

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Monday, August 4, 2025 7:30pm

1. Call to order:
Plan Commission Chair David Huenink called the meeting to order at 7:32pm.
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. A public hearing notice was posted at the Holland Town Hall and on the Town's website on July 19, 2025, and was printed in the Lakeshore Weekly and The Sounder on July 24, 2025. The agenda for this meeting was posted at the Holland Town Hall and on the Town's website on July 31, 2025.
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, Matt Teunissen, Roy Teunissen, Jack Stokdyk, Brody Stapel, and David Mueller.
Absentee(s): Craig Droppers – Alternate.
Signed-In Attendees: Christine Frank, Dale Velier, Amy Scott, Randy Jensema, Board of Appeals Chair and Surveyor John DuMez, Julie DuMez, Jody Kaat, Mary Prinsen, Ross Kaat, Jim Testroote, Lori Testroote, Town Supervisor Douglas Hamilton, Ann Rauwerdink, Jane Dederling, Scott Siemon, Judy Britton, Dana Mueller, Diane Holstrom-Meisser, David Valenti, Annmarie Valenti, Jim TeBeest, William Bannier, Bill Rose, Sandy Rose, Gloria Teunissen, Mark DeMaster, Scott Davis, and Nicola Davis.
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 David Mueller, seconded by Jack Stokdyk, to adopt the agenda for the August 4, 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 David Mueller, seconded by Bryan Kaiser, to approve the minutes from the July 7, 2025 Plan Commission meeting as presented during the August 4, 2025 Plan Commission meeting; the motion carried by unanimous voice vote.
9. Information for Plan Commission from Town Board:
 - a. Status of appeal to circuit court of the Holland Board of Appeals (BOA) decision regarding N2047 Pine Beach Road South:
Chair Huenink reported that the circuit court hearing was on Thursday, July 17, 2025, and that the judge ruled the BOA made errors in their determination, but upheld the decision

that American Orthodontics' proposed use of N2047 Pine Beach Road South is not allowed in the R-1 zoning district for other reasons. AO has 45 days to appeal the decision.

- b. Request by Jeremy Jensema for a minor land division and rezoning at N2211 Frontage Road:

Chair Huenink reported that the Town Board accepted the recommendation of the Plan Commission at their July 14, 2025 meeting and approved the request by Jeremy Jensema for a minor land division and rezoning at N2211 Frontage Road to create two separate parcels consisting of 2.66 acres and 0.50 acres, respectively, and to rezone the 0.50-acre parcel from B-1 to R-1, 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) Village of Oostburg approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.

John DuMez, who surveyed the property at N2211 Frontage Road, explained that a minor change was made to the certified survey map following the July 14, 2025 board meeting. The Town Board will review the modification at their August 11, 2025 meeting.

- c. Request by David and Cindy Obbink for a minor land division and rezoning at parcel 59006066360 on State Highway 32:

Chair Huenink reported that the Town Board accepted the recommendation of the Plan Commission at their July 14, 2025 meeting and approved the request by David and Cindy Obbink for a minor land division and rezoning at parcel 59006066360 on State Highway 32 to create two separate parcels consisting of 3.15 acres and 25.25 acres, respectively, and to rezone the proposed 3.15-acre parcel from A-3 to A-5, contingent upon Village of Cedar Grove approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.

- d. Request by Ted Scharl on behalf of Peggy Van Driest for a minor land division and rezonings at N1080 Sauk Trail Road:

Chair Huenink reported that the Town Board accepted the recommendation of the Plan Commission at their July 14, 2025 meeting and approved the request by Ted Scharl on behalf of Peggy Van Driest for a minor land division and rezonings of parcel 59006066680 at N1080 Sauk Trail to create two separate parcels consisting of 5.00 acres and 15.17 acres, respectively, and to rezone the resultant parcels from A-3 to A-5, contingent upon the certified survey map being approved and executed by Sheboygan County.

10. Building inspector items:

- a. Review building permits report:
The Plan Commission reviewed the July 2025 building inspection report submitted by Building Inspector Tom Huenink.
- b. Discuss any building permit request if the Building Inspector asks for guidance:
None.

c. Discuss follow-up items:

At the July Plan Commission meeting, Roy Teunissen requested that Tom Huenink follow up on residential remodeling without a permit at W4272 County Road G. The property owner obtained a roof/siding/windows/doors permit in May 2025, but it appears that additional remodeling work has begun. Building Inspector Tom Huenink reported a conversation with the property owner, who stated that they intend to obtain permits for electrical, plumbing, and HVAC when they have hired licensed contractors to perform that work, and that they are not ready to obtain any additional permits. Tom said that he does not think the property owner is avoiding the requirement to obtain permits.

