



VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181
Phone (262) 877-2858 Fax (262) 877-4019

AGENDA

PLAN COMMISSION MEETING

Wednesday, August 30th, 2023 at 6:30pm
VILLAGE HALL

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Review and recommendation to the Village Board a CSM for parcel #86-4-119-282-2026.
5. Design Review for an exterior update for 600 N. Lake St.
6. Discussion regarding zoning code update recommendations from the Zoning Administrator.
7. Adjourn

Roll Call:

Destree, Todd
Busse, Bill
Karow, Aaron
Perl, Ken
Richter, Bran
Smith, Carl
Skinner, Howard- Chair

LEGAL DISCLAIMER: THE BOARD MAY AT ANY TIME MAKE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO SEC. 19.85(1)(A) AND 19.85(1)(G), WIS. STAT., DELIBERATING CONCERNING A CASE SUBJECT TO A QUASI-JUDICIAL HEARING BEFORE THIS GOVERNMENTAL BODY; AND, CONFERRING WITH LEGAL COUNSEL REGARDING STRATEGY AS TO LIKELY LITIGATION.

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE VILLAGE BOARD AND/OR LAKE PROTECTION AND REHABILITATION DISTRICT BOARD OF COMMISSIONERS OR OTHER RELATED GOVERNMENTAL BODIES MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY. NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY AT THIS MEETING OTHER THAN THE GOVERNMENTAL BODIES SPECIFICALLY REFERRED TO IN THIS INSTANT NOTICE. THIS CONSTITUTES A MEETING OF THE VILLAGE BOARD PURSUANT TO STAT EX REL BADKE VS. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 NW 2D 408 (1993), AND MUST BE NOTICED AS SUCH.



Department of Building and Zoning
Subdivision Request
Application and Checklists

Please Print Clearly:
Legal Property Owner:

Name: GARY & DENISE ROTH
Mailing Address: 7238 W. EVERELL AVE
CHICAGO, IL 60631
City State Zip

Applicant/Petitioner:

Name: GARY & DENISE ROTH
Mailing Address: 7238 W. EVERELL AVE
CHICAGO, IL 60631
City State Zip
Telephone #: (773) 908-3408
(Area Code)
Fax Number: (773) 763-2447
E-Mail Address: ROTH PLACE 3 @ YAHOO.COM

Property Information

Property Address: 1111 ROSE BUD AVE
TWIN LAKES WI 53181
City State Zip

Parcel Number: 86-4-119-282-2026

General Project Location: 1111 ROSE BUD AVE
TWIN LAKES WI 53181

Proposed Project Use: DIVID LOT INTO 2 LOTS

Current Use: RESIDENTIAL (R)
Existing Zoning: (R) RESIDENTIAL

Metes & Bounds Legal Description: LOTS 26 AND 27 OF BAY VIEW SUBDIVISION. BEING A SUBDIVISION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 29 AND GOVERNMENT LOT 4 OF THE NORTHWEST FRACTIONAL QUARTER OF SECTION 28, TOWNSHIP 1 NORTH, RANGE 19 EAST OF THE 4TH PRINCIPAL MERIDIAN, VILLAGE OF TWINLAKES, KENOSHA, WISCONSIN
(More space is available on the next page)

Review & Approval Checklists

1.) Please select the request for which you are applying:

- Minor Land Division (4 parcels or less) Major Land Division* (5 or more parcels)

*May require development agreement

2.) Are you requesting zoning changes? ** Yes _____ No

If yes, fill in the fields immediately below:

Current Zoning: _____

Proposed Zoning: _____

** Zoning change requests are \$325

3.) Pre-Application Conference

Prior to applying for approval, schedule a meeting with the Village Building Inspector. This initial review meeting is intended to inform you about the Village Code and the Comprehensive Plan, to review standards, and to identify any potential issues. The Building Inspector can be reached at 262.877.3700 or inspector@twinlakeswi.net. You must first meet with the Building Inspector and submit your Concept Plan *before* you can submit a C.S.M. In some cases, only the Building Inspector needs to review and approve your C.S.M. See the Village Code 16.70.015 for situations that require only Building Inspector approval. For all other cases, the C.S.M. will need to be submitted to the Village Board for approval. Details regarding this procedure can be found in the Village Code 16.12.090 and 16.70.060

