

**CITY OF SPARTA**  
**PLANNING COMMISSION AGENDA**  
**April 3, 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 March 6, 2024**
- 4. Consideration of Sign Permit for Brad Warthan Located at 300 S Water Street #3**
- 5. Consideration of Sign Permit for Nikki Steele of Steele Dance Academy Located at 300 S Water Street**
- 6. Items for Future Consideration**
- 7. 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: 04/01/2024*

**CITY OF SPARTA**  
**PLANNING COMMISSION MINUTES**  
**March 6, 2024**

**PRESENT: Mayor Riley, Robert Arnold, Ron Button, John Ambro, Jim Church, Troy Harris, Toni Wissestad**

**ABSENT:**

**ALSO PRESENT: Mark Sund, Josh Lydon, Matthew Hoffland, Angela Kast, Michelle Tryggestad, Beau Burlingame, Todd Page**

Mayor Riley called the meeting to order 6:30 p.m.

Roll call was done by the Clerk.

**A motion was made by John Ambro and seconded by Robert Arnold to approve the consent agenda consisting of the minutes from the regular meeting on February 7, 2024. Motion carried 7-0.**

The Public Hearing for the Conditional Use Permit requested by Beau Burlingame of Beer Shop located at 200 W Wisconsin Street began at 6:31p.m.

Beau Burlingame spoke on his behalf. He is requesting a more permanent extension of his liquor license outside area for special events and busy Friday and Saturday nights. He stated the four immediate parking spaces will be used on Friday and/or Saturday night for outdoor games, etc. The temporary fencing they currently have in one spot will be reinstalled on the sidewalk side and then a heavy-duty temporary fencing will be installed. In the past, they have submitted Special Event Permit Applications for monthly events they hold throughout the summer months. It equates to four to five events. He does not anticipate more than that, due to added staff and coordination of the events. He added he has good relationships with area businesses and residents in the area. He has been allowed to overflow park customers in the bank parking lot and they spot check at the end of the night. They instruct customers to not block any sidewalk accesses from the roads in front of residences.

There was no one to speak against the request. The public hearing concluded at 6:34 p.m.

The committee confirmed there is clear line of sight from the existing bar and that the temporary fenced area will be on the cement parking area and not the gravel edging. Toni Wissestad asked if they would increase the number of events would the committee need to address the request annually. The special use request changes their current liquor license parameters. That licensing will expire on June 30, 2024 and will be renewed for July 1, 2024.

**A motion was made by Robert Arnold and seconded by Jim Church to approve the Conditional Use Permit for Beer Shop located at 200 W Wisconsin Street. Motion carried 7-0.**

The Development Site Review for JSK Rentals, LLC located on Julie Avenue is the last building on the corner of Julie Avenue and Riverwood Place. Same style of building with only five units versus six. Robert Arnold asked if there was going to be a sidewalk. Todd stated he would have to look at the plat; however, he believes the street is too tight with parking on both sides.

**A motion was made by Robert Arnold and seconded by Jim Church to approve the Development Site Review for JSK Rentals, LLC located on Julie Avenue. Motion carried 7-0.**

Preliminary Plat Review for Todd Page was presented. Todd Fahning stated this is a preliminary plat and it is not connected to Highland Meadows. Todd Page stated there will be 38 lots consisting of zero lot line twin homes and some single homes targeted to the 55 years and older demographic. Todd Fahning stated it is in TID that will provide funding for the water looping only.

**A motion was made by Robert Arnold and seconded by Toni Wissestad to approve the Preliminary Plat Review for Todd Page. Motion carried 7-0.**

Todd Fahning presented the Certified Survey Map for JTK Construction located on Bolden Avenue in Brooks Estates. He stated it is for the combination of lots 30 and 31 for a residential home to be built.

**A motion was made by Jim Church seconded by Troy Harris to approve the Certified Survey Map for JTK Construction located on Bolden Avenue. Motion carried 7-0.**

Martin Warehousing purchased Specialty Foods located at 4600 Theater Road and are requesting a permit to install signage. They will be converting it into warehousing, while Specialty Foods will be leasing space from them.

