

**Village of Holmen  
Planning Commission Minutes  
February 25, 2014**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday February 25, 2014. Present were commission members Proctor, Olson, Johnston, Stanek, Evenson, Szak and Kulcinski; along with advisory member Administrator Heinig. Also in attendance were Erin Knadle, Randy Knadle, Clint Meyer and Alexix Meyer.

Motion by Kulcinski, seconded by Evenson to approve the minutes of the November, 12, 2013 meeting - carried unanimously.

**Public Comment**

There were no public comments.

**Agenda Items**

#4 – Site Plan and Architectural Review – Consideration of Proposal for Daycare Center (Children’s Tree House) on Hale Drive.

Administrator Heinig reviewed the site plan submittal, explaining that this type of use for the property is consistent with the Comprehensive Plan and a valuable addition to the area. There are, however a number of issues with the site plan that must be modified:

- 1) There is no curb identified on the plan – curb is a requirement for this area.
- 2) Parking stalls are 8’ wide and the standard is 10’.
- 3) The number of parking stalls is not sufficient for a building of this size.
- 4) There is no information regarding storm water drainage or detention.
- 5) The C. M. Construction site to the west is not completed and has been on hold until a plan can properly incorporate both sites. That information needs to be included on the site plan.
- 6) The Architectural information is in compliance, but a 4” split face block is more typical for an industrial setting. Staff recommends looking at stone or 2” Brick to help transition to the residential area to the east.
- 7) The Landscaping plan will need to incorporate any changes that may result from changes to the parking area.

Motion by Olson, seconded by Kulcinski to table action on the plan until March so the items mentioned can be addressed – carried unanimously.

#5 – Site Plan and Architectural Review – Consideration of Proposal for Village of Holmen Police Station on Wall Street.

Administrator Heinig reviewed the site plan submittal, explaining that this plan is consistent with the Comprehensive Plan and meets the Village Standards. Member Johnston lives in the area and appreciated the steps taken by the Village to clean up the proposed site and the investment to make it a new center for the community.

Motion by Kulcinski , seconded by Johnston to approve SPAR review of the site plan – carried unanimously.

#6 – Possible Action and Recommendation on CSM in Deerwood Estates.

Administrator Heinig provided a copy of the CSM and also a copy of that area of the plat to give the Commission a better understanding of the area being discussed. The survey will combine lots 13 & 14 of Block 9 in Deerwood Estates, allowing for a large house to be built. The applicant will be responsible for any costs associated with utility relocations or modifications to the curb & gutter or street. There are other large houses in the vicinity and the two lots to be combined are on the lower tier. Both of these factors will help to reduce the visual impact.

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

#7 – Discussion on La Crosse Area Planning Committee Coulee Vision 2050 and Survey.

Staff had received the introductory letter from LAPC, but also learned community leaders had also received an invitation to complete the survey. It appears the intent was to discuss the survey and then consider completing it. Members should not feel obligated to complete the survey if they do not feel comfortable doing so. Administrator Heinig will contact Tom Faella to schedule a presentation to help clarify the process.

#8 – Update on Annexations and Town Incorporation Petition.

The original hearing date of February 5<sup>th</sup> had to be rescheduled because the assigned Judge recused himself. A hearing was held on February 19<sup>th</sup> that lasted for approximately 3 hours. Witnesses for the Town gave testimony regarding the notice that was placed in the paper, the gathering of signatures and the legal description used when the petition to incorporate was filed. The Village is challenging two points of the process. It is our position that the legal description contains a qualifying condition that is not permissible under law (this was established during the Town of Campbell incorporation process). In this case, the Apostolic Life Church was part of the Village of Holmen when the Notice to Circulate a Petition was published. Since that time, the annexation has been voided and returned to the Town. The conditional statement tries to include that area in the petition, in the event that the church property is returned to the Town. Since there is case law for situations of this nature, our Attorneys feel this is the best argument to make against the Incorporation. The second point is related to the notice that was placed in the paper in June of 2013. Statutes require certain items be included in that notice, specifically “including an accurate description of the territory involved”. When the notice was published, the area was described as “the Town”, and our position is that is not an “accurate” description. There is no case law regarding this argument, but our Attorneys feel this added information will help to reinforce the earlier argument related to the Legal Description. We feel there was sufficient testimony provided by the Town’s witnesses that support the Village’s position. Our Attorneys requested transcripts of the hearing and intend to prepare a brief, with supporting testimony to present to the Judge before he makes a ruling. The next hearing date is scheduled for April 30<sup>th</sup> at 1:30.

Motion by Olson, seconded by Szak to adjourn at 7:42 PM - carried unanimously.

Dean K. Olson  
Director of Public Works