

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, August 7th, 2023 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 July 24th, 2023 and July 31st, 2023.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: David Huenink, Jack Stokdyk, Bryan Kaiser, Matt Teunissen, Roy Teunissen, David Mueller, Brody Stapel and Craig Droppers.
Absentee(s): None.
Signed-In Attendees: Anthony Burtin, Mark DeMaster, Randy Joosse, Deb DeBlaey, Edward Ritger, Daniel Schueller, and Ruth Schueller.
Other Attendees: Janelle Kaiser – Clerk-Treasurer and Zoning Administrator and Tom Huenink - Building Inspector.
6. Adopt agenda as official order of business:
Motion by David Mueller, seconded by Roy Teunissen, to adopt the agenda as modified during the August 7th, 2023 Plan Commission meeting to discuss item 15a. through 15e. in reverse order; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:
A template for home occupation conditional use permits is currently under review by the Plan Commission Chair.
8. Review/approve minutes of previous meeting(s):
Motion by David Mueller, seconded by Roy Teunissen, to approve the minutes from the July 5th, 2023 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
None.
10. Building inspector items:
 - a. Review/approve building permits report:
Motion by Jack Stokdyk, seconded by David Mueller, to approve the July 2023 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:

(1) Building permit follow-up at N1406 Palmer Road:

An after-the-fact building permit was obtained by the property owner on July 31st, 2023. This item will be removed from future agendas until further notice.

11. Public input:

- a. Daniel Schueller, Ruth Schueller, and Edward Ritger were present to discuss a proposed land division and conditional use permit application at N962 Knepprath Road (parcel 59006065326, 26.19 acres, zoned A-5). Daniel and Ruth would like to divide 4-5 acres of land from the parcel to include the existing homestead; the proposed resultant 21-to-22-acre parcel would include the existing structure in the northeast corner of the parcel. The Schueller's would like to request a conditional use permit (CUP) to practice forestry management on the proposed 21-to-22-acre resultant parcel. The structure in the northeast corner of the parcel would be used primarily for forestry management purposes, which is listed as a conditional agricultural use in the A-5 zoning district, and therefore, would be able to exist without a residence on the parcel if a CUP were to be obtained. The Plan Commission acknowledged that the minimum lot size in the A-5 zoning district is 3.000 acres for properties not located in the transitional area district and that the minimum road frontage and lot size requirements in the A-5 zoning district would need to be met by both proposed resultant parcels. Edward Ritger provided that the goal for the forestry management use would be to enhance the forestry of that land and asked about any requirements for the Schueller's to include in their application for the forestry management CUP. The Plan Commission advised that a site plan and plan of operations should be included with the application to include pertinent information such as how the property would be managed, to include who will manage it and how often management will occur.
- b. Randy Joosse was present to discuss a proposed minor land division and multiple rezoning and conditional use permit requests at W2695 County Road A S (parcel 59006060740, 2.63 acres, zoned B-1 and M-1). The proposal is to divide the existing dwelling and structure on the north side of the parcel from the existing parcel to create a separate 1-acre northern parcel and rezone the portion of the parcel where the dwelling exists from B-1 to R-1. The proposed resultant 1.63-acre southern parcel has an existing building on it that Randy has proposed to be converted from a storage unit to a dwelling with a footprint greater than 3,000 square feet within which the non-living space would exceed the living space and would require a conditional use permit. The property owner has proposed to conduct a home occupation within the dwelling, also requiring a conditional use permit. The proposed resultant 1.63-acre parcel is proposed for rezoning from M-1 to R-1 and B-1 with a conditional use for outdoor storage on the B-1 portion. The Plan Commission acknowledged that the property is not located in the transitional area district, and that the Holland Town Code states that "only properties east of Interstate 43 or in areas designated for potential growth in the Town of Holland Comprehensive Plan, such as adjacent to the Village of Oostburg or Cedar Grove or other unincorporated residential areas, may become R-1." The Plan Commission concurred that while the existing dwelling on the parcel is currently located in the B-1 district and considered grandfathered non-conforming since dwellings are not currently allowed in that district per the Town zoning ordinance, and therefore the proposed rezoning of that portion of the resultant 1-acre parcel from B-1 to R-1 would result in the property becoming less non-conforming, the proposal to rezone the portion of the 1.63-acre parcel from M-1 to R-1 does not align with the Holland Town Code nor the Town's Comprehensive Plan. The Plan Commission also expressed concerns relating to the number of conditional uses that would be required to achieve the property owner's goals.

