

**DRAFT**  
**Plan Commission Meeting Minutes**  
Town of Holland  
Sheboygan County, Wisconsin

Date: Monday, November 3, 2014

Time: 7:30 pm

Place: Town of Holland Hall, W3005 County Road G

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

1. Call to order.  
Chairman Don Becker called the meeting to order at 7:35 PM.
2. Pledge of Allegiance.  
The Pledge of Allegiance was recited.
3. Certify that the requirements of the Wisconsin Open Meetings law have been met.  
Chairman Becker so certified.
4. Record retention certification.  
The Plan Commission clerk stated record retention was up-to-date.
5. Roll call.  
Attendees: Don Becker, Dave Huenink, David Mueller, Eugene Schmitz, Roy Teunissen, Jack Stokdyk, Nate Voskuil, Matthew Teunissen  
Absentee(s) Trevor Mentink, Tom Huenink – Building Inspector  
Attendee:– Louise Huenink - Clerk
6. Adopt agenda as official order of business.  
David Huenink made a motion to adopt the agenda as presented but with order flexibility on items 12 and 13 dependent on the arrivals of Rick and Kevin. Jack Stokdyk supported the motion. The motion passed by a unanimous voice vote.
7. Review/approve minutes of prior meeting(s).  
David Huenink made a motion to approve the minutes as presented. David Mueller supported the motion the motion. The motion passed by a unanimous voice vote.
8. Review/approve building permits report.  
Jack Stokdyk made a motion to approve the building permits report as presented. David Mueller supported the motion. The motion passed by a unanimous voice vote.
9. Public input.  
Roy Teunissen spoke of a house on the northwest corner of County Roads RR & KW that is having lots of work, but is not listed on the permits list. Don indicated that the owners are making improvements to the home as well as a shed which is starting to look like a house itself.

Don suggested future agendas include a place for Building Inspector follow-up, similar to ongoing issues, so we don't forget pending questions/actions.

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### 10. Public hearing for:

A request by CG Services, LLC for a Conditional Use Permit for operating a landscaping business. Nobody present had any questions or comments. Jack Stokdyk made a motion to close the public hearing. Eugene Schmitz supported the motion. The motion passed by a unanimous voice vote.

### 11. Discuss/act on request by CG Services, LLC for a CUP.

Don informed the members of the Plan Commission that the landowners had not yet signed the application. He had sent Kevin Claerbaut two emails stating that a signed application was required and recommending he appear tonight. Kevin called saying his wife is on the school board and they meet the same night as the Plan Commission so he needed to stay home with the kids, though would try to get a sitter if this meeting was really important. Don told him it was up to him to determine how important this meeting was. Kevin also said that for the signature, if he pushes the landowners too hard they will refuse to sign, but he should be able to have the signatures by December 1, 2014 Plan Commission meeting. Don also stated that Kevin indicated that he had made an offer to purchase the property and it seems that the current owners signing the CUP application so he can continue the landscaping business in the interim is part of the offer.

Don informed Kevin that he must stop all landscaping business and remove all equipment and supplies from the property. Kevin told Don all the debris piles have been removed and they will be moving the equipment to get ready for the snow season. If necessary they will store any equipment and supplies on his property. Jack suggested that Gerry Antoine send a letter to Kevin stating he has a set number of days to get the signatures for the next meeting or we will start legal proceedings.

Jack Stokdyk made the motion that the Plan Commission has the Town's attorney draft a letter to CG Services, LLC stating we need the application signed by the landowners by 7:30pm on December 1, 2014 and that if not complete the Plan Commission will have no option but to reject the application because it is incomplete. Roy Teunissen supported the motion, which passed with a roll call vote.

Don Becker – Yes, David Huenink – Yes, David Mueller – Yes, Eugene Schmitz – Yes, Roy Teunissen – Yes, Jack Stokdyk – Yes, Nate Voskuil - Yes.

