

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, June 7th, 2021 7:30pm

1. Call to order:
Plan Commission Chair David Huenink called the meeting to order at 7:30pm.
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 May 24th, 2021, and May 31st, 2021.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: David Huenink, Faith Opsteen, Jack Stokdyk, Matt Teunissen, Craig Droppers, David Mueller, Bryan Kaiser, Roy Teunissen, and Brody Stapel
Absentee(s): None
Signed-In Attendees: Jim Feyereisen, Kevin Risch, Rosanne Koneval, Emily Straka, and Matt Clementi
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:
Chair David Huenink suggested that item 17 be discussed following item 13 on the June 7th, 2021 meeting agenda. Motion by Brody Stapel, seconded by David Mueller, to adopt the agenda as presented for the June 7th, 2021 Plan Commission meeting to include the change in discussion order; 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. Clerk Janelle Kaiser included updated versions of draft cover pages that will accompany future land division, rezoning, and conditional use permit applications as well as an application completeness checklist that will accompany future Plan Commission applications regardless of application type. The Plan Commission requested minor modifications to the conditional use permit cover page and asked that the Town Board be notified of the project process. Going forward, the cover pages will be used for land division, rezoning and conditional use permit applications. The process improvement project will continue per the project timeline and will be discussed at a future Plan Commission meeting.
8. Review/approve minutes of previous meeting(s)
Motion by Faith Opsteen, seconded by David Mueller, to approve the minutes from the May 3rd, 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 David Mueller, to approve the May 2021 building

inspection report submitted by Tom Huenink as modified to include an addition for a missing address associated with a permit at N155 Surfside Drive; the motion carried by unanimous voice vote.

- b. Review/approve building permit requests needing Plan Commission review:
None.
- c. Discuss follow-up items:
 - (1) Roy Teunissen requested that Tom Huenink follow up on building permits for the properties listed below at the May 3rd, 2021 Plan Commission meeting. Tom Huenink provided the following information at the June 7th, 2021 Plan Commission meeting:
 - 1. Roof replacement for W3058 County Road G:
An after-the-fact building permit to include a double fee was collected for the roof replacement at W3058 County Road G. The permit was shown on the May building permit and inspection report approved at the June 7th, 2021 Plan Commission meeting.
 - 2. Roof replacement for N1159 County Road KW:
An after-the-fact building permit to include a double fee was collected for the roof replacement at N1159 County Road KW. The permit was shown on the May building permit and inspection report approved at the June 7th, 2021 Plan Commission meeting.
 - 3. Interior remodeling for W3041 County Road G:
Building Inspector Tom Huenink spoke with the owner of the property at W3041 County Road G. The property owner stated that no extensive interior remodeling work had occurred, though the owner reported work on interior flooring and a backsplash. Tom Huenink stated that he saw no evidence of interior remodeling, such as a dumpster, when he visited the property. Roy Teunissen indicated that he had previously observed significant interior changes to the property and a dumpster on the premises. The Plan Commission requested that Clerk Janelle Kaiser inform assessor Luke Mack of Associated Appraisal of this discussion so that an interior assessment could be requested during the assessor's next field work visit.

10. Public input

- a. Jim Feyereisen was present to discuss a potential acreage increase at parcel number 59006069391 (1.57 acres, zoned A-5). Jim stated that he would like to increase the size of the parcel in order to meet road frontage and acreage requirements for the A-5 zoning classification as provided by the Holland Town Code because the parcel is currently considered to be non-conforming. Jim would also like to increase the size of the parcel because he wants to enlarge an existing accessory structure and include existing tree lines on the property. The Town Code provides aggregate footprint maximums for accessory structures based on lot size, and the increase in acreage of Jim's property would allow him to enlarge the existing accessory structure to 3,000 square feet.
Chair David Huenink proposed that a boundary line adjustment be performed by Sheboygan County to increase the parcel size to 3.00 acres using land from the north and the east from parcel 59006069380 per the location map included in the June 7th, 2021 meeting packet. This adjustment would make the parcel conforming with the Town's lot size and road frontage requirements and the parcel could be rezoned A-1-S following the boundary line adjustment. The minimum lot size requirement for the A-1-S classification is

3.00 acres. This change would allow the 1.43 acres to remain within Farmland Preservation Zoning (FPZ) and would add 1.57 acres to FPZ. The remaining land that makes up parcel 59006069380 would be rezoned to A-PR because the parcel would no longer have any road frontage. The Plan Commission noted that the lack of road frontage on the remaining parcel could be a concern if surrounding land was sold and access to the farmland was impacted; Chair Huenink stated that the Feyereisen family's intention would be to sell that parcel with the contiguous land if the Feyereisen farm was ever sold. As a follow up to the May Plan Commission meeting, Chair David Huenink stated that he analyzed differences between the A-1-S and A-5 zoning classifications (Jim's homestead is currently zoned A-5) and followed up with Jim, who accepted those differences and is interested in rezoning 3.00 acres to the A-1-S classification. Both Jim and Chair Huenink had separately checked with Sheboygan County Planning Dept and confirmed that they had no issue with the proposed boundary line adjustment if the parcels were in common ownership. Jim will pursue that and submit a Plan Commission application for July.

