



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES PLAN COMMISSION MEETING 7/11/2023 MEETING TUESDAY, JULY 11, 2023 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

President Duncan called the meeting to order at 06:30pm.

II. Roll Call

Present: President William Duncan, Trustee Lowell Wright, Commissioners Pat Watts, Marianne Klemke, Matt Robbins, and James Killian

Also Present: Zoning Administrator Bonnie Schaeffer, Clerk Tina Kolls

Excused: Commissioners Maggie Gage and Jess Haak

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Plan Commission Meeting Minutes of June 13, 2023

The motion to approve the Plan Commission Meeting Minutes of June 13, 2023 with corrections was initiated by Commissioner Robbins and seconded by Commissioner Watts. Commissioner Killian abstained, Motion carries.

V. Recommendation and Possible Action for a Certified Survey Map (Extraterritorial)

A. APPLICANT: Chapel on the Hill (Owner), Rick Hillman (Agent)

TAX KEY: IA435000001

STREET ADDRESS: N2440 Ara Glen Dr., Town of Linn

Applicant is requesting approval of a Certified Survey Map per Section 375.0306 "Minor Land Division Procedures" to divide the existing 2.19-acre parcel into two parcels each being approximately 1.09 acres.

Julia Potter (Boardman Clark Lawfirm) spoke on behalf of the Griffith Family.

Trustee Wright explained that the Plan Commission had some concerns with the flag shape of the property as that was something the board didn't typically approve.

Potter explained that the Griffith family donated lot six to the church and the church then combined it with lot five and made a little expansion. Potter explained that due to the expansion they can't go back to those original lots so they had to move the lot line a little bit to the south. Potter explained that the covenants of the neighborhood says that you can't create a lot that is smaller than the original lot so they are required to have that 1.1 acre lot size. Potter explained in order to get the required lot size the surveyor and everybody involved believed the most rational place to do that would be on the back of the lot. Potter explained that the Griffiths own everything to the east already.

Trustee Wright inquired as to what other property the Griffiths own.

Potter explained that the Griffiths own everything to the east and the two lots to the south. Potter provided a map to the board showing which properties are owned by the Griffiths.

The motion to approve a Certified Survey Map per Section 375.0306 "Minor Land Division Procedures" to divide the existing 2.19-acre parcel into two parcels each being approximately 1.09 acres. was initiated by Trustee Wright and seconded by Commissioner Robbins. Unanimously carried.

VI. Recommendation and Possible Action for a Conditional Use Permit

A. Open Public Hearing

President Duncan opened the public hearing at 06:39 pm.

B. APPLICANT: Dancing Dudes, LLC (Owner)

TAX KEY: WOP 00088

STREET ADDRESS: 1 E. Geneva St, Village of Williams Bay

Applicant is requesting a conditional use per 390.0805(S)(1) *Parking within the Village Center*: Private, off-street parking may be allowed within the VC District only with a conditional use permit.

The Applicant requests to include on-site parking for 12 – 14 vehicles as part of a new commercial development.

James Zakos (57 N Walworth Unit 212) explained that he felt the development was a great thing. Zakos explained that he had concerns about the parking for the apartment building. Zakos explained that he wanted to make sure that there was proper parking for both buildings.

C. Close Public Hearing

President Duncan closed the public hearing at 06:41 pm.

Warren Hansen (Farris, Hansen & Associates, Inc) explained that the proposed parking lot would have one handicap space and 12-13 regular parking spaces. Hansen explained that the handicap space has to be relatively level, so in order to create a level space, they would be putting in a bubble that has a wall which would be just under two feet.

Commissioner Klemke inquired as to how many parking spots are required for the apartment building.

Dawn Mancuso (Green Grocer, 24 W Geneva St) explained that there is one two bedroom and the rest are one bedrooms so they are required to have seven parking spots.

Commissioner Robbins inquired if there were any changes in the parking since they were last presented.

Mancuso explained that they had an easement agreement which was new.

There was a discussion about the easement agreement. The discussion included the fact that the village engineer had not had a chance to review the easement agreement and the agreement that was shared with the Board appeared to be missing page two, which created a lot of confusion.

Hansen explained that there would be signage which would designate parking for Green Grocer versus parking for the apartments so it is clear to the tenants.

Commissioner Klemke asked the board if they felt comfortable passing something to the board without having it be completed and without the village engineers' approval. Commissioner Klemke explained that she felt it would be better to have everything seen by the plan commission before it was sent to the board for approval.

