



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

CITY OF LAKE GENEVA REGULAR COMMON COUNCIL
MONDAY, SEPTEMBER 25, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Mayor Charlene Klein, Council President, Mary Jo Fesenmaier, Council Vice President, Cindy Yager, Alderpersons: Tim Dunn, Peg Esposito, Linda Frame, Ken Howell, Shari Straube, and Joan Yunker

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the City of Lake Geneva's live video stream can be found at <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
Access Code: 9746153

AGENDA

1. Mayor Klein call the meeting to order
2. Pledge of Allegiance – Alderperson Yunker
3. Roll Call
4. Awards, Presentations, Proclamations, and Announcements
5. Re-consider business from previous meeting
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
7. Acknowledgement of Correspondence
8. Approve the Regular Council Minutes of September 11, 2023 as prepared and distributed
9. **CONSENT AGENDA**– Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. Taxi Company License renewal application filed by Need A Ride Taxi Service for the term expiring June 30, 2024
 - b. Temporary Operator License filed by Sharon Smith for use at the Fall Wine Walk to take place on November 5, 2023

10. Items removed from the Consent Agenda

11. Second Reading of **Ordinance 23-09** an ordinance amending subsection (d), Parking; Penalty for Prohibited Parking, Section 10, Snow Emergencies, Chapter 74, Traffic and Vehicles, of the City of Lake Geneva Municipal Code; as relates to on street parking during a snow emergency

12. Discussion/Action regarding the Parks/Facilities Superintendent Job Description

13. Recommendation of the Finance, Licensing, and Regulation Committee- Ald. Howell

- a.** Discussion/Action regarding a quote for the 2023 season removal of gas pier finger piers from Gage Marine in amount not to exceed \$6,800.00
- b.** Discussion/Acceptance of the pre-paid and regular check reports approved by the Finance, Licensing, and Regulation Committee on September 19, 2023

14. Recommendation of the Plan Commission- Ald. Yunker

- a.** Discussion/Action regarding **Resolution 23-R46** a resolution authorizing the issuance of a Conditional Use Permit (CUP) for CDS Investments II LLC Mason Ln. Lake In the Hills, IL 60156 to allow to Raze of the existing building to reconstruct a new single-family home at 1626 Evergreen Ln. for a property located within the Estate Residential - 1 (ER-1) zoning district Tax Key No. ZLM00016
- b.** Discussion/Action regarding **Resolution 23-R47** a resolution authorizing the issuance of a Conditional Use Permit (CUP) for Signature Investments LLC 4796 W. Clayton Rd. Fitchburg, to allow for Commercial Indoor Lodging at 822 Williams St. for the property located within the Central Business (CB) zoning district Tax Key No. ZA269400002
- c.** Discussion/Action regarding setting a public hearing for Comprehensive Plan amendments for November 13, 2023

15. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

CITY OF LAKE GENEVA REGULAR COMMON COUNCIL MINUTES
MONDAY, SEPTEMBER 11, 2023 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Mayor Charlene Klein, Council President, Mary Jo Fesenmaier, Council Vice President, Cindy Yager, Alderpersons: Tim Dunn, Peg Esposito, Linda Frame, Ken Howell, Shari Straube, and Joan Yunker

Mayor Klein call the meeting to order
Mayor Klein called the meeting to order at 6:00 p.m.

Pledge of Allegiance – Alderperson Howell
Alderperson Howell led the Council in the Pledge of Allegiance.

Roll Call
Present: Dunn, Esposito, Fesenmaier, Howell, Straube, Yager, and Yunker
Absent: Frame (excused)

Awards, Presentations, Proclamations, and Announcements

Moment of Silence for the Fallen of the 9/11 Tragedy
Mayor Klein led the Council in a moment of silence to honor those fallen in the 9/11 tragedy.

Re-consider business from previous meeting

Reconsideration of the motion to continue indefinitely the Discussion/Action regarding the Parks/Facilities Superintendent Job Description and to develop a separate committee to review
Attorney Draper explained what the reconsideration referred to. He stated that the reconsideration would be on only the continuation and the creation of a separate committee.
Motion to amend by Yager to develop a meeting with the Chairs of the Avian Committee, Cemetery Board, Board of Park Commissioners, Tree Board, and one alder (from one of those committees) and Public Works liaison, City Administrator, HR and Comptroller, purpose of this meeting is to review the position and make a recommendation on the placement of this position on the City organizational chart, to be presented at the September 25, 2023 Common Council meeting, second by Fesenmaier.
Yager stated that this would just be a meeting of those people and not the creation of another committee and volunteers.

Motion by Dunn to amend the amendment of the motion to include the Chair of the Personnel Committee, second by Howell. Motion to amend the amendment carried 7-0.

Motion by Howell to call the question, second by Dunn. Motion to call the question carried 7-0.
First amended motion as amended 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 5 minutes
Mayor Klein asked that anyone wishing to address the Council during this time or post anything City related on social media, to only speak facts and truth.

Fred Walling; Building & Zoning Administrator; Spoke in regards to the proposed software by Granicus in relation to the short-term rental program. He noted that he spoke to other communities that use that particular program and most communities did not have a favorable opinion of the product.

Luke Pfeifer; 1091 S Lake Store Dr; Spoke in opposition of the amendments to the Short Term Rental ordinance as presented in the packet.

Sherri Ames; 603 Center St; Spoke in opposition of the current short-term rental ordinance and spoke in favor of the proposed changes as presented in the packet. She further then stated that she was responsible for the posting of short-term rental information on Facebook. She then spoke in regards to the length of time the Trick or Treating held City-wide. She asked that the time be shorten to about three hours.

Susan Salazaric; 672 W Main St; Spoke in opposition of the amendments to the Short Term Rental ordinance as presented in the packet.

David Widzisz; 748 N Andria Ct; Spoke in opposition of the current short-term rental ordinance and spoke in favor of the proposed changes in the packet.

Carol Pearson; 932 George St; Spoke in opposition of the current short-term rental ordinance and spoke in favor of the proposed changes in the packet.

John Schnurr; 701 Joshua Ln; Spoke against the Mayors remarks at the start of public comment.

Joetta Studco; 921 George St; Spoke in opposition of the current short-term rental ordinance.

Jessica Joos; 712 Joshua Ln; Spoke in opposition of the current short-term rental ordinance.

Denise Schnurr; 701 Joshua Ln; Spoke in opposition of the current short-term rental ordinance.

Acknowledgement of Correspondence

None

Approve the Regular Council Minutes of August 28, 2023 and the Special Council Minutes of September 6, 2023 as prepared and distributed

Motion by Yunker to approve the minutes of the August 28, 2023 Regular Common Council and September 6, 2023 Special Common Council meetings, second by Dunn.

Motion by Esposito to amend the August 28, 2023 minutes to note that Alliant Energy offered a depiction of what an updated substation could look like at the current location and while it looked very pleasing, the majority of the Council voted to place it on the east side of the dog park, second by Yager. Motion to amend carried 5-2, with Straube and Yunker voting no.

Original motion as amended carried 6-1, with Straube voting no.

CONSENT AGENDA– Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.

Agent change for Zaab Corner Bistro Corp, d/b/a Zaab Corner Bistro to Sumalee Brewer

Agent Change for Aldi INC d/b/a Aldi #56 to Crystal Bauman

Fireworks Permit Application filed by the Badger Student Council for the event of Badger Homecoming to take place on October 13, 2023

Motion by Howell to approve the consent agenda, second by Yunker. No discussion. Motion carried 7-0.

Items removed from the Consent Agenda

None

Discussion/Action regarding the City of Lake Geneva Insurance Policy Renewal for 2023-2024

Paul Lessila addressed the Common Council concerning the City's policy renewal for 2023-2024.

Motion by Howell to approve the renewal, second by Yunker.

Lessila stated that the liability premium would not be affected allowing people to enter the Hillmoor property, but that the safety concerns would still be an issue. Mayor stated that she would like to work with LWMMI about addressing the possible hazards at Hillmoor.

Motion carried 7-0.

First Reading of **Ordinance 23-09** an ordinance amending subsection (d), Parking; Penalty for Prohibited Parking, Section 10, Snow Emergencies, Chapter 74, Traffic and Vehicles, of the City of Lake Geneva Municipal Code; as relates to on street parking during a snow emergency

Mayor Klein offered Ordinance 23-09 as a first reading. No action taken.

Discussion/Action regarding referral to the Plan Commission of an Annexation Petition filed by Ron Amann for a parcel located at N3219 County Road H, Tax key # JA 54900001 for recommendation and assignment of temporary zoning for the subject parcel

Motion by Yunker to refer this agenda item to the Plan Commission, second by Dunn.

Motion by Yager to suspend the rules to allow Ron Amann to address the Council, second by Dunn.

Amann stated that he is looking to annex to obtain City services and that no homes will be built; it is strictly a business.

Motion carried 7-0.

Recommendation of the Finance, Licensing, and Regulation Committee- Ald. Howell

Discussion/Action regarding **Resolution 23-R45** a resolution authorizing the implementation of a moratorium regarding the Council's consideration of special waiver of fees for Parking Fees as it relates to Special Event Permit applications

Motion by Howell to approve, second by Yunker. Howell stated that this would take away the Council's ability to waive parking fees as it relates to special events. Motion carried 7-0.

Discussion/Action regarding proposed amendments to the City of Lake Geneva Short Term Rental Ordinance to refer to the Plan Commission for consideration

Motion by Howell to refer to the Plan Commission for consideration, second by Esposito. Yager hopes that the Plan Commission takes into consideration all of the comments that were made today. Attorney Draper stated that the short-term rental ordinance will need to be considered by the Plan Commission for public hearing and then it will come straight back to Council for action. Straube stated that she has been told of many issues of short-term rentals and stated that there needs to be a way to control the rentals in the residential areas. Fesenmaier stated that the City shouldn't be using the Police for enforcement and added that enforcement of the rentals needs to be addressed. Esposito added that the enforcement issue needs to be explored in the budget process. Motion carried 7-0.

Discussion/Action regarding setting the 2023 City of Lake Geneva Trick or Treat date and time to Sunday, October 29, 2023 to be held Noon to 5:00 p.m.

Motion by Howell to approve holding city-wide trick or treating on October 29, 2023 from Noon to 5:00 p.m., second by Yunker.

Motion to amend by Howell to change the time to 3:00 p.m. to 5:30 p.m., second by Fesenmaier.

Motion to amend the amendment by Straube, to change the Trick or Treating to be held on October 31, 2023 from 4:00 p.m. to 7:00 p.m., second by Yager. Straube stated that this should be done for the local kids and will be beneficial to the parents as well.

Motion to amend the amendment carried 6-1, with Esposito voting no.

Motion on the amended amendment carried 6-1, with Esposito voting no.

Original motion as amended carried 6-1, which Esposito voting no.

Discussion/Acceptance of the pre-paid and regular check reports approved by the Finance, Licensing, and Regulation Committee on September 5, 2023

Motion by Howell to accept, second by Yunker. No discussion. Motion carried 7-0.

Mayoral Appointments

Confirming the appointment of Bill Binn to the Utility Commission with a term to expire October 1, 2026

Motion by Howell to confirm the appointment, second by Esposito. No discussion. Motion carried 7-0.

Motion to go into Closed Session pursuant to Wisconsin Statutes Sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding owners of the property at 1790 Conant St and pursuant to Wisconsin Statutes Sec. 19.85(1)(e) for the purpose of deliberating

or negotiating the sergeant's contracts for the City of Lake Geneva Police Department for competitive or bargaining reasons which requires a closed session

Motion by Howell to convene the Council into Closed Session to include the City Administrator, City Attorney, City Clerk, and City Comptroller, second by Dunn. Motion carried on a roll call vote 5-2, with Fesenmaier and Yager voting no. The Council convened into Closed Session at 7:36 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Howell to reconvene the Council into Open Session, second by Yager. Motion carried 7-0 on a roll call vote. The Council reconvened into Open Session at 7:55 p.m.

Motion by Yager to accept the employment contracts for Sean Hinzpeter, Jason Hall, Daniel Derick, and Glen Nettesheim, second by Yunker. Motion carried 7-0.

Motion by Howell to authorize the City Attorney to bring a nuisance action against the owners of 1790 Conant St, second by Yager. Motion carried 7-0.

Motion by Howell to refer the issue of the City Attorney rate to the Finance, Licensing, and Regulation Committee, by Fesenmaier. Motion carried 7-0.

Adjournment

Motion by Yager to adjourn, second by Yunker. Motion carried 7-0. The meeting adjourned at 7:59 p.m.



CITY OF LAKE GENEVA

TAXI COMPANY LICENSE APPLICATION

Please Check:

- ☐ Original Application
- ☒ Renewal of Current License

Fees of \$50.00 for first car and \$25.00 per each additional car are due upon application

Annual License Expires June 30th each year

Please fill in all blanks completely, as incomplete applications will be rejected.

NOTE: Application must be accompanied by the following documents:

- ☐ Copy of policy of liability insurance covering all vehicles, insuring the licensee against loss from liability to the amount of \$300,000 for the injury or death of one or more persons and in the amount of \$100,000 for damage to property of others for any one accident due to negligent operation of vehicle.
- ☐ Copy of certificate of inspection signed by a reputable automobile mechanic or public garage owner certifying that the vehicle sought to be licensed is mechanically sound and in a thoroughly safe condition for the transportation of passengers and in clean, fit and good appearance.
- ☐ Taxi/Trolley Driver License Application(s) for any drivers who are not currently licensed with the City of Lake Geneva.

ANY APPLICATION SUBMITTED WITHOUT THE REQUIRED DOCUMENTATION SHALL BE CONSIDERED INCOMPLETE AND REJECTED.

BUSINESS INFORMATION

Business Name: NEED A RIDE TAXI SERVICE

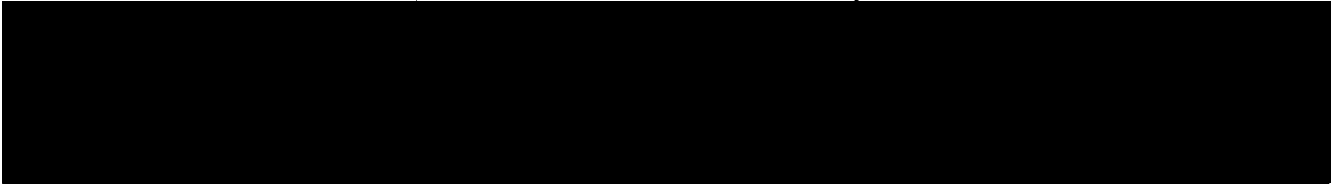
Bus. Address (Physical): 312 E. Scott St #7 LAKE GENEVA, WI

Mailing Address (if different): _____

City, State, Zip: _____

BUSINESS OWNER/AGENT INFORMATION

Owner/Agent Name: TERAID SMODDE



PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you been previously licensed to operate a taxicab company? ☒ YES NO
If Yes, please state where: LAKE Geneva, NY

2. Have you ever had a license revoked? YES ☒ NO
If Yes, please explain: _____

TAXI VEHICLE INFORMATION

Total Number of Vehicles to be operated: 4

Vehicle #1

2018 GMC YUKON 2018
Make Model Year



VIN Certificate of Title No.

Vehicle #2

2014 FORD FUSION 2014
Make Model Year



VIN Certificate of Title No.

Vehicle #3

SHUTTLE BUS

Make

Model

Year

Vehicle #4

MAW

APPLICANT SIGNATURE

DATE: 6/3/2023

For Office Use Only

Date Filed: 8/30/23

Receipt No: 15.009621

Total Amount: 175.00

Forwarded to Police Chief: 8/30/23

Forwarded to City Attorney:

Verified: Stark ☐ MSI ☐

Notes:

FLR Approval:

Council Approval:

Police Chief

Recommendation: E. [Signature]

Approved

Denied

City Attorney Approval of Liability Insurance:

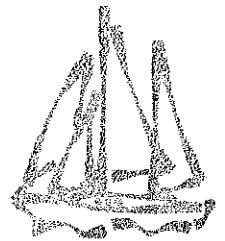
License Date:

License Number:



CITY OF LAKE GENEVA

TEMPORARY OPERATOR LICENSE



PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

APPLICANT INFORMATION

Name: Smith Sharon K
Last First Middle

Maiden Name: Danley Date of Birth: [REDACTED]

Is your Certificate of Completion of a Beverage Server Training Course Attached? ☒ YES ☐ NO
If No, will a Licensed Operator be serving or supervising the service of alcohol? YES ☐ NO ☐

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Twelfth & Brown
Address: 729 Main St Lake Geneva
Name of Event where licensee will work: Fall Wine Walk
Date of Event: 11/5/2023

APPLICANT SIGNATURE

Sharon Smith DATE: 9/11/2023

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com
Servingalcohol.com
TIPS

Learn2serve.com
\$8 Server Training
CARE

Wisconsin Technical Colleges
ServSafe Alcohol (WRAEF/NRAEF)
TEAM

For Office Use Only

Date Filed: 9/11/23 Receipt No: 15.009671

Total Amount: 10.00

Forwarded to Police Chief: 09/11/2023

Background Completed: 412-2000000

Recommendation: E. [Signature] Approved Denied

Verification that no other temporary licenses have been issued to this applicant
in the current year: _____

FLR Approval: _____

License Issued: _____

Council Approval: _____

License Number: _____

MAILTO: Individual, Organization

License Expires: _____



LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Sharon Smith

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
04/09/2023



Expiration Date
04/08/2025



Certificate #
WI-00611284

A handwritten signature in black ink, appearing to read 'Sharon Smith'.

