

**Village of Holmen
Planning Commission Minutes
October 25, 2016**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, October 25, 2016. Present were commission members Proctor, Stanek, Sacia, Anderson, Growkowsky, and Johnston, along with advisory members Administrator Heinig and DPW Olson. Member Szak was excused. Also in attendance were Mark and Paul Hansen and Pat McKnight.

Public Hearings - None

Motion by Anderson, second by Johnston to approve the minutes of the August 30, 2016 meeting – carried unanimously.

Public Comment

Paul Hansen addressed the Commission to give some background on Agenda item #6. They have been planning for an expansion of their building as far back as when they originally purchased the property. The addition will be to the north of the existing building and will consist of a new entry, offices, a break room and a Conference Room. The plan shows an open concept office space configuration, similar to what has been used in the existing building. Along with the building expansion, the parking lot will also be extended and a detention area is being proposed to the east for storm water control.

Agenda Items

#5 Action and Recommendation on Resolution to Authorize Duplex/Twin-home or other basic one or two lot CSM lot splits for Review and Approval at the Administrative Level.

Administrator Heinig explained this was requested by the Village Board to simplify the process for splitting duplex/Twin-home type Certified Survey Maps (CSM's), similar to what is done in Onalaska. Under our current process, these are reviewed by staff before they are brought to the Planning Commission and ultimately the Village Board for final approval. The process can take 3 to 5 weeks that could be expedited if a staff approval was acceptable.

Motion by Johnston, second by Anderson to recommend approval of Resolution 23-2016 Village Board – carried unanimously

#6 Action on Site Plan and Architectural Review (SPAR) for the Nesnah Ventures Office Addition at 3819 Creekside Lane

Nesnah Ventures has submitted a plan for expansion of their existing building to the north. A SPAR review takes into consideration the building exterior, materials, elevations, landscaping and lighting. The plan before the Commission this evening shows an exterior that is in conformance with the design standards for this area. As part of staff's review,

additional information was requested related to a list of materials and more definition of the landscaping features. There will be no additional signs as part of this project and the lighting is incorporated into the building design. Staff finds this proposal in conformance with the Comprehensive Plan and recommends approval, contingent on the items requested earlier.

Motion by Anderson, second by Johnston to approve the Site Plan, finding the purposes and guidelines of SPAR review have been reasonably met regarding the entire proposed site plan, all external building colors and materials and designs, the overall proposed site landscaping, the overall proposed site lighting, and the overall proposed site signage, contingent on staff receiving a plan that details the various exterior materials and a landscaping plan that provides more definition on the types and location of the various plantings to be used. Member Stanek asked what the setback along the north line of the property is planned to be. The asphalt paving will extend to within 5 feet of the north property line, and the building will be placed 10 feet from the north line, in conformance with the setbacks for this type of zoning. The motion carried unanimously. A copy of the approved site plan is attached to these minutes.

#7 **Action and Recommendation on Proposed Ordinance Changes to Building and Fire Codes.**

Motion by Johnston, second by Stanek to table this item – carried unanimously.

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

Member Johnston expressed appreciation to Nesnah Ventures for expansion of their business in the Village of Holmen.

Motion by Johnston, seconded by Growkowsky to adjourn at 6:45 PM - carried unanimously.

Dean K. Olson
Director of Public Works