

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall, W3005 County Road G, Cedar Grove, 53013
Monday, December 2nd, 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, David Mueller, Jack Stokdyk, Bryan Kaiser, and Roy Teunissen
Absentee(s): Faith Opsteen
Signed-In Attendees: Andy and Mary Gronik, Roger Miller, and Dan Smith
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 David Mueller, 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 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 David Huenink, seconded by Jack Stokdyk, to approve the November 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 November meeting, Tom Huenink reported that he followed up with the property owner at W4266 County Road D for an after-the-fact building permit for work performed on the interior of the barn on the premises. The owner confirmed that no work had been done on the barn.
As requested at the November meeting, Tom Huenink also inquired about whether the barn on the premises at W4266 County Road D had been used for events in the past. The owner confirmed that it had been used for a family graduation party but is not being used as any kind of event barn at this time.
9. Public input:
Andy and Mary Gronik, as well as Roger Miller of Miller Engineers and Scientists, were present

to discuss the property at N1025 Cole Road. Andy and Mary would like to build a bunkhouse to include residential living quarters and equipment storage on the premises. Roger was present to assist in the presentation of the preliminary plans to construct the bunkhouse. A survey and a wetlands delineation were performed for the property; both a delineation report and survey map were used to present information to the Plan Commission at the December meeting. Andy and Roger inquired about how to proceed with the project in a way that aligns with the Town of Holland code in terms of zoning and setbacks. A land division would also need to occur if residential living quarters would include a food preparation area, sleeping quarters, and a bathroom were to be constructed, because our code states that two residences cannot be constructed on the same parcel in the Town of Holland. Andy, Roger, and Mary will consider the options presented to them by the Plan Commission and attend a future meeting to discuss the bunkhouse project further.

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 on Wednesday, December 4th, 2019. Don Becker suggested that the Plan Commission consider a drafting a policy that governs the timing and responsibility for drafting conditional use permits to avoid delays in issuance of the CUPs.
- b. Possible code update to address construction or updates of large sheds/garages to include relatively small living quarters:
Supervisor Huenink presented proposed actions to the Plan Commission to update three definitions that address dwellings in the Town of Holland code. Section 330-17, which addresses construction standards, will also be revised. It was suggested that a standardized informational letter accompany building permits for accessory buildings and residences to bring attention to these construction standards. It was further suggested that the applicant sign on the building permit acknowledging receipt of the standardized notification letter. Supervisor Huenink will send proposed actions to Town Attorney Gerry Antoine for ordinance drafting. A public hearing will be scheduled for January 6, 2020 and will be noticed as a Class 2 notice in the Sheboygan Press.
- c. Possible code update for the definition of “kitchen” and when to add specific wording in conditional use permits and building permits regarding kitchens:
Supervisor Huenink presented proposed actions to the Plan Commission to update the definition of “dwelling unit” within the Town of Holland code and to add language to Section 330-12 which addresses use regulations. A standard condition that includes his proposed language will be added to the template conditional use permit covering residences and accessory buildings. A note to inform property owners will be added to building permits for residences or accessory buildings; the note could also be added to the suggested standardized information letter mentioned in item 10(b). It was further suggested that the applicant sign on the building permit acknowledging receipt of the standardized notification letter.
Supervisor Huenink will send proposed actions to Town Attorney Gerry Antoine for ordinance drafting. A public hearing will be scheduled for January 6, 2020 and will be noticed as a Class 2 notice in the Sheboygan Press.

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.

The Plan Commission provided feedback and questions to assist in the completion of an accurate future land use map for the Town of Holland. As a result of the map review, Kevin suggested that a separate map be created to reflect the wetlands separate from the future land use map for better readability.

A Class 1 notice will be published in the Sheboygan Press in January 2020 to notice a public hearing to take place on February 3, 2020 addressing the Town of Holland 10-Year Comprehensive Plan update and Future Land Use Map. A resolution will be voted on by the Plan Commission and passed along as a recommendation to the Town Board for ordinance approval in February 2020.

12. 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 December Plan Commission meeting packet; this copy has been edited by the Town of Holland Plan Commission but has not yet been drafted as an ordinance. With the help of Kevin Struck, the Plan Commission continued work on the creation of an A-T zoning district in the Town of Holland at the December Plan Commission meeting.

Kevin will send a copy of the document used to begin the drafting stages of an ordinance to create an A-T zoning district to Janelle Kaiser prior to the January Plan Commission meeting to include the changes and suggestions made at the December meeting. After the Plan Commission has a final look at the document during the January meeting, the ordinance will enter the drafting stage. Following the February Plan Commission meeting, known property owners that could be affected by the creation of the A-T zoning district will be contacted by letter to encourage their input and feedback on the draft ordinance at the March Plan Commission meeting. Notices in local papers will also be used to seek public participation.

13. Public input:

- a. Matt Teunissen inquired about the commercial tree trimming and wood chopping/chipping equipment present on the property located at W3063 County Road G. A letter will be sent to the property owner by Janelle Kaiser to obtain further information about any business activity taking place on the premises to determine whether a conditional use permit may be required.
- b. It was requested that a copy of the conditional use permit issued for the parcel located at 59006076210 be included in the January Plan Commission packet for review. Janelle Kaiser will provide a copy of the conditional use permit in January.

14. Review/approve attendance records for previous meeting:

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

15. Adjourn:

Motion by Matt Teunissen to adjourn at 10:18 PM; the motion carried by unanimous consent.

Respectfully submitted,
Janelle Kaiser, Clerk