

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
July 8, 2024, 6:00pm (special time)  
75 N. Union St. (Sparta Civic Center)**

**Present:** Chairperson Emilie Henry, Commissioners Bob Liscombe, Jon Braybrook, Robert Carlstrom, Rose Frederick, 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 6:00pm. 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 June 3, 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 Frederick. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
  - a. None.
- 6) **COMMUNICATIONS:**
  - a. None.
- 7) **PUBLIC HEARING:**
  - a. None.
- 8) **NEW BUSINESS:**
  - a. **Site Plan Review: 390 E Division St.** Village Manager Lower discussed this. Also, the developer, Rex Baker, was present to answer questions. A Village memo was submitted to the Commission outlining proposed renovations. In addition, the Village Engineers, Prein &

Newhof, have reviewed the proposal by Andrew Architecture for those site improvements. A letter was submitted from them outlining the results of their review. It was noted that this is a building from the 1960's which will require extensive structural repairs, especially on the interior. It is also considered a non conforming building. Mr Baker said that the exterior will be architectural steel and will not look like a pole barn. He said that there will be windows on the east side. Commissioner Whalen asked about a possible brick exterior, but Mr Baker said that building costs precluded that. Motion by Whalen with a second by Liscomb to approve. Motion passed unanimously.

**9. Unfinished business:**

a. None.

**10. Public comment:**

a. None.

**11. Village Manager Report:** Village Manager Lower thanked the Commission for being flexible and said that he had been occupied with the usual Village business.

**12. Commissioners Comment:**

a. None.

**13. Adjournment:** Meeting was adjourned by Chairman Henry at 6:11pm.

Submitted by Katy Shelton, Village Clerk.