

**Village of Holmen
Planning Commission Minutes
February 28, 2017**

Village President Proctor called the Planning Commission meeting to order at 6:30 PM on Tuesday, February 28, 2017. Present were commission members Proctor, Stanek, Sacia, Anderson, Grokowsky and Johnston, along with advisory members Administrator Heinig and DPW Olson. Member Szak was absent. Also in attendance were Chris Butler, Ed Bowen, Jeff Herlitzke, Tyler McCoy and Pat McKnight.

Public Hearings – None

Motion by Anderson, second by Stanek to approve the minutes of the November 29, 2016 meeting – carried unanimously.

Public Comment - None

Agenda Items

#5 Action and Recommendation on Annexation Petition from Jim Christianson in the Town of Holland.

The property is located on the north side of Old 93 between USH 53 and Amsterdam Prairie Road. The property is contiguous to the Village, being across the road from the McHugh property. The Village extended sewer and water in 2016 that can serve this property, and additional properties to the north. The Annexation application has been sent to the Department of Administration, but we have not received results of that review as yet.

Motion by Johnston, second by Grokowsky to recommend approval of the Annexation, to the Village Board, with the condition that the Department of Administration finds the annexation to be in the public interest – carried unanimously.

#6 Action and Recommendation on Village of Holmen and Town of Holland Boundary Agreement Under Section 66.0301 Wisconsin Statutes.

A Public Hearing was held on February 27, 2017 at the Town Hall to give residents an opportunity to voice opinions or concerns related to the proposed Boundary Agreement. Four people spoke, expressing concerns regarding property they own that could be affected by this agreement, and others that suggested preserving corridors for wildlife and modifying the revenue share for commercial development. This agreement will provide a mechanism for the Village and the Town to plan for future growth.

Tyler McCoy is considering building a home on a 5 acre parcel that is within the boundary agreement area and asked the commission if that was something that would be allowed. Tyler was assured that if the agreement was finalized that staff would work with him to accomplish his goals.

Motion by Anderson, second by Johnston to recommend approval of the Boundary Agreement with the Town of Holland, to the Village Board – carried unanimously.

#7 **Action and Recommendation on CSM from Verve Credit Union at a lot on Hale Drive and Main Street.**

The CSM before you this evening has been prepared to create two lots on a parcel. Lot 1 is where Verve Credit Union is proposed, with a future building site being provided on Lot 2. DPW Olson pointed out the easement along the northern portion of the CSM is for public storm sewer that will serve Village streets and also benefit the project. Sanitary and water laterals will be provided from the Main Street extension and an easement for the service lines to Lot 2 should be added to Lot 1.

Motion by Johnston, second by Anderson to recommend approval of the CSM, to the Village Board, with the condition that the easement be added to the document – carried unanimously.

#8 **Action and Recommendation on Petition for SPAR (Site Plan and Architectural Review) for Verve Credit Union on Hale Drive and Main Street.**

Verve is proposing to build their new facility on the westerly parcel, but improve the entire site, as presented. The future building site will be prepared for construction, but no structure is being considered at this time. The landscaping plan is well prepared, but we have some concerns with the placement of trees over the sanitary and water services in a couple of areas. The proposed building will consist of glass, with a charcoal colored stone and cream colored brick accenting the exterior. The designer has done a nice job incorporating the design standards into this creation. A 15 foot high plaza type sign is being proposed at the northwest corner of the property that will include both the credit union and the future tenant, and an internal sign for the credit union will be constructed that will be visible through the glass.

Motion by Johnston, second by Anderson 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.

Member Stanek asked when they anticipated breaking ground - Verve hopes to start construction in April. - The motion carried unanimously.

Motion by Johnston, seconded by Sacia to adjourn at 7:00 PM - carried unanimously.

Dean K. Olson
Director of Public Works