



# VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

## NOTICE

### ZONING BOARD OF APPEALS (ZBA) MEETING

TUESDAY, JULY 16, 2024 AT 6:30 PM

Village Hall Council Room

250 Williams Street

Williams Bay, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

## AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Minutes

A. Zoning Board of Appeals Meeting Minutes of May 21, 2024

V. Variance Application

A. Motion to Open Public Hearing - All interested in this matter are invited to attend

APPLICANT(S): Provost Properties, LLC (Owner), Fred Wilson, Morgante-Wilson Architects (Agent)

TAX KEY NUMBER: WCP4 00008

STREET ADDRESS: 619 Cedar Point Dr, Williams Bay, WI 53191

Applicant requests a variance to zoning code section 390-0208 *ER Estate Residential District* to construct a front porch, a side porch, and to extend the original roof gable located 128.9 feet from the shoreline of Geneva Lake (150' setback required).

B. Motion to Close Public Hearing

C. Consideration and possible action on recommendation of Variance

VI. Adjournment

George Vlach  
Chairman

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.*

Posted: 07/09/2024 5:00 PM



# VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

## UNOFFICIAL MINUTES ZONING BOARD OF APPEALS MEETING 5/21/2024 MEETING TUESDAY, MAY 21, 2024 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

### I. Call to Order

Chairman Trustee Vlach called the meeting to order at 06:30pm.

### II. Roll Call

Present: Trustees George Vlach and Robert Umans, Commissioners Tom Lothian, Mike Fieweger and Matt Robbins  
Also Present: Zoning Administrator Bonnie Schaeffer, Village Engineer Doug Snyder, Clerk Tina Kolls  
Excused: Dennis Costello, Connie Gluth

### III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

### IV. Minutes

#### A. Zoning Board of Appeals Meeting Minutes of December 12, 2023

The motion to approve the Zoning Board of Appeals Meeting Minutes of December 12, 2023 was initiated by Trustee Umans and seconded by Commissioner Fieweger. Unanimously carried.

### V. Variance Application

#### A. Motion to Open Public Hearing - All interested in this matter are invited to attend

APPLICANT(S): Michael and Eileen Conway (Owners)

TAX KEY NUMBER: WBV 00022

STREET ADDRESS: 58 Highland St, Williams Bay, WI 53191

Applicant requests a variance to zoning code section 390-0212 SF-6 Village Residential District to construct a covered porch located 15.5 feet from the front lot line along Hickory Street (30' setback required).

Trustee Vlach opened the public hearing at 06:32 pm.

Michael Conway explained that the covered porch was facing east towards Highland spanning the entire length of the house. Conway explained it would look similar to the neighbor to the North. Conway explained that the neighbors approved.

There was no one who spoke in favor.

There was no one who spoke in opposition.

Zoning Administrator Schaeffer felt there were other options for the porch which would not require a variance. Zoning Administrator Schaeffer explained that the house is on a corner lot and the house was built before the current Ordinance was written but she struggled to find a hardship.

Trustee Vlach felt although it would look nice and match the aesthetic of the neighborhood there was no hardship.

Commissioner Robbins felt the irregular lot shape was a hardship.

Commissioner Lothian felt there was no hardship.

Trustee Umans felt it would do the house good and the neighborhood good but, felt there was no hardship.

**B. Motion to Close Public Hearing**

Trustee Vlach closed the public hearing at 06:49 pm.

**C. Consideration and Possible Action on Recommendation of Variance**

The motion to deny the variance to zoning code section 390-0212 SF-6 Village Residential District to construct a covered porch located 15.5 feet from the front lot line along Hickory Street (30' setback required) was initiated by Commissioner Lothian and seconded by Commissioner Fieweger. Commissioner Robbins, No. Motion carries.

**VI. Adjournment**

The motion to adjourn was initiated by Trustee Umans and seconded by Commissioner Fieweger at 07:pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

**OFFICIAL PUBLICATION**  
FOR THE  
**VILLAGE OF WILLIAMS BAY**  
**Walworth County, Wisconsin**

**NOTICE OF PUBLIC HEARING**  
FOR A  
**VARIANCE APPLICATION**  
BEFORE THE  
**ZONING BOARD OF APPEALS**  
July 16, 2024 at 6:30 PM  
Village Hall Council Room  
250 Williams Street

**APPLICANT(S):** Provost Properties, LLC (Owner), Fred Wilson, Morgante-Wilson Architects (Agent)

**TAX KEY NUMBER:** WCP4 00008

**STREET ADDRESS:** 619 Cedar Point Dr, Williams Bay, WI 53191

Applicant requests a variance to zoning code section 390-0208 *ER Estate Residential District* to construct a front porch, a side porch, and to extend the original roof gable located 128.9 feet from the shoreline of Geneva Lake (150' setback required).

All interested in the above matter are invited to attend. Copies of the application are on file at the Village Hall and are available for public inspection during regular office hours on Monday, Tuesday, Wednesday, Friday from 8:30 am – 5:00 pm and Thursday 8:30 am – 12:00 pm.

Tina Kolls  
Village Clerk  
Published June 27, 2024 and July 3, 2024

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Please do not print contents below the line!



# APPLICATION OF A VARIANCE

(Requirements per Zoning Ordinance Section 18.1215)

Applicant name: Fred Wilson

Applicant address: 2834 Central St. Evanston IL

Applicant phone number: 847-332-1001

Address of subject site: 619 Cedar Point Drive

Current zoning of subject site: ER

Current land use of subject site: Residential

Written description of the proposed variance: \_\_\_\_\_

Proposed zoning variance to reduce the required Shore Yard Setback from 150'-0" to 128'-9"

Written justification for the proposed variance (or attach as a separate sheet): \_\_\_\_\_

Please see attached

## Requirements

- Map of the subject property showing its general location in relation to the Village as a whole.
- Map of the subject property at a scale of not less than 1" equals 800 feet showing:
  - Current zoning of the subject property and lands within 200 feet of the subject property and the jurisdiction(s) that maintains that control.
  - All lot dimensions of the subject property.
  - Graphic scale and a north arrow.
- Names and addresses of the owners of all lands within 200 feet of subject property as they appear on the current tax records of the Village of Williams Bay.
- Site Plan of the subject property as proposed for development (see Site Plan application requirements).

Dated this 18th day of June, 2024

Respectfully submitted,

  
(Signature of Applicant)

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**Record of Administrative Procedures for Village Use**

- Application form filed with Village Clerk Date: \_\_\_\_\_ By: \_\_\_\_\_
- Application fee of \$ \_\_\_\_\_ received by Village Clerk Date: \_\_\_\_\_ By: \_\_\_\_\_
- Reimbursement of professional consultant costs agreement executed Date: \_\_\_\_\_ By: \_\_\_\_\_
- Certification that application is complete by Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_
- Evaluation report prepared by Zoning Administrator Date: \_\_\_\_\_ By: \_\_\_\_\_
- Notified Neighboring Property Owners (within 200 feet) Date: \_\_\_\_\_ By: \_\_\_\_\_
- Notified Neighboring Township Clerks (within 1,000 feet) Date: \_\_\_\_\_ By: \_\_\_\_\_
- Class 2 legal notice sent to official newspaper by Village Clerk Date: \_\_\_\_\_ By: \_\_\_\_\_
- Class 2 legal notice published on \_\_\_\_\_ and \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_
- Zoning Board of Appeals public hearing  
*(Within 30 days of certification application as complete by Zoning Administrator)* Date: \_\_\_\_\_ By: \_\_\_\_\_
- Review/ action by Zoning Board of Appeals  
*(Within 30 days of public hearing)* Date: \_\_\_\_\_ By: \_\_\_\_\_

