City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

Plan Commission Agenda
Monday, December 15, 2025 - 6:00 PM
Lake Geneva City Hall; Council Chambers (Main Level)

Members:
Chair - Mayor Todd Krause; Alderperson Joel Hoiland, Commissioners: John Gibbs, Doug Skates, Jeremy Nafziger, Kyle Cary, and Ann Esarco

1. Call to Order
2. Roll Call
3. Approve Minutes of the October 20, 2025 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. Discussion/Action on Resolution PC-058 for Downtown Design Review application for wall sign at 269 Broad Street filed by Sign Central, 36757 N Route 83, Lake Villa, IL Tax Key No. ZOP 00262.
    b. Discussion/Action on Resolution PC-052 for Downtown Design Review application for Sandwich Board Sign at 830 W Main Street filed by Colleen Ries, 830 W Main Street, Lake Geneva, WI Tax Key No. ZOP 00334.
    c. Discussion/Action on Resolution PC-053 for Downtown Design Review application for wall signs and face change for monument sign at 880 W Main Street filed by At Properties, 130 W Park Street, Elmhurst, IL Tax Key No. ZOP 00338.
7. Condominium Plat Amendment
    a. Discussion/Action on Resolution PC-055 for Amendment to Condominium Plat to combine two (2) condominium units into one (1) at 101 Broad Street filed by 101 Broad Street LLC, POB 27, Lake Geneva, WI Tax Key Nos. ZCNG 00009 and ZCNG 00010.
8. Public Hearing, Review, and Recommendation
    a. Public Hearing for a Limited Conditional Use Permit application to allow the continued operation of an indoor commercial lodging facility located at 723 Williams Street, Lake Geneva, Tx Key No. ZF 00028 filed by Kristin Stahulak, POB 312, Pell Lake, WI.
    b. Discussion /Action on Resolution PC-054 for a Limited Conditional Use Permit

application to allow the continued operation of an indoor commercial lodging facility located at 723 Williams Street, Lake Geneva, Tx Key No. ZF 00028 filed by Kristin Stahulak, POB 312, Pell Lake, WI

c. Public Hearing for a Final Plat of Subdivision for Symphony Bay Phase 8 at the Southwest Corner of Townline Road and North Road, Lake Geneva, WI Tax Key No. ZYUP 500003 filed by Bloomfield Holdings, LLC, 875 Townline Road, Unit 103, Lake Geneva, WI.

d. Discussion/Action on Resolution PC-027 for a Final Plat of Subdivision for Symphony Bay Phase 8 at the Southwest Corner of Townline Road and North Road, Lake Geneva, WI. Tax Key No. ZYUP 500003 filed by Bloomfield Holdings, LLC, 875 Townline Road, Unit 103, Lake Geneva, WI.

e. Public Hearing for a Text Amendment to the City of Lake Geneva Zoning Ordinance to amend requirements for the storage of boats and boat trailers city-wide filed by the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI.

f. Discussion/Action on Resolution PC-050 for a Text Amendment to the City of Lake Geneva Zoning Ordinance to amend requirements for the storage of boats and boat trailers city-wide filed by the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI.

9. Adjournment

A quorum of the Council may be present; however, no official Council action will be taken.
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance so that the appropriate accommodations can be made.

City Of Lake Geneva Plan Commission Minutes
Monday, October 20, 2025 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Members: Chair - Mayor Todd Krause; Alderperson Joel Hoiland, Commissioners: John Gibbs, Doug Skates, Jeremy Nafziger, Kyle Cary, and Ann Esarco

Call to Order
Mayor Krause called the meeting to order at 6:00 PM.

Roll Call.
Present: Krause, Hoiland, Nafziger, Skates, Gibbs, Esarco
Absent: Cary

Approve Minutes

September 15, 2025, Plan Commission meeting as distributed
Motion by Skates to approve, second by Hoiland. Motion carried: 6-0

October 13, 2025, Plan Commission meeting as distributed
Motion by Esarco to approve, second by Hoiland. Motion carried: 6-0

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.
Michelle Edwards, 310 Bowing Way, voiced concerns regarding the proposal under Item 7a.
Tony LaPorte, 213 Capella Way, voiced concerns regarding the proposal under Item 7a.
Sharon Larson, 301 Capella Way, voiced concerns regarding the proposal under Item 7a.
Marisa Sounde, 312 Bowing Way, voiced concerns regarding the proposal under Item 7a.
Judy Derra, 414 Gallant Dr, voiced concerns regarding the proposal under Item 7a.
Bryan Mratz, 319 Bowing Way, voiced concerns regarding the proposal under Item 7a.
John Klopstein, 206 Rossini Dr, voiced concerns regarding the proposal under Item 7a.
Greg O'Brien, 415 Gallant Dr, voiced concerns regarding the proposal under Item 7a.
Cindy Yager, 1284 Edgewood Dr, addressed Agenda Item #8, suggesting adjusted start and end dates to align with seasonal boat slip timelines. Also noted that they were speaking on behalf of resident Linda Frame regarding these concerns.
Doug Avercamp, 441 Sue Ann Dr, voiced concerns regarding Item 8a.
Frank Guzzo, 335 Bowing Way, voiced concerns regarding the proposal under Item 7a.
Fred Rogers, 272 Capella Way, voiced concerns regarding the proposal under Item 7a.

Acknowledgment of Correspondence.
No correspondence was received.

Public Hearing, Review, and Recommendation

Public Hearing for a Conditional Use Permit application to allow the continued operation of an indoor commercial lodging facility located at 640 W Main Street, Lake Geneva, Tax Key No. ZOP00306 filed by 640 W Main Street, LLC, POB 460, Lake Geneva, WI.
Applicant Tom Keefe and Building & Zoning Director Hanlon presented the Conditional Use Permit (CUP) application for the continued operation of an indoor commercial lodging facility at 640 W Main Street. Both answered questions posed by the Commission.
No public comment.
Motion by Hoilland to approve; second by Esarco. Motion carried: 6-0

Discussion /Action on Resolution PC-044 for a Conditional Use Permit application to allow the continued operation of an indoor commercial lodging facility located at 640 W Main Street, Lake Geneva, Tax Key No.

ZOP00306 filed by 640 W Main Street, LLC, POB 460, Lake Geneva, WI.
Motion by Skates, seconded by Hoiland, to approve the application as a Limited CUP with Staff Recommendations. The motion passed 6-0, contingent upon the Applicant applying for the Business and Tax Licenses and demonstrating fulfillment of all required parking spaces within 30 days.

Concept Plan Review

Discussion of Concept Plan for Planned Development filed by Bob Mangen, 333 Bishops Way Suite 160, Brookfield, WI 53005 to provide informal feedback on concept plan for multifamily and commercial development at Tax Keys Nos. ZYUP 00149D1 and ZA284300001.
Building & Zoning Director Hanlon introduced the Informal Discussion regarding the Concept Plan for Planned Development. The concept, covering Tax Key Nos. ZYUP 00149D1 and ZA284300001, propose a multifamily and commercial development. Chris Tower of Northern Management presented a PowerPoint deck to solicit informal feedback from the Commission. Director Hanlon and Mr. Tower responded to questions from the Commissioners. No action was taken.

Discussion

Discussion/Provide Direction to Staff on the drafting of a Zoning Ordinance Text Amendment to allow more time for parking of boats on driveways as requested by the Committee of the Whole.
Building & Zoning Director Hanlon presented a draft of a Zoning Ordinance Text Amendment aimed at extending the allowed time frame for the parking of boats on residential driveways, as requested by the Committee of the Whole. The majority of the Commission was in agreement to adjust the permissible dates to April 1st through November 1st for boat placement on private property, restricted to the front of a residence. Director Hanlon will research and draft specific ordinance language addressing boats with trailers and trailers without boats.

Adjournment.
Motion by Skates to adjourn, second by Gibbs.
Motion Carried; 6-0. The meeting adjourned at 7:17 PM.

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: December 15, 2025

Agenda Item 6a

Applicant:
Sign Central
36757 N Route 83
Lake Villa, IL

Request:
269 Broad Street
Downtown Design Review of Signage

Description:
The applicant proposes making the following improvement to the façade at 269 Broad Street:

- Installation of acrylic letters for a wall sign.
- The wall sign will be illuminated by an existing gooseneck fixture on the façade.

This business occupies a storefront with a single façade facing Broad Street. The Zoning Ordinance permits this business one wall sign per façade with a maximum surface area of one (1) square foot per each one (1) linear foot of façade width. The façade is twenty-two (22) linear feet. The proposed sign is twenty-two (22) square feet which meets the zoning requirement.

Staff Recommendations:
The colors proposed have been reviewed and comply with the Downtown Design Overlay Sign requirements (98-828).

Staff recommend *approval* of the proposed improvements, provided that the following conditions are met:

1. The applicant shall secure a sign permit prior to installation of the sign.

RESOLUTION OF THE PLAN COMMISSION			
Resolution approving a request for Downtown Design Review filed by Sign Central, 36757 N Route 83, Lake Villa, IL, to install a wall sign on a building located at 269 Broad Street, Tax Key Nos. ZOP 00262.			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-058**	**Date:**	December 15, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Downtown Design Review application filed by Sign Central, 36757 N Route 83, Lake Villa, IL, to install a wall sign on a building located at 269 Broad Street, Tax Key Nos. ZOP 00262 , and

WHEREAS, the Plan Commission made the following finding of fact:

1. The proposed Downtown Design Project is consistent with the Downtown Design Standards of Section 98-913(9), and

WHEREAS, the Plan Commission has recommended the following conditions:

1. The applicant shall secure a sign permit prior to installation of the sign.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby approves the Downtown Design Review application filed by Sign Central, 36757 N Route 83, Lake Villa, IL, to install a wall sign on a building located at 269 Broad Street, Tax Key Nos. ZOP 00262, per the findings of fact and additional condition stated above.

.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda, Rotondi, Building Zoning Clerk Date

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

APPLICATION FOR DOWNTOWN DESIGN REVIEW

Site Address & Parcel No.: 269 BROAD ST

Name & Address of Current Building Owner:
BBJS INVESTMENTS LLC
JOSH SIEHOFF
2421 AVIATON RD WAUKESHA WI

Telephone Number of Current Building Owner: 262 751 6906
Email Address: JOSH@SPRINGCITYAVIATION.COM
Owner Signature: Josh Siehoff (Aug 7, 2025 16:43:19 EDT)

Name & Address of Applicant:
SIGN CENTRAL
36757 N. ROUTE 83
LAKE VILLA IL 60046

Telephone Number of Applicant: 847-543-7600
Email Address: jack@signcentral.com

Proposed Design Change:
ACRYLIC LETTERS FASCIA OF STOREFRONT

Zoning District:

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

Description of Project:
ACRYLIC SIGN FOR FASCIA OF BUILDING

Date: 7/31/25 Signature of Applicant:

kw Lake + Luxury | 269 Broad Street | Cost Recovery # _____

Petitioner Name | Project Address

OFFICE USE ONLY | Description of Request Exterior Building Signage for new business

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

_____, as applicant/petitioner for

Project: KW LAKE + LUXURY - ACRYLIC LETTERS

Project Address: 269 BROAD ST

Parcel No. _____

Name: KW LAKE + LUXURY

Address: 269 BROAD ST
LAKE GENEVA WI

Cell Phone: (224) - 627 - 5600 Phone (847) 672 - 6674

Email: LISAWOLF@KW.COM

Dated this 1 Day of OCTOBER, 2025

LISA WOLF /

Printed Name of Applicant / Petitioner

L Wolf

Signature of Applicant/Petitioner

28″ x 115″ = 22 SF

LONG STRIPE CAN BE 2 PIECES AND CONNECT AT L IN LUXURY
BLACK 1/4″ THICK ACRYLIC WITH STAND-OFF STUDS AND PATTERN

kw
LAKE + luxury
REAL ESTATE

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: December 15, 2025

Agenda Item 6a

Applicant:
Colleen Ries
830 W Main Street
Lake Geneva, WI
Tax Key No. ZOP 00334

Request:
830 W Main Street
Downtown Design Review of Signage

Description:
The applicant proposes the placement of a sandwich board sign at the entrance to the building located at 830 W Main Street. The applicant is a business owner in the Market of Lake Geneva. The proposed sandwich board sign measures thirty (30) inches in height and twenty (20) inches in width.

