

TOWN OF HOLLAND PLAN COMMISSION  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall, W3005 County Road G, Cedar Grove  
Monday, March 4<sup>th</sup>, 2019 7:30pm

1. Call to order:  
Town Supervisor and Plan Commission member David Huenink called the meeting to order at 7:30pm.
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 certified that the requirements of the Wisconsin Open Meeting Law had been met. The agenda for this meeting was posted in three places within the Township and on the Town's website. The public hearing notice for this meeting was published in the Sheboygan Press on February 18<sup>th</sup> and 25<sup>th</sup>, 2019.
4. Record retention certification  
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call  
Attendees: Craig Droppers, David Huenink, Bryan Kaiser, David Mueller, Faith Opsteen, Jack Stokdyk, and Roy Teunissen  
Absentee(s): Don Becker, Matt Teunissen  
Signed-In Attendees: Scott Soerens and Jason Prom  
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:  
Motion by Jack Stokdyk, seconded by Faith Opsteen, to adopt the agenda as presented; the motion carried by unanimous voice vote.
7. Review/approve minutes of previous meeting(s)  
Motion by David Mueller, seconded by Faith Opsteen, to approve the minutes as presented; the motion carried by unanimous voice vote.
8. Building inspector items:
  - a. Review/approve building permits report:  
Motion by Jack Stokdyk, seconded by David Mueller, to approve the January and February building inspector report as presented; the motion carried by unanimous voice vote.
  - b. Review/approve building permit requests needing Plan Commission review: None
  - c. Discuss follow-up items:  
At the January Plan Commission meeting, Roy Teunissen reported that the property located at W3147 County Rd G should be followed up on for an after-the-fact building permit. Clerk Janelle Kaiser provided this information to Building Inspector Tom Huenink, who reported recently that he would follow up in the form of a written letter. Tom reported at the March Plan Commission meeting that a building permit should have been obtained by the property owner and he will issue an after-the-fact building permit to the owner at W3147 County Rd G.
9. Public input: None.

10. Public Hearing for Jason and Sarah Prom for a minor land division, land re-zoning, and a conditional use permit:  
David Huenink called the public hearing to order at 7:34pm. No members of the public were present to discuss the request by Jason and Sarah Prom. There were no questions of Jason and Sarah Prom from the Plan Commission. Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 7:35pm; the motion carried by unanimous voice vote.
11. Discuss/act on a request by Jason and Sarah Prom for a minor land division, land re-zoning, and a conditional use permit:  
The Prom's request is to divide 7 acres off parcel 59006065290 for a new home site to be re-zoned as A-1-S and to identify 13 acres of parcel 59006065290 to be re-zoned as A-PR. The request for a conditional use permit is to construct a single-family residence on the A-1-S parcel. The property is located on Knepprath Rd, Cedar Grove, at parcel number 59006065290 (40 acres, zoned A-1). Motion by David Huenink, seconded by Jack Stokdyk, to recommend the Town Board approve the land division and rezoning request from Jason and Sarah Prom, and to grant a Conditional Use Permit for a single-family residence, contingent upon two items: 1) the Town's receipt of a plat of survey for the 13 acres of parcel 59006065290 to be re-zoned A-PR, and 2) issuance of a Town Driveway Permit by the Town Director of Public Works and Property. The CUP should include the standard conditions for a residence.; the motion carried by unanimous roll call vote. Faith Opsteen: Y; Craig Droppers: Y; Roy Teunissen: Y; Jack Stokdyk: Y; David Huenink: Y; David Mueller: Y; Bryan Kaiser: Y.
12. Process for a new commercial use:  
David Huenink drafted a document that describes the process a property owner would need to go through in order to legally operate a new commercial use in the Township under the current Town code. The document was included in the March meeting packet and members were asked for their feedback. David Huenink will add the Town of Holland's Comprehensive Plan, Wisconsin Department of Natural Resources, and the Sheboygan County Shoreland Ordinance as consideration points to the list. David Mueller requested that David Huenink send this document to Kevin Struck at UW-Extension for his review.
13. Ongoing issues:
  - a. Applications being processed – Richard and Carol Gust's request for a conditional use permit was approved at the February meeting. The document is currently being drafted and will be sent to the Gust's for their signatures soon.
  - b. Scott Soerens was present to discuss current compliance with zoning ordinances at his property located at parcel 59006064210. It was previously observed by Roy Teunissen that parcel 59006064210 transferred ownership to Pushing Perfection Concrete & Construction LLC in the Sheboygan Press newspaper. The Plan Commission explained to Scott that the business must operate as a home occupation consistent with Town of Holland ordinances and after some discussion, relayed to Scott that he will need to apply for a conditional use permit in order to properly store equipment for his business. It was also previously observed that a low, wet area of the property may be getting filled in with construction debris. Scott stated that the only area of the property getting filled in is with concrete on top of the former barn foundation; the barn has been removed from the property and Scott plans to construct an outbuilding in its place in the same footprint as the barn. The Plan

Commission informed Scott about the process to obtain a building permit prior to constructing the outbuilding.

14. Public input:

- a. Tom Huenink reported that he anticipates receiving an application for new home construction for a parcel located on County Hwy K. He will keep the Plan Commission updated with permits or inspections completed for the property.

15. Review/approve attendance records for previous meeting:

Motion by David Mueller, seconded by Roy Teunissen, to approve the attendance record as presented as discussed; the motion carried by unanimous voice vote.

16. Adjourn:

Motion by Jack Stokdyk, seconded by David Mueller, to adjourn at 8:18 PM; the motion carried by unanimous voice vote.

Respectfully submitted,  
Janelle Kaiser, Clerk