



AGENDA  
Village of Chenequa  
Monday, September 9, 2024  
31275 W County Road K, Chenequa, WI 53029

*This is official notice that the regular monthly meeting of the Village Board of Trustees for the Village of Chenequa will be held immediately following the Plan Commission meeting, on Monday, September 9, 2024, in the Village Board Room and via Zoom Communications. The following matters will be discussed, with possible actions:*

Call to Order  
Pledge of Allegiance

1. Public comment period: *Public comments on any subject without any action, except possible referral to a governmental body or staff member.*
2. Approval of minutes from the Village Board meeting on August 12, 2024.
3. Approval of Invoices.
4. Review and Consider Action on proposed landscape plan at 4667 N Pine Meadows Lane, Michael Kelly. (Tax Key No. 734-991-001).
5. Review and Consider Action on proposed landscape plan at 6577 N Hwy 83, John Syburg. (Tax Key No. 371-979-002).
6. Review and Consider Action on proposed fence at 7141 N State Road 83, Brett and Kathaleen Swanson. (Tax Key No. 370-994).
7. Review and consider action on Ordinance 2024-09-09-01 Amendment to Pier Regulation in relation to lighting and frontage sliding scale.
8. Review and consider action on Resolution 2024-09-09-01 Amendment to Personnel Policies and Procedures Manual, Section 4. Sub 2. Sick Leave use for immediate family.
9. Review and consider action on Resolution 2024-09-09-02, Schedule of Fees, Snow Plow Fee Increase and Audio and Video Recording Redaction Fees.
10. Review of 2023 Tax Chargeback, 5525 N State Road 83, 0418 995 002, Correction of Assessor Error.
11. Review and discussion of Regulation of Trees and in relation to Ordinance 6.9 Removal of Shore Cover.
12. Report – Forester.
13. Report – Captain.

14. Report – Village Administrator.
15. Report – Village President.
16. Report – Village Attorney.
17. Agenda items to be considered for future meetings.
18. Adjournment.

Respectfully submitted by:  
Deanna Braunschweig  
Village Clerk – Treasurer

**To participate via Zoom:**

<https://us02web.zoom.us/j/83336192376?pwd=yaZTrwYMGyrxdecvbzOfFHXYGbJlyx.1>

**Meeting ID is 833 3619 2376 and the Passcode is 291906**

Or Dial: 301 7158592 US

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Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administrator with as much advance notice as possible. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any other governmental body except by the governing body noticed above.

NOTICE OF POSTING TO VILLAGE HALL BULLETIN & WEBSITE

Village Clerk posted this agenda on Wednesday, September 4, 2024 by 4:30 PM

VILLAGE BOARD MINUTES  
VILLAGE OF CHENEQUA

VILLAGE OF CHENEQUA - VILLAGE BOARD MINUTES  
OF MONDAY, August 12, 2024  
Unofficial until approved by the Village Board.  
Approved as written ( ) or with corrections ( ) on \_\_\_\_\_.

A meeting of the Village Board of Trustees was held on Monday, August 12, at 6:51 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Village President – present on-line  
Ms. Manegold / Trustee - present  
Mr. Pranke / Trustee – absent  
Ms. Gehl Neumann / Trustee - present  
Mr. Grunke / Trustee – present  
Ms. von Hagke / Trustee – present  
Mr. Kubick / Trustee – present on-line  
Mr. Gartner/ Village Attorney Representative - present  
Mr. Lincoln / Zoning Administrator-Forester - present  
Mr. Neumer / Administrator-Police Chief – present  
Mr. Carney / Police Captain – present  
Ms. Braunschweig / Village Clerk – present

**Call to Order**

**Pledge of Allegiance**

**Public in Attendance**

Julie Petri, Carrie Gale, Judy Hansen, Jeff Harris, Debbie McNear, Ted Rolfs, Cody Hagfors, Julie Rolfs, George Rolfs, Jason Luther, Matt Fennig, Alan Enters, Rick Krivia

**Public Comment**

President Villavicencio read a prepared statement allowing for public comments of two minutes or less.

Ted Rolfs commented he wants a new ordinance to allow fireworks from July 2<sup>nd</sup> to July 6<sup>th</sup>, midnight cut-offs. Ted Rolfs commented he would like to amend the ordinance of dogs at large and off leash and add “control means voice control”.

Debbie McNear spoke in favor of the tree ordinance and of the storm water plan for the Gottsacker property.

Julie Rolfs spoke in favor of the tree ordinance, Tree City USA, and commented that the welcome packet includes the tree ordinance information. She commented that there are trees that need to be added.

Jason Luther commented that he agreed with Ted Rolfs comments to allow fireworks and dogs off leash. Jason Luther commented on the variance process and concerns of denial.

**Approval of minutes from the Village Board meeting on July 8, 2024.**

**Motion (Kubick/von Hagke) to approve the minutes from the Village Board meeting of July 8, 2024, as presented. Motion carried.**

**Approval of Invoices.**

**Motion (Grunke/Manegold) to approve the invoices, as presented. *Motion carried.***

**Review and consider action on Lake Country Fire and Rescue IMA Agreement to allow greater than CPI plus 2%.**

Lake Country Fire and Rescue Chief Fennig presented information on the 2025 budget. He reported on a recent budget workshop. The increase is related to staff and hiring. This goes beyond 2% plus two. The Village of Chenequa counts 291 ESEs or Emergency Service Equivalents. The entire ask would be an additional \$167 per household in 2025. Benefits include the additional staff that is spread out over six to seven years. The brown outs have decreased.

**Motion (Kubick/Grunke) to allow greater than CPI plus 2%. *Motion carried.***

**Review and consider action on stormwater plan for the landscape plan for new primary residence at 7149 N. State Road 83 as submitted by Peter and Elizabeth Gottsacker (Tax Key No. CHQV 370-997-001).**

Lincoln reported on the stormwater drain plan, result is little to no flow above ground.

**Motion (Grunke/von Hagke) to approve stormwater plan for the landscape plan for new primary residence at 7149 N. State Road 83 as submitted by Peter and Elizabeth Gottsacker (Tax Key No. CHQV 370-997-001). *Motion carried.***

**Review and Consider action on Report from Lake Management Committee of pier sliding scale offset.**

Debbie McNear commented on the variance process. She suggested that the appeal go through the Village and water management committee. Discussion ensued of predetermined lots on the lake with different standards due to hardship that is not in the property owner's control. Discussion ensued of the land and conditions that come into play. Discussion ensued of the board of appeals variance process and possible alternatives. Discussion ensued of the committee working on alternative solutions and to bring back options with exceptions.

The new language is in draft form with the attorney. The final language is to be approved by the DNR. Discussion ensued of the ordinance process and submittal to the DNR.

**Motion (Manegold/Gehl Neumann) to postpone until there is an updated ordinance. *Motion carried.***

Discussion ensued of allowing additional special use as an option or create a new set of standards for only piers. The DNR requested a map and shoreline and pierhead line. Ready to submit; however, will hold off until the additional information is approved.

**Review and consider action on Regulation of Trees and in relation to Ordinance 6.9 Removal of Shore Cover.**

The Plan Commission made a recommendation to start with education for the residents with brochures. Lincoln presented information as in the packet. The options of permitting were presented along with specimen tree list. Discussion ensued of the permitting process to remove a tree. Discussion ensued of a permanent permit and the options that would require a permit.

Discussion ensued of the spontaneity of tree removal when needed and property rights.

Discussion ensued of the amount of work to remove a large tree. Discussion ensued of removal of trees from off-lake property and possible annual permit. Discussion ensued of an annual permit and annual tree walk.

Discussion ensued that 0-75 feet off lake and then the remaining as a blanket ordinance. Discussion ensued of an opportunity to make a very similar permitting process as compared to a burning permit.

Discussion ensued of the plan commission recommendation to put together a brochure to distribute to all residents via email / electronically. Discussion ensued to name it the “Essence of Chenequa”.

Discussion ensued of the current tree removal process and emergencies and leaning trees.

Discussion ensued of the tree species and if there needs to be an updated specimen category. Discussion ensued to clarify the specimen list river birch, dogwood, black cherry, pogota dogwood, bass wood / lynden, and willow.

Discussion ensued that there is no permit required for pruning or uprooted trees. Discussion ensued of oak wilt and fungus. The Village has an ordinance in place for oak wilt. There are instances where a dead tree can be called a public nuisance.

**Motion (Gehl Neumann/Grunke) to draft language as option two and add nuisance trees.** *Motion carried.*

Report – Village Forester – No report.

Report – Village Captain – The Village is going to Microsoft 365 for two factor authentication.

Report – Village Administrator – Commented to go back to Wednesday posting of Village Board and Plan Commission Agendas.

Report – Village President. – No Report.

Report – Village Attorney – Working on the pier ordinance and plugged in no lights on piers. Waiting to hear back from the DNR. Any other areas considering changing the pier head ordinance. He is also working on fence ordinance amendments. Questions include decorative fence, garden, deer, screenings, and dog runs.

**Future Agenda items to be considered:**

Discussion ensued to allow fireworks between July 2 – July 6 and nothing after midnight and discuss dogs at large.

Discussion ensued to allow the village personnel manual mirror the police contract.

**Adjournment**

Motion (Grunke/Manegold) adjourn the Village Board meeting at 8:22 p.m. *Motion carried.*

Respectfully submitted by:

Approved and Ordered Posted by:

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Deanna Braunschweig

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Jo Ann F. Villavicencio

Village Clerk - Treasurer

Village President



**STAFF REVIEW**

**Date:** August 28<sup>th</sup>, 2024

**Meeting Date & Time:** Monday, September 9<sup>th</sup> at 6:00 p.m.

**To:** Plan Commission, Village of Chenequa

**From:** Planning Department

**Subject:** Site Plan Review

**Owner:** Micheal Kelly

**Location:** 4667 N Pine Meadows Lane

**Project Description:** Landscaping on lakeside

**Zoning District:** Residence District – Lot Abutting Lake

	<b>REQUIRED RES. DISTRICT</b>		<b>PROPOSED PROJECT</b>	
<b>LOT AREA:</b>	2	acres	2.1	acres
<b>LOT WIDTH: AVERAGE</b>	150	L.F. min.	155	L.F.

Dear Village Board of Trustees,

During a routine site inspection, I was made aware of a zoning violation on Mr. Kelly’s property at 4667 N Pine Meadows Lane. Onsite, I discovered that a hillside of Mr. Kelly’s property had been cleared of brush and graded out. Additionally, some of the existing landscaping had been ripped out.

A stop work order was issued to the property immediately and proper erosion control was ordered to be installed to stabilize the hillside from erosion into the lake. Mr. Kelly complied with these orders.

Following the initial site visit, a meeting was arranged with Mr. Kelly to discuss plans and proper procedures to get necessary approvals. Mr. Kelly was directed to assemble a landscape plan that accurately reflected the proposed work to be completed to the property.

The proposed landscaping plan includes replacing a set of stairs and adding several retaining walls.

1.) Replacing stairs

- a. As Mr. Kelly has indicated in his letter (attached), There was an existing railroad tie stairway along the west side of the house that was failing. He wishes to replace this with Lannon stone steps to connect with a set of existing Lannon stone steps

already on the property.

- b. The landscape plan shows the proposed area where these steps will be replaced.
- c. A rendering has been prepared that shows the approximate layout of the proposed new steps.

2.) Proposed Retaining walls

- a. Mr. Kelly proposes to extend two retaining walls that are currently situated west of the existing house.
- b. In addition, Mr. Kelly proposes to include three smaller Lannon stone retaining walls as indicated on the included rendering prepared by Wally's Landscape Company.
- c. These walls must remain greater than 10' off the west property boundary
- d. These proposed walls are greater than 75' from the ordinary high-water mark of Pine Lake.
- e. A rendering has been prepared that shows the approximate layout of the proposed new retaining walls.

3.) Replanting

- a. In addition to the trees and shrubs that are owed as a result of recent cutting permits, Mr. Kelly also wishes to plant a wildflower prairie mix on the hillside where the walls are proposed.

c: Dan Neumer, Administrator  
Deanna Braunschweig, Clerk  
Paul Launer, Lake Country Inspections  
Micheal Kelly, Owner  
Cody Lincoln, Zoning Administrator



The attached Landscaping Plan has two components detailed below. The Plan is designed to address significant water intrusion on the south side (the non-lake side) of my home as shown in the plan.

1. Remove existing failed railroad tie stairway next to the house and install a new section of Lannon Stone steps to meet up with the existing Lannon Stone stairway. This will allow us to regrade the area to restore the original pitch away from the house.
2. Extend two existing retaining walls on the west bluff and install bluff stone and wildflower ground cover per Cody Lincoln's recommendation. This will allow us to protect the existing bluff line where buckthorn and dead ash trees were removed.

It is important to note that both components of this Landscaping Plan are outside of the 75-foot buffer from the shore of the lake. The Landscaping Plan was coordinated and discussed with Cody Lincoln at an on-site meeting prior to this request for Plan Commission Review was submitted.

Thank you for your time and consideration.

