



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES PLAN COMMISSION MEETING 2/19/2025 MEETING WEDNESDAY, FEBRUARY 19, 2025 AT 6:30 PM WILLIAMS BAY SCHOOL - ELEMENTARY GYM (EAST BUILDING ENTRANCE & PARKING LOT) 250 THEATRE ROAD, WILLIAMS BAY, WI 53191

I. Call to Order

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

II. Roll Call

Present: President Bill Duncan, Trustee Lowell Wright, Commissioners Pat Watts, Maggie Gage, Jess Haak, Matt Robbins, James Killian

Also Present: Administrator David Lothspeich, Village Attorney Mark Schroeder, Village Engineer Doug Snyder, Village Planner Sonja Kruesel, Vandewalle Associates, Zoning Administrator Bonnie Schaeffer, Village Tree Commissioner Allison Schwark, Clerk Tina Kolls

Excused: Commissioner Marianne Klemke

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Meeting Decorum

- A. Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*

V. Meeting Sequence Summary - Plan Commission Chair Bill Duncan

President Duncan reviewed the meeting sequence summary.

- A. Presentations - Williams Bay Support Staff, Topography Representatives.
- B. Village Plan Commission Discussion Concerning Presentations.
- C. Public Hearing (For Rezone Application - Agenda Item X2) Opened.
 1. Acknowledgment of written comments received to date and made part of the meeting record.
 2. Those wishing to make public comment, please sign up on the sign-in sheet with your name and address.
 3. Village Clerk Tina Kolls will announce who is up now and on-deck for public comments from the sign-in sheet.
 4. Individual public comments will be limited to two (2) minutes maximum. If your comments align with

other comments before you, please consider stating that you are in agreement with those comments.

5. This is an opportunity to provide comments to the Plan Commission (not a discussion).
 6. Courteous manner is expected by all attendees and speakers.
- D. Public Hearing Closed.**
- E. Village Plan Commission Discussion.**
- F. Plan Commission Vote - Consideration of the Following for Recommendation to the Village Board of Trustees:**
1. Annexation Petitions and Temporary Zoning Upon Annexation of the "South 40" EW 200020 and "North 40" EW 200019, West of N. Lakeshore Drive; and
 2. Rezoning of the "South 40" EW 20020 to P & I Public Institutional District (upon annexation) and Rezoning of Parcels WWUP 00011, WGT 00010, WGT 00009, WA 499800002, and EW 200020 (after annexation) to Add a PDO Planned Development OVERlay District/General Development Plan (GDP).
- G. Next Steps (contingent upon approval of the preceding applications by the Village Board). Plan Commission and Village Board Consideration of the Following at future public meetings:**
1. Certified Survey Map (CSM); and
 2. Final Development Plan (FDP)

VI. Presentations - Williams Bay Support Staff, Topography Representatives

- A.** Village Zoning Administrator Bonnie Schaeffer - Consistency of Application with Zoning Code
- B.** Village Planner Sonja Kruesel, Vandewalle Associates - Consistency of Applications with Comprehensive Plan
- C.** Village Engineer Doug Snyder - Review of Project Improvements
- D.** Village Tree Commissioner Allison Schwark - Review of Tree Preservation Plan
- E.** Applicant Topography - Presentation of Applications

VII. Village Plan Commission Discussion Concerning Presentations

Plan Commission Members asked questions on the presentations for Topography.

VIII. Open Public Hearing. Village Plan Commission Chair Bill Duncan Announcement of Opening the Public Hearing for the Rezone Application (Agenda Item X2) of Topography for The Preserve Development

President Duncan opened the public hearing at 07:49pm.

Don Skalla, 266 Frost - Spoke regarding concerns about the tree survey

Ted Pankau, Water Safety Patrol, 451 Outing St, Spoke in favor

Susan Franzen, 372 W Geneva St, Spoke in opposition

Sandra Johnson, 2327 Theatre Rd, Spoke in opposition

Tim Halas, 134 Elmhurst Ct, Requested that the Plan Commission make the information understandable.

Jennifer Nix, Women's Leadership Center, 333 Constance, Requested the Plan Commission members consider the density, shoreline buffer and landscape buffer.

Peter Vargulich, Women's Leadership Center Advisor, 333 Constance Blvd., Similar requests as above.

