

**Village of Holmen
Planning Commission Minutes
April 27, 2021**

Village President Barlow called the Planning Commission meeting to order at 6:30PM on Tuesday, April 27, 2021. Present were commission members Barlow, Stanek, Kulcinski, Gill, Kertis, Grokowsky, and Appold; along with advisory members Administrator Heinig and Engineer Dahl. Also in attendance were Lucas and Taylor Larson.

Public Hearings:

None.

Approval of the March 30, 2021 minutes:

Motion by Kulcinski, seconded by Kertis to approve the minutes of the March 30, 2021 Meeting. Carried 7-0.

Public comment:

None

Agenda Items:

Possible Action and Recommendation on Annexation Petition from Daniel Storlie for 45 Acres of Hwy 53.

Administrator Heinig outlined the proposed annexation to the east of the intersection of Old 93 and USH 53. He stated the future Village water reservoir site will be located on this parcel and outlined the planned infrastructure tie-ins. He stated that the petitioner is the sole owner of the parcel. The annexation has been approved by the state. It is comp plan compliant and in accordance with the boundary agreement. He fully recommends its approval.

Member Grokowsky asked if the parcel to the west was already within the Village boundary. Administrator Heinig stated that it was.

Motion by Kulcinski, seconded by Stanek to recommend Annexation Petition from Daniel Storlie for 45 Acres of Hwy 53. Carried 7-0.

Possible Action and Recommendation on Modification of the R-3 Residential District Zoning Setbacks.

Administrator Heinig outlined the proposed ordinance language; highlighting this language applied to areas platted after 2020. He further explained that any newly platted areas would not have the alley in the back lot therefore the building could be located further back on the lot.

Member Stanek asked if everything post 2020 has been consistent with the 25' front yard setback. Administrator Heinig confirmed that was the case.

Motion by Kulcinski, seconded by Kertis to recommend approval of the Modification of the R-3 Residential District Zoning Setbacks contingent upon the outcome of the public hearing. Carried 7-0.

Possible Action on SPAR (Site Plan & Architectural Review) Petition from Lucas Larson of Galahad Development, for an Assisted Living Complex with Attached Memory Care at the Southwest Corner of Prairie Place and Staphorst Lane

Administrator Heinig stated the proposal for consideration is a 72-unit structure located at the intersection of Staphorst and Prairie Place. The exterior of the building is well designed made up of stone, brick veneer, and LP siding. The percentages are very close to the SPAR guidelines. The area that may be short are located on a back-facing portion of the structure. The building use will be a combination of assisted living and memory care which are B-2 compliant uses. The building will meet the B-2 height requirements. The building will have two access points; the access to the south off Prairie Place will be for delivery and staff; the access to the east off Staphorst will access the parking area. He stated the parking areas and accesses should be curbed and appear to be so within the submission, but that needs to be clarified. The drainage plans and calculations have been submitted and appear to be ok, but the means of conveyance and protections leading to the stormponds aren't clear. It also isn't clear if the proposed fencing in the proposal meets the SPAR ordinance requirements. He stated there aren't enough parking stalls for a 72-unit facility, but considering the occupancy type and his experience with similar structures the available parking works. He stated the landscaping plan is well done, meeting all requirements and does a great job of creating a pleasing site for the residents as well as the public looking in on the property. He stated sidewalks will be required around the road frontage with ADA compliant ramps needed at the corner of Staphorst and Prairie Place. The driveway will cross the sidewalks and will need to conform to the Village standards. He stated the proposed entry sign will be located on the northeast corner of the lot and meets the SPAR requirements. Lastly the lighting submitted is down directed and SPAR compliant.

Lucas Larson stated he is happy to be bringing this facility to Holmen and appreciated the Commission's consideration. He clarified the two separate uses of the facility and stated the facility would be able to accommodate a resident as their needs for assistance increase.

Member Kulcinski asked how many employees are on a shift. Mr. Larson stated there are typically 20 per shift. He further explained that residents don't typically have a vehicle, so the remainder of the parking would be available for visitors. He felt the 72 stalls proposed would be adequate for the daily uses, on special occasions there may be overflow onto the streets.

Member Kulcinski and Grokowsky shared their personal experiences on the need for this in the community and thanked Mr. Larson for bringing this forward.

Motion by Stanek, seconded by Kulcinski to approve the SPAR (Site Plan & Architectural Review) Petition from from Lucas Larson of Galahad Development, for an Assisted Living Complex with Attached Memory Care at the Southwest Corner of Prairie Place and Staphorst Lane contingent upon staff review and approval of the modifications to the curb and gutter, fencing, and sidewalks. Finding that the purposes and guidelines of the SPAR Ordinance have been reasonably met, regarding the entire proposed site plan, all external building colors and materials, overall building layout and design, site and building lighting, site and building signage, and site landscaping. Carried 7-0.

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

Administer Heinig stated there are several summer projects for the upcoming meetings. Depending on the timing there may be some slow months, and some very active months. He asked the commission for input on the meeting times for future meetings. The commission felt that the meetings could be moved up to 6 pm without negatively impacting the ability of people to attend as needed. It was agreed to hold future meetings at 6 pm.

Adjourn:

Motion by Grokowsky, seconded by Kertis to adjourn at 6:58 pm. Carried 7-0.

Minutes prepared by Chris Dahl, Village Engineer