

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

Village President Barlow called the Planning Commission meeting to order at 6:00 PM on Tuesday, July 27, 2021. Present were commission members Barlow, Stanek, Kulcinski, Gill, Kertis, and Grokowsky; along with advisory members Administrator Heinig and Engineer Dahl. Member Appold was excused. Also in attendance was Sue Waldenberger.

Public Hearings:

Proposed Amendment to the Holmen Comprehensive Plan Future Land Use Map for Properties in the Approximate Area of Holmen Drive (North of McHugh Road and Adjacent to and South of CTH NA), to Allow Mixed Use Designations.

Motion by Kertis, seconded by Kulcinski to open the public hearing. Carried 6-0.

Administrator Heinig explained that this area didn't receive much thought during the process of the last comprehensive plan. The entire area was planned for single family residential with some higher density residential on the west side of the Waldenberger property along USH 53. The change to mixed use has been requested by the property owners to allow flexibility in development.

No comments from the public were made during the Public Hearing.

Motion by Gill, seconded by Kulcinski to close the public hearing. Carried 6-0.

Proposed Ordinance 6-2021—Updating 195-21.3 (DO-2 Holmen Drive Design Overlay District) and Creating 195-21.4 (DO-3 Downtown Design Overlay District).

Motion by Grokowsky, seconded by Kulcinski to open the public hearing. Carried 6-0.

Administrator Heinig explained the purpose of this ordinance is to extend north the existing Holmen Drive standards to the area previously discussed. It also creates the new Downtown District.

No comments from the public were made during the Public Hearing.

Motion by Gill, seconded by Kulcinski to close the public hearing. Carried 6-0.

Proposed Ordinance 7-2021—Adopting the Amended Site Plan & Architectural Review Manual that Outlines and Supports Ordinance Design Standards and Requirements for Development as Identified within the Code and Comprehensive Plan.

Motion by Kulcinski, seconded by Gill to open the public hearing. Carried 6-0.

Administrator Heinig stated they are acting on the updated Site Plan and Architectural Review Manual.

No comments from the public were made during the Public Hearing.

Motion by Gill, seconded by Kulcinski to close the public hearing. Carried 6-0.

Approval of the June 29, 2021 minutes:

Motion by Kertis, seconded by Kulcinski to approve the minutes of the June 29, 2021 Meeting. Carried 6-0.

Public comment:

None

Agenda Items:

Possible Action and Recommendation on Amendment to the Holmen Comprehensive Plan Future Land Use Map for Properties in the Approximate Area of Holmen Drive (North of McHugh Road and Adjacent to and South of CTH NA), to Allow Mixed Use Designations.

Administrator Heinig stated allowing the areas along HD to be developed as mixed use instead of single family would allow investors more flexibility and sensible uses of the territory.

Member Barlow asked if any comments were received. Administrator Heinig stated that the only comments received were from property owners who were in favor of the changes.

Member Kertis asked what roads are planned for the area. Administrator Heinig stated Briggs Road would be extended to the north into the Village Crossing Subdivision. Additional access points to CTH HD would be made at quarter section lines with traffic impact analyses required to ensure safe connections.

Member Stanek asked what utilities are currently in the area, and if hydrants are located at the proposed intersection locations. Administrator Heinig stated that the current hydrant locations don't coincide with the intersection locations, although when the area is developed its infrastructure would be reviewed comprehensively.

Motion by Kulcinski, seconded by Grokowsky to recommend approval of the Amendment to the Holmen Comprehensive Plan Future Land Use Map for Properties in the Approximate Area of Holmen Drive (North of McHugh Road and Adjacent to and South of CTH NA), to Allow Mixed Use Designations. Carried 6-0.

Possible Action and Recommendation on Proposed Ordinance 6-2021—Updating 195-21.3 (DO-2 Holmen Drive Design Overlay District) and Creating 195-21.4 (DO-3 Downtown Design Overlay District).

Administrator Heinig stated that it makes sense to apply the same standards along CTH HD to the area north of McHugh Road when they are developed. He also stated that this will establish the Downtown District.

Motion by Kulcinski, seconded by Gill to recommend approval of Proposed Ordinance 6-2021—Updating 195-21.3 (DO-2 Holmen Drive Design Overlay District) and Creating 195-21.4 (DO-3 Downtown Design Overlay District). Carried 6-0.

Possible Action and Recommendation on Proposed Ordinance 7-2021—Adopting the Amended Site Plan & Architectural Review Manual that Outlines and Supports Ordinance Design Standards and Requirements for Development as Identified within the Code and Comprehensive Plan.

Administrator Heinig stated that changes to the standard have been made to the Site Plan and Architectural Review Manual from prior discussions with the committee. Some of the changes allow greater flexibility in materials and allows the use of metals. He added that the updates also create the standards for the Downtown District.

Member Barlow asked if any comments were received. Administrator Heinig stated there were none.

Member Stanek asked if the material requirements are fluid to take in new products as they are developed. Administrator Heinig stated the wording allows flexibility for staff to determine intent and then bring to the planning commission for consideration.

Member Grokowsky asked if the manual is posted on-line. Administrator Heinig stated that the current version is posted on the Village web-site.

Motion by Kulcinski, seconded by Grokowsky to recommend approval of Proposed Ordinance 7-2021—Adopting the Amended Site Plan & Architectural Review Manual that Outlines and Supports Ordinance Design Standards and Requirements for Development as Identified within the Code and Comprehensive Plan. Carried 6-0.

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

Administrator Heinig thanked the commission for their time and work on the Planning Commission. He added he is anticipating a couple SPAR reviews for next month's meeting.

Adjourn:

Motion by Kulcinski, seconded by Gill to adjourn at 6:25 pm. Carried 6-0.

Minutes prepared by Chris Dahl, Village Engineer