

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, November 1st, 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 October 18th, 2021, and October 25th, 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, Craig Droppers, Roy Teunissen, and Bryan Kaiser
Absentee(s): David Mueller, Matt Teunissen, and Brody Stapel
Signed-In Attendees: Scott Soerens and Andy Walsh
Other Attendees: Randy Walvoord, Janelle Kaiser – Clerk, and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:
Chair David Huenink suggested that agenda items 16d. be discussed following agenda item 13 as shown on the agenda presented for the November 1st, 2021 Plan Commission meeting. Motion by Jack Stokdyk, seconded by Roy Teunissen, to adopt the agenda as presented to include the change in discussion order suggested by Chair Huenink for the November 1st, 2021 Plan Commission meeting; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:
The Plan Commission is continuing to 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, conditional use permits, and other types of applications or requests. Clerk Janelle Kaiser provided the project timeline and a project update to the Plan Commission to include the addition of improvements to the Town's building permit process to the project. 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 Bryan Kaiser, seconded by Roy Teunissen, to approve the minutes from the October 4th, 2021 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
 - a. Town Board action on Ordinance to amend Holland Town Code §330 Zoning to include sections §330-9, §330- 12, §330-94.E.-G, §330-95.C., §330-95.E., and §330-100:
Chair Huenink informed the Plan Commission that, per their recommendation, the Town Board adopted Ordinance 2021-08 to amend Holland Town Code §330 Zoning to include the above sections at the October 18th, 2021 Town Board meeting. A copy of the adopted ordinance was included in the November 1st, 2021 Plan Commission packet.

- b. Possible liquor license required for N1066 Sauk Trail Road (conditional use permit review follow-up item):
Grant Van Driest replied to a letter sent by the Township inquiring about retail sales of intoxicating liquor on the premises at N1066 Sauk Trail Road in September. He reported that retail sales are occurring on the premises. The Town Board and Town Clerk-Treasurer are pursuing this; Grant will need to obtain a retail liquor license on behalf of his business if he wishes to continue conducting retail sales of intoxicating liquor on the premises at N1066 Sauk Trail Road.

10. Building inspector items:

- a. Review/approve building permits report:
Motion by Jack Stokdyk, seconded by Bryan Kaiser, to approve the October 2021 building inspection reports submitted by Tom Huenink; the motion carried by unanimous voice vote.
- b. Review/approve building permit requests needing Plan Commission review:
None.
- c. Discuss follow-up items:
None.

11. Public input

- a. Marc Garofalo of Envy Properties LLC met with Chair Huenink and Clerk Janelle Kaiser in October to discuss a possible boundary line adjustment and rezoning for the property located at N2286 County Road KW (3.000 acres, zoned A-2). Marc would like to square off the homestead parcel to a size of 3.00 acres, rezone, and sell the parcel to include the homestead and 2 outbuildings. Chair Huenink provided the Plan Commission with information about Marc's plans and actions that may be taken in the event that any members had comments or concerns that should be passed on to Marc before he proceeds. Marc plans to apply for a boundary line adjustment with Sheboygan County to make the homestead parcel a mostly rectangular lot sized no less than 3 acres; the boundary line should be adjusted on the north and west lot lines to be 20 feet west of the northern shed. Marc also plans to apply for a rezoning of the future homestead parcel from A-2 to A-1-S, the remnant land area as a result of the boundary line adjustment from A-2 to A-1 and rezone the remaining A-2 portion of the parcel to A-1. Marc will likely pursue an easement so that his business to the west can continue to use the driveway west of the northwest shed.
Roy Teunissen commented on the exit for semi-trucks for the parcel that Marc conducts his business on to the west of the future homestead parcel. Chair Huenink stated that Marc talked about installing a new driveway off of County Road A South on the west side of the parcel for the semis to exit from. The Plan Commission did not have any other concerns about Marc's plans. Janelle Kaiser will contact Marc to let him know about the application deadline for the December Plan Commission meeting.
- b. Andy Walsh was present on behalf of Our Lady of the Lakes Congregation to discuss the property at W4274 County Road K (5.880 acres, zoned P-2). The parish wishes to separate the rectory and some surrounding land on the east side of the parcel so that it may be sold as a residence. The rectory and the church, located west of the rectory, are approximately 39 feet apart. The Plan Commission recognized that a request for a minor land division and rezoning would be required actions in order to accomplish this. A request for a special exception would also be needed in order to meet setbacks required by the P-2 and R-1 districts on the west side of the rectory. A special exception may be granted by the Plan Commission for yard requirements in the R-1 zoning district; the minimum setback for a dwelling in R-1 is 10 feet and the minimum setback in the P-2 zoning district is 25 feet. Andy stated that the parish wishes to give a 10-foot setback on the western border of the rectory. The Plan Commission recognized that the rectory might be less than 15 feet, the current minimum setback in R-1

