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Plan Commission Meeting Minutes

Town of Holland
Sheboygan County, Wisconsin

Date: Monday, January 2, 2017

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 7:30 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.
Chairman Don Becker 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, Roy Teunissen, 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. David Mueller supported the motion. The motion passed by a unanimous voice vote.
7. Review/approve minutes of prior meeting(s).
Jack Stokdyk made a motion to approve the minutes as presented. Eugene Schmitz supported the motion. The motion passed by a unanimous voice vote.
8. Building Inspector Reports:
 - a. Review/approve building permits report.
Tom Huenink was not in attendance to discuss his report.
Roy Teunissen made a motion to approve the building permits report as presented. David Mueller supported the motion. The motion passed by a unanimous voice vote.
 - b. Review/approve building permit requests needing Plan Commission review:
None.

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- c. Follow-up item(s):
None.

9. Public input.

Dan Teunissen, chairman of the Board of Appeals, was in attendance looking for suggestions concerning the Wickster's request for a variance. They plan to tear down their existing house and rebuild which would be close to the existing septic filter bed to the south and about 3.2 feet from the north lot line. Dan is also concerned about the exact location of the filter bed. Don reviewed the Board of Appeals checklist and walked everyone through the requirements for Board of Appeals requests. None of questions within the list seemed answerable with a Yes in this case. Dan said that agreed with his original feeling that a request to the Board of Appeals could not be acted upon. Don recommended that Dan contact the Town's attorney for further advice.

10. Public Hearings for:

A request by David & Sara Kujus for a minor land division.

Don Becker asked if there were any questions, there were none. Ted Scharl was in attendance for the Kujus and provided a revised CSM per the request of the County. Don asked how old the existing mound system was and Ted said it was installed in 1989 and that the homestead was razed in 1999. The owners feel selling two small lots will bring in more money than selling one large lot. Jack Stokdyk made a motion to close the public hearing. David Mueller supported the motion. The motion passed by a unanimous voice vote

A request by Frederick & Laurie Werner for a minor land division and rezoning.

There were no comments or questions. David Huenink made a motion to close the public hearing. Roy Teunissen supported the motion. The motion passed by a unanimous voice vote.

11. Discuss/act on a request by David & Sara Kujus for a minor land division.

Don Becker voiced some concern about a future house on the north lot that has the mound system. It might not fit within the build-able area and a variance would be filed for reduced setbacks. Both David Huenink and Ted Scharl said a house would fit in front of the mound system and behind the 100-ft meander line. Don recommended a note to be added to the CSM stating that any new construction on the property must meet the Town's ordinance for R-1 requirements without any variances or special exceptions. This note would apply to both lots created by the minor land division. Ted Scharl said this was acceptable and he would provide an updated CSM at the Town Board meeting.

David Huenink made a motion to recommend to the Town Board to approve the minor land division with the contingency that the new wording be added to the CSM. David Mueller supported the motion which passed with a roll call vote. Don Becker – Yes, David Huenink – Yes, David Mueller – Yes, Eugene Schmitz – Yes, Jack Stokdyk – Yes, Roy Teunissen – Yes, Matt Teunissen – Yes.

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12. Discuss/act on a request by Frederick & Laurie Werner for a minor land division and rezoning. Don provided a review of the Werner's request. The land originally was two parcels but somehow was combined into one parcel years ago. Currently the land is zoned A-1 and will be divided into two parcels. The first parcel with the homestead on it will be rezoned from A-1 to A-1-S. The remaining parcel will contain the farmland and have split zoning, A-1-D and A-PR.

Don Becker made a motion to recommend to the Town Board to approve the minor land division and rezoning such that:

1. First parcel contains the homestead and is rezoned from A-1 to A-1-S.

2. Second parcel contains the farmland and has split zoning. The A-1-D section will be sized 20 acres minus the acreage of the above A-1-S parcel. The remaining land to be rezoned from A-1 to A-PR.

This recommendation is contingent upon the receipt of a CSM that conforms to the information above.

Roy Teunissen supported the motion which passed with a roll call vote. David Huenink – Yes, David Mueller – Yes, Eugene Schmitz – Yes, Jack Stokdyk – Yes, Roy Teunissen – Yes, Matt Teunissen – Yes, Don Becker – Yes.

13. Discuss/act on ongoing issues:

a. Applications being processed.

No comments.

b. Driveway Placement Approval form with relevant PC applications:

It was noted that the Town's Driveway Permit Application was very similar to the County's. Don Becker suggested modifying the wording on the permit such that the applicant indicate acceptance of all provisions on the related covenant. Since the new zoning ordinance has residences as permitted uses in most zoning districts, it was suggested that any building permit request for a new residence be forwarded to the Plan Commission for review. It was also discussed recommending that the Town Board set the future building permit fee for new residences to include costs incurred by the Plan Commission for their review. Jack had a concern on item 6 of the covenant relating to the number of inches of gravel that should cover a culvert. It was decided that the Director of Public Works would write in the minimum inches of granular cover in a new field on the permit. Then a reference to that field would be made in item 6 of the covenant. This document should be managed by the Plan Commission. Don Becker made a motion to approve the submitted Driveway Permit application form contingent on the following three revisions:

1. Modification of verbiage in the last paragraph on the permit form so the applicant accepts the terms in the covenant.
2. The Plan Commission shall review any new construction building permit requests before a permit is issued.
3. The Director of Public Works write in the minimum amount of granular cover in inches that should cover a culvert on the permit and reference that in the covenant.

David Huenink supported the motion. The motion passed by a unanimous voice vote.

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- c. Request by Tiffany Feldmann for rezoning from P-2 to A-5 and a conditional use permit. Tiffany was in attendance and presented two surveys that she said were part of Quick Claim Deeds that were filed in 1982 and 2015. But for some reason the filing process was never completely followed through. She stated the property was surveyed when she purchased it in 2015. Tiffany also said her attorney had sent documents to the Plan Commission Clerk's PO Box twice and had them returned as undeliverable. The PO Box information she had was verified as correct is used successfully by others. Don said he would review the situation and contact Brett Zemba, at Sheboygan County Planning, about the boundary line adjustments. The Plan Commission Clerk will search the Register of Deeds records to see if any Quick Claims Deed was filed. Tiffany will submit a new Plan Commission application for the rezoning from P-2 to A-5 and a CUP for having an increased number of animal units. The CUP for a single family residence is no longer required due to the recent Zoning Ordinance change.
- d. Accessory apartments and owner's quarters
David Huenink recently sent information to the Town's attorney and is waiting for a reply.

15. Public input.

None.

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

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

17. Adjourn.

Jack Stokdyk made a motion to adjourn at 9:07 PM. Roy Teunissen supported the motion. The motion passed by a unanimous voice vote.

Respectfully submitted,
Louise Huenink, Plan Commission Clerk
January 2, 2017