11. Public hearings for:

- a. Onion River Solar LLC for a minor land division and rezoning:
Chair David Huenink called the public hearing for Onion River Solar LLC to order at 8:01pm. The property is located on Risseuw Road, parcel 59006064790 (zoned A-1, 35.00 acres). The land division would separate 6.50 acres of land from the parcel. The rezoning would rezone the 6.50 acres to A-PR. The request is to facilitate construction of an electric power substation associated with the proposed Onion River Solar facility. Matt Clementi of Stantec, who assisted Onion River Solar with the completion of the minor land division and rezoning application, commented that the company took the Plan Commission's previous request of minimizing the amount of farmland taken for the project into account during the planning phases of the substation, reducing the planned land area from 7.50-8.00 acres to 6.50 acres. Chair Huenink asked if there were any comments or questions from members of the public 3 times.
Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 8:04pm; the motion carried by unanimous voice vote.
- b. JASPI LLC for a minor amendment to an existing conditional use permit:
Chair David Huenink called the public hearing for JASPI LLC to order at 8:04pm. The property is located at W2385 County Road A S, parcel 59006060360 (zoned B-1, 3.72 acres). The request is to update the conditional use permit currently on file for the premises. Chair Huenink asked if there were any comments or questions from members of the public 3 times.
Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 8:06pm; the motion carried by unanimous voice vote.

12. Request by Onion River Solar LLC for a minor land division and rezoning:

Motion by Jack Stokdyk, seconded by David Mueller, to recommend that the Holland Town Board approve the request by Onion River Solar LLC for a minor land division of parcel 59006064790 and rezoning of 6.50 acres from A-1 to A-PR, contingent upon receipt of a signed application by an executive of Onion River Solar. Let the minutes show that a signed application, that included signatures from an executive of Onion River Solar LLC and the property owners, was received by the Town of Holland. However, the Plan Commission Chairman and Clerk requested that minor revisions be made to the initial application submitted

by Onion River Solar. At the time of this meeting, the Town of Holland had received written approval of the changes to the initial application from the property owners and were waiting on a signature from Onion River Solar. The motion carried by unanimous roll call vote. Faith Opsteen: Y; Brody Stapel: Y; David Mueller: Y; David Huenink: Y; Matt Teunissen: Y; Jack Stokdyk: Y; Roy Teunissen: Y.

Let the minutes also show that a minor land division occurred in December 2004 that created parcel 59006064790. Therefore, a land division is allowed at this time because Town of Holland code section 220-15F. provides that any and all resultant parcels or lots from a minor or major land division shall be prohibited from future land divisions for a period of 10 years from the Town approval date of such division of land.

13. Request by JASP1 LLC for a conditional use permit:

Motion by David Mueller, seconded by Matt Teunissen, to approve the request by JASP1, LLC for a minor amendment to an existing conditional use permit to include the general and special conditions as shown on the draft conditional use permit provided at the June Plan Commission meeting. The motion carried by unanimous roll call vote.

14. Termination of conditional use permit for Classy Woods LLC at W2695 County Road A S:

Motion by Faith Opsteen, seconded by Brody Stapel, to terminate the conditional use permit on file for the following property, whereas the Town of Holland has provided notice to the current property owner of the parcel and has obtained written consent from the property owner to forgo a public hearing as required by Town of Holland Code §330-52.

- a. The conditional use permit issued to Mike Matysek to operate a woodworking business named Classy Woods, LLC on June 4th, 2012, on the parcel at 59006060740, 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).

The motion carried by unanimous roll call vote.

15. Conditional use permit reviews for parcel 59006072432 at W1897 DeMaster Road, 59006065331 at W3737 County Road G, and 59006066920 at N708 County Road LL:

- a. Review for parcel 59006072432 at W1897 DeMaster Road:
The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required, whereas the trucking business is still in operation and has not significantly changed in operation or size. 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 59006065331 at W3737 County Road G:
The Plan Commission and Clerk acknowledged that the conditional use permit listed above was actually granted for parcel 59006064871 at W3787 Hoitink Road to construct a single-family residence. Clerk Janelle Kaiser will correct the Plan Commission Application database to update the parcel number, address, and nature of the permit and will remove the conditional use permit from the review schedule, as the Plan Commission does not review conditional use permits issued to construct single-family residences on a regular basis.
- c. Review for parcel 59006066920 at N708 County Road LL:
The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required, whereas the 3rd accessory structure constructed on the property still exists and does not appear to have changed. This permit will be reviewed periodically as determined the Town's conditional use permit review schedule.

