



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, JANUARY 18TH, 2023 at 6:30pm
VILLAGE HALL

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consideration of a motion to approve Plan Commission minutes from December 14, 2022.
5. Review and recommendation to the Village Board a request from Mike Gartenberg to either approve a CSM to split his lot or allow for two principal structures on one lot at 301 West Park Dr. – Parcel #86-4-119-282-3140.
6. Adjourn

Roll Call:

Destree, Todd
Diedrich, Richard
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.

PLAN COMMISSION MEETING MINUTES
December 14, 2022
VILLAGE HALL @ 6:30PM

wav file available indefinitely
transcribed by Julie Harms
unapproved minutes' subject to approval

CALL TO ORDER – 6:30 PM /PLEDGE OF ALLEGIANCE/ROLL CALL: Destree, Smith, and Richter -present, with Skinner presiding. Busse, Karow, Perl- absent. Andy Gabbert- Applicant/Renaissance Infrastructure Consulting, Dominic Marlow- Village Planner, Laura Roesslein- Village Administrator, and Julie Harms- Deputy Clerk also present.

MOTION BY SKINNER, SMITH, CARRIED, TO APPROVE PLAN COMMISSION MINUTES FROM AUGUST 3, 2022.

CONCEPTUAL PLAN REVIEW FOR PROPOSED DOLLAR TREE/FAMILY DOLLAR ON PARCELS 85-4-119-211-4880 AND 85-4-119-211-4890.

Marlow- GRAEF has included three potential actions listed below for the Plan Commission to consider:

Design Review Agenda Item: The request of Andy Gabbert, PLA (Applicant) for a Design Review on tax parcels #85-4-119-211-4880 and #85-4-119-211-4890, Village of Twin Lakes, Kenosha County and State of Wisconsin:

- (1) **CONDITIONALLY APPROVE** the Application, pending the submission of additional information listed below. **NOTE:** Plan Commission shall review the below conditions and cross out any conditions that are deemed unnecessary.
- (2) **TABLE** the agenda item until additional information is submitted to the Village and the Plan Commission can review and take action at next month’s meeting to confirm that any discussed components and/or additional submittals are addressed.
- (3) **DENY** the agenda item (pointing out reasons for denial merit).

Possible conditions recommended by GRAEF to include if “conditional approval” of the Design Review is desirable to the Plan Commission:

- 1. Buildings: Façade Dimensions
 - a. Applicant shall revise the elevations in the architectural plan to extend façade materials a minimum distance equal to one-fourth (1/4) of the side dimension.
- 2. Buildings: Architectural Consistency and Coherence:
 - a. Applicant should remove the stripes across the column details to distinguish them from the rest of the façade design; and/or
 - b. Applicant should continue the horizontal articulation of the parapet on the primary façade the entire length of the column to match the column details on the secondary façade; and/or
 - c. Applicant should integrate red brick of similar masonry materials compatible with its surroundings; and/or
 - d. Applicant should revise the roofline to a gable design more compatible with its surroundings.
- 3. Buildings: Visibility from the Street
 - a. Plan Commission to determine the need for additional façade requirements on the northern façade.
- 4. Landscape: Landscape Design
 - a. The Applicant shall submit a revised landscape plan including street trees, trees, ground cover and shrubbery in the front setback area and unpaved areas.
- 5. Landscape: Existing Trees
 - a. The Applicant shall revise the landscape plan to preserve the existing tree line on the north side of the property; or
 - b. The Applicant shall provide screening in the form of a fence of landscape buffer on the north side of the property.
- 6. Landscape: Side Yard
 - a. The Applicant shall revise the site plan to include an eight (8) foot strip for landscaping or walkway abutting the front one-quarter (1/4) of the building on the north side of the property.
- 7. Signs: Window Signage

a. The Applicant shall not place restricted signs out of doors or near the inside surface of a window without first applying for and receiving a Building Permit from the Village Building Inspector.

8. Parking and Loading Areas: Parking Setbacks

a. The Applicant shall revise the parking layout to conform to all required setbacks.

9. Parking and Loading Areas: Driveway Orientation

a. The Applicant shall submit a revised site plan such that it avoids a direct, unscreened view from the street to employee parking areas, loading docks, maneuvering areas and permitted outdoor storage areas.

10. Snow Removal

a. The Applicant shall submit all required information regarding snow removal and procedures adhering to the standards contained in the Village Zoning Ordinance.

11. Lighting

a. The Applicant shall submit a Lighting Plan.

Gabbert referenced new revised submittals to the Planner:

1. Buildings: Façade Dimensions

a. Applicant shall revise the elevations in the architectural plan to extend façade materials a minimum distance equal to one-fourth (1/4) of the side dimension.

RESPONSE: Elevations & Plans have been revised as suggested.

2. Buildings: Architectural Consistency and Coherence:

a. Applicant should remove the stripes across the column details to distinguish them from the rest of the façade design; and/or

RESPONSE: Plans have been revised as suggested

b. Applicant should continue the horizontal articulation of the parapet on the primary façade the entire length of the column to match the column details on the secondary façade; and/or

RESPONSE: Refer to Item C

c. Applicant should integrate red brick of similar masonry materials compatible with its surroundings; and/or

RESPONSE: Plans have been revised as suggested

d. Applicant should revise the roofline to a gable design more compatible with its surroundings.

