

**Village of Holmen
Planning Commission Minutes
March 26, 2024**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, March 26, 2024. 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 Jason Zarwell, Alisha Zarwell, Scott Ryan, Shawn Demers, and Alex Lueck.

Public Hearings:

None

Approval of the August 29, 2023 minutes:

Motion by Kulcinski, seconded by Stanek to approve the minutes of the August 29, 2024 Meeting. Carried 7-0.

Public comment:

None

Agenda Items:

- 1. Possible Action on Annexation Petition for 148.07 acres, North of Holmen High School, West of Briggs Road, South of Hwy. NA, Including Tax Key Parcels: 8-409-0, 8-411-0, 8-415-1, 8-417-0, 8-420-1, 8-418-0, 8-422-4, 8-409-4 and 8-433-1.**

Administrator Heinig stated the property is located north of the High School; south of Old County NA; and east of USH 53 and also includes the USH 53 right-of-way. The planned development of the property will be single family housing with twindo structures along the USH 53 frontage. Lastly, he stated the annexation has been reviewed by the state. It has been found to be in the public interest, and he fully supports the annexation.

Motion by Kulcinski, seconded by Appold to recommend Approval of the Annexation Petition for 148.07 acres, North of Holmen High School, West of Briggs Road, South of Hwy. NA, Including Tax Key Parcels: 8-409-0, 8-411-0, 8-415-1, 8-417-0, 8-420-1, 8-418-0, 8-422-4, 8-409-4 and 8-433-1. Motion Carried 7-0.

- 2. Possible Action on Site Plan & Architectural Review (SPAR) Petition from Xetex, Inc. for Possible New Facility at 1776 Granary Street.**

Administrator Heinig stated the proposed building is located in the Bluffview Business Park on the southeast corner of Schaller Boulevard and Granary Street. The proposal from Xetex is a 116,000 square foot precast masonry light industrial building. Xetex builds custom

HVAC systems. They are providing 150 parking stalls for their expected employment and intend to reach that level within 2-3 years. Administrator Heinig outlined the site layout with the parking on the west side of the building, truck access to the back of the building provided along the east property line, and stormwater infiltration areas along the Schaller Boulevard right-of-way and in the southeast and northeast corners of the property. He stated the landscaping plan was well done and provides buffers and transitions between the public right-of-way, parking areas, and the building. All of the lighting is down directed as required in the SPAR ordinance. He stated the exterior of the building consists of natural colored masonry panels and is well broken up with glass and vertical blue accents to match the company logo color.

Member Stanek asked for clarification that the hydraulic analysis shows the stormponds can handle a site this large. Administrator Heinig stated engineers have to account for the area of impervious surface, rain fall durations and intensity, soil conditions, slopes, and other factors in their analysis. Village ordinances require the calculated post improvement runoff is less than the predevelopment state. In order for that requirement to be met the infiltration basins must be sized to accommodate the increased runoff on-site.

Member Kulcinski asked how many employees are anticipated. Administrator Heinig stated 137 are planned initially and increasing to 150 at full build out.

Member Nicklaus stated he has noticed a lot of on street parking along Granary Street, and asked if the Xetex lot had adequate parking for its employees. Administrator Heinig acknowledged that Holmen Cheese is short of employee parking. He stated that Xetex proposal has enough parking for the 150 employees anticipated, and has land capacity to add significantly more over time if needed (whereas Holmen Cheese does not currently have that extra parking build capacity onsite).

Member Kertis asked if the DOT has commented on the added traffic at the STH 35 and Schaller Boulevard intersection. Administrator Heinig stated the Village and the DOT have an open dialog regarding access along the Village's developments. At present time there is not a planned improvement to the intersection. A traffic study in the area will need to be completed before any improvement can be planned.

Lastly Administrator Heinig stated that signage needs to be submitted for review, as the current signage shown on the submittal appears to exceed ordinance maximums, thus would need to be modified and reviewed prior to permitting. The proposed location of signage on the building and on the site, however, would be acceptable if it were found that such signage were kept within signage sq. ft. maximums.

Motion by Nicklaus, seconded by Kulcinski to approve the Site Plan & Architectural Review (SPAR) Petition from Xetex Inc. for Possible New Facility at 1776 Granary Street contingent on administrative approval of the site signage. Finding that the purposes of the SPAR Ordinance have been reasonably met, regarding all external building colors and materials, overall building layout and design, landscape plan, and onsite lighting as submitted. Motion Carried 7-0.

3. Possible Action on Site Plan & Architectural Review (SPAR) Petition from Wisconsin Terrazzo & Tile, Inc. for Possible New Facility at 1930 Granary Street.

