

**Village of Holmen
Planning Commission Minutes
February 23, 2016**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, February 23, 2016. Present were commission members Proctor, Stanek, Sacia, Anderson, and Szak, along with advisory members Administrator Heinig and DPW Olson. Members Evenson and Kulcinski were excused. Also in attendance were Tom Lyons, Rick Durst, Katherine Warzynski, Jay Clark, Treavor Millen, Jeff Wiser, Pat McKnight, Kris Mueller, Jeff Krueger and Marilyn Pedretti.

Public Hearings

- a) Hearing on Village of Holmen Comprehensive Plan Update.

Motion by Anderson, second by Szak to open the Public Hearing – carried unanimously.

Andrew Bremmer provided a review of the updated plan and the contents of the four chapters in the document. He also discussed changes to the Future Land Use Map. Land uses in the TIF #2 area were changed to concentrate a more commercial element near the interchange and establishing a Commercial/Light Industrial element in the center portion of the area. A section of land between Hwy 53 and CTH XX, southwest of the CTH MH and Hwy 53 interchange was also designated as Commercial/Light Industrial because of the recent addition of the CAPX 2020 power line and sub-station.

The floor was opened to the public for comments regarding the plan update and no comments were offered.

Motion by Anderson, second by Szak to close the Public Hearing – carried unanimously.

Motion by Szak, second by Stanek to approve the Minutes of the January 26, 2016 meeting – carried unanimously.

Public Comment - None

Agenda Items

- #5 Action and Recommendation on Planning Commission Resolution 1-2016 – a Resolution Supporting the Adoption of the Village of Holmen Comprehensive Plan 2016-2036.

Motion by Anderson, second by Stanek to approve Planning Commission Resolution 1-2016 – carried unanimously.

- #6 Action and Recommendation on the Dale Brott Annexation of 4.66 acres off Mc Hugh Road from the Town of Holland to the Village of Holmen.

The properties were purchased by Dale Brott and he is requesting annexation of both. This annexation would clean up one of the balloon on a string areas in the Village. The

Department of Administration has reviewed the request and found it to be in the public interest.

Motion by Szak, second by Anderson to recommend approval of the Annexation to the Village Board – carried unanimously.

#7 Action and Recommendation on the Grechen Chalsma Annexation of 21.75 acres off Hwy 53 from the Town of Holland to the Village of Holmen.

This is a unanimous petition by the property owner for property along the east side of Hwy 53, north of Bluffview Court. The petition was forwarded to the Department of Administration, and is currently under review.

Motion by Anderson, second by Szak to recommend approval of the Annexation to the Village Board, contingent on receiving a determination of being in the public interest from the Department of Administration.

Member Stanek asked if the bike trail would be affected by this annexation. This annexation will take in the bike trail and the easterly right of way of Hwy 53. Village Staff will need to meet with the Town of Holland to discuss maintenance options related to the trail.

The motion carried unanimously.

#8 & #9 Action and Recommendation on the Final Plat and Developers Agreement with Elmwood Partners Limited Partnership on Cole Addition Two and Addition Three.

Elmwood Partners has submitted the Final Plat and Developers agreement for both Addition Two and Addition Three for the Cole Farm development. Since the two phases are integral to each other, both Addition Two and Addition Three are being considered at the same time. The plats reflect the same lot configuration and road layout as what was approved in the 63 lot Preliminary Plat. These two additions reflect the balance of those 63 lots. The Developers Agreement is the same agreement that was used for the First Addition that was completed last year.

Motion by Anderson, second by Szak to recommend approval of the Final Plat and Developers Agreement for both Addition Two and Addition Three to the Village Board.

Member Szak asked about the four way stop that was a condition of the previous plat approval. The signs have been purchased and will be put in place this summer. Member Stanek asked if there was a projected time for the connection of Judith Court to Holmen Drive. Plans are currently being designed for the road and bridge construction and we anticipate that connection to be made in the next 6 to 8 years.

The motion carried unanimously.

#10 Action and Recommendation on a Petition from Rick Beyer and Partners to Amend the Existing SPAR (Site Plan & Architectural Review) on the approved Multi-family PUD off Blackwelder Place.

A PUD for this property was approved less than a year ago, but building configuration changes are being proposed due to elevation issues and costs. A copy of the previously approved site plan was presented for the Commission's information.

The new Site plan reflects two significant changes to the buildings. The elevation of the lower level is being raised to minimize the amount of excavation necessary create the underground parking. The original central location of the underground parking access is no longer present and the parking access will be at the east and west ends of the proposed buildings. Because the building sits higher, the brick around the lower level extends higher than the previous plan. The brick will also extend up the two covered columns on the front of the building with stone quoins on the corners of those columns. Stone quoins will also be included on other corners on the front and sides of the building. The windows on the lower level will have a soldier course of brick and stone above the window. The garage door will have a soldier course around the door opening. The rear elevation shows covered porches, similar to the previous plan. The proposed sign is a 1 foot by 7 foot high pillar type sign that shows the name of the development as the Grasslands.

Motion by Szak, second by Stanek to approve the amendment of the SPAR (Site Plan & Architectural Review) for the Multi-family PUD off Blackwelder Place, directing the Administrator to work with the developer to come up with a different design for the sign.

