



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

NOTICE

PLAN COMMISSION MEETING

TUESDAY, MARCH 9, 2021 AT 6:30 PM

VIA ZOOM WEBINAR

INTERACT FROM A COMPUTER BY GOING TO: <https://zoom.us/j/95695567356>

LISTEN-IN FROM A PHONE BY DIALING: 888-475-4499 | Webinar ID: 956 9556 7356#

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 February 9, 2021
- V. Planned Development Overlay Concept Plan Review
 - A. APPLICANT: MBC Center, LLC (Owner), Charles Pollard (Agent)
TAX KEY: WBV 00006
STREET ADDRESS: 139 Congress St, Williams Bay, Wisconsin 53191
- VI. Adjournment

Bill Duncan
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: 03/01/2021 5:00 PM



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES

PLAN COMMISSION MEETING TUESDAY, FEBRUARY 9, 2020 - 6:30 PM VIA TELECONFERENCE

Call to Order

President Duncan called the meeting to order at 6:30pm.

Roll Call

Present: President Bill Duncan, Trustee Don Parker, Commissioners Jane Pegel, Marianne Klemke, Maggie Gage, Pat Watts (arrived 6:33pm) and Jess Haak.

Also Present: Alternate Commissioner Ralph Cincinelli, Interim Administrator Dave Bretl, Zoning Administrator Bonnie Schaeffer and Clerk Jackie Pankau.

Pledge of Allegiance

Minutes

Cincinelli/Parker motion to approve Plan Commission Meeting Minutes of January 12, 2020. Unanimously carried.

Recommendation for Certified Survey Map

APPLICANT: Brett & Kahla Hardt (Owners)

TAX KEY: WOB 00019

STREET ADDRESS: 397 W. Geneva St, Williams Bay, Wisconsin 53191

Applicant is requesting a 3-lot Certified Survey Map per Section 17.0306 Minor Land Division.

Brett and Kahla Hardt (applicants) spoke in favor of their application, stating that they'd like to split the parcel to sell a section to their neighbors. They will keep the house on their lot, and the third lot will then be available for possible development in the future. Zoning Administrator Schaeffer stated that she spoke to Village Engineer Snyder and he pointed out that there are two parcels of record which were combined into one at some time, so he had already counted for two lots there regarding with water and sewer capacity and he did not have any objection.

Cincinelli/Haak motion to approve the request for a 3-lot Certified Survey Map per section 17.0306 Minor Land Division for the applicant at 397 W. Geneva St, Tax Key WOB 00019. Unanimously carried.

Recommendation for Conditional Use Permit

President Duncan opened the Public Hearing at 6:38pm.

APPLICANT: Tricia Warnstedt, Geneva Lakes Pilate, LLC (Lessee)

TAX KEY: WKI 00004

STREET ADDRESS: 230 N. Walworth St, Unit 4, Williams Bay, Wisconsin 53191

The applicant requests a Conditional Use Permit per 18.1207, *Conditional Use Permit* and 18.0310.G *Indoor Commercial Entertainment* to operate a Pilates studio.

Tricia Warnstedt (applicant) spoke in favor of the application and stated that the Pilates Studio would serve small groups of 4-5 people or by appointment only.

No public comments were made.

President Duncan closed the Public Hearing at 6:41pm.

Haak/Klemke motion to approve the applicant at Geneva Lakes Pilate, LLC at 230 N. Walworth St, Unit 4 for the Conditional Use Permit.

Zoning Administrator Schaeffer asked the Commissioners to amend the motion to state that it is subject to the application as submitted.

Commissioners Haak and Klemke both agreed with this amendment to the motion.

Haak/Klemke motion to approve the applicant at Geneva Lakes Pilate, LLC at 230 N. Walworth St, Unit 4 for the Conditional Use Permit subject to the application as submitted. Unanimously carried.

Public Meeting – Comprehensive Plan Amendment from Institutional to Large Lot Residential

APPLICANT: MBC Center, LLC (Owner), Charles Pollard (Agent)

TAX KEY: WBV 00006

STREET ADDRESS: 139 Congress St, Williams Bay, Wisconsin 53191

Attorney Chad Pollard (Clair Law) and Mason Awtry (applicant) explained the plan to turn the vacant elementary school into a multi-unit residential building with 3-5 single-family units. The applicant stated that the exterior of the building will remain the same other than replacing the windows to bring them up to code, but the interior will be remodeled into livable units. The Gymnasium will remain the same as a public space for the people living there. Awtry understand this will require a unique buyer, so he would like to have the flexibility of 3-5 units based on the buyers he finds. Awtry stated that his family will be living in one of the units.

Commissioner Klemke confirmed with the applicant that these will be single-family units, not business spaces.

Zoning Administrator Schaeffer stated that the Commissioners could choose to amend the Resolution to be sure it is stated that the approval is based on the specific plan that was presented to the Plan Commission with this application.

Parker/Gage motion to approve Plan Commission Resolution R-2-2021 recommending an amendment to the Village of Williams Bay Comprehensive Plan with the contingency that it is based on the Concept Plan submitted by MBC Center, LLC in this application. Unanimously carried.

Public Meeting – Comprehensive Plan Amendment from Institutional to Large Lot Residential

A. APPLICANT: Michael & Tracy Sierakowski (Owners), Charles Pollard (Agent)

TAX KEY: WAS 00002

STREET ADDRESS: Vacant land north of 109 Constance Blvd, Williams Bay, Wisconsin 53191

Attorney Chad Pollard (Clair Law) gave a presentation of the updated application. He stated that they are hoping to re-zone the property from Parks and Institutional to Large Lot Residential. He explained that the homeowners' goal is to split the 11-acre parcel into one 5 and one 6-acre parcel, giving them the potential to build another home on the other parcel in the future. He stated that they are planning to replace the existing house on the parcel with a new house, using the existing well and septic system and driveway, and have the other parcel left alone unless one of their children wants to build a house on it 15+ years from now. Attorney Pollard said that it will be written in the agreement that no further land division will be permitted, and it will be restricted to the one 5-acre and one 6-acre lots.