City of Lake Geneva Zoning Ordinance Section 98-811 (1) D.2 regulates the placement of sandwich board signs. The ordinance requires the following:

- One (1) sandwich board per business.
- Sign permit is required prior to placement.
- Must be located within ten (10) feet of the business entrance leaving a minimum clear pedestrian path of five (5) feet on the sidewalk.
- Maximum height allowed is three (3) feet and maximum width allowed is two (2) feet.
- Sandwich board sign shall only be displayed during the hours of operation of the business it is advertising.

Staff Recommendations:

Staff recommend *approval* of the proposed improvements, provided that the following conditions are met:

1. The applicant shall secure a sign permit prior to installation of the sign.

RESOLUTION OF THE PLAN COMMISSION			
Resolution approving a request for Downtown Design Review filed by Colleen Ries, 830 W Main Street, Lake Geneva, WI, to allow a sandwich board sign at 830 W Main Street, Tax Key No. ZOP 00334.			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-052**	**Date:**	December 15, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Downtown Design Review application filed by Colleen Ries, 830 W Main Street, Lake Geneva, WI, to allow a sandwich board sign at 830 W Main Street, Tax Key No. ZOP 00334., and

WHEREAS, the Plan Commission made the following finding of fact:

1. The proposed Downtown Design Project is consistent with the Downtown Design Standards of Section 98-913(9), and

WHEREAS, the Plan Commission has recommended the following conditions:

1. The applicant shall secure a sign permit prior to installation of the sign.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby approves the Downtown Design Review application filed by Colleen Ries, 830 W Main Street, Lake Geneva, WI, to allow a sandwich board sign at 830 W Main Street, Tax Key No. ZOP 00334, per the findings of fact and additional condition stated above.

.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda, Rotondi, Building Zoning Clerk Date

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

APPLICATION FOR DOWNTOWN DESIGN REVIEW

Site Address & Parcel No.:
830 W. Main St, Lake Geneva, WI

Name & Address of Current Building Owner:
Kirk Booher
830 W. Main St.
Lake Geneva, WI
Telephone Number of Current Building Owner: 847-217-4728
Email Address: booherrealestate@aol.com
Owner Signature: _____

Name & Address of Applicant:
Colleen Bies
830 W. Main St.
Lake Geneva, WI 53147
Telephone Number of Applicant: 847-347-2722
Email Address: subzerocandy@att.net

Proposed Design Change:
No change; just adding an A-frame sign to the front area of the building

Zoning District: _____

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

Description of Project:
A-frame sign, 40" tall x 20" wide. This showcases our daily offerings/weekly offerings and helps drive sales.

Date: 10/27/2025 Signature of Applicant: _____

Colleen Ries | 830 W. Main St. Lake Geneva, WI | Cost Recovery # _____

Petitioner Name | Project Address

OFFICE USE ONLY | Description of Request _____

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

_____, as applicant/petitioner for

Project: Sub-Zero Candy, LLC/The Market of Lake Geneva

Project Address: 830 W. Main St., Lake Geneva, WI

Parcel No. _____

Name: Colleen Ries

Address: 830 W. Main St.

Lake Geneva, WI

Cell Phone: (847) - 847 - 2722 Phone: (____) - _____ - _____

Email: mkinpink@gmail.com

Dated this 27th Day of October, 20 25

Colleen Ries

Printed Name of Applicant / Petitioner

Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.

12:29 95

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$16.14 4.5 ★★★★½ 432 Sponsored

SELEAD
Visit the Store
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SELEAD Solid Wood A-Frame Chalkboard - 30" x 20" Magnetic Sandwich Board Signs Outdoor Standing Chalk Board Easel Sidewalk Pizarra for Menu, Business, Wedding - Rustic Brown

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STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: December 15, 2025

Agenda Item 6c

Applicant:
At Properties
130 W Park Street
Elmhurst, IL

Request:
880 W Main Street
Downtown Design Review of Signage

Description:
The applicant proposes making the following improvement at 880 W Main Street:

- Install two (2) sets of aluminum letters on building façade. One (1) set on the south façade and one (1) set on the west façade. Each set measures ten (10) inches in height by fifty-seven (57) inches in width.
- Replace only the face of the existing freestanding monument style sign on the property. No expansion of this sign is proposed.

Staff Recommendations:
The colors proposed have been reviewed and comply with the Downtown Design Overlay Sign requirements (98-828).

Staff recommend *approval* of the proposed improvements, provided that the following conditions are met:

1. The applicant shall secure a sign permit prior to installation of the sign.

RESOLUTION OF THE PLAN COMMISSION			
Resolution approving a request for Downtown Design Review filed by At Properties, 130 W Park Street, Elmhurst, IL, to install wall signs and replace the sign face of the monument sign at 880 W Main Street, Tax Key No. ZOP 00338.			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-053**	**Date:**	December 15, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Downtown Design Review application filed by At Properties, 130 W Park Street, Elmhurst, IL, to install wall signs and replace the sign face of the monument sign at 880 W Main Street, Tax Key No. ZOP 00338, and

WHEREAS, the Plan Commission made the following finding of fact:

1. The proposed Downtown Design Project is consistent with the Downtown Design Standards of Section 98-913(9), and

WHEREAS, the Plan Commission has recommended the following conditions:

1. The applicant shall secure a sign permit prior to installation of the sign.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby approves the Downtown Design Review application filed by At Properties, 130 W Park Street, Elmhurst, IL, to install wall signs and replace the sign face of the monument sign at 880 W Main Street, Tax Key No. ZOP 00338 per the findings of fact and additional condition stated above.

.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda, Rotondi, Building Zoning Clerk Date

LAKE GENEVA

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

Permit Number _____
City use only

ZONING PERMIT APPLICATION

Property located at:
Address: 890 W. Main St
Tax ID / Parcel Number(s): ZOP00333
Tenant Space _____

Owner Key Investment Group
Address: PO Box 923
Lake Forest, IL 60045
Phone: 630-990-8401
Email: rkehoe@outlook.com

Applicant At Properties / Kinga Mrozek
Address: 130 West Park
Elmhurst, IL 60126
Phone: 773-988-0660
Email: kinga@atproperties.com

TO THE ZONING ADMINISTRATOR: The undersigned hereby applies for a permit to do work herein described and located as shown on this application. The undersigned agrees that all work done will be in accordance with the zoning ordinance and all other ordinances of the City of Lake Geneva and with all laws of the State of Wisconsin, applicable to said premises. I expressly grant the zoning administrator, or the zoning administrator's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Signed Richard E. Kehoe Agent/ (Owner)

Work consists of: (check)

☐ New Building	☐ Addition	☐ Alteration	☐ Driveway	☐ Home Occupation
☐ Accessory Structure	☐ Swimming Pool	☐ Fence	☑ Sign	
☐ Erosion Control	☐ Temporary Use		☐ Other _____	

Site Development Plan: The site development plan shall be submitted as a part of the permit application and should contain the following information drawn to scale:

- Provide survey showing dimensions and area of the lot,
- Location of all existing and proposed structures with distances measured from the lot lines,
- Location of the ordinary high watermark or any abutting navigable waterways, boundaries of all wetlands, floodplains and floodways,
- Existing and proposed topographic and drainage features and vegetative cover,
- Location of existing or future access roads or driveways,
- Description of the type of structure; existing and proposed operation or use of the structure or site

remove (2) awnings, replace with (2) sets of non-illuminated channel letters. Reface double sided monument sign

Estimated Cost of Proposed Site Improvements $ 4,950

Building Inspector Approval: _____ Date: _____ Fees: _____

02/27/2025

_____ _____ Cost Recovery # _____

Petitioner Name Project Address

OFFICE USE ONLY Description of Request _____

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

Robert Hadden, as applicant/petitioner for

Project: A+ Properties - Signage updates

Project Address: 330 W. Main

Parcel No. 20P00338

Name: Kinga Mrozek / A+ Properties

Address: 130 N. Park
Elmhurst, IL 60126

Cell Phone: (773) - 988-0660 Phone: (___) - _____ - _____

Email: kinga@a+properties.com

Dated this 23 Day of October, 20 25

Robert Hadden

Printed Name of Applicant / Petitioner

Robert Hadden

Signature of Applicant/Petitioner

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

APPLICATION FOR DOWNTOWN DESIGN REVIEW

Site Address & Parcel No.: 830 W. Main St

Name & Address of Current Building Owner:
Key Investment Group / Richard Kehoe
PO Box 928
Lake Forest, IL 60045

Telephone Number of Current Building Owner: 630-990-8401
Email Address: RKehoe@Outlook.com
Owner Signature: Richard E. Kehoe

Name & Address of Applicant:
At Properties / Kinga Mrozek
130 W. Park
Elmhurst, IL 60126

Telephone Number of Applicant: 773-989-0660
Email Address: Kinga@atproperties.com

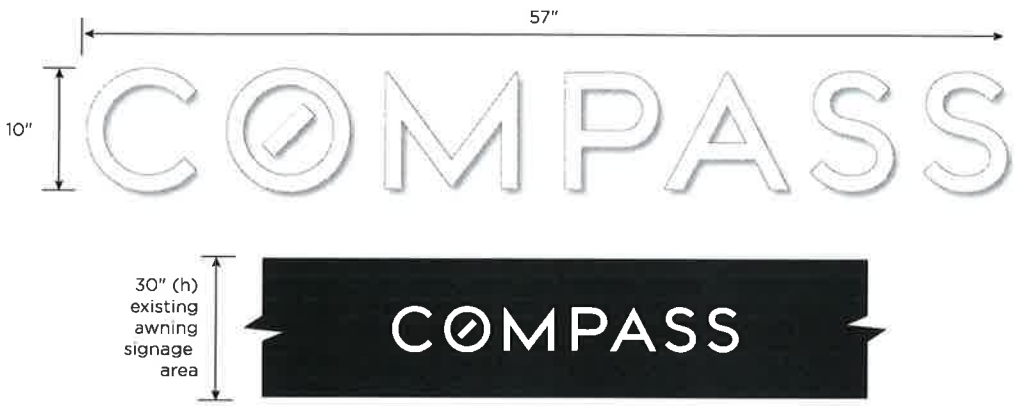
Proposed Design Change:
Remove (2) awnings, replace with (2) sets of non-illuminated channel letters. Reface (1) double-sided monument sign

Zoning District: CB

Names & Address of Architect, Engineer, and/or Contractor of Project:
Sign contractor = H.M. Witt & Co Signs
3313 W. Newport
Chicago, IL 60618
ATTN: Robert Hadden

Description of Project:
See above

Date: 10-23-25 Signature of Applicant: Robert Hadden



SPECIFICATIONS:

Fabricated aluminum logo with painted
Satin white finish
Installed on building
Stud mounted to building Facia.
(2) sets required

SIGN 2 | Fabricated Aluminum Logo

H.M. WITT & CO. Signs

3313 West Newport Ave.
Chicago, IL 60618
773.250.5000 | 888.427.0703
hmwitt.com

Job Information:
@properties / COMPASS

Project Manager: rh
Designer: ns

Design Number:
@pp25012_2

Scale: nts

Date: 09.30.25

Revisions:
07.29.25 submittal
09.11.25

- ○ Approved as is
- ○ Approved w/changes
- ○ Revise and Resubmit

This is an original unpublished drawing created by H.M. Witt & Co. Signs. It is submitted for your approval. It is not to be reproduced, copied or exhibited in any fashion. Ownership of this design is held by H.M. Witt Co. Signs. Authorization to use the design in any fashion must be obtained in writing from H.M. Witt & Co.
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Photo for visual representation only

SPECIFICATIONS:

(2) new replacement white lexan faces with digitally printed vinyl overlays for existing double sided monument sign.
72" x 72" insert size
Visible sign area: 67.5" x 67.5"
(2.25" frame retainer indicated by magenta dotted line)

SIGN 1 | Lexan Face for Monument Sign

H.M. WITT & CO. Signs
FINE SIGNAGE SINCE 1894

3313 West Newport Ave.
Chicago, IL 60618
773.250.5000 | 888.427.0703
hmwitt.com

Job Information:
@properties / COMPASS

Project Manager: rh
Designer: ns

Design Number:
@pp25012_1

Scale: nts

Date: 09.11.25

Revisions:
07.25.25 submittal
09.11.25 layout revision

- ○ Approved as is
- ○ Approved w/changes
- ○ Revise and Resubmit

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PLAT OF SURVEY

LAKE GENEVA - 880 WEST MAIN STREET

H.M. WITT & CO. Signs
FINE SIGNAGE SINCE 1894

3313 West Newport Ave, Chicago, IL 60618
office | 773 250 5000 fax | 773 250 5100
toll free | 1 888 427 0703 web | www.hmwitt.com

APPROVED AS IS	○
APPROVED W/CHANGES	○
REVISE AND RESUBMIT	○
APPROVAL	
DATE	

REVISIONS

CLIENT	@properties | Christie's
DATE	10-24-25
JOB #	@PP25012_plan
DRAWN BY	bs
SCALE	nts

THIS IS AN ORIGINAL DRAWING BY H.M. WITT & CO. SIGNS AND IS NOT TO BE REPRODUCED WITHOUT PERMISSION OF H.M. WITT & CO. SIGNS.

