

Plan Commission Meeting Minutes

Town of Holland
Sheboygan County, Wisconsin

Date: Monday, February 1, 2016

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 7:39 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 Don Becker so certified.
4. Record retention certification
In Clerk Huenink's absence, the record retention certification has been tabled until next meeting when she is present.
5. Roll call
Members: Don Becker, David Mueller, Eugene Schmitz, Jack Stokdyk, Matthew Teunissen, Roy Teunissen, Nathan Voskuil
Absentee(s): David Huenink, Trevor Mentink, Tom Huenink
Others: Board of Appeals Chair Dan Teunissen (arriving at 8:00), Holland Residents Tiffany Feldmann, Leon Jacoby, Resident and Treasurer Craig Droppers, Rhonda Klatt – Acting PC Clerk for this evening only
6. Adopt agenda as official order of business
Nathan Voskuil made a motion to adopt the agenda as presented. Jack Stokdyk supported the motion. The motion passed by a unanimous voice vote.
7. Review/approve minutes of previous meeting(s)
Nathan Voskuil made a motion to approve the minutes as presented. Jack Stokdyk supported the motion. The motion passed by a unanimous voice vote.
8. Building Inspector reports:
 - a. Review/approve building permits report
No action taken because no report was submitted by Tom Huenink.
 - b. Follow-up item(s):
Chairman Becker will check with Tom Huenink, Building Inspector, to see if Luige's Pizza had been issued a building permit for a new roof and an addition.

9. Public Input (Comments may be limited to 3 minutes per person)

No input received at this time.

10. Discuss/act on training for Board of Appeals members

- a. BOA Chair Dan Teunissen agrees with the consensus of the commission, the idea of incorporating a training requirement into the ordinances, however the terms of training depends on what is available for such. In the meantime, Dan Teunissen will obtain hard copies of the Zoning Board of Appeals Handbook for distribution.
- b. PC Chair Becker will follow up with Attorney Antoine regarding the discussion of the training requirements and will ask if a plan commission member can serve on the Board of Appeals.
- c. A number of specific suggestions/ideas developed from these discussions
 - i. The minutes of the BOA should routinely be included in both the PC and Board meeting packets
 - ii. Training should be required of the BOA members, but it is probably most efficient if a process similar to that of the Board of Review be followed.
 - iii. On-line resources for BOA training should be identified and a system of recording or self-certifying be developed – again similar to that of the BOR
 - iv. Consideration should be given to seek training opportunities in our area. Rhonda Klatt suggested using this as a topic for the local Town's Association meetings.

11. Discuss/act on amending the Zoning Code to establish a special exception procedure

The Plan Commission members discussed the concept of incorporating a special exception procedure in our ordinances, and Dan Teunissen, Board of Appeals Chairman, spoke in favor of the idea. Jack Stokdyk made a motion to ask Attorney Antoine to draft an ordinance to allow the plan commission to put in place special exceptions in R-1 districts instead of appealing to the BOA. Eugene Schmitz supported the motion. The motion passed by a unanimous voice vote.

12. Discuss/act on action related to Conditional Use Permit violations by CG Services

Earlier this evening, Treasurer Droppers received cash payment for the current year personal property taxes and a check to replace the NSF check issued by CG Services to cover last year's delinquent personal property taxes.

Roy Teunissen made a motion to wait thirty (30) days to see if the check clears and to table the item until the next meeting. David Mueller supported the motion. The motion passed by a 6 - 1 voice vote.

13. Discuss/act on ongoing issues:

- a. Applications being processed
There were no questions on the report presented.
- b. Planned for March meeting – Situation of Kevin Gerard's lakefront parcels with multiple houses
No action taken on this item at this time.
- c. After zoning changes – Zoning violation in R-1 district and failure to obtain building permits for improvements
No action taken on this item.
- d. After zoning changes – Create a revised Zoning Ordinance Summary
No action taken on this item.
- e. After zoning changes – Consider requiring a Driveway Placement Approval form with relevant applications

No action taken on this item.

14. Public Input (Comments may be limited to 3 minutes per person)

Resident Tiffany Feldmann expressed her frustrations because (a) she was not on this evening's agenda, (b) the zoning on her property is incorrect, and (c) the boundary lines of her property have shifted. Chair Becker apologized for the miscommunication regarding the agenda, and that she should be receiving a letter from Kevin Struck which will discuss the need for a zoning change of her property in accordance with the township's mapping update. Lastly, he explained that with the current CSM she has that shows the old boundary lines as well as the new lines, she might just need to file a quit claim deed to rectify the problem, but she should check with County Planning to verify.

15. Review/approve attendance records for meeting(s)

David Mueller made a motion to approve the attendance records as presented. Eugene Schmitz supported the motion. The motion passed by a unanimous voice vote.

16. Adjourn

Jack Stokdyk made a motion to adjourn at 9:49 PM. Roy Teunissen supported the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,
Rhonda J. Klatt, Acting Plan Commission Clerk
February 2, 2016