CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI

PLAN COMMISSION MEETING
MONDAY OCTOBER 21, 2019 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Amended Agenda B

Amending & adding item 9. - Revised Comprehensive Plan Schedule.

1. Meeting called to order by Tom Hartz.

2. Roll Call.

3. Approve Minutes of the September 16, 2019 Plan Commission meeting as distributed.

4. 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 be limited to five (5) minutes.

5. Acknowledgment of Correspondence.

6. Downtown Design Review:

    a. Application by Barbara & Gene Rosin, W3101 Maclean Road. Elkhorn, request to install an on building sign to the exterior of the property, located at 510 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZGD00005.

    b. Application by Jenny Moussis, [redacted] request to install an on Building Sign to the exterior of the property, located at 647 W. Main St., in the Business Central (BC) zoning district, Tax Key No. ZOP00287.

    c. Application by Ann Esarco, request to install an on building sign to the exterior of the property, located at 234 Broad St., in the Business Central (BC) zoning district, Tax Key No. ZOP00257.

7. Review and a Recommendation for an amendment of the Zoning Ordinance section 98-704 restricting off street parking to paved surfaces only.

8. Review and Recommendation to amend the existing wording of the Short Term Rental ordinance.

9. **Review and Recommendation regarding working schedule and incorporating additional Public Participation for the Comprehensive Plan Schedule.**

10. Adjournment.

QUORUM OF CITY COUNCIL MEMBERS MAY BE PRESENT

Requests from persons with disabilities, who need assistance in order to participate in this meeting, should be made to the City Clerk's office, in order for appropriate Accommodations.

Posted 10/18/2019

PLAN COMMISSION MEETING
MONDAY, SEPTEMBER 16, 2019 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Mayor Hartz, Alderman Doug Skates, John Gibbs, Brett Stanczak, Ann Esarco, Michael Krajovic. Absent (Excused) William Catlin. Also Present: City Planner Slavney, City Attorney Draper, City Administrator Nord, City Engineer Naomi Rauch, Kapur & Associates Inc, Building and Zoning Administrator Walling, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the August 19th 2019 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 be limited to 5 minutes.

Speaker #1: Penny Roehrer, 951 S Lake Shore Drive, Unit 1, shared her comments and suggestions for the Comprehensive Plan Draft #1. She also shared her concerns for the lake, referencing the Starry Stonewort and believes it should be part of the Comprehensive Plan.

Speaker #2: Spyro Condos, 1760 Hillcrest Drive, shared comments regarding the important role of the Plan Commission and the City Council when approving and updating the Comprehensive Plan.

Speaker #3: Jim Strauss, N1517 Meadow Ridge Circle, shared his concerns for the Comprehensive Plan Draft #1 and his opposition to changing the zoning within the City of Lake Geneva.

Speaker #4: Maureen Marx, 834 Dodge Street, shared her concerns for the Comprehensive Plan Draft #1.

Speaker #5: Hank Sibbing, 1725 Hillcrest Drive, shared his comments on the review & update the 10 year comprehensive plan. He is in favor of saving the City of Lake Geneva from large development, specifically the Hillmoor property.

Speaker #6: Neil Kolb, 700 Joshua Lane, shared his concerns with the Bender Property on Townline Road, specifically, the traffic flow if there is an extension of Andria Lane to the Bender property.

Speaker #7: John Schnurr, 701 N Joshua Lane, shared his concerns about additional traffic affecting the infrastructure when the property is developed in the future.

Speaker #8: David Widzisz, 748 N Andria Drive, shared comments opposing the connection to the proposed subdivision which includes single family, multi-family and business, concerned about the unnecessary increase in traffic.

Speaker #9: Charlene Klein, 817 Wisconsin Street, asked if there was data for the proposed Storage Facility on Townline Road and shared her comments and suggestions for the Comprehensive Plan. She stressed the importance of protecting the impervious surfaces and the natural resources in the City of Lake Geneva.

Speaker #10: Helen Xiong, 711 N Andria Drive, shared her concerns of the traffic congestion on Townline Road from recent construction on Townline Road and asked the Plan Commission to consider the impact of increased traffic during construction and future development.

Speaker #11: Sherri Ames, 603 Center Street, attended the meetings during the summer and asked the Plan Commission to listen to those who take time to attend and share their ideas and concerns.