November 3, 2025

To whom it may concern,

I agree to allow At Properties/Compass to put signs in locations indicated on sign permit applications. Please reach out with any questions. Thank you!

Richard Kehoe

Richard Kehoe
847-542-6677

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: December 15, 2025

Agenda Item #7a

Applicant:
101 Broad Street LLC
POB 27
Lake Geneva, WI

Request:
Combine two (2) condominium units in existing Geneva Towers Building
Tax Key Nos: ZCNG00009 and ZCNG00010

Summary Description:
The applicant is proposing the combination of two (2) office condominium units in Geneva Towers at 101 Broad Street, Tax Key Nos. ZCNG00009 and ZCNG00010.

Action by the Plan Commission:
City of Lake Geneva City Code Section 66-37 *Condominium Project Procedures* requires approval by Plan Commission of any addendum or amendment to a Condominium Plat. This applicant is asking for approval and signature of the Mayor on the prepared *Third Addendum to Geneva Towers Condominium.*

Staff Review Comments:
Staff believe that the combination of these two (2) office condominium units is in keeping with the intent of City of Lake Geneva Code Section 66 *Subdivisions*. The action does not require additional infrastructure, nor does it create any substandard lots or parcels.

Staff Recommendation on the proposed Conditional Use Permit:

1. Staff recommend that the Plan Commission approve the application based on the application consistency with the policies of Section 66 *Subdivision* of the City of Lake Geneva City Code and authorize the Mayor's signature of the *Third Addendum to Generva Towers Condominium* as submitted.

RESOLUTION OF THE PLAN COMMISSION			
Resolution approving a request to combine two (2) office condominium units filed by 101 Broad Street, LLC, POB 27, Lake Geneva, WI, Tax Key Nos. ZCNG00009 and ZCNG00010 and authorizing Mayor to sign the *Third Addendum to Geneva Towers Condominium*.			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-055**	**Date:**	December 15, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered an application to combine two (2) office condominium units filed by 101 Broad Street, LLC, POB 27, Lake Geneva, WI, Tax Key Nos. ZCNG00009 and ZCNG00010; and,

WHEREAS, the Plan Commission made the following finding of fact:

1. The proposed Addendum is consistent with the policies set forth by City of Lake Geneva City Code Section 66 Subdivisions.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby approves the *Third Addendum to Geneva Towers Condominium* as submitted and authorizes Mayor to sign the document.

.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda Rotondi, Building & Zoning Clerk Date

City of Lake Geneva

APPLICATION FOR LAND DIVISION REVIEW

MERGER OF TWO CONDOMINIUM UNITS

NAME OF CURRENT OWNER: 101 Broad Street LLC, John Law, Sole Member

ADDRESS OF CURRENT OWNER: PO Box 27, Lake Geneva, WI 53147-0027

TELEPHONE NUMBER OF CURRENT OWNER: 262-745-4500

OWNER SIGNATURE: _____

EMAIL ADDRESS: johnlawrealtor@gmail.com

PROJECT ADDRESS: 101 Broad Street **TAX KEY NUMBERS:** (ZCNG 00009 & ZCNG 00010)

NAME AND ADDRESS OF APPLICANT: SAME AS CURRENT OWNER

NAME OF SURVEYOR: Satter Surveying, LLC

ADDRESS OF SURVEYOR: 272 Origen Street, Burlington, WI 53105

TELEPHONE NUMBER OF SURVEYOR: 262-661-4239

SHORT STATEMENT DESCRIBING PURPOSE OF APPLICATION:

The purpose of this application is to combine two condominium units on the second floor of the Geneva Towers Condominium building into a single condominium unit. For real estate taxation purposes this eliminates having two tax parcel numbers when in reality there is a single parcel.

IMPORTANT NOTE: The combination of these two units has already been approved by more than a 75% favorable vote of all current Geneva Towers unit owners. In fact, there were zero "no" votes, just ballots that were either received after the voting deadline or unit owners that never returned their voting ballot.

$200.00 fee, payable upon filing application

SUBMITTAL CHECKLIST

✓ LOCATION MAP SHOWING LOCATION OF PARCELS TO BE DIVIDED OR PARTIALLY DIVIDED WITH TOWN OR TOWNS, AND PARCELS WITHIN 1,000-FT OF BOUNDARY OF SUBJECT PROPERTY.

✓ SKETCH MAP TO APPROXIMATE SCALE SHOWING ENTIRE PARCELS TO BE DIVIDED OR PARTIALLY DIVIDED, AND SHOWING THE APPROXIMATE CONFIGURATION OF PROPOSED LOTS AND ROADS WITHIN THOSE PARCELS.

✓ CITY OF LAKE GENEVA SIGNATURE BLOCK ON FACE OF CSM OR PLAT, PER STATE STATUTES.

✓ PROVIDE 1 FULL SET - 11" X 17" OF CSM OR PLAT PRIOR TO PLACEMENT PLAN ON COMMISSION AGENDA.

✓ PROVIDE 1 DIGITAL COPY OF THE FULL APPLICATION PACKET TO THE LAKE GENEVA BUILDING AND ZONING DEPARTMENT AT BZADMIN@CITYOFLAKEGENEVA.COM OR BZCLERK@CITYOFLAKEGENEVA.COM

I AM AWARE THAT THE CITY OF LAKE GENEVA IS ACTIVELY ENGAGED IN THE REVIEW, APPROVAL OR DENIAL OF LAND DIVISIONS WITHIN ITS EXTRATERRITORIAL LAND DIVISION REVIEW AREA.

I UNDERSTAND THAT THE CITY OF LAKE GENEVA LAND DIVISION ORDINANCE REQUIRES THE CITY TO DENY LAND DIVISIONS WHICH CREATE NEW, BUILDABLE PARCELS OR LOTS WITHIN THE EXTRATERRITORIAL AREA WITH OVERALL DENSITY THAT EXCEEDS MORE THAN ONE DWELLING UNIT PER THIRTY-FIVE ACRES UNLESS THE CITY DETERMINES THAT THE LAND DIVISION CONSTITUTES INFILL DEVELOPMENT.

11-11-2025
DATE

SIGNATURE OF APPLICANT

_____ _____ Cost Recovery # _____

Petitioner Name Project Address

OFFICE USE ONLY Description of Request _____

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

John Law, as applicant/petitioner for

Project: Merger Units 205 & 206 Geneva Towers Condominium

Project Address: 101 Broad Street

Parcel No. _____

Name: 101 Broad Street LLC

Address: PO Box 27
Lake Geneva, WI 53125-0027

Cell Phone: (262) - 745 - 4500 Phone: (___) - _____ - _____

Email: johnlawrealtor@gmail.com

Dated this 10th Day of November, 20 25

John Law, Sole Member

Printed Name of Applicant / Petitioner

John Law

Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

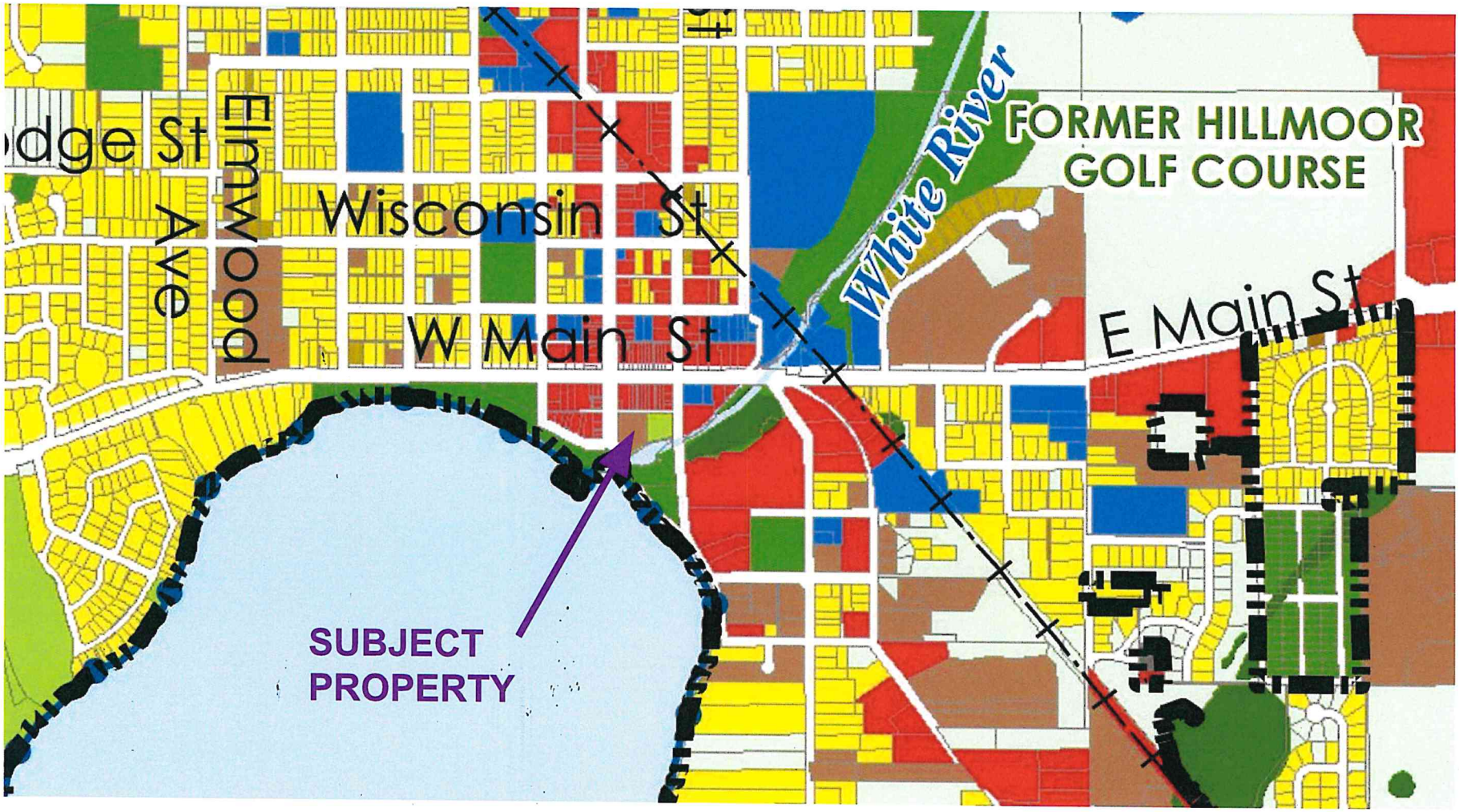
Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.



Existing Land Use (Multi-Family Residential)
City of Lake Geneva Comprehensive Plan

FIRST AMENDMENT TO THE TENTH AMENDED AND RESTATED DECLARATION OF CONDOMINIUM OWNERSHIP AND OF EASEMENTS, RESTRICTIONS AND COVENANTS

GENEVA TOWERS CONDOMINIUMS

Record this document with the Register of Deeds

Name and Return Address:
Lydia J. Chartre, Esq.
Kaman & Cusimano, LLC
111 E. Kilbourn Avenue,
Suite 1700
Milwaukee, WI 53202

(See Exhibit B for Parcel Numbers)
Parcel Identification Number

THIS INSTRUMENT DRAFTED BY:
LYDIA J. CHARTRE

FIRST AMENDMENT TO THE TENTH AMENDED AND RESTATED DECLARATION OF CONDOMINIUM OWNERSHIP AND OF EASEMENTS, RESTRICTIONS AND COVENANTS FOR GENEVA TOWERS CONDOMINIUMS

The Declaration of Condominium was amended and restated by the Tenth Amendment and Restated Declaration of Condominium Ownership and of Easements, Restrictions and Covenants for Geneva Towers Condominiums (the "Condominium") recorded on _____, 2025 with the Walworth County Register of Deeds as Document No. 1074804 (the "Declaration"), the affected real property being described on Exhibit A attached hereto.

