

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
February 5, 2024, 7:00pm
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Bob Liscombe, Commissioners Jon Braybrook, Robert Carlstrom, Rose Frederick, Emilie Henry, Christina Owens, and Robert Whalen.

Absent: Gary Moody.

Also present: Village Manager Jim Lower and Village Clerk Katy Shelton.

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.
- 2) **ROLL CALL:** Formal roll call was taken. Those in attendance/absent are noted above.
- 3) **MINUTES:**
 - a. Approve Regular Planning Commission Meeting Minutes of December 4 2023: Motion to approve by Carlstrom with a second by Frederick. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections. Motion to approve by Whalen with a second by Henry. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
 - a. None.
- 6) **COMMUNICATIONS:**
 - a. None.
- 7) **PUBLIC HEARING:**
 - a. None.
- 8) **NEW BUSINESS:**
 - a. **Chair, Vice-Chair, and Secretary Selection:**

Secretary: Motion by Whalen with a second by Carlstrom to reappoint Shelton as secretary. Motion passed unanimously.

Chair: Motion by Carlstrom with a second by Frederick to nominate Henry as Chair. There were no other nominations. Motion passed unanimously.

Vice-Chair: Motion by Whalen with a second by Liscombe to nominate Frederick as Vice-Chair. There were no other nominations. Motion passed unanimously.

Note: These appointments are effective immediately.

- b. **Update Re: Commercial Redevelopment District:** Village Manager Lower discussed this. He said there will be a public hearing on this at next week's Village Council meeting. This will provide an economic savings for the Village as well as speed up the process as each individual parcel within the district will preemptively already be correctly zoned.
- c. **Discussion: Master Plan implementation and other zoning/code changes.** Village Manager Lower discussed this. He said there will be a public hearing on this at next week's Village Council meeting. In response to a question from the Council, he said that anything that was included in the Master Plan discussions will automatically be included in this revision as part of the draft. As regards the ordinance revision, he envisions going through them individually to determine which need to be retained and which eliminated as well as proposing new ordinances where needed.

9. Unfinished business:

- a. None.

10. Public comment:

- a. None.

11. Village Manager Report: Village Manager Lower reported that he's been occupied with a myriad of sewer related issues recently.

12. Commissioners Comment: Commissioner Carlstrom asked for an update on the marijuana dispensary. He asked about the potential for odors outside of the business. Village Manager Lower said that this project has been a learning experience for the Village as our ordinances covering this didn't include detailed specifications for the business. The contractor retrofitting the office space had expected more exact specifications. He said he wasn't sure of the exact time frame for the business opening to the public.

13. Adjournment: Meeting was adjourned by Chairman Henry at 7:20pm.

Submitted by Katy Shelton, Village Clerk.