**A motion was made by Jim Church and seconded by Toni Wissestad to approve the sign permit for Martin Warehousing located at 4600 Theater Road. Motion carried 7-0.**

Sparta Travel Center located at 4105 Theater Road is requesting a sign permit approval for new signage.

**A motion was made by Toni Wissestad and seconded by John Ambro to approve the sign permit for Sparta Travel Center located at 4105 Theater Road. Motion carried 7-0.**

JSK Oak Street, LLC (Matousek Law Offices) located at 112 W Oak Street is requesting a sign permit to add the name "Fish" to the existing sign.

**A motion was made by Robert Arnold and seconded by Toni Wissestad to approve the sign permit for JSK Oak Street, LLC (Matousek Law Offices) located at 112 W Oak Street. Motion carried 7-0.**

Todd Fahning stated the request is in the Historic District, which falls under the Planning Commission. Andrew and Angela Kast purchased the building located at 106 E Main Street and are requesting permission to paint the façade of the building and add signage.

**A motion was made by John Ambro and seconded by Toni Wissestad to approve the sign permit and façade painting for Andrew and Angela Kast located at 106 E Main Street. Motion carried 7-0.**

Lynda Lou's located at 214 S Water Street is requesting a sign permit. John Ambro stated the sign is already installed as of yesterday.

**A motion was made by John Ambro and seconded by Toni Wissestad to approve the sign permit for Lynda Lou's located at 214 S Water Street. Motion carried 7-0.**

There were no items for future consideration.

**A motion was made by Troy Harris and seconded by Kevin Riley to adjourn at 7:06 p.m. Motion carried 7-0.**

Respectfully submitted,  
Jennifer Lydon  
City Clerk

# CITY OF SPARTA

201 W. OAK STREET SPARTA, WI 54656

PERMIT NO. \_\_\_\_\_

## APPLICATION FOR SIGN PERMIT

THE UNDERSIGNED HEREBY MAKES APPLICATION TO ERECT A SIGN SPECIFIED HEREIN, AND DOES AGREE THAT THE PROVISIONS OF THE SIGN ORDINANCE, BUILDING CODE AND ZONING ORDINANCE WILL BE COMPLIED WITH WHETHER THE SAME ARE SPECIFIED HEREIN OR NOT.

**GENERAL**

LOCATION:	300 Water St. suite 3		
OWNER:	Matt Jesski	PHONE:	608-633-343-09 71
ADDRESS:	300 Water St #1 sparta	STATE:	WI ZIP 54656 6
SIGN ERECTOR:	Brad Warthen	PHONE:	608-633-6372
ADDRESS:	300 Water #3 CITY sparta	STATE:	WI ZIP 54656
ELECTRICAL CONTRACTOR:	None Applicable	PHONE:	for sign
ADDRESS:		CITY:	STATE:

**USE**

TYPE OF SIGN:	Home Improvement		
FOOTAGE ALONG FRONT PROPERTY LINE:	25' 4"	FT. X .8 SQUARE FEET=	MAX. AREA
LENGTH OF BUILDING:	25' 4"	FT. X 1.5 SQUARE FEET=	38.25 MAX. AREA
TOTAL SQUARE FOOTAGE OF SIGN:	X50		
HEIGHT OF SIGN:	5'H X 10'L Vinyl		
ESTIMATED COST OF SIGN:	500 \$		
TOTAL SQUARE FOOTAGE OF ALL SIGNS ON PROPERTY:	0		

**LOCATION**

	REQUIRED	PROVIDED
SIDE YARD (W/N)		
SIDE YARD (S/E)		
FRONT <del>YARD</del> of Building		

**APPLICATION**

1. A \$30.00 NON-REFUNDABLE APPLICATION/PERMIT FEE
2. TWO COPIES OF A PLOT PLAN DRAWN TO SCALE SHOWING:
  - a. THE LOCATION OF THE PROPOSED SIGN
  - b. THE LOCATION AND THE TYPES OF ALL OTHER EXISTING OR PROPOSED SIGNS
  - c. BUILDING AND DRIVEWAYS EITHER EXISTING OR PROPOSED
3. TWO COPIES OF A SCALE DRAWING (NOT LESS THAN 1/4" = 1' 0") OF THE PROPOSED SIGN SHOWING EXACTLY HOW THE PROPOSED SIGN WILL LOOK AND IT'S HEIGHT ABOVE GROUND. THE PLANNING COMMISSION MAY ACCEPT PHOTOGRAPHS OF SUFFICIENT SIZE AND CLARITY IN LEAU OF A DRAWING.

