

**VILLAGE OF SPARTA
PLANNING COMMISSION
Regular Meeting
August 1, 2022 @ 7:00 PM
75 N. Union St. (Sparta Civic Center)**

Present: Chairman Bob Liscombe, Gary Moody, Emilie Henry, Robert Whalen, Robert Carlstrom, Jon Braybrook, and Rose Frederick.

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

Absent: Betty VanPatten.

- 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 July 5, 2022: Commission member Gary Moody was not noted as being present at this meeting in error. With that correction, motion by Moody with a second by Frederick to approve the minutes. Motion passed unanimously.
- 4) **ADDITIONS OR CORRECTIONS TO THE AGENDA – APPROVAL OF AGENDA:**

The Village Manager stated he wanted to strike item b under public hearing and items b an c under new business as they no longer needed to be discussed. Motion by Whalen with a second by Moody to approve. Motion passed unanimously.
- 5) **PUBLIC COMMENT ON AGENDA ITEMS:** None.
- 6) **COMMUNICATIONS:**
 - a. Code Enforcement Report – July 2022: Several PC members discussed the property at 99 Mark Street. It was mentioned that this is now a legal matter due to repeated violations.
- 7) **PUBLIC HEARING:**
 - a. **Amendment to Ordinance 82-464 Location of Parking Areas:**

Close general meeting at 7:06 pm.
Open public hearing at 7:07pm on 82-464.
Close public hearing at 7:08pm.
Reopen general meeting at 7:08pm.
 - b. **Rezoning Request – 15 E. Averill St. NW.** Deleted from the agenda.
- 8) **NEW BUSINESS:**
 - a. **Ordinance 22-11 – An Ordinance to Amend Section 82-464 Location of Parking Areas:** This increases the allowable driveway size from 35% from the existing 25%. Commissioner Carlstrom asked why there is any restriction at all. The Village Manager said it was due to aesthetics and water runoff. Driveways tend to be impermeable surfaces, which increases water run off into the Village storm systems. Motion by Moody with a second by Braybrook to send this ordinance to the Village Council. Motion passed 7-1.

- b. **Ordinance 22-12 – An Ordinance to Rezone 15 E. Averill St. NW from split zoning, R-2/GC, to General Commercial:** Item removed from the agenda.
- c. **Site Plan Review 108 N. State St:** Item removed from the agenda.
- d. **Master Plan RFP Review:** Back in 2020/2021, the Planning Commission recommended that Williams and Works complete a Master Plan review. Due to Covid and other factors, that review never happened because the Village Council took no action to award the project. In 2022, the Village sent out another RFP for a Master Plan Review. McKenna and Williams and Works had the two lowest bids. The Council discussed whether they should go with Williams and Works due to their being chosen to do the earlier Master Plan Review. Motion made by Whalen with a second by Fredrick, motion failed 4-4.
- e. **Adult-Use Recreational Marijuana Discussion:** This has been in discussion for several months. The Village Manager stated that the DDA is surveying downtown businesses to determine their opinions on this. He said that the Village Council would support up to four marijuana licenses for the Village which would be for the dispensing of marijuana – not testing, growing, transporting, or processing. He said that several public hearings will need to happen over this issue, amendments would have to be approved, and that it would probably take a full year before all of the processes would be complete. There was a unanimous consensus from the Commission to send this onto the Village for further consideration.

9) UNFINISHED BUSINESS:

- a. None.

10) PUBLIC COMMENT:

- a. None.

11) **VILLAGE MANAGER REPORT:** The Village Manager stated that he had nothing to add to his report other than split zoning of parcels is confusing, and he'd like to see that resolved.

12) **COMMISSION COMMENT:** Commissioners Whalen and Carlstrom discussed the recent Code Enforcement Officer's actions. There have been a number of comments on social media regarding the Village's new proactive approach to code enforcement. The Commission believes staff great job; however, they want to be sure staff is focusing on the bigger issues. The emphasis should be on education and getting residents to understand the big picture. Also, it would be helpful if categories can be broken down and explained a bit more simply.

Commissioner Braybrook asked about the rebuilding status at the site of the Apple Storage company which recently burned.

Commissioner Frederick said that there were still boxes at the Sparta Fruit property. The Village Manager stated that they are under a court order to clean up the property, and the Village intends to enforce that court order.

13) **ADJOURNMENT:** Meeting adjourned by Chairman Liscombe at 8:50pm.

Submitted by Katy Shelton, Village Clerk