- c. Jeremy Borth has proposed to construct indoor storage units on his property at W2347 County Road A South (parcel 59006060351, 4.000 acres, zoned A-5). This would require a request to rezone this portion of his property proposed to be used for indoor storage units to B-1 and a request for a conditional use permit for indoor storage use. Jeremy's property is located in the transitional area district and has approximately 350 feet of road frontage. The Plan Commission acknowledged that Jeremy has adequate road frontage and lot area to request to rezone this portion of his property to B-1 and still meet the requirements of the A-5 zoning district. Jeremy has been advised of the required setbacks in the B-1 zoning district and that he would also need to work with Sheboygan County to receive the appropriate approvals for the proposed project. Jeremy has provided that the driveway to the west of the existing dwelling on the parcel could continue to be used by farmers to access neighboring farmland. The Plan Commission concurred that Jeremy's proposal appears to align with Town ordinances and the Town's comprehensive plan.
- d. Jeff Freund has proposed to construct 3 small cabins on his property at W1841 Cole Road (parcel 59006076491, 9.600 acres, zoned A-T and A-5). The cabins would be located on the A-T portion of the property to the west of the overflow parking lot currently used by his agricultural tourism business. Cabins are a conditional use in the A-T zoning district. Jeff would like to request an amendment to his existing CUP for W1841 Cole Road to add the cabins as a conditional use and exceed the 2,500 square foot limit currently allowed by his CUP by an additional 1,200 square feet. The Plan Commission concurred that a request for an amendment to Jeff's existing CUP as described, to include construction of 3 cabins at 400 square feet each instead of 2 cabins at 600 square feet each as proposed by Jeff, would be appropriate. Jeff has been in contact with Sheboygan County about the proposed cabins; they have informed him that a mound system would be required. Jeff also has plans to dig an approximately 2-acre pond on the west side of the parcel, mostly on the A-5 portion. He is working with Sheboygan County on a drawing and grading plan for the pond.
- e. Mark DeMaster was present to discuss two parcels on Hawe Rd in a family trust. After a brief discussion about the intended long term goals he was advised of a possible means to accomplish them. Mark will work with the Town's Zoning Administrator to better understand their options and develop a proposal.

12. Public hearings for:

- a. Keith Heuver for a rezoning:
Chair David Huenink called the public hearing for Keith Heuver to order at 8:55pm. The subject property is owned by Jim and Wendy Wonser and is located at N1432 State Road 32 (parcel 59006064091, zoned A-2, 10.100 acres). Jim and Wendy Wonser are in the process of purchasing 10.050 acres of the adjacent parcel 59006064090 (45.060 acres, zoned A-1) from Keith Heuver to increase the size of their parcel to 20.160 acres. The request is to rezone parcel 59006064091 from A-2 to A-1. Chair Huenink asked for additional comments from the public or the Plan Commission a total of three times. Motion by Jack Stokdyk, seconded by Bryan Kaiser, to close the public hearing at 9:00 pm; the motion carried by unanimous voice vote.
- b. Ordinance 2023-08 Amending Chapter 330 – Zoning:
Chair David Huenink called the public hearing for Ordinance 2023-08 Amending Chapter 330 – Zoning to order at 9:01pm. He explained the contents of the proposed ordinance. Chair Huenink asked for additional comments from the public or the Plan Commission a total of three times.

Motion by David Mueller, seconded by Roy Teunissen, to close the public hearing at 9:04 pm; the motion carried by unanimous voice vote.

13. Request by Keith Heuver for a rezoning:

Motion by Jack Stokdyk, seconded by David Mueller, to recommend that the Holland Town Board approve the request by Keith Heuver to rezone parcel 59006064091 from A-2 to A-1, contingent upon approval and completion of the proposed boundary line adjustment by the Sheboygan County Planning and Conservation Department reflecting the boundary line changes as shown on the plat of survey submitted with the application.

