

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, March 3, 2025 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 on February 25, 2025. 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 February 17, 2025 and February 24, 2025.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: Chair David Huenink, Roy Teunissen, , Craig Droppers – Alternate, Brody Stapel, Matthew Teunissen, Bryan Kaiser, and Jack Stokdyk.
Absentee(s): David Mueller.
Signed-In Attendees: John Dickmann, Gloria Teunissen, William Banner, Kamaljit Singh, Melissa Stevens, Jane Dederling, Phil Marr, David Valenti, Annemarie Valenti, Jim Testroote, Lori Testroote, Brenda Morano, John Dallman, and Barb Dallman.
Other Attendees: Janelle Kaiser, Town Clerk-Treasurer and Zoning Administrator and Tom Huenink, Town Building Inspector.
6. Adopt agenda as official order of business:
Motion by Roy Teunissen, seconded by Matthew Teunissen, to adopt the agenda for the March 3, 2025 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:
Motion by Brody Stapel, seconded by Jack Stokdyk to approve the revised residential building permit application presented; the motion carried by unanimous voice vote.
8. Review/approve minutes of previous meeting(s):
Motion by Roy Teunissen, seconded by Matthew Teunissen, to approve the minutes from the February 3, 2025 Plan Commission meeting as presented during the March 3, 2025 Plan Commission meeting; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
 - a. Request by Ryan DeMaster for rezonings at N233 County Road LL (parcel 59006070180) and at parcel 59006070150:
Chair Huenink reported that the Holland Town Board accepted the recommendation of the Plan Commission at their February 10, 2025 board meeting and approved the request by Ryan DeMaster for rezonings at N233 County Road LL (parcel 59006070180) and at parcel 59006070150 as recommended.

- b. Status of an appeal to circuit court of the Holland Board of Appeals decision dated December 18, 2024, regarding N2047 Pine Beach Road South:
 Chair Huenink reported that the Town of Holland received a writ of certiorari signed by a Sheboygan County Circuit Court judge on February 11, 2025. The Holland Board of Appeals (BOA) has 30 days to provide required relevant documents to the court; the attorney representing the BOA will submit the required documents. On February 26, 2025, the attorney representing the BOA filed answer to the initial petition made by American Orthodontics Corporation. The court scheduled a telephone status conference call to be held on March 10, 2025.
 The Plan Commission concurred that status updates regarding this case may be reported by Chair Huenink on an as needed basis, whereas legal proceedings could take several months, and there may be months without much to report.
 Let these minutes show that status updates regarding this case are likely to be provided at the Holland Town Board meetings, if there is anything to report, on a monthly basis.

10. Building inspector items:

- a. Review building permits report:
 The Plan Commission reviewed the February 2025 building inspection report submitted by Building Inspector Tom Huenink.
- b. Review building permit requests needing Plan Commission review:
 None.
- c. Discuss follow-up items:
 (1) Building permit at N1760 Rauwerdink Road:
 Construction of a 30' by 50' accessory building was observed at N1760 Rauwerdink Road for which construction a building permit has not been obtained. On February 25, 2025, Janelle Kaiser mailed a letter to the property owner which requested information about existing quantity, size, and use of accessory buildings on the premises. The property owner visited the Town office to provide this information and applied for a building permit for the 30' by 50' accessory building.
 Based on the property owner's report that two structures are primarily used for agricultural purposes and two structures are primarily used, or are planned to be used, as residential accessory structures, the Plan Commission concurred that a conditional use permit application is not required at this time. The Plan Commission acknowledged that the property owner has submitted a building permit application and double fee for the 30' by 50' accessory structure, as well as a razing permit application and double fee for a structure that was removed in 2023 without a permit.
 Let these minutes show that Janelle Kaiser has advised the property owner that a change in use of any of the existing structures on the property should be reported to the Town in order to review whether certain permit applications are required.
 Janelle Kaiser received a report of possible roof replacement without a building permit at W2515 County Road A South. Janelle will send a letter to the property owner to inform them of their requirement to obtain an after-the-fact building permit.

