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## Plan Commission Meeting Minutes

Town of Holland  
Sheboygan County, Wisconsin

Date: Monday, March 6, 2017

Time: 7:00 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 7:00 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  
Absentee(s): Trevor Mentink, Matthew Teunissen  
Attendee: Tom Huenink – Building Inspector, Louise Huenink – Clerk
6. Adopt agenda as official order of business.  
Don Becker proposed items 1-5 would be moved to later into the meeting to accommodate Kevin Struck's review of the zoning changes. Jack Stokdyk made a motion to adopt the agenda as presented with this change. David Huenink supported the motion. The motion passed by a unanimous voice vote.
7. Discuss/act on procedure changes for compliance to and enforcement of the revised zoning ordinance. Kevin Struck of the UW-Extension was in attendance to go over the changes and how they will affect landowners.
  - a) Kevin said that DATCP has 4 criteria points that must be met if a landowner is planning to rezone land out of the FPZ; these have been incorporated into our zoning ordinances.
  - b) All zoning requests will either be within the FPZ districts (from one FPZ district to another FPZ district) or out of an FPZ district.
  - c) A new residence within the FPZ must have a conditional use permit.
  - d) Kevin created a frequently-asked-questions document describing probable requests within the FPZ and how to handle them. He walked the Plan Commission members through those examples.

The problem of enforcing the housing density limits in A-2 and A-5 was discussed. A possible resolution for A-2 is simply to change the minimum lot area to be consistent with its 5-acre housing density. It is believed that all existing A-2 parcels are 5 acres or larger. A similar change might be

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possible for A-5 but the size of existing A-5 parcels needs to be checked. Add this topic to the April agenda to further discuss.

8. Review/approve minutes of prior meeting(s).

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

9. Building Inspector Reports:

a. Review/approve building permits report.

No report was presented for this month.

b. Review/approve building permit requests needing Plan Commission review:

None.

c. Follow-up item(s):

None

10. Public input.

Wayne Navis and Sharon Claerbaut want to sell lots off of their 40-acre parcel that faces Hawe Road and Cole Road. Sharon presented an aerial view of the property showing location and boundary lines. They are trying to decide how to maximize the value of this land. It is currently zoned A-3 after the Town rezoning project that was completed in 2016. They are considering either doing a minor land division or a major land division. They were informed it is easier to do a minor land division than a major land division because of fewer requirements that need to be met for possible approval. Several possible land divisions were discussed. It was suggested that they also talk to the County Planning Department about their plans and research who owns the private road and identify the road association.

11. Public Hearings for:

Ordinance amending §330-27.B(2)(a), §330-28.B(2)(a), §330-29.B(1)(b)[1], §330-30.B(2)(a) and §330-31.C(1)(b)[1] of the code of the Town of Holland regarding Guest Quarters.

David Huenink stated that these proposed ordinance changes were a result of many previous discussions about Guest Apartments versus Guest Quarters.

Jack Stokdyk made a motion to close the public hearing. David Huenink supported the motion. The motion passed by a unanimous voice vote.

12. Discuss/act on Ordinance amending §330-27.B(2)(a), §330-28.B(2)(a), §330-29.B(1)(b)[1], §330-30.B(2)(a) and §330-31.C(1)(b)[1] of the code of the Town of Holland regarding Guest Quarters.

David Huenink said he had received the proposed wording back from the attorney. Jack asked if this allowed two buildings on one lot scenario and the answer was No. It was discussed that existing guest apartment be grandfathered within the proposed wording. It was decided to set the restriction date to the adoption date by the Town Board. We need to verify that the points that determine what constitutes a food preparation area are added to the definitions. This topic will be added to the April agenda for further discussion. Don Becker said Shane Anderson's brother contacted him about dividing off part of Shane's land to build a small home for his mother-in-law. This might now be possible due to the

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reduced road frontage requirement in the new zoning ordinances.

