

**CITY OF SPARTA**  
**PLANNING COMMISSION AGENDA**  
**February 7, 2024**

**CITY HALL**

**6:00 P.M.**

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Consent Agenda: Consisting of Minutes of the Regular Meeting on December 6, 2023**
- 4. Consideration of Certified Survey Map for Blue Northern Holdings, LLC Located at 11391 County Highway A**
- 5. Consideration of Certified Survey Map for Nicholas Andros Located at 1010 and 1020 Riverwood Place**
- 6. Consideration of Site Review for Morrow Home Bridgepath Building Expansion**
- 7. Items for Future Consideration**
- 8. Adjourn**

*A possible quorum of the Common Council may be in attendance at this meeting, but no action will be taken by the Council.*

*Posted: 02/05/2024*

**CITY OF SPARTA**  
**PLANNING COMMISSION MINUTES**  
**December 6, 2023**

**PRESENT: Mayor Riley, Robert Arnold, Jim Church, Toni Wissestad**

**ABSENT: John Ambro, Ron Button, Troy Harris,**

**ALSO PRESENT: Todd Fahning, Emilee Nottestad, Charles Rehfuss, Ashley Endres, Sylvia Goede**

Mayor Riley called the meeting to order at 6:00 p.m.

Roll call was done by the Clerk.

**A motion was made by Robert Arnold and seconded by Toni Wissestad to approve the consent agenda consisting of the minutes from the regular meeting on November 8, 2023. Motion carried 4-0.**

Todd Fahning presented the Certified Survey Map for Sarah and Caeden Christensen located at 1117-1119 John Street. He stated it is for a zero-lot line for the newly-constructed duplex.

**A motion was made by Kevin Riley and seconded by Jim Church to approve the Certified Survey Map for Sarah and Caeden Christensen located at 1117-1119 John Street. Motion carried 4-0.**

Todd stated the application is a Certificate of Appropriateness due to the property being located in the Historic District. Donald LaBarre who owns the property located at 114-116 Jefferson Avenue. He is requesting approval to install a sloped roof over the flat-roof portion of the building to improve with drainage from rain and snow.

**A motion was made by Toni Wissestad and seconded by Robert Arnold to approve the roof permit for Donald LaBarre located at 114-116 Jefferson Avenue in the Historic District. Motion carried 4-0.**

Charles Rehfuss is requesting approval for two signs for the building located at 511 S Water Street. The signs are see-through mesh and will be applied to the two windows that face Wisconsin Street.

**A motion was made by Jim Church and seconded by Robert Arnold to approve the sign permit for Charles Rehfuss located at 511 S Water Street. Motion carried 4-0.**

There were no items for future consideration.

