

**Village of Holmen  
Planning Commission Minutes  
January 29, 2013**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday January 29, 2013. Present were commission members Proctor, Szak, Johnston, Ebner, Horvath and Evenson, along with advisory members Olson, and Heinig; member Dunham was excused. Also in attendance were Tom Lyons, Richard Beyer, Joe Van Aelstyn, Robert Thorud, Katey Fortune, Steve Lindemen and Jean Burgess.

Motion by Szak, seconded by Johnston to approve the minutes of the October 30, 2012 meeting - carried unanimously.

**Public Comment**

There were no public comments.

**Agenda Items**

#4 – Discuss Beyer Concept Plan for Sand Lake Road.

Administrator Heinig presented an overview of the development to date. Mr. Beyer annexed the 2 Ac. property last fall, intending to expand the development as indicated on this plan. The R-1 Zoning density would provide an additional 6 units. The proposed development is consistent with the Comprehensive plan and similar to the existing development along Grant Street, as well as the Georgetown Subdivision to the east. Sanitary sewer and water service is available from Outlot 2 at the rear of the development and storm water would be directed to the existing detention area directly south of the parcel.

Bill Ebner asked if there would be a public hearing before the project is finalized. Yes – at this time, Mr. Beyer wanted to know if there was a favorable consensus of the Commission before proceeding with the final plans. Steve Johnson asked what the next steps would be for the project. Since this would require a Planned Unit Development (PUD) overlay, Mr. Beyer would need to submit detailed development plans and schedule a Public Hearing for a future Planning Commission meeting. After the Public Hearing, the SPAR Board would review the detailed plans submitted.

The Planning Commission was receptive to the proposed concept plan.

#5 – Discuss Blackwelder 5 Ac Concept Plan

Commissioner Szak recused himself and left the room during the discussion. Administrator Heinig provided some background regarding the 5 acre parcel. This area is currently zoned B-2 with a Conservancy area adjacent to the south of the parcel. The TIF Design Standards provide for a Mixed-use option that would create a residential component that would help support an office/business component. The residential area south of the roadway would range from 16 to 20 units, generating a population of approximately 60 people.

Steve Johnston asked what the current status of available rental units in the Village was – are there many units available, or are they occupied. In general, the majority of the rental units in Holmen are currently occupied and there are few available. Bill Ebner asked how big the proposed units would be. At this point, the details on unit size are not available. This plan is

being submitted to get an indication from the Commission whether the concept would be worth pursuing. Nancy Proctor asked about the storage area shown on the plan and was reassured there would be no storage units on the final plans.

The Planning Commission responded favorably to the concept of the Mixed-use.

#6 – Possible Action and Recommendation on Change of Zoning from R-2 to R-6 (Coronado Street & CTH HD)

Robert Thorud has requested the 5 lots located in Village Crossing, near Prairie View Elementary School be rezoned to R-6. The Public Hearing for this request is scheduled for the February 14<sup>th</sup> Village Board meeting. The existing parcels are large enough to accommodate a twindo type structure that would eventually be split through CSM to create the Zero Lot Line separation. This is consistent with the Comprehensive plan and with the existing residential area to the west.

Motion by Ebner, seconded by Evenson to recommend approval of the Re-zoning to the Village Board - Carried unanimously.

#7 – Possible Action and Recommendation R-4 Zoning Amendment (Permitting Twindo Lot Lines)

Administrator Heinig reviewed this is an internal staff generated revision to the R-4 Zoning Ordinance that will hopefully provide a more efficient process related to Twindo development. The current Zoning Code differentiated between R-4 – Duplex and R-6 – Twindo structures. Since Zoning only cares about density, the two different structures are essentially the same. This amendment would provide an added permitted use for the Twindo configuration within the R-4 Zoning, thus eliminating the need for the re-zoning petition.

Motion by Szak, second by Horvath to recommend approval of the amendment. Tony Szak asked if the attorney had reviewed this process. At this time, the Village Attorney has not reviewed the amendment, but with the Commission's approval, the document will be forwarded for comment. The motion carried unanimously.

#8 – Update on Board Directive to create a process for a Fence Permit

Administrator Heinig explained that there is currently no permit process for installation of fences. Staff is evaluating the best method of initiating a permit to allow an opportunity to review the material, height and location of a proposed fence before it is installed. There are a number of instances in the Village where fences were installed and do not comply with the zoning in the area. The permit process will provide an opportunity to assure proper restrictions are addressed to avoid future problems.

Tony Szak asked if there would be a fee associated with the permit. That is a detail that is being considered. The suggestion of the Commission was that a minimal fee be considered to help offset costs for processing and review by staff.

#8 – Other items that may come before the commission - None.

Motion by Horvath, seconded by Ebner to adjourn at 7:00 PM - Carried unanimously.

Dean K. Olson  
Director of Public Works