

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall, W3005 County Road G, Cedar Grove, 53013
Monday, October 7th, 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:
Chair Becker requested that item 12 on the agenda be addressed upon Kevin Struck's arrival to the meeting to accommodate his schedule. Motion by David Huenink, seconded by Faith Opsteen, to adopt the agenda as modified; the motion carried by unanimous voice vote.
7. Review/approve minutes of previous meeting(s):
Motion by David Mueller, seconded by Roy Teunissen, 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 August and September 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:
 - (1) Roy Teunissen requested that the following properties be followed up on for potential building permits by Tom Huenink: N1966 County Road KW, N2063 County Road KW, W3063 County Road G, and N860 County Road KW.
 - (2) Chair Don Becker inquired about the status of the property at N1967 DeWitt Rd. Tom Huenink reported that a razing permit was obtained by the owner and the structure has been taken down.

9. Public input:
None.
10. Discuss interactive zoning map product offering from General Code (Maplink): Clerk Janelle Kaiser attended a webinar to learn about Maplink and provided a report at the October Plan Commission meeting. By unanimous consent, the Plan Commission decided not to take action on this product offering from General Code.
11. Discuss proposed 2019 updates to Town of Holland Comprehensive Plan:
Kevin Struck of UW-Extension was present to continue working on the 10-Year Comprehensive Plan update for the Town of Holland.
Kevin presented each page of the material to the Town of Holland Plan Commission and asked for questions and feedback afterwards. He also presented a draft version of the Town of Holland Land Use Map, which the Plan Commission will continue to work on with Kevin in greater detail at the November Plan Commission meeting.
12. Discuss possible need for Agricultural Tourism (A-T) zoning district:
The Town of Holland will begin working on the creation of an A-T zoning district as an addition to the Town Code. A copy of an ordinance passed by a nearby local municipality to create an A-T district will be included in the November Plan Commission meeting packet to be discussed and reviewed with the help of Kevin Struck. Prior to the November meeting, Kevin will review the ordinance copy to determine what additional information may be required to draft a similar ordinance for the Town of Holland, as well as how to address A-T within FPZ (Farmland Preservation Zoning). If an ordinance to create an A-T zoning district is adopted in the near future, the Plan Commission would like it to tie into and be mentioned in the town's long-range comprehensive plan update.
13. Possible code update to address construction or updates of large sheds/garages to include relatively small living quarters:
The Plan Commission discussed occurrences of this type of construction within the township and whether regulation of these occurrences is needed. One member suggested that he is opposed to prohibiting construction of storage areas (large sheds/garages) to include relatively small living quarters, instead the Plan Commission could regulate this type of construction through the use of conditional use permits. The requirements for when property owners would need to obtain a permit would be very similar to square footage requirements for accessory buildings (separate from primary residences) constructed based on lot size. This topic will be discussed at a future Plan Commission 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:
No new information to report. This topic will be discussed at a future Plan Commission meeting.
15. 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.
16. Public input:
None.

17. 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.

18. Adjourn:

Motion by Jack Stokdyk to adjourn at 9:49 PM; the motion carried by unanimous voice vote.

Respectfully submitted,
Janelle Kaiser, Clerk