

**VILLAGE OF SPARTA  
PLANNING COMMISSION**

**Regular Meeting**

**October 2, 2023 7pm.**

**75 N. Union St. (Sparta Civic Center)**

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

**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:** Approve Regular Planning Commission minutes of August 7, 2023. Motion by Whalen with a second by Frederick to approve. Motion passed unanimously.
4. **Additions or Corrections to the agenda – Approval of agenda:** There was a correction on which committee member seconded a motion at the August 7<sup>th</sup> meeting as well as one spelling error. Motion by Whalen with a second by Frederick to approve pending those corrections. Motion passed unanimously.
5. **Public Comment on Agenda Items:**
  - a. None.

**6. Communications: None.**

**7. Public Hearing: None.**

**8. New business:**

**a. Site Plan Review: Kent ISD:** Simon Brandon and Tom Frey from Progressive A&E were present at the meeting to discuss the plan and answer questions. Progressive A&E was hired by Kent ISD to put together a site plan and work it through the Village processes. The Village submitted the plan to their engineering firm Prein & Newhof for review. Kent ISD has been working with the Village and Prein & Newhof to bring their design into compliance with all Village standards and ordinances. At this time, all issues have been resolved, and the site plan meets all Village standards. The proposed site plan primarily centers around a redesign of the parking lot and drainage at the former White Early Childcare Center. Once complete, the building and grounds will serve as a hub for Kent ISD to provide training and education to students (primarily adults) with special needs. Motion by Moody with a second by Frederick to approve this site plan. Motion passed unanimously.

**9. Unfinished business: None.**

**10. Public Comment: None.**

**11. Village Manager's Report:** Village Manager Lower reported that Code Enforcement Officer Deb has been out

on sick leave. Starting tomorrow, she will be back on limited duty ten hours a week (as opposed to her regular 20 hours a week.) He also said that Bill Hunter, the new DPW Director, started today. He will manage both the DPW and the water department. Ken Brown will be in charge of the labor component and will start next Monday. He noted that Randy Carter has retired. He also said that the work at Balyeat Field, behind the Village offices, and across from Angela's restaurant should be completed by the end of October.

12. **Commission comment:** Gary Moody asked about using the phrase "Village of Sparta" versus "Sparta Village" and if there were any legal ramifications as to the wording. Jon Braybrook said that traffic on Maple street is very high even though signs delineating truck routes have been installed.
  
13. **Adjournment:** The meeting was adjourned by Chairman Liscombe at 7:14pm.

Submitted by Katy Shelton, Village Clerk.