

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, February 7th, 2022 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 January 24th, 2022 and January 31st, 2022.
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, Bryan Kaiser, David Mueller, Matt Teunissen, and Brody Stapel (arrived at approximately 7:38pm)
Absentee(s): Roy Teunissen
Signed-In Attendees: Daniel Schueller, Ruth Schueller, David Plekenpol, Kelly Caswell, and Lisa Caswell
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:
Motion by Jack Stokdyk, seconded by David Mueller, to adopt the agenda as presented for the February 7th, 2022 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, building permits, and other types of applications or requests. Clerk Janelle Kaiser provided the project timeline and a project update to 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 David Mueller, seconded by Matt Teunissen, to approve the minutes from the December 6th, 2021 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
 - a. Andy Walsh on behalf of Our Lady of the Lakes Catholic Congregation for a minor land division and rezoning:
Chair Huenink report that the Holland Town Board accepted the recommendation of the Plan Commission and approved the minor land division and rezoning request by Andy Walsh on behalf of Our Lady of the Lakes Catholic Congregation on December 13th, 2021.

- b. Marc Garofalo on behalf of Envy Properties LLC for a rezoning:
Chair Huenink reported that the Holland Town Board accepted the recommendation of the Plan Commission and approved the rezoning request by Marc Garofalo on behalf of Envy Properties LLC on December 13th, 2021.
- c. Ordinance 2021-11 to amend Holland Town Code §330 Zoning
Chair Huenink informed the Plan Commission that, per their recommendation, the Town Board adopted Ordinance 2021-11 to amend Holland Town Code §330 Zoning at the December 13th, 2021 Town Board meeting. A copy of the adopted ordinance was included in the February 7th, 2022 Plan Commission packet.

10. Building inspector items:

- a. Review/approve building permits report:
Motion by Jack Stokdyk, seconded by David Mueller, to approve the December 2021 and January 2022 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. David Plekenpol of N2417 Cardinal Lane (parcel 59006070390, zoned R-1, 0.890 acres) was present to discuss a possible addition to his residence on the parcel. The residence is currently in compliance with all setbacks in the R-1 zoning district, however, the proposed addition to the structure requests a 10-foot setback from the southern lot line while the R-1 zoning district currently requires a 15-foot side setback for a residence. The Plan Commission recognized that David could submit a Plan Commission application for a special exception to allow for a reduced setback of 10 feet for the residence. They also recognized that the residence of the neighbor to the south is near the lot line and directly across from the proposed addition, therefore, the proposed addition would cause the residences to be close to each other. David stated that the neighbor to the south supports the proposed addition; the Plan Commission acknowledged that written support from the neighbor would be a beneficial attachment to a special exception application for this request.
- b. Daniel and Ruth Schueller of N962 Kneprath Road (parcel 59006065326, zoned A-5, 26.190 acres) were present to discuss a possible minor land division. Daniel and Ruth would like to separate a piece of land (acreage undetermined) from the current parcel to include the existing accessory structure on the property. The Plan Commission recognized that the owners could apply for a minor land division to separate a minimum of 3.000 acres from the current parcel and retain the A-5 classification for both resultant parcels. They also acknowledged that adequate road frontage to create another parcel in the A-5 district exists and that based on information the Schuellers provided any previous moratorium on land divisions for the current parcel would have expired approximately 10 years ago.

12. Public hearings for:

- a. David Mueller for a minor land division and rezoning:
Chair David Huenink called the public hearing for David Mueller to order at 8:12pm. The property is located at W3090 County Road K, parcel 59006069490 (zoned A-1, 30.000 acres). The minor land division request is to divide 3.000 acres from the parcel and rezone

the 3.000 acres to A-1-S. Chair Huenink asked for comments from the public or the Plan Commission three 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 8:13pm; the motion carried by unanimous voice vote.

- b. Grant Van Driest for an amendment to an existing conditional use permit:

Chair Huenink called the public hearing to order for Grant Van Driest at 8:13pm. The property is located at N1066 Sauk Trail Road, parcel 59006066690 (zoned R-1 and B-1, 4.880 acres). Chair Huenink asked for comments from the public or the Plan Commission three times. 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 8:14pm; the motion carried by unanimous voice vote.