RESPONSE: Refer to Item C

3. Buildings: Visibility from the Street

a. Plan Commission to determine the need for additional façade requirements on the northern façade.

RESPONSE: Acknowledged, revisions thus far have been incorporated into the design

4. Landscape: Landscape Design

a. The Applicant shall submit a revised landscape plan including street trees, trees, ground cover and shrubbery in the front setback area and unpaved areas.

RESPONSE: Landscape Plan has been revised to include additional plantings as suggested.

5. Landscape: Existing Trees

a. The Applicant shall revise the landscape plan to preserve the existing tree line on the north side of the property; or

RESPONSE: Refer to Item B

b. The Applicant shall provide screening in the form of a fence of landscape buffer on the north side of the property.

RESPONSE: Landscaping has been included along the north side of the property.

6. Landscape: Side Yard

a. The Applicant shall revise the site plan to include an eight (8) foot strip for landscaping or walkway abutting the front one-quarter (1/4) of the building on the north side of the property.

RESPONSE: Landscaping has been included along the north side of the property.

7. Signs: Window Signage

a. The Applicant shall not place restricted signs out of doors or near the inside surface of a window without first applying for and receiving a Building Permit from the Village Building Inspector.

RESPONSE: Acknowledged

8. Parking and Loading Areas: Parking Setbacks

a. The Applicant shall revise the parking layout to conform to all required setbacks.

RESPONSE: Parking lot has been shifted to conform to all setbacks

9. Parking and Loading Areas: Driveway Orientation

a. The Applicant shall submit a revised site plan such that it avoids a direct, unscreened view from the street to employee parking areas, loading docks, maneuvering areas and permitted outdoor storage areas.

RESPONSE: Additional landscape has been added along the south building façade to break up view from street. Delivery to the building is through double man doors and is not a traditional dock look. Delivery is only once or twice a week. The majority of the time, the delivery area will be perceived as a parking lot.

10. Snow Removal

a. The Applicant shall submit all required information regarding snow removal and procedures adhering to the standards contained in the Village Zoning Ordinance.

RESPONSE: Snow will be piled and stored along the south parking lot to allow snow to melt into the drainage swale prior to entering into the wetland.

11. Lighting

a. The Applicant shall submit a Lighting Plan.

RESPONSE: A lighting plan has been included with the resubmittal.

Please Note: A revised plan has been submitted to accommodate drainage per DNR requirements. A reduction of pavement and a drainage swale has been added on the south property line and to the east of the building for water quality.

Skinner read into the meeting question's Busse had, as he was absent:

- Loading Zone Location and Configuration – (Figure 18 on page 12 of the Graef Design Review letter)

Applicant/Petitioner should explain the rationale behind the loading zone location in the customer/employee parking lot. Backing and turning movements of supply trucks into and out of the loading zone appear to potentially conflict with movement of arriving and departing customer vehicles and pedestrian activity in the customer/employee parking lot. The size and location of the loading zone needs a second look. **Gabbert stated that most deliveries would be made after hours or on weekends and to avoid major disruption of the wetland this was the best design.**

- Surface Storm Water Run-off into the Wetland- How does the applicant/petitioner intend to effectively manage storm water run-off from the parking lot and building roof drains? Approximately 48% of the lot will become impervious surface. From the design drawings, it appears the surface flow of storm water run-off will be directed from the highest elevation in the northwest corner of the parking lot to a "site discharge point" located on the south side of the property near the storage and refuse disposal area. The applicant/petitioner's Discharge Map (Sheet C5.0) drawing shows surface storm water flow discharged into the wetlands at the rear of the building. How does the applicant/petitioner intend to mitigate the quantity of surface storm water run-off from the parking lot and roof drains into the wetland? Are there plans to retain/detain surface storm water run-off before it discharges into the wetland and potentially into the off-site creek east of the property? **Skinner stated this had previously been addressed.**

- Pedestrian Access - From the design drawings, it appears customer vehicles, delivery trucks and pedestrians will be expected to access the property through a single 37' paved driveway facing Lake Avenue (CTH EM). In the interest of pedestrian safety, the applicant/petitioner may want to consider a separate access sidewalk for pedestrians located north of the proposed driveway. This separate sidewalk will allow pedestrians safer access across the parking lot and into the premises from the Village's sidewalk located in the public ROW. **Gabbert stated that an additional sidewalk would not be an issue.**

Richter stated that he felt that the façade that was submitted did not go well with the surrounding area.



Figure A



Figure B

Richter, Destree, Smith and Skinner all agreed that the look the Village would accept is the below image with red brick and no outside cart storage:



Figure C

Gabbert suggested that he would like the discussion tabled so that he may go back and bring the following recommendations and conditions to the architect.

