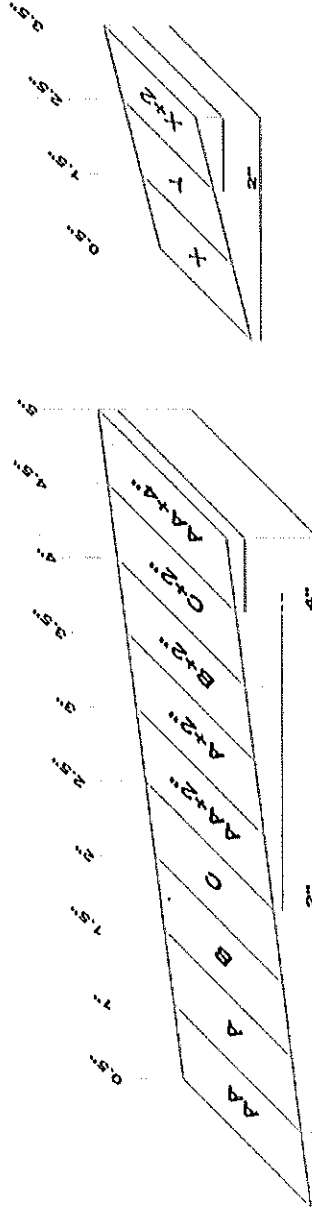
Sparta Center Church – Ben Taylor: ,

Rogers Hardware (ACE) – Paul Rodgers: ,

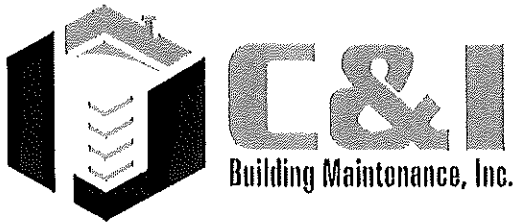
Image shown below reflects ABC's Design intent and subjected to architect's / contractor's approval to verify that it meets job specification before ordering or shipment of any materials.



SP2.5 = 7.5"



		(Unless noted, Sumps, Tapered Edge, Base Layers & Overlays to be quoted separately)		Scale: 0.1" = 1'
		Tapered Designer		Crickets
Job Name:		Taper Minimum:		Taper Maximum:
Project Number:		Cricket Minimum:		Cricket Maximum:
Total Square feet = 2284.1		Average R-Value = 17.60		
2.65		1500		77.6



Date: 8/13/2026

Bid Proposal

Sparta Township Building

To: Sparta Township
Dale Bergman

From: Brad Douglass
C & I Building Maintenance
101 Toby Rd
Sparta, MI 49345

Bid Proposal Scope of Work

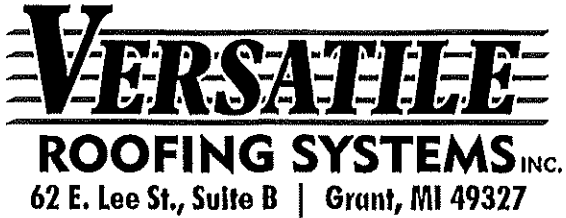
- All scope of work items listed are to meet specific specifications provided by the township
 - Full removal and haul away of existing roofing systems down to structural deck
 - Necessary equipment and dumpsters to be included in pricing.
 - Installation of Versico 60mil EPDM Membrane & Flashings
 - Installation of Tapered and Flat Polyiso to meet R30 requirements
 - Crickets at unit included
 - Shop fabricated edge metal properly flashed in is included
 - Counterflashing over termination bar is included in pricing
 - All roofing work to meet Versico's requirements for 20 year warranty from completion

Project Specific Notes & Exclusions: (if applicable)

- Prevailing wages (if required) are not included in this pricing
- Asbestos abatement is not included in this pricing
- No subcontractor is being utilized; all self performed by C & I Building Maintenance, Inc.
- Proposal pricing is valid for 30 days from bid proposal deadline.
- Edge metal provided will be standard color from manufacturer's color chart