Michael and Tracy Sierakowski (applicants) stated that they are lifetime residents of Williams Bay and the forest surrounding the existing house means a lot to them. They stated that they do not want to develop it, but simply build a new home where the existing home is and have a lot available for their children in the future if they want it. Michael Sierakowski stated that he is knowledgeable about what the forest needs and that it needs to start being maintained for it to thrive, and that they are prepared and willing to do that.

Commissioner Maggie Gage commended the applicants in the way they are addressing the property and is pleased to see that the applicants recognize the importance of restoring the forest and maintaining it.

Zoning Administrator Schaeffer stated that they can use the existing septic and well for the home but would need to connect into the Village water and sewer for the second house on Dartmouth if that is built.

President Duncan read aloud two public comments that were sent in via email which are on file with the Clerk's office.

Nathan Bond (17 Stam St) stated that he has been a resident since 2009 and agrees that the Village should not have large developments and thinks this plan is a good one to keep development low and to clean up and preserve the woods.

Heidi Essington (63 Dartmouth Rd) stated that she is not concerned about the houses on the land but concerned about the acreage. She stated that she would like the woods left alone and the kids to find different lots to build on.

Bob Darre (78 Upper Loch Vista Rd) stated that he has known the applicants for a long time and believes the second house will not be built for a very long time. He stated that as Americans we have the right to buy and own property and do what we want with it within reason without being micromanaged by neighbors.

Heidi Essington (63 Dartmouth Rd) stated that the applicants also own lots on Park Street and those are big enough for three houses to be built for each of their children and asks the applicants to consider taking 2-3 acres more to build their dream home and preserve the woods rather than having two homes in the woods.

Nathan Bond (17 Stam St) stated that he understands Essington's concern since she lives across the street on Dartmouth Street, but there are also neighbors on the other side of Park Street too and three homes on that property would be much more dense than two homes on this one. Bond feels this is the best compromise that can be brought up considering that they could be asking to split this amount of land into numerous lots instead of just two.

Heidi Essington (63 Dartmouth Rd) asked if they can see what the applicant's plans are for the Park Street property that they own before they approve this application.

President Duncan stated that the parcels on Park Street are already zoned Residential and are not being brought forth to the Plan Commission at this time.

Trustee Parker stated that things change and we are rezoning from Institutional because there is no longer an Institution that owns this and it is important that if an Institution is no longer owning this property that we move this forward to the Village Board to have a Public Hearing.

Parker/Gage motion to approve Plan Commission Resolution R-3-21 Recommending an Amendment to the Village of Williams Bay Comprehensive Plan. Unanimously carried.

Adjournment

Gage/Watts motion to adjourn at 7:57pm. Unanimously carried.

/s/ Jackie Pankau, Village Clerk

These are not official minutes until approved by the Plan Commission

VILLAGE OF WILLIAMS BAY
PLANNED DEVELOPMENT OVERLAY DISTRICT
CONCEPT PLAN REVIEW

Name: MBC CENTER LLC

Agent: Attorney Charles W. Pollard of Clair, Thompson & Pollard, S.C.

Phone Number: (262) 728-9196

Address: 617 E Walworth Ave, Delavan, WI 53115

Tax Parcel Numbers: WBV 00006

Existing Land Use: Institutional

Requested Land Use: Large Lot Residential (1.0 – 1.5 ac Lots)

Existing Zoning: P&I Public Institutional

Requested Zoning: SF-6 Village Residential District (PDO Overlay District)

Pursuant to the procedure described in Village of Williams Bay ordinances 18.0709(F), we are providing this concept plan submittal packet for informal discussion, recommendations, and suggestions from the Village Plan Commission with the goal of providing guidance to the applicant on what the Plan Commission would be willing to accept at the next meeting concerning the rezoning of the property.

On February 9, 2021, the Plan Commission provided its recommendation that the Village Board Amend the Village of Williams Bay Comprehensive Plan to change the land use from Institutional to Large Lot Residential. Much of the concept plan was provided at that meeting, but an additional conceptual plan review is required for the PDO Overlay rezone of the subject property, which is the purpose of this meeting.

Our unique preservation and repurposing of the elementary school, requires a unique zoning and land use approval process. For the project to succeed, we need a residential land use amendment, a residential rezone, including a PDO overlay, and condominium plat approvals.

This meeting covers Step 2 of the PDO Overlay District application requirements. After this meeting, we will be moving forward with Step 3: General Development Plan Review and Step 4: Final Development Plan Review. The final approval of the land use map amendment and condominium plat will also occur during those next two steps.

Accordingly, at this time, MBC CENTER LLC respectfully requests informal discussion, recommendations, and suggestions from the Village Plan Commission on the attached concept plan, including the revised narrative.

Date: February 18, 2021

Concept Plan Review

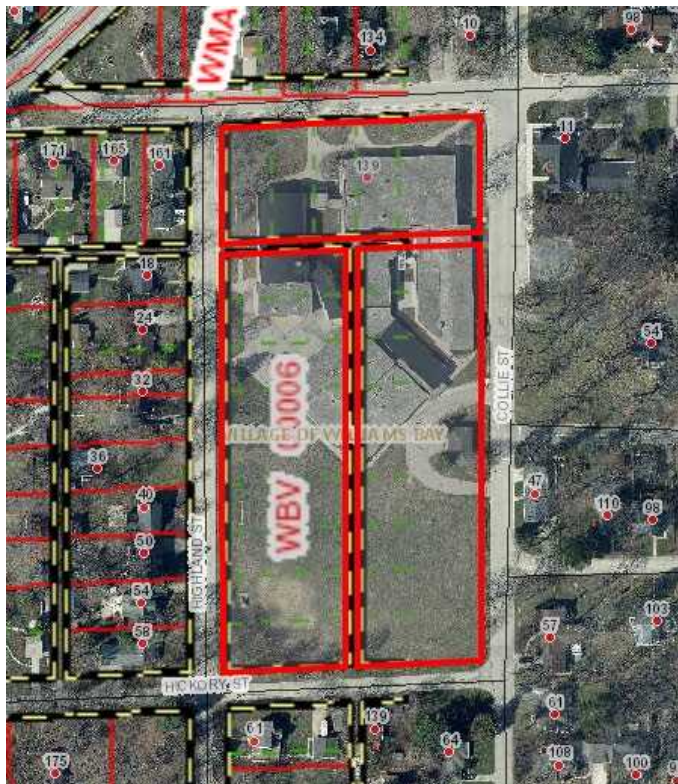
Preservation and Repurposing of 139 Congress Street

Proposal:

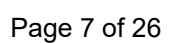
The goal for the property at 139 Congress Williams Bay is to preserve and repurpose the former elementary school building into a small quantity residential opportunity. As an architecturally significant building in the community that evokes many memories for many current and past residences, the rezoning and repurposing of the building provides for continuity of neighborhood aesthetic.

The plan is to keep the majority of the current structure, with a small portion of the building to be removed to provide for additional separation between the units, the ability to connect the current outdoor courtyards. By repurposing the existing structure, the amount of exterior construction and neighborhood disruption will be limited in comparison to a single-family subdivision.

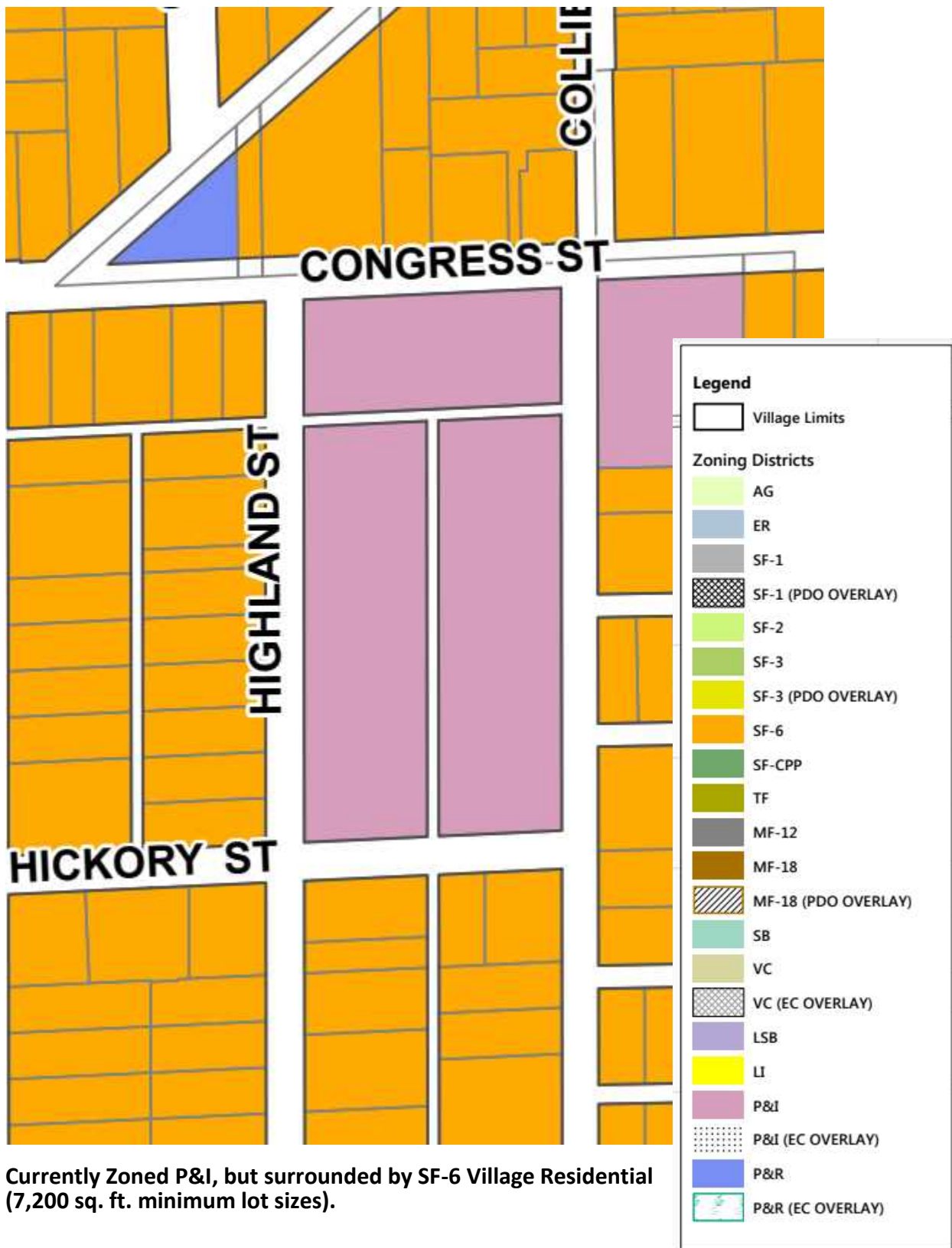
GIS Maps Showing Property



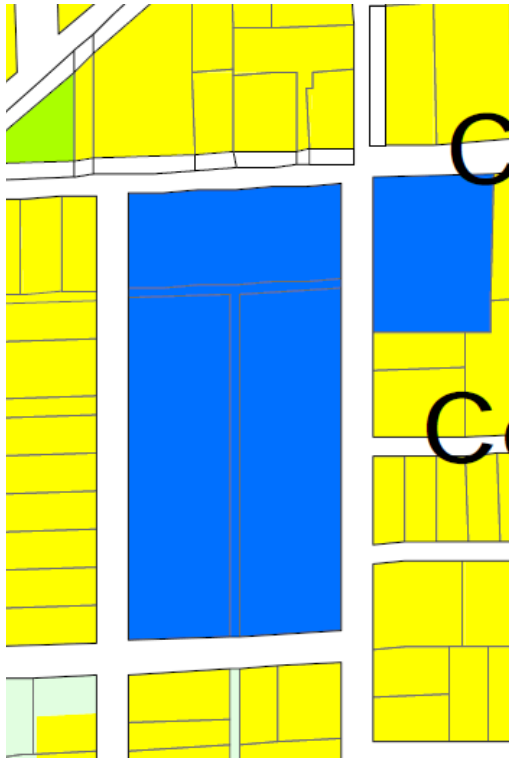
In 1912, originally platted for 84 +/- 9,600 sq. ft. lots.