**619 CEDAR POINT DRIVE**

**ProVest Properties, LLC**

June 17, 2024

Application of a Zoning Variance

Written Justification for the Proposed Variance

The request to reduce the required Shore Yard Setback from 150' to 128'-9" is to allow construction of a new front porch (open on three sides), a new side porch (open on one side) and to extend the original gable to rectify a roof framing issue at 619 Cedar Point Drive, originally built in 1930. The proposed additions are outside of the existing building footprint and are all situated on the street-facing side of the house and within the Shore Yard Setback. Granting the proposal would allow the applicant to renovate the existing house and to restore it to its original grandeur in keeping with the character of the Estate Residential Zoning District.

Per Section 375-0205:

1. The request to reduce the Shore Yard Setback to add two open-air porches and to extend the street-facing existing gable 8-3/8" are exceptional circumstances in that the existing building is within the required Shore Yard Setback; the building having been built before the ER Zoning District was put in place. Since the existing building pre-dates the ER Zoning District, any proposed addition to the street-facing side of the building requires a Zoning Variance.
2. The variance request is necessary for the preservation and enjoyment of the substantial property rights possessed by other properties in the same vicinity in that the existing house does not have any covered entries. Granting of the variance would allow the homeowner the benefit of a covered front and side entry. Additionally, the geometry of the existing roof is such that to rectify prior roofing errors, the existing gable needs to extend 8-3/8" so that the roof ridges can align in a structurally sound and aesthetically appealing fashion.
3. The variance will not create substantial detriment to the adjacent properties in that the proposed additions are along the existing street-facing elevation and do not impede or reduce the existing rear yard between the existing house and the lake shore, neither do they affect adjoining properties' lake views. The additions are 543' and 565' from the front property line along Cedar Point Drive.