Speaker #12: Grace Haney, 311 Oakwood Lane, attended some meetings this summer and heard many say they like the small town atmosphere. She suggested having a referendum to ask the citizens what they want to see done with the

Hillmoor property and present alternatives and education to citizens, explaining the potential cost involved if the property is developed or if it is left open.

Speaker #13: Dick Malmin, N1991 S Lake Shore Drive, shared his concerns for the Comprehensive Plan, specifically the Hillmoor property, climate change and caring for Geneva Lake.

Acknowledgement of Correspondence.
Correspondence was received from Gregory Rajsky, Executive Director of the Kettle Moraine Land Trust, sharing his views concerning the Hillmoor property. All correspondence has been distributed to the Plan Commission and the City Council.

Review and a Recommendation for a request on Extraterritorial Platting (ETP) land division creating a new CSM located application for a Certified Survey Map (CSM) submitted by Woodhill Farms Nursery, Inc. located at N1445 STH 120 Lake Geneva, located in the Town of Linn, creating a lot line adjustment Tax Key No. IA462300001.
Jim Howe, Godfrey Law Firm, representing the applicant, presented the request. Mayor Hartz asked about the 35 acre minimum. Planner Slavney, stated the 35 acre minimum is used as a lot size requirement or density requirement. Slavney said this request meets the city requirements and he believes the Plan Commission should recommend approval. Commissioner Stanczak asked if this application has gone to the county for review. Howe stated this request is exempt from the county, has been reviewed by county staff and will go to the Town of Linn next.

Esarco/Skates motion to approve the Extraterritorial Platting land division and include all staff recommendations.
Roll Call: Hartz, Skates, Gibbs, Stanczak, Esarco, Krajovic "yes." Motion carried unanimously.

Continuation of the Public Hearing and Recommendation of a Conditional Use Permit filed by Robert Nabasny, 311 S. Wells St. on the request to allow for an alteration and addition to the home located at 1544 W. Main St. located within the Estate Residential – 1 (ER-1) zoning district utilizing the Single Family – 4 (SR-4) zoning setbacks, Tax Key No. ZLM00070.
Robert Nabasny, 1544 W Main Street, owner, presented his request. Alderman Skates, asked about the water run-off and compliance of this property. Hartz asked if the city engineer will monitor the site. City Engineer, Naomi Rauch, said Kapur will look at as-builts after construction.

Gibbs/Skates motion to close the Public Hearing. Motion carried unanimously.

Skates/Esarco motion to recommend the Conditional Use Permit to allow an alteration and addition and include all staff recommendations and fact finding in the affirmative and the condition to submit as-builts for approval after construction.
Roll Call: Hartz, Skates, Gibbs, Stanczak, Esarco, Krajovic "yes." Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by Lake Geneva Architects, 201 Broad St, Lake Geneva. For a request to construct a new commercial multi-tenant structure at 323 Broad Street. The property is located in a Planned Development (PD) with an additional request to revert back to the original underlying Central Business (CB) zoning district, Tax Key No. ZA464600002.
Jason Bernard, Lake Geneva Architects, 201 Broad Street, presented his request. Commissioner Esarco asked if condo by-laws would limit short term rentals at this property. Bernard stated he would prefer long term rentals. Skates asked about the adjourning property's driveway. Bernard said he and the owner will work together to place bushes and plants and would prefer no vehicle traffic in this area.

Speaker #1: Penny Roehrer, 951 S Lake Shore Drive, Unit 1, shared concerns for the proposed condominiums, and suggested the condominium documents should reflect a minimum of 120 days.

Speaker #2: Ed Newman, 722 Wisconsin Street, shared his concerns of the common property line especially run-off from the property being reviewed to his property and privacy. He has water run-off issues now. Engineer Rauch has asked the applicant for additional information to show where storm water will drain on this property and will Newman's concerns at that time.

Speaker #3: Charlene Klein, 817 Wisconsin Street, president of the Geneva Area Foundation, which oversees Horticultural Hall across the street from the proposed building. The Geneva Area Foundation likes the design and suggests adding some historical elements to the building, if possible.

Krajovic/Skates motion to close the Public Hearing. Motion carried unanimously.

