



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

Historic Preservation Commission Agenda
Tuesday, May 12, 2026 - 4:00 PM
Lake Geneva City Hall; Conference Room 2C (2nd Floor)

Members:

Ken Etten - Chair, Louise Rayppy - Secretary, Sonja Akright, John Halverson, Emily Hummel, Chris Brookes, Alderwoman JaNelle Powers

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from April 14, 2026
5. Review Financial Reports
6. Annual Election of Officers
 - a. Chairperson
 - b. Secretary
7. Review of City Ordinances pertaining to the Historic Preservation Commission
8. Discussion/Update regarding status of designation of the Lake Geneva Public Library and a Local Historic Landmark and historic plaque options
9. Discussion/Update regarding the HPC Website and Historic Walking Tour phone apps
10. Update regarding Historic Signs
 - a. Historic Railroad Site
 - b. Haskins/Crawford
 - c. Lake Geneva Sanitariums
11. 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.

Lake Geneva Historic Preservation Commission Meeting Minutes

April 14, 2026 - 4:00 PM Lake Geneva City Hall

Chairman Ken Etten called the meeting to order at 4:00 p.m. Lake Geneva City Hall; 2C (2nd Floor)

Roll Call / Ken Etten, Louise Rayppy, Chris Brookes, Grace Hanny, Emily Hummel, John Halverson, Alderwoman Ja Nelle Powers. Absent: Sonja Akright.

Comments from the public limited to 5 minutes, limited to items on this agenda. No new information.

Approval of the minutes from March 10, 2026. Motion - Chris, 2nd Ja Nelle. minutes approved.

Review Financial Reports: It shows a balance of \$10,845.77. Additional \$9,000.00 need to be spent this year.

Discussion / Action regarding LGHPC members coming up for reappointment. Grace attended our meeting and announced that she is stepping down. Thank you for everything you have done for Historic Preservation, we will miss seeing you at the meetings and knowing you.

Discussion / Update regarding status of designation of the Lake Geneva Public Library as a Local Historic Landmark and historic plaque options. We motion to have Jim Sherin make the 16" x 12" sign for the Public Library. Louise made motion, Grace second, motion approved. It will cost us \$1590.00.

Discussion / Update regarding the HPC Website and Historic Walking Tour apps. In process, need new website, maybe State of Wisconsin, historical society, can help. City needs to update.

Update regarding status of Historic Signs:

- a. Historic Railroad Site- Done, at Street Dep't, waiting to be install.
- b. Haskins / Crawford: Done, at Street Dep't, waiting to be install.
- c. Lake Geneva Sanitariums - Sonja making the design. Also got new post for The Whiting House.

Meeting adjourned at 4:45 P.M.

Respectfully Submitted, Louise M. Rayppy

Account Number	Account Title	2026-26 Period Actual	2026-26 Current year Actual	Current year Budget	Variance Current year	% of Budget
GENERAL FUND						
MISCELLANEOUS						
MISCELLANEOUS						
11-70-00-47210	HISTORIC PRESERVATION DONATION	.00	54.00	100.00	46.00	54.00
MISCELLANEOUS Revenue Total:		.00	54.00	100.00	46.00	54.00
Total MISCELLANEOUS:		.00	54.00	100.00	46.00	54.00
MISCELLANEOUS						
11-70-00-57200	HISTORIC PRESERVATION	1,590.00	1,744.23	19,000.00	17,255.77	9.18
11-70-00-57230	HISTORIC PLAQUE PURCHASES	.00	.00	1,000.00	1,000.00	.00
MISCELLANEOUS Revenue Total:		.00	.00	.00	.00	.00
MISCELLANEOUS Expenditure Total:		1,590.00	1,744.23	20,000.00	18,255.77	8.72
Total MISCELLANEOUS:		1,590.00	1,744.23	20,000.00	18,255.77	8.72
Total MISCELLANEOUS:		1,590.00	1,798.23	20,100.00	18,301.77	8.95
GENERAL FUND Revenue Total:		.00	54.00	100.00	46.00	54.00
GENERAL FUND Expenditure Total:		1,590.00	1,744.23	20,000.00	18,255.77	8.72
Net Total GENERAL FUND:		1,590.00-	1,690.23-	19,900.00-	18,209.77-	8.49
Net Grand Totals:		1,590.00-	1,690.23-	19,900.00-	18,209.77-	8.49

