

VILLAGE OF CHENEQUA

CHENEQUA PLAN COMMISSION MEETING MINUTES OF MONDAY,
APRIL 11, 2005. Unofficial until approved by the Plan Commission. Approved
as written () or with corrections () on _____.

The regular monthly meeting of the Plan Commission of the Village of Chenequa was held at 5:00 PM on **Monday, April 11, 2005**, at the Village Hall, 31275 W. Hwy K, Chenequa, Wisconsin. Legal requirement for notification of the news media had been met. The following Commission members were in attendance:

Chairman Styza, Mr. Harkness, Ms. Garnham, Mr. Rolfs, Mr. Zlotocha, Mr. Gehl, Ms. Surlles, Mr. Tising/ Building Inspector, Attorney Krutz, Mr. Douglas/Police Chief-Administrator , Ms. Zimdars/Clerk.

Attendance

W. Kent Johnson, Mr. Boucher, Ms. Youker

Minutes

Motion (Harkness/Rolfs) to approve the Plan Commission minutes of the special meeting held February 15, *Carried Unanimously*.

Consider addition/remodel to Youker residence located at 5581 N Hwy 83

Kent Johnson of Johnson Design gave a presentation describing the proposed changes to the Youker property. House will be expanded 8ft with minimal impact on the lake/neighbors. Will use existing porch and blend into new addition. Will power wash then apply semi-transparent stain to the exterior. Roofing will remain the same. Member Garnham questioned the accuracy of the survey. Chair Styza stressed the importance of an accurate survey and suggested a current survey could be requested. Mrs. Youker indicated the survey was current. Mr. Boucher stated his concern to ensure the lot line doesn't change, and that the project should be staked out before it is started. Inspector Tising indicated the side yard set backs are being adhered to properly. Motion (Harkness/Garnham) for final approval of the Youker addition/remodel, *Carried Unanimously*.

Administrator's Report

Administrator Douglas introduced a *proposed* new building permit review requirement form. Discussion ensued regarding the reason for the new form. Inspector Tising noted the packet has been redone too many times. The new form would be one summary page stating clearly what is required. All the information contained in the packet has been narrowed to 2 pages rather than a whole book. Suggested in the future should demand a current survey even if adjacent property owners aren't concerned. Member Garnham requested clarification for "current". Chairman Styza defined current to mean within 12 months of application. Additional discussion ensued on the revamped building

permit review requirement form. Member Garnham suggested the new single sheet format could be very useful and suggested including it in the packet handed out to new residents as well as those considering buying. Also stated the new form should make clear that no alterations are allowed until the building permit has been issued.

Building/Zoning Ad Hoc Committee

Chairman Styza stated the Building/Zoning Ad-Hoc committee will be chaired by Wm. Biersach, with Kathy Seidel will be the Vice Chair. The committee members have not yet been selected.

Discussion followed regarding the exchanging of information via email. Plan Commission members were cautioned by the Village Attorney to be sure not to violate open meeting policy. Simple distribution of information is ok, but public comment without the public at large is considered a rolling meeting or rolling quorum and would violate public notice laws.

With no further discussion being heard, Chairman Styza adjourned the meeting at 5:40 PM.

Respectfully submitted by:

Bonita Zimdars
Clerk-Treasurer Village of Chenequa