Mike Kelly

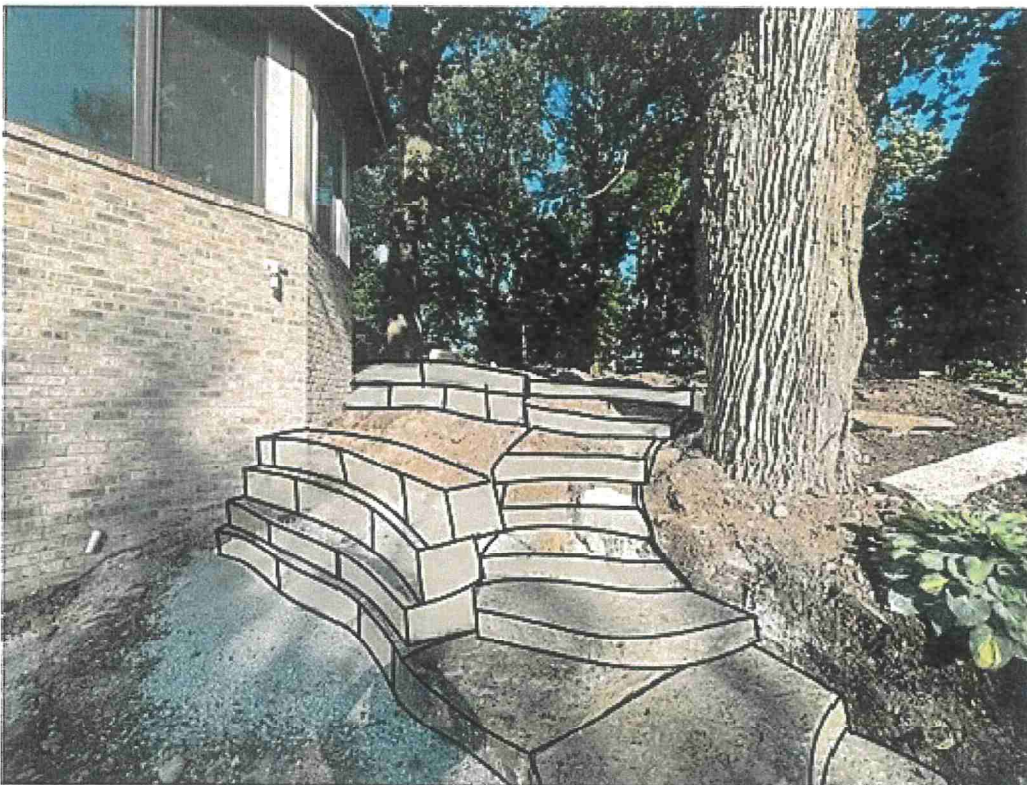
**MJKMKE1@outlook.com**

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**From:** Michael Kelly <kellymke@icloud.com>  
**Sent:** Monday, July 29, 2024 10:52 AM  
**To:** Michael Kelly  
**Subject:** Fwd: Drawings

Begin forwarded message:

**From:** Wally Haines <wally@wallyslandscapeco.com>  
**Date:** July 29, 2024 at 10:43:07 CDT  
**To:** Michael Kelly <kellymke@icloud.com>  
**Subject:** Drawings



**MJKMKE1@outlook.com**

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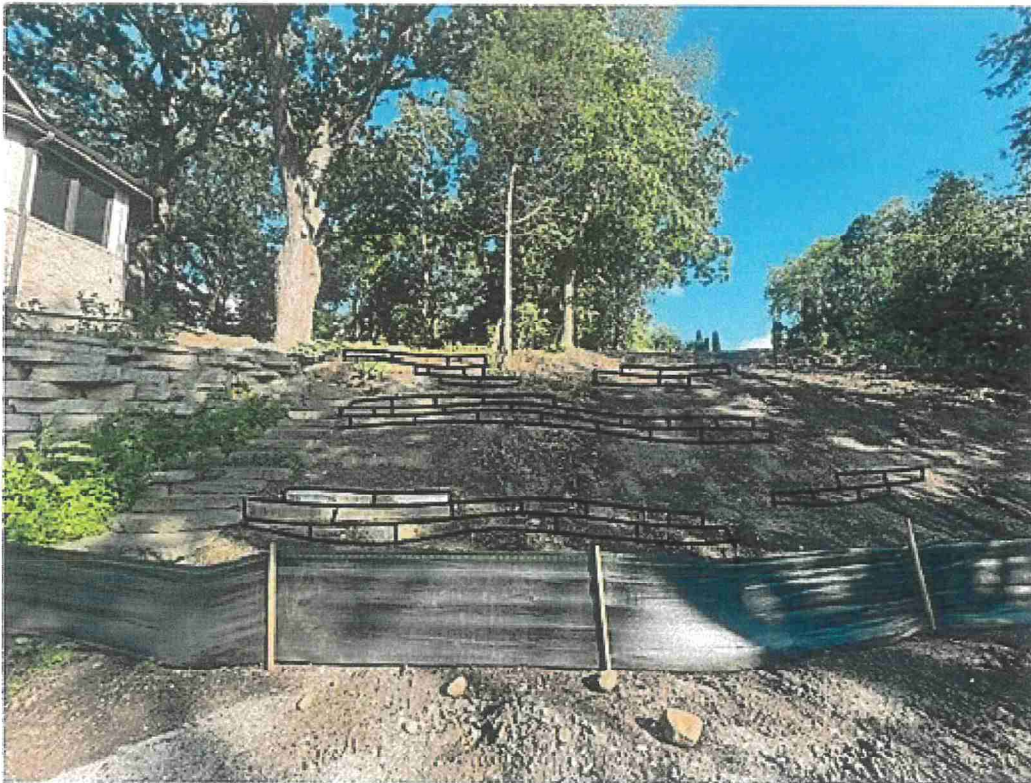
**From:** Michael Kelly <kellymke@icloud.com>  
**Sent:** Tuesday, July 30, 2024 8:02 AM  
**To:** Michael Kelly  
**Subject:** Fwd: Drawings

Begin forwarded message:

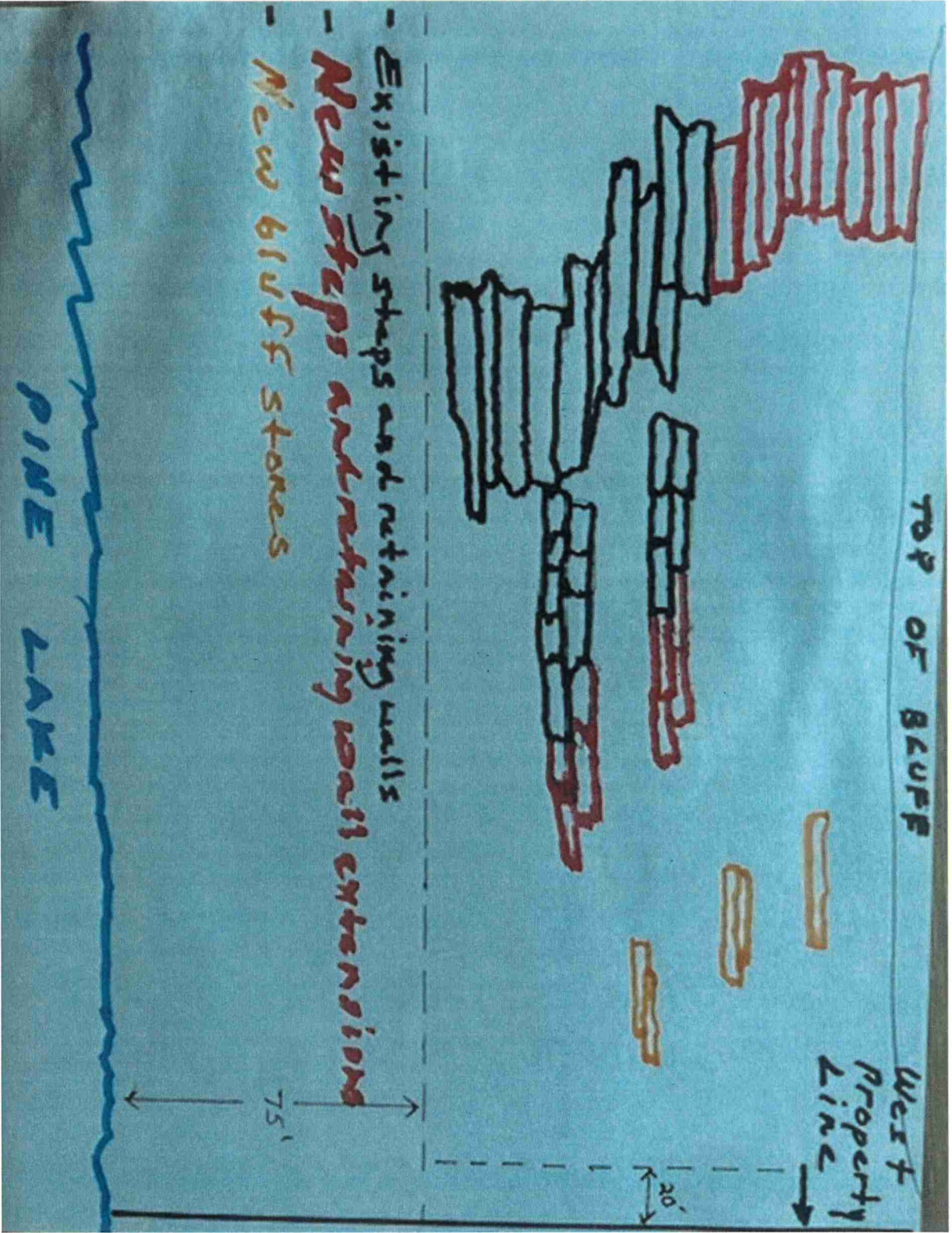
**From:** Wally Haines <wally@wallyslandscapeco.com>  
**Date:** July 30, 2024 at 07:56:52 CDT  
**To:** Michael Kelly <kellymke@icloud.com>  
**Subject:** Re: Drawings