Zoning Administrator Schaeffer explained that she agreed with Commissioner Klemke and also felt that it should be completed before being sent to the board. Zoning Administrator Schaeffer explained that there were three items on the

agenda and they should all go to the Board at the same time.

The motion to Recommend Village Board Approval for the request for a conditional use permit per 390.0805(S)(1) Parking within the Village Center: Private, off-street parking may be allowed within the VC District only with a conditional use permit. The applicant requests to include on-site parking for 12-14 vehicles as part of a new commercial development was initiated by Matt Robbins and seconded by Lowell Wright.

Votes:

Yes: Bill Duncan, Pat Watts, Matt Robbins, Lowell Wright, James Killian

No: Marianne Klemke

Abstain: None

Result: Passed

VII. Recommendation and Possible Action for a Conditional Use Permit

A. Open Public Hearing

President Duncan opened the public hearing at 06:59 pm.

B. APPLICANT: Dancing Dudes, LLC (Owner)

TAX KEY: WOP 00088

STREET ADDRESS: 1 E. Geneva St, Village of Williams Bay

Applicant is requesting a conditional use per Figure 390.1218 *Density, Intensity, and Bulk Regulations within the Village Center Zoning District*: Maximum front and street side yard setback 5 feet, more with a conditional use permit. The Applicant requests to have a 10' street yard setback on the Walworth Avenue side (front) of a new commercial building.

Julie Stobierski (57 N Walworth #203) explained that she is concerned about the corner, depending on what the intended use for it would be. Stobierski explained that if they were planning to place umbrellas and tables there, it concerned her because her children cross at that corner and it is a dangerous corner. Stobierski explained that there are multiple accidents there and it will get busier with a parking lot there as well. Stobierski explained that with the slanted parking spots that are there on the corner, it causes a tight space for people turning off 67 on to Walworth. Stobierski explained it is a dangerous place and she is concerned it is going to create more distraction on that corner.

C. Close Public Hearing

President Duncan closed the public hearing at 07:01 pm.

Hansen explained that he could address that comment. Hansen explained that there was 10 feet of sidewalk which came down into a wide sidewalk along Geneva street and, in addition to that, there was roughly another 11 to 12 feet on the property itself, which is where the tables were proposed to be. Hansen explained that there would be a lot of open space there on the corner.

Mancuso explained that she understood their concerns about the building. Mancuso explained that they were asking for a 10 foot set back for the outside tables.

Trustee Wright inquired what the distance from the curb to the front of the building was.

Hansen explained that it was 20 feet.

Commissioner Killian Inquired as to whether or not they were intending to serve alcohol with their five tables outside seating.

Mancuso explained that they were not sure.

Commissioner Killian explained that there could be cause for concern about table creeping. Commissioner Killian explained that if you drive downtown Lake Geneva you can see all the restraints that have tables up front have issues with the tables creeping towards the roads. Commissioner Killian explained that the Village wouldn't want to get into that situation. Commissioner Killian explained he felt it would be better for them to get a liquor license for the outdoor area with a fence.

Commissioner Klemke explained that she was concerned about the corner as well and had spoken to Police Chief Timm about it. Commissioner Klemke explained that in Police Chief Timm's response he explained that although the building seemed like it would be close to the sidewalk, he felt that there would not be added obstruction, since the vehicles traveling westbound would be on the north side of the street, so you would be able to see them when you come up to the corner on Walworth Avenue. Commissioner Klemke explained that she had also mentioned to Police Chief Timm about the trucks parked on Geneva Street and Police Chief Timm said he would look into them.

The motion to Recommend Village Board Approval for the request for conditional use per Figure 390.1218 Density, Intensity, and Bulk Regulations within the Village Center Zoning District: Maximum front and street side yard setback 5 feet, more with a conditional use permit. The applicant requests to have a 10' street yard setback on the Walworth Avenue side (front) of a new commercial building was initiated by Trustee Lowell Wright and seconded by Commissioner Matt Robbins.

Votes:

Yes: Bill Duncan, Pat Watts, Marianne Klemke, Matt Robbins, Lowell Wright, James Killian

No: None

Abstain: None

Result: Passed

VIII. Recommendation and Possible Action for Site Plan and Architectural Design Review

A. APPLICANT: Dancing Dudes, LLC (Owner) TAX KEY: WOP 00088

STREET ADDRESS: 1 E. Geneva St, Village of Williams Bay

The applicant is requesting approval of a site plan for commercial development in the Village Center District per Section 390-1206 *Site Plan* and Section 390-0705 *VCO Village Center Design Overlay District*.

