

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, August 3rd, 2020 7:30pm

1. Call to order:
Plan Commission Chair David Huenink called the meeting to order at 7:30pm.
2. Pledge of Allegiance:
Chair Dave Huenink led the attendees in the Pledge of Allegiance.
3. Certify that the requirements of the Wisconsin Open Meetings law have been met:
Chair Dave Huenink 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:
Chair Dave Huenink stated record retention is up to date.
5. Roll call:
Attendees: Don Becker, Craig Droppers, David Huenink, Faith Opsteen, Jack Stokdyk, Bryan Kaiser, David Mueller, and Roy Teunissen
Absentee(s): Matt Teunissen and Tom Huenink – Building Inspector
Signed-In Attendees: John Loman, D'Anne Loman, Andy Gronik, Ben Claerbaut, and Gina Claerbaut
6. Adopt agenda as official order of business:
The agenda for the August 3, 2020 Plan Commission meeting was adopted as presented by unanimous consent.
7. Review/approve minutes of previous meeting(s)
The draft minutes from the July 6, 2020 Plan Commission meeting were approved as presented by unanimous consent.
8. Building inspector items:
 - a. Review/approve building permits report:
The June 2020 building inspection report submitted by Tom Huenink was approved as presented by unanimous consent.
 - b. Review/approve building permit requests needing Plan Commission review: None.
 - c. Discuss follow-up items:
 - (1) Roy Teunissen reported that the property at W2688 County Road G owned by Karl Hoffman should be followed up with for a building permit. The property owner has begun construction on a shed. Clerk Janelle Kaiser will inform Building Inspector Tom Huenink.
9. Public input:
 - a. Lee Kaat was present to inquire about the status of the conditional use permit at W2730 County Road A South. Lee reported that practices to control the weeds growing around the property and bordering farm fields should be implemented. Lee also reported that the sign placed on the property for advertisement purposes has blown into the road right-of-way.

Lee inquired about the completion of construction as it pertains to the conditional use permit currently on record for the property; the Plan Commission noted that the fence as shown in the site plan submitted by the property owner has not been installed. The Plan Commission requested that Janelle Kaiser include the conditional use permit on file for the property at W2730 County Road A S in the September Plan Commission meeting packet for review of the conditions as they relate to property owner compliance with the permit requirements.

- b. Andy Gronik was present to discuss plans for an observation tower and windmill on his property at N1025 Cole Road. As the Town of Holland Code is currently written, both the tower and the windmill as classified as structures per the definition of the term 'structure'. Andy stated that an architect will design the observation tower and that he intends to meet height requirements of the zoning classification for both structures. Andy also noted that the site plan submitted with the conditional use permit approved for his property earlier this year would not change and that the structures were included on those site plans; a more detailed plan for the tower and windmill was distributed to the Plan Commission members at the August meeting and will be included in next month's meeting packet. Chair Dave Huenink stated that a conditional use permit would be required to grant a building permit for the structures as the Town of Holland Code states that all properties may have a maximum of 2 accessory structures used for residential purposes. Andy currently has a garage and approved plans for another accessory structure on his lot, so the tower and windmill would increase the number of accessory structures to 4 at N1025 Cole Road.

The Plan Commission noted that if Andy re-zoned a portion of his property from R-1 to A-3 it would allow for a taller structure to be built on the property. They advised Andy that he should hire a surveyor to delineate the area to be rezoned and submit a CSM along with any future conditional use permit application should he choose to rezone a portion of his land. Janelle Kaiser advised Andy that the application deadline for the September 8th, 2020 Plan Commission meeting is Wednesday, August 19th, 2020.

10. Public Hearings for:

- a. John and D'Anne Loman for a conditional use permit:

Chair Dave Huenink called the public hearing to order at 8:04pm. Chair Huenink asked if there were any comments to be submitted by members of the public or Plan Commission. There were no comments from the public or the members of the Plan Commission relating to the Loman request during the public hearing.

The public hearing was closed by unanimous consent of the Plan Commission at 8:05pm.

11. Request by John and D'Anne Loman for a conditional use permit:

The conditional use permit application to request allowance for construction of an accessory structure which will cause the Loman property to exceed the maximum accessory structure (used for residential purposes) limit of 2 per property. John will convert one of the existing structures on the property into a recreation and workshop area with heated storage. The new structure will not be heated. The Loman's will purchase a portion of the adjacent surrounding land to expand their parcel and meet the setbacks required to construct the new accessory structure.

