

Date: September 19, 2023  
To: Town of West Bend Plan Commission  
From: Tim Schwecke, Zoning Administrator  
Subject: Site plan review for an addition (840 sf) to an existing building at the Camp Silver Brook located at 2561 W Decorah Road; Girl Scouts of America, applicant  
Meeting: September 28, 2023 Plan Commission meeting

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**General description** Camp Silver Brook has submitted a petition to expand an existing building for additional cold storage.



**Zoning requirements** The subject property is zoned P-1 (Public and Private Park). The existing building with addition is located in Washington County's shoreland zoning jurisdiction. The county will need to determine the addition is allowed, including the shoreline setback requirement.

**Review procedures** The Plan Commission has the authority to act on non-residential site plans.

**Notice requirements** Aside from being shown on the meeting agenda, no other public notice is required.

**Proposed motions for Plan Commission:** Approve the site plan for the addition of the cold storage building subject to the following terms and conditions:

1. The County determines the proposed addition complies with the shoreland zoning requirements.
2. The property owner obtains a building permit from the Town's building inspector.
3. Work commences on the project within 9 months of this date and continues in good faith to completion.

**Attachments:**

1. Application materials

Town of West Bend - Washington County, Wisconsin

APPLICATION for SITE PLAN REVIEW

(C-1, C-2, P-1, SPRO Districts)

Name of Property Owner: Girl Scouts of America Camp Silver Brook

Address: 131 S. 69th Street Milwaukee, WI 53214

Phone: 262-685-8267 Email: BDAVID@GSWISC.ORG

Name of Applicant (if different from Property Owner): Mark Plesha (Pinno Buildings)

Address: \_\_\_\_\_

Phone: 414-750-6953 Email: MARKP@RAPINNO.COM

Property Description:

Is this a new site plan or an amendment to existing site plan? New:  Amendment:

A. Tax Key # T13-0380600 Current Zoning: P1/C2

B. Tax Key # \_\_\_\_\_ Current Zoning: \_\_\_\_\_

C. Tax Key # \_\_\_\_\_ Current Zoning: \_\_\_\_\_

D. Tax Key # \_\_\_\_\_ Current Zoning: \_\_\_\_\_

(if additional parcels, please attach as separate sheet)

Zoning of adjoining properties:

A. Tax Key # 291-11191530002 Current Zoning: R-1N

B. Tax Key # 291-1119153000 Current Zoning: R-1N

C. Tax Key # T13-0380700 Current Zoning: P1/C1/C2

D. Tax Key # T13-0380900 Current Zoning: P1/C2

E. Tax Key # T13-03571 Current Zoning: R-1R/C2

(if additional properties, please attach as separate sheet)

Plan of Operation:

Name of property/facility (if applicable): Camp Silver Brook

Address: 2561 W Dacota Rd

General description of natural resources present onsite: Girl Scout Camp

**Town of West Bend - Washington County, Wisconsin**  
**APPLICATION for SITE PLAN REVIEW**  
(C-1, C-2, P-1, SPRO Districts)

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(if additional space is required, please attach as separate sheet)

General description of park/recreation facilities onsite: girl scout camp

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(if additional space is required, please attach as separate sheet)

Specific use of each building (building shall be identified on site plan as described below):

Building A: \_\_\_\_\_

Building B: \_\_\_\_\_

Building C: \_\_\_\_\_

Building D: \_\_\_\_\_

(if additional buildings, please attach as separate sheet)

Current Number of Employees:      Full-time: \_\_\_\_      Part-time: \_\_\_\_      Seasonal: \_\_\_\_

Days of operation (check all that apply):      Mon-Fri: \_\_\_\_      Sat: \_\_\_\_      Sun: \_\_\_\_

*Seasonal*

Town of West Bend - Washington County, Wisconsin

APPLICATION for SITE PLAN REVIEW

(C-1, C-2, P-1, SPRO Districts)

Hours of operation: Open: \_\_\_:\_\_\_ Close: \_\_\_:\_\_\_ Seasonal

Method of building/grounds maintenance: NA

Method of property security: NA

Exterior:

Outside storage: Yes \_\_\_ No X

What will be stored and where: NA

Dumpsters (location and screening shown on site plan) NA

Screening plan (shown on site plan or attached as addendum) NA

Lighting plan (attached as addendum) NA

Signage plan (attached as addendum) NA

Landscaping plan (shown on site plan or attached as addendum) NA

Erosion control / stormwater management plan (shown on site plan or attached as addendum) City.