### 12. Discuss/act on the apparent zoning ordinance violation by Revive Church.

Rick TenDolle was present and said the issue is: Do they want to put effort and money into the shed since their time there is short, though they would like to stay there for a few months. They are investigating two options. 1. Rent or build a new facility, 2. Find another no-cost facility. As he stated before the Youth Group has already moved due to space constraints. Rick said they would like to stay at the current location for another 6-8 months. The people are comfortable meeting there and they feel unthreatened. They want to work with the Plan Commission so that they can continue worshipping in the shed for 6-8 months. They would hate to have to move twice. Rick said in the near future they could build a structure very similar to the current shed, but meeting local code and it will be within the Village of Oostburg. Don asked the table what their feelings were on this. Don suggested having the Town's attorney write a letter stating the Revive Church is in violation of the Town's ordinances, but set a time limit in which they must vacate the shed before legal action is taken. Everyone agreed with Don's suggestion. Rick then asked if the timeline could be pushed out to August to give them a little cushion, Don pointed out that he already stated 6-8 months which would put them at a May/July time frame. Jack Stokdyk made the motion that the Town's attorney write a letter stating the Church is in violation with the Town's ordinances and will take legal action if they do not bring the building up to code or vacate the premises by July 31, 2014. David Mueller supported the motion, which passed with a roll call vote. David Mueller – Yes, Eugene Schmitz – Yes, Roy Teunissen – Yes, Jack Stokdyk – Yes, Nate Voskuil – Recused, Don Becker – Yes, David Huenink – Yes.

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13. Discuss/act on revision of Town of Holland Ordinances supporting WI Working Lands Initiative.  
Kevin Struck from the University of Wisconsin Extension presented the new districts he recommends for the Town of Holland. A-1, A-1-D, A-2, A-4 and A-1-PR are within the FPZ and eligible to receive tax credits. He was asked what was FPA vs FPZ, FPA = Farmland Preservation Area and FPZ = Farmland Preservation Zone. Don indicated that A-1-D could be built into the building permit structure. Kevin informed the members that any rezoning would require a public hearing. After walking through the ag districts Kevin said there will not be much change, though there are a few parcels that may need to be rezoned from A-1/A-2 to A-1-T or A-2-T. These are parcels that fall within the transitional areas around the villages. Kevin believes he can complete the write up of the new districts by our December 1, 2014 meeting.
14. Discuss/act on request by Karl Hoffman for a CUP.  
Don did a quick recap of Karl's request. Based on the additional information Karl provided, we can proceed with drafting a CUP. Wording from the application can be used for the 'usage' sections.  
Site Plan – We previously agreed to use the aerial view.  
Plan of Operations should include:
  1. Sole proprietorship with no employees.
  2. Hours of operations not limited provided within enclosed structures.
  3. Vehicles allowed are one truck and one trailer.The Plan Commission members walked through the standard conditions for a business and decided which should pertain. Don Becker made a motion that the clerk send a proposed Site Plan, Plan of Operations and Conditions to Karl for his review. Unless he requests changes, a respective CUP will be issued at the next Plan Commission meeting. David Huenink supported the motion. The motion passed by a unanimous voice vote.
15. Discuss/act on a clause in building permits stating construction must start within one year and be completed within three years.  
The Plan Commission reviewed and agreed with the proposed ordinance change drafted by the Town's attorney. Similar wording regarding expiration in three years will need to be incorporated onto the Building Permit. Since this will be making a change to the existing ordinance §330-112, a public hearing will be set for the next Plan Commission meeting.
16. Discuss/act on ongoing issues:
  - a. Status of applications being processed.  
All applications are current at this time.
  - b. Use of both primary & secondary structures for vacation home rentals in the R-1 district  
Steve Jones is researching options. This topic is tabled until a future meeting.
17. Public input.  
None
18. Review/approve attendance records for prior and current meeting(s).  
David Mueller made a motion to approve the attendance records as presented. David Huenink supported the motion. The motion passed by a unanimous voice vote.
19. Adjourn.  
Jack Stokdyk made a motion to adjourn at 9:59 PM. Nate Voskuil supported the motion. The motion passed by a unanimous voice vote.

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Respectfully submitted,  
Louise Huenink, Plan Commission Clerk  
November 4, 2014