

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall, W3005 County Road G, Cedar Grove, 53013
Monday, November 4th, 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 (arrived at 8:05 PM), David Mueller, Faith Opsteen, Jack Stokdyk, and Roy Teunissen
Absentee(s): Bryan Kaiser
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 Mueller, 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)
Chair Becker requested a typo correction within the October 7, 2019 meeting minutes. Motion by Roy Teunissen, seconded by Matt Teunissen, to approve the minutes as modified; 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 October 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:
 - (1) As requested at the October meeting, Tom Huenink reported that he followed up with four properties for after-the-fact building permits. The owners of W3063 County Road G, N1966 County Road KW, and N2063 County Road KW have obtained building permits; this information is reflected on the October building inspections report. The owner of N860 County Road KW was also contacted for a building permit. However, a building permit had been previously obtained for the work being performed.
9. Public input:
Kenneth (Ken) Walvoord, the property owner at N1671 Van Driest Lane, was present with his

son Ryan Walvoord to discuss a potential land division. The vacant land that would result from the potential future land division would be held for future construction of a single-family residence for Ryan Walvoord. The property is zoned A-5 and is located within the Town of Holland's transitional area district, therefore the minimum lot size requirement is 1.5 acres. The property at N1671 has adequate land mass and road frontage to meet the requirements for construction of a single-family residence within the A-5 zoning classification. The Plan Commission informed Ken and Ryan that a certified survey would need to be completed and submitted with the application for a land division. Additional instructions about how to apply for the land division were also provided to the Walvoord's.

10. 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.
- b. Agricultural Tourism (A-T) zoning district:
The Town of Holland Plan Commission has begun work on the creation of an A-T zoning district as an addition to the Town Code. A copy of an ordinance passed by a local municipality to create an A-T district was included in the November Plan Commission meeting packet. With the help of Kevin Struck, the Plan Commission performed an overview of the ordinance to discuss what additional information may be required to draft a similar ordinance for the Town of Holland. The Plan Commission will continue work on an ordinance to create an A-T zoning district in the Town of Holland at the December Plan Commission meeting.
- c. Possible code update to address construction or updates of large sheds/garages to include relatively small living quarters:
No new information to report. This topic will be discussed at future Plan Commission meeting.
- d. 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 future Plan Commission meeting.

11. Discuss proposed 2019 updates to Town of Holland Comprehensive Plan:

Kevin Struck of UW-Extension was present to continue work on the 10-Year Comprehensive Plan update for the Town of Holland.

Kevin presented all changes and edits to the material and asked for questions and feedback afterwards. The Plan Commission continued to work on the Town of Holland future land use map. Kevin requested that the members of the commission look over the land use map in detail prior to the December meeting in order to provide feedback and questions that will assist in the completion of an accurate map.

12. Public input:

- a. Jack Stokdyk requested that a map of his property at W1445 Meadow View Court be provided by Janelle Kaiser at the next Plan Commission meeting to address questions about potential future usage of the property. Janelle will use the projector to present a map of Jack's property for review at a future Plan Commission meeting.

Jack suggested that the Plan Commission's paycheck stubs be provided at monthly meetings of the commission as opposed to Janelle sending them through the mail. The Plan Commission agreed with unanimous consent that this is a cost-effective measure to take. Janelle will begin distributing pay stubs at the December Plan Commission meeting.

- b. Craig Droppers inquired about whether the property at W2730 County Road A S has begun operating the mini-storage business located on the premises. The Plan Commission requested that Janelle contact Tom Huenink to follow up with the owner of the property to determine the status of the mini-storage operations and whether an occupancy permit has been obtained for those operations.
- c. A member of the public reported that the owner of W4266 has hosted a couple of events on the premises that have included loud and disruptive music. He also reported that there may be interior construction updates being performed in the barn on the premises; the Plan Commission requested that Janelle contact Tom Huenink to follow up with the owner of the property to determine whether an after-the-fact building permit should be obtained.

13. Review/approve attendance records for previous meeting:

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

14. Adjourn:

Motion by Jack Stokdyk to adjourn at 10:16 PM; the motion carried by unanimous voice vote.

Respectfully submitted,
Janelle Kaiser, Clerk