**A motion was made by Jim Church and seconded by Robert Arnold to adjourn at 6:10 p.m. Motion 4-0.**

Respectfully submitted,  
Jennifer Lydon  
City Clerk



Bicycling Capital of America

## PLAN COMMISSION APPLICATION FORM

**Date:** 1-2-2024

**Name/Company:** STEVE HORTON/HORTON SURVEYING

**Address:** N6183 JASON ST  
ONALASKA WI 54650

**Phone:** (608) 780-7283    surveyor.steve@yahoo.com

**Purpose:** Certified Survey Map Approval  
To expand storage unit parcel at 11391 County Highway A

**Meeting Date:** February 7, 2024

**Fee:** \$ 50.00

### Fee Schedule:

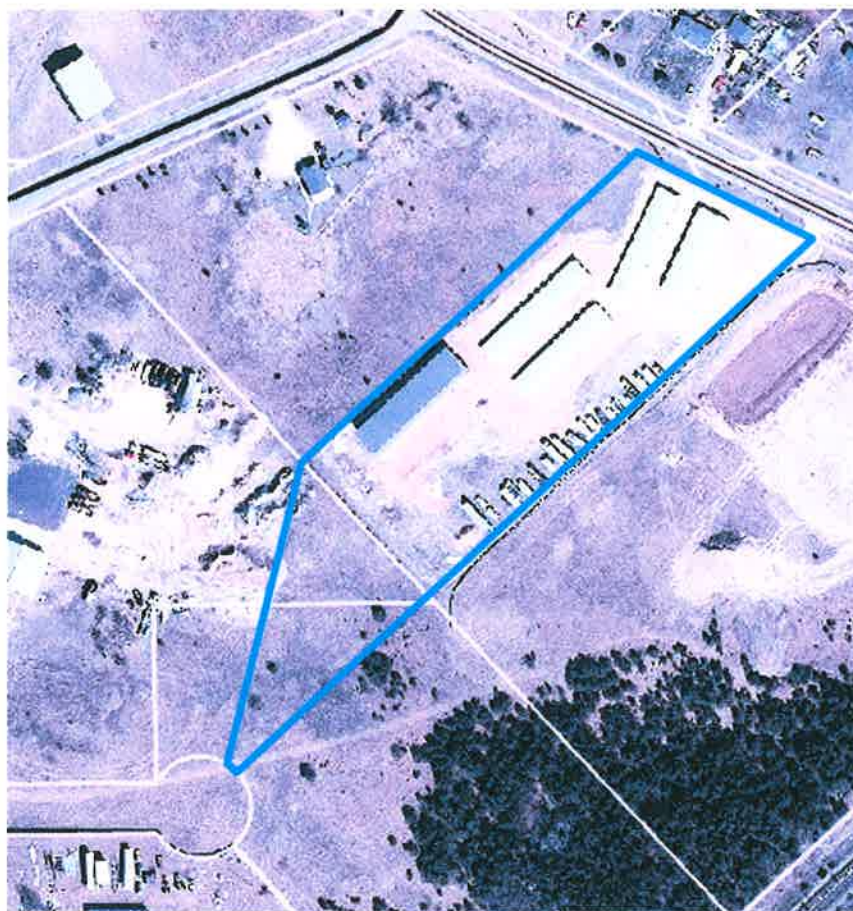
Conditional Use Permit:	\$75.00
Zoning Variance:	\$250.00
Request for Zoning Change	\$75.00
Development Review (business)	\$75.00
Subdivision Plat Review	\$150.00
PUD Review	\$150.00
Lot Division/CSM Approval	\$50.00
Grading/Filling/Stormwater	\$50.00
ET Zoning Permit Residential	\$50.00
ET Zoning permit Accessory	\$25.00
ET Zoning Permit Business, Industrial, Manufacturing	\$75.00

**Mail To:**  
**Building & Zoning Office**  
**201 W Oak Street**  
**Sparta, WI 54656**

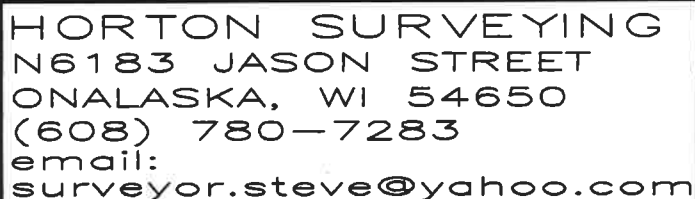
**PH: (608) 269-4340**

**Note:** All items for Plan Commission must be received five working days prior to the scheduled meeting (the first Wednesday of the first full week every month.) All fees are due at the time of application and are non-refundable.

All site and building plans must be submitted no larger than 11" x 17".



BEING PART OF THE SOUTHEAST QUARTER OF THE  
NORTHWEST QUARTER, PART OF THE NORTHEAST  
QUARTER OF THE SOUTHWEST QUARTER, AND PART OF  
THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER,  
ALL IN SECTION 8, TOWNSHIP 17 NORTH, RANGE 3  
WEST, CITY OF SPARTA, MONROE COUNTY, WISCONSIN  
(INCLUDING LOT 2, CERTIFIED SURVEY MAP VOL. 17,  
PAGE 176, (DOC. NO. 540306) AND INCLUDING PART OF  
OUTLOT 1, CERTIFIED SURVEY MAP VOL. 30, PAGE 180  
(DOC. NO. 712010))



# *CERTIFIED SURVEY MAP*

BEING PART OF THE SOUTHEAST QUARTER OF THE  
NORTHWEST QUARTER, PART OF THE NORTHEAST  
QUARTER OF THE SOUTHWEST QUARTER, AND PART OF  
THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER,  
ALL IN SECTION 8, TOWNSHIP 17 NORTH, RANGE 3  
WEST, CITY OF SPARTA, MONROE COUNTY, WISCONSIN  
(INCLUDING LOT 2, CERTIFIED SURVEY MAP VOL. 17,  
PAGE 176, (DOC. NO. 540306) AND INCLUDING PART OF  
OUTLOT 1, CERTIFIED SURVEY MAP VOL. 30, PAGE 180  
(DOC. NO. 712010))