WHEREAS, Geneva Towers Homeowners Association, Inc. (the "Association"), pursuant to the rights reserved in Section 14.06 of the Declaration, desires to amend the Declaration to allow the merger of Units 205 and 206, to be known going forward as Unit 205; to change the designation of Unit 205 from an office Unit to a residential Unit, and to incorporate Third Addendum to Plat, which depicts the new as-merged Unit 205.

NOW THEREFORE, the Association does hereby amend the Declaration as follows:

1. All references within the Declaration to the "Condominium Plat" will henceforth also be deemed to reference the Third Addendum to Plat, a copy of which is attached hereto as Exhibit C. The Third Addendum to Plat is also being recorded with the Walworth County Register of Deeds as a separate document in accordance with Wisconsin Statutes §703.11.

2. Section 5.14 shall be created to read as follows:

5.14 Merger of Units. The merger or combination of 2 or more adjoining Units into one is permitted and the provisions of Section 703.13(8) of the Act shall apply.

3. Section 8.01(j) shall be amended to add the underlined language to read as follows:

(j) Prohibited Activities and Signs. All residential units in the Building shall be restricted to single-family residential uses only. Residential uses exclude all industry, business, trade, occupation or profession of any sort, whether for profit or not for profit. The residential units consist of all those units located above the second floor and those units on the first and second floors that the Board has specifically permitted to be used for residential purposes pursuant to this section. Commercial/office units, which include all of the units located on floors 1 and 2 of the Building except for Units 4 and 205 (which are Residential Units), may be used for commercial purposes as permitted by this Declaration, the Bylaws of the Association and any law or ordinance governing the use of property in the City of Lake Geneva. Consistent with the laws and ordinances of the City of Lake Geneva, a commercial or office unit may be used for residential purposes. Except as otherwise may be authorized by law or in the Rules and Regulations, no for-sale or for-rent signs or other window displays or advertising may be maintained or permitted by any Owner on any part of the Property without the written permission of the Board. Subject to review and

written approval of the Board, Owners of commercial units may maintain reasonable signs for advertising the name, office hours, location and the nature of any business being conducted in a commercial unit. Such signs may be constructed and affixed to the Building at angles thereto in such manner as is customarily used to advertise a commercial or office use. At least ten (10) days in advance of permitting any commercial sign, the Board must notify all other unit Owners of the pending application for permission and accept written comments from such Owners

4. Exhibits A and B to the Declaration shall be amended, removing the reference to Unit 206 and changing the designation of Unit 205 from "Office Unit" to "Residential Unit."

This First Amendment to the Ninth Amended and Restated Declaration and Third Addendum to Plat complies with the requirements of the Declaration and the applicable law, Wis. Stat. §703.09(2), in that it has been approved by the written consent of Unit owners with not less than Seventy-five percent (75%) of the Unit Owners in the Association and such consents have been approved by the mortgagees or holders of equivalent security interest in the Units to the extent required by the Act.

IN WITNESS WHEREOF, the Association has executed this First Amendment to the Ninth Amended and Restated Declaration of Condominium for Geneva Towers Condominiums this _____ day of _____, 202_.

GENEVA TOWERS HOMEOWNERS ASSOCIATION, INC., a Wisconsin Non-Stock Corporation,

By:_____
_____, President

STATE OF WISCONSIN)
) ss.
COUNTY OF)

This document was acknowledged before me by _____, as President of Geneva Towers Homeowners Association, Inc. on this _____ day of _____, 202__.

_____
Notary Public, State of Wisconsin
Name:_____

My Commission Expires:_____

This instrument was drafted by
Lydia J. Chartre, Esq.
Kaman & Cusimano, LLC
111 E. Kilbourn Avenue, Suite 1700
Milwaukee, WI 53202

EXHIBIT A

LEGAL DESCRIPTION

Commercial Units 1, 2 and 3, Office Units 201, 202, 203, 204, 207 and 208, Units 4, 205, 301, 302, 303, 304, 305, 306, 401, 402, 403, 404, 501, 502, 503, 504, 601, 602, 603, 604, 701, 702, 703, 704, 801, 802, 803, 804, 901, 902, 903 and 904 in the Geneva Towers Condominium created by a "Declaration of Condominium" recorded on November 30, 1972, in the Office of the Register of Deeds for Walworth County, Wisconsin, as Document No. 657900, and any amendments and/or corrections thereto, and by its Condominium Plat and any amendments and/or corrections thereto. Said land being in the City of Lake Geneva, County of Walworth, State of Wisconsin.

EXHIBIT B

UNITS AND TAX ID NUMBERS

Street Address: 101 Broad Street

Tax Key	Unit No.
ZCNG 000001	Commercial Unit 1
ZCNG 000002	Commercial Unit 2
ZCNG 000003	Commercial Unit 3
ZCNG 000004	Unit 4
ZCNG 000005	Office Unit 201
ZCNG 000006	Office Unit 202
ZCNG 000007	Office Unit 203
ZCNG 000008	Office Unit 204
ZCNG 000009	Unit 205
ZCNG 000011	Office Unit 207
ZCNG 000011A	Office Unit 208
ZCNG 000012	Unit 301
ZCNG 000013	Unit 302
ZCNG 000014	Unit 303
ZCNG 000015	Unit 304
ZCNG 000016	Unit 305
ZCNG 000017	Unit 306
ZCNG 000018	Unit 401
ZCNG 000019	Unit 402
ZCNG 000020	Unit 403

ZCNG 000021	Unit 404
ZCNG 000022	Unit 501
ZCNG 000023	Unit 502
ZCNG 000024	Unit 503
ZCNG 000025	Unit 504
ZCNG 000026	Unit 601
ZCNG 000027	Unit 602
ZCNG 000028	Unit 603
ZCNG 000029	Unit 604
ZCNG 000030	Unit 701
ZCNG 000031	Unit 702
ZCNG 000032	Unit 703
ZCNG 000033	Unit 704
ZCNG 000034	Unit 801
ZCNG 000035	Unit 802
ZCNG 000036	Unit 803
ZCNG 000037	Unit 804
ZCNG 000038	Unit 901
ZCNG 000039	Unit 902
ZCNG 000040	Unit 903
ZCNG 000041	Unit 904

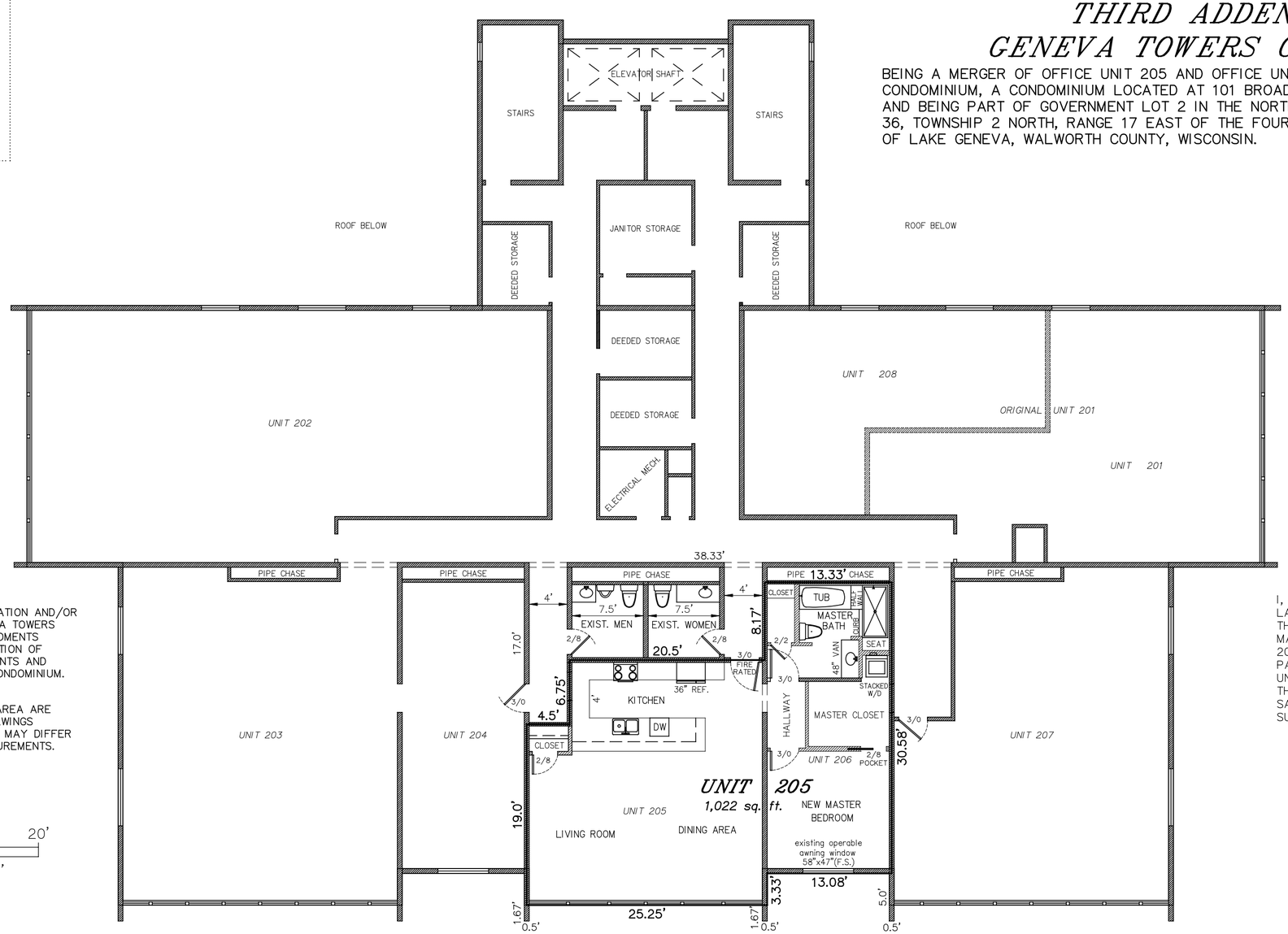
EXHIBIT C

THIRD ADDENDUM TO PLAT

THIS AREA IS RESERVED FOR REGISTER OF DEEDS RECORDING INFORMATION

THIRD ADDENDUM TO GENEVA TOWERS CONDOMINIUM

BEING A MERGER OF OFFICE UNIT 205 AND OFFICE UNIT 206 OF GENEVA TOWERS CONDOMINIUM, A CONDOMINIUM LOCATED AT 101 BROAD STREET, LAKE GENEVA, WISCONSIN AND BEING PART OF GOVERNMENT LOT 2 IN THE NORTHWEST FRACTIONAL 1/4 OF SECTION 36, TOWNSHIP 2 NORTH, RANGE 17 EAST OF THE FOURTH PRINCIPAL MERIDIAN, IN THE CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN.



NOTE: REFER TO THE DECLARATION AND/OR CONDOMINIUM PLAT OF "GENEVA TOWERS CONDOMINIUM", AND ANY AMENDMENTS THERETO, FOR FURTHER DEFINITION OF UNITS, LIMITED COMMON ELEMENTS AND COMMON ELEMENTS OF SAID CONDOMINIUM.

NOTE: UNIT DIMENSIONS AND AREA ARE BASED ON ARCHITECTURAL DRAWINGS SUPPLIED TO THIS OFFICE AND MAY DIFFER SLIGHTLY FROM ACTUAL MEASUREMENTS.

0 5' 10' 20'

SCALE: 1"= 10'

CITY OF LAKE GENEVA APPROVAL

THERE ARE NO OBJECTIONS TO THIS CONDOMINIUM PLAT WITH RESPECT TO CHAPTER 703.13(8) OF THE WISCONSIN STATUTES AND IT IS HEREBY APPROVED FOR RECORDING.

CITY MAYOR

CITY CLERK

I, THOMAS L. SATTER, WISCONSIN PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT, AT THE DIRECTION OF 101 BROAD STREET, LLC, I HAVE MAPPED THIS MERGER OF OFFICE UNITS 205 AND 206 IN FULL COMPLIANCE WITH CHAPTER 703, PARTICULARLY CHAPTER 703.13(8) "MERGER OF UNITS", OF THE WISCONSIN STATUTES AND THAT THIS MAP CORRECTLY REPRESENTS THE MERGER OF SAID UNITS BASED ON ARCHITECTURAL DRAWINGS SUPPLIED BY SAID LIMITED LIABLITY COMPANY.

