

**Village of Holmen
Planning Commission Minutes
September 30, 2025**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, September 30, 2025. Present were commission members Barlow, Kulcinski, Anderson, Appold, Kertis, and Baird; along with advisory members Administrator Heinig and Engineer Dahl. Member Nicklaus was excused. Also in attendance was Lez Leszczynski, Mike Klein, and Paula Pzywojski.

Public Hearings:

2025-2045 Village of Holmen Comprehensive Plan (Update of the 2016 Comprehensive Plan).

Motion by Appold, seconded by Kulcinski to open the public hearing. Carried 6-0.

Administrator Heinig stated the comprehensive plan is an update to the current plan developed in 2016. It has been assembled with public input, surveys, and planning commission review and editing. No public comments were made.

Motion by Anderson, seconded by Kertis to close the public hearing. Carried 6-0.

Petition from KEL Investments for Rezoning at 209 S. Holmen Drive from (R-1) Single Family Residential District to (B-2) General Business District with a Conditional Use to allow for Residential Occupancy onsite.

Motion by Appold, seconded by Kertis to open the public hearing. Carried 6-0.

Administrator Heinig stated the property is located east of Holmen Drive and immediately south of Ace Hardware. The owner's proposal is to use the garage space of the existing home for business use with continued residential use of the home. No public comments were made.

Motion by Anderson, seconded by Appold to close the public hearing. Carried 6-0.

Approval of the August 26, 2025 minutes:

Motion by Kertis, seconded by Kulcinski to approve the minutes of the August 26, 2025 Meeting. Carried 6-0.

Public Comment:

None

Agenda Items:

Motion by Appold, seconded by Kulcinski to consider the rezoning petition at 209 S Holmen Drive prior to the comprehensive plan discussion. Carried 6-0.

Possible action and Recommendation on Petition from KEL Investments for Rezoning at 209 S. Holmen Drive from (R-1) Single Family Residential District to (B-2) General Business District with a Conditional Use to allow for Residential Occupancy onsite

Motion by Kulcinski, seconded by Anderson to support the Rezoning of 209 S. Holmen Drive from R-1 to B-2 with a Conditional Use to allow for a Residential Occupancy onsite.

Administrator Heinig stated from comments received from the neighbors prior to tonight's meeting, he felt that a blanket approval of the rezoning wouldn't fit the site, as it isn't really designed or ready for just any B-2 use at this time. Instead he suggested a PUD be created to keep the residential use, yet condition the business use on the site to specifically allow a marketing advertising business in the garage, maintain 3 parking spots, and allow a window sign for the business only. This concept accomplishes the petitioner's goals while still keeping whole and consistent with the existing site circumstances. Heinig also mentioned that the only reason a business use is permissible in this current residential location is that the FLUM (Future Land Use Map) supports commercial uses—thus this site is unique from other R-1 sites in the Village.

Member Kertis asked if a conditional use would be an option for this property.

Administrator Heinig stated that conditional business use is not allowed in R-1 Single Family Residential District—thus, that is why they were seeking a Zoning Change to allow for Business Use; however, the concept of using a PUD Zoning District does indeed allow for mixed residential and commercial uses, if the FLUM supports such.

Member Kertis asked if the Fire Department has any issues with the proposal. Administrator Heinig stated that there weren't any changes to the existing conditions to warrant any concern.

Amendment to the Motion on Table by Kulcinski, seconded by Anderson to amend the existing motion for a Rezoning Petition from R-1 to B-2 (with residential conditional use), to R-1 to a PUD District to specifically allow for a marketing/advertising business in the garage only, maintaining a maximum of 3 parking spots for the business, and limit signage to just basic window signs for the business; and continuing the rest of the site/property as R-1 Residential Use. Motion to Amend Carried 6-0.

Amended Motion by Kertis, seconded by Kulcinski to recommend the Village Board approve a Rezoning at 209 S. Holmen Drive as a PUD District to specifically allow for a marketing/advertising business in the garage only, maintaining a maximum of 3 parking spots for the business, and limit signage to just basic window signs for the business; and continuing the rest of the site/property as R-1 Residential Use. Carried 6-0.

Possible discussion regarding comments from the 2025-2045 Village of Holmen Comprehensive Plan (Update of the 2016 Comprehensive Plan) Public Hearing

Administrator Heinig stated he received supportive comments from other agencies and adjoining jurisdictions about the Proposed Updated Comp Plan, prior to tonight's meeting. He stated that the Plan has been advertised, and has been available for public review for over 30 days. The Plan is supported and ready for adoption. He recommended to move to Agenda Item 6 to recommend to the Village Board to adopt the 2025-2045 Village of Holmen Comprehensive Plan by Ordinance.

Possible action and Recommendation on Resolution 1-2025—A Resolution Recommending the Holmen Village Board Adopt the 2025-2045 Village of Holmen Comprehensive Plan (Update of the 2016 Comprehensive Plan) by Ordinance.

Motion by Kulcinski, seconded by Anderson. to approve Resolution 1-2025—A Resolution Recommending the Holmen Village Board Adopt the 2025-2045 Village of Holmen Comprehensive Plan (Update of the 2016 Comprehensive Plan) by Ordinance. Carried 6-0.

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

Administrator Heinig thanked the commission for their work on the Comprehensive Plan. He stated that he is working with two potential SPAR reviews for the October meeting.

Adjourn:

Motion by Kertis, seconded by Appold to adjourn at 6:19 pm. Carried 6-0.

Minutes prepared by Chris Dahl, Village Engineer.