

# Plan Commission Meeting Minutes

Town of Holland

Sheboygan County, Wisconsin

Date: Monday, August 6, 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 7:31pm.
2. Pledge of Allegiance:  
The Pledge of Allegiance was recited.
3. Certify that the requirements of the Wisconsin Open Meetings law have been met:  
Plan Commission Clerk Janelle Kaiser so certified.
4. Record retention certification:  
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:  
Attendees: Don Becker, Craig Droppers, David Huenink, David Mueller, Bryan Kaiser, Faith Opsteen, Jack Stokdyk, Roy Teunissen, Matt Teunissen, Tom Huenink – Building Inspector  
Absentee(s): None  
Other Attendees: Janelle Kaiser – Clerk, Trevor Mentink, Lloyd TerMaat, Randy Joosse, Lee Kaat, Mike VanDriest, Laura Logan, Jason Prom, and Sarah Prom
6. Adopt agenda as official order of business:  
Roy Teunissen made a motion to adopt the agenda as presented; David Huenink supported the motion, and the motion passed by a unanimous voice vote.
7. Review/approve minutes of previous meeting(s):  
(Draft minutes of prior meetings can be found on our web site at [www.townofholland.com](http://www.townofholland.com))  
David Huenink made a motion to approve the minutes as presented; Roy Teunissen supported the motion, and the motion passed by a unanimous voice vote.
8. Building Inspector items:
  - a. Review/approve building permits report:  
Jack Stokdyk made a motion to approve the building permit report as presented; Bryan Kaiser supported, and the motion passed by unanimous voice vote.
  - b. Review/approve building permit requests needing Plan Commission review: None
  - c. Discuss follow-up items  
Don Becker discussed the status of a property located at N1967 DeWitt Rd. The property is currently uninhabitable and the owner has stopped responding to communications sent by the Township. Don was contacted by the financial institution servicing the home loan associated with the property. The financial institution informed him that they are actively assessing the status of the loan and will keep the Town informed about actions taken, though the owners have demonstrated uncooperative behavior.
9. Public input:
  - a. Jason and Sarah Prom were present to discuss plans for a potential parcel purchase on which they would like to build a single-family residence. A current and proposed map were presented to the

commission as a visual aid. After a brief consultation, the commission recommended that Jason and Sarah review the code section which discusses parcels zoned A-1-S. The commission also recommended that Jason and Sarah closely review amount of road frontage while making their plans, and to be as specific as possible when submitting their land division/zoning/conditional use application.

10. Discuss/act on ongoing issues:

- a. Applications being processed – all are current

11. Public Hearings for:

- a. A request by Victoria Stewart-Moore for a rezoning. The property is located at N1225 Smies Road South, parcel number 59006076832 (3.28 acres, zoned R-1). Rezoning to A-3 is requested for approximately 1.14 acres. Don Becker asked if there were any questions or comments related to the request. There were none. David Huenink made a motion to close the public hearing; Jack Stokdyk supported, and the motion was carried by unanimous voice vote.
- b. A request by Laura Logan for a conditional use permit. The property is located at the northwest corner of State Highway 32 and County Road A, Oostburg, parcel number 59006060651 (3.00 acres, zoned B-1). Laura's request is to build a 40'x300' self-storage building. Don Becker asked if there were any questions or comments related to the request. There were several residents whose properties neighbor parcel 59006060651 present to discuss the request. Many of these residents expressed concerns with the construction of the self-storage building, including potential noise, camera usage, hours of operation, fencing, drainage, potential crop damage, and notice of the request provided by the Township to nearby property owners. Clerk Janelle Kaiser reported that Township complied with State statutes in the form of a Class 2 notice which was published in the Sheboygan Press on July 23<sup>rd</sup> and 30<sup>th</sup>, 2018. Janelle Kaiser mailed courtesy letters notifying neighboring property owners of the public hearing which arrived just three days before the August Plan Commission meeting. A temporary sign advertising the self-storage building was placed in the right-of-way approximately 3 weeks prior to this meeting. For these reasons, the commission concluded that notice was adequate and decided to proceed with Laura's request. However, Clerk Janelle Kaiser will make a practice of sending courtesy letters at the same time the public hearing notice is published. Jack Stokdyk made a motion to close the public hearing; Roy Teunissen supported, and the motion was carried by unanimous voice vote.
- c. Amendment and/or creation of sections of ordinance §330 to clarify permitted and conditional uses for public and private recreational type areas. Don Becker asked if there were any questions or comments related to the request. There were none. Jack Stokdyk made a motion to close the public hearing; David Huenink supported, and the motion was carried by unanimous voice vote.
- d. Creation of ordinance section §330-59.C regarding the repair, maintenance, renovation, rebuilding or remodeling of a nonconforming structure. Don Becker asked if there were any questions or comments related to the request. There were none. Jack Stokdyk made a motion to close the public hearing; Craig Droppers supported, and the motion was carried by unanimous voice vote.