## *SURVEYOR'S CERTIFICATE*

I, Stephen M. Horton, Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped part of the Southeast Quarter of the Northwest Quarter, part of the Northeast Quarter of the Southwest Quarter, and part of the Northwest Quarter of the Southwest Quarter, including Lot 2, Certified Survey Map Vol. 17, Page 176, (Doc. No. 540306) and including part of Outlot 1, Certified Survey Map Vol. 30, Page 180 (Doc. No. 712010), all in Section 8, Township 17 North, Range 3 West, City of Sparta, Monroe County, Wisconsin, described as follows:

Commencing at the southwest corner of said Section 8;  
thence North 00 degrees 49 minutes 38 seconds West, 2566.04 feet to the west quarter corner of said Section 8;  
thence South 72 degrees 21 minutes 42 seconds East, 1308.81 feet to the most westerly corner of said Lot 2 and the point of beginning of the parcel to be described;  
thence North 47 degrees 02 minutes 34 seconds East, 594.08 feet to the most northerly corner of said Lot 2;  
thence South 63 degrees 34 minutes 44 seconds East, 255.33 feet to the most easterly corner of said Lot 2;  
thence South 47 degrees 04 minutes 11 seconds West, along the southeasterly line of said Lot 2 and its southwesterly extension, 1021.15 feet to a point on a cul-de-sac of a street;  
thence northwesterly along said cul-de-sac and along a curve to the left with an arc length of 17.43 feet, with a radius of 66.00 feet, with a chord bearing of North 49 degrees 31 minutes 06 seconds West, with a chord length of 17.38 feet to the southeast corner of Outlot 2 of said Certified Survey Map Vol. 30, Page 180;  
thence North 13 degrees 55 minutes 30 seconds East, 404.90 feet to the point of beginning.

Containing 4.50 acres, more or less.

That I have made such survey and division by the direction of Andy Pritchard. That such survey map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and with the provisions of Chapter 35 of the Monroe County Code of Ordinances in surveying, dividing and mapping said land.

Stephen M. Horton, P.L.S. 2706

OWNER:  
BLUE NORTHERN HOLDINGS, LLC  
11387 COUNTY ROAD A  
SPARTA WI 54656

DATE DRAWN 12/26/2023  
DATE SURVEYED 12/15/2023  
FILE NAME: 17-3/BlueNorthern

SHEET 2 OF 2

HORTON SURVEYING  
N6183 JASON STREET  
ONALASKA, WI 54650  
(608) 780-7283  
email:  
surveyor.steve@yahoo.com





Bicycling Capital of America

**PLAN COMMISSION APPLICATION FORM**

Date: 29 Jan 24

Name/Company: Nicholas Andros

Address: 1010 Riverwood Pl  
Sparta WI 54656

Phone: (608) 797-8053

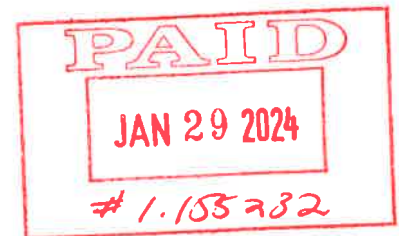
Purpose: Combine lots  
1010 Riverwood Pl, Sparta and 1020 Riverwood Pl,  
Sparta

Meeting Date: \_\_\_\_\_

Fee: \$ 50<sup>00</sup>

**Fee Schedule:**

Conditional Use Permit:	\$75.00
Zoning Variance:	\$250.00
Request for Zoning Change	\$75.00
Development Review (business)	\$75.00
Subdivision Plat Review	\$150.00
PUD Review	\$150.00
Lot Division/CSM Approval	\$50.00
Grading/Filling/Stormwater	\$50.00
ET Zoning Permit Residential	\$50.00
ET Zoning permit Accessory	\$25.00
ET Zoning Permit Business, Industrial, Manufacturing	\$75.00