Skinner stated that the following conditions would need to be met:

1. Façade like Figure C.
2. Pedestrian Sidewalk to be added.
- 3.

CONCEPTUAL REVIEW TABLED FOR FURTHER SUBMISSION

MOTION BY SKINNER, RICHTER CARRIED, TO ADJOURN AT 7:13PM

DISTRIBUTION

Administrator

Clerk

Treasurer

Plan Commission

Building Inspector

Pres/Trustees



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: Faye Gartenberg
Mailing Address: 1112 N. Dearborn St. #5
Chicago, IL 60610

Applicant/Petitioner:

Name: Michael Gartenberg
Mailing Address: 1112 N. Dearborn St. #5
Chicago, IL 60610

Telephone #: 847-751-6800

Fax Number:

E-Mail Address: Mike@Gartenbergs.com

Property Information:

Property Address: 301 West Park Drive
Twin Lakes, WI 53181

Parcel Number: 86-4-119-282-3140

General Project Location: Across the street from 301 West Park Drive currently on the same parcel

Proposed Project Use: In order to build a new living structure to be used as further living space due to the inability of building an addition as a road bisects the property.

Current Use: Currently is empty space, with only a parking pad.

Existing Zoning: Currently zoned residential

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: 6-22-22

- 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: Residential

Proposed Zoning: Residential / split Lot

** 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: 5/28/22

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)):

\$ 325

Escrow, as required by Village Administrator and Building Inspector:

\$ _____

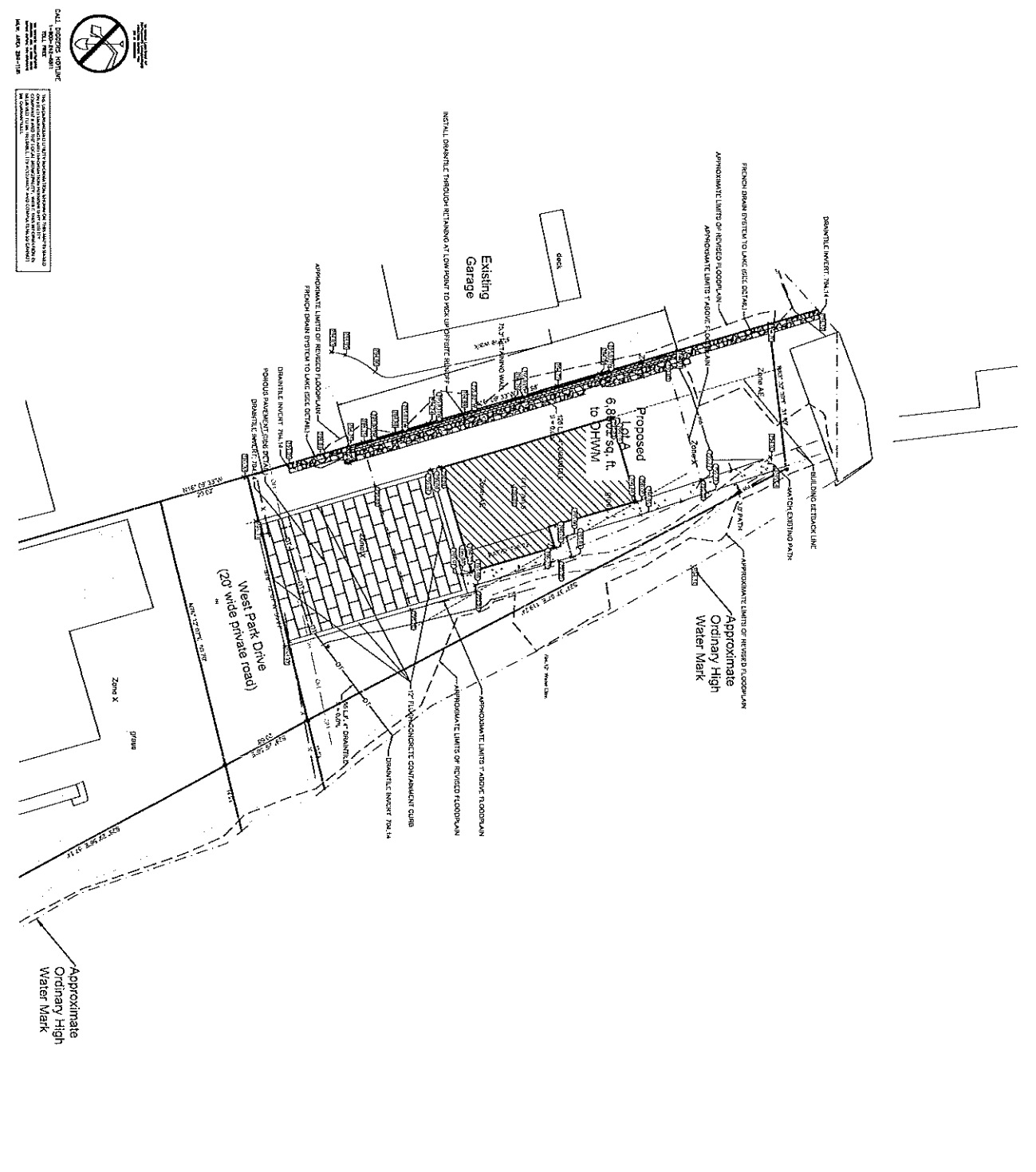
Total Amount Due:

\$ 575

Developer's Agreement Required?

