

**Village of Holmen  
Planning Commission Minutes  
November 18, 2025**

Village President Barlow called the Planning Commission meeting to order at 6:00 pm on Tuesday, November 18, 2025. Present were Commission Members Barlow, Kulcinski, Anderson, Appold, Kertis, and Baird; along with advisory members Administrator Heinig and Engineer Dahl. Trent Schott, Michelle Malaud and Jim Lundberg were also in attendance.

**Public Hearings:**

None

**Approval of the October 28, 2025 minutes:**

**Motion by Kulcinski, seconded by Anderson** to approve the minutes of the October 28, 2025 Meeting. Carried 6-0.

**Public Comment:**

None

**Agenda Items:**

**Possible action on SPAR (Site Plan & Architectural Review) Petition for an Expansion and Renovation of St. Elizabeth Ann Seton Parish at 515 Main Street N**

Administrator Heinig presented the Petition for a proposed addition to St Elizabeth. He stated that the addition is aesthetically very similar to the existing building and they are also planning some enhancements to the existing building. He summarized the material and color selections for each of the elevations. The south elevation is made up of masonry and stone and adds a steeple to the existing building. Although the north elevation uses metal than typical, it is offset by the amount of stone and masonry selected on the front (south) elevation. Also, the west elevation uses more metal than typical, it is hidden by the lot's topography. He stated the parking lot will be expanded and an additional entrance will be added to access the rear of the building from Hillcrest Drive. There is landscaping added throughout the parking lot islands and along Hillcrest Drive. The lighting on the building and throughout the parking lot is down directed per the ordinance and provides a well-lit site. There was no sign submitted with the site plan, but if they decided in the future they could add one to the northwest corner of the lot.

Member Baird asked how the north end of the building fits into the hill. Trent Schott stated there is a 4' retaining wall to address the elevation differences and minimize the grading and impact to the lot.

Member Kulcinski asked how they were addressing their stormwater impacts. Jim Lundberg answered that they were capturing the runoff from the existing lot with the infiltration basin on the south corner of the lot. The capture of the existing lot will offset and exceed the runoff created by the additional impervious surface.

**Motion by Kulcinski, seconded by Kertis** to approve the SPAR Petition submitted for an expansion and renovation of St. Elizabeth Ann Seton Parish at 515 Main Street N finding that the Petition has met the SPAR Ordinance and Comprehensive Plan Requirements for building design, building materials proposed, the overall landscaping plan, the overall stormwater plan and the overall lighting requirements. Motion Carried 6-0.

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

Administrator Heinig stated there is no December meeting.

**Adjourn:**

**Motion by Anderson, seconded by Kertis** to adjourn at 6:13 pm. Carried 6-0.

Minutes prepared by Chris Dahl, Village Engineer.