

City Of Lake Geneva Plan Commission Minutes
Monday, June 15, 2026 - 6:00 PM
Lake Geneva City Hall; Council Chambers

Call to Order

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

Roll Call

Present: Krause, Hoiland, Nafziger, Esarco, Skates, Cary, Gibbs

Approve Minutes of the May 18, 2026 Plan Commission meeting as distributed.

Motion by Cary to approve; second by Skates. Motion carried: 7-0

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.

Public comment: None.

Acknowledgment of Correspondence.

No written comments or correspondence were submitted for the public record.

Downtown Design Review:

Discussion/Action on Resolution PC-2026-028 for Downtown Design Review application for new signage at 271 Broad Street, filed by Kathy Hanley, W3507 Wildwood Drive, Lake Geneva, WI, Tax Key No. ZOP 00262.

- **Discussion:** The Commission reviewed a downtown design review application filed by Kathy Hanley for new signage at 271 Broad Street. The proposal includes a chalkboard sign. It was noted that the applicant is required to secure a sign permit prior to installation.
- **Action:** Motion by Cary, seconded by Powers, to approve the exterior wall sign and chalkboard sign, with the condition that the applicant secure a sign permit.
- **Vote:** Motion carried unanimously (7-0).

Discussion/Action on Resolution PC-2026-023 for Downtown Design Review application for new signage at 235 Broad Street, filed by KC's Something Sweet, 235 Broad Street, Lake Geneva, WI, Tax Key No. ZA 110300001.

- **Discussion:** The Commission/Council reviewed a downtown design review application for new signage at 235 Broad Street for KC's Something Sweet. Members discussed the proposed use of chalkboard-style signs. Concerns were raised regarding potential difficulties in regulating chalk colors under the current sign ordinance.
- **Action:** Motion by Skates, seconded by Cary, to approve Resolution PC 2026-023 for the chalkboard signage, subject to the condition that the sign be properly secured.
- **Vote:** Motion carried unanimously [7-0].

Discussion/Action on Resolution PC-2026-014 for Downtown Design Review application for Rebuild of Penthouse and Relocation of Antennas onto New Penthouse at 703 W Main Street, filed by Eileen Boland, 1S660 Midwest Road, Suite 308, Oakbrook Terrace, IL, Tax Key No. ZA 27600001. Continued from May 18, 2026 Meeting.

- **Discussion:** The Commission reviewed a downtown design review application for the rebuild of a penthouse and the relocation of antennas at 703 West Main Street. Katie Grork, representing Insight Inc. and Verizon Wireless, presented the proposal. To address design concerns and blend the equipment with the building, the applicant proposed utilizing a reflective film to camouflage the antennas. Commission members reviewed the updated design plans.
- **Action:** Motion by Cary, seconded by Alderman Powers, to approve the resolution as presented.
- **Vote:** Motion carried unanimously (7-0).

Public Hearing, Review, and Recommendation

Public Hearing for a Conditional Use Permit (CUP) to allow a vertical expansion of a legal nonconforming single-family residence at 816 Pinetree Lane filed by Chris and Lisa Cardwell, 816 Pinetree Lane, Lake Geneva, WI, Tax Key No. ZSY 00020.

- **Overview:** Chairperson [Name] opened the public hearing for a Conditional Use Permit (CUP) application to add a second floor to an existing legal non-conforming structure at 816 Pine Tree Lane.
- **Staff Presentation:** Staff explained that the property is zoned ER1 (Estate Residential) and the house is legal non-conforming regarding the side setbacks; however, a vertical expansion is permitted on the existing footprint through the CUP process.
- **Public Comment:** Chairperson Krause called for public comments. No public comments were received.
- **Hearing Closed:** Motion by Skates], seconded by Cary, to close the public hearing. Motion carried. 7-0

Discussion/Action on Resolution PC-2026-024 recommending approval of a Conditional Use Permit (CUP) to allow a vertical expansion of a legal nonconforming single-family residence at 816 Pinetree Lane filed by Chris and Lisa Cardwell, 816 Pinetree Lane, Lake Geneva, WI, Tax Key No. ZSY 00020.

- **Discussion:** The Commission/Council reviewed the building plans and verified the proposed vertical expansion limits.
- **Action:** Motion by Esarco, seconded by Gibbs, to approve the Conditional Use Permit with the following conditions,
 - The project must substantially conform to the submitted plans.
 - The applicant must secure all required permits prior to the start of construction.
- **Vote:** Motion carried unanimously (7-0).

Extraterritorial Certified Survey Map

- **Discussion:** The Plan Commission reviewed an extraterritorial Certified Survey Map (CSM) filed by Charles Fonstack to divide one existing lot into two lots for the purpose of constructing a single-family home. Staff noted that the property, located near Back Road off Highway 50, falls within the City's extraterritorial planning jurisdiction and exceeds the required density threshold. The Commission confirmed the property location and noted that no objections had been received from the surveyor.
- **Action:** Motion by Cary, seconded by Skates, to approve Resolution PC-2026-029 approving the extraterritorial Certified Survey Map.
- **Vote:** Motion carried unanimously (7-0).

Discussion/Action on Resolution PC-2026-029 approving an Extraterritorial Certified Survey Map filed by Charles R Frontczak, 4816 Mohawk Road, Rockford, IL, Tax Key No. NLY 2800001.

- **Discussion:** The Plan Commission conducted a conceptual review of a proposed planned development at 415 Broad Street. The concept involves redeveloping the existing building into first-floor commercial space with six commercial apartments on the upper floor. Commission discussion focused on:
 - **Parking & Design:** Review of local parking requirements and downtown infill design standards.
 - **Architecture:** Architectural style preferences, specifically debating the aesthetics of a pitched roof versus a flat roof.
- **Directives & Next Steps:** No formal action was taken. The Commission directed the applicant to revise the architectural plans to better align with downtown design guidelines. Specific items to address in the next submittal include:
 - Incorporating masonry elements into the facade.
 - Potentially utilizing a pitched roof design.
 - Providing adequate space and screening for trash storage within the designated parking area.

Planned Development Concept Plan Review

Informal discussion of Planned Development Concept Plan PC-051 for property located at 415 Broad Street, filed by Bailey Freeman, 601 Black Hawk Drive, Burlington, WI, Tax Key No. ZOP 00116.

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 - **Parking & Design:** Review of local parking requirements and downtown infill design standards.
 - **Architecture:** Architectural style preferences, specifically debating the aesthetics of a pitched roof versus a flat roof.
- **Directives & Next Steps:** No formal action was taken. The Commission directed the applicant to revise the architectural plans to better align with downtown design guidelines. Specific items to address in the next submittal include:
 - Incorporating masonry elements into the facade.
 - Potentially utilizing a pitched roof design.
 - Providing adequate space and screening for trash storage within the designated parking area.

Adjournment

Motion by Skates to adjourn, second by Gibbs. Motion Carried; 7-0. The meeting adjourned at 6:32 PM.