

TOWN OF HOLLAND PLAN COMMISSION  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
W3005 County Road G, Cedar Grove, WI 53013  
Monday, May 5, 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 April 29, 2025. A public hearing notice was posted at the Holland Town Hall and on the Town's website on April 16, 2025 and was printed in the Lakeshore Weekly and The Sounder on April 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, Craig Droppers – Alternate, Brody Stapel, Bryan Kaiser, David Mueller, Matthew Teunissen, Roy Teunissen, and Jack Stokdyk.  
Absentee(s): None.  
Signed-In Attendees: William Bannier, Daniel Mueller, Joel Daane, Lee Kaat, Jane Dederling, Ann Grittinger, Scott Davis, Nicola Davis, Jeremy Jensema, Randy Jensema, David Valenti, Annemarie Valenti, Amy Q Scott, and Diane Holstrom-Meisser.  
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 David Mueller, to adopt the agenda for the May 5, 2025 Plan Commission meeting as presented; the motion carried by unanimous voice vote.
7. Plan Commission procedures and opportunities for improvement:  
Nothing to report at this time.
8. Review/approve minutes of previous meeting(s):  
Motion by Bryan Kaiser, seconded by David Mueller, to approve the minutes from the April 7, 2025 Plan Commission meeting as presented during the May 5, 2025 Plan Commission meeting; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:  
Chair Huenink reported that the Holland Town Board accepted the recommendations of the Plan Commission at their April 14, 2025 board meeting and adopted Ordinance 2025-Draft(D), which became Ordinance 2025-04 upon adoption, and approved the requests by:
  - a. Andrew and Alison Bossler for a minor land division at W2241 Hofstiezer Road as shown on the certified survey map submitted with the application, contingent upon:
    - (1) Village of Oostburg approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.

(2) Completion of a Town agreement to temporarily allow an accessory structure on the proposed 3.00-acre parcel as approved at the April 7, 2025 Plan Commission meeting.

- b. Danielle Brandon at N2384 County Road CC for a minor land division, to include creation of a flag lot, as shown on the certified survey map submitted with the application, contingent upon the certified survey map being approved and executed by Sheboygan County and upon the existing accessory building on the parcel being moved or removed to meet setbacks required by the Town's zoning ordinance.

10. Building inspector items:

- a. Review building permits report:  
The Plan Commission reviewed the April 2025 building inspection report submitted by Building Inspector Tom Huenink, who reported that the permit fee for Tyler Hilbelink at N2040 Sauk Trail Road should be \$25 instead of \$55 as shown on the report.
- b. Review building permit requests needing Plan Commission review:  
None.
- c. Discuss follow-up items:
  - (1) Building permit at W4272 County Road G:  
Janelle Kaiser reported a phone conversation with the property owners at W4272 County Road G, during which the property owners confirmed that they are currently performing demolition work on the property. The property owners confirmed that they understand the requirement to obtain building permits prior to beginning any improvements.

11. Public input:

- a. Lee Kaat commented on exterior lighting fixtures at W2730 County Road A South, stating that the lights on the north side of the buildings are not less bright. He inquired about whether the property owner would give him permission to alter the fixtures to direct the light downwards. Chair Huenink replied that the Town could not ask the property owner for permission to allow Lee to alter the lights, and that the lights appear to have been adjusted to reduce the brightness.
- b. Diane Holstrom-Meisser asked for clarification of the purpose of agenda item 10b. Chair Huenink explained that the purpose of the agenda item is to give the Town Building Inspector the opportunity to present questions or ask for the advice of the Plan Commission.

- 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:  
At their April 7, 2025 meeting, the Plan Commission acknowledged that effort has been made by the property owner to reduce the light emitted by the structures, whereas it appears that the lumens have decreased considerably. Following the April 7, 2025 meeting, the property owner at N2349 State Road 32 reported that the exterior lighting fixtures still direct light towards his property. Chair Huenink will send a written communication to the property owner at W2730 County Road A South to thank them for their cooperation in taking measures to dim the lights and to ask that further measures to direct the light downward on the north side of the buildings be taken.

13. Proposed major land division of parcel 59006076382, Hawe Road, Mark and Brigitte DeMaster:

Mark DeMaster has proposed to divide parcel 59006076382 into 3 separate parcels, which requires a request for a major land division per Town ordinances. The Plan Commission acknowledged that they may consider recommending that the Holland Town Board waive certain requirements of the major land division application and requested that Janelle Kaiser draft a proposal for possible waivers of Town ordinance requirements to be presented at a future Plan Commission meeting.

14. Public hearings for:

- a. A request by Joel Daane for a minor land division on DeMaster Road at parcel 59006063280.

Chair David Huenink called the public hearing for the request by Joel Daane to order at 8:03pm. The subject property is located on DeMaster Road (parcel 59006063280, zoned R-1, 2.92 acres). The minor land division request is to create two separate parcels consisting of 1.46 acres each. Joel Daane commented that the minor land division has been proposed because he would like to purchase one of the resultant parcels. Chair Huenink asked for additional public comments three times. Diane Holstrom-Meisser asked about the required amount of road frontage for parcels in the R-1 zoning district.

Motion by David Mueller, seconded by Jack Stokdyk, to close the public hearing at 8:04pm; the motion carried by unanimous voice vote.

- b. A request by Daniel Mueller for a minor amendment to an existing business conditional use permit at N384 County Road LL.

