

**Village of Holmen
Planning Commission Minutes
August 30, 2016**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, August 30, 2016. Present were commission members Proctor, Stanek, Sacia, Anderson, Growkowski, and Johnston, along with advisory members Administrator Heinig and DPW Olson. Member Szak was excused. Also in attendance were Karen and Chad Mc Cathie, Mike Paulson, Melissa and Mike Haines, Pat and Scott Marshall, Treavor Millin, Dawn and John Bristow, Paul Borsheim, Patrick Brockmann, Herb Hanson, Jim Christianson and Pat McKnight.

Public Hearings

- a) Rezoning Petition from Borton Construction for a rezone of 812 and 816 Main Street from R-1 (Single Family Residential District) and R-4 (Two Family Residential District) to B-3 (Neighborhood Commercial District)

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

Scott Marshall – 907 Main Street – He welcomes clean-up of the area, but would like to see the tree line along the back of the property remain. The storm sewer on Main Street appears to be inadequate – there have been two storms this summer that have resulted in flooded streets. The wood chips he had used for landscaping have washed away during these events. He suggested using the low area at the rear of the property for storm water detention. He was also wondering if there was a schedule for the proposed improvements.

Paul Borsheim – N3304 Bond Road, La Crosse, Wi – The developer hopes to create an owner occupied office complex, similar to East Bluff in La Crosse. They plan to maintain a 30 to 35' buffer along the back property line to help preserve some of the trees. If things fall into place, they hope to break ground in the spring of 2017, with completion in the fall.

Melissa Haines – 903 S. Main St. – She has concerns with the traffic the site may generate. Will access to the property be from Main Street or Linden Drive?

John Bristow – 1010 S. Main St. – John has two concerns – Traffic and Drainage.

Mike Paulson – 811 Main St. – The proposed re-zoning is for a neighborhood business district. What happens if the development does not fall into the defined uses for that type of zoning? Are there plans for what the development is going to look like? – Plans have not been developed for the site at this time.

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

Motion by Johnston, second by Anderson to approve the minutes of the July 26, 2016 meeting – carried unanimously.

Public Comment

Chad Mc Cathie addressed the Commission, stating he was there for item #10 – the CSM for Ryan Street. He also said that they have been proceeding with the construction of the street, but ran into unexpected delays and scheduling issues that have set him back. He has a commitment from paving contractors that he will be able to have the roadway paved by the end of September. The grading of the site requires the use of material excavated from building areas to get the north end to grade. He knows that building permits are not typically issued until the road is paved, but waiting until October would create a hardship that could result in the site sitting dormant until spring. He asked if he could obtain an early permit for the first building so he could complete the grading of that area yet this fall.

Agenda Items

#5 **Action and Recommendation on Rezoning Petition from Borton Construction for a rezone of 812 and 816 Main Street from R-1 (Single Family Residential District) and R-4 (Two Family Residential District) to B-3 (Neighborhood Commercial District).**

Administrator Heinig explained the design of this sight will need to address storm water detention requirements. This type of development usually presents a low impact to traffic. No design has been presented at this time, but there would be an opportunity for an access to Linden Drive as well as an access on Main Street to allow for flow thru traffic patterns. The Comprehensive Plan indicates a Mixed-use/light commercial for this area. The B-3 zoning is designated for smaller business development, using setbacks that fit better with residential neighborhoods. The Village expects a high quality design for this site, incorporating value with a presentation that fits with the surrounding residential neighborhood. Staff has no concerns regarding this proposed rezoning.

Motion by Stanek, second by Johnston to recommend approval the rezoning to the Village Board – carried unanimously

#6 **Action on Petition from Wieser Brothers for SPAR (Site Plan and Architectural Review) on Development of new Six-unit Multi-family Structures in the Nicolai Flats Subdivision.**

The paving of the Nicolai Flats development is scheduled for this week, with acceptance on improvements expected to soon follow. Once that is completed, the Final Plat will be signed and the CSM for the lot split can be finalized. This site plan represents the four buildings that are being proposed for the lots created by the CSM. These buildings are comprised of six units in each in each building. The units are 2 bedroom units and are built as slab on grade construction. The front has a stone veneer around the garage doors, as well as along the entryway and around the sides of the buildings. The Landscaping Plan shows different types of trees being planted at locations around the buildings, as well as a planned location for the mailbox. There is no special lighting or signage for the site, as proposed at this time. Staff finds the submittal to reasonably meet the Village's SPAR requirements for this area.

