

**CITY OF SPARTA**  
**PLANNING COMMISSION AGENDA**  
**September 6, 2023**

**CITY HALL**

**6:30 P.M.**

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Consent Agenda: Consisting of Minutes of the Regular Meeting on August 9, 2023**
- 4. Public Hearing Regarding Conditional Use Permit for Kevin and Deb Moore Located at 715 S Court Street for Conversion of an Existing Building into a Tourist Home Offered for Short-Term Rentals**
- 5. Consideration of a Conditional Use Permit for Kevin and Deb Moore Located at 715 S Court Street for Conversion of an Existing Building into a Tourist Home Offered for Short-Term Rentals**
- 6. Consideration of Sign Permit for Top Cuts Barbershop Located at 510 S Black River Street**
- 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: 09/05/2023*

**CITY OF SPARTA**  
**PLANNING COMMISSION MINUTES**  
**August 9, 2023**

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

**ABSENT: Toni Wissestad**

**ALSO PRESENT: Todd Fahning, Mark Sund, Mike and Monica Arnold, Todd and Debbie Page, Matthew Hoffland, Kevin Brueggeman, Kevin Biondo**

Mayor Riley called the meeting to order at 6:31 p.m.

Roll call was done by the Clerk.

**A motion was made by Jim Church and seconded by Robert Arnold to approve the consent agenda consisting of the minutes from the meeting on July 5, 2023. Motion carried 6-0.**

The Public Hearing for the Planned Unit Development – General Development Plan (PUD-GDP) requested by Kevin Biondo of Biondo Properties, LLC for the property at 1501 8<sup>th</sup> Court began at 6:33 p.m.

There was no one to speak for or against the proposed PUD-GDP. The public hearing concluded at 6:33 p.m.

Todd stated the proposed development is an extension of TID No. 9 that was finalized earlier this year. It is located off Avon Road at 8<sup>th</sup> Court. The proposed plan will contain apartments, parking lot, and a pavilion that will hopefully have access to the bike trail. The homes will be senior housing rentals and will be slab on grade. The city is able to install sewer system without having to install a lift station. The developer will loop water throughout the area and then the city will obtain an easement to take ownership. This general development plan was approved by the Public Works Board and will also need City Council approval. If approved, the owner will have one year to present a specific implantation plan.

Ron Button asked if there is any thought of a storm shelter for residents in the event of bad weather. Mr. Biondo hadn't thought of that prospect and stated he may look into the possibility of building one on site.

**A motion was made by Jim Church and seconded by Robert Arnold to approve the Planned Unit Development – General Development Plan (PUD-GDP) for Biondo Properties, LLC located at 1501 8<sup>th</sup> Court. Motion carried 6-0.**

Todd Fahning presented the preliminary plat review for Todd Page off of Alpine Drive. He stated it will be located at the end of Alpine Drive and extend north and west. Todd Page added they are proposing approximately 38 lots, which will all be sized for

condominium-type homes. The subdivision will have city sidewalks and park land as well. The park land will be donated to the city in lieu of impact fees, which will be done at the final plat review. Todd stated he and Mark Sund met with MSA Professional Services to discuss creating a new TIF District in that area, which was approved by the Finance committee.

**A motion was made by Jim Church and seconded by John Ambro to approve the preliminary plat for Todd Page located off of Alpine Drive. Motion carried 6-0.**

Todd stated Mike Arnold of Arnold's Service and Towing is requesting permission to build an additional storage building at 313 W Wisconsin Street. It will mirror the current building at that location.

**A motion was made by John Ambro and seconded by Ron Button to approve the site plan for Arnold's Service and Towing located at 313 W Wisconsin Street. Motion carried 5-0, with Robert Arnold abstaining.**

Todd presented the sign permit for Arctic Heating, Cooling & Metal Fab located at 300 S Water Street. It is located in the Historic District.

**A motion was made by Jim Church and seconded by Robert Arnold to approve the sign permit for Arctic Heating, Cooling & Metal Fab located at 300 S Water Street. Motion carried 6-0.**

Todd presented the sign permit for Wisconsin Housing Preservation Corp. located at 719 Angelo Road.

