

**Village of Holmen
Planning Commission Minutes
October 28, 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 and Kertis; along with advisory members Administrator Heinig and Engineer Dahl. Member Baird was excused. An architect for Dollar General arrived at 6:15pm.

Public Hearings:

None

Approval of the September 30, 2025 minutes:

Motion by Kulcinski, seconded by Anderson to approve the minutes of the September 30, 2025 Meeting. Carried 5-0.

Public Comment:

None

Agenda Items:

Possible action on SPAR (Site Plan & Architectural Review) Petition for a new Dollar General Store located on Spakenburg Road (approximately .07 miles West of Staphorst Lane)

Administrator Heinig presented the Petition for a new Dollar General to the SPAR Board. He outlined that the overall submittal was generally done well and that we were pleased to work with the investors. They are proposing splitting an existing 2.5 acre approximate parcel and using just a 1.2 acre parcel on what would become the East remnant parcel created (the West remnant parcel would be sold to other investors). They propose to build a 10,640 sq. ft. store and face the store vertically from Spakenburg with the primary entrance and wall signage facing Hwy. 35 (thus the Spakenburg area would technically be the rear of the building). The stormwater plan, landscaping plan and overall site plan is workable and done well. There is no lighting plan, however, and the building is devoid of lighting altogether (only one pole light is proposed in the parking lot). Lighting the building in a decorative fashion and enhancing the safety of that area is paramount and thus decorative sconce lighting should be placed on each stone pillar, and down directed, all around the entire building to light the building and property properly. The building's West and East facades are long and contain an overabundance of proposed stucco paneling, especially for a building this size, in comparison to all other buildings within our architecturally sensitive corridors along Holmen Drive (thus more brick masonry is needed to meet our community's expectations in this area)—it was discussed that improving the center areas between the stone pillars on both the West and East sides of the building, in the same manner as the end corner

facades were designed, would accomplish this goal and achieve the look the community requires for the area. They were proposing a 20' pylon sign with no apparent location on the site plan, but this form of sign is illegal and unacceptable regardless. Rather, if they were interested in a ground sign, a ground monument would be permissible, but would need to be located along Spakenburg and no larger than 70 sq. ft. and built with decorative stone and brick like the building. The proposed wall mounted signage that was proposed above the entry way glass on the building's northeast corners were done very well and were zoning and Comp Plan compliant. The proposed dumpster location is in the street facing area, but is 25' back, thus acceptable, however, must be built with stone and brick to compliment the exact masonry materials used on the building. The proposed driveway entrance must carry the sidewalk all the way though in accordance with Village specifications (currently the site plan shows otherwise). The existing lot only has one sewer and water service, thus they must make accommodations within their design and the proposed CSM to ensure the West remnant parcel is able to use the same sewer and water lateral connection they are using for the East parcel. Again, the submission overall is done well and the Village is pleased to have the new investment proposed for our community and excited to see it move forward.

Members asked additional questions about truck access and voiced some concern that the "front" of the building was being used as the "back." They inquired to ensure that stormwater was capable of being handled for the entire property. They also agreed that the existing lack of stone on the larger facades (too much stucco paneling proposed) and the lack of building lighting was unacceptable. They made comment to the fact that they support a potential lot split, but reiterated that the remaining parcel must be served by the existing laterals and no street cutting would be permitted.

The Dollar General representative addressed how trucks typically back into the loading area and mentioned that all loading was done by hand—no docking necessary. He stated that they would gladly provide lateral connections to the West parcel that they would create. He also stated that they plan to build in the Spring.

Motion by Kulcinski, seconded by Kertis to approve the SPAR Petition submitted for a new Dollar General Store proposed on Spakenburg Road finding that the Petition has generally met the SPAR Ordinance and Comprehensive Plan Requirements for building design, partial building materials proposed, the partial sign plan proposed (wall building is acceptable), the overall landscaping plan, the overall stormwater plan and the overall site requirements; with the following conditions still requiring Administrative Review and Approval prior to issuance of a building permit: 1) the dumpster enclosure must be built of stone and brick masonry materials complimenting (same as) those used on the building; 2) no pole sign is permitted on site, and rather if a ground sign is desired, a max 70 sq. ft. (7'x10' approx.) ground monument with a stone base complimenting (same as) the materials used on the building, and placed in the southeast corner of the property within the landscaping 5' behind the ROW line at the Spakenburg Road entrance; 3) the driveway entryway must have a continuous sidewalk in concert with Village street opening and access specifications; 4) decorative wall lighting (downward directed sconce) is required throughout the façade on each of the stone pillars all around the building in whole and a lighting plan must show these improvements; 5) the amount of decorative brick masonry must be increased on the larger

West and East facades, specifically, utilizing the center regions of the facades between the proposed existing stone pillars and replacing that area's proposed stucco paneling with the same brick patters used on the end corner facades with the same dark brick "coins" built into the light brick toward the top to beautifully balance out the entire building altogether; 6) a sewer and water lateral connection must be made and built to also serve the property to the West to accommodate the planned CSM to split the existing property into two parcels, thus, the one existing sewer and water lateral must be designed to serve both the newly created parcels (the West and East both). Motion Carried 5-0.

Notice to move the November Planning Commission to November 18, 2025

Administrator Heinig gave the members notice that the Planning Commission for November 25, 2025 is being moved up one week to avoid the Thanksgiving Holiday, should a meeting be necessary.

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

Administrator Heinig stated that at this time he has not received any additional items for next month, but that it is possible a SPAR Petition could be submitted.

Adjourn:

Motion by Appold, seconded by Anderson to adjourn at 6:53 pm. Carried 5-0.

Minutes prepared by Scott Heinig, Village Administrator