Motion by Don Becker, seconded by David Mueller, to approve the request by John and D'Anne Loman for a conditional use permit to allow for 3 accessory structures on the property with residential uses, conditional upon the following items:

- a. The standard conditions for more than two accessory structures used for residential purposes be included in the CUP.
- b. A special condition be included in the CUP such that the existing accessory structure being modified shall never include a food preparation area as defined by the Town of Holland Town Code.
- c. Approval of the new building construction and tie in of sanitary system for all accessory structures on the property by the Sheboygan County Planning and Conservation Department
- d. Receipt of document from the Sheboygan County Register of Deeds showing that the portion of the adjacent surrounding land as shown in the site plan submitted with the conditional use permit application has been purchased by John and D'Anne Loman from the current owners at N1399 Cottage Drive

The motion carried by unanimous roll call vote. Jack Stokdyk: Y; Roy Teunissen: Y; Donald Becker: Y; David Mueller: Y; David Huenink: Y; Faith Opsteen: Y; Bryan Kaiser: Y.

12. Request by Ben and Gina Claerbaut for multiple rezonings and a conditional use permit:

- a. Motion by Don Becker, seconded by Roy Teunissen, to approve the request by Ben and Gina Claerbaut for a conditional use permit at N1405 Sauk Trail Road to allow for offsite and onsite services to include power equipment repair, machinery repair, engine repair, and yard cleanup and maintenance, since such services are allowed as conditional uses in the A-2 district and an acceptable site plan and plan of operation has been submitted. The motion carried by unanimous roll call vote.
- b. Let the minutes show that the request for rezoning was tabled until the September Plan Commission due to a change in the site plan which requires an additional survey to be completed. Ben Claerbaut will submit the updated certified survey map to Clerk Janelle Kaiser prior to the next Plan Commission meeting.

13. Possible updates to § 330-12 Use regulations:

Chair Dave Huenink briefly explained the intended reason for this agenda item. It was agreed that since it was not urgent this topic could be tabled. Chair Huenink will also ask for the Town Attorney's suggestions on the proposed updates.

14. Ongoing issues:

- a. Applications being processed:
The conditions of rezoning for the Kevin Hilbelink application have been met per Chair Dave Huenink. Janelle Kaiser will send a letter to the Hilbelink's to notify them of the completed transaction.
- b. Potential rezoning of parcel 59006069561, N384 County Road LL:
Chair Dave Huenink began assisting the owner of MJ Equipment at N384 County Road LL with a Plan Commission application to rezone the property from M-1 to B-1, as the B-1 classification encompasses the operations of the business more appropriately. The application will also include a request for a conditional use permit to allow for all current business activities to be conducted on the property (equipment rental, storage, repairs, and minimal manufacturing). Dave reported that an application will likely be submitted by the

owner of MJ Equipment for review in the September Plan Commission meeting.

- c. Conditional use permit review for 59006060360:
The property owner at 59006060360 responded to a letter requesting correspondence from the Clerk that was mailed on June 24th, 2020 on July 6th, 2020. The property owner reported no changes in business operations as it pertains to the conditional use permit. The Plan Commission determined that the conditional use permit should be reviewed at the September Plan Commission meeting to determine whether any revisions are necessary aside from a change in ownership.
- d. Plan Commission procedures and opportunities for improvement:
The Plan Commission discussed distribution of work and delegation of authority as it pertains to Plan Commission duties and application procedures. As continuation of a conversation from the July Plan Commission meeting, the commission also discussed potential opportunities to create subcommittees for application assistance to the public as well as the possibility to create a zoning administrator position within the Town of Holland. The concept of compiling checklists and forms, as well as example documents that could be used as examples by applicants, was discussed as well as a future intent to consider future requests in light of the Town of Holland Comprehensive Plan. For further detail of the conversation relating to this agenda item, please contact Clerk Janelle Kaiser.
- e. Potential limitations for constructing accessory buildings:
No new information to report. This topic will be discussed a future Plan Commission meeting.
- f. Conditional use permit review schedule:
Clerk Janelle Kaiser included information in the August meeting packet to begin the process of creating a schedule to review existing conditional use permits in the Township. This topic will be discussed at a future Plan Commission meeting; however, 2 conditional use permits will be included in the September meeting packet for review.

15. Public input:

None.

16. Review/approve attendance records for previous meeting:

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

17. Adjourn:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 10:35PM; the motion carried by unanimous consent.