

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Tuesday, September 8th, 2020 7:30pm

1. Call to order:
Plan Commission Chair David Huenink called the meeting to order at 7:32pm.
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:
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. A public hearing notice was published in the Sheboygan Press on August 24th, 2020 and August 31st, 2020.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: Don Becker (arrived 9:30pm), Craig Droppers, David Huenink, Faith Opsteen, Jack Stokdyk, David Mueller, Matt Teunissen, and Roy Teunissen
Absentee(s): Bryan Kaiser
Signed-In Attendees: Andy Gronik, Kenneth MacKenzie, Judith MacKenzie, Jeremy Borth, and Michael Deppiessie
Other Attendees: Janelle Kaiser – Clerk
6. Adopt agenda as official order of business:
Motion by Faith Opsteen, seconded by Roy Teunissen, to adopt the agenda as presented for the September 8th, 2020 Plan Commission meeting; the motion carried by unanimous voice vote.
7. Review/approve minutes of previous meeting(s)
Motion by Faith Opsteen, seconded by Roy Teunissen, to approve the minutes from the August 3rd Plan Commission meeting 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 2020 building inspection report submitted by Tom Huenink as presented; the motion carried by unanimous voice vote.
 - b. Review/approve building permit requests needing Plan Commission review:
 - (1) Tom Huenink reported about a conversation with property owner Matt Ryan regarding potential new home construction on the premises at N2486 Smies Rd. Matt would like to build a fabrication shop on the property, but the current zoning classification doesn't allow for the shop to be operated without a single-family residence on the premises. The residence would allow for a home occupation to be practiced on the property, but a conditional use permit would be required to use an accessory building on the premises as a fabrication shop.
 - c. Discuss follow-up items: None.

9. Public input:

- a. Property owner Jeremy Borth was present to discuss plans to acquire 1.5 acres of land adjacent to his lot at W2347 County Road A South in order to allow for access to the accessory building on the property. The land that Jeremy would purchase is partially farmed and would continue to be farmed, as the primary reason for the purchase would be for accessory building access. Jeremy also mentioned desiring an option to house animals on the property. The Plan Commission advised Jeremy that his first step should be to obtain a plat of survey and show all relevant setbacks. The zoning classification of the land to be acquired is A-3, and the parcel at W2347 County Road A South is currently zoned R-1. The Plan Commission recommended that Jeremy consider rezoning the new parcel (once combined with the 1.5 acres) be rezoned A-5, as farming will continue to be practiced on a portion of the 1.5 acres, and the minimum acreage requirement is 1.5 acres total for A-5 parcels in the Town of Holland's Transitional Area District.
A conditional use permit would be required for the newly acquired accessory building, as the land acquisition would increase the number of accessory structures on the lot to 3 and therefore exceeding the maximum of 2 accessory structures used for residential purposes.

10. Public Hearings for:

- a. David (Andy) and Mary Gronik for a conditional use permit:
Chair Dave Huenink called the public hearing to order at 8:00pm. Andy and Mary's request is to construct a third and fourth accessory structure on the parcel at N1025 Cole Road. The proposed accessory structures are intended for residential use and will serve as a windmill and an observation tower, respectively.
Andy Gronik was present to inform the Plan Commission that the recent large rainfalls have affected his plans for the structures associated with his conditional use permit application, and therefore impacts the site plan submitted for this meeting. Andy stated that the rainfall caused him to alter the planned location for proposed structures and that a new site plan is not available as of the September 8th Plan Commission meeting. He also stated that the accessory building, for which the Gronik's received approval to construct with a conditional use permit earlier this year, may change slightly in size, design, and location. Andy did not have an updated site plan for the accessory building as of the September 8th Plan Commission meeting.
Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 8:05pm; the motion carried by unanimous voice vote.
- b. Michael and Pamela Deppiesse:
Chair Dave Huenink called the public hearing to order at 8:06pm. Michael and Pamela Deppiesse's request is to rezone the property at N384 County Road LL from M-1 to B-1 in order to continue business operations with a zoning classification that better suits activities conducted on the parcel. The second request is for a conditional use permit to allow for all business activities to continue as currently conducted.
There were no comments submitted by members of the public or the Plan Commission.
Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 8:08pm; the motion carried by unanimous voice vote.