Chair David Huenink called the public hearing for the request by Daniel Mueller to order at 8:05pm. The subject property is located at N384 County Road LL (parcel 59006069561, zoned B-1, 1.76 acres). Chair Huenink asked for public comments three times. There were no comments.

Motion by David Mueller, seconded by Jack Stokdyk, to close the public hearing at 8:06pm; the motion carried by unanimous voice vote.

- c. A request by Jeremy Jensema for a minor land division, rezoning, and a minor amendment to an existing business conditional use permit at N2211 Frontage Road.

The subject property is located at N2211 Frontage Road (parcel 59006071920, zoned B-1, 3.10 acres). The minor land division request is to create two separate parcels consisting of 2.66 acres and 0.50 acres, respectively, and to request that the proposed 0.50-acre parcel be rezoned from B-1 to R-1. Chair Huenink asked for public comments three times. Jeremy Jensema commented that the he would like to parcel off some land so his parents can build a house on the proposed 0.50-acre parcel. David Valenti asked for clarification of where the parcel and proposed house is located. Diane Holstrom-Meisser asked for further clarification of the required amount of road frontage for parcels in the R-1 zoning district.

Motion by David Mueller, seconded by Roy Teunissen, to close the public hearing at 8:11pm; the motion carried by unanimous voice vote.

15. Request by Joel Daane for a minor land division on DeMaster Road at parcel 59006063280:

Motion by Brody Stapel, seconded by Jack Stokdyk, to recommend that the Holland Town Board approve the request by Joel Daane for a minor land division as shown on the draft certified survey map submitted with the application, contingent upon:

- (1) Receipt of a signed and recordable certified survey map that matches the draft map submitted with the application to include required language per Holland Town Code Chapter 220-15F.

- (2) Receipt of a full legal description for the existing parcel or proposed resultant parcels.
- (3) Holland Town Board and Village of Oostburg approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.

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

16. Request by Daniel Mueller for a minor amendment to an existing business conditional use permit at N384 County Road LL:

Motion by Matthew Teunissen, seconded by Jack Stokdyk, to approve the request by Daniel Mueller for an amendment to the existing business conditional use permit at N384 County Road LL, to include retaining the permit's existing conditions and the Town's standard conditions for a business conditional use permit, and the applicant's proposal to amend the business' operating hours and number of employees as submitted with the application. The motion carried by unanimous roll call vote.

17. Request by Jeremy Jensema for a minor land division, rezoning, and a minor amendment to an existing business conditional use permit at N2211 Frontage Road.

The Plan Commission discussed the site plan for the existing conditional use permit (CUP) and noted that berm plantings as shown on the site plan had not been completed since the permit was approved. Jack Stokdyk noted that the permit, as well as other conditional use permits for landscaping businesses, include operational conditions for outdoor storage of materials originating from landscape projects as well as burning. The Plan Commission discussed options for increasing permit holder's accountability to these conditions, and reached consensus that conditional use permit requirements for landscaping businesses should be updated to require that:

- a. A photo of the burning enclosure be submitted to the Plan Commission Clerk within 90 days of the CUP date of issuance showing the burning enclosure and surrounding area conform to the related CUP condition.
- b. Photo(s) of the outdoor storage of materials originating from the business' landscape projects be submitted to the Plan Commission Clerk a minimum of one time per calendar year and not less frequently than every fifteen months to prove that debris has been cleared from the outdoor storage area.
- c. A record log of burn events which include the date of the burn, the Wisconsin Department of Natural Resources fire hazard rating for the day, confirmation the fire suppression equipment is in place, wind and other pertinent weather conditions during the burn, and the signature of the person responsible for the burn, be submitted to the Plan Commission Clerk a minimum of one time in a twelve-month period.

Motion by Matt Teunissen, seconded by David Mueller, to table the request by Jeremy Jensema until the June 2, 2025 Plan Commission meeting, whereas the property has not continued in conformance with the existing business conditional use permit's site plan, specifically plantings on the berm as depicted. The motion carried by unanimous voice vote. Jeremy stated that he could complete the plantings as shown on the site plan, excluding the area proposed to be included in the 0.5-acre parcel for the new house, within 30 days.

18. Ongoing issues:

- a. Applications being processed:  
Nothing to report at this time.

- 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 that further research is needed on conditional zoning. Chair Huenink also reported that the Town Board will likely begin work on updating the Town’s nuisance ordinance to include lighting and noise regulations.

19. Public input:

- a. Scott Davis inquired about how often a burn pit is used by a landscaping business with a conditional use permit as well as burn records and permits. Chair Huenink provided clarification of the requirement of the permit holder to maintain burn records. Scott Davis also inquired about how noise decibels are measured.
- b. Diane-Holstrom Meisser commented on the Town’s intent to begin drafting a lighting ordinance, lighting at neighboring properties to her home, light pollution and when lighting becomes a nuisance, the transitional area map of the Town of Holland, and the long-range plan for the land area located east of Interstate 43.
- c. Jane Dederling inquired about whether the transitional area is intended for development and whether land located in the transitional area could be rezoned to a district other than residential. Chair Huenink explained that land located in the transitional area could transition to uses other than residential, mentioning that the Town’s long-range comprehensive plan maps out expected future use of land, but noted that much of the development in the transitional area has historically been for residential purposes.

20. Review/approve attendance records for previous meeting:

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

21. Adjourn:

Motion Brody Stapel, seconded by David Mueller, to adjourn at 9:32pm; the motion carried by unanimous voice vote.