

**Village of Holmen
Planning Commission
August 30, 2011**

AMENDED: 09/01/2011

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday August 30, 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 Evenson, seconded by Szak to approve the minutes of the July 26, 2011 meeting. Carried unanimously.

Public Comment

None

Agenda Items

Proctor called to order the public hearing for a rezoning request at 1225 S. Main Street from R1 Single Family District to B2 General Business District at 6:31 PM. Mark Merfeld asked what type of business is expected to be constructed. Paul Borsheim of Borton Construction explained one tenant would be an optometrist with additional tenants to be added. Proctor closed the public hearing at 6:34 PM. Proctor explained that the Holmen Comprehensive Plan would need to be amended prior to approval of the rezone by the Holmen Board. The property's current land use is single family and would need to be changed to commercial. Motion by Szak, seconded by Ebner to recommend to the Village Board approval of the rezoning request at 1225 S. Main Street from R1 to B2 contingent upon revision of the Comprehensive Plan. Carried unanimously.

Proctor called to order the public hearing for a rezoning request at 1924-1926 Crooked Avenue from R4 Two Family Residential District to R6 Zero Lot Line Single Family District at 6:58 PM. No one spoke in favor or against the request. Proctor closed the public at 6:59 PM. Motion by Szak, seconded by Evenson to recommend to the Village Board approval of the rezoning request at 1924-1926 Crooked Avenue from R4 to R6. Carried unanimously.

Motion by Evenson, seconded by Szak to recommend to the Village Board approval of a Certified Survey Map for 1924-1926 Crooked Avenue. Carried unanimously.

Proctor called to order the public hearing for a rezoning request at 1932-1934 Crooked Avenue from R4 Two Family Residential District to R6 Zero Lot Line Single Family District at 7:00 PM. Bremmer discussed a possible maintenance agreement for future rezonings of this similar nature to protect the owner of each unit. Dale Brott commented that maintenance stipulations are part of the title at closing for each of his properties. Proctor closed the public hearing at 7:02 PM. Motion by Szak, seconded by Evenson to recommend to the Village Board approval of the rezoning request at 1932-1934 Crooked Avenue from R4 to R6. Carried unanimously.

Motion by Szak, seconded by Ebner to recommend to the Village Board approval of a Certified Survey Map for 1932-1934 Crooked Avenue. Carried unanimously.

Proctor called to order the public hearing for a rezoning request at 1936-1938 Crooked Avenue from R4 Two Family Residential District to R6 Zero Lot Line Single Family District at 7:05

PM. No one spoke in favor or against the request. Proctor closed the public hearing at 7:06 PM. Motion by Evenson, seconded by Ebner to recommend to the Village Board approval of the rezoning request at 1936-1938 Crooked Avenue from R4 to R6. Carried unanimously.

Motion by Ebner, seconded by Szak to recommend to the Village Board approval of a Certified Survey Map for 1936-1938 Crooked Avenue. Carried unanimously.

The Committee discussed the pre-application of Bluffview Memory Care campus to be located in TIF #2. Jack Halbleib and Curt Crotty presented a preliminary concept plan and front elevation as well as a summary of the project. Crotty explained that the campus would be created in two phases on 5-acres off of Bluffview Ct. There will be approximately 56 units for phase 1 and create 32 full time positions. Crotty explained that TIF incentive would only be requested for phase 1. Crotty also discussed that because of the R5 zoning a variance would be needed for parking. Halbleib explained the types of jobs that would be created. Bremmer confirmed the location of the two phases and discussed the number of workers on each shift. Crotty noted that he hopes to break ground at the end of October or early November. Spanel presented Crotty with a preliminary building permit estimate. Impact fees and deferred assessments were discussed. Bremmer noted that a conditional use permit would be needed for the R5 zoning. A special Planning Commission meeting will be scheduled on Thursday October 13.

Motion by Szak, seconded by Ebner to table discussion of Holmen Code Article XII Signs, Awnings, Canopies, and Billboards. Carried unanimously.

Other Items

Ebner requested that meeting information packets be available to the commission members a week ahead of each meeting.

Motion by Szak, seconded by Evenson to adjourn at 8:20 PM. Carried unanimously.

Ben Spanel
Director of Public Works

8/30/11 PLANNING COMMISSION

NAME

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