D. Muller, 54 Highland, Spoke in favor

Jim D'Alessandro, 60 Johnson Ter, Spoke about the process the Women's Leadership Center went through, Spoke about the Developers agreement and how it should have been available to the Plan Commission Members prior to this meeting

Bill Schuberth, 70 Cedar Point Dr, Spoke in opposition

Donald Robison, 25 Stam St, Spoke regarding the artifacts that may be contained within the grounds of the property in

question and asked what will be done to preserve them.

Dave Harrison, 32 Menomonee Rd, Requested more information on the TID

Sheryl Freitag, 18 Cherry St, Spoke about the length given to each speaker during public comments, 2 minutes is not enough.

- A. Village Clerk Tina Kolls will announce each speaker's turn from the sign-in sheet.
- B. Individual public comments are limited to two (2) minutes maximum.
- C. If your comments align with other comments before you, please consider stating that you are in agreement with those comments.

IX. Close Public Hearing. Village Plan Commission Chair Bill Duncan Announcement of Closing of the Public Hearing

President Duncan closed the public hearing at 08:44pm.

X. Plan Commission - Discussion and Consideration of Motions Recommending The Topography Applications for The Preserve Development to the Village Board of Trustees

- A. Resolution Recommending [Approval] [Denial] Annexation Petitions and Temporary Zoning Upon Annexation of the "South 40" EW 200020 and "North 40" EW 200019, West of N. Lakeshore Drive; and

The motion to Approve the Resolution Recommending Annexation Petitions and Temporary Zoning Upon Annexation of the "South 40" EW 200020 and "North 40" EW 200019, West of N. Lakeshore Drive; and was initiated by Commissioner Matt Robbins and seconded by Commissioner Jess Haak.

Votes:

Yes: President Bill Duncan, Trustee Lowell Wright, Commissioners Pat Watts, Maggie Gage, Jess Haak, Matt Robbins, James Killian

No: None

Abstain: None

Result: Passed

- B. Resolution Recommending [Approval] [Denial] Rezoning of the "South 40" EW 200020 to P & I Public Institutional District (upon annexation) and Rezoning of Parcels WWUP 00011, WGT 00010, WGT 00009, WA 499800002 and EW 200020 (after annexation) to Add a PDO Planned Development Overlay District/General Development Plan (GDP).

The motion to Approve the Resolution Recommending Rezoning of the "South 40" EW 200020 to P & I Public Institutional District (upon annexation) and Rezoning of Parcels WWUP 00011, WGT 00010, WGT 00009, WA 499800002 and EW 200020 (after annexation) to Add a PDO Planned Development Overlay District/General Development Plan (GDP) contingent upon (1) points set out by the Village Engineer was initiated by Commissioner Maggie Gage and seconded by Commissioner Pat Watts.

Votes:

Yes: Bill Duncan, Pat Watts, Maggie Gage, Jess Haak, Matt Robbins, Lowell Wright

No: James Killian

Abstain: None

Result: Passed

The motion to Approve the Resolution Recommending Rezoning of the "South 40" EW 200020 to P & I Public Institutional District (upon annexation) and Rezoning of Parcels WWUP 00011, WGT 00010, WGT 00009, WA 499800002 and EW 200020 (after annexation) to Add a PDO Planned Development Overlay District/General Development Plan (GDP) contingent upon (1) points set out by the Village Engineer was amended to include (2) Principal 1 as the Inn not to exceed 55', Principals 2 as the Retreat, Raquet and Spa not to exceed 40' and Principals 3 the Cabins not to exceed 30' was accepted by Commissioner Maggie Gage and seconded by Commissioner Pat Watts.

The motion to Approve the Resolution Recommending Rezoning of the "South 40" EW 200020 to P & I Public Institutional District (upon annexation) and Rezoning of Parcels WWUP 00011, WGT 00010, WGT 00009, WA 499800002 and EW 200020 (after annexation) to Add a PDO Planned Development Overlay District/General Development Plan (GDP) contingent upon (1) points set out by the Village Engineer was amended to include (2) Principal 1 as the Inn not to exceed 55', Principals 2 as the Retreat, Raquet and Spa not to exceed 40' and Principals 3 the Cabins not to exceed 30' was amended again to include a (3) Development Buffer Landscaping at Women's Leadership Center was accepted by Commissioner Maggie Gage and seconded by Commissioner Pat Watts. Motion carries.

XI. Adjournment

The motion to adjourn was initiated by Commissioner Gage and seconded by Commissioner Haak at 09:36pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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