4.) Required Submittals

Submit the following plans and materials to the Building Inspector for approval. The Building Inspector's approval must be obtained at least 30 days prior to the next scheduled Plan Commission meeting. Plan Commission/Design Review meets the fourth Wednesday of each month at 6:30PM at the Village Hall, 108 E. Main Street, unless rescheduling is needed due to availability. Review will not commence until all of the following have been submitted:

Next Plan Commission Date: _____

Minor Land Division Submittals

Major Land Division Submittals

* Concept Plan (see checklist in section 6)

* Concept Plan, Preliminary & Final (see checklist in section 6)

*19 copies of a C.S.M. that has been prepared by a Wisconsin licensed surveyor. Anything larger than letter-sized paper will have to be folded for mailing purposes.

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- ~ Review required information for the C.S.M. found in the Village Code: 16.70.090 and 16.70.020
- ~ Must include all contiguous land
- ~ You may be required to delineate primary and secondary environmental corridors and wetlands and stake them as well. Please contact the zoning administrator to verify.

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- ~ Must include all contiguous land
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* Check payable to Village of Twin Lakes fee schedule in section 5)

(see

*Developer's Agreement

- ~ Covenants, if applicable
- ~ Condo documentation, if applicable

* Check payable to Village of Twin Lakes (see fee schedule in section 5)

Lands reserved or dedicated for streets, parks, playgrounds, and other public purposes

Existing and proposed sanitary and stormwater management, utility and drainage easements, and erosion/sediment control

Significant environmental features including navigable waters, wetlands, floodlands, and woodlands

Vicinity sketch showing adjacent subdivisions and boundaries of unsubdivided land

Village staff may determine that an escrow account is to be set up with the Village Treasurer to cover attorney, engineer or planner fees. Applicant/petitioner is hereby duly advised that the engineer and/or attorney or any professional assistance as deemed necessary by the Village of Twin Lakes may be employed for this project, issue, or matter. Escrow money required from the applicant will be put into an account for use in the payment of any professional fees and any balance will be returned within 45 days after the matter is completed.

To accompany this application: \$250.00 fee for Plan Commission/Design Review appearance, additional fees and escrow money as noted on the next page, and all completed paperwork.

Owner's Name (please print):

GARY ROTH

Owner's Signature:

G. Roth

08-03-2023

Date

Applicant/Petitioner's Name (please print):

GARY ROTH

Applicant/Petitioner's Signature:

G. Roth

08-03-2023

Date

5.) Required Fees

Plan Commission/Design Review Appearance Fee (Village Code 3.06.010 (D), 1 & 2):

\$ 250.00

Zoning Change Request Fee, \$325 if applicable (Municipal Code 17.44.050):

\$ _____

Escrow, as required by Village Administrator and/or Building Inspector:

\$ _____

Total Amount Due:

\$ _____

Developer's Agreement Required?

Yes _____ No _____

Checks shall be made payable to Village of Twin Lakes

6.) Concept Plan Checklist (continued on next page)

- Name, address, and telephone number of developer, engineer, and architect
- Existing and proposed zoning districts and land uses
- Plan must be drawn to a recognized engineering scale with graphic scale and north arrow
- Neighborhood sketch plan (if required, consult with Building Inspector regarding your specific project)
- Pattern of existing and probable future development of the area in question
- How the proposed development will relate to the surrounding area
- Conceptual building layouts and parking areas for all uses (other than single-family residential development)
- If available, artist renderings of structures and facilities and floor plans (other than single-family residential development)
- Identify existing and proposed zoning districts and land uses
- Proposed conceptual landscaping (other than single-family residential development)
- Access and internal traffic movement
- Topographic contours at two-foot intervals
- Existing and proposed public and private street layout pattern and all existing and proposed roads to be named (cannot be similar to existing road names)
- Lot or parcel layout, existing and proposed; including areas and dimensions for each
- Number of dwelling units per acre

KENOSHA COUNTY CERTIFIED SURVEY MAP No.