Yes _____

No



LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED TOP OF WALL OR BOTTOM OF WALL SET GRADE
- PROPOSED ASPHALT SPOT GRADE
- PROPOSED CONCRETE SPOT GRADE
- PROPOSED 6\"/>

LEGEND

- 6\"/>

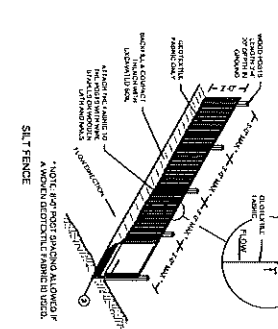
**PRELIMINARY
NOT FOR
CONSTRUCTION**

TWIN LAKES RESIDENTIAL DEVELOPMENT
301 W PARK DR
TWIN LAKES, WI 53181

GRADING PLAN

SCALE	1"=4'
PROJECT NO.	21201
DESIGN DATE	10/16/2023
PLOT DATE	10/16/2023
DRAWN BY	
CHECKED BY	
APPROVED BY	
DATE	
PROJECT NO.	C200

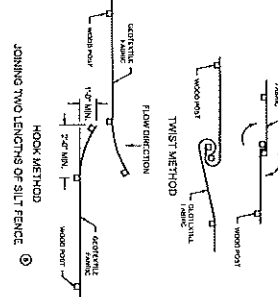
NOTE: APPROVAL NOT REQUIRED FOR THIS DETAIL



A. EROSION SILT FENCE - WINDOW TS-1056
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

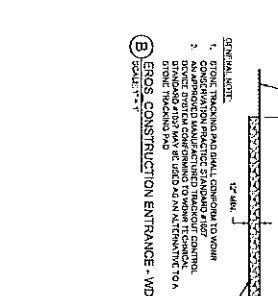
1. HORIZONTAL FRAMES REQUIRED WITH 2x4 WOODEN FRAME ON
2. TRENCH SHALL BE A MINIMUM OF 2' WIDE & DEEP TO FIT AND
3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1-1/2" X 1-1/2" OR
4. 2" FRAMES TO EXTEND ABOVE THE TOP OF THE FENCE
5. USE OF EACH SILT FENCE TO BE DETERMINED BY THE
6. THE END OF EACH SILT FENCE TO BE DETERMINED BY THE
7. HORIZONTAL FRAMES SHALL BE SPACED AT 4' ON



B. EROSION CONSTRUCTION ENTRANCE - WINDOW TS-1057
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

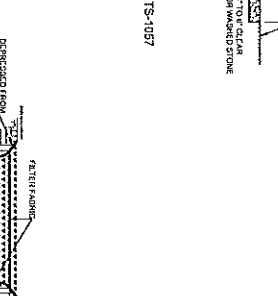
1. STONE TRACKING AND SMALL CONDUITS TO WASH
2. APPROVED MANUFACTURED TRACKING CONTROL
3. APPROVED FOR USE AT THE ENTRANCE TO A
4. STONE TRACKING PAD



C. PAVE CONCRETE SIDEWALK SECTION
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

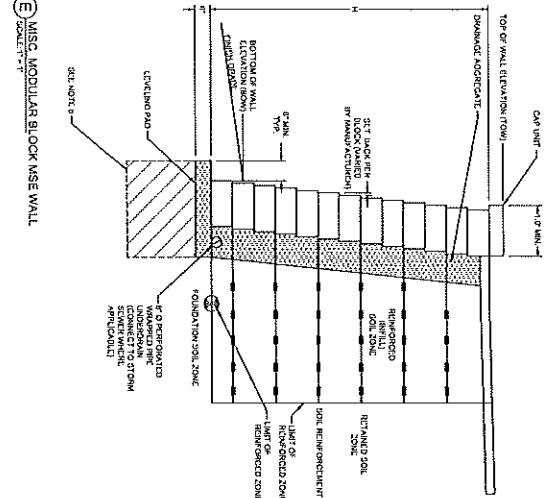
1. HORIZONTAL FRAMES REQUIRED WITH 2x4 WOODEN FRAME ON
2. TRENCH SHALL BE A MINIMUM OF 2' WIDE & DEEP TO FIT AND
3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1-1/2" X 1-1/2" OR
4. 2" FRAMES TO EXTEND ABOVE THE TOP OF THE FENCE
5. USE OF EACH SILT FENCE TO BE DETERMINED BY THE
6. THE END OF EACH SILT FENCE TO BE DETERMINED BY THE
7. HORIZONTAL FRAMES SHALL BE SPACED AT 4' ON



D. FRENCH DRAIN DETAIL
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

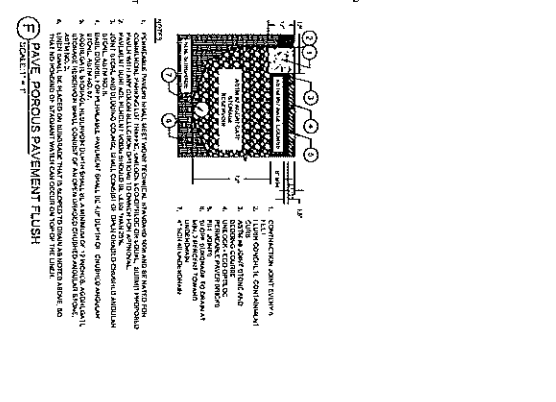
1. HORIZONTAL FRAMES REQUIRED WITH 2x4 WOODEN FRAME ON
2. TRENCH SHALL BE A MINIMUM OF 2' WIDE & DEEP TO FIT AND
3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1-1/2" X 1-1/2" OR
4. 2" FRAMES TO EXTEND ABOVE THE TOP OF THE FENCE
5. USE OF EACH SILT FENCE TO BE DETERMINED BY THE
6. THE END OF EACH SILT FENCE TO BE DETERMINED BY THE
7. HORIZONTAL FRAMES SHALL BE SPACED AT 4' ON



