

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, October 4th, 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 September 20th, 2021, and September 27th, 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, Roy Teunissen, Bryan Kaiser, and Brody Stapel
Absentee(s): None
Signed-In Attendees: Randy Walvoord, Joshua Puls, Melissa Puls, Kathy Hansen, Ron Hansen, Sally Bley, Michael Bley, Mark Tellier, and Judith MacKenzie
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:
Chair David Huenink suggested that agenda items 12a. and 13 be discussed following agenda item 8 as shown on the agenda presented for the October 4th, 2021 Plan Commission meeting. Motion by Jack Stokdyk, seconded by David Mueller, to adopt the agenda as presented to include the change in discussion order suggested by Chair Huenink for the October 4th, 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, conditional use permits, and other types of applications or requests. Clerk Janelle Kaiser provided draft versions of a special exception application cover form and a temporary occupancy cover form 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 David Mueller, seconded by Roy Teunissen, to approve the minutes from the September 7th, 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 Plan Commission recommendation of approval for rezoning requested by Stuart and Linda Ten Haken:
The Holland Town Board accepted the recommendation of the Plan Commission and approved the rezoning request by Stuart and Linda Ten Haken on September 13th, 2021.
 - b. Agricultural drainage tile located in the road right-of-way and utility permits:
The Town Board concurred that notifying property owners of possible utility work and

providing for a time window to respond about the location of tile or irrigation would delay utility work unnecessarily. Requesting this information from property owners in advance of utility permit requests would give property owners adequate time to report known tile and irrigation that travels under roads and within the road right-of-way. The Town Board concurred that maintaining a database for approximate locations of drainage tile and irrigation lines that could be affected by utility work would allow Department of Public Works and Property Director Nate Voskuil to review potentially affected areas prior to issuing a utility permit without holding up the process. Clerk-Treasurer Janelle Kaiser will start a spreadsheet for the collection of this information and will begin collecting information from members of the Town Plan Commission and Town Board to test the collection process and determine what information is valuable to collect.

- c. Possible liquor license required for N1066 Sauk Trail Road (conditional use permit review follow-up item):
A letter was sent to Grant Van Driest by Clerk Janelle Kaiser in September. More details about this item can be found within the September 7th, 2021 Plan Commission minutes and September 13th, 2021 Town Board meeting minutes.
- d. Property usage at W4266 County Road D:
The Town Board concurred that this item should be removed from future agendas, as there have been no further complaints from neighboring property owners, and as there has been no evidence presented to indicate that the barn on the property is being used for an event barn business.

10. Building inspector items:

- a. Review/approve building permits report:
Motion by Jack Stokdyk, seconded by David Mueller, to approve the September 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:
Tom Huenink reported that Jon and Sheila Voskuil inquired about constructing a structure for agricultural use on vacant land (currently zoned A-5) that they plan to acquire along County Road LL. Jon has stated that he would like to convert the building to be used for electrical repair services in the future. Tom Huenink reported that Jon would not need state approval for the commercial building, should it be converted into a repair shop, if the building has a footprint of less than 25,000 cubic feet. Jon and Sheila have discussed their plans with the Town and have been informed of the requirement to rezone and obtain a conditional use permit if they wish to pursue the electrical services business on the vacant land along County Road LL.
- c. Discuss follow-up items:
None.

11. Public input

- a. Randy Walvoord was present to discuss a potential minor land division and rezoning at the north-east corner of State Highway 32 and Walvoord Road (parcel number 59006063900, 41.470 acres, zoned A-1). Randy would like to divide off the homestead and most buildings on the parcel while preserving as much farmland is possible. The Plan Commission suggested that Randy could apply for a minor land division and rezoning to separate the homestead and buildings by creating a 3.00-acre parcel and rezoning the land to A-1-S. All A-1 land is included in Farmland Preservation Zoning, including Randy's parcel; rezoning the land to A-1-S keeps the land within Farmland Preservation Zoning, which achieves Randy's aforementioned goal of preserving farmland. The Plan Commission recognized that Randy's application should include a request to rezone 17.00 acres from A-1 to A-PR. The Plan

Commission informed Randy that a certified survey map should be submitted with his application as well as an exhibit showing the 17.00 acres to be rezoned to A-PR. Clerk Janelle Kaiser provided Randy with an application form that should be submitted by Wednesday, October 13th.

