

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, October 7, 2024 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 at the Holland Town Hall and on the Town's website. A public hearing notice was posted at the Holland Town Hall and on the Town's website and was published in the Sheboygan Press on September 23, 2024 and September 30, 2024.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: Chair David Huenink, Bryan Kaiser, Roy Teunissen, Craig Droppers – Alternate, Brody Stapel, Matthew Teunissen, and David Mueller.
Absentee(s): Jack Stokdyk.
Signed-In Attendees: Randy Joose, Lee Kaat, Joel Davies, and Ken Hilbelink.
Other Attendees: Janelle Kaiser (Clerk-Treasurer and Zoning Administrator) and Tom Huenink (Building Inspector).
6. Adopt agenda as official order of business:
Motion by Brody Stapel, seconded by David Mueller, to adopt the agenda for the October 7, 2024 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:
Janelle Kaiser reported that Plan Commission and building permit application forms are now available on the Town's website as fillable PDFs for applicants to download and submit electronically, should they so choose.
8. Review/approve minutes of previous meeting(s):
Motion by David Mueller, seconded by Bryan Kaiser, to approve the minutes from the August 5, 2024 Plan Commission meeting as presented during the October 7, 2024 Plan Commission meeting; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
 - a. Request by Randall Joose for a minor land division and rezoning at W2695 County Road A South:
Chair Huenink reported that the Holland Town Board accepted the recommendation of the Plan Commission at their August 12, 2024 board meeting and approved Randy Joose's request for a minor land division and rezoning at W2695 County Road A South.
 - b. Request by Jon Voskuil for a rezoning and conditional use permit at N735 County Road LL:
Chair Huenink reported that the Holland Town Board accepted the recommendation of the

Plan Commission at their August 12, 2024 board meeting and **amended** the motion carried at the July 8, 2024 board meeting to approve the request by Jon Voskuil at N735 County Road LL for a rezoning of 1.73 acres of N735 County Road LL (parcel 59006066883) from A-5 to B-1 **as shown on the survey map submitted with the application., contingent upon written evidence provided to the Town Clerk-Treasurer showing of full approval of the existing structure at N735 County Road LL proposed for use by the business to be used for commercial purposes by the state building inspector of Wisconsin Department of Safety and Professional Services on or before December 1, 2024.**

- c. Future exchange of Town-owned road right-of-way requires minor land division request for parcel 59006060331:

Chair Huenink briefly explained that Town electors approved a land swap of Town road right-of-way on Kappers Road and DeMaster Road at the 2024 annual meeting. The swap allows for necessary road betterment work to be performed on DeMaster Road. The transaction requires a future minor land division and rezoning request for parcel 59006060331 and a rezoning request for parcel 59006063682.

10. Building inspector items:

- a. Review/approve building permits report:
Motion by Brody Stapel, seconded by Bryan Kaiser, to approve the August and September 2024 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. Ken Hilbelink of W4341 Dekker Road (parcel 59006061781, 5.25 acres, zoned A-5) was present to discuss a possible rezoning request. Ken proposed a request to rezone an approximately 0.20-acre portion of adjacent parcel number 59006061782 from A-1 to A-5 and merge it to parcel 59006061781 via boundary line adjustment. An equal amount of land would be removed from parcel 59006061781 merged to parcel 59006061782 via boundary line adjustment with a proposed rezoning from A-5 to A-1. Ken would like to construct an accessory building to the east of the existing driveway at W4341 Dekker Road; the proposed boundary line adjustment and rezoning would allow building setbacks required in the A-5 zoning district to be met. Ken reported that the location of an existing well prevents him from constructing the building in an area that is further from the lot line. The Plan Commission acknowledged that a rezoning request, boundary line adjustment, and subsequent building permit application, would be required prior to construction of the accessory building under this proposal.
- b. Lee Kaat was present to address the Plan Commission regarding the exterior lighting on structures at W2730 County Road A South. Lee reported that exterior lighting installed on the newly constructed indoor storage buildings are bright and directed towards his property. He stated that he has dealt with the lighting for over 30 days and inquired about whether any action can be taken to fix the situation; if so, he asked the Plan Commission to specify a time frame to resolve the issue. Lee commented that the property owner of W2730 County Road A South has previously constructed other indoor storage buildings in the surrounding area that do not appear to affect neighboring properties in this manner.

- c. Randy Joosse was present to address the Plan Commission regarding the exterior lighting on structures at W2730 County Road A South. He stated that his entire yard is lit up due to the exterior lighting on the newly constructed buildings.

