

Town of West Bend Plan Commission Minutes
Thursday December 4, 2025 6:30 PM
Town of West Bend Town Hall

1. Order of Business.

A. Call Meeting to Order.

Chairman Holz called the meeting to order at the Town of West Bend Town Hall at 6:30 PM, accessed via Zoom and telephone.

B. Roll Call.

Present were commission members Michael Holz, Julie Ihlenfeld, Brad Kopp, Dave Moore, Donna Schneider, Jim Tukesbrey, Mark Wagor, and Zoning Administrators Krista Kamke and Kristen Hoss. Jeff Kenkel was excused.

C. Approval of Minutes from October 23, 2025 meeting.

Moore made a motion to approve the minutes. The motion was seconded by Wagor and passed unanimously.

2. NEW BUSINESS

A. Conditional Use Permit to install a ground-mounted solar energy system in the R-1R Rural Residential District at the property located at 3800 Paradise Dr, (T13_0360500); Gregory Blommel, owner; (application 2025-12)

Motion by Holz to open the public hearing. The motion was seconded by Schneider. Motion carried unanimously. Zoning Administrator Hoss summarized the request and stated height is 10.5'. Motion by Schneider to close the public hearing. The motion was seconded by Moore. Motion carried unanimously. Moore made a motion to recommend approval of Conditional Use with conditions from staff report dated 11/26/2025. The motion was seconded by Schneider. Motion carried unanimously.

B. Conditional Use Permit to allow the existing cottage to remain on the property as a secondary principal building during the reconstruction of the primary principal building for property located at 4995 Birchwood Dr, (T13_1560500); Paul and Janet Boemer, owner; Dave Moore, applicant; (application 2025-13)

Motion by Holz to open the public hearing. The motion was seconded by Tukesbrey. Motion carried unanimously. Zoning Administrator Hoss summarized the request. In accordance with §325-42(A)(7) any reconstruction, enlargement, or structural alteration of the primary principal structure requires a Conditional Use Permit (CUP). The CUP is required to ensure compliance with the standards applicable to lots containing more than one principal structure used as single-family dwellings and to formally document the cottage as the secondary principal structure which may not be moved to another location on the lot or undergo enlargement or structural alteration. Dave Moore explained nothing will be done to the existing cottage or secondary structure. Schneider recommended a condition be added that the owner is responsible for damage to road and driveway. Birchwood Dr is a private road, and the driveway crosses the property lines. Wagor stated a private road maintenance agreement governs maintenance of the road. Motion by Holz to close the public hearing. Seconded by Schneider. Motion carried unanimously. Holz made a motion to recommend approval of the CSM with the conditions from staff report dated 11/26/2025 and for the findings in the report. The motion was seconded by Kopp. Motion carried unanimously. Dave Moore recused himself.

C. One lot Certified Survey Map (CSM) for property located at 4995 Birchwood Dr,

(T13_1560500); Paul and Janet Boemer, owner; Dave Moore, applicant; (application 2025-16)
Zoning Administrator Hoss summarized the request. The proposed CSM removes this interior line to create a single lot that meets all dimensional requirements of the R-1S Shoreland Residential District and provides a buildable envelope for the new home. Schneider made a motion to recommend approval of the CSM with conditions from staff report dated 11/26/2025 along with secondary structure label added to the CSM. The motion was seconded by Ihlenfeld. Motion carried unanimously. Dave Moore recused himself.

D. Conditional Use Permit Amendment to allow an increase in the maximum number of children allowed at the daycare located at 5190 S 18th Ave, (T13_0890400); Ogres and Onions LLC, owner; Fields and Flowers LLC, applicant; (application 2025-14)

Motion by Holz to open the public hearing. The motion was seconded by Tukesbrey. Motion carried unanimously. Zoning Administrator Hoss summarized the CUP and Site Plan. The daycare would like to increase the maximum number of children permitted on-site from 60 to 150 and build an addition providing expanded indoor classroom space and the conversion of the detached garage into a 451 square foot outdoor classroom with a bathroom. Existing building has been a daycare facility since 2007 under prior ownership. This applicant purchased property in 2024 and has continued the same use. There is a detached garage, outdoor playground, and parking lot. Property is surrounded by a residentially zoned district and an undeveloped lot designated as a public park to the south. Fence surrounds the playground and there is natural screening with mature trees at the east and north property lines. Addition would double size of existing building to allow new classrooms. Applicant is requesting to convert detached garage into an open outdoor classroom and proposing a phased parking approach. Additional information is needed regarding stormwater, parking, and septic for the Site Plan Review. Sean Fraser, 5199 Juniper Ln, had concerns of impact to residential property, noise, and increasing the number of children, and would like more information. Lori Studee, 5185 Juniper Ln, had concerns about sharing well water and septic. Applicant stated out of 150 children, about 30 children will be summer only and for school age children. One classroom will be a 4K Monday – Friday free program. 2 classrooms will be for infant care. The daycare currently can care for 14 children under the age of 1. An outdoor license is good for 281 children. No after school program currently. Daycare does not provide transportation. Moore had concerns regarding noise with outdoor space and additional children. Applicant stated they would like to add natural sound barriers to address noise. Discussed adding fir trees as a better natural barrier for sound. The daycare closes at 5:30 pm Monday – Thursday, closes at 5 pm on Friday, and opens at 6 am. CUP allow daycare to be open until 7 pm. There would be planned recess time, lunch, and rest periods. Eric Gasser, 114 E Paradise Dr, Apt 210, on zoom, who has a child that attends this daycare spoke highly of daycare, is in favor of daycare expansion, and is interested in 4K program. Discussed trees and fences for sound barrier. Motion by Holz to put public hearing in continuance on the CUP for Fields and Flowers childcare center at South 18th Ave until next Plan Commission meeting on January 22, 2026. Seconded by Moore. Motion carried unanimously.

E. Site Plan Review for an addition to the existing daycare located at 5190 S 18th Ave, (T13_0890400); Ogres and Onions LLC, owner; Fields and Flowers LLC, applicant; (application 2025-15)

Additional information is needed regarding stormwater, erosion, parking, and septic for the Site Plan Review. Motion by Holz to table until next Plan Commission meeting on January 22, 2026. Seconded by Moore. Motion carried unanimously.

3. OLD BUSINESS

A. None

4. CORRESPONDENCES (none)

5. Comments from the public for items not on the agenda
None

6. Report from Zoning Administrator (no packet materials)

7. Adjournment

Next meeting is January 22, 2026. Schneider made a motion to adjourn at 8:01 PM. The motion was seconded by Ihlenfeld and passed unanimously.

Respectfully submitted,

Julie Ihlenfeld, Plan Commission Secretary
12/5/2025