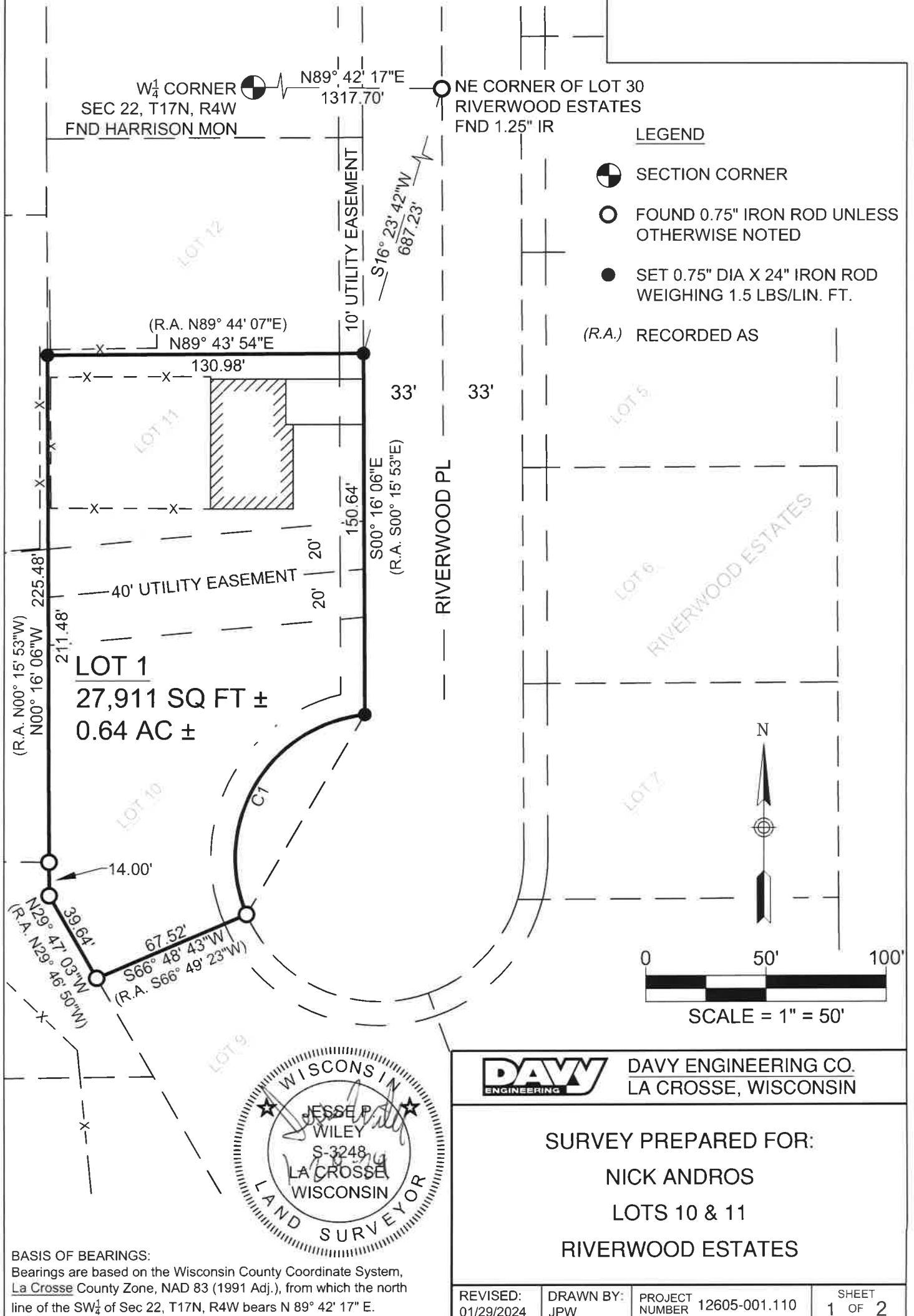
**Mail To:**  
**Building & Zoning Office**  
**201 W Oak Street**  
**Sparta, WI 54656**

**PH: (608) 269-4340**

**Note: All items for Plan Commission must be received five working days prior to the scheduled meeting (the first Wednesday of the first full week every month.) All fees are due at the time of application and are non-refundable.**

**All site and building plans must be submitted no larger than 11" x 17".**

LOTS 10 AND 11 OF RIVERWOOD ESTATES, BEING PART OF THE NW<sup>1</sup>/<sub>4</sub>  
OF THE SW<sup>1</sup>/<sub>4</sub>, SECTION 22, TOWNSHIP 17 NORTH, RANGE 4 WEST, CITY  
OF SPARTA, MONROE COUNTY, WISCONSIN.