Did you get this email?

On Mon, Jul 29, 2024 at 10:48 AM Wally Haines <[wally@wallyslandscapeco.com](mailto:wally@wallyslandscapeco.com)> wrote:







TOP OF BLUFF

West Property Line

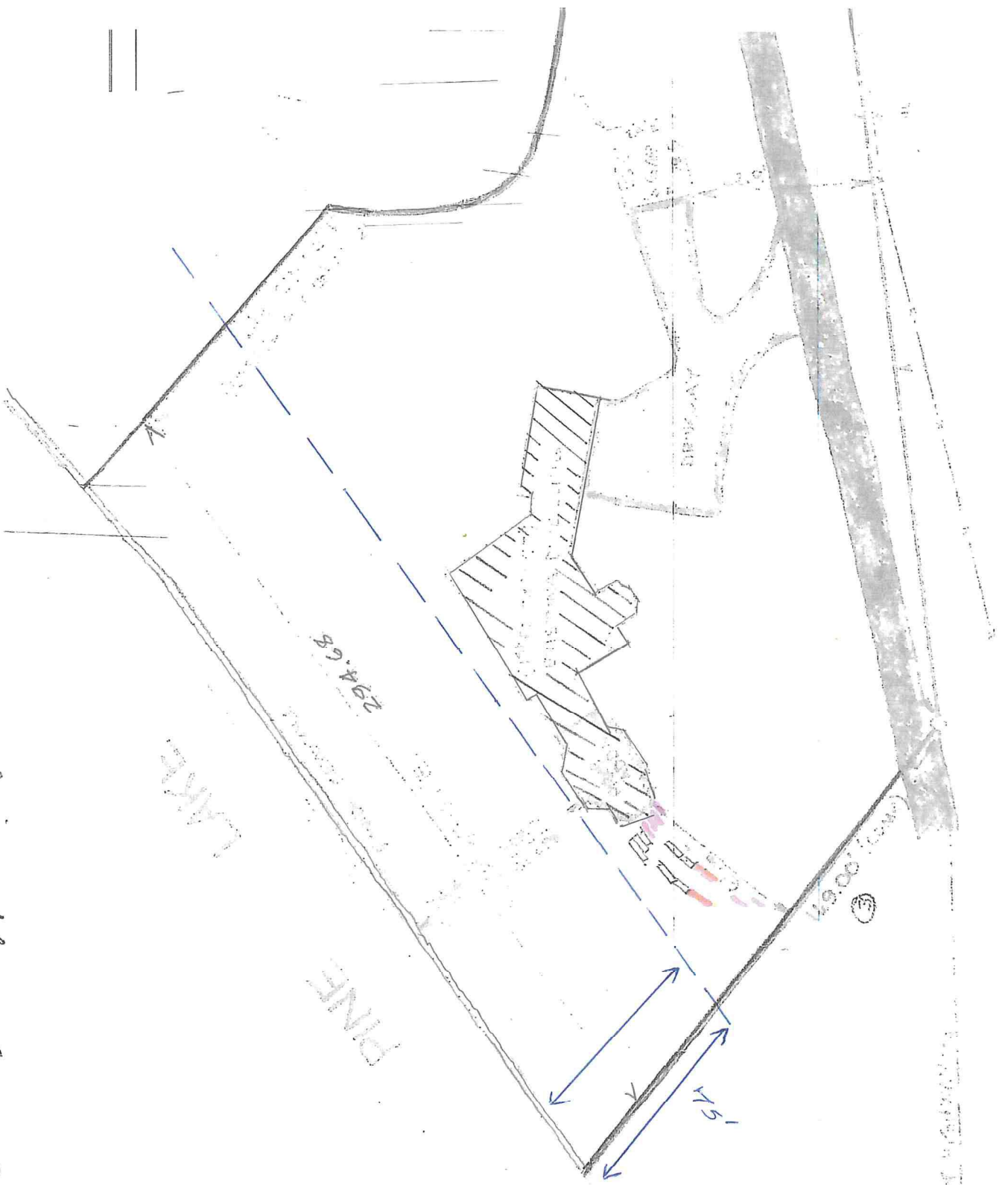
20'

75'

PINE LAKE

- Existing steps and retaining walls
- New steps and retaining walls extensions
- New bluff stones

*Survey Illustrating the Components  
of the Landscaping Plan*



- Extraction of existing retaining walls*
- Completion of removal stairs*
- Install bluff stops*



## STAFF REVIEW

**Date:** August 28<sup>th</sup> 2024

**Meeting Date & Time:** Monday, September 9<sup>th</sup> at 6:00 P.M.

**To:** Plan Commission, Village of Chenequa

**From:** Planning Department

**Subject:** Landscaping Plan Review

**Landscaper:** Century Landscaping

**Owner:** John and Julia Syburg

**Location:** 6577 N State Road 83

**Project Description:** Landscaping on Lake Side

**Zoning District:** Residence District - Lot Abutting a Lake

	<b>REQUIRED RES. DISTRICT</b>		<b>PROPOSED PROJECT</b>	
<b>LOT AREA:</b>	2	acres	3.2	acres
<b>LOT WIDTH: AVERAGE</b>	150	L.F. min.	255	L.F.

### COMMENTS:

1. The applicant proposes landscaping on the lake side elevation of the property.
2. Plans include, adding a path, and replacing existing stairs.