E. MISS MODULAR BLOCK BASE WALL
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

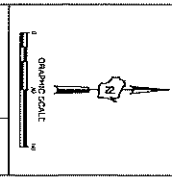
1. HORIZONTAL FRAMES REQUIRED WITH 2x4 WOODEN FRAME ON
2. TRENCH SHALL BE A MINIMUM OF 2' WIDE & DEEP TO FIT AND
3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1-1/2" X 1-1/2" OR
4. 2" FRAMES TO EXTEND ABOVE THE TOP OF THE FENCE
5. USE OF EACH SILT FENCE TO BE DETERMINED BY THE
6. THE END OF EACH SILT FENCE TO BE DETERMINED BY THE
7. HORIZONTAL FRAMES SHALL BE SPACED AT 4' ON



F. PAVE POROUS PAVEMENT FLUSH
 SCALE: 1/4" = 1'-0"

GENERAL NOTES:

1. HORIZONTAL FRAMES REQUIRED WITH 2x4 WOODEN FRAME ON
2. TRENCH SHALL BE A MINIMUM OF 2' WIDE & DEEP TO FIT AND
3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1-1/2" X 1-1/2" OR
4. 2" FRAMES TO EXTEND ABOVE THE TOP OF THE FENCE
5. USE OF EACH SILT FENCE TO BE DETERMINED BY THE
6. THE END OF EACH SILT FENCE TO BE DETERMINED BY THE
7. HORIZONTAL FRAMES SHALL BE SPACED AT 4' ON



TWIN LAKES RESIDENTIAL DEVELOPMENT
 301 W PARK DR
 TWIN LAKES, WI 53181

DETAILS

PRELIMINARY
 NOT FOR
 CONSTRUCTION

SCALE	AS SHOWN
PROJECT NO.	3151
CLIENT DATE	12/15/2017
DATE DATE	12/15/2017
DRAWN BY	---
CHECKED BY	---
APPROVED BY	---
PROJECT NO.	C400

MEMORANDUM

TO: Plan Commission Members
FROM: Bonnie Schaeffer, Zoning Administrator
RE: Gartenberg – 301 W. Park Ave. Request to Construct a Residence
DATE: January 12, 2023

It is my understanding that the applicant is requesting to build a residence on the part of their parcel with water frontage on Lake Mary and on the channel. They are asking for approval to either split the lot or to allow two principal structures on one lot.

Whether the lot is split or not is immaterial to the other zoning ordinance provisions that must be met.

- The applicant is requesting a 12.5' setback to the channel.

Per 17.39.070.A

No principal structure, as defined in the underlying basic use District, in the Shoreland Protection Overlay District shall be located closer than sixty (60) feet to the OHWM of a navigable lake, channel or stream. This setback may be reduced to the average of the setback of the principal structures on the adjoining improved properties upon design, timely installation and continued maintenance of a fifteen (15) foot vegetative buffer on the premises of a design and maintenance plan acceptable to the Village. Installation of the buffer shall be secured by a bond or cash escrow in sufficient amount to ensure installation. In no case may the shore yard setback for principal structures be less than twenty-five (25) feet. Upon installation and prior to return of the bond or escrow, a final photograph of the vegetative buffer shall be submitted to the Building Inspector.

- The applicant has not provided impervious surface calculations.

Per 17.39.070.C

The aggregate amount of impervious surface in the shore yard shall not exceed twenty percent (20%) of the total area of the shore yard.

- This is not an exhaustive list of the zoning ordinance provisions that the application does not meet. However, I would consider these to be the most relevant.

From: mikegartenberg@gmail.com
To: [Julie Harms](#)
Cc: ["Jim French"](#); ["James Leedom, P.E., LEED AP"](#); ["Colin Trautschold"](#); [David Price](#)
Subject: 301 W Park Planning Meeting
Date: Thursday, December 8, 2022 10:42:19 AM
Attachments: [RE Twin Lakes Residential Development.msg](#)
[RE EXT RE Twin Lakes Residential Development.msg](#)
[RE Twin Lakes Residential Development.msg](#)
[RE Pervious brick pavers.msg](#)
[301 W. Park Dr..msg](#)
[Twin Lakes-Gartenberg Planning Commission Application 5-28-22.pdf](#)

Julie:

Thanks for taking the time to speak to me this morning regarding our planned project at 301 West Park Dr.

As requested, attached are the emails from the DNR, Army Corps as well as SEWRPC that shows that they do need require any special permits etc. I also included a couple of emails to/from Ellis regarding setbacks and pervious brick pavers. Also attached is the original Planning Commission application from May of this year. If you require a new application or fee, please let me know.

My engineer and architect are putting the final touches to their flood plain mitigation, building footprint and site plan. I should be able to forward that to you early next week.

As discussed, you are shooting for a Planning Commission meeting some time in January. As soon as you have a tentative date, please let me know.