VILLAGE OF TWIN LAKES CERTIFIED SURVEY MAP No.

Lots 26 and 27 of BAY VIEW SUBDIVISION, being a subdivision of the Northeast Quarter of the Northeast Quarter of Section 29 and Government Lot 4 of the Northwest Fractional Quarter of Section 28, Township 1 North, Range 19 East of the 4th Principal Meridian, Village of Twin Lakes, Kenosha County, Wisconsin.

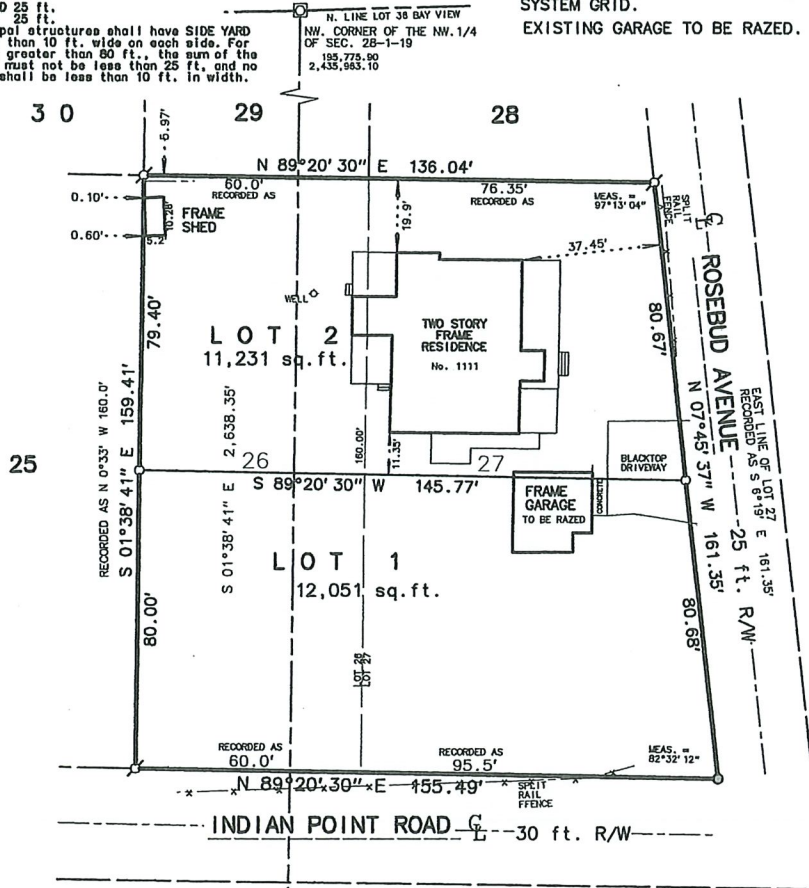
OWNER & SUBDIVIDER: Gary & Denise Roth
7238 W. Everell Ave.
Chicago, IL 60631

SURVEYOR: AMBIT LAND SURVEYING
8120 - 312th Ave.
Wheatland, WI 53105
262-537-4874

NOTES:
BAY VIEW SUBDIVISION PERIMETER DESCRIPTION IS NOT SUFFICIENT TO ACCURATELY REPRODUCE THE LOT CONFIGURATION WITHIN THE BOUNDARIES. I MADE A GOOD FAITH ATTEMPT TO REPRODUCE LOTS 26 AND 27 INTO THE WISCONSIN COORDINATE SYSTEM GRID.
EXISTING GARAGE TO BE RAZED.

YARD SETBACKS

STREET YARD 25 ft.
REAR YARD 25 ft.
All principal structures shall have SIDE YARD of no less than 10 ft. wide on each side. For lot widths greater than 80 ft., the sum of the side yards must not be less than 25 ft., and no side yard shall be less than 10 ft. in width.