Janelle Kaiser received a report of roofing replacement without a building permit at W1933 Smies Road. The Plan Commission directed her to send a letter to the property owner.

11. Public input:

- a. Diane Holstrom-Meisser inquired about how to stay informed about any changes to the Town's long-range comprehensive plan. Chair Huenink explained that any proposed updates to the plan would be noticed on future agendas of the Plan Commission.

12. Public hearings for:

- a. Request by Mary Prinsen for a minor land division and rezonings at parcel 59006067368 on County Road KW:

Chair Huenink called the public hearing for the request by Mary Prinsen to order at 7:46pm. The subject property is located on County Road KW (parcel 59006067368, zoned A-1, 27.25 acres). The request is to create two separate parcels consisting of 3.03 acres and 24.22 acres, respectively, and to rezone the proposed 3.03-acre parcel from A-1 to A-1-S and the proposed 24.22-acre parcel from A-1 to A-PR. Chair Huenink asked for public comments three times. There were no comments.

Motion by Jack Stokdyk, seconded by David Mueller, to close the public hearing at 7:47pm; the motion carried by unanimous voice vote.

- b. Request by Mark DeMaster for a major land division at parcel 59006076382 on Hawe Road:

Chair Huenink called the public hearing for the request by Mark DeMaster to order at 7:47pm. The subject property is located on Hawe Road (parcel 59006076382, zoned A-5, 15.36 acres). The request is to create three separate parcels, each consisting of 5.227 acres. Chair Huenink asked for public comments three times. There were no comments.

Motion by Jack Stokdyk, seconded by Roy Teunissen, to close the public hearing at 7:49pm; the motion carried by unanimous voice vote.

13. Request by Mary Prinsen for a minor land division and rezonings at parcel 59006067368 on County Road KW:

Motion by David Mueller, seconded by Brody Stapel, to recommend that the Holland Town Board approve the request by Mary Prinsen for a minor land division and rezonings of parcel 59006067368 on County Road KW to create two separate parcels consisting of 3.03 acres and 24.22 acres as shown on the certified survey map submitted with the application, and to rezone the proposed 3.03-acre parcel from A-1 to A-1-S and the proposed 24.22-acre parcel from A-1 to A-PR, contingent upon Holland Town Board and Village of Cedar Grove approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.

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

14. Request by Mark DeMaster for a major land division at parcel 59006076382 on Hawe Road: Motion by Jack Stokdyk, seconded by David Mueller, to recommend that the Holland Town Board approve the request by Mark DeMaster for a major land division parcel 59006076382 on Hawe Road to create three separate parcels, each consisting of 5.227 acres as shown on the draft 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 unanimous roll call vote.

15. Special exception extension request by David Plekenpol at N2417 Cardinal Lane: Motion by David Mueller, seconded by Bryan Kaiser, to approve a one-year extension of condition 1c. of the special exception issued to David and Arnita Plekenpol of N2417 Cardinal Lane on March 7, 2022 to complete construction of a proposed addition to the existing dwelling with a 10-foot setback. This extends the construction completion deadline to March 7, 2026. The motion carried by unanimous roll call vote.

16. Public hearing for Ordinance 2025-Draft(E) to Amend Holland Town Code Chapter 330 – Zoning:
Chair Huenink opened the public hearing for Ordinance 2025-Draft(E) to Amend Holland Town Code Chapter 330 – Zoning at 8:04pm. The following public comments were heard:
- a. David Valenti inquired about the rationale for the proposed ordinance and asked whether adoption of the proposed ordinance would remove the power of the Town BOA to rule on a decision of the Plan Commission or Town Board. He commented that it seems that this would gut the BOA of their power to judge an interpretation by this group and prevent citizens from challenging their legal decisions or interpretations, which is the only remedy a citizen has.
 - b. Chair Huenink said that the intent of the proposed ordinance is to clarify that the applicable interpretation would be made by the Town’s administrative officials, the Town Building Inspector and Town Zoning Administrator. Whereas, Wis. Stats. 62.23(7)(e)7.b. states that “The board of appeals shall have the following powers: To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this section or of any ordinance adopted pursuant thereto; to hear and decide special exception to the terms of the ordinance upon which such board is required to pass under such ordinance; to authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in practical difficulty or unnecessary hardship, so that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.”
The Holland Town Code supports this in Section 330-97, “Appeals of the decision of the Building Inspector or any administrative official concerning the literal enforcement of this

chapter may be made by any person aggrieved or by any officer, department or board of the Town. Such appeals shall be filed with the Clerk within 30 days after the date of written notice of the decision or order of the Building Inspector or administrative official. Applications may be made by the owner of the structure, land, or water to be affected at any time and shall be filed with the Clerk.”