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
			HISTORIC PRESERVATION DONATION	03/31/2026 (03/26) Balance	11-70-00-47210		54.00-
		.00 YTD Actual	-54.00 Total	-54.00 YTD Budget	-100.00 Unearned	46.00	
Total MISCELLANEOUS:					.00	.00	54.00-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance			
HISTORIC PRESERVATION			03/31/2026 (03/26) Balance	11-70-00-57200			154.23			
04/15/2026	AP	340	TIMBER LINE SIGN CO INC **Desc: LG PUBLIC LIBRARY SIGN		1,590.00					
YTD Encumbrance		.00	YTD Actual	1,744.23	Total	1,744.23	YTD Budget	19,000.00	Unexpended	17,255.77
Total MISCELLANEOUS:					1,590.00	.00	154.23			
Number of Transactions: 1					Debit		Credit		Proof	
Number of Accounts: 2					1,590.00	.00	1,590.00			
Total GENERAL FUND:										
Number of Transactions: 1					Debit		Credit		Proof	
Number of Accounts: 2					1,590.00	.00	1,590.00			
Grand Totals:										

HISTORIC PRESERVATION 3 YEARS-7 total members INCLUDING Alder	TERM EXP
Kenneth (Ken) Etten, Chairperson	5/1/2029
Sonja Akright	5/1/2029
John Halverson	5/1/2028
Louise Rayppy, Secretary	5/1/2028
Emily Hummel	5/1/2027
Christine Brookes	5/1/2027
JaNelle Powers-Alder	Annual

ARTICLE II
HISTORIC PRESERVATION COMMISSION

Sec. 34-31. Creation and establishment; composition. [Ord. No. 96-2, § III A., 1-22-1996; 12-10-2012 by Ord. No. 12-25; 8-28-2023 by Ord. No. 23-08]

The Historic Preservation Commission of the municipal government of the City of Lake Geneva is hereby created and established. The Historic Preservation Commission shall consist of seven members all of whom shall be citizens and residents of the City of Lake Geneva. To the greatest extent possible the Commissioners shall represent expertise in the fields of architecture, history, architectural history, construction, planning, archaeology, cultural anthropology, landscape architecture, and other closely related fields.

The following persons, if available in the community shall be considered desirable for membership: an attorney, a registered architect, an educator, a historian or person active in historic or architectural preservation, an artist, licensed real estate broker, and local businessperson. In addition, the Commission shall include one member of the City Council of Lake Geneva. Each member shall have, to the highest extent practicable, a known interest and concern for historic preservation. Members of the Commission shall be appointed by the Mayor and approved by the City Council of Lake Geneva by majority vote.

Sec. 34-32. Terms; vacancies; removal; compensation. [Ord. No. 96-2, § III B., 1-22-1996; 8-28-2023 by Ord. No. 23-08]

Of the initial members so appointed to the Commission, two shall serve a term of one year; two shall serve a term of two years and two shall serve a term of three years. Thereafter, the terms of each member shall be for three years. The Alderperson member shall serve a one-year term and may be reappointed. Vacancies caused by resignation otherwise shall be filled by appointment for the period of the unexpired term. A member may be removed from the Commission by the Mayor with the approval of a majority of the City Council of Lake Geneva. Members of the Commission shall serve without compensation.

