



# Village of Twin Lakes

105 East Main St. • PO Box 1024 • Twin Lakes, WI 53181

• Phone (262)877-2858 •

## Agenda

### Plan Commission Meeting

Wednesday, December 18, 2024 at 6:30pm

Twin Lakes Village Hall Board Room

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consideration of a motion to approve Plan Commission minutes from August 14, 2024
5. Discussion and possible action regarding a new procedure for Plan Commission: Plan Commission Referral Staff Report
6. Review and recommendation to the Village Board a Commission Review Recommendation for construction of a duplex on parcel 85-4-119-223-2135 at 627 Vincent Rd with an existing single-family dwelling per Section 17.24.010 Permitted Use. In the Multiple Dwelling District, no building or premises shall be used and no building shall be hereafter erected, moved or structurally altered unless it is approved by a majority vote of the Village Board and meets the requirements set forth in this Title. (Part of Ord. passed 9/27/73)
7. Adjourn

#### **Roll Call:**

Busse, Bill

Destree, Todd

Karow, Aaron

Perl, Ken

Richter, Bran

Smith, Carl

Skinner, Howard- Chair

## **Village of Twin Lakes Plan Commission Meeting Minutes**

Date: August 14, 2024 – 6:30 p.m

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

**CALL TO ORDER - 6:30 PM / PLEDGE OF ALLEGIANCE / ROLL CALL:** Present: Howard Skinner, Aaron Karow(absent), Bill Busse, Bran Richter, Todd Destree(absent), Ken Perl, Carl Smith. Also present: Village Administrator Laura Roeslein, Village Deputy Clerk - Colleen Hoyt.

*Motion by Skinner, Busse to approve Plan Commission Minutes from November 29, 2023*

*Motion by Skinner, Busse to approve Plan Commission Minutes from January 10, 2024*

**Design Review for Complete Water Solutions** (851 West Main Street, Parcel Number 85-4-119-204-1500)

*Motion to recommend the Village Board approve the design review for Complete Water Solutions by Skinner, Busse. Motion Carried.*

### **Public Hearing**

*Motion to open a public hearing on a **Conditional Use Permit** for Dietrich Family Farm (2000 Richmond Road, Parcel Number 86-4-119-04-1001) by Skinner, Smith. Carried.*

*Motion to close a public hearing on a **Conditional Use Permit** for Dietrich Family Farm (2000 Richmond Road, Parcel Number 86-4-119-04-1001) by Skinner, Smith. Carried.*

**Conditional Use Permit for Dietrich Family Farm** (2000 Richmond Road, Parcel Number 86-4-119-04-1001)

*Motion to recommend the Village Board approve the conditional use permit for Dietrich Family Farm by Skinner, Smith, Carried.*

### **Adjournment**

*Motion to adjourn 6:41 by Skinner, Busse. Carried*

/s/Colleen Hoyt, Village Deputy Clerk

## MEMORANDUM

**To:** Plan Commission Members

**From:** Colleen Hoyt, Village Deputy Clerk

**Date:** December 5, 2024

**Subject:** Importance of Building and Zoning Department Reports for Plan Commission Referrals

As this board continues to address matters referred to the Plan Commission in the Village of Twin Lakes, I'd like to emphasize the importance of detailed staff reports in supporting the Plan Commission's decision-making process. Providing clear and comprehensive documentation is critical to ensuring that our practices remain transparent, consistent, and effective.

### Key Benefits of Staff Reports:

1. **Streamlined Referrals**

Including department reports in referral materials ensures that the Plan Commission has all necessary information at the start of their deliberations, reducing delays and increasing meeting efficiency. It also allows the Commission to focus on deliberation rather than fact-finding and also serves as reference for productive discussions during meetings.

2. **Informed Decision-Making**

These reports provide the Plan Commission with professional insights into how specific cases align with zoning regulations, offering a technical perspective that is crucial for decision-making. This transparency ensures accountability and enhances trust in the decision making process.

3. **Consistency in Application**

Reports provide a framework for uniform evaluation of similar cases, ensuring that decisions align with Village precedents and policies.

4. **Legal Compliance**

Comprehensive staff reports reduce the risk of legal challenges by providing a strong foundation for defensible decisions and ensuring procedural requirements are met.

5. **Public Confidence**

Detailed reports demonstrate professionalism and fairness, reinforcing public trust in our decision making processes and addressing potential concerns proactively.

To further support these goals, I respectfully request that the Plan Commission approve the use of the attached form as a standardized staff report to be included with every referral sent to the Plan Commission. This requirement will ensure that all referrals are accompanied by clear, consistent, and comprehensive documentation, enhancing the efficiency and transparency of our decision-making process.