Current Zoning

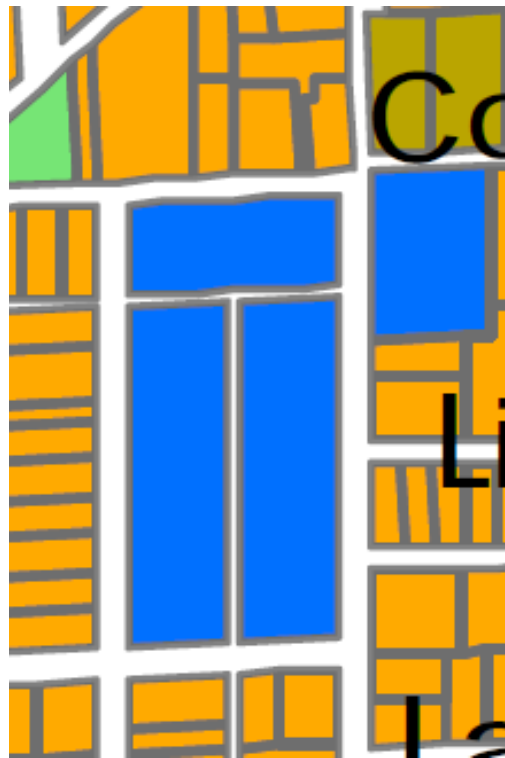


Comprehensive Plan



Existing Use shows Institutional.

Surrounded by Single-Family Residential.



Future Use Map shows Institutional.

Surrounded by Village Residential with Mixed Residential in the northwest

Land Use Categories

	Agriculture/Undeveloped
	Single-Family Residential - Unsewered
	Single-Family Residential - Sewered
	Two-Family/Townhouse Residential
	Multi-Family Residential
	Business
	Institutional
	Industrial
	Extractive
	Public Parks & Recreation
	Private Recreation
	Conservancy
	Surface Water

Land Use Categories

	Agriculture/Rural
	Exurban Residential (1.0 - 35 ac Lots)
	Large Lot Residential (1.0 - 1.5 ac Lots)
	Low Density Residential Preservation (no further subdivision)
	Medium Density Residential (10,000 - 20,000ft ² Lots)
	Village Residential (7,200 - 10,000ft ² Lots)
	Two-Family/Townhouse
	Mixed Residential
	Multi-Family Residential
	Community Business
	Village Center
	Institutional
	Parks & Open Space
	Environmental Corridor
	Surface Water

Comprehensive Plan (continued)

Smart Growth Areas and Opportunities for Redevelopment

“Smart Growth” Areas are defined by the State of Wisconsin as “areas that will enable the development and redevelopment of lands with existing infrastructure and municipal, state, and utility services, where practical, or that will encourage efficient development patterns that are both contiguous to existing development and at densities which will have relatively low municipal, State governmental, and utility costs.”

In Williams Bay, smart growth areas include the central business district, potential redevelopment sites such as those listed below, and platted but not-yet-developed lots in the Village’s existing subdivisions. Opportunities for neighborhood revitalization and investment exist in the Village’s central neighborhoods primarily west and south of the central business district.

The Village currently has several sites and areas that present opportunities for redevelopment. These include the following:

- The Elementary School Property: At some point in the future, the Village’s elementary school located at 139 Congress Street, may be relocated to the High School property, potentially leaving the existing site available for reuse or redevelopment. Given that the property is surrounded by a residential neighborhood, the most appropriate future use for this property is either some sort of institutional use (e.g., another school, community/recreation center) or new single-family residential development.

Narrative

The property owner's vision for the subject property is to preserve and repurpose the former elementary school building into a three to five unit condominium by performing an adaptive reuse of the existing structure. The owner does not want to go back to 1912 with small lots and many residences, but would rather maintain the current neighborhood-scape.

The property owner seeks to create a unique one of kind opportunity suited for creative types to participate in the local Williams Bay and Geneva Lake community.

The plan is to keep the majority of the current structure, with a small portion of the building to be demolished to provide for additional separation between the units and a common area courtyard space. In repurposing the existing structure, the amount of exterior construction and neighborhood disruption will be limited.

While large units, this plan gives the unit owners a large canvas for adaptive reuse including indoor parking, large (art) show space.

Each unit will only be maximum of 4 bedrooms.

Existing infrastructure will be reused for electrical distribution and will result in a much smaller plumbing requirement than the previous 150 person school resulting in reduced strain on the city water and sewer system.

Some of the highlights include:

- Preserve architecturally significant building existing in community for over 100 years
- Retain all existing green space
- Low impact to the neighborhood
- Limited density increase for the area
- Elimination of a multi year 20+ single family development project

To accomplish this project, we will need a map amendment. The current land use map lists the subject property as institutional land use. The future land use map also lists the subject property as Institutional. Notably, the Comprehensive Plan distinguishes the Elementary School Property in its Smart Growth Areas for Redevelopment, stating that the subject property is surrounded by residential neighborhood, and thus a residential use is appropriate.

The Large Lot Residential Land Use of (1.0 -1.5 acres) fits the density requirements of the proposed project, wherein only 3-5 condominium units will be permitted on the 5.11 acres.

Contemporaneously, we would apply for a rezone of the P&I zoning designation to match the surrounding SF-6 Village Residential with a Planned Unit Development Overlay to allow for the

exceptions needed to approve the three to five-unit condominium repurposing the existing elementary school structure.

The condominium would provide for limited common elements for the driveways servicing the individual units. The condominium would also include shared common element for the green spaces, playgrounds, courts, and open courtyard in the middle of the structures. The condominium would further provide for common element of the existing indoor gymnasium.