#### 1.) Proposed path

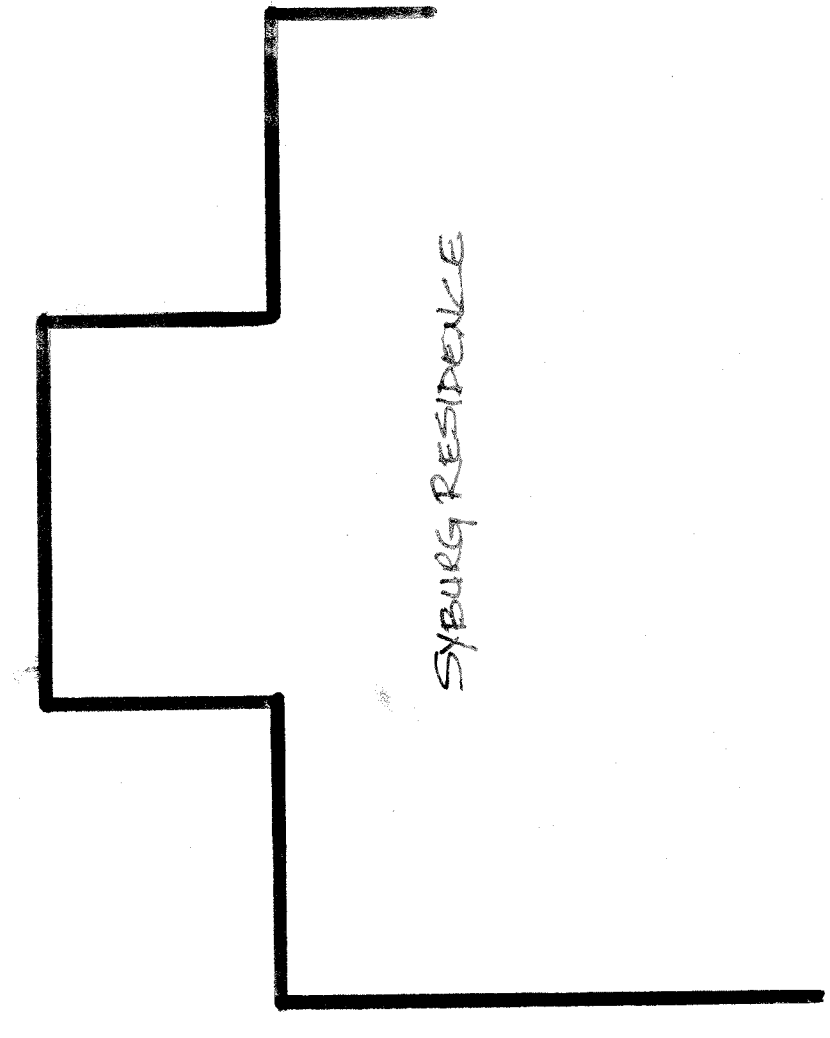
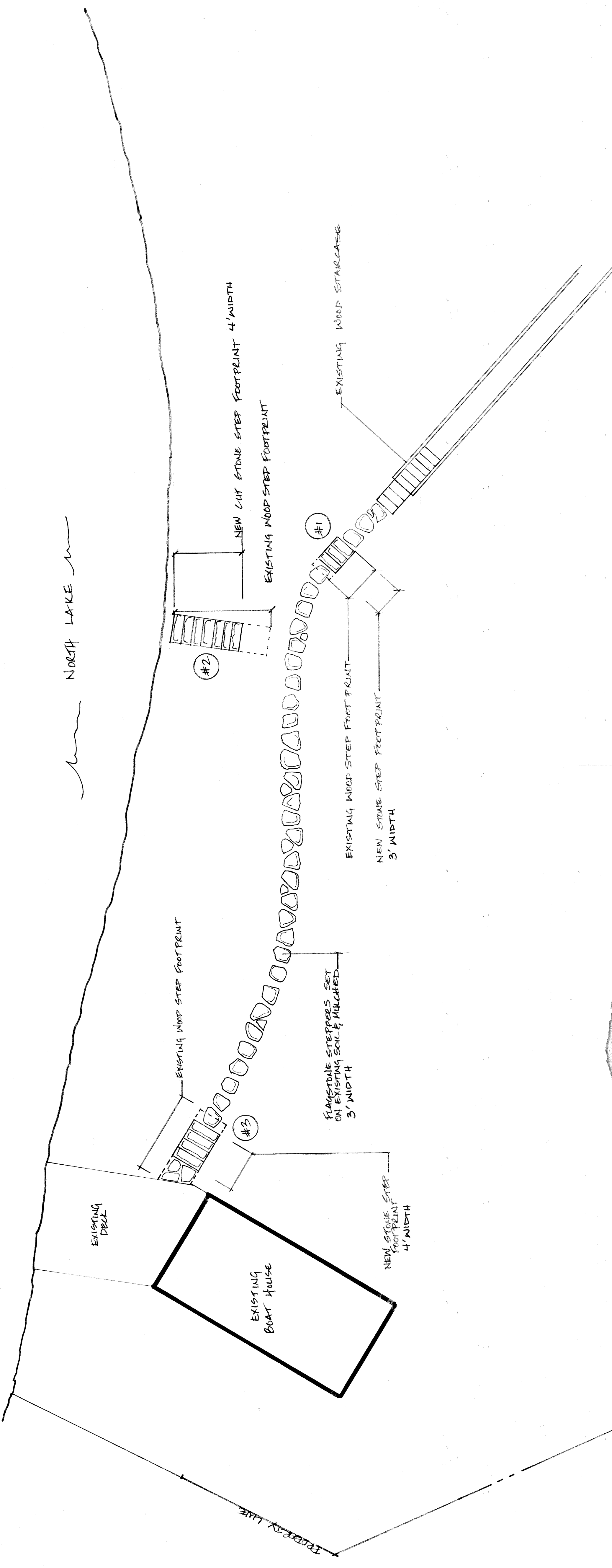
- i. The path is proposed to be constructed of flagstone steppers set on the existing soil.
- ii. See landscape drawing for proposed path location.
- iii. The proposed path will not exceed 3' in width
- iv. A photo sample has been provided in the included packet

#### 2.) Proposed Steps

- i. The applicant is proposing to replace three existing sets of steps with new steps inside the same footprint.

- ii. The existing steps are currently constructed of wooden timbers (see photo in packet).
- iii. The new proposed steps will be constructed of flagstone (see example photo)
- iv. The proposed steps are not to exceed 4' in width
- v. All three proposed sets of steps fall within 75' of the lakefront.
  - i. 6.5(4)(a)(i) currently only allows one set of stairs within the 75' setback from the ordinary high-water mark.
  - ii. The proposed stairs directly replace what is existing legal non-conforming and does not increase the footprint.
- vi. See landscape drawing for proposed location of both stairs.

c: Dan Neumer, Administrator  
Deanna Braunschweig, Clerk/Treasurer  
Cody Lincoln, Zoning Administrator  
John and Julia Syburg, Owners



The Syburg Residence  
 6577 N. State Hwy 83  
 Hartland, WI 53029

Scale: 1" = 8'-0"

1" = 8'



HEAVY



Century LANDSCAPING CO., INC. DESIGN/CONSTRUCTION

This drawing and design concepts are the copyrighted property of Wendy Wiza and Century Landscaping Co., Inc., in which reserves all rights to this plans' use in any manner whatsoever, including reproductions and installation by others. Any non-authorized use or reproduction is strictly prohibited and subject to recovery of all damages.