Official Signature

This certificate is non-transfereable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)a)5., 125.17(6), and 134.66(2m) Wis. Stats.

ORDINANCE OF THE COMMON COUNCIL			
An ordinance amending subsection (d), Parking; Penalty for Prohibited Parking, Section 10, Snow Emergencies, Chapter 74, Traffic and Vehicles, of the City of Lake Geneva Municipal Code; as relates to on street parking during a snow emergency			
Committee	Finance, Licensing, and Regulation Committee to consider on September 5, 2023		
Fiscal Impact:	N/A		
File Number:	23-09	First Reading : Second Reading :	September 11, 2023 September 25, 2023

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

Section 74-10- Snow Emergencies

- (d) Parking; penalty for prohibited parking. During a snow emergency, there shall be no parking on all ~~primary and secondary routes~~ City streets until such snow emergency is officially canceled. Any vehicles parked on such routes shall be towed away at the owner's expense, as provided in Section 74-37.

Approved by the City of Lake Geneva Common Council on this 25th day of September, 2023.

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

Mayoral Action: ☐ Accept ☐ Veto

Charlene Klein, Mayor

Date

Attest:

Lana Kropf, City Clerk

Date



Parks/Facilities Superintendent

FSLA Classification: Exempt

Salary Grade: J

Reports to: Director of Public Works

Job Summary

The Parks/Facilities Superintendent is an administrative role in the management and operation of the Parks Division within the Department of Public Works (DPW). This position serves as the representative of the Parks and Recreation Division to the Park Board and its subsidiaries - the Tree Board, the Avian Committee, and the Cemetery Board and is responsible for the growth and vision of the division.

Essential Functions:

- Oversee/Administer the planning, development, and effectiveness of new and existing City park land.
- Assist the Public Works Director with the annual budget including funds and asset tracking.
- Assist the Public Works Director with development, administration, and operation of capital improvement projects acting as the representative of the Parks Division.
- Work with The Park Board, the Tree Board, and the Avian Committee to manage the Tree City and Bird City statuses.
- Act as Park Division liaison to:
 - The City Council
 - Other City Departments and Commissions
 - Local Civic and Church Organizationsin order to coordinate park and recreational activities and event planning within and around the city.
- Develop and manage unique recreational activities with special attention to indoor and outdoor activities for seniors and persons with special needs.
- Develop and maintain a catalog, both hard copy and online, notifying the public of recreational offerings.
- Coordinate with the City Clerk's office and the DPW Administrative Assistant regarding Park Permits, Shelter Reservations and Tree & Bench Donations.
- Research, pursue, and draft applications for grant opportunities as well as revenue and additional funding opportunities concerning parks and recreation.
- Prepare and maintain required reports for Wisconsin Department of Natural Resources, City of Lake Geneva, etc.
- Prepare or assist in preparing necessary documents and notices for meetings, coordinating with other City departments.
- Provide exemplary customer service by responding to requests, concerns, and/or comments in a timely manner.
- Manage the office for the Parks Division; keeping all files up to date, both physical and digital; requisition supplies, equipment, and services as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.
- Ability to problem solve and deal with a variety of situations where only limited standardization may exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Knowledge of ADA compliance
- Excellent oral and written communication skills with both employees and customers.
- Must have highly developed organization and prioritization skills to meet the needs of customers and park operations.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.

- Knowledge of various business computer hardware and software. And ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

EXPERIENCE/TRAINING DESIRED

- Bachelor's Degree in Parks and Recreation Management, Public Administration, or a closely related field is preferred.
 - Combinations of training/education and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Five years of supervisory experience in a public works setting, preferably in the area of parks and/or community-based recreation programs.
- At least two years of professional managerial experience involving budgeting, program planning & development, and comprehensive supervisory responsibilities.
- Combinations of training/education and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Experience in accounting or financial management, business administration or management, related field.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, Google Calendar, Zoom, Teams, FareHarbor, and other related software.

ADDITIONAL SCOPE OF WORK

- The work of the DPW Parks/Facilities Superintendent is performed primarily in an office setting with casual work in a field setting. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.
- Work outside of normal business hours for attendance at related meetings is required. Infrequent overnight travel may be required for training and/or continuing education.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

September 25, 2023

Common Council Meeting

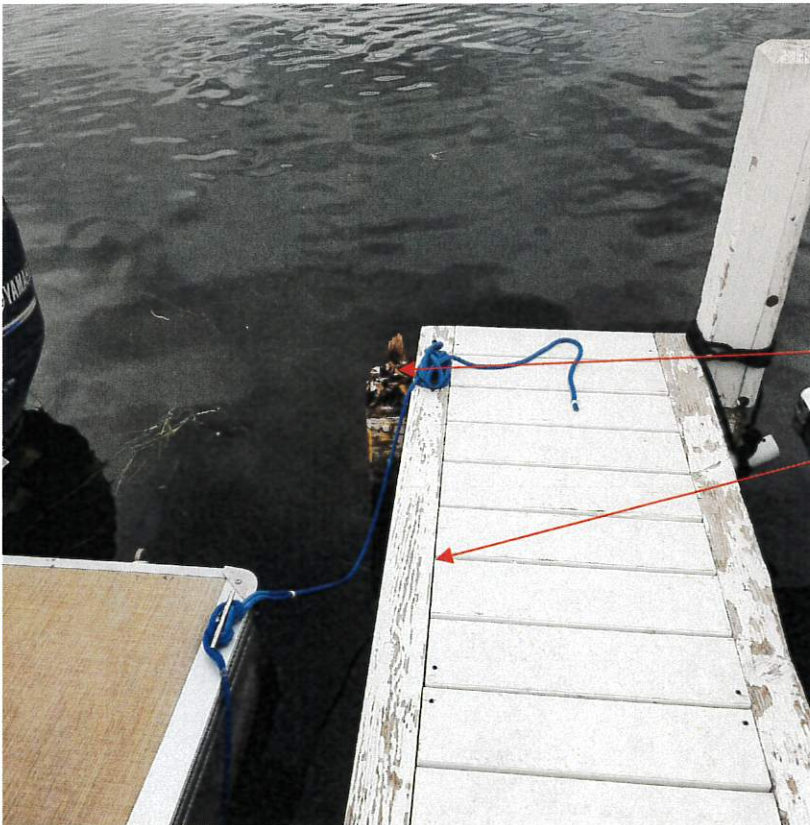
Agenda Item #13.a. – Seasonal Removal of Gas Pier Finger Piers

Issue: Spring and Fall wind storms create high waves resulting in loss of deck pallets and damage to the pier structure.

- Storms in April and November of 2022 caused approximately \$16,000 in damage to the Gas Pier structure
- November 2022 storm resulted in creating the RFP to replace ALL of the Gas Pier decking
- During the installation of the new Gas Pier decking (RFP awarded to Glen-Fern Construction in the amount of \$32,900) in March/April of 2023 high winds created problems with the installation of the decking
- Capping of the main walkways was completed as part of the redecking of the Gas Pier
 - This ensures that the deck pallets stay in place during high winds/high waves
- Capping of the finger pier pallets is not feasible due to the narrow width of the finger piers
- Solution – Seasonal remove of the finger piers (deck pallets, stringers and horses)
 - Allows for inspection and replacement of components during the “off” season
 - Store the components on the beach or south side of the Riviera
 - Annual cost for spring install and fall removal - \$6800 (see Gage Marine Proposal)
 - Eliminates the need to “raise” the Gas Pier as previously suggested



Decking has been "capped" to keep the pallets in place



Broken H support
Narrow finger pier – not capped,
deck pallets are loose



1 Liechty Drive
P.O. BOX 220
Williams Bay, WI 53191
PH: (262)245-5501
FAX: (262)245-9052

Estimate # : 569614 Retail
Written by : Jessica Ackman

ID/Pier# : 0000000583 Pier 0
Lake : Lake Geneva
Land Address : 626 Geneva St., LG
Boat Co. :
Canvas Co. : LAKGEN

0000000460 * City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

Home
Work (262) 248 - 3673
Cell
Email harbormaster@cityoflakegeneva.com

Operation	Description
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NOTE City of Lake Geneva gas pier slips

Job Total 0.00 ☐ Approval

00 SPRING PIER INSTALLATION

Job Total 4,000.00 ☐ Approval

10 FALL PIER REMOVAL

Job Total 2,800.00 ☐ Approval

Thank you for your business!

Please authorize this estimate by email to
piers@gagemarine.com

If you have any questions, please contact
Jessica at #262-245-5501 x428

Estimate Summary	
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DM Sales Tax Rate

Total Estimate \$6,800.00

ESTIMATES: Estimates are valid for 15 days from the date written. Gage Marine reserves the right to adjust all estimates based on changes to parts or labor costs, rates and availability pricing fluctuations. Gage Marine reserves the right to amend all estimates for damage/failure not yet found that may be discovered during repairs or runability tests. *Some approved services cannot be estimated, so the customer is approving all fees applicable to approved requested services.

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

[Report].Invoice GL Account = {<>} 61

[Report].Invoice GL Account = {<>} 62

Invoice.Batch = "09082023","09132023","PD09132023"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
09/08/2023	83525	2046	ALLIANT ENERGY	113.06
09/08/2023	83526	6872	BOBILLO, CHARLES	710.00
09/08/2023	83527	6214	CAPITAL ONE	167.02
09/08/2023	83528	6868	COX, PAUL	170.00
09/08/2023	83529	2354	CULLIGAN OF BURLINGTON	117.60
09/08/2023	83530	6878	FERGER-OLSEN, LIZ	14.64
09/08/2023	83531	2511	FLOWER, JIM	208.95
09/08/2023	83532	6876	HELMKE, KYLEE	1,000.00
09/08/2023	83533	6873	LORIS, ALLYSON	940.00
09/08/2023	83534	6874	MONFRE, KAREN	960.00
09/08/2023	83535	3024	MUTUAL OF OMAHA	3,804.93
09/08/2023	83536	3100	OTIS ELEVATOR COMPANY	200.00
09/08/2023	83537	1019	SCHILLER LAWN & LANDSCAPE LLC	400.00
09/08/2023	83538	6877	TEGTMEIER, DARCY	840.00
09/08/2023	83539	6875	TRUNKETT, CAMILLE	960.00
09/08/2023	83540	5042	WALLING, FRED	24.54
09/08/2023	83541	6456	WARD-PACKARD, ELLEN	1,200.00
09/13/2023	83589	5428	CITY OF LAKE GENEVA POLICE DEPT	131.65
09/13/2023	83596	2046	ALLIANT ENERGY	26,042.15
09/13/2023	83597	6263	CHARTER COMMUNICATIONS	367.44
09/13/2023	83598	3775	GENEVA LAKES CARPET CLEANING	2,075.00
09/13/2023	83599	2800	KORNAK, EMILY	60.31
09/13/2023	83600	1133	LEONARD, BEVERLY	157.44
09/13/2023	83601	3001	SECURIAN FINANCIAL GROUP	268.30
Grand Totals:				40,933.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	.00	25,530.33-	25,530.33-
11-00-00-21340	243.96	.00	243.96
11-00-00-21555	1,826.14	.00	1,826.14
11-00-00-21562	1,391.73	.00	1,391.73
11-00-00-21564	587.06	.00	587.06
11-10-00-51390	24.54	.00	24.54
11-16-10-52220	4,323.67	.00	4,323.67
11-16-10-53600	200.00	.00	200.00
11-21-00-52220	66.42	.00	66.42
11-21-00-53120	131.65	.00	131.65
11-22-00-52210	367.44	.00	367.44
11-22-00-52220	1,401.69	.00	1,401.69

GL Account	Debit	Credit	Proof
11-22-00-55100	170.00	.00	170.00
11-22-00-58100	14.64	.00	14.64
11-24-00-53300	208.95	.00	208.95
11-29-00-52220	52.90	.00	52.90
11-29-00-54140	167.02	.00	167.02
11-32-10-52220	1,335.14	.00	1,335.14
11-32-10-53440	400.00	.00	400.00
11-34-10-52220	382.67	.00	382.67
11-34-10-52230	9,282.09	.00	9,282.09
11-51-10-52220	1,245.77	.00	1,245.77
11-52-00-52220	861.64	.00	861.64
11-52-00-59220	37.52	.00	37.52
11-52-01-52220	650.25	.00	650.25
11-70-00-57800	157.44	.00	157.44
40-00-00-21100	590.00	11,284.76-	10,694.76-
40-54-10-52220	618.63	.00	618.63
40-55-10-23530	6,000.00	.00	6,000.00
40-55-10-46740	.00	590.00-	590.00-
40-55-20-53600	117.60	.00	117.60
40-55-30-52220	4,548.53	.00	4,548.53
48-00-00-21100	.00	113.06-	113.06-
48-00-00-52220	113.06	.00	113.06
61-00-00-21100	.00	10.73-	10.73-
61-00-00-92630	10.73	.00	10.73
62-00-00-21100	.00	13.61-	13.61-
62-00-00-92630	13.61	.00	13.61
99-00-00-21100	.00	4,570.54-	4,570.54-
99-00-00-52110	40.00	.00	40.00
99-00-00-52220	1,235.23	.00	1,235.23
99-00-00-53320	1,200.00	.00	1,200.00
99-00-00-53600	2,075.00	.00	2,075.00
99-00-00-55100	20.31	.00	20.31
Grand Totals:	42,113.03	42,113.03-	.00

Dated: September 19, 2023Mayor: Charles Klein

City Council: _____

Ken HowellCynthia GagerJoan GluckesTimothy DannerCity Recorder: [Signature]