Total Base Bid - Project Contract Total

\$52,337.00



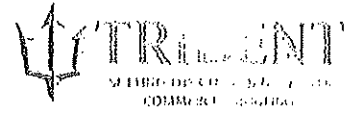
PROPOSAL

Date	Estimate #
8/13/2026	15005

Customer
Sparta Township Hall 160 E Division St. Sparta, MI 49345

Description	Total
PROJECT: SPARTA TOWNSHIP HALL MEMBRANE ROOFING: Furnish and install Versico 60mil EPDM as specified. Fully adhere membrane over tapered ISO and two layers of 2.6" ISO that are mechanically attached to roof deck. Includes flashing all curbs, RTU's, and pipe stacks. Includes flashing over edges and up wall. Includes full tear off of existing roofs down to roof deck. Includes disposal of materials off site. Includes wood nailer as required. Includes new edge metal in 24GA standard colors that is NRCA certified and ES-I compliant. Includes manufacturers 20 year NDL warranty. EXCLUSIONS: Roof deck replacement, gutters / soffit, masonry repair, landscaping and bond. State License # 2102177738 PLEASE NOTE: This project proposal amount is only good for 30 days due to fluctuating industry pricing.	99,985.00
Total \$99,985.00	

Sparta Township Hall
Sparta Township Hall
160 E Division St,
Sparta, MI 49345



8/13/26

Scott Bradley



Prepared By:
Mehdi Ranjbar
Trident Roof Solutions
1958 Turner Ave. NW
Grand Rapids MI, 49504

Prepared For:
Sparta Township Hall
160 E Division St,
Sparta MI, 49504

MEMBRANE ROOFING: FULL TAPER & EPDM FA

- 1.) Upload all safety, equipment and materials.
- 2.) Remove existing roof system down to the metal deck.
- 3.) Remove existing edge metal.
- 4.) Install 2 layers of 2.6" Insulation board, taper, saddle and cricket across the entire roof area.
- 5.) Mechanically attach the Insulation to meet wind uplift requirements.
- 6.) Install fully adhered 060 EPDM roof system.
- 7.) Flash all penetrations, curbs and roof accessories per manufacturer specifications.
- 8.) Install edge metal around the building perimeter.
- 9.) Remove all debris from the jobsite and dispose of it in dumpsters.

