

**Village of Holmen  
Planning Commission Minutes  
November 29, 2011**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday November 29, 2011. Present were commission members Szak, Evenson, Proctor, Olson, Moser and Heinig. Committee member Edner was excused. Additionally present was Richard Berg.

Motion by Szak, seconded by Evenson to approve the minutes of the October 13, 2011 meeting. Carried unanimously.

**Public Comment**

None

**Agenda Items**

Richard Berg presented to the commission his application for consideration of a 2-lot CSM at 742 Amy Drive, parcel # 14-1748-0. The intention is to divide an existing lot into two B-2 lots, with the newly created lot fronting Ryan Street. The Board of Zoning Appeals just met, and approved a variance for the creation of the second lot (the variance was required due to the new rear yard setback that was created from the proposed creation of the new lot, where the existing building would now be fronting Ryan Street with a rear yard setback 3.6 feet less than required). Heinig confirmed that with the approved variance, there was no longer any reason to deny the request for the CSM. Motion by Moser, seconded by Szak to recommend to the Village Board, approval of the 2-lot CSM as proposed. Carried 6-0.

The commission decided to wait on any discussion regarding the Holmen Code Article XII Signs, Awnings, Canopies, and Billboards, until the MSA presentation that is planned for late December. Motion by Szak, seconded by Moser, to table the item until MSA is ready to make their presentation. Carried 6-0.

No other items came before the commission.

Motion by Moser, seconded by Evenson to adjourn at 6:43 PM. Carried unanimously.

Scott Heinig  
Village Administrator