Many thanks,

Mike

Michael Gartenberg

MikeGartenberg@gmail.com

Cell- 847-751-6800

1112 N. Dearborn St. #5

Chicago, IL 60610

From: mikegartenberg@gmail.com
To: inspector@twinlakeswi.net
Subject: 301 W. Park Dr.
Date: Monday, November 7, 2022 8:47:04 AM

To: Ellis Border – Building Inspector
Regarding: 301 West Park Drive

Ellis:

Thanks for meeting with me two weeks ago. I truly appreciate you reviewing setbacks and floodplain ordinances etc.

As discussed, we would be keeping to the following approved setbacks:

- More than 25 feet from the road. Final plan will most likely be closer to 35-40'
- 10 feet from neighbor to the west
- 18.5 feet from the channel (as discussed, this is the current setback of our existing house on the south side of West Park Dr.
- The setback to the north (facing lake Mary) would be lined up with the rear of the neighboring garage/deck. Roughly 40 feet as apposed to the typically required 60 feet.

In addition, per our conversation regarding grading above floodplain, we would be required to build a retaining wall along the west side of the property (adjacent to the neighbor, and grade 1 foot above floodplain. Since the required setback to the west is 10 feet, we would grade to the retaining wall. In addition, since the eastern border of the property is along the channel, we would simply need to grade from the house starting at 1 foot above floodplain, and slope down to the channel in order to aide in water runoff.

Please review all of the above and reach out with any questions, concerns or inconsistencies from our conversations. If I do not hear from you in the next week, I will assume we are on the same page, so that I can finalize everything with my engineering/design team.

After our meeting, I reached out to the village engineer, Greg Droessler to inquire if we would need to do soil sampling prior to a planning meeting. He advised me that it was best to wait until the structure/ footprint was approved before doing so.

As requested by the planning commission, I have been working with an engineering/design firm to address the floodplain mitigation concerns raised at the last planning meeting. My team is working on the plans/mitigation and should be ready in roughly the next 10 days. I will be reaching out to Julie Harms to get on the schedule for the next meeting.

Again, many thanks for your time,

Mike

Michael Gartenberg

MikeGartenberg@gmail.com

Cell- 847-751-6800

1112 N. Dearborn St. #5

Chicago, IL 60610

From: [Kitchen, Anthony J \(A.J.\) CIV USARMY CEMVP \(USA\)](#)
To: [James Leedom, P.E., LEED AP](#)
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com
Subject: RE: Twin Lakes Residential Development
Date: Thursday, November 10, 2022 7:11:39 AM

Chip,

From my understanding of your email you're correct. Work that is above the ordinary high water mark of a stream or lake, and outside of any other aquatic resources (including wetlands), does not require a Corps permit. We do not regulate strictly floodplain impacts.

A.J.

A.J. Kitchen, Lead Project Manager
U.S. Army Corps of Engineers
St. Paul District, Regulatory Division
Brookfield Field Office
250 N. Sunnyslope Road, Suite 296
Brookfield, Wisconsin 53005
Office: 651-290-5729 | Anthony.J.Kitchen@usace.army.mil

From: James Leedom, P.E., LEED AP <jleedom@thesigmagroup.com>
Sent: Wednesday, November 9, 2022 11:05 AM
To: Kitchen, Anthony J (A.J.) CIV USARMY CEMVP (USA) <Anthony.J.Kitchen@usace.army.mil>
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com
Subject: [URL Verdict: Neutral][Non-DoD Source] Twin Lakes Residential Development

Anthony, working a small project that involves construction of a new residence on Twin Lakes. Portions of the building pad area are below the floodplain elevation (see attached), so it will need to be filled and raised above the floodplain. The Village has indicated that before they will approve they want to see permits from the WDNR, the USACE and SEWRPC. My opinion is that permits are not required from these entities including the USACE. We will not be doing any work below the ordinary high water mark or filling on the lake or channel bed, so we shouldn't need a permit from the USACE. In addition, floodplain permitting is by the municipality – not the USACE. Can you confirm by email that the USACE does not have any permitting authority over this? Look forward to your feedback. Thanks, Chip Leedom

James (Chip) B. Leedom, P.E., LEED A.P.
Senior Project Engineer
414-643-4169 (office)/414-217-3333 (Mobile)
The Sigma Group, Inc.
www.thesigmagroup.com | jleedom@thesigmagroup.com

From: [Wood, Peter C - DNR](#)
To: [James Leedom, P.E., LEED AP](#)
Cc: [Michael Gartenberg; jfrench@jf-architects.com](#)
Subject: RE: Twin Lakes Residential Development
Date: Wednesday, November 9, 2022 2:45:36 PM

Chip,

No DNR storm water or waterway (Ch 30) permits required based on your project description. No DNR wetland permits assuming no wetlands in the work area. I agree, floodplain fill approval should be done by the Village.

Pete Wood

Phone: 262-822-8227

Peter.Wood@Wisconsin.gov

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From: James Leedom, P.E., LEED AP <jleedom@thesigmagroup.com>
Sent: Wednesday, November 09, 2022 10:59 AM
To: Wood, Peter C - DNR <Peter.Wood@wisconsin.gov>
Cc: Michael Gartenberg <mike@gartenbergs.com>; jfrench@jf-architects.com
Subject: Twin Lakes Residential Development

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content is safe.**

Pete, working a small project that involves construction of a new residence on Twin Lakes. Portions of the building pad area are below the floodplain elevation (see attached), so it will need to be filled and raised above the floodplain. The Village has indicated that before they will approve they want to see permits from the WDNR, the USACE and SEWRPC. My opinion is that permits are not required from these entities including the WDNR. We will not be doing any work below the ordinary high water mark or filling on the lake or channel bed and we will not be grading more than 10,000 square feet. In addition, floodplain permitting is by the municipality – not the WDNR. Can you confirm by email that the WDNR does not have any permitting authority over this?