13. Discuss/act on multi-generation families residing on one property survey results.

David Huenink said we received the last of the responses about a month ago and will be sending out the results to the participants that responded. To add the Town of Holland's response, the Plan Commission members walked through the survey and determined the Town's answers.

14. Discuss/act on notification of interested parties.

For many Plan Commission requests, the Town currently sends out a letter and a copy of the published public hearing to landowners that abut the land of an applicant. It was determined that this step is not required per the State Statutes. The question of whether the Town should continue to send out these individual letters or just rely on the public hearing notice in the newspaper was discussed. Jack Stokdyk said that the individual letters were a service to town property owners. There was consensus to retain this action as a public service but to consider modifying the notification to be a template postcard directing recipients to the public notice in the newspaper or on the Town's website. The Plan Commission standard procedures document will be modified to state that reasonable efforts will be made to make individual notifications, but will not be required.

In April of 2016 the State of Wisconsin required the creation of a process for property owners to subscribe to notification of changes affecting their property. The most reasonable options are an annual Class-1 notice in a newspaper or an ongoing notice on the Town's website. Since the preferred method of distributing the notifications to subscribers is via email, it was agreed to put this notice on the Town's website and request an email address from everyone requesting such notifications. In the future, an online subscription will be devised on the Town's website.

David Huenink made a motion to recommend to the Town Board to place a notification subscription announcement on the Town's website. Jack Stokdyk supported the motion. The motion passed by a unanimous voice vote.

15. Discuss/act on ongoing issues:

a. Applications being processed.

David Huenink pointed out the work the Plan Commission Clerk and he had done in creating the new documents for reporting application activity. Besides the monthly report of applications in process, there will also be an annual report to show the entire past year's activity. In 2016 we also had a special report for the Town-wide rezone project. These annual reports will be included in the meeting packets.

b. Driveway Placement Approval form with relevant PC applications.

David Huenink walked through the changes that he had made to the old Driveway Permit based on the previous meeting. The Covenant has been incorporated, making now just a single document, and adding a place for the Director of Public Works to fill in the number of inches of gravel cover for a culvert.

c. Request by Grant VanDriest for split zoning of B-1 and R-1 and a conditional use permit for selling vodka.

In November the Plan Commission reviewed the application for this conditional use permit and rezoning. We made a recommendation to approve the rezoning to the Town Board, which was

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then approved in December. The Plan Commission delayed granting the conditional use permit in November, pending the revised list of conditions. Then in December the revised list was accepted but it was stated that the CUP had been acted upon in November. The result was the CUP had not been granted. David Huenink made a motion to approve a conditional use permit for Grant VanDriest to manufacture and sell vodka, subject to the standard conditions for a business conditional use permit and the proposed special conditions. Jack Stokdyk supported the motion. The motion passed with a roll call vote.

Don Becker – Yes, David Huenink – Yes, David Mueller – Yes, Eugene Schmitz – Yes, Jack Stokdyk – Yes, Roy Teunissen – Yes

- d. Request by Tiffany Feldmann for rezoning from P-2 to A-5 and a conditional use permit. Tiffany has not followed through in filing for rezoning her parcel. It was decided to drop this topic from future agendas until she submits a new application.

## 16. Public input.

Roy Teunissen was asked to put a communication tower on his property and asked what the cellular company would need to provide the Town of Holland. After a few minutes of discussion it was determined there was nothing that the Town would need due to the Wisconsin Statutes regarding communication towers.

Jack Stokdyk asked if the Plan Commission meeting could start at 7:00pm during the winter months instead of 7:30pm since the farmers should have more flexibility that time of the year. The months of December thru March/April were proposed. A concern was voiced that this could cause possible confusion as to when the meeting begins. The starting time question may be brought up in fall of 2017 to consider a change.

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

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

## 18. Adjourn.

Jack Stokdyk made a motion to adjourn at 10:00 PM. David Mueller supported the motion. The motion passed by a unanimous voice vote.

Respectfully submitted,  
Louise Huenink, Plan Commission Clerk  
March 9, 2017