

Plan Commission Meeting Minutes

Town of Holland

Sheboygan County, Wisconsin

Date: Monday, April 2, 2018
Time: 7:30 PM
Place: Town of Holland Hall, W3005 County Road G

1. Call to order:
Chairman Don Becker called the meeting to order at 7:30pm.
2. Pledge of Allegiance:
The Pledge of Allegiance was recited.
3. Introductions/ Acknowledgments:
 - a. Acknowledgments – Chairman Don Becker took time to recognize Louise Huenink for her years of service as Plan Commission Clerk. Louise Huenink served over 5 years as Clerk and was presented a certificate to commemorate her dedication to the position. Her appointment ended March 31st, 2018. Don Becker also recognized members of the Plan Commission that recently stepped down. Trevor Mentink, who served over 10 years, and Eugene Schmitz, who served over 15 years, were both recognized for their dedicated efforts. Both Trevor and Eugene were presented with a certificate to honor their commitment to the commission.
 - b. Introductions – Chairman Don Becker introduced new members of the Plan Commission. Faith Opsteen, Bryan Kaiser, and Craig Droppers were appointed as members at the March 12th board meeting. Each new member took a few minutes to introduce themselves at this meeting. Faith Opsteen, CPA, has resided in the Town of Holland for approximately 6 years, works at Acuity as a Finance Manager, and has prior experience serving on a Town Plan Commission. Bryan Kaiser has resided in the Town for approximately 2 years, works at CG Schmidt as a Project Engineer, and is eager to contribute by sharing his professional knowledge. Craig Droppers is a lifelong resident of the Town and served as Town Treasurer from 1989 through March 31st, 2018. Craig owns and operates a farm in the Town and is looking forward to contributing to our community in a new way. The remaining Plan Commission members then introduced themselves and provided a brief background.
 - c. Each new member will receive a Town of Holland code book. New members were informed that our code can be accessed online and through a mobile application called eCode360®. Plan Commission Clerk Janelle Kaiser will ensure that each new member is assigned a book and receives a name plate for meetings.
4. Certify that the requirements of the Wisconsin Open Meetings law have been met:
Plan Commission Clerk Janelle Kaiser so certified.
5. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
6. Roll call:
Attendees: Don Becker, David Huenink, David Mueller, Jack Stokdyk, Matt Teunissen, Craig Droppers, Faith Opsteen, Bryan Kaiser, Tom Huenink – Building Inspector
Absentee(s): Roy Teunissen
Other Attendees: Janelle Kaiser – Clerk, Louise Huenink, Trevor Mentink, Eugene Schmitz

