

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

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

**Absent:** None.

**Also present:** Village Manager Jim Lower, Doug Stalsonburg from exzell engineering, and Village Clerk Katy Shelton.

- 1) **Call to Order:** The meeting was called to order at 7:00pm.
- 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.
- 4) **Additions or corrections to the business and consent agenda:**  
**Consent Agenda:**
  - a. Approve Regular Planning Commission Meeting Minutes of August 5, 2024
- 5) **Approval of consent and business agenda:** It was noted that the date on the original agenda was listed as “October 14, 2024.” That date should be “October 7, 2024.” With that change, motion by Moody with a second by Carlstrom to approve. Motion passed unanimously.
- 6) **Public comment on agenda items:**
  - a. None.
- 7) **Public hearing:**
  - a. **Ord. 24-07 An ordinance to amend – Chapter 82 Zoning: Zoning Map:** Open public hearing at 7:01pm. Village

Manager Lower explained this ordinance. This involves two minor zoning changes:

**92 N State Street** is being sold to Habitat for Humanity to build a house. As part of the sale, they need the parcel rezoned from Business to Residential-High Density.

**15 E Averill St** has split zoning. It appears at one time that this was multiple parcels. They have since been combined, but the zoning was never unified. This needs to be corrected so that the parcel can be developed into it's highest and best use.

There was no public comment. Public hearing closed at 7:04pm.

## 8) New business:

- a. **Ord. 24-07 An ordinance to amend – Chapter 82 Zoning: Zoning Map.** There were no questions or comments from the commissioners regarding this ordinance. Motion by Carlstrom with a second by Frederick to approve. Motion passed unanimously.
- b. **Site Plan Review- 745 S. State Street Armock:** Doug Stalsonburg from exxel engineering was present to explain this project. The applicant, Greg Armock, desires to construct a 60' x 70' addition to his existing building at 745 S State St. The addition will primarily be office space for current employees. The addition will be located where there is now a parking lot. The spaces lost will be replaced by reconfiguring spaces along the south side of the addition and adding to the existing parking lot in front of 805 S State Street (also owned by applicant.) There is also an 18 space parking lot proposed for service vehicles behind the 805 building. No new landscaping is proposed, and wall packs will be added to the addition to illuminate the site, similar to what is currently being done. The Village Manager stated that there are still issues to be resolved regarding stormwater and overflow, but feels that this will be not really be a problem. The commission spent several minutes discussing the fact that this is two parcels which contain two wells. Commissioner Whalen asked about whether or not the Village typically required that a new

building be hooked up to the Village water system. Village Manager Lower will check into this past practice, but also said that the Village CAN require this now. It was mentioned that there is no fire suppression in the existing building. If the construction of the addition requires fire suppression in the entire building, that might resolve the issue of having to connect to the Village water. Motion by Moody with a second by Liscombe to approve this based on architectural drawings, storm water, and the well issue being resolved. Motion passed unanimously.

**9) Unfinished business:**

a. None.

**10) Public comment:**

a. None.

11) **Village Manager's Report:** The Village Manager said that next month's Planning Commission meeting will involve a few tweaks involving ordinance/zoning changes. He said this was due to the high cost of publicly printing changes in local newspapers and in mailing costs.

**12) Commission Comment:**

a. Commissioner Frederick asked about a political sign at Martindale and Gardner. She believed that it was vulgar and asked if it could be removed. Village Manager Lower told her that it's protected free political speech. She also asked about the house at 150 Martindale in which the owner recently died. The Village Manager said that two relatives would like to gift the house to the Village, but they don't have the authority to do so right now. He said that the Sparta Police department is keeping an eye on the house since it's vacant. Commissioner Moody asked about the house at 13 Mile and Elmwood. He said that a truck has been parked in the yard and construction material stacked up for months. The Village Manager said that this is a township issue since it's by the Fire Department office.

13) **Adjournment:** Meeting adjourned by Chairperson Henry at 7:49pm.

Submitted by Village Clerk Katy Shelton.