

Plan Commission Meeting Minutes

Town of Holland
Sheboygan County, Wisconsin

Date: Monday, November 2, 2015

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.
Acting chairman, David Huenink, called the meeting to order at 7:30 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.
Acting Chairman David Huenink so certified.
4. Record retention certification.
The Plan Commission clerk stated record retention was up-to-date.
5. Roll call.
Attendees: Don Becker, David Huenink, David Mueller, Eugene Schmitz, Jack Stokdyk, Matthew Teunissen, Roy Teunissen, Nathan Voskuil
Absentee(s) excused: Trevor Mentink,
Attendee: Tom Huenink – Building Inspector, Louise Huenink - Clerk
6. Adopt agenda as official order of business.
Jack Stokdyk made the motion to adopt the agenda as presented. Matt Teunissen supported the motion. The motion passed by a unanimous voice vote.

When Don Becker arrived it was agreed to discuss item 12b following item 9 Public Input, with item 11 to follow directly after.
7. Review/approve minutes of prior meeting(s).
Jack Stokdyk made the motion to adopt the minutes as presented subject to Don Becker's corrections if any. David Mueller supported the motion. The motion passed by a unanimous voice vote.
8. Building Inspector Reports:
 - a. Review/approve building permits report.
There was no report for the November meeting.
 - b. Follow-up item(s):
Tom Huenink informed Roy Teunissen that he was able to contact a Mr. Winker and that he had requested a building permit.

9. Public input.

Dan Teunissen recently purchased his parents' house and would like to do a land division and rezoning from A-1 to A-5 since he did not purchase the accompanying farmland. It was stated that Dan must also request a Conditional Use Permit for the existing single family residence due to the rezoning.

Dan Teunissen second parcel – He talked with Sheboygan County Planning about the Feider property he recently purchased. In 2004 the Town Plan Commission and Board approved a land division and rezoning. The rezoning was recorded at the County, but the land division was never recorded due to them not receiving an updated Certified Survey Map showing a road was a 'Road by Easement'. Dan said that John DeMez would be creating a CSM shortly and Dan would then bring it to the Town Board for signature and then file with County Planning. This will be done at the next Town Board meeting held on November 8, 2015.

10. Discuss/act on requiring a Driveway Placement Approval form with relevant applications.
It was agreed that this topic be tabled until after the proposed zoning changes.

11. Discuss/act on revision of Town of Holland Ordinances supporting WI Working Lands Initiative

- * Kevin Struck from the UW-Extension led the discussion.
- * Continued review of current A-1 Properties outside the FPA to determine appropriate action.
- * Future agenda item – Process for driveways since a residence in A-5 will be a permitted use.
- * To keep on schedule, the next Plan Commission meeting will start at 6:00pm on December 7, 2015.

12. Discuss/act on ongoing issues:

- a. Status of applications being processed.
- b. Conditional Use Permit for CG Services Smies Road facility
Kevin Claerbaut was in attendance. Nate Voskuil & Tom Huenink reported on their inspection of the CG Services premises on Smies Road:

Storage – Farm equipment & bales of hay found on site. Since parcel is zoned A-2 this is a permitted use.

Vehicles – There are 2 vans and a semi trailer which appear to be unlicensed. Per the ordinances only 1 unlicensed vehicle is allowed. A police officer did an inspection of the vehicles and said since they appear to be out of sight there is no issue.

Number of employees – None were seen.

Site Plan compliance – The following two items appear not in compliance.

Debris piles – There are indications they are being periodically removed per the CUP. But two piles were further north than where designated on the Site Plan.

Screening/berm – Nate asked for clarification, should the berm and plantings be 8 feet to begin with or at final growth? He said the plantings currently vary in height from 2-3 feet to 8 feet.

Jack Stokdyk stated that procedures are not being followed properly as far as the Site Plan is concerned and he feels that the berm is still not adequate for screening. Kevin needs to contact Jamie Rybarczyk or someone else to create a revised Site Plan showing the fence opening on the south side. Don Becker said that Kevin must provide a revised Site Plan before the next meeting. Don also suggested that pictures of the berm be taken periodically to see how the

plantings are growing and that if a plant dies it is replaced in a timely fashion.

David Huenink made a motion to continue processing the CUP for the CG Services Smies Road facility subject to receiving a revised Site Plan before December 3, 2015 showing the gap in the south fence and with the understanding that the berm and vegetation do not consistently meet the 8 foot requirement as of this date. Don Becker supported the motion. The motion failed by a roll call vote: David Mueller – No, Eugene Schmitz – No, Roy Teunissen – No, Jack Stokdyk – No, Nathan Voskuil – No, Don Becker – Yes, David Huenink – Yes, Matt Teunissen – No.

Matt Teunissen noted that in 2013 the original CUP stated that at the time of installation the berm and plantings were to be 8 feet tall and that Kevin is still not in compliance.

Don Becker made a motion to continue processing the CUP for the CG Services Smies Road facility contingent on the following being completed by December 3, 2015:

1. Receiving a revised Site Plan showing the gap in the south fence.
2. Correction of the berm and vegetation to consistently meet the 8 foot requirement.
3. Correction of the two landscaping piles not conforming to the Site Plan.
4. Inspection of the property by the Town Building Inspector and a Plan Commission member.

The motion also recommended that the Town Board delay any enforcement action related to this property until after the December 7, 2015 Plan Commission meeting. Jack Stokdyk supported the motion. The motion passed by a roll call vote: Roy Teunissen – Yes, Jack Stokdyk – Yes, Don Becker – Yes, David Huenink – Yes, David Mueller – Yes, Eugene Schmitz – Yes, Nathan Voskuil – Yes, Matt Teunissen – Yes.

Tom Huenink and Nathan Voskuil agreed to perform the inspection and take pictures.

- c. Possibly issuing a Conditional Use Permit allowing smaller setbacks on small parcels. The Plan Commission will talk to Kevin Struck, Growth Management Educator at UW-Extension Sheboygan County during a future meeting.
- d. Add the Highway Right of Way information on the Town's website.
Still pending
- e. After zoning changes - Zoning violation in R-1 District and failure to obtain building permits for improvements.
- f. After zoning changes - Create a revised Zoning Ordinance Summary.

13. Public input.

Robert & Leann Gauger would like to separate some property for their son to build a house on. They currently have a 3-acre R-1 parcel and an adjacent 17-acre A-1 parcel. David Huenink had been in contact with Leann to understand the situation. David suggested that they rezone both parcels to A-5, do a boundary line adjustment and request a single family residence CUP for each parcel. It was agreed that this was a good suggestion.

14. Review/approve attendance records for prior and current meeting(s).

David Huenink made a motion to approve the attendance records as presented. Roy Teunissen supported the motion. The motion passed by a unanimous voice vote.

15. Adjourn.

Jack Stokdyk made a motion to adjourn at 9:58 PM. Roy Teunissen supported the motion. The motion passed by a unanimous voice vote.

Respectfully submitted,
Louise Huenink, Plan Commission Clerk
November 3, 2015