

**Village of Holmen
Planning Commission Minutes
March 27, 2012**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday March 27, 2012. Present were commission members Ebner, Proctor, Olson, and Heinig. Committee members Szak, Moser and Evenson were excused. Additionally present were Chief Mike McHugh .

Motion by Heinig, seconded by Ebner to approve the minutes of the January 31, 2012 meeting. Carried unanimously.

Public Comment

None

Agenda Items

#4 – Possible action and recommendation of Michael McHugh Rezoning from R-3 Existing Single-Family Mixed Res. To B-1 Downtown Business District at 131 Mill Street - Administrator Heinig presented to the commission information related to the re-zoning request by Chief McHugh for the property at 131 Mill Street from R-3 to B-1. This proposed zoning is consistent with the Comprehensive Land Use plan for the area. The public hearing for the re-zoning is scheduled for the April 12th Village Board meeting. Motion by Heinig, second by Proctor to recommend favorable consideration to the Board for the re-zoning, after the Public Hearing. Carried 4-0.

#5 – Review and Discussion of South Holmen Drive Corridor Study and Overlay - The South Holmen Drive Corridor Plan was provided for review prior to the next Plan Commission meeting. A public hearing will be scheduled during the April meeting so the plan can be adopted and the many aspects of the plan can be implemented. MSA was very thorough with the development of the plan and the associated design standards, and this document will establish development standards along that corridor to set the stage for quality development in the study area in the future.

#6 – Review and discussion of proposed changes to Article XIII: Signs, Awnings, Canopies and Billboards - Administrator Heinig presented a draft of an updated sign ordinance for the Village. MSA had provided comments initially and Administrator Heinig used that information, the existing ordinance and other factors to develop a new document to establish requirements for signs in the Village. There are now restrictions for signs in the area of the TIF district and pending restrictions associated with the South Corridor Study area. This Ordinance would apply the same rules to the rest of the Village.

#7 – Discussion of R-6 Twindos interpretation of condominium vs. zero lot line - The Village has been making a number of spot zoning changes from R-6 to R-7 so the developer/builder can then sell units to different parties. Administrator Heinig opened discussion to allow for a Condominium association to be created instead of using the re-zoning process. Since the building construction requirements are the same for structures, this process could reduce the number of public hearings and re-zoning requests.

#8 - Update on Site Plan / Architectural Review process and other development updates -
Administrator Heinig presented a draft ordinance for the creation of a Site Plan/Architectural Review process that would become the standard for new developments. The document described how the process would work and the final approval would be handled. The Commission members were invited to review the draft and provide comments and suggestions.

No other items came before the commission.

Motion by Heinig, seconded by Ebner to adjourn at 7:30 PM. Carried unanimously.

Dean K. Olson
Director of Public Works