12. Public hearings for:

a. Joshua and Melissa Puls for a special exception:

Chair David Huenink called the public hearing for Joshua and Melissa Puls to order at 7:37pm. The property is located at W1266 Stokdyk Ingelse Rd, parcel 59006071390 (zoned R-1, 0.300 acres). The special exception request is to maintain an existing 8-foot fence located along a portion of the east side of the property. Michael Bley, Sally Bley, Ron Hansen, and Kathy Hansen, all neighbors of the Puls', expressed full support of the Puls' application to maintain the existing 8-foot fence on their property.

Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 7:40pm; the motion carried by unanimous voice vote.

b. 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 David Huenink called the public hearing for the ordinance to amend the above sections of Holland Town Code §330 at 8:38pm. 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 David Mueller, to close the public hearing at 8:39pm; the motion carried by unanimous voice vote.

13. Request by Joshua and Melissa Puls for a special exception:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to approve the special exception request by Joshua and Melissa Puls to maintain the existing 8-foot fence along the east side of their property, whereas the 8-foot fence is justified by the privacy needs of the property owners due to the topography of the property in relation to the neighboring property owner to the east; whereas, the side yard setback for the single-family home of the neighboring property owner to the east is only 5 feet, and the current required setback for a single-family home in the R-1 zoning district is 15 feet; and whereas both effected lots are only 75-feet wide; therefore, it was determined that the privacy needs of the applicant are justified in this case because the neighboring property owner's dwelling is constructed much closer to the lot line than the standard setback and sits on a lower grade, making it difficult to maintain privacy if the fence was constructed at 6 feet as provided by Town ordinance. Let the minutes show that the Town Plan Commission reviewed criteria within Holland Town Code §330-57.1 and recognized their ability to take up the request by Joshua and Melissa Puls because the request involved a yard requirement within the R-1 zoning district.

Let the minutes also show that the Plan Commission informed Joshua and Melissa Puls that there is responsibility placed on the property owner to ensure that improvements made to a property follow Town ordinances. The Puls' did obtain a building permit for the fence and may not have been informed of the height restriction, but the ordinances are readily available to the public for their review.

Matt Teunissen suggested that the Town's building permit application process could be improved by providing more direction to property owners on the application. Depending upon the improvement that a property owner wishes to make, a reference to the section of the Holland Town Code that applies to that improvement could be made available on the application so that the property owner can easily review it. This may have prevented the after-the-fact special exception application in the case of the Puls' and would likely help other property owners in the Township better understand requirements provided by the Town's code.

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 to include sections §330-9, §330-12, §330-94.E.-G, §330-95.C., §330-95.E., and §330-100:
 Motion by Jack Stokdyk, seconded by Faith Opsteen, to recommend that the Holland Town Board adopt the changes to §330-9, §330-12, §330-94.E.-G, §330-95.C., §330-95.E., and §330-100 of the Holland Town Code to include the changes as discussed during the October 4th Plan Commission meeting; the motion carried by roll call vote. Matt Teunissen: Y; Jack Stokdyk: Y; David Mueller: N; David Huenink: Y; Faith Opsteen: Y; Brody Stapel: Y; Roy Teunissen: Y.