7. Adopt agenda as official order of business:
David Huenink made a motion to adopt the agenda as presented; David Mueller supported the motion, and the motion passed by a unanimous voice vote.
8. Review/approve minutes of previous meeting(s):
(Draft minutes of prior meetings can be found on our web site at www.townofholland.com)
David Huenink made a motion to approve the minutes as presented; David Mueller supported the motion, and the motion passed by a unanimous voice vote.
9. Building Inspector items:
 - a. Review/approve building permits report:
David Huenink made a motion to approve the building permit report that was distributed at the meeting; Jack Stokdyk supported, and it passed by unanimous voice vote.
 - b. Review/approve building permit requests need Plan Commission review – None
 - c. Discuss follow-up items
Tom Huenink discussed a property located on County Trunk A that could be in violation of Town of Holland ordinances. A structure that is visible from the road appears to have been built without contacting Tom Huenink or obtaining a building permit. Tom contacted the Sheboygan County Planning Department, who confirmed that a permit had not been issued from the County. Upon reviewing the GIS map, the County stated that the structure is not in violation of their ordinances and should be treated as a violation of Town of Holland ordinances if applicable. Tom stopped by the property, but no one appeared to be present, so a certified letter directing the property owner to contact Tom Huenink will be mailed. The letter will include what is required of the property owner and arrangements for fee collection. Chair Don Becker will draft the letter which will subsequently be reviewed by David Huenink.
Tom also discussed a property located on State Hwy 32. The owner has resumed construction on a project without contacting Tom Huenink or obtaining a building permit. A letter was sent to the property owner last year to which the owner responded by halting construction on the property until recently. Tom Huenink stopped by the property and discovered that the owner was not present, but two individuals were there working on the project. Chairman Don Becker recommended that we ask Gerry Antoine to draft a stop work order for the project if Tom doesn't hear back from the owner by end of day on April 3rd, 2018.
10. Public input: None
11. Public Hearing for modifications to Town of Holland zoning ordinance §330:
No members of the public were present to discuss the proposed ordinance modifications. Jack Stokdyk made a motion to close the public hearing; David Mueller supported, and it passed by unanimous voice vote.
12. Discuss/act on modifications to Town of Holland zoning ordinance §330:
The modifications to Town of Holland zoning ordinance is a recommendation to the Town board that would improve language and eliminate inconsistencies discovered after zoning ordinance changes had been made in 2016-2017. Modifications to Town of Holland zoning ordinance §330 primarily focus on enforcing housing density in A-2 and A-5, clarifying permitted accessory uses within agricultural districts, cleaning up ordinance references to farm and non-farm residences, and minimum acreage requirement considerations for inaccurate tax records and road right-of-way. Kevin Struck from UW-Extension Sheboygan County aided in improving the ordinance. Don Becker opened the floor for discussion of the ordinance, and Faith Opsteen requested further explanation of the first ordinance enhancement. David Huenink elaborated on this item to clarify her understanding.
David Mueller made a motion to adopt modifications to Town of Holland zoning ordinance §330; Jack Stokdyk supported, and it passed by unanimous roll call vote. Bryan Kaiser abstained from the vote.

13. Discuss/act on a request by Joseph Maniaci for a special exception:

David Huenink provided a background of Joseph Maniaci's conditional use permit request. Joseph's request had been approved by the Plan Commission on March 5th, 2018. The conditional use permit covers two items. The first is to allow a garage to be built 5 feet from the property line measuring from the eaves. The second is to allow up to 1,400 aggregate square feet for all accessory buildings, which exceeds the allowed 750 aggregate square feet footprint. After the prior approval, David Huenink discovered that a special exception is required to approve a 5-foot setback for parcels zoned R-1.

David Huenink made a motion to grant a Special Exception to Joseph Maniaci to allow a 5-foot setback from the property line for a new accessory building; Jack Stokdyk supported, and it passed by unanimous roll call vote. Faith Opsteen, Bryan Kaiser, and Craig Droppers abstained since they were not involved with the previous discussions and approval.

Craig Droppers inquired about the process followed by the Town for granting Special Exceptions. Chair Don Becker and David Huenink explained that variances for such requests used to be handled by the Board of Appeals, but this process has changed recently. Due to the routine nature of requests such as this, the Plan Commission can now grant Special Exceptions in a more timely and cost-effective manner.

14. Discuss DATCP meetings regarding Farmland Preservation Zoning and Livestock Facility Siting:

Chair Don Becker suggested that one farmer and one non-farmer attend this meeting and then brief the Plan Commission on potential actions the Town of Holland may want to take. The purpose of these meetings is for DATCP to meet with local government representatives and staff to share information about local Livestock Facility Siting and Farmland Preservation Zoning ordinances. Since travel time for this event is greater than meeting time, it may be difficult for members to attend. Matt Teunissen volunteered to try adjusting his schedule to attend and will inform Chair Don Becker of his availability.

15. Discuss/act on ongoing issues:

- a. Applications being processed – all are current

16. Public input: None

17. Review/approve attendance records for meeting(s):

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

18. Adjourn:

Jack Stokdyk made a motion to adjourn at 8:47 PM; Matt Teunissen supported the motion, and the motion passed by unanimous consent.

Respectfully submitted,

Janelle Kaiser, Clerk

April 2nd, 2018