Gibbs/Skates motion to approve the Conditional Use Permit to construct a new commercial multi-tenant structure to include all staff recommendations and fact finding in the affirmative and contingent upon a favorable engineering review and subject to proof of approval of the request by the property owner.
Roll Call: Hartz, Skates, Gibbs, Stanczak, Esarco, Krajovic "yes." Motion carried unanimously.

Review of Draft #1 of the Comprehensive Plan.

Jackie Mich & Meredith Perks, of Vandewalle & Associates, presented the First Draft of the Comprehensive Plan. Planner Mich presented the updated schedule.

Commissioner Krajovic commented on the Hillmoor property and asked if the city should have a public input specifically for Hillmoor prior to the working session with the Council and Plan Commission. Hartz asked Planner Mich for clarification. Mich stated the first alternatives would be based on the input gathered from the public meetings about Hillmoor so far and Vandewalle's professional planning opinion in order to provide a concept to which the public can respond. A discussion followed.

Krajovic/Stanczak motion and recommendation to the City Council to add to the schedule, an additional public workshop, specifically for the Hillmoor property, prior to October 9th.
Roll Call: Skates, Gibbs, Stanczak, Esarco, Krajovic voted "yes" and Hartz voted "no." Motion carried 5-1.

Planner Perks presented an overview of public input from the workshops. Planner Mich presented the input from the Latino workshop and an overview of key changes in Draft #1 of the Comprehensive Plan. A discussion followed.

Comprehensive Plan application review, a single application for the property located at the North West corner of the intersection of Townline Rd and Edwards Blvd., the applicant is 120 Properties LLC and applicants Ron & Robin Bender Tax Key No. ZYUP00198.
Gary Dunham, Keefe Real Estate, 1315 W Main Street, representing the applicants, presented the Comprehensive Plan application which is based on the input received last year. Hartz asked for clarification regarding the connection at Joshua Lane, when looking at it in the capacity of the Comprehensive Plan, is not for the city to consider. Slavney agreed. Slavney stated it happens in the platting process and he will recommend 3 studies to be completed: a detailed study of environmental features, a study of the best places to put intersections on Townline Road, and a traffic study at intersection of Townline Road and Edwards Blvd for a possible traffic signal. Slavney explained the Future Land Use Maps of what is being proposed. A discussion followed.

Conceptual review for the property located at 302 Townline Rd. for a proposed personal storage facility located in the Planned Industrial (PI) zoning district Tax Key No. ZYUP00144.
Michael Hanley, 302 Townline Road and John Engerman, presented their Concept Plan for a proposed self-storage facility on a 1000' x 80' parcel on Townline Road. Hanley discussed the layout of the facility, security topics, on-site storm water drainage, and the bike path next to the property. Slavney explained the need for the Concept Plans at the Plan Commission level, especially since it provides input to the applicant. The commissioners provided their comments to the applicants.

Adjournment. Gibbs/Skates motion to adjourn at 9:47 p.m. Motion carried unanimously.

_____
/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE PLAN COMMISSION

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: October 21, 2019

Agenda Item #6a

Applicant:
Gene Douglas / Barbara Rosin
W3101 Mclean Rd
Elkhorn, WI 53121

Request:
510 Broad St
Downtown Design Review for Exterior Signage
Tax Key No. ZGD00005

Description:
The applicant is submitting an application for Downtown Design Review on the request to install an on-building sign located at 510 Broad St, Tax Key No. ZGD00005.

The City reviews all exterior alteration in the CB zoning district to confirm that they conform to the Downtown Design standards, particularly quantity, size, and color requirements.

Staff Recommendations:

Staff recommends *approval* of the Alteration and installation request as submitted.

City of Lake Geneva
Building and Zoning
626 Geneva Street
Lake Geneva, WI 53147

APPLICATION FOR DOWNTOWN DESIGN REVIEW

Site Address & Parcel No.:
510 Broad St

Name & Address of Current Building Owner:
Jane Wagner
576 Briody St
Burlington WI 53105
Telephone Number of Current Building Owner: Paul – 262-716-1031
Email Address: wagner

Name & Address of Applicant:
Gene Douglas / Barbara Rosin
W3101 MacLean Road
Elkhorn WI 53121
Telephone Number of Applicant: 773-230-4268 / 773-230-5408
Email Address: info@douglasrosin.com

