



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, JUNE 2, 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/QeSwLICzww?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 May 5, 2026**

V. Recommendation and Possible Action for a Conditional Use Permit

- A. APPLICANT: Katilin Lentz (Owner), Elisabeth Michaels (Applicant)
TAX KEY: WFS 00001A
STREET ADDRESS: 220 Elkhorn Road, Williams Bay, Wisconsin 53191**

The applicant is requesting a Conditional Use Permit per Section 390-021(C)(15) and (16) to allow for live entertainment both indoors and outdoors on premises.

- B. Open Public Hearing**
- C. Close Public Hearing**
- D. Discussion and Possible Action for a Conditional Use Permit**

VI. Recommendation and Possible Action for a Conditional Use Permit

- A. APPLICANT: Women's Leadership Center of Williams Bay, NFP (Owner), Yvette Howard (Applicant)
TAX KEY: WA 499800001
STREET ADDRESS: 333 Constance Blvd, Williams Bay, WI, 53191
The applicant is requesting a Conditional Use Permit amendment per Section 390-0223(C)(5) P & I Public Institutional District – Indoor Institutional – Intensive and Section 390-0821 Group Development and Large Development Standards to relocate refuse containers and enclosures and add a vehicle access gate to the front entrance.**

- B. Open Public Hearing
- C. Close Public Hearing
- D. Discussion and Possible Action for a Conditional Use Permit

VII. 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: 05/27/2026 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 PLAN COMMISSION MEETING 5/5/2026 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](https://youtube.com/live/dawxagzozmw?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 Mike Fieweger, Marianne Klemke, Jess Haak, Maggie Gage, and Matt Robbins

Also Present: Zoning Administrator Allison Schwark, Clerk Tina Kolls

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Plan Commission Meeting Minutes of April 7, 2026

The motion to approve the Plan Commission Meeting Minutes of April 7, 2026 was initiated by Commissioner Robbins and seconded by Commissioner Gage. Unanimously carried.

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.

The motion to recommend Village Board approval of the Temporary Use Permit per Section 390.208 "Temporary Use

Permit” for a 60X40 pole tent to be used for programming on site June-October 2026 was initiated by Commissioner Robbins and seconded by Commissioner Gage. Unanimously carried.

VI. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Commissioner Klemke at 06:41pm. 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
CONDITIONAL USE PERMIT
BEFORE THE
PLAN COMMISSION

June 2, 2026, at 6:30 PM

Village Hall Council Room
250 Williams Street

APPLICANT(S): Kaitlin Lentz (Owner), Elisabeth Michaels (Applicant)

TAX KEY NUMBER: WFS 00001A

STREET ADDRESS: 220 Elkhorn Road, Williams Bay, WI 53191

Applicant requests a conditional use permit per Section 390-0218(C)(15) and (16) to allow for live entertainment both indoors and outdoors on premises.

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 May 14, 2026, and May 21, 2026



Planning Request Application Village of Williams Bay

250 Williams Street • PO Box 580 • Williams Bay, WI 53191
www.vi.williamsbay.wi.gov
Phone: 262-245-2700

Request:
Please check all that apply.

- Site Plan [§18.1206] - \$200.00 plus \$.04/sf floor area
- Conditional Use Permit (CUP) [§18.1207] - \$500.00
- Certificate of Compliance [§18.1211] - \$200.00
- Temporary Use Permit [§18.1208] - \$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) [§18.0709] - \$500.00
- Planned Development Amendment - \$500.00
- Zoning Text or Map Amendment [§18.1204] - \$500.00
- Project Concept Review - \$200.00
- Land Use Plan Amendment - \$500.00
- Interpretation [§18.1216] - \$200.00
- Appeal [§18.1217] - \$500.00
- Other: _____ Fee: _____

Date application was received:

Fee Paid:

Physical Address of Site: 220 ELKHORN RD.

Tax Parcel Number: WFS 00001A

Project or Development Name: "OPERATION: HOLY CATS, THIS WILL BE FUN."