13. Request by David Mueller for a minor land division and rezoning:

Let the minutes show that Plan Commission member David Mueller recused himself from voting for this request.

Motion by Jack Stokdyk, seconded by Faith Opsteen, to recommend that the Holland Town Board approve the request for a minor land division and rezoning by David Mueller to divide 3.000 acres from parcel 59006069490 and rezone 3.000 acres from A-1 to A-1-S as shown on the certified survey map submitted with the application, contingent upon receipt of the following items:

- a. A plat of survey delineating at least 17.000 acres of A-1 land located anywhere in the Township to be rezoned from A-1 to A-PR
- b. A new recordable copy of the certified survey map provided with the application signed by the surveyor and David Mueller that includes standard language as provided by 220-15 of the Holland Town Code as well as any standard language required by Sheboygan County on all certified survey maps
- c. Full legal descriptions for each newly created parcel as a result of the minor land division

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

14. Request by Grant Van Driest for an amendment to an existing conditional use permit:

The consensus of the Plan Commission was to table the request by Grant Van Driest for an amendment to an existing conditional use permit until the following items missing from the application submitted are received:

- a. A revised site plan to show where outdoor or indoor events will be held and where lights and cameras as described in the application will be installed
- b. A plan of operations document to include hours of operation for the business, hours for events to be held, number of events to be held per month
- c. Information about whether special conditions from the original conditional use permit should remain or be updated as part of the amendment to reflect current operations of the business

Clerk-Treasurer Janelle Kaiser will contact Grant to inform him of the additional application information required by the Plan Commission.

15. Ongoing issues:

- a. Applications being processed:
Clerk-Treasurer Janelle Kaiser is waiting for required recording documents to be returned from Our Lady of the Lakes Congregation. Required recording documents have been returned by Tai Tai Holding LLC and will be mailed to the Sheboygan County Register of Deeds.
- 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:
Clerk Janelle Kaiser sent a letter to the new owner of the property to provide guidance about Town ordinances regarding use of one of the accessory structures on the property. This item will be removed from future agendas.
- d. Rezoning and conditional use permit required for at W3070 Hoitink Road – application expected:
An application for a rezoning and CUP is expected from Pushing Perfection Concrete and Construction LLC. Further details about current use of the property can be found in the November 1st, 2021 Plan Commission meeting minutes at www.townofholland.com. The Plan Commission advised Clerk Janelle Kaiser to follow up with the property owners about the required application documents and deadlines.
- e. Status of accessory structure construction and use allowed by conditional use permit at W2158 Amber Lane:
In late November 2021, Clerk Janelle Kaiser received a call from Kevin in the Sheboygan County Planning Department about use of the accessory structure at W2158 Amber Lane. Kevin stated that he observed a potential dwelling unit existing within the structure to include a sleeping quarters, sanitary facilities, and food preparation area. Clerk Janelle Kaiser received an email from one of the property owners, Tom Race, which stated that there is no sleeping area within the structure, though a food preparation area and sanitary facilities are present inside the structure. The Plan Commission asked that Clerk Janelle Kaiser follow up with Kevin at Sheboygan County to ask for further details about what he observed on the property in December.
At the February Plan Commission meeting, the Plan Commission instructed Clerk Janelle Kaiser to send a letter to the owners at W2158 Amber Lane to inform them that Building Inspector Tom Huenink will be contacting them to set up a time to inspect the property for a possible dwelling unit in the existing accessory structure.

16. Public input:

- a. Bryan Kaiser inquired about whether a possible addition to a structure on his property would change the use classification. The Plan Commission advised that if the building is used primarily for agriculture, meaning the percentage of the structure used for agricultural outweighs minor residential use (such as parking a vehicle), the use classification would not be affected.
- b. Craig Droppers inquired about whether the Township had received any recent proposals for wind energy developments in the Town of Holland. Chair Huenink advised that the

Township had not been contacted by any developers at that time.

17. Review/approve attendance records for previous meeting:

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

18. Adjourn:

Motion by Jack Stokdyk, seconded by Brody Stapel, to adjourn at 9:40PM; the motion carried by unanimous voice vote.