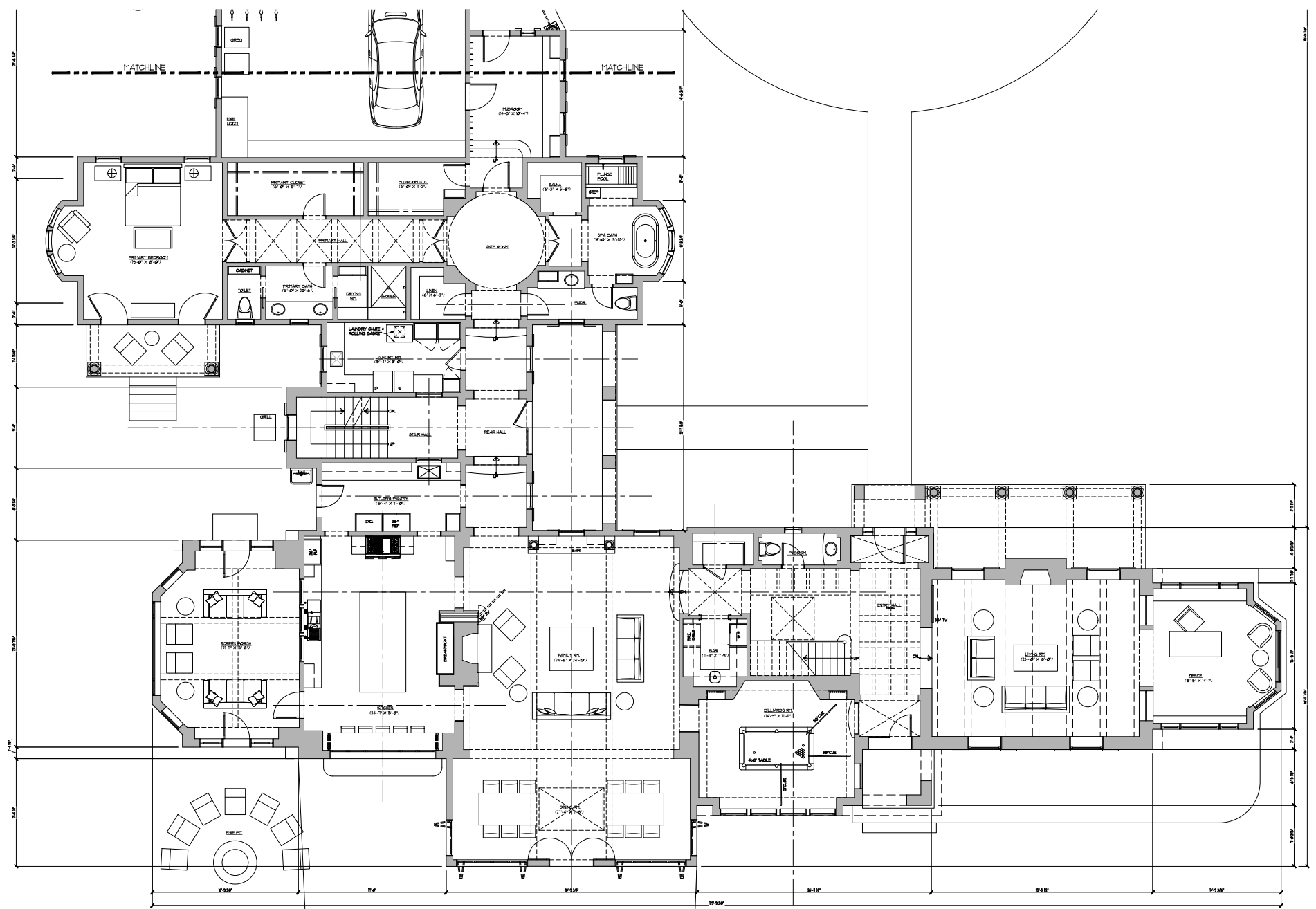












1 PARTIAL FIRST FLOOR PLAN  
1/4" = 1' - 0"



**MORGANTE • WILSON ARCHITECTS, LTD.**  
2084 CENTRAL STREET, EVANSTON, IL 60201 PH: 647.292.1001 FX: 647.292.2888

I, Professional Design Firm  
No. 1400079 Expires 4/0/15

| REVISION      | DATE    | BY  |
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**THE PROVEST PROPERTIES LLC RESIDENCE**  
619 CEDAR POINT WILLIAMS BAY, WI