Motion by Anderson, 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 – carried unanimously. A copy of the approved site plan is attached to these minutes.

#7 **Action and Recommendation on CSM from Clint Meyer on Second Avenue for a Duplex Lot Split.**

This CSM represents the split of lot 8 of the Rosewood Subdivision. This survey was created to separate the two sides of the duplex to allow for individual sale.

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

#8 **Action and Recommendation on Preliminary and Final Plat for Six Lot Subdivision Overlay at Huntington Street and Iris Street.**

The plat before the Commission this evening represents the change from the 8 two-family lots to 6 single-family lots in Village Crossing that was rezoned at the last meeting. Staff has no concerns regarding this plat.

Motion by Johnston, second by Growkowski to recommend approval of the Final Plat of Village Crossing II to the Village Board – carried unanimously.

#9 **Action and Recommendation on Resolution to Locally Enforce the City of La Crosse Airport Overlay Zoning District within the Municipal Limits of the Village of Holmen.**

Administrator Heinig presented information regarding the Airport Overlay Zoning District (AOZD) Ordinance, developed to protect the Airport approaches and surrounding airspace from encroachment. The northern limits of this Ordinance extend into the southern edge of the Village of Holmen, with restrictions on type of zoning, height of developments and materials used. The resolution before you represents a commitment on the Village's part to enforce the restrictions in the Ordinance at a local level.

Motion by Johnston, second by Anderson to recommend approval of the Resolution to locally enforce the City of La Crosse AOZD within the municipal limits of the Village of Holmen - carried unanimously.

#10 **Action and Recommendation on CSM from Dale Brott for creation of newly extended Ryan Street ROW.**

The extension of Ryan Street has been before the Commission on a number of occasions. This CSM represents the dedication of the right of way for the roadway extension. The document also includes the creation of Lot 3, a further division of the parcel on the easterly side of Ryan Street. While the proposed Lot 3 is zoning compliant and adheres to the setback requirements of the R-5 and the approved PUD, the actual division of the easterly

parcel has not been discussed with staff and without further clarification, staff does not support the creation of Lot 3 at this time, and recommends the CSM proceed without its creation. As for Mr. Mc Cathie's comments regarding the CSM during "public comment," Village staff recognizes the unique situation that the Ryan Street development is having on existing residents in that area, and believes that finding a solution that first and foremost achieves the quickest resolution to the existing inconveniences that exist for those residents is of utmost importance. As such, a resolution that would immediately ensure the finishing of the Ryan Street extension, and the grading of the northwest property that impacts area residents the most, could ultimately be achieved by moving forward with Mr. Mc Cathie's request for early construction of his building. This would allow him use of the fill from the building site to finalize the grading of the entire northwest property as per the PUD plan, and would thereafter allow the remaining soil to be graded up to the building foundation as planned, thus filling in the existing hole and prepping the site fully for winter construction. The road itself could then proceed in concert with the grading plan, allowing the utilities to finish construction and the paving itself to be finalized before the end of September. Should the Planning Commission wish to proceed with such a recommendation, staff strongly suggest that only a footing and plumbing permit be permitted, and that the building permit be held back until the road has been officially finalized and accepted.

Motion by Johnston, second by Stanek to recommend approval of the CSM with the condition that Lot 3 be removed from the document unless further clarification of its purpose can be provided before the Village Board meeting – carried unanimously.

Motion by Anderson, second by Stanek to recommend authorization for an early footing, foundation and plumbing permit (prior to completion of the Ryan Street Extension) to Mr. Mc Cathie for the 4-unit building at the south end of Lot 1, following the recording of the CSM, and under the conditions that the paving of the roadway be completed by the end of September, that all grading on Lot 1 that is immediately impacting adjoining residents be completed as part of his early footing permit, and that no building permit shall be issued until such time all aspects of both the road and Lot 1 site grading have been completed. – carried unanimously.

#11 **Updates and other informational items from and before the Planning Commission.**

Member Stanek noticed the weeds in areas of the Rosewood Subdivision are in need of trimming – Director Olson will notify the Developer. Member Sacia expressed concern regarding traffic speeds on Sunset Drive – HPD will look into the speeding.

Motion by Johnston, seconded by Sacia to adjourn at 7:35 PM - carried unanimously.

Dean K. Olson
Director of Public Works