

Town of West Bend Plan Commission Minutes
Thursday July 23, 2026 6:30 PM
Town of West Bend Town Hall

1. Order of Business.

A. Call Meeting to Order.

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

C. Approval of Minutes from June 24, 2026 meeting.

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

2. OLD BUSINESS

A. General Zoning Code Updates

1. Discussion and Action

Zoning Administrator Greenberg presented pictures of detached garages and pole buildings with corresponding houses that we reviewed for compatibility. Discussed traditional match of similar style, siding, roof pitch, and colors. Discussed same style and materials with a different color. Discussed different architectural styles and contrasting materials. Reviewed Cedar Corporation Staff Report dated July 21, 2026. Zoning Administrator Greenberg presented a Tracking List and Issue Summaries. See attached report. Discussed principal building height. Town is moving away from complicated calculation of building height to a measurement from lowest exposed grade to roof peak throughout residential districts. This includes evaluating 35-foot standard and 42-foot allowance for qualifying R-1S properties. Discussed pool house plumbing. Zoning Board of Appeals deferred a request for plumbing in a pool house on 7/23/2026 until the Plan Commission discusses possible amendment to the zoning code to allow plumbing in a pool house. Plan Commission discussed adding plumbing to a pool house. The zoning code amendment would include a definition of a pool house including structure size, 3/4 bath, storage area, changing area, location of pool house within the security enclosure or fencing of an inground pool only. Plumbing would not be allowed in a pool house with an above ground pool. Plan Commission discussed adding a deed restriction that states the pool house shall go with the inground pool. If the inground pool is removed, then plumbing is removed also. Discussed classification of residential accessory building uses. For example, when an addition to a home is proposed, when is the addition considered living space and when is the addition considered garage space. The addition may be used for storage and living area. Discussed adding definitions for living space and garage. Discussed maximum number of residential accessory buildings. Discussed limiting the number of accessory structures in high density neighborhoods (R-1S Shoreland Residential District and R-1N Neighborhood Residential District) to 3 per lot and not limiting larger lots. Generally, the 3 types of accessory structures on lots are boathouses, detached garages, and sheds. Discussed which minor structures would be exempted from this rule, such as a chicken coop. Total maximum square footage of all accessory structures applies as well. Discussed sidewalks & walkways-setback clarification. Discussed whether the side yard setback for a walkway or sidewalk in the R-1S Shoreland Residential District should be 7 ft. or less.

3. CORRESPONDENCES (none)

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

5. Report from Zoning Administrator (no packet materials).

6. Adjournment

Holz made a motion to adjourn at 7:58 PM. The motion was seconded by Wagor and passed unanimously.

Respectfully submitted,
Julie Ihlenfeld, Plan Commission Secretary

8/4/2026