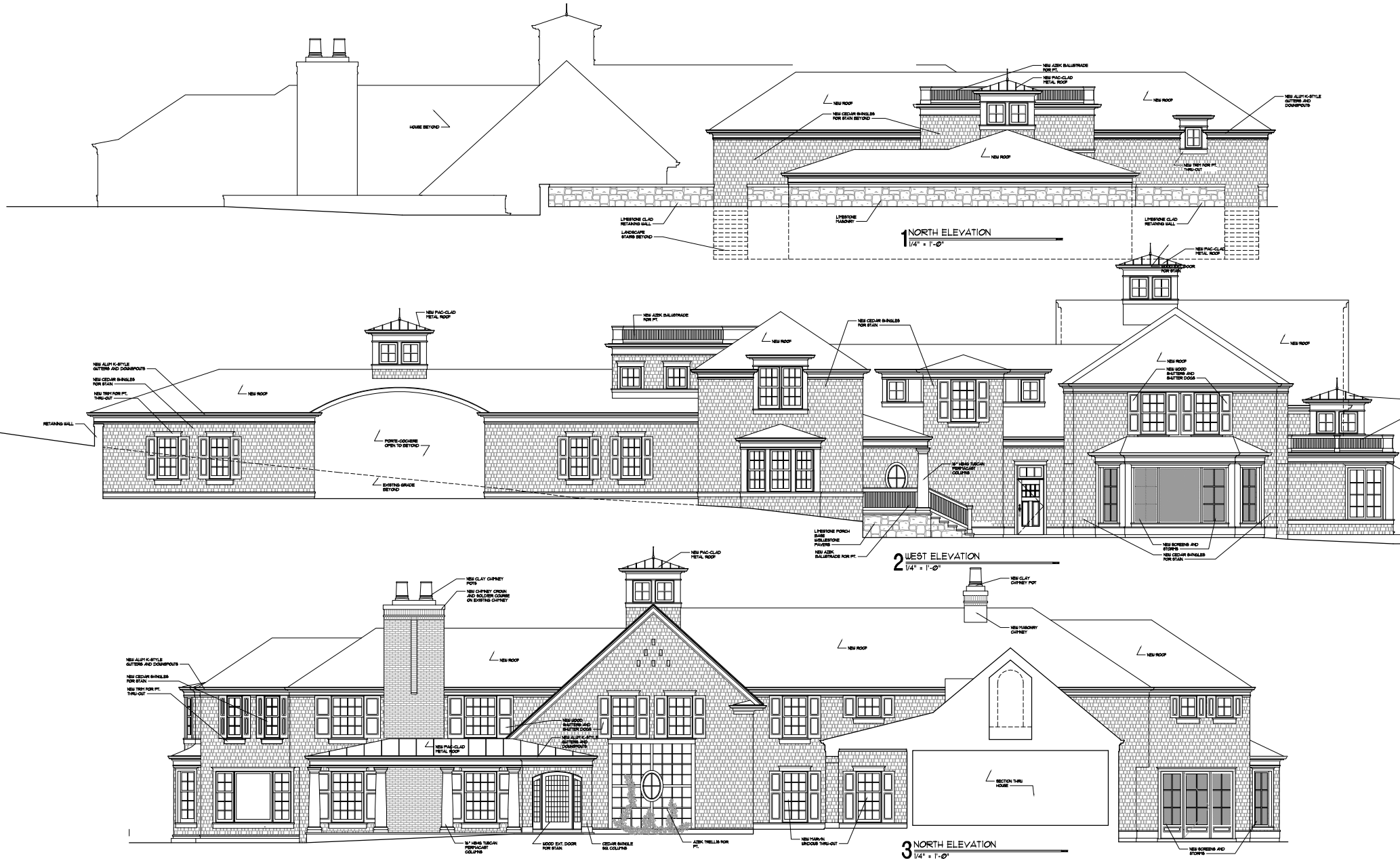
PARTIAL FIRST FLOOR PLAN

**A2.1a**









**MORGANTE-WILSON ARCHITECTS, LTD.**  
 2854 CENTRAL STREET, EVANSTON, IL 60201 PH: 847.392.1001 FX: 847.392.2388

I hereby certify that these drawings were prepared in my office, under my direct supervision and to the best of my knowledge conform with all applicable and governing codes of the State of Illinois.