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### Plan Commission Referral Staff Report

**Applicant:**

Date:

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

1. What type of meeting is needed for this applicants request...i.e. Conditional Use Permit, Design Review etc...
2. Can you provide a brief summary of what the applicant is seeking approval for?
3. What specific zoning ordinance does this application pertain to and how does the request align or deviate from existing zoning regulations?
4. What potential impacts (e.g., environmental, traffic, noise, or community concerns) did you identify that might require review by the Plan Commission
5. Do you have any initial recommendations or considerations for the Plan Commission as they review this request?

This form was completed by:

Date:



Dear Members of the Twin Lakes Plan Commission Board,

I am writing to respectfully petition for permission to build a duplex on our property located at 627 Vincent Road Twin Lakes, where we currently have a single-family residence that we intend to keep in place. We believe this addition will enhance the property's functionality, contribute positively to the local community, and support the evolving housing needs of the area.

Our property is ideally suited to accommodate a duplex in addition to the existing single-family residence due to its size, location, current zoning, and infrastructure. This project has been thoughtfully designed to align with both the aesthetic and zoning intentions of the neighborhood, while also meeting the increasing demand for diverse housing options.

Thank you in advance for your consideration.

Best,

A handwritten signature in black ink, appearing to read 'Rachel Wallis', with a stylized flourish at the end.

Rachel Wallis  
Twin Lakes Oaks, LLC  
28433 N Fremont Center Rd.  
Mundelein, IL 60060  
Office: (847) 224-2167



## Department of Building and Zoning Conditional Use Permit Request Application and Checklists

The Building Inspector is authorized to issue a Conditional Use Permit after reviewing all materials and holding a Public Hearing. Conditional uses and structures must be in accordance with the intent of the Village Code, Title 17- Zoning. Permits will not be issued if the conditional use is found to be hazardous, offensive, or adverse to the environment or community. The Plan Commission may impose conditions on use such as landscaping, type of construction, floodproofing, anchoring of structures in floodplain areas, sureties, and construction commencement and completion dates.

All commercial uses of land on lots greater than 2 acres and/or within building footprints over 25,000 square feet require a Conditional Use Permit. There is a wide variety of other projects that require a Conditional Use Permit. Please refer to 17.32.015 of Village Code for a full list of all projects that require a Conditional Use Permit. Village Code can be accessed at <http://www.villageoftwinlakes.net/documents/village-code/>. Commercial conditional uses require Plan Commission review and a 3/4 majority vote of the Village Board.

### Legal Property Owner:

Name:

Twin Lakes Oaks LLC

Mailing Address:

28433 N Fremont Center Rd

Mundelein IL 60060

City

State

Zip

### Applicant/Petitioner:

Name:

Same as above

Mailing Address:

City

State

Zip

Telephone # :

(847) 224-2167

(Area Code)

Fax Number:

E-Mail Address:

Rachel@amwoodland.com

### Property Information

Property Address:

627 Vincent Rd

Twin Lakes WI 53181

City

State

Zip

Parcel Number:

85-4-119-223-2135

General  
Project Location:

Proposed  
Project Use:

New Duplex on property

Current Use:

SFR

Existing Zoning: M-DW

Metes & Bounds

Legal Description:

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**Review & Approval Checklists**

1.) Include the following information in the plans you will present to the Plan Commission/Design Review. 2 copies of the plans must be submitted.

Submit the following plans and materials to the Building Inspector for approval. All dimensions shown relating to the location and size of the lot must be based upon an actual survey. The lot and the location of the existing or proposed building must be staked out on the ground before construction begins. 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 items have been submitted. Due notice of all hearings on Conditional Use Permit Applications in a Floodland District will be given to the Wisconsin Department of Natural Resources (DNR) for review and comment. No action on such applications will be taken for 30 days or until the DNR has made its recommendation, whichever comes first.

Next Plan Commission Date: \_\_\_\_\_

- Location, actual shape, and dimensions of the lot of the proposed or existing buildings and accessory structure(s)
- The lines within which the building will be erected, altered, or moved
- Existing and/or intended use of each building or part of a building
- The number of families the building is intended to accommodate
- Type of business, if applicable
- Hours of operation, if applicable
- Off street parking and loading areas
- Existing and proposed highway access or restrictions thereto
- Traffic
- High water elevations and floodway and floodplain boundaries

If the area is subject to inundation by floodwaters, plans must also include the following:

- First floor elevations
- Utility elevations
- Historic and probable future floodwater elevations
- depth of inundation
- Floodproofing measures
- Plans must include dimensions and elevations pertinent to the determination of the hydraulic capacity of structures or their effect on flood flows
- Where floodproofing is required, the applicant must submit a plan or document certified by a registered professional engineer or architect stating that the floodproofing measures are adequate to withstand the flood forces and velocities associated with the 100 year recurrence interval flood
- Prior to the issuance of an Occupancy Permit, the applicant must submit a certification by the registered professional engineer that the floodproofing measures were accomplished in compliance with the Village Code Title 17

Signage

Outdoor seating and other uses

Provisions for avoiding noise, odor, and lighting nuisances

Buffering and fencing

Compatibility with, and impact on, the immediately surrounding properties, neighborhood, or district

Visual character

Concept Plan (see checklist in section 5)

Any other information with regard to the lot and neighboring lots or buildings that will be helpful in the review process

2.) 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, 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 below, and all required supporting documents.

