

**Village of Holmen  
Planning Commission Minutes  
April 30, 2013**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday April 30, 2013. Present were commission members Proctor, Johnston, Ebner, Olson, Kulchinski, Szak and Evenson, along with advisory members Olson, and Heinig. Also in attendance were Bob Tracey, John Haese and Heather Pfaff.

Motion by Ebner, seconded by Szak to approve the minutes of the March 26, 2013 meeting - carried unanimously.

**Public Hearing**

#3 - Conditional Use Permit to allow a day care operation within the Journey Lutheran Church at 2703 Sand Lake Road.

Motion by Kulchinski, second by Olson to open the Public Hearing - Carried unanimously.

John Haese informed the Commission that Wiggles & Giggles, an established Day Care organization, had approached the Church, asking to use a portion of the Educational Wing for their business. The Educational Wing is under-used during the week and the Church felt this would be a good arrangement. Rea Johnson, a licensed day care inspector did a preliminary walk through and felt this facility was one of the better church type facilities in the area. Changing the location of the Day Care will require a re-issue of their current license; a process that will require inspection by an Architect or Engineer. The church is aware of a few modifications that will need to be made and are currently working with local contractors to have these issues addressed. The Day care will use five rooms in the educational wing for their activities, as well as the outside play area that is yet to be completed.

There were no comments from the neighboring residents that were notified of the Public Hearing.

Motion by Olson, second by Ebner to close the Public Hearing - Carried unanimously

**Public Comment**

There were no public comments.

## Agenda Items

### #5 – Possible Action and Recommendation on Conditional Use Permit to allow a day care operation within the Journey Lutheran Church at 2703 Sand Lake Road.

Motion by Szak, second by Olson to recommend approval of the Conditional Use permit, with the provision that all necessary modifications be made to the building.

Administrator Heinig felt the application was thorough and complied with the existing Conditional Use permit the Church is currently under. This will actually be a conditional use to operate a business within a conditional use to operate a church.

Member Kulchinski asked how long the conditional use is good for; do they need to be reviewed annually? There is no timeline defined under the permit and it can continue indefinitely, unless changes were needed.

Member Olson asked if we need to be more pro-active regarding permits like this and police them regularly rather than waiting to address a complaint. The general consensus was that regular review of the permit would not be necessary.

Member Johnston asked if there were legal issues that might stem from permitting day care operation within a church. There are a number of instances in the area where day care facilities lease space from churches to operate a business on that property.

Chair Proctor called for the vote – Carried Unanimously.

### #6 – Other items that may come before the commission.

Member Olson asked if the numerous community event signs around the Village were permitted under the new Sign Ordinance. The new ordinance allows for community event and political signs on private property for a limited period of time, but does not allow them within the street right of way. Public works will start removing the signs that are incorrectly placed in the street right of way.

Motion by Ebner, seconded by Olson to adjourn at 6:52 PM - Carried unanimously.

Dean K. Olson  
Director of Public Works