



# VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

## NOTICE

### **PLAN COMMISSION MEETING TUESDAY, MAY 5, 2026 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.**

**The meeting will be live-streamed on the Village of Williams Bay's YouTube, which can be found here: <https://youtube.com/live/dawXAgZoZmw?feature=share>**

## 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. Plan Commission Meeting Minutes of April 7, 2026
- V. **Recommendation for a Temporary Use Permit**
  - A. APPLICANT: Yerkes Observatory, Yerkes Future Foundation  
TAX KEY: WA518500001  
STREET ADDRESS: 373 W Geneva Street, Williams Bay, Wisconsin 53191

The applicant is requesting a Temporary Use Permit per Section 390.208 "Temporary Use Permit" for a 60X40 pole tent to be used for programming on site June-October.

### VI. **Adjournment**

Adam Jaramillo  
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: 05/01/2026 5:00 PM



# VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

## UNOFFICIAL MINUTES PLAN COMMISSION MEETING 4/7/2026 MEETING TUESDAY, APRIL 7, 2026 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.**

**THE MEETING WILL BE LIVE-STREAMED ON THE VILLAGE OF WILLIAMS BAY'S YOUTUBE, WHICH CAN BE FOUND  
HERE: [HTTPS://YOUTUBE.COM/LIVE/HOA\\_JW6LBKS?FEATURE=SHARE](https://youtube.com/live/hoa_jw6lbks?feature=share)**

### **I. Call to Order**

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

### **II. Roll Call**

Present: President Adam Jaramillo, Trustee Lowell Wright, Commissioners Maggie Gage, Marianne Klemke, Matt Robbins, Mike Fieweger, Jess Haak

Also Present: Zoning Administrator Allison Schwark

### **III. Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

### **IV. Minutes**

#### **A. Plan Commission Meeting Minutes of February 3, 2026**

The motion to approve the Plan Commission Meeting Minutes of February 3, 2026 and February 11, 2026 was initiated by Commissioner Robbins and seconded by Commissioner Gage. Trustee Wright and Commissioner Haak abstained. Motion carried.

#### **B. Plan Commission Meeting Minutes of February 11, 2026**

### **V. Recommendation and Possible Action for a Zoning Text Amendment to the Village of Williams Bay Zoning Ordinance Pertaining to Tourist Rooming Houses**

The motion to the Recommendation and Possible Action for a Zoning Text Amendment to the Village of Williams Bay Zoning Ordinance Pertaining to Tourist Rooming Houses was initiated by None and seconded by None. Unanimously carried.

#### **A. Applicant: Village of Williams Bay**

The motion to recommend Village Board approval a Zoning Text Amendment to the Village of Williams Bay Zoning

Ordinance Pertaining to Tourist Rooming Houses was initiated by Trustee Wright and seconded by Commissioner Gage. Unanimously carried.

**VI. Adjournment**

The motion to adjourn was initiated by Commissioner Gage and seconded by Commissioner Fieweger at 06:57pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



# Planning Request Application Village of Williams Bay

250 Williams Street • PO Box 580 • Williams Bay, WI 53191  
Phone: 262-245-2700 • Fax: 262-245-2705

**Request:**

Please check all that apply.

- Site Plan [§390.1206] - \$200.00 plus \$.04/sf floor area
- Conditional Use Permit (CUP) [§390.1207] - \$500.00
- Certificate of Compliance [§390.1211] - \$200.00
- Temporary Use Permit [§390.1208] - \$200.00
- Preliminary Plat - \$200.00 plus \$20.00 per lot
- Certified Survey Map (CSM) - \$200.00 plus \$20.00 per lot
- Final Plat - \$100.00 plus \$10.00 per lot
- Planned Development Overlay (PDO) [§390.0709] - \$500.00
- Planned Development Amendment - \$500.00
- Zoning Text or Map Amendment [§390.1204] - \$500.00
- Project Concept Review - \$200.00
- Land Use Plan Amendment - \$500.00
- Interpretation [§390.1216] - \$200.00
- Appeal [§390.1217] - \$500.00
- Other: \_\_\_\_\_ Fee: \_\_\_\_\_

Date application was received:

Fee Paid:

Physical Address of Site:

373 W. Geneva St.

Tax Parcel Number:

WAS18500001

Project or Development Name:

YERKES PROGRAMS TENT

**Applicant**

Name:

YERKES OBSERVATORY

Mailing Address:

373 W. Geneva St.

Williams Bay, Wisconsin 53191

eMail:

wchadick@yerkesobservatory.org

Phone:

262-475-6001

**Owner of Site**

Name:

YERKES FUTURE FOUNDATION

Mailing Address:

same as above

eMail:

Phone:

262-245-5555

**Legal Representative**

Name:

Mailing Address:

eMail:

Phone:

**Architect, Engineer, Contractor**

Name:

Mailing Address:

eMail:

Phone:

**Legal Description of Site** (Attach separate sheet if additional space is needed):

See attached sheet

Please answer all applicable. Missing or incomplete information may deem this application "incomplete," delaying or prohibiting a review.

**Current Zoning of Site:** \_\_\_\_\_ **Current Overlay Districts of Site:** \_\_\_\_\_

**Proposed Zoning of Site:** \_\_\_\_\_

**Proposed type of structure of use:** 60 ft. x 40 ft. Century Pole Tent  
for June through October

**Proposed use of structure or site:** Speaker Series, school/groups,  
fundraisers, rain plan for outdoor events

**Statement of proposed use of property, with pertinent facts regarding the size of area involved, extent of development, type of operation, etc.** (Attach separate sheet if additional space is needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement showing compatibility of proposed zoning district and/or proposed use to the Village Comprehensive Plan:** (Attach separate sheet if additional space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement showing compatibility of proposed zoning district and/or proposed use with adjacent properties and neighborhoods** (Attach separate sheet if additional space is needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Applicant's Name:** Walt Chadick / YERKES **Date:** 04/15/26