L. Professional Design Firm  
 Lic. 0400079 Expires 4/2015

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| REVISION:        | DATE:      |
| 1. NEW SUBMITTAL | 8/1/24     |
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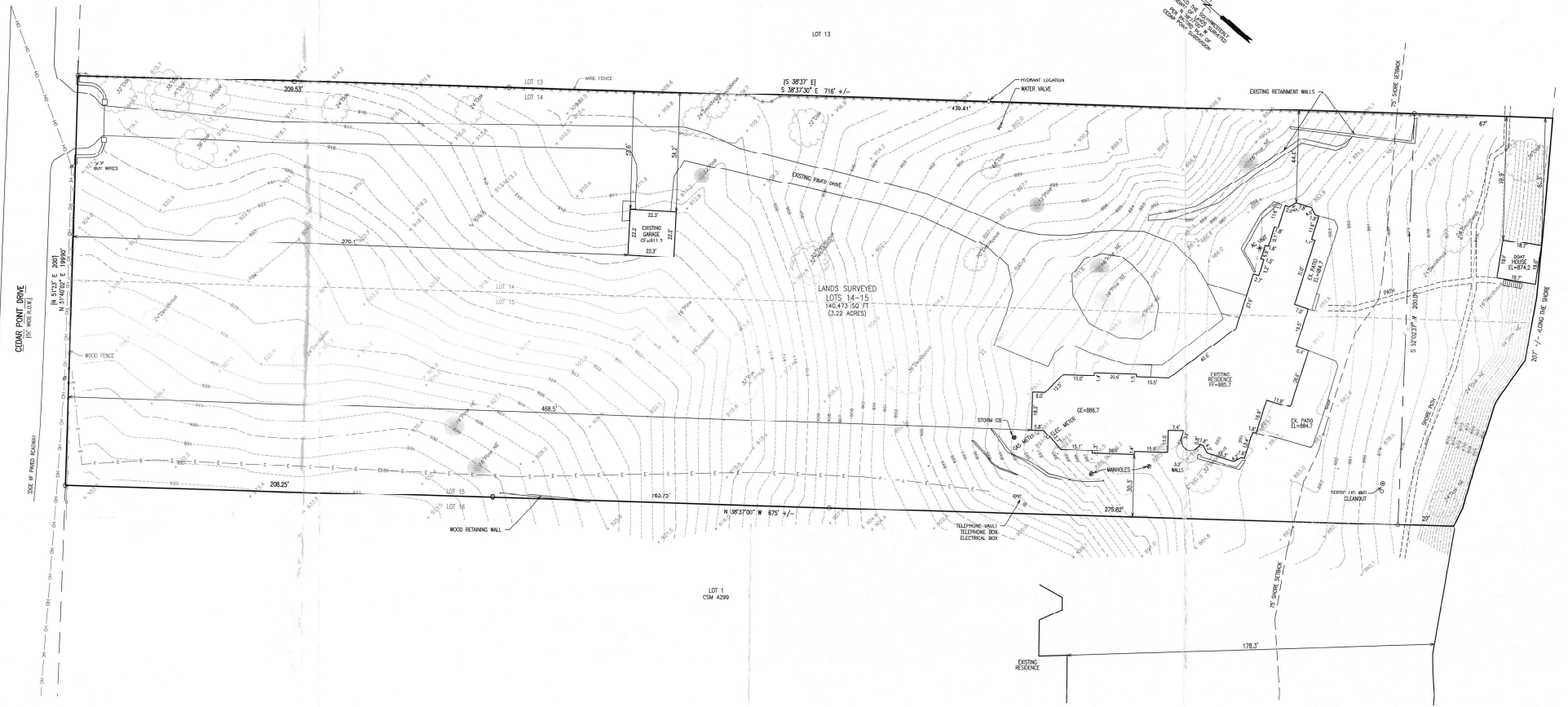
**THE PROVEST PROPERTIES LLC RESIDENCE**  
 619 CEDAR POINT WILLIAMS BAY, WI

WEST AND NORTH ELEVATIONS

**A4.2**

**PLAT OF SURVEY**  
**LOTS 14 & 15 CEDAR POINT SUBDIVISION**  
 LOCATED IN PART OF THE SE 1/4 OF THE SE 1/4 OF SECTION 6, TOWN 1 NORTH, RANGE 17 EAST,  
 VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN

LOT 15



- LEGEND**
- = IRON PIPE FOUND 1 3/8" O.D.
  - = IRON REBAR FOUND 3/4" O.D.
  - ◆ = BENCHMARK
  - ⊕ = UTILITY POLE
  - ⊞ = ELECTRICAL TRANSFORMER
  - ⊞ = ELECTRICAL BOX
  - ⊞ = TELEPHONE BOX
  - ⊞ = AC UNITS
  - [ ] = RECORDED AS
  - = BENEATH ELECTRICAL UNIT
  - = OVERHEAD UTILITY WIRES

Lots 14 and 15 in Cedar Point Subdivision in Sections 5 and 6, Township 1 North, Range 17 East, in the Village of Williams Bay, according to the recorded plat thereof recorded in the office of the Register of Deeds for Walworth County, Wisconsin.

