

Plan Commission Meeting Minutes

Town of Holland
Sheboygan County, Wisconsin

Date: Monday, January 4, 2016

Time: 7:30 PM

Place: Town of Holland Hall, W3005 County Road G

The numbering of the Minutes corresponds to that of the Agenda:

1. Call to order.
Chairman Don Becker called the meeting to order at 7:30 PM.
2. Pledge of Allegiance.
The Pledge of Allegiance was recited.
3. Certify that the requirements of the Wisconsin Open Meetings law have been met.
Chairman Don Becker so certified.
4. Record retention certification.
The Plan Commission clerk stated record retention was up-to-date.
5. Roll call.
Attendees: Don Becker, David Huenink, Trevor Mentink, David Mueller, Eugene Schmitz, Jack Stokdyk, Matthew Teunissen, Roy Teunissen, Nathan Voskuil
Absentee(s) N/A
Attendee: Tom Huenink – Building Inspector, Louise Huenink - Clerk
6. Adopt agenda as official order of business.
David Huenink made a motion to adopt the agenda as presented. Jack Stokdyk supported the motion.
The motion passed by a unanimous voice vote.
7. Review/approve minutes of prior meeting(s).
The 6:00pm meeting minutes had no corrections.
The 7:30pm meeting minutes. Roy Teunissen had two minor corrections in item #9. Frank & Theresa Otte should be Rick & Theresa Otte. In the next paragraph, Arensen should be Arensten. Jack Stokdyk made a motion to approve the minutes with these corrections. Roy Teunissen supported the motion.
The motion passed by a unanimous voice vote.
8. Building Inspector Reports:
 - a. Review/approve building permits report.
Jack Stokdyk made a motion to approve the building permits report as presented. David Mueller supported the motion. The motion passed by a unanimous voice vote.
 - b. Follow-up item(s):
None.

9. Public input.

Kevin Gerard owns property at N2047 South Pine Beach Rd. He said he received a letter from Shoreland Zoning stating they checked over the cabin and guest house and informed him he needed to separate his parcel into two properties because there are two residences. Kevin does not want to do this and that the second building is not a residence. Upon checking it was determined there are two adjacent parcels with a combined width of about 118 feet.

The “Cabin”: Kevin said the residence is a really old “cabin” that has no furnace and a wood burning stove which is no longer safe to use. They do not use the cabin during cold weather. Jack reported that the cabin has electric baseboard heat and the former owners lived in it year round. The cabin is located predominately on the northern parcel, on the sand dune close to Lake Michigan and is about 1,800 sq.ft. Part of the structure crosses the property line between the two co-owned parcels.

The “Guest House”: Kevin said the second building is a guest house that they built in 2004 and later extensively expanded and remodeled. It contains bedrooms, a bathroom, a kitchen sink, a stove, a refrigerator and tables. Kevin said it does not have a kitchen because there are no built-in food storage cabinets, pantry, dishwasher or waste disposal. He said the stove was only for making hot chocolate and the refrigerator only for cold water and beer. He reported no food was stored in the building. They use this structure in the winter. The guest house is located on the southern parcel, setback further from the lake, is two stories and is about 1,500 sq. ft.

Kevin purchased the property in May 2002. He reported that the assessor said the property was under utilized and supported two structures. So they expanded the ‘guest house’ following all governmental requirements and setbacks. The same septic system is used by both structures.

Kevin is looking for directions as to what they need to do to comply with the Town’s ordinances. From earlier communications, Don Becker had been under the impression that Kevin wanted to do a major remodeling of the cabin but that does not appear to be correct now.

Kevin offered to bring in a survey to show that both structures are within the property lines, although the County website shows the cabin crossing the property line. It was also questioned if a permit was granted for the septic system hookup when they added a bathroom to the guest house. Don Becker recommended this topic be put on a future Plan Commission agenda so that additional information could be gathered and it can be discussed further. Don offered to contact Sheboygan County Planning to gather information related to the letter, county requirements and the septic system.