Plan rights may be purchased, contact Century Landscaping at (262) 966-2822 for fee. Design by: *Wendy Wiza* date 7/19/24





## STAFF REVIEW

**Date:** August 28<sup>th</sup> 2024      **Meeting Date & Time:** Monday, September 9<sup>th</sup>, 2024 at 6:00 p.m.

**To:** Plan Commission, Village of Chenequa

**From:** Planning Department

**Subject:** Site Plan Review

**Owner:** Brett and Kathleen Swanson

**Location:** 7141 N State Road 83

**Project Description:** Fence installation

**Zoning District:** Residence District

### COMMENTS:

1. The applicants are proposing to install a fence with arbors on the property to surround an existing pool.
  2. 5.21(3) requires that swimming pools have an enclosure around them constituting of a fence, wall, structure or combination thereof.
  3. The proposed fence is 5' in height and proposed arbors are 7'10" in height.
    - a. Village code requires that the fence be a minimum of 3'5" not to exceed 8'.
  4. See site plans/sketch for fence location and layout. Red arrows on the site plan indicate the location of the Arbors.
  5. The dimensions of this fenced in area are approximately 80' X 110'
  6. Per the requirements of 5.20 this fence must be at least 2' off the property boundary
  7. The proposed project meets all other requirements of Village of Chenequa Zoning.
  8. A building permit is required from the Building Inspector prior to start of construction.
- c: Dan Neumer, Administrator  
Deanna Braunschweig, Clerk/Treasurer  
Paul Launer, Lake Country Inspections  
Brett and Kathleen Swanson, Owner  
Cody Lincoln, Zoning Administrator



45 ft

49 ft

76 ft

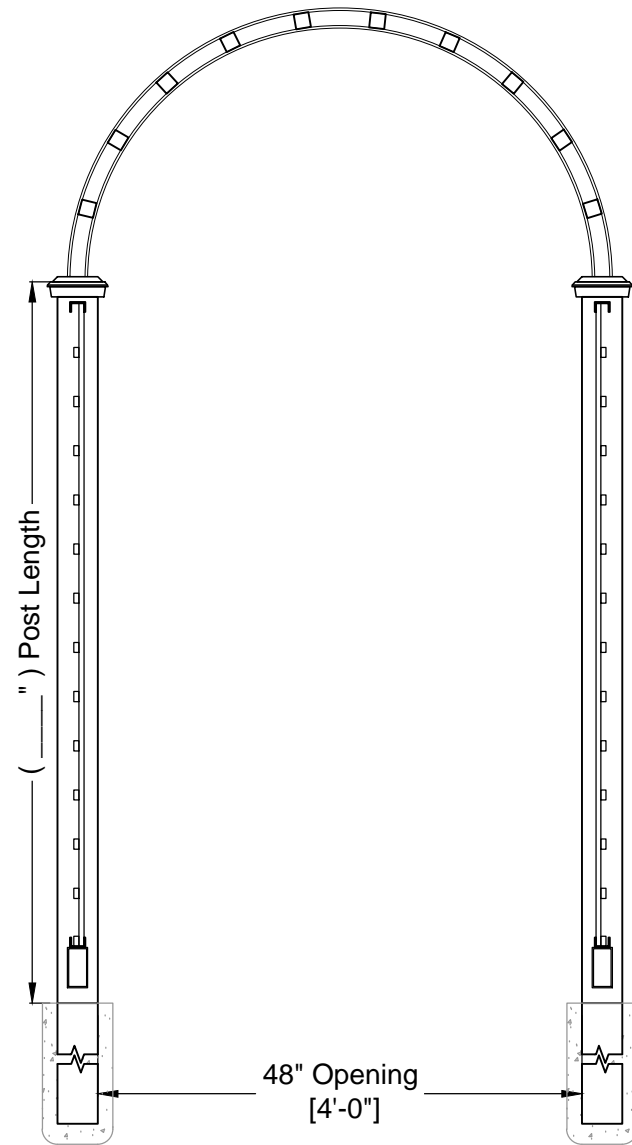
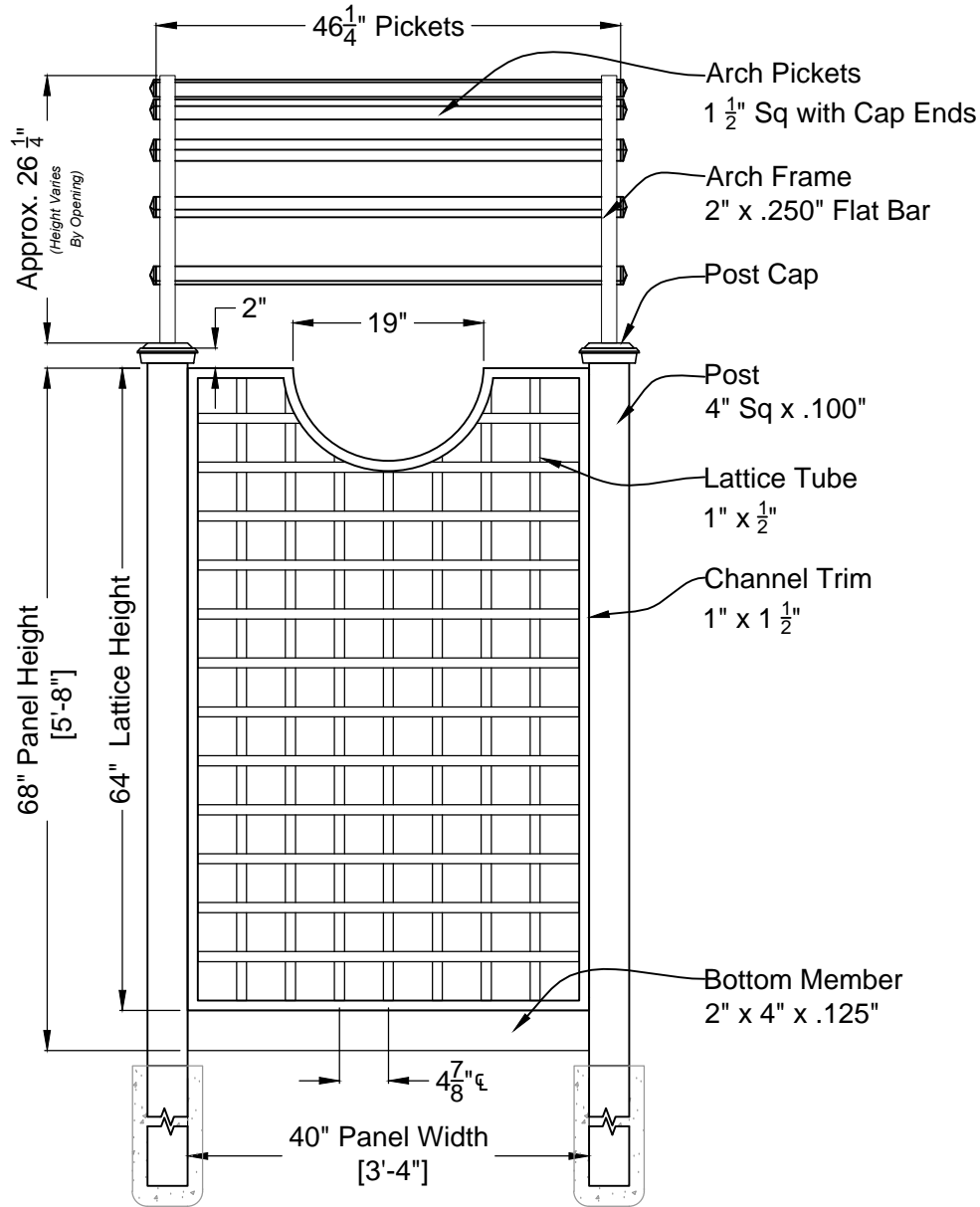
72 ft