Administrator Heinig stated the proposed building is located in the King's Bluff Business Park on the southeast corner of Rotterdam Avenue and Granary Street. The proposal from Terrazzo & Tile Inc. has proposed office space fronting the building along Granary Street and the back side of the building for warehousing and storage. He stated that the building exterior is comprised of natural stone, LP siding, cedar columns and beams, with vertical steel siding in the back. The percentage of stone doesn't meet the masonry percentage requirements of the SPAR ordinance, but the high quality of the chosen stone product and the overall design of the building meets the intent of the SPAR ordinance; he stated the owner elected to use a natural stone product instead of a manufactured masonry product at an overall greater cost to create his desired "look". The high-quality stone product is far more expensive and a far greater cost investment at 35% of the street facing side, rather than putting in 50% of a lower grade stone veneer (fake stone)—so the masonry investment cost is still greater than other buildings have made in the area. Additionally, in the Light Industrial Zoning District allows the front of the building to use 50% metal siding, but the owner selected to utilize LP siding to complement the natural stone instead—far exceeding the SPAR requirements for the street facing exterior. The steel siding on the back of the building is within an enclosed area and screened with a charcoal vinyl fenced area and is acceptable and in keeping with SPAR intent. The stone, LP, and steel colors selected are earth tones, with cedar colored garage doors matching the cedar pillars and beams over the entries. He stated the landscaping complements the building and shows the owner's pride in the overall look of his investment. There are no lights shown in the parking areas; all lighting is mounted to the building and is down directed. The access to the building is off Granary Street. There is an undeveloped area remaining to the south. This could be a possible 2nd phase expansion or a remnant parcel offered for sale. This proposal only shows sidewalk to be installed along the developed frontage which works for now. The Village may, at any time in the future, require the owner to install sidewalk on the entire length of the parcel, but will allow the owner at this time to install a partial sidewalk. The site plans show an access off Rotterdam to the undeveloped portion or the parcel for reference. If constructed in the future, it would be a right-in/right-out access only. He stated that the signage has yet to be submitted, but could be approved with an administrative review. Lastly, he stated that with the exception of the masonry percentages, this proposal meets all requirements of the SPAR ordinance. He fully recommended its approval because of the quality of the materials proposed for use.

Member Stanek asked to clarify the note stating the underlying material in the stormponds were required to be sand or granular material. Administrator Heinig stated that if the native soils don't meet the permeability values used in the storm designs, a granular material may need to be hauled in. In this area of the Village the native soils are sandy and provide adequate infiltration.

Member Kulcinski asked how many employees are anticipated and if the parking provided is adequate. Jason Zarwell stated that there will be 5 employees at the office daily. His other employees are transient and spend most of their time on work sites.

Member Appold asked where the line would be established regarding the building composition requirements. Administrator Heinig stated that while the percentages are important, the overall design of the building should be considered, as the intent of the SPAR Ordinance is not necessarily to align with strict percentages, but more so to ensure an attractive, sustainable development that brings value and added benefit to the growing community, consistent with the intent of the Comprehensive Plan. In this particular design, it would have been difficult to make the transitions between materials in an aesthetically sensible manner with the correct proportions and balance of the other exterior features (adding more stone up the wall doesn't necessarily make sense if it doesn't look good doing so), especially under covered gable entry ways for example. It also didn't make sense to require masonry components in the back of the building when they will be hidden from view by the fence, and we've allowed other businesses the same consideration. The quality of the real stone and its use on the building is certainly in keeping with the intent of SPAR, as the product itself even exceeds the materials used on most commercial properties on Holmen Drive, let alone, in the Light Industrial District. The fact that the owner is using LP Smart Siding rather than steel on the front, is yet another factor to consider—the owner used a far more expensive LP siding product rather than steel on the street facing sides. The material choices make sense with the design of the building and the investments that are proposed, balance out the intent of SPAR for the structure in whole. With those considerations he felt the owner brought forward a very good proposal, but it is up to the commission acting as the SPAR Board to make their individual determinations on the proposal's acceptability.

Motion by Kulcinski, seconded by Kertis to approve the Site Plan & Architectural Review (SPAR) Petition from Wisconsin Terrazzo & Tile, Inc. for Possible New Facility at 1930 Granary Street accepting the masonry percentages as submitted (with the understanding that real stone will be used on all masonry areas and that LP Smart Siding is being used on all street facing facades rather than steel), and also contingent upon administrative approval of the site signage to be reviewed and permitted separately. Finding that the purposes of the SPAR Ordinance have been reasonably met, regarding all external building colors and materials, overall building layout and design, landscape plan, and onsite lighting as submitted. Motion Carried 7-0.

4. Possible Action on Site Plan & Architectural Review (SPAR) Petition from Heritage Village for Possible New Clubhouse at 3940 Circle Drive

Administrator Heinig stated the proposed building is located on the northwest corner of Circle Drive and Heritage Village Drive. The owner of Heritage Village is constructing a center for the Heritage Village community. The lot is smaller size, irregularly shaped, and has utility easements. This is a smaller building for meeting space and community events,

and maximizes the space available. The external materials are stone veneer and LP siding meeting the requirements of SPAR ordinance within B2 zoning, which is NOT in a design sensitivity/overlay area (it's similar in design to the other buildings in the immediately area). Lastly, he stated the colors, landscaping, lighting, all meet the requirements, but the stormwater plan has not been submitted.

Motion by Stanek, seconded by Nicklaus to approve the Site Plan & Architectural Review (SPAR) Petition from Heritage Village for Possible New Clubhouse at 3940 Circle Drive contingent on administrative approval of the storm water plan. Finding that the purposes of the SPAR Ordinance have been reasonably met, regarding all external building colors and materials, overall building layout and design, landscape plan, and onsite lighting as submitted. Motion Carried 7-0.

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

Administrator Heinig stated there are agenda items for the April meeting.

Member Barlow noted this would be Member Stanek's last meeting and thanked him for 11 years of dedicated service to the commission.

Adjourn:

Motion by Stanek, seconded by Kulcinski to adjourn at 6:45 pm. Carried 7-0.

Minutes prepared by Chris Dahl, Village Engineer.