

TOWN OF HOLLAND PLAN COMMISSION
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
W3005 County Road G, Cedar Grove, WI 53013
Wednesday, September 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. A public hearing notice was posted at the Holland Town Hall and on the Town's website on August 13, 2025, and was printed in the Lakeshore Weekly and The Sounder on August 21, 2025. The agenda for this meeting was posted at the Holland Town Hall and on the Town's website on August 26, 2025.
4. Record retention certification:
Plan Commission Clerk Janelle Kaiser stated record retention is up to date.
5. Roll call:
Attendees: Chair David Huenink, Matt Teunissen, Roy Teunissen, Jack Stokdyk, Brody Stapel, David Mueller, and Craig Droppers – Alternate.
Absentee(s): Bryan Kaiser.
Signed-In Attendees: William Bannier, Gretchen Petraske, Judy Britton, Larry Britton, David Lammers, Rita Lammers, Bill Rose, David Valenti, Town Supervisor Douglas Hamilton, Bill Murphy, Jo Murphy, Jeffrey Broetzmann, Mary Broetzmann, John Dallman, Barb Dallman, Scott Siemo, and Phil Marr.
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 Roy Teunissen, to adopt the agenda for the September 3, 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 Roy Teunissen, to approve the minutes from the August 4, 2025 Plan Commission meeting as presented during the September 3, 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 American Orthodontics, the owner of N2047 Pine Beach Road South, filed an appeal of the circuit court's July 17, 2025 ruling with the appellate court on August 21, 2025. Whereas an appellate court hearing for the appeal is not likely to occur for at least six months, perhaps longer, Chair Huenink proposed removing this item from

future Plan Commission agendas until further notice. There were no comments from other members of the Plan Commission.

- b. Request by Mary Prinsen for a minor land division and rezonings at parcel 59006067368, County Road KW:
Chair Huenink reported that the Town Board accepted the recommendation of the Plan Commission at their August 11, 2025 meeting and approved 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 Village of Cedar Grove approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.
- c. Request by Mark DeMaster for a major land division at parcel 59006076382, Hawe Road:
Chair Huenink reported that the Town Board accepted the recommendation of the Plan Commission at their August 11, 2025 meeting and approved 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:
 - i. 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.
 - ii. Receipt of a full legal description for the existing parcel or proposed resultant parcels.
 - iii. Village of Oostburg approval of the certified survey map, and upon that certified survey map being approved and executed by Sheboygan County.
- d. Request by Jeremy Jensema for a minor land division at parcel 59006071920, N2211 Frontage Road:
Chair Huenink reported that the Town Board approved an amended certified survey map at their August 11, 2025 meeting for the minor land division request by Jeremy Jensema. The survey was amended to adjust the property line for the parcel to the section line rather than the center line of the road, which affected only the resultant 2.66-acre parcel.
- e. Ordinance 2025-Draft(E) to Amend Holland Town Code Chapter 330 – Zoning:
Chair Huenink reported that the Plan Commission voted unanimously to recommend that the Town Board adopt Ordinance 2025-Draft(E) as presented at their August 4, 2025 meeting. The Town Board did not act on Ordinance 2025-Draft(E) at their August 11, 2025 meeting, whereas only three board members were present at the meeting and reached consensus that the ordinance, among other items, did not require immediate action. Chair Huenink acknowledged that the Plan Commission received written comments about Ordinance 2025-Draft(E) from two members of the public members in advance of the September 3, 2025 meeting. Since Ordinance 2025-Draft(E) is listed only as a sub-item intended for reporting information from the Town Board to the Plan Commission on the agenda, as opposed to an item subject to action by the Plan Commission, Chair Huenink noted that the Plan Commission would have the option to discuss the topic should they so choose, but would not be able take any action on it. There were no comments from members of the Plan Commission at this time.

