

TOWN OF HOLLAND PLAN COMMISSION  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
W3005 County Road G, Cedar Grove, WI 53013  
Monday, April 5<sup>th</sup>, 2021 7:00pm

1. Call to order:  
Plan Commission Chair David Huenink called the meeting to order at 7:00pm.
2. Pledge of Allegiance:  
Chair David 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 March 22<sup>nd</sup>, 2021 and March 29<sup>th</sup>, 2021.
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, and Craig Droppers  
Absentee(s): David Mueller, Bryan Kaiser, and Roy Teunissen  
Signed-In Attendees: Matt Clementi, Robbie VanGinkel, Mark Navis, Mary Navis, Tyler Biederwolf, Gail Biederwolf, Deb Stapelkamp, Rich Stapelkamp, Raymond Will, Karen Will, Jim Feyereisen, Jeff Feyereisen, Ann Calvert, Warren Claerbout, Judy Claerbout, Craig Claerbout, Doug Hamilton, and Chad Stenson  
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:  
Motion by Donald Becker, seconded by Jack Stokdyk, to adopt the agenda as presented for the April 5<sup>th</sup>, 2021 Plan Commission meeting; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:  
The Plan Commission continued work on a project with the purpose of implementing 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. Faith Opsteen provided a schedule to the Plan Commission members showing a timeline that reflected current progress and planned progress towards process improvements with a goal of completing a draft of 3 support documents for review at the May Plan Commission meeting.
8. Review/approve minutes of previous meeting(s)  
Motion by Jack Stokdyk, seconded by Donald Becker, to approve the minutes from the March 1<sup>st</sup>, 2021 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 Faith Opsteen, to approve the March 2021 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:  
None.
- c. Discuss follow-up items:  
Tom Huenink reported that a sanitary permit was denied by Sheboygan County for a property on Marine Drive that applied for a building permit to construct sleeping quarters for house guests. Tom suggested that the property owners would amend their plans and re-apply for the sanitary permit, however, construction is on hold for the time being.

#### 10. Public input

- a. Matt Clementi of Stantec was present to discuss a potential land division and rezoning for a substation to service the proposed solar photovoltaic generation facility called Onion River Solar. The lot proposed for the substation is a part of parcel number 59006064790 (zoned A-1, 35.00 acres). If a portion of the land were to be divided from the 35.00-acre parcel, it would need to be rezoned. The Plan Commission suggested that A-PR, the agricultural parcel remnants district, is a zoning classification that would allow the proposed use of the substation. However, the Plan Commission did communicate that they would like to see as much farmland preserved as possible; the current proposal from Stantec is a 8.60-acre land division and rezoning.
- b. Gail Biederwolf was present to discuss a potential land division of up to 8 acres to allow for construction of a single-family residence at parcel number 59006066290 (13.3 acres, zoned A-2). The property has adequate road frontage and acreage on Smies Road to achieve the goal of dividing off a parcel to construct the residence. The Plan Commission advised Gail that the application could be submitted in 2 different ways. Gail could apply for a land division and conditional use permit to allow construction of a single-family residence in the A-2 zoning classification; alternatively, the application could request a land division and a rezoning to the A-5 zoning classification. The A-5 zoning classification does not require a conditional use permit to construct a single-family home. The Plan Commission also advised Gail that the land division would need to create 2 resultant parcels that meet the minimum lot requirements of the zoning classification chosen, noting that the current proposal meets those requirements.
- c. Robbie VanGinkel was present to discuss a conditional use permit application to construct an accessory structure for vehicle and equipment storage exceeding the permitted 1,200 square feet at parcel number 59006071523 (1.56 acres, zoned R-1). The accessory structure would be approximately 1,500 square feet in size. Robbie plans to apply for the conditional use permit for review at the May Plan Commission meeting. Don Becker noted that there have been several requests similar to Robbie's in the last couple of years, suggesting that the Plan Commission could review Holland Town Code Chapter 330-12 which discusses permitted footprints of accessory structures for residential and agricultural use to determine whether the requirements should be modified.
- d. Jim Feyereisen was present to discuss a potential acreage increase at parcel number 59006069391 (1.57 acres, zoned A-5). After discussing several potential avenues to accomplish this transaction, Chair David Huenink stated that he would analyze the request further and follow up with Jim during a phone conversation.