without a special exception, from the eastern border of the parcel. If this is the case, the Plan Commission agreed that this should be included in the application for a special exception. The Plan Commission advised Andy that a certified survey map should be submitted with the application and also discussed how the property line will be drawn since the buildings are not squarely built on the parcel. The parish plans to apply for a minor land division, rezoning, and special exception to the Township for consideration at the December Plan Commission and Town Board meetings.

- c. Dean Mullikin contacted Chair Huenink on behalf of the owner at N1853 Tree Haven (0.161 acres, zoned R-1). The owners wish to raze the dwelling and garage currently existing on the lot and rebuild completely. A new dwelling, which would be non-conforming to current setback requirements, will be built on the existing footprint, so no action is required other than obtaining a building permit from the Township. However, the owners would like to build a new garage, which would also non-conforming to current setbacks, parallel to the lot line as opposed to the current garage's position which is on an angle. They would also like to increase the height of the garage. The Plan Commission agreed that the appropriate action for the property owners to take would be to change the proposed garage location so that it is parallel to the lot line with a 5-foot setback and acknowledged that the lot is very narrow at 45 feet. A 5-foot setback is allowed for accessory structures in the R-1 zoning district if a special exception is granted, so the Plan Commission recognized that an application for a special exception could be submitted for a reduced side setback of 5 feet. If granted, this would make the new garage a conforming structure, which would be required since the existing non-conforming garage will not be replaced within the existing footprint. Chair Huenink will contact Dean Mullikin to pass this information along.

12. Public hearings for:

- a. Randall Walvoord for a minor land division and rezoning:
Chair David Huenink called the public hearing for Randall Walvoord to order at 8:14pm. The property is located at N1509 State Road 32, parcel 59006063900 (zoned A-1, 41.470 acres). The minor land division request is to divide 3.00 acres from the parcel. The rezoning request is to rezone 3.00 acres to A-1-S and 17.00 acres to A-PR. Chair Huenink asked for comments from the public or the Plan Commission 3 times. There were no comments from any members of the Plan Commission or the public.
Motion by Jack Stokdyk, seconded by Bryan Kaiser, to close the public hearing at 8:15pm; the motion carried by unanimous voice vote.
- b. Ordinance to amend Holland Town Code §330 Zoning:
Chair David Huenink called the public hearing for the ordinance to amend §330 of the Holland Town Code to include the sections as presented at the November 1st Plan Commission meeting at 8:16pm. Chair Huenink explained the proposed changes and asked for comments from the public or the Plan Commission 3 times. There were no comments from any members of the Plan Commission or the public.
Motion by Jack Stokdyk, seconded by Roy Teunissen, to close the public hearing at 8:18pm; the motion carried by unanimous voice vote.

13. Request by Randall Walvoord for a minor land division and rezoning:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to recommend that the Holland Town Board approve the request for a minor land division and rezoning by Randall Walvoord to divide 3.00 acres from parcel 59006063900 and rezone from A-1 to A-1-S, as well as the rezoning of 17.00 acres from A-1 to A-PR; the motion carried by roll call vote. David Huenink: Y; Faith Opsteen: Y; Brody Stapel: Y; Roy Teunissen: Y; Matt Teunissen: Y; Jack Stokdyk: Y; David Mueller: Y.

14. Ordinance to amend Holland Town Code §330 Zoning:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to recommend that the Holland Town Board adopt the changes to §330 of the Holland Town Code as presented at the November 1st Plan Commission meeting in the form of draft Ordinance 2021-10; the motion carried by roll call vote.