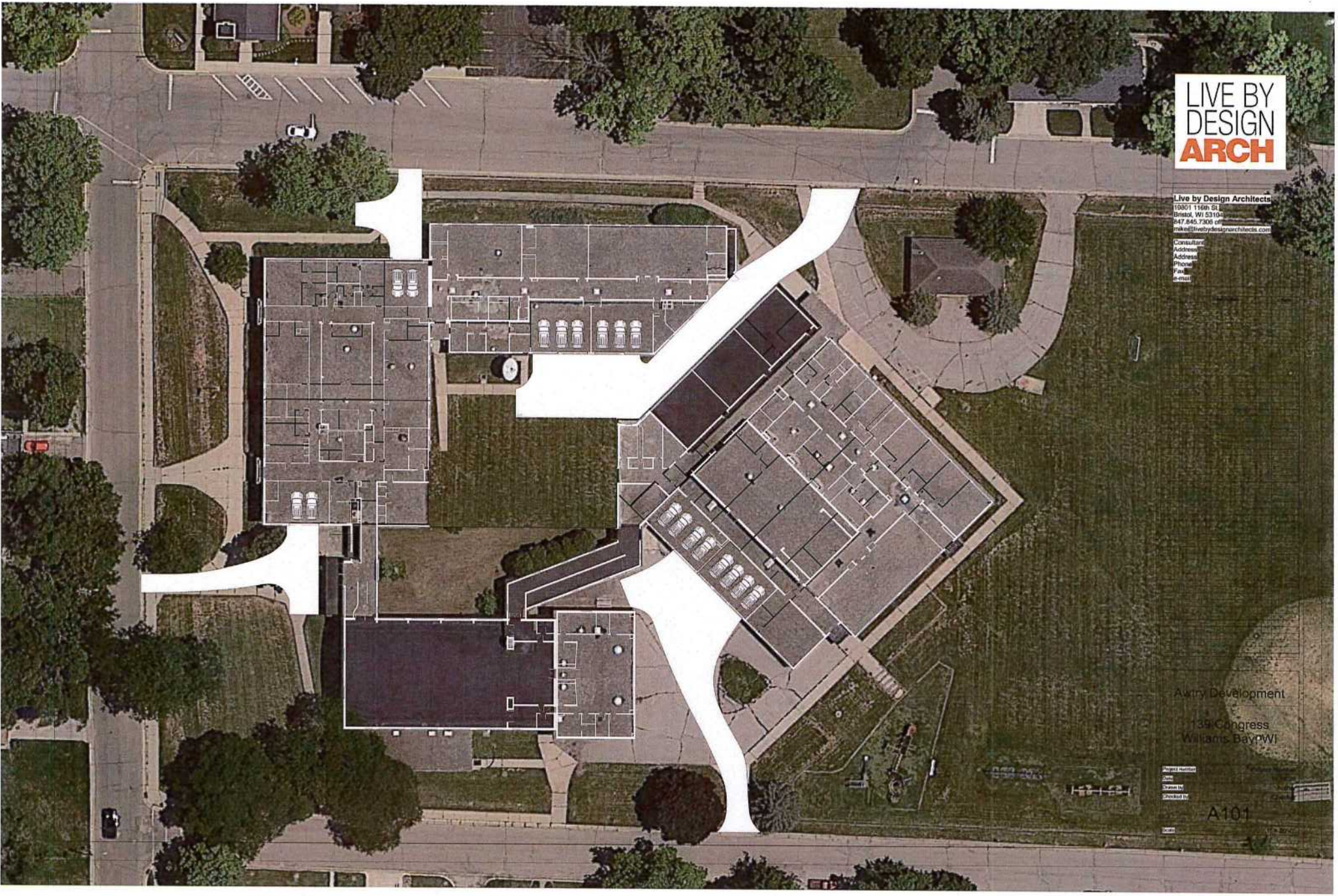
We are attaching several proposed concept plans for your review.

The potentially requested exemptions from the SF-6 Village Residential District include:

- Principal Land Use: Requested Multi-Family Residential 3-5 Unit Condominium (Multiplex). Requirement Single-Family Principal Land Use.
- Front and Street Yard Setbacks: Estimated current east setback 10 feet. May require 30 feet if the east of the school is determined to be the front.
- Maximum Principal Building Height: Estimated current height likely above 35 feet. Requirement of 35 feet maximum.
- Minimum Principal Building Separation: Condominium Units will have shared walls. Requirement of 20 feet of separation.

Our current request to the Plan Commission is for informal discussion, suggestions and guidance on the project as we move forward with the GDP and FDP rezone requests.

We look forward to working with the Village to accomplish this project.



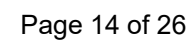
LIVE BY
DESIGN
ARCH

Live by Design Architects
15001 114th St.
Brook, WI 53104
847.845.7300
info@livebydesignarchitects.com
Consultant
Address
Phone
Fax
e-mail

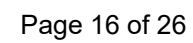
Avery Development
139 Congress
Williams Bay, WI

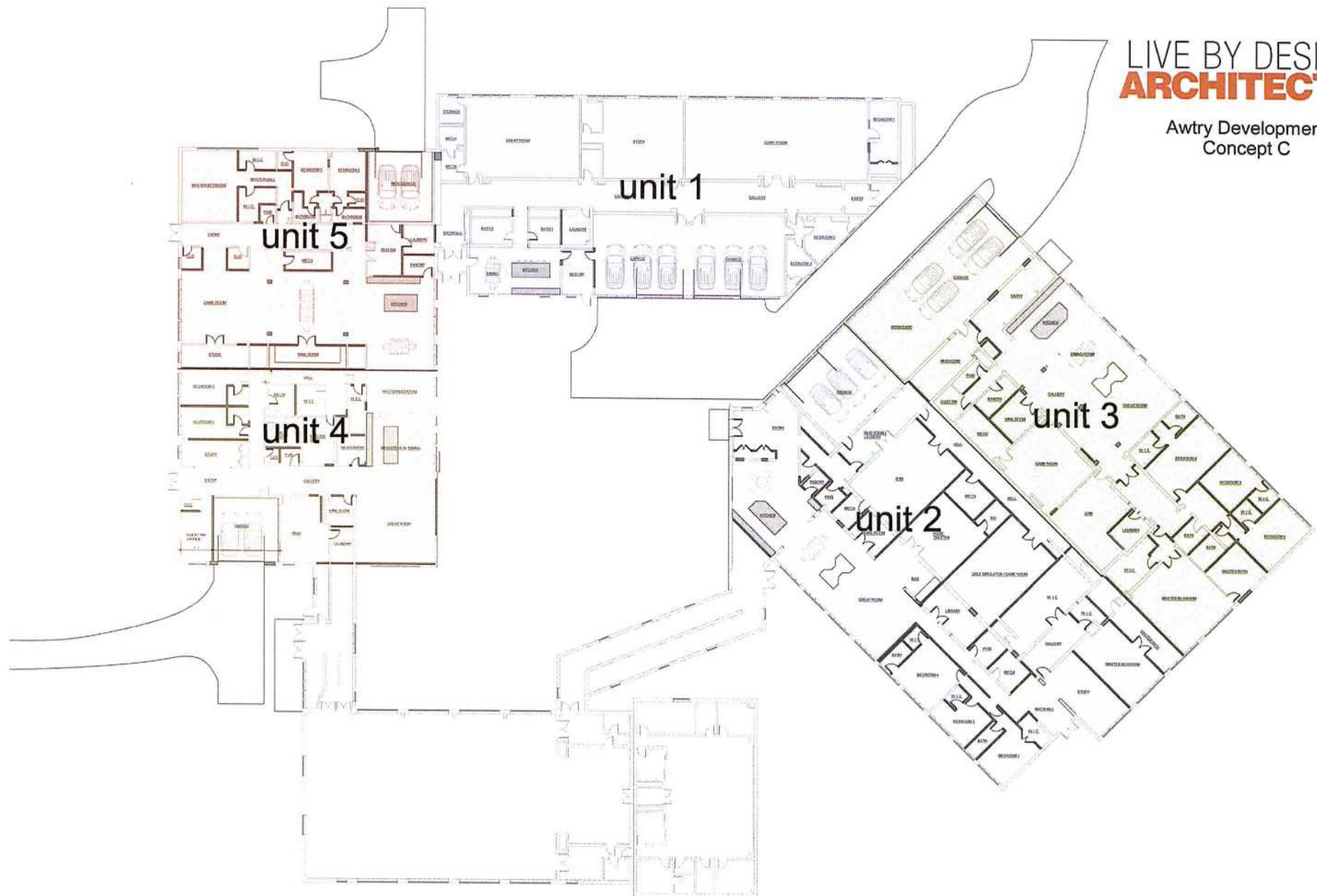
Project Location
Date
Checked by
Reviewed by

