

**Village of Holmen  
Planning Commission Minutes  
June 27, 2023**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, June 27, 2023. Present were commission members Barlow, Stanek, Kulcinski, Appold, Nicklaus, Kertis, and Baird; along with advisory members Administrator Heinig and Engineer Dahl. Also in attendance was Kyle Schauf and Ryan Ostreng.

**Public Hearings:**

None

**Approval of the May 30, 2023 minutes:**

**Motion by Nicklaus, seconded by Appold** to approve the minutes of the May 30, 2023 Meeting. Carried 7-0.

**Public comment:**

None

**Agenda Items:**

**1. Possible Action on Site Plan & Architectural Review (SPAR) Petition from NEL Investments, LLC, for 5-unit Business Condo at 421 North Star Road**

Administrator Heinig stated the proposed building is a 5-unit business condo located on an in-fill parcel on North Star Drive within the South Holmen Drive Design Corridor. He then reviewed the building elevations. The west elevation facing North Star Drive uses the correct percentages of masonry and two types of LP siding above the masonry to give the building an appealing look. The north elevation has masonry pillars on the building ends and masonry wrapping the doors along with two types of LP siding. The east elevation faces Holmen Drive and has masonry pillars on the building ends and continues the same two LP siding type concept. The south elevation is similar to the north elevation, minus the doors. The site lighting is on the building and downward directed. There is a monument sign for the building located between the driveway entrance and the private sidewalk leading to the building. Each unit will have an area located over the service door for individual signage. The landscaping meets the requirements and fits the green space provided. Administrator Heinig stated the building is lacking the recommended parking spaces. After prior discussions with the architect the building width was reduced to add the parallel parking spaces in front of the overhead doors. The site now has 9 parking spaces with an additional handicapped space. There was no stormwater information submitted with the submittal, and the stormwater detention area appears to be undersized. He recommended that any approval require a full stormwater plan with adequate capacity to

maintain the stormwater generated on-site. Lastly, he added that a potential solution to the parking and stormwater issues would be to reduce the building size along with number of units in the building thereby creating more greenspace and reducing the number of parking spaces required.

Member Stanek noted the proposal has only one way in and out. He asked if there were room to add another entrance and provide angle parking. Administrator Heinig stated there is no room on the parcel for the dimensions required of angle parking.

Member Kertis asked what is the minimum number of parking spaces for a building of this type, and how many of those are required to be handicapped. Administrator Heinig stated the number of spaces is based on the square footage of the building, number of units, and proposed use. In this case the proposed use isn't known, but he would recommend providing 3 spaces per unit. There is a state requirement to provide handicapped parking, and the 1 space provided meets that requirement.

Member Appold noted the parking spaces provided in front of the building are prohibitive by restricting the use of the overhead doors.

Member Kertis stated he would like to see a minimum of 3 parking spaces provided for each unit.

Member Barlow stated the proposal need to account for the stormwater generated.

**Motion by Kulcinski, seconded by Kertis** to deny the Site Plan & Architectural Review (SPAR) Petition from NEL Investments, LLC, for 5-unit Business Condo at 421 North Star Road as submitted and to recommend the applicant resubmit a proposal that provides the recommended 3 parking spots per unit and adequately addresses the stormwater generated on-site. Carried 7-0.

The architect Kyle Schauf stated he discussed the size of the building and parking provided with Administrator Heinig. He said he will relay the discussions and motion to his clients and they will have to make an analysis of them to determine the path forward.

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

Member Kulcinski has been hearing concerns from citizens regarding traffic conditions near the USH 53/STH 35 interchange and STH 35/Schaller Boulevard intersection. Administrator Heinig stated he is aware of those concerns. He and Engineer Dahl have been in communication with the state and county as the roads are in their jurisdiction and any changes will require their approval.

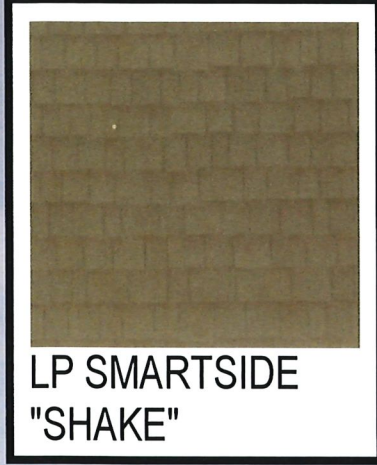
Member Baird introduced himself to the commission, stating his employment history with the La Crosse and Holmen School districts, his association with the Holmen Foundation, Holmen Lutheran Church, as well as numerous family ties to the local communities.