- c. David Valenti said that the effect of the amendment is that the BOA application filed in 2024 to request a review of the legal interpretation that the proposed use of the dwelling at N2047 Pine Beach Road South, Oostburg, Wisconsin complies with Holland Town Code §330-27, R-1 Single-Family Residence District could not have been filed if this proposed ordinance was in place at that time.
- d. Chair Huenink stated that while he is not an attorney, he believes that is correct, it could have been filed with the circuit court, as is the case for any ordinance. The ordinance proposes to clarify the powers of the BOA.
- e. David Valenti commented that the Plan Commission could only make a recommendation in this regard about a decision by the Town Building Inspector or Town Zoning Administrator. The BOA would have no authority to opine on a legal opinion given to the Plan Commission or the Town Board. Basically, the only remedy that a citizen has is to file a lawsuit in circuit court, and that the Town does not want citizens to challenge legal interpretations or opinions, and that it must go to court to appeal or oppose them.
- f. Scott Siemon said that an important distinction is whether the parties making the decision are administrative, or the decision itself is administrative. What should be appealable is administrative decisions regardless of who is doing it. If it is allowed for boards to make administrative decisions, under state law it is supposed to be something that can be appealed. Is the action administrative in nature or is the person administrative? It is important for administrative decisions to be appealable regardless of how this Town delegates those administrative decisions.
- g. John Dumez inquired about whether the Town Board or Plan Commission could retroactively insert themselves after-the-fact into a decision made by an administrative Town official.
- h. Chair Huenink replied that the Town Board may overrule a decision by an administrative official. Alternatively, an aggrieved party could appeal a Town administrative official’s decision to the BOA, after the Plan Commission makes a recommendation. He commented that the Town Building Inspector makes decisions through the issuance of permits, whereas the Town Zoning Administrator does not issue permits, rather, they primarily make interpretations of the Town’s zoning ordinance. In addition, the Plan Commission is not authoritative for changes to the Town zoning ordinance, rezonings, or land divisions; rather, the Town Board has authority over those actions.
- i. Dana Mueller inquired about whether the Town Zoning Administrator works out of an office in the Town Hall. She inquired about what types of questions the Town Zoning Administrator answers.
- j. Town Zoning Administrator Janelle Kaiser explained the types of questions that she answers and that she does work in an office at the Town Hall.
- k. Chair Huenink explained that the Town Zoning Administrator position did not exist when Holland Town Code Sections 330-96.A.(1) and (4) were written and the draft ordinance proposes to add that position to those sections.
- l. David Valenti asked whether the proposed ordinance would have any bearing on the appeal to circuit court of the Holland Board of Appeals decision regarding N2047 Pine Beach Road South and asked that the Plan Commission defer action on Section 2 of the proposed ordinance.

- m. Chair Huenink replied that the proposed ordinance likely would have no effect on the court case, as the court must consider the ordinances in effect at the time of appeal being filed.
- n. David Valenti said he hopes it would not have any bearing on the case if the Town changed the ordinance. He requested that Section 2 be deferred until the appeal is taken care of, he doesn't see the need or rush to amend the ordinance at this time.
- o. Bill Rauwerdink commented that the proposed ordinance takes away the most cost-effective appeal for the citizens. Going to court is more expensive than filing a BOA appeal and putting in a rule to make it the most expensive for the citizens to express a concern is not in the interest of the citizens. He inquired about why the board would want to do that.
- p. Chair Huenink said that citizens could still approach the Town Board about a decision made by an administrative official.
- q. Scott Siemon commented that the Town Board has the right to limit interpretation appeals to administrative actions of the Town Building Inspector and Town Zoning Administrator. Appeals boards generally have jurisdiction over actions related to the ordinance or interpretations of the ordinance related to zoning, building, and permit decisions. This is administrative action and you are taking away the citizen's right to an appeal process for an official of the Town taking an administrative action. The spirit of the state law is that administrative action should be appealable.
- r. Diane Holstrom-Meisser asked for clarifications of whose interpretations are able to be appealed to the BOA, and when an appeal would need to be filed in circuit court, to which Chair Huenink replied with some clarifications.
- s. Amy Scott seconded Dave Valenti's request that the Plan Commission defer action on Section 2 of the proposed ordinance until a final decision in the appeal to circuit court of the Holland Board of Appeals decision regarding N2047 Pine Beach Road South is made. There is no rush to change this right now if it is stripping the citizens of their ability to solve things more reasonably than taking it to court. The board has shaken the citizen's trust to say the least and have deemed themselves untrustworthy of giving an unblemished eye to wrongdoing of anyone who has anything to do with this town. It should be shelved until the Pine Beach Road decision has been finalized.
- t. Jim TeBeest inquired about whether the Town has a noise ordinance. He reported that noise from outdoor music could be heard from W1841 Cole Road up to three quarters of a mile away until midnight on a recent weekend.
- u. Chair Huenink asked Jim to comment on this during public input later in the meeting, rather than during the public hearing for Ordinance 2025-Draft(E).