James (Chip) B. Leedom, P.E., LEED A.P.
Senior Project Engineer
414-643-4169 (office)/414-217-3333 (Mobile)
The Sigma Group, Inc.
[1300 W. Canal Street, Milwaukee, WI 53233](#)

From: [Twin Lakes Bldg Inspector](#)
To: mikegartenberg@gmail.com
Subject: RE: Pervious brick pavers
Date: Wednesday, November 23, 2022 11:41:00 AM

Mike,
That is perfectly acceptable.

Ellis Border

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: mikegartenberg@gmail.com
Date: 11/23/22 11:24 AM (GMT-06:00)
To: inspector@twinlakeswi.net
Subject: Pervious brick pavers

Ellis:

Hope all is well with you. I am working with my engineer and architect in order to put together the package I will need for a planning commission meeting in order to build a new structure on my lot at 301 W. Park Dr.

In working with the engineer, a question came up about the parking pad. We now that the current pad that is asphalt, is impervious. In order to reach the approved pervious/impervious percentage, we would need to change the paving material to be pervious. We did some research, and found that permeable brick and permeable chips (to go between the pavers, are available locally at High Prairie Landscape Supply in Genoa City.

Would you please confirm that using these bricks/chips is allowed in order to obtain a pervious surface.

We need this answer ASAP, as we cannot schedule the meeting until we know this.

Many thanks,

From: [Dietl, Joel E.](#)
To: [James Leedom, P.E., LEED AP](#); [Herrick, Laura K.](#)
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com
Subject: RE: [EXT] RE: Twin Lakes Residential Development
Date: Friday, November 11, 2022 10:51:22 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

If the lateral is to serve a development with 54 drainage fixture units or less, then there is no required sanitary sewer extension review by SEWRPC or the State (i.e. the DSPS if it is a private lateral). However, if the local community or the owner wanted such a review anyway, that could probably be done.

FYI, SEWRPC does not approve sewer extensions, we only review them and provide recommendations on whether they are in conformance with our regional plans or not.



Joel E. Dietl, AICP | Chief Land Use Planner
Joel.Dietl@sewrpc.org | 262.953.3266
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P.O. Box 1607
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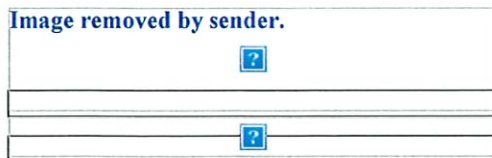


From: James Leedom, P.E., LEED AP <jleedom@thesigmagroup.com>
Sent: Friday, November 11, 2022 10:33 AM
To: Herrick, Laura K. <herrick@sewrpc.org>; Dietl, Joel E. <joel.dietl@sewrpc.org>
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com
Subject: RE: [EXT] RE: Twin Lakes Residential Development

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There is an existing sanitary sewer in the street that they will tie into by private lateral. So, no approvals needed from SEWRPC?

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From: Herrick, Laura K. <lherrick@sewrpc.org>
Sent: Friday, November 11, 2022 10:23 AM
To: Dietl, Joel E. <joel.dietl@sewrpc.org>; James Leedom, P.E., LEED AP <jleedom@thesigmagroup.com>
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com
Subject: [EXT] RE: Twin Lakes Residential Development