20 ft

10 ft

90 ft





**PREMIUM SUN  
Arbor**

Item #: ARBORS48

NOTICE:  
All drawings, specifications and copies thereof are instruments of service only and remain the property of these clients. The reproduction or unauthorized use of these documents on any other project without written permission from IDEAL ALUMINUM PRODUCTS is strictly prohibited. This design is protected by federal copyright laws.



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CONTACT PLAN COORDINATOR FOR  
CLARIFICATION

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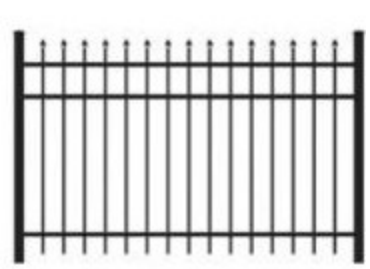
**DRAWING NOTES:**

Checked By: \_\_\_\_\_  
Drawn By: \_\_\_\_\_

Quote / MST #: CAD Resource  
Drawn Date: 31-Jul-18

2300 Parker Drive Phone: 904.417.6400  
St Augustine, FL 32084 Fax: 877.226.4469

Customer Signature: \_\_\_\_\_



## Clerk Treasurer

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**From:** Debbie McNear <mcnearmd@outlook.com>  
**Sent:** Wednesday, August 28, 2024 10:21 AM  
**To:** Cody Lincoln  
**Cc:** Gartner, Thomas O (12716); Jo Ann F. Villavicencio; Clerk Treasurer  
**Subject:** report from LMC for September 9

Dear Cody,

Thank you for reading this at the 9/9 meeting. I am sorry I won't be there. Probably best on the agenda before your regular Forester's report as a report from our Committee.

For September 9

Dear PC/VB,

The Lake Management Committee met August 26 to address an easier and faster way for residents seeking exception to the 80-foot pierhead line. The goal was to find a process that is quicker and less onerous on residents to seeking a variance. The Village Attorney compared the variance process to the conditional use permit process. We discussed them each in detail. The Committee voted and recommends the language before you where exception from the 80-foot pierhead line goes through the conditional use permit process therefore Village Board on regular agenda and exceptions as to lot line setback (we expect very few) goes through the variance process so through the Board of Appeals. We would recommend these conditional use permits be given without an end date. Both of these: a variance and a conditional use permit are attached to a resident's deed after approval.

This new version of the ordinance also incorporates the setback provisions we recommended last month and the lighting ban that was approved.

To summarize, in response to complaints about pier length and size out of DNR regulations we have presented you with an ordinance that:

- 1) Creates an 80-foot pierhead line with a process for appeal through a conditional use permit.
- 2) Size language that is identical to and incorporates the DNR requirements as to loading zone and width.
- 3) Dictates no lighting on piers.
- 4) Dictates no two story or roofed piers.

Sincerely, Debbie Wheeler

Debbie Wheeler

**Village of Chenequa**  
**ORDINANCE NO. 2024 – 09-09-01**

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**AN ORDINANCE CREATING SECTION 4.15 OF THE CHENEQUA VILLAGE CODE  
CREATING A PIERHEAD LINE AND REGULATING PIERS AND WHARVES ON  
PINE LAKE**

**WHEREAS**, the Village is empowered, pursuant to Chapter 30 of the Wisconsin Statutes, to regulate the construction and location of piers and wharves as well as to establish a pierhead line for Pine Lake; and

**WHEREAS**, the Village Board finds and determines that the establishment of ordinance provisions regulating the construction of piers and wharves, and establishing a pierhead line for Pine Lake is necessary and appropriate to further the public health, safety and welfare, to protect the ecology of the Village, to protect the habitat and overall health of Pine Lake and to preserve the rustic character of the Village.

**NOW, THEREFORE, BE IT ORDAINED**, that Section 4.15 of the Village Code is hereby created as follows:

4.15 Pier and Wharf Regulations and Pierhead Line – Pine Lake.

(1) PURPOSE.

The Village Board determines and declares it to be in the best interest of the public health, safety and welfare to adopt regulations governing the construction and location of piers and wharves on Pine Lake in the Village and to create a pierhead line limiting the length of piers and wharves on Pine Lake.

(2) APPLICABILITY.

The provisions of this Section shall apply to the waters of Pine Lake in the Village.

(3) DEFINITIONS.

The definitions contained in the Wisconsin Statutes, and more specifically, Section 30.01 of the Wisconsin Statutes, as the same may be amended from time to time, shall apply to all terms contained in this Section, unless otherwise specifically set forth in this Section. For purposes of this Section, the following terms are defined as follows:

(a) ISLAND:

The Pine Lake Yacht Club Island.

(b) MULTI-LEVEL PIER OR WHARF:

A pier or wharf with more than a single floor.

(c) ORDINARY HIGH WATER MARK (“OHWM”).

Shall have the meaning set forth in NR 320.03(12).

(d) PRE-EXISTING:

A pier or wharf which was legally constructed or first placed in service prior to (Insert the effective date of this ordinance) and which complied with the Village Code, State Statutes and regulations when originally constructed or placed in service. Pre-existing piers and wharves shall be deemed to be legal nonconforming structures as defined in Section 6.3 of the Village Code.

(e) RECONSTRUCTION:

Shall have the meaning set forth in Section 6.3 of the Village Code.

(f) REPAIR:

Fixing or replacing decking, handrails and vertical supports in a manner that does not expand or extend the area of any pier or wharf or increase the footprint.

(4) ESTABLISHMENT OF PIERHEAD LINE.

(a) The Village is authorized pursuant to Section 30.13 of the Wisconsin Statutes to establish a pierhead line for Pine Lake in the interest of the preservation and protection of public rights in navigable waters and for the purpose of creating uniformity in the length of piers extending from the OHWM into Pine Lake. The Village hereby establishes a pierhead line for Pine Lake eighty (80) feet waterward from the OHWM of Pine Lake. There is no pierhead line established for the island.

(b) A pier or wharf which extends into Pine Lake beyond the pierhead line shall be deemed to constitute an unlawful obstruction of navigable waters of Pine Lake unless a valid permit is granted or unless it is a permissible pre-existing pier or wharf.

(5) REGULATIONS.

(a) All permanent pier construction and placement of all seasonal piers shall comply with this Section and all State Statutes and regulations.

(b) No portion of any pier or wharf may extend waterward from the pierhead line.