Proposed Design Change:
Add signage 3X6

Zoning District:

Names & Address of Architect, Engineer, and/or Contractor of Project:

Description of Project:
Add signage

Date: 10/3/19 Signature of Applicant: Barbara Rosin

6 feet

3 feet

Background color
SW 2847
Roycroft Bottle Green

Text (Lake Geneva)
SW 0075
Holiday Turquoise

Text (Little Gallery)
White

Text
SW 0075
Holiday Turquoise

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: October 21, 2019

Agenda Item #6b

Applicant:
Jenny Moussis
[redacted]

Request:
647 W Main St. Suite 200 B
Downtown Design Review for Exterior Signage
Tax Key No. ZOP00287

Description:
The applicant is submitting an application for Downtown Design Review on the request to install an on-building sign located at 647 W Main St, Tax Key No. ZOP00287.

The City reviews all exterior alteration in the CB zoning district to confirm that they conform to the Downtown Design standards, particularly quantity, size, and color requirements.

Staff Recommendations:

Staff recommends *approval* of the Alteration and installation request as submitted.

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City of Lake Geneva
Building and Zoning
626 Geneva Street
Lake Geneva, WI 53147

APPLICATION FOR DOWNTOWN DESIGN REVIEW

Site Address & Parcel No.:
647 Main St Suite 200B.

Name & Address of Current Building Owner:
Michael Kocourek - Kocourek Property Holdings
PO Box 126
Lake Geneva WI 53147

Telephone Number of Current Building Owner: 847-525-9060
Email Address:

Name & Address of Applicant:
Wisconsin Precious Metals Refining Services.
647 Main St Lake Geneva WI 53147
Jenny Mussis [redacted]

Telephone Number of Applicant: 262-492-5334
Email Address: jenny@wpmrs-refining.com

Proposed Design Change:
Sign was at 253 Center St. Suite 600 - Lake Geneva WI
We've moved to 647 Main St and would
like to install sign at our new location

Zoning District:

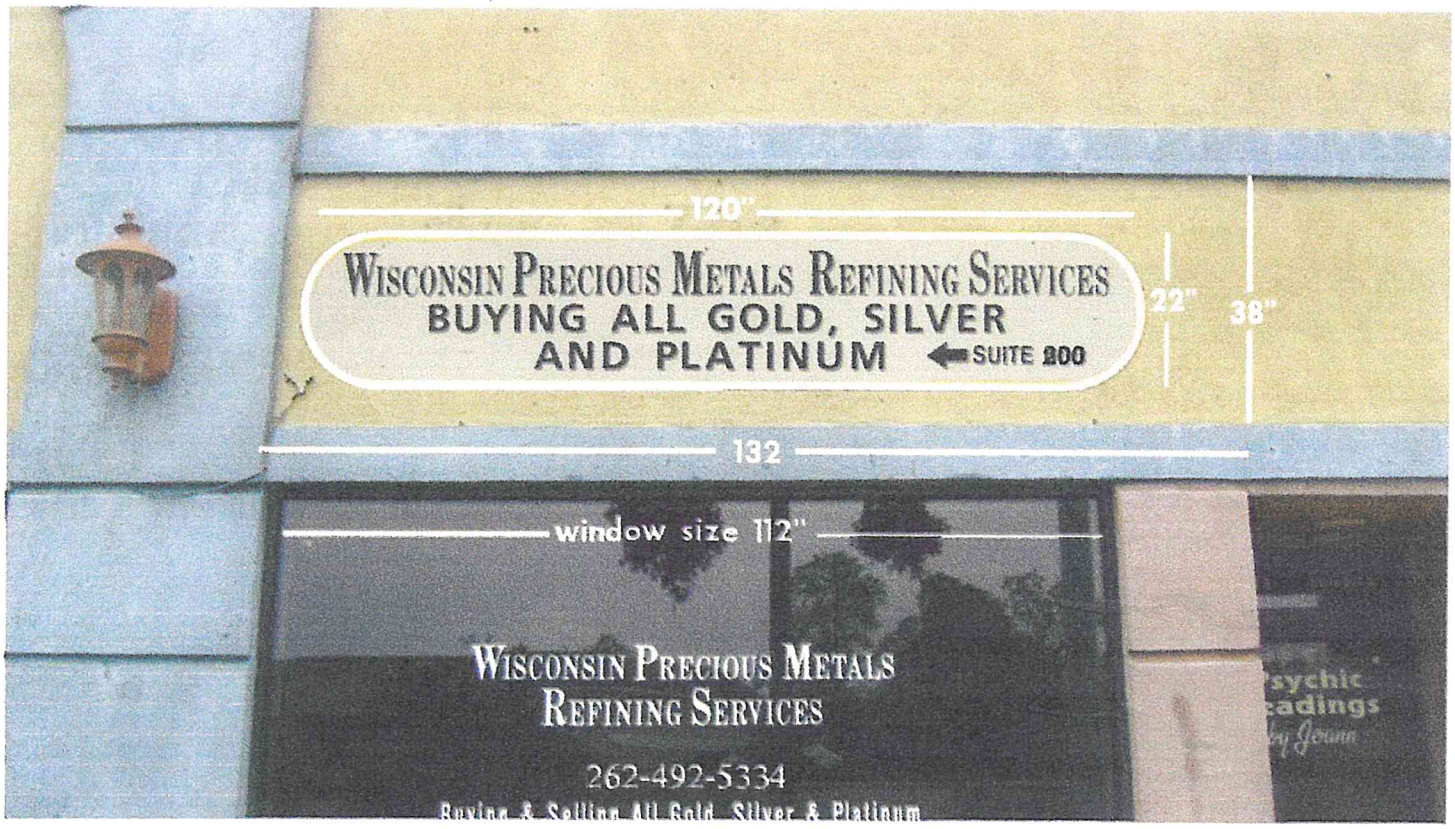
Names & Address of Architect, Engineer, and/or Contractor of Project:
Signature Signs
W2888 Krueger Rd Ste E
Lake Geneva WI 53147.