SATTER SURVEYING, LLC
LAND SURVEYS, MAPPING AND PLANNING
272 ORIGEN STREET
BURLINGTON, WI 53105
262-661-4239

NOTE: ANY EXISTING PHYSICAL BOUNDARIES OF ANY UNIT OR COMMON ELEMENT THAT ARE IN SUBSTANTIAL CONFORMITY WITH THE CONDOMINIUM PLAT SHALL BE CONCLUSIVELY PRESUMED TO BE THE BOUNDARIES REGARDLESS OF MINOR VARIATIONS BETWEEN THE PHYSICAL BOUNDARIES DESCRIBED IN THE DECLARATION OR SHOWN ON THE CONDOMINIUM PLAT AND THE EXISTING PHYSICAL BOUNDARIES OF ANY SUCH UNIT OR COMMON ELEMENT.

THIS ADDENDUM IS FOR MERGING UNITS 205 AND 206 TO CREATE NEW UNIT 205

NOTE: MERGED OFFICE UNIT 205 TO MAINTAIN SAME UNDIVIDED INTEREST IN THE COMMON ELEMENTS AND RIGHTS TO USE THE LIMITED COMMON ELEMENTS AND THE VOTES IN THE ASSOCIATION FORMERLY APPERTAINING TO THE SEPARATE UNITS OF OFFICE UNITS 205 AND 206.

THOMAS L. SATTER — S-2850

REVISED: 9/3/25
JULY 1, 2025 — DATE

122411 — JOB NUMBER

RESOLUTION OF THE PLAN COMMISSION			
Resolution recommending to the Common Council a Limited Conditional Use Permit (CUP) filed by Kristin Stahulak, POB 312, Pell Lake, WI, to operate a Commercial Indoor Lodging facility at 723 Williams Street, Tax Key No. ZF 00028.			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-054**	**Date:**	December 15, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Limited Conditional Use Permit (CUP) application filed by Kristin Stahulak, POB 312, Pell Lake, WI, to operate a Commercial Indoor Lodging facility at 723 Williams Street, Tax Key No. ZF 00028, and

WHEREAS, the Plan Commission held a Public Hearing thereon pursuant to proper notice given on December 15, 2025, and

WHEREAS, the Plan Commission made the following findings of fact:

1. In general, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.

2. Specific to this site, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.

3. The proposed conditional use in its proposed location, and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development.

4. The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

5. The proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on any improvements, facilities, utilities or services provided by public agencies serving the subject property.

6. The potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts, and

WHEREAS, the Plan Commission has recommended approval with the following conditions:

1. This approval shall be limited to Kristin Stahulak as owner. The Limited Conditional Use Permit shall immediately expire upon change of ownership.
2. The applicant shall apply for a City of Lake Geneva Business License and Room Tax Permit within thirty(30) days of CUP approval.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby recommends to the Common Council of the Conditional Use Permit filed by Kristin Stahulak, POB 312, Pell Lake, WI, to operate a Commercial Indoor Lodging facility at 723 Williams Street, Tax Key No. ZF 00028, per the findings of fact stated above and conditions of approval stated above.

.

Recommended to the Common Council of the City of Lake Geneva this 15th day of December 2025.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda Rotondi, Building and Zoning Clerk Date

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date December 15, 2025

Agenda Item: #8a

Applicant:
Kristin Stahulak
POB 312
Pell Lake, WI

Request:
723 Williams Street
Limited Conditional Use Permit:

- Continued operation of Commercial Indoor Lodging facility under New Ownership

Description:
This application is for a Limited Conditional Use Permit (CUP) to allow the existing building at 723 Williams Street to continue to be used as a Commercial Indoor Lodging facility under new ownership.

Project Details from CUP Submittal

- The previous owner of this property was granted a Conditional Use Permit to operate a Commercial Indoor Lodging facility in 2022. That CUP was limited to ownership.
- The applicant is the contract purchaser of this property and is proposing continuing the Commercial Indoor Lodging use as currently operated.
- Upon change of ownership, the existing CUP will expire. This application is being made to continue the use under a new Limited Conditional Use Permit with new owner as operator.
- This property consists of three (3) total bedrooms on the second floor. The first floor of the building is occupied with a retail establishment. **NOTE, the original Limited CUP application described the second floor as having only two (2) bedrooms**. **Applicant must explain the discrepancy during public hearing.**
- The required number of parking spaces to support this use is one (1) off-street space per bedroom plus one (1) off-street parking space per employee at highest peak shift. There are three (3) off-street parking spaces on site.

Action by the Plan Commission:

Recommendation to the Common Council on the proposed Limited Conditional Use Permit (CUP):

As part of the consideration of the requested CUP, the Plan Commission is required to:

- Provide the Common Council with a *recommendation* regarding the proposed CUP;
- Include *findings* required by the Zoning Ordinance for CUPs; and,
- Provide specific suggested *conditions* to modify the project as submitted.

Staff Review Comments:

The proposed Commercial Indoor Lodging facility has operated at this location for a few years. The Building and Zoning Department has no records of complaints or code violation cases against this property. This application is required due to change of ownership as the current Conditional Use Permit is a Limited Conditional Use Permit with expiration upon change of ownership. The applicant is proposing no use change and will manage the property through a management company in which the applicant also holds an ownership interest.

Required Plan Commission Findings on the CUP for Recommendation to the Common Council:

A proposed CUP must be reviewed by the standards, below:

A. If, after the public hearing, the Commission wishes to recommend *approval*, then the appropriate fact finding would be all of the following:
   a. In general, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.
   b. Specific to this site, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.
   c. The proposed conditional use in its proposed location, and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development.
   d. The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
   e. The proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on any improvements, facilities, utilities or services provided by public agencies serving the subject property.
   f. The potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts.

Staff Recommendation on the proposed Conditional Use Permit:

1. Staff recommend the Plan Commission to recommend approval of the proposed Limited Conditional Use Permit as submitted.
2. Staff recommend the Plan Commission adopt the *affirmative set of findings* provided above.
3. Finally, staff recommend that *the following additional conditions of approval* be recommended:
   a. This approval shall be limited to Kristin Stahulak as owner. The Limited Conditional Use Permit shall immediately expire upon change of ownership
   b. The applicant shall apply for a City of Lake Geneva Business License and a Room Tax Permit within thirty (30) days of approval of this CUP.

RECEIVED
NOV 06 2025
By: .....

APPLICATION FOR CONDITIONAL USE
City of Lake Geneva

Site Address/Parcel No. and full Legal Description required (attach separate sheet if necessary):
723 Williams St., Lake Geneva
Tax Key No. ZF00028

Name and Address of Current Owner: Kristin Stahulak

Telephone No. with area code & Email of Current Owner: 262-903-6298
KStahulak@live.com

Owner Signature: Kristin Stahulak

Name and Address of Applicant:
Kristin Stahulak, PO Box 312, Pell Lake, WI 53157

Telephone No. with area code & Email of Applicant: 262-903-6298

Proposed Conditional Use: Commercial Indoor lodging (upstairs only)

Zoning District in which land is located: CB - central business

Names and Addresses of architect, professional engineer and contractor of project:
N/A

Short statement describing activities to take place on site:
The upstairs of the building is already set up as an apartment, with a kitchen, full bathroom, living room, and 3 bedrooms. I would like to use as indoor lodging for tourists to our location.

Conditional Use Fee payable upon filing application:$450.00 [$100.00 for Application Under Sec. 98-407(3)]

11-5-25
Date 08/06/2025

Kristin Stahulak
Signature of Applicant

Kristin Stahulak 723 Williams St. Cost Recovery # 25-466

AR# 3831

Petitioner Name Project Address

OFFICE USE ONLY Description of Request CUP

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

_____, as applicant/petitioner for

Project: Commercial Indoor Lodging

Project Address: 723 Williams St., Lake Geneva

Parcel No. ZF00028

Name: Kristin Stahulak

Address: PO Box 312, Pell Lake, WI 53157

Cell Phone: (262) - 903 - 6298 Phone: (___) - _____ - _____

Email: KStahulak@live.com

Dated this _____ Day of _____, 20_____

Kristin Stahulak

Printed Name of Applicant / Petitioner

Kristin Stahulak

Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.

CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR: CONDITIONAL USE REVIEW AND APPROVAL (Requirements per Section 98-905)

This form should be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I - IV should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

____ **Pre-submittal staff meeting scheduled:**

Date of Meeting: _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

Follow-up pre-submittal staff meetings scheduled for:

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Application form filed with Zoning Administrator:** **Date:** _____ **by:** _____

____ **Application fee of $ ____ received by Zoning Administrator:** **Date:** _____ **by:** _____

____ **Reimbursement of professional consultant costs agreement executed:** **Date:** _____ **by:** _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 1 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 1 initial draft application packet and 1 digital copy for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator) *Date:* _____ *by:* _____

⇓

Draft Final Packet (1 Copies and 1 Digital Copy to Zoning Administrator) *Date:* _____ *by:* _____

⇓

✓ ____ (a) **A map of the proposed conditional use:**

- ____ Showing all lands for which the conditional use is proposed;
- ____ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;
- ____ Map and all its parts are clearly reproducible with a photocopier;
- ____ Map size of 11" by 17" and map scale not less than one inch equals 800 ft:
- ____ All lot dimensions of the subject property provided;
- ____ Graphic scale and north arrow provided.

✓ ____ (b) **A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole:**

✓ ____ (c) **A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;**

____ ____ (d) **A site plan (conforming to the requirements of Section 98-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.**

✓ ____ (e) **Written justification for the proposed conditional use:**

____ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. *(See below)*

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

   This location is within walking distance to local business area bringing more visitors without the vehicle traffic. It is next to other business's including Kwik Trip, restaurants & laundromat.

2. How is the proposed conditional use, in its specific location, in harmony with the purposed, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

   I feel its in harmony by bringing visitors to our area and giving them a place to stay

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

   No. This location is surrounded by other commercial business's (laundromat, Kwik Trip, bank, restaurants, fire station, etc)

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

   It brings more revenue to our community. And will not disrupt the residential areas.

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

No, this will not impose undue burden on any Services provided. This will bring more revenue to local business's

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

Yes, I believe so.

IV. FINAL APPLICATION PACKET INFORMATION

____ **Receipt of 1 full scale copy in blueline or blackline of complete Final Application Packet by Zoning Administrator:** **Date:** _____ **by:** _____

____ **Receipt of 1 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator:** **Date:** _____ **by:** _____

____ **A digital copy of Final Application Packet shall be emailed to the Building and Zoning Department upon submittal deadline.** **Date:** _____ **by:** _____

____ **Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk:** **Date:** _____ **by:** _____

____ **Class 2 Legal Notice sent to official newspaper by City Clerk:** **Date:** _____ **by:** _____

____ **Class 2 Legal Notice published on** _____ **and** _____ **by:** _____

____ **Conditional Use recorded with the County Register of Deeds Office:** **Date:** _____ **by:** _____

CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR: SITE PLAN REVIEW AND APPROVAL (Requirements per Section 98-908)

This form should be used by the Applicant as a guide to submitting a complete application for a site plan review and by the City to process said application. Part II should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

____ **Pre-submittal staff meeting scheduled:**

Date of Meeting: _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

Follow-up pre-submittal staff meetings scheduled for:

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Date of Meeting:** _____ **Time of Meeting:** _____ **Date:** _____ **by:** _____

____ **Application form filed with Zoning Administrator:** **Date:** _____ **by:** _____

____ **Application fee of $ ____ received by Zoning Administrator:** **Date:** _____ **by:** _____

____ **Reimbursement of professional consultant costs agreement executed:** **Date:** _____ **by:** _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 1 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 1 initial draft application packet and 1 digital copy for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator) *Date:* _____ *by:* _____

⇓ *Draft Final Packet (1 Copies and 1 Digital Copy to Zoning Administrator)* *Date:* _____ *by:* _____

⇓

✓ ____ (a) **A written description of the intended use describing in reasonable detail the:**

- ____ Existing zoning district(s) (and proposed zoning district(s) if different);
- ____ Land use plan map designation(s);
- ____ Current land uses present on the subject property; –
- ____ Proposed land uses for the subject property (per Section 98-206);
- ____ Projected number of residents, employees, and daily customers;
- ____ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio;
- ____ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation;

____ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 98-701-98-721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;

____ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII.";

____ Exterior building and fencing materials (Sections 98-718 and 98-720);

____ Possible future expansion and related implications for points above;

____ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

____ ____ (b) **A <u>Small Location Map</u>** at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

____ ____ (c) **A <u>Property Site Plan</u> drawing which includes:**

____ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;

____ The date of the original plan and the latest date of revision to the plan;

____ A north arrow and a graphic scale (not smaller than one inch equals 100 feet);

____ A reduction of the drawing at 11" x 17";

____ A legal description of the subject property;

____ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;

____ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;

____ All required building setback lines;

____ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;

____ The location and dimension (cross-section and entry throat) of all access points onto public streets;

____ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance;

____ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;

____ The location of all outdoor storage areas and the design of all screening devices;

____ The location, type, height, size and lighting of all signage on the subject property to include a photometric plan;

____ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with Section 98-707;

____ All engineering requirements for utilities, site designs, etc;

____ The location and type of any permanently protected green space areas;

____ The location of existing and proposed drainage facilities for storm water;

____ In the legend, data for the subject property on:
- ____ Lot Area;
- ____ Floor Area;
- ____ Floor Area Ratio (b/a);
- ____ Impervious Surface Area;
- ____ Impervious Surface Ratio (d/a);
- ____ Building Height.

