

**SPECIAL PLAN COMMISSION MEETING  
MONDAY, MAY 22, 2017 – 5:15 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 5:18p.m.

**Roll Call.** Present: Mayor Kupsik, Alderman Doug Skates, Commissioners Sarah Hill, Ted Horne, Ann Esarco. Absent: Commissioners Gibbs and Frederick. Also Present: Building and Zoning Administrator Walling, City Planner Slavney, City Attorney Draper, City Administrator Oborn, City Clerk Waswo

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will to be limited to 5 minutes.** None.

**Downtown Design Review.**

**Application by David Scotney, 1551 Orchard Lane, Lake Geneva, WI 53147, to add a sun shade to the upper level of the building instead of the using the red umbrella's from the original plan at 831 Wrigley Drive, Tax Key No. ZOP00340.**

David Scotney, owner of Oak Fire spoke on shading the 2<sup>nd</sup> floor of the building to provide better coverage. The product is a commercial, heavy duty shade called Sail Shades and will be attached to the building by anchors and cabling. The shade will provide better coverage and will be much safer than umbrellas. They will have three 20 foot and one 12 foot triangle white shades attaching to bolts on each one of the beams and outer walls. The shades have reinforced eyeholes that connect with cables. They are removable and will be taken down at the end of the season. They will also have power at the same anchor points for commercial grade string lights along the cable. The shades are porous; they will block the sun and allow wind to pass through more easily, but will not block rain. Structurally it won't be much different, they are using aluminum tubing which is the same material and color that holds in the windows. The bolts will be welded to the structural steel of the building.

Hill/Horne motion to approve the application by David Scotney, 1551 Orchard Lane, Lake Geneva, WI 53147, to add a sun shade to the upper level of the building instead of the using the red umbrella's from the original plan at 831 Wrigley Drive, Tax Key No. ZOP00340.

Roll Call: Kupsik, Skates, Hill, Horne, Esarco. Motion carried 5 to 0.

**Review and Recommendation of a proposed Certified Survey Map (CSM) within the City's Extraterritorial Jurisdiction (ETJ) in the Town of Geneva filed by Walter G. Larkin, W3459 Highway 50 West, Lake Geneva, WI 53147, to establish a legal 50' easement at W3459 Highway 50 West, Lake Geneva, WI 53147, Tax Key Nos. JG3400012.**

Larry Larkin, W3170 South Lake Shore Drive, Lake Geneva, appeared on behalf of his brother, Walter, who is out of the country. Walter purchased this 20 acre property about 25 years ago. The part of it that is near Highway 50 is agricultural and that is still farmed. The lower part is woods and has never been farmed. On that part, he would like to build a small cabin for winter use. To do that, he will need a driveway to it. The County is requiring a 50 foot easement. To get that he has to move the farm house that is currently on Highway 50. The purpose of this application is to get the zoning to move the farm house and then get the 50 foot easement for the driveway. City Administrator Oborn noted planning staff has no objection to the proposed easement. There is no negative impact to the city.

Skates/Kupsik motion to approve the a proposed Certified Survey Map (CSM) within the City's Extraterritorial Jurisdiction (ETJ) in the Town of Geneva filed by Walter G. Larkin, W3459 Highway 50 West, Lake Geneva, WI 53147, to establish a legal 50' easement at W3459 Highway 50 West, Lake Geneva, WI 53147, Tax Key Nos. JG3400012.

Roll Call: Kupsik, Skates, Hill, Horne, Esarco. Motion carried 5 to 0.

**Open the annual request period for amendments to the Comprehensive Plan.**

The City Planner drafted the plan which is similar to years past. City Attorney Draper explained this is an announcement that we have an annual process to amend the comprehensive plan, and according to our schedule we open up the process starting now until June 30<sup>th</sup>. Commissioner Hill wants the process to be extremely thoughtful and detail oriented. She wants to be very careful that the Plan Commissioners and the applicants understand the process. Mr. Oborn noted we

have not received any applications but have received inquirers. There is not a particular application form; it's done by a letter request where they describe the changes they want to make to the comprehensive plan. We are currently developing a uniform application process. We don't have that available this year, but will probably use it next year. There are no requirements but the applicant needs to make a specific request with specifications as to why they are requesting the change. Applicants meet and have a lot of communication with planning staff. The amendment is strictly a change to the comprehensive plan map, not the zoning. Any zoning has to be consistent with the master plan. Once the comprehensive plan is amended, the applicant would then have to come back to the Plan Commission and go through the zoning process.

**Adjournment.** Skates/Horne motion to adjourn at 5:44pm. Motion carried 5 to 0.

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/s/ Sabrina Waswo, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION**