

**PLANNING COMMISSION**  
**Regular Meeting**  
**March 3, 2025 @ 7:00 PM**  
**75 N. Union St. (Sparta Civic Center)**

**Present: Chairperson Emilie Henry, Commissioners Robert Carlstrom, Rose Frederick, Bob Liscombe, Gary Moody, Christina Owens, and Robert Whalen.**

**Absent:**

**Also present: Village Manager Jim Lower, Village Clerk Kristen Phelps, and DDA Director Liz Morse**

1. CALL TO ORDER

The Meeting was called to order 7:00 pm

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Formal roll call was taken. Those in attendance/absent are noted above with Robert Carlstrom entered meeting at 7:01 pm.

4. ADDITIONS OR CORRECTIONS TO THE BUSINESS & CONSENT AGENDA

Approve Regular Planning Commission Meeting Minutes of December 2, 2024

Motion to approve minutes as presented by Liscombe, supported by Whalen.

**Motion passed unanimously.**

5. APPROVAL OF CONSENT & BUSINESS AGENDA

Consent Agenda: No additions or corrections. Motion to approve business and consent agenda as presented by Liscombe, supported by Whalen. **Motion passed unanimously.**

6. PUBLIC COMMENT ON AGENDA ITEMS

None

7. COMMUNICATIONS –

None

8. PUBLIC HEARING –

None.

9. NEW BUSINESS –

Chair, Vice-Chair, & Secretary Selection

**Secretary:** Motion by Whalen to appoint Village Clerk Kisten Phelps with support by Moody. **Motion Passed 7-0.**

**Chair:** Motion by Carlstrom to reappoint Henry with Support by Moody. **Motion Passed 7-0.**

**Vice Chair:** Motion by Moody to reappoint Frederick with support by Liscombe. **Motion passed 7-0.**

Site Plan- Review Town Square Project

Motion by Whalen, supported by Liscombe to approve site plan as presented.

**Motion passed 7-0.**

10. UNFINISHED BUSINESS –

None.

11. PUBLIC COMMENT

None.

12. VILLAGE MANAGER REPORT

Spoke about happenings around the Village.

13. COMMISSION COMMENT

None

14. ADJOURNMENT

- a. There being no further business to come before the planning commission the meeting was adjourned at 7:44 pm by Chair Henry.