15. Conditional use permit reviews for N1010 County Road KW, N2091 County Pine Beach Road South, N985 Smith Drive, and W2730 County Road A South
 - a. Review for N1010 County Road KW:
 The Plan Commission reviewed the conditional use permit for the above property and recognized that the application submitted by the property owners in September of 2017 requested rezoning from A-2 to R-1 and a conditional use permit for the footprint of accessory structures, however, the October 2017 Plan Commission and Town Board meeting minutes reflect that a rezoning from A-2 to A-1-S was approved. Chair Dave Huenink stated that the Sheboygan County Zoning Map does not reflect A-1-S zoning for the parcel, rather, it reflects R-1 zoning. This item will be added to ongoing issues and will be discussed at a future Plan Commission meeting, as records need to be updated to reflect the correct zoning for the 3.00-acre parcel at N1010 County Road KW.
 The Plan Commission and Town Board acknowledged in October 2017 that a conditional use permit was no longer needed for the property at N1010 County Road KW because the house and barn would be rezoned to A-1-S, so it was removed from the application request and therefore can be removed from the Plan Commission's conditional use permit review schedule.

 - b. Review for N2091 County Pine Beach Road:
 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.

 - c. Review for N985 Smith 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 W2730 County Road A South:
 The Plan Commission reviewed the conditional use permit for the above property and acknowledged that the permit provides that the petitioner shall maintain the undeveloped portion of the land either by farming it for a crop or by mowing it regularly to control weeds. Members of the Plan Commission recently observed that the undeveloped portion of the parcel has not been mowed in quite some time and the weeds have been allowed to grow substantially. Clerk Janelle Kaiser will send a letter to RJ Sheboygan LLC, the conditional use permit holder, to inform them that they are currently in violation of the conditional use permit conditions. The letter will state that the weeds should be maintained within 30 days of the letter date.

16. Conditional use permit termination for Al and Janelle Stern at W3134 Risseeuw Road:
 Clerk Janelle Kaiser stated that Al and Janelle Stern do not wish to terminate the conditional use

permit for a small engine repair shop at W3134 Risseeuw Road, as the business is still operating during the winter months. This item will be removed from future agendas.

17. Use of property at W4245 Risseeuw Road:

Clerk Janelle Kaiser was contacted by an appraisal company regarding compliance with the Town's zoning ordinance at W4245 Risseeuw Road. The appraiser reported that a second dwelling to include a kitchen, bathroom, and sleeping quarters was located on the second floor of one of the accessory structures on the property. Janelle requested photos or further details from the appraiser but was told by the appraiser that another firm was now handling the appraisal. Janelle will send a letter to the property owners at W4245 Risseeuw Road to request further details about the possible second dwelling unit, to determine whether it would actually be classified as such, as a second dwelling unit on one parcel would be in violation of the Holland Town Code.

18. Use of property at W3070 Hoitink Road:

Clerk Janelle Kaiser sent a letter to the property owner at W3070 Hoitink Road regarding the potential use of outdoor storage of trailers and trucks for business purposes on the property. The letter requested that the property owner demonstrate compliance with the A-2 zoning classification within the Holland Town Code or apply for a conditional use permit to conduct a home occupation on the property to include outdoor storage of equipment or materials by October 23rd, 2021. This will be discussed a future Plan Commission meeting under ongoing issues.

19. Ongoing issues:

a. Applications being processed:

None. No new information to report.

b. Use of property for parcel 59006063431 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.

c. Conditional use permit review schedule:

The Plan Commission will review conditional use permits for Joseph Maniaci at N2401 Cardinal Lane, Thomas Race at W2158 Amber Lane, Paul and Jane Wehrley at N567 Marine Drive, and Richard and Carol Gust at W1169 Stokdyk Ingelse Road at a future Plan Commission meeting.

20. Public input:

a. Craig Droppers inquired about whether the Town had hired a zoning administrator. The Township has not yet filled the position.

b. Mark Tellier commented that the improvements to the building permit application would be welcome. He recommended that the Township provide more direction to the sections of the Town code that apply to individual building permit requests.

21. 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.

22. Adjourn:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 10:07PM; the motion carried by unanimous voice vote.