BEARINGS ARE REFERENCED TO THE CENTERLINE OF THE NEAREST QUARTER OF SECTION 29-1-N-R19E



LEGEND:

- Denotes Iron Pipe Set—1" Diameter x 18" Length Not Less Than 1.13 Pounds Per Linear Foot
- Denotes P-K Nail Found
- ⊘ Denotes Iron Pipe Found—1 1/8 inch OD



GRID NORTH
WISCONSIN COORDINATE SYSTEM
SOUTH ZONE NAD83/2011

GRAPHIC SCALE
1 inch = 40 feet



Mark A. Bolender
Mark A. Bolender, P.L.S. No. S - 1784
July 21, 2023

KENOSHA COUNTY CERTIFIED SURVEY MAP No. _____

VILLAGE OF TWIN LAKES CERTIFIED SURVEY MAP No. _____

Lots 26 and 27 of BAY VIEW SUBDIVISION, being a subdivision of the Northeast Quarter of the Northeast Quarter of Section 29 and Government Lot 4 of the Northwest Fractional Quarter of Section 28, Township 1 North, Range 19 East of the 4th Principal Meridian, Village of Twin Lakes, Kenosha County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I, Mark A. Bolender, Wisconsin Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a part of BAY VIEW SUBDIVISION, said subdivision being a part of the Northeast Quarter of the Northeast Section 29 and part of Government Lot 4 of the Northwest Fractional Quarter of Section 28, Township 1 North, Range 19 East of the 4th Principal Meridian, Village of Twin Lakes, Kenosha County, Wisconsin, described as follows:

Lots 26 and 27 of said BAY VIEW SUBDIVISION.

That I have made such survey, land division, and map by the direction of Gary Roth, owner of said land.

That such map is a correct representation of the boundaries of the land surveyed and the division thereof.

That I have fully complied with provisions of s. 236.34 of the Wisconsin Statutes and the subdivision regulations of the Village of Twin Lakes in the surveying, dividing and mapping the same.


Mark A. Bolender, P.L.S. No. S-1784

Dated this 21st day of July, 2023.



VILLAGE OF TWIN LAKES APPROVAL:

This CERTIFIED SURVEY MAP approved by the Village of Twin Lakes on this _____ day of _____ 2023.

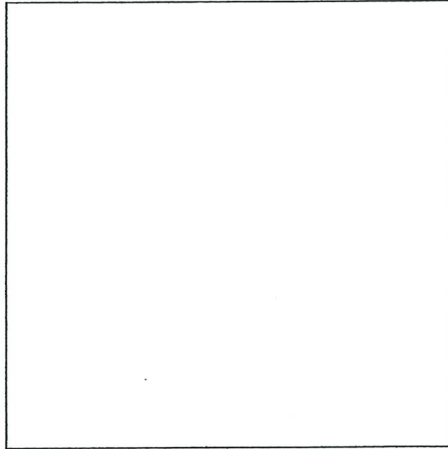
Howard Skinner-Village President

Sabrina Waswo-Village Clerk

KENOSHA COUNTY CERTIFIED SURVEY MAP No. _____

VILLAGE OF TWIN LAKES CERTIFIED SURVEY MAP No. _____

Lots 26 and 27 of BAY VIEW SUBDIVISION, being a subdivision of the Northeast Quarter of the Northeast Quarter of Section 29 and Government Lot 4 of the Northwest Fractional Quarter of Section 28, Township 1 North, Range 19 East of the 4th Principal Meridian, Village of Twin Lakes, Kenosha County, Wisconsin.



AREA RESERVED FOR REGISTER OF DEEDS OFFICIAL
RECORDING DATA PER WIS. STATS. CHAPTER 59.43(o)2



Mark A. Bolender

Mark A. Bolender, P.L.S. No. S - 1784
July 21, 2023

5.)