## 11. Public hearings for:

- a. Raymond and Karen Will for a minor land division and rezoning:  
Chair David Huenink called the public hearing for Raymond and Karen Will to order at 7:59pm. There were no comments from members of the public. Motion by Donald Becker, seconded by Jack Stokdyk, to close the public hearing at 8:00pm; the motion carried by unanimous voice vote.
- b. Chad Stenson and Kirby Fischer for a conditional use permit:  
Chair David Huenink called the public hearing for Chad Stenson and Kirby Fischer to order at 8:01pm. There were no comments from members of the public. Motion by Jack Stokdyk seconded by Faith Opsteen, to close the public hearing at 8:01pm; the motion carried by unanimous voice vote.
- c. Karl and Dianne Hoffmann for a conditional use permit:  
Chair David Huenink called the public hearing for Karl and Dianne Hoffmann to order at 8:02pm. There were no comments from members of the public. Motion by Jack Stokdyk seconded by Faith Opsteen, to close the public hearing at 8:03pm; the motion carried by unanimous voice vote.
- d. Warren and Judith Claerbout for a rezoning:  
Chair David Huenink called the public hearing for Warren and Judith Claerbout order at 8:03pm. There were no comments from members of the public. Motion by Don Becker, seconded by Jack Stokdyk, to close the public hearing at 8:04pm; the motion carried by unanimous voice vote.
- e. Mark and Mary Navis for a minor land division and rezoning:  
Chair David Huenink called the public hearing for Mark and Mary Navis to order at 8:04pm. There were no comments from members of the public. The Plan Commission briefly discussed the draft CSM that was presented by the Navis'. Motion by Jack Stokdyk, seconded by Faith Opsteen, to close the public hearing at 8:07pm; the motion carried by unanimous voice vote.
- f. Ordinance to amend Town Code §330 Zoning, §324 Wind Energy Systems and §220 Land Division:  
Chair David Huenink called the public hearing for Ordinance to amend Town Code §330 Zoning, §324 Wind Energy Systems and §220 Land Division to order at 8:07pm. There were no comments from members of the public. Plan Commission member Craig Droppers suggested that the draft ordinance creating a section within §330 Zoning to address solar energy systems be modified to state that all equipment related to a solar energy system be totally removed and properly recycled no matter what the depth below the ground surface is during the decommissioning process. Raymond Will seconded Craig Droppers' comment. Motion by Don Becker, seconded by Jack Stokdyk, to close the public hearing at 8:17pm; the motion carried by unanimous voice vote.

## 12. Request by Raymond and Karen Will for a minor land division and rezoning

Motion by Donald Becker, seconded by Matt Teunissen, to recommend that the Holland Town Board approve the request by Raymond and Karen Will for a minor land division of parcel 59006067661 and rezoning R-1 to A-5, contingent upon Raymond and Karen providing a

recordable certified survey map to include language stating that all resultant parcels, including the original remnant parcel, shall be prohibited from future divisions for a period of 10 years from the Town approval date. The motion carried by unanimous roll call vote. David Huenink: Y; Faith Opsteen: Y; Donald Becker: Y; Jack Stokdyk: Y; Craig Droppers: Y; Matt Teunissen: Y.

13. Request by Chad Stenson and Kirby Fischer for a conditional use permit:

Motion by Donald Becker, seconded by Jack Stokdyk, to approve the request by Chad Stenson and Kirby Fischer for a conditional use permit to construct an accessory structure with a aggregate footprint no larger than 1,200 square feet on parcel 59006071870. The conditional use permit will include the standard conditions for a conditional use permit for accessory structures with a large aggregate footprint as well as the special conditions as shown on the draft conditional use permit included in the April Plan Commission meeting packet. The motion carried by unanimous roll call vote.

14. Request by Karl and Dianne Hoffmann for a conditional use permit:

Motion by Matt Teunissen, seconded by Craig Droppers, to table the application submitted by Karl and Dianne Hoffmann for an after-the-fact conditional use permit allowing an accessory structure with a footprint greater than 3,000 square feet on parcel 59006066330. This motion includes authorization for Janelle Kaiser to contact the Sheboygan County Planning Department to confirm whether the department's approval of the aforementioned accessory structure reflects updated information showing the footprint of the structure post-construction, as it was determined to be larger than what the Town of Holland building permit allowed for as well as the initial documents approved by Sheboygan County Planning. The Plan Commission also concluded that the impermeable surface percentage on the Hoffmann's parcel should be calculated to determine whether the percentage is in accordance with Town ordinances, as a newer gravel lot was observed by a Plan Commission member that was not shown on the site plan submitted with the Hoffmann's application. The motion carried by unanimous roll call vote.

15. Request by Warren and Judith Claerbout for a rezoning:

Motion by Donald Becker, seconded by Faith Opsteen, to recommend that the Holland Town Board approve the request by Warren and Judith Claerbout for a rezoning of 59006067571 from M-3 to A-5. The motion carried by unanimous roll call vote.

16. Request by Mark and Mary Navis for a minor land division and rezoning:

Motion by Donald Becker, seconded by Jack Stokdyk, to recommend that the Holland Town Board approve the request by Mark and Mary Navis for a minor land division of parcel 59006064431 and rezoning of 3.00 acres from A-1 to A-1-S, contingent upon Mark and Mary providing a recordable certified survey map to include language stating that all resultant parcels, including the original remnant parcel, shall be prohibited from future divisions for a period of 10 years from the Town approval date as well as Mark and Mary providing a Plat of Survey delineating at least 17 acres to be rezoned to A-PR. The motion carried by unanimous roll call vote.

