

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
January 3, 2022 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Bob Liscombe, Commission members Jon Braybrook, Robert Carlstrom, Gary Moody, Robert Whalen, Ryan Wolford, Emilie Henry, and Rose Frederick.

Also present: Shay Gallagher (Village Manager), Natalie Davenport (Code Enforcement), and Katy Shelton (Village Clerk).

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited at that time.
- 2) **ROLL CALL:** Formal roll call was taken. Those in attendance or absent are noted above.
- 3) **MINUTES**
 - a. Approve Regular Planning Commission Meeting Minutes of December 6, 2021. Motion made by Whalen with a second by Frederick to approve the minutes. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA:** None
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None
- 6) **COMMUNICATIONS –**
 - a. Code Enforcement Report – December: Natalie Davenport summarized her report. She stated that most of her activities in December consisted of the follow up of previously existing issues. She said several cases of residential blight are being addressed, specifically on Clay St and Harper Dr. She also said that routine letters have gone out to snow removal companies in the area regarding not plowing snow into roadways. She also gave an update of the Sparta Fruit and Storage issue. She stated that, while the owner has made some improvements, there is much more to be done. There is a second hearing next week that will address the owner’s noncompliance. Other issues brought up by commissioners were an inoperable car parked on Martindale, inoperable pick-up trucks at the Sparta Fruit and Storage property, the fire hazard of the boxes at Sparta Fruit and Storage, and the recently moved house on State Street that is sitting above an excavated basement. Time frames were discussed as to when the owner must make future improvements to the property in order to bring it into Village code compliance.
- 7) **PUBLIC HEARING:** Motion made by Whalen with a second by Moody to move into a public hearing. Motion passed unanimously at 7:08pm.
 - a. Public Hearing – Zoning Amendment R-4 District: This affects ALL R-4 zoned properties, not just any one specific location. The amendment will allow higher density per dwelling unit (on a sliding scale based on type of unit) as well as increasing the maximum building height allowed from 35’ or 2.5 stories to 40’ or 3 stories, whichever is less. Fire Chief Olney stated that there is no issue with this increased height as long as the buildings are

built in accordance with existing codes. Motion made by Carlstrom with a second by Wolford to move out of the public hearing. Motion passed unanimously at 7:10pm.

8) NEW BUSINESS:

- a. R-4 District Amendment Discussion: Motion made by Whalen with a second by Frederick to approve sending the issue of adopting Ordinance 22-01 to the Village Council for approval. Motion passed unanimously.
- b. Driveway Ordinance Discussion: The current ordinance limits driveways to 25% of the front yard of a residential property. This ordinance discussion suggests increasing that percentage to 35%. The Village Manager surveyed nearby communities to see what sorts of regulation and size is most common. A discussion was then initiated by Commissioners regarding the parking of boats in residential driveways. A consensus was made to table the driveway percentage discussion until the Village Manager can survey surrounding communities to see how they regulate residential boat parking. An ordinance could then be drafted to cover both issues.

9) UNFINISHED BUSINESS: None

10) PUBLIC COMMENT: None

11) VILLAGE MANAGER REPORT: The village budget was passed, water and sewer rates will increase slightly, and Police Chief Milanowski has reported on an increase in thefts of catalytic converters in the Village.

12) COMMISSION COMMENT: Commissioner Moody asked how the Village can better stay on top of landlords who do not maintain their residential rental properties. The Village Manager will check into this. Chairman Liscombe asked about the recent ZBA meeting wherein a zoning variance for TESA tape was approved. The Village Manager discussed the idea of possibly splitting the current light industrial zoning district into two separate districts that would more accurately reflect the type of industry contained within. This would help facilitate future expansion in those districts by adding a bit of flexibility.

13) ADJOURNMENT: The meeting was adjourned at 7:24pm by Chairman Liscombe.

Submitted by Katy Shelton, Village Clerk