Applicant

Name: ELISABETH MICHAELS
 Mailing Address: 1319 N. PONTIAC DRIVE, JANESVILLE, WI 53545
 eMail: UNHINGED.AND.RECKLESS@GMAIL.COM
 Phone: 262 374 9030

Owner of Site

(ELISABETH)
 Name: KAITLIN LENTZ / ELLIE MICHAELS
 Mailing Address: 1319 N. PONTIAC DRIVE, JANESVILLE, WI 53545
 eMail: UNHINGED.AND.RECKLESS@GMAIL.COM
 Phone: (608) 728 2230 / 262 374 9030

Legal Representative

Name: _____ NA
 Mailing Address: _____ NA
 eMail: _____ NA
 Phone: _____ NA

Architect, Engineer, Contractor

Name: _____ NA
 Mailing Address: _____ NA

eMail: _____ NA
Phone: _____ NA

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

BAR / RESTAURANT

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: INDOORS OR OUTDOOR PATIO

Proposed use of structure or site: LIVE ENTERTAINMENT

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):

LIVE MUSIC PERFORMANCES, IN OR OUTSIDE ON THE DECK, ON THE PREMISE OF THE PROPERTY.
DATES OF POSSIBLE PERFORMANCES: SEE THE ATTACHED SHEET

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

SEE ATTACHED DATES, FOR LIVE ENTERTAINMENT

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

SEE ATTACHED DATES, FOR LIVE ENTERTAINMENT

Print Applicant's Name: ELISABETH MICHAELS

Signature of Applicant:  **Date:** 4/30/26

The Cantina

May

1, 2, 3,

7, 8, 9

14, 15, 16, 17, 21

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28, 29, 30, 31

June

4, 5, 6, 7

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July

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Aug

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Sept

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Oct

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Nov

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Dec

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24, 25, 26, 27

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VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report
Plan Commission Meeting
June 2, 2026

Prepared: May 26, 2026

APPLICANT: Kaitlin Lentz (Owner), Elisabeth Michaels (Applicant)

TAX KEYS: WFS 00001A

STREET ADDRESS: 220 Elkhorn Road, Williams Bay, WI 53191

Applicants request a conditional use permit per Section 390-0218(C)(15) and (16) to allow for live entertainment both indoors and outdoors on premises.

Conditional Use Review Procedure:

1. Review by the Zoning Administrator.
 - (a) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
 - (b) The Zoning Administrator shall review the application and evaluate whether the proposed amendment meets the following criteria:
 - i. Is in harmony with the recommendations of the Comprehensive Plan. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
 - ii. Will not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development.
 - iii. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 - iv. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities, or services provided by public agencies serving the subject property.
 - v. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.
2. The Zoning Administrator shall prepare a written report addressing items above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the

Village Board. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.

The property located at 220 Elkhorn Road is currently zoned VC, Village Center District. This property is currently a restaurant with an exterior deck that has been in operation for several years. Recently, the restaurant changed ownership. They are not seeking modifications to the interior or exterior of the property. The applicants submitted proposed dates for live entertainment for the 2026 calendar year however, approval of a conditional use permit would allow the applicants to change or add dates continuously year after year without additional approval. The property must meet the following criteria:

390-0310G

G. Indoor commercial entertainment. Land uses that provide entertainment services entirely within an enclosed building. Such activities often have operating hours that extend beyond most other commercial land uses. Examples include restaurants, taverns, theaters, health or fitness centers, all forms of training studios (dance, art, martial arts, etc.), bowling alleys, arcades, roller rinks, and pool halls. Indoor commercial entertainment land uses shall adhere to the following standards:

(1) If located on the same side of the building that abuts residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of the residentially zoned property.

(2) A buffer yard with a minimum opacity of 0.60 shall be provided along all borders of the property abutting residentially zoned property (see Article 9).

(3) Minimum required off-street parking: one space per every three patron seats or lockers (whichever is greater); or one space per three persons at the maximum capacity of the establishment (whichever is greater).

390-0310H

H. Outdoor entertainment. Land uses where entertainment services are provided partially or wholly outside of an enclosed building. Such activities often have the potential to be associated with nuisances related to noise, lighting, dust, trash, and late operating hours. Examples of such land uses include outdoor eating and drinking areas, outdoor assembly areas, outdoor public or commercial swimming pools. Outdoor entertainment land uses shall adhere to the following standards:

(1) Activity areas shall not be located closer than 300 feet to a residentially zoned property.

