

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
June 3, 2024, 7:00pm  
75 N. Union St. (Sparta Civic Center)**

**Present:** Chairperson Emilie Henry, Commissioners Bob Liscombe, Jon Braybrook, Robert Carlstrom, Christina Owens, and Robert Whalen.

**Absent:** Rose Frederick.

**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 May 6, 2024. Motion to approve by Moody with a second by Liscombe. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** No additions or corrections. Motion to approve by Carlstrom with a second by Moody. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
  - a. None.
- 6) **COMMUNICATIONS:**
  - a. None.
- 7) **PUBLIC HEARING:**
  - a. **Ord 24-02: An ordinance to amend Chapter 82 Zoning – multiple sections.** Public hearing opened at 7:02 pm. No public comment. Public hearing closed at 7:03pm.
- 8) **NEW BUSINESS:**
  - a. **Ord 24-02: An ordinance to amend Chapter 82 Zoning – multiple sections.** Village Manager Lower discussed this. He said that no real changes have been made to the draft ordinance previously submitted.

He said that most of the changes have been things such as correcting typos. There have been no real policy changes. He also said that the draft ordinance has been reviewed by the Village's attorneys. He said that the next step is for the draft ordinance to be sent on to the Village Council for consideration. Commissioner Whalen asked whether the new ordinance is ready to be sent out to village residents with the tax letter and newsletter which will be sent out on June 26<sup>th</sup>. The Village Manager said that it was. Commissioner Braybrook asked about the changes regarding solar panels. In particular, he wondered if permits will be still required. The Village Manager told him that they are still required. Motion by Moody with a second by Whalen to approve this ordinance and sent it on to the Village Council. Motion passed unanimously.

**9. Unfinished business:**

a. None.

**10. Public comment:**

a. None.

**11. Village Manager Report:** Village Manager Lower reported that once this zoning ordinance gets passed, the majority if not all of the Master Plan will be finished. He also said that due to a grant he obtained from Housing Next, most of the costs incurred by the revising of this ordinance and its dissemination to Village residents will be covered.

**12. Commissioners Comment:** Commissioner Moody asked for an update on code enforcement. The Village Manager said that there had been a restructuring of this function. It is now under the aegis of the Village Police Department. He said that the restructuring had been approved by the Village Council and had gone into effect this month. He said that it appears to be going well.

**13. Adjournment:** Meeting was adjourned by Chairman Henry at 7:10pm.

Submitted by Katy Shelton, Village Clerk.