

**Village of Holmen
Planning Commission Minutes
June 25, 2024**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, June 25, 2024. Present were commission members Barlow, Anderson, Kulcinski, Nicklaus, Kertis, and Baird; along with advisory members Administrator Heinig and Engineer Dahl. Member Appold was excused. Also in attendance was Jeff Moorehouse, Mike Campbell, and Jason and Gayle Lassen.

Public Hearings:

None.

Approval of the May 28, 2024 minutes:

Motion by Kulcinski, seconded by Anderson to approve the minutes of the May 28, 2024 Meeting. Carried 6-0.

Public comment:

None

Agenda Items:

Possible Action on Site Plan & Architectural Review (SPAR) Petition from DBS Group for a new Lassen Office Building at 3928 Circle Drive

Administrator Heinig stated the proposed building is north of CTH OT in the Cedar Creek Business Park on the corner of Circle Drive and Corporate Drive. He stated that the lot has an irregular shape with several restrictions due to utility easements across the lot. He stated the proposal works well in the space provided. The building has an appealing curved footprint with appropriate percentages of masonry, cast stone, glass, decorative metal (Stonewood) paneling and dark cherry longboard siding. The proposed materials easily match those of adjacent properties, and this building will be a beautiful addition to the entrance of the business park. The down directed lighting along the masonry pillar details and under the canopy are SPAR compliant. He pointed out the lighting over the overhead door was not downward directed and that the light choice for that overhead door, must change or be modified to be down directed onto the site only. He stated the building has the needed parking spaces for the anticipated users of the site with typical B-2 uses. The stormwater is contained in 4 locations on the property. He stated the submitted plans clearly do not show any signage on the building, which he indicated was a wise decision as doing so maintained the architectural character of the building façade. The site plan does, however, indicate that a ground monument will be built on site near the corner of Circle and Corporate, but no sign detail was provided for a monument sign in tonight's review. If a

monument sign is requested in the future it could be administratively approved. He stated the landscaping plan appears to be compliant, but the key did not state what species is noted as Gb. He suggested that it would be simple to just use one of the similar tree species (size and diameter) already planned for in that row. He noted that the site plan does not include sidewalks because there are no sidewalks in the Cedar Creek Business Park, thus this is an acceptable exclusion in this area.

Member Kertis asked for specifics on the south property line with River Bank. Administrator Heinig stated there is a 10' setback on new developments which did not exist when River Bank was built. River Bank's parking lot goes up to the property line and this site plan complies with the setback requirement with a grassed area along the property line.

Member Baird asked about the construction timelines. Mike Campbell stated they would like to get started in August with potential occupancy in January.

Motion by Kulcinski, seconded by Anderson to approve the Site Plan & Architectural Review (SPAR) Petition from DBS Group for a new Lassen Office Building at 3928 Circle Drive. 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 lighting as submitted; contingent on revision of the overhead door lighting (must be down directed, contained to the site), clarification of the tree species Gb and its diameter (or use of similar species of tree that is already planned in that "row" area around it), and administrative approval of any future monument sign to be located as shown on the site plan with the understanding that no other signage was authorized on site or the building. Motion Carried 6-0.

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

None

Adjourn:

Motion by Kertis, seconded by Kulcinski to adjourn at 6:18 pm. Carried 6-0.

Minutes prepared by Chris Dahl, Village Engineer.