

**Village of Holmen  
Planning Commission Minutes  
October 30, 2012**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday October 30, 2012. Present were commission members Proctor, Johnston, Ebner and Evenson, along with advisory members Olson, and Heinig; members Horvath, Szak and Dunham were excused. Also in attendance were Brad Kortbein, Pastor Mark Boyd and Richard Beyer.

Motion by Evenson, seconded by Johnston to approve the minutes of the September 25, 2012 meeting - carried unanimously.

**Public Comment**

There were no public comments.

**Agenda Items**

**#4 – Site Plan & Architectural Review – Apostolic Life Church, N5898 Hwy. 35.**

Administrator Heinig provided some background regarding improvements that are being planned for the church. A site plan and building plan were provided showing details regarding the expansion. The area is currently in the Town of Onalaska, but the church is looking into annexing the 15 acre parcel to the Village to be able to take advantage of sanitary sewer and water services. DPW Olson was planning to extend water main to this area in conjunction with the HWY 35 reconstruction scheduled for 2014. Since the church is located adjacent to Hwy 35, the design requirements will need to meet the standards established as part of the corridor study. As part of the submittal, the church is requesting a waiver of the design standards requiring a 5/12 roof pitch. The plan indicates a roof with a 4/12 pitch that will result in a roof that extends 12 feet above the wall height, meeting the intent of the design standards.

Brad Kortbein, the architect for the church presented design information to the board, elaborating on the color schemes and materials to be used. The siding will be sand colored with a walnut (Nova-Brick) wainscot lower on the front. The sides will have siding on the lower line matching the walnut color used on the front. Pastor Boyd presented a color sample for the roof shingles defined as "weathered wood".

Staff has reviewed the plan expressed concern with the number of parking spaces planned. Because there is no space available on adjacent roadways or streets, it was suggested an overflow parking area also be developed to provide parking when needed. The west edge of the parking area should also have curb installed similar to the curb line around the church. Drainage is being addressed by the use of multiple rain gardens. No calculations were submitted at this time, but drainage should be looked at more closely to verify all storm water items are sized adequately. The site plan shows the right of way line along Hwy 35 differently than information received from WisDOT. The location of that line should be verified to assure landscaping and parking facilities are on the property and not within the road right of way. Members of the Board also expressed concerns with the location where the roof drainage lands.

Mr. Kortbein appreciated the comments and would address them. He also stated that as a member of the Tomah Long Range Planning Committee, he appreciated the detail of the design requirements and felt the standards allowed him to prepare a plan that would meet his client's needs and the requirements of the Village.

Motion by Johnston, Second by Ebner to approve the plan with the conditions discussed - carried unanimously.

#5 – Possible Action and Recommendation on Richard Beyer Annexation Petition, Sand Lake Rd.

Administrator Heinig provided information regarding the possible annexation of a 1.69 acre parcel located on Sand Lake Road. The property is currently in the Town of Onalaska, but is adjacent to the Georgetown Subdivision. The property has a single family residence and would probably be developed under a PUD within a residential zoning that would be brought to the committee at a future date. The Dept. of Administration has looked at the annexation petition and was found not to be against the public interest.

Chair Proctor asked if the annexation was for both properties (N6154 and N6176). This petition is only for N6154.

Motion by Ebner, Second by Johnston to recommend approval of the annexation to the Village Board - carried unanimously.

**Other Items**

No other items came before the commission.

Motion by Ebner, seconded by Evenson to adjourn at 7:15 PM - Carried unanimously.

Dean K. Olson  
Director of Public Works