____ ____ (d) **A <u>Detailed Landscaping Plan</u> of the subject property:**
- ____ Scale same as main plan (> or equal to 1" equals 100')
- ____ Map reduction at 11" x 17"
- ____ Showing the location of all required buffer yard and landscaping areas
- ____ Showing existing and proposed Landscape Point fencing
- ____ Showing berm options for meeting said requirements
- ____ Demonstrating complete compliance with the requirements of Article VI
- ____ Providing individual plant locations and species, fencing types and heights, and berm heights;

____ ____ (e) **A <u>Grading and Erosion Control Plan</u>:**
- ____ Same scale as the main plan (> or equal to 1" equals 100')
- ____ Map reduction at 11" x 17")
- ____ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.

____ ____ (f) **<u>Elevation Drawings</u> of proposed buildings or remodeling of existing buildings:**
- ____ Showing finished exterior treatment;
- ____ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance;
- ____ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 98-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

III.FINAL APPLICATION PACKET INFORMATION

____ **Receipt of 1 full scale copy in blueline or blackline of complete Final Application Packet by Zoning Administrator:** **Date: _____ by: _____**

____ **Receipt of 1 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator:** **Date: _____ by: _____**

____ **A digital copy of Final Application Packet shall be emailed to the Building and Zoning Department upon submittal deadline.** **Date: _____ by: _____**

Development Review Committee (DRC) Application

Complete as much detailed information as possible to allow for a comprehensive departmental review prior to a Development Review Committee meeting. This application must be returned to the Building Inspector, with all conceptual plans, designs and other information prior to the scheduling a DRC meeting.

Applicant Information

Property Address 723 Williams St., Lake Geneva
Applicant name Kristin Stahulak
Applicant email Kstahulak@live.com Phone Number 262·903·6298

Architect/Contractor/Designer Name N/A
Architect/Contractor/Designer Email _____ Phone Number _____

Type of Construction: New _____ Addition _____ Remodel _____ Existing ✓
Type of Development: Single-family _____ Multi-family _____ Commercial ✓ Industrial _____
Type of Business Commercial Indoor Lodging

Engineering

Site Plans should include the following: Project title and owner's/developer's name and address noted, architect's and/or engineer's name and address noted, property boundaries and dimensions, abutting property zoning classifications, general description of building materials, façade and roof detail, setback lines indicated, easements for access, if any, 100-year floodplain identification, existing and proposed topography shown at a contour interval of one foot, indicating proposed grade and location of improvements, signage and outdoor lighting, number of parking spaces provided, type, size and location of all structures with all building dimensions shown, location of existing and general location of proposed sanitary sewers, storm sewers, water-mains, and any proposed stormwater management facilities, location, extent and type of proposed landscaping and landscaping plantings and buffers to adjacent property, including fencing or other screening, location of pedestrian sidewalks and walkways, graphic outline of any development staging that is planned, driveway locations and sizes, handicap accessibility, environmental concerns (odor, smoke, noise, graphic scale and north arrow.

- Storm water management provisions provided? YES / (NO)
  - As-built/certification notification
- Erosion control plan provided? YES /(NO)
- Wetlands, floodplains, environmental corridors, groundwater Identified. YES / (NO)
- Utility Plans Provided
  - Watermain
  - Sanitary Sewer
  - Storm Water
- Is a Land Division required? YES / (NO)
- Access points and dimensions shown? (YES) / NO
  - WISDOT Right-of-way?
  - County Right-of-way?
- Estimated Traffic impacts_____
  - Traffic Study Required YES/NO
  - Traffic Control Plan Required YES/NO
  - Will construction affect street parking or intersections? YES /(NO)

This is an existing structure.

- Paving Materials, Typical Sections? (YES) / NO
- WDNR Notice of Intent required? (Land disturbance more than 1 acre)? YES / (NO)
- Watermain extension required? YES / (NO)
- Sanitary sewer extension required? YES / (NO)
- SEWRPC Service Area Amendment needed? YES / (NO)
- Is a Chapter 30 Permit (wetland/waterway) required? YES / (NO)
- Proposed building/expansion dimensions _____
- Will there be signage? YES / (NO) type (mounted, freestanding) _____
- Exterior lighting plans? (YES) / NO - There is now.
- What kind of noise or level of noise will the business have? low
- Detailed property Site Plan? YES / NO Date of Plan: _____
- Green Space Calculations (Existing vs. Proposed) YES / (NO)
- Are landscape plans provided? YES / (NO)
- Is a Land Division required? YES / (NO)

Water/Sewer Utilities

If an existing structure please circle the following:

- Will existing sewer & water connections be used? (YES) / NO
- Will your project require the installation of a grease interceptor? YES / (NO)

If the development is Commercial or Industrial, please provide the following:

- Water service size requirement _____
- Estimated daily water usage in gallons per day _____
- Estimated maximum water flow in gallons per minute _____
- Number of bathrooms 1
- Brief description of process (if Industrial) _____

If the development is a multi-family dwelling, please provide the following:

- Number of units [illegible] 1
- Number of bedrooms in each unit 3 - upper only
- Water service size requirement _____

Written description of the proposed conditional use at 723 Williams St:

The upstairs level to be used as Commercial Indoor Lodging for local visitors and tourists. This upper level has a kitchen, full bathroom, living room and 3 bedrooms. It has an entrance door at the top of the stairs. There are 3 parking spots on the property.

The lower level is being rented out as a business location. The business has already obtained their permit and will be a cheese shop opening this month.

Written justification for proposed conditional use:

I believe this will add to the city by offering quaint indoor lodging for visitors to our area. This is walking distance to town, shops, lake, beach, and events. It will bring more visitors to the local business district. It also allows families to stay with added bedrooms and a full kitchen.

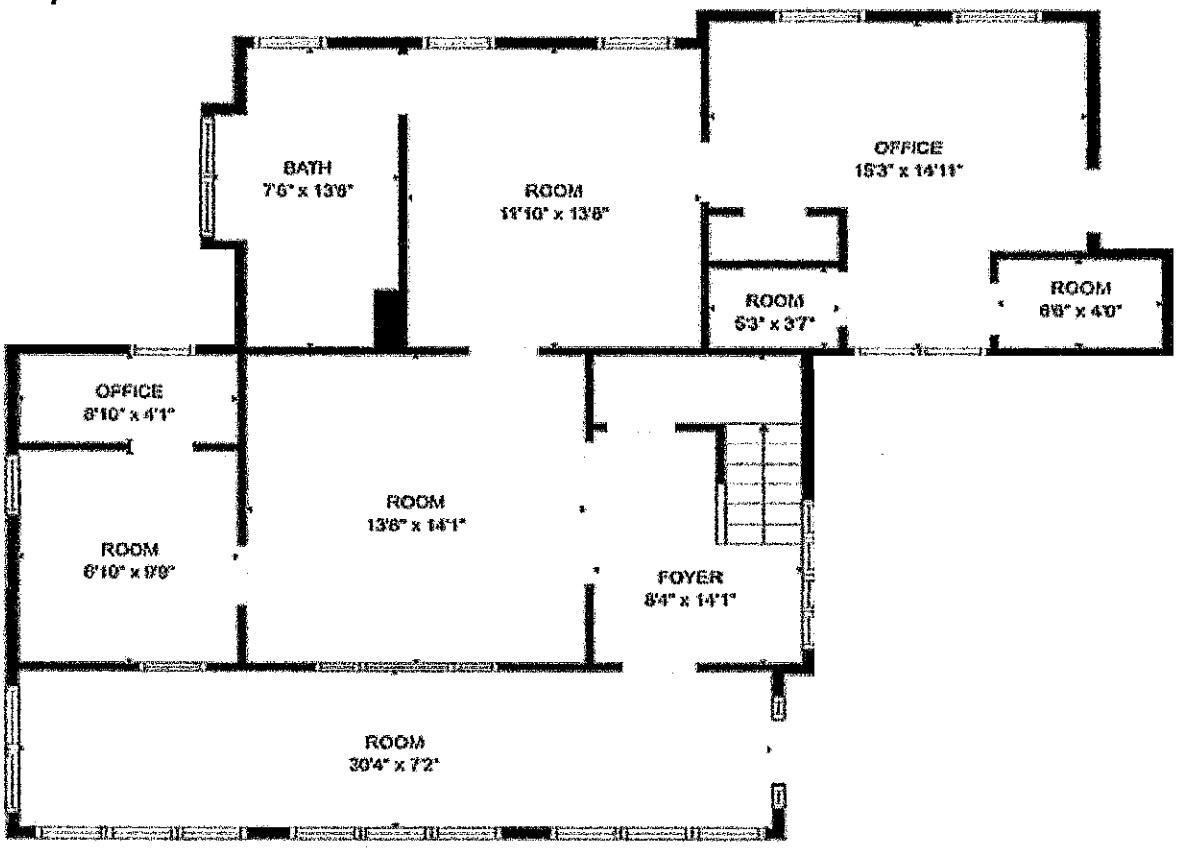
Written description of intended use:

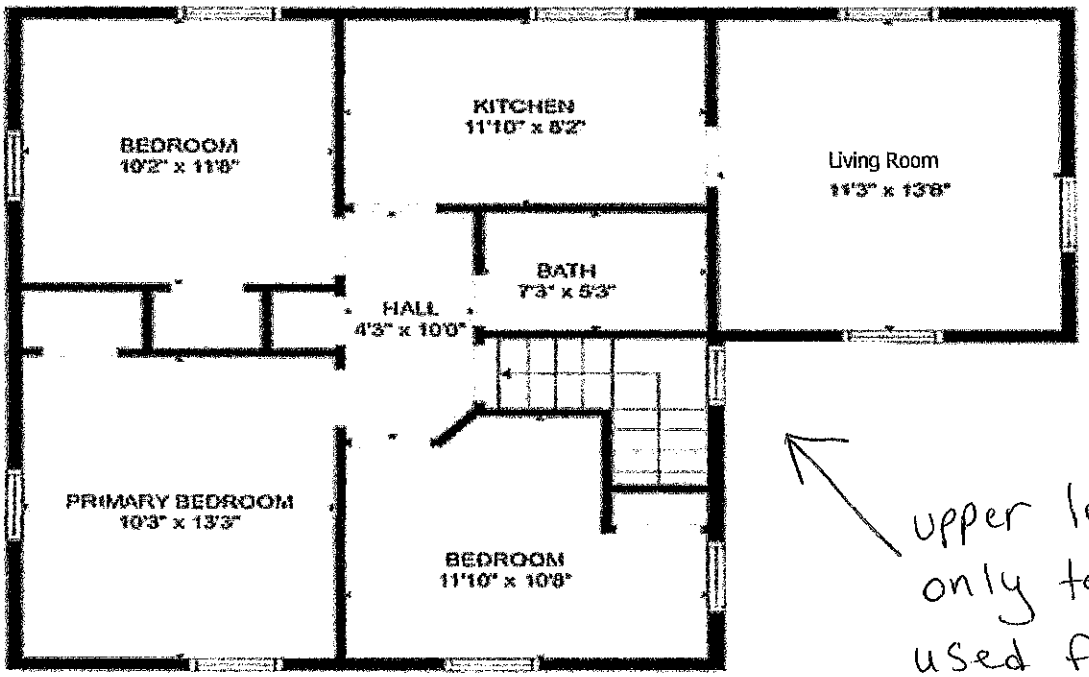
1. Existing zoning district: CB
2. Land use plan map: attached
3. Current land use present: the lower level will be a cheese shop opening in November 2025
4. Proposed land use: same as above
5. Projected number of residents, employees, and daily customers: The cheese shop will have 1 employee below. This commercial lodging upstairs will not need employees.
6. Proposed amount of dwelling units, floor: see attached floorplan. This permit request is for the upper floor only.
7. Hours of operation are one guest at a time. Regarding traffic, there is parking on the property (3 stalls).
8. Operational considerations: street access is available and traffic visibility is good. There is parking onsite. There is exterior lighting. There are business's surrounding the property, so guests staying shouldn't be a nuisance to any surrounding businesses and should add to their exposure (restaurants, laundromat, Kwik Trip, bank).
9. "The proposed development shall comply with all requirements of Article VII"
10. No future expansion

