

**Village of Holmen  
Planning Commission Minutes  
June 28, 2016**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, June 28, 2016. Present were commission members Proctor, Stanek, Sacia, Anderson, Szak and Johnston, along with advisory members Administrator Heinig and DPW Olson. Also in attendance were Jim Christianson, Rick Durst and Pat McKnight.

**Public Hearings**

- a. Hearing on a petition from Jim Christianson of JKC Construction to rezone property in Village Crossing off Iris Street and Huntington Drive from R-6 (Zero Lot Line Two-family Residential District) to R-1 (Single-family Residential District).

**Motion by Szak, second by Johnston** to open the Public Hearing – carried unanimously.

There were no comments either in favor or opposed to the rezoning.

**Motion by Szak, second by Johnston** to close the Public Hearing – carried unanimously.

**Motion by Johnston, second by Stanek** to approve the minutes of the May 31, 2016 meeting – carried unanimously.

**Public Comment - None**

**Agenda Items**

- #5 **Action and Recommendation on petition from Jim Christianson of JKC Construction to rezone property in Village Crossing off Iris Street and Huntington Drive from R-6 (Zero Lot Line Two-family Residential District) to R-1 (Single-family Residential District).**

**Motion by Szak, second by Anderson** to recommend approval of rezoning lots 48 thru 55 of the Village Crossing Subdivision from R-6 to R-1 Single Family Residential District.

These parcels will need to be further divided by a survey or plat to create lots that conform to the R-1 requirements. - The motion carried unanimously.

- #6 **Action and Recommendation on Amending Article X, Planned Unit Developments, of the Village of Holmen Code of Ordinances.**

The existing PUD ordinance was created prior to the existing Administration, to help business and community development. MSA Professional Services used a comparable ordinance from another community as the format and it was adopted in 2011. Members of the Village Board have asked Administration to modify the code to streamline the process for projects that are not complex. Mr. Heinig and the Village Attorney have been reviewing

the ordinance and have prepared the document before you this evening. Some minor modifications include changes such as the term “Shall” has been replaced with “Administrator may require but is not limited to”. This document provides some latitude for simpler projects and adds flexibility, while still protecting the community.

This revised document includes a zoning overlay component that is not permitted in the existing ordinance.

Section G-3 allows for minor modifications to the plan that may result from field adjustments during construction.

**Motion by Johnston, second by Szak** to recommend approval of the Amendment of Article X, Planned Unit Development, to the Village Board.

Member Szak asked if this document gave the Administrator too much control. Also, who has the authority to approve the minor changes referred to in G-3?

Since the Administrator is also the Zoning Administrator, he has the authority to delegate responsibilities. Currently, inspections and oversight are performed by Scott, Dean, Pete and Bud, depending on availability. Modifications would be evaluated by staff regarding whether they fit this condition. Regarding the amount of authority given the Administrator, it is this position that receives and reviews information on behalf of the Planning Commission. This is the responsibility of the person in this position, and the Commission and Board should hold that individual accountable in making these decisions.

Member Szak asked if the determination of simple or complex is defined by number of units, size of parcel or other factors. Should we add bullet points to clarify this for developers?

This would be determined by the Administrator during the review process and presented to the Planning Commission. The Commission has the right to ask for more information at any time during the review process.

Member Johnston feels this will make Holmen more business friendly.

Member Szak feels this is acceptable, as long as developers know all the requirements. Many times, schedules are based on an approval at the Planning Commission meeting.

Member Anderson feels comfortable with the modifications to the ordinance, since the Planning Commission has the opportunity to send them back to the drawing board if the Commission is not satisfied. - The motion carried unanimously.

**Motion by Johnston, seconded by Stanek** to adjourn at 7:00 PM - carried unanimously.

Dean K. Olson  
Director of Public Works