



MEMORANDUM

TO: Sparta Municipal Planning Commission Members

FROM: Tommy Lee, Staff Planner

DATE: December 31, 2024

SUBJECT: January 7, 2025 Planning Commission Meeting

The Sparta Municipal Planning Commission will hold its regularly scheduled meeting on Tuesday January 7, 2025 immediately following the Board of Zoning Appeals meeting in Sparta City Hall. The agenda for the planning commission meeting is as follows:

1. Call to order.
2. Roll Call.
3. Approval of the December 3, 2024 minutes.
4. Discussion regarding phase development schedule for the Gillen Farms Development.
5. Discussion regarding the adoption of new subdivision regulations.
6. Other Business as Necessary.
7. Adjourn.

CTL

Chairman David Vidrine _____ Secretary Karen Benningfield _____ Mayor Jerry Lowery _____ Robert Officer _____

John Farris _____ Jason Del Toro _____ Robert Oakes _____ Hoyt Jones _____ James Leftwich _____ Emilie Roberts _____

Building Inspector Mike O'Neal _____

Others: _____

**REPORT OF MEETING
SPARTA MUNICIPAL PLANNING COMMISSION
DECEMBER 3, 2024**

MEMBERS PRESENT

Emilie Roberts
Karen Benningfield
Robert Officer
Mayor Jerry Lowery
John Farris
David Vidrine
Jason Del Toro
Hoyt Jones
James Leftwich

STAFF PRESENT

Tommy Lee, UCDD

OTHERS PRESENT

Daniel Marcum, City GIS
Tonya Tindle, City Administrator
Mike O’Neal, Building Inspector

MEMBERS ABSENT

Robert Oakes

ITEM 1: CALL TO ORDER

Upon determining a quorum was present, the regular meeting of the Sparta Municipal Planning Commission (PC) meeting was called to order by Chairman David Vidrine on Tuesday, December 3, 2024 at 4:00 P. M. at Sparta City Hall.

ITEM 2: APPROVAL OF JUNE 4, 2024 MINUTES

After calling the meeting to order, Chairman Vidrine asked for approval of the minutes from the June 4, 2024 meeting. After discussion, Robert Officer made a motion that the minutes be approved as submitted. Hoyt Jones seconded and the motion passed with a vote of all ayes.

ITEM 3: DISCUSSION REGARDING ADOPTING NEW SUBDIVISION REGULATIONS

At the March 5, 2024 meeting, Staff Planner presented the proposed subdivision regulations for review. Staff stated that if adopted the proposed subdivision regulations would replace the existing regulations. Staff stated that during his review, he could not find the specific differences between the two (2) sets of regulations. After discussion, it was determined that the PC should review the existing regulations before the proposed regulations are adopted. It was also determined that the review will take place over the few months beginning with Articles I and II which be reviewed at the next PC meeting. At the May 7, 2024 meeting, Staff Planner presented the current subdivision regulations to the PC members for review. The PC reviewed Article I, General Provisions. The several subheadings in the section were reviewed and the topics that were reviewed included purpose, jurisdiction, authority, definitions and others. After the review of Article I, Staff Planner suggested that some additional definitions should be added but the remaining sections should remain intact. Staff stated that Article II would be reviewed at the next PC meeting. At the December 3, 2024 meeting, the review of the existing subdivision regulations continued. Topics discussed were final plat requirements and guarantees in lieu of completed improvements which concluded the review of Article I. Staff Planner stated that the PC would begin the review of Article II at the next PC meeting.

ITEM 4: STAFF REPORT

Staff Planner presented a report for three (3) subdivision plat that had been administratively approved since the last planning commission meeting. The administratively approved subdivision plats are as follows:

Horne Division—Final

Suzanne Horne submitted a final subdivision for the purpose of subdividing 0.572 acres into two (2) proposed new lots for property located on Walker Street. Lot 1 would consist of 0.315 acres, an existing

mobile home and an existing accessory structure. Lot 2 would consist of 0.257 acres and is currently vacant. The proposed new lot is zoned R-B (Multi-Family Residential), are served by an existing one (1) inch water line, an existing eight (8) inch sewer line and would comply with both the zoning ordinance and the subdivision regulations.

Sims Division—Final

Jade Sims submitted a final subdivision for the purpose of subdividing 0.623 acres into two (2) proposed new lots for property located on Windsor Drive and Oak Street. Lot 1 would consist of 0.323 acres and an existing residential structure. Lot 2 would consist of 0.300 acres and an existing accessory structure. The proposed new lot is zoned R-A (Single Family Residential), are served by an existing six (6) inch water line, an existing six (6) inch sewer line and would comply with both the zoning ordinance and the subdivision regulations.

JMB Investment Company Division—Final

JMB Investment Company submitted a final subdivision for the purpose of subdividing 1.75 acres into two (2) proposed new lots for property located on State Route 111, Walker Cove Road and Joshua Drive. Lot 1 would consist of 0.86 acres and an existing structure. Lot 2 would consist of 0.89 acres and is currently vacant. The proposed new lot is zoned C-D (General Commercial), are served by an existing ten (10) inch water line, an existing eight (8) inch sewer line and would comply with both the zoning ordinance and the subdivision regulations.

With no other business to discuss, Karen Benningfield made a motion to adjourn the meeting. Hoyt Jones seconded and the motion passed with a unanimous vote. The next meeting of the Sparta Municipal Planning Commission is January 7, 2025.

CTL

Chairman

Date

Secretary

Date