Legal description:

Lot 28 Exc. S 62' Ferguson's Add City Of Lake Geneva

723 WILLIAMS ST.
LAKE GENEVA, WI 53147

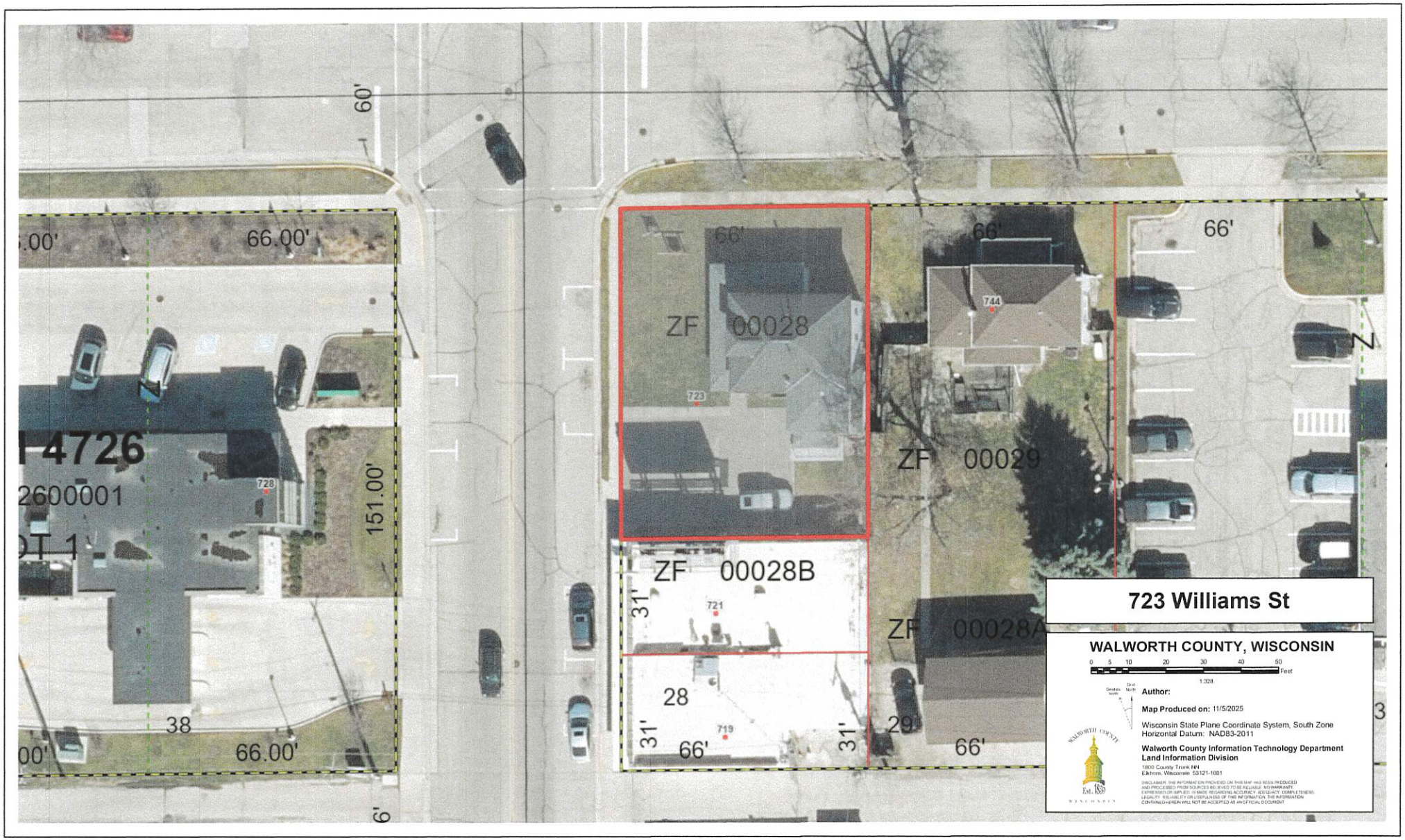




upper level only to be used for indoor lodging

GROSS INTERNAL AREA
MAIN FLOOR: 1184 sq. ft.
UPPER FLOOR: 788 sq. ft.
TOTAL: 1972 sq. ft.

MEASUREMENTS ARE CALULATED BY CUBICASA TECHNOLOGY, DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.



723 Williams St
WALWORTH COUNTY, WISCONSIN
0 5 10 20 30 40 50 Feet
1:328
Author:
Map Produced on: 11/5/2025
Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD83-2011
Walworth County Information Technology Department
Land Information Division
1800 County Trunk NN
Elkhorn, Wisconsin 53121-1001
ZF 00028
ZF 00029
ZF 00028B
ZF 00028A
66.00'
151.00'
60'
66'
31'
38
28
29
723
721
719
744
728

ELKHORN RD
TOLMAN ST
GEORGE ST
GARDNER ST
HENRY ST
WILLIAMS ST
CENTER ST
MARSHALL ST
PLEASANT ST
ANN ST
PARK ROW ST
CITY OF LAKE GENEVA

STAFF REPORT
To: Lake Geneva Plan Commission
Meeting Date: December 15, 2025

Agenda Item #8c

Applicant:
Bloomfield Holdings, LLC
875 Townline Road
Lake Geneva, WI

Request:
Symphony Bay Phase 8
Townline Road and North Road
Tax Key No. ZYUP 500003
Final Plat of Subdivision

Description:
Bloomfield Holdings, LLC has applied for a Final Plat to allow for the development of 128 single family homes on a 69.4-acre parcel southwest of the intersection of Townline and North Roads, at the eastern edge of the City of Lake Geneva.

Staff Review Comments:
Kapur Associates reviewed the Final Plat for compliance with Chapter 236 of the Wisconsin State Statutes, Chapter 66 of the City of Lake Geneva Municipal Code, and good surveying practices. Those comments have been addressed and are reflected in the proposed Final Plat. The proposed Final Plat is fully consistent with the General Development Plan and Preliminary Plat, which were both approved earlier this year.

Action by the Plan Commission:
As part of the consideration of a requested Final Plat, the Plan Commission is required to:

- Provide the Common Council with a *recommendation* regarding the proposed Final Plat,
- Provide specific suggested *requirements* to modify the Final Plat as submitted.

Staff Recommendation:

In addition to the comments provided by Kapur in their memo dated December 5, 2025. Staff recommends that the following be reflected in the Final Plat:

1. The purposes of the outlots shall be specified on the Final Plat as follows:
    - Outlot 6 for Natural Resource Protection and Open Space
    - Outlot 7 for Stormwater Management
    - Outlot 8 for Stormwater Management
    - Outlot 9 for Stormwater Management
    - Outlot 10 for Stormwater Management

2. The roadways dedicated to the public should be labeled on the Final Plat as "Dedicated to the Public for Roadway Purposes."
3. The diagram for the 65-foot-wide lots shall be modified to specify a minimum lot size of 7,800 square feet, consistent with the GDP approval.

Staff recommends that the Plan Commission recommend *approval* of the Final Plat.

Jackie Mich, AICP
City Planning Consultant
Vandewalle & Associates

RESOLUTION OF THE PLAN COMMISSION			
Resolution recommending to the Common Council a Final Plat of Subdivision for Symphony Bay Phase 8 at the Southwest Corner of Townline Road and North Road, Lake Geneva, WI Tax Key No. ZYUP 500003 filed by Bloomfield Holdings, LLC, 875 Townline Road, Unit 103, Lake Geneva, WI			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-027**	**Date:**	December 15, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Final Plat application filed by Bloomfield Holdings, LLC, 875 Townline Road, Lake Geneva, WI, to allow for a single family residential development for the property located at Townline Road and North Road, Tax Key No. ZYUP 500003 titled "Final Plat of Symphony Bay Phase 8" and dated December 2, 2025, and

WHEREAS, the Plan Commission made the following findings of fact:

1. The proposed Final Plat furthers the purposes of Chapter 66 Subdivisions and the applicable rules and regulations of Wisconsin Statutes Chapter 236
2. The proposed Final Plat substantially conforms to the Preliminary Plat approved by the Plan Commission on March 17, 2025, and

WHEREAS, the Plan Commission has recommended the following conditions:

1. Per 236.20(2k) – Add main curve chords, dotted or dashed. Curve chords on Townline Road and at the intersections are not shown.
2. Per 236.20(3a) – Add proper 1/4 - 1/4 sections under subdivision name on each sheet.
3. Per 236.21(1b) – List applicable 1/4 /1/4 sections in Surveyor's Certificate.
4. The purposes of the outlots shall be specified on the Final Plat as follows:
    a. Outlot 6 for Natural Resource Protection and Open Space
    b. Outlot 7 for Stormwater Management
    c. Outlot 8 for Stormwater Management
    d. Outlot 9 for Stormwater Management
    e. Outlot 10 for Stormwater Management
5. The roadways dedicated to the public should be labeled on the Final Plat as "Dedicated to the Public for Roadway Purposes."
6. The diagram for the 65-foot-wide lots shall be modified to specify a minimum lot size of 7,800 square feet, consistent with the GDP approval.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby recommends to the Common Council a Final Plat application filed by Bloomfield Holdings, LLC, 875 Townline Road, Lake Geneva, WI, to allow for a single family residential development for the property located at Townline Road and North Road, Tax Key No. ZYUP 500003 titled "Final Plat of Symphony Bay Phase 8" and dated November 21, 2025, per the findings of fact and additional conditions stated above.

Recommended to the Common Council of the City of Lake Geneva this 15th day of December, 2025.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda Rotondi, Building and Zoning Clerk Date

1224 South Pine Street
Burlington, WI 53105
T: 262.767.2747 • F: 262.767.2750

Memo to City of Lake Geneva

To: **Renee Hanlon, Zoning Administrator** **Date:** **December 5, 2025 (revised)**

From: **Naomi Rauch, P.E.**
262-758-6032

CC: **Brian Pollard - Fairwyn**
Rick Zirk - Fairwyn
David De Angelis – City Administrator
Amanda Rotondi – Building and Zoning Administrative Assistant
Tom Earle – Director of Public Works
Josh Gajewski – Utility Director

Subject: **Precise Implementation Plan (PIP) RECOMMENDED APPROVAL – Symphony Bay Phase 8**
Kapur Project #25.0259 Phase 01

BACKGROUND AND REQUEST:

A **Precise Implementation Plan (PIP)** application was submitted by **Fairwyn Ltd.** for the construction of **Symphony Bay Phase 8,** a 128-lot single family home subdivision at the southwest corner of Townline Road and North Road. One ingress/egress location is proposed off North Road and one ingress/egress location is proposed off Bloomfield Road. Both roads have shared right-of-ways with the Village of Bloomfield. The subdivision is proposed with public roads with 60-ft Right-of-Ways and public utilities throughout.

The following plan and calculations were submitted for review:

- **Final Plat**, prepared by Bowman sheets, dated **November 11, 2025**, last revised **November 11, 2025.**
- **Proposed Construction Plans for Symphony Bay Phase 8,** prepared by Bowman, dated December 2025 last revised December 01 2025, sheets 1 – 68.
- **Storm Water Management Plan Symphony Bay Phase 8,** prepared by Bowman, dated January 13, 2025 and last revised October 15, 2025.
- **Symphony Bay Phase 8 Stormwater Water Quality Report,** prepared by Bowman, dated November 11, 2025.

