

**Village of Holmen
Planning Commission Minutes
July 26, 2016**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, July 26, 2016. Present were commission members Proctor, Stanek, Sacia, Anderson, and Johnston, along with advisory members Administrator Heinig and DPW Olson. Member Szak was excused. Also in attendance were Leah Berlin, Dick Barbour and Pat McKnight.

Public Hearings – None

Motion by Johnston, second by Anderson to approve the minutes of the June 28, 2016 meeting – carried unanimously.

Public Comment - None

Agenda Items

- #5 **Action and Recommendation on Petition from Kwik Trip for SPAR (Site Plan and Architectural Review) on Development of a new Facility off Hale Drive, Including Minor Modification of the Festival Foods PUD Final Development and Implementation Plan and Developer's Agreement, to Accommodate a Modified Site Plan for Kwik Trip's Proposed Lot Improvements in the Southwest Outlot area.**

Kwik Trip is proposing a new store at the southwest corner of the Festival Foods site, originally Outlot #1 of the Festival Site Plan. The proposed Kwik Trip site is larger than Outlot #1, shifting the eastern property line farther to the east to accommodate the new store. This will also require a modification to the location of the westerly drive access off Hale Drive. The new drive location is being proposed approximately 60 feet west of the original location to provide an access that is more easily shared by the two entities. This shift eliminates one tier of parking that was on the original plan that will be accommodated for elsewhere on the site. The landscaping plan has been developed to be consistent with the landscaping on the Festival site. An additional sign is being proposed at the southeast corner of the Kwik Trip site that will display current pricing. This 7 foot by 9 foot sign has a brick base that will match the proposed building and an electronic display for the different fuel type pricing. Kwik Trip will also have a space on the marquis sign that was approved with the Festival project. The Kwik Trip logo will also be displayed on the front of the store and on the canopy over the pump area. The building is designed with a brick facade that meets the requirements of the overlay district. This design is consistent with other recently constructed stores in other communities. The canopy area also includes a brick component at the base of the support pillars that also match the building brick. The lighting plan indicates minimal light bleed outside of the project area.

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.

Member Stanek asked how the storm water from this site will be addressed. The original Festival site plan accounted for this commercial development in the calculations that were used to size the storm sewer system and detention area. - The motion carried unanimously.

Motion by Anderson, second by Johnston to approve the minor modifications to the Festival Site plan and PUD, regarding the access point – carried unanimously.

#6 **Action and Recommendation on CSM from Kwik Trip for a lot split at Hale Drive and Main Street, within the Festival Foods PUD Final Development Plan.**

The CSM before you this evening has been prepared to establish separate ownership of the parcels on the original Festival Site. By creating four separate parcels, Lot #1 does not have access to a road right of way. A blanket access easement must be included in the document to grant unrestricted access to all parcels from any parcel.

Motion by Johnston, second by Anderson to recommend approval of the CSM, to the Village Board, with the condition that a blanket access easement be added to the document – carried unanimously.

#7 **Action and Recommendation on CSM from Wieser Brothers for a four lot split at Crow Street and Flat Road within the Nicolai Flats Subdivision.**

This CSM represents the split of lots 2 and 3 of the Nicolai Flats South Final Plat that was approved last fall. This survey created 4 lots, consistent with the rezoning that was approved in May. A storm sewer was installed along the north edge of lots 1 and 2 of the CSM so a 20' wide storm sewer easement must be added to the northern edge of Lot 1 and Lot 2 of the CSM for maintenance purposes.

Motion by Johnston, second by Anderson to recommend approval of the CSM, to the Village Board, with the condition that a 20' wide storm sewer easement be added to the north line of the document – carried unanimously.

#8 **Action and Recommendation on Developer's Agreement for the new Evergreen Subdivision.**

The Developer's Agreement presented has been reviewed by the Village and the Developer for the single family residential project north of Lee Estates.

Motion by Johnston, second by Anderson to recommend approval of the Developer's Agreement for the Evergreen Subdivision to the Village Board – carried unanimously.

#9 Action and Recommendation on Resolution Authorizing Preparation of General Boundary Agreement Between the Village of Holmen and the Town of Holland

The Village had begun preliminary discussions with the Town of Holland regarding a Boundary Agreement between the two communities. Those discussions stopped for a period of time, but have once again resumed. The resolution before you represents the necessary first step for the Village to proceed with the Boundary Agreement discussions.

Motion by Anderson, second by Stanek to recommend approval of Resolution 12-2016 to the Village Board. Member Stanek asked if this process will affect any existing residences. The establishment of a Boundary agreement is to define what areas could be annexed to the Village. The motion carried unanimously.

#10 Action and Recommendation on Petition from Mike Smith for SPAR (Site Plan and Architectural Review) on Development of new Large Storage Facility on Ryan Street in Manufacturing Zone

The property is an area that was originally part of the Xcel 161 kV line easement that ran through the Village. As part of the CAPX 2020 order, this line was relocated on the new poles that were installed along Hwy 53 and the easement was released, allowing for development of the property. The property falls within the Manufacturing Zoning District, not Light Industrial, or Business zoning districts. The proposed building is for large storage areas with a brick façade around the entrance doors. The site plan shows the location of the existing building on the property, and an offset future building. The existing building does not meet the setback requirements, so the future building is being shifted slightly so it is outside of the setback line. There is little in the way of landscaping, there is no detail for the proposed sign and no information regarding lighting provided in this submittal. There are three driveway access points for the site, but the two on Ryan Street are in excess of the 36 foot maximum width permitted.

Motion by Johnston, second by Anderson to approve the Site Plan finding the purposes and guidelines of SPAR review have been reasonably met regarding the building placement and external building colors and materials and designs, conditioned on the developer submitting an updated plan that meets with the Administrators approval, including a more detailed landscaping plan, a lighting plan that includes downward directional lighting affixed to the building, a detail for the sign that is limited to a height of no more than 7 feet and driveways along Ryan Street that do not exceed a width of 36 feet – carried unanimously.

Motion by Stanek, seconded by Johnston to adjourn at 7:20 PM - carried unanimously.

Dean K. Olson
Director of Public Works