Sec. 34-33. Election of officers; rules; records; meetings; quorum. [Ord. No. 96-2, § III C., 1-22-1996; 12-10-2012 by Ord. No. 12-25; 8-28-2023 by Ord. No. 23-08]

- (a) Meeting. The Commission shall meet a minimum of four times per year. Additional meetings may be called by the Chairperson or by action of the members at a duly called meeting. All meetings shall be held at the Lake Geneva City Hall unless otherwise designated by the Chairperson.
- (b) Rules of order. The Chairperson shall call the meeting to order, shall preserve order and decorum, shall decide all questions of order, and shall conduct the proceedings of the meeting in accordance with Robert's Rules of Order, unless otherwise provided by statute or by the rules stated herein.
- (c) Quorum. A majority of the membership of the Commission shall constitute a quorum for the transaction of business.
- (d) Organization. The members of the Historic Preservation Commission shall elect a

Chairperson from amongst its members. The Commission may elect other officers necessary or appropriate to aid in the efficient running of the Commission.

- (e) Agenda. The Chairperson is responsible for the preparation of the agenda and shall provide a digital or electronic copy of such agenda to the City Clerk for posting and distribution to other Commission members and the public at least 48 hours prior to such meeting. Informational material for items identified on the agenda shall also be provided with the agenda when practical.
- (f) Submittal of minutes. The Acting Secretary shall submit in a timely fashion a digital copy of the meeting minutes to the City Clerk for posting and distribution. If action by the City Council of Lake Geneva is desired, such action shall be so noted in the minutes.

Sec. 34-34. Powers and duties. [Ord. No. 96-2, § IV, 1-22-1996; 8-28-2023 by Ord. No. 23-08; 4-28-2025 by Ord. No. 25-03]

The Commission shall have the power to designate landmark structures, landmark sites, and historic districts within the City of Lake Geneva.

- (a) Designation of landmark structures, landmark sites, and historic districts. Designation of landmark structures, landmark sites, and historic districts shall be in accordance with Section 34-61 and pursuant to Section 34-63.
- (b) Nomination of properties as landmark structures, landmark sites, and historic districts. The Commission may nominate properties or areas of the city for designation as landmarks, landmark sites, or historic districts. Such nomination shall be in accordance with Section 34-61. The Commission shall also provide a nomination form which may be used by any resident of the City to nominate any property or area within the City for designation as a landmark structure, landmark site or historic district, which shall also be in accordance with Section 34-61.
- (c) Authorizing certificates of appropriateness. The Commission may authorize certificates of appropriateness. Such authorization shall be in accordance with Section 34-81 of this chapter.
- (d) Additional duties. The Commission:
 - (1) Shall work for the continuing education of the public about the historic heritage of the City of Lake Geneva and the landmarks, landmark sites, and historic districts designated under the provisions of this chapter.
 - (2) Shall function as a resource, providing information and suggestions concerning ways in which modifications of landmarks, landmark sites, and historic districts can be made in keeping with the provisions of this chapter.
 - (3) May make use of the state historical preservation guidelines to facilitate the review of proposals received in accordance with the provisions of this chapter.
 - (4) May prepare or cause to be prepared a historic preservation master plan in accordance with the provisions of this chapter.
 - (5) Shall develop a historic district plan for each designated historic district in accordance

with provisions of Section 34-62 of this chapter.

- (6) Shall provide assistance to residents in their efforts to obtain local, state or federal historic designation for their property.
- (7) Shall maintain a list of individual landmarks, landmark sites, and historic districts designated under the provision of this chapter and shall make the list publicly available.
- (8) May prepare, or cause to be prepared at the City's expense, appropriate markers or signs to be placed upon or near landmarks, landmark site, and in prominent locations in historic districts.
- (9) Shall cooperate with the State Historic Preservation Office and the State Historic Preservation Review Board in attempting to include local landmarks, landmark sites, and historic districts in the State Register of Historic Places and the National Register of Historic Places.
- (10) May solicit and receive revenue for the purpose of historic preservation.
- (11) Shall research, maintain and distribute to the public information concerning tax and other financial incentives available for historic preservation.
- (12) The Commission shall encourage financial institutions to offer favorable loans for rehabilitation or restoration of historic properties. The Commission shall advise and assist property owners in obtaining information on special financing programs.

Sec. 34-35. through Sec. 34-60. (Reserved)