**PLAN COMMISSION APPROVAL**

APPROVAL DATE:	APPROVED #	MODIFIED #	DENIED #
COMMENTS:			

**IF LOCATED IN DOWNTOWN HISTORIC DISTRICT A CERTIFICATE OF APPROPRIATNESS IS REQUIRED**

APPROVAL DATE	
COMMENTS	

Brad Warthen  
OWNER/AGENT

3-6-24  
DATE



201 W Oak Street | Sparta, WI 54656  
(608) 269-4340 Ext 5150  
[clerk@spartawisconsin.org](mailto:clerk@spartawisconsin.org)

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Property Address: 300 S Water St Suite 3

Owner Names(s): Matt Jesski

Address: 18188 Lucasne Road

City: Sparta State: WI Zip: 54656

Phone #: 608.343.0971 Email: arcticheatingwi@gmail.com

Description of Project: Describe all proposed work and the materials being used for the alteration. \*Attach photographs of the building and/or sketches of proposed work.

Sign for the front of the building 10x5

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: Brad Wadsworth Date 3-25-24

Planning Commission Meeting Date: 4.3.2024 (1<sup>st</sup> Wednesday of the first full week.)

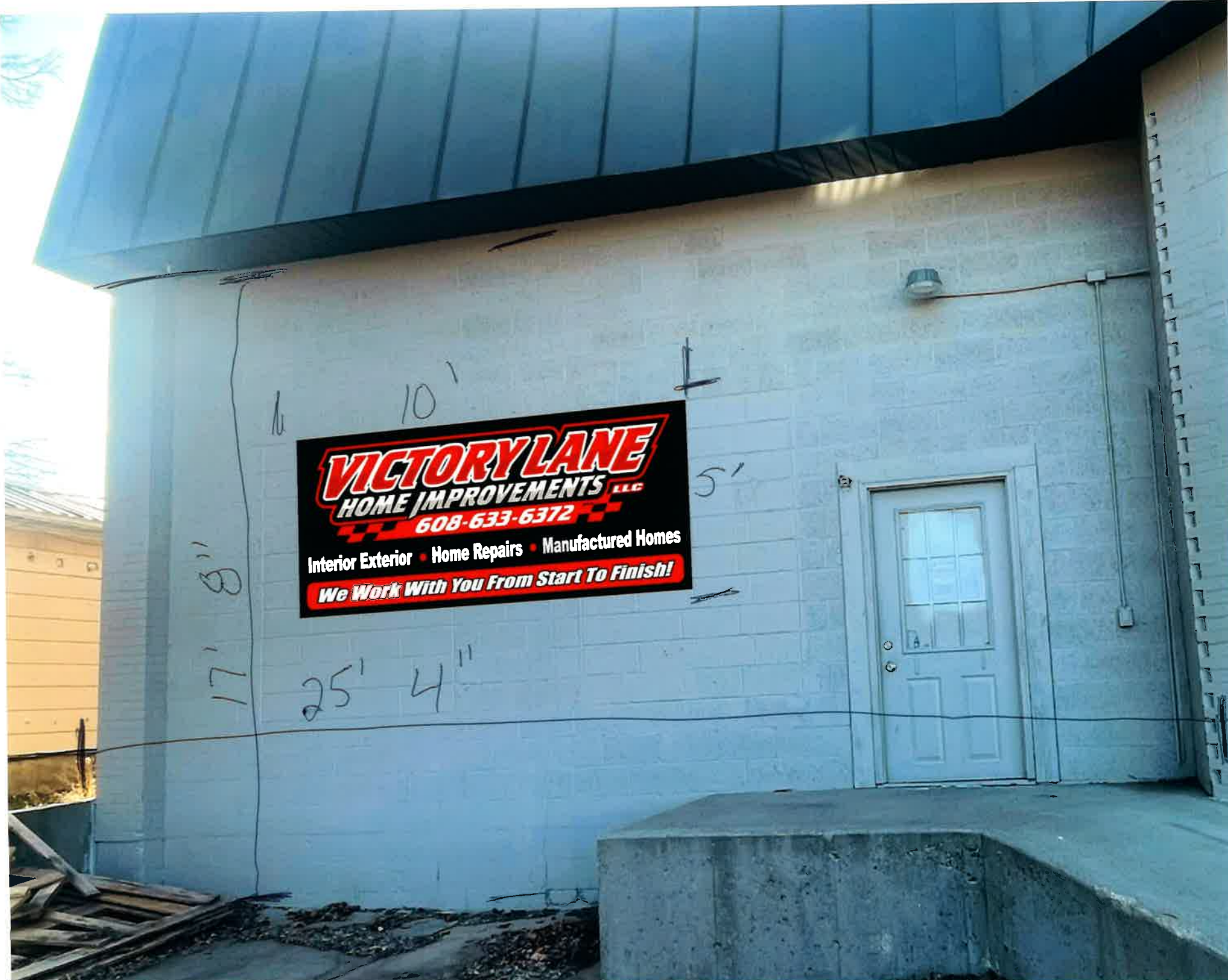
**This form and all supporting documentation MUST arrive by the Wednesday before the Planning Commission meeting. Please call if you have any questions.**