Parking / Loading:

Total area all parking: \_\_\_ acres \_\_\_ square feet

Construction: Pavement: \_\_\_ Gravel: \_\_\_ Grass: \_\_\_ Other: \_\_\_

Number off-street parking spaces: Employee: \_\_\_ Visitor: \_\_\_

Off-street parking spaces (attach plan):

Is access permit required? Yes \_\_\_ No X

If yes, has permit been secured? Yes \_\_\_ No \_\_\_

Parking and loading plan (shown on site plan or attached as addendum) NA

Other:

Will any type of music be part of this proposal? Yes \_\_\_ No X

If yes (check all that apply): Pre-recorded: \_\_\_ Live: \_\_\_

Town of West Bend - Washington County, Wisconsin

APPLICATION for SITE PLAN REVIEW

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Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_

Monday through Thursday  
Friday and Saturday  
Sunday

Proposed start time: \_\_\_:\_\_\_  
Proposed start time: \_\_\_:\_\_\_  
Proposed start time: \_\_\_:\_\_\_

Proposed end time: \_\_\_:\_\_\_  
Proposed end time: \_\_\_:\_\_\_  
Proposed end time: \_\_\_:\_\_\_

Living Quarters:

Living quarters onsite: Yes \_\_\_\_\_ No

Type: Owner-occupied \_\_\_\_\_ Renter-occupied \_\_\_\_\_

Total number occupants: \_\_\_\_\_

Additional information to be considered during site plan review: \_\_\_\_\_

(if additional space is required, please attach as separate sheet)

Application Checklist (for all districts):

(This Application shall be completed in full. The Town of West Bend shall not accept any Application for Site Plan Review until all of the information below, as required under Chapter 17.10.03.D of the Zoning Ordinance, is submitted as an attachment to this Application. Please confirm inclusion of the required information by checking each item below).

Confirmation that the submitted site plan conforms with the requirements of Chapter 17.10.02 of the Zoning Ordinance.

Site plan drawn to a recognized engineering scale, scale of drawing, north arrow, and site size information (area in square feet or acres).

Name of project.

\_\_\_\_\_ Existing and proposed topography shown at contour intervals of two feet or less. Topography shall extend 40 feet onto adjacent property or to the building on the adjacent lot, whichever is greater.

\_\_\_\_\_ The characteristics of soils related to contemplated specific uses.

All building and yard setback lines.

\_\_\_\_\_ Where applicable, both the 100 year recurrence interval floodplain and the floodway; environmental corridors and isolated natural resource areas; and wetland areas.

The type, size, height, and location of all existing and proposed structures with all building dimensions shown.

Existing and proposed street names, rights-of-way, and easements.

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- Proposed stormwater management facilities, including detention/retention areas.
- Proposed location and type of all signs to be placed on the site.
- The location and type of all outdoor lighting.
- Existing isolated, individual trees and the boundary of woodlands.
- Landscape plan with the location, extent, and type of proposed plantings.
- Location of pedestrian sidewalks and walkways, and bicycle lanes or paths.
- A graphic outline of any development staging.
- Scaled architectural plans, color building elevations, and color perspective drawings and color sketches illustrating the design and character of proposed structures and relevant surrounding structures and properties within 300 feet.
- Detailed description of all exterior building materials and colors.
- The location and description of all existing and proposed personal energy systems.
- Additional Information as may be required by the Plan Commission, Zoning Secretary, or Zoning Administrator.

Application Checklist (for supplemental land use overly districts):  
*(Please confirm compliance with the Performance Standards requirements of Chapter 17.4.12 of the Zoning Ordinance by checking each item below)*      *N/A*

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Screening plan | <input type="checkbox"/> Vibration plan | <input type="checkbox"/> Heat plan    |
| <input type="checkbox"/> Lighting plan  | <input type="checkbox"/> Glare plan     | <input type="checkbox"/> Parking plan |
| <input type="checkbox"/> Noise plan     |   |                                       |

**Substantive Changes**

Any substantive change to the use of this parcel or the structures on it shall require an amendment to the site plan.

Town of West Bend - Washington County, Wisconsin

APPLICATION for SITE PLAN REVIEW

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**Application Fee:**

(\$500.00)

250.00 No Public Hearing?

Check Number: \_\_\_\_\_

Amount: \_\_\_\_\_


Applicant Signature:  Date: 17 Aug 2023

Town Clerk Signature: Brenda Kaehler Date: 8/17/23

**Professional Services Fee:**

The Town of West Bend has determined that whenever the services of the Zoning Administrator, Building Inspector, Town Engineer, Town Attorney, or any other Town staff, as well as outside legal, planning, engineering, and other professional and technical advice results in a charge to the Town for professional time and services, the Town Clerk shall charge such services fees incurred by the Town to the property owner even if the request is not approved.

I have been advised that if the Zoning Administrator, Building Inspector, Town Engineer, Town Attorney, or any other Town staff provides services to the town because of my activities, or outside legal, planning, engineering, and other professional and technical advice is required, whether at my request or the request of the Town, I shall be responsible for the fees incurred by the Town, even if my request is not approved.