Owner's Name (please print): Rachel Wallis - on Behalf of Twin Lakes Oaks

Owner's Signature: Rachel Wallis

Applicant/Petitioner's Name (please print): Same as above

Applicant/Petitioner's Signature: \_\_\_\_\_



Date: \_\_\_\_\_

#### 4.) 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 Building Inspector: \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

Developer's Agreement Required? Yes \_\_\_\_\_ No \_\_\_\_\_

Checks shall be made payable to Village of Twin Lakes

#### 5.) Concept Plan Checklist

- 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
- 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

## Chapter 17.24

### MULTIPLE DWELLING DISTRICT

#### Sections:

**17.24.010 Permitted Use.**

**17.24.011 Resident Manager.**

**17.24.020 Height and Area.**

**17.24.030 Height.**

**17.24.040 Side Yard.**

**17.24.050 Setback.**

**17.24.060 Lot Area Per Family.**

**17.24.070 Park Dedication.**

#### **17.24.010 Permitted Use.**

In the Multiple Dwelling District, no building or premises shall be used and no building shall be hereafter erected, moved or structurally altered unless it is approved by a majority vote of the Village Board and meets the requirements set forth in this Title. (Part of Ord. passed 9/27/73).

#### **17.24.011 Resident Manager.**

The Village Board shall require, as a condition for the approval of a permit for a multiple dwelling (other than a condominium), designed for ten (10) or more dwelling units that the owner or owners of the land and building units enter into a written agreement with the Village for the benefit of the Village and the prospect tenants, wherein the owner or owners shall covenant and agree to appoint a resident agent, who shall reside on the premises of the proposed multiple dwelling, such agent to have full power and authority to supervise and conduct the management and operation of the premises and be responsible for the cleanliness, maintenance, repair and upkeep of the premises. The agreement shall contain a legal description of the land and be in recordable form. The agreement shall provide that the resident agent shall be authorized and directed to make such expenditures as may be required for the maintenance, repair, general upkeep and preservation of the premises, and the elimination of any condition hazardous to the health of the tenants and the general public, including lack of proper heat, and to charge such expenditure to the account of the owner or owners. The agreement shall also provide that the appointment of a resident agent shall be a continuing duty of the owner or owners; that the covenants of the agreement run with the land; that they may be enforced by injunctive relief and by the appointment of a receiver in case of violation, by application to the Circuit Court of Kenosha County by the Village or any tenant of the multiple dwelling. (Ord. 90-5-4).

#### **17.24.020 Height and Area.**

In the multiple dwelling zoning, the height of buildings, the minimum dimensions of side yards and the lot area per family shall be as follows in this Chapter. (Part of Ord. passed 9/27/73).

#### **17.24.030 Height.**

Buildings hereafter erected or structurally altered shall neither exceed thirty-five (35) feet nor two and one-half (2 ½) stories from ground level within the perimeter of the entire building. (Part of Ord. passed 9/27/73).

#### **17.24.040 Side Yard.**

There shall be a side yard of not less than fifteen (15) feet, measured on a horizontal plane on each side of a building hereafter erected, moved or structurally altered. (Part of Ord. passed 9/27/73).

**17.24.050 Setback.**

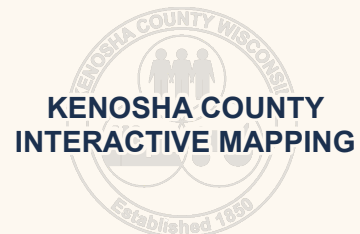
There shall be a front yard setback of not less than twenty-five (25) feet for any building hereafter erected, moved or structurally altered. (Part of Ord. passed 9/27/73).

**17.24.060 Lot Area Per Family.**

Every building hereafter, erected, moved or structurally altered for occupancy by three (3) families or more, on lots zoned multiple-dwelling, shall provide a lot area of not less than five thousand (5,000) square feet for each family unit, excluding roadways and parking areas, and shall provide for off-street parking in accordance with Section 17.12.080 of this Code. (Ord. 90-4-1, 1990; Ord. 78-11-1 (part), 1978; part of Ord. passed 9/27/73).

**17.24.070 Park Dedication.**

The development of multiple dwelling and condominium sites shall be subject to Sections 16.33.030 and 16.33.040 relating to the dedication of land or fees in lieu of open spaces and parks. (Ord. 97-5-6; Ord. 89-3-2 § 2).



**DISCLAIMER** This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, data and information located in various state, county and municipal offices and other sources affecting the area shown and is to be used for reference purposes only. Kenosha County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact Kenosha County.

1:495  
1" = 41'

Date Printed: 12/3/2024