Administrator Heinig stated that currently there are no items for next month's agenda.

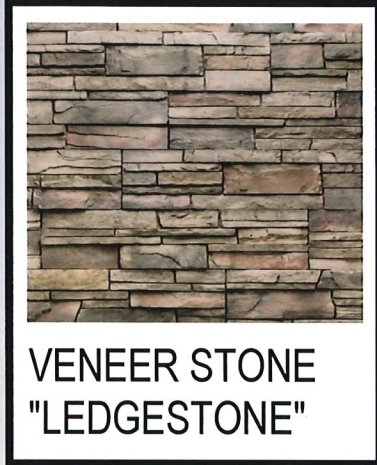
**Adjourn:**

**Motion by Appold, seconded by Kertis** to adjourn at 6:32 pm. Carried 7-0.

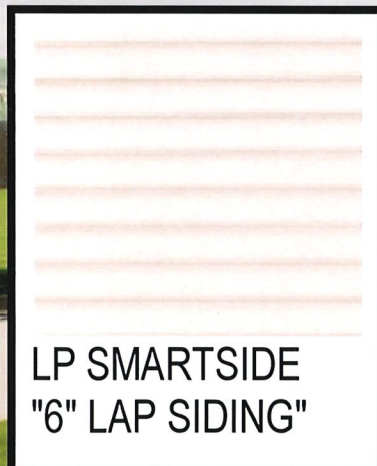
Minutes prepared by Chris Dahl, Village Engineer.



LP SMARTSIDE  
"SHAKE"

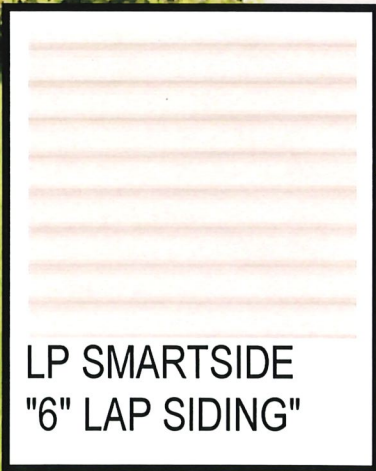


VENEER STONE  
"LEDGESTONE"



LP SMARTSIDE  
"6" LAP SIDING"

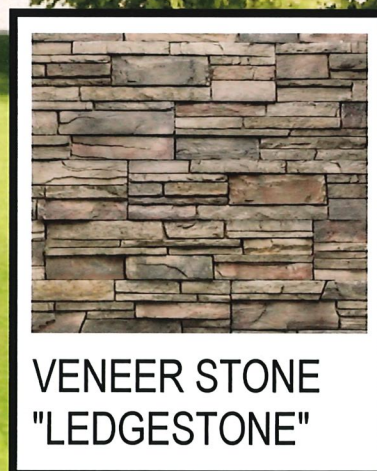




LP SMARTSIDE  
"6" LAP SIDING"



LP SMARTSIDE  
"SHAKE"



VENEER STONE  
"LEDGESTONE"



ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN

**HSR** Associates

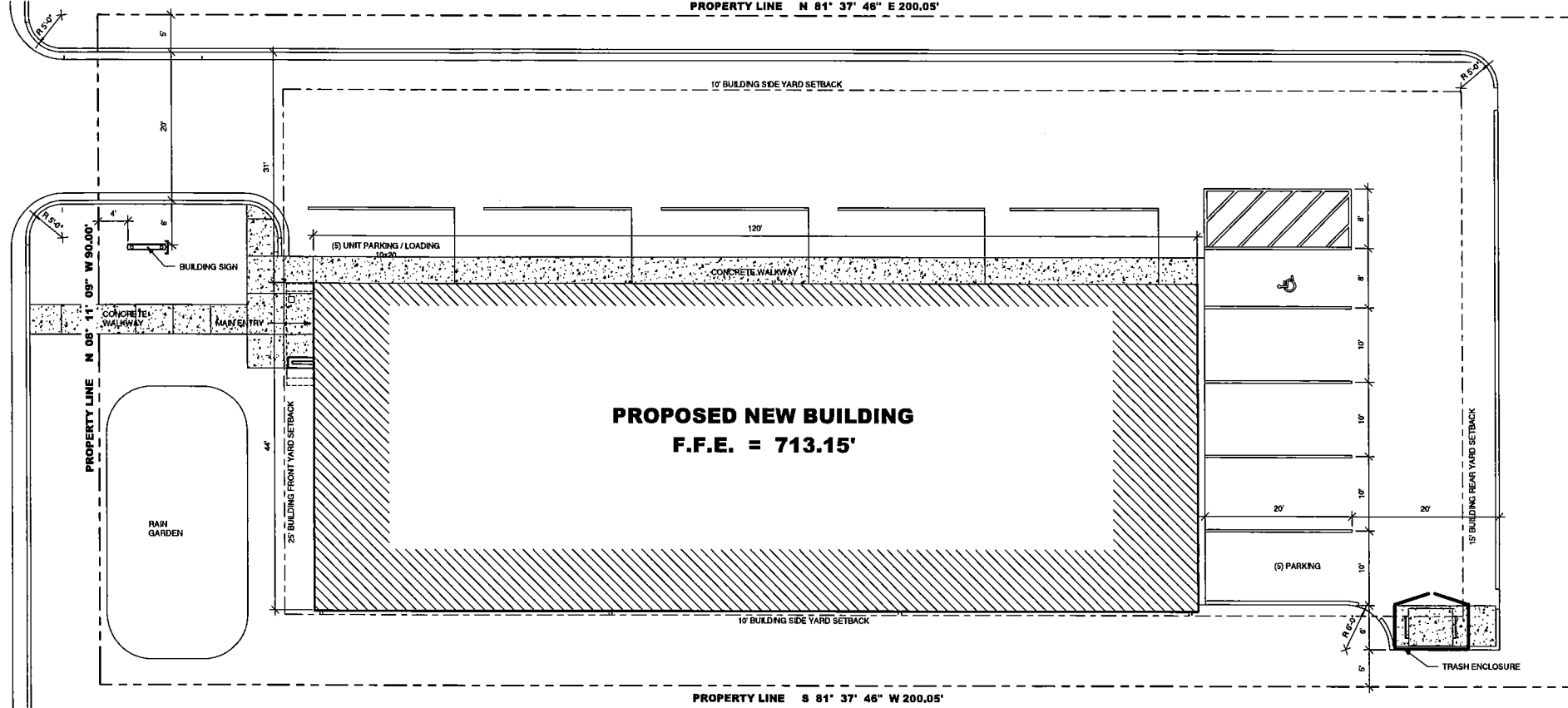
NEL INVESTMENTS, LLC  
421 NORTH STAR RD



ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN  
**HSR Associates**

NEL INVESTMENTS, LLC  
421 NORTH STAR RD

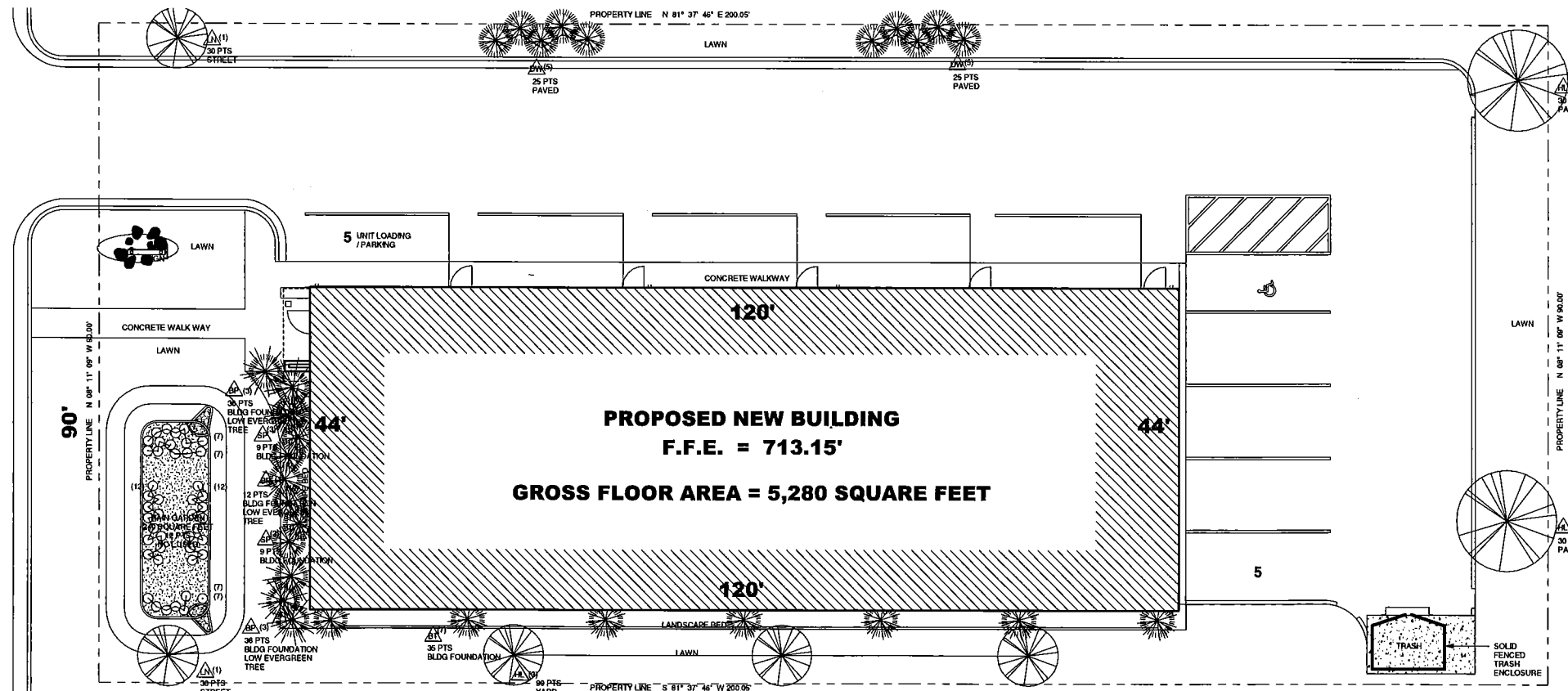
NORTHSTAR ROAD



**1 SITE LAYOUT PLAN**  
1/8" = 1'-0"

**SITE LAYOUT NOTES:**

1. LOCATION OF UTILITIES, PAVED SURFACES, STORM DRAINAGE, ETC., ARE APPROXIMATE BASED ON PREVIOUS PLANS FOR CONSTRUCTION IN THIS AREA. FIELD VERIFY ALL ITEMS AND REPORT DISCREPANCIES TO ENGINEER AND/OR OWNER IMMEDIATELY UPON DISCOVERY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES, WHETHER SHOWN ON THESE PLANS OR NOT, BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES. CALL DIGGERS HOTLINE (800) 242-8511
2. NO WORK SHALL PROCEED UNTIL ALL UNDERGROUND UTILITIES HAVE BEEN VERIFIED WITH THE UTILITY COMPANIES.
3. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ARRANGE FOR ANY NECESSARY INSPECTIONS BY LOCAL GOVERNMENT THAT MAY BE REQUIRED.
4. PROVIDE A MINIMUM SLOPE AWAY FROM BUILDING OF 1/2" PER FOOT UNLESS NOTED OTHERWISE.
5. SOIL BEARING CAPACITY HAS BEEN ASSUMED. REPORT ANY AND ALL DISCREPANCIES TO SUCH ASSUMPTIONS AS DISCOVERED DURING EXCAVATION TO ENGINEER AND/OR OWNER.
6. THE OWNER SHALL PROVIDE DESIGNATED SPACE ADJACENT TO THE BUILDING FOR THE COLLECTION OF RECYCLABLE WASTE MATERIALS AS PER SPS 362.0400(2)
7. OWNER TO PROVIDE AT LEAST 1 VAN ACCESSIBLE PARKING SPACE (132" MIN. WIDTH) AS PER ICC/ANSI 117.1, CHAPTER 5, INCLUDE VEHICLE SPACE AND WHEEL MARKING AS PER ICC/ANSI 117.1, FIG. 502.2, PROVIDE SIGNAGE AT HANDICAPPED PARKING STALLS AS PER ICC/ANSI 117.1, SECTION 703.6.3.1 WITH INTERNATIONAL SYMBOL OF ACCESSIBILITY. INCLUDE "VAN ACCESSIBLE" SIGN AT VAN PARKING SPACE. BOTTOM OF SIGNS TO BE 60" ABOVE PAVING AT PARKING STALLS.