***This bid meets all spec requirements**

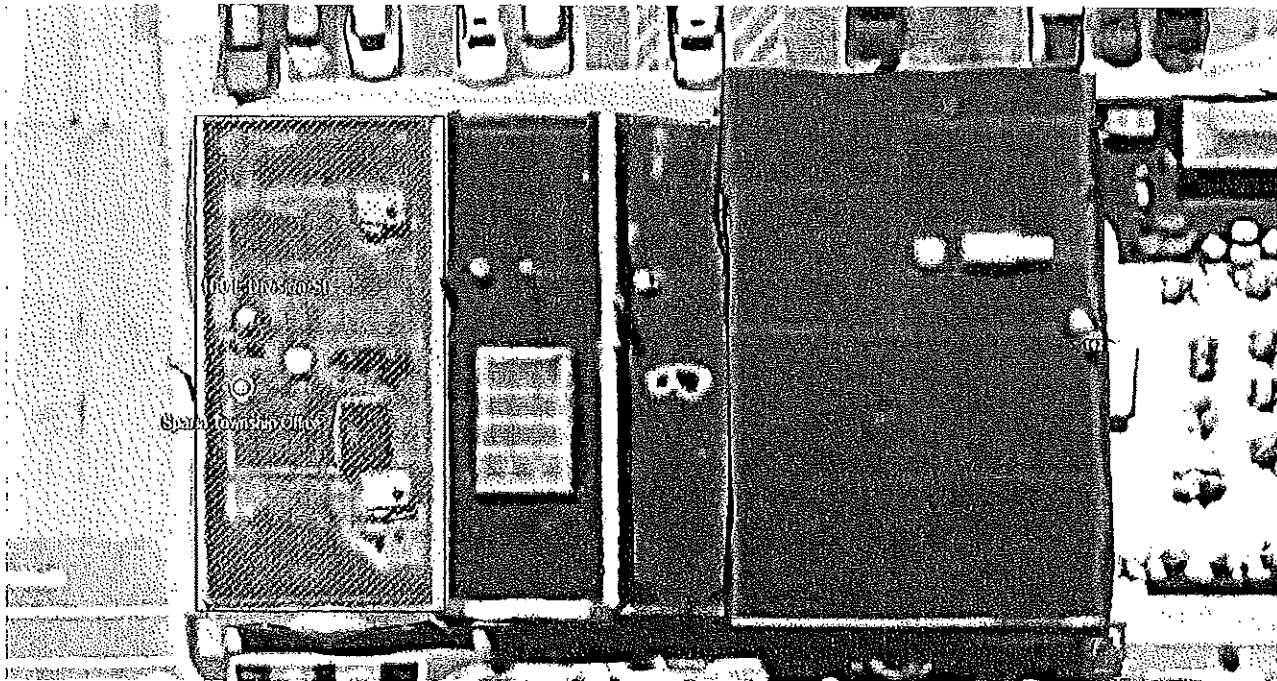
Cost: \$69,797.00

Warranty:
20 Year NDL Warranty

*Coating of roof curbs is **not included**.

*Power Inlet repairs or modifications are **not included**.

*Brick repairs, replacement, or other brick-related issues are **not included**.

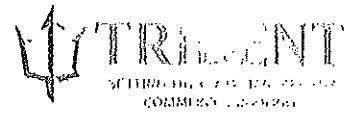


General Terms:

Industry standard cash terms. The balance, including any approved change orders, is due immediately upon substantial completion. Once work is substantially complete, payment in full is due. Leaks or punch list items shall be considered warranty matters and shall not be reason to withhold payment. The owner agrees to pay a 2.5% monthly service charge on all money due in the past 30 days. The warranties described herein become null and void if all money is not paid within the terms described in this paragraph. The owner agrees to indemnify, defend and hold Trident Roof Solutions harmless from all costs, damages, expenses, lawsuits or claims, including collection fees, claims for subrogation, attorney fees, or costs of remediation or restoration, by any party(s) arising from or relating to the performance of the work described in this proposal. The presence or disturbance of asbestos or other hazardous substance; the present or future growth or presence of mold or other biological growth within the roof assembly or building envelope. Damages to the building or its contents resulting from damage to the roof by acts of God or others; leaks due to water trapped within an existing roof system; or leaks in any area of the existing roof where Trident Roof Solutions has not performed tear off or installation work. Trident Roof Solutions is not responsible for electrical conduits if damaged but will take measures to avoid if made known. Snow, ice, or water removal, if required will be performed at an additional cost on a time and materials basis. Due to supply chain shortages, there is a significant volatility in material pricing and because of this we are not able to guarantee prices beyond 10 days and we reserve the right to adjust pricing due to any sudden price increases from our suppliers.

By signing this document, the customer agrees to the services and conditions outlined in this document. A deposit of 50% is required for scheduling the work to be performed. Final payment is due upon completion of job. All checks will be made out to Trident Roof Solutions.

Sparta Township Hall
Sparta Township Hall
160 E Division St,
Sparta, MI 49345



Sparta Township Hall agrees to hire Trident Roof Solutions to provide all labor and materials to complete the above project at 160 E Division St, Sparta, MI 49345

Down Payment: 50% (due upon signing)

Final Payment: 50% (due upon completion of project)

EPDM ROOF COST: \$69,797.00

Signature: _____

Date: _____

Printed Name: _____

PO#: _____



BUILDING VALUE

Att: To Whom It may concern

Trident Roof Solutions is a Certified Contractor for Versico Roofing systems. They are approved to install any single-ply membrane (EPDM, TPO and PVC). Trident has the ability to install 10,15,20,25 and 30 year warranties.

