

**Village of Holmen
Planning Commission Minutes
January 31, 2012**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday January 31, 2012. Present were commission members Szak, Ebner, Proctor, Olson, and Heinig. Committee members Moser and Evenson were excused. Additionally present were representatives from Northern Engraving.

Motion by Szak, seconded by Ebner to approve the minutes of the November 29, 2011 meeting. Carried unanimously.

Public Comment

None

Agenda Items

#4 - Administrator Heinig presented to the commission a CSM for Fairway Painting & Sandblasting, Inc. that would encompass two properties into one parcel. The owner of the property wished to add a building to the operation and current zoning does not allow for a building to be constructed on the smaller parcel. Consolidating both parcels into one would allow for the building addition to be done. Motion by Szak, seconded by Ebner to recommend to the Village Board approval of the CSM as proposed. Carried 5-0.

#5 – Attorney Bob Smyth informed the commission Northern Engraving was sold to Lawrence and the intent is to continue operation of the plant. The new owner does not want to keep the extra land surrounding the plant and a CSM was prepared to create another parcel that could be sold. Director Olson pointed out the existence of a sanitary line that runs westerly across Lot 1 of the CSM and then south to Hale Drive. A 30' wide easement should be provided for maintenance of the main for the east/west portion and a 15' easement along the west line of Lot 1 of the CSM from the manhole located on that westerly line, south to Hale Drive. Motion by Olson, seconded by Heinig to recommend to the Village Board conditional approval of the CSM with the addition of necessary easements. Carried 5-0.

#6 – Director Olson provided some background regarding the vacation of a portion of the old Right of Way for Corporate Drive near County Road "OT". Additional Right of Way was acquired by the County that now covers the existing pavement, and the old portion is no longer being used for roadway purposes. A Plat of Survey was prepared by Berg Enterprises that established Parcel A and Parcel B on the originally platted right of way. Parcel A will remain under control of the County and the Village will have the ability to vacate Parcel B. By vacating that portion of the right of way, ownership of the land would revert back to the adjacent property owner: in this case Mc Donalds. Motion by Szak, seconded by Ebner to recommend to the Village Board vacation of the portion of the right of way represented as Parcel B on the Plat of Survey. Carried 5-0.

The commission discussed minor modifications, suggested by MSA, to the Holmen Code Article XII Signs, Awnings, Canopies, and Billboards. The majority of discussion centered on existing billboards and the future status of those structures. Being in place, the structures could remain, even though they would not be permitted under the guidelines of the ordinance. If significant modifications or structural repairs were needed, the sign would no longer be allowed to remain. The commission also discussed billboards located adjacent to Hwy 53, but the particular sign discussed was in the Town and the Village would have no

jurisdiction. The City of Onalaska is reviewing their ordinance regarding electronic billboards and is expected to make a decision soon. A final modification to the Village ordinance will follow, but more discussion will be needed before creating that document.

Administrator Heinig presented information that would amend Chapter 5 of our municipal code after the April elections have been held. Because the Director of Public Works and the Village Administrator deal with developers and other entities associated with economic development, a potential conflict of interest could be perceived if both positions are also to be voting members of the commission. The changes would include a committee comprised of a presiding officer, two Village Trustees and four citizens. The Director of Public works and the Administrator would be more in an advisory capacity to the commission. This is being offered as information and the Village Board will need to approve an amendment when it becomes time for the change

No other items came before the commission.

Motion by Szak, seconded by Ebner to adjourn at 7:12 PM. Carried unanimously.

Dean K. Olson
Director of Public Works