17. Recommendation to Town Board for Ordinance 2025-Draft(E) to Amend Holland Town Code Chapter 330 – Zoning:

Matt Teunissen and David Mueller inquired about whether the Town Attorney had reviewed Ordinance 2025-Draft(E), to which Chair Huenink replied that he had. The Plan Commission acknowledged that the proposed ordinance is consistent with state statutes.

Motion by Roy Teunissen, seconded by Brody Stapel, to recommend that the Holland Town Board adopt Ordinance 2025-Draft(E), An Ordinance Amending Provisions of Chapter 330 of the Code of the Town of Holland, Sheboygan County, Wisconsin, as presented during the August 4, 2025 Plan Commission meeting; the motion carried by unanimous roll call vote. Let these minutes show that Ordinance 2025-Draft(E) would be re-numbered as Ordinance 2025-05 if adopted.

18. Conditional use permit review schedule:

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- a. Jeffrey Freund at W1841 Cole Road, parcel 59006076491:
The Plan Commission reviewed the conditional use permit at W1841 Cole Road and reached consensus that no updates or changes are required.

19. 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:
The Plan Commission discussed the possibility of reducing the road frontage requirement of 225 feet for parcels located in both the transitional area district and the A-5 zoning district. The zoning ordinance already allows for a smaller lot size for those parcels, and reducing the road frontage may create more opportunities for development in those areas, where transitioning uses and development is anticipated, based on the Town’s transitional area map. Jack Stokdyk spoke in favor of a reduction in road frontage required for these parcels to perhaps 125 or 150 feet, but the Plan Commission ultimately reached consensus that they will not pursue this amendment at this time.
Matt Teunissen commented that he would like to see an amendment that considers conditional zoning be prioritized.

20. Public input:

- a. Jim TeBeest reported that live music could be heard from W1841 Cole Road recently from 6:00pm until midnight on a Saturday night and from 11:00am until 8:00pm on Sunday from the same weekend. He said that he had never heard wedding events from his home previously, but this was one of the only times he heard noise from the property.
- b. Mark DeMaster said that he heard the noise that Jim TeBeest spoke of as well but has only heard noise on his property from W1841 Cole Road a couple of times.
- c. Scott Siemon suggested that a future noise ordinance of the Town could implement quiet hours. He also inquired about how citizens can suggest code changes, to which Chair Huenink replied that written suggestions can be submitted to the Town. If it is related to zoning, the Plan Commission is a good place to start, however, other ordinance change suggestions may be sent to the Town Board.
- d. David Valenti said that Chair Huenink clearly said that had the proposed ordinance been in place, the aforementioned appeal would not have been allowed. Basically, people have to go to court. He asked whether anyone on the Plan Commission wanted to reconsider their vote on the ordinance.
- e. Chair Huenink said that the proposed ordinance attempts to clarify that appealing decisions of the governing body is not the intent of the ordinance.
- f. Diane Holstrom-Meisser asked about the applications in process item on the Plan Commission’s agenda, to which Chair Huenink explained why that recurring item is on the agenda. Diane also asked about building permit review procedures.
- g. A member of the public (name not given) asked whether use will be considered when issuing building permits.
- h. Chair Huenink replied that the Town’s building permit application form now includes fields requesting the applicant to provide the use of a structure or addition.
- i. Chair Huenink reminded everyone that the September 2025 Plan Commission meeting will be held on Wednesday, September 3, 2025 at 7:30pm.

21. 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.

22. Adjourn:

Motion Jack Stokdyk, seconded by Roy Teunissen, to adjourn at 9:24pm; the motion carried by unanimous voice vote.