Owner Signature:  Date: 17 Aug 2023

Search by Owner, Address,



NW

177

University Dr

15

W Decorah Rd

2100

2561

2

T13\_0380600

**Property Details**

Owner(s)  
GIRL SCOUTS OF WISCONSIN SOUTHEAST INC

Owner Address  
131 S 69TH ST MILWAUKEE, WI 53214-0000

Property Description  
NW/4 NW/4 A2 P490

**Assessment Information**

Improvement Value \$0

[Zoom to](#)

200ft

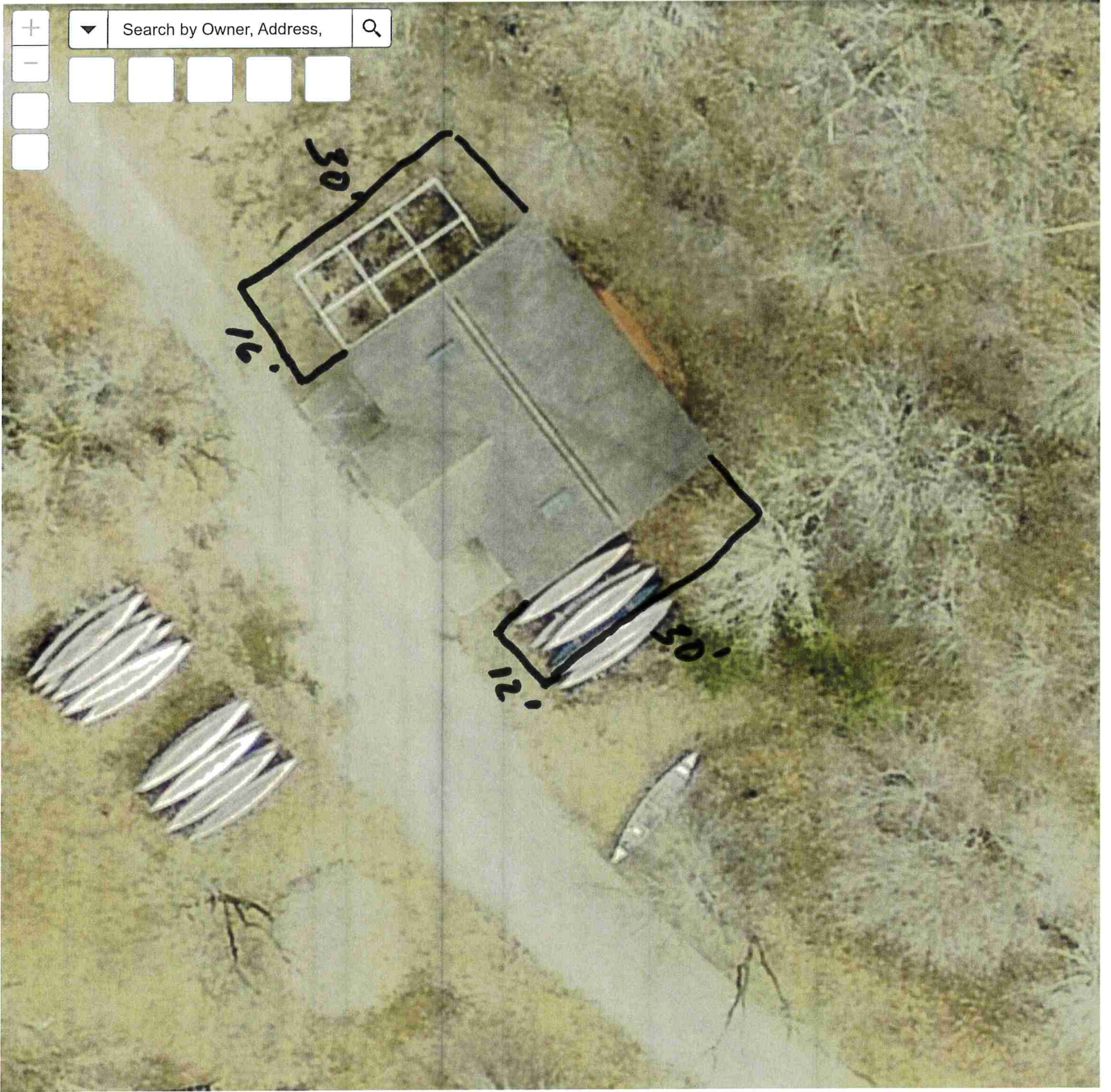
2,443,000 778 513,925 844 Feet

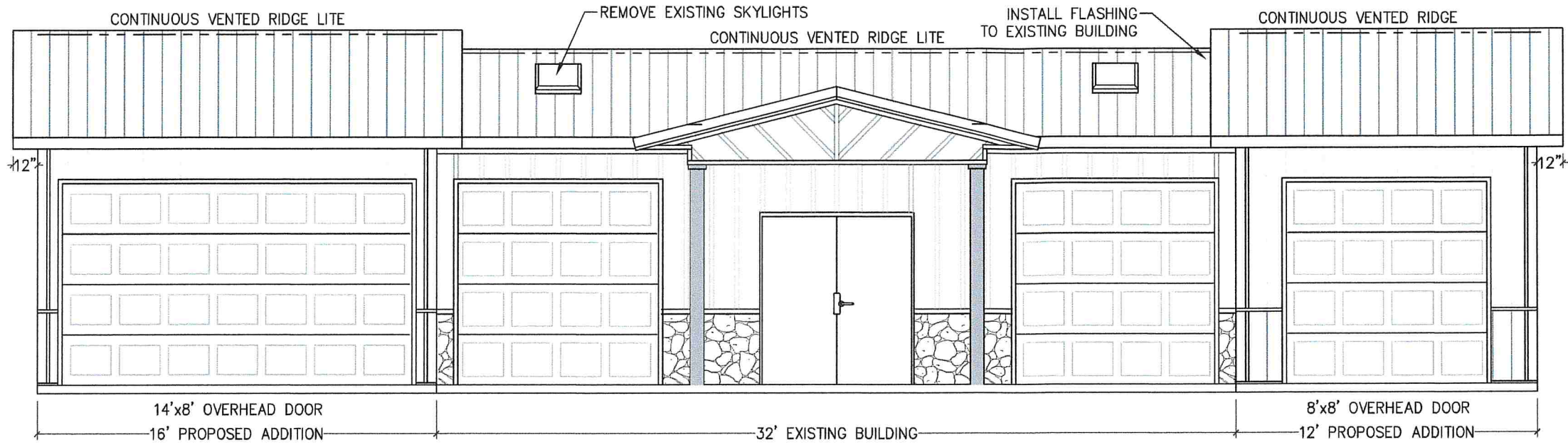


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Search by Owner, Address,

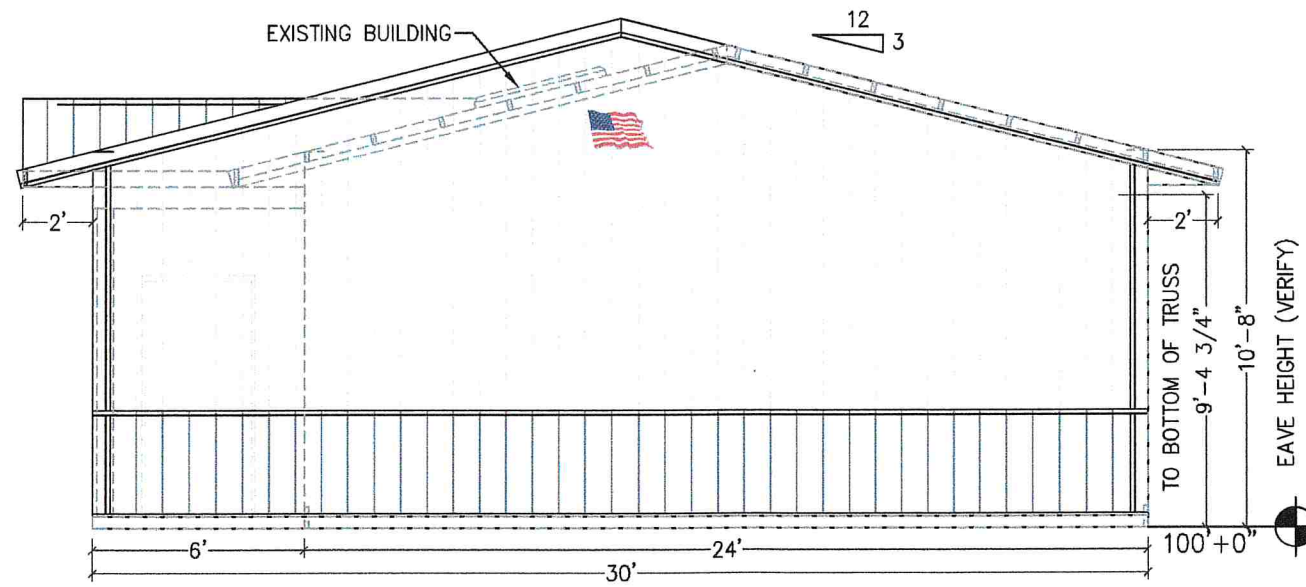
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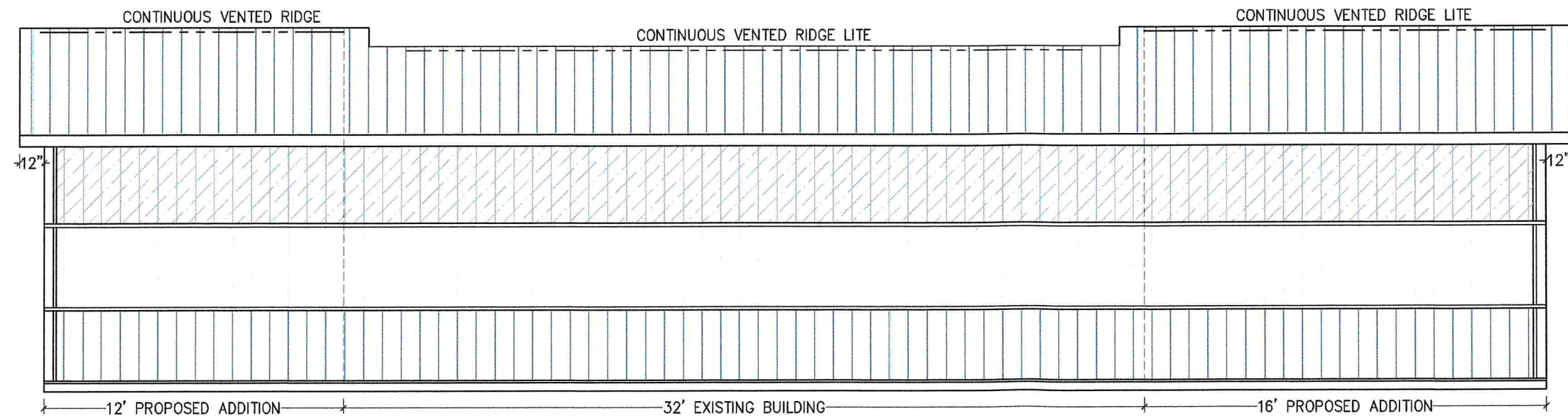


