

**PLAN COMMISSION MEETING  
MONDAY, JULY 20, 2020 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL – VIRTUAL MEETING VIA ZOOM/IN PERSON – LIMIT: 13**

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

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

**Approve Minutes of the June 15, 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.** None.

**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 is not present.

Planner Slavney presented the annual process for individual applications to request Amendments to the Comprehensive Plan and noted the deadline to apply. Slavney briefly explained both application requests for 2020.

**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.**

Presentation and discussion only.

Bethany Souza presented her request, asked questions about restrictions, shared her rental experiences and suggested firmer rules for rentals. Commissioner Zimmer asked questions of the applicant. A discussion followed.

Zoning Administrator Walling, reiterated both applicants first need to change the Future Land Use Map and then change the Zoning Map. Walling said the discussions for the Applications to Amend the Comprehensive Plan can continue at the next Plan Commission Meeting. Slavney will provide a report with a history of the property and the proposed amendment for further discussion.

Commissioners Zimmer and Krajovic asked for further exploration & discussion on the two applications to Amend the Comprehensive Plan as a future agenda item.

**Downtown Design Review:**

**Application by Kathy & Thomas George 3389 S. Shore Dr., Delavan, request to install an on building sign on the west and north sides of the building located at 832 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00252.**

Walling said the signs meet the requirements of the city and asked if the signs would be lighted. Thomas George said there will a soft, overhead light on each side, to wash the entire wall, keeping it subtle instead of a beacon.

Klein/ Krajovic motion to install an on-building sign on the west and north sides of the building and include all staff recommendations.

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

**Application by Daniel Schuld 281 Keyes Ave Hampshire, IL 60140, request to install an outdoor tap bar at the exterior patio location, located at 727 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00157.**

Dan Schuld, owner, presented his request, stating the outside cabinet would be locked and the taps will be turned off from the inside. Tina O'Malley, general manager, said the cabinet is made to compliment the outside of building and if the cabinet and taps are damaged, no one would not have access to the beer.

Krajovic/ Zimmer motion to install an outdoor tap bar at the exterior patio location and include all staff recommendations. Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Application by Unique Surface, LLC PO box 964 Lake Geneva, request to install an on building sign of the building located at 726 Geneva St, in the Central Business (CB) zoning district, Tax Key No. ZOP00262.**

Claire Scheithe, tenant, presented her request. Zimmer asked if there will be any lighting. Scheithe said yes, they will use the existing lights.

Klein, Dunn motion to install an on-building sign and include all staff recommendations. Roll Call: Klein, Dunn, Catlin, Zimmer, Krajovic "yes." Motion carried unanimously.

**Public Hearing and Recommendation to amend the existing Precise Implementation Plan filed by Southwind Prairie LLC, 751 Geneva Pkwy Lake Geneva, for a request to enlarge the site plan and patio area of the communal pool facilities. Located in the Planned Development zoning district located at 775 Southwind Dr., Tax Key No. ZSWP00001.**

Roger Wolff, owner, presented his request. Walling said the setbacks meet the city standards. Zimmer discussed landscape ratio and storm water management. Krajovic asked if the storm water pond is able to accommodate this additional patio. Walling said he spoke with the city engineer about the pond and the engineer said it was sufficient. Slavney stated Planned Development process allows the applicant to ask for flexibilities in numbers regarding impervious surface and landscaping from the baseline zoning district. If flexibilities are not requested, the underlying rules remain in place. Slavney said this plan is sufficient from a zoning standpoint.

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

Krajovic/Zimmer motion to enlarge the site plan and patio area of the homeowner association's pool and include all staff recommendations and adoption of fact finding in the affirmative.

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

**Public Hearing and Recommendation for an amendment of the Zoning Ordinance section 98-704 restricting off street parking to paved surfaces only.**

Walling explained the past history of the amendment to the Zoning Ordinance, restricting off-street parking. Walling read the changes into the record. Zimmer likes the idea and suggested encouraging permeable paving or grass pavers for parking lots when the number of spaces is beyond what is required in the Ordinance. Krajovic is in favor of encouraging better ground water drainage through pervious pavement. Slavney likes Zimmer's suggestion and thinks it should be considered.

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

Klein/Dunn motion to recommend an amendment of the Zoning Ordinance section 98-704.

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

Walling asked members of the Plan Commission if they would like hard copies of the Zoning Code and the Comprehensive Plan. All members agreed the hard copies would be helpful.

Krajovic asked if the Short Term Rental Rules could be a future agenda item. Walling explained a 'Future Agenda Items' line will be added to the agenda before adjournment. Walling asked the Plan Commissioners to contact him with future agenda items so staff can better prepare for these discussions. Mayor Klein assured Krajovic she is working on getting training for Plan Commission members.

**Adjournment.** Zimmer/Catlin motion to adjourn at 7:17 p.m. Motion carried unanimously.

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/s/ Brenda Follensbee, Building & Zoning Administrative Assistant

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