

Town of West Bend Plan Commission Minutes
Thursday September 26, 2024 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, Dave Moore, Jim Tukesbrey, Mark Wagor on zoom, and Zoning Administrator Tim Schwecke. Jeff Kenkel and Brad Kopp were excused.

C. Approval of Minutes from August 22, 2024 meeting.

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

2. NEW BUSINESS

A. Conditional use for detached accessory building in the street yard for property located at 6040 Artist Bay Road; William Butz, applicant.

a. Public hearing

Chairman Holz opened the public hearing and asked 3 times if anyone would like to speak. William Butz stated he is building a 3-car garage. Holz asked about putting the garage in the rear yard. Mr. Butz stated the topography is too low. Moore stated that screening is already in place. The garage does not affect neighboring houses. Holz read comments from plan commissioner Jeff Kenkel from an email dated 9/19/2024: The Butz CUP looks ok to me. He is so far back from the road no one can see it, and the lot is heavily wooded. He does not have a true front yard on a public road, so the reasoning behind our setbacks doesn't apply.

Motion by Holz to close the public hearing. The motion was seconded by Tukesbrey and passed unanimously.

b. Discussion/action

Motion by Holz to recommend to the Town Board the approval of the conditional use as proposed subject to the following terms and conditions (excluding no. 1 from the Civitek Report dated 9/19/2024):

2. The detached accessory building must be located within 100 feet of the principal building, but no closer than 10 feet.

3. Final approval of the Conditional Use Permit is contingent upon issuance of a Site Plan Permit.

4. Detached accessory building must comply fully with the terms specified in the authorized Site Plan Permit.

5. The detached accessory building may be maintained so long as such structure adheres to the conditions above and remains in compliance with all applicable sections of the zoning ordinance; said permit shall have no expiration.

The motion was seconded by Moore and passed unanimously.

3. OLD BUSINESS

- A. Two-lot certified survey map (CSM) for property located at 5339, 5347, and 5351 Oak Lodge Road (T13_1200500); Arvonus Realty Co and Shelley Zucchi, applicant (application 2023-30)

Applicant submitted redesign based on comments from last meeting and fire department. Chairman Holz stated that at the last plan commission meeting we left off reviewing the driveway. Discussed how both lots have access to the road and possibility of getting a driveway permit. Karen Maclay spoke. Paul Zucchi was on the zoom and having difficulty hearing meeting due to technical issues. Motion by Holz to table the two-lot certified CSM. The motion was seconded by Moore and passed unanimously.

- B. Discussion/Action re: Update on amendment of Land Division Ordinance and Zoning
Discussed adding garage lots to the accessory structure definition from page 134 of the draft ordinance. Discussed building height definition on page 135. Discussed preservation of topography and how it applies to lake lots. Zoning Administrator Schwecke will add following sentence: A retaining wall used to modify . . . , and remove have neighbor approve. Motion by Holz to recommend to Town Board to have a public hearing on proposed zoning amendments on the Town Board meeting to be held November 12, 2024 at 6:30PM. The motion was seconded by Wagor and passed unanimously.

4. CORRESPONDENCES (none)

5. Report from Zoning Administrator

Zoning Administrator Schwecke stated he had a meeting with Washington County Natural Resources Department to review zoning/building permit process. Schwecke provided a Planned Development District procedure and Article V. Conditional Uses. Chapter 325-42. Residential uses, which relates to having more than one principal structure on a lot.

6. Comments from the public for items not on the agenda

None.

7. Adjournment

Holz made a motion to adjourn at 7:48 PM. The motion was seconded by Tukesbrey and passed unanimously.

Respectfully submitted,

Julie Ihlenfeld, Plan Commission Secretary
9/27/2024