

**Village of Holmen
Planning Commission Minutes
May 31, 2016**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, May 31, 2016. Present were commission members Proctor, Stanek, Sacia, Anderson, Szak and Johnston, along with advisory members Administrator Heinig and DPW Olson. Member Evenson was absent. Also in attendance was Pat McKnight.

Public Hearings - None

Motion by Johnston, second by Stanek to approve the minutes of the April 26, 2016 meeting – carried unanimously.

Motion by Anderson, second by Szak to approve the minutes of the Special May 12, 2016 meeting – carried unanimously

Public Comment - None

Agenda Items

#5 **Action and Recommendation on Certified Survey Map (CSM) as Submitted by CM Construction for a Two Lot Duplex Split on Second Avenue East.**

CM Construction has requested a split of the duplex lot in the Rosewood Subdivision. There are other mechanisms that would accomplish the same result, but this is the method lending institutions prefer. Staff finds no problem with the lot split as presented.

Motion by Anderson, second by Johnston to recommend approval of the Certified Survey Map (CSM) as Submitted by CM Construction for a Two Lot Duplex Split on Second Avenue East to the Village Board – carried unanimously.

#6 **Action and Recommendation on Unanimous Annexation Petition from Trevor Thompson of 318+ acres Along Hwy. D from the Town of Onalaska.**

This property is located east of Deerwood Park, along the south side of County Highway “D”. This is a unanimous annexation request for approximately 318 acres. The eastern 80 acres, as defined in the boundary agreement with the Town of Onalaska, could only be annexed to the Village through a unanimous annexation, and this meets that requirement. The area is intended to be developed as single family residential and would generate approximately 400 lots. This annexation is in conformance with our Comprehensive Plan and has been found to be in the public interest by the Wisconsin Department of Administration. Staff has been working with the petitioner and fully supports this annexation request.

Motion by Szak, second by Stanek to recommend approval of the Unanimous Annexation petition from Trevor Thompson of 318+ acres along Hwy. D from the Town of Onalaska, to the Village Board.

Member Szak asked how an annexation of this size will affect the existing public works facilities. DPW Olson explained that the wastewater treatment plant is in the final stages of a Facility Plan that will result in construction of a new treatment plant. Projected growth of the village is taken into consideration as part of the Facility Plan to assure any new facilities are built large enough to accommodate the growth. We have also considered some mains that will need to be increased in size to convey the daily flows to our sewer interceptor mains.

Member Szak asked if the Village was considering review of our impact fees. Administrator Heinig clarified that the last study was completed 10 years ago, and we are currently undergoing a new analysis to determine what the needs will be moving forward.

The motion carried unanimously.

#7 **Action and Recommendation on Developer's Agreement with CHIFest Properties Holmen, LLC, for the Creation of a Four Lot Planned Unit Development (PUD), Including a Festival Foods Store, off Hale Drive and Main Street, also Serving as the PUD Implementation Plan for the Project.**

The Developer's Agreement presented has been reviewed by the Village and the Developer. This document includes the provisions originally agreed to, as well as definitions related to the completion date. This document also serves as the Implementation Plan, as called for in the Village ordinance for Planned Unit Development projects.

Motion by Szak, second by Stanek to recommend approval of the Developer's Agreement with CHIFest Properties Holmen, LLC, for the Creation of a Four Lot Planned Unit Development (PUD), Including a Festival Foods Store, off Hale Drive and Main Street, also Serving as the PUD Implementation Plan for the Project, to the Village Board.

Member Szak asked if the electric line easement along the east and north side of the property was going to be relocated. Some work is anticipated regarding replacement of some poles, but the complete relocation of the line has not been pursued.

The motion carried unanimously.

Update on other discussion items from and before the Planning Commission.

The June Planning Commission meeting agenda is expected to include new residential and commercial developments.

Other Items – Member Stanek asked about the plans for the Holmen Drive Project. There were a number of concerns that came up at the public information meeting and he wanted to know if there had been any progress regarding those concerns. Administrator Heinig explained that the purpose of the public information meeting was to gather the concerns of residents and businesses so we could evaluate them and incorporate changes in the design before moving forward. All businesses that had expressed concerns have been contacted and informed of the changes that were made and they all felt comfortable with what was being proposed.

Motion by Johnston, seconded by Stanek to adjourn at 7:00 PM - carried unanimously.

Dean K. Olson
Director of Public Works