Member Sacia asked if the garage entrance was going to have a single door. Yes, for security reasons, buildings like this have a single entrance to the lower garage area. Member Stanek asked if placing the drive entrance to the easterly building on the curve would create any visual obstructions that would affect traffic safety. The elevation of the surrounding ground is relatively flat in this area and staff does not foresee any issues with visual clearance for this drive.

The motion carried unanimously. A copy of the amended plan is attached to these minutes.

#11 Action and Recommendation on a petition from Aaron Ross for SPAR (Site Plan & Architectural Review) of Performance Elite Gymnastics off Circle Drive.

Village Staff have been working with the designer to prepare the site plan being presented. This site is located north of the McDonalds near OT, along Circle Drive. This conforms with the current B-2 Zoning and is not in an architecturally controlled zone. The building is proposed to be a steel building (similar to other buildings in the vicinity) with a concrete brick facade around the north, west and south sides. Brick columns will also extend above the lower course to break up the walls. The east side will not have the brick course, however the corner columns will wrap around the corners. The east side will have air conditioning units in this area and will ultimately be hidden by any future construction on the lot adjacent to this project. The structure is 26 feet tall, but the ground will be excavated 10 feet and the building constructed from that point. This will give an overall presentation of a 16 foot tall building on the site. The sign is a 7 foot by 7 foot sign with colored letters forming an American flag. There is an existing sanitary sewer line that will be relocated by the developer to allow for construction of the building.

Motion by Szak, second by Stanek to approve SPAR (Site Plan & Architectural Review) for the proposed Performance Elite Gymnastics off Circle Drive – motion carried unanimously. A copy of the plan is attached to these minutes.

#12 Action and Recommendation on a petition from WI Development LLC and Cedar Corporation for SPAR (Site Plan & Architectural Review) of Root River Racing off Crow Street and Greeno Road.

The proposed building is located on the west side of Crow Street, north of Greeno Road, in the new Nicolai Flats addition that began construction last fall. All utilities were installed and the roads were prepared for curb & gutter and paving, but have not been completed as yet. The Landscaping Plan shows an area for Future Storage Units, and that use is not permitted in this area. The building will consist of raked concrete panels, similar to what is used at the Menards building, around the bottom, with different colored steel panels above. Windows were added to break up the appearance on the sides. The office space on the south edge of the building is a contrasting green color upper with a shorter raked concrete around the lower part of the wall. A hip style roof was added to help blend the office section into the south wall of the structure.

This proposed building is located in the HD Corridor overlay district where use of concrete and steel materials is discouraged. There are existing buildings in the area that are steel construction, but those structures were built before the new construction standards were established. Given the building does not comply with the current overlay requirements, Staff does not object to the project, but cannot recommend approval.

Motion by Rich, second by Stanek to recommend approval of the site plan.

Member Anderson asked if we had received any objections to the plan. No, but the plan was not reviewed by anyone but staff. Member Stanek was concerned with the possible precedent that could be set by an approval and made a motion to table this item for 30 days for further review. The motion failed due to a lack of second. Member Szak asked if we would be opening an opportunity for others to ask for similar materials in the overlay district if we permit this one. Member Stanek stated any approval would need to be specific so we would avoid conflicts in the future.

Administrator Heinig pointed out the four possible options available to the Commission. Those are approval, approval with modifications, deny or table until the next meeting. Chair Proctor called the vote and the original motion to approve failed unanimously. Motion by Anderson, second by Stanek to deny the petition. This motion passed with a vote of 3 to 2, with Member Szak and Chair Proctor voting against.

#13 Action and Recommendation on Adoption of the City of Onalaska, Village of Holmen and Town of Onalaska Boundary Agreement Under Section 66.0301, Wis. Stats.

Representatives from the three communities have met many times to come up with this plan. Properties within the "Central Corridor" could be annexed to the City or the Village. The previous agreement between the City and the Village is still in effect and further defines which municipality a property would annex to. The Town would have an opportunity to incorporate the Prairie, but that process is clearly defined within the agreement. As a condition of this agreement, the Town would withdraw their current Incorporation Petition. There are "Sensitive Areas" indicated that represent developed neighborhoods in the Town. These areas could only annex by unanimous petition. There are also defined areas that would permit "Town Islands". This is a 10 year agreement that can be renewed every 5 years unless one of the parties chooses to not renew. The process to remove one of the parties from the agreement is also described in the document.

The Public Hearing will be held at a Joint Planning Commission meeting on Monday, February 29th at the Omni Center in Onalaska. There will be no action taken at the Joint Meeting, but each community will hopefully adopt the agreement at the regular Board or Council meeting in March.

Motion by Anderson, second by Stanek to recommend approval of the City of Onalaska, Village of Holmen and Town of Onalaska Boundary Agreement, pending the outcome of the Public Hearing – carried unanimously.

Other Items

Remember the Joint Planning Commission meeting will be held at the Omni Center at 6:00 PM, Monday, February 29th. A public hearing is scheduled at that meeting for the City of Onalaska, Village of Holmen and Town of Onalaska Boundary Agreement.

Motion by Szak, seconded by Stanek to adjourn at 7:45 PM - carried unanimously.

Dean K. Olson
Director of Public Works