

TOWN OF HOLLAND PLAN COMMISSION  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
W3005 County Road G, Cedar Grove, WI 53013  
Monday, October 5<sup>th</sup>, 2020 7:00pm

1. Call to order:  
Plan Commission Chair David Huenink called the meeting to order at 7:00pm.
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.
4. Record retention certification:  
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:  
Attendees: Don Becker, David Huenink, Faith Opsteen, Jack Stokdyk, Matt Teunissen, Bryan Kaiser, and Roy Teunissen  
Absentee(s): David Mueller and Craig Droppers  
Signed-In Attendees: Mark DeMaster  
Other Attendees: Janelle Kaiser – Clerk
6. Adopt agenda as official order of business:  
Motion by Don Becker, seconded by Roy Teunissen, to adopt the agenda as presented for the October 5<sup>th</sup>, 2020 Plan Commission meeting; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:  
Don Becker and Faith Opsteen provided information about ways the commission could implement improvements to procedures currently practiced by the Plan Commission as it relates to application submissions by property owners for land divisions, rezonings, and conditional use permits. A document provided to Clerk Janelle Kaiser by Don and Faith should be referred to as an outline of the conversation that took place at the October 5<sup>th</sup> Plan Commission meeting. The next Plan Commission meeting will start at 7:00pm to continue discussion of this topic. As a result of this conversation, the Town of Holland Plan Commission recommended that the Town of Holland Board take up the matter of authorization the creation of a zoning administrator position in the Town of Holland by unanimous consent. This matter will be considered by the Holland Town Board at the October board meeting.
8. Review/approve minutes of previous meeting(s)  
Motion by Faith Opsteen, seconded by Roy Teunissen, to approve the minutes from the September 8<sup>th</sup> Plan Commission meeting as presented; the motion carried by unanimous voice vote.
9. Building inspector items:
  - a. Review/approve building permits report:  
Motion by Jack Stokdyk, seconded by Bryan Kaiser, to approve the September 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:
- c. Discuss follow-up items:
  - (1) Roy Teunissen inquired about a building permit for the property at W2688 County Road G as it pertains to construction of an accessory structure. Building Inspector Tom Huenink reported that the property owner had obtained a building permit in 2019. Roy stated that the building permit should be followed up on to determine whether the size of the accessory structure is in conformance with what was reported on the building permit application. Clerk Janelle Kaiser will email a copy of the building permit application submitted by Karl Hoffman in June 2019 to Tom Huenink so that the matter can be followed up on.

#### 10. Public input:

- a. Property owner Mark DeMaster was present to deliver a document related to a previous application request. Chair Dave Huenink received the document and returned the signed certified survey map submitted by Mark in regard to this request at the October Plan Commission meeting.

#### 11. Request by Ben and Gina Claerbaut for multiple rezonings:

On July 6, 2020, the PC approved (with conditions) the rezoning of 5.75 acres of A-2 land on the Ben Claerbaut farm tract to A-1. This rezoning was tied to the “trade” in zoning associated with the 2.3 acres of A-1 land on Smies Road that was rezoned to B-1. Likewise, the PC approved (with conditions) the rezoning of 1.25 acres of A-2 land on the Ben Claerbaut farm tract to A-1. This rezoning was tied to the “trade” in zoning associated with the 0.5 acres of A-1 land that was rezoned to R-1. Ben and Gina Claerbaut also requested a conditional use permit for certain on-site and off-site services. This conditional use permit was granted on August 3. The PC decided not to take up the boundary line changes for Lots 1 & 2 and the associated rezoning in the August PC meeting because changes were to be made to the draft CSM. Ben is requesting that both Lots 1 & 2 be zoned A-2. Both lots are currently zoned A-2 and since Lot 1 will be enlarged into an adjacent A-2 parcel, no rezoning is needed for Lot 1. Lot 2 will be enlarged into an area currently zoned A-1, requiring some A-1 land within the new boundaries of Lot 2 to be rezoned to A-2. The final size of Lot 2 will be 5.091 acres and the current size is 1.95 acres leaving 3.14 acres to be rezoned from A-1 to A-2. Applying the 1.5 trade ratio, 4.71 acres of current A-2 land also needs to be rezoned to A-1. Since no additional parcels are being created, there is no land division that needs to be acted upon.