**2 LANDSCAPE PLAN**  
1/8" = 1'-0"

**GENERAL LANDSCAPE NOTES:**

- VERIFY UTILITY LOCATION BEFORE BEGINNING ANY WORK
- PLANTING BEDS SHALL HAVE 4" TOPSOIL AND 2" ROCK MULCH THAT MATCHES EXISTING. SHADE TREES IN LAWN AREAS SHALL BE MULCHED WITH 4" SHREDDED HARDWOOD BARK MULCH RING.
- PROVIDE STEEL EDGING AROUND ALL PLANTING BEDS AS PER PLANS. BIOFILTER EDGING TO BE BELGIAN RETAINING WALL AND BELGIAN WEDGE WALL BLOCK AS MANUFACTURED BY MIDWEST MANUFACTURING. BIOFILTER TO HAVE 4" SHREDDED HARDWOOD BARK MULCH.
- NEW LAWN AREAS SHALL BE RESTORED WITH SEED AND MULCH OR SOO AS DIRECTED BY OWNER.
- MODIFICATIONS TO PLANT SPACING MAY BE ADJUSTED IN THE FIELD BY LANDSCAPE CONTRACTOR. LANDSCAPE ARCHITECT SHALL BE NOTIFIED OF ANY PROPOSED CHANGES TO PLANT MATERIALS OR DESIGN.
- LANDSCAPE CONTRACTOR SHALL VISIT SITE, INSPECT EXISTING CONDITIONS AND REVIEW PROPOSED PLANTING AND RELATED WORK.
- THE LANDSCAPE ARCHITECT'S ESTIMATED QUANTITIES ARE SHOWN IN THE MATERIAL LIST-SCHEDULE FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. CONTRACTOR SHALL VERIFY QUANTITIES SHOWN ON THE PLAN AND SHALL RELY ON THE SCHEDULED QUANTITIES AT THEIR OWN RISK. THE CONTRACTOR SHALL INCLUDE IN THE BID ALL PLANTINGS SHOWN ON THE DRAWINGS, WHETHER INCLUDED IN THE SCHEDULE OR NOT.

**SITE ZONED: B-2**

**BUILDING FOUNDATION:**  
44' x 120' + 44' x 120' = 328'  
328' / 100' = 3.28 X 40 PTS  
132 PTS REQ : 137 PTS PROVIDED

**PAVED AREA:**  
10 STALLS  
10'20' = 5 X 80 PTS  
40 PTS REQ : 110 PTS PROVIDED

**STREET FRONTAGE:**  
60'  
60' / 100' = 0.6 X 60 PTS  
54 PTS REQ : 60 PTS PROVIDED

**YARD:**  
5280 SQUARE FEET  
5280 / 1000 = 5.28 X 15 PTS  
80 PTS REQ : 102 PTS PROVIDED

**ZONING BUFFER YARD:**  
N/A

**PLANT MATERIAL LIST**

No.	Description	Date
B1	ROCKY MOUNTAIN BLUE POINT JUNIPER	
B2	PURE LIME BUCKTHORN	
C1	HARBINGERED RED TWIG DOGWOOD	
C2	SKYLINE HONEY LOCUST TREE 1 1/2" CAL PER	
L1	GREENSPRING LINDEN TREE 1 1/2" CAL PER	
S1	SOLID FLAME SPirea	

ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN



HSR ASSOCIATES INC.  
100 MILWAUKEE STREET  
LA CROSSE, WISCONSIN  
PHONE: 608.784.1830  
FAX: 608.782.5844  
www.hsrassociates.com

Consultant:

Project Title: NEL INVESTMENTS LLC PROPOSED HOLMEN BUILDING

Project Location: 421 NORTH STAR ROAD HOLMEN, WISCONSIN 54636

Project Number: 23025  
Project Date: JUNE 2023  
Drawn By: HSR

Key Plan:

REVIEW  
NOT FOR CONSTRUCTION

Revisors:

No.	Description	Date

Graphic Scale:  
0' 2' 4' 8' 12'

Last Update:  
6/13/2023 7:56:48 AM

**C100**

6/27/23

Planning Commission

Name

Address

- |    | <u>Name</u> | <u>Address</u> |
|----|-------------|----------------|
| 1) | RYAN OSTROM | FIRE DEPT -    |
| 2) |             |                |
| 3) |             |                |
| 4) |             |                |
| 5) |             |                |