

# DRAFT

## Plan Commission Meeting Minutes

Town of Holland  
Sheboygan County, Wisconsin

Date: Monday, March 5, 2018

Time: 7:30 PM

Place: Holland Town Hall, W3005 County Rd G, Cedar Grove WI 53013

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, Trevor Mentink, David Mueller, Eugene Schmitz, Matt Teunissen, Tom Huenink – Building Inspector  
Absentee(s): Roy Teunissen, Jack Stokdyk  
Other Attendees: Louise Huenink – Clerk, Janelle Kaiser – Interim Administrative Assistant
6. Adopt agenda as official order of business.  
Eugene Schmitz 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):  
David Mueller made a motion to approve the minutes as presented. Matt Teunissen supported the motion. The motion passed by a unanimous voice vote.
8. Building Inspector Reports:
  - a. Review/approve building permits report:  
Building Inspector, Tom Huenink, discussed a property in which there will be construction of a new home while an older home remains on the property. David Huenink pointed out that the Town has a form that must be completed and signed by the property owner. The form sets the conditions for the current home and the schedule for its demolition. Don Becker requested that this form be added to the Town website.  
Tom also discussed a future demolition of the home that was damaged by fire on Idlewood Lane. The resident plans to start a building project in the next month or so. David Huenink stated that the owner reported a certified survey map will be obtained prior to construction.

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Don Becker asked Tom about whether he had recently visited the property on DeWitt Road that was declared not habitable for humans. Tom had not been by the property recently but noted that an inspection of the septic system by the County is required before Tom could complete any inspection for Town requirements.

David Huenink made a motion to approve the building permit report; Eugene Schmitz supported. The motion passed by a unanimous voice vote.

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

None.

c. Follow-up item(s):

None.

9. Public input: None.

10. Public Hearing for:

A request by Todd Johnson for a minor land division. The property is located on Pine Beach Rd S, parcel number 59006074470 (2.71 acres, zoned R-1). Don Becker asked if there were any questions or comments related to the request. There were none. Eugene Schmitz made a motion to close the public hearing; David Mueller supported, and it passed with a unanimous voice vote.

A request by Peter DePagter for a rezoning. The property is located at N1998 Sauk Trail Road, parcel number 59006072620 (9.01 acres, zoned A-3). Rezoning to A-5 is requested for approximately 3.0 acres which includes the existing house and outbuildings. Don Becker asked if there were any questions or comments related to the request. There were none. David Mueller made a motion to close the public hearing; David Huenink supported, and it passed with a unanimous voice vote.

A request by Joseph Maniaci for a conditional use permit. The property is located at N2401 Cardinal Lane, parcel number 59006070600 (0.41 acres, zoned R-1). The requested permit is to have a reduced setback of 5 feet from a lot line and to exceed the maximum aggregate square footage of all accessory buildings. Don Becker asked if there were any questions or comments related to the request. There were none. David Mueller made a motion to close the public hearing; Trevor Mentink supported, and it passed with a unanimous voice vote.

11. Discuss/act on a request by Todd Johnson for a minor land division.

Todd Johnson provided an updated and signed certified survey map that included an additional parcel to the north owned by the same family trust. David Huenink noted that the resultant parcels after the land division meet the requirements of R-1. David Huenink made a motion for the Plan Commission to recommend that the Town Board approve the land division request made by Todd Johnson. David Mueller supported the motion. The motion passed by a unanimous roll call vote.

12. Discuss/act on a request by Peter DePagter for a rezoning.

David Huenink stated that zoning for A-5 is appropriate in that area and meets all requirements. David noted that the Sheboygan County Planning Department will be responsible for completing the boundary line change. Eugene Schmitz made a motion that the Plan Commission recommend that the Town Board approve the rezoning request made by Peter DePagter, contingent upon the Sheboygan County Planning Department completing the boundary line adjustment and receipt of evidence from Peter DePagter that the boundary line adjustment has been completed. David Mueller supported the motion. The motion passed by a unanimous roll call vote. Don Becker reminded Peter DePagter that he will need to provide

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documentation to the Clerk-Treasurer that the boundary line change has been completed; the rezoning will not take effect until this has been completed.

Don Becker signed the certified survey map. The certified survey map also requires a signature from the Town Clerk, Sharon Claerbaut, after which the map will be returned to Peter.

13. Discuss/act on a request by Joseph Maniaci for a conditional use permit.  
The conditional use permit is requested to cover two items. The first is to allow the garage to be built 5 feet from the property line, measuring from the eaves. Tom Huenink requested that the Plan Commission measure future setbacks from the walls of a structure rather than the eaves. The second part of the request is to allow greater than a 750 aggregate square feet footprint for all accessory buildings. David Huenink made a motion to approve a conditional use permit allowing the new accessory structure to be constructed no less than 5 feet from the property line as measured from the building eaves, and to allow up to 1,400 square feet of accessory building aggregate footprint on the property. David Mueller supported the motion and it passed by a unanimous roll call vote.
14. Discuss/act on ongoing issues:
  - a. Applications being processed – All are current
  - b. Zoning ordinance matters – A public hearing will be held to discuss proposed zoning ordinance changes and the transitional area map at the next Plan Commission meeting on April 2<sup>nd</sup>, 2018.
15. Public input.
  - a. David Mueller inquired about whether any electors had expressed interest in joining the Plan Commission. Don Becker stated that interested parties will be contacted after advertisements have run their course.
  - b. Janelle Kaiser would like to install one hobbyist beehive on her 5-acre property zoned A-1-S, which will require a conditional use permit. The Plan Commission discussed and no issues were indicated. Janelle has decided to fill out an application and provide a diagram.
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. Trevor Mentink supported the motion. The motion passed by a unanimous voice vote.
17. Adjourn.  
Matt Teunnisen made a motion to adjourn at 8:25 PM. The motion passed by unanimous consent.

Respectfully submitted,  
Janelle Kaiser, Interim Administrative Assistant  
March 5<sup>th</sup>, 2018