15. Conditional use permit reviews for N2401 Cardinal Lane, W2158 Amber Lane, N567 Marine Drive, and W1169 Stokdyk Ingelse Road:

a. Review for N2401 Cardinal Lane:

The Plan Commission reviewed the conditional use permit and special exception for the above property and determined that no changes are required, whereas the accessory buildings are constructed within the footprint as allowed by the permit and special exception.

b. Review for W2158 Amber Lane:

The Plan Commission reviewed the conditional use permit for the above property. The permit was to construct an accessory structure greater than 10,000 square feet which would be constructed in 2 phases. Phase 1 was to begin within 1 year of the date that the land covenant was signed and completed within 3 years. Phase 2 was to begin within 3 years of the date that the land covenant was signed and completed within 5 years. The PC determined that this should remain on the agenda to be discussed at a future board meeting to determine whether Phase 1 construction had begun as required by the permit. Clerk Janelle Kaiser will contact Building Inspector Tom Huenink for follow-up.

c. Review for N567 Marine Drive:

The Plan Commission reviewed the conditional use permit for the above property and determined that no changes are required, whereas the accessory buildings are constructed within the footprint as allowed by the permit.

d. Review for W1169 Stokdyk Ingelse Road:

The Plan Commission reviewed the conditional use permit for the above property and determined that no changes are required, whereas the 8-foot fence allowed by the permit is still existing as allowed by the permit.

16. Ongoing issues:

a. Applications being processed:

None. No new information to report.

b. Use of property at W2438 Hoftiezer Road:

No new information to report. Chair Huenink will follow up with the property owner. Further details about current use of the property can be found in the May 3rd, 2021 Plan Commission meeting minutes at www.townofholland.com. This item will be discussed at a future Plan Commission meeting.

c. Use of property at W4245 Risseeuw Road:

No new information to report. A letter was sent to the property owner on October 19th and no reply has been received yet.

Further details about current use of the property can be found in the October 4th, 2021 Plan Commission meeting minutes at www.townofholland.com. This item will be discussed at a future Plan Commission meeting.

- d. Use of property at W3070 Hoitink Road:
 Scott Soerens was present to discuss use of the property at W3070 Hoitink Road (5.060 acres, zoned A-2). Clerk Janelle Kaiser sent a letter to Scott in September regarding the use of outdoor storage of trailers and trucks for business purposes on the property. Scott acknowledged that the property is being used for outdoor storage of equipment and materials for his construction business. The Plan Commission advised him that the current use is not allowed within the A-2 zoning classification and also does not comply with home occupation standards. The Plan Commission acknowledged that in order to conduct business activity on the property, a request to rezone a portion of the property to the B-1 (business) zoning district is likely the best course of action. If a portion of the property were to be rezoned to B-1, a rezoning of the remaining land would also be required since the minimum lot size is 5.000 acres in the A-2 zoning district. The Plan Commission recognized that the A-5 district would likely be the best option for rezoning. Scott would also need to apply for a conditional use permit to operate a business. The Plan Commission and Scott discussed requirements of B-1 and A-5 zoning districts and mapped out a rough land area for the potential B-1 portion of the parcel. Clerk Janelle Kaiser will set up a meeting with Scott and Amy Soerens to assist them with their application and will also follow up in writing with the requirements discussed at the November 1st Plan Commission meeting.
- e. Records updated to correct zoning classification at N1010 County Road KW:
 Chair Huenink reported that Sheboygan County records have been updated to record the correct zoning classification for the property at N1010 County Road KW. The property was rezoned to A-1-S in 2017 and the rezoning was incorrectly reported to Sheboygan County. The records will be updated to reflect A-1-S zoning rather than R-1 zoning. This item will be removed from future agendas.
- f. Conditional use permit violation for W2730 County Road A South:
 Chair Huenink reported that the undeveloped portion of land at W2730 County Road A South had been mowed as required by the conditional use permit as of November 1st, 2021. The violation has been corrected and this item will be removed from future agendas.
- g. Conditional use permit review schedule:
 The Plan Commission has completed its review of conditional use permits issued from the year 2012 through 2019 as documented on the conditional use permit review schedule. The Plan Commission agreed that a listing of conditional use permits should appear annually in the June meeting packet so that the commission can determine which permits should be reviewed going forward.

17. Public input:

- a. Jack Stokdyk inquired about whether the B-1 zoning district provides a limit for structure size. The district provides no limit on the size of the structure, however, the Plan Commission recognized that Sheboygan County must also approve the building and stormwater management plans for structures of a certain size.
- b. Janelle Kaiser reported that public comment was received about 3 lights facing west and 1 facing north on Smies Road on the property operated by CG Services along Interstate 43. This item will be added to a future Plan Commission agenda and discussed at a future meeting.
- c. Janelle Kaiser reminded Plan Commission members to submit any information they have about agricultural drainage tile or irrigation lines running underneath Town roads or in the Town road right-of-way. The Township is building a database to document known tile in these locations to be provided to utility companies when the Town issues utility permits for work in

Town road right-of-ways.

18. Review/approve attendance records for previous meeting:

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

19. Adjourn:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 10:18PM; the motion carried by unanimous voice vote.