

**Village of Holmen
Planning Commission Minutes
August 29, 2023**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, August 29, 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 Chad Brandau, Kris Mueller, Jeff Moorhouse, Shannon Duha, and Cameron Olson

Public Hearings:

None

Approval of the July 25, 2023 minutes:

Motion by Nicklaus, seconded by Kulcinski to approve the minutes of the July 25, 2023 Meeting. Carried 7-0.

Public comment:

None

Agenda Items:

1. Possible Action on Site Plan & Architectural Review (SPAR) Petition from the School District of Holmen for an Addition to & Remodel of the Holmen Middle School at 502 Main Street N.

Administrator Heinig stated the school district is planning a renovation of the Holmen Middle School building. The materials selected are a combination of masonry, glass, and decorative metal paneling on the building corners. The masonry component consists of 3 colors of bricks consistent with the color scheme used at the high school. There are glass sections located around the entryways along with a large non-illuminated glazed glass “V”. He stated that the renovation will redo the façade of the building but will not add significant square footage of impervious areas to the school property. Because of that a full landscaping plan is not required, but they have added some biofilters and appropriate landscaping around them. Lastly, he stated the lighting selected is appropriately down directed.

Member Stanek inquired about the biofilter functionality and maintenance. Jeff Moorhouse answered the present site had no water collection system. The new building will collect water and route that water under the paved surfaces to the biofilters. The biofilters are designed with specific soils to filter and infiltrate stormwater and allow plantings within.

Member Kertis asked how the metal panels at the High School are weathering. Chad Brandau answered they have had no issues and they are not showing signs of weathering.

Motion by Kulcinski, seconded by Stanek to Approve the Site Plan & Architectural Review (SPAR) Petition from the School District of Holmen for an Addition to & Remodel of the Holmen Middle School at 502 Main Street N. Finding that the purposes of the SPAR Ordinance have been reasonably met, all external building colors and materials, overall building layout and design, planned landscape plan, and planned onsite lighting as submitted. Motion Carried 7-0.

2. Possible Action on Site Plan & Architectural Review (SPAR) Petition from Olson Solar Energy for Solar Panel Installation on One Business Condo (Unit 15) at 1805 Granary Street

Administrator Heinig stated this proposal is for the addition of solar roof panels to one unit of a previously approved 11-building, 22-unit, business condo improvement. The business condos were approved under the Village's SPAR rules and this proposal was brought forward for consideration as it needs to keep with the design criteria of the prior approved development.

Member Barlow asked if the development was fully built out. Administrator Heinig stated that all of the buildings are built.

Member Stanek asked if a structural analysis was done for this install. Cameron Olson stated that a structural analysis is completed prior to the installation.

Member Nicklaus asked if there were impacts to the other unit's occupant in the building. Administrator Heinig stated there may be a possible expense if the life span of the roof was affected if the other occupant's roof needed earlier replacement as a result. In any situation where multiple parties jointly own common space or structures, such as a roof, it would be incumbent upon the parties to work together to maintain or repair that roof.

It was asked if one party owns the entire building or if it is indeed shared? County GIS lists the building as having one owner, thus, in this situation at this time, there wouldn't be a concern of how the situation would impact another owner.

Cameron Olson stated that state statutes restrict municipalities from restricting solar installations. In prior installations the municipality would influence the look or the scheme of the installation. Administrator Heinig stated that the statutes do allow for panel installations, but zoning rules can restrict the appearance of them. For example, in residential areas panels are required to be placed on the roof of the structure. In commercial areas the commission could require the same, and/or require they be hidden along with the building's HVAC utilities.

Member Appold asked how the approval of this design would carry over to future submittals. Administrator Heinig stated this would apply to all installations in this particular location of business condos. Heinig suggested that future decisions should be reviewed on a case-by-case basis, as each situation would be unique.

Cameron Olson stated that one thing that may make sense is if all of the panels in this business condo area be the same color, such as black-on-black for example. Commission members all agreed that was a reasonable expectation for continuity in on any of the business condos on this industrial lot.

Member Stanek stated that the panels should be required to follow the slope of roof (be flat to the roof).

Motion by Kulcinski, seconded by Kertis to Approve the Site Plan & Architectural Review (SPAR) Petition from Olson Solar Energy for Solar Panel Installation on One Business Condo (Unit 15) at 1805 Granary Street with the requirement that the panels be black-on-black to be consistent with the color scheme of the development, and they follow the roof slope (be flat to the roof). Motion Carried 7-0.

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

None.

Adjourn:

Motion by Appold, seconded by Kulcinski to adjourn at 6:55 pm. Carried 7-0.

Minutes prepared by Chris Dahl, Village Engineer.