

**PLAN COMMISSION MEETING
MONDAY, FEBRUARY 19, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 6:00 p.m.

Roll Call. Present: Mayor Kupsik, Alderman Doug Skates, John Gibbs, Sarah Hill, Ted Horne. Absent (Excused) Ann Esarco, Tyler Frederick. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Oborn, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the January 15th Plan Commission meeting as distributed.

Horne/Gibbs motion to approve. Motion carried unanimously.

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.

Speaker #1: Selena Proksa, 517 Franklin Avenue, shared concerns for short term rentals in the city of Lake Geneva.

Speaker #2: Trish Schaefer, 403 Center Street, emphasized the need for local regulation for short term rentals in the city of Lake Geneva.

Speaker #3: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, focused on the short term rental document in the packet which is a starting point for discussion.

Acknowledgement of Correspondence.

None.

Downtown Design Review

6.A. Application by Jirapa Cox, to install an awning structure with signage and monument sign, located at 306 Center Street, Sabia Sabia, Tax Key No. ZOP00162.

Zoning Administrator Walling stated he met with the applicant several times. The application meets all the requirements for the downtown design overlay for the monument sign and the awning at this location.

Kupsik/Horne motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

6.B. Application by Lake Geneva Architects, to install a rooftop addition structure on the second story to accommodate an interior stairway located at 623 W Main Street, Tax Key No. ZOP00290.

Chris Roberts, Lake Geneva Architects, on behalf of Crown Dominion Commercial Properties LLC, presented the owners request.

Skates/ Horne motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

6.C. Application by Letitia Erdman, to install an on-building sign located at 640 W Main Street, The Downtowner, Tax Key No. ZOP00306.

Tisha Erdman, builder of the Downtowner, presented request for a sign at this location. Zoning Administrator Walling verified the sign needed to go through Plan Commission. Alderman Skates said there have been many positive comments regarding this project.

Skates/Hill motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

6.D. Application by Pete Juergens, to install a pergola on the second floor exterior dining area & planter box for exterior dining area identification located at 831 Wrigley Drive, Oakfire Restaurant, Tax Key No. ZOP00340. Zoning Administrator Walling stated the application would be used as a discussion tonight since this project falls in the realm of an amendment to the Precise Implementation Plan (PIP). Commissioner Hill asked for clarification of request. Pete Juergens, applicant, presented the project request and explained the original plan, which did not work due to the wind off the lake. Administrator Oborn added the staff would need to review the sidewalk café permit during this process. Walling said the liquor license requires the service area for alcohol to be identified with a chord or bollards.

This project will come back to the next Plan Commission as an amendment to the PIP.

7. Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Applicant John G. Gyann, 8400 Gleneyre Rd, Darien, IL 60561, to reduce the rear yard setback from 180 feet to 25 feet as identified on the Trinke Estate Plat located at W1759 Hillside Rd, Tax Key No. ITE00015.

John Gyann, owner, presented the history of the property and the need for his request.

Hill/ Horne motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

8. Review and Recommendation of an Extraterritorial Jurisdiction (ETJ) CSM for Applicant Millard Properties, LLC. - Bob Cook, W6362 Dunham School Rd., Elkhorn, WI, 53121 to create a rural residential lot of approximately 7.5 acres survey prepared by Olsen Land Surveying, LLC, located at Tax Key No. JG1400001.

Bob Cook, Millard Properties, LLC, presented his request. Zoning Administrator Walling stated it meets all county zoning requirements.

Kupsik/Horne motion to approve ETJ CSM.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

9. Review and Recommendation of revised Non-Exclusive Easements for review and approval of the Symphony Bay Development. Application for Symphony Bay submitted by Fairwyn LLC.

Rick Zirk, Fairwyn Development of Symphony Bay, presented their request. Attorney Draper explained why the city of Lake Geneva is both the grantor and the grantee in this Non-Exclusive Easements document. Commissioner Horne asked for a name clarification of Time Warner in the document. Mr. Zirk stated the name has been updated.

