

**Village of Holmen
Planning Commission Minutes
April 24, 2012**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday April 24, 2012. Present were commission members Ebner, Szak, Evenson, Proctor, Dunham and Horvath, along with advisory members Olson, and Heinig. Commission member Johnson was absent. Additionally, present were Justin Sorenson and Steve Trumlet from MSA, Charlie Handy from La Crosse County, Scott Ryan and Bev Brady.

Motion by Szak, seconded by Ebner to approve the minutes of the March 27, 2012 meeting. Carried unanimously.

Public Comment

None

Agenda Items

#4 – Public Hearing: Amendment to the Comprehensive Plan to incorporate as a plan component the South Holmen Drive Corridor Plan. - Motion by Dunham, second by Horvath to enter the Public Hearing. Carried unanimously. Charlie Handy pointed out that if the Village accepts this amendment, the Comprehensive Plan on file with the County would also be amended accordingly. He also commented on certain graphics in the document that he appreciated. Hearing no other comments, motion by Szak, second by Dunham to close the Public Hearing – carried unanimously.

#5 – Public Hearing: Amendments to Chapter 195 Zoning, create Article VIII, S195-21.3, DO-2 South Holmen Drive Design Overlay District. - Motion by Szak, second by Horvath to enter the Public Hearing - Carried unanimously. With no comments either for or against, motion by Szak, second by Dunham to close the Public Hearing – carried unanimously.

The representatives from MSA gave a presentation of the background and purpose of the South Holmen Drive Corridor study, highlighting transportation, aesthetics, multi-modal alternatives and streetscaping. Steve then elaborated on recommendations of the study and a timetable for implementation of the recommendations.

#6 – Possible action and recommendation to amend the Comprehensive Plan to incorporate as a plan component the South Holmen Drive Corridor Plan. - Motion by Szak, second by Horvath to recommend to the Village Board to amend the Comprehensive Plan to incorporate as a plan component the South Holmen Drive Corridor Plan. Member Dunham asked where the Town is in adoption of the plan. Clarification - The Town is working with the County to make the necessary modifications to their Comprehensive Plan. The motion passed with a vote of 5 to 1 with member Horvath voting no.

#7 – Possible action and recommendation to create Article VIII, S195-21.3, DO-2 South Holmen Drive Design Overlay District. - Motion by Szak, second by Ebner to recommend to the Village board the creation of Article VIII, S195-21.3, DO-2 South Holmen Drive Design Overlay District. Member Horvath explained the additional requirements may be asking too much to promote business in the area and asked how much this would add to the cost of a project. Member Szak stated the standards are recommendations that would be reviewed by the Planning Commission and that he felt comfortable with the standards as presented. He also elaborated that it would be difficult to put an accurate figure on the cost due to the

variables of different sites. Member Horvath felt uncomfortable asking people to bear the cost, not knowing what that cost would be. Charlie Handy applauded the Commission for understanding the situation and debating the pros and cons of this type of action. Scott Ryan pointed out there were parts of the document he may not agree fully with, but supports the plan in general. Member Ebner likes having the standards established. Member Szak stated that as a developer, the standards provide a basis to work from on projects. The motion passed with a vote of 5 to 1 with member Horvath voting no.

#8 - Possible action and recommendation on a Conditional Use Permit to allow for a residential dwelling in the current office area of the existing building at 722 and 742 Western Avenue, an area zoned B-2 Highway Business District. - Motion by Szak, second by Evenson to recommend favorable approval of the Conditional Use Permit upon completion of the Public Hearing scheduled for the next Village Board meeting. Administrator Heinig explained the people are moving their business to the building at 722 Western Avenue and are hoping to renovate the office area into a living space to reduce costs. Member Dunham offered an amendment to the motion to include a condition that the applicants understand this is a Business District and they will have to be tolerant of noise issues that may arise from other businesses in the area. The amendment was accepted by Szak and Evenson. Motion carried unanimously.

#9 - Possible action and recommendation to create Article XVI, Site Plan and Architectural Review Ordinance. Motion by Horvath, second by Szak to offer a favorable recommendation to adoption the ordinance by the Village Board. Member Dunham asked if this process would add to the time spent by staff for review of projects. Administrator Heinig pointed out that he currently reviews the documents and will not affect his time, but it will increase the time the Planning Commission will spend on review. Are fees required for each submittal – could the fee be removed? These are options the Commission could modify. How is outside storage to be addressed – this can be a part of the review comments or possibly a condition of approval. Member Horvath asked if every modification needed to be subjected to this review process – the administrator has the authority to waive the SPAR requirements for minor modifications to a site plan. Member Szak explained that in his experience, a review process would typically be done for structural modifications or if there were significant changes to the exterior of a building. Member Dunham asked if this ordinance would address signs – signs will be addressed in the Sign Ordinance currently being worked on. Member Horvath does not favor the submittal fee and also thought a cap of \$5,000 should be established for the penalty. Member Szak offered a friendly amendment to the motion to eliminate the submittal fee and to establish a maximum penalty of \$5000. Member Horvath accepted the amendment. The motion passes with a vote of 5 to 1 with member Horvath voting no.

#10 - Consensus on Site Plan and Architectural Review – Associated Bank Addition. - The Planning Commission was very pleased with the proposed plans for the new Bank and wishes to thank the bank for their dedication to, partnership with, and investment in our community.

No other items came before the commission.

Motion by Dunham, seconded by Evenson to adjourn at 8:35 PM - Carried unanimously.

Dean K. Olson
Director of Public Work