(2) Where the use involves amplified sound, a buffer yard with a minimum opacity of 0.80 shall be provided along all borders of the property abutting residentially zoned property (see Article 9). Where the use does not involve amplified sound, a buffer yard with a minimum opacity of 0.50 shall be provided along all borders of the property abutting residential zoned property.

(3) Activity areas (including drive-in movie screens) shall not be visible from any residentially zoned property.

(4) Activities proposed in a public right-of-way or on Village-owned property must receive Village Board approval for such use, in addition to any required conditional use permit.

(5) Minimum required off-street parking: one space for every three persons at the maximum capacity of the establishment.

There is a residentially zoned property approximately 285 feet away from the designated outdoor venue space. Given the outdoor deck is currently fenced and surrounded by vegetation before the road and additional Village Center property before the residential property this is an adequate buffer. There are no residential properties directly adjacent to the proposed entertainment site.

After a review of the submitted application and materials the proposed project appears to be in compliance with all of the requirements of the VC Zoning District.

The VC Zoning District requires a Conditional Use Permit for all Indoor Commercial and Outdoor Entertainment. Per Section 390-0310G Indoor Commercial Entertainment is defined as *Land uses that provide entertainment services entirely within an enclosed building. Such activities often have operating hours that extend beyond most other commercial land uses.* Per Section 390-0310H Outdoor Entertainment is defined as *Land uses where entertainment services are provided partially or wholly outside of an enclosed building. Such activities often have the potential to be associated with nuisances related to noise, lighting, dust, trash, and late operating hours.*

The following are conditions that should be considered pending any recommendation of approval for the Conditional Use Permit for both indoor and outdoor entertainment:

1. Live entertainment shall be limited to approved operating hours established by the municipality.
2. Outdoor amplified music shall comply with local noise ordinances and decibel limitations.
3. All outdoor entertainment activities shall conclude by _____ PM Sunday–Thursday and _____ PM Friday–Saturday.
4. The establishment shall maintain all required liquor, business, health, and entertainment licenses in good standing.
5. No alcohol service shall be permitted outside approved licensed premises.
6. Outdoor seating and entertainment areas shall not obstruct pedestrian access, emergency exits, or public right-of-way.
7. The applicant shall maintain adequate lighting in all outdoor entertainment and patio areas.
8. Music volume shall be reduced upon reasonable complaint verification by law enforcement or code enforcement officials.
9. The venue shall comply with occupancy limits established by the fire inspector.
10. Outdoor entertainment permits may be suspended or revoked upon repeated violations of noise, safety, or nuisance ordinances.
11. The establishment shall maintain a clean and sanitary condition before, during, and after events.
12. Emergency access lanes shall remain unobstructed at all times.
13. The applicant shall designate a manager or responsible party onsite during all entertainment operations.
14. Entertainment activities shall not create adverse impacts on neighboring residential properties.
15. Outdoor entertainment approvals shall be subject to annual review and renewal.
16. Special events exceeding normal operating conditions may require separate temporary event permits.
17. Failure to comply with these conditions may result in fines, suspension, or revocation of approvals or licenses.

Respectfully submitted,

Allison Schwark
Zoning Administrator

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

NOTICE OF PUBLIC HEARING
FOR A
CONDITIONAL USE PERMIT
BEFORE THE
PLAN COMMISSION

June 2, 2026, at 6:30 PM

Village Hall Council Room
250 Williams Street

APPLICANT(S): Women's Leadership Center of Williams Bay, NFP (Owner), Yvette Howard (Applicant)

TAX KEY NUMBER: WA 499800001

STREET ADDRESS: 333 Constance Blvd, Williams Bay, WI 53191

Applicant requests a conditional use permit amendment per Section 390-0223.C (5) P & I Public and Institutional District – Indoor Institutional – Intensive and Section 390-0821 Group Development and Large Development Standards to relocate refuse containers and enclosures and add a vehicle access control gate to the front entrance.

