

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall, W3005 County Road G, Cedar Grove, 53013
Monday, August 5th, 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.
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: None
Other Attendees: Janelle Kaiser – Clerk, Tom Huenink – Building Inspector, and Kevin Struck of UW-Extension
6. Adopt agenda as official order of business:
Motion by David Huenink, 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 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 July 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: Chair Don Becker inquired about the status of the property at N1967 DeWitt Rd. A razing permit was obtained by the owner some time ago, but the structure still stands. Don asked Building Inspector Tom Huenink to follow up on this.
9. Public input:
None.
10. Discuss proposed 2019 updates to Town of Holland Comprehensive Plan:
Kevin Struck of UW-Extension presented a draft version of a more detailed 10-Year Comprehensive Plan update for the Town of Holland. A more simplified update was passed in early 2019 to meet update requirements, but federal grant funds were made available to Kevin as of July 2019. These grant funds will allow the Town of Holland to work closely with Kevin Struck to produce an updated comprehensive plan to include greater detail and planning.

Kevin presented each page of the material to the Town of Holland Plan Commission and asked for questions and feedback afterwards. Kevin will continue to work on the draft and present more information at a future Plan Commission meeting.

11. Discuss possible need for Agricultural Tourism (A-T) zoning district:
As was discussed at the July Plan Commission meeting, David Huenink obtained the latest version of an ordinance passed by a local municipality to create an A-T zoning district. The commission previously expressed interest in adding this classification with the help of Kevin Struck, who provided the draft ordinance and stayed to discuss this agenda item at the August meeting. Kevin stated that he would be able to help the Town through the process of creating this district starting in February of 2020. The Plan Commission decided to place this item under ongoing issues for future agendas in order to discuss and work through concepts as time allows until Kevin is available. The draft ordinance provided by Kevin Struck will be used as a starting point for discussions.
12. Possible code update to address construction or updates of large sheds/garages to include relatively small living quarters:
No new information to report.
13. Possible code update for the definition of “kitchen” and when to add specific wording in conditional use permits and building permits regarding kitchens:
No new information to report.
14. Ongoing issues:
 - a. Applications being processed – Four requests (Jason and Sarah Prom, Paul and Jane Wehrley, Jason and Amanda Eiring, and Thomas Race) for a conditional use permit remain in the drafting stage and will be sent to them for signatures and notarization as soon as possible.
15. Public input:
None.
16. Review/approve attendance records for previous meeting:
Motion by David Mueller, seconded by David Huenink, to approve the attendance record as presented and discussed; the motion carried by unanimous voice vote.
17. Adjourn:
Motion by Jack Stokdyk to adjourn at 9:12 PM; the motion carried by unanimous voice vote.

Respectfully submitted,
Janelle Kaiser, Clerk