

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
May 6, 2024, 7:00pm
75 N. Union St. (Sparta Civic Center)**

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

Absent: Jon Braybrook

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 April 1, 2024: 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 Moody with a second by Liscombe. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
 - a. None.
- 6) **COMMUNICATIONS:**
 - a. None.
- 7) **PUBLIC HEARING:**
 - a. **Ordinance 24-01: An ordinance to amend – Chapter 82 Zoning: Zoning Map Special Land Use Application.** Public hearing opened at 7:02pm. No public comment. Public hearing closed at 7:03pm.
 - b. **Special Land Use Application – 1055 13 Mile Rd. Vehicle Sales Dealership.** Public hearing opened at 7:04pm. This business will be a vehicle sales dealership (tractors, boats, etc.) as well as a car wash for its own equipment. Per the Village Manager, assuming the rezoning is

approved, this project needs a special use permit. No public comment.
Public hearing closed at 7:05pm.

8) NEW BUSINESS:

- a. **Ordinance 24-01: An Ordinance to amend – Chapter 82 Zoning: Zoning Map Special Land Use Application.** All annexed property comes into the village with R-1 zoning per local ordinance. The property owner has requested a GC (General Commercial) zoning. This will amend the zoning map from R-1 to GC. Motion by Whalen to approve. Second by Moody. Motion passed unanimously.
- b. **Special Land Use Application – 1055 13 Mile Rd. Vehicle Sales Dealership.** Motion to approve by Moody. Second by Liscombe. Motion passed unanimously.
- c. **Site Plan Review 1055 13 Mile Rd:** This project involves the addition of a paved parking area and the construction of a new building on property that was recently annexed into the Village. The owner plans to operate a vehicle sales business on the property if everything is approved. Scott Olin from Land & Resource Consulting was present to discuss the project and answer questions. The storm water portion of the project is almost complete, and the Village engineers have approved the plan. It was asked if the north side of the new building needs to look like the other three sides. The consensus was yes – all four sides need to have a similar brick and stone appearance. Contingent upon staff signoff on the stormwater plan and architecture plan, motion by Moody to approve the site plan with a second by Frederick. Motion passed unanimously.
- d. **Zoning Ordinance Update Rough Draft:** Village Manager Lower discussed this. He said that 95% of what is in the rough draft is what was discussed during the discussions on the Village Master Plan. There are a couple of additions/changes that the Village Council previously discussed. He said that the Village did get a grant to cover some of the costs of this revision of the zoning ordinance which would cover attorney fees, mailing costs, and some of the staff time needed for the revision. He said that the final draft should be ready in June. The consensus of the Council was to move forward with the rough draft.

9. Unfinished business:

- a. None.

10. Public comment:

- a. None.

11. Village Manager Report: Village Manager Lower said that the new day care is very close to opening. It is only waiting for the state fire marshal to approve the building, which is dependent upon scheduling, He said that the resurfacing of State St on the south side of Division went well, and that the north side is scheduled to be resurfaced next year. He said that the railroad depot on the north side of the Village will be moving into the space previously occupied by the shipping containers. It will be reconfigured to include a museum and public restrooms.

12. Commissioners Comment: Commissioner Liscombe asked about the bond for the proposed new Village Civic Center. This building will contain the DPW garage, a village hall, and a public meeting space which will all be connected to the existing police department. The Village Manager said that the plans for the project are being finalized. Commissioner Moody thanked the Village Manager for all of his hard work.

13. Adjournment: Meeting was adjourned by Chairman Henry at 7:53pm.

Submitted by Katy Shelton, Village Clerk.