

**PLAN COMMISSION MEETING
MONDAY, MAY 21, 2018 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Hartz called the meeting to order at 6:02 p.m.

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

Approve Minutes of the April 16th Plan Commission meeting as distributed.

Skates/Krajovic 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.

None.

Acknowledgement of Correspondence.

Correspondence was received from Charlene Klein, 817 Wisconsin Street, opposing the Conditional Use Permit at 190 E Main Street and also opposing the General Development Plan for 1111 N Edwards Blvd. Correspondence has been distributed to the Plan Commission and the City Council.

Downtown Design Review

6.A. Application by Oakfire Properties LLC, for the Oakfire Restaurant, a request to change the front façade and install a roll up ½-wall with windows, located at 831 Wrigley Dr., Tax Key No. ZOP00340.

David Scotney, owner of Oakfire, presented his request. Zoning Administrator Walling said the façade change will comply with the city specifications.

Esarco/Skates motion to approve the change to the front façade and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

7. Continuation of the Review and Recommendation of a Land Division, for a Condominium Plat, to create two condominium lots for an existing duplex building currently located at 530 & 532 South Stone Ridge Drive situated in the Two-Family Residential – 6 (TR-6) zoning, filed by Judith E. Castleman, 530 South Stone Ridge Drive, Lake Geneva, WI 53147. Tax Key No. ZSR00066.

Jim Howe, Godfrey Law Firm, representing Judith Castleman, presented the request. Howe said the parcel has 1 common public water lateral but each unit is metered separately. Attorney Draper stated the changes suggested by staff are reflected in the condominium documents. Mayor Hartz asked if there was a condominium association. Howe replied no, it is a stand alone duplex.

Skates/Esarco motion to approve the Land Division to create two condominium lots and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

8. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Ryan Finley, 805 Cumberland Trail, Lake Geneva, WI 53147 to install a 48” fence along the property line abutting Townline Road. The property zoned SR-4 and allows for a maximum street side fence height of 36” & 60% opaqueness. Tax Key No. ZTT00041.

Ryan Finley, 805 Cumberland Trail, presented his request. Alderman Skates asked for the style of fence. Finley said the fence will be picket, with normal spacing, but asking for a 4 feet high allowance.

Skates/Esarco motion to close the public hearing. Motion carried unanimously.

Skates/Gibbs motion to approve the Conditional Use Permit and include all staff recommendations and fact finding.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

9. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Renee T. Wu, 527 Forest Glen Dr, Fontana, WI 53125 to operate a restaurant located at 239 Cook Street, Lake Geneva, WI 53147 located in the Central Business (CB) zoning, Tax Key No. ZOP00253.

Bill Wu, 527 Forest Glen Dr, Fontana, presented the request.

Skates/Gibbs motion to close the public hearing. Motion carried unanimously.

Administrator Oborn asked if applicant was applying for a sign in the future. Walling stated this application is only for the Conditional Use Permit for the restaurant and business plan. The sign can be reviewed at a later date through Downtown Design.

Gibbs/Skates motion to approve the Conditional Use Permit and include all staff recommendations and fact finding.
Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

10. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by William and Carol Dick, 723B Geneva Street, Lake Geneva WI, 53147 to operate a Commercial Indoor Lodging at 723 Geneva Street, located in the Central Business (CB) zoning, Tax Key No. ZOP000158.

William Dick, 723B Geneva Street, presented the request. Esarco asked if both units would be included in the Conditional Use. The applicants live in upper unit and wish to convert the upper unit for Commercial Indoor Lodging. The summary statement in the packet states the whole building would be used in this manner. Applicant plans to convert the upper unit within 2 years.

Skates/Gibbs motion to close the public hearing. Motion carried unanimously.

Krajovic asked about who follows up with applicant. Walling stated the city will be alerted when the applicant registers with city.

Skates/Esarco motion to approve the Conditional Use Permit which is limited to applicant and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

11. Public Hearing and Recommendation on an application for a Conditional Use Permit filed by Lake Geneva Plaza LLC, W3323 Lake Forest Drive, Lake Geneva, WI 53147, to allow for the construction on a Convenience Store, Fueling Station, Dunkin Donuts, Restaurant, and Car Wash at 190 E. Main Street, Lake Geneva, WI 53147 located in the Planned Business (PB) zoning district with an In-vehicle Sale or Services zoning land use, Tax Key No. ZA370600001.