12. Request by Victoria Stewart-Moore for a rezoning:

David Huenink stated that zoning for A-3 is appropriate in that area and meets all requirements. David Huenink made a motion that the Plan Commission recommend that the Town Board approve the rezoning request made by Victoria Stewart-Moore; Jack Stokdyk supported, and the motion was carried by unanimous roll-call vote. Bryan Kaiser: Y; Jack Stokdyk: Y; Don Becker: Y; Faith Opsteen: Y; David Huenink: Y; Roy Teunissen: Y; Matt Teunissen: Y.

13. Request by Laura Logan for a conditional use permit:

At this time, the commission addressed the concerns brought forward by neighboring property owners present to discuss the request made by Laura Logan. Clerk Janelle Kaiser provided the property owners with a copy of the site plans and maps included with Laura's application to reference during the discussion. The

commission walked through each condition of the conditional use permit, updating sections as necessary, to provide a greater understanding to all parties of what the permit does and does not allow for. A final version of the conditional use permit will be included in next month's packet. Resident Trevor Mentink noted that the site plans appeared to illustrate the self-storage building being constructed at the lowest elevation point of the parcel. The commission recommended that Laura reference the Wisconsin Department of Natural Resource's guidance for storm water management titled "Construction Site definition - Common Plan of Development" Section NR 216.002(2), Wis. Adm. Code." Clerk Janelle Kaiser will provide Laura with a copy of this guidance via email.

Jack Stokdyk made a motion that the Plan Commission approve the conditional use permit request made by Laura Logan, contingent upon the aforementioned revisions to the conditions within the conditional use permit and other appropriate standard conditions; Faith Opsteen supported the motion, and the motion was carried by unanimous roll-call vote.

14. Creation of ordinance section §330-59.C regarding the repair, maintenance, renovation, rebuilding or remodeling of a nonconforming structure:

David Huenink made a motion that the Plan Commission recommend that the Town Board adopt ordinance 07-2018; Jack Stokdyk supported, and the motion was carried by unanimous roll-call vote.

15. Amendment and/or creation of sections of ordinance §330 to clarify permitted and conditional uses for public and private recreational type areas:

David Huenink made a motion that the Plan Commission recommend that the Town Board adopt ordinance 06-2018, contingent upon including renaming the definition of the term 'park' to 'public park'; Faith Opsteen supported, and the motion was carried by unanimous roll-call vote.

16. Public input

a. Roy Teunissen observed that a recreational vehicle has been parked and in use within in the Township for greater than 14 days. If this is the case, the property owner is in violation of the Town's ordinances. Don Becker indicated he would contact the property owner, Shane Anderson, and report back to the Plan Commission.

b. Jack Stokdyk inquired about whether the Town could provide listings of previously issued conditional use permits and building permits on the Town website. The Town currently utilizes a cloud-based document filing system to manage these permit records. It was determined that commission members should reach out to Clerk Janelle Kaiser for record retention questions.

Jack Stokdyk expressed concern that full property reassessments should be done to catch those situations where home owners fail to take out a building permit. It was pointed out that the Board looks at the cost of such reassessments in light of the potential benefits. Full reassessments are costly to the Town running in the vicinity of \$60,000 or more.

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

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

18. Adjourn:

Matt Teunissen made a motion to adjourn at 10:07 PM; Jack Stokdyk supported the motion, and the motion passed by unanimous consent.

Respectfully submitted,  
Janelle Kaiser, Clerk  
August 6<sup>th</sup>, 2018