

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
August 7, 2023 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Robert Liscombe, Commission members Jon Braybrook, Robert Carlstrom, Rose Frederick, Emilie Henry, Christina Owens, and Robert Whalen.

Absent: Gary Moody and Ryan Wolford.

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:**
 - a. Approve Regular Planning Commission Meeting Minutes of June 5, 2023. Motion by Whalen with a second by Carlstrom. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:** Village Manager Lower changed the order of the public hearing items so that the Tesa Tape site plan review could be addressed first. Motion by Whalen with a second by Carlstrom to approve. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None
- 6) **COMMUNICATIONS:** None
- 7) **PUBLIC HEARING:**
 - a. **Marijuana Ordinances 23-07, 23-08, 23-09:** Special meeting opened at 7:02pm. **Regarding ordinance 23-07:** Public hearing opened at 7:02pm. The only comment by the Village Council was to use the wording “Village of Sparta” rather than “Sparta Village” on the proposed resolution. The Village Manager agreed. There was no public comment. Public hearing closed at 7:03pm
Regarding ordinance 23-08: Public hearing opened at 7:03pm. As noted above, the wording will change in this ordinance too. There was no public comment. Public hearing closed at 7:04pm.
Regarding ordinance 23-09: Public hearing opened at 7:05pm. There was no public comment. Public hearing closed at 7:06pm. Regular meeting reopened at 7:05pm.
- 8) **NEW BUSINESS:**
 - a. **Site Plan Review -Tesa Tape:** The proposed site plan involves the construction of a new addition to the Tesa Tape facility. The addition will be 26,500 square feet and will include parking upgrades, stormwater upgrades, and other utilities. Alan Tramper and Armin Hagenloch from Tesa Tape were at the meeting as was John Eberly from Progressive Architects and Engineering. Progressive A&E were hired by Tesa Tape to put together a proposed site plan. Village Engineering firm Prein &

Newhof have reviewed the proposal from Tesa and, subject to some items related to storm water, Village staff recommends the conditional approval of this plan. Council asked about the anticipated purpose of the new addition and was told that it would be for warehouse space as well as future potential production and expansion. Motion by Carlstrom for conditional approval of the site plan subject to successful resolution of various storm water issues. Second by Frederick. Motion passed unanimously.

- b. **Res 23-01 Marijuana Ordinance Recommendations:** This resolution encompasses the ordinance 23-07 (which relates to zoning), 23-08 (which is the actual marijuana licensing ordinance), and 23-09 (which is an ordinance to update Sparta's ordinance related to drug paraphernalia.) This resolution recommends the adoption of all three ordinances by the Village Council. It is also designed to include any public comment the Village receives or changes to the drafts the Planning Commission may recommend. Motion by Carlstrom with a second by Frederick to approve this resolution and send it on to the Village Council. Motion passed unanimously.
- c. **Draft Master Plan Review:** Danielle Bouchard from McKenna Associates presented an update of the progress of this project – including drafts and revisions and surveys. She gave a brief history of the work done so far as well as what she anticipates happening in the future as well as proposed deadlines. She believes that the Master Plan can be finalized by early 2024. Motion by Henry with a second by Frederick to move this draft Master Plan to the Village Council and open up the 63 day comment period which is legally necessary to move this project along. Motion passed unanimously.

It was also noted that prior Planning Commissioner Betty VanPatten's name needed to be deleted from the Master Plan paperwork, and that the new commissioner Christina Owen's name needed to be added.

9) UNFINISHED BUSINESS:

- a. None.

10) PUBLIC COMMENT: None

11) VILLAGE MANAGER REPORT: Village Manager Lower congratulated the Planning Commission on accomplishing a lot of good work on the marijuana ordinances as well as on the Master Plan.

12) COMMISSION COMMENT: Emilie Henry asked why there was no code enforcement report included with tonight's paperwork. The Village Manager told her that the Code Enforcement Officer has had recent surgery and will be out of commission for awhile.

13) ADJOURNMENT: Meeting adjourned by Chairman Liscomb at 7:53pm.

Submitted by Katy Shelton, Village Clerk.

