

VILLAGE OF CHENEQUA

CHENEQUA VILLAGE PLAN COMMISSION MEETING
MINUTES OF MONDAY, February 12, 2007.
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 6:00 PM on **Monday, February 12, 2007**, at the Village Hall, 31275 W. Hwy K, Chenequa, Wisconsin. Legal requirement for notification of the news media had been met. Following is the attendance list:

Mr. Styza/Village President, Chairman - present
Mr. Zlotocha, Mr. Bellin, Mr. Foote, Mr. Rolfs/ Members – present
Ms. Surlis/ Members - absent
Mr. Tising / Building Inspector – present
Mr. Douglas /Police Chief, Administrator, Zoning Administrator – present
Ms. Zimdars /Clerk-Treasurer - present

Attendance

Paul Schultz – Wilkey Architect

Public Comment

None.

Chairman's Report

None.

Consider approval of minutes of January 8, 2007, regular meeting.

Motion (Bellin, Zlotocha) to approve the Plan Commission minutes of the meeting held Monday, January 8, 2007, *Carried Unanimously*.

Final – Review and consider plans submitted by Richard and Susan Wilkey for a new garage at their residence located at 5112 N Hwy 83.

Building Inspector Tising explained the plans called for demolishing the current garage that stands on the property and recreating a new garage over that same spot, with the exception that the new garage would extend a few feet farther toward Hwy 83. He said the setback would be at 67 ½ feet from Hwy 83, and all codes have been met. He told Plan Commission members that the preliminary plans were approved by the members last month and that the architect has now brought in the final plans which include a list of materials to be used. Zoning Administrator Douglas said all zoning codes were met. Mr. Zlotocha asked if he understood correctly that the reason no landscaping plans were provided was because no additional landscaping would be performed. Architect Paul Schultz told him that was correct. Mr. Rolfs asked if the new garage would match the house. Architect Schultz said the proposed garage would match the house; blue with white trim and a black roof.

Motion (Foote, Rolfs) to approve plans submitted by Richard and Susan Wilkey for a new garage at their residence located at 5112 N Hwy 83, *Carried Unanimously*.

Administrator's Report

Review of Building Permit Review Requirements form.

Zoning Administrator Douglas explained that this form is the form the applicant gets when coming in for a building permit. The current process is for the applicant to first meet with Building Inspector Tising and Zoning Administrator Douglas to have their plans reviewed to be sure current codes will be met. If the plan meets with their approval, it will then go to the Plan

Commission for Preliminary approval. After that it goes to the Village Board. Zoning Administrator Douglas pointed out that the fine print leaves an option open for an applicant to submit a preliminary as well as a final plan at the same time. He then mentioned that many times, by the time it is brought in, it is already in final form. Building Inspector Tising told Commission members that a conceptional plan cannot be approved, and that a complete plan must be submitted. Mr. Rolfs stated he liked the two step process. President Styza said he views it as a 3 step process – first the conceptional brought in for Zoning Administrator Douglas and Building Inspector Tising; then a preliminary, then a final. Mr. Rolfs suggested a notice could be placed on the village website stating the importance of contacting the Zoning Administrator and the Building Inspector prior to getting started with the project. Mr. Rolfs then questioned whether this form was on the village website, saying it should be included by the zoning codes. Mr. Bellin asked if all building codes were on the website and Zoning Administrator Douglas told him they were. President Styza told Commission members there are many building permits that they don't see, but a procedure of starting a monthly building permit report could be put in place. Zoning Administrator Douglas said a monthly report listing work on any project could be given to Commission members. President Styza asked if a person were to re-roof, would they need a permit, to which Building Inspector Tising replied yes. He then asked if a permit would be required for new windows, and Building Inspector Tising said not necessarily. Mr. Zlotocha said he felt work on lake shore homes especially needed to be monitored. Building Inspector Tising said it would be very easy to generate a report. He said that the village residents are the eyes and ears of the village and if no permit is taken out for a project, he gets a call from them.

Mr. Zlotocha said he didn't think the 1st sentence in the fine print was necessary and also that it is counter-productive. Building Inspector Tising explained that this form was previously six pages long, and when they started cutting it down, they determined if a final plan were brought in, they could proceed. Mr. Bellin said a notice does not have to be published, so ultimately it would be a 2 month process. Building Inspector Tising said if a simple plan were brought in, it could be done as a final. Mr. Foote suggested rewording the document to say, "...on a simple plan..." Building Inspector Tising said if the Plan Commission and the Village Board both like the survey, setbacks, etc., the plan should be able to proceed, and on the other hand, if there is something the Commission and Board do not like, it won't proceed. Mr. Zlotocha said he thought the sentence should be taken out. He also said something else he has seen both a great deal as well as poor compliance with was the plan as viewed from the lake. Mr. Zlotocha said he has seen some stunning digitally- enhanced photos and some that were not so good – questioning if the drawings were even helpful at all. Mr. Rolfs said that the Commission says, "drawing" but should also say "digitally-enhanced photos". Mr. Zlotocha asked if the trees were over the house or is the house over the trees, how do you view this... from which vantage point? He asked if any technical specifications could be added, saying it would be nice to have direction. President Styza said he could get the name of the procedure used and that procedure could be added where it says "conceptual design of structure being proposed". Mr. Zlotocha said he would like to see the fine print segment of the form reworded. Mr. Rolfs asked if permits should be placed on the village website and Building Inspector Tising told him it was no one else's business. President Styza said a monthly written report given to Plan Commission members each month should be fine. He suggested running a list every month, and keeping all open permits on the running list. Mr. Foote said the amount of the permit should not be included in the report. Building Inspector Tising said the report would include only the permit, the address, and the project.

Adjournment

Meeting adjourned at 6:32 p.m.

Respectfully submitted by:

Bonita Zimdars
Chenequa Clerk/Treasurer

Approved and Ordered Posted by:

Bryce Styza
Chenequa Village President