

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall, W3005 County Road G, Cedar Grove
Monday, July 1st, 2019 7:30pm

1. Call to order:
Town Chair Donald Becker 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 June 17th and 24th, 2019; it was also posted in three places within the Township and on the Town's website.
4. Record retention certification
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call
Attendees: Don Becker, Matt Teunissen, Craig Droppers, David Huenink, Bryan Kaiser, David Mueller, Faith Opsteen, Jack Stokdyk, and Roy Teunissen
Absentee(s): None
Signed-In Attendees: Tom Race, Amanda Race, Jon Termaat
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:
Motion by David Mueller, seconded by Roy Teunissen, to adopt the agenda as presented; the motion carried by unanimous voice vote.
7. Review/approve minutes of previous meeting(s)
Motion by David Huenink, seconded by David Mueller, 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 May and June building inspector reports 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: None
9. Public input:
Jon Termaat was present to discuss a property for sale within the Township on County Road A South. The property is comprised of 38 acres and is zoned A-1. Jon inquired about potential usage, zoning, and land division of the lot, which includes a single-family residence, should he purchase it. If he were to purchase the property, Jon would like to split the house and 4 acres from the 38-acre lot. This 4 acres would be rezoned to A-1-S. Due to the A-1 zoning classification, which requires a 20-acre land density per single-family residence, 16 acres of tillable land would be re-zoned to A-PR (the agricultural parcel remnant district). The remaining 18 acres could not be sold to build an additional family residence under the A-1 zoning

classification due to the 20-acre housing density requirement. This 18 acres would also be rezoned to A-PR. Jon also mentioned that some of the land is considered to be a wetland and therefore unbuildable, which could impact any plans to sell or develop the remaining 18 acres, depending on the layout of the property.

10. Public Hearing for Tom Race for a conditional use permit:

Donald Becker called the public hearing to order. No members of the public were present to discuss the request by Tom Race. Tom outlined his plans to construct a proposed barn with a horse arena in two phases, explaining that the entire project will likely take more than 5 years to complete. Therefore, a conditional use permit extension would be needed for the second phase of construction if granted, as a standard condition for a permit requires that a building permit must be pulled within 1 year and construction must be substantially complete within 3 years. Tom also talked about his visit to the Plan Commission in October 2017, during which the commission recommended that he complete a boundary line adjustment with Sheboygan County to increase the property's lot size to 20 acres, thereby increasing the aggregate square footage allowed for accessory buildings on the property. The adjustment was completed by Tom and documentation confirming that transaction was provided to the Plan Commission with Tom's application. Though the proposed structure does not exceed the aggregate square footage allowed on the property, it does exceed the square footage allowed for a single structure. Motion by David Huenink, seconded by David Mueller, to close the public hearing; the motion carried by unanimous voice vote.

11. Request by Tom Race for a conditional use permit:

Tom Race's request is to allow construction of a 10,752 square foot barn with a horse arena at W2158 Amber Lane, Cedar Grove, at parcel number 59006070257 (20.00 acres total, zoned A-5). The maximum permitted square footage of a single accessory building is 3,000 per the Town of Holland Town Code. The Plan Commission discussed current and future usage of the property to include the barn. Tom also owns a 3-acre lot on Sauk Trail Road adjacent to parcel 59006070257 that he plans to build a smaller home on, so the remaining combined acreage between the 2 properties he owns is landlocked. The Plan Commission agreed that a restrictive covenant should be placed on parcel 59006070257 to state that as long as the building that exceeds 3,000 square feet is on the parcel, the parcel size must remain 20 acres or greater. This would prevent a reversal of the boundary line adjustment with Sheboygan County, but would still provide Tom with an option to return to the Plan Commission and discuss it if there was ever a desire to perform a reversal and sell one of the two lots owned. Faith Opsteen inquired about whether Tom and his wife Amanda are running a business or plan to run a business for which the proposed horse arena barn would be utilized; Tom and Amanda stated that at this time, the activities to be performed in the barn would be more of a hobby than a business. The Plan Commission informed Tom and Amanda that should a business ever develop, they would need to obtain a conditional use permit to operate a home occupation that makes use of the accessory building. Motion by David Huenink, seconded by Faith Opsteen, to grant a Conditional Use Permit to Tom Race to allow construction of a 10,752 square foot barn with a horse arena at W2158 Amber Lane, Cedar Grove, at parcel number 59006070257; his motion stated that the accessory building must not exceed 11,300 square feet, phase 1 of construction for the barn must start within 1 year and be completed within three years, and phase 2 of construction for the arena must start within 3 years and be completed within 5 years. However, a one-year extension for phase 2 of this project may be requested with no fee by submitting a request in writing to the Plan Commission. Conditions on the Conditional Use Permit shall include the Town's standard conditions as well as a restrictive covenant on parcel 59006070257 to state that as long as the proposed accessory building that exceeds 3,000 square feet exists on

the parcel, the parcel size must be 20 acres or greater. The draft restrictive covenant will be reviewed by Town Attorney Gerry Antoine. The motion carried by unanimous roll call vote. Matt Teunissen: Y; Jack Stokdyk: Y; Roy Teunissen: Y; Don Becker: Y; Faith Opsteen: Y; David Huenink: Y; David Mueller: Y.

