

**Village of Holmen  
Planning Commission Minutes  
August 31, 2021**

Village President Barlow called the Planning Commission meeting to order at 6:00 PM on Tuesday, August 31, 2021. Present were commission members Barlow, Stanek, Kulcinski, Gill, Kertis, Grokowsky, and Appold; along with advisory members Administrator Heinig and Engineer Dahl. Also in attendance were Micah Wyss, Chad and Karen McCathie.

**Public Hearings:**

None

**Approval of the July 27, 2021 minutes:**

Member Appold stated that he is noted as seconding a motion, but was absent. Member Grokowsky stated he believed he was the second.

**Motion by Appold, seconded by Grokowsky** to amend the minutes of the July 27, 2021 Meeting. Carried 7-0.

**Motion by Kulcinski, seconded by Kertis** to approve the minutes of the July 27, 2021 Meeting. Carried 7-0.

**Public comment:**

None

**Agenda Items:**

**Possible Action on Site Plan & Architectural Review (SPAR) petition from First National Bank of Bangor at Holmen, located off Holmen Drive and Mc Hugh Road.**

Administrator Heinig stated the National Bank of Bangor is located near the intersections of McHugh Road and Holmen Drive. The existing building is completely masonry. If this were a new building this would be different to match the SPAR requirements. However, since this is an addition the proposal is to add on using the same materials. The square footage requires a landscape plan which includes a row of bushes to satisfy the requirement and mitigate the lost tree.

Member Stanek asked if it would be possible to match the existing materials and colors. Administrator Heinig stated they have indicated that this is possible.

**Motion by Gill, seconded by Grokowsky** to approve the Site Plan & Architectural Review (SPAR) petition from First National Bank of Bangor at Holmen, located off Holmen Drive and Mc Hugh Road contingent on the new materials matching the existing building materials. Finding that the purposes and guidelines of the SPAR Ordinance have been

reasonably met, regarding the entire proposed site plan, all external building colors and materials, overall building layout and design, site and building lighting, site and building signage, and site landscaping. Carried 7-0.

**Possible Action on Site Plan & Architectural Review (SPAR) petition from Chad & Karen McCathie for new Downtown Office/Retail Building at 103 State Street**

Administrator Heinig stated this is part of the previously approved planned unit overlay for this block. The prior approved multi-family structure is located behind this plan. Due to material costs the McCathie's have decided to move ahead with the commercial building prior to constructing the multi-family structure.

Administrator Heinig highlighted parts of the plan for discussion. The angle parking along State Street would need to be revised to provide front clearance for an adequate sidewalk width, stormwater flow, removal of unnecessary bump outs/curb breaks, and ensure proper parking spacing for safe distance from traffic flow. A maintenance agreement would be needed for the angle parking area, as the Village would not maintain this area. Similarly, the sidewalk along the East side of the structure off the alley also needs modification as a sidewalk is needed between the building and the parking, etc. The North parking lot will serve as parking for both the new commercial building and as an overflow parking area for the multi-family building. The North lot is designed to direct traffic to the center of the commercial building's entry.

Member Stanek asked what is the required minimum sidewalk width. Administrator Heinig stated they are required to be 5' minimum. Heinig suggested that this sidewalk area should be wider to accommodate the East parking car overhangs and the access door to the East unit.

Member Grokowsky asked how the curb bump out would affect the traffic approaching the intersection. Administrator Heinig stated they are not going to use the bump out as shown as this would create several maintenance issues, storm water blockage and traffic hazards. Proper use and design of "bump outs," however, are common in areas with heavy pedestrian traffic as they tend to slow traffic and help encourage foot travel to the area.