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

[Report].Invoice GL Account = {<>} 61

[Report].Invoice GL Account = {<>} 62

Invoice.Batch = "09082023","09132023","PD09132023"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "09202023","09202023A","L09202023","L09202023A"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
ASSOCIATED APPRAISAL CONSULTANTS INC				
170114	09/01/2023	2023 REVALUATON PROGRAM	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	16,605.05
170114	09/01/2023	2023 REVALUATON PROGRAM-	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	4.41
170114	09/01/2023	SEPT 2023 ASSESSMENT SVCS	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	3,541.67
Total ASSOCIATED APPRAISAL CONSULTANTS INC:				20,151.13
AUTOMATIC ENTRANCES OF WI INC				
2028430	09/07/2023	ADA DOORS FOR BATHROOMS	43-16-10-17010 CITY HALL CAPITAL PROJECTS	6,210.00
Total AUTOMATIC ENTRANCES OF WI INC:				6,210.00
BATZNER PEST CONTROL				
49861905	08/21/2023	RIV PEST CONTROL	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	157.30
Total BATZNER PEST CONTROL:				157.30
BEARINGS INC SOUTH				
72010	06/13/2023	INSERTS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	114.90
72014	06/14/2023	BEARING	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	14.38
Total BEARINGS INC SOUTH:				129.28
BRIAN WALES, PIANO TUNER				
8/31/2023	08/31/2023	PIANO TUNING-9/3 WEDDING	40-55-10-46740 UPPER RIVIERA REVENUE	160.00
Total BRIAN WALES, PIANO TUNER:				160.00
BUDGET BLINDS OF WALWORTH COUNTY				
22784	07/21/2023	BLINDS-UPSTAIRS LUNCHROO	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	180.00
Total BUDGET BLINDS OF WALWORTH COUNTY:				180.00
CITY ELECTRIC				
LKG/088603	08/30/2023	STREET LIGHT REPAIR	11-34-10-52610 STREET LIGHTS REPAIRS	623.55
LKG/088613	08/30/2023	2P 20A 120/240V BRKR	11-34-10-52610 STREET LIGHTS REPAIRS	20.29
LKG/088649	08/31/2023	LIGHT LED	11-34-10-52610 STREET LIGHTS REPAIRS	432.90
Total CITY ELECTRIC:				1,076.74
COPIES & PRINTS PLUS LLC				
337774	09/05/2023	PROMO RACK CARDS-SWIFT N	11-70-00-57800 AVIAN COMMITTEE EXPENSES	90.00
Total COPIES & PRINTS PLUS LLC:				90.00
DEKIND COMPUTER CONSULTANTS				
36787	09/01/2023	IT SERVICES-OCT 2023	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	8,789.00
36884	08/31/2023	6 COMPUTER REPLACEMENTS	50-00-00-58000 MISC/COMP EQUIP PURCHASES	7,153.00
36896	09/01/2023	IT SERVICES-AUG 2023	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	968.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DEKIND COMPUTER CONSULTANTS:				16,910.75
DOWN TO EARTH				
8168	08/23/2023	STORM DRAIN REPAIR	11-32-15-54500 STORM SEWER MAINTENANCE	3,238.00
Total DOWN TO EARTH:				3,238.00
ELKHORN NAPA AUTO PARTS				
311435	09/05/2023	REPAIR KIT OAK HILL DODGE T	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	23.08
311747	09/08/2023	HORN WORK LAMP	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	78.62
Total ELKHORN NAPA AUTO PARTS:				101.70
FASTENAL COMPANY				
WIELK178367	08/28/2023	SHOP SUPPLIES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	68.52
Total FASTENAL COMPANY:				68.52
GENERAL CODE LLC				
PG000033471	08/30/2023	CODE SUPPLEMENT #29	11-14-30-52180 MUNICIPAL CODIFICATION	860.00
Total GENERAL CODE LLC:				860.00
GFL ENVIRONMENTAL				
V20000014649	08/31/2023	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	1,432.67
Total GFL ENVIRONMENTAL:				1,432.67
INGRAM LIBRARY SERVICES				
August 2023 in	09/08/2023	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	2,307.25
August 2023 in	09/08/2023	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	2,094.13
August 2023 in	09/08/2023	ADULT NONPRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	211.48
Total INGRAM LIBRARY SERVICES:				4,612.86
IQ RESOURCE GROUP INC				
116698	08/31/2023	TEMP PARKING STAFF	11-15-10-51200 ACCOUNTING WAGES	123.31
116698	08/31/2023	TEMP PARKING STAFF	42-34-50-51160 PARKING WAGES-CLERK/DISPATCH	1,109.87
Total IQ RESOURCE GROUP INC:				1,233.18
ITU ABSORB TECH INC				
8188740	08/31/2023	RIVIERA BUILDING MATS	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	77.51
Total ITU ABSORB TECH INC:				77.51
JERRY WILLKOMM INC				
297406	08/25/2023	1450 GAS	11-32-10-53410 VEHICLE-FUEL & OIL	5,276.55
Total JERRY WILLKOMM INC:				5,276.55
JOHNS DISPOSAL SERVICE INC				
1177801	09/06/2023	SEPT SERVICE-GARBAGE	11-36-00-52940 SOLID WASTE-RESIDENTIAL	37,641.15
1177801	09/06/2023	SEPT SERVICE-RECYCLE	11-36-00-52970 SOLID WASTE-RECYCLING	20,655.45

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total JOHNS DISPOSAL SERVICE INC:				58,296.60
LAKE GENEVA UTILITY				
1824 FOREST	08/15/2023	1824 FORESTVIEW CT	45-00-00-24520 WATER IMPACT FEES	1,690.00
1824 FOREST	08/15/2023	1824 FORESTVIEW CT	45-00-00-24530 SEWER IMPACT FEES	1,865.00
Total LAKE GENEVA UTILITY:				3,555.00
LANGE ENTERPRISES INC				
84763	08/25/2023	STREET SIGNS	11-34-10-53740 STREET IDENTIFICATION SIGNS	79.46
Total LANGE ENTERPRISES INC:				79.46
MUNICIPAL SERVICES LLC				
20230080	08/31/2023	SUB INSPECTOR-AUG SVCS 20	11-24-00-52190 CONTRACT BUILDING INSPECTOR	228.00
Total MUNICIPAL SERVICES LLC:				228.00
OTIS ELEVATOR COMPANY				
F10000117439	08/14/2023	ANNUAL ELEV MAINT	40-55-10-53600 UPPER RIVIERA MAINTENANCE	100.00
Total OTIS ELEVATOR COMPANY:				100.00
POMP'S TIRE SERVICE INC				
60316706	09/05/2023	EQUIPMENT TRAILER	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	183.99
Total POMP'S TIRE SERVICE INC:				183.99
RHYME BUSINESS PRODUCTS				
34811604	09/04/2023	SHARP SP-70C45 MFP- SEPT 2	11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS	425.05
Total RHYME BUSINESS PRODUCTS:				425.05
ROTE OIL				
232420808	08/30/2023	203 GALS ON ROAD DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	751.47
232420809	08/30/2023	121.3 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	411.20
799221	09/07/2023	155.8 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	551.54
799223	09/07/2023	368.6 GAL ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	1,399.21
Total ROTE OIL:				3,113.42
RUSSELL CESCHI INSPECTIONS LLC				
AUGUST 2023	09/07/2023	COMM ELECTRIC INSP-AUG 20	11-24-00-52190 CONTRACT BUILDING INSPECTOR	530.00
Total RUSSELL CESCHI INSPECTIONS LLC:				530.00
SCHMITZ READY MIX INC				
1067392-IN	08/29/2023	STORM SEWER REPAIR & REP	11-32-15-54500 STORM SEWER MAINTENANCE	1,580.00
Total SCHMITZ READY MIX INC:				1,580.00
SHERWIN INDUSTRIES INC				
SC051045	08/29/2023	FIBER MIX ROAD MAINTANCE	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	3,229.44
Total SHERWIN INDUSTRIES INC:				3,229.44

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
STATE OF WISCONSIN				
64-246 08/23	09/06/2023	COURT FINES-AUG 2023	11-12-00-24240 COURT FINES-STATE	3,208.13
Total STATE OF WISCONSIN:				3,208.13
SYSTEMS DESIGN				
24500	08/30/2023	LIBRARY PARK MAINTENANCE	11-52-00-53520 GROUNDS MAINT SUPPLIES	262.50
24502	08/30/2023	IRRIGATION TUBING - RIVIERA	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	278.63
Total SYSTEMS DESIGN:				541.13
UNITED PUBLIC SAFETY INC				
UPS00051156	08/31/2023	PLATE LOOKUPS AUGUST	42-34-50-54500 SUPPORT CONTRACTS	700.00
Total UNITED PUBLIC SAFETY INC:				700.00
VORPAGEL SERVICE INC				
SI2215745	08/31/2023	HVAC REPAIR	99-00-00-52500 LIBRARY BLDG REPAIR	519.47
Total VORPAGEL SERVICE INC:				519.47
WALWORTH COUNTY TREASURER				
64-246 08/23	09/06/2023	COURT FINES-AUG 2023	11-12-00-24200 COURT FINES-COUNTY	1,544.80
Total WALWORTH COUNTY TREASURER:				1,544.80
WALWORTH RESCUE SQUAD				
08/25/2023	08/25/2023	2 PORTABLE HONDA GENERAT	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	400.00
Total WALWORTH RESCUE SQUAD:				400.00
WI DEPT OF TRANSPORTATION				
395-00003203	09/01/2023	HWY 50 RD IMPROVE PROJECT	43-32-10-17010 STREET IMP PROGRAM	6,736.89
Total WI DEPT OF TRANSPORTATION:				6,736.89
WIL-KIL PEST CONTROL				
4717613	08/24/2023	PEST CONTROL	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	65.00
Total WIL-KIL PEST CONTROL:				65.00
Grand Totals:				147,002.57

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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Dated: September 19, 2023Mayor: Charles Klein

City Council: _____

Ken HowellCynthia HagerTimothy DannerJoan YunkerCity Recorder: [Signature]

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "09202023","09202023A","L09202023","L09202023A"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"

RESOLUTION OF THE COMMON COUNCIL

Resolution authorizing the issuance of a Conditional Use Permit (CUP) for CDS Investments II LLC Mason Ln. Lake In the Hills, IL 60156 to allow to Raze of the existing building to reconstruct a new single-family home at 1626 Evergreen Ln. for a property located within the Estate Residential - 1 (ER-1) zoning district Tax Key No. ZLM00016

Committee:	Plan Commission approved September 18, 2023		
Fiscal Impact:	N/A		
File Number:	23-R46	Date:	September 25, 2023

WHEREAS, the City Plan Commission has considered the application of a Conditional Use Permit (CUP) for CDS Investments II LLC Mason Ln. Lake In the Hills, IL 60156 to allow to Raze of the existing building to reconstruct a new single-family home at 1626 Evergreen Ln. for a property located within the Estate Residential - 1 (ER-1) zoning district Tax Key No. ZLM00016.

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on Sept 7, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator, is hereby authorized, to issue a Conditional Use Permit (CUP) for CDS Investments II LLC Mason Ln. Lake In the Hills, IL 60156 to allow to Raze of the existing building to reconstruct a new single-family home at 1626 Evergreen Ln. for a property located within the Estate Residential - 1 (ER-1) zoning district,

Tax Key No. ZLM00016

to include all affirmative findings of fact and note staff recommendations.

Granted by action of the Common Council of the City of Lake Geneva this 25th day of September, 2023.

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

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

Charlene Klein, Mayor

Date

Attest:

Lana Kropf, City Clerk

Date

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: September 18, 2023

Agenda Item #8

Applicant:

Lowell Custom Homes
401 Geneva National Avenue
Lake Geneva, WI 53147

Representing:

CDS Investments II LLC
911 Mason Lane
Lake In the Hills, IL 60156

Request:

1626 Evergreen Lane
Proposed Conditional Use Permit to raze the existing house and construct a new house utilizing SR-4 zoning district requirements in the ER-1 zoning district

Description:

The applicant is submitting a proposal for a Conditional Use Permit (CUP) to utilize the Single-Family Residential SR-4 zoning district requirements for the construction of a new single-family home at the property located at 1626 Evergreen Lane. The property is located in the Estate Residential ER-1 zoning district and is seeking use of certain SR-4 zoning standards, as per Section 98-407(3). All surrounding properties are also zoned ER-1.

The property currently contains a single-family residence. Proposed changes include the razing of the existing house and construction of a new 2,086-square-foot single-family residence. The project will include the construction of a new driveway, new front walkway and stoop, and a two-story house featuring a front porch, attached single-car garage, rear patio and screened in porch, and basement. Proposed site improvements include grading and stormwater management, the installation of a new rear concrete patio, additional paved flagstone walkways, and significant landscaping, located within the rear yard of the property. The project will result in a 61% landscaped area across the site, complying with the minimum Landscape Surface Ratio of 60% established for the ER-1 Zoning District.

Staff Review:

The proposed project meets all of the requirements for the ER-1 Zoning District except for several instances for which it seeks the use of the SR-4 Zoning District Standards. These include:

- Maximum building coverage: The proposed building will cover 33% of the lot, exceeding the standards of the ER-1 Zoning District (30%) but complying with the 40% maximum coverage standard of the SR-4 District.
- Side lot line setback: The project proposes a west side lot line setback of 9 feet from the property line and 6 feet on the east side, which does not meet the standards of the ER-1 Zoning District (30 feet) but complies with the minimum side yard setback of 6 feet in the SR-4 District.

- Total side yard setback: The project's proposed side yard setbacks total 15 feet, which does not meet the ER-1 requirement (30 feet total) but complies with the minimum 15 feet total required by the SR-4 District.
- Minimum dwelling unit separation: The project does not meet the minimum 60-foot separation between dwelling units established by the ER-1 Zoning District, but it does meet the minimum 12 feet of separation established by the SR-4 District.

In sum, the proposed use complies with all applicable requirements of Section 98-206(1) pertaining to Residential land uses, Table 98-402: Residential Bulk Standards, and the requirements of Section 98-407(3) pertaining to the use of SR-4 Zoning Standards in the ER-1 Zoning District.

Action by the Plan Commission:

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 CUP; and,
- Provide specific suggested *requirements/conditions* to modify the project as submitted.

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:
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.
- B. If, after the public hearing, the Commission wishes to recommend denial, then the appropriate fact finding would be one or more of the following:
1. In general, the proposed conditional use is not 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 not 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 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 does not maintain 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 not located in an area that will be adequately served by, and will impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
 6. The potential public benefits of the proposed conditional use do not 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:

1. Staff recommends that the Plan Commission recommend approval of the proposed conditional use as submitted, with the findings under A.1-6., above.
2. Staff recommends the Plan Commission adopt the *affirmative set of findings* provided above.
3. Staff recommends the following *additional condition of approval* be attached:
 - a. none

Suggested Motions:

- *Approve: I recommend approval of the proposed Conditional Use Permit for Lowell Custom Homes, 401 Geneva National Avenue, Lake Geneva, WI 53147 for the proposed use of the SR-4 zoning standards in the ER-1 Zoning District as per Section 98-407(3) for the construction of a new single-family residence at the property located at 1626 Evergreen Lane in the ER-1 Zoning District, including the affirmative set of findings, and any additional conditions of approval recommended by staff.*

- *Deny: I recommend denial of the Conditional Use Permit for Lowell Custom Homes, 401 Geneva National Avenue, Lake Geneva, WI 53147 for the proposed use of the SR-4 zoning standards in the ER-1 Zoning District as per Section 98-407(3) for the construction of a new single-family residence at the property located at 1626 Evergreen Lane in the ER-1 Zoning District, because [provide rationale for denial, based on substantial evidence].*

*Jackie Mich, AICP
City Planning Consultant
Vandewalle & Associates*

Memo to the City of Lake Geneva

To: Fred Walling, Zoning Administrator **Date:** August 31, 2023

From: Jacob Breckler – Kapur & Associates
262-758-6024

CC: Dave Nord – City Administrator
Amanda Rotondi – Building and Zoning Administrative Assistant
Tom Earle – Director of Public Works
Josh Gajewski – Utility Director
Naomi Rauch, P.E. – Kapur & Associates, Inc.

Subject: 1626 Evergreen Lane – Site Plan and Rain Garden

BACKGROUND AND REQUEST:

A site development plan review was submitted for the construction of a single-family residence with an attached garage at 1626 Evergreen Lane. The proposed construction will result in an approx. 1,130 SF increase in impervious surface. The existing site had approximately 1,430 SF of impervious and the proposed construction results in approximately 2,560 SF impervious. The total lot size is 6,300 SF, totaling 40.6% impervious. In addition, to the new primary residence and attached garage, a rain garden is being proposed to mitigate stormwater runoff.

The following plans were submitted for review:

- SGDECP at 1626 Evergreen Lane, prepared by Farris, Hansen & Associates, One Sheets, dated January 22, 2021; Most recent revision August 22, 2023.

Comments:

Kapur has reviewed the proposed site plan and offers the following comments:

1. It is understood that the existing water service to the property is lead. The builder shall work with the City of Lake Geneva Utility Commission during replacement of the service.
2. The proposed rain garden sizing shall be revised to account for an increase in impervious area of 1,130 SF. This new & existing impervious areas were measured off the proposed site plan.
3. The proposed grading at the NW corner of the property shall be adjusted to minimize off-site drainage towards the retaining wall at the neighboring property.
4. Maintenance of the rain garden shall be in accordance with WDNR Technical Standard 1009 and is the responsibility of the property owner.
5. Silt fence location is provided on the site plan. Silt fence shall be included around the proposed rain garden prior and during construction of the rain garden in addition to the proposed limits on the site plan. The silt fence must be properly installed prior to land disturbance and maintained throughout.



6. A stabilized construction entrance must be utilized to access the site to prevent mud or debris being tracked onto Evergreen Lane. If tracking of construction debris occurs, it shall be cleaned up at the end of each day. Land disturbance shall be kept to a minimum.
7. Restoration of the property shall take place as soon as possible after final grading.

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.



APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

Site Address/Parcel No. and full Legal Description required (attach separate sheet if necessary):

1626 Evergreen Lane, Lake Geneva, WI 53147 PARCEL - ZLM00016
Lot 4 Block 14 Lake Geneva Manor (TRACT 17) City of Lake Geneva

Name and Address of Current Owner: CDS Investments II LLC

911 Mason Lane, Lake in the Hills, IL 60156

Telephone No. with area code & Email of Current Owner: 630-755-4232

Tome.champakintz.com

Owner Signature: _____

Name and Address of Applicant:

Lowell Custom Homes
401 Geneva National Ave S. Lake Geneva, WI 53147

Telephone No. with area code & Email of Applicant: 262-245-9030

Tcauffman@LowellCustomHomes.com

Proposed Conditional Use: SR-4 use in ER-1 zoning district

Zoning District in which land is located: ER-1

Names and Addresses of architect, professional engineer and contractor of project:

Architect - Lowell Custom Homes - Lake Geneva WI
Engineer - Farris, Hansen & Associates, INC Contractor -
Lowell Custom Homes.

Short statement describing activities to take place on site:

Remove existing house to build new house in same
location

Conditional Use Fee payable upon filing application: \$400.00 [\$100.00 for Application Under Sec. 98-407(3)]

07/17/23
Date

[Signature] (LCH)
Signature of Applicant

- 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
- What kind of noise or level of noise will the business have? _____
- 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 _____
- Brief description of process (if Industrial) _____

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

- Number of units _____
- Number of bedrooms in each unit _____
- Water service size requirement _____

**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 8 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 (8 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?

The proposed structure is non-conforming in the ER-1 zoning district but conforms more closely to SR-4 zoning under the Lake Geneva zoning ordinance, with lot: 6,270 SF (Req'd: 9,000 SF) Landscape Ratio: 61:05% (Req'd 60%); side setbacks: 6' + 9' (Req'd: 15' combined)

2. How is the proposed conditional use, in its specific 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?

The proposed structure more closely conforms to SR-4 zoning under the Lake Geneva zoning ordinance. Conditional use required to raise building

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 negative impacts of renovation/addition. Will follow current zoning + architectural requirements. No change in lot size, lakeside setback, public property, or rights-of-way

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?

Lot size is currently non-conforming for ER-1 zoning district. Lot: 6,270 SF (Req'd for ER-1: 4,000 SF). Per policies + standards of the city of Lake Geneva comprehensive plan, proposed structure closely conforms as an SR-4 zoning lot: 6,270 SF (Req'd for SR-4: 9,000 SF); side setbacks 6' + 9' (Req'd for SR-4 15' combined)

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?

The improvements, facilities, utilities and services provided by public agencies serving the subject property will remain unchanged. The new house of the subject property will result in a similar footprint to the existing single-family residence.

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?

The proposed structure will be up to all ADA requirements and meet all current zoning and architectural requirements. Note: Final building plans meeting all current zoning and architectural standards will be provided at a later date.

IV. FINAL APPLICATION PACKET INFORMATION

____ Receipt of 1 full scale copy in blue/line or black/line of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

____ Receipt of 8 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.

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

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Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator)

Date: _____ by: _____

↓

Draft Final Packet (8 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 **Small Location Map** 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 **Property Site Plan** 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 Detailed Landscaping Plan 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 Grading and Erosion Control Plan:**

- ____ 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) **Elevation Drawings 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 8 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 1626 Evergreen Lane, Lake Geneva, WI 53147
Applicant name CDST Investments II LLC
Applicant email Toni@champakinc.com Phone Number 630-755-4232
Architect/Contractor/Designer Name Lowell Custom Homes, Todd Cauffman
Architect/Contractor/Designer Email Tcauffman@Lowell Phone Number 262-245-9030
Custom Homes, Inc.
Type of Construction: New ☒ Addition ☐ Remodel ☐
Type of Development: Single-family ☒ Multi-family ☐ Commercial ☐ Industrial ☐
Type of Business _____

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

**1626 Evergreen Lane -
Surrounding Neighbors within 300' of the subject property**

ZLM 00005	WESLEY PETERSON 1601 EVERGREEN LN LAKE GENEVA, WI 53147
ZLM 00008	HAROLD E SCHAFER TRUST 1611 EVERGREEN LN LAKE GENEVA, WI 53147
ZLM 00009	JOSEPH S READ and JENNIFER A READ 9706 RED SKY DR MIDDLETON, WI 53562
ZLM 00010	TONI VOGEL and MICHAEL VOGEL 1629 EVERGREEN LN LAKE GENEVA, WI 53147
ZLM 00013	ANDREW C KERWIN 1616 EVERGREEN LN LAKE GENEVA, WI 53147
ZLM 00014	STEVEN D GARRELS and JENNIFER L GARRELS 1622 EVERGREEN LN LAKE GENEVA, WI 53147
ZLM 00016	CDS INVESTMENTS II LLC 911 MASON LN LAKE IN THE HILLS, IL 60156
ZLM 00017	1630 EVERGREEN LLC 4257 N CLAREMONT AVE CHICAGO, IL 60018
ZLM 00018	DANIEL MCMILLAN TRUST and DEBORAH MCMILLAN TRUST 8621 W 141ST ST ORLAND PARK, IL 60462
ZLM 00019	JEFFREY U HEATON and JENNIFER D HEATON 1641 LAKE SHORE DR LAKE GENEVA, WI 53147
ZLM 00020	LEE ANN MICHELAU TRUST 1633 LAKE SHORE DR LAKE GENEVA, WI 53147
ZLM 00021	JOHN R MARTIN and DONA MARTIN, et al. 12205 RAMBLING RD HOMER GLEN, IL 60491
ZLM 00022	RUTH ANN MONICO 1625 LAKE SHORE DR LAKE GENEVA, WI 53147
ZLM 00023	BLONDA LIVING TRUST 10120 BELDEN AVE MELROSE PARK, IL 60164

ZLM 00024 FRANCIS GREEN TRUST and CATHERINE GREEN TRUST
1615 LAKE SHORE DR
LAKE GENEVA, WI 53147

ZLM 00035 ROBERT HAU TRUST and CHRISTINE HAU TRUST
1614 LAKE SHORE DR
LAKE GENEVA, WI 53147

ZLM 00036 THOMAS DALE LANGER and AUDREY JEANNE LANGER
1598 N WESTERN AVE
LAKE FOREST, IL 60045

ZLM 00037 JAON A BAFFES TRUST
2125 HAGEN LN
FLOSSMOOR, IL 60422-0000

ZLM 00039 LAKESHORE DRIVE LLC
22 DORAL DR
HAWTHORN WOODS, IL 60047

ZLM 00040 MATUSTIK FAMILY LP
ATTN: NANCY COONEY
706 WARWICK DR
CAROL STREAM, IL 60180

ZLM 00045 ABRA PRENTICE WILKIN TRUST
179 E LAKE SHORE DR
CHICAGO, IL 60611-1351

ZLM 00087 LAKE GENEVA MANOR ASSOCIATION
C/O STEVE GARRELS
1620 EVERGREEN LN
LAKE GENEVA, WI 53147

ZLM 00088 KATHERINE CODERRE and BRIAN CODERRE
820 BRUCE AVE
FLOSSMOOR, IL 60422

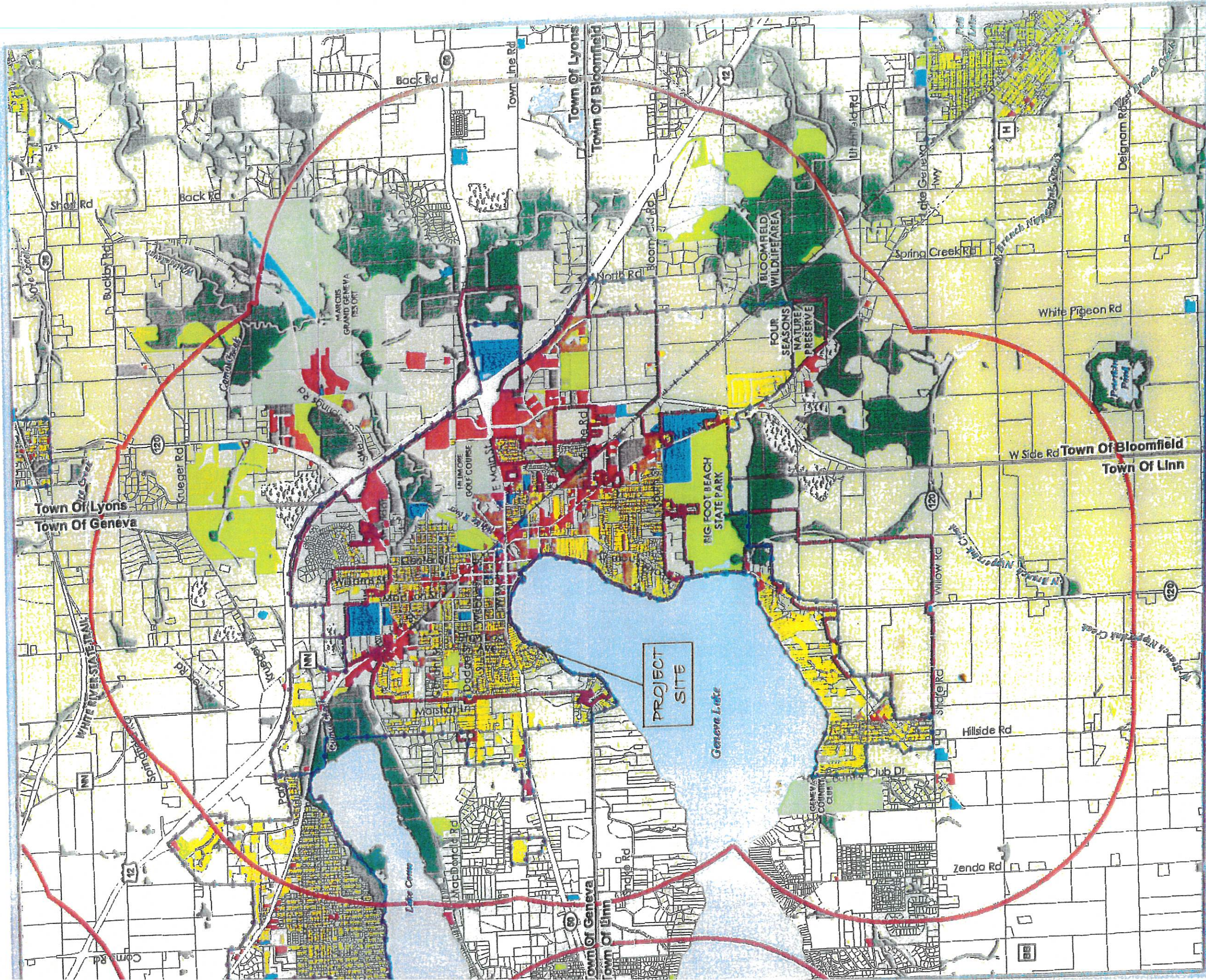
ZLM 00088A DAVID STOUT TRUST and JULIE STOUT TRUST
1600 EVERGREEN LN
LAKE GENEVA, WI 53147

ZLM 00089 MARYA F GIBBONS TRUST
211 S SUNNYSIDE
ELMHURST, IL 60126

ZLM 00089A EESMGS TRUST
1605 LAKE SHORE DR
LAKE GENEVA, WI 53147

ZA277000001 PAUL J LEDERER TRUST and JOANNE K LEDERER TRUST
1632 N LAKE SHORE DR
LAKE GENEVA, WI 5314-72113

ZA277000002 STEFAN HANS HOLTER and DEBORAH LYNN HOLTER
11390 N CREEKSIDE CT
MEQUON, WI 53092



Map 4: Existing Land Use - City of Lake Geneva Comprehensive Plan

City of Lake Geneva Township Boundary Urban Service Area Boundary Extraterritorial Jurisdiction Boundary Parcels Surface Water Abandoned Railroads	Land Use Categories Agricultural, Open Lands, & Vacant Single Family Residential (Unsewered) Single Family Residential (Sewered) Two-Family/Townhouse Residential Multi-Family Residential Commercial Government & Institutional Airport	Private Recreation Facilities Public Park & Open Space Industrial Extraction Wetland Right of Way	 Date December 14, 2009 Source: SEWRPC, WDNR, V&A VANDEWALLE & ASSOCIATES INC. Walworth County LIQ, V&A Staging plans, staging change
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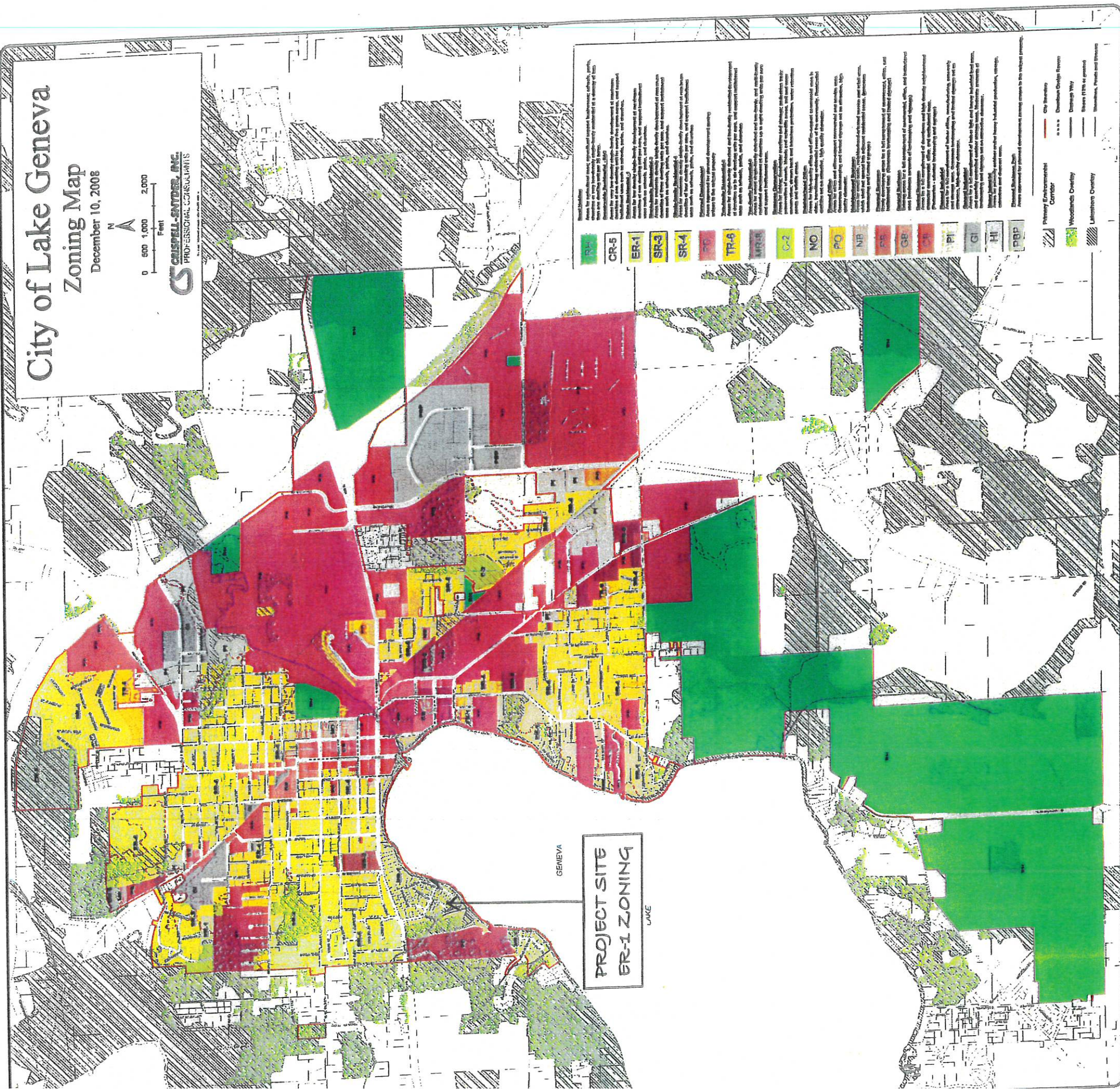
City of Lake Geneva

Zoning Map

December 10, 2008

0 500 1,000 2,000
Feet

CRISPPELL-SANTOS, INC.
PROFESSIONAL CONSULTANTS



PROJECT SITE
GR-1 ZONING

GENEVA

LAKE





GENERAL NOTES

- DO NOT SCALE PLANS
- CONTRACTORS AND TRADES SHALL FIELD VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS ON THE JOB AS THEY RELATE TO INFORMATION SHOWN ON THE DRAWINGS, AND SHALL IMMEDIATELY NOTIFY G.C. OF ANY ERRORS OR DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR SHALL BE RESPONSIBLE FOR SAME.
- ALL WORK PERFORMED SHALL COMPLY WITH ALL APPLICABLE LOCAL AND STATE BUILDING CODES AND ORDINANCES AND REGULATIONS.
- EXTERIOR DIMENSIONS SHOWN ON PLANS ARE REFERENCED TO THE EXTERIOR FACE OF FOUNDATIONS, EXTERIOR FACE OF MASONRY, AND EXTERIOR FACE OF STUDS AT THE FRAME WALLS. NOTE THAT WALL SHEATHING AT FRAME WALLS WILL EXTEND BEYOND THE EXTERIOR FACE OF FOUNDATION REFER TO WALL SECTIONS.

THE PROJECT IS BEING BUILT WITHIN AN ESTABLISHED NEIGHBORHOOD, WITH NEIGHBORS LIVING ON ONE OR MORE ADJACENT SIDES. AS SUCH THE FOLLOWING REQUIREMENTS MUST BE ADHERED TO BY THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS:

- NO DRIVING THROUGH ROADWAY DITCH ALLOWED
- NO PARKING OR STORAGE OF MATERIALS ON NEIGHBORS PROPERTY
- NO ON-STREET PARKING IN FRONT OF NEIGHBOR'S HOMES ALLOWED
- JOB SITE MUST BE KEPT CLEAN
- ALL TRASH AND DEBRIS MUST BE CONTAINED IN DUMPSTERS
- NO USE OF NEIGHBOR'S WATER OR ELECTRICITY ALLOWED

THE SITE PLAN CONTAINED IN THIS SET OF DRAWINGS SHALL BE CONSIDERED SCHEMATIC ONLY, AND WILL IN FACT BE USED TO COMMENCE THE ARCHITECTURAL APPROVAL AND SITE ENGINEERING PHASES OF THE WORK ONLY.

REFER TO THE SITE ENGINEERED DRAWING AS PREPARED FOR THE OWNER BY A LICENSED ENGINEER FOR MORE EXACT INFORMATION CONCERNING:

- PRECISE BUILDING LOCATION
- TOP OF FOUNDATION ELEVATIONS AND BENCHMARKS
- NORMAL AND HIGH WATER LEVELS
- FINISH GRADING AND CONTOURS
- EROSION CONTROL PROVISIONS
- SEWER AND WATER CONNECTIONS

THE SITE ENGINEERING DRAWING SHALL CONSTITUTE THE OFFICIAL SITE PLAN FOR THIS PROJECT IN THE EYES OF THE MUNICIPALITY HAVING JURISDICTION AND SHALL CONTROL ALL CONDITIONS LISTED ABOVE.

SITE PLAN INFORMATION:
THE SITE PLAN REPRESENTS A COMBINATION OF INFORMATION WITH ALL SITE RELATED INFORMATION COMING FROM THE SITE AND GRADING PLAN PREPARED BY FARRIS, HANSEN AND ASSOCIATES, INC. AND DATED 07-28-2020, WITH ALL HOUSE RELATED INFORMATION BEING SUPERIMPOSED UPON IT BY LOWELL MANAGEMENT.

COMPARE ALL SURVEY POINTS WITH ONE ANOTHER BEFORE CONSTRUCTION AND REPORT ANY DISCREPANCIES IMMEDIATELY.

DISTANCES SHOWN HEREON ARE IN FEET AND DECIMAL PARTS THEREOF, AND NO DISTANCES OR ANGLES SHOWN HEREON MAY BE ASSUMED BY SCALING.

INFORMATION CONTAINED HEREIN HAS BEEN OBTAINED FROM THE OWNER OF THE PROPERTY OR FROM OTHER SOURCES THAT WE DEEM RELIABLE. WE HAVE NO REASON TO DOUBT ITS ACCURACY, BUT WE DO NOT GUARANTEE IT.

SITE NOTES:

- ALL TREES AND SHRUBBERY OUTSIDE OF 10' (TEN) PERIMETER OF THE BUILDING STRUCTURE SHALL REMAIN AND SHALL BE PROTECTED FROM DAMAGE AT ALL TIMES, UNLESS OTHERWISE DIRECTED WITHIN THE CROWN LINE OF ANY TREES TO REMAIN. DO NOT STORE ANY MATERIALS, STOCKPILE SOIL, PARK OR DRIVE VEHICLES OR EQUIPMENT, CHANGE EXISTING GRADE, WATER LEVEL OR DRAINAGE PATTERNS, UNLESS SPECIFICALLY PERMITTED TO DO SO BY LOWELL MANAGEMENT. DAMAGED TREES SHALL BE REPLACED BY NEGLIGENT PARTY WITH STOCK OF EQUAL SIZE OR VALUE.
- PROVIDE POSITIVE DRAINAGE AWAY FROM STRUCTURE IN ALL DIRECTIONS. VERIFY GRADES AND RELATIVE FLOOR LEVELS IN FIELD PRIOR TO EXCAVATION AND MAKE ADJUSTMENTS AS REQUIRED TO ENSURE PROPER DRAINAGE.

SURVEY INFORMATION:
AFTER THE FOUNDATION HAS BEEN POURED THE LOCATION TO BE LOCATED AND DRAWN BY A LICENSED WISCONSIN LAND SURVEYOR.

UTILITY NOTE:
THE CONTRACTOR SHALL NOTIFY THE LOCAL UTILITY NOTIFICATION LOCATING SERVICE (DIGGERS HOT-LINE) AT LEAST 48 HOURS BEFORE COMMENCING ANY DIGGING WORK IN AREAS WITH UNDERGROUND UTILITY FACILITIES SO THAT ALL NECESSARY ON-SITE STAKING OR MARKINGS CAN BE ACCOMPLISHED.

- FOUND IRON REBAR STAKE
- Ⓢ FOUND CONCRETE COUNTRY MONUMENT W/BRASS CAP
- LOCATED H.P. GAS
- Ⓢ 12" X 3/4" SOLID STEEL PIN SET
- XXXXX RECORDED AS
- Q HYD - PROPOSED HYDRANT W/6" AUX. VALVE & BOX
- g av - PROPOSED 8" GATE VALVE & BOX
- c.v. - PROPOSED CURB VALVE
- o ca - PROPOSED CLEAN OUT WITH FROST SLEEVE
- ff - PROPOSED FIRST FLOOR ELEVATION
- g.e. - PROPOSED GARAGE ENTRY ELEVATION
- w.o. - PROPOSED WALK OUT ELEVATION
- XXXX - EXISTING CONTOURS
- XXXX - PROPOSED CONTOURS
- ⊗ EXISTING TREE TO BE REMOVED
- PROPOSED POST LIGHT

LANDSCAPE SURFACE RATIO

LOT:
6,270 SQ. FT. = .114 ACRES

2086.90 SQ. FT. - NEW HOUSE WITH GARAGE, REAR PATIO, REAR PORCH & FRONT PORCH
16.00 SQ. FT. - GARAGE STOOP
48.16 SQ. FT. - NEW FRONT WALKWAY
284.26 SQ. FT. - NEW DRIVEWAY

TOTAL RATIO 2,435.32/ 6,270 = 0.3884
MINIMUM LANDSCAPE SURFACE RATIO (LSR) REQ'D 40%
PROPOSED LANDSCAPE RATIO (LSR) 61.16% (GREENSPACE)

PROPOSED FLOOR LEVELS:
FIRST FLOOR: 880.50' = 100'-0" ON ARCH'L
T/ FOUNDATION: 880.08' = 99'-5"
GARAGE FLOOR @ DR: 879.50' = 99'-0" ON ARCH'L
LOWER LEVEL: 870.50' = 90'-0" ON ARCH'L
FRONT PORCH: 879.92' = 99'-5"
SCREEN PORCH: 879.92' = 99'-5"
REAR PATIO: 879.92' = 99'-5"



SITE PLAN

SCALE: 1" = 10'-0"

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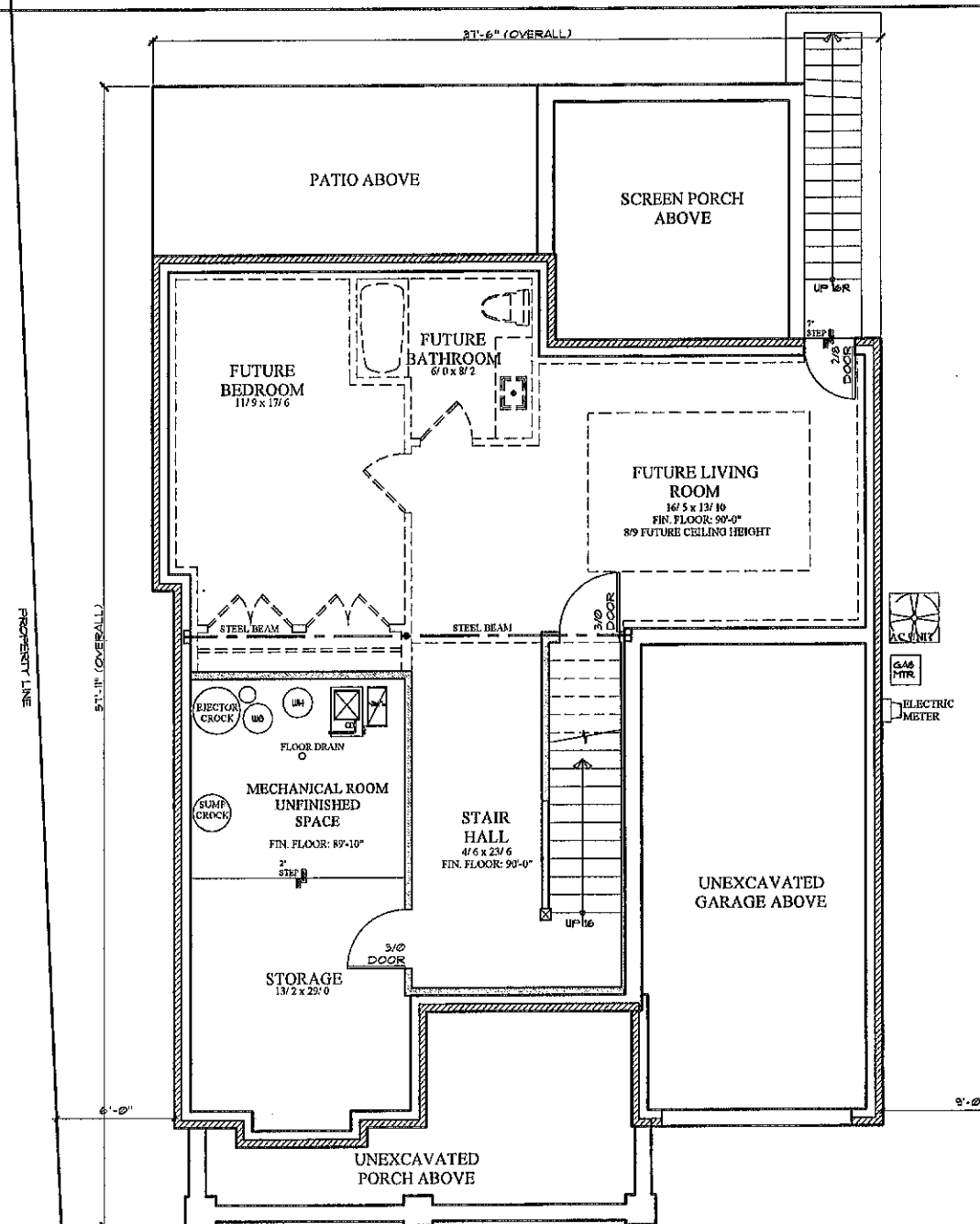


the PECORA RESIDENCE
1626 EVERGREEN LANE GENEVA MANOR
LAKE GENEVA, WI 53147

	REVISION
	06.22.2023
PROJECT NUMBER	

DATE
03292023

A-1



LOWER LEVEL PLAN



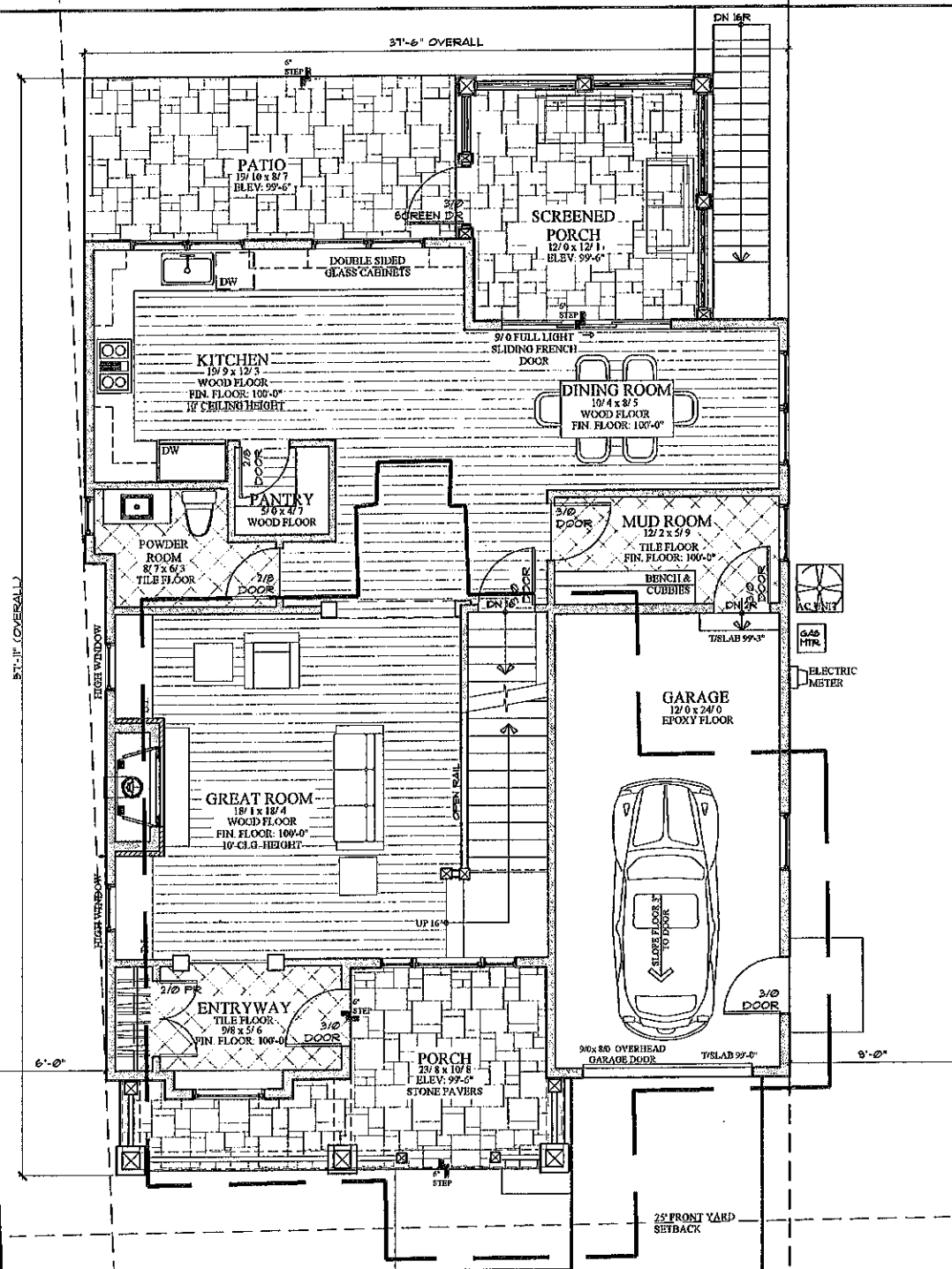
APPROXIMATE

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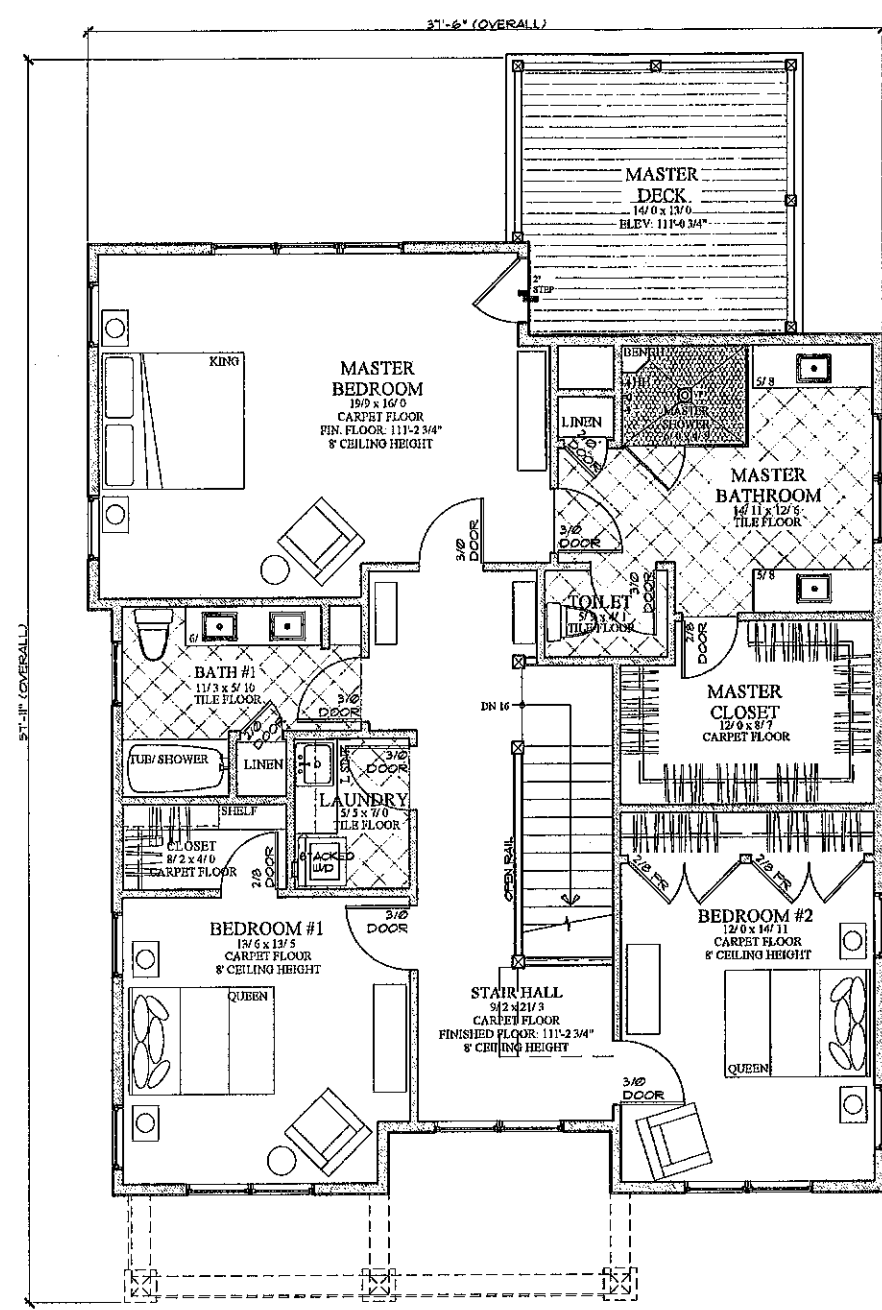
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FIRST FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 1156 SQ. FT.
 1883 SQ. FT. COVERAGE
 APPROXIMATE



SECOND FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 1472 SQ. FT.
 APPROXIMATE

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the PECORA RESIDENCE
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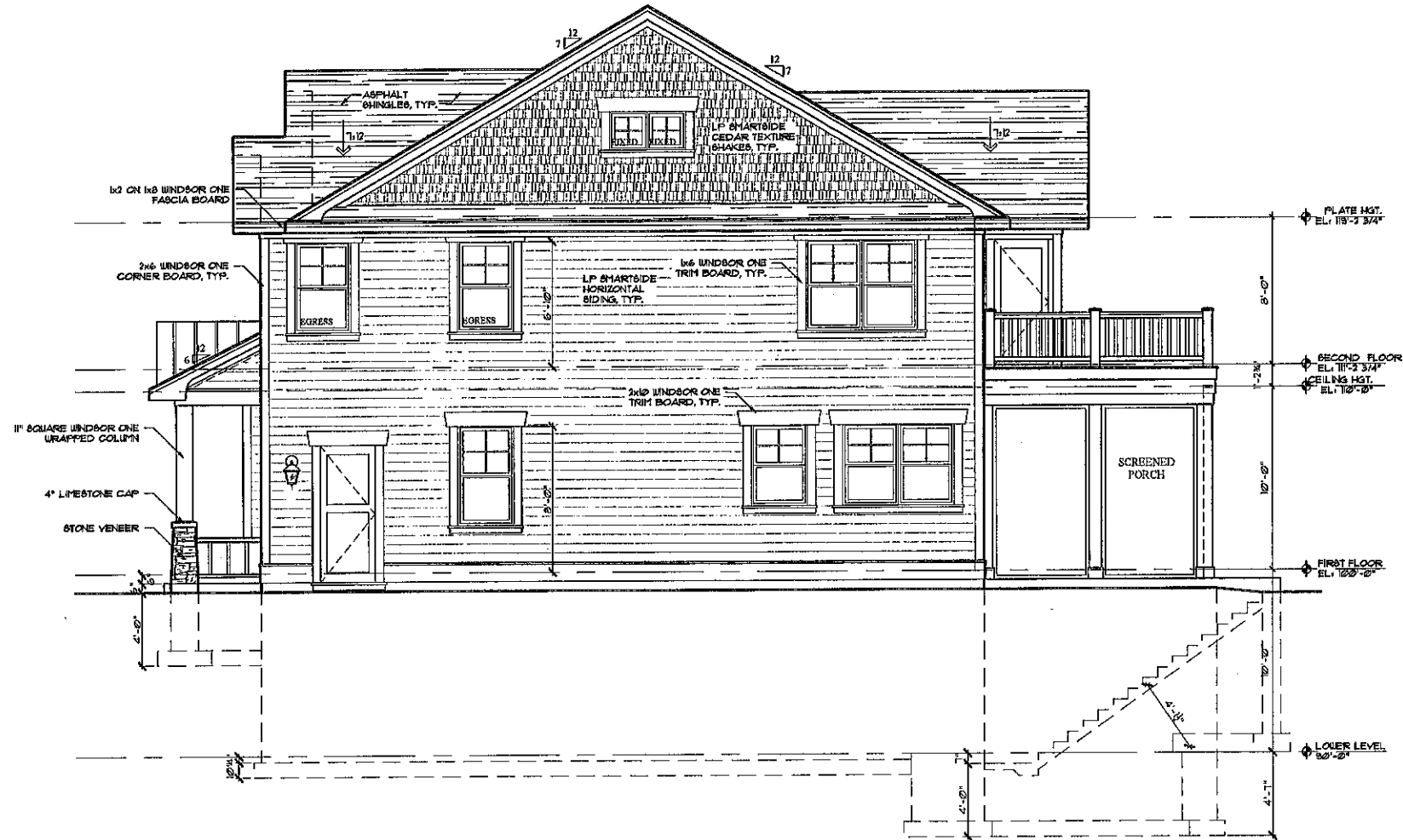
REVISION 1
06.22.2023
PROJECT NUMBER
DATE
05.25.2023
A-2

EXTERIOR MASONRY, INTERIOR MASONRY AND PORCHES:
EXTERIOR STONE - CLIMBERLAND (BLEND COLLECTION) - NO RUST 4" LIMESTONE CAP AND SILLS EXTERIOR STONE, GREAT ROOM CHIMNEY
PORCH AND WALKS - UNBLOCK - BRISTOL VALLEY, COPPER RIDGE FRONT PORCH, SCREEN PORCH & PATIO

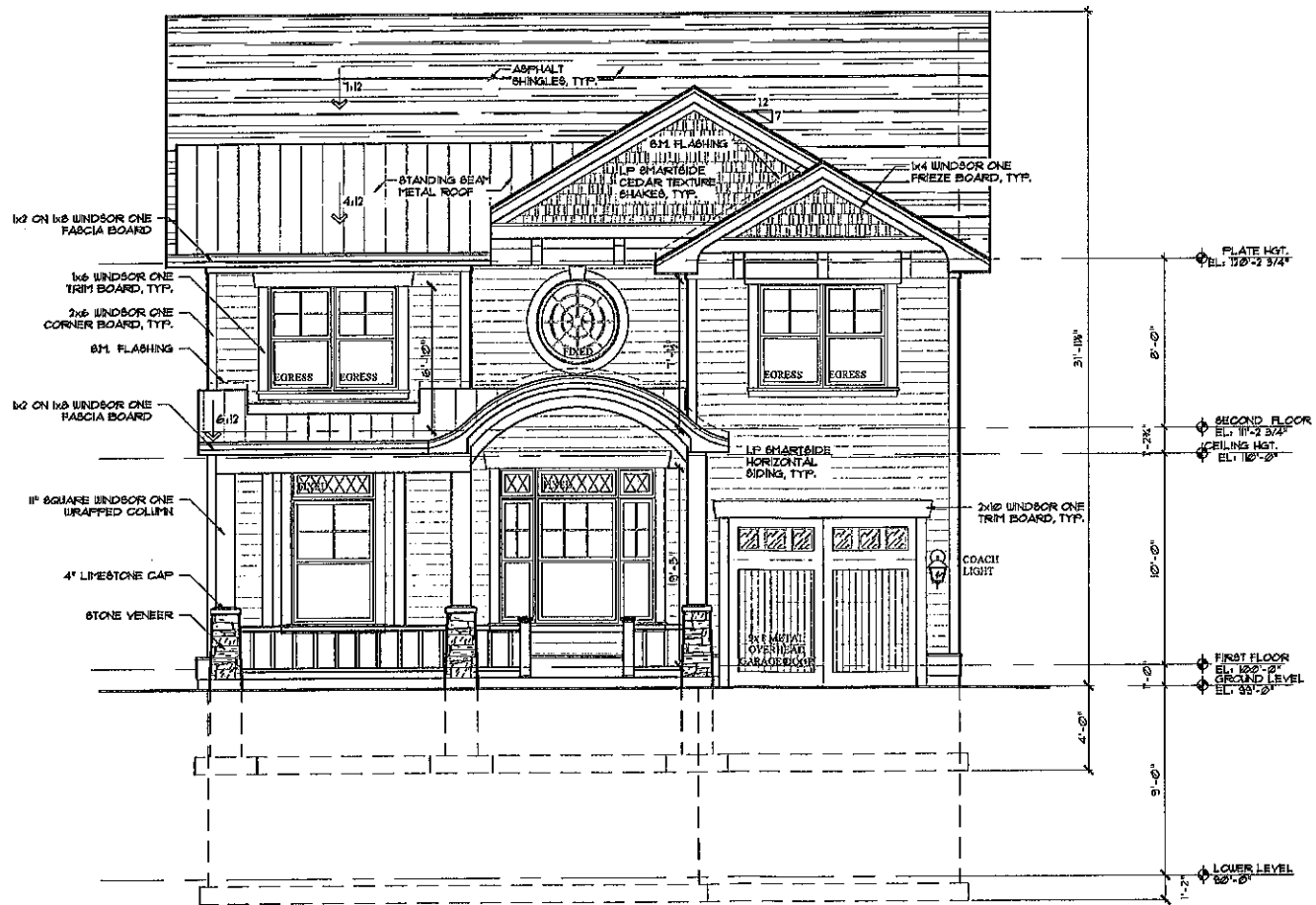
EXTERIOR FINISH NOTES:
WINDOWS & DOORS @ SIDING
WINDOW CASING: JAMBS & SILLS - 1 1/2" 6" WINDSOR ONE TRIM PICTURE FRAME
SIDING: HORIZONTAL SIDING - LP SMARTSIDE SIDING, 1 1/2" EXPOSURE
STONE VENEER: FRONT PORCH COLUMNS PER ELEVATION
PAINTED FRONT ENTRY DOOR
TRIM: 1 1/4" WINDSOR ONE FRIEZE TRIM @ GABLES, 1 1/4" WINDSOR ONE FRIEZE BOARD @ TOP OF WALL UNDER SOFFIT, 2 1/2" WINDSOR ONE CORNER TRIM, 1 1/2" 2" 1 1/4" WINDSOR ONE FASCIA, 1" PLYWOOD SOFFIT W/ CONT. VENT
STAINED 1 1/2" 6" WOOD CEILING @ FRONT ENTRY AND SCREEN PORCH
1 1/2" WINDSOR ONE WOOD WRAPPED POSTS @ ENTRY PORCH, 1 1/2" and 1 1/2" 6" WINDSOR ONE WRAPPED COLUMNS @ SCREEN PORCH
ROOF: DIMENSIONAL ASPHALT SHINGLES, STANDING SEAM METAL ROOF AS SHOWN

EXTERIOR WINDOW & DOOR NOTES:
1. ALL WINDOWS AND FRENCH DOORS SHALL BE MARVIN ELUVATE SERIES CASSEMENT WINDOWS, AND SLIDING AND HINGED FRENCH DOORS TO ME RIGHT FIBERGLASS EXTERIOR AND PAINTED INTERIOR, 1" LOW E INSULATION GLASS, ARGON FILLED, NO GRILLS, PER PLAN, STANDARD HARDWARE & FINISH TO BE SELECTED BY OWNER, UNLESS OTHERWISE NOTED. ACCESS TO BE FULL SIZE BLACK VINYL COATED BRUSH FIBERGLASS CLOTH IN PAINTED ALUMINUM FRAME, STANDARD COLOR TO BE SELECTED.
2. ALL GLAZING IN WINDOWS AND DOOR UNITS SHALL COMPLY WITH CBC #16 OR #101 SAFETY STANDARDS FOR ARCHITECTURAL GLAZING MATERIALS, AND OTHER CODES AS APPLICABLE. PROVIDE TAPERED GLASS WHERE SO REQUIRED.

WINDOW FRAMING NOTES:
TOP OF WINDOW R.O. TO MATCH TOP OF EXTERIOR FRENCH DOOR R.O.
6'-10 1/4" OR 8'-0" H.
VERIFY W/ DOOR & WINDOW MANUFACTURER



EAST ELEVATION
SCALE: 1/4" = 1'-0"



NORTH ELEVATION
SCALE: 1/4" = 1'-0"

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REVISION 1	06.22.2023
PROJECT NUMBER	
DATE	06.19.2023
A-4	

EXTERIOR MASONRY, INTERIOR MASONRY AND PORCHES:

EXTERIOR STONE - CUMBERLAND (BLAND COLLECTION) - NO RUST 4" LIMESTONE CAP AND SILLS EXTERIOR STONE: GREAT ROCK CHIMNEY

PORCH AND WALKS - UNILOCK - BRISTOL VALLEY, COPPER RIDGE FRONT PORCH, SCREEN PORCH & PATIO

EXTERIOR FINISH NOTES:

WINDOWS & DOORS @ SIDING

WINDOW CASING: JAMB & SILL: 1x6 WINDSOR ONE TRIM BOARD, TYP.

SCREENED PORCH: 1x6 WINDSOR ONE TRIM BOARD, TYP.

STONE VENEER: CHIMNEYS PER PLAN

PAINTED FRONT ENTRY DOOR

TRIM: 1x4 WINDSOR ONE FRIEZE TRIM @ GABLE, 1x4 WINDSOR ONE FRIEZE BOARD @ TOP OF WALL UNDER SOFFIT, 2x6 WINDSOR ONE CORNER TRIM, 1x2 ON 1x6 WINDSOR ONE FASCIA, 1" PLYWOOD SOFFIT W/ CONT. VENT

STAINED 1x6 T&G WOOD CEILING @ FRONT ENTRY AND SCREEN PORCH

11" WINDSOR ONE WOOD WRAPPED POSTS @ ENTRY PORCH, 10" and 10" SQ WINDSOR ONE WRAPPED COLUMNS @ SCREEN PORCH

ROOF: DIMENSIONAL ASPHALT SHINGLES, STANDARD SEAM METAL ROOF AS SHOWN

EXTERIOR WINDOW & DOOR NOTES:

1. ALL WINDOWS AND DOOR UNITS SHALL BE MARVIN ELEVATE SERIES CASEMENT WINDOWS, AND SLIDING AND JINGED FRENCH DOORS TO BE EIGHTY FIBERGLASS EXTERIOR AND PAINTED INTERIOR, 1" LOW E INSULATING GLASS, ARGON FILLED, NO GRILLES, PER PLAN. STANDARD HARDWARE & FINISH TO BE SELECTED BY OWNER, UNLESS OTHERWISE NOTED. SCREENS TO BE FULL SIZE BLACK VINYL COATED MESH FIBERGLASS CLOTH IN PAINTED ALUMINUM FRAMES. STANDARD COLOR TO BE SELECTED.

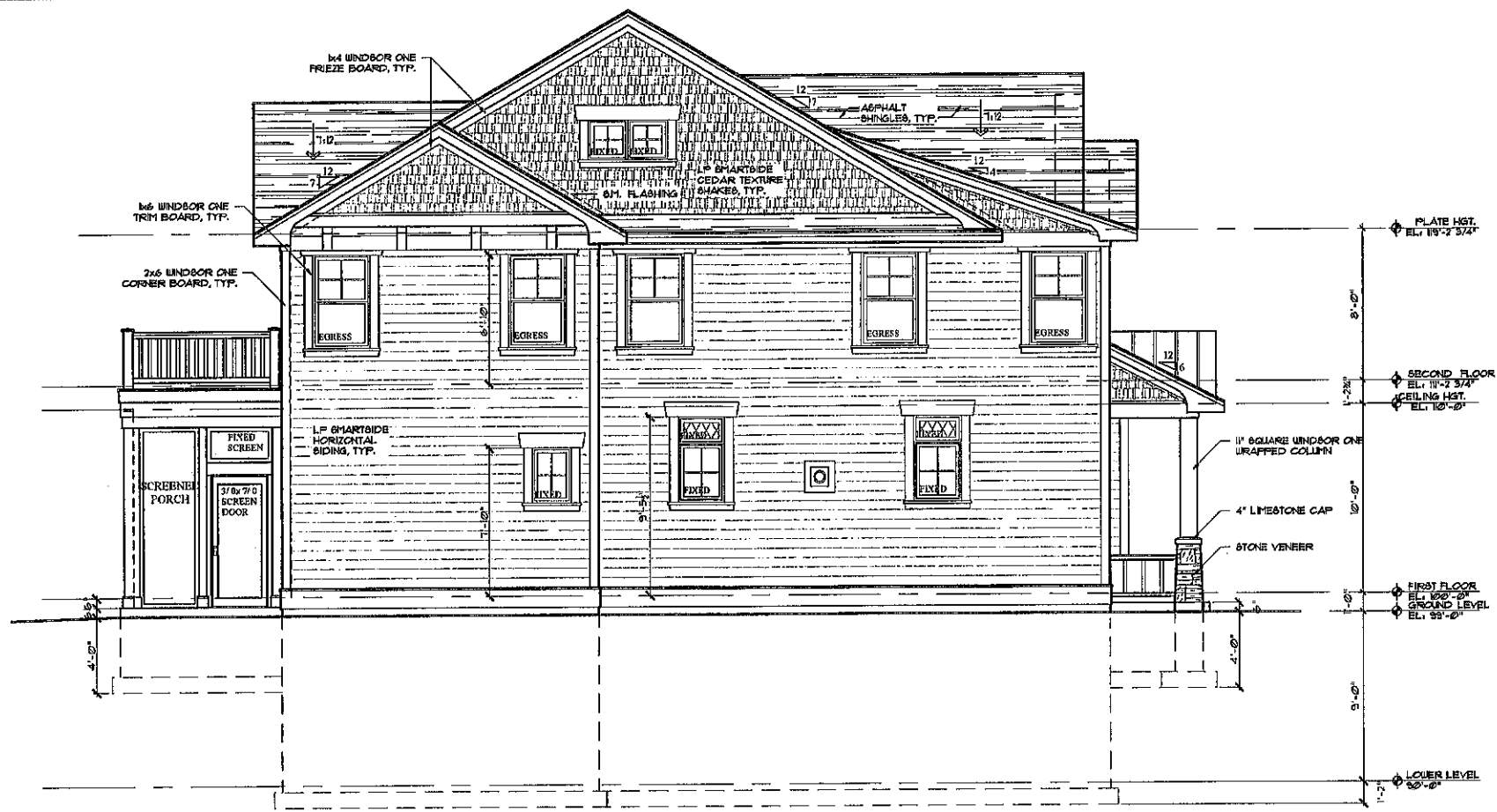
2. ALL GLAZING IN WINDOWS AND DOOR UNITS SHALL COMPLY WITH CBC #16 CFR 191 SAFETY STANDARDS FOR ARCHITECTURAL GLAZING MATERIALS, AND OTHER CODES AS APPLICABLE. PROVIDE TEMPERED GLASS WHERE SO REQUIRED.

WINDOW FRAMING NOTES:

TOP OF WINDOW R.O. TO MATCH TOP OF EXTERIOR FRENCH DOOR R.O.

6'-10" W/ OR 8'-0" W/

VERIFY W/ DOOR & WINDOW MANUFACTURER



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



WEST ELEVATIONS
SCALE: 1/4" = 1'-0"

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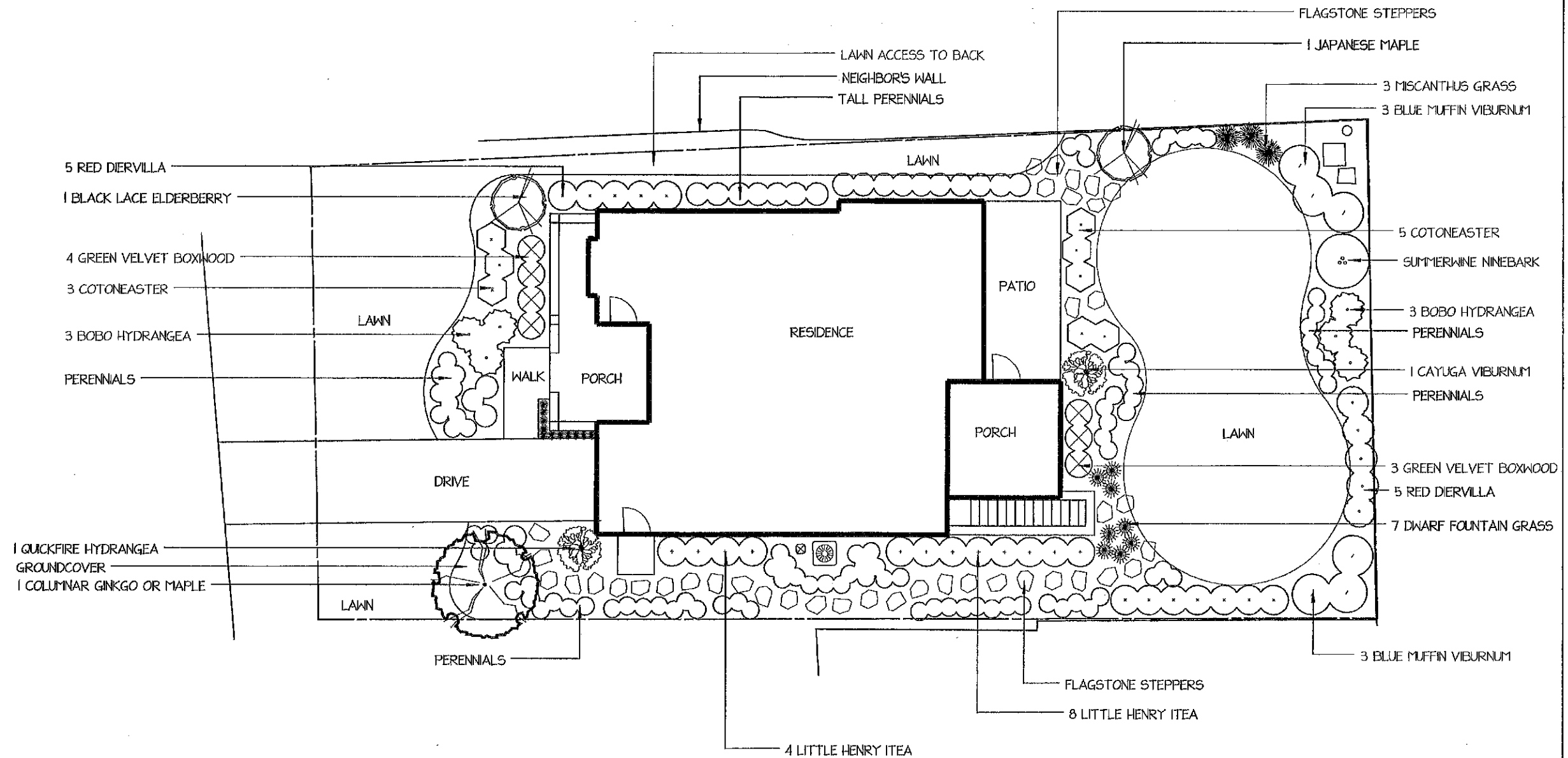
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PROJECT NUMBER	
DATE	06.19.2023
A-5	

PECORA RESIDENCE

1626 EVERGREEN LANE
LAKE GENEVA, WI

LANDSCAPE CONCEPT PLAN



SCALE: 1"=8'-0"
PAPER 18X24
DATE: 6-30-23

0 5 10 20
SCALE IN FEET

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LAKE GENEVA
MANOR ASSOCIATION



September 7, 2023

Delivered via Email

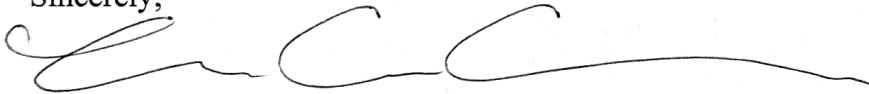
Mr. Fred Walling
Zoning Administrator and Building Inspector
bzadmin@cityoflakegeneva.com

Dear Mr. Fred Walling,

The Lake Geneva Manor Architectural Review Committee (LGMARC) is in receipt of the proposed plans for construction located at 1626 Evergreen Lane, Lake Geneva, WI 53147 presented by Thomas and Denise Pecora. Additionally, the proposed site plans, a comprehensive description of the proposed project, and an estimated timetable of construction have been delivered to neighbors property adjacent and within site of the proposed project location.

LGMARC has no comment to the proposed project presented by Thomas and Denise Pecora subject to the City of Lake Geneva zoning and building code.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Eileen Green Scheffler', written in a cursive style.

Eileen Green Scheffler, Chair of the Lake Geneva Manor Architectural Review Committee

cc: The Lake Geneva Manor Association Board
Thomas and Denise Pecora
Scott Lowell

RESOLUTION OF THE COMMON COUNCIL

Resolution authorizing the issuance of a Conditional Use Permit (CUP) for Signature Investments LLC 4796 W. Clayton Rd. Fitchburg, to allow for Commercial Indoor Lodging at 822 Williams St. for the property located within the Central Business (CB) zoning district Tax Key No. ZA269400002

Committee:	Plan Commission approved September 18, 2023		
Fiscal Impact:	N/A		
File Number:	23-R47	Date:	September 25, 2023

WHEREAS, the City Plan Commission has considered the application of a Conditional Use Permit (CUP) for Signature Investments LLC 4796 W. Clayton Rd. Fitchburg, to allow for Commercial Indoor Lodging at 822 Williams St. for the property located within the Central Business (CB) zoning district Tax Key No. ZA269400002.

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on Sept 7, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator, is hereby authorized, to issue a Conditional Use Permit (CUP) for Signature Investments LLC 4796 W. Clayton Rd. Fitchburg, to allow for Commercial Indoor Lodging at 822 Williams St. for the property located within the Central Business (CB) zoning district,

Tax Key No. ZA269400002

to include all affirmative findings of fact and note staff recommendations.

Granted by action of the Common Council of the City of Lake Geneva this 25th day of September, 2023.

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

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

Charlene Klein, Mayor

Date

Attest:

Lana Kropf, City Clerk

Date

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: September 18, 2023

Agenda Item #9

Applicant:

Signature Investments, LLC
4793 East Clayton Road
Fitchburg, WI 53711

Request:

822 Williams Street
Lake Geneva, WI 53147
Proposed Limited Conditional Use Permit for
Commercial Indoor Lodging and Group
Development

Description:

The applicant is requesting approval of a Limited Conditional Use Permit (CUP) application for the creation of a Group Development located at 822 Williams Street. The property is zoned Central Business (CB). The applicant is proposing a Group Development to allow for the operation of a new Commercial Indoor Lodging land use and the existing Taqueria El Gallo De Oro Mexican restaurant as an Indoor Commercial Entertainment land use on the same site. Within the CB zoning district, Indoor Commercial Entertainment (small-scale) land uses are permitted by right, and Commercial Indoor Lodging land uses are permitted as a conditional use.

The site lies within the Williams Street corridor, along which most parcels in the area are zoned General Business. To the north of the site is an alley, across from which is a parcel zoned Planned Development (PD). The properties immediately adjacent to the south as well as east across Williams Street are zoned General Business (GB). To the west are residential properties zoned Single-Family Residential-4 (SR-4).

The proposed Commercial Indoor Lodging land use would consist of an approximately 1,500-square-foot three-bedroom rental housing unit with four designated parking spaces within the parking lot, as depicted on the submitted site plan. The rental housing unit would be operated as a year-round short-term rental unit and would have the capacity to sleep nine adults.

Taqueria El Gallo De Oro, the existing Indoor Commercial Entertainment land use onsite, contains approximately 25 indoor seats for patrons as well as 20 outdoor seats on the seasonal patio on the south side of the building. The restaurant serves food and alcohol with regular operating hours between 10:00 am – 9:00 pm every day of the week besides Wednesdays.

Staff Review Comments:

General Site Layout, Architecture, and Design – The applicant is not proposing any changes to the existing site layout, building architecture, or building or site design.

Limited Conditional Use – As a Limited Conditional Use, this approval shall be limited to the current property owner. The CUP shall automatically terminate in the event the property is sold.

Parking – The Group Development is located within the CB zoning district, where there are no minimum parking requirements. The applicant indicated that there will be four designated parking spaces for the Commercial Indoor Lodging use. There will be no designated offsite parking spaces for the restaurant. This is in conformance with the CB zoning district.

Bufferyard – The Commercial Indoor Lodging land use requires a bufferyard with screening with 0.60 opacity where the property is located adjacent to residentially-zoned parcels. Because the area between the subject property and the residential lot immediately to the west are already developed, staff recommends that the bufferyard requirement be satisfied through the construction of a six-foot solid fence along the west property line.

Commercial Indoor Lodging use – With the bufferyard requirement met, the proposed use complies with all applicable requirements of Section 98-206(4)(k) pertaining to Commercial Indoor Lodging land uses.

Action by the Plan Commission:

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 CUP; and,
- Provide specific suggested *requirements/conditions* to modify the project as submitted.

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:
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.
- B. If, after the public hearing, the Commission wishes to recommend denial, then the appropriate fact finding would be one or more of the following:
1. In general, the proposed conditional use is not 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 not 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 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 does not maintain 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 not located in an area that will be adequately served by, and will impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
 6. The potential public benefits of the proposed conditional use do not 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:

1. Staff recommends that the Plan Commission recommend approval of the proposed conditional use as submitted, with the findings under A.1-6., above.
2. Staff recommends the Plan Commission adopt the *affirmative set of findings* provided above.
3. Staff recommends the following *additional condition of approval* be attached:
 - a. The applicant shall maintain a solid fence six feet in height along the western property line.
 - b. After approval, the applicant must apply for City business license.
 - c. After approval, the applicant must apply for and comply with the room tax permit.
 - d. As a Limited Conditional Use, this approval shall be limited to the current property owner. The CUP shall automatically terminate in the event the property is sold.

Suggested Motions:

- Approve: I recommend approval of the proposed Conditional Use Permit for *Signature Investments, LLC, 4793 East Clayton Road, Fitchburg, WI 53711 for the proposed Group Development Commercial Indoor Lodging land use at the property located at 822 Williams Street in the Central Business Zoning District*, including the affirmative set of findings, and any additional conditions of approval recommended by staff.
- Deny: I recommend denial of the Conditional Use Permit for *Signature Investments, LLC, 4793 East Clayton Road, Fitchburg, WI 53711 for the proposed Group Development Commercial Indoor Lodging land use at the property located at 822 Williams Street in the Central Business Zoning District*, because [provide rationale for denial, based on substantial evidence].

*Jackie Mich, AICP
City Planning Consultant
Vandewalle & Associates*

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

Site Address/Parcel No. and full Legal Description required (attach separate sheet if necessary):

822 Williams Street, Lake Geneva, WI 53115 #za269400002

Name and Address of Current Owner: Signature Investments, LLC

4793 east clayton road, Fitchburg, WI 53711

Telephone No. with area code & Email of Current Owner: 608-213-3221

calfano@gmail.com

Owner Signature: _____

Name and Address of Applicant:

signature Investments, LLC

4793 east clayton road, Fitchburg, WI 53711

Telephone No. with area code & Email of Applicant: _____

Proposed Conditional Use: Commercial indoor lodging

Zoning District in which land is located: central business

Names and Addresses of architect, professional engineer and contractor of project:

n/a

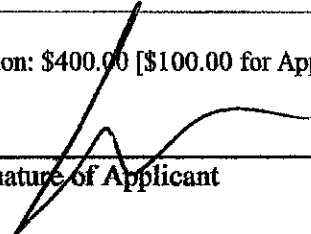
Short statement describing activities to take place on site:

This will be a commercial indoor lodging establishment. The unit will be
a 3bedroom/2bath rental wth 4 parking spaces. The unit will sleep 9

adults

Conditional Use Fee payable upon filing application: \$400.00 [\$100.00 for Application Under Sec. 98-407(3)]

08/05/23
Date


Signature of Applicant

**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 8 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 (8 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 property will offer an additional lodging option in an area of businesses in Lake Geneva

2. How is the proposed conditional use, in its specific 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?

Located in an area of businesses this conditional use will assist in bringing visitors from out of town to enjoy restaurants, businesses, and local amenities.

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?

This conditional use will not affect nearby property. The conditional use fits into the neighborhood feel and look. The property is already in rental use during the summer. The conditional use makes additional rental possible in Winter/Spring.

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?

Currently, the property is a short-term rental from May to October. Would like to use as a short-term rental during the off season.

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?

The property and usage will not impose an undue burden on services provided by public agencies.

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, increased tourists in the district will positively affect surrounding businesses.

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 8 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: _____



Municipality: CITY OF LAKE GENEVA
Parcel Number: ZA269400002
School District: 2885-LAKE GENEVA J1 SCHOOL DISTRICT
Zoning District:

Owner Name: SIGNATURE INVESTMENTS LLC
Owner Name 2:
Mailing Address: 4793 EAST CLAYTON RD

Land: \$35,300.00
Improvements: \$202,500.00
Total: \$237,800.00
Acres: 0.0800
Fair Market Value: \$243,900.00
Assessment Ratio: 0.9751961530
Mill Rate: 0.0188840890

First Dollar Credit:	\$68.05
Special Assessment:	\$0.00
Delinquent Utility Charge:	\$50.00
Managed Forest Land Taxes:	\$0.00
Total Billed:	\$3,996.99
Net Tax	\$3,946.99

WALWORTH COUNTY \$813.61
LAKE GENEVA J1 SCHOOL DIST \$1081.12
CITY OF LAKE GENEVA \$1233.84
LAKE GENEVA-GENOA CITY UHS \$710.75
GATEWAY TECHNICAL \$175.92

Supervisory District: Nancy Russell (D11)
State Representative: Tyler August (R) (Wisconsin's 32nd Assembly District)
State Senator: Stephen Nass (R) (Wisconsin's 11th Senate District)
US Representative: Bryan Steil (R) (Wisconsin's 1st District)
US Senator: Johnson, Ron

DELINQUENT FIRE \$50.00

<u>Soil Type</u>	<u>Soil Name</u>	<u>Acres</u>
FsA	FOX SILT LOAM, 0 TO 2 PERCENT SLOPES	0.1185

820 WILLIAMS ST LAKE GENEVA
822 WILLIAMS ST LAKE GENEVA

LOT 2 CERTIFIED SURVEY NO. 2694 AS RECORDED IN VOL 13 OF C.S. ON
PAGE 312 WCR. LOCATED IN SE 1/4 SW 1/4 SEC 25 T2N R17E. 3358 SQ FT.
CITY OF LAKE GENEVA OMTS ZRA-19A & ZRA-21 ALSO THAT PT OF LOT 1
FORMERLY DESCRIBED AS THE N 52' OF E 1/2 LOT 22 RICH'S ADDITION.
(#349419)

Page 65 of 75

822 WILLIAMS STREET

UPSCALE SUITE IN DOWNTOWN
LAKE GENEVA





822 Williams St, Lake Geneva, WI 53147

CONCEPT

Dear planning commission members,

We are applying for a conditional use permit for commercial indoor lodging at 822 Williams Street. Attached please find all applicable information about this property including zoning, parking, and floorplans.

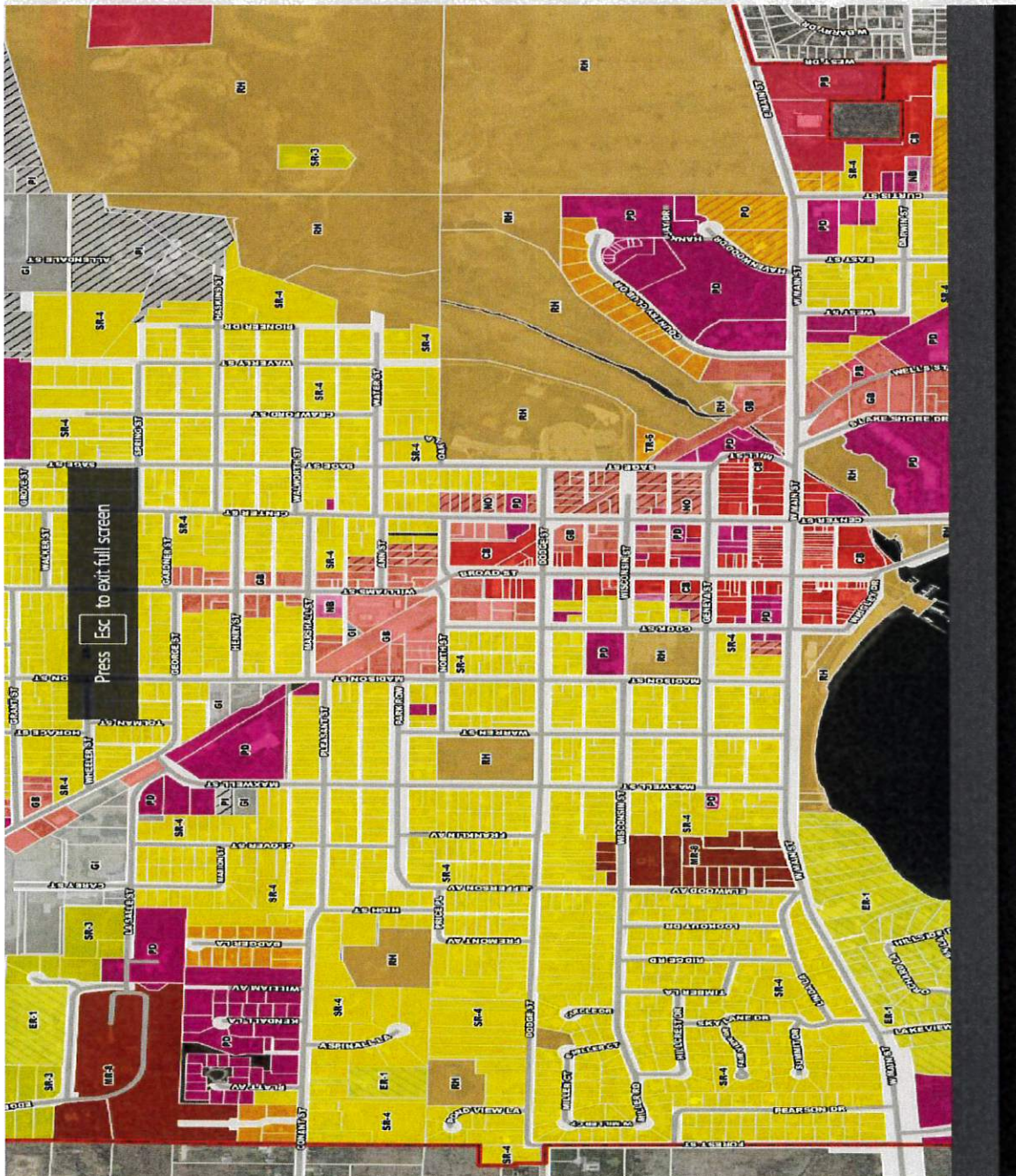
Our plan is to create a fun and unique overnight lodging option in the existing rental unit. Total occupancy for the suite will be 9 guests.

While my hospitality experience stems from the restaurant industry; I have a contract for managing the property with Geneva Lake Vacations. It is clear they have the professional experience with short term lodging in Lake Geneva and will operate this property with the utmost attention and care. I am enthusiastic about the potential to partner with many local businesses on Williams street and stimulate our downtown economy.

Thank you,

Carmelo Alfano

Zoning Map





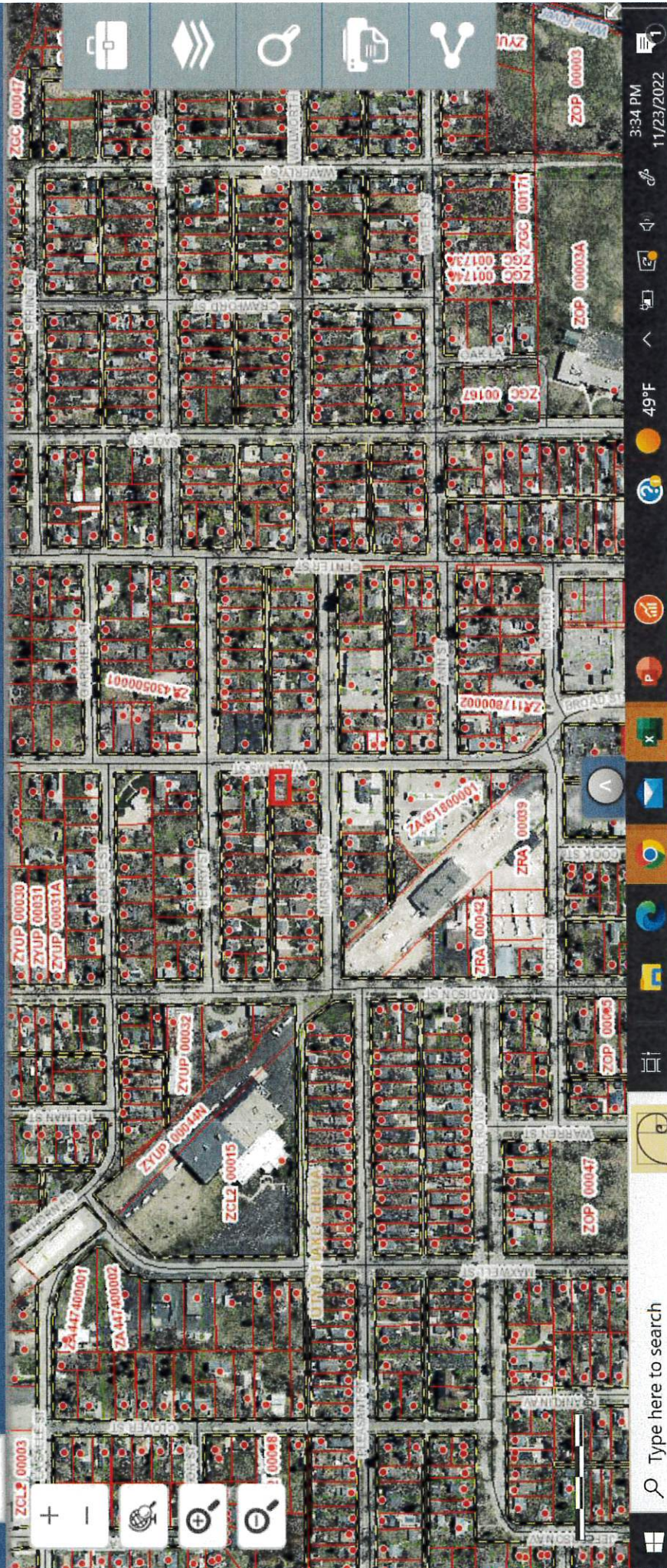
Walworth County, WI - OneView

Employee Login

Resources

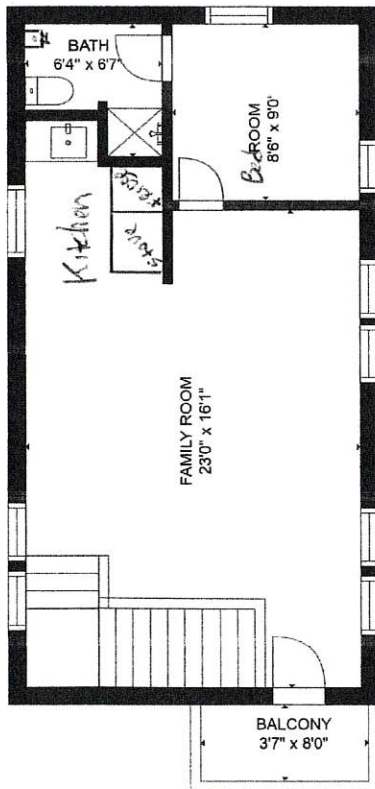
 Help

Search for a Parcel or Address



Current Floorplan

- approx. 1,000 Sq/Ft
- Main level is a 2bed/1bath
- Upper level is a 1bed/1bath
- Sleeping Area 250 sq/ft

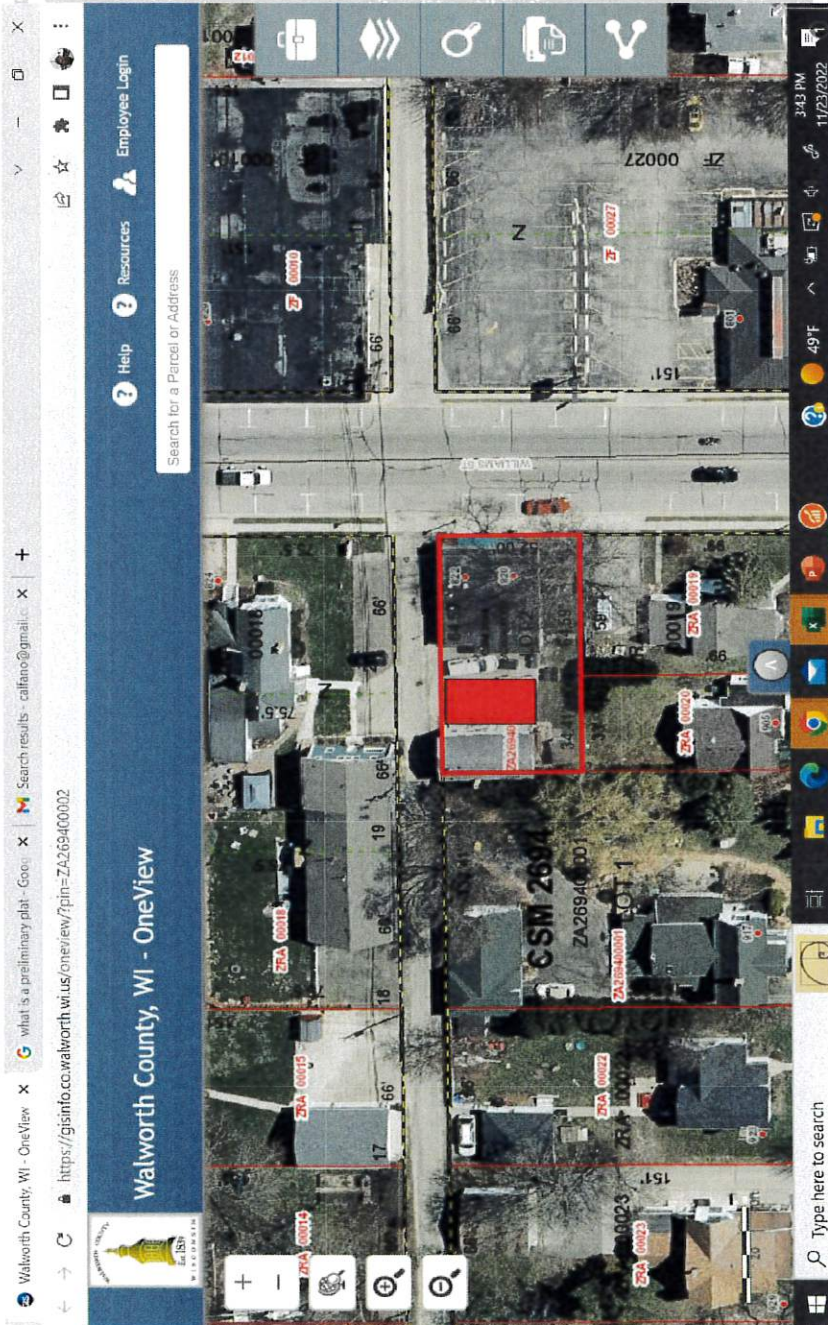


FLOOR 2



FLOOR 1

GROSS INTERNAL AREA
 FLOOR 1: 480 sq. ft, FLOOR 2: 513 sq. ft
 EXCLUDED AREAS: BALCONY: 29 sq. ft
 TOTAL: 993 sq. ft
 SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.



PARKING
822 Williams Street
(4 Spaces)



City of Lake Geneva
2023 Annual Comprehensive Plan Amendment Process

Revised – 9.19.23

Activity	May	June	July	August	Sept.	Oct.	Nov.
City Announces the Opening of the Plan Amendment Process	May 16						
City Clerk Accepts Plan Amendment Applications	May 17 through June 30th						
Plan Commission Recommends Adoption of the Public Participation Plan		June 19					
Common Council Adopts Public Participation Plan		June 26					
Plan Commission Reviews Plan Amendment Applications			July 17	Aug. 21			
Plan Commission Recommends Setting Public Hearing and Amendment Approvals by Council					Sept. 18		
Council Sets Public Hearing date (applications frozen)					Sept. 18		
City Clerk Distributes Requested Plan Amendments to Surrounding and Overlapping Jurisdictions						Oct. 2	
Public Review Period (Newspaper published Thursday)						Sept. 28 – Nov. 12	
Committee of the Whole review of Amendment requests						October 2	
Joint Meeting: 1. Council Holds Public Hearing 2. Plan Commission Adopts Resolution Recommending Plan Amendments							Nov. 13
Council Adopts Ordinance on Recommended Plan Amendments							Nov. 20
City Clerk Distributes Amended Plan to Surrounding and Overlapping Jurisdictions							After Adoption