12. Exterior lighting on structures at W2730 County Road A South, on which property an existing conditional use permit allows operation of a business that offers indoor storage: Chair Huenink reported that he sent an email to the property owner of W2730 County Road A South about exterior lighting on the new structures. The property owner reported that the lights were installed per plan and are not adjustable. All members of the Plan Commission reported observation of the property since the lighting was installed. The Plan Commission concurred that the exterior lighting on the structures at W2730 County Road A South is adversely affecting neighboring properties and must be addressed, either by installing different lighting fixtures that direct the light downward, rather than towards neighboring properties, or by installing a shield over the existing fixtures that directs the light downward. The property's existing conditional use permit states that "The business shall not allow the operation of the conditional use to adversely affect surrounding properties and shall not conduct or allow any activity on the premises that creates problems related to lighting...". The Plan Commission directed Janelle Kaiser to draft a letter to be sent to the property owner to include a requirement to resolve the issue or provide written evidence of a action taken to resolve it prior to the November Plan Commission meeting. A member of the Plan Commission suggested that Chair Huenink ask the Sheboygan County Sheriff's Department about the existing lighting's traffic impact on State Road 32 and County Road A South.

13. Public hearings for:

- a. Request by Gerald Davies for a minor land division and rezonings at N1586 Van Driest Lane:

Chair David Huenink called the public hearing for Gerald Davies to order at 8:16pm. The subject property is located at N1586 Van Driest Lane (parcel 5900674791, 11.60 acres, zoned A-5). The request is to:

- i. Create a 3.551-acre parcel and a 8.044-acre parcel via minor land division.
- ii. Rezone the proposed resultant parcels from A-5 to R-1.

Chair Huenink asked for additional comments from the public three times. There were no comments from the public.

Motion by David Mueller, seconded by Roy Teunissen, to close the public hearing for Gerald Davies at 8:18pm; the motion carried by unanimous voice vote.

14. Request by Gerald Davies for a minor land division and rezonings at N1586 Van Driest Lane: The Plan Commission acknowledged that there is an existing accessory building located on the proposed 3.551-acre parcel. While the applicant has communicated that the intention is to construct a single-family dwelling on the parcel in the near future, the minor land division would temporarily create a non-conformance; the Town's zoning ordinance does not allow an accessory building to exist or be constructed on a parcel unless a single-family dwelling exists or is under construction. The Plan Commission concurred that future approval of a Town agreement to temporarily allow an accessory structure without a dwelling present would be required for this request, if approved. Motion by David Mueller, seconded by Bryan Kaiser, to recommend that the Holland Town Board approve the request for a minor land division by Gerald Davies as shown on the draft certified survey map submitted with the application, contingent upon Holland Town Board

approval of the rezoning requests, and the request to rezone the proposed 3.551-acre parcel and 8.044-acre parcel from A-5 to R-1. The Plan Commission recommends that Holland Town Board approval is also contingent upon:

(1) Land Division:

1. Receipt of a signed and recordable certified survey map that matches the draft survey map submitted with the application to include required language per Holland Town Code Chapter 220-15F.
2. Holland Town Board and Village of Oostburg approval of the certified survey map submitted with the application, and upon that certified survey map being approved and executed by Sheboygan County.
3. Receipt of a signed agreement from the property owners stating that construction of a single-family dwelling on the proposed 3.551-acre parcel will be begin within 18 months of the date that the agreement is signed, or that the existing structures on the proposed 3.551-acre parcel will be razed within 18 months of the date that the agreement is signed.

(2) Rezoning:

1. Holland Town Board approval of the minor land division request.

The motion carried by unanimous roll call vote. Roy Teunissen: Y; Brody Stapel: Y; David Huenink: Y; Bryan Kaiser: Y; David Mueller: Y; Craig Droppers: Y; Matt Teunissen: Y.

15. Conditional use permit reviews:

- a. David and Mary Gronik at N1025 Cole Rd, parcel 59006076560:

The Plan Commission reviewed the existing conditional use permit and assessor record for the property. The permit was issued in February 2021 and required the permit holders to begin construction of the accessory buildings allowed by the permit within 3 years. Since construction deadlines required by the permit have expired and construction of the buildings has not commenced, the Plan Commission concurred that the permit is subject to termination. Janelle Kaiser will send a letter to the property owner.

16. Future Plan Commission meeting dates and times:

- a. Schedule possible November 2024 Holland Plan Commission meeting date and Time:

The Plan Commission agreed to reschedule the November 2024 Plan Commission due to the date of the 2024 General Election. If a meeting is to be held in November 2024, it will take place on Thursday, November 7, 2024 at 7:30pm.

- b. Starting time for future meetings of the Holland Plan Commission:

No new information to report. Regular meetings of the Holland Plan Commission will continue to begin at 7:30pm unless otherwise specified.

17. Ongoing issues:

- a. Applications being processed:

The Plan Commission acknowledged progress on the applications being processed. They also concurred that they previously intended for the draft conditional use permit issued to Jon Voskuil at N735 County Road LL to allow up to 6 full-time employees on site and hours of operation to take place Monday through Friday from 6:30am to 7:00pm. They acknowledged that emergency service calls may result in a limited amount of activity outside the normal hours.

18. Public input:

- a. David Mueller requested that an agenda item to discuss conditional zoning be added to a future Plan Commission agenda.

19. Review/approve attendance records for previous meeting:

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

20. Adjourn:

Motion Roy Teunissen, seconded by Bryan Kaiser, to adjourn at 9:04PM; the motion carried by unanimous voice vote.