

TOWN OF HOLLAND PLAN COMMISSION  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
W3005 County Road G, Cedar Grove, WI 53013  
Tuesday, September 7<sup>th</sup>, 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 August 25<sup>th</sup>, 2021, and August 31<sup>st</sup>, 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: Gloria Teunissen and Donald Becker  
Other Attendees: Janelle Kaiser – Clerk and Tom Huenink – Building Inspector
6. Adopt agenda as official order of business:  
Motion by Jack Stokdyk, seconded by Brody Stapel, to adopt the agenda as presented for the September 7<sup>th</sup>, 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 rezoning application detail support document and cover sheet for comprehensive plan amendment requests 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 Faith Opsteen, seconded by Roy Teunissen, to approve the minutes from the July 5<sup>th</sup>, 2021 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
9. Building inspector items:
  - a. Review/approve building permits report:  
Motion by Jack Stokdyk, seconded by David Mueller, to approve the July and August 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 talked with the Plan Commission about a request from an entity inquiring about expanding a substation to cover a larger land area and to add high voltage electrical facilities and a control house to the yard of the substation. The Plan Commission informed Tom that a building permit should be obtained for the planned construction of the control house on the

yard of the substation. Clerk Janelle Kaiser will inform the inquirer about the building permit requirement and provide the necessary resources to obtain the permit.

c. Discuss follow-up items:

Tom Huenink followed up on a property at W3234 County Road D for an after-the-fact building permit for window replacement and interior remodeling. Tom determined that an after-the-fact permit was required for window replacement but not for interior remodeling. A permit for window replacement was obtained by the property owner.

10. Public input

- a. Chair David Huenink informed the Plan Commission about a land division proposed by Mark and Mary Navis to split off and sell a portion of parcels 59006065960 (28.410 acres) and 59006064434 (71.770 acres) to the adjacent property owner to the west. The Plan Commission acknowledged that a restrictive land covenant, which prohibits land divisions for the parcel 59006064434 until 2031, is in effect for that parcel and therefore the land division cannot occur as proposed. The Plan Commission also acknowledged that the Navis' could request a boundary line adjustment from Sheboygan County to transfer the land areas to the adjacent neighbor, though the current proposal is to transfer 19.80 acres and the land is zoned A-1. Since the minimum lot area requirement for an A-1 parcel is 20.00 acres, the land area transferred could either be increased to 20.00 acres and retain its current zoning, or the land could be rezoned to A-1-S or A-PR. The Plan Commission also noted that the lot must be 66 feet in width. Chair David Huenink will follow up with Mark and Mary Navis to inform them of the options available for the land transfer.
- b. Jack Stokdyk was contacted by a resident on Cole Road that inquired about whether the Township had followed up on the widening of Cole Road. The appropriate portion of this private road was supposed to be widened to 16 feet and have a 1 foot shoulder on either side earlier in 2021 per a conditional use permit issued to Jeffrey Freund at W1841 Cole Road and the resident wanted to know if the width of the road was adequate. Chair David Huenink met the resident on Cole Road, and they measured the road together. Chair Huenink and the resident observed one section of the road in which there is a sharp drop off to a ditch with no shoulder. Jeffrey Freund was contacted and will place driveway markers along the sharp drop off and extend the shoulder by one foot on the other side of the road to improve the safety of the road section. Chair Huenink and the resident also observed that the road measures 16 feet in width as required by the current conditional use permit held by Jeffrey Freund.

11. Public hearings for:

- a. Stuart and Linda Ten Haken for a rezoning:  
Chair David Huenink called the public hearing for Stuart and Linda Ten Haken to order at 8:15pm. The property is located on County Road LL, parcel 59006066890 (zoned A-3, 5.280 acres). The rezoning request is to rezone parcel 59006066890 to A-5. 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 8:16pm; the motion carried by unanimous voice vote.
- b. Randall Joosse for a conditional use permit:  
Chair David Huenink called the public hearing for Randall Joosse to order at 8:16pm. The property is located at W2695 County Road A S, parcel 59006060740 (zoned M-1 and B-1, 2.630 acres). 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 8:17pm; the motion carried by unanimous voice vote.

12. Request by Stuart and Linda Ten Haken for a rezoning:

Motion by Jack Stokdyk, seconded by Roy Teunissen, to recommend that the Holland Town Board approve the request by Stuart Ten Haken to rezone parcel 59006066890 from A-3 to A-5.