10. Building inspector items:

- a. Review building permits report:
The Plan Commission reviewed the August 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:
 - i. Roof replacement without a building permit at W1933 Smies Road:
Janelle Kaiser previously received a report of roofing replacement without a building permit at W1933 Smies Road. Following the August 4, 2025 meeting, a roofing permit that the property owner obtained in 2024 was located, therefore, a letter was not sent to the property owner.
Roy Teunissen requested that Tom Huenink follow up on work without a building permit at W4272 County Road G.

11. Public input:

- a. The property owners of parcels 59006064510, 59006064490, and 59006064470 have proposed a minor land division and rezoning. These parcels are zoned A-1 and are under common ownership. The owner's ultimate goals are to sell the wooded area located on parcel 59006064490 and to sell parcel 59006064510. They would also like to merge the northern (approximately) half of parcel 59006064490 to parcel 59006064470 via boundary line adjustment. Zoning Administrator Janelle Kaiser suggested that a possible option for parcel 59006064490 would be to create a parcel for the wooded area and rezone it to A-PR, and simultaneously create an A-1-S parcel (maximum 19.99 acres) to consist of the land remaining as a result of the proposed boundary line adjustment. In addition, one acre of A-1 land within the tract would need to be rezoned to A-PR if parcel 59006064510 were to be sold, and parcel 59006064510 would be best rezoned to A-1-S, whereas it is 19.00 acres in size and therefore below the minimum lot size of 20.00 acres in A-1. Since the parcel is currently part of an A-1 tract of common ownership greater than 20.00 acres in size, it is conforming but would not conform to A-1 zoning district requirements if sold to a party without contiguous common ownership.
Chair Huenink suggested that the property owners could modify the current proposal by squaring off the parcel for the wooded area, which would include some farmland, rather than following the tree line of the wooded area, and rezone it to A-PR. This would likely satisfy the requirement to rezone one acre of A-1 land to A-PR in the event that parcel 59006064510 was sold as described above.
Matt Teunissen commented that if the wooded area is classified as wetland, it should not be rezoned to A-PR, whereas the A-PR zoning district is intended for arable farmland. Further research will be conducted and communicated with the property owners.
- b. Tree Brothers LLC, a local tree service business, has inquired about the possibility of operating their business at 59006066682 on Sauk Trail Road (zoned A-5, 15.17 acres). The business would like to rezone a portion of the parcel to B-1, on which area they would operate the business, with the remaining land to remain the A-5 zoning district and be used for agricultural purposes. The Plan Commission acknowledged that a conditional use permit would be required if the business were to operate on the parcel within the B-1 zoning district, which may include regulation of outdoor storage and/or a burn enclosure. The Plan Commission had some questions, such as where on the parcel the business would

- operate and what the length of the driveway would be, but generally acknowledged that the proposed location is a better alternative to sites previously proposed by the business owners.
- c. Bill Rose commented that the meeting minutes are generally good and comprehensive. He noted that the public does not have the opportunity to comment on minutes of previous meetings prior to their consideration for approval by the governing body.
 - d. Chair Huenink said that members of the public can comment on meeting minutes, even if they are already approved, and the governing body may consider whether a correction to the minutes is necessary.
 - e. Bill Rose inquired about where to find the latest building permit report as well as the position description for the Town Zoning Administrator.
 - f. Chair Huenink said that these documents are open records and can be requested by making an open records request to the Town.
 - g. Bill Rose verbally requested that the latest building permit report as well as the position description for the Town Zoning Administrator be sent to him by email.
 - h. David Valenti communicated concerns about which issues would actually be able to be addressed by the Board of Appeals, other than some sort of variance, as a result of Ordinance 2025-Draft(E). The Plan Commission and Town Board can also act in an administrative capacity, as the Town Board does not always act in a legislative capacity. The draft ordinance limits the ability for a resident to object to a decision of the Plan Commission or Town Board, requiring them to go directly to circuit court. This limits the due process that the state envisions and guts the power of the Board of Appeals, such that they are only there to decide on whether to grant variances. David said he does not think that this is what most Towns do and is not the intent of the state statute, and he hopes that this board will reconsider.
 - i. Larry Britton said that as well as additional future costs that would be associated with adoption of Ordinance 2025-Draft(E), he agrees with David Valenti's comments that it guts the power of the Board of Appeals. The costs to both residents, as well as the Town, as a result of this change are incurred by forcing them to go to court. Any time anybody is unhappy with a decision, they will either have to live with it because they can't afford to go to court or they are going to sue the Town. Insurance carriers do not want that to happen and may either cancel the policy or raise premiums. The proposed ordinance is a real insult to the Board of Appeals, as they will no longer have any power, and this looks like a figurehead operation.
 - j. Julie Kuether inquired about the location of parcel 59006066682, where Tree Brothers LLC has inquired about the possibility of operating their business. Julie asked whether the business would be located in an R-1 district and expressed concerns about any burn enclosure that may be requested by the business and its effect on nearby residents.
 - k. Chair Huenink described the location of parcel 59006066682 and its current zoning classification, as well as the location of surrounding properties. He explained that if the business were to request a burn enclosure, it would likely be regulated within the conditions of a conditional use permit.