Department of Building and Zoning
Plan Commission / Design Review
Application and Checklist

Section 17.42.020 of the Village Code lists all projects that must go before the Plan Commission and undergo a Design Review. Please read this section to determine if your project must go through this process. You may also be required to complete this application if the Building Inspector, upon review of your project, has determined that a Design Review is necessary.

Please Print Clearly:

Legal Property Owner:

Name: Ace Group LLC
Mailing Address: ~~P.O. B.~~ 1913 S. Briggs
JOLIET IL 60433
City State Zip

Applicant/Petitioner:

Name: Luke Kotara
Mailing Address: 1913 S. Briggs
JOLIET IL 60433
City State Zip
Telephone #: 708-675-7518
(Area Code)
Fax Number: _____
E-Mail Address: LukeKotara@Berkot.net

Property Information

Property Address: 600 N. Lake Street
Twin Lakes WI 53181
City State Zip
Parcel Number: 85-4-119-222-2000
General Project Location: Exterior
Proposed Project Use: Grocery Store
Current Use: Grocery store
Existing Zoning: _____

Next Steps:

Before submitting materials to the Plan Commission/Design Review Board, please follow the steps below:

1.) You may schedule a meeting with the Building Inspector to review your proposed project plans: 262.877.3700 Tuesdays and Thursdays, 12:30pm-2:00pm.

2.) Submit required plans and monies 30 days prior to the next scheduled Plan Commission/Design Review meeting. Plan Commission/Design Review meets the fourth Wednesday of each month at 6:30PM at the Village Hall, 108 E. Main Street, unless rescheduling is needed due to availability. All required paperwork must be submitted before the project will be placed on the agenda.

Next Plan Commission Date: 8/30/23

3.) Submit 19 copies of the plans. Anything larger than letter-sized paper will need to be folded for mailing purposes.

Plan Commission / Design Review Checklist

The design review plan must include the following information. For more detailed specifications for the different aspects of your project, it is important that you review 17.42.040 of the Village Code available at www.villageofwinlakes.net/documents/village-code/

- Drawing of the site plan and/or survey. Must be drawn to a recognized engineering scale, with graphic scale and north arrow
- Name, address, e-mail, and telephone number of the developer, engineer, or architect
- Environmental features of the property
- Artist renderings of structures, signs, elevations of all 4 sides, and photos
- Floor plans
- Examples of possible building materials
- Location of utilities, gas meter, electric transformer, HVAC equipment, dumpsters, etc.
- Landscaping
- Fire protection
- Storage and screening of garbage and refuse
- Snow removal areas and procedures
- Sign rendering including the following:
 - Height
 - Location
 - Light wattage
 - Illumination
- Proposed techniques for on-site stormwater retention / detention
- Parking lot layout
- The type, size, and location of existing and proposed buildings and their uses
- Written and signed statement by the legal owner authorizing the agent to act on their behalf
- Any other information helpful in reviewing the Design Review Plan

Are you requesting zoning changes? ** Yes _____ No

If yes, fill in the fields immediately below:

Current Zoning: _____ Proposed Zoning: _____

** Zoning change requests are \$325

Village staff may determine that an escrow account is to be set up with the Village Treasurer to cover attorney/engineer and/or Village Planner fees. Applicant/petitioner is hereby duly advised that the engineer and/or attorney or any professional assistance as deemed necessary by the Village of Twin Lakes may be employed for this project, issue, or matter. Escrow money required from the applicant will be put into an account for use in the payment of any professional fees and any balance will be returned within 45 days after the matter is completed.

To accompany this application: \$250.00 fee for Plan Commission/Design Review appearance, additional fees and escrow money as noted below, and all completed paperwork.

