

TOWN OF HOLLAND PLAN COMMISSION  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
W3005 County Road G, Cedar Grove, WI 53013  
Monday, July 5<sup>th</sup>, 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 June 23<sup>rd</sup>, 2021, and June 28<sup>th</sup>, 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, and Brody Stapel  
Absentee(s): Roy Teunissen and Bryan Kaiser  
Signed-In Attendees: Jim Feyereisen, Robert Gauger, Leann Gauger, and Randy Joosse  
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:  
Motion by Brody Stapel, seconded by Jack Stokdyk, to adopt the agenda as presented for the July 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. Clerk Janelle Kaiser included a draft version of a conditional use permit detail support document for Plan Commission review. The project timeline was also reviewed by the Plan Commission. 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 June 7<sup>th</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 David Mueller, to approve the June 2021 building inspection report submitted by Tom Huenink as modified to include a correction of one typo for the permit at W4158 County Road D; the motion carried by unanimous voice vote.
  - b. Review/approve building permit requests needing Plan Commission review:  
None.

- c. Discuss follow-up items:  
None.

#### 10. Public input

- a. Lawrence McClane was not present at the July 5<sup>th</sup> Plan Commission meeting but has been in contact with Clerk Janelle Kaiser several times to discuss construction of a wheelchair ramp in the front of his residence at N1858 State Highway 32. The house appears to be approximately 65 feet from the centerline and the required setback is 100 feet from the centerline. An email from Lawrence included information about a temporary modular ramp to be installed in the front of his residence. The Plan Commission determined that a building permit would not be required for this ramp because it is not a permanent improvement to the property. Clerk Janelle Kaiser will send an email to Lawrence to pass along this information and also obtain a written confirmation from Lawrence that the ramp will be removed when its use is no longer needed.
- b. Robert and Leann Gauger were present to discuss a potential minor land division, rezoning, and conditional use permit request at parcel numbers 59006066511 (2.697 acres, zoned R-1) and 59006066490 (16.687 acres, zoned A-5). The Gaugers would like to construct a single-family residence for a family member within their land area in the near future and expand or construct an accessory building as a more long-term goal. The Plan Commission suggested that the Gaugers request a minor land division from the Town of Holland to divide approximately 1 acre of land from parcel number 59006066511 in order to create a parcel on which to construct the new single-family residence. The 1-acre parcel would retain R-1 zoning. The Gaugers could also request a boundary line adjustment from Sheboygan County Planning to increase the size of parcel 59006066511; this adjustment would move the boundary lines in order to include all existing accessory structures on parcel 59006066511 with appropriate setbacks. The increase in parcel size would also assist the Gaugers when they choose to request to construct or expand an accessory structure greater than 3,000 square feet, which is the current maximum footprint of a single accessory structure without a conditional use permit per Town ordinance. Following the boundary line adjustment, the Plan Commission recommended that the Gaugers request to rezone the remaining R-1 land within parcel 59006066511 (excluding the separated 1-acre parcel) to the A-5 zoning classification. The Plan Commission also advised the Gaugers that they should include a conditional use permit (CUP) request to conduct a landscaping business as a home occupation. The minor land division, rezoning, and CUP can be applied for on the same application. The Gaugers were advised to get in contact with a surveyor and contact Clerk Janelle Kaiser when they are ready to submit their application.
- c. Jody Kaat was not present to discuss a possible conditional use permit to conduct a home occupation on the premises at N754 County Road KW in either a new or existing accessory structure. The Plan Commission discussed information that was provided by Jody that included preliminary ideas for conducting the home occupation. Jody may attend a future Plan Commission meeting to further discuss the potential request or submit an application to conduct a home occupation at N754 County Road KW.

#### 11. Public hearings for:

- a. Jim Feyereisen for a rezoning:  
Chair David Huenink called the public hearing for Jim Feyereisen to order at 8:18pm. The properties are located at W3124 County Road K, parcel 59006069391 (1.57 acres, zoned A-5) and at County Road K, parcel 59006069380 (zoned A-1, 8.43 acres). The rezoning request is to rezone 1.57 acres of parcel 59006069391 to A-1-S, a minimum of 1.43 acres

of parcel 5906069380 to A-1-S, and approximately 7.00 acres of parcel 59006069380 to A-PR. The Plan Commission reminded Jim that the certified survey map to be submitted at a later date by Jim must show the land area to be rezoned to A-1-S as a minimum of 3.00 acres. There were no other comments from any members of the Plan Commission or the public.

Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 8:20pm; the motion carried by unanimous voice vote.

b. Ordinance to amend Town Code §330 Zoning:

Chair David Huenink called the public hearing for an ordinance to amend Town Code §330 Zoning to order at 8:21pm. There were no comments from any members of the Plan Commission or the public.

Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 8:21pm; the motion carried by unanimous voice vote.

