

**Village of Holmen
Planning Commission Minutes
April 30, 2024**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, April 30, 2024. Present were commission members Barlow, Anderson, Kulcinski, Appold, Nicklaus, Kertis, and Baird; along with advisory members Administrator Heinig and Engineer Dahl. Also in attendance was Jeff Moorehouse

Public Hearings:

None

Approval of the March 26, 2023 minutes:

Motion by Kulcinski, seconded by Appold to approve the minutes of the March 26, 2024 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 Evergreen Elementary School.

Administrator Heinig stated the Evergreen Elementary School on County Highway V is slated for an entire building renovation with a small addition on the back of the building. The addition's exterior will use the same Nichiha panel product the school district has used in previous projects. The site plan improvement includes separate areas for the bus drop off and the parent drop off and parking. The plan also creates safe pedestrian paths to tie into Village facilities. He stated the trigger for the SPAR review was the addition on the back. However, the District and Village partnered to ensure the planned improvements would accommodate planned improvements in the neighborhoods and future developments. The landscaping exceeds the requirements for a project of this type, but the landscaping included will further enhance the building. Lastly, he stated that the lighting planned is down directed meeting the SPAR requirements.

Member Kertis asked if there were safer alternates to the concrete curbing shown in areas of the playground. Jeff Moorehouse stated the District had requested the vertical edging for maintenance of the play area. Administrator Heinig stated that is typical for separation of different surface types and is also being used in the All Abilities play area being constructed in Remington Park.

Motion by Kulcinski, seconded by Nicklaus to approve the Site Plan & Architectural Review (SPAR) Petition from the School District of Holmen for an Addition to & Remodel of Evergreen Elementary School. 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.

2. Possible Action on Site Plan & Architectural Review (SPAR) Petition from Jim Christenson for Duplex Business Shops at 320 North Star Road.

Administrator Heinig stated the proposed building is located on North Star Road south of Western Avenue immediately south of Mike Smith's buildings at 328 North Star Road. He stated the existing site has a small building, is almost entirely impervious, and can be considered blighted. The location is outside the Holmen Drive improvement corridor, but North Star Road is the divisor, if the project were located on the east side of North Star Road it would be inside the corridor. He stated that the developer is aware of his proximity and has agreed to follow the higher standards just as Mike Smith did with his improvements on the neighboring property. The developer's plan will construct the building in front first while maintaining the existing building. The existing building will be removed to construct the second building later. He stated the colors and materials are SPAR compliant and overall the project is consistent with the prior development to the north. He stated that building #1 does not provide the required 25-foot setback. He also pointed out the site plan does not provide the sidewalk required in B-2 zoning. The landscaping plan is short of meeting the SPAR requirements and he will have to add more plants or provide larger trees to meet the numerical formula values. He stated that the site plan shows that the grading will collect and direct stormwater to a ponding area on the southwest corner of the lot. He stated this likely wouldn't meet the requirements for a new development, but most likely improves the existing condition. He was encouraged that the developer included that in his submission which shows they are aware of the requirements, but he would like to see the calculations to show the exact numbers especially since the storm sewer system on North Star Road has capacity issues. He stated the project does have adequate parking spaces; in similar plans 2 parking stalls per unit are the minimum requirement; this project provides 3 or four depending upon the inclusion of handicapped spaces.

Member Kulcinski asked if the trees would have adverse impacts to the sidewalks required, and if the building setbacks would leave adequate space between the 2 buildings. Administrator Heinig stated the trees would be located far enough from the sidewalk so they wouldn't harm it. He stated generally 20' between the buildings is wise but not required, and there would be space for both buildings after addressing the proper setback.

Members asked why were there 2 buildings instead of 1. Administrator Heinig stated there are a few reasons being: the developer wants to use the existing building during the construction of the first building, two building are cheaper than 1, fire suppression triggers are based on square footage and are not met with two buildings, but would be if the combined square footage was within one building.

Engineer Dahl added that the site plan lacks information to say where hook ups to Village utilities are planned. He stated that the existing building is susceptible to sewer backups due to the shallow sewer main on North Star Road and the minimal building height over the main. It would be advised that the developer use the manhole located near the north property line to connect his sewer instead of the reusing the existing building's connection. Member Barlow asked if the sewer connection was within the authority of the committee. Administrator Heinig stated that the committee could make that recommendation.

Member Kertis asked if there was any signing planned. Administrator Heinig stated that the approval should state the signage will be limited to the areas over the entry doors to the units, no bigger than 3'x5' sq. ft. areas.

Motion by Kertis, seconded by Kulcinski to approve of the Site Plan & Architectural Review (SPAR) Petition from Jim Christenson for Duplex Business Shops at 320 North Star Road contingent upon administrative review regarding building setback, sidewalks added along North Star Road, landscaping meeting ordinance requirements, drainage calculations provided to demonstrate onsite capacity improvement, signage is restricted as noted (3'x5' sq. ft. over the entry doors only), and developer must show awareness and consideration of the existing utility system, with preference that they tie into the existing manhole. Finding that the purposes of the SPAR Ordinance have been reasonably met, pending resolution of the noted conditions, 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 items in the works for the committee. If the materials are submitted in a timely matter a May meeting will be scheduled.

Adjourn:

Motion by Kertis, seconded by Kulcinski to adjourn at 6:32 pm. Carried 7-0.

Minutes prepared by Chris Dahl, Village Engineer.