12. Discuss possible need for Agricultural Tourism (A-T) zoning district:

David Huenink asked the commission for their opinion on adding a new zoning classification to the Town Code to address agricultural tourism for events such as harvest festivals and barn weddings. The commission expressed interest in adding this classification. As a starting point to provide guidance, Dave will request the latest version of an ordinance to add this classification currently being drafted by a nearby Township. Dave will send the draft ordinance to Janelle Kaiser for the August meeting packet; if there is time at the August Plan Commission meeting, there may be an opportunity to ask Kevin Struck of UW-Extension a few questions. Kevin will be present at the August Plan Commission meeting to cover material for the 10-Year Comprehensive Plan Update.

13. Possible code update to address construction or updates of large sheds/garages to include relatively small living quarters:

David Huenink stated that the current interpretation of Town of Holland code with regard to storage space (common examples are sheds and garages) with a residence attached reads that as long as a residence is attached, there's no maximum in regards to the amount of storage space that can be constructed. A limit to the percentage of storage space as compared to the living space for a structure was proposed by the Plan Commission. Dave will ask Kevin Struck if he has worked on creating percentage limits for storages spaces attached to residences with other Townships and report back at a future meeting.

14. Possible code update for the definition of "kitchen" and when to add specific wording in conditional use permits and building permits regarding kitchens:

The Town of Holland code currently defines "food preparation area" but does not specifically define what is considered to be a kitchen. The Town Code states that a guest apartment shall not include areas for food preparation or eating, but in the recent past there has been confusion amongst some residents that constructed guest quarters without knowing that they could not construct a food prep area or kitchen. The Plan Commission would like to draw more attention to this requirement of the Town Code to avoid further confusion surrounding this topic. The commission discussed including an official definition in Town ordinances of the word kitchen and adding standard conditions to related conditional use permits to use that definition while also stating that an accessory structure cannot include a kitchen. The verbiage used in the conditional use permit should match the verbiage used in the Town code and should reference the requirement that only one residence per parcel can exist. The commission also discussed the possibility of changing the current requirement of the Town Code to state that an accessory structure cannot have more than two of the following: a kitchen (food preparation area), sleeping quarters, a bathroom. This will continue to be a topic of discussion at a future meeting.

15. Ongoing issues:

- a. Applications being processed – Three requests (Jason and Sarah Prom, Paul and Jane Wehrley, and Jason and Amanda Eiring) for a conditional use permit remain in the drafting stage and will be sent to them for signatures and notarization as soon as possible.

16. Public input:

- a. Roy Teunissen asked if a temporary recreational vehicle permit has been obtained for parcel 59006065930. He observed that a camper has been parked there and is being used on a regular basis. Janelle Kaiser will contact them to learn more about the nature of the activity and determine whether a permit is required.
 - b. Janelle Kaiser reported that Kevin Struck of UW-Extension will attend the August Plan Commission meeting to cover the first leg of material required for the 10-Year Comprehensive Plan Update for the Town of Holland. A mini update was performed earlier in 2019, but a recent grant approval received by Kevin allows the Town to perform a more detailed update at this time. If an application request is received for the August Plan Commission meeting, it is likely that the update work will be rescheduled to take place at a future special meeting of the Plan Commission so that adequate time can be dedicated to the material.
 - c. Chair Becker reported that the Town Board is likely to adopt an ordinance to address Chapter 85 of the Town Code and how it approaches who may chair the Plan Commission and how the Plan Commission Clerk is appointed. Further information will be provided as the changes progress.
 - d. Craig Droppers reported that the sign for Meadowlark Storage on the corner of County Road A South and State Highway 32 is in the road right-of-way. It was also observed by other members of the Plan Commission that the under-construction project looked to be behind schedule when compared to timelines discussed with Laura Logan at a previous meeting. Chair Becker will contact Laura Logan to inquire about the sign and schedule.
17. 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.
18. Adjourn:
Motion by Jack Stokdyk to adjourn at 9:40 PM; the motion carried by unanimous voice vote.

Respectfully submitted,
Janelle Kaiser, Clerk