17. Ordinance to amend Town Code §330 Zoning, §324 Wind Energy Systems and §220 Land Division:

Motion by Donald Becker, seconded by Faith Opsteen, to recommend that the Holland Town Board approve the Ordinance Amending Provisions in Chapter 220, 324, and 330 of the Code of the Town of Holland as well as the Ordinance Creating Article VIIIA of Chapter 330 and

Creating §§330-22.B(2)(j), 330-22.3.B(2)(j), 330-22.6.B(2)(j), 330-23.B(2)(k), 330-24.B(2)(j), 330-26.B(2)(j), 330-34.B(2)(p), 330-35.B(2)(q), 330-36.B(2)(i) and 330-37.B(2)(h) of the Code of the Town of Holland, with one amendment to §330-56.11A.(13) and §330-56.11B.(6) to reflect that all equipment related to a solar energy system be totally removed and properly recycled no matter what the depth below the ground surface rather than a 4 foot depth during the decommissioning process. The motion carried by unanimous roll call vote.

18. Conditional use permit update for parcel 59006060360 at W2385 County Road A S:  
The property owner at W2385 County Road A S submitted information to Clerk Janelle Kaiser reflecting pertinent changes to the current conditional use permit on file for the property at W2385 County Road A S. Following review of that information, the Plan Commission authorized Janelle Kaiser to send a letter to the property owner at W2385 County Road A S to inform them that an application for a minor amendment to the conditional use permit be submitted to include an updated site plan and plan of operations. If an amended conditional use permit is granted, the permit would include the Town's current standard conditions for a conditional use permit and any special conditions as determined by the Plan Commission.
  
19. Termination of conditional use permits for parcels 59006064701 at N1312 Rauwerdink Rd, 59006061081 at N2286 County Rd KW, and 59006076561 at N1025 Cole Rd:  
Motion by Donald Becker, seconded by Jack Stokdyk, to terminate the conditional use permits on file for the following properties, whereas the Town of Holland has provided notice to the current property owners of the parcels and has obtained written consent from the property owners to forgo a public hearing as required by Town of Holland Code §330-52:
  - a. The conditional use permit issued to Kevin and Michele Hilbelink on April 2<sup>nd</sup>, 2012, to operate an auto repair shop on the parcel at 59006064701, whereas the Town of Holland Plan Commission has determined that the conditional use has been discontinued for a period of 12 months or longer pursuant to Town of Holland Code §330-52A.(3).
  - b. The conditional use permit issued to Robert and Sara Lammers on May 7<sup>th</sup>, 2012, to operate a trucking business on the parcel at 59006061081, whereas the Town of Holland Plan Commission has determined that the conditional use has been discontinued for a period of 12 months or longer pursuant to Town of Holland Code §330-52A.(3).
  - c. The conditional use permit issued to David and Mary Gronik on July 6<sup>th</sup>, 2020, to construct an accessory structure with a large aggregate footprint at parcel 59006076561, whereas the Town of Holland Plan Commission has determined that the conditional use has been abandoned pursuant to Town of Holland Code §330-52A.(3).
  
20. Conditional use permit review for parcels 59006066531 at W2189 Smies Road and 59006060740 at W2695 County Rd A S:
  - a. Review for parcel 59006066531 at W2189 Smies Road:  
The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required. The permit is still valid because the business is still operating as allowed by the permit. This permit will be reviewed periodically as determined the Town's conditional use permit review schedule.
  - b. Review for parcel 59006060740 at W2695 County Road A S:  
The Plan Commission authorized Clerk Janelle Kaiser to send a letter requesting updated information for the conditional use permits on file to inquire about the following:
    - (1) The conditional use permit granted to Mike Matysek to operate the business named Classy Woods LLC on the premises at W2695 County Road A S. The

letter will ask the property owner whether this business is still in operation at this location, and if not, if the business has been discontinued for a period of 12 months or longer to determine whether the permit should be terminated.

- (2) The conditional use permit granted to Randy Joosse to operate an excavation business on the premises at W2695 County Road A S. The letter will ask the property owner whether this business is still in operation at this location, and if not, if the business has been discontinued for a period of 12 months or longer to determine whether the permit should be terminated.
- (3) The conditional use permit granted to Randy Joosse to operate a self-storage business on the premises at W2695 County Road A S. The letter will ask if there should be any updates to the current conditional use permit on file and whether there are any additional uses on the premises.

Janelle Kaiser will include a copy of each conditional use permit on file with the letter.

21. Ongoing issues:

c. Applications being processed:

Required documents for the land division approved by the Holland Town Board for Kyle and Kimberly Ingelse have not been returned. Janelle Kaiser has attempted to contact the applicants multiple times by telephone. A certified letter will be sent to Kyle and Kimberly Ingelse to request that the required documents be completed and returned. In addition, Janelle will attempt to make a phone call to a known relative to inquire about any other means of communication. If no response is received, the Town Attorney will be contacted to assist with ordinance enforcement.

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:

The conditional use permits on file for Otte Bus Service at parcel 59006066742 and Hy-Way Transit service at parcel 59006066780 and 59006076432.

22. Public input:

None.

23. Review/approve attendance records for previous meeting:

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

24. Adjourn:

Motion by Donald Becker, seconded by Jack Stokdyk, to adjourn at 10:19PM; the motion carried by unanimous voice vote.

Respectfully submitted,  
Janelle Kaiser, Clerk