

**PLAN COMMISSION MEETING
MONDAY, AUGUST 17, 2020 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13**

Mayor Klein called the meeting to order 6:02 p.m.

Roll Call. Present: Mayor Klein, Alderman Tim Dunn, John Gibbs, William Catlin, Joseph Zimmer, Commissioner Feuredi, Michael Krajovic. Also Present: City Attorney Draper, Building and Zoning Administrator Walling, City Administrator Nord, Building & Zoning Administrative Assistant Follensbee.

Approve Minutes of the July 20, 2020 Plan Commission Meetings as distributed.

Dunn/Krajovic motion to approve. Motion carried unanimously.

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

Acknowledgement of Correspondence.

Correspondence was received by Helen Radloff, 709 S Lake Shore Drive, Jim & Lynn Connors, 320 Oakwood Lane, Madeline & Jeff Killian, 333 Oakwood Lane, Megan & Jeff Zukowski, 355 Oakwood Lane, Alan Kupsik, 717 S Lake Shore Drive #8B, & Katie McMillan, 112 Murray Drive, regarding Summerhaven Subdivision Phase III. All correspondence has been distributed to the Plan Commission and the City Council. All correspondence was read into the record.

Klein/Dunn motion to move agenda items #11 and #12 before agenda item #6, for immediate discussion.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic “yes.” Motion carried unanimously.

Public Hearing and Recommendation to amend the existing Precise Implementation Plan (PIP) filed by McMurr II, LLC. 351 W. Hubbard, Suite 610, Chicago IL.60654, for a request to complete phase III of the Summerhaven subdivision to include the Planned Development (PD) zoning district the construction of 23 Single Family Homes, Tax Key No. ZSUM00002.

Klein/Krajovic motion to continue agenda item #11 to the September Plan Commission Meeting.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic “yes.” Motion carried unanimously.

Public Hearing and Recommendation - (Applicant is requesting this item be continued to the September Plan Commission Meeting) of a Conditional Use Permit filed by Thomas Keefe d.b.a. Northern Waters LLC., 751 Geneva Pkwy, for the request to allow the Bed and Breakfast Land Use in the Neighborhood Business (NB) zoning district, located at 816 Wisconsin St. Tax Key No. ZOP00164.

Klein/Dunn motion to continue agenda item #12 to the September Plan Commission Meeting, with the applicant asking to remove the request for a Conditional Use Permit and add a request for a General Development Plan.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic “yes.” Motion carried unanimously.

Applications for Amendment to the Comprehensive Plan conceptual discussion only:

Letitia Bennett Erdman d.b.a. FYF LLC, N3102 Grandview Dr., Lake Geneva, with a request to the Future Land Use Map from Multi-family Residential – 8 (MR-8) to Planned Business (PB) for the property located at 429 S. Lake Shore Dr., Tax Key No. ZOP00363.

Applicant was not present.

Bethany Souza, 997 S. Lake Shore Dr., with a request to the Future Land Use Map from Single Family - 4 (SR-4) to General Business (GB) for the property located at 930 Marshall St., Tax Key No. ZRA00031.

Applicant was not present.

Planner Mich described the overall Amendment to the Comprehensive Plan process.

Key Items:

- 1.) Adopting a Public Participation Plan
- 2.) Set Public Hearing date – Joint Meeting of City Council & Plan Commission
- 3.) Public Notice 30 days prior to Public Hearing
- 4.) Public Hearing - Joint Meeting of City Council & Plan Commission where Plan Commission makes recommendations of Comprehensive Plan Amendments to City Council
- 5.) City Council will consider an Ordinance to adopt the Comprehensive Plan Amendments at next Council Meeting.

Planner Mich asked the Plan Commission to set the Public Hearing Date and ask if the Plan Commission wanted to plan a Public Open House for the 2 Applications to Amend the Comprehensive Plan.

Commissioner Krajovic asked for clarification of Planner Slavney's report regarding the 2 Applications.

A discussion followed.

6:36 pm Commissioner Catlin joined the meeting via Zoom

Without the applicants present, the Comprehensive Plan Amendments items need to be continued to the next meeting to discuss the concerns of the City Planner and the members of the Plan Commission.

Zimmer/Dunn motion to continue agenda items #6a and #6b to the September Plan Commission Meeting.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic "yes." Motion carried unanimously.

Downtown Design Review:

Application by Audrey Lowe, 245 Country Club Dr. 2B, request to install an on building sign and paint the exterior of the building located at 259 Broad St., in the Central Business (CB) zoning district, Tax Key No. ZOP00263.

Audrey Lowe, tenant, presented her request. Zoning Administrator Walling stated the sign specifications and colors comply with the standards of the City.

Krajovic/Dunn motion to install an on-building sign and paint the exterior of the building and include all staff recommendations.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic "yes." Motion carried unanimously.

Application by Dimitrius Anagnos, 148 Cass St, request to install an outdoor rotisserie pit and server station, located at 811 Wrigley Dr., in the Central Business (CB) zoning district, Tax Key No. ZA483300003.

Dimitrius Anagnos, owner, presented his request. Commissioner Zimmer asked if exterior lighting has automated controls so lights are not on all night. Anagnos said the lights will be turned off when the business is closed. Mayor Klein asked about the drive-thru shed on the west end of the property. Anagnos said it is for the parking lot attendant. Walling asked applicant to provide the site plan showing the 10x12 driveway he is asking for in this application.

Dunn/ Zimmer motion to install an outdoor rotisserie pit and server station and include all staff recommendations.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic "yes." Motion carried unanimously.

Review and Recommendation of a Certified Survey Map (CSM) for Karen Layng d.b.a. 273 Maplewood LLC., 238 Maxwell St, to create 2 newly dimensioned lots CSM in the Single Family – 4 (SR-4) zoning classification as identified on the certified survey dated 7/06/20 Job # 20361 for Tax Key Nos. ZOP00201, ZOP00202 & ZOP 00204A.

Karen Layng, owner, presented her request. Walling assisted with the presentation since the applicant lost connection to Zoom. Slavney agrees the CSM is the best way to preserve the woods on these parcels.

Klein/Dunn motion to create a new 2 lot CSM and include all staff recommendations.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic “yes.” Motion carried unanimously.

Public Hearing and Recommendation of a Conditional Use Permit filed by John & Susan Gullicksen, 1096 LaGrange Dr., for the request to allow the new installation of a 62’ Pier with 2 boat slips located at 1096 LaGrange Dr., situated within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZLE00001.

Ryan Niegelsen, Complete Piers & Lifts LLC, presented the request. Walling said the application meets the riparian setbacks and length requirements for piers. Attorney Draper asked if we had DNR approval. Niegelsen said they have the DNR approval as well as the Army Corp of Engineers approval.

Krajovic/Dunn motion to close the Public Hearing. Motion carried unanimously.

Klein/Dunn motion to approve the Conditional Use Permit to install a 62’ pier with 2 boat slips and include all staff recommendations and fact finding in the affirmative.

Roll Call: Klein, Dunn, Gibbs, Catlin, Zimmer, Feuredi, Krajovic “yes.” Motion carried unanimously.

Public Hearing and Recommendation of a “Limited” Conditional Use Permit filed by Samantha Strenger, 615 Center St, for the request to allow for Commercial Indoor Lodging on the second floor of the property located at 703 W. Main St., within the Central Business (CB) zoning district, Tax Key No. ZA276000001.

Dunn/Krajovic motion to close the Public Hearing. Motion carried unanimously.

Walling stated the applicant is requesting a limited Conditional Use Permit & explained the unique proposal.

Zimmer/Dunn to re-open the Public Hearing for item #10. Motion carried unanimously.

Samantha Strenger, applicant, presented her request and explained the space would be rented to one group at a time to provide a unique lodging experience. A discussion followed.

Dunn/Klein motion to close the Public Hearing. Motion carried unanimously.

Dunn/Catlin motion to approve a “Limited” Conditional Use Permit to allow Commercial Indoor Lodging and include all staff recommendations and fact finding in the affirmative.

Roll Call: Klein, Dunn, Gibbs, Catlin, Feuredi, Krajovic “yes.” Motion carried, 6-1 with Zimmer voting “no.”

Future agenda items suggested by Plan Commission members.

- a. Training possibilities for Plan Commission Member**
 - i. 4 session proposal from Vandewalle and Associates**
 - ii. Zoning Live Webinars via UW Stevens Point**

Mayor Klein stated Commissioners Zimmer, Feuredi, Krajovic and herself attended the UW Stevens Point Webinar on “Role of the Plan Commission.”

Planner Mich presented the (4) one-hour sessions for Plan Commission Training.

Klein encouraged Plan Commission Members to attend the webinars, if possible. Mich said the webinars are recorded and the slides for each session can be found online.

Commissioners Zimmer & Krajovic discussed future agenda items. Slavney stated Vandewalle could revise the training sessions presented earlier, based on the discussion tonight.

Commissioner Gibbs asked Attorney Draper to provide the Plan Commission Members with an overview of important aspects of Robert’s Rules of Order as applied to parliamentary procedure for local governments.

Zimmer requested 2 future agenda items: 98-206 (4)(k) and 98-206 (8)(y)

Adjournment. Gibbs/Dunn motion to adjourn at 8:05 p.m. Motion carried unanimously.

/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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