Description of Project:
Move sign to 647 Main St.
Our Previous location 253 Center St.

Date: 10-2-19 Signature of Applicant: Jenny Mussis

32'
11' 5"
entrance
6'
suite 200B
16'
16'
SUBWAY
North Shore
PAVILION
sign
10'x22"
5'
WINDOW 112"

120"
WISCONSIN PRECIOUS METALS REFINING SERVICES
BUYING ALL GOLD, SILVER
AND PLATINUM
SUITE 200
22"
38"
132
window size 112"
WISCONSIN PRECIOUS METALS
REFINING SERVICES
262-492-5334
Buying & Selling All Gold, Silver & Platinum


120"
WISCONSIN PRECIOUS METALS REFINING SERVICES
BUYING ALL GOLD, SILVER
AND PLATINUM
SUITE 200
22"
38"
132
window size 112"
WISCONSIN PRECIOUS METALS
REFINING SERVICES
262-492-5334
Buying & Selling All Gold, Silver & Platinum

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: October 21, 2019

Agenda Item #6c

Applicant:
Ann Esarco
234 Broad St
Lake Geneva, WI 53147

Request:
234 Broad St.
Downtown Design Review for Exterior Signage
Tax Key No. ZOP00257

Description:
The applicant is submitting an application for Downtown Design Review on the request to install an on-building sign located at 234 Broad St, Tax Key No. ZOP00257.

The City reviews all exterior alteration in the CB zoning district to confirm that they conform to the Downtown Design standards, particularly quantity, size, and color requirements.

Staff Recommendations:

Staff recommends *approval* of the Alteration and installation request as submitted.

20 Copies

City of Lake Geneva
Building and Zoning
626 Geneva Street
Lake Geneva, WI 53147

APPLICATION FOR DOWNTOWN DESIGN REVIEW

Site Address & Parcel No.:
234 BROAD ST - LAKE GENEVA WI 53147
ZOP00257

Name & Address of Current Building Owner:
Richard Hermann
W4420 Oakwood Dr
EAST Troy WI 53120

Telephone Number of Current Building Owner: 262-642-2894
Email Address: none

Name & Address of Applicant:
AVANT CYCLE CAFE - ANN ESARCO
234 BROAD ST
LAKE GENEVA WI 53147

Telephone Number of Applicant: 815 382 1688
Email Address: admin@avantcyclecafe.com

Proposed Design Change:
BUILDING FRONT SIGNAGE

Zoning District: CB

Names & Address of Architect, Engineer, and/or Contractor of Project:
self completed.

