

**Village of Holmen
Planning Commission Minutes
August 28, 2018**

Village President Proctor called the Planning Commission meeting to order at 6:30PM on Tuesday, August 28, 2018. Present were commission members Proctor, Johnston, Stanek, Rugroden, Grokowsky, Appold, and Kertis, along with advisory members Administrator Heinig and Engineer Chris Dahl. Also in attendance: Pat McKnight.

Public Hearing

- a. None

Motion by Stanek, seconded by Rugroden to approve the minutes of the July 31, 2018 Meeting. Carried 7-0.

Public Comment

None

Agenda Items

5. Possible Action on Petition from CM Construction (Clint Meyer) for Site Plan & Architectural Review (SPAR) for Business Incubator/Storage Building at 421 North Star Road

Administrator Heinig provided a brief overview of the SPAR application for a proposed hybrid business incubator and storage facility on North Star Road. The site is located in the architecturally controlled Holmen Drive Corridor and thus must adhere to stricter design guidelines and standards. While the proposal does attempt to provide for decent quality exterior design, the building still lacks a considerable amount of required masonry, per SPAR Ordinance requirements at this location. Heinig did suggest that while this general area is currently more industrialized and in some respects “blighted” today, the reality is that over the next five to ten years, most all of the adjacent properties will be redeveloped with a much higher and better use for the value of the land (much like other properties in the Holmen Drive Corridor already have begun to do). As such, it would be unadvisable to permit a building and site design that does not meet minimum standards for the changing area. Heinig mentioned that the site shows no area for tenant parking or visitor parking, identifying that the site in whole, does NOT meet the basic requirements of the Parking Ordinance, and other minor site plan requirements, like curbing and green space requirements, etc., are also unknown or not specified on the plan. The plan identifies a proposed sign (without any detail) that far exceeds the maximum sign height of 7’ (proposing 16’). Heinig also commented on the lack of minimum requirements for the Landscape Plan. The current submittal does NOT meet the requirements of the Landscape Ordinance in any way. As such, the overall proposal is NOT consistent with the

Comprehensive Plan, the SPAR Ordinance and the Landscape Ordinance, and Staff can NOT recommend approval.

Motion by Stanek, seconded by Grokowsky to deny the SPAR approval as submitted on the grounds that the proposed building and site plan do not comply with the architectural and design requirements per the SPAR Ordinance, the Parking Ordinance, the Sign Ordinance, the Comprehensive Plan and the Holmen Drive Corridor Plan; and that the Landscape Plan does not meet even the basic requirements of the Landscape Ordinance. Carried 7-0.

Further it was stated that CM Construction's existing sites in the Village, that were SPAR approved, must be brought back into conformance. As an example, he owns the daycare facility on Hale Drive and many of the required trees on that site have been dead since they were planted (violating the SPAR Ordinance and his original approvals). The current shop he owns on Hale Drive is also littered with garbage and junk in the parking area, etc. It is concerning that the owner wishes to invest in other areas of the community when he has not maintained his original SPAR approved properties. Heinig was encouraged by the SPAR Board to begin enforcement of the owner's current non-compliant SPAR properties and to issue penalties.

6. Possible Action on Petition from Todd & Tonya Wright for Site Plan & Architectural Review (SPAR) for R-5 Residential Multi-family 6 Unit Development at 616 Mc Hugh Road

Administrator Heinig provided a brief overview of the SPAR application for a proposed six unit (three duplexes) R-5 Multi-family project on Mc Hugh Road. The proposed buildings meet the basic requirements of the SPAR Ordinance and Comprehensive Plan, with 33% masonry, LP Smart Siding, decorative shakes on the gables, all built into a two story design with rear decks on the second floor. The units are three bedroom, two bath, with two car garages and two additional on-site parking spaces. Lighting is provided from the buildings themselves. The Landscape Plan was very detailed and is confirmed to meet the basic requirements of the Landscape Ordinance. There does not appear to be any signage for the site. A centralized mailbox and dumpster will be required, and accommodations should be made for a proper enclosure. The private driveway is planned to connect to the South, into the Brott property to provide circulation for emergency vehicles, etc. Heinig's only suggestion was that decorative shakes be added to all gables (the South gables, for example, have no shakes as proposed); and the SPAR Board agreed in principle, that adding the shakes would be appropriate. The development is completely R-5 compliant and consistent with the Village's Comprehensive Plan. Staff have no issue with the submission, and favorably recommend its approval, having reasonably met all SPAR requirements for the area in question.

Motion by Stanek, seconded by Appold to approve the Site Plan and Architectural Review, finding that the purposes and guidelines of the SPAR Ordinance have been reasonably met regarding the entire proposed site plan, all external building colors and materials, overall building layout and design, site and building lighting, site and building signage, and site landscaping. Carried 7-0.

7. Updates and other informational items from and before the Planning Commission

Administrator Heinig shared that next month we will most likely be considering another annexation and even a proposed preliminary plat. He mentioned that other larger development projects were being discussed and could be brought to the Commission sometime in early 2019.

Motion by Grokowsky, seconded by Stanek to adjourn at 6:58PM. Carried 7-0.

Minutes prepared by Scott Heinig, Village Administrator