**VICTORYLANE**  
**HOME IMPROVEMENTS LLC**  
**608-633-6372**

Interior Exterior • Home Repairs • Manufactured Homes

**We Work With You From Start To Finish!**

6 10' 5' 17' 8" 25' 4"





25' 4"

10'

5'

17' 8"

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### GENERAL

LOCATION:	300 S. Water St., Sparta, WI 54656		
OWNER:	Nikki Steele (Matt Jesski owns building)	PHONE:	(608-606-4466)
ADDRESS:	104 Madison St.	CITY	Boscobel STATE WI ZIP 53805
SIGN ERECTOR:	American Signs and Designs	PHONE	608-375-7446
ADDRESS:	300 2nd St.	CITY	Boscobel STATE WI ZIP 53805
ELECTRICAL CONTRACTOR:	NA (No Electricity for sign required)	PHONE	
ADDRESS:		CITY	STATE ZIP

### USE

TYPE OF SIGN:	Business Logo Sign		
FOOTAGE ALONG FRONT PROPERTY LINE:	559 ft2	FT. X .8 SQUARE FEET=	MAX. AREA
LENGTH OF BUILDING:	43 ft.	FT. X 1.5 SQUARE FEET=	MAX. AREA
TOTAL SQUARE FOOTAGE OF SIGN:	32 ft2		
HEIGHT OF SIGN:	4 ft.		
ESTIMATED COST OF SIGN:	<\$300		
TOTAL SQUARE FOOTAGE OF ALL SIGNS ON PROPERTY:	32 sq. ft.		

### LOCATION

	REQUIRED	PROVIDED
SIDE YARD (W/N)		
SIDE YARD (S/E)		
FRONT YARD	x front of building face	

### APPLICATION

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### PLAN COMMISSION APPROVAL

APPROVAL DATE:	APPROVED #	MODIFIED #	DENIED #
COMMENTS:			

IT IS HEREBY AGREED BY THE UNDERSIGNED AS OWNER, HIS AGENT OR SERVANT, AND THE CITY OF SPARTA, THAT FOR AND IN CONSIDERATION OF THE PREMISES AND OF THE PERMIT TO CONSTRUCT, ERECT, ALTER OR INSTALL AND FOR THE USE OF ADVERTISING STRUCTURE DESCRIBED ABOVE TO BE ISSUED AND GRANTED BY THE BUILDING INSPECTOR THAT THE WORK THEREON WILL BE DONE IN ACCORDANCE WITH THE DESCRIPTION HERIN SET FORTH IN THIS STATEMENT, AND AS MORE FULLY DESCRIBED IN THE SPECIFICATIONS AND PLANS HEREIN FILED, AND IS FURTHER AGREED TO CONSTRUCT, ERECT, ALTER OR INSTALL IN STRICT COMPLIANCES OF THE CITY OF SPARTA.



OWNER/AGENT

03/08/2024

DATE







43A

13ft