

Town of West Bend Plan Commission Minutes
Wednesday June 24, 2026 6:30 PM
Town of West Bend Town Hall

1. Order of Business.

A. Call Meeting to Order.

Chairperson Donna Schneider 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 Julie Ihlenfeld, Donna Schneider, Mark Wagor, Zoning Administrator Ben Greenberg, and Brad Kopp on Zoom. Michael Holz, Jeff Kenkel, and Dave Moore were excused.

C. Approval of Minutes from May 28, 2026 meeting.

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

2. OLD BUSINESS

A. Zoning Code Clarification and Clean-Up Items

1. Discussion and Action

Wagor would also like to discuss surety bonds at the next meeting. Wagor made a motion to table Zoning Code Clarification and Clean-Up Items until next Plan Commission meeting. The motion was seconded by Ihlenfeld and passed unanimously.

3. NEW BUSINESS

A. Girl Scouts of Wisconsin Southeast, Tax Key #s T13-0381, T13-0380300, T13-0380600, T13-0380700, T13-0380800, T13-0380900, T13-0390100, T13-0390200, T13-0400700001-2561 W Decorah Rd, Section 22, Township 11 North, Range 19 East, Town of West Bend, Washington County – new shower house/storm shelter facility, replace existing changing room structure, deck and stairway addition to the existing site manager residence, replace existing deck, railings, and exterior siding on the Northstar troop house.

Online record: <https://s.zoninghub.com/W2Z5VBO3TX>

1. Discussion and Action

Girl Scouts of Wisconsin Southeast Director of Properties Kathy Laur summarized the project. Wagor made a motion to approve the Camp Silver Brook site plan amendment for the improvements shown in the application materials, subject to conditions 1 – 8 on the staff report dated June 18, 2026. The motion was seconded by Ihlenfeld and passed unanimously.

B. Subdivision and Land Development Ordinance Act 68 Update

Online record: <https://s.zoninghub.com/VY3YG9PM4X>

1. No Public Hearing

Public Hearing will be held at the Town Board meeting on July 14, 2026.

2. Discussion

Zoning Administrator Greenberg summarized. Wisconsin Act 68 modifies Chapter 236 of the Wisconsin Statutes relating to subdivision plat review and approval. The legislation is intended to streamline the plat approval process, reduce up-front development costs, and provide greater certainty to subdividers during the review process. The law takes effect July

1, 2026. The attorney has already reviewed the draft ordinance. See attached staff report dated June 12, 2026.

3. Recommendation to Town Board

Motion by Wagor to recommend that the Town Board approve the proposed amendments to Chapter 310 with an effective date of July 1, 2026. The motion was seconded by Ihlenfeld and passed unanimously.

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

Wagor made a motion to adjourn at 6:52 PM. The motion was seconded by Ihlenfeld and passed unanimously.

Respectfully submitted,
Julie Ihlenfeld, Plan Commission Secretary

6/25/2026