The Plan Commission acknowledged that the parcel will be eligible to be rezoned to A-1 following completion of the boundary line adjustment, as the parcel lot area would increase to 20.160 acres.

The motion carried by unanimous roll call vote. Matthew Teunissen: Y; Roy Teunissen: Y; Brody Stapel: Y; David Huenink: Y; Bryan Kaiser: Y; David Mueller: Y; Jack Stokdyk: Y.

14. Ordinance 2023-08 Amending Chapter 330 Zoning:

Motion by Jack Stokdyk, seconded by Bryan Kaiser, to recommend that the Holland Town Board adopt the proposed Town of Holland Ordinance 2023-08 Amending Provisions in Chapter 330 of the Code of the Town of Holland, Sheboygan County, Wisconsin. The motion carried by unanimous roll call vote.

15. Conditional use permit reviews:

a. Kevin Claerbaut, CG Services (parcels 59006076210, 59006076292):

Motion by Jack Stokdyk, seconded by David Mueller, to table the conditional use permit review for Kevin Claerbaut of CG Services until a future meeting; the motion carried by unanimous voice vote.

b. Jeff and Laura Kritz – W2760 County Road G:

The Plan Commission reviewed the conditional use permit for W2760 County Road G and determined that no changes are required, whereas the allowed 3,800 square foot accessory structure constructed on the property still exists and does not appear to have changed. This permit will be reviewed periodically as determined by the Town's conditional use permit review schedule.

c. Ben and Gina Claerbaut – N1405 Sauk Trail Road:

The Plan Commission reviewed the conditional use permit for N1405 Sauk Trail Road and determined that no changes are required, whereas the business allowed by the CUP 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 by the Town's conditional use permit review schedule.

d. Michael and Pamela Deppiesse (MJ Equipment) – N384 County Road LL:

The Plan Commission reviewed the conditional use permit for N384 County Road LL and determined that no changes are required, whereas the business allowed by the CUP 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 by the Town's conditional use permit review

schedule.

- e. Jeremy Borth – W2347 County Road A South:
The Plan Commission reviewed the conditional use permit for W2347 County Road A South and determined that no changes are required, whereas the allowed accessory structures constructed on the property not to exceed an aggregate square footprint of 4,450 square feet still exist and do not appear to have changed. This permit will be reviewed periodically as determined by the Town’s conditional use permit review schedule.

16. Ongoing issues:

- a. Applications being processed:
 - (1) Timothy Wieskamp’s CUP:
The Town is waiting for the CUP documents to be signed by the property owner.
 - (2) Steve Price CUP:
The Town will send CUP documents to the property owner upon finalization of the documents.
- b. CUP condition compliance - Scott Soerens of Pushing Perfection Concrete and Construction LLC:
A letter was mailed to Scott Soerens on May 19th, 2023 and was included in the July 5th, 2023 Plan Commission meeting packet. The Plan Commission acknowledged that conditions of the CUP must be met by July 22nd, 2023. As of the August 7th Plan Commission meeting, members of the Plan Commission reported that conditions of the CUP to include cleanup of concrete debris piles according to the required schedule have not been met. The Plan Commission instructed Janelle Kaiser to send a letter to the property owner.
A member of the Plan Commission also mentioned that there may be unregistered vehicles stored on the parcel within view from the road.
- c. CUP condition compliance - Kevin Claerbaut of CG Services LLC:
Letters were mailed to Kevin Claerbaut on May 19th, 2023 and July 11th, 2023 that instructed Kevin Claerbaut to comply with the conditions of his CUP to include adherence to the business’ site plan as it relates to wood storage. As of the August 7th Plan Commission meeting, Chair Huenink reported that wood piles on the premises had been moved to the location shown on the business’ site plan or disposed of. This item will be removed from future agendas until further notice.

17. Public input:

- a. The Plan Commission concurred that if a meeting is to take place in September, the meeting will be held on Tuesday, September 5th, 2023 at 7:30pm.
- b. The Plan Commission concurred that if a meeting is to take place in November, the meeting will be held on Monday, November 6th, 2023 at 6:00pm.

18. 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.

19. Adjourn:

Motion Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 10:22PM; the motion carried by unanimous voice vote.