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 May 14, 2026, and May 21, 2026



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: 333 Constance Blvd _____

Tax Parcel Number: WA 499800001 _____

Project or Development Name: Women's Leadership Center of Williams Bay, NFP _____

Applicant

Name: Yvette Howard _____
 Mailing Address: 36 Geneva Avenue _____
 Williams Bay, WI 53191 _____
 eMail: yvette@lincoln-road.com _____
 Phone: 262-903-6483 _____

Owner of Site

Name: Women's Leadership Center of Williams Bay, NFP _____
 Mailing Address: 303 E Wacker Drive, Suite 315 _____
 Chicago, IL 60601 _____
 eMail: yvette@lincoln-road.com _____
 Phone: 262-903-6483 _____

Legal Representative

Name: Lisle Blackburn _____
 Mailing Address: 354 Seymore Court _____
 Elkhorn, WI 53121 _____
 eMail: lblackbourn@godfreylaw.com _____
 Phone: 262-741-1515 _____

Architect, Engineer, Contractor

Name: Blue Stem Design, Inc. _____
 Mailing Address: 503 S 16th Street _____
 St Charles, IL 60174 _____
 eMail: petervargulich@comcast.net _____
 Phone: 630-618-8316 _____

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

Lot 1 of Certified Survey Map No. 4998, recorded December 20, 2021, as Document No. 1053121, and being part of Block A and part of Block C of Assessor's Subdivision, being a part of the SE 1/4 of the SW 1/4 of Section 1 and the NE 1/4 of Section 12.T.01N.R.16E. Village of Williams Bay, Walworth County, Wisconsin. Part of Tax Key No. WAS 00001A.

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

Current Zoning of Site: P & I

Current Overlay Districts of Site: None

Proposed Zoning of Site: P & I

Proposed type of structure of use: The additional structures are a refuse enclosure and vehicular access control gate.

Proposed use of structure or site: There is no change to use of the site that was approved in 2023. Need to add an accessory use - a refuse enclosure and vehicular access control gate.

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):

See attached sheet

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

See attached sheet.

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

See attached sheet.

Print Applicant's Name: Yvette Howard

Date: 3-27-26

Signature of Applicant: *Yvette Howard*

March 27, 2026

Women's Leadership Center
Planning Request Application - Statements

Statement of proposed use of property, with pertinent facts regarding the size of the area involved, extent of development, type of operation, etc.

The project was originally approved in 2023. The request to amend the Site Plan and Conditional Use Permit has come out of more focus on the operational plans. Originally, all the refuse and recycling were planned to be within an enclosure near the Lodge service area. As the final equipment was coordinated with clear zones and the project utilities were confirmed, it became apparent that the refuse and recycling containers would not fit within this enclosure. The utility companies expressed a lot of concern about the containers - moving them in and out and potential for a mischief fire near/adjacent to their equipment.

The submitted drawing shows a free-standing enclosure south of the shed at the west end of the parking lot. It is 94.8' from the ROW and 140.8' from the west property line. At this location, it will not be visible from the street. The property to the west has their service/maintenance building directly to the west of the existing Shed and proposed refuse enclosure. There are many existing and proposed trees that will screen the Shed and refuse enclosure. The 8' fence uses materials that are found on the Lodge building facade or will be compatible. Our civil engineer, Ruekert Meilke, has determined that the additional 181 square feet of impervious area can be accommodated within the already designed storm water management system, see attached letter.

The WLC's security advisor has recommended a vehicle access control gate on the entry driveway near the street. The submitted drawing shows the location plan and elevation. The gate design is incorporating themes, materials and detailing that is complimentary to the buildings. We have met with Jennifer O'Neil about the Knox Box location so that EMT responders will always have access to the property.

Below is the original narrative that was included with CUP process.

The Women's Leadership Center property is 8.63 acres. The density of the development is quite low at .068 FAR. The placement of the three principal buildings and one accessory building on the site exceed the required setbacks from the property lines and Geneva Lake. The same is true for all vehicular paving.

The Council and Lodge buildings are where the meetings and dining will take place and these are located on the western portion of the site adjacent to George Williams College. The Cabin building is located on the eastern portion of the site adjacent to the residential zoning. The maximum meeting planned for either the Council or Lodge is 80 people (excluding staff and 3rd party food service). This 80-person group would occupy both buildings and the site during the day's activities. The Cabin would provide overnight accommodations for up to 3 presenters or lecturers or artists, for a period of 1 day to 2 weeks. There will be 3-6 Women's Leadership Center staff with office space at the Council building. The meeting sizes will range from 10-80 people, meetings will cover 1-5 days, with 1-3 meetings per week and operations covering 48 weeks a year. The goal is to provide 50-80 meetings a year.