12. Request by Jim Feyereisen for a rezoning:

Motion by Brody Stapel, seconded by David Huenink, to recommend that the Holland Town Board approve the request by Jim Feyereisen to rezone 1.57 acres of parcel 59006069391 to A-1-S, a minimum of 1.43 acres of parcel 5906069380 to A-1-S, and approximately 7.00 acres of parcel 59006069380 to A-PR, contingent upon:

- (1) receipt of a recordable certified survey map showing the appropriate boundaries and approximate lot sizes as shown on Jim Feyereisen's application for a rezoning to include a minimum lot size of 3.00 acres for the land area to be rezoned A-1-S
- (2) Processing and acceptance of the certified survey map by the Sheboygan County Planning Department showing the appropriate boundaries and approximate lot sizes as shown on Jim Feyereisen's application for a rezoning to include a minimum lot size of 3.00 acres for the land area to be rezoned A-1-S and completion of the boundary line adjustment by Sheboygan County Planning.

The motion carried by roll call vote. Matt Teunissen: Yes; Jack Stokdyk: Yes; Brody Stapel: Yes; Faith Opsteen: Yes; David Huenink: Yes; David Mueller: Abstain; Craig Droppers: Y.

13. Ordinance to amend Town Code §330 Zoning:

The Plan Commission discussed possible changes to amend Town Code §330 Zoning §330-12B., §330-12G., and §330-9.

Motion by Faith Opsteen, seconded by Jack Stokdyk, to recommend that the Holland Town Board adopt changes to §330-12B. as discussed during the July 5<sup>th</sup>, 2021 Plan Commission meeting; the motion carried by unanimous roll call vote. Faith Opsteen: Yes; Brody Stapel: Yes; Jack Stokdyk: Yes; Matt Teunissen: Yes; David Mueller: Yes; Craig Droppers: Yes; David Huenink: Yes.

The possible changes to amend Town Code §330-12G., and §330-9 will be discussed further within a future Plan Commission meeting.

14. Conditional use permit amendment for indoor storage business for parcel 59006060740 at W2695 County Road A S:

Randy Joosse was present at the July 5<sup>th</sup>, 2021 meeting but was not present at the time of the discussion of this agenda item. The Plan Commission had previously determined that while the use of 'indoor storage' still exists on the property as documented in the conditional use permit (CUP) on file for the property, the use of 'outdoor storage' or a 'storage yard' is not covered by the current CUP. The Plan Commission concurred at the June 14<sup>th</sup>, 2021 meeting that an

application for a minor amendment to a conditional use permit should be submitted for the business to include the new use of the property.

Motion by Jack Stokdyk, seconded by Brody Stapel, to recommend that the Holland Town Board waive the application fee for a minor amendment to the conditional use permit due to the very minor additions required to update the CUP; the motion carried by unanimous voice vote.

15. Conditional use permit reviews for parcel 59006066330 at W2688 County Road G, 59006077051 at N772 Sauk Trail Road, and 59006071220 at N2105 N. Pine Beach Road
  - a. Review for parcel 59006066330 at W2688 County Road G:  
The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required, whereas the refrigeration repair 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 59006077051 at N772 Sauk Trail Road:  
The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required, whereas the indoor and outdoor storage 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.
  - c. Review for parcel 59006071220 at N2105 N. Pine Beach Road:  
The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required, whereas the accessory apartment constructed on the property still exists and the use does not appear to have changed. This permit will be reviewed periodically as determined the Town's conditional use permit review schedule.
  
16. Ongoing issues:
  - a. Applications being processed:  
No new information to report.
  
  - b. 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 3<sup>rd</sup>, 2021 Plan Commission meeting minutes at [www.townofholland.com](http://www.townofholland.com).  
Janelle Kaiser received a call from the property owner in June and discussed the letter with the property owner. Chair David Huenink will follow up with a phone call during the month of July.
  
  - c. Use of property for parcel 59006065310 at W4266 County Road D:  
Clerk Janelle Kaiser sent a second letter via certified mail 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 on June 16<sup>th</sup>. The United States Postal Service tracking system showed that the letter was delivered on July 1<sup>st</sup>. At the time of the July 5<sup>th</sup> Plan Commission meeting, Clerk Janelle Kaiser had not received any communication from the property owner. This topic will be discussed at a future Plan Commission meeting.

Further details about current use of the property and correspondence sent by the Town can be found in the May and June 2021 Plan Commission and Town Board meeting minutes at [www.townofholland.com](http://www.townofholland.com).

d. Conditional use permit review schedule:

The Plan Commission will review conditional use permits for Al and Janelle Stern at W3134 Risseeuw Road, Brian Pronovost at W1172 Stokdyk Ingelse Road, and Grant Van Driest at N1066 Sauk Trail Road at a future Plan Commission meeting.

17. Public input:

None.

18. Review/approve attendance records for previous meeting:

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

19. Adjourn:

Motion by Jack Stokdyk, seconded by Brody Stapel, to adjourn at 10:28PM; the motion carried by unanimous voice vote.

Respectfully submitted,  
Janelle Kaiser, Clerk