LEGAL DESCRIPTION OF RECORD PER CHICAGO TITLE INSURANCE COMPANY  
 COMMITMENT NUMBER: MW-7333 DATED: JULY 28, 2016

**SURVEYOR'S NOTE:**  
 DOCUMENT NUMBER 201143 IS A RESTRICTIVE COVENANT AFFECTING LOT 16 (NOW CERTIFIED SURVEY MAP NO. 4295) ESTABLISHING A BUILDING LINE AND A STRUCTURAL LINE ACROSS SAID LOT. THE LEGAL DESCRIPTION FOR THE BUILDING LINE SEEMS TO HAVE AN ERROR IN THE DESCRIPTION WHERE THE DESCRIBED LINE IS UPON THE SAID LOT 15 WHICH BY DESCRIPTION SHOULD BE UPON THE SAID LOT 16. THE LISTING IMPROVEMENTS HAVE NOT BEEN LOCATED AND MAY OR MAY NOT GO BEYOND THE DESCRIBED BUILDING LINE.

NOTE: COPIES OF THIS MAP TO WHICH THE FOLLOWING CERTIFICATE WILL APPLY SHOW THE SURVEYOR'S ORIGINAL SEAL AND SIGNATURE IN RED INK. COPIES BY ANY OTHER MEANS MAY HAVE ALTERATIONS WHICH DO NOT REPRESENT THE SURVEYOR'S WORK PRODUCT.  
 I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED UNDER MY DIRECTION AND THAT THIS SURVEY MAP IS A TRUE AND CORRECT REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY AND ITS EXTERIOR BOUNDARIES. THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY AND ALSO THOSE WHO PURCHASE, MORTGAGE OR GUARANTEE THE TITLE THEREIN WITHIN ONE YEAR FROM THE DATE HEREOF.

DATED: 12/06/2023  
 CHRISTOPHER A. HODGES P.L.S. 2760



**TOPOGRAPHIC MAP**  
 619 CEDAR POINT DRIVE  
 WILLIAMS BAY, WI 53191

— WORK ORDERED BY —  
**NAME REDACTED**  
 7 RIDGWAY STREET  
 CHICAGO, IL 60642-2401

**FARRIS, HANSEN & ASSOCIATES, INC.**  
 ENGINEERING — ARCHITECTURE — SURVEYING  
 7 RIDGWAY COURT P.O. BOX 437  
 CLKI IORN, WISCONSIN 53121  
 OFFICE: (262) 723-2098 FAX: (262) 723-5866

12/06/2023 — DIC  
 CHANGED SCALE & ROTATED  
 PROJECT NO. 6264-23  
 DATE 11/02/2016  
 SHEET NO. 1 OF 1



# VILLAGE OF WILLIAMS BAY

## *Office of Zoning Administrator*

### Evaluation Report

### Zoning Board of Appeals Meeting

### July 16, 2024

July 9, 2024

**APPLICANT(S):** Provost Properties, LLC (Owner), Fred Wilson, Morgante-Wilson Architects (Agent)

**TAX KEY NUMBER:** WCP4 00008

**STREET ADDRESS:** 619 Cedar Point Dr, Williams Bay, WI 53191

Applicant requests a variance to zoning code section 390-0208 *ER Estate Residential District* to construct a front porch, a side porch, and to extend the original roof gable located 128.9 feet from the shoreline of Geneva Lake (150' setback required).

Per Section 390-1215.D(2)(a through f), *Variance*, I have reviewed the request and provide the following comments for your consideration:

- Although the proposed additions are on the street side of the structure and are not located any closer to the lakeshore than the existing residence, a variance approval is needed because the additions are within the 150' shore yard setback.
- The proposed development does not appear to have any substantial impact on adjacent properties.
- The development will have no substantial impact on the neighborhood's character as it is consistent with location and size of development on adjoining lots.
- The proposed development does not conflict with the Village Comprehensive Plan.

Respectfully submitted,

Bonnie M. Schaeffer  
Zoning Administrator