1 SOUTH WEST ELEVATION  
3/16" = 1'-0"

PERMIT  
DRAWING



2 SOUTH EAST ELEVATION  
3/16" = 1'-0"

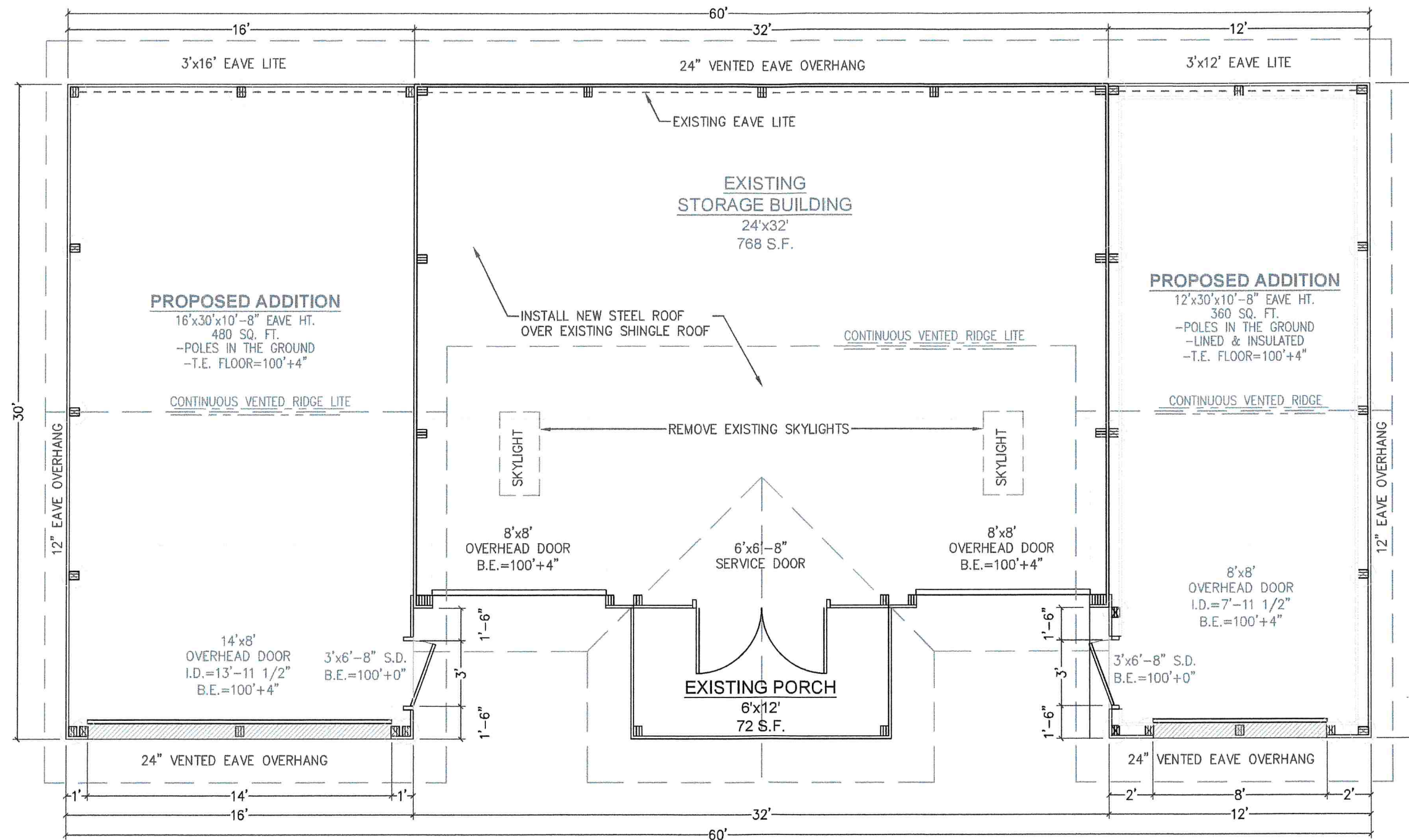


3 NORTH EAST ELEVATION  
3/16" = 1'-0"


**PINNO**  
**BUILDINGS**  
 Quality Post Frame Buildings  
 W8856 COUNTY RD. T  
 ROSENDALE, WI. 54974  
 PHONE (920)922-7010  
 FAX (920)922-9093  
 www.rapinno.com