Administrator Heinig reviewed the submittal elevations, beginning with the South elevation. The sides of the building are covered in Nichiha brick with the center of the building covered in charcoal colored LP siding which is a good use of materials compliant with the material requirements. The use of both metal and fabric awnings breaks up the façade and provides a nice balance to the building as proposed. He stated that the second story windows should be centered to better balance the building's appearance. For the West elevation, he stated that the prefinished cornice shown over the brick entry should be tan like it is shown on the North and East elevations. There should also be a cap over the LP portion of the building. On the North elevation, he stated brick pillars should be added to the edges of the LP siding extended along the building corners overlooking the roof deck. A cap should be placed over the LP portion on the East elevation. Possibly some windows should be added to the East elevation similar to the West. The submittals did not include elevations of the walls overlooking the roof deck. Heinig suggested that the materials

reflect an identical balance as to the exterior walls on the West and East sides of the building, which would wrap the building cohesively and provide a nice balance.

Member Kertis asked if an elevator was required. Administrator Heinig stated that the McCathie's have looked into the elevator and found it is not required. Additionally, the plans will be reviewed by the state and would be added if they determine its needed.

Member Barlow asked where the signage would be placed. Administrator Heinig stated that signage could be provided on the awnings and glass, but that the building itself is not designed for tenant signage. Chad McCathie stated that the exterior signage would be for the building. Inside the common entrance marquee signage would be provided to direct traffic to the appropriate suite.

Member Stanek asked if there are provisions to prevent the advertising on the glass from overtopping the building. Administrator Heinig stated there are provisions in the ordinance to regulate that. Karen McCathie stated she wanted this to be tasteful and they would appropriately restrict advertising in the leases.

Member Gill asked if the parking lot was for only the commercial building. Administrator Heinig again reiterated that the parking area is for both the new multi-family building and the new commercial building, as well as could be used for other existing businesses already there. It would serve the entire area during the day, and mostly the residential units at night. As was previously discussed when the PUD was approved, there is not enough on-site parking to appease all of the commercial businesses in the area—as the B1 Zoning District does not have parking requirements and always traditionally relied on on-street parking, which people would need to continue using if the lots are full during business hours.

**Motion by Kulcinski, seconded by Gill** to approve the Site Plan & Architectural Review (SPAR) petition from Chad & Karen McCathie for new Downtown Office/Retail Building at 103 State Street contingent on administrative review of the changes to a final submittal constant with the comments above, and recognizing that signage is not permitted on the building proper. Finding that the purposes and guidelines of the SPAR Ordinance have been reasonably met, regarding the entire proposed site plan, all external building colors and materials, overall building layout and design, site and building lighting, site and building signage, and site landscaping Carried 7-0.

#### **Updates and other informational items from and before the Planning Commission:**

Administrator Heinig stated there currently are no agenda items reviews for next month's meeting, if it's cancelled members will be noticed prior.