16. Possible changes to Town Code § 330-12.B. Accessory Uses:

The Plan Commission discussed possible changes to § 330-12.B. Accessory Uses during the June 7th, 2021 meeting. Chair David Huenink will create a draft ordinance to update the code section using the suggestions and comments provided by the Plan Commission and present it at a future Plan Commission meeting.

17. Use of temporary enclosures for storage or office space:

Kevin Risch was present to discuss possible use of an intermodal storage/shipping container to store equipment at his property on County Road KW. The Holland Town Code currently doesn't address temporary enclosures for storage or office space, so the Plan Commission discussed potential ways to regulate their use within the Town's ordinances. The Plan Commission talked about possibly limiting the number of temporary enclosures that could be used per parcel, conditional use permits to use temporary enclosures for storage on a property, creating setback requirements for the enclosures, and limiting the use of the enclosure to storage only. The Plan Commission also concurred that these types of enclosures would not be classified as accessory structures due to their temporary nature.

The Plan Commission requested that Janelle Kaiser send an email to clerks throughout Sheboygan County to request information about how other local municipalities address these types of enclosures. Janelle will also call the Wisconsin Towns Association to ask if they have any useful information pertaining to the topic.

18. Ongoing issues:

a. Applications being processed:

No new information to report.

b. Conditional use permit reviews of indoor storage and excavation business for parcel 59006060740 at W2695 County Road A S:

(1) The conditional use permit to operate an excavation business on the premises at W2695 County Road A S was sent to the property owner, Randy Joosse, with a letter requesting any changes that should be made to the conditional use permit be reported in writing. Randy Joosse did not report any changes to the conditional use permit to operate an excavation business at W2695 County Road A S.

(2) The conditional use permit to operate an indoor storage business on the premises at W2695 County Road A S was sent to the property owner, Randy Joosse, with a letter requesting any changes that should be made to the conditional use permit be reported in writing. Randy Joosse did not report any changes to the conditional use permit to operate an indoor storage business at W2695 County Road A S. The Plan Commission acknowledged the 'Indoor storage' use still exists on the property and discussed the apparent 'Storage yard' use that is not covered by the current CUP. The Plan Commission concurred that a minor amendment to the conditional use permit should include the new use of the property.

c. Use of property for parcel 59006063431 at W2438 Hoftiezer Road:

Following the May Plan Commission meeting, Clerk Janelle Kaiser sent a letter to the property owner to request information about the business activity on the parcel and ask the property owner to demonstrate how the property usage complies with Town of Holland zoning ordinances. The letter provided options for the property owner should the property owner not be able to prove compliance. The Plan Commission suggested that the property owner apply for a rezoning from A-5 to B-1 zoning and for a conditional use permit to

operate a repair business in the B-1 district.

Further details about current use of the property can be found in the May 3rd, 2021 Plan Commission meeting minutes at www.townofholland.com.

- d. Use of property for parcel 59006065310 at W4266 County Road D:
This item was discussed at the May 10th, 2021 board meeting. Following the May 10th meeting of the Holland Town Board, Clerk Janelle Kaiser sent a letter to the property owner to request information about the usage of the parcel and to ask the property owner to demonstrate how the property usage complies with Town of Holland zoning ordinances. The letter provided options for the property owner should the property owner not be able to prove compliance. The Plan Commission suggested that the property owner apply for a rezoning from A-3 to A-T zoning and for a conditional use permit to conduct event barn activity in the A-T district.
Further details about current use of the property can be found in the May 3rd, 2021 Plan Commission meeting minutes at www.townofholland.com.
- e. Conditional use permit review schedule:
The Plan Commission will review conditional use permits for Karl Hoffmann at W2688 County Road G, Laura Logan at N772 Sauk Trail Road, and Pamela Davis at N2105 N. Pine Beach Road at a future Plan Commission meeting.

19. Public input:

- a. The next meeting of the Plan Commission will be held on Monday, July 5th, 2021.

20. 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.

21. Adjourn:

Motion by Jack Stokdyk, seconded by David Mueller, to adjourn at 9:42PM; the motion carried by unanimous voice vote.

Respectfully submitted,
Janelle Kaiser, Clerk