CERTIFIED SURVEY MAP NO. \_\_\_\_\_

LOTS 10 AND 11 OF RIVERWOOD ESTATES, BEING PART OF THE NW<sup>1</sup><sub>4</sub> OF THE SW<sup>1</sup><sub>4</sub>, SECTION 22, TOWNSHIP 17 NORTH, RANGE 4 WEST, CITY OF SPARTA, MONROE COUNTY, WISCONSIN.

Legal Description

Lots 10 and 11 of Riverwood Estates, being part of the NW<sup>1</sup><sub>4</sub> of the SW<sup>1</sup><sub>4</sub>, Section 22, Township 17 North, Range 4 West, City of Sparta, Monroe County, Wisconsin.

Said lands may be more particularly described as follows:  
Commencing at the West Quarter Corner of Section 22, T17N, R4W;  
thence N 89° 42' 17" E 1317.70 feet along the north line of the SW<sup>1</sup><sub>4</sub> of said Section 22 to the northeast corner of Lot 30 of Riverwood Estates;  
thence S 16° 23' 42" W 687.23 feet to the northeast corner of Lot 11 of said Riverwood Estates, being a point on the westerly right-of-way of Riverwood Place, also being the point of beginning;  
thence S 00° 16' 06" E 150.64 feet along said westerly right-of-way;  
thence along said right-of-way along the arc of a curve, concave southeast, radius 60.00 feet, with a chord bearing and length of S 30° 24' 22" W 96.56 feet;  
thence S 66° 48' 43" W 67.52 feet along the southerly line of Lot 10 of Riverwood Estates;  
thence N 29° 47' 03" W 39.64 feet along the southwesterly line of said Lot 10;  
thence N 00° 16' 06" W 225.48 feet along the westerly lines of said Lots 10 and 11 to to the northwest corner thereof;  
thence N 89° 43' 54" E 130.98 feet along the northerly line of said Lot 11 to the point of beginning.

Containing 27,911 sq ft ± or 0.64 acres ±. Subject to a 40-foot utility easement and a 10-foot utility easement, both shown on the Riverwood Estates Plat, and any other easements, covenants and restrictions of record.

Curve Table							
Curve #	Length	Radius	Delta	Chord Length	Chord Bearing	Tan In	Tan Out
C1	112.21	60.00	107°09'05"	96.56	S30° 24' 22"W	S83° 58' 55"W	S23° 10' 10"E

COMMON COUNCIL RESOLUTION

Resolved, that the Certified Survey Map shown within is hereby approved by the Common Council of the City of Sparta.

\_\_\_\_\_  
Mayor - Kevin Riley

Date: \_\_\_\_\_

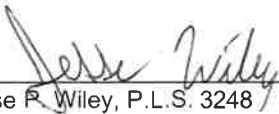
I hereby certify that the foregoing is a copy of a Resolution adopted by the Common Council of the City of Sparta.

\_\_\_\_\_  
City Clerk - Jennifer Lydon

Date: \_\_\_\_\_

SURVEYOR'S CERTIFICATE

That I have made such a survey and map by the direction of the owner of said land, that I have complied with Chapter 17 of the City of Sparta's Code of Ordinances and that such a map is a correct representation of the exterior boundaries of the land surveyed, and that I have fully complied with Chapter 236.34 in surveying and mapping the same.

  
Jesse P. Wiley, P.L.S. 3248  
Davy Engineering Co.  
115 6th St S  
La Crosse, WI 54601