**Signature of Applicant:** Walt Chadick

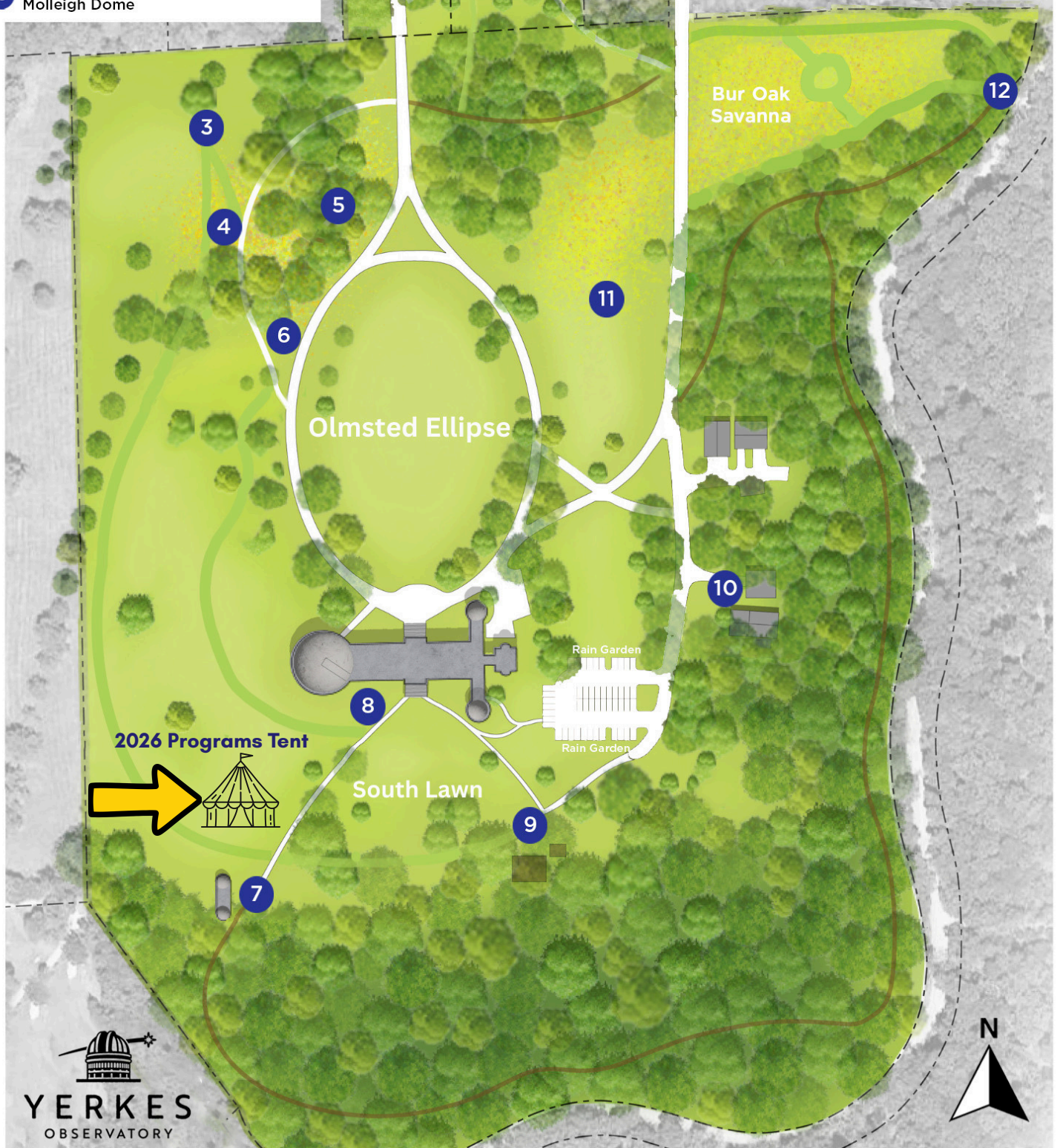
# Yerkes Programs Tent in Lower Left

## Legend

- 1 Lucy Otzen Welcome Garden
- 2 Tisbo Gate
- 3 Brownell Family Apiary
- 4 Colman Loop
- 5 Brownell Family Pollinator Prairie
- 6 Nickols Family Native Prairie
- 7 Barnard's Bluff Trailhead
- 8 "Time Will Tell" Sculpture & Molleigh Dome

## Legend

- 9 Struve House
- 10 Morgan House
- 11 McCarron Field
- 12 Loewenstein Trail
- ADA Accessible
- Woodchip Trail
- Mown Path (Changes Seasonally)





# VILLAGE OF WILLIAMS BAY

## *Office of Zoning Administrator*

### Evaluation Report Plan Commission Meeting May 5, 2026

April 30, 2026

APPLICANT: Yerkes Observatory, Yerkes Future Foundation

TAX KEY: WA518500001

STREET ADDRESS: 373 W Geneva Street, Village of Williams Bay

The applicant is requesting approval of a Temporary Use Permit per Section 390.0208, *Temporary Use Permit* for a 60X40 pole tent to be placed on site from June-October for programming and events through the summer. The applicant has made this request over the past few years. The program tent would be placed in the same location as previous years.

Per Section 390.0208A(1), Temporary uses are those uses that have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of this Chapter. In addition to such potential, temporary uses also have the potential to create undesirable impacts on nearby properties that potentially cannot be determined except on a case-by-case basis. In order to prevent this from occurring, all temporary uses are required to meet certain procedural requirements applicable only to temporary uses, in addition to the general requirements of this Chapter and the requirements of the zoning district in which the subject property is located.

Per Section 390.0208E(1), The Plan Commission, in its consideration of the submitted application, may make findings on each of the following criteria to determine whether the Temporary Use Permit shall be approved, approved with modification, or denied:

- a) All standards of this Chapter and other applicable Village, state, and federal regulations are met.
- b) The public health and safety is not endangered.
- c) Adequate public facilities, utilities, and open space areas are provided.
- d) Adequate control of stormwater and erosion are provided and the disruption of existing topography, drainage patterns, and vegetative cover is maintained insofar as is practical.
- e) Appropriate traffic control and parking are provided.
- f) Applicable performance standards, per Section 18.0800, are met.

Staff recommend the Village Plan Commission recommend **approval** to the Village Board for a temporary use permit for 2026 operations at 373 W Geneva Street in described in the enclosed application more precisely identified by the following tax keys: WA518500001

Respectfully submitted,

Allison Schwark  
Zoning Administrator

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | USA | [williamsbay.org](http://williamsbay.org)  
Email: [inspector@williamsbay.org](mailto:inspector@williamsbay.org) | Phone: 262-245-2704 | Fax: 262-245-2705