CAMP SILVERBROOK  
ELEVATIONS

DRAWING NO.
DRAWN BY: ERIC W.
SCALE: 3/16" = 1'-0"
DATE: 05/11/2023
REVISIONS
08/10/2023
SHEET NO. 1 OF 3



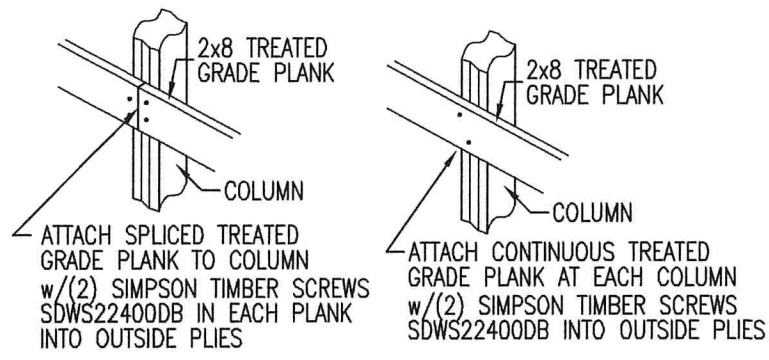
1 FLOOR PLAN  
 3/16" = 1'-0"

# PERMIT DRAWING

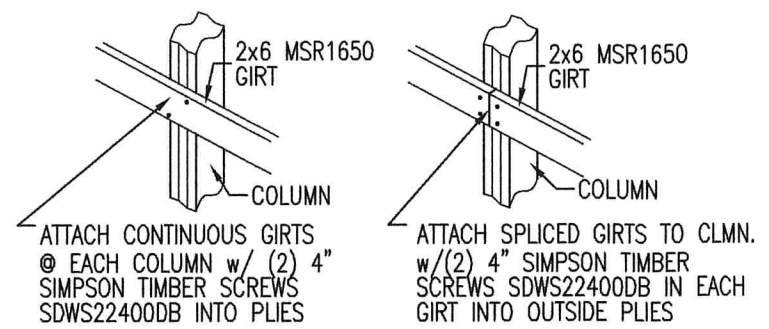
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CAMP SILVERBROOK  
 FLOOR PLAN

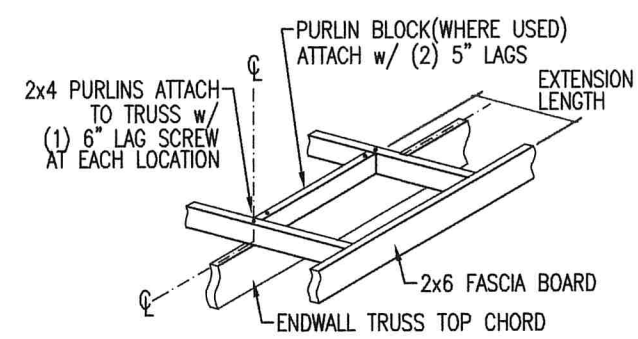
DRAWING NO.
DRAWN BY: ERIC W.
SCALE: 3/16" = 1'-0"
DATE: 05/11/2023
REVISIONS 08/10/2023
SHEET NO. 2 OF 3