12. Public hearings for:

- a. Request by Jeffrey and Mary Broetzmann conditional use permit to establish a home occupation at parcel 59006065771, N1010 County Road KW:
Chair Huenink called the public hearing for the request by Jeffrey and Mary Broetzmann to order at 8:12pm. The subject property is located at N1010 County Road KW (parcel 59006065771, 3.00 acres, zoned A-1-S). The conditional use permit request is to establish

a home occupation for custom manufactured cabinetry and millwork which would utilize an existing accessory building on the parcel.

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 8:13pm; the motion carried by unanimous voice vote.

13. Request by Jeffrey and Mary Broetzmann conditional use permit to establish a home occupation at parcel 59006065771, N1010 County Road KW:

Motion by David Mueller, seconded by Roy Teunissen, to approve the request by Jeffrey and Mary Broetzmann for a conditional use permit at N1010 County Road KW as presented, to include conditions as presented and as modified to allow utilization of the existing 1,800 square foot accessory building on the premises; the motion carried by unanimous roll call vote.

Craig Droppers: Yes; David Mueller: Yes; David Huenink: Yes; Brody Stapel: Yes; Roy Teunissen: Yes; Matt Teunissen: Yes; Jack Stokdyk: Yes.

14. 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:

Nothing to report at this time.

15. Public input:

a. Chair Huenink reported that the Holland Town Board's monthly meetings in October and November have been rescheduled to Wednesday, October 8, 2025 at 6:30pm and Wednesday, November 5, 2025 at 6:30pm, respectively. The Holland Board of Review will meet for their first two-hour meeting on Wednesday, October 8, 2025 from 4:30pm to 6:30pm. Whereas the Town Board has a supervisor vacancy and members of the Town Board also serve as members of the Board of Review, members of the Plan Commission may be called in as alternates if needed, as allowed by Town ordinance, for the Board of Review.

b. Craig Droppers inquired about whether ordinance violation enforcement actions have been taken for the property at W3070 Hoitink Road.

c. Chair Huenink said that the Town attorney has been contacted about ordinance violations at W3070 Hoitink Road and should send a cease-and-desist letter to the property owner, if it has not already been sent.

d. David Valenti asked whether adoption of Ordinance 2025-Draft(E) would impact appeal options for requests such as the one Jeffrey and Mary Broetzmann made, for example, if the conditional use permit that they requested would have been denied by the Plan Commission this evening.

e. Chair Huenink said that today's regulations would require Jeffrey and Mary Broetzmann to file with the circuit court if they wished to appeal a conditional use permit denial decision by the Plan Commission and that this would not change if Ordinance 2025-Draft(E) is adopted. Chair Huenink also said that, alternatively, the Town typically provides reasons for denial of an application to the property owner and works with the applicant to submit a revised application.

16. Review/approve attendance records for previous meeting:

Motion by David Mueller, seconded by Roy Teunissen, to approve the attendance records as

presented; the motion carried by unanimous voice vote.

17. Adjourn:

Motion by Jack Stokdyk, seconded by David Mueller, to adjourn at 8:35pm; the motion carried by unanimous voice vote.