11. Public input:

- a. Jeremy Jenesma of N2211 Frontage Road (parcel 59006071920, 3.10 acres, zoned B-1). has proposed a minor land division to create a new parcel, approximately 0.5 acres in size. The parcel is zoned B-1, though it includes a pre-existing residence, and the property owner holds an existing conditional use permit to operate a business there. The Plan Commission acknowledged that the proposed new parcel would require rezoning and may be best suited for rezoning to the R-1 district, whereas the property owner's goal is to construct a new single-family dwelling there. The subject parcel is located in the Town's transitional area district and is eligible for rezoning to R-1, as it is located east of Interstate 43 and in an area designated for potential growth. The Plan Commission acknowledged that this proposal appears to meet the applicable requirements of both the R-1 and B-1 zoning districts, noting that the proposed resultant parcel where the house and business exist would likely retain B-1 zoning. An application to amend to the existing conditional use permit for the property would be required if the minor land division and rezoning were to be approved, whereas the lot lines, parcel number, legal description, and site plan on file would change.
The Plan Commission briefly discussed driveway placement for a new dwelling on the proposed R-1 parcel, noting that the property owner should discuss this with Director of Public Works and Property Nate Voskuil. For safety purposes, driveway placement may be best at the northern end of the parcel, whereas the property is located along a curve in the road.
 - b. Kurt Kraus has proposed a minor land division and rezoning at parcel 59006067368 (27.25 acres, zoned A-1) on County Road KW to create a new parcel to consist of 3.03 acres. The new parcel is proposed to be rezoned to A-1-S and the resultant 24.25-acre parcel is proposed to be rezoned to A-PR. The Plan Commission acknowledged this proposal requires an application to request approval of a minor land division and rezoning.
 - c. Jane Dederling inquired about why the revised residential building permit application does not include a requirement for the property owner to indicate use of a renovation or addition to an existing structure, whereas use could change under these circumstances.
 - d. David Valenti suggested that the Town's residential building permit application could include a question that asks the property owner to provide an explanation of the proposed use of the structure.
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: As of the March 3, 2025 meeting, the Plan Commission acknowledged that no changes to the exterior lighting have been observed on the subject property.
Chair Huenink reported that state statutes, created by Wisconsin 2017 Act 67, require conditional use permit (CUP) conditions to be "...reasonable and, to the extent practicable, measurable..." The Town currently lists a standard condition in its CUP documents, including the CUP for the subject property, that disallows the conditional use to adversely affect surrounding properties or create problems relating to light, noise, dust, traffic, storm water, or physical appearance. This condition is likely too vague and unenforceable. Chair Huenink acknowledged that the Town does not have a lighting ordinance, and that research to begin the process of drafting a lighting ordinance, and possibly a more measurable nuisance ordinance, should be conducted.
At the February 3, 2025, meeting, David Mueller requested that someone contact the Wisconsin Department of Transportation (WIDOT) to inquire about any lighting regulations on state roads. Janelle Kaiser reported contact with a WIDOT representative of the outdoor advertising department to request an appropriate contact to discuss traffic visibility at the intersection of County Road A and State Highway 32, and at the curve in the road on State Highway 32 located

north of the intersection when traffic is traveling southbound.

13. Public hearing for a request by Kamaljit Singh of AAA CG RE Holdings Inc. for an amendment to an existing business conditional use permit at N905 Sauk Trail Road:
Chair David Huenink called the public hearing for the request by Kamaljit Singh of AAA CG RE Holdings Inc. to order at 8:03pm. The request is to amend the existing business conditional use permit at N905 Sauk Trail Road. There was brief discussion about the flow of traffic entering and exiting the premises, as well as a median, proposed by the property owner on the site plan included with the application.
Brenda Morano commented that there should be clear markings for traffic exiting the premises, regardless of whether a median is installed near the entrance and exit. Jim Testroote commented that installing a divider may reduce the parking capacity on the premises.
Motion by Jack Stokdyk, seconded by Roy Teunissen, to close the public hearing at 8:15pm; the motion carried by unanimous voice vote.

14. Request by Kamaljit Singh of AAA CG RE Holdings Inc. for an amendment to an existing business conditional use permit at N905 Sauk Trail Road:
Motion by Matthew Teunissen, seconded by Jack Stokdyk, to approve the request by Kamaljit Singh of AAA CG RE Holdings Inc. for an amendment to the existing business conditional use permit at N905 Sauk Trail Road, to include retaining the permit's existing conditions, the Town's standard conditions for a business conditional use permit, and the addition of a special condition to require that a traffic stop line be painted along the full length of the entrance and exit point on the premises on or before September 3, 2025. The motion also includes an amendment to the site plan submitted with the application to remove the proposed median running perpendicular to the entrance and exit point on the premises as depicted; if the property owner decides to add a median in the future, an application to amend the site plan should be submitted. The Plan Commission acknowledged that the previous owner of the property proposed a median in a similar location, however, the median was never installed due to the anticipated impact it would have on ease of access to the property for trucks. Applicant Kamaljit Singh acknowledged that the site plan included a median, but installation of the median as depicted is uncertain at this time.
The motion carried by unanimous roll call vote. Brody Stapel: Yes; David Huenink: Yes; Bryan Kaiser: Yes; Craig Droppers: Yes; Jack Stokdyk: Yes; Matthew Teunissen: Yes; Roy Teunissen: Yes.

15. Notification of expiring Farmland Preservation Zoning certification (2026) and application for recertification:
The Plan Commission briefly discussion the renewal application process for Farmland Preservation Zoning certification.

16. Ongoing issues:
 - a. Applications being processed:
The Plan Commission acknowledged progress on the applications being processed and requested that Janelle Kaiser send Kevin Claerbaut of N1901 Smies Road a letter to follow up on conditional use permit documents that have not been returned in a timely manner. The letter should provide a deadline of April 7, 2025.
 - b. Discussion of possible future amendments to Holland Town Code Chapter 330 – Zoning including, but not limited to, conditional zoning and options for its implementation:

Chair Huenink reported on further research he conducted to explore the possibility of implementing conditional zoning in the Town of Holland. Further research is needed. This topic may be discussed at a future Plan Commission meeting.

17. Public input:

- a. Phil Marr commented that updates regarding the status of an appeal to circuit court of the Holland Board of Appeals decision dated December 18, 2024, regarding N2047 Pine Beach Road South should be provided at each Plan Commission meeting.

18. Review/approve attendance records for previous meeting:

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

19. Adjourn:

Motion Brody Stapel, seconded by Matthew Teunissen, to adjourn at 9:04pm; the motion carried by unanimous voice vote.