Richard Torhorst, attorney, representing Lake Geneva Plaza LLC, presented their request. A building material board was shared with the Plan Commission. Krajovic asked about the turning and passing lane on the plan. Walling stated the city Public Works director said the lanes meet the city standards for turn lanes and are wide enough for the pass through. Esarco questioned the sidewalks and shoulder currently being used by individuals to get to Wal-Mart.

Speaker #1: Susan Fritz, Curtis St, secretary of the Twins on Curtis, a 34 unit home association, shared the owner’s opposition to the project.

Speaker #2: Charlene Klein, 817 Wisconsin St, shared her opposition to the project, stating the traffic problem.

Speaker #3: Mary Jo Fesenmaier, 1085 S Lake Shore Drive, shared her opposition to the project.

Joe Kopecky, N3127 McClain Rd, Architect, shared some specifics of the project including 2 retaining walls, the lighting, the location of building from the back lot line and noted most activity would be at the front of the building. Krajovic asked about the landscaping for a buffer on the south side of the property. The Plan Commission discussed the new state statute for Conditional Use Permits. Esarco questioned the pedestrian traffic.

Speaker #4: Gary Dunham, 614 Sage St, shared his positive business experience with the owners and information about available office space in Lake Geneva, which was a discussion item earlier.

Skates/Esarco motion to close the public hearing. Motion carried unanimously.

Skates/Krajovic motion to approve the Conditional Use Permit to include all staff recommendations and fact finding; contingent on the Department of Transportation approval of merging and passing lanes; the operational hours of car wash will be 7am – 9pm; maximizing screening for adjoining properties in southwest corner of property; contingent on staff approval for all engineering and utilities prior to recommending to the City Council for approval; if the staff has significant changes to the site, the project goes back to the Plan Commission.

Roll Call: Hartz, Skates, Krajovic voting “yes” and Gibbs, Esarco voting “no.” Motion carried 3-2.

12. Public Hearing and Recommendation on an application for a General Development Plan for the Hampton Inn located at 1111 N. Edwards Blvd, filed by 1111 N. Edwards Blvd LLC, to construct a 5 story, 92 unit, Hampton Inn hotel at the South East corner of the Sheridan Springs Rd and North Edwards Blvd intersection adjacent to the Highway 12 corridor. Located in the Planned Industrial (PI) zoning district, Tax Key Nos. ZA468000003 & ZA468000004.

Jim Howe, Godfrey Law Firm, representing 1111 N Edwards Blvd LLC, presented the request. Esarco clarified this project is north of the White River Wetlands and asked if the north driveway could be moved south due to the tight corner at Sheridan Springs Road. Krajovic asked about the first floor elevations. Howe verified the building will blend into the lot.

Gibbs/Esarco motion to close the public hearing. Motion carried unanimously.

Esarco/Gibbs motion to approve the General Development Plan to include all staff recommendations and fact finding; specifically identify facts and finding for items #1 and #3; flexibilities: a 5th floor; building height of 65’; a floor area ratio of 45%; a landscaping surface ratio of 42%; north access point is approximately 100’ but no less than 98’; contingent on staff approval for all engineering and utilities prior to this item being sent to the City Council for the PIP approval.

– if the staff has significant changes to the site, the project goes back to the Plan Commission.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

13. Public Hearing and Recommendation of an amendment to the Precise Implementation Plan (PIP) for property located in the Summerhaven of Lake Geneva Condominiums located on Lake Geneva Blvd, filed by McMurr II LLC. The request is to amend the existing PIP to complete Phase 1 of the development. Overlapping Multiple Tax Key Nos. ZSUM00101 – ZSUM00247.

Jim Howe, Godfrey Law Firm, representing McMurr II LLC, presented the request including the revised packet. Walling asked for clarification on stamped and colored asphalt in cul-de-sac. Howe verified this item would be at surface grade in cul-de-sac. Krajovic asked for clarification of the various phases of the Summerhaven development. Howe explained the phases.