#### **Adjourn:**

**Motion by Grokowsky, seconded by Kulcinski** to adjourn at 6:42 pm. Carried 7-0.

Minutes prepared by Chris Dahl, Village Engineer

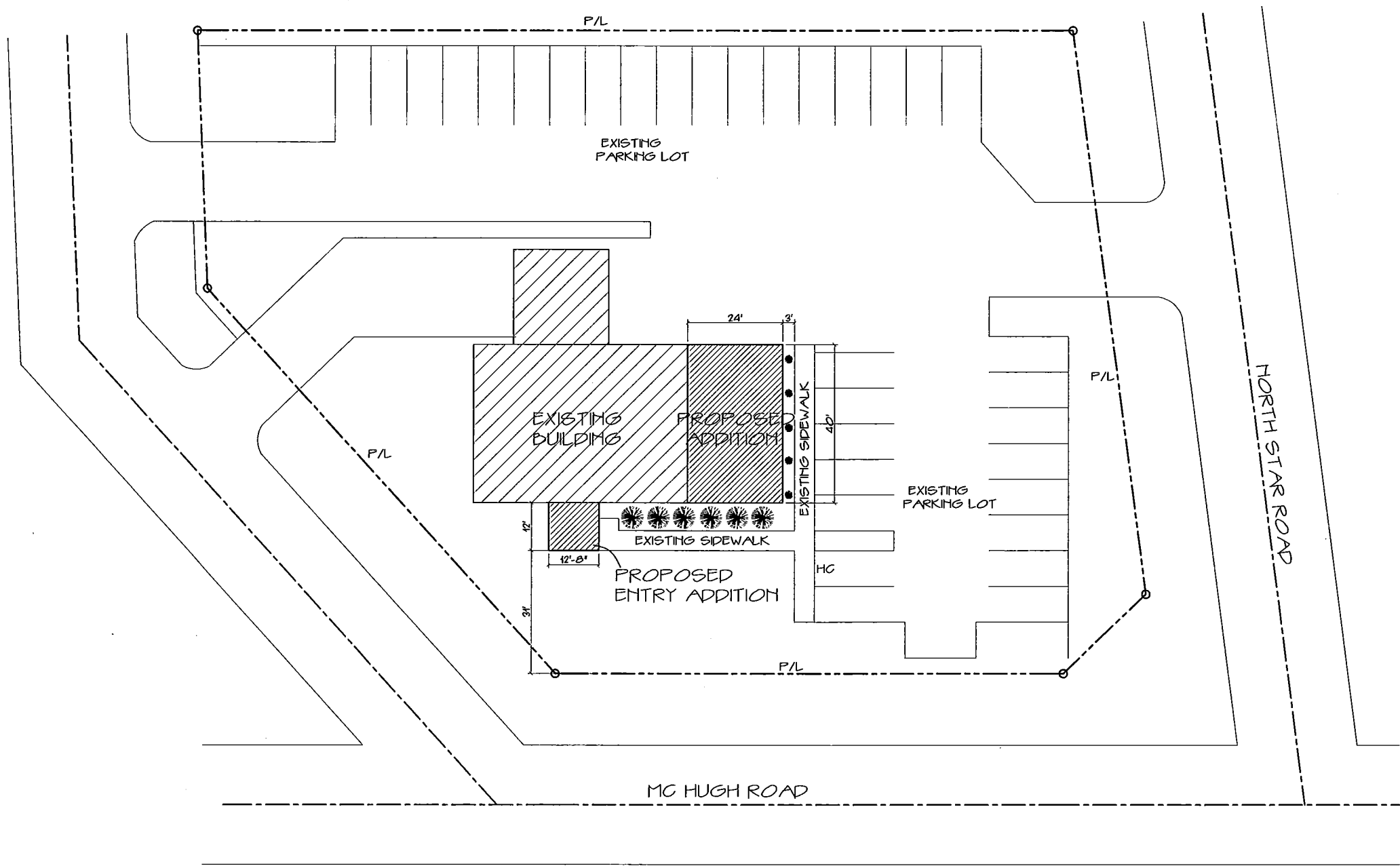






# ADDITION TO FIRST NATIONAL BANK

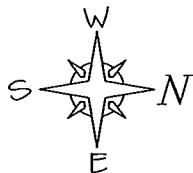
520 MC HUGH ROAD  
HOLMEN, WISCONSIN



LANDSCAPE LEGEND:  
\* = 24" HIGH SHRUB  
• = 18" HIGH SHRUB

PLOT PLAN

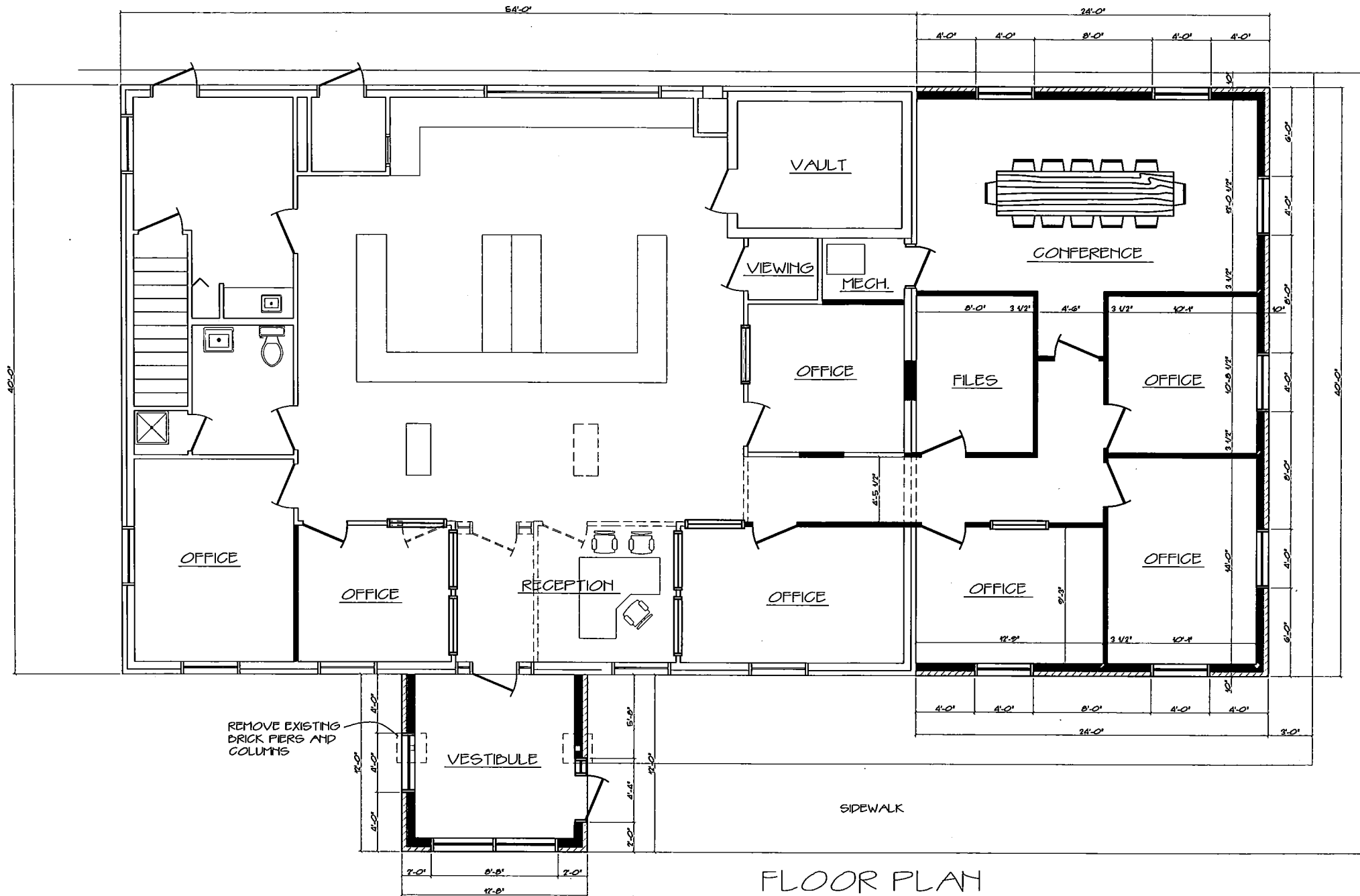
1" = 15'



**TJS Designs LLC**  
14530 Genesis Road  
Sparta, Wisconsin 54656  
608-269-2280

*Addition to 1st National Bank*  
520 MCHUGH ROAD  
HOLMEN, WISCONSIN

SHEET DESCRIPTION		SCALE AS NOTED	
BY: TJS	DATE: AUGUST 2014	PLOT PLAN	
		LAST REVISION: REVISION DATE:	
		Δ	



**TJS Designs LLC**  
14530 Genesis Road  
Sparta, Wisconsin 54656  
608-288-2280

*Addition to 1st National Bank*  
520 MCHUGH ROAD  
HOLMEN, WISCONSIN

SHEET DESCRIPTION			
FLOOR PLAN			
BY:	TJS	SCALE:	AS NOTED
DATE:	JUNE 2021	FILE:	
LAST REVISION:		REVISION DATE:	





# Holmen Plaza Retail Building

## Holmen, WI

8/18/2021

**MIDWEST**  
Design & Development, LLC  
N5560 CTH ZM, Suite 3 Onalaska, WI 54650

**DD-2**



**South Elevation**





**West Elevation**

**Holmen Plaza Retail Building**  
Holmen, WI

8/18/2021

**MIDWEST**  
Design & Development, LLC  
N5560 CTH ZM, Suite 3 Onalaska, WI 54650

**DD-3**





**Holmen Plaza Retail Building**  
**Holmen, WI**

8/18/2021

**MIDWEST**  
Design & Development, LLC  
N5560 CTH ZM, Suite 3 Onalaska, WI 54650

**North Elevation**

**DD-4**





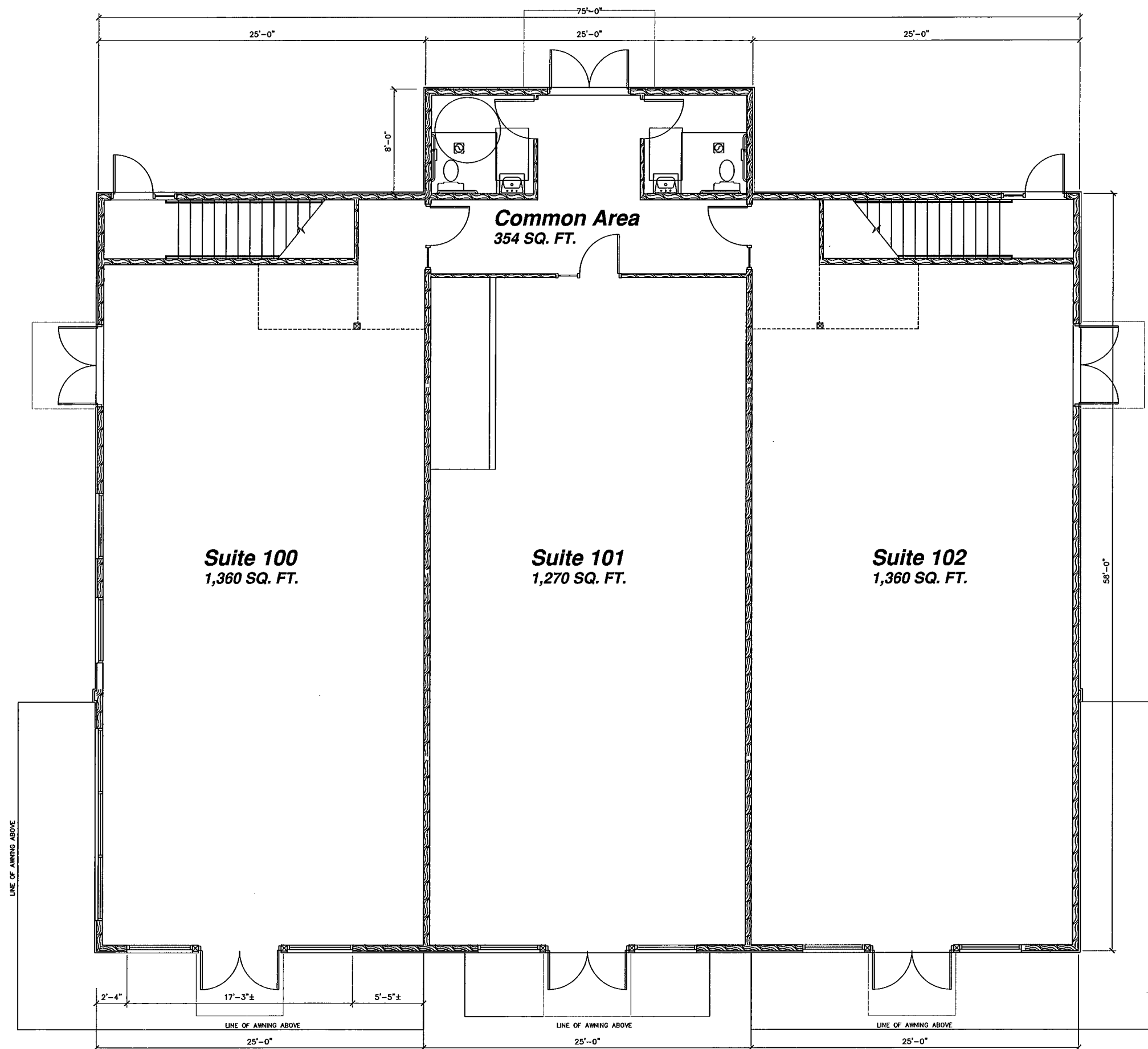
***East Elevation***

***Holmen Plaza Retail Building***  
***Holmen, WI***

8/18/2021

**MIDWEST**  
Design & Development, LLC  
N5560 CTH ZM, Suite 3 Onalaska, WI 54650

***DD-5***

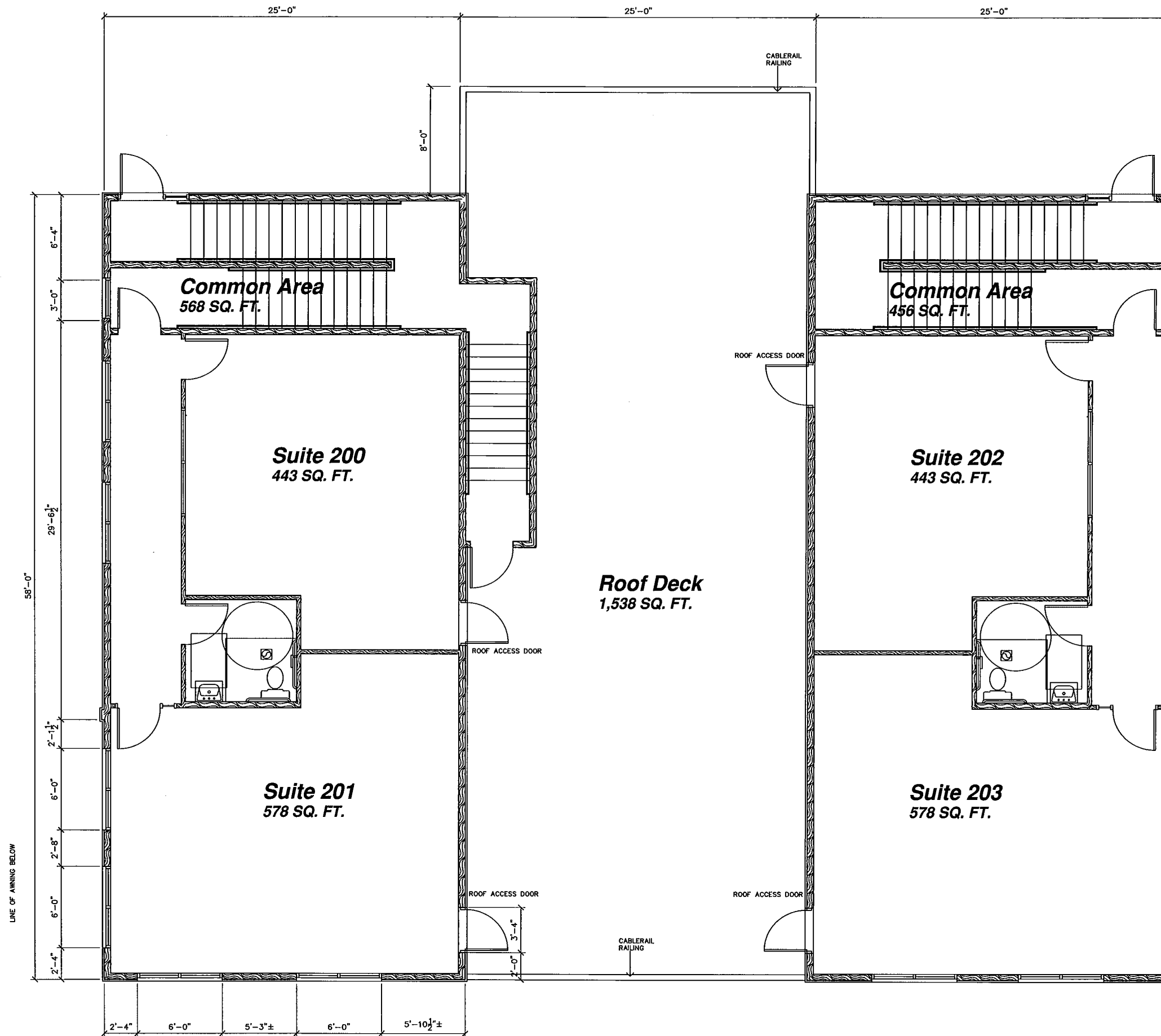


**Ground Level Floor Plan**

Holmen Plaza Retail Building  
Holmen, WI  
8/18/2021

**MW**  
**MIDWEST**  
Design & Development, LLC  
N5560 CTH ZM, Suite 3 Onalaska, WI 54650





**Second Level Floor Plan**

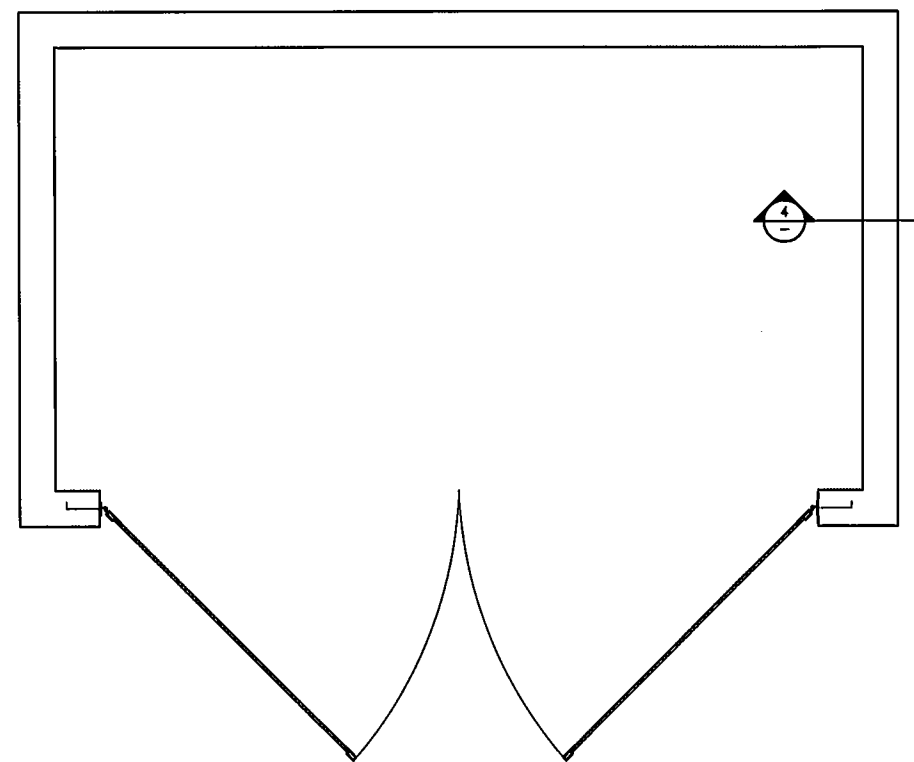
