Town of West Bend Plan Commission Minutes
Thursday February 26, 2026 6:30 PM
Town of West Bend Town Hall

1. Order of Business.
A. Call Meeting to Order.
Vice-Chairman Moore 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 on Zoom, Julie Ihlenfeld, Jeff Kenkel, Brad Kopp, Dave Moore, Donna Schneider, Mark Wagor, and Zoning Administrator Ben Greenberg.

C. Approval of Minutes from January 22, 2026 meeting.
Wagor made a motion to approve the minutes. The motion was seconded by Kenkel and passed unanimously.

2. NEW BUSINESS
A. Certified Survey Map (CSM) To combine two legal lots located at 5344 & 5350 Woodland Drive (T13_1960550); Toby and Ronda Licntensteiger, owners; (application 2026-01)
Zoning Administrator Greenberg explained 2 legal lots are being consolidated into a single lot for purposes of a future new single-family residential development. Motion by Schneider to approve the CSM subject to 7 conditions in report from Cedar Corporation dated 2/18/2026, along with an additional condition to show any existing structures on the map, and engineer items in Exhibit A. Motion seconded by Kopp. Motion carried unanimously.

B. Zoning Code Clarification and "Clean-Up" Items
Discussed 4 issues: Setback Standards from Private Roads in the R-1S District, Clarifying How Setbacks Are Measured for Buildings and Structural Projections, Absence of a Definition for "Floor Area", and Applicability of Garage Design Standards in §325-80.1(B)(6). Discussed measuring setbacks as an average with a minimum setback, averaging with like structures, and defining likeness of structures. Zoning Administrator Greenberg will draft recommendations regarding private roads, how setbacks are measured, and add definition of floor area. Garage standards only apply to attached garages.

3. CORRESPONDENCES (none)

4. Comments from the public for items not on the agenda
Currently the town mails to owners of all lands included in the petition and all lands lying within 200 feet of lands included in the petition. Discussed whether the town should increase the public hearing notification distance. Options discussed were 300 ft, 500 ft, and 1000 ft.

5. Report from Zoning Administrator (no packet materials)

6. Adjournment
Next meeting is March 26, 2026. Schneider made a motion to adjourn at 8:02 PM. The motion was seconded by Kenkel and passed unanimously.

Respectfully submitted,
Julie Ihlenfeld, Plan Commission Secretary
3/4/2026