

**Village of Holmen
Planning Commission Minutes
July 31, 2018**

Village President Proctor called the Planning Commission meeting to order at 6:30PM on Tuesday, July 31, 2018. Present were commission members Proctor, Johnston, Stanek, Rugroden, Grokowsky, Appold, and Kertis, along with advisory members Administrator Heinig and Engineer Chris Dahl. Also in attendance: Pat McKnight, Dean McHugh, Noah Meyer, Dale Brott and Alexis Brott.

Public Hearing

- a. None

Motion by Johnston, seconded by Rugroden to approve the minutes of the May 29, 2018 Meeting, following the change of a name misspelling. Carried 7-0.

Public Comment

None

Agenda Items

5. Possible Action and Recommendation on Annexation Petition by William Redfield for .55 acres on Sand Lake Road from the Town of Onalaska

Administrator Heinig outlined the details of the annexation petition by Mr. Redfield, who owns .55 acres on Sand Lake Road. The purpose for annexation is for sewer and water hook-up. Laterals are already at the property. The annexation is consistent with the Comprehensive Plan and has been found to be in the public interest by the State of Wisconsin. Administrator Heinig recommended acceptance of the annexation petition with a favorable recommendation to the Village Board.

Motion by Johnston, seconded by Grokowsky to recommend the Village Board accept and approve the annexation petition by Mr. Redfield as filed. Carried 7-0.

6. Possible Action on Petition from COMH LLC for Site Plan & Architectural Review (SPAR) for a 23-unit Condo, 55 and Older, R-5 Development, on Mc Hugh Road with Additional Rear Access to Ryan Street

Administrator Heinig provided a brief overview of the SPAR application for a proposed "55 and Older Townhome Complex," on McHugh Road. The submission by COMH LLC was a complete application containing information on all SPAR requirements for the Board's consideration. Building colors and materials include the following: Timberline (brown) shingles, Boral Versetta Stone (plum creek), Diamond Kote pre-finish LP siding (Tope and beige), and Blue Linx metal

trim (terratone). 33% of the buildings are Versetta Stone and 67% are either decorative shakes or LP siding. The landscaping plan and planting schedule meets all formula requirements of the Village's Landscape Ordinance. Signage is a small monument at the intersection of the complex driveway with Mc Hugh Road. Pedestrian and vehicle lighting is strategically posted throughout the drive lane and parking areas. The 23 units are divided into four separate buildings; three of which are vertical to Mc Hugh Road and a southern building that is horizontal to Mc Hugh Road. A community building exists at the far West end of the property and has parking spaces and access to Ryan Street. There is acceptable parking on site, with six overflow stalls in addition to the garage access parking. Emergency circulation is achieved from Mc Hugh Road to Ryan Street, therefore, by the internal drive lane, 24 feet in width. Storm water flows from the West to the East of the property and is contained in swales on the property's eastern side. Centralized mailboxes would be installed for the complex and a centralized dumpster location serves the complex as well. The development is completely R-5 compliant and consistent with the Village's Comprehensive Plan. Staff have no issue with the submission, and favorably recommend its approval, having reasonably met all SPAR requirements for the area in question.

Motion by Johnston, seconded by Rugroden to approve the Site Plan and Architectural Review, finding that the purposes and guidelines of the SPAR Ordinance have been reasonably met regarding the entire proposed site plan, all external building colors and materials, overall building layout and design, site and building lighting, site and building signage, and site landscaping. Carried 7-0.

7. Updates and other informational items from and before the Planning Commission

Members thanked Administrator Heinig for the hard work in bringing quality development projects to Holmen. Members introduced themselves formally to Village Engineer, Chris Dahl.

Motion by Appold, seconded by Stanek to adjourn at 6:48PM. Carried 7-0.

Minutes prepared by Scott Heinig, Village Administrator