**A motion was made by Jim Church and seconded by Robert Arnold to approve the sign permit for Wisconsin Housing Preservation Corp. located at 719 Angelo Road. Motion carried 6-0.**

Todd presented the sign permit for Wisconsin Housing Preservation Corp. located at 106 N Water Street.

**A motion was made by Jim Church and seconded by Robert Arnold to approve the sign permit for Wisconsin Housing Preservation Corp. located at 106 N L Street. Motion carried 6-0.**

Todd presented the sign permit for Hansen's IGA located at 834 W Wisconsin Street.

**A motion was made by Robert Arnold and seconded by John Ambro to approve the sign permit for Hansen's IGA located at 834 W Wisconsin Street. Motion carried 6-0.**

Todd reiterated that Planning Commission will be very busy in the coming months.

South Pointe Business Park is in mid-planning of Phase 3. Todd commented as city staff are not sure if the city is ready to start it yet, as it is an expensive process and they don't know the acreage needs.

**A motion was made by Robert Arnold and seconded by Jim Church to adjourn at 6:55 p.m. Motion carried 6-0.**

Respectfully submitted,  
Jennifer Lydon  
City Clerk



Bicycling Capital of America

**PLAN COMMISSION APPLICATION FORM**

Date: July 26, 2023

Name/Company: Kevin & Deb Moore

Address: 317 N Spring St  
Sparta, WI 54656

Phone: (608) 633-2462 (Kevin) 633-4370 (Deb)

Purpose: property @ 715 So Court as a tourist home  
adjacent property @ 721 is ours and has been  
a tourist home several years.

Meeting Date: Sept 6, 2023 No neighbor.

Fee: \$ 75<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

*pd # 1.148326 8/03/23*

**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".**



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

### **PUBLIC NOTICE**

**NOTICE IS HEREBY GIVEN, that a PUBLIC HEARING will be held before the Planning Commission of the City of Sparta, at a meeting on the 6th day of September, 2023 at 6:30 p.m.**

**Regarding the request for a Conditional Use Permit for Kevin and Deb Moore located at 715 S Court Street for conversion of an existing building into a tourist home offered for short-term rentals in accordance the City of Sparta Zoning Ordinance section 17-209(c)14.**

**Any interested party may appear in person or have their agent and/or attorney appear to present their views for or against the approval of this change.**

**Dated: August 21, 2023**

**Jennifer Lydon  
City Clerk**

If you should have any questions, please contact Todd Fahning at 608-269-4340, Ext 5159.

# 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: 510 S Black River St <i>Cherry Square</i>			
OWNER: 100 cut Barber Shop & Salon	PHONE: 608-269-2887		
ADDRESS: 227 N Black River St	CITY: Sparta	STATE: WI	ZIP: 54656
SIGN ERECTOR: Decals with Distinction	PHONE: 608-269-2829		
ADDRESS: 219 S Water St	CITY: Sparta	STATE: WI	ZIP: 54656
ELECTRICAL CONTRACTOR:	PHONE:		
ADDRESS:	CITY:	STATE:	ZIP:

**USE**

TYPE OF SIGN: <i>Metal</i>		
FOOTAGE ALONG FRONT PROPERTY LINE:	FT. X .8 SQUARE FEET=	MAX. AREA
LENGTH OF BUILDING:	FT. X 1.5 SQUARE FEET=	MAX. AREA
TOTAL SQUARE FOOTAGE OF SIGN: <i>10x5</i>		
HEIGHT OF SIGN: <i>5</i>		
ESTMATED COST OF SIGN:		
TOTAL SQUARE FOOTAGE OF ALL SIGNS ON PROPERTY:		

**LOCATION**

	REQUIRED	PROVIDED
SIDE YARD (W/N)		
SIDE YARD (S/E)		
FRONT YARD		

**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 1/8" = 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:			

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.

*[Signature]*  
OWNER/AGENT

*Aug 30, 23*  
DATE