The motion carried by roll call vote. David Mueller: Y; David Huenink: Y; Faith Opsteen: Y; Brody Stapel: Y; Roy Teunissen: Y; Matt Teunissen: Y; Jack Stokdyk: Y.

13. Request by Randall Joosse for a conditional use permit:

Motion by Jack Stokdyk, seconded by David Mueller, to approve the request by Randall Joosse a conditional use permit to include the general and special conditions as shown on the draft conditional use permit provided at the September Plan Commission meeting. The motion carried by unanimous roll call vote.

14. Ordinance to amend Town Code §330 Zoning:

The Plan Commission discussed possible amendments to Town Code §330-94.E.-G, §330-95.C., §330-95.E., and §330-100. The Plan Commission also discussed possible additions to §330-9 and §330-12. The proposed code amendments and additions will be discussed at the September Town Board meeting and at a future Plan Commission meeting.

15. Agricultural drainage tile located in the road right-of-way and utility permits:

Craig Droppers recently encountered Spectrum, an internet service provider, working in the road right-of-way where agricultural drainage tile is currently located. Craig suggested that property owners be notified of utility permits issued for work to be performed in the road right-of-way along Town roads prior to the issuance of the permit due to agricultural tile and water lines that travel under some Town roads. The Plan Commission concurred that the property owners should be given approximately 14 days to respond to the notification. Janelle Kaiser will discuss the current process for issuing utility permits with Director of Public Works and Property Nate Voskuil; this topic will be discussed at the September board meeting and at a future Plan Commission meeting.

16. Conditional use permit reviews for parcel 59006062810 at W3134 Risseeuw Rd, 59006071290 at W1172 Stokdyk Ingelse Rd, and 59006066690 at N1066 Sauk Trail Rd:

a. Review for parcel 59006062810 at W3134 Risseeuw Rd:

The Plan Commission reviewed the conditional use permit for the above parcel and acknowledged that the small engine repair business allowed by the permit may no longer be in operation. Clerk Janelle Kaiser will contact the property owners to determine if the business is still operating, and if not, will begin the termination process for the permit.

b. Review for parcel 59006071290 at W1172 Stokdyk Ingelse Rd:

The Plan Commission reviewed the conditional use permit for the above parcel and determined that no changes are required, whereas the accessory building is constructed within the footprint as allowed by the permit. This permit will be removed from the Town's conditional use permit review schedule per the Plan Commission.

c. Review for parcel 59006066690 at N1066 Sauk Trail Rd:

The Plan Commission reviewed the conditional use permit for the above parcel and acknowledged that the distilling business is still operating as allowed by the conditional use permit, however, the permit allows for retail sales only if a valid Town of Holland liquor license is held by the permit holder. The Plan Commission concurred that a letter should be sent to the property owner requesting confirmation of whether the business is conducting retail sales of the product sold by the business based on recent advertisements

observed in local papers, as a retail liquor license is not currently held by the business owner; this will be discussed at the September board meeting. This permit will be reviewed periodically as determined the Town's conditional use permit review schedule.

17. 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 3<sup>rd</sup>, 2021 Plan Commission meeting minutes at [www.townofholland.com](http://www.townofholland.com).
- c. Use of property for parcel 59006065310 at W4266 County Road D:  
The Plan Commission concurred on a recommendation to the Town Board that this topic be removed from future agendas, as events in the barn on the property have not been observed for several months and there is currently no evidence that the barn on the property is being used for an event barn business.
- d. Conditional use permit review schedule:  
The Plan Commission will review conditional use permits for Don and Luann Teunissen at N1010 County Road KW, Larry and Judy Britton at N2091 Pine Beach Road South, Ronald De Troye at N985 Smith Drive, and Laura Logan at W2730 County Road A South at a future Plan Commission meeting.

18. Public input:

- a. Roy Teunissen reported that noxious weeds are not being maintained by the property owner at W2730 County Road A South, stating that some weeds appear to have reached over 3 feet in height. This report will be discussed during the conditional use permit review for the property at a future Plan Commission meeting.
- b. Roy Teunissen reported that trailers and trucks for business use are being stored at W3070 Hoitink Road. The property owner does not hold a conditional use permit for a home occupation, which is required if any outdoor storage for the home occupation is present on the property.

19. Review/approve attendance records for previous meeting:

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

20. Adjourn:

Motion by Jack Stokdyk, seconded by Brody Stapel, to adjourn at 10:08PM; the motion carried by unanimous voice vote.

Respectfully submitted,  
Janelle Kaiser, Clerk