



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

OFFICIAL MINUTES PLAN COMMISSION MEETING 2/3/2026 MEETING TUESDAY, FEBRUARY 3, 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/UXFTWA_PTT0?FEATURE=SHARE](https://youtube.com/live/uxftwa_ptt0?feature=share)

I. Call to Order

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

II. Roll Call

Present: President Adam Jaramillo, Commissioners Maggie Gage, Marianne Klemke, Mike Fieweger, Colin Doerge

Also Present: Administrator David Lothspeich, Village Attorney Mark Schroeder, Zoning Administrator Allison Schwark, Clerk Tina Kolls

Excused: Trustee Lowell Wright, Commissioners Matt Robbins, Jess Haak

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Plan Commission Meeting Minutes of December 2, 2025

The motion to approve the Plan Commission Meeting Minutes of December 2, 2025 was initiated by Commissioner Klemke and seconded by Commissioner Fieweger. Unanimously carried.

V. Recommendation and Possible Action for a Site Plan Review and Conditional Use Permit

A. APPLICANT: Yerkes Future Foundation Inc. (Owner)

TAX KEY: WA518500001

STREET ADDRESS: 373 W Geneva Street, Williams Bay, WI 53191

The applicant requests a site plan review and conditional use permit per Section 390-0223 Conditional Use Permit, and Section 390-0223(C) (14) Large Developments, for the construction of a new playground space; and a pavilion building that includes a patio area, two family restrooms, and nursing/sensory room.

B. Consideration and Possible Action on Site Plan Review and Conditional Use Permit Application

The motion to table the Yerkes Future Foundation Inc. request for a site plan review and conditional use permit per Section 390-0223 Conditional Use Permit, and Section 390-0223(C) (14) Large Developments, for the construction of a new playground space; and a pavilion building that includes a patio area, two family restrooms, and nursing/sensory room was initiated by Commissioner Gage and seconded by Commissioner Klemke. Unanimously carried.

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

A. APPLICANT: Village of Williams Bay

STREET ADDRESS: 250 Williams Street, Williams Bay, WI 53191

The Village of Williams Bay is seeking to amend Section 390-0310M of the Zoning Ordinance of the Village of Williams Bay, concerning Tourist Rooming Houses.

B. Open Public Hearing

President Jaramillo opened the public hearing at 07:18 pm.

No one spoke regarding this item.

C. Close Public Hearing

President Jaramillo closed the public hearing at 07:19 pm.

D. Consideration and Possible Action on Zoning Text Amendment

The motion to table the Village of Williams Bays request to amend Section 390-0310M of the Zoning Ordinance of the Village of Williams Bay, concerning Tourist Rooming Houses was initiated by President Jaramillo and seconded by Commissioner Klemke. Unanimously carried.

VII. Recommendation and Possible Action for a Zoning Text Amendment to the Village of Williams Bay Zoning Ordinance Pertaining to Temporary Relocatable Buildings

A. APPLICANT: Village of Williams Bay

STREET ADDRESS: 250 Williams Street, Williams Bay, WI 53191

The Village of Williams Bay is seeking to amend Section 390-0316G of the Zoning Ordinance of the Village of Williams Bay, concerning Temporary Relocatable Buildings.

B. Open Public Hearing

President Jaramillo opened the public hearing at 07:33 pm.

Dawn Marie Mancuso, Clear Water Salon Spa & Green Grocer, Spoke in opposition.

Tom Lothian, 539 Park Ridge Rd, Spoke regarding having a site survey done.

C. Close Public Hearing

President Jarmaillo closed the public hearing at 07:40 pm.

D. Consideration and Possible Action on Zoning Text Amendment

The motion to approve the Village of Williams Bay request to amend Section 390-0316G of the Zoning Ordinance of the Village of Williams Bay, concerning Temporary Relocatable Buildings was initiated by President Jaramillo and seconded by Commissioner Fieweger.

Votes:

Yes: President Jaramillo, Commissioners Fieweger, Klemke, Gage, Doerge

No: None

Abstain: None

Result: Passes

VIII. Recommendation and Possible Action for a Conditional Use Permit

A. APPLICANT: Village of Williams Bay, EMS Living Quarters (Project)

TAX KEY: WOP 00085 and WOP 00089

STREET ADDRESS: 7 E Geneva Street, Williams Bay, WI 53191

The applicant requests a conditional use permit per Section 390-0224(F)(5) and 390-0316(G) to keep a temporary relocatable building on site to provide housing to overnight EMS staff for longer than a 6-month period, within the required setbacks.

B. Open Public Hearing

President Jaramillo opened the public hearing at 07:51 pm.

Dawn Marie Mancuso, Clear Water Salon Spa & Green Grocer, spoke in opposition to the proposed location for the relocatable building.

C. Close Public Hearing

President Jaramillo closed the public hearing at 07:57 pm.

D. Consideration and Possible Action on Conditional Use Permit

The motion to approve the Village of Williams Bay request for a conditional use permit per Section 390-0224(F)(5) and 390-0316(G) to keep a temporary relocatable building on site to provide housing to overnight EMS staff for longer than a 6-month period, within the required setbacks was initiated by President Jaramillo and seconded by Commissioner Fieweger.

Votes:

Yes: President Jaramillo, Commissioners Fieweger, Klemke, Gage Doerge

No: None

Abstain: None

Result: Passes

IX. Adjournment

The motion to adjourn was initiated by Commissioner Gage and seconded by Commissioner Klemke at 07:59pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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