

**VILLAGE OF SPARTA  
PLANNING COMMISSION  
Regular Meeting  
June 6, 2022 @ 7:00 PM  
75 N. Union St. (Sparta Civic Center)**

**Present:** Chairman Robert Liscombe, Commission members Gary Moody, Emilie Henry, Robert Whalen, Robert Carlstrom, Jon Braybrook, Rose Frederick, and Betty Van Patten.

**Also present:** Village Manager Shay Gallagher and Village Clerk Katy Shelton.

- 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/absent are noted above.
- 3) **MINUTES:**
  - a. Approve Regular Planning Commission Meeting Minutes of May 2, 2022: The minutes were inadvertently left out of the packets, so they were unable to be confirmed at this meeting.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:**
  - a. None
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:**
  - a. None
- 6) **COMMUNICATIONS:**
  - a. Code Enforcement Report – May 2022: Consensus from the Commission and the Village Manager that our new Code Enforcement officer is doing a tremendous job. Her reports are very much appreciated and should go far towards keeping our Village looking good.
- 7) **PUBLIC HEARING:**
  - a. **Amendment to Ordinance 58-102 Snow Removal:** Public hearing opened at 7:06pm and closed at 7:07pm with no public comments offered.
  - b. **Amendment to Ordinance 70-8 Parking Regulations for Trailers, Semi-Trailers, Travel Trailers ad Campers:** Public hearing opened at 7:08pm and closed at 7:09pm with no public comments offered.
  - c. **Amendment to Ordinance 82-130 Storage of Recreational Vehicles and Equipment:** Pubic hearing opened at 7:10pm and closed at 7:11pm with no public comments offered.
  - d. **Amendment to Ordinance 18-61 Property Maintenance Code:** Public hearing opened at 7:12pm and closed at 7:13pm with no public comments offered.
- 8) **NEW BUSINESS:**
  - a. **Ordinance 22-07 – An Ordinance to Amend Section 58-102 Snow Removal:** This will amend the ordinance to allow for the Village Manager and/or their designee to notify residents about snow removal violations. It was noted that the underlying purpose of this ordinance was to enforce compliance from owners of industrial and/or abandoned properties who are frequently located out of state. Motion made by Moody with a second by Whalen to approve. Motion passed unanimously.

- b. **Ordinance 22-08 – An Ordinance to Amend Section 70-8 Parking Regulations for Trailers, Semi-Trailers, Travel Trailers and Campers:** This amendment would eliminate the requirement for storage in an enclosed structure and to allow side and rear yard storage with a one-foot set back. Note: This amendment impacts residential properties only. Motion made by Whalen with a second by Van Patton. Motion passed unanimously.
- c. **Ordinance 22-09 – An Ordinance to Amend Section 82-130 Storage of Recreational Vehicles and Equipment:** This amendment would allow storage of recreational vehicles in the side and rear yard within residential districts with a one-foot set back from the property line. It also allows for storage on improved driveway surface for not more than fourteen days in a ninety-day period. Motion made by Moody with a second by Carlstrom to approve. Motion passed unanimously.
- d. **Ordinance 22-10 – An Ordinance to Amend Sections 18-61 and 18-62 Property Maintenance Code:** This amendment would replace the 2000 edition of the IMPC (International Property Maintenance Code) with the most recent 2021 edition. Motion made by Van Patten with a second by Frederick to approve. Motion passed unanimously.
- e. **Driveway Ordinance Amendment Discussion:** Over the past few months, the Planning Commission has been reviewing maximum allowable size for driveways within residential districts. After reviewing the driveway language and how other planning professionals deal with this issue, Village staff has determined it is necessary to change how the maximum driveway size is calculated. Based upon this recalculation, staff recommends changing the maximum allowable driveway size to 35 percent from the existing 25 percent. There was a consensus from the Commission to move forward with this amendment. There will be a public hearing on this issue on July 5<sup>th</sup>, 2022. It was noted that the reasons for limiting driveway size include both aesthetics as well as the amount of impervious surface on a given property. Too much impervious surface increases the burden on our stormwater system.
- f. **Master Plan RFP Discussion:** Due to a number of factors, the Village last updated its master plan in 2015. Municipalities are required to update their master plan at least once every five years. Therefore, it's requested that an RFP be released in order to complete a comprehensive master plan update. There was a consensus from the Commission to move forward with this. There will be a public hearing on this on July 5<sup>th</sup>, 2022.

**9) UNFINISHED BUSINESS:**

- a. None.

**10) PUBLIC COMMENT:**

- a. None.

**11) VILLAGE MANAGER REPORT:** The Village Manager stated that the dog park is on schedule to open this week. He said that he had received the site plan for the “Donna St.” multifamily project. He also stated that the date for the next scheduled Planning Commission falls on July 4<sup>th</sup>. Because of that, the Commission decided to move the next scheduled meeting to July 5<sup>th</sup>.

**12) COMMISSION COMMENT:** Commissioner Frederick reported on several properties in her area. Commissioners mentioned that they were very happy with the new Code Enforcement Officer. Commissioner Moody asked for an update on the Alt properties. The Village Manager reported that the North property has been sold, and that the South property will probably be subject to condemnation procedures in the new future. It was noted that the “floating house” on State Street is having the foundation actively worked on, and that that work should be completed shortly. The owner’s time frame for the next phase is unclear; however, our code

enforcement officer is keeping an eye on it. The owner has until July 2023 to “finish” the house, otherwise it reverts to the Village at that time.

13) **ADJOURNMENT:** The meeting was adjourned by President Liscombe at 7:38pm.

Submitted by Katy Shelton, Village Clerk