A101

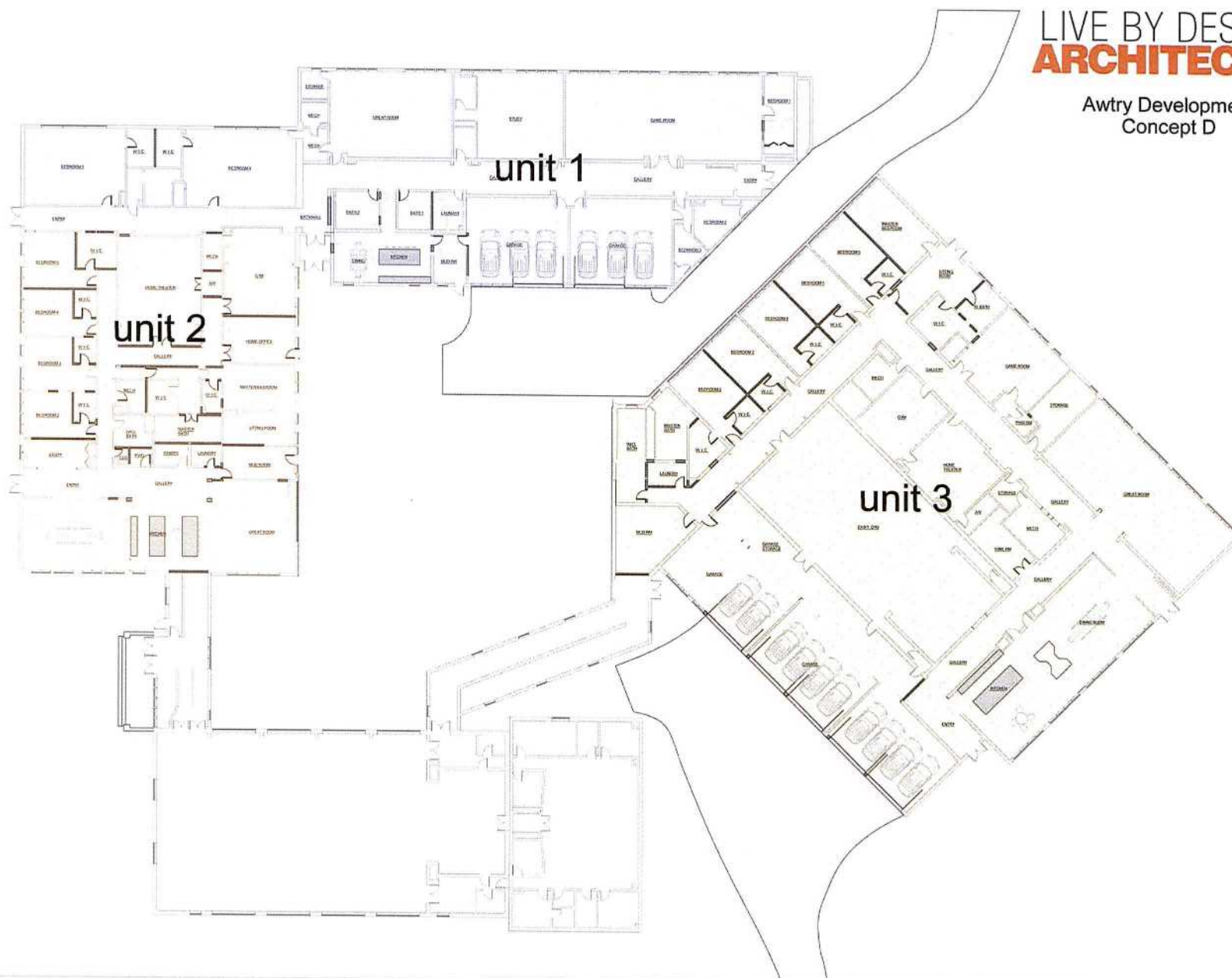


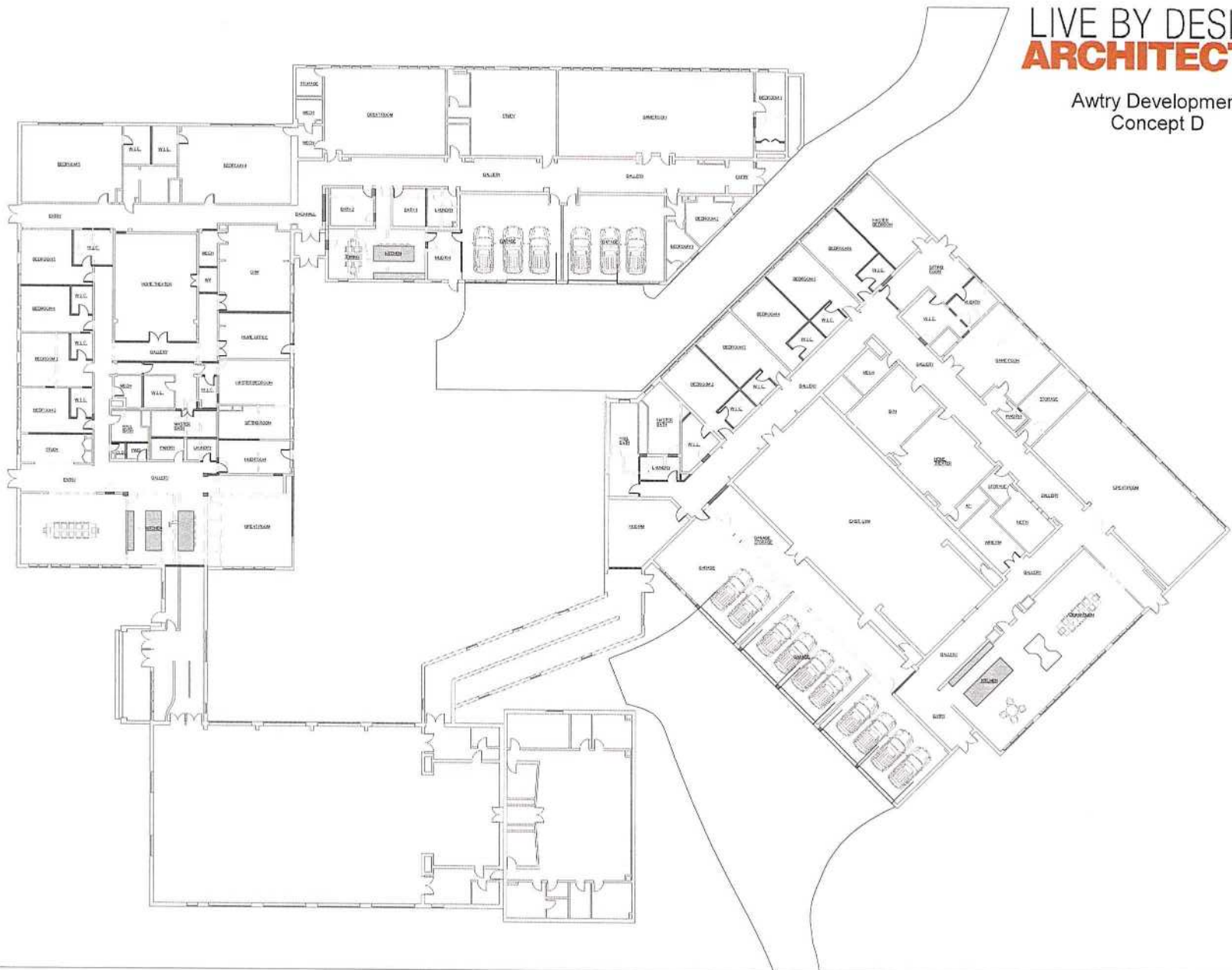


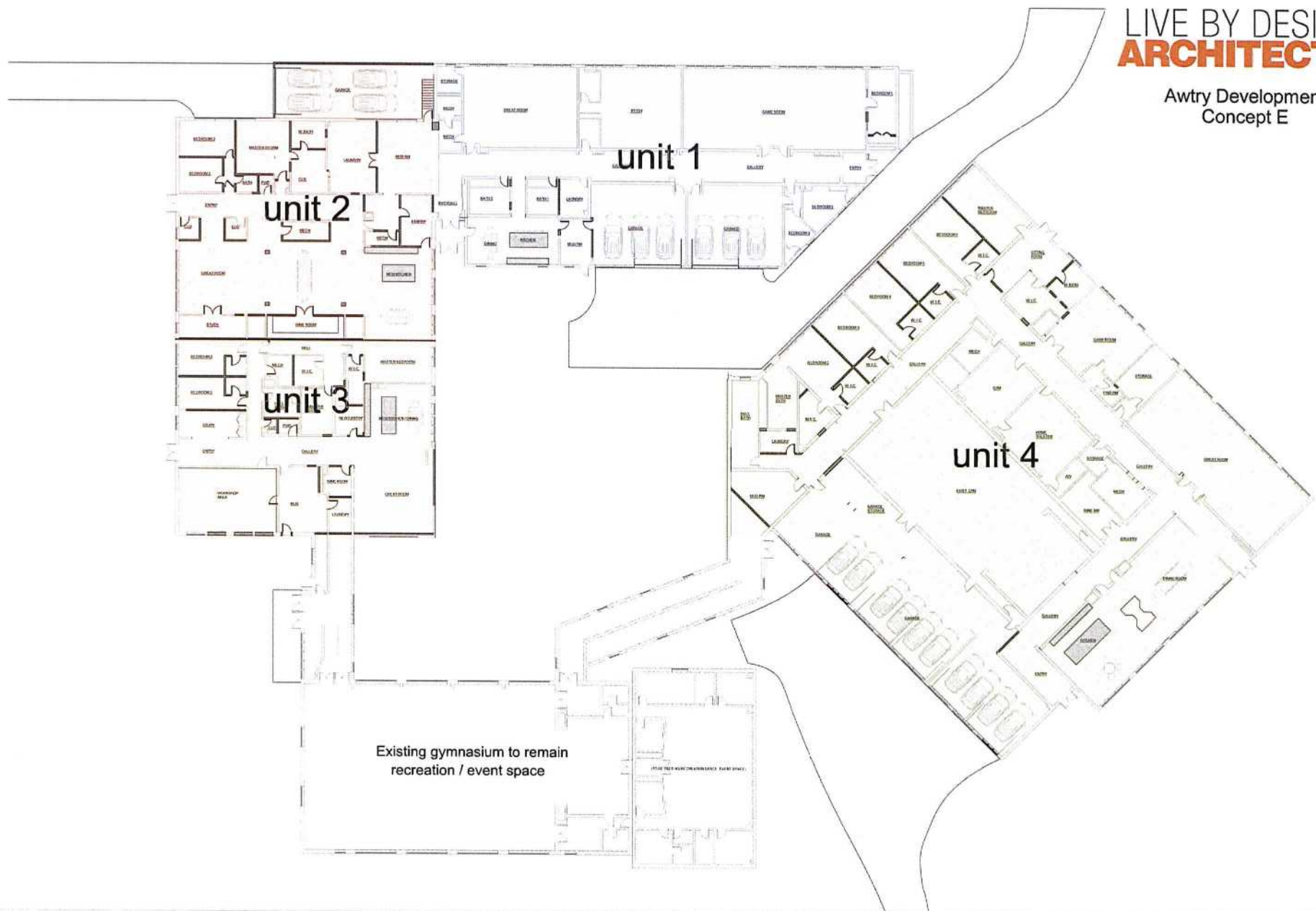


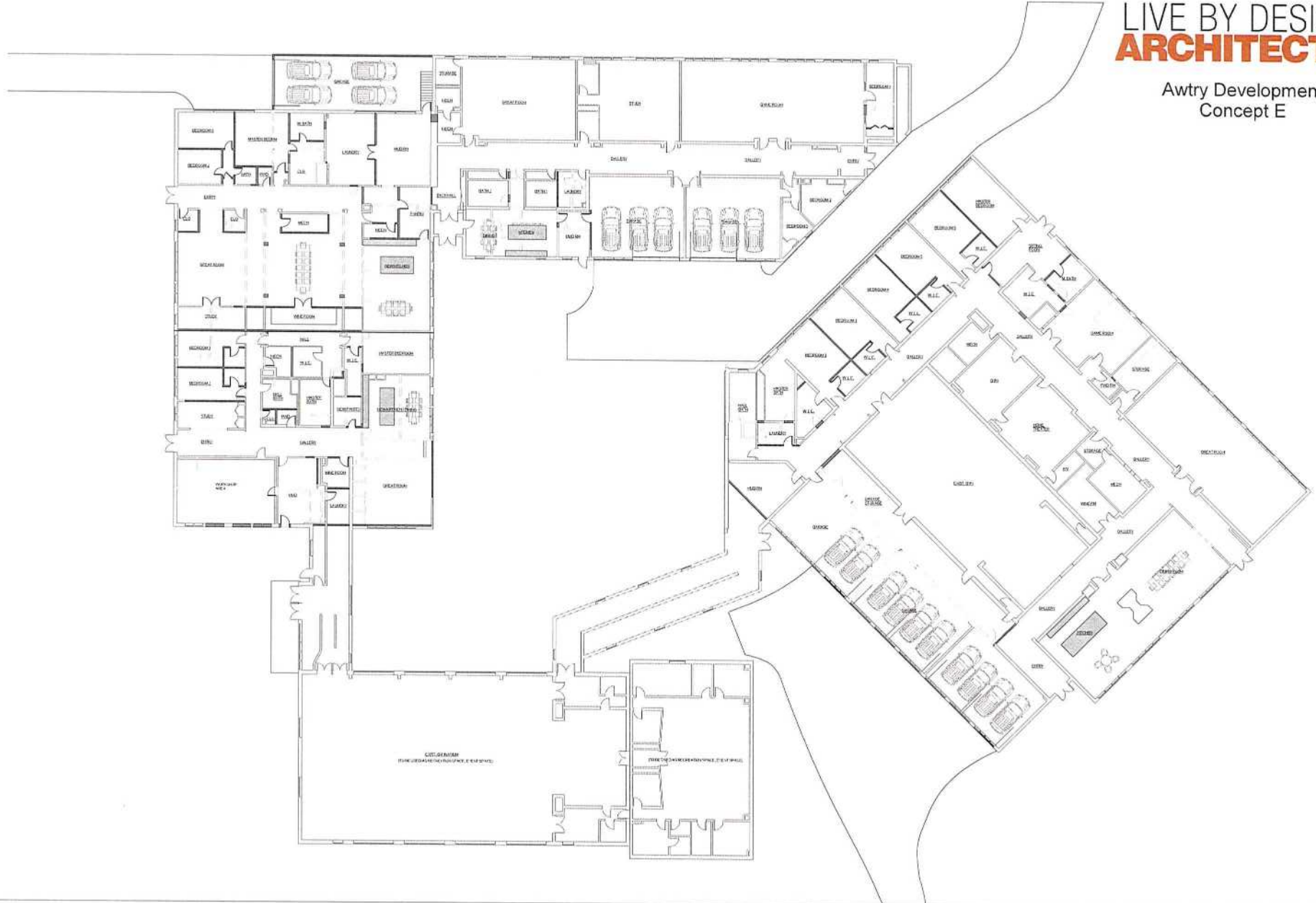














VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Plan Commission Meeting March 9, 2021

February 24, 2021

APPLICANT: MBC Center, LLC (Owner), Charles Pollard (Agent)

TAX KEY: WBV 00006

STREET ADDRESS: 139 Congress St, Village of Williams Bay

Concept plan review is Step 2 in the Planned Development review process. At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the planned development concept plan. Appropriate topics for discussion may include the any of the information provided in the concept plan submittal packet, or other items as determined by the Plan Commission. The Plan Commission shall make a recommendation to the Village Board regarding next steps for the applicant.

Points of discussion, recommendations, and suggestions conveyed at this stage of the process shall be in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal application for rezoning, which accompanies the General Development Plan application.

Staff Comments:

- The Planned Development Overlay District is intended to promote improved design and innovative land uses in the Village in accordance with the Village Comprehensive Plan. This overlay district allows variations from the typical base zoning district requirements in developments that are conceived and implemented as cohesive, unified projects. In exchange, these unified projects must be developed in accordance with detailed site plans approved only following a careful review process. Areas that may be deemed appropriate for the Planned Development Overlay District include: land use transitional areas, areas where a mix of land uses already exists, infill or redevelopment areas, and established or planned commercial areas.

Respectfully submitted,

Bonnie Schaeffer
Zoning Administrator

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | USA | williamsbay.org
Email: inspector@williamsbay.org | Phone: 262-245-2704 | Fax: 262-245-2705