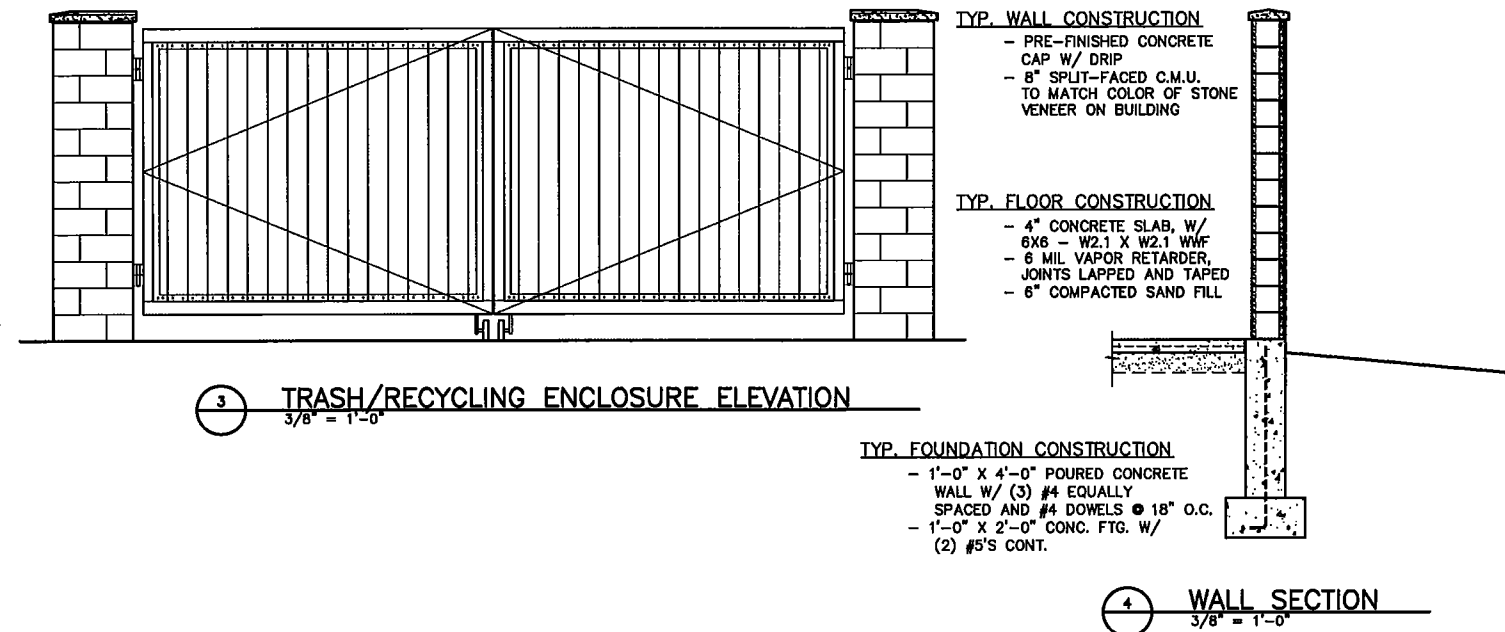
**Holmen Plaza Renovations**  
 Holmen, WI  
 8/18/2021

**MW**  
**MIDWEST**  
 Design & Development, LLC  
 N5560 CTH ZM, Suite 3 Onalaska, WI 54650

**DD-7**

# Holmen Plaza Retail Building

## Holmen, WI



**Trash Enclosure**



# Planning Commission

Aug 31 2021

Name

Address

- |     |                        |                         |
|-----|------------------------|-------------------------|
| 1)  | Chad & Karen McCarthie | W5548 Olson Rd - Holmer |
| 2)  | Micah Wyss             | 805 Grants St.          |
| 3)  |                        |                         |
| 4)  |                        |                         |
| 5)  |                        |                         |
| 6)  |                        |                         |
| 7)  |                        |                         |
| 8)  |                        |                         |
| 9)  |                        |                         |
| 10) |                        |                         |