Hill/ Skates motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

10. Public Hearing and Recommendation of Annexation for the applicant Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, for the 1.95 acre property located at Tax Key No. JG2500014A, currently located in the Town of Geneva.

Erin Larkin, 500 Stone Ridge Drive, presented their request for annexation into the city of Lake Geneva. Planner Slavney verified the request is consistent with the city of Lake Geneva’s Comprehensive Plan and recommends approval. A petition for annexation was sent to the State of Wisconsin Department of Administration and approval will be contingent on the response from the Wisconsin Department of Administration.

Kupsik/Horne motion to close the public hearing. Motion carried unanimously.

Skates/Horne motion to approve the annexation to include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting “yes.” Motion carried unanimously.

11. Public Hearing and Recommendation of Lot Division for the applicant Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide the 1.95 acre property into a 1.24 acre parcel to the north abutting Stone Ridge Drive, and a 0.71 parcel to the south.

Erin Larkin, 500 Stone Ridge Drive, presented their request. Planner Slavney stated the proposed lot sizes of this CSM match the zoning districts for the next item, a zoning map change, and recommends approval subject to the property's annexation and requested zoning districts.

Kupsik/Hill motion to close the public hearing. Motion carried unanimously.

Kupsik/ Skates motion to approve the land division to include all staff recommendations and fact finding, and subject to the property's annexation and requested zoning districts.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

12. Public Hearing and Recommendation for a Zoning Map Change for the applicant Mark Larkin, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide the 1.95 acre property into two separate parcels - 1.24 acre parcel to the north abutting Stone Ridge Drive to Two-Family Residential (TR-6) zoning, and a 0.71 parcel to the south to Planned Business (PB).

Erin Larkin, 500 Stone Ridge Drive, presented their request. Planner Slavney said the proposed request for a zoning map change is consistent with the Comprehensive Plan's Future Land Use Map.

Kupsik/Horne motion to close the public hearing. Motion carried unanimously.

Skates/ Hill motion to approve the zoning map change to include all staff recommendations and fact finding and subject to annexation.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

13. Public Hearing and Recommendation of an Amendment to the existing Conditional Use Permit filed by James and Kathryn Willett, 1320 W. Main Street, Lake Geneva, WI 53147, to construct an addition to the existing first floor of the home located in the SR-4 zoning district at 1320 W. Main Street, Tax Key No. ZYUP00094H.

Ken Etten, McCormack and Etten Architects, 400 Broad Street, on behalf of Jim and Kathy Willett, presented their request. Planner Slavney verified the biagi setback line and Mr. Etten described its purpose.

Hill/Kupsik motion to close the public hearing. Motion carried unanimously.

Kupsik/Horne motion to approve to construct an addition to include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

14. Public Hearing and Recommendation of a Conditional Use Permit amendment filed by Southwind Prairie IV, LLC, 751 Geneva Parkway, Lake Geneva, WI 53147, to amend the existing Conditional Use Permit which would allow the relocation of a maintenance building, sign installation, and redesign of an existing building allowing a roll up door install, Tax Key No. ZSWP0001 thru ZSWP0011.

Zoning Administrator Walling, explained the project request and stated the request meets our zoning regulations.

Kupsik/Horne motion to close the public hearing. Motion carried unanimously.

Skates/ Gibbs motion to approve and include all staff recommendations and fact finding.

Roll Call: Kupsik, Skates, Gibbs, Hill, Horne voting "yes." Motion carried unanimously.

15. Discussion/Recommendation on Short Term Rental ordinance change.

Planner Slavney led the introductory public discussion regarding short term rentals. The City Staff and Plan Commission will discuss the details of short term rental and come to a consensus to create a complete document. Slavney will prepare a detailed memo outlining the many changes to the zoning code which will be needed to put these policies into place.

Adjournment. Hill/Skates motion to adjourn at 7:35 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION