

**Village of Holmen
Planning Commission Minutes
March 25, 2014**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday March 25, 2014. Present were commission members Proctor, Johnston, Stanek, and Kulcinski; along with advisory members Administrator Heinig and DPW Olson. Also in attendance were Clint Meyer, Todd Wright, Rick Durst, Ted Cone and Pat McKnight.

Motion by Kulcinski, seconded by Johnston to approve the minutes of the February 25, 2014 meeting - carried unanimously.

Public Comment

There were no public comments.

Agenda Items

#4 – Site Plan and Architectural Review (SPAR Board) – Consideration of Proposal for Daycare Center (Children’s Tree House) on Hale Drive.

Administrator Heinig reviewed the site plan submittal, to clarify a few points that were in question during last month’s meeting. Staff was concerned with how drainage was to be handled and that there was no curb indicated on the initial plan. Both of these issues are addressed on the updated plan being reviewed this evening. Rain gardens have also been added on the back and sides of the proposed building for additional stormwater control. The original plan was not clear as to the size of the parking stalls, but this plan clearly shows a 9’ wide stall for the standard spaces. There are two Handicapped stalls that have an 8’ dimension with the extra reserved space between. In most cases, there are not a sufficient number of parking spaces for a commercial building of this size, but the number being proposed will be adequate for a use of this type. If the use of the building changes, there is additional area at the rear of the building that could be transformed to parking, if needed. This submittal also includes detailed information regarding the colors and materials to be used on the building exterior.

Motion by Kulcinski, seconded by Johnston to approve SPAR review of the site plan – carried unanimously. Note: a copy of the site plan submittal is attached to these minutes.

#5 – Site Plan and Architectural Review (SPAR Board) – Consideration of Proposal for Kwik Trip Freezer Expansion on Existing Building on Holmen Drive.

Trustee Kulcinski recused herself from participating in the discussion and action on this item due to personal reasons. Administrator Heinig reviewed the site plan submittal, explaining that significant modifications to a building could require a major upgrade to the building facade. The proposed change to the building reflected in this submittal, along with the location of the changes does not warrant a significant upgrade, in staff’s opinion. Kwik Trip is proposing an extension on the rear corner of the building to add a walk-in freezer to the structure. The proposal includes a photograph of a similar expansion done in Oregon, WI that includes a matching siding and brick trim to complement the existing building.

Motion by Johnston, seconded by Stanek to approve SPAR review of the site plan – carried unanimously. Note: a copy of the site plan submittal is attached to these minutes.

#6 – Possible Action and Recommendation on Town of Holland CSM (Extraterritorial Review).

Administrator Heinig explained this CSM is located in the Town of Holland, but is within 1.5 miles of the Village, requiring a review of the survey. The Cemetery is currently defined as a number of small parcels and this survey combines those smaller parcels into one larger one. There are no additional parcels created as a result of this document.

Motion by Kulcinski, seconded by Johnston to recommend approval of the CSM to the Village Board – carried unanimously.

#7 – Possible Action and Recommendation on Annexation Petition from Todd and Tonia Wright for 3.25 Acres in the Town of Holland.

Administrator Heinig gave background regarding this parcel of land. It is part of a small group of parcels in the Town that are surrounded by the Village. Our hope was to be able to annex the entire area to eliminate the situation, but only this 3.25 acre part is being brought forth. This is a unanimous petition signed by the Wrights and the Pedrettis.

Motion by Kulcinski, seconded by Johnston to recommend approval of the Annexation to the Village Board, contingent upon review and approval of the Department of Administration – carried unanimously.

Motion by Stanek, seconded by Kulcinski to adjourn at 6:55 PM - carried unanimously.

Dean K. Olson
Director of Public Works