Rosemarie & Clarence Hilbelink are interested in purchasing an A-5 property at W3922 County Road A South, near the intersection of County Roads GW & A, which is currently owned by Chuck Lammers. There is a garage on the property, about 54-ft by 40-ft or about 2,600 sq. ft. They would like to add an “in-law” apartment and sunroom on the front. Due to the parcel size and wetlands it would be difficult to build a separate house. The current garage is setback about 150-ft from road centerline. County ordinance is 75-ft setback so some addition on the front is possible. Per Town ordinance 330-17 the minimum floor area of a dwelling is 1,300 sq. ft. and minimum width is 20-ft. There is a septic mound system on the east side but apparently no other septic components. The Hilbelinks are considering purchasing a motor home and asked about keeping it on the property and using it there. Current ordinance authorizes the Building Inspector to issue a permit allowing a camper to be resided in for up to 60 days, with one 60-day extension also possible. It could not be connected to the septic system but could be connected to electric and water if the proper connections were used. Don Becker said that keeping a camper within the garage would be no issue.

It was suggested that they find out if there is a septic system in place before purchasing the property. They should check with Sheboygan County Planning, 920-459-3060, about the septic system and if any Shoreland Zoning pertains. They may also need to talk to the DNR regarding the wetlands. A Conditional Use Permit from the Town and a building permit from the Building Inspector would be required to modify the existing structure to include a residence.

10. Discuss/act on revision of Town of Holland Ordinances to support the WI Working Lands Initiative
 - * Kevin Struck from the UW-Extension led the discussion.
 - * A-2 zoning - Needed to add “maximum of 19.99 acres” for the size of a parcel.
 - * R-1 zoning – Needed to add wording for parcels that are not on Lake Michigan.
 - * A-1 properties smaller than 20 acres and within Town of Holland FPA were reviewed to determine appropriate rezoning.
11. Discuss/act on Conditional Use Permits for reduced setbacks
Tabled until future meeting.
12. Discuss/act on training for Board of Appeals member
Tabled until future meeting.
13. Discuss/act on the new Town of Holland website
Don Becker said the website is not live yet but may be in a couple of weeks. He asked the Plan Commission members to review the site and submit suggestions.
14. Discuss/act on ongoing issues:
 - a. Status of applications being processed.
There were no questions on the report presented.
 - b. Conditional Use Permit for CG Services Smies Road facility
The delinquent 2015 tax payment was received. Since another payment is due January 31, 2016 the pending CUP processing will continue to be held until that payment is also received. For the future Jack Stokdyk suggested that the Town Treasurer notify the Plan Commission of any delinquent tax payments so action could be considered against any person with a CUP. Chairman Don Becker asked the Plan Commission Clerk to email the Town’s Treasurer, Craig Droppers, to request such notifications.
 - c. Add the Highway Right of Way information onto the Town’s website.
This information is now on the Town’s website.
 - d. After zoning changes - Zoning violation in R-1 District and failure to obtain building permits for improvements.
 - e. After zoning changes - Create a revised Zoning Ordinance Summary.
 - f. After zoning changes – Consider requiring a Driveway Placement Approval form with relevant applications
15. Public input.

David Huenink reminded everyone of the special joint meeting of the Town Board, Plan Commissions

and Board of Appeals to review the proposed ordinance changes on Monday January 18, 2016 at 7:30PM.

16. Review/approve attendance records for prior and current meeting(s).

David Mueller made a motion to approve the attendance records as presented. Jack Stokdyk supported the motion. The motion passed by a unanimous voice vote.

17. Adjourn.

Jack Stokdyk made a motion to adjourn at 10:14 PM. David Mueller supported the motion. The motion passed by a unanimous voice vote.

Respectfully submitted,
Louise Huenink, Plan Commission Clerk
January 5, 2016