11. Request by David (Andy) and Mary Gronik for a conditional use permit:
 Several members of the Plan Commission stated that they would not consider the request without a final site plan submittal from the Gronik's.
 Motion by Jack Stokdyk, seconded by David Mueller, to table the request by Andy and Mary Gronik for a conditional use permit until the October Plan Commission meeting; the motion carried by unanimous voice vote.
12. Request by Michael and Pamela Deppiesse for a rezoning and a conditional use permit:
 The request for a conditional use permit by Michael and Pamela Deppiesse was amended during the September 8th Plan Commission meeting to allow for operating hours as follows: Monday through Friday from 6:00am until 6:30pm and Saturday from 7:00am until 12:00pm. Conditions on operations will include those operating hours as well as a maximum of six full-time employees and two part-time employees except during shift changes. Conditions on the site will include sufficient off-road parking spaces for the maximum number of employee and customer vehicles expected on-site simultaneously. General conditions that apply to conditional use permits for businesses will apply to this conditional use permit.
 Motion by David Mueller, seconded by Faith Opsteen, to recommend that the Town of Holland Town Board approve a rezoning from M-1 to B-1 as requested by Michael and Pamela Deppiesse, and to approve the request for a conditional use permit contingent on the board's approval of the rezoning; the motion carried by unanimous roll call vote. Jack Stokdyk: Y; Roy Teunissen: Y; Faith Opsteen: Y; David Mueller: Y; David Huenink: Y; Matt Teunissen: Y; Craig Droppers: Y.
13. Conditional use permit review for 59006060360:
 The property owner at 59006060360 responded on July 6th, 2020, to a letter mailed by Clerk Janelle Kaiser on June 24th, 2020, requesting correspondence regarding the status of operations on the premises (currently operated under the business name "Bruggink Rentals"). The property owner's response letter reported no change in business operations aside from ownership. The Plan Commission intended to review this conditional use permit for any other necessary updates at the September Plan Commission meeting, but several members of the commission provided information about recent reports that the rental business will be moving to another municipality; the Plan Commission decided to table the review of the conditional use permit review for 59006060360 until January, when a review of the future operations of the business at they pertain to the current conditional use permit on record may be more pertinent and accurate.
14. Conditional use permit review for 59006060651:
 The Plan Commission decided to review the conditional use permit for 59006060651 (signed on October 1st, 2018) after receiving a report from a property owner that proper weed control was not being performed on the premises as stated in the conditional use permit. During the September Plan Commission meeting, several members of the commission reported that the aforementioned weeds had been mowed.
 During the conditional use permit review of the property, it was determined by the Plan Commission that the property owner of 59006060651 is not in compliance with the condition of the permit that discusses fences and landscaping. The planned fence and landscaping, as pictured in the site plan submitted with the application for a conditional use permit, has not been installed on the premises, and is therefore not in compliance with all conditions of the current conditional use permit on record.
 Motion by Faith Opsteen, seconded by David Mueller, to authorize Janelle Kaiser to request that Town Attorney Gerry Antoine draft a letter to the owner at parcel number 59006060651 stating

that the property owner is not in compliance with condition 16 as listed in the conditional use permit on record for the premises, specifically as it relates to security fencing and gating as well as landscaping. The letter will include a copy of the conditional use permit for the property owner's reference; Janelle will send the permit to Gerry Antoine for his review. The Plan Commission determined that the property owner should attain compliance with the conditional use permit on record by November 8th, 2020.

The motion carried by unanimous voice vote.

15. Ongoing issues:

a. Applications being processed:

No information to report. The majority of the applications currently being processed are on hold until Sheboygan County issues new parcel numbers to the related parcels.

b. Plan Commission procedures and opportunities for improvement:

Don Becker suggested that the Plan Commission start the October meeting at 7:00pm in order to give more attention to this agenda item. The group plans to spend about 45 minutes working on this topic at the start of the October meeting.

c. Possible updates to §330-12 Use Regulations:

Chair Dave Huenink included information in the September meeting packet to continue the conversation about use regulations at the August meeting. The Plan Commission agreed with the updates proposed in the draft document. The Plan Commission also discussed including a provision in the ordinance update that addresses when an accessory structure is considered to be a permanent structure as it pertains to the size and the presence of a foundation. Pre-fabricated sheds without foundations are able to be removed from a property and are becoming very popular to install, therefore the commission is considering an update to §330-12 that addresses these sheds and when they are considered to be an accessory structure as defined by Town ordinance. Matt Teunissen suggested that a standard, popular size (as sold by a large retailer) be used as a reference point when drafting the ordinance update.

Chair Dave Huenink will send a draft ordinance to Town Attorney Gerry Antoine for his review. The ordinance update will be reviewed at a future Plan Commission meeting.

d. Potential limitations for constructing accessory buildings and residences:

No new information to report. This item will be discussed at a future Plan Commission meeting.

e. Conditional use permit review schedule:

Janelle Kaiser will prepare a report showing the status of all properties with conditional use permits for a single-family residence back to 2012 to be reviewed at the October Plan Commission meeting; many of the permits will no longer be needed due to ordinance updates over the years. The report will reflect whether a home exists on the property and include the current zoning classification.

Conditional use permit 2013-002 will also be reviewed at the October Plan Commission meeting.

16. Public input:

Ken and Judy MacKenzie were present to discuss future construction of accessory buildings and other structures as it pertains to the maximum allowed square footage. Our current code uses the total lot area as a metric for calculating the maximum aggregate square footage for accessory buildings and other structures allowed on a lot (in agricultural districts, 3% of the lot area for lots greater than 2 acres). Ken inquired about whether the topography of a parcel is considered when determining the maximum aggregate square footage §330-12.

Ken and Judy also mentioned impermeable surfaces and whether the topography of a lot is considered when determining the maximum allowed percentage of the lot to be covered by impermeable surface. The Town Code includes an impermeability percentage under each zoning classification.

The Plan Commission informed Ken and Judy that Sheboygan County Planning has adopted a stormwater management ordinance which the Town of Holland relies on them to enforce when a new accessory building or larger structure is constructed in the Township.

17. Review/approve attendance records for previous meeting:

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

18. Adjourn:

Motion by Jack Stokdyk, seconded by David Mueller, to adjourn at 9:48PM; the motion carried by unanimous consent.

Respectfully submitted,
Janelle Kaiser, Clerk