Description of Project:
change front from wood facing and BLACK Letters to NEWBURYPORT ~~VAN DUESEN~~ (Benjamin Moore) ~~HC186~~ FRONT and white logo HC155

Date: 10/11/2019 Signature of Applicant: A Esarco

BEFORE
AVANT
32" tall
174" wide
BICYCLE
SALES & SERVICE
RENTALS

AFTER
BICYCLE
SALES & SERVICE
RENTALS

Section 98-704 Off-Street Parking and Traffic Circulation Standards

(6) **Off-Street Parking and Traffic Circulation Design Standards**

(a) **Surfacing and Marking:** All off-street parking and traffic circulation areas (including all residential driveways -- except those within the RH District) shall be paved with a hard all-weather surface, to the satisfaction of the Director of Public Works. Said surfaces intended for 6 or more parking stalls shall be marked in a manner which clearly indicates required parking spaces.

(b) Exceptions The prohibitions of Section (a) above shall not apply to the following:

Not for profit organizations may utilize their unpaved lots for parking (regardless of zoning classification) after applying for and obtaining a temporary permit from the Building and Zoning Department ~~City~~. Application must be made at least 4 weeks in advance of the event. ~~A separate permit application must be filled out for each event and would need to be received at least 4 weeks prior to the event for proper approval.~~

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ORDINANCE 19-XX

AN ORDINANCE AMENDING SUB-SUB-SUBSECTION 1a, LAND USE REQUIREMENT OF SUB-SUBSECTION (Y), TOURIST ROOMING HOUSE, OF SUBSECTION (8) ACCESSORY LAND USES, OF SECTION 98-206, DETAILED LAND USE DESCRIPTIONS AND REGULATIONS OF CHAPTER 98: ZONING ORDINANCE, OF THE CITY OF LAKE GENEVA ZONING ORDINANCE TO CLARIFY TERMINOLOGY FOR SHORT TERM RENTALS

The Common Council of the City of Lake Geneva, Wisconsin, does hereby ordain as follows:

1. Sub-subsection (y) ~~Tourist Rooming House~~ Short-Term Rental, of Subsection (8) **Accessory Land Uses** of Section 98-206 Detailed Land Use Descriptions and Regulations of Chapter 98: Zoning Ordinance of the City of Lake Geneva Zoning Ordinance is amended to read as follows:

(y) ~~Tourist Rooming House~~ Short-Term Rental

Description: Includes all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists and transients for more than 6 but fewer than 29 consecutive days. It does not include private boarding houses or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under ACTP 73.

1. Permitted by Right: All zoning districts where "residential dwellings" are permitted as that term is defined in Section 66.1014, Wis. Stats.

   a. Land Use Requirement:

   ~~Tourist Rooming House~~ A Short-Term Rental shall only be located as an Accessory Land Use zoning in districts that allow "residential dwellings" as that term is defined in Section 66.1014 Wis. Stats

   b. Annual City License Required:

   ~~Each Tourist Rooming House~~ Short-Term Rental shall operate only during the valid period of an Annual City of Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental License (hereinafter "annual license") for each consecutive 365-day period. If the ~~Tourist Rooming House~~ Short-Term Rental is transferred or there is any change of ownership of the ~~Tourist Rooming House~~ Short-Term Rental during the valid period of an annual license, the license may only be assumed by the Transferee for the remaining period of the license. Operating a ~~Tourist Rooming House~~ Short-Term Rental without a current version of a valid annual license shall be considered a violation of this Zoning Ordinance, and subject to the penalties of Section 98-936. The following information shall be provided on an annual basis, prior to issuance of said annual license.

i. Completed City of Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental Application, which includes the property owner name, address, and phone number; the designated operator's name, address, and phone number; the period of operation of up to 180 days in a 365-day period, which must be consecutive;

ii. A current floor plan for the ~~Tourist Rooming House~~ Short-Term Rental at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one inch equals ten feet showing on-site parking spaces and trash storage areas;

iii. General Building Code Inspection by City, and submittal of Official Building Code Inspection Report with no outstanding compliance orders remaining;

iv. Fire Code Inspection by City, and submittal of Official Fire Code Inspection Report with no outstanding violations.

v. Proof of valid property and liability insurance for the dwelling unit;

vi. State of Wisconsin Tourist Rental House License;

vii. Seller's Permit issued by the Wisconsin Department of Revenue;

viii. City of Lake Geneva Room Tax Permit;

ix. City of Lake Geneva General Business License;

~~ix.~~ x. Payment of an Administrative Fee, set by City Council resolution, to cover the costs to the City of administering the above.

