



Village of Twin Lakes

105 E Main St, PO Box 1024 • Twin Lakes WI 53181 • 262-877-2858

AGENDA

Plan Commission Meeting • February 5, 2025 @ 6:30pm

Twin Lakes Village Hall Board Room 105 E Main St, Twin Lakes WI 53181

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Discussion and possible action regarding an amended Plan Commission Meeting Schedule and Application Deadline
5. Review and recommendation to the Village Board a Commission Review Recommendation for a Condominium Plat Approval for an existing structure at 202 E Main St. 85-4-119-211-3525, 85-4-119-211-3535, 85-4-119-211-3540 for applicant John Economou
6. Adjourn

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.



2025 Plan Commission Meeting Schedule and Application Deadlines

The Village of Twin Lakes Plan Commission meets **as needed** on the first Wednesday of each month at 6:30pm in the Twin Lakes Board Room. Applicants wishing to appear before the Plan Commission must adhere to the following guidelines and deadlines.

Meeting Schedule and Application Deadlines

Before submitting an application, you are required to meet with the Building and Zoning Department. During this meeting, they will evaluate your application, verify that all necessary documents are complete, provide their approval, and determine if your application requires a public hearing. This determination will affect the date your application is heard by the Plan Commission.

Meeting Date	Application Deadline No Public Hearing Required	Application Deadline No Public Hearing Required
March 12, 2025	February 25, 2025	February 5, 2025
April 9, 2025	March 25, 2025	March 5, 2025
May 14, 2025	April 29, 2025	April 9, 2025
June 11, 2025	May 27, 2025	May 7, 2025
July 9, 2025	June 24, 2025	June 4, 2025
August 13, 2025	July 29, 2025	July 9, 2025
September 10, 2025	August 26, 2025	August 6, 2025
October 8, 2025	September 23, 2025	September 3, 2025
November 12, 2025	October 28, 2025	October 8, 2025
December 10, 2025	November 25, 2025	November 5, 2025

Submission Details

Once approved by the Building Department, applications must be submitted to the Twin Lakes Village Hall Clerks office. Incomplete applications or those received after the deadline will not be included on the agenda for the corresponding meeting date.

Contact Information

For questions regarding the application please contact the Building Department at 262-877-3700.

Approved on _____
Village of Twin Lakes Plan Commission



Plan Commission – Staff Report

Applicant: John Economou

Date: 1.23.2025

Please provide clarification as to the specific regulations within the Village of Twin Lakes Municipal Code that necessitated referring this application to the Plan Commission.

1. Can you provide a brief summary of what the applicant is seeking approval for?
Condominium Plat Approval to create units that can be sold
2. What specific zoning ordinance does this application pertain to and how does the request align or deviate from existing zoning regulations? *This is not a zoning issue.*
3. What type of agenda item is needed for this applicants request...i.e. Conditional Use Permit, Design Review etc... *Condominium Plat Approval*
4. What potential impacts (e.g., environmental, traffic, noise, or community concerns) did you identify that might require review by the Plan Commission *None. The improvements are already existing.*
5. Do you have any initial recommendations or considerations for the Plan Commission as they review this request? *Recommend approval to the Village Board*

Bonnie Schaeffer
Zoning Administrator – Bonnie Schaeffer

Date: 01/28/2025



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: 202 Main Street Partners, LLC
Mailing Address: 6450 Double Eagle Drive, Unit 724
Woodridge IL 60517
City State Zip

Applicant/Petitioner:

Name: John Economou
Mailing Address: 6450 Double Eagle Drive, Unit 724
Woodridge Illinois 60517
City State Zip
Telephone #: 630-743-8093
(Area Code)
Fax Number: none
E-Mail Address: economoujohn6@gmail.com

Property Information

Property Address: 202 E. MAIN street
TWIN LAKES, WI 53181
City State Zip
Parcel Number: 85-4-119-211-3525/85-4-119-211-3535/85-4-119-211-3540
General Project Location: 202 - 210 E. MAIN, TWIN LAKES, WI - (OLD LUMBERYARD SITE)
Proposed Project Use: current commercial + residential apartments
Current Use: commercial/retail + residential/apartments
Existing Zoning: COM -

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: _____

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.villageoftwinlakes.net/documents/village-code/

- ☒ Drawing of the site plan and/or survey. *(proposed condo plat enclosed)*
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 *(see applicant/petitioner)*
- ☐ Environmental features of the property *-(no changes)*
- ☐ Artist renderings of structures, signs, elevations of all 4 sides, and photos *(no exterior work)*
- ☐ Floor plans *(no changes)*
- ☐ Examples of possible building materials *(no external changes)*
- ☐ Location of utilities, gas meter, electric transformer, HVAC equipment, dumpsters, etc.
- ☐ Landscaping *(no changes to landscaping)*
- ☐ Fire protection *(no changes)*
- ☐ Storage and screening of garbage and refuse *(no changes)*
- ☐ Snow removal areas and procedures *(no changes)*
- ☐ Sign rendering including the following: *(no signage changes)*
 - Height
 - Location
 - Light wattage
 - Illumination
- ☐ Proposed techniques for on-site stormwater retention / detention *(no changes to on-site civil)*
- ☐ Parking lot layout *(no changes)*
- ☐ The type, size, and location of existing and proposed buildings and their uses *(no footprint changes)*
- ☐ Written and signed statement by the legal owner authorizing the agent to act on their behalf *(no agent)*
- ☒ Any other information helpful in reviewing the Design Review Plan *(see attached)*

Are you requesting zoning changes?** Yes _____ No X

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: _____

Applicant/Petitioner's Signature: _____

Date: _____

Required Fees

Plan Commission/Design Review Appearance Fee (Village Code 3.06.010 (D), 1 & 2): \$ 250

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 _____