Gibbs/Skates motion to close the public hearing. Motion carried unanimously.

Oborn asked about adding the approval of Developers Agreement as part of motion. Walling explained the procedure to correct the spider web utilities on this location which has been discussed with the Utilities. This item is included in the Developers Agreement.

Skates/Esarco motion to approve the amendment to the Precise Implementation Plan and include all staff recommendations and fact finding and recommend approval of the Developers Agreement.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

14. Conceptual Plan for the proposed subdivision of 17.14 acres of land to be called The Vista of Lake Geneva, located south of LaSalle Street and west of Woodridge Ct, by Omega Homes, 210 O’Connor Dr., Elkhorn, WI 53121. The request is to develop the property into a higher density single family development than currently permitted, using Planned Development zoning. Tax Key No. ZA424700001.

Paul Van Henkelum, Cardinal Engineering, representing Omega Homes, presented the Conceptual Plan modifications. Van Henkelum stated the Primary Environmental Corridor boundary shown on the City of Lake Geneva Comprehensive Plan differs from the boundary shown on the SEWRPC Map for Outlot 5 of this project. Staff recommends using the SEWRPC boundary until this discrepancy is verified. Outlot 5 has been removed from the development at this time. The plan will be modified at a later date. This parcel is zoned as MR-8. The developer wants to move forward with single family residences instead of condominiums and asks for Planned Development process to go to smaller lots. Cardinal Engineering has been contacted by the Hillcrest Condominium Association, adjacent to this site, asking to work together on some drainage issues. Krajovic asked about homes sizes for a 5,000 sq ft lot. Van Henkelum replied 2,200 sq ft. with some variations. Oborn asked if the roads would be public or private. Van Henkelum said LaSalle Street is already public and Hilltop Street is proposed as public, with the cul-de-sacs remaining private as outlots. Roads would include curb and gutter. The walkway through subdivision would be private with public access and the garages would be pulled back at least 2’ from the front of the house. Walling requested complete engineering prior to the PIP.

15. Review and Recommendation for a Certified Survey Map (CSM) Land Division for the applicant Dodge Street Properties LLC, 500 Stone Ridge Drive, Lake Geneva, WI 53147, to divide the property zoned SR-4 for, 2 lots as .98 acres and 1 parcel at 1.09 acres located to the north of Dodge Street, and west of Fremont Ave located in the SR-4 zoning district. Tax Key No. ZYUP00053.

Paul Van Henkelum, Cardinal Engineering, representing Dodge Street Properties, LLC, presented the request. Krajovic asked for clarification of the acreage for the 2 lots. Walling verified it should read .93 acres. Krajovic suggested an amendment to the motion.

Skates/Krajovic motion to approve the CSM Land Division for 2 lots at .93 acres each and 1 parcel at 1.09 acres and include all staff recommendations and fact finding.

Roll Call: Hartz, Skates, Gibbs, Esarco, Krajovic voting “yes.” Motion carried unanimously.

16. Discussion regarding fence installation at property known as the Downtowner located at 640 West Main Street, Lake Geneva, WI 53147. Tax Key No. ZOP00306.

Tisha Erdman, 5455 Steele Rd, Burlington, presented her request and asked for a discussion regarding the fence along Main Street & Mill Creek. Staff discussed possibilities including landscaping and safety.

17. Discussion/Action regarding opening the annual plan amendment process and review of draft public participation plan to amend the City of Lake Geneva’s Comprehensive Plan.

Planner Mich introduced the 2018 Comprehensive Plan Amendment Calendar and provided explanation of process. Attorney Draper suggested the need to adopt a public participation plan. Walling noted revisions to our Comprehensive Plan are due in 2020. Mich suggested beginning this process in 2019. Draper suggested doing the Public Participation Plan later in the year. The 2018 Comprehensive Plan Amendment process is now open from May 21- June 29th. The 2018 Comprehensive Plan Amendment process will be announced at next Council meeting.

18. Adjournment. Krajovic/ Gibbs motion to adjourn at 9:10 pm. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION