

**Village of Holmen
Planning Commission Minutes
September 25, 2012**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday September 25, 2012. Present were commission members Szak, Proctor, Dunham, Johnston, Ebner and Evenson, along with advisory members Olson, and Heinig; member Horvath was excused. Also in attendance were Clint Meyer, Tom Lyon, Don Higgins and Aldin Stecker.

Motion by Johnston, seconded by Szak to approve the minutes of the August 28, 2012 meeting - carried unanimously.

Public Comment

There were no public comments.

Agenda Items

#4 – Site Plan & Architectural Review – CM Construction & Development, Hale Drive.

Administrator Heinig provided information submitted for a proposed building to be located along the south side of Hale Drive. The building would consist of office space as well as an attached warehouse area to the south with garage door access locations on both sides. Since this falls within the South Holmen Drive overlay district, the building must meet certain design requirements. As part of the plan, the fenced in area near the detention facility would be relocated and the storm sewer would be extended to Outlot 1. The landscaping plan does not have detail for the type of trees/shrubs to be used. Clint Meyer elaborated the different sizes on the plan indicate different types of trees. He also elaborated that lighting would be included on the building above the garage door openings with downward type lighting. There would also be similar lighting located in the soffit above the office door that also was directed down. The proposed sign would be internally illuminated.

Motion by Szak, Second by Johnson to approve the plan as submitted - carried unanimously. A copy of the submitted information is attached hereto.

Member Szak also asked My Meyer and Mr. Lyon how they felt this review and approval process worked. Both felt the process was efficient and worked well. They had to scramble to get everything pulled together in time to meet the submittal deadline, but were able to accomplish that.

#5 – Site Plan & Architectural Review – Spee-dee Delivery Service, Inc., Circle Drive.

Administrator Heinig presented the plans for a new building planned in the Cedar Creek Business Park. Spee-dee Delivery Service is planning to open a new distribution facility in the area. This proposed building will be located on a lot that is defined in the CSM in the next agenda item and would be Phase 1 of the project. Ultimately the building could be expanded to the west as the business grows. Although metal buildings are not the preferred style in Holmen, this type does fit in with other buildings in the vicinity and would be an appropriate style. The building is a warehouse with 5 garage doors on the south and two on the east. An awning is used over the two doors on the east side. The east and south sides also include a brick facade to provide a more decorative appearance to the building. The north wall will be masked by the existing Sherwin Williams building. That side will use

landscaping to break up the appearance of the solid wall. Additional landscaping will be provided on as indicated on the plans. The Village has received a copy of the Conditional approval from the State of Wisconsin for the plans.

Motion by Szak, Second by Ebner to approve the plan as submitted - carried unanimously. A copy of the submitted information is attached hereto.

Member Szak asked Mr. Higgins and Mr. Stecker how they felt this process worked. Mr. Stecker expressed an appreciation for how staff made time to sit down and go over the preliminary concept that allowed them to prepare a final document. He felt that in itself helped the process progress effectively.

#6 – Possible Action and Recommendation CSM Tesh Partnership, Circle Drive.

To allow for the building approved in the item prior, a reconfiguration of the existing lots would be necessary. This CSM creates 3 lots from the two existing lots originally platted. This survey will result in lot 3 being relatively small for this type of development and was pointed out at an earlier meeting. If needed, lot 3 could be combined with lot 10 or a portion of Lot 10 and would be addressed at that time.

Motion by Szack, Second by Johnston to recommend approval of the CSM to the Village Board – carried unanimously.

#7 – Possible Action and Recommendation CSM Traditional Trades, 603/605 Maple Shade Drive.

This CSM has been submitted to split this corner lot into two parcels along the common wall of the building to be consistent with the rest of the development.

Motion by Szak, Second by Evenson to recommend approval of the CSM to the Village Board – carried unanimously.

#8 – Possible Action and Recommendation CSM Traditional Trades, 600/602 Maple Shade Drive.

This CSM has been submitted to split this corner lot into two parcels to be consistent with the rest of the development.

Motion by Szack, Second by Ebner to recommend approval of the CSM to the Village Board – carried unanimously

Other Items

No other items came before the commission.

Motion by Dunham, seconded by Evenson to adjourn at 7:05 PM - Carried unanimously.

Dean K. Olson
Director of Public Works