The City of Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental License shall be issued with the completion of the above requirements and compliance with the City's Room Tax Ordinance.

c. Property Management Requirements:

Each ~~Tourist Rooming House~~ Short-Term Rental shall be managed consistent with the following requirements:

i. The total number of days of operation within any 365-day period of an annual license shall not exceed 180 consecutive days. This period of ~~Tourist Rooming House~~ Short-Term Rental Operation shall be specified by the property owner in the required Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental Application.

ii. The Minimum Rental Period shall be a minimum of seven consecutive days by anyone party.

iii. The Maximum Rental Period within a 365-day period of an annual license shall be no more than 180 consecutive days.

iv. Similar facilities in which single-family detached homes are available for less than seven days, more than 180 days, or throughout the year, are a different land use that falls within the Indoor Commercial Lodging land use category.

v. The Maximum Number of Occupants shall not exceed the total number licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less.

vi. The ~~Tourist Rooming House~~ s Short-Term Rental shall be operated by the property owner or by a property manager explicitly designated in the valid Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental Application as the "Designated Operator".

vii. The property owner's and the Designated Operator's names, addresses, and 24-hour phone numbers shall be provided in the City of Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental Application and shall be updated within 24 hours upon any change in the property manager or the property manager contact information.

viii. The Designated Operator must reside within, or have their business located within, 25 miles of the ~~Tourist Rooming House~~ Short-Term Rental parcel.

ix. The Designated Operator must be available by phone 24 hours, seven days a week, during the period of operation designated in the Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental Application.

x. Each ~~tourist rooming house~~ Short-Term Rental shall provide and maintain a Guest Register and shall require all guests to register their true names and addresses before allowing occupancy. The Guest Register shall be kept intact and available by the Designated Operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.

xi. Each ~~tourist rooming house~~ Short-Term Rental shall maintain the following written Business Record for each rental of the ~~tourist rooming house~~ Short-Term Rental: the true names and addresses of any person renting the property, the dates of the rental period (which must be a minimum of seven consecutive days), and the monetary amount or consideration paid for the rental. The Business Record shall be kept intact and available by the Designated Operator for inspection by representatives of the City for at least one year from the day of the conclusion of the period of operation.

xii. ~~Tourist Rooming House~~ Short-Term Rental License and emergency contact information must be posted in a conspicuous area within the property at all time.

d. Property Operational Requirements:

Each ~~Tourist Rooming House~~ Short-Term Rental shall be operated per the following requirements:

i. The "Requirements for ~~Tourist Rooming House Guests~~ Short-Term Rental " form provided by the City of Lake Geneva to summarize City requirements for ~~Tourist Rooming Houses~~ Short-Term Rental, and the Site Plan for the subject property clearly depicting guest parking spaces and the rear yard, shall be posted on the inside of the front door of each ~~tourist rooming house~~ Short-Term Rental throughout its period of operation.

ii. Parking Requirements:

[a] A minimum of two off-street parking spaces shall be provided on the subject property for each ~~Tourist Rooming House~~ Short-Term Rental. If the ~~Tourist Rooming House~~ Short-Term Rental provides three or more bedrooms, an additional on-site parking space is required for each additional bedroom over two, plus one space for each employee on the largest shift if applicable.

[b] All guest parking for vehicles and trailers shall be within a parking space designated on the Site Plan, on an area paved with concrete or asphalt.

[c] All guest vehicles and trailers may only park on-site. Street parking for guests is not permitted.

[d] No parking is permitted on gravel, lawn, or planter bed areas.

iii. Site Appearance Requirements:

[a] Aside from a changing mix of guests and their vehicles, there shall be no evidence of the property being used as a ~~Tourist Rooming House~~ Short-Term Rental visible on the exterior of the subject property.

[b] No exterior sign age related to the ~~Tourist Rooming House~~ Short-Term Rental is permitted, other than the property address.

