

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
April 1, 2024 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

Present: Chair Henry, Vice-Chair Frederick, Commissioners Jon Braybrook, Robert Carlstrom, Robert Whalen, Christina Owens, and Bob Liscombe.

Absent: Gary Moody

Also Present: Village Manager Jim Lower, Jim and Janet Knauf, Lea Ferrier, Dan Childs- King Scott Architecture, Dayton Thomsen-Moore & Bruggink Engineering, Zach Voogt- Moore & Bruggink Engineering, Fritz Wahlfield III- Wahlfield Construction, and Jim Lynema- 291 Dorris St.

- 1) **CALL TO ORDER:** The meeting was called to order at 7:00pm and the pledge of allegiance was recited.
- 2) **ROLL CALL:** A formal roll call was taken and a quorum was found to be present with those in attendance/absent noted above.
- 3) **MINUTES:** Moved by Carlstrom, supported by Frederick to approve the Regular Planning Commission Meeting Minutes of February 5, 2024 as presented. Motion passed unanimously.
- 4) **APPROVAL OF AGENDA:** Moved by Whalen, supported by Carlstrom to approve the agenda as presented. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None
- 6) **COMMUNICATIONS:** None
- 7) **PUBLIC HEARING:** Special Land Use Application- 379 N. State St. in Home Daycare- Chair Henry opened the public hearing at 7:01pm. Village Manager Jim Lower gave an overview of the request. Lea Ferrier, the applicant and owner of 379 N. State St., elaborated on the overview provided by Lower. The proposal is for a special land use permit for Ferrier to run a state licensed daycare facility at 379 N. State St. The public was asked for input. Jim Lynema of 291 Dorris St. provided mostly supportive comments and asked Ferrier about her experience and commented on traffic coming in the SRA park. At 7:08pm the public hearing was closed by Chair Henry and the regular meeting brought back to order.
- 8) **NEW BUSINESS –**
 - a. **Special Land Use Application- 379 N. State St. in Home Daycare:** Commissioner Braybrook, supported by Commissioner Frederick made a motion to recommend to the Sparta Village Council the Approval of the Special Land Use Request from “Leatha Ferrier” to operate a state-licensed group day care facility at the residence in the PUD Zoning District on the parcel commonly addressed 379 N. State Street because it meets the requirements of an approvable Special Land Use. **Motion passed unanimously.**

- b. **Site Plan Review- 220 & 228 E Division JNJ Investments:** Village Manager Lower, Dan Childs- King Scott Architecture, Dayton Thomsen-Moore & Bruggink Engineering, Zach Voogt- Moore & Bruggink Engineering, and Fritz Wahlfield III- Wahlfield Construction all spoke/presented the proposed site plan for 220 & 228 E. Division Street. Discussion centered primarily on the parking, storm water management plan, rear façade, and windows.

Motion by Whalen, supported by Frederick to approve the site plan as presented, allow the owners to keep the windows the current width, and make approval contingent upon final sign off from the Village Manager regarding the storm water management plan. **Motion passed unanimously.**

9) UNFINISHED BUSINESS: None.

10) PUBLIC COMMENT: None

11) VILLAGE MANAGER REPORT

- a. Ordinance Update: Village Manger Lower reported that work on the ordinance updates is progressing and that he hopes to have draft language for the planning commission to consider at the next planning commission meeting.

12) COMMISSION COMMENT: Commissioner Whalen thanked Jim and Janet Knauf for their continued investment in the Sparta community. He also welcomed Lea Ferrier to the community and offered to serve as a resource to her for anything related to the SRA park which abuts her property.

13) ADJOURNMENT: There being no further business to come before the planning commission, the meeting was adjourned at 7:26pm by Chair Henry.

Submitted by Jim Lower, Village Manager, acting planning commission secretary.