

**Village of Holmen  
Planning Commission  
September 27, 2011**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday September 27, 2011. Present were commission members Szak, Evenson, Ebner, Proctor, and Spanel. Committee member Moser was excused. Additionally present was Andrew Bremer of MSA Professional Services.

Motion by Szak, seconded by Ebner to approve the minutes of the August 30, 2011 meeting. Carried unanimously.

**Public Comment**

None

**Agenda Items**

Proctor called to order the public hearing for a conditional use request at 1111 Linden Drive for a residential dwelling in the lower level of an area zoned B2 Highway Business District. Tim Sharpe explained that he is moving his business to the first floor and if he can't find a tenant for the lower level he will remodel it into living space. Proctor reported that that site had been inspected by Fire Chief Schober and he recommended that the lighted exit signs should remain. Tim Sharpe also noted that the windows are at ground level, are pop-out, and are accessible in case of an emergency. Andrew Bremer stated that he spoke with the building inspector and that a building permit will be required for any remodeling. Additionally, the living space can only be occupied by the owners. Proctor closed the public hearing at 6:40 PM. Motion by Szak, seconded by Evenson to recommend to the Village Board approval of a conditional use request at 1111 Linden Drive. Carried unanimously.

The Committee discussed Resolution 19.11 – CSM for 650-660 Commerce Street. Dick Berg of Berg Enterprises explained that the CSM is simply to shift an existing property line 25-ft to make an existing lot larger. Motion by Szak, seconded by Ebner to recommend to the Village Board approval of Resolution 19.11 – CSM for 650-660 Commerce Street. Carried unanimously.

The Committee reviewed proposed comprehensive plan amendments. Bremer presented a map with proposed changes and explained the changes. A public hearing for the changes will be held on October 13, 2011 prior to the Village Board meeting.

There was no discussion on Holmen Code Article XII Signs, Awnings, Canopies, and Billboards. The topic will be discussed at the regular October meeting.

Motion by Szak, seconded by Evenson to adjourn at 7:10 PM. Carried unanimously.

Ben Spanel  
Director of Public Works

VILLAGE OF HOLMEN  
PLANNING COMMISSION  
09/27/2011

NAME	ADDRESS
1. Tim SHARPE	1111 LINDEN DRIVE
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