[c] No outdoor storage related to the ~~Tourist Rooming House~~ Short-Term Rental land use is permitted, except for typical residential recreational equipment, seating, and outdoor cooking facilities which are permitted only within the rear yard.

[d] No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted to accommodate guests.

iv. Neighborhood Impact Requirements:

[a] No outdoor activity shall occur between the hours of 10:00 p.m. and 7:00 a.m.

[b] At all times, no noise, lighting, odor or other impacts from the subject property shall be detectable at the property line at levels exceeding the requirements of Article VII of the Lake Geneva Zoning Ordinance.

[c] No vehicular traffic shall be generated by the ~~Tourist Rooming House~~ Short-Term Rental at levels exceeding those typical for a detached single-family dwelling unit.

v. ~~Tourist Rooming House~~ Short-Term Rental Advertising:

[a] No outdoor advertising is allowed on the subject property.

[b] The ~~Tourist Rooming House~~ Short-Term Rental shall not be advertised for availability in any form of media unless the required City of Lake Geneva ~~Tourist Rooming House~~ Short-Term Rental License has been issued.

e. Access and Inspections

i. The City shall be authorized at all reasonable times upon reasonable notice to the owner to enter and examine any building, structure, or premises, for the purpose of ensuring compliance with this ordinance. The owner, agent or occupant of any such premises who refuses to permit, or prevents or interferes with any entry into or upon the premises by any such inspector shall be in violation of this section.

ii. The City has adopted the Knox Box key box system requiring the installation of miniature vaults be placed upon the exterior buildings, gateposts or other applicable locations. Contained with the vault are the keys that will allow access to the ~~Tourist Rooming House~~ Short-Term Rental in emergency situations.

iii. Knox boxes shall be placed on the building for emergency entry into the building. The City may require more boxes dependent on the size of the structure or facility.

f. Penalties and License Revocation

i. Violations of the requirements for ~~Tourist Rooming Houses~~ Short-Term Rental, the provisions of the ~~Tourist Rooming House~~ Short-Term Rental License, and all other of this subsection (y) are subject to separate daily fines per Section 98-936. Citations for violations of this ordinance will be issued to, and will be the responsibility of, the property owner.

ii. The Annual ~~Tourist Rooming House License~~ Short-Term Rental may be revoked for more than two violations of the requirements specific to ~~Tourist Rooming Houses~~ Short-Term Rental, the License, or the remainder of this Zoning Code. ~~Tourist Rooming House~~ Short-Term Rental operators found non-compliant with the terms of this subsection (y) shall be considered in violation and shall be subject to all applicable penalties up to and including revocation of their ~~Tourist Rooming House~~ Short-Term Rental License.

2. That this ordinance shall take effect upon passage and publication, as provided by law.

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this _____ day of _____, 2019.

_____
TOM HARTZ, Mayor

Attest:

_____
LANA KROPF, City Clerk

First Reading:
Second Reading:
Adoption:
Published:

City of Lake Geneva Comprehensive Plan Update
Public Meeting & Plan Update Schedule
Revised 10.18.2019

Task Description	Date
Public Open House to Review Draft #2 of Comprehensive Plan *(not Hillmoor-specific)*	**Thursday, October 24, 6:00-8:00 PM** **Police Training Room, City Hall**
Hillmoor Working Session with Council & Plan Commission	Wednesday, November 13, 6:00-8:00 PM Police Training Room, City Hall
Committee of the Whole Review of Comprehensive Plan Amendment	Monday, December 2, City Hall
Public Open House to Review Hillmoor Concept	**December 5, 6:30-8:30 PM** **Badger High School Cafeteria**
Finalize Draft #3 of the Comprehensive Plan Update	Monday, December 16
Finalize Hillmoor Concept Plan and Incorporate into Draft #3 of Comprehensive Plan	Monday, December 16
30-Day Review Period	December 17-January 19
Comprehensive Plan Public Hearing **Followed by Plan Commission Consideration of Resolution Recommending Adoption of Plan** (Joint Meeting of City Council and Plan Commission)	**Monday, January 20** **Council Chambers, City Hall**
Common Council Consideration of Plan Adoption Ordinance	**Monday, January 27** **Council Chambers, City Hall**
Production and Distribution of Final Adopted Plan	Early February

Public input opportunities are **bolded**.