

**Village of Holmen  
Planning Commission Minutes  
November 28, 2017**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, November 28, 2017. Present were commission members Proctor, Stanek, Rugroden, Ebner, Grokowsky, Appold and Johnston, along with advisory members Administrator Heinig and DPW Olson. Donna Stanek, Kyle Olson, Chris Walters, Jason & Mandy Hess, Chief Menches and Pat McKnight were also in attendance.

**Public Hearing**

- a) Ordinance to Create Article XVII—Landscaping & Bufferyards, of the Code of the Village of Holmen.

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

Administrator Heinig explained the ordinance was created to establish consistency in landscape design that would be used by designers for development of site plans.

No one spoke in favor or in opposition during the public hearing.

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

**Motion by Johnston, second by Appold** to approve the minutes of the September 26, 2017 meeting – carried unanimously.

**Public Comment** – Kyle Olson from DBS Group, representing the Seven Bridges Care Center was available to answer any questions regarding that project.

**Agenda Items**

#5 **Action and Recommendation on Ordinance to create Article XVII – Landscaping & Bufferyards, of the Code of the Village of Holmen.**

Over the past years, the SPAR review process has evolved, but there are some aspects that are ambiguous regarding specific requirements. This ordinance was created to establish equity and consistency. Landscaping design is based on a point system that takes into account the proposed building size, number of parking spaces and lot size. These components will establish a target point value. The various types of landscaping features have point values that would be added together to reach the target point value required. Member Stanek asked if fences were included in this ordinance – They are referenced, but fences are covered under their own ordinance. Member Grokowski asked who will be responsible for enforcement – Existing staff will be responsible for enforcement, until such time a staff inspector can be added in the future.

**Motion by Ebner, second by Johnson** to recommend approval of the Ordinance to create Article XVII – Landscaping & Bufferyards to the Village Board - carried unanimously.

#6 **Action and Recommendation on for Site Plan & Architectural Review (SPAR) for Seven Bridges Care Center (Assisted Living Facility) at 3901 Circle Drive.**

This project is located on the northerly edge of Circle Drive. The color scheme is blue and grey, with stone around the lower portion all around the building, with accents at the pillars and corners. The front and rear of the “H” shaped building have gable ends and the exterior walls will have LP Smart Siding, which are acceptable finishes in this area. The sign meets the requirements and conforms with the sign ordinance, however the location of the sign will need to be moved closer to the building to meet the setback requirements from the right of way. The floor plan shows 20 units on the outer legs of the building with a common area in the center portion of the structure. Parking is adequate for this type of use, but is not sufficient if the use of the building was changed to an office type or other comparable use. The site plan shows how parking could be expanded, if needed, as well as possible future building expansion.

Stormwater control is indicated in various areas on the site, but no calculations were provided. The drive entrance will consist of a circular driveway in the front of the building.

Member Stanek asked if the parking would need to be expanded if the care facility was to expand in the future. No, the future expansion of the care facility would be covered under what is being proposed. The additional parking indicated would be needed if the building use were to change. Chief Menches asked to have an opportunity to review the plan and to be included in plan distribution for future projects.

**Motion by Stanek, second by Grokowski** to approve the Site Plan, finding the purposes and guidelines of SPAR review have been reasonably met regarding the entire proposed site plan, all external building colors and materials and designs, the overall proposed site landscaping, the overall proposed site lighting, and the overall proposed site signage, including the modifications suggested by staff – carried unanimously. A copy of the approved site plan is attached to these minutes.

**Motion by Ebner, seconded by Appold** to adjourn at 7:15 PM - carried unanimously.

Dean K. Olson  
Director of Public Works