

**Village of Holmen
Planning Commission Minutes
July 25, 2017**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, June 25, 2017. Present were commission members Proctor, Stanek, Rugroden, Ebner, Grokowsky, Appold and Johnston, along with advisory members Administrator Heinig and DPW Olson. Jim Christianson and Pat McKnight were also in attendance.

Public Hearing - None

Motion by Johnston, second by Stanek to approve the minutes of the June 27, 2017 meeting – carried unanimously.

Public Comment - None

Agenda Items

#5 **Action and Recommendation on Proposed Developer's Agreement for Seven Bridges Addition and Corresponding Phase I Final Plat.**

The developer has been working on this subdivision with staff for some time, and has now presented a Final Plat and Developer's Agreement. The Developer's Agreement presented is adequate, but we ask there two items be added. Outlot 2 is designated for Park use, and the only access would be from Old 93. The Village would ask for a temporary access easement from the end of Hudson Street, across property owned by the developer to that park area. The construction plans show storm sewer and detention facilities for the southern portion of the project. There will be a need for some sort of stormwater management in future phases to the north and west, but a temporary stormwater detention area will be needed until those future phases are completed. The document in front of you has a breakdown for oversized mains the Village has requested. The Village will reimburse the developer for the additional cost for the larger mains, as well as the cost for the force main that will be installed by the developer's contractor.

Motion by Johnston, second by Stanek to recommend approval of the Final Plat and Developer's Agreement to the Village Board. Member Ebner asked if this development was also going to have the cluster mail boxes. Yes, all new developments are required to have the cluster mail boxes for mail distribution. The developer does not like the idea of these mail delivery systems, but staff explained that we tried to fight this process previously, to no avail – the motion carried unanimously.

#6 **Action and Recommendation on Tim and Julie Lysaker Annexation from the Town of Holland near Bluffview Court.**

The Village has received a request from Tim and Julie Lysaker to annex a 23.34 acre parcel, located on Bluffview Court. This annexation includes the Lysaker property, along

with the right of way for USH 53 adjacent to their parcel. This annexation is in compliance with the recently established boundary agreement with the Town of Holland.

Motion by Ebner, second by Johnston to recommend approval of the annexation to the Village Board, contingent on receiving a favorable determination from the Department of Administration - carried unanimously.

#7 **Action and Recommendation on for Site Plan & Architectural Review (SPAR) for “Mike Smith Storage and Business Condos” on North Star Road.**

This project is located on two parcels at the intersection of North Star Road and Western Avenue. The proposed buildings consist of business condos with sewer and water service for office type bathroom facilities. The exterior will have a combination of a brick face façade and smart siding to create a more attractive building with start-up space for businesses. Parking surrounds the buildings with parking spaces located in front of the garage door entrances. This will need to be policed by the tenants if it becomes an issue. Signage will be a 3 foot by 3 foot space above each entry door that could easily be changed, and is intended for identification rather than advertisement. A monument sign is planned at the northeast corner of the project to identify the facility name. The developer plans to construct the eastern unit first to test the market. The other buildings are planned as a combination of condo and storage as well as storage only on the westerly building. The configuration of storage and condo may change based on market response.

Staff found no provisions for stormwater control and suggest providing storage along the southern perimeter of the project. The drive entrance between the middle and westerly building should be changed to mirror the entrance between the first two buildings. This would provide more green space along Western Avenue that could be used for stormwater containment.

Member Rugroden asked if the monument sign would list tenants – No, it will identify the complex, but each unit will have its own identification type sign. Member Stanek asked if people could live in the units, since there are bathrooms. That could be a possibility, but would not be allowed. Are handicap parking spaces required? Staff will confirm the need for special parking requirements with the designer.

Motion by Ebner, second by Stanek 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 Grokowski to adjourn at 7:15 PM - carried unanimously.

Dean K. Olson
Director of Public Works