March 27, 2026

Onsite parking is provided (in accordance with Village regulations) to support visitors and staff, and there is one loading area on the east side of the Lodge. The design and construction of the project is pursuing a LEED Gold designation.

Statement showing the compatibility of the proposed zoning district and/or use to the Village Comprehensive Plan.

A small refuse enclosure and an access control gate are certainly improvements that are common to a property with P & I zoning. These very minor additions to the WLC site will not change the character of the project nor make the project incompatible with the Village Comprehensive Plan. The refuse enclosure meets the requirements of 18.0808, F.

Below is the original narrative that was included with the CUP process.

Our proposed use of the property (Indoor Institutional – Intensive, 18.0308B and Residential Garage or Shed, 18.0315I) is consistent with the P & I zoning (Principal Land Uses Permitted by CUP and Accessory Uses Permitted by Right) and the Village’s recently adopted Comprehensive Land Use Plan. Our property has been designated with P & I land use for many years. The adjacent properties to the north and west have P & I zoning, to the south is Geneva Lake and to the east is R-2 residential zoning. The design respects the environmental corridor designation with impervious coverage of 19% (buildings and paving).

We have tagged and surveyed 808 existing trees and propose to only remove 28% (does not include invasive and dead trees). The topography and trees are assets to the proposed development and to the character of Williams Bay. Our design team has carefully crafted a project, with site design and architecture, that respects the property by softly integrating the Women’s Leadership Center program and related infrastructure, so it feels “at home” and connected to the uniqueness of the site.

If the Women’s Leadership Center project was building 20,000sf or less, the CUP requirement would not apply. To achieve the Women’s Leadership Center program, we propose to build 25,685sf. The minor incremental difference in FAR (.053 to .068) will have a negligible impact on the surrounding neighborhood and the additional building area will not appreciably impact the site.

Statement showing compatibility of the proposed zoning district and/or use with the adjacent properties and neighborhoods.

The refuse enclosure and the access control gate have been designed to blend seamlessly with the overall project. Their locations will not have any impact on neighboring properties, visually or operationally.

Below is the original narrative that was included with CUP process.

The design (mass, height and form) of the buildings is respectful of the natural character of the property and the surrounding area. Their locations on the site were selected to appreciate views of Geneva Lake and the beauty of the site itself. The exterior materials will harmonize and connect the buildings to the primary colors and textures of the property along with the

March 27, 2026

surrounding area. Each building has incorporated windows that promote views and connect the visitors to the site. The technical design of the glass supports minimizing bird strikes.

The site layout, grading, storm water and utilities have been designed to harmonize and complement the site's natural land forms and minimize tree removal. The overall vision for the property is to encourage meeting attendees and staff to enjoy and explore the site at all times of the year. Key landforms (Oak Savannah Knoll and Woodland Clearing) are preserved and enhanced to support low impact activities that meeting attendees can enjoy. The property has wonderful topography and hundreds of existing trees. The landscape planting design will address the zoning requirements to screen the parking from Constance Blvd, provide a buffer planting along the eastern property line for the residential zoning and replace 1 for 1 any trees removed as part of developing the property. Our goal is to restore the entire property to a high-quality southeast Wisconsin woodland. The plant list will primarily focus on native material (woody and herbaceous).

The Women's Leadership Center believes our project will enhance the desired character of Williams Bay. The low-density development is being designed to complement and harmonize with the wooded site and the varied topography. We have sited our buildings to respect our neighbors and will restore the site so that it will be a positive example in Williams Bay which also reflects the aspirations and heritage of the Kishwaukee Nature Conservancy.

March 23, 2026

Peter Vargulich, RLA
Blue Stem Design, Inc.
503 S. 16th Street
St. Charles, IL 60174

Re: Women's Leadership Center – Refuse enclosure
Storm Water Management

Dear Peter,

Per your request dated March 18, 2026, we have reviewed the proposed refuse enclosure located across from the existing shed, as shown on the submitted drawings.

Based on our review, the proposed enclosure will add approximately 181 square feet of new impervious area. The new pavement will drain toward the existing parking lot and discharge to bio-infiltration Basins A and B near the entry drive.