Comments:

Kapur **recommends approval** of the PIP application for Symphony Bay Phase 8 based on the information reviewed above. This approval is subject to the following conditions:

1. The Final Plat received December 2, 2025 will be reviewed to verify the outstanding comments related to Wisconsin State Statute Chapter 236 have been addressed:

a. ***Per 236.20(2k) –*** *Add main curve chords, dotted or dashed. Curve chords on Townline Road and at the intersections are not shown.*

b. ***Per 236.20(3a) –*** *Add proper 1/4 - 1/4 sections under subdivision name on each sheet.*

c. ***Per 236.21(1b) –*** *List applicable 1/4 /1/4 sections in Surveyor's Certificate.*

2. The proposed sanitary sewer for Phase 8 requires modifications to the sanitary manhole at the boundary with Phase 7, SS-1. Construction methods for modification to this structure shall be discussed with Kapur construction inspector prior to construction. It is expected that some sections of the existing manhole will be removed and replaced.
3. The plans as presented anticipate construction of the improvements to be completed in a single continuous phase. Separation of construction into multiple phases will require City review and approval of a phasing plan for each separate phase. Local and state ordinances are required to be met with each phase.
4. A copy of all approvals/permits required from County or State regulatory agencies shall be provided to the City. Village of Bloomfield approval is required for utility construction proposed within the Village Right-of-Way. A copy of the required approval must be provided to the City.
5. A financial surety is required totaling 120% of the cost to install all public improvements including public streets/roads, utilities, and stormwater management facilities. The performance bond must be provided prior to the start of construction.
6. Utility and stormwater management facility as-built information is required to be reviewed and approved by the City prior to acceptance.
7. The stormwater maintenance agreement must be signed and recorded with Walworth County at the time the Final Plat is recorded and updated with an addendum to include final as-built information. The financial surety for the stormwater management facilities will not be released until the as-built information is reviewed and approved by the City.
8. A pre-construction meeting is required. Kapur should be notified a minimum of 1 week in advance of the pre-construction meeting to facilitate attendance.

The plans have been reviewed for conformance with generally accepted engineering practices and City of Lake Geneva policies. Although the material has been reviewed, the applicant is ultimately responsible for the thoroughness and accuracy of the plans and supplemental data and for compliance with state, county, and other local ordinances and procedures.

Please contact me if you have any questions or comments pertaining to this project.

City of Lake Geneva

RECEIVED
MAY 2 2 2025
By

APPLICATION FOR LAND DIVISION REVIEW

[ ] CERTIFIED SURVEY MAP or [X] SUBDIVISION PLAT

NAME AND ADDRESS OF CURRENT OWNER:

Bloomfield Holdings LLC

875 Townline Road Suite 103

Lake Geneva, WI 53147

TELEPHONE NUMBER OF CURRENT OWNER: (262) 248.5010

OWNER SIGNATURE:

EMAIL ADDRESS: brian@fairwyn.com

PROJECT ADDRESS Townline Road & North Road TAX KEY NUMBER: ZYUP500003

NAME AND ADDRESS OF APPLICANT:

Fairwyn SB, Inc.

875 Townline Road Suite 103

Lake Geneva, WI 53147

TELEPHONE NUMBER OF APPLICANT: (262) 248.5010

EMAIL ADDRESS: brian@fairwyn.com

NAME AND ADDRESS OF SURVEYOR:

Bowman Consulting Group Ltd.

1001 Warrenville Road Suite 110

Lisle, IL 60532

TELEPHONE NUMBER OF SURVEYOR: (630) 869.6001

SHORT STATEMENT DESCRIBING PURPOSE OF APPLICATION:

residential subdivision

$200.00 fee, payable upon filing application

FairwynSB ZYUP00003 Cost Recovery # 25-443

Petitioner Name Project Address AR# 2318

OFFICE USE ONLY Description of Request Land Div. Review

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit **of $500 to $5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

FAIRWYN SB, INC, as applicant/petitioner for

Project: SYMPHONY BAY PHASE 8 FINAL PLAT

Project Address: SW CORNER OF TOWNLINE RD AND NORTH RD

Parcel No. ZYUP00003

Name: FAIRWYN SB, INC

Address: 875 TOWNLINE RD, SUITE 103
LAKE GENEVA, WI 53147

Cell Phone: (262) - 248-5010 Phone: (262) - 749 - 9255

Email: BRIAN@FAIRWYN.COM

Dated this 19TH Day of MAY, 2025

BRIAN POLLARD

Printed Name of Applicant / Petitioner

Signature of Applicant/Petitioner

SUBMITTAL CHECKLIST

X — LOCATION MAP SHOWING LOCATION OF PARCELS TO BE DIVIDED OR PARTIALLY DIVIDED WITH TOWN OR TOWNS, AND PARCELS WITHIN 1,000-FT OF BOUNDARY OF SUBJECT PROPERTY.

X — SKETCH MAP TO APPROXIMATE SCALE SHOWING ENTIRE PARCELS TO BE DIVIDED OR PARTIALLY DIVIDED, AND SHOWING THE APPROXIMATE CONFIGURATION OF PROPOSED LOTS AND ROADS WITHIN THOSE PARCELS.

X — CITY OF LAKE GENEVA SIGNATURE BLOCK ON FACE OF CSM OR PLAT, PER STATE STATUTES.

X — PROVIDE 1 FULL SET - 11" X 17" OF CSM OR PLAT PRIOR TO PLACEMENT PLAN ON COMMISSION AGENDA.

X — PROVIDE 1 DIGITAL COPY OF THE FULL APPLICATION PACKET TO THE LAKE GENEVA BUILDING AND ZONING DEPARTMENT AT BZADMIN@CITYOFLAKEGENEVA.COM OR BZCLERK@CITYOFLAKEGENEVA.COM

I AM AWARE THAT THE CITY OF LAKE GENEVA IS ACTIVELY ENGAGED IN THE REVIEW, APPROVAL OR DENIAL OF LAND DIVISIONS WITHIN ITS EXTRATERRITORIAL LAND DIVISION REVIEW AREA.

I UNDERSTAND THAT THE CITY OF LAKE GENEVA LAND DIVISION ORDINANCE REQUIRES THE CITY TO DENY LAND DIVISIONS WHICH CREATE NEW, BUILDABLE PARCELS OR LOTS WITHIN THE EXTRATERRITORIAL AREA WITH OVERALL DENSITY THAT EXCEEDS MORE THAN ONE DWELLING UNIT PER THIRTY-FIVE ACRES UNLESS THE CITY DETERMINES THAT THE LAND DIVISION CONSTITUTES INFILL DEVELOPMENT.

May 21, 2025
DATE

SIGNATURE OF APPLICANT Brian C. Pollard

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: December 15, 2025

Agenda Item #8e

Applicant:
City of Lake Geneva
Committee of the Whole

Request:
Text Amendment to Allow More Flexibility in Outdoor Storage of Boats and Boat Trailers

Description:
During their regular meeting of October 6, 2025, the Committee of the Whole referred an agenda discussion item to the Plan Commission. Alders Frame and Feisenmeier initiated the discussion and provided background for their request. Alder Frame spoke about the need to lengthen the timespan in which it is allowable to store a boat on a driveway. She stated that the current allowance of Memorial Day until Labor Day is not consistent with our actual boating season. She suggested that boat storage on a driveway should be allowed between May 15 and October 15 of each year. This will give boat owners time to clean and maintain their boats before boating season starts and allows for some cleaning and maintenance time at the end of boating season. She also made clear that she believes this allowance should only be made for boats and not other types of recreational vehicles.

This was a discussion item during the October 20, 2025 Plan Commission meeting. Commissioners were supportive of the idea and directed staff to draft an amendment for hearing and consideration. Commissioner Skates suggested added “boat trailers” to the text amendment for clarity. Alder Yeager spoke before the Plan Commission and suggested that a better option for boat and boat trailer storage was to extend the dates from April 1 until November 1. The attached redline reflects these suggestions.

Regulating Zoning Ordinance Section:
Section 98-706 Exterior storage standards for residential, office and commercial districts.

This text amendment adds “boat trailers” into the list of recreational vehicles. The amendment further allows for a longer storage period for boats and boat trailers than other types of recreational vehicles. Redline Amendment is Attached.

Action of the Plan Commission:
Approve PC Resolution 050 which authorizes the text amendment as presented on the attached Redline Amendment.

RESOLUTION OF THE PLAN COMMISSION			
Resolution recommending to the Common Council a Zoning Code Text Amendment pertaining to the temporary storage of boats and boat trailers in front and side yards (98-706 *Exterior storage standards for residential, office and commercial districts*)			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	**PC-050**	**Date:**	December 15, 2025

WHEREAS, the Plan Commission held a Public Hearing thereon pursuant to proper notice given on November 26, 2024 and December 3,2025, and;

WHEREAS, the Plan Commission made the following findings of fact:

1. The proposed text amendment furthers the purposes of the Zoning Ordinance.
2. The proposed text amendment furthers the purposes of the general article in which the amendment is proposed to be located.
3. The proposed text amendment furthers the purposes of the specific section in which the amendment is proposed to be located.
4. The following factors have arisen that are not properly addressed in the current zoning text:
    - New methods of development or providing infrastructure make it necessary to alter this chapter to meet these new factors;
    - A change has occurred in the land market, or other factors have arisen which require a new form of development, a new type of land use, or a new procedure to meet said change(s);
5. The proposed amendment maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts, and

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby recommends to the Common Council a Zoning Code Text Amendment pertaining to a the temporary storage of boats and boat trailers in front and side yards (98-706 *Exterior storage standards for residential, office and commercial districts*) as described in the Staff Report dated December 15, 2025, per the findings of fact stated above.

Recommended to the Common Council of the City of Lake Geneva this 15st day of December 2025.

PC Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Todd Krause, Plan Commission Chair Date

Attest:

_____

Amanda Rotondi, Building & Zoning Clerk Date

Sec. 98-706 Exterior storage standards for residential, office and commercial districts.

(1) Purpose. The purpose of this section is to control the use of residential, office and commercial property for exterior storage so as to promote the safety and general welfare of the public. For exterior storage in agricultural and industrial districts, refer to Section 98-206.

(2) Requirements for exterior storage in residential zoning districts. No person shall park or store recreational vehicles on a lot in a residential district except within a fully enclosed structure or except as provided herein.

(a) For the purposes of this chapter, a recreational vehicle or equipment shall include boats, boats with trailers, **boat trailers,** motor homes, motor coaches, pickup campers, camping trailers, travel trailers, fifth-wheel trailers, large utility trailers, race cars and their trailers, canoes or kayaks and their trailers, tent campers, folding campers, utility trailers, carnival equipment and their trailers, and cases or boxes used to transport recreational vehicles or their equipment, and similar equipment and vehicles.

(b) Outside parking of recreational vehicles and equipment are subject to the following provisions:

1. No more than two recreational vehicles may be parked or stored outside a fully enclosed structure in the rear yard.

2. A recreational vehicle**, with the exception of boats and boat trailers,** may be parked or stored in a front or side yard on an existing driveway, from Memorial Day until Labor Day, as long as it is on a concrete, asphalt, or paving brick surface. **Boats and boat trailers may be parked or stored in a front or side yard on an existing driveway from April 1 until November 1, as long as it is on a concrete, asphalt, or paving brick surface.** Vehicles may not be used as living quarters in this situation. If rear of lot is not accessible through driveway, a recreational vehicle may be parked long term on the side yard as long as no portion extends past the plane of the house which abuts a public Right of Way other than an alley way.

[Ord. No. 16-12]

3. A recreational vehicle shall be located not closer than three feet to a side or rear lot line.

4. The recreational vehicle shall be maintained and be in good condition and safe for effective performance for the function in which it was intended. The exterior of the vehicle shall be intact.

5. Recreational vehicles shall be roadworthy. Vehicles that require a license shall be properly licensed.

6. No recreational vehicles or equipment shall be parked or stored in any open space outside a building unless such equipment is wholly owned by the property owner who shall be in residence at the property in question. If the property is rented, such storage shall be permitted to the tenant only provided that such equipment is owned by the tenant.

7. All equipment shall be parked or stored as inconspicuously as possible on the property. The area around the equipment or vehicle must be kept weed free and free of accumulation of other storage material.

8. Under no circumstances shall a recreational vehicle be parked uncoupled from the tow vehicle in a public right-of-way, including an alleyway.

(3) Requirements for exterior storage in office and commercial districts. In all office and commercial zoning districts (see Section 98-102 for a listing of these districts), all materials and equipment shall be stored within a completely enclosed building except for the following which shall not be located within any front yard or required street yard (except for vehicles in designated parking spaces) and shall be stored a minimum of five feet from any and all property lines: screened refuse containers; construction materials, landscape materials and related equipment connected within on-site construction; and off-street parking.

(4) Inoperative motor vehicles and junk. Refer to the City Code of Ordinances.