Zoning Administrator Schaeffer explained that as described in her staff report the board is considering a site plan and the architectural overlay is for the Village Center.

Randy Mueller (Michels Construction) described the proposed rendering of the building from the northwest to the southeast. Mueller explained that, per the mock up, 90% of the building would have custom painted LP composite smart board siding and white trim. Mueller explained that they were proposing different awnings and planned to add more accents here or there with lighting. Mueller explained that there was proposed to be a pergola above the second floor seating area. Mueller explained that the rooftop seating was really over the first floor.

Mancuso explained that they were still tweaking the plans. Mancuso explained that they knew they definitely wanted to do light gray siding and white trim, but as far as the awnings, they were thinking of copper detail, they were not positive about the black awnings. Mancuso explained that they were not positive yet but felt that they were heading in the right direction.

Commissioner Klemke explained that this new building would be the anchor there that hopefully everyone else will build on.

Commissioner Killian inquired if the awnings were going to be fabric or some other type of material.

Mueller explained that the main ones would be fabric and the ones on the second floor would be metal or some other type of solid material, either painted or stained. Mueller explained that the canopy on the south side would be fabric.

Commissioner Klemke inquired if all the windows would be the same. Commissioner Klemke explained that it looked like some of the windows had shutters and some appeared to be completely different windows. Commissioner Klemke explained that it didn't appear that any of the windows matched.

There was a discussion about which windows would be visible from the road.

Hansen explained the reason for the difference in window size is due to what the inside space is being used for. Hansen explained that the window framing and trim would all be the same.

Mueller explained that the inside layout dictated the window sizes.

Hansen explained that some of the windows are in the grocery area versus some of the windows being in the spa, which requires different privacy and lighting.

Hansen described the proposed layout of the interior of the building, with some of the highlights being:

- The location of the elevator
- The location of stairways which go to all three levels
- The location of the bathrooms
- The location of the ac units and transformers
- The location of the pergola
- The location of the different separate areas, such as the grocery, salon,spa, outside seating areas, and coffee shop/deli

Klemke inquired if the delivery door would be open at all times.

Mancuso explained that there was a service and delivery door as well as an emergency exit.

Commissioner Killian inquired where the mechanical equipment would be placed.

Mueller explained it would be placed in the basement as well as on the roof.

Commissioner Killian explained that per ordinance anything placed on the roof is required to be screened. Commissioner Killian explained he would like to see an elevation view of what the screening would look like.

Hansen explained that the units would not be very high but they certainly could put a screen around them.

Commissioner Klemke explained that there was a list of questions from the Zoning Administrator that looked as though they had not been answered.

Zoning Administrator Schaeffer explained that unless the applicant went on the website and looked at the agenda packet they wouldn't know about the list of issues. Zoning Administrator Schaeffer explained that she already knew there were issues with the site plan so she thought they could work on a resubmittal for next month that would address all of her issues as well as the Village Engineers concerns.

Village Engineer Doug Snyder explained that he did a review based on a June 23 set of plans. Village Engineer Snyder explained that a new set of plans was submitted July 11, 2023 and the following are items that he felt were outstanding:

- New DOT elevations need to be shown
- Curb cuts need to be put back in as part of the project
- Would like more detail on sewer man holes to be sure they can get basement service
- The parking lot drains to an inlet, would like them to add another inlet on the other side
- Would like them to remove the wall and add a simple swale that can come across the back lot to pick up all the drainage
- Would like the handicap parking moved to the street so that the accessible car doesn't have to back out past the cars in the street with limited visibility

Hansen explained that in order to remove the wall he would need to take out a good portion of the neighbors' landscaping and he feels his proposed way would work better.

Mancuso explained that they would take a look at all their options and figure out what would work best.

Commissioner Killian inquired with the Village Engineer about site contamination from an old gas station.

Village Engineer Snyder explained that he would let the applicant answer that.

Hansen explained that there would be testing done.

Mancuso explained that they had phase one testing done and to her recollection there was nothing found.

The motion to table the request for approval of a site plan for commercial development in the Village Center District per Section 390-1206 *Site Plan* and Section 390-0705 *VCO Village Center Design Overlay District*. was initiated by Commissioner Klemke and seconded by commissioner Watts Unanimously carried.

IX. Adjournment

The motion to adjourn was initiated by Commissioner Klemke and seconded by Commissioner Watts at 07:42pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.