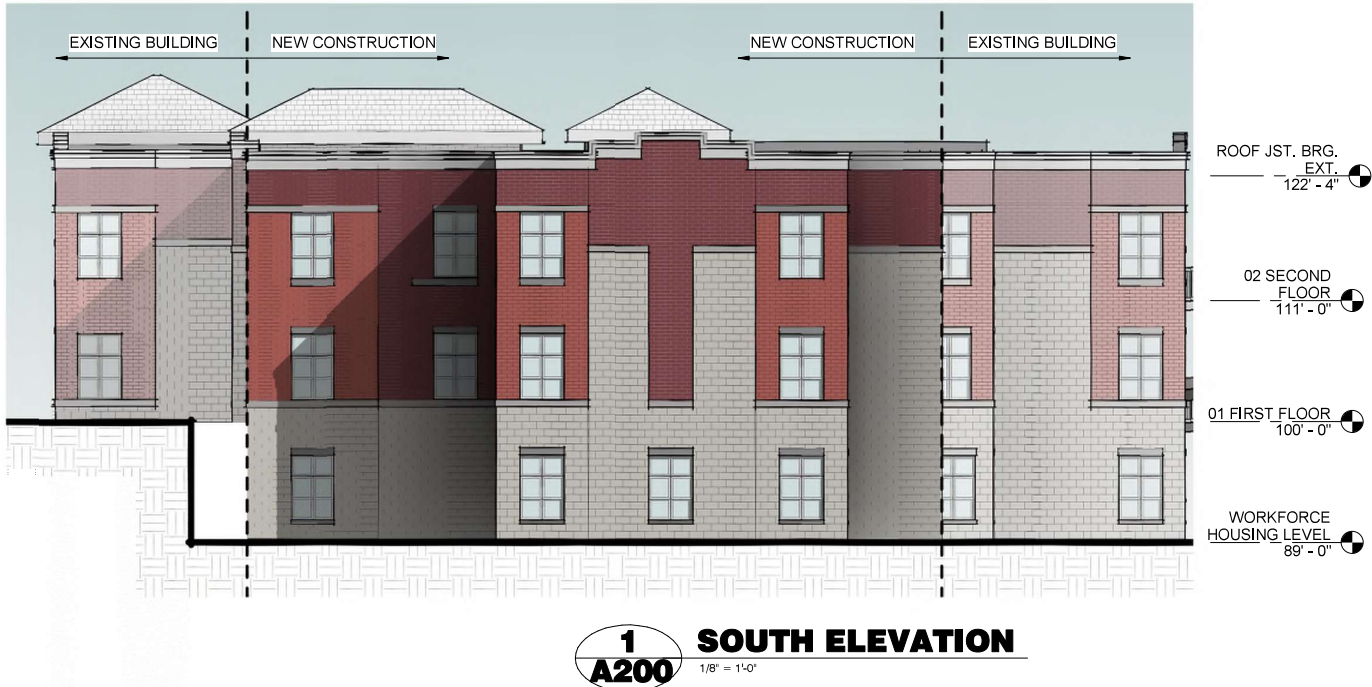


DAVY ENGINEERING CO.  
LA CROSSE, WISCONSIN

SURVEY PREPARED FOR:  
  
NICK ANDROS  
  
LOTS 10 & 11  
  
RIVERWOOD ESTATES

REVISED: 01/29/2024	DRAWN BY: JPW	PROJECT NUMBER 12605-001.110	SHEET 2 OF 2
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1/25/2024 1:27:51 PM



REVISIONS		
NO.	DESCRIPTION	DATE
COPYRIGHT COMMUNITY LIVING SOLUTIONS, LLC 2024. ALL RIGHTS RESERVED. THIS DESIGN AND THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF COMMUNITY LIVING SOLUTIONS, LLC. THESE DRAWINGS, INCLUDING ALL CONTENT, SHALL BE KEPT IN CONFIDENCE AND NOT CHANGED, COPIED, OR ASSIGNED TO ANY THIRD PARTY IN ANY FORM OR MANNER WITHOUT FIRST OBTAINING THE EXPRESSED WRITTEN PERMISSION OF COMMUNITY LIVING SOLUTIONS, LLC. BY POSSESSING THESE DRAWINGS, WHETHER IN PAPER OR ELECTRONIC DATA FORMAT, AGREE TO INDEMNIFY AND HOLD COMMUNITY LIVING SOLUTIONS, LLC HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, AND COSTS OF DEFENSE ARISING FROM CHANGES OR ALTERATIONS BY ANYONE OTHER THAN COMMUNITY LIVING SOLUTIONS, LLC, INCLUDING BUT NOT LIMITED TO, THE FACT WRITTEN CONSENT FROM COMMUNITY LIVING SOLUTIONS, LLC.		

COMMUNITY LIVING SOLUTIONS<sup>TM</sup>  
APPLETON, WISCONSIN  
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DES MOINES, IOWA  
920.969.9344  
communitylivingsolutions.com

Creating, Transforming and Sustaining  
Senior Living Communities.