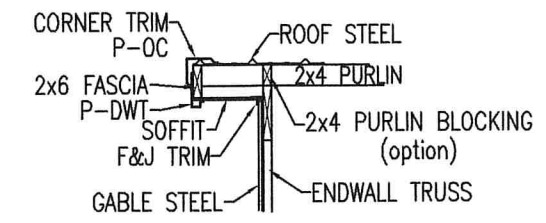
**GRADE PLANK ATTACHMENT DETAILS**



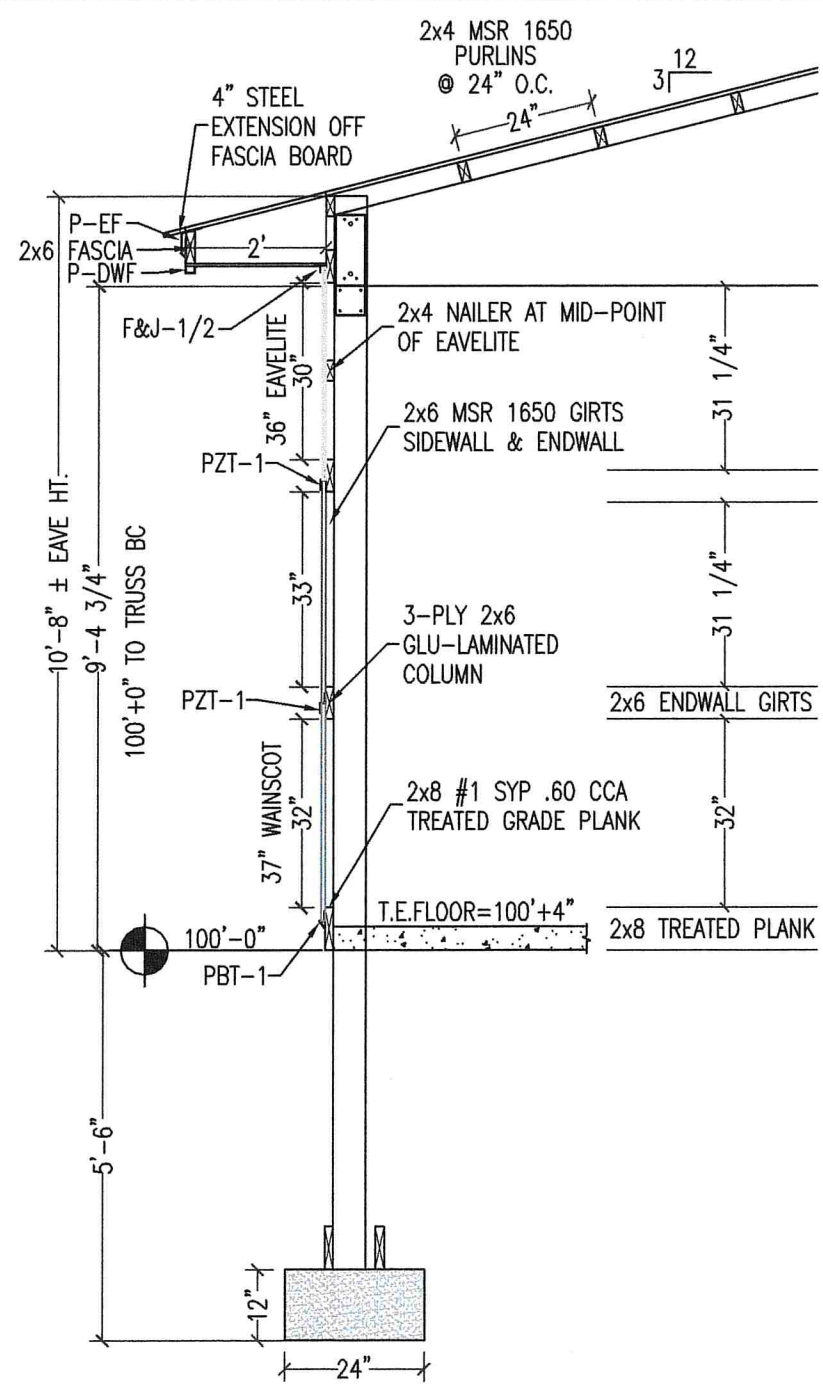
**GIRT ATTACHMENT DETAILS**



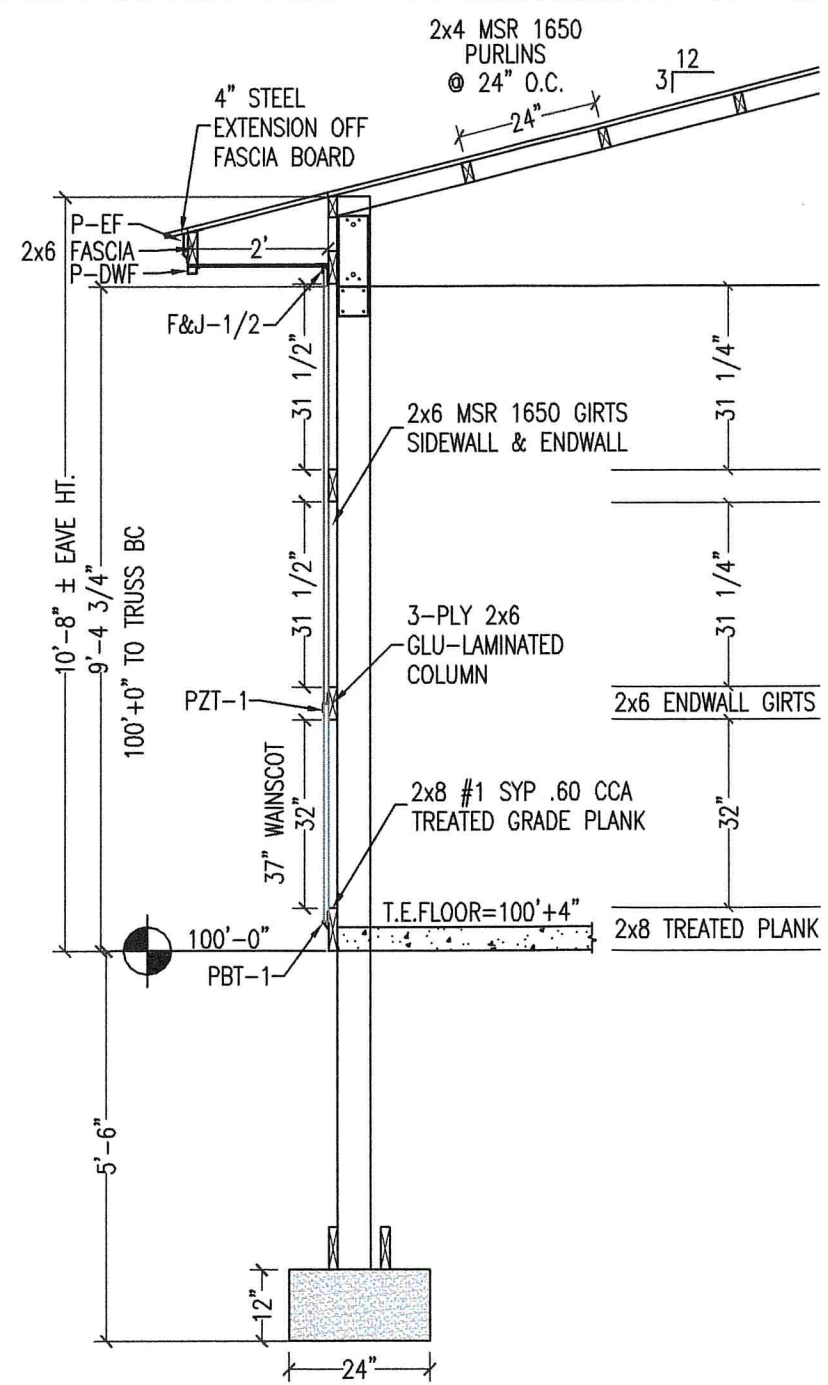
**PURLIN EXTENSION**



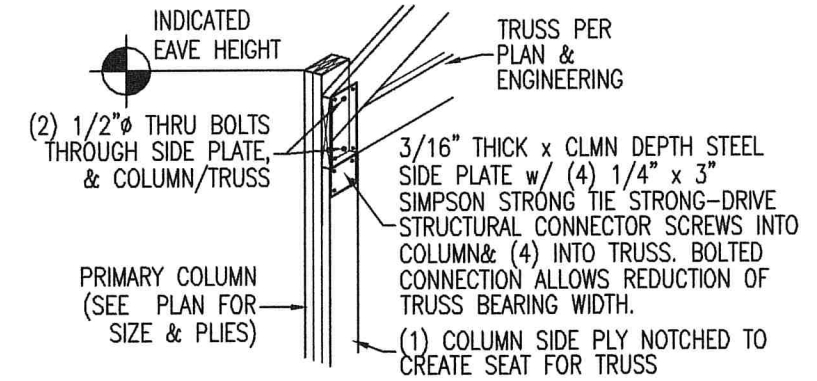
**PURLIN EXTENSION TRIM**



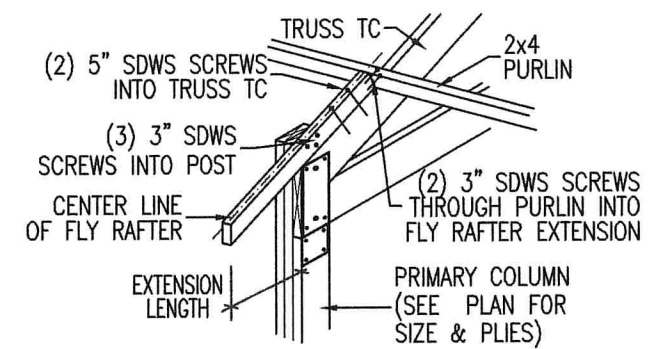
**1 NORTH EAST WALL SECTION**  
3/16" = 1'-0"



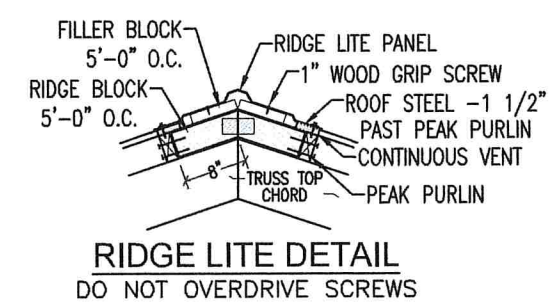
**2 SOUTH WEST WALL SECTION**  
3/16" = 1'-0"



**TYPICAL TRUSS INSTALLATION**



**TYPICAL OVERHANG DETAIL**



**PERMIT DRAWING**

**PINNO BUILDINGS**  
Quality Post Frame Buildings  
PHONE (920) 922-7010  
FAX (920) 922-9093  
WWW.PINNO.COM

ROSENDALE, WI. 54974

**CAMP SILVERBROOK**

**DETAILS**

DRAWING NO.
DRAWN BY: ERIC W.
SCALE: 3/16" = 1'-0"
DATE: 05/11/2023
REVISIONS
08/10/2023
SHEET NO. 3 OF 3