Motion by Don Becker, seconded by Faith Opsteen, to recommend that the Holland Town Board approve the rezoning request by Ben and Gina Claerbaut. The motion includes approval of the certified survey map submitted on September 28<sup>th</sup>, 2020, rezoning 3.14 acres of A-1 land within the proposed boundaries of Lot 2 to A-2, and to rezone all remaining A-2 land to A-1 on the Claerbaut farmstead except the portions of A-2 land within Lot 1 and Lot 2 per the certified survey map.

#### 12. Request by David (Andy) and Mary Gronik for a conditional use permit:

A public hearing was held for the Gronik’s request during the September Plan Commission meeting. At the time of the September Plan Commission meeting, information reflecting the application changes requested by the Gronik’s had not been provided to the Plan Commission. The changes include an update to the current conditional use permit on file for construction of an

accessory building and an update to the conditional use permit application for construction of a third and fourth accessory structure that could include adjusting the zoning line from R-1 to A-3 at the proposed location of one of the accessory structures to allow for the accessory structure to be constructed at a greater height. The commission concurred that they would not be able to act on the request until all required information was provided with the application. This includes an updated site plan to reflect changes made to the application submitted by the Gronik's in August. At the time of the October Plan Commission meeting, information reflecting the application changes requested by the Gronik's, which are required in order to take up the Gronik's request, had not been provided by the Gronik's. When the Gronik's are ready the latest application will be revised to include any required updates to the CUP issued recently. Due to the changing nature of the request, as well as a change in plans relating to the conditional use permit obtained by the Gronik's in 2020, another public hearing will need to be held. The timing of the public hearing and consideration of the Gronik's request by the Plan Commission will depend on when the Gronik's are able to provide the required information with their application. Motion by Jack Stokdyk, seconded by David Mueller, to table the request by Andy and Mary Gronik for a conditional use permit until the next Plan Commission meeting because the application is deemed incomplete at this time; the motion carried by unanimous voice vote.

### 13. Ongoing issues:

- a. Applications being processed:  
A certified survey map submitted by Ben and Gina Claerbaut was signed and given to Janelle Kaiser. Janelle will ensure that Ben and Gina receive the map. The majority of the applications currently being processed are on hold until Sheboygan County issues new parcel numbers to the related parcels.
- b. Conditional use permit enforcement for parcel 59006060651, W2730 County Road A S:  
A letter to notify the property owner of conditional use permit non-compliance has been drafted by a Town-appointed attorney and will be sent during the week of October 5<sup>th</sup>, 2020. This item will be discussed at a future Plan Commission meeting.
- c. Possible updates to §330-12 Use Regulations:  
No new information to report. The possible updates to §330-12 should be reviewed by Town Attorney Gerry Antoine prior to the next Plan Commission meeting. This proposed ordinance update will be discussed at the next Plan Commission meeting.  
Chair Dave Huenink will send a draft ordinance to Town Attorney Gerry Antoine for his review.
- 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 provided 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. The report reflected whether a home exists on the property and included the current zoning classification and acreage. The commission decided that conditional use permits for residences that conform to our current ordinances will be removed from the review schedule.  
The Plan Commission selected several conditional use permits to review at the next meeting. Janelle Kaiser will include these in the next Plan Commission meeting packet for review.

14. Public input:

Jack Stokdyk inquired about whether Janelle Kaiser could send an email to all Plan Commission members when a special meeting of the Town Board occurs. Janelle Kaiser suggested that it could be better to send notification of all Town Board meetings to include meeting information, as opposed to agendas for special meetings only, in order to provide consistent and accurate notifications of those meetings with a lesser likelihood of failing to inform Plan Commission members of specific meetings. It was noted that agendas for open meetings of all types are posted in 3 places throughout the Township and in 2 places on the Town's website. The final agenda for meetings, whether held by the Town Board or the Plan Commission, are sent along with all meeting materials to those respective bodies of government. As opposed to sending a separate email to the Plan Commission to notify the group of certain meetings and not others, Janelle Kaiser suggested that meetings packets for both bodies of government be sent to all members of those bodies. It was mentioned during this public input session that there are times when the Plan Commission and Town Board's work overlaps, and it is sometimes necessary for other members to be informed of what is occurring during their respective meetings. Janelle suggested that it would be better for both bodies of government to be regularly informed of the activities conducted by either group as opposed to only certain meetings, especially since special meetings do not typically involve work performed by members of the Plan Commission. This will be discussed at the October Board meeting.

15. Review/approve attendance records for previous meeting:

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

16. Adjourn:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 9:31PM; the motion carried by unanimous voice vote.

Respectfully submitted,  
Janelle Kaiser, Clerk