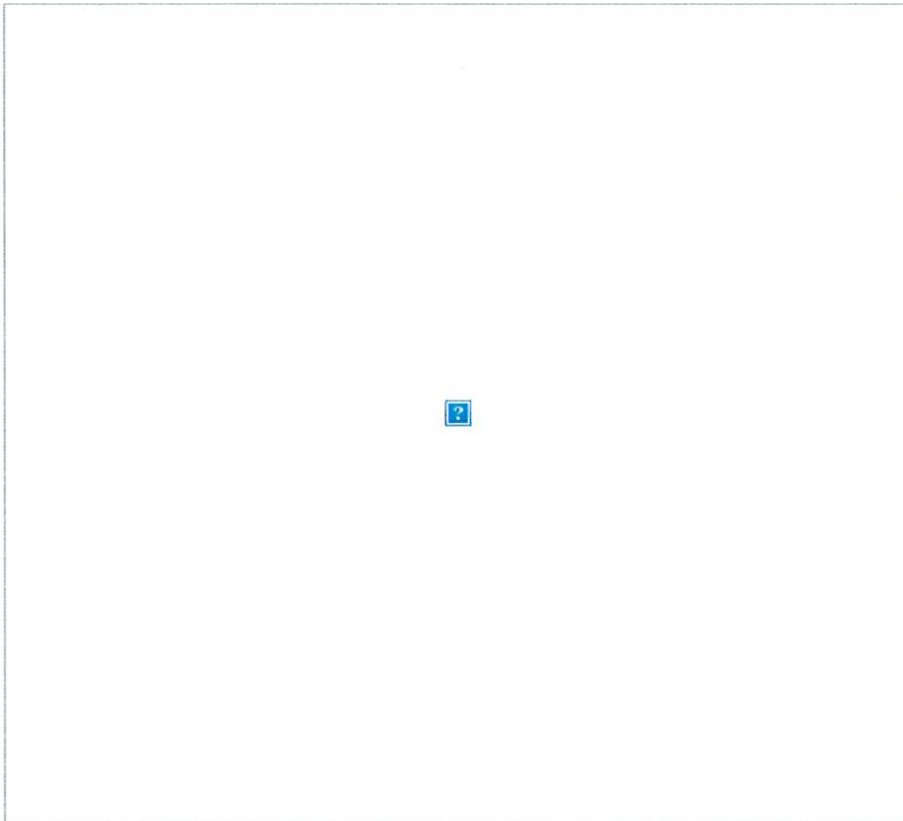
Mr. Leedom,

You are correct that the Village of Twin Lakes' floodplain ordinance (17.37) will govern for any work in the floodplain. Below is the current FEMA map for the area, taken from the FEMA National Flood Hazard Layer database.

The WDNR contact for work in the floodplain would be Andrea Stern (andrea.stern@wisconsin.gov) for questions as well.



Laura K. Herrick, PE, CFM | Chief Environmental Engineer
lherrick@sewrpc.org | 262.953.3224
sewrpc.org/news



From: Dietl, Joel E. <joel.dietl@sewrpc.org>
Sent: Friday, November 11, 2022 9:59 AM
To: James Leedom, P.E., LEED AP <jleedom@thesigmagroup.com>
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com; Herrick, Laura K. <lherrick@sewrpc.org>

Subject: RE: Twin Lakes Residential Development

Good Morning Mr. Leedom,

In regard to your email below, about permitting authority in general and floodplain permitting in particular, you are correct that SEWRPC does not have any permitting authority, we are an advisory agency only.

However, there are two related matters where SEWRPC is required by State rules and regulations to provide recommendations to the DNR and/or the DSPS before those State agencies can make their regulatory decisions. These matters pertain to sanitary sewer service area planning and sanitary sewer extension reviews (i.e. water quality management planning). In these two matters, Wisconsin Administrative Codes require regional planning commissions such as SEWRPC to identify certain environmentally sensitive areas (which SEWRPC terms environmental corridors) within which it is recommended that sewered development and associated land disturbing activities not occur. However, the final decision of whether or not such development would be allowed within an environmental corridor or environmentally sensitive area is up to the State agencies.

In regard to the subject property noted in the attachment to your email, the environmental corridor would be comprised of any floodplains and/or wetlands. SEWRPC recommends that all sewered development and associated land disturbing activities be located outside of those natural resource features. However, SEWRPC also has a long-standing policy regarding "grandfathered" development, where SEWRPC staff recommends that all projects duly approved by a local government (i.e. a subdivision plat, Certified Survey Map, site plan, etc.) prior to July 16, 1980 (i.e. the date the DNR sent a letter to all local units of government within the region informing them of the need to ensure compliance with the various water quality management planning recommendations) are "grandfathered" and that such development (even if located within an environmental corridor) would not be in conflict with SEWRPC's regional plans including its regional water quality management plan. However, in these situations we do recommend that the local government still consider protection of the environmental corridor in some type of open space use consistent with whatever local zoning and comprehensive plan recommendations that may apply. SEWRPC staff would also note that this "grandfather" determination only pertains to water quality management planning issues. It does not pertain to any other permits or approvals that may apply to the subject property (i.e. shoreland permits, wetland fill permits, floodplain fill or letter of map revision/amendment requirements, etc.), which permits and approvals (if any) would still be needed.

I have added Ms. Laura Herrick of the SEWRPC staff to this email in case she would like to add any information about the federal and state floodplain protection requirements that may apply in this situation. I would also note that at the request of the Village, SEWRPC staff would be willing to look into this matter further, and provide further recommendations, suggestions, etc. in regard to these matters.

Should you have any questions about this information, please let me know.



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From: James Leedom, P.E., LEED AP <jleedom@thesigmagroup.com>

Sent: Wednesday, November 9, 2022 11:10 AM

To: Dietl, Joel E. <joel.dietl@sewrpc.org>

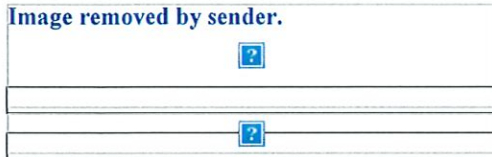
Cc: mikegartenberg@gmail.com; jfrench@jf-architects.com

Subject: Twin Lakes Residential Development

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Joel, hoping you can help me out or point me in the right direction. I am working a small project that involves construction of a new single residence on Twin Lakes. Portions of the building pad area are below the floodplain elevation (see attached), so it will need to be filled and raised above the floodplain. The Village has indicated that before they will approve they want to see permits from the WDNR, the USACE and SEWRPC. My opinion is that permits are not required from these entities including SEWRPC. Floodplain permitting is by the municipality – not SEWRPC. Can you confirm by email that SEWRPC does not have any permitting authority over this? Look forward to your feedback. Thanks, Chip Leedom

James (Chip) B. Leedom, P.E., LEED A.P.
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