(c) Piers and wharves shall not exceed six (6) feet in width.

(d) Piers and wharves may include one (1) loading zone, not to exceed two hundred (200) square feet.



- (e) A pier or wharf may not interfere with the riparian zones of other riparian owners.
- (f) No portion of any pier, wharf shall be constructed or placed within setback distance from a lot line, lot line extended into the navigable waters of Pine Lake or line of demarcation between adjacent riparian zones; as set forth below:

<u>Lake Frontage of Lot</u>	<u>Setback Distance</u>
1 foot or more but less than 49 feet	2 feet
49 feet or more but less than 100 feet	10 feet
100 feet or more	15 feet

- (g) Piers may be placed in a variety of configurations, including straight, or with a “T” or “L”. Catwalks, finger piers or similar features may be used for access to boat slips, as long as they meet the size limits above. A pier may not enclose or isolate any part of a waterway.
- (h) A pier or wharf shall be constructed or placed in accordance with the Pier Standards set forth in Chapter NR 326.04.
- (i) All lighting fixtures intended to illuminate on a pier or wharf or any structure associated with a pier or wharf shall be in compliance with Section 5.24 of the Building Code of the Village. No lighting fixtures may be placed on such structures or waterward of the OHWM.
- (j) Multi-level piers and wharves are expressly prohibited.
- (k) Piers and wharfs shall not include a roof. A boat shelter, boat hoist or boat lift may include a roof designed and constructed in accordance with Wisconsin Department of Natural Resources requirements.

(6) PERMITS.

(a) PERMIT REQUIRED.

Except as provided in Section 4.15(6)(b) no pier or wharf may hereafter be placed, erected, constructed, enlarged, replaced or reconstructed until a permit shall first have been obtained by the riparian owner or the riparian owner’s authorized agent. No permit is required for repairs.

(b) EXCEPTION.

No permit shall be required under this Section if the estimated cost of pier, wharf, construction is less than Two Thousand Dollars (\$2,000).

(c) APPLICATION.

Application for a pier or wharf permit shall be made in writing upon a form furnished by the Village Clerk-Treasurer and shall state the name and address of the riparian owner of the land, the legal description of the land upon which the structure is to be located and shall contain such other information as the Village Administrator or Village Zoning Administrator may require. Each application shall be accompanied by required plans, fees and deposits. Any application which does not contain all necessary information may be deemed incomplete and returned to the applicant. If a DNR permit is required for any pier or wharf a copy shall be attached to the application.

(7) FEES AND DEPOSITS.

(a) PIER OR WHARF.

The fee for a pier or wharf permit shall be established from time to time by resolution of the Village Board. Such fee shall be paid to the Village Clerk-Treasurer and shall accompany the application for a pier or wharf permit.

(8) REVIEW, ISSUANCE, EXTENSION, LAPSE, APPEAL AND RECORDS.

- (a) The procedures for building permits under Sections 5.4(5) through 5.4(10) of the Village Code shall apply to the review of permit applications by the Village Zoning Administrator, Village Plan Commission and Village Board as well as the issuance of pier or wharf permits.

(9) ENFORCEMENT AND PENALTY.

(a) ENFORCEMENT.

- (i) Notice. The Village Administrator, upon finding that any provisions of this Section or any plans and specifications of a project for which a pier or wharf permit has been issued are not being complied with, shall issue a written warning or instruction to the holder of a pier or wharf permit requiring compliance and any specific terms of compliance.
- (ii) Failure to Comply; Revocation. If the holder of the permit fails or refuses to comply with the written warning or instruction within the time required, the Village Administrator shall revoke the pier or wharf permit by written notice addressed to the permit holder and posted at the site of the work. When any such permit is revoked, it shall be unlawful to do any further work thereunder unless the permit is reissued, excepting such work as the Village Administrator may order to be done as a condition precedent to the reissuance of the permit, or for the preservation of human life or safety.

(b) PENALTY.

The provisions of Section 1.1(9) of this Code shall apply to all violations of this Section.

(10) APPEALS.

Appeals from any decision of the Village Administrator or Village Zoning Administrator may be taken to the Board of Appeals by any person aggrieved, or by an officer, department or bureau of the Village under Section 6.13 of the Village Code. Notwithstanding the foregoing, an application to construct a pier or wharf which extends into Pine Lake beyond the pierhead line shall be considered by the Village Board using the standards, requirements and procedures under Section 6.20 of the Village Code applicable to Conditional Uses.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

VILLAGE OF CHENEQUA

By: \_\_\_\_\_

Jo Ann Villavicencio  
Village President

ATTEST:

\_\_\_\_\_  
Deanna Braunschweig  
Village Clerk – Treasurer

Date Adopted:

Date Published:

Effective Date:

**VILLAGE OF CHENEQUA  
RESOLUTION NO. 2024-09-09-01**

**RESOLUTION UPDATING PERSONNEL POLICIES AND PROCEDURES MANUAL,  
CHAPTER 5, APPROVED ABSENCES, SECTION 4, SICK LEAVE USE FOR  
IMMEDIATE FAMILY**

**WHEREAS**, the Village of Chenequa (“Village”) Board finds that it is desirable to update the current Personnel Policies and Procedures Manual, Chapter 5, Approved Absences, Section 4, Sick Leave Use for Immediate Family, D, Limitations.

- (2) Sick leave benefits may be used for a serious illness of the immediate family or birth / adoption of a child when it can be clearly shown that an employee is required, and not to exceed eight days per calendar year, which will be deducted from accumulated balance of the employee’s sick days. Approval for this benefit is to be granted by the employee’s supervisor. Time in excess of this amount may only be taken in an extreme cases and when directly approved by the Village Administrator.

**NOW THEREFORE, BE IT RESOLVED**, that the Village hereby adopts the update of the current Personnel Policies and Procedures Manual, Chapter 5, Approved Absences, Section 4, Sick Leave Use for Immediate Family, D, Limitations.

Adopted this 9th day of September 2024.

VILLAGE OF CHENEQUA

By: \_\_\_\_\_  
Jo Ann F. Villavicencio  
Village President

Attest:

\_\_\_\_\_  
Deanna Braunschweig  
Village Clerk-Treasurer

**VILLAGE OF CHENEQUA  
RESOLUTION NO. 2024-09-09-02**

**RESOLUTION UPDATING FEE SCHEDULE, SNOW PLOW FEE INCREASE  
and REDACTION FEES for AUDIO AND VIDEO RECORDINGS**

**WHEREAS**, the Village of Chenequa (“Village”) Board finds that it is desirable to update the current Village Fee Schedule in substantially the form attached hereto as Exhibit A to meet the needs of its residents and businesses with respect to residential, commercial, and mechanical permits issued relating to construction and renewal of such permits, to cover the costs incurred by the Village from its independent inspection service and its own administrative costs, and to cover other services provided and expenses incurred by the Village. Resolution No. 2024-09-09-02, is specific to an increase of the Snow Plow Fee and to include Redaction Fees of audio and video recordings.

**NOW THEREFORE, BE IT RESOLVED**, that the Village hereby adopts the increase of the Snow Plow Fee from \$100 to \$200 per residential drive and to include Redaction fees of audