



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

**PLAN COMMISSION
MONDAY, JUNE 16, 2025 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

Members:

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

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<https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>

AGENDA

1. Call to Order
2. Roll Call
3. Approve Minutes of the May 19, 2025, Plan Commission meeting as distributed
4. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to five (5) minutes.
5. Acknowledgment of Correspondence
6. Public Participation Plan
 - a. Discussion/Action on Resolution PC-024 to approve the Public Participation Plan for the Annual Comprehensive Plan Amendment Process.
7. Public Hearing, Review, and Recommendation – **Glen and Sandra Wegner**
 - a. Public Hearing for a Conditional Use – application filed by Glen and Sandra Wegner, 708 Madison Street, Lake Geneva, WI, to allow for construction of a second garage and to exceed the one thousand (1,000) square foot total accessory building coverage allowance on the property located at 708 Madison Street, Tax Key No. ZCL00059.
 - b. Discussion/Action on Resolution PC-021 for a Conditional Use – application filed by Glen and Sandra Wegner, 708 Madison Street, Lake Geneva, WI, to allow for construction of a second garage and to exceed the one thousand (1,000) square foot total accessory building coverage allowance on the property located at 708 Madison Street, Tax Key No. ZCL00059.
8. Public Hearing, Review, and Recommendation – **Katie Coderre**
 - a. Public Hearing for a Conditional Use – application filed by Katie Coderre, 2125 Hagen Lane, Flossmoor, IL, to allow for construction of a single family dwelling zoned ER-1 in compliance with the SR-4 zoning district requirements, located at 1624 N Lake Shore

Drive, Tax Key No. ZLM00037.

- b. Discussion/Action on Resolution PC-022 for a Conditional Use – application filed by Katie Coderre, 2125 Hagen Lane, Flossmoor, IL, to allow for construction of a single family dwelling zoned ER-1 in compliance with the SR-4 zoning district requirements, located at 1624 N Lake Shore Drive, Tax Key No. ZLM00037.

9. Public Hearing, Review, and Recommendation – Building & Zoning Department

- a. Public Hearing for a Zoning Code Text Amendment pertaining to the following sections of the Zoning Code:

98-405 Intrusions into required yards

98-206 Detailed land use descriptions and regulations

Figure 98-811(3) Miscellaneous sign group

98-932 Zoning Administrator

- b. Discussion/Action on Resolution PC 023 for a Zoning Code Text Amendment pertaining to the following sections of the Zoning Code:

98-405 Intrusions into required yards

98-206 Detailed land use descriptions and regulations

Figure 98-811(3) Miscellaneous sign group

98-932 Zoning Administrator

10. Old Business

11. Adjournment

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

**CITY OF LAKE GENEVA PLAN COMMISSION MINUTES
MONDAY, MAY 19, 2025 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

Call to Order

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

Roll Call

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

Absent: None

Approve Minutes of the April 21, 2025 Plan Commission meeting as distributed

Motion by Hoiland to approve, second by Cary. Motion carried: 7-0

Note: The member list at the top of the agenda should be corrected to reflect Alderperson Hoiland in place of Esposito.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to five (5) minutes.

Sarah Hill, 1024 George Street: Spoke regarding Agenda Item #3, expressing concern about downtown beautification, as well as high real estate prices and downtown vacancies.

Acknowledgment of Correspondence

No Correspondence.

Downtown Design Review:

Discussion/Action on Resolution PC-018 for a Downtown Design Review Application filed by Roger Wolff, 771 W Main Street, Lake Geneva, WI for a proposed exterior change to a building located at 734 W Main Street, Tax Key No. ZOP 00314

Motion by Hoiland to approve; second by Skates. To include all staff recommendations and fact findings in the affirmative.

Motion carried: 7-0

Discussion/Action on Resolution PC-019 for a Downtown Design Review Application filed by Cassidy Winkler, W5039 Clearwater Lane, Elkhorn, WI for a proposed exterior change to a building located at 605 W Main Street, Tax Key No. ZOP 00291

Motion by Cary to approve; second by Gibbs. To include all staff recommendations and fact findings in the affirmative.

Motion carried: 7-0

Discussion/Action on Resolution PC-020 for a Downtown Design Review Application filed by Gage Marine Corporation, 1 Liechty Drive, Williams Bay, WI for a proposed exterior change to a building located at 803 W Main Street, Tax Key No. ZOP 00256B

Motion by Hoiland to approve; second by Skates. To include all staff recommendations and fact findings in the affirmative.

Motion carried: 7-0

Old Business

None

Building and Zoning Administrators report

Update Short Term Rental Program

Building & Zoning Director Hanlon delivered an update on the Short-Term Rental Program, fielding questions from Commissioners. Commissioners expressed a desire for additional details on the public portal, such as permit holders' operating dates.

Update Code Enforcement Program

Building & Zoning Director Hanlon delivered an update on the Code Enforcement Program, fielding questions from the Commissioners.

Adjournment

Motion by Skatess to adjourn, second by Gibbs.

Motion Carried; 7-0.

The meeting adjourned at 6:30pm.



Agenda Item: #6a

VANDEWALLE & ASSOCIATES INC.

To: City of Lake Geneva
From: Jackie Mich, AICP, and Sonja Kruesel, AICP, City Planners
Date: May 5, 2025
Re: Annual Comprehensive Plan Amendment Process

The City adopted the updated Comprehensive Plan on March 9, 2020. As a dynamic community facing a myriad of growth issues, the City regularly receives requests for Plan amendments before the next ten-year update in 2030. To provide a manageable, predictable, and cost effective process, the City has established a single plan amendment cycle every year.

Several Wisconsin communities use an annual plan review and amendment process cycle to ensure these evaluations and adjustments are handled in a predictable and efficient manner. The City Clerk will accept applications for Plan amendments from **May 13 through June 30, 2025**. Applications will be reviewed by the Plan Commission at its July and August meetings. Applicants may adjust their applications to respond to Plan Commission concerns, and all revised applications must be finalized by **August 25, 2025**.

The procedures to adopt or amend a Comprehensive Plan are defined under Section 66.1001(4), Wisconsin Statutes. The City process needs to follow these requirements. The timeline on the following page presents a proposed five-month process to allow for plan amendment requests, consider amendments, and go through the adoption procedures in compliance with the State Statutes.

This approach features a combined meeting of the Plan Commission and Common Council.

During the meeting:

1. Common Council holds a Public Hearing on the requested Plan amendments; and
2. Plan Commission considers Plan amendment requests and public testimony, and then adopts a resolution making a specific recommendation on each of the requested Plan amendments to the Common Council.

At a subsequent meeting of the Common Council, the Council will consider the Plan Commission's recommendations, vote on motions for each requested Plan amendment, and finally, adopt an ordinance to officially adopt the Plan amendments per their individually voted motions.

This combined meeting approach allows for the Plan Commission and Council to hear the same public testimony, prior to the Plan Commission's recommendation, and the Council's actions.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way • Milwaukee, Wisconsin 53204 • 414.988.8631

www.vandewalle.com

Shaping places, shaping change

**City of Lake Geneva
2025 Annual Comprehensive Plan Amendment Process**

Activity	May	June	July	August	Sept.	Oct.
City Announces the Opening of the Plan Amendment Process	May 12					
City Clerk Accepts Plan Amendment Applications	May 13 through June 30th					
Plan Commission Recommends Adoption of the Public Participation Plan		June 16				
Common Council Adopts Public Participation Plan		June 23				
Plan Commission Reviews Plan Amendment Applications			July 21	August 18		
Plan Commission Recommends Setting Public Hearing and Amendment Approvals by Council						
Council Sets Public Hearing date (applications frozen)				August 25		
City Clerk Distributes Requested Plan Amendments to Surrounding and Overlapping Jurisdictions				August 27		
Public Review Period (Newspaper publishes Wed., 9/10)					Sept. 10 – Oct. 13	
Committee of the Whole review of Amendment requests					September (date TBD)	
Joint Meeting: 1. Council Holds Public Hearing 2. Plan Commission Adopts Resolution Recommending Plan Amendments						Oct. 13
Council Adopts Ordinance on Recommended Plan Amendments						October 27
City Clerk Distributes Amended Plan to Surrounding and Overlapping Jurisdictions						After Adoption

**PUBLIC PARTICIPATION STRATEGY AND PROCEDURES
FOR BOTH THE REGULAR AND UNIQUE CONSIDERATION OF
2025 AMENDMENTS TO CITY OF LAKE GENEVA COMPREHENSIVE PLAN**

Introduction

A key required component of Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—is actively involving community stakeholders as each local comprehensive plan is being developed, updated, or amended. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of citizens of the community.

Section 66.1001(4)(a) of Wisconsin Statutes requires the City of Lake Geneva to adopt, by resolution, written procedures designed to foster public participation at every stage in the preparation or subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments.

This document meets this statutory requirement. It serves as the procedures that will be used to consider and potentially adopt amendments to the City of Lake Geneva Comprehensive Plan under both a regular Plan review process, as well as in the instance of responding to a unique Plan amendment circumstance.

Major Goals of Public Participation Strategy

- Provide opportunities for people to participate in processes to consider and adopt amendments to the City’s comprehensive plan.
- Adopt plan amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Meet both the letter and spirit of Wisconsin’s comprehensive plan legislation.
- Use the City’s Plan Commission as a foundation for guiding the plan amendment process.
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan amendments within a reasonable timeframe.

Selected Public Participation Techniques

The City will, at a minimum, use the following techniques to obtain public input during the plan amendment process:

- Assure that all Plan Commission and City Council meetings to consider and adopt amendments are open to the public, and are noticed as required by state open meeting regulations.
- Provide an opportunity at each public meeting held on the plan amendments for public comment. Some meetings will be designed to encourage wide participation from the public. Other meetings are intended to be work sessions for the Plan Commission, City Council, or some combination. The public comment period will be provided at either the beginning or end of each public meeting, or at one or more other parts of the meeting at the discretion of the Plan Commission or City Council. This will allow the Commission or Council to concentrate on completing tasks without interruption, while still allowing the public an appropriate chance to observe and comment.
- Hold at least one formal public hearing on the proposed comprehensive plan amendments and the adopting ordinance prior to adoption. All members of the public will have an opportunity to

present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

The City may choose to provide additional public participation opportunities above and beyond the minimum opportunities described above.

Opportunities for Comments/Responses on Draft Comprehensive Plan Amendments

The City will have available copies of draft plan amendment materials at City Hall during normal business hours, in addition to being posted on the City's website. The City will also provide copies of the draft and final plan amendments to adjacent and overlapping governments and non-metallic mineral interests as required by statute and to members of the participating public as requested. The City may charge for public copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan amendment process. Written comments on the comprehensive plan amendments may also be delivered, mailed, or emailed to the City Clerk. The City will respond to written comments via mail, email, telephone, meeting, and/or through consideration of appropriate changes to the comprehensive plan, or to the proposed amendments to the comprehensive plan.

Amanda Rotondi, Building and Zoning Clerk

Date

STAFF REPORT
 To Lake Geneva Plan Commission
 Meeting Date: June 16, 2025

Agenda Item: #7a

Applicant:

Glen and Sandra Wegner
 708 Madison Street
 Lake Geneva, WI

Request:

708 Madison Street

Conditional Use Permit:

- Allow more than one thousand (1,000) square feet of total accessory building coverage
- Allow more than one (1) garage

Description:

This application is for a Conditional Use Permit to allow for the construction of a four hundred sixteen (416) square foot detached garage on an existing developed lot. The lot currently is improved with a single family dwelling, a one thousand forty (1,040) square foot detached garage, and a small shed.

Project Details from CUP Submittal

- The Site Plan for the proposed accessory structure demonstrates that the proposed structure complies with all required setbacks.

	<u>Required in SR-4</u>	<u>Proposed Accessory Structure</u>
Min Street Yard Setback	25 feet	41 feet
Side Yard Setback	3 feet	48 feet
Alley Yard Setback	5 feet	21 feet

- The Site Plan demonstrated that the proposed structure is within the maximum allowed bulk standards.

	<u>Allowed in SR-4</u>	<u>Total after construction</u>
Building Coverage	40 percent (6,900 square feet)	17 percent (2,996 square feet)
Accessory Building Coverage	10 percent (1,725 square feet)	9 percent (1,556 square feet)
Landscape Surface Ratio	50 percent (8,625 square feet)	42 percent (7,199 square feet)

Action by the Plan Commission:

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

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

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

Staff Review Comments:

The proposed conditional use will allow for the construction of a second residential garage on this parcel. All bulk standards are met or exceeded by the proposed plan. It is recommended that the Plan Commission recommend a condition of approval that this structure must be complimentary in architectural style and materials to the principal residential building on the parcel. It should be further noted that this parcel shall not be improved with additional accessory structures as the three (3) accessory building maximum will be met after construction of this project.

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

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

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

- f. The potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use after taking into consideration the Applicant’s proposal and any requirements recommended by the Applicant to ameliorate such impacts.
- 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:
- a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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 on the proposed Conditional Use Permit:

1. Staff recommends the Plan Commission recommend approval of the proposed conditional use as submitted.
2. Staff recommends the Plan Commission adopt the *affirmative set of findings* provided above.
3. Finally, staff recommends that *the following additional conditions of approval* be recommended with approval:
 - a. The accessory structure shall be complimentary in architectural style and materials to the existing residential structure on the parcel.
 - b. The applicant shall secure a building permit prior to construction of the accessory structure.
 - c. No additional accessory structures shall be constructed on the parcel.



APPLICATION FOR CONDITIONAL USE
City of Lake Geneva

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

708 Madison Street Lake Geneva WI 53147
ZCL 00059

Name and Address of Current Owner: Glen M. Wegner
Sandra J. Wegner

Telephone No. with area code & Email of Current Owner: 262-613-1790
GSBW 708 @ Yahoo. Com

Owner Signature: G M Wegner

Name and Address of Applicant:
Glen M Wegner Sandra J Wegner
708 Madison Street Lake Geneva WI 53147

Telephone No. with area code & Email of Applicant: 262-613-1790
GSBW 708 @ Yahoo. Com

Proposed Conditional Use: 16' x 26' Accessory Building

Zoning District in which land is located: Single Family Residential 4

Names and Addresses of architect, professional engineer and contractor of project:
Glen M Wegner

Short statement describing activities to take place on site:
Construct 16' x 26' Accessory Building on concrete slab

Conditional Use Fee payable upon filing application: \$450.00 [\$150.00 for Application Under Sec. 98-407(3)]

Date: 6/27/2025

Signature of Applicant

Wegner, Glen 708 Madison St Cost Recovery # 25-441
Petitioner Name Project Address AR# 3772

OFFICE USE ONLY

Description of Request CU

Agreement for Services

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

_____, as applicant/petitioner for

Project: Accessory Building

Project Address: 708 Madison Street

Parcel No. ZCL00059

Name: Glen M. Wegner

Address: 708 Madison Street

Lake Geneva WI 53147

Cell Phone: (262) - 613 - 1790 Phone: () - -

Email: G5BW708@Yahoo.Com

Dated this 8th Day of May, 2025

Glen M. Wegner

Printed Name of Applicant / Petitioner

G M Wegner

Signature of Applicant/Petitioner

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

Section 98-935 Fees:

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

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

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

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

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

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

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

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

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

Follow-up pre-submittal staff meetings scheduled for:

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

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

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

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

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

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

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

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

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

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

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



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

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

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

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

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

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

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE *See attachment*

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?

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?

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?

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?

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?

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?

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

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

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

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

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

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

1. The proposed conditional use request is for an accessory building. This complies with the Single Family Residential-4 Zoning District. The use of the building is solely for personal use as allowed in this district. It also adheres to the Lake Geneva Comprehensive Plan depicting single family use for this lot.
2. The proposed use in this location fits well within current uses in the neighborhood as allowed by the existing zoning district.
3. The neighborhood will not be adversely affected with the accessory building. As shown on the site plan, it is proposed with a setback that are larger than required in the district already. There will be no additional parking, public improvements or issues with the right-of-way, as it will be used for my personal property.
4. The lot, with the new accessory building, still maintains more than 60% green area on my lot. It will merely be a slight impact to the environment with a roof area of 416 SF. It is much less dense than many lots in my neighborhood.
5. The proposed use will not impact any public services at all.
6. There are no adverse impacts to the public.

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

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

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

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

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

Follow-up pre-submittal staff meetings scheduled for:

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

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

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

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

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

___ / **Application fee of \$** _____ **received by Zoning Administrator:** **Date:** _____ **by:** _____

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

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

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

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

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

↓

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

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

- ___ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 98-701-98-721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- ___ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII.";
- ___ Exterior building and fencing materials (Sections 98-718 and 98-720);
- ___ Possible future expansion and related implications for points above;
- ___ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

___ (b) **A 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 blue line or blackline of complete Final Application Packet by Zoning Administrator:** Date: _____ by: _____

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

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

Development Review Committee (DRC) Application

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

Applicant Information

Property Address _____

Applicant name _____

Applicant email _____ Phone Number _____

Architect/Contractor/Designer Name _____

Architect/Contractor/Designer Email _____ Phone Number _____

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

- 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:

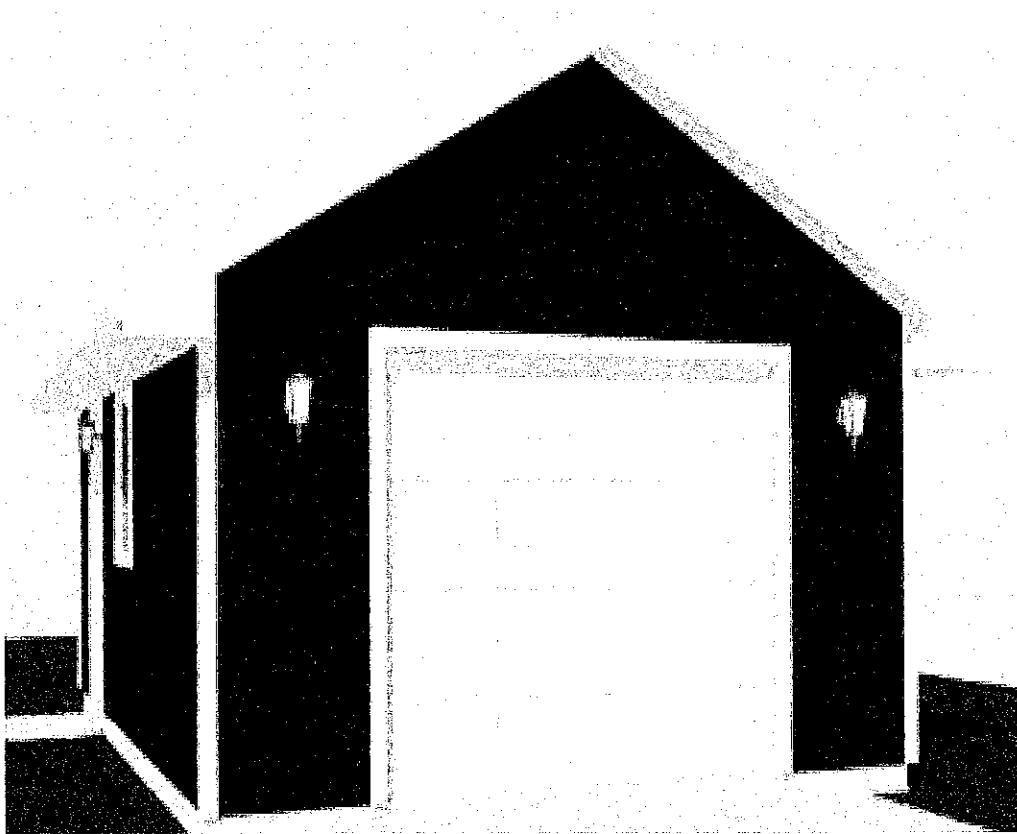
- Will existing sewer & water connections be used? YES / NO
- Will your project require the installation of a grease interceptor? YES / NO

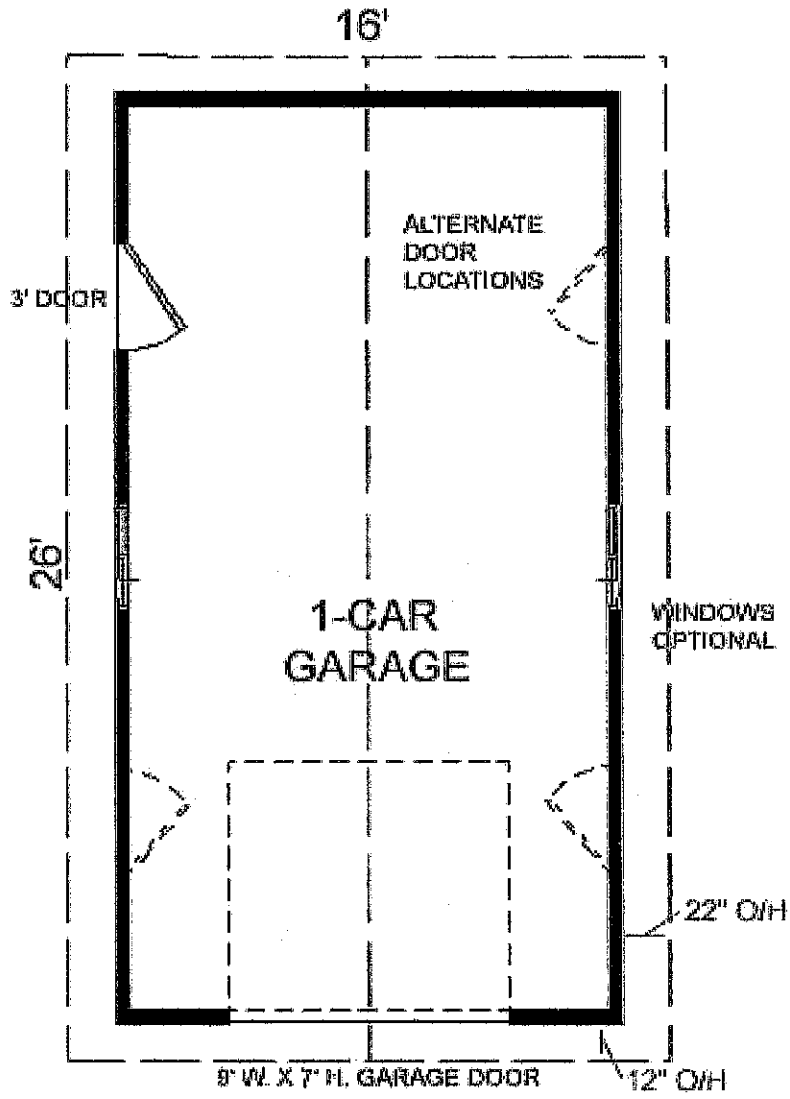
If the development is Commercial or Industrial, please provide the following:

- 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 _____





FLOOR PLAN

Walworth County

Owner (s):

**WEGNER, GLEN M
WEGNER, SANDRA J**

Location:

Mailing Address:

**GLEN M WEGNER
SANDRA J WEGNER
708 MADISON ST
LAKE GENEVA, WI 53147-0000**

Request Mailing Address Change

School District:

**2884 - Lake Geneva-Genoa City UHS
2885 - Lake Geneva J1 School District**

Tax Parcel ID Number:Tax District:

ZCL 00059 246-City of Lake Geneva

Status:

Active

Alternate Tax Parcel Number:Government Owned:Acres:

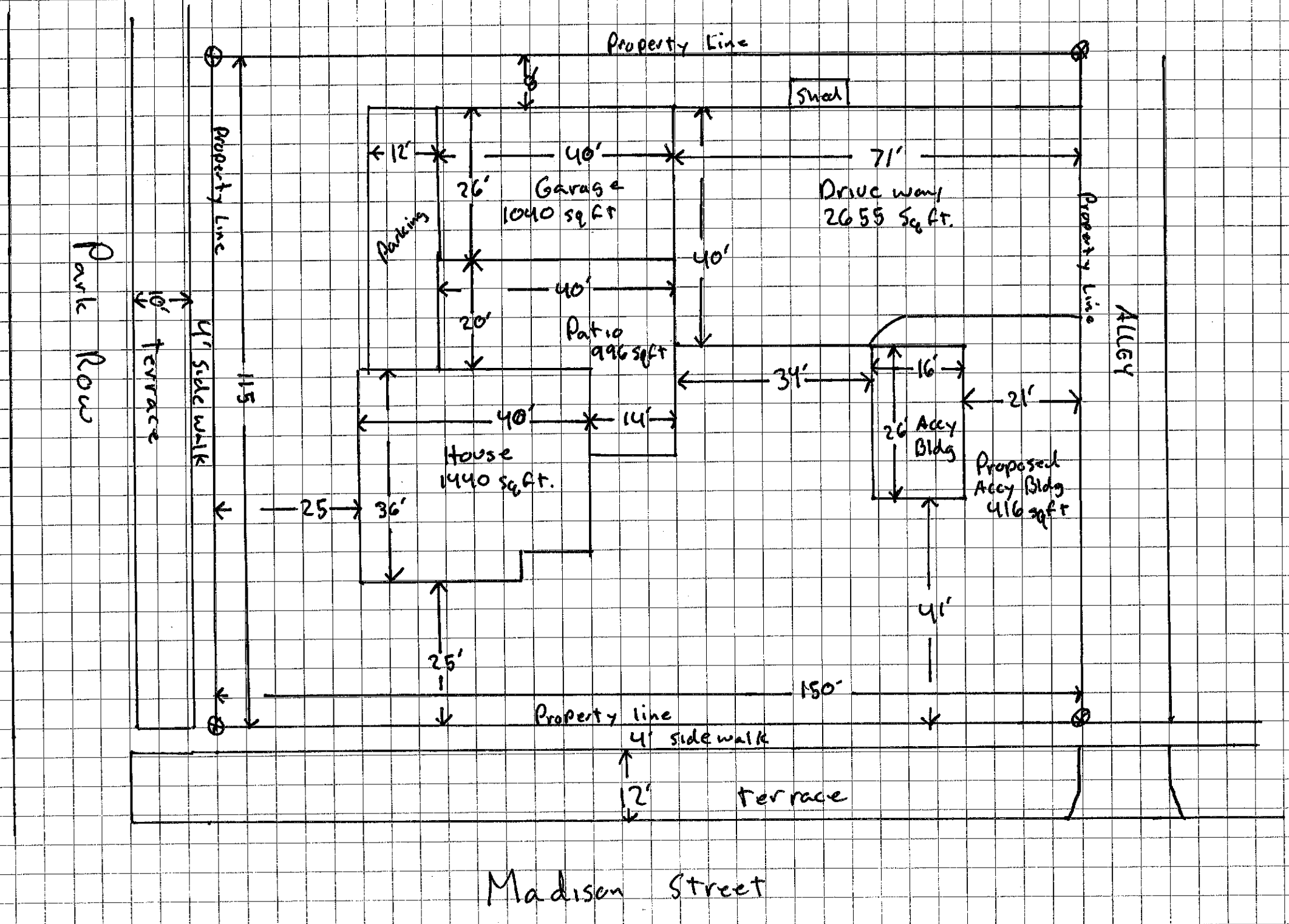
0.4000

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):

LOT 69 EXC W 50' LOT 70 EXC W 50' LOT 71 EXC W 50' COLUMBIAN SUB CITY OF LAKE GENEVA

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)

708 MADISON ST LAKE GENEVA, WI 53147



708 Madison Street
 TAX ID ZCL00059

NORTH →
 Scale 1" = 20'
 ⊙ Property Corner

Glen Wegner 5/7/2025

RESOLUTION OF THE PLAN COMMISSION

Resolution recommending to the Common Council a Conditional Use Permit (CUP) filed by Glen and Sandra Wegner, 708 Madison Street, Lake Geneva, WI , to allow the construction of a second residential accessory garage and to exceed the one thousand (1,000) square foot total accessory building coverage allowance on the property located at 708 Madison Street, Tax Key No. ZCL 00059.

Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	PC-021	Date:	June 16, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Conditional Use Permit application filed by Glen and Sandra Wegner, 708 Madison Street, Lake Geneva, WI , to allow the construction of a second residential accessory garage and to exceed the one thousand (1,000) square foot total accessory building coverage allowance on the property located at 708 Madison Street, Tax Key No. ZCL 00059, and;

WHEREAS, the Plan Commission held a Public Hearing thereon pursuant to proper notice given on May 28, 2025 and June 4, 2025, and;

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

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

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date: June 16, 2025

Agenda Item #8a

Applicant:

Kaie Coderre
2125 Hagen Lane
Flossmoor, IL

Request:

1624 N. Lake Shore Drive
Proposed Conditional Use Permit for a new residence 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) for a property located at 1624 N. Lake Shore Drive. The project involves razing the existing single-family home and replacing it with a new home. The property is located in the Estate Residential ER-1 zoning district and is seeking use of certain SR-4 zoning standards, per Section 98-407(3). All surrounding properties are also zoned ER-1.

The lot is approximately 7,400 square feet. The proposed home, which is approximately 2,016 square feet, includes a covered porch on the front and a raised deck and paver patio at the rear of the house facing the lake. A narrower driveway is proposed, which leads to an attached garage at the front of the house. Building materials include LP Smartside shake and lap siding, painted cedar eave brackets, and thin stone veneer along the base of the façade. Roof materials include asphalt shakes.

Staff Review:

This property is located almost entirely within the Lakeshore Overlay Zoning District (Sections 98-505 and 98-409). The Lakeshore Overlay Zoning District is applied to all lands within 100 feet of Geneva Lake, and it significantly limits the amount of development that can occur there. Within the overlay, proposed homes and paved areas cannot be located closer to the lake than they are currently, and no new building coverage, structure coverage, or impervious surface can be added within 100 feet of the lake. A primary goal of these lakeshore regulations is to reduce the amount of impervious surface near Geneva Lake in order to promote the filtration of waterborne pollutants and sediments before water reaches the lake.

The applicant worked with staff to modify the proposed home design in order to meet these requirements.

The proposed project seeks the use of the following SR-4 Zoning District Standards:

- Side setback: The project proposes a side lot line setback of 6 feet (east side) and 9 feet (west side), which do not meet the standards of the ER-1 Zoning District (30 feet) but complies with the minimum side yard setback of 6 feet and combined 15 feet in the SR-4 District.

- Front setback: The project proposes a front setback of 20 feet and 11 7/8 inches which does not meet the standards of the ER-1 Zoning District (25 feet) but complies with the provisions of Section 98-404, which allows for setback averaging on blocks where most houses on the same block face or street face do not meet the required front yard setback. That is the case for this property.
- 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.

Currently the site meets the minimum Landscape Surface Ratio (LSR) of 60%, and the proposed site plan will also meet this requirement. The proposed site plan utilizes pervious pavers for the patio and walkway in order to meet the minimum LSR.

The proposed project would result in several improvements over current conditions. First, the existing house is very close to the west property line, but the proposed house will meet SR-4 requirements and will be at least 9 feet from the west property line. This will result in more space between the proposed house and the home to the west. Second, the proposed house, deck, and patio will be further from the lake than the existing house and deck. This would result in a reduction of impervious surface on the lake side of the house, which is consistent with the intent of the lakeshore regulations.

The applicant has provided documentation of The Manor Subdivision’s review and approval, which is needed prior to building permit issuance. A pedestrian easement for the Geneva Lake Shore Path, as required by the zoning ordinance for lakefront lots, is a condition of approval for the CUP.

Overall, the proposed project 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 in disagreement with at least one of Factors 1-6 listed above.

Staff Recommendation:

1. Staff recommends that the Plan Commission recommend approval of the proposed conditional use as submitted.
2. Staff recommends the Plan Commission adopt the *affirmative set of findings* provided under A.1-6., above.
3. Staff recommends the following *additional condition of approval* be attached:
 - a. Applicant shall submit a pedestrian easement for the Geneva Shore Path to the satisfaction of City staff.

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

Memo to City of Lake Geneva

To: Renee Hanlon, Zoning Administrator **Date:** June 2, 2025

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

CC: Jacob Addis – Addis Architecture
Katie Coderre
Dave DeAngelis – City Administrator
Amanda Rotondi – Building and Zoning Administrative Assistant
Tom Earle – Director of Public Works
Josh Gajewski – Utility Director

Subject: CUP RECOMMENDED APPROVAL – 1624 Lake Shore Drive (PIN ZLM 00037)
Kapur Project #25.0259 Phase 11

BACKGROUND AND REQUEST:

A conditional use application was submitted by Katie Coderre for the redevelopment of **1624 Lake Shore Drive** (PIN ZLM 00037). The application is for the demolition of the existing single-family home and construction of a new single-family residence. The total lot size is 7,405 SF and the total impervious surface proposed is 2,881 SF.

The following plan and calculations were submitted for review:

- **Site Plans for 1624 Lake Shore Drive**, prepared by **Lynch & Associates**, 2 sheets, dated May 22, 2025.

Comments:

Kapur recommends approval of the Conditional Use Permit (CUP) application for 1624 Lake Shore Drive based on the information reviewed above. This approval is subject to the following conditions:

1. The proposed redevelopment is less than 1-acre in size and drains directly into Geneva Lake. Therefore, the site is not required to meet the stormwater management provisions of the municipal code.
2. Downspouts must direct water away from adjacent properties and toward the lake.
3. A stabilized construction entrance is required for the development. Care must be taken such that construction debris and sediment does not leave the site. The applicant is responsible for timely removal of sediment that is tracked off-site or onto public roadways.
4. Sediment and erosion control measures must be properly installed prior to upland disturbance and shall remain in place until final stabilization of the site.

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):

1624 N Lake Shore Drive, ZLM 00037,

LOT 4 BLK 18 LAKE GENEVA MANOR (TRACT #17) CITY OF LAKE GENEVA

Name and Address of Current Owner: JAON A BAFFES TRUST, c/o Kaite Coderre

2125 Hagen Lane Flossmoor, IL 60422

Telephone No. with area code & Email of Current Owner: 708-845-1384

jccoderre@aol.com

Owner Signature: _____

Kaite Coderre

04 / 17 / 2025

Name and Address of Applicant:

Jacob Addis, Architect, Addis Architecture LLC

672 W. Main St #462 Lake Geneva, WI

Telephone No. with area code & Email of Applicant: 262-374-5007

jaddis@addisarch.com

Proposed Conditional Use: Single Family Residential

Zoning District in which land is located: ER-1

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

Addis Architecture LLC 672 W. Main St #462 Lake Geneva, WI

Lynch & Associates LLC 440 Milwaukee Ave, Burlington, WI 53105

Doomis Custom Builders 44 N Western Ave Carpentersville, IL 60110

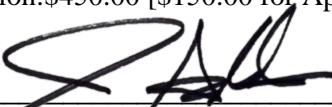
Short statement describing activities to take place on site:

The demolition of an existing non-conforming single family structure/ construction of a new single family structure following the current zoning ordinance setback distances improving the alignment to its goals and objectives

Conditional Use Fee payable upon filing application: \$450.00 [\$150.00 for Application Under Sec. 98-407(3)]

4-17-25

Date 02/27/2025



Signature of Applicant

Jacob Addis 1624 Lake Shore Drive Cost Recovery # _____

Petitioner Name Project Address

OFFICE USE ONLY Description of Request _____

Agreement for Services

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

Jacob Addis _____, as applicant/petitioner for

Project: Coderre Residence _____

Project Address: 1624 Lake Shore Drive _____

Parcel No. ZLM 00037 _____

Name: Jacob Addis _____

Address: 672 W. Main St #462 _____

Lake Geneva, WI 53147 _____

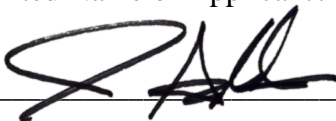
Cell Phone: (815) - 289 - 7274 Phone: (262) - 374 - 5007

Email: Jaddis@addisarch.com _____

Dated this 17 Day of April, 20 25

Jacob Addis _____

Printed Name of Applicant / Petitioner



Signature of Applicant/Petitioner

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

Section 98-935 Fees:

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

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

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

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

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

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

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

___ Pre-submittal staff meeting scheduled:

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

Follow-up pre-submittal staff meetings scheduled for:

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Application form filed with Zoning Administrator: Date: _____ by: _____

___ Application fee of \$ ___ received by Zoning Administrator: Date: _____ by: _____

___ Reimbursement of professional consultant costs agreement executed: Date: _____ by: _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

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

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

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

↓

- ___ (a) **A map of the proposed conditional use:**
 - ___ Showing all lands for which the conditional use is proposed;
 - ___ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;
 - ___ Map and all its parts are clearly reproducible with a photocopier;
 - ___ Map size of 11" by 17" and map scale not less than one inch equals 800 ft;
 - ___ All lot dimensions of the subject property provided;
 - ___ Graphic scale and north arrow provided.
- ___ (b) **A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole:**
- ___ (c) **A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;**

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

_____ (e) Written justification for the proposed conditional use:

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

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

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

The use of the subject property will remain unchanged, ER-1, with no impact on the other surrounding adjacent existing non-conforming properties through-out the neighborhood. All current building setbacks will be followed which is an improvment aligning closer to the adopted ordinance than the current existing structure

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

The proposed conditional use will remain unchanged, ER-1. The existing properties setback distance of 0.8' will be demolished and the new structure will maintain current zoning standard setbacks of 15' total, not less than 6' on one side

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?

The proposed use does not impact the surrounding homes of the neighborhood and improves the character and Architectural style to closer match other near-by properties. Furthermore the new construction improves distance to the to the adjacent structures by following current sideyard setback standards

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?

Through-out the neighborhood of existing non-conforming single family properties, the proposed conditional use remains unchanged from its current use, enhances the property to provide value and conformity for harmonious relationship with the surrounding neighborhood

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 proposed conditional use will not cause burden, and will improve servicability by public services and agancies by increasing access, reducing non-conformity and further aligning with the City's long term plans

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?

IV. FINAL APPLICATION PACKET INFORMATION

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

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

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

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

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

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

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

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

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

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

- _____ **Pre-submittal staff meeting scheduled:**
- Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- _____ **Follow-up pre-submittal staff meetings scheduled for:**
- _____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- _____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- _____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- _____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- _____ **Application form filed with Zoning Administrator:** Date: _____ by: _____
- _____ **Application fee of \$ _____ received by Zoning Administrator:** Date: _____ by: _____
- _____ **Reimbursement of professional consultant costs agreement executed:** Date: _____ by: _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

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

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

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

- ___ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 98-701-98-721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- ___ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII.";
- ___ Exterior building and fencing materials (Sections 98-718 and 98-720);
- ___ Possible future expansion and related implications for points above;
- ___ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

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

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

Development Review Committee (DRC) Application

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

Applicant Information

Property Address _____

Applicant name _____

Applicant email _____ Phone Number _____

Architect/Contractor/Designer Name _____

Architect/Contractor/Designer Email _____ Phone Number _____

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

- 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 _____

Title	Conditional Use Application 02_2025_202503171307375517
File name	Conditional Use A...3171307375517.pdf
Document ID	ce2b274bfb5b5330b20653d865808b44edd48130
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

04 / 17 / 2025
08:43:50 UTC-4

Sent for signature to Katie Coderre (jccoderre@aol.com) from jaddis@addisarch.com
IP: 73.51.203.126



VIEWED

04 / 17 / 2025
09:57:44 UTC-4

Viewed by Katie Coderre (jccoderre@aol.com)
IP: 50.247.152.30



SIGNED

04 / 17 / 2025
09:58:27 UTC-4

Signed by Katie Coderre (jccoderre@aol.com)
IP: 50.247.152.30



COMPLETED

04 / 17 / 2025
09:58:27 UTC-4

The document has been completed.

Coderre Residence

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Sheet Title
Cover

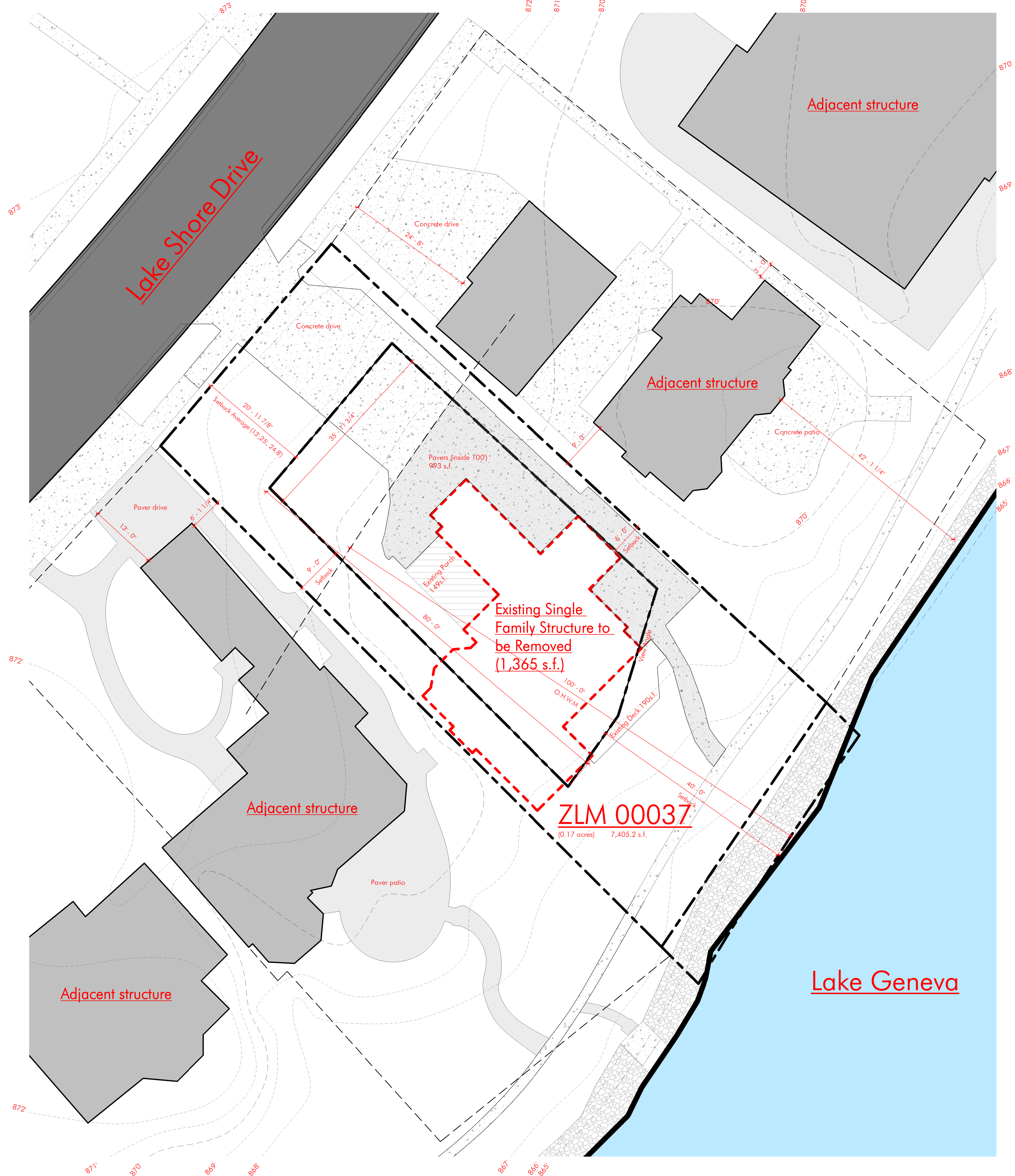
Project Number:
24-431

Date:
5-21-25

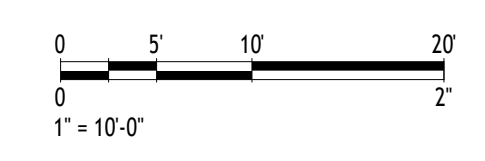
A-1

Coderre Residence

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1 Existing Site Plan
1" = 10'-0"



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Sheet Title
Existing Site Plan

Project Number:
24-431

Date:
5-21-25

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Sheet Title
Architectural
Site Plan

Project Number:
24-431
Date:
5-21-25

Site Plan Notes

- Contact and complete underground utility locating service (Julie or Diggers) or similar, before any work shall begin
- This site plan is schematic in design and drawn as an Architectural plan for reference only. Property lines and setback lines are shown only using data from G.I.S. systems and aerial photography mapping. The exact layout and location of this structure shall be provided and documented by a registered/licensed surveyor in the state of this project. Do not use these drawings for location and placement of structure as they are schematic in nature for project planning purposes
- Grade elevations that may be shown on these Architectural drawings are schematic in nature and are for planning purposes only. Civil engineer soil elevations take precedence over any listed elevations included in this drawing
- Verify property line information and set backs with surveyor and/or building official and zoning department of site municipality
- Notify Architect of discrepancies between these plans and actual field conditions before beginning work
- Contractor may adjust location of stepped foundation wall heights to match final grade on site to conform to actual field conditions so long as the structural components (Beams, Headers) remain unchanged without modification. Notify Architect if adjustments effect other components
- Reference general specifications within these plans for sitework details, protection of vegetation, and protection of surrounding and adjacent property including soil erosion control
- Verify impervious surface regulations with zoning department of municipality. Verify written compliance documentation such as Land Use, Land Disturbance, and Planning and Zoning Permits. All permits shall be posted in an obvious area before beginning work.

Surface Calculations

Total lot area - 7,405.2 s.f.
Total allowable surface coverage 40% (7,405.2 x 0.4) = 2,962 s.f. allowable

- Main structure (inc. garage) 2,016 s.f.
- Front porch 89 s.f.
- Rear deck 190 s.f.
- Drive 346 s.f.
- Walk 240 s.f.

Actual surface coverage = 2,881 s.f. (38.9%) < 2,962 s.f. (40%) allowable

Zoning Notes

- LAKE SIDE SETBACK - The current existing structures distance from the lake can be maintained by the new build. This distance is also subject to the view lines from each neighbor as it must not make the view less than the current view (line from corner to corner of each building)
- SIDE YARD SETBACK - Must conform to current zoning standards - 15' total, minimum of 6' on one side
- STREET YARD SETBACK - 25', or an average of each adjacent property
- MAXIMUM HEIGHT - 35' from the average grade to the average roof depth
- Maximum of 40% surface coverage. This includes any built structure, walks, drives, decks, patios, etc.
- Civil engineering for Storm Water Management, building placement, and erosion control will be required after preliminary review for final submittal. This includes the installation of a rock garden, soil stabilization, and the precise location of all structures, walks, drives, etc.

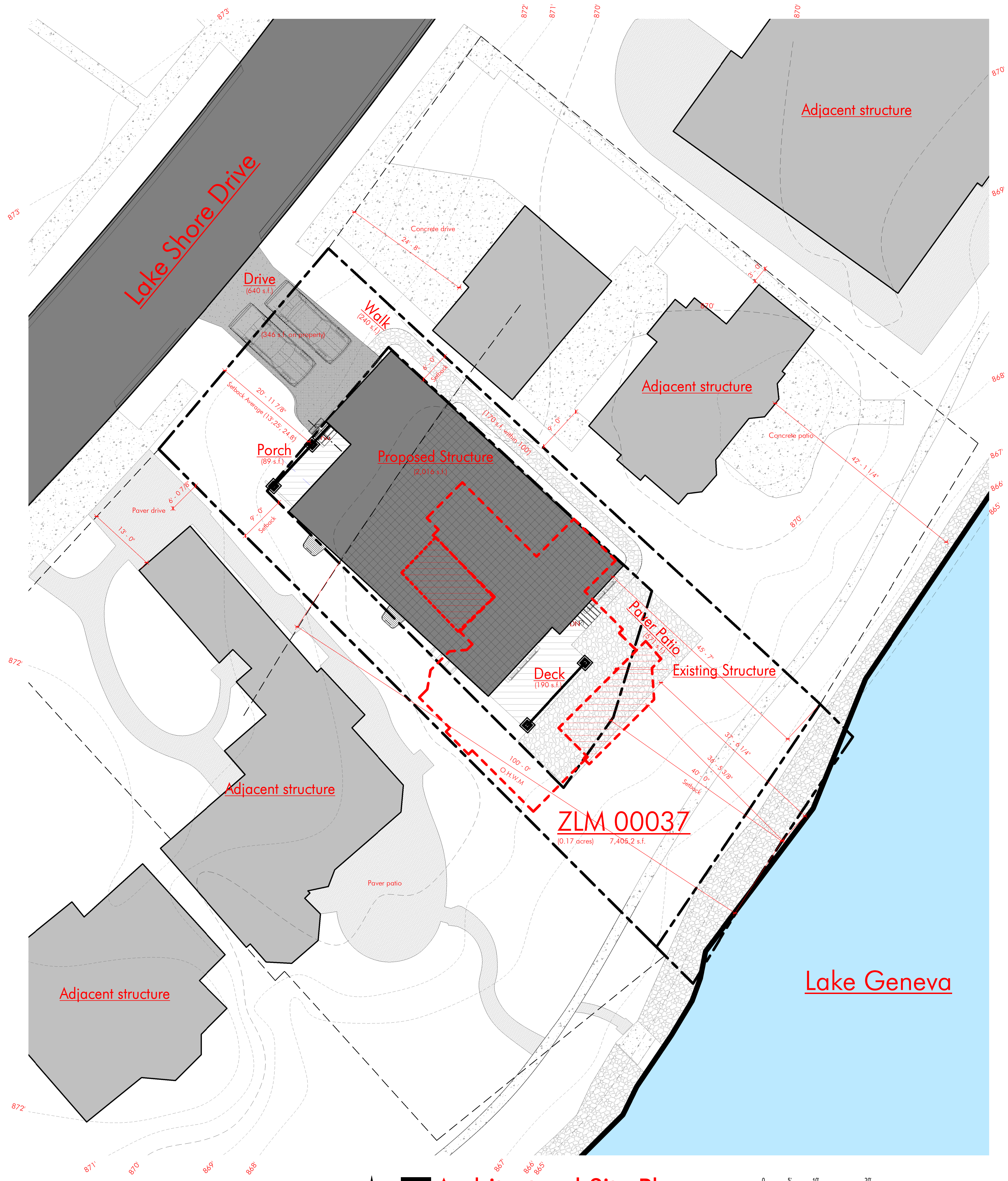
Inside 100' OHWM ONLY
Existing Building coverage - (1,365 + 149) = 1,514 s.f.
New Building Coverage - 1,514 s.f.

Existing Structure Coverage (deck) = 190 s.f.
New Structure Coverage (deck) = 190 s.f.

Existing Impervious Surface (within 100')
• Existing Building 1,365 s.f.
• Existing Pavers 993 s.f.
• Existing Deck 190 s.f.
• Existing Covered Porch 149 s.f.
Total Existing = 2,697 s.f.

New Impervious Surface (within 100')
• Building 1,514 s.f.
• Deck 190 s.f.
• Walk 171 s.f.
• Patio 285.5 s.f.

Total New - 2,160.5 s.f.



Coderre Residence

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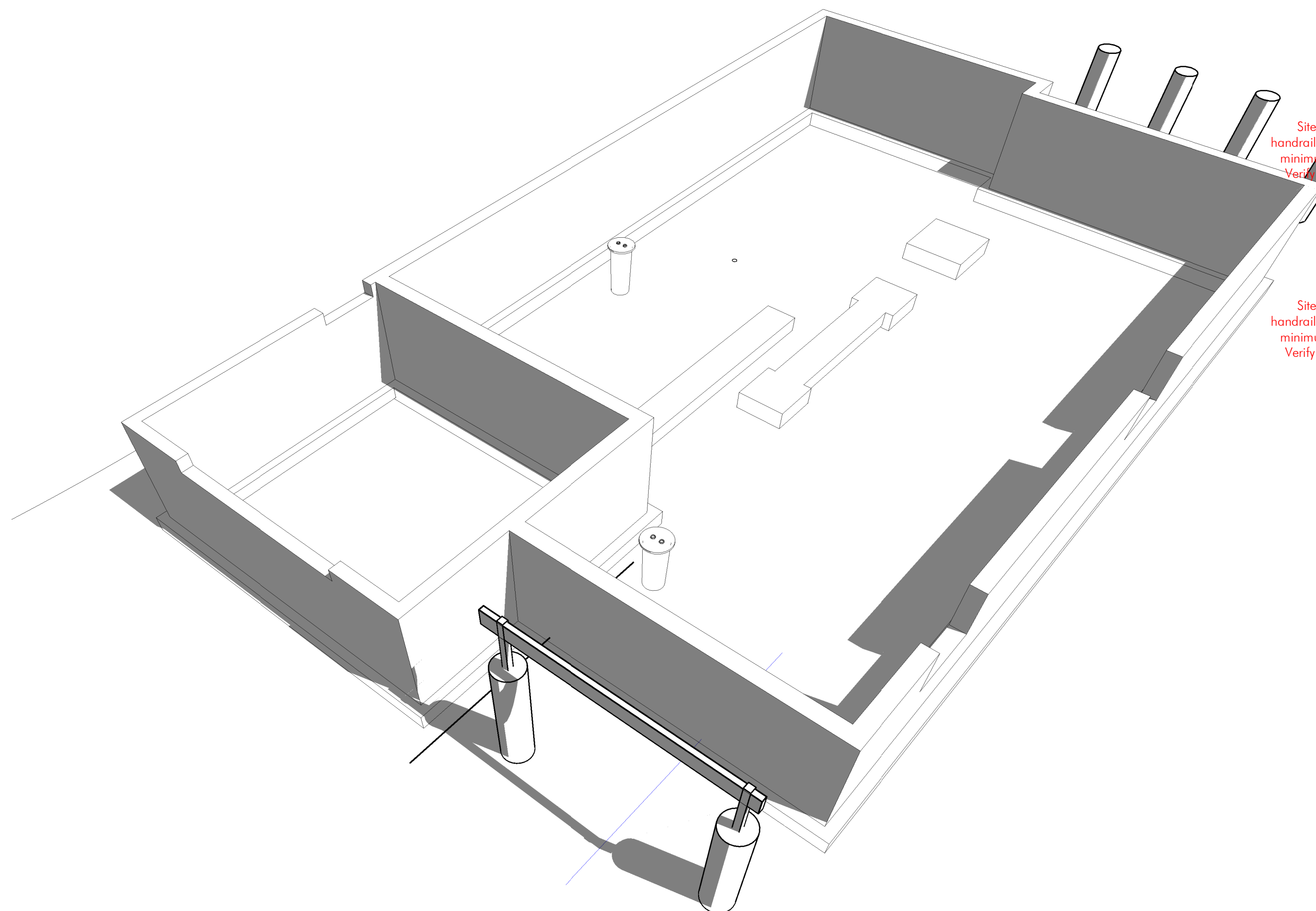
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Sheet Title
Foundation Plan

Project Number:
24-431

Date:
5-21-25

A-8



4" drain tile interior and exterior with bleeders at 8'-0" o.c. or as required by site conditions. Verify system requirements with building official

4" adjustable steel lolly column over 12" d. poured concrete pad footing, typical. Reference sections and details

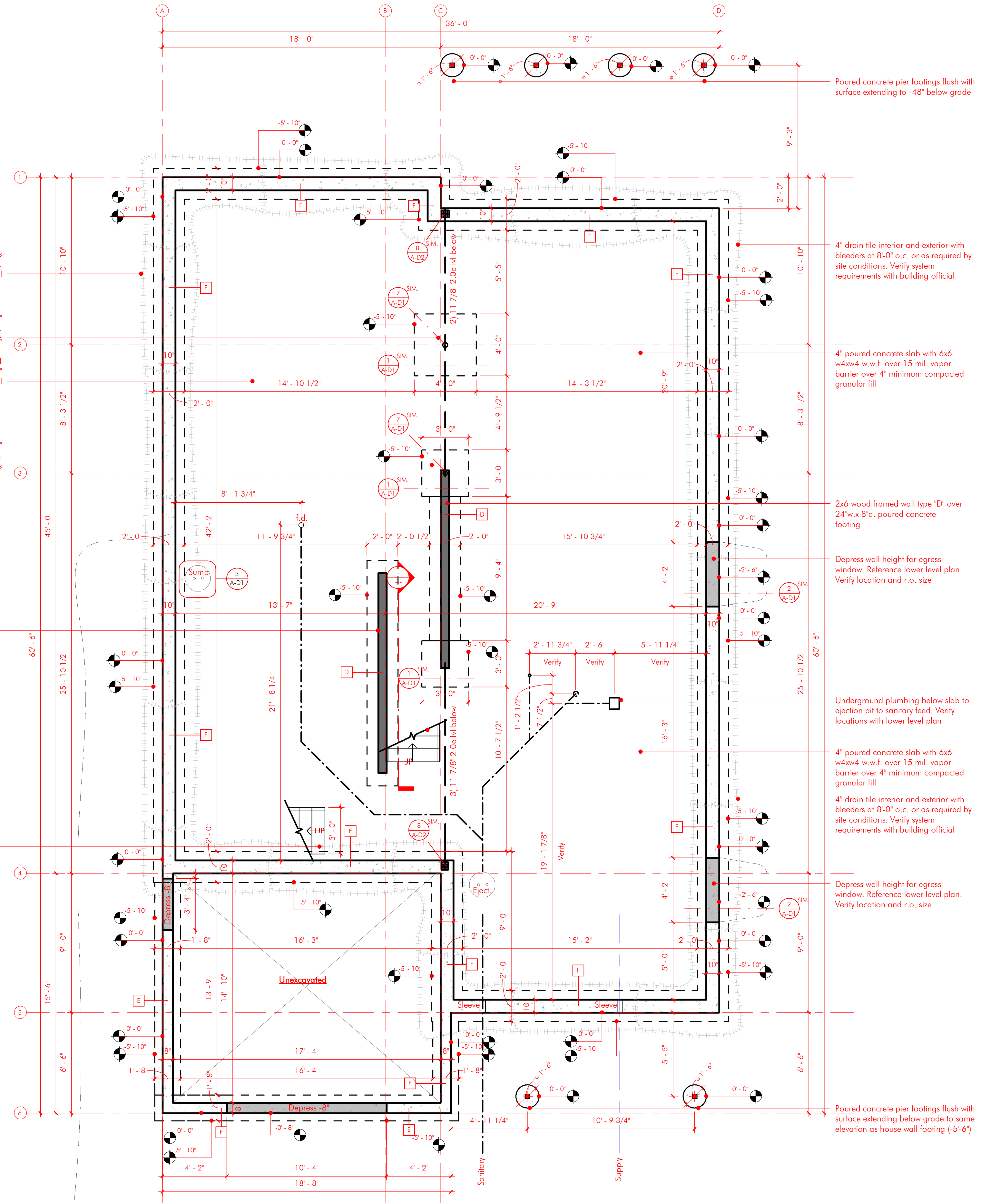
4" poured concrete slab with 6x6 w4xw4 w.w.f. over 15 mil. vapor barrier over 4" minimum compacted granular fill

3" adjustable steel lolly column over 10" d. poured concrete pad footing Typical. Reference sections and details

2x6 wood framed wall type 'D' over 24" w.x 8" d. poured concrete footing

Site built 2x12 stringer stair with handrail on one side, typical, 10" minimum tread, 7 3/4" maximum rise. Verify actual built floor to floor height

Site built (3) 2x12 stringer stair with handrail at 34" on one side, typical, 10" minimum tread, 7 3/4" maximum rise. Verify actual built floor to floor height



Poured concrete pier footings flush with surface extending to -48" below grade

4" drain tile interior and exterior with bleeders at 8'-0" o.c. or as required by site conditions. Verify system requirements with building official

4" poured concrete slab with 6x6 w4xw4 w.w.f. over 15 mil. vapor barrier over 4" minimum compacted granular fill

2x6 wood framed wall type 'D' over 24" w.x 8" d. poured concrete footing

Depress wall height for egress window. Reference lower level plan. Verify location and r.o. size

Underground plumbing below slab to ejection pit to sanitary feed. Verify locations with lower level plan

4" poured concrete slab with 6x6 w4xw4 w.w.f. over 15 mil. vapor barrier over 4" minimum compacted granular fill

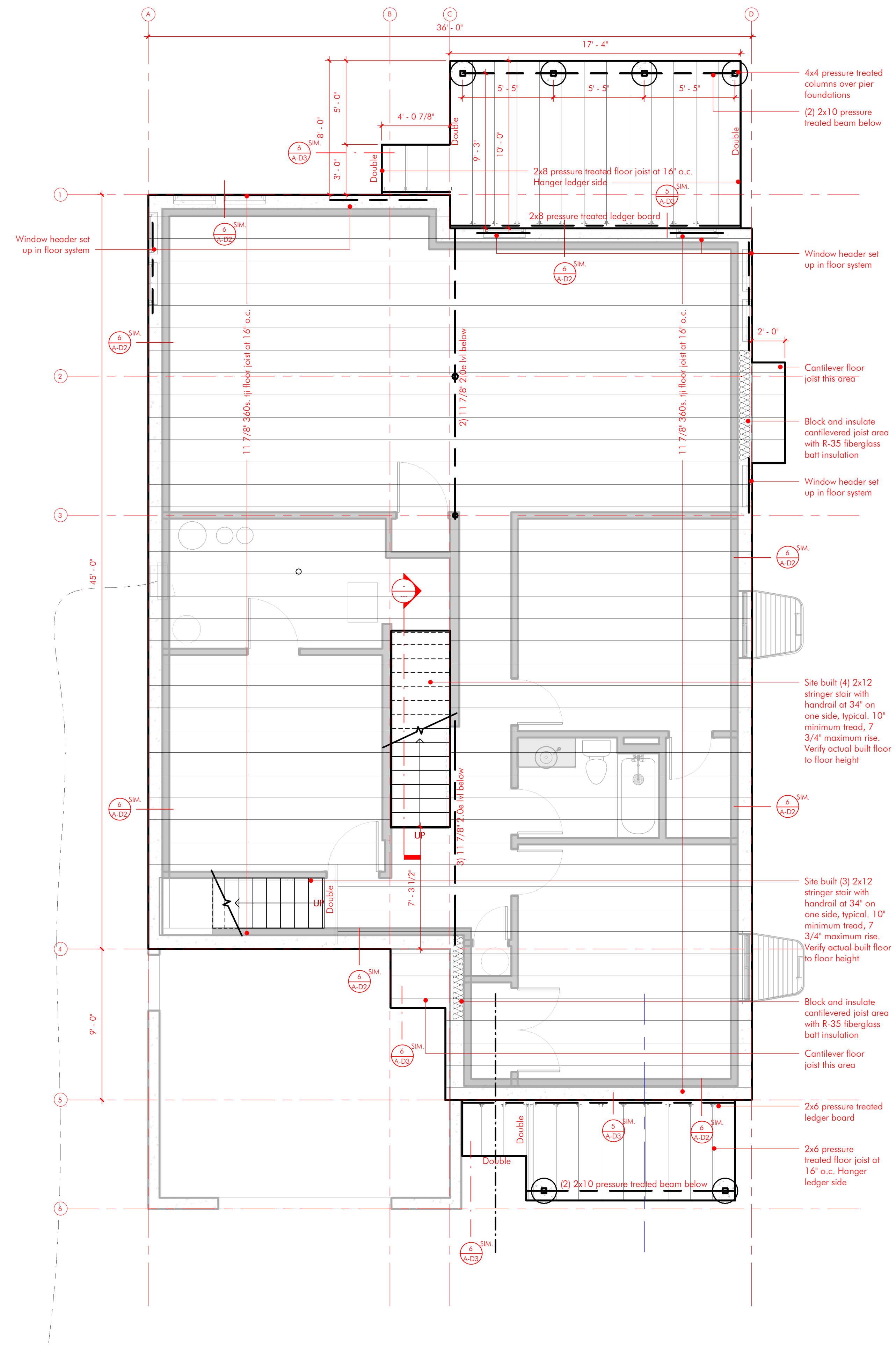
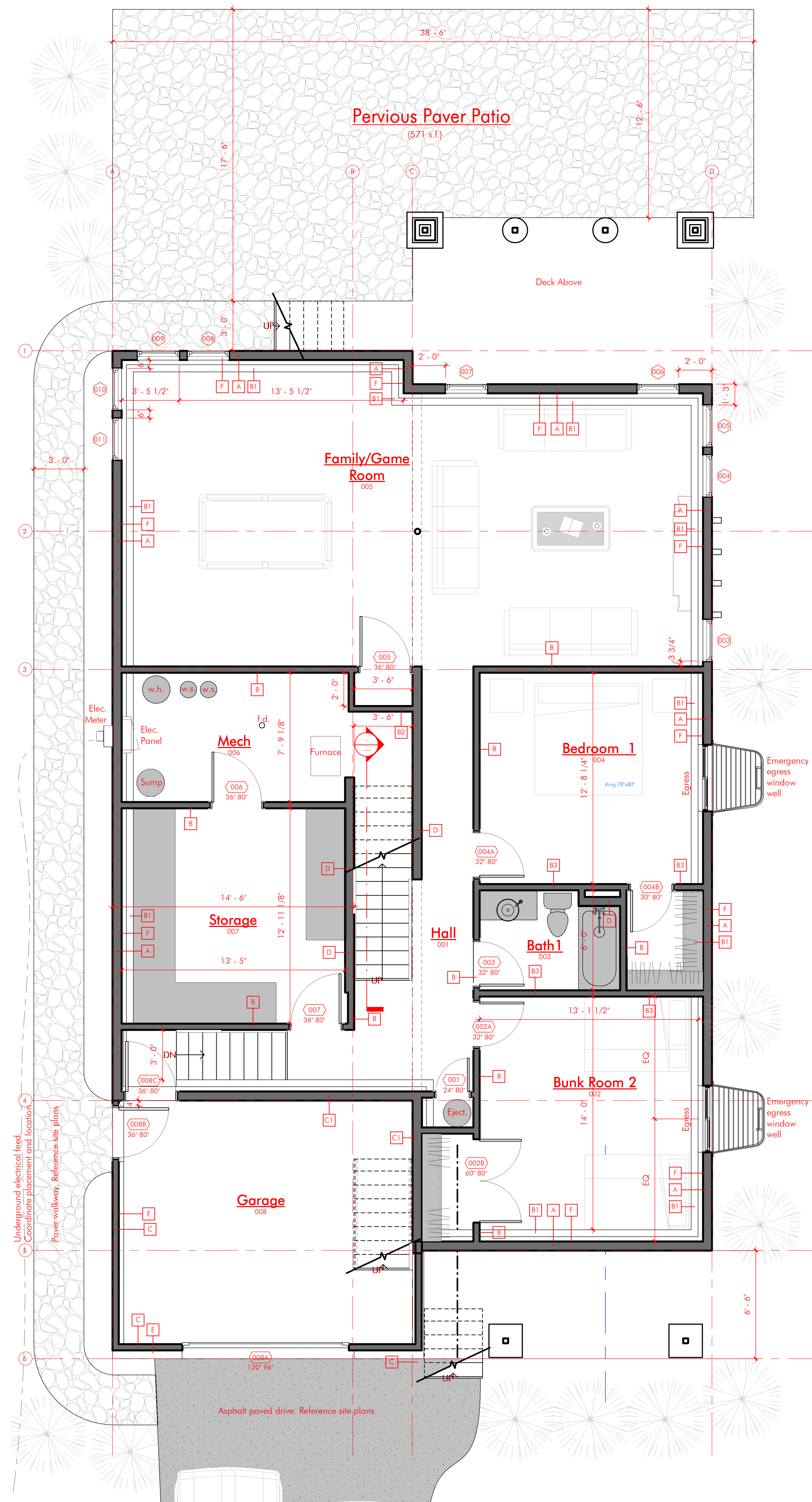
4" drain tile interior and exterior with bleeders at 8'-0" o.c. or as required by site conditions. Verify system requirements with building official

Depress wall height for egress window. Reference lower level plan. Verify location and r.o. size

Poured concrete pier footings flush with surface extending below grade to some elevation as house wall footing (-5'-6")

2 Foundation Perspective

1 Foundation Plan
1/4" = 1'-0"



Coderre Residence

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Sheet Title
**Lower Level
Plan**

Project Number:
24-431
Date:
5-21-25

Coderre Residence

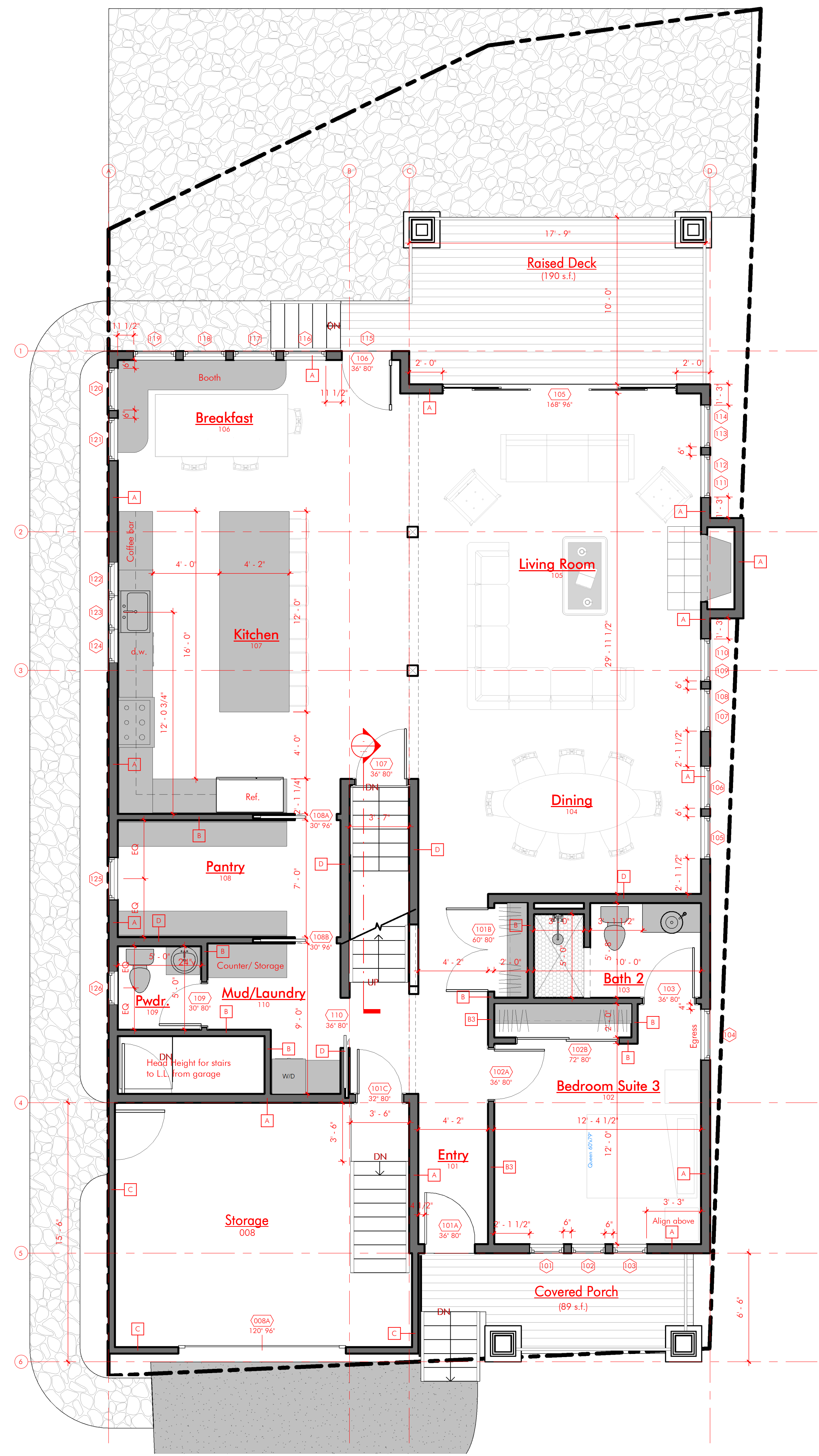
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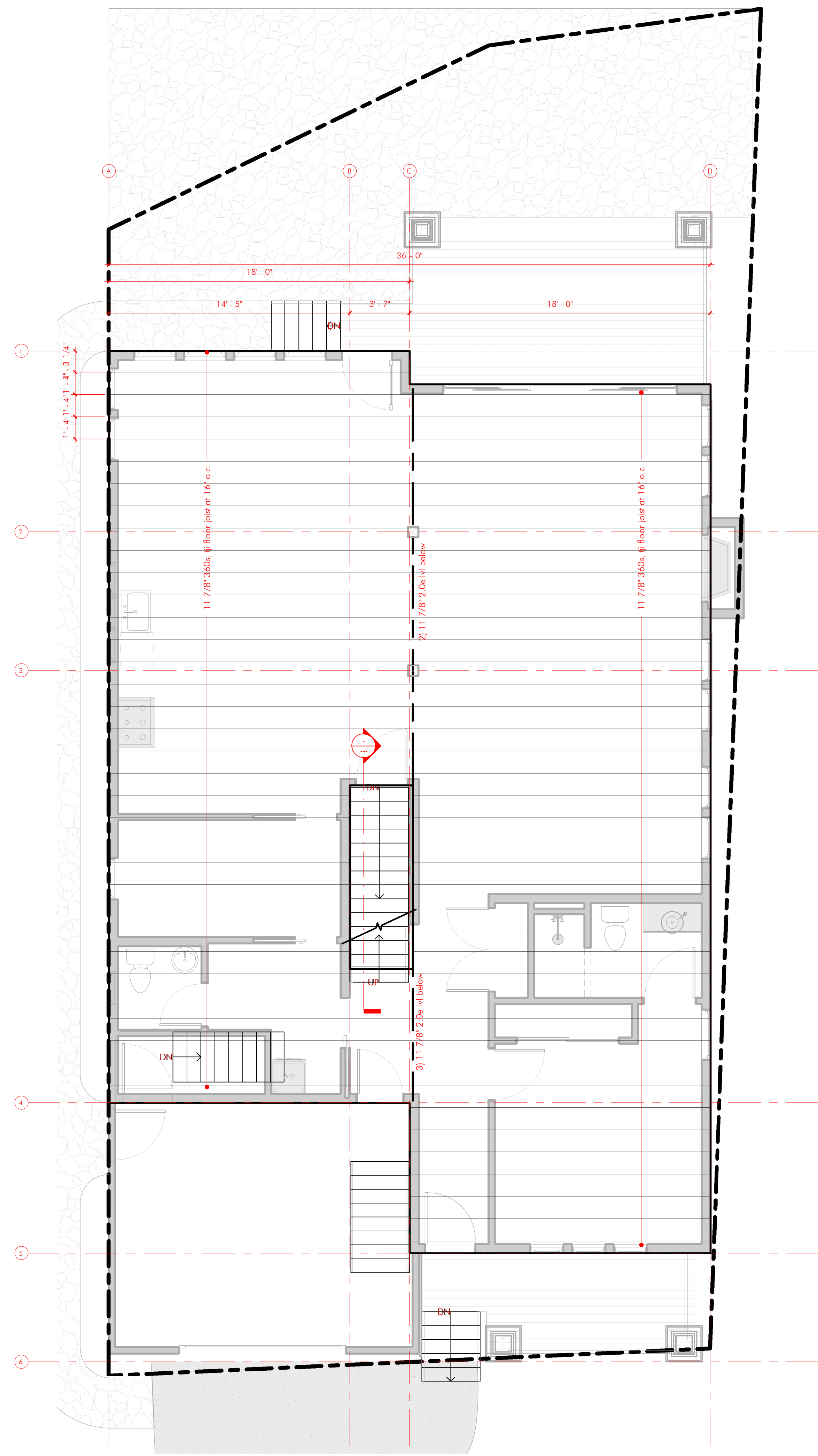
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Sheet Title
First Floor Plan

Project Number:
24-431
Date:
5-21-25



1 First Floor Plan
1/4" = 1'-0"



2 Second Floor Framing Plan
1/4" = 1'-0"

Coderre Residence

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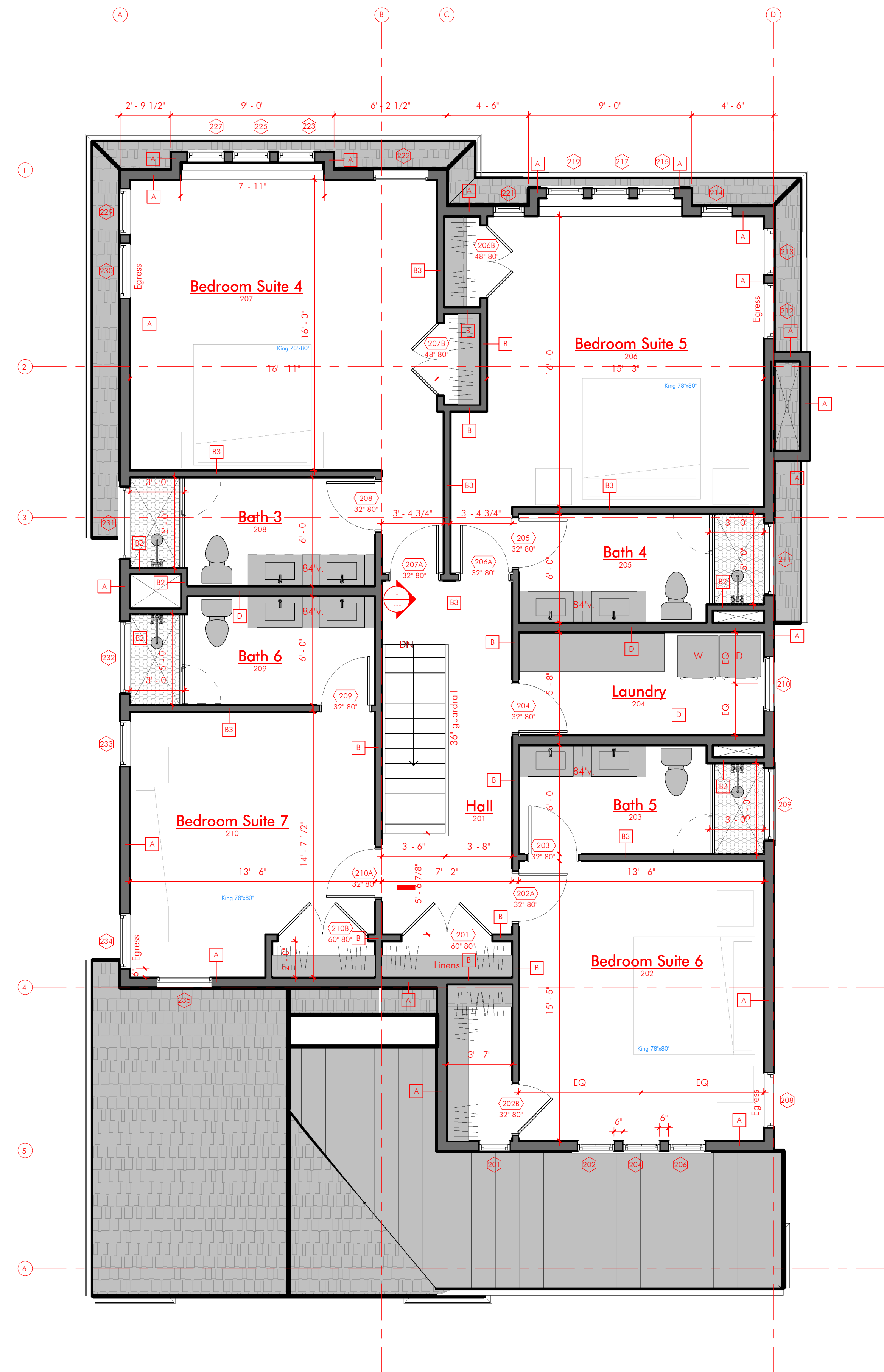
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Sheet Title
**Second Floor
Plan**

Project Number:
24-431

Date:
5-21-25



1 Second Floor Plan
1/4" = 1'-0"

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Sheet Title
Roof Plan

Project Number:
24-431
Date:
5-21-25

Roof Notes

- All work must shown on this drawing must comply with the General Specifications and Construction Standards included within the drawing set
- All ventilation penetrations must be located on the rear slope of the roof, or opposite of the street and painted to match roofing color
- Provide and install Simpson Strong-tie H2.5G90 rafter tie down at each roof truss or roof rafter, typical
- Verify roof rafter/ ceiling rafter size and spacing to be in compliance with IRC Chapter 8 Roof Construction; or Wisconsin SPS 320 - 325 Appendix A (project locations) following the design loads for this project (Property & Project Information sheet A-2)
- Provide and install all aluminum drip edge, gutter apron, step flashing, and counter flashing as required per typical installation for residential construction. Follow all manufacturers specifications and standard installation procedures
- Roof structure shall be engineered roof trusses The truss roof system must be compliant with all building regulations while supporting the minimum roof loads required by the IRC. All engineering (by others) shall clear span the entire structure to bear on exterior walls with foundation support only, while matching the roof design of these drawings. If interior bearing is required by Engineer, notify Architect during the design of trusses for increased bearing capacity to interior bearing points and structure. Engineer to verify and size beams required for their truss system design. The Architect assumes no responsibility or liability for engineered truss systems. Field verify placement and submit shop drawings to Architect and building official.
- Roofing system shall allow for ventilation (low) at all eave ends and roof ridge (high) by means of ventilated ridge cap or integrated box style vents near the roof ridge. Roof ventilation provided shall be 1 s.f. of vent per 150 s.f. of attic space served. 1 s.f. of vent per 300 s.f. of attic may be used if one of the following conditions are met:
 - In climate zones 6, 7, & 8, a vapor barrier is installed on the winter-warm ceiling, and/or
 - 50% of the ventilation is low and 50% of the ventilation is within 3' of the roof peak.

If more than 50%, but less than 75% of the net free ventilating area is provided at the high sides of the roof, the total net free ventilating area shall be a minimum of 1/300 of the horizontal area of the ceiling.

If 75% or more of the net free ventilating area is provided at the upper sides of the roof, the total net free ventilating area shall be at least 1/150 of the horizontal area of the ceiling.

Roof Ventilation

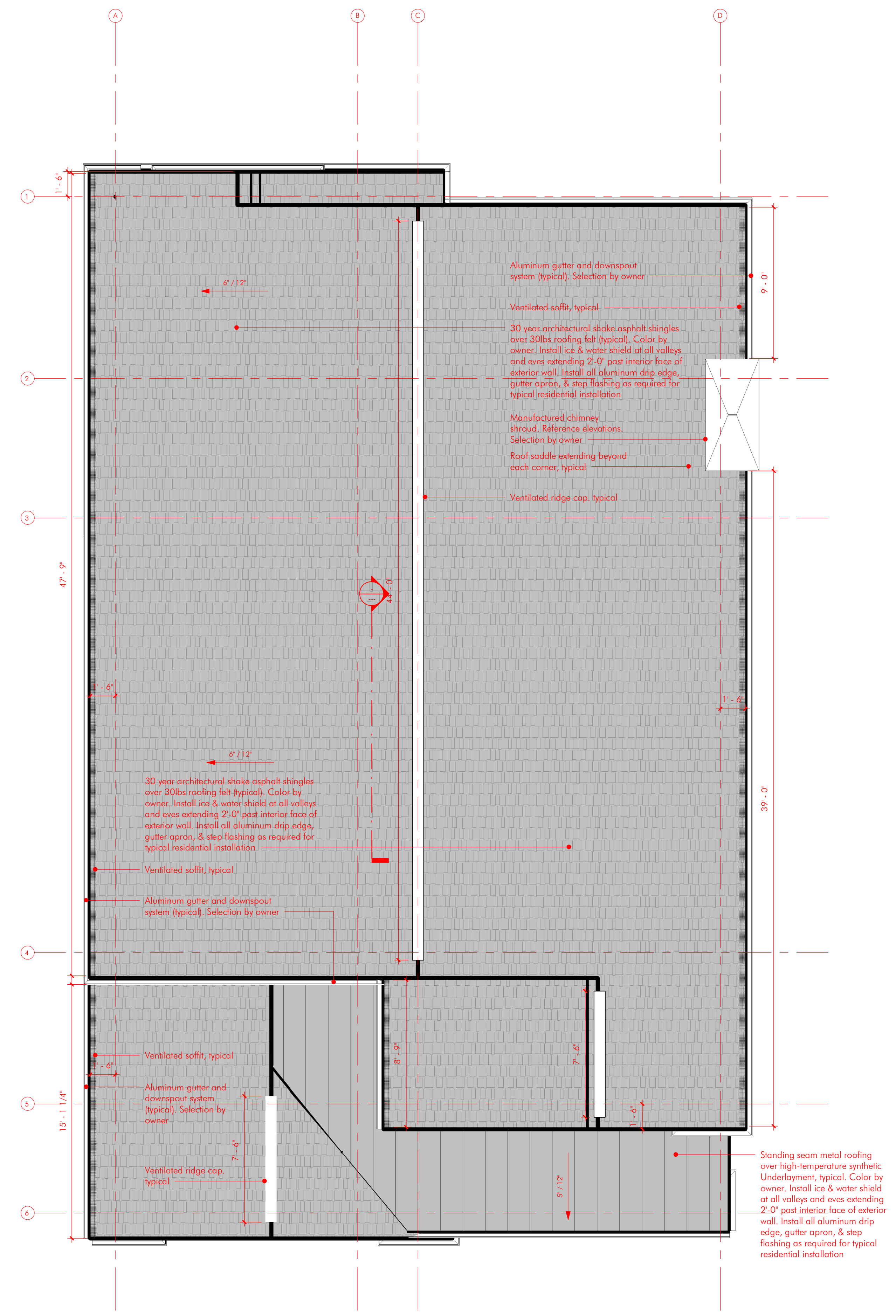
Area of ventilated attic: 2,020 SF
Minimum ventilation (1/300): **6.73 s.f. required**

Minimum 50% vent at ridge, 50% vent at eave

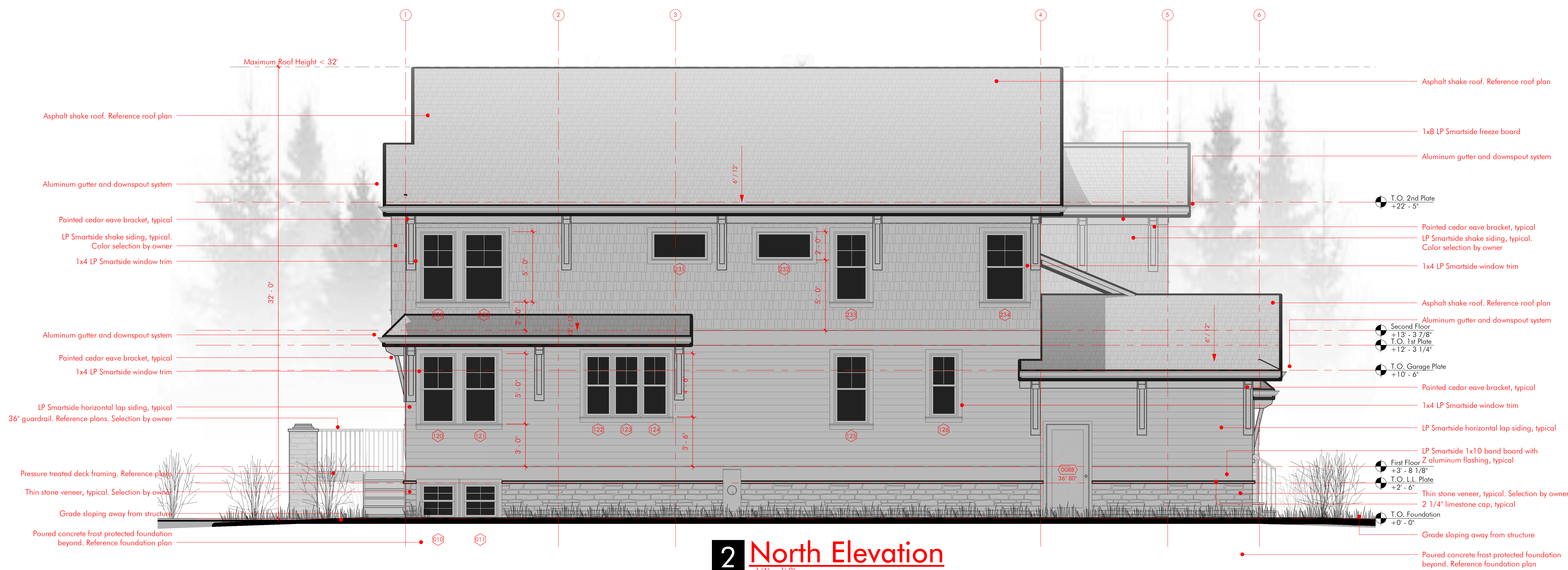
3.36 sf of soffit required
LP Smartside ventilated soffit board = 12 sq. in. open air per linear foot
110 linear feet of vented soffit = 1493 sq. in. / 144 = **9.16 s.f. actual**

3.36 s.f. at ridge venting required
Owens Corning ridge vent = 12.5 s.q. in. open air per linear foot
59 Lin. ft. = 738 sq. in. / 144 = **5.125 s.f. actual**

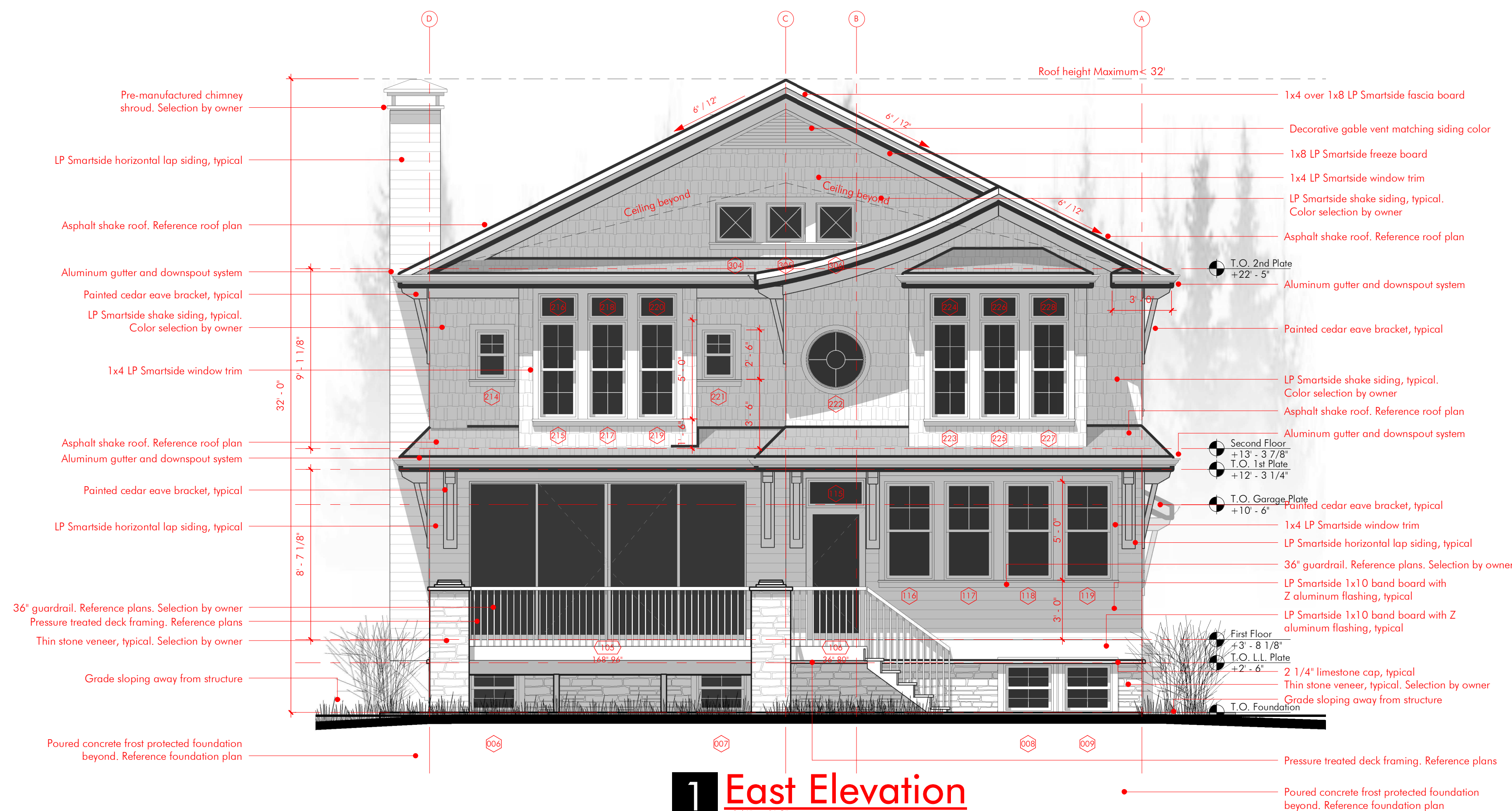
Inverse: 2,020 s.f. / 14.29 Actual = 1/141



1 Roof Plan
1/4" = 1'-0"



2 North Elevation
1/4" = 1'-0"



1 East Elevation
1/4" = 1'-0"

Coderre Residence

1624 N Lake Shore Drive | Lake Geneva, Wisconsin 53147

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Sheet Title
Exterior Elevations

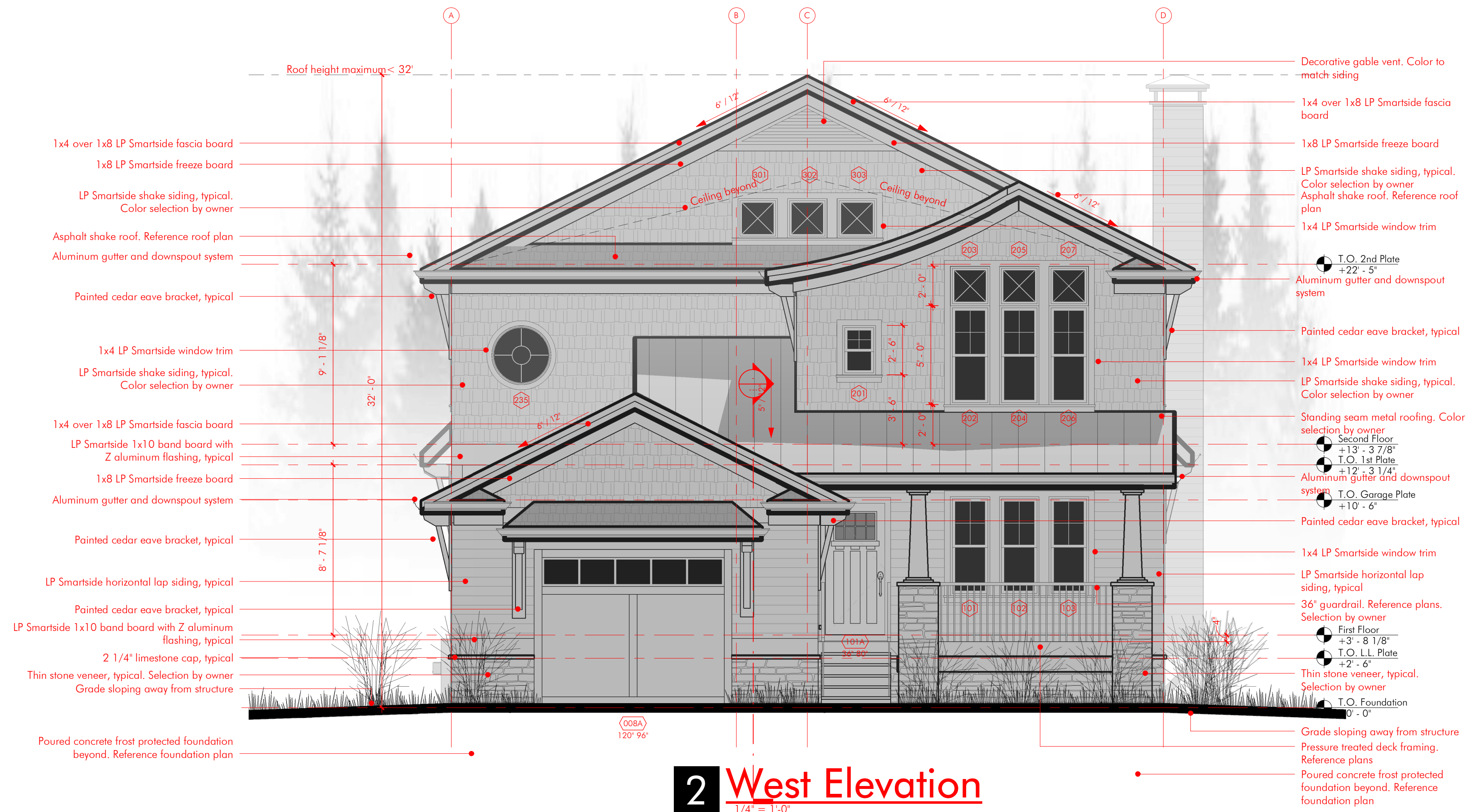
Project Number:
24-431

Date:
5-21-25

A-13



1 South Elevation
1/4" = 1'-0"



2 West Elevation
1/4" = 1'-0"

Coderre Residence

1624 N Lake Shore Drive | Lake Geneva, Wisconsin 53147

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Sheet Title
Exterior Elevations

Project Number:
24-431

Date:
5-21-25

A-14

RESOLUTION OF THE PLAN COMMISSION

Resolution recommending to the Common Council a Conditional Use Permit (CUP) filed by Katie Coderre, 2125 Hagen Lane, Flossmoor, IL 60422, for a request to construct a new single family home within the Estate Residential-1 (ER-1) zoning district for the property located at 1624 N Lake Shore Drive, Tax Key No. ZLM 00037.

Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	PC-022	Date:	June 16, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Conditional Use Permit application filed by T Katie Coderre, 2125 Hagen Lane, Flossmoor, IL 60422, for a request to construct a new single family home within the Estate Residential-1 (ER-1) zoning district for the property located at 1624 N Lake Shore Drive, Tax Key No. ZLM 00037, and

WHEREAS, the Plan Commission held a Public Hearing thereon pursuant to proper notice given on June 16, 2025, and

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

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

STAFF REPORT
Lake Geneva Plan Commission
Meeting Date: June 16, 2025

Agenda Item #9a

Request: *Zoning Text Amendment – Clean Up*

Description: Regular text amendments are a normal part of any zoning administration program. From time to time regulations must be clarified or changed to fit existing conditions. Often a text amendment may have unintended consequences created by conflicting sections which regulate the same use or condition. The purpose of this text amendment is to resolve conflicting language in four (4) areas: fences in street yards, residential garage sales, historic placemaking sign size, and designation of the zoning administrator.

Fence in Street Yard Setback—Attachment #1

The current zoning ordinance contains conflicting regulation of maximum fence height within the required street yard setback. The fence section of the ordinance allows a maximum three (3) feet in height while the intrusions into required yards section allows a maximum four (4) feet in height. To further complicate matters, the swimming pool requirements section requires a minimum four (4) foot fence to act as a pool barrier. This amendment attempts to resolve conflicts between these sections.

- Section 98-405 – *Intrusions into required yards.*
 - This section provides a list of improvements that may be located within the required street yard setback. This section makes clear that side street yards and rear street yards, in the case of a corner or through lot, are treated the same as a typical front street yard.
 - Section 98-405(4)a.4 provides the following: *Fences on residential or nonresidential lots which do not exceed four feet in height, provided they do not locate closer than two feet to any street right-of-way. Permitted fence types shall comply with the provisions of Section 98-720(3).* This is in direct conflict with Section 98-720 (3)c.1.
- Section 98-720 – *Fencing standards*
 - Section 98-720 (3)c.1 provides the following: *Fences in excess of three feet tall shall not be permitted within a required yard setback, including street front yard, street side yard, and street rear yard, except with the granting of a conditional use permit per Section 98-905.* This section further conflicts with Section 98-723 (6) a.

- Section 98-723 – *Swimming pool standards*.
 - Further complicating the issue is the swimming pool barrier requirement found in Section 98-723 (6)a which provides: *Fence; in-ground pools, All outdoor, inground swimming pools shall have a fence or other solid structure not less than four feet in height completely enclosing the pool with no opening therein (other than doors or gates) larger than three inches square...* This requirement may be difficult to meet for properties on existing nonconforming corner or through lots. The most common street yard setback requirement is twenty-five (25) feet. If an existing lot is developed with a principal structure less than twenty-five (25) feet from a side street yard or rear street yard, then this barrier requirement may be impossible to meet. Although the applicant has the right to request a conditional use permit to locate the fence outside of the requirements of the zoning ordinance, it would be unduly burdensome for a property owner to be required to go through the conditional use permit process to meet a safety requirement.
 - To eliminate the need for property owners to secure a conditional use permit to meet the ordinance requirement for a pool barrier. This text amendment will provide administrative relief for a narrow exception.

Provide for Residential Garage Sales – Attachment #2 and #2a

The current zoning ordinance allows for *garage sales* only in the commercial business zoning districts. It is assumed that the author of the current zoning ordinance was trying to provide for residential garage sales in this section but inadvertently limited the use to the commercial business districts.

- Section 98-206 – *Detailed land use descriptions and regulations* provides specific regulations for certain land uses such as temporary land uses.
- Section 98-206(9)a – *General temporary outdoor sales (NB,PB,GB,CB)* describes types of sales events that are covered under these provisions as seasonal garden shops, tent sales, bratwurst stands, and *garage sales*. It is not appropriate to include garage sales with these other commercial uses. Followed strictly, this section and the accompanying land use chart allows garage sales only in commercial zoning districts prohibiting them from residential districts. It seems the legislative intent of the mention of garage sale in this section was to allow them two (2) times per year in the residential districts.
- This amendment proposes to separate garage sales from commercial temporary outdoor sales events. This requires adding a new subsection to Section 98-206 dedicated exclusively to the regulation of residential garage sales.

Historic Sign Maximum Surface Area – Attachment #3

In the 2024 Sign Amendment the maximum surface area for historic placemaking signs was inadvertently reduced to six (6) square feet. The purpose of this amendment is to reestablish a

maximum surface area for historic signage that reflects the size of existing historic sign markers around the city.

- Historic sign markers fall within the definition of *Metal Plaque Sign*. Section 98-805(3)b provides the definition of *Metal Plaque Sign* as *A type of placemaking Sign is available to officially recognized historic properties, sites, or districts, typically denoting the name of the building onto which it is mounted, its date of erection, or historical information.*
- Figure 98-811(3)—*Miscellaneous Sign Group* sets the maximum allowable surface area for *Metal Plaque Sign* as six (6) square feet without differentiation between wall signs and freestanding sign types.
- Currently, the Historic Preservation Commission maintains several signs that fit this definition throughout the city that are freestanding signs and measure up to eighteen (18) square feet in surface area.
- This text amendment will allow for the continuation of the historic sign program that the Historic Preservation Commission has established.

Designation of Zoning Administrator – Attachment #4

The current zoning ordinance designates the Building Inspector as the city staffer responsible for performing the duties of the Zoning Administrator. The city no longer employs a Building Inspector on staff. This amendment names the Building and Zoning Administrator as the Zoning Administrator. This amendment further adds responsibility for granting administrative variations as required for swimming pool barrier fencing.

- Section 98-932 – *Zoning Administrator* establishes the city staffer responsible for the zoning duties. Currently the Building Inspector is the designated zoning administrator. This proposed amendment replaces that title with Building and Zoning Administrator.
- The amendment also provides for the administrative height variance in the narrow case of swimming pool barriers which are in the required side street yard setback or side rear yard setback.

Staff Recommendation:

Staff recommends approval of the proposed text amendments to the City of Lake Geneva Municipal Code.

Fences in Street Yards

Attachment #1

Section 98-405 Intrusions into required yards

The minimum setback requirements of Sections 98-402 and 98-403 establish the minimum required yards for all uses, except those exempted by the provisions of this section.

(1) No yard shall be reduced in area or dimension so as to make such yard less than the minimum required by this chapter. If an existing yard is less than the minimum required, it shall not be reduced further, except where exempted by the provisions of this section.

(2) No required yard or lot area allocated to satisfy the minimum yard or lot area requirements for one building or structure shall be used to satisfy the minimum yard or lot area requirement for another building or structure.

(3) In instances where the required buffer yard width (per Section 98-610) exceeds the minimum required setback width, the minimum required buffer yard width shall prevail. Absolutely no intrusions of a building or structure are permitted within the required buffer yard.

(4) Permitted intrusions into required yards. The following intrusions by buildings and structures are permitted into the specified required yards:

(a) Permitted intrusions into required front or street yards.

1. Chimneys, flues, sills, pilasters, lintels, ornamental features, cornices, eaves, and gutters for residential buildings, provided they do not extend more than two and one-half feet into the required yard.

2. Yard lights, ornamental lights, and nameplate signs for residential lots, provided that they comply with the illumination requirements of Section 98-707 and provided they do not locate closer than five feet from the front or street property line.

3. Terraces, steps, uncovered porches, attached decks, stoops, or similar appurtenances to residential buildings which do not extend above the floor level of the adjacent building entrance, provided they do not locate closer than 20 feet from any street right-of-way.

4. Fences on residential or nonresidential lots which do not exceed ~~four~~ **three** feet in height, provided they do not locate closer than two feet to any

street right-of-way. **The zoning administrator may grant a one (1) foot administrative height variance where a four (4) foot tall fence is required as a swimming pool barrier per Section 98-720 (3) f and Section 98-723 (6) a.**

Permitted fence types shall comply with the provisions of Section 98-720(3).

(b) Permitted intrusions into required rear or side yards.

1. Sills, pilasters, lintels, ornamental features, cornices, eaves, and gutters for residential buildings, provided they do not extend more than two and one-half feet into the required yard.

2. Fences may locate on the property line. Permitted fence types shall comply with the provisions of Section 98-720.

3. Fire escapes (on residential buildings) which do not extend more than three feet into the required yard.

(c) Permitted intrusions into required rear yards.

1. Terraces, steps, uncovered porches, attached decks, stoops, or similar appurtenances to residential buildings which do not extend more than one foot above grade, provided they do not locate closer than 20 feet to the rear lot line.

(5) All front yard and street yard areas. With the exception of fences, or as provided on lakeshore lots under Section 98-409, no accessory structures shall be permitted within any portion of a front yard or street yard.

Section 98-720 Fencing standards

(1) Purpose. The purpose of this section is to regulate the materials, location, height, and maintenance of fencing, landscaping walls and decorative posts in order to prevent the creation of nuisances and to promote the general welfare of the public.

(2) Applicability. The requirements of this section apply to all fencing, landscape walls and decorative posts equal to, or exceeding, 30 inches in height, for all land uses and activities.

(3) Standards.

(a) Materials.

1. Residential districts. Acceptable materials for constructing fencing, landscape walls, and decorative posts include wood, stone, brick, wrought iron, chain link, vinyl and wire mesh, except that wire mesh and chain-link fencing is not permitted within required or provided front yard or street yard

areas. Any fence within a street yard, including along property lines which intersect a right-of-way, shall be a maximum of 60% opaque, except with the granting of a conditional use permit per Section 98-905.

2. Nonresidential districts. Acceptable materials for constructing fencing, landscape walls, and decorative posts include wood, stone, brick, wrought iron, chain-link, and wire mesh. Barbed wire fencing shall not be permitted. Any fence within a street yard, including along property lines which intersect a right-of-way, shall be a maximum of 60% opaque, except with the granting of a conditional use permit per Section 98-905.

3. Temporary fencing. Temporary fencing, including the use of wood or plastic snow fences for the purposes of limiting snow drifting between November 1 and April 1, protection of excavation and construction sites, and the protection of plants during grading and construction, is permitted for up to 180 consecutive days and no more than 180 consecutive days per calendar year.

4. Snow fences. Snow fences constructed of wood and wire, and/or plastic shall be permitted only as temporary fences.

(b) Location. On all properties, no fence, landscape wall, or decorative post shall be located closer than two feet to the front yard or street yard property line. Fences may be located on any property line abutting a side or rear yard.

(c) Maximum height. The maximum height of any fence, landscape wall, or decorative post shall be the following:

1. Fences in excess of three feet tall shall not be permitted within a required yard setback, including street front yard, street side yard, and street rear yard, except with the granting of a conditional use permit per Section 98-905.

The zoning administrator may grant a one (1) foot administrative height variance where a four (4) foot tall fence is required as a swimming pool barrier per Section 98-723 (6) a and subsection (3) f of this section.

2. Six feet when located on any residentially zoned property, but not within a required front yard setback or a required street yard setback; and

3. Eight feet when located on any nonresidentially zoned property, but not within a required front yard or a required street yard, except that security fences may exceed this height.

(d) Orientation. Any and all fences, landscape walls, or decorative posts shall be erected so as to locate visible supports and other structural components toward the subject property.

(e) Maintenance. Any and all fences, landscape walls, or decorative posts shall be maintained in a structurally sound and attractive manner.

(f) Swimming pools. Pools within the scope of this section that are not enclosed with a permanent building shall be completely enclosed by a fence of sufficient strength to prevent access to the pool. Such fence or wall shall not be less than four feet nor more than six feet in height and constructed not to have voids, holes, or openings larger than four inches in one dimension. Gates or doors shall be equipped with self-closing and self-latching devices located at the top of the gate or door on the pool side of the enclosure, except the door of any residence that forms a part of the enclosure. Gates or doors shall be kept securely closed and locked at all times when the owner or occupant is not present at the pool. This section shall not apply to existing fences on the date of adoption of this chapter at least 40 inches in height that otherwise comply with this section.

Residential Garage Sale Regulations

Attachment #2

Section 98-206 Detailed land use description and regulations.

The land use categories employed by this chapter (particularly Sections 98-203 and 98-204) are defined in this section. Land uses which are not listed in this chapter are not necessarily excluded from locating within any given zoning district. Section 98-911 empowers the Zoning Administrator to make interpretations on matters regarding specific land use proposals which are not addressed by this chapter.

...

(9) Temporary land uses.

(a) General temporary outdoor sales (NB, PB, GB, CB):

Description: Includes the display of any items outside the confines of a building, which is not otherwise permitted as a permitted or conditional use, or a special event otherwise regulated by the City of Lake Geneva Municipal Code. Examples of this land use include but are not limited to seasonal garden shops, tent sales, **and** bratwurst stands, ~~and garage sales; however, up to two garage sales are exempt from the provisions of this section.~~

1. Temporary use regulations:

- a. Display shall be limited to a maximum of 12 days in any calendar year.
- b. Display shall not obstruct pedestrian or vehicular circulation, including vehicular site distances.
- c. Signage shall comply with the requirements for temporary signs in Section 98-807.
- d. Adequate parking shall be provided.
- e. If subject property is located adjacent to a residential area, sales and display activities shall be limited to daylight hours.
- f. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(b) Outdoor assembly (all districts):

Description: Includes any organized outdoor assembly of more than 100 persons.

1. Temporary use regulations:

- a. Activities shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances.
- b. Signage shall comply with the requirements for temporary signs in Section 98-807.
- c. Adequate parking, drinking water, and toilet facilities shall be provided, and shall be described in the application.
- d. If subject property is located adjacent to a residential area, activities shall be limited to daylight hours.
- e. Adequate provisions for crowd control shall be made, and shall be described within the application.
- f. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(c) Contractor's project office (all districts):

Description: Includes any structure containing an on-site construction management office for an active construction project.

1. Temporary use regulations:

- a. Structure shall not exceed 2,000 square feet in gross floor area.
- b. Facility shall be removed within 10 days of issuance of occupancy permit.
- c. Shall not be used for sales activity. (See subsection (9)(f), below.)
- d. Projects requiring said land use to be in place for more than 365 days shall require a conditional use permit.
- e. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(d) Contractor's on-site equipment facility (all districts):

Description: Includes any structure or outdoor area designed for the on-site storage of construction equipment and/or materials for an active construction project.

1. Temporary use regulations:

- a. Facility shall be removed within 10 days of issuance of occupancy permit.
- b. Projects requiring said land use to be in place for more than 365 days shall require a conditional use permit.
- c. Shall be limited to a maximum area not exceeding 10% of the property's gross site area.
- d. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(e) Relocatable building (NO, PO, NB, PB, GB, CB, PI, GI, HI):

Description: Includes any manufactured building which serves as a temporary building for less than six months. (Facilities serving more than six months shall be considered conditional uses and subject to the general standards and provisions presented in Section 98-905.)

1. Temporary use regulations:

- a. Shall conform to all setback regulations.
- b. Shall conform to all Building Code regulations.
- c. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(f) On-site real estate sales office (all districts):

Description: Includes any building which serves as an on-site sales office for a development project.

1. Temporary use regulations:

- a. Structure shall not exceed 5,000 square feet in gross floor area.
- b. Facility shall be removed or converted to a permitted land use within 10 days of the completion of sales activity.
- c. Signage shall comply with the requirements for temporary signage in Section 98-807.
- d. Projects requiring said land use to be in place for more than 365 calendar days shall require a conditional use permit.

e. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(g) Seasonal outdoor sales of farm products (RH, NB, PB, GB, CB, PI, GI):

Description: Includes any outdoor display of farm products not otherwise regulated by the City of Lake Geneva Code of Ordinances.

1. Temporary use regulations:

a. Display shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances.

b. Signage shall comply with the requirements for temporary signs in Section 98-807.

c. Adequate parking shall be provided.

d. If subject property is located adjacent to a residential area, sales and display activities shall be limited to daylight hours.

e. Shall comply with Section 98-906, standards and procedures applicable to all temporary uses.

(h) Tents (RH, CR, ER, SR, TR, MR):

Description: Includes any structure or enclosure consisting of a pliable material, constructed or erected for the purposes of shelter.

1. Tents shall not be erected, used, or maintained for dwelling, lodging, or other purposes, except as may be used for incidental recreation purposes when erected on the same lot as a residential dwelling and used only by the residents of the dwelling.

(i) Residential Garage Sales (RH, CR-5, ER-1, SR-3, SR-4, TR-6, MR-8)

Description: Includes any temporary sales operation conducted in a residential zoning district.

1. Temporary use regulations:

a. Residential Garage Sales shall be limited to two (2) events per calendar year.

b. Each Residential Garage Sale event shall be limited to three (3) consecutive days.

- c. Residential Garage Sale events must be separated by a minimum of seven (7) consecutive days.

Residential Garage Sales



Attachment #2a

Zoning District Abbreviations																	Type of Land Use	
ORH	CR-5ac	ER-1	SR-3	SR-4	TR-6	MR-8	NO	PO	NB	PB	GB	CB	PI	GI	HI	PBP	EX	
									T	T	T	T						Temporary Uses [Section 98-206(9)]
									T	T	T	T						(a) General temporary outdoor sales
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T			(b) Outdoor assembly
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T			(c) Contractor's project office
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		(d) Contractor's on-site equipment storage
							T	T	T	T	T	T	T	T	T	T		(e) Relocate-able residence
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		(f) On-site real estate sales office
T									T	T	T	T	T	T				(g) Outdoor sales of farm products
<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>												<u>(h) Tent</u>
<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>												<u>(i) Residential garage sale</u>
RH Rural Holding				TR Two-Family Res				NB Neighborhood Business				PI Planned Industrial						
CR Countryside Res				MR Multifamily Res				PB Planned Business				GI General Industrial						
ER Estate Residential				NO Neighborhood Office				GB General Business				HI Heavy Industrial						
SR Single-Family Res				PO Planned Office				CB Central Business				PBP Planned Business Park						
EX Extraction/Disposal																		

Attachment #3




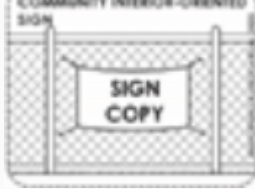
figure 98-811(3): Miscellaneous Sign Group ²							Sign Area & Height Maximums for Zoning Districts:				Example Sign Diagrams:
Sign Categories & Sign Types	Sign Permit Required & Approver (see Section 98-827)	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	One- & Two-Family Residential	Multi-Family Residential	Non-Residential & Mixed-Use	Downtown	
							CR-5ac, ER-1, SR-3, SR-4, TR-6	MR-8	RH, PO, NB, PB, PBP, NO, GB, PI, HI	CB	

A. Site Guidance Sign Category^{1, 2, 6}

1. On-Building Locational Sign ^{1, 2, 6, 8, 10}	Sign permit not required	1 required per address ⁶	On-building, and visible from street ⁸	Any durable, all-weather material	Ambient only	None needed. Use max sign area limit	4 sf max area 6 ft max mounted height ¹⁰	12 sf max area 12 ft max mounted height ¹⁰	
2. Interior Site Navigational Sign ^{1, 2, 6, 8, 9}	Yes. For each new sign. Staff approval	As permitted by the Zoning Administrator	On-building or freestanding ⁸				4 sf max area 6 ft max height		

B. Placemaking Sign Category^{1, 2, 6}

figure 98-811(3): Miscellaneous Sign Group²

figure 98-811(3): Miscellaneous Sign Group ²							Sign Area & Height Maximums for Zoning Districts:				Example Sign Diagrams:
Sign Categories & Sign Types	Sign Permit Required & Approver (see Section 98-827)	Number of Signs Allowed	Sign Locations Allowed	Sign Face Materials Allowed	Sign Lighting Allowed	Sign Area Formula	One- & Two-Family Residential	Multi-Family Residential	Non-Residential & Mixed-Use	Downtown	
							CR-5ac, ER-1, SR-3, SR-4, TR-6	MR-8	RH, PO, NB, PB, PBP, NO, GB, PI, HI	CB	
1. Metal Plaque Sign ^{1,2}	Yes. For each new sign. HPC approval	Up to 3 per historic building, property, or district	On-building ⁸ or freestanding ⁶	Bronze, aluminum, or stainless steel	Standard ⁷	None Needed. Use max sign area limit	6 sf max area for on-building signs 18 sf max area for freestanding signs 6 ft max height				
2. Permanent Gateway Sign ^{1,2,3,6}	Yes. For each new sign. P.C. approval	As approved per the final plat	Minimum height of sign = minimum distance from the right-of-way ⁶	Any durable, all-weather material.	Standard ⁷	1 sf of sign area per 1 ft of building facade length	32 sf max area 6 ft max height				
3. Community Sign ^{1,2,4,5,6}		1 per site.			Standard ^{5,7}		See Monument Signs in Figure 98-811(1)				
4. Community Interior-Oriented Sign ^{1,2,4,6}	Yes. For each new sign. Staff approval	As permitted by the Zoning Administrator	Affixed to fences facing the interior of a recreational field	Any durable, all-weather material.	Ambient only	None Needed. Use max sign area limit	32 sf max area 15 ft max height				

Footnotes Containing Additional Development Requirements:

- 1 Refer to Section 98-805 for definitions and rules for each Sign Category (lettered), and each Sign Type (numbered).
- 2 Available to land uses identified in the City of Lake Geneva Zoning Code Chapter **98**, Article 2, other than Community Signs and Community Interior-Oriented Signs.
- 3 Permanent Gateway Signs shall be located within a platted outlot or within a permanent sign easement and shall only be configured as a monument sign.

Footnotes Containing Additional Development Requirements:

- 4 Community Signs shall only be configured as monument signs. Community Interior-Oriented Signs shall only be configured as a banner sign affixed to a fence facing the interior of a recreational field. Community Signs and Community Interior-Oriented Signs are only allowed for Institutional land uses as determined by the Zoning Administrator.
- 5 Electronic Message Sign are permitted per Section 98-808.
- 6 Sign must be located on-site and must not be located within any street right-of-way (which includes the entire public sidewalk and street terrace area) or vision triangle.
- 7 "Standard" means the following forms of sign lighting: ambient, backlit, internal, and gooseneck.
- 8 On-building signs must be located within 10 feet of building's main entrance.
- 9 May also include either the name, logo, or symbol of the destination, provided that the name, logo, or symbol is less than 1 square foot.
- 10 Home occupations are permitted one additional On-Building Locational Sign. Such sign shall be a max of 2 square feet.
- 11 Water tower signs shall be approved by the Plan Commission through the Site Plan review process (see Section 98-908).

Abbreviations: ft = feet; max = maximum; min = minimum; sf = square feet; C.U.P. = Conditional Use Permit; P.C. = Plan Commission; HPC = Historic Preservation Commission

Designation of Zoning Administrator

Attachment #4

Section 98-932 Zoning Administrator

(1) Designation. The ~~Building Inspector or a designee of the Building Inspector~~ **Building and Zoning Director or a designee** is hereby designated as the administrative and enforcement officer for the provisions of this Code and is also herein referred to as the Zoning Administrator. The duty of the Zoning Administrator is to interpret and administer this Code and to issue, after on-site inspection, all permits required by this Code.

(2) Duties. The provisions of this chapter shall be administered and enforced by the Zoning Administrator or a designee, who in addition thereto and in furtherance of said authority shall:

(a) Determine that all detailed site analyses, building permits, certificates of occupancy, sign permits, site plans, (and their constituent plans) comply with all provisions of this chapter.

(b) Conduct inspections of buildings, structures, waters and land to determine compliance with all provisions of this chapter.

(c) Be permitted access to premises and structures during reasonable hours to make those inspections as deemed necessary by him to ensure compliance with this chapter. If, however he is refused entry after presentations of his identification, he may procure a special inspection warrant in accordance with § 66.122, Wis. Stats. Conduct inspections of buildings, structures, waters and land to determine compliance with all provisions of this chapter.

(d) Maintain permanent and current records of this chapter, including but not limited to all maps, amendments, conditional uses, temporary uses, sign permits, site plans, occupancy permits, variances, appeals, interpretations, and applications therefor.

(e) Record the first floor and lowest floor (basement or crawlway) elevations of all structures erected, moved, altered, or improved in the floodland districts.

(f) Receive, file and forward all applications for any and all procedures governed by this chapter to the designated official bodies.

(g) Investigate all complaints made relating to the location of structures and the use of structures, lands, and waters, give notice of all violations of this Code to the owner, resident, agent, or occupant of the premises, and report uncorrected violations to the City Attorney in a manner specified by him.

(h) Institute, in the name of the City of Lake Geneva, any appropriate actions or proceedings against a violator of this chapter, as provided by law.

(i) Prohibit the use or erection of any structure, land or water until he has inspected and approved such use or erection.

(j) Where useful, the Zoning Administrator, or his agent, may set marks on bridges or buildings or other markers which show the depth of the regional flood; or may set marks delineating the boundaries of wetlands.

(k) Request assistance and cooperation from the City Police Department and City Attorney as deemed necessary.

(l) Make available to the public, to the fullest extent possible, all reports and documents concerning the City's comprehensive plan and ordinances. In addition, information in the form of reports, bulletins, maps, and engineering data shall be readily available and widely distributed. The Common Council may set fees necessary to recover the cost of providing information to the public.

(m) The Zoning Administrator or other City staff may designate Deputy Zoning Administrators.

(n) Make interpretations regarding the provisions of this chapter per Section 98-911.

(o) Grant minor variations from the dimensional (setback, height, and area requirements of this chapter; up to a maximum variation of 10% for setbacks and height limitations; and up to a maximum variation of 10% or 1,000 square feet for area requirements (whichever is less); so long as the spirit and intent of the performance standards are preserved.

(p) Grant up to a one (1) foot height variation for fences located in the side street yard setback or side rear yard setback when such fence is acting as a required pool barrier.

RESOLUTION OF THE PLAN COMMISSION			
Resolution recommending to the Common Council a Zoning Code Text Amendment pertaining to: fence heights (98-405 and 98-720), residential garage sales (98-206), historic marker signage (98-811), and designation of zoning administration (98-932)			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	PC-023	Date:	June 16, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Zoning Code Amendment as described in the June 16, 2025 Staff Report and;

WHEREAS, the Plan Commission held a Public Hearing thereon pursuant to proper notice given on May 28, 2024 and June 4, 2025, and;

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby recommends to the Common Council a Zoning Code Text Amendment pertaining to , fence heights (98-405 and 98-720), residential garage sales (98-206), historic marker signage (98-811), and designation of zoning administration (98-932) as described in the Staff Report dated June 16, 2025, per the findings of fact and additional conditions stated above.

Recommended to the Common Council of the City of Lake Geneva this 16st day of June 2025.

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

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

Todd Krause, Plan Commission Chair

Date

Attest:

Amanda Rotondi, Building & Zoning Clerk

Date