

Minutes of Plan Commission Meeting October 5, 2010

Held at the Town Hall on County Highway G

Town of Holland, Sheboygan County, Wisconsin

The numbering of the Minutes corresponds to that of the Agenda:

1. The meeting was called to order at 7:32 p.m. by Chairman Donald Becker.
2. The assembly recited the Pledge of Allegiance.
3. Chairman Donald Becker certified that the requirements of the Wisconsin Open Meetings law had been met.
4. Record Retention Certification: Syd Rader certified that hard-copies and electronic files of the Plan Commission are filed at Town Hall through August 2010. Files more recent than that are in the Clerk's hands.
5. The Agenda was adopted as the official order of business on a motion by Eugene Schmitz. The motion was supported by Dave Huenink and passed by a unanimous voice vote.
6. Roll Call showed in attendance Chairman Donald Becker, Jan Rauwerdink, Dave Huenink, Jack Stokdyk, Eugene Schmitz, Roy Teunissen, David Mueller. Excused from attending were Joel Van Ess, Tom Huenink, Trevor Mentink.
7. The Minutes of the Plan Commission meeting on September 7, 2010 were approved on a motion by Jack Stokdyk. The motion was supported by David Mueller, passing by a unanimous voice vote.
8. Public input: none
9. Review of Chapter 330 Zoning Ordinance – revised draft. A public hearing was held on August 2, 2010. Deliberation/action on the creation of the Zoning Ordinance. Keith Foye of DATCP and Jamie Rybarczyk and Shaun Mularkey of Foth attended this part of the meeting. For the benefit of Keith Foye, there were self-introductions by individual Plan Commission members. Keith Foye spoke of the background of farmland preservation and the legislative history of Working Lands Initiative. Jamie Rybarczyk spoke about the handouts that he brought to the table, including the latest draft Zoning Ordinance. The group made further revisions to the Zoning Ordinance with assent by Foye. Rybarczyk took note of these revisions and he will release a new version later in October. The Plan Commission will resubmit the draft ordinance for the approval of DATCP following the November 1, 2010 Plan Commission meeting. Given certification by DATCP, the Plan Commission could make a resolution on December 6, followed by Board action on December 13, making the new Zoning Ordinance effective in December 2010.

10. Discuss and act on having Jamie Rybarczyk, Foth, assist the Plan Commission and the applicants on matters heard by the Plan Commission. Chairman Becker posed two questions: How will the PC manage the delivery of consulting services and how are the costs to be paid? Rybarczyk disclosed a fee schedule and reassured the PC that he would not seek to pad his billings but rather keep billings reasonable. Rybarczyk wants to bill the Town directly for his services. The two basic approaches to making the Town whole are 1) escrow or up-front collection of sufficient funds to cover anticipated billings; 2) a relayed billing by the Town to the applicant, backed by a property tax bill collection mechanism. Chairman Becker expressed concern about the possibility of increased costs for constituents bringing matters before the Plan Commission. In the event that Rybarczyk is later employed, Chairman Becker suggested using Skype to bring Rybarczyk into fuller participation in PC meeting hearings and deliberations. An alternative to Skype, GoToMeeting is already licensed to Foth.

Shaun Mularkey, a Foth employee, was introduced as a backup for Jamie Rybarczyk, for instance, if Jamie should be ill. The PC has actually met him previously in 2009 in an earlier phases of work involving Foth.

The Plan Commission made no recommendation to the Board.

11. Discuss/act Town of Holland Fee Schedule. Chairman Becker suggested that a subcommittee might develop Plan Commission input into a fee schedule. This matter was tabled on a motion by Jack Skokdyk, supported by David Mueller, passed by a unanimous voice vote.
12. Review/revise Town Holland Plan Commission application forms (see DRAFT forms in packet). This matter was tabled on a motion by Jack Skokdyk, supported by David Mueller, passed by a unanimous voice vote.
13. Public Input: none
14. The attendance record for September 2010 was approved on a motion by Dave Huenink, supported by David Mueller, passing by a unanimous voice vote.
15. The meeting adjourned at 10:06 p.m. on a motion by David Mueller supported by Jan Rauwerdink, passing by a unanimous voice vote.

Respectfully submitted,
Syd Rader, Clerk of the Plan Commission, Town of Holland
October 6, 2010