If you have any further questions, please feel free to reach out to Marc Treat @ Great Lakes Roofing Solutions @ 616-502-0230.

Best Regards,

Jared Sullivan

Technical Sales Rep

Ohio Valley Region



signs & designs

City of Newwaygo Industrial Park
477 S Industrial Dr
Newaygo, MI 49337

Estimate

DATE	ESTIMATE NO.
8/28/2026	687

NAME / ADDRESS					
Sparta Township c/o Marcy Savage 80 N. Union St. Sparta, MI 49345		P.O. NO.		TERMS	
				1/2 down balance on Receipt	
ITEM	DESCRIPTION	QTY	COST	Total	
Repair	Repair current "Sparta Library Memorial Park" sign: * Fill gap left by damage on side near post one side per photo provided (second side to be reviewed and evaluated when we pick it up) * Replace broken tab that is inserted into post for re-install * Clean and repaint border and background WHERE the piece is broken out * Clean surfaces of lettering * Includes un-installing sign from posts to bring into our shop in Newaygo to repair plus re-install in Sparta (requires equipment to spread the posts apart to accept the tabs on the ends of the sign)	1	375.00	375.00	
Re-paint	Clean/fill any cracks that may not be visible in the photo and then re-paint the entire sign with a double coat of paint both sides (blue background, white lettering, etc) because this sign was installed 9.5 years ago and it WILL BE faded and the patchwork above will be noticeable if this is not done, plus it's just a good refurbish to extend the life of the sign (since the sign is down anyway, it's a good time to do this!)	1	525.00	525.00	
Re-paint	Scrape, clean, fill largest gaps and re-paint current posts to match the border (we would do this when we re-install OR you can save on this cost and have a volunteer do it) (No tax to governmental agency)	1	100.00	100.00	
Payment policy: A minimum of a 25% non-refundable down payment is required on all orders before artwork begins. Large orders require a 50% down payment. Balance is due on receipt of your items. Signed purchase orders are an exception to this policy. Thank you!			Total \$1,000.00		

**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.
- (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) In particular, a home occupation can be, but is not limited to: art studio; dressmaking; teacher, with musical or dancing instruction limited to a maximum of six pupils at a time; contractor's office; professional office or studio or a physician, dentist, author, artist, musician, lawyer, engineer, architect, community planner, realtor, accountant, one-chair salon or similar use; but shall not include animal hospital, automotive repair service, restaurant, tearoom, tavern or similar use.

(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. 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: _____

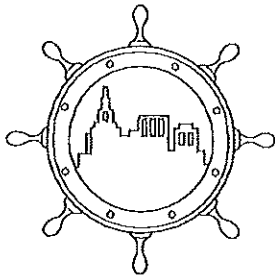
NAYS: _____

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



Fresh Coast Planning

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Grand Haven, MI 49417
www.freshcoastplanning.com

Gregory L. Ransford, MPA

Kevin Yeomans

Alexis Guiker

Aaron Bigelow

MEMORANDUM

To: Sparta Township Board
From: Kevin Yeomans
Date: 8/26/2026
Re: Home Based Business Regulations

At their August 2026 meeting the Sparta Township Planning Commission held a public hearing for the proposed Home Based Business Zoning Ordinance Amendment and conducted a final review of the amendment. A copy of the proposed amendment is attached.

The Planning Commission has recommended adoption of the home based business amendment.

Summary

The amendment will expand existing home occupation regulations to allow for home based business to be operated in a home or accessory building as a special land use. Regulations allow for clear guidelines that must be met to protect the character of the surrounding area, while also providing the Planning Commission with flexibility in reviewing such applications.

Next Steps

The Board must review the amendment and determine whether to adopt the proposed regulations.

Please let us know if you have any questions.

Kevin Yeomans

Kevin Yeomans
Planner

Attachments

cc: Terry Hartman, Planning Commission Chair