We have evaluated the additional impervious area and confirm that bio-infiltration Basins A and B have sufficient capacity to accommodate the proposed increase without modification. With this change, the site will continue to meet the storm water management requirements of the Village of Williams Bay and the Wisconsin Department of Natural Resources.

No updates to the approved Storm Water Management Report dated February 5, 2024 or basin sizing are anticipated as a result of this improvement.

Please feel free to contact us if you have any questions or require additional information.

Respectfully,

RUEKERT & MIELKE, INC.



Violet V. Razo, P.E. (WI)
Project Manager
vrzo@ruekert-mielke.com

VVR:vvr

cc: Colin Meisel, P.E., Ruekert-Mielke, Inc.



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report
Plan Commission Meeting
June 2, 2026

Prepared: May 26, 2026

APPLICANT: Women's Leadership Center of Williams Bay, NFP (Owner), Yvette Howard (Applicant)

TAX KEYS: WA 499800001

STREET ADDRESS: 333 Constance Blvd, Williams Bay, WI 53191

Applicant requests a conditional use permit amendment per Section 390-0223.C (5) P & I Public and Institutional District – Indoor Institutional – Intensive and Section 390-0821 Group Development and Large Development Standards to relocate refuse containers and enclosures and add a vehicle access control gate to the front entrance.

Conditional Use Review Procedure:

1. Review by the Zoning Administrator.
 - (a) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
 - (b) The Zoning Administrator shall review the application and evaluate whether the proposed amendment meets the following criteria:
 - i. Is in harmony with the recommendations of the Comprehensive Plan. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
 - ii. Will not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development.
 - iii. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 - iv. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities, or services provided by public agencies serving the subject property.
 - v. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.
2. The Zoning Administrator shall prepare a written report addressing items above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Village Board. If the Zoning Administrator determines that the proposal may be in conflict with the

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provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.

The property located at 333 Constance Boulevard is currently zoned P&I, Public and Institutional District. There are currently existing buildings on site along with parking areas for the facilities. As the property continues to be developed, each project shall meet the following criteria:

390-0808

D. Requirements for exterior storage in business districts. In all business zoning districts, all materials and equipment shall be stored within a completely enclosed building except for the following, which shall not be located within any front or street side yard and shall be stored a minimum of five feet from any and all property lines:

- (1) Screened refuse containers;

F. Exterior trash storage. All exterior trash storage shall be located within an enclosure that completely screens the view of said trash. The exterior of said enclosure shall be constructed of some or all of the materials used on the main building. A solid wood fence shall be used to gain access to the storage area.

390-0821F

(8) Screening.

- (a) All ground-mounted and wall-mounted mechanical equipment, refuse containers, and any permitted outdoor storage shall be fully concealed from on-site and off-site ground level views, with materials identical to those used on the building exterior.
- (d) Gates and fencing may be used for security and access, but not for screening, and they shall be of high aesthetic quality. Decorative metal picket fencing and screening is acceptable. Chain-link, wire mesh, or wood fencing is unacceptable. Decorative, heavy-duty wood gates may be used.

(15) Outdoor storage uses and areas. Exterior storage structures or uses, including the parking or storage of vehicles, trailers, equipment, containers, crates, pallets, merchandise, materials, fork lifts, trash, recyclables, and all other items, shall be permitted only where clearly depicted and labeled on the approved site plan.

After a review of the submitted application and materials the proposed project appears to be in compliance with all of the following requirements of the P& I Zoning District.

The P&I Zoning District requires a Conditional Use Permit for all Large Developments and Group Developments. Per Section 390-0821 a Large Development is defined as *Any institutional, business, or mixed residential and nonresidential development containing any single structure or combination of structures on one or more contiguous lots or building sites devoted to land uses on which the total combined gross floor area of all development exceeds 10,000 square feet. The calculation of gross floor area shall include indoor and outdoor storage and display areas.* The proposed development is required to adhere to all requirements set forth in Section 390-0821 including building style, architectural design, building color, traffic, parking, pedestrian access, landscaping, and lighting.

The application has been reviewed by Village Staff, and Village Engineer, and the request to relocate the trash receptacles and screening, along with the request to add a vehicle access control gate is generally acceptable, and meets all applicable ordinance requirements including maximum height, materials, location, and setbacks.

Respectfully submitted,

Allison Schwark
Zoning Administrator