DESIGN DEVELOPMENT SET

ADDITION FOR:  
**MORROW HOME BRIDGEPATH**  
SPARTA, WISCONSIN

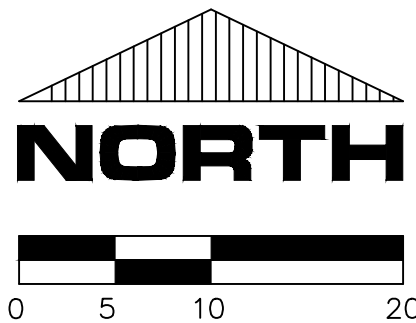
BUILDING ELEVATIONS

PROJECT  
**23-111**

DATE  
**12/04/23**

SHEET  
**A200**





NOTE:  
CONTRACTOR TO FIELD VERIFY  
EXISTING UTILITY LOCATIONS

HATCHING LEGEND	
	EXISTING CONCRETE PAVEMENT
	EXISTING BUILDING
	PROPOSED BITUMINOUS PAVEMENT
	PROPOSED BUILDING
	PROPOSED CONCRETE PAVEMENT (SIDEWALKS: 4" THICKNESS) (IF EXPOSED TO VEHICULAR TRAFFIC: 6" THICKNESS)

MORROW HOME BRIDGEPATH	
CURRENT ZONING:	MULTIPLE FAMILY RESIDENTIAL
PROPOSED USE:	BUILDING ADDITION
PROPOSED BUILDING:	3,490-SF
PROPOSED CONCRETE:	534-SF
NET IMPERVIOUSNESS:	REMOVING 690-SF
PARKING STALLS	
PROPOSED:	19 TOTAL (2 ACCESSIBLE)

- GENERAL NOTES:
- UNDERGROUND UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ONLY AND ARE NOT SHOWN IN THEIR ENTIRETY. CONTRACTOR SHALL NOTIFY UTILITIES A MINIMUM OF 3 DAYS PRIOR TO ANY EXCAVATION FOR FIELD VERIFICATION. THE CITY, THE DEVELOPER, AND THE ENGINEER ARE NOT RESPONSIBLE OR LIABLE FOR ANY DAMAGE CAUSED TO EXISTING UTILITIES.
  - CONTRACTOR SHALL NOT DISTURB ANY R/W IRONS. ANY REMOVAL SHALL BE APPROVED BY THE ENGINEER, OTHERWISE THE CONTRACTOR SHALL BE BILLED FOR REPLACEMENT.
  - CONTRACTOR IS RESPONSIBLE FOR ALL DUST CONTROL NECESSARY THROUGHOUT THE PROJECT. COSTS FOR DUST CONTROL ARE INCIDENTAL TO PROJECT.
  - IF DURING THE COURSE OF CONSTRUCTION THE CONTRACTOR FINDS ANY DISCREPANCIES OR CONFLICTS BETWEEN THE PROPOSED SITE IMPROVEMENTS INDICATED ON THE PLANS AND THE PHYSICAL CONDITIONS OF THE SITE, OR ANY ERRORS OR OMISSIONS WITHIN THE PLANS OR IN THE SITE LAYOUT AS PROVIDED BY THE ENGINEER, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE ENGINEER. UNTIL AUTHORIZED TO PROCEED, ANY WORK PERFORMED AFTER SUCH DISCOVERY WILL BE AT THE CONTRACTOR'S SOLE RISK AND EXPENSE.
  - PAINT LINE WORK ON ASPHALTIC PAVING, CONCRETE CURBS, WALKS, AND RAMPS SHALL BE FACTORY MIXED, QUICK DRYING, NON-BLEEDING TRAFFIC MARKING PAINT COMPLYING WITH AASHTO M248, Type COLOR SHALL BE WHITE, EXCEPT WHERE ANOTHER COLOR IS REQUIRED BY CODE. CONTRACTOR SHALL CLEAN SURFACE IN THE AREAS RECEIVING PAINT AND SHALL PAINT ALL MARKINGS AND SYMBOLS WITH TRAFFIC MARKING PAINT. PAINT SHALL BE APPLIED WITH MECHANICAL EQUIPMENT TO PRODUCE UNIFORM STRAIGHT EDGES. CONTRACTOR SHALL APPLY TWO (2) COATS AT MANUFACTURER'S RECOMMENDED RATES.
  - ALL TURF GRASS AREAS ARE TO BE RESTORED WITH A MIN. 4" OF SCREENED TOPSOIL; SEED & STRAW MULCH; 4" TOPSOIL, SEED & EROSION MAT OR 4" TOPSOIL AND SOD.

REVISIONS		
NO.	DESCRIPTION	DATE

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ADDITION FOR:  
**MORROW HOME BRIDGEPATH**  
SPARTA, WISCONSIN

DESIGN DEVELOPMENT SET

SITE PLAN

PROJECT  
23-111/23072

DATE  
12/04/23

SHEET  
C300