Owner's Signature: *[Signature]*

Applicant/Petitioner's Signature: *[Signature]*

Date: 8/17/23

Required Fees

Plan Commission/Design Review Appearance Fee (Village Code 3.06.010 (D), 1 & 2):	\$ <u>250</u>
Zoning Change Request Fee: \$325 if applicable (Municipal Code 17.44.050 (C)):	\$ _____
Escrow, as required by Village Administrator and Building Inspector:	\$ _____
Total Amount Due:	\$ _____

Developer's Agreement Required? Yes _____ No _____

Section 17.20.010 Residential District Accessory Structures

Two accessory structures ~~or one (1) detached private garage~~. In addition to the regulations of Section 17.12.160 and notwithstanding 17.12.160 F, accessory structures and garages on lots of less than one (1) acre shall not exceed a **total** maximum footprint of one thousand two hundred (1,200) square feet and accessory structures and garages on lots between one (1) acre and two (2) acres shall not exceed a maximum footprint of two thousand (2,000) square feet and accessory structures and garages on lots of two (2) acres or more shall not exceed a maximum footprint of three thousand (3,000) square feet. The location, minimum setback and separation, height, and other applicable regulations shall be as described in 17.12.160 of this Code.

17.12.160 Accessory Uses and Structures.

For purposes of this Section accessory structures shall include detached garages. "Accessory structure" means a building or portion of a building subordinate to the principal structure and used for a purpose customarily incidental to the permitted use of the principal structure or the use of the premises. When an accessory structure is part of the principal structure or is substantially attached thereto, the side yard and rear yard requirements of the principal structure shall be applied to the accessory structure.

"Private garage" means an accessory structure or space for the storage only of motor-driven vehicles.

"Public garage" means any building, structure, or premises, other than a private or storage garage, where motor-driven vehicles are equipped, repaired, serviced, hired, sold or stored. "Storage garage" means any building, structure, or premises used for the storage only of motor-driven vehicles pursuant to previous arrangements and not to transients, and where no equipment, parts, fuel, grease or oil is sold and vehicles are not equipped, serviced, repaired, hired or sold. No commercial motor vehicle exceeding two tons capacity shall be stored in any storage garage. "Maximum footprint" means the individual footprint of any one accessory structure.

A. Accessory uses and detached accessory structures with a maximum footprint of ~~one hundred fifty (150)~~ **two hundred (200)** square feet or less in area may be located in a side yard or rear yard provided that they are at least ten (10) feet from a principal structure; at least three (3) feet from any lot line; not intended for human habitation or animal shelter; and shall not exceed ~~fifteen (15)~~ **twelve (12)** feet in height.

B. Detached accessory structures with a maximum footprint between ~~one hundred fifty one (151)~~ **two hundred one (201)** square feet and ~~seven hundred twenty (720)~~ **one thousand two hundred (1,200)** square feet in area may be located in a side yard or rear yard provided that they are at least ten (10) feet from a principal structure; at least ~~four (4)~~ **five (5)** feet from the lot line; and not intended for human habitation or animal shelter; and shall not exceed twenty (20) feet in height.

C. ~~Detached accessory structures with a maximum footprint of greater than seven hundred twenty (720) square feet in area but no greater than one thousand two hundred (1,200) square feet in area, may be located in a side yard or rear yard provided that they are at least ten (10) feet from a principal structure; at least five (5) feet from any lot line; not intended for human habitation or animal shelter; and shall not exceed twenty five (25) feet in height.~~

D. Detached accessory structures with a maximum footprint of greater than one thousand two hundred (1,200) square feet in area but no greater than two thousand (2,000) square feet in area, may be located in a side yard or rear yard provided that they are at least ten (10) feet from a principal structure; at least ten (10) feet from any lot line; not intended for human habitation or animal shelter; and shall not exceed twenty-five (25) feet in height.

E. Detached accessory structures with a maximum footprint of greater than two thousand (2,000) square feet in area but no greater than three thousand (3,000) square feet in area, may be located in a side yard or rear yard provided that they are at least ten (10) feet from a principal structure; at least fifteen (15) feet from any lot line; not intended for human habitation or animal shelter; and shall not exceed twenty-five (25) feet in height.

F. No detached garage or accessory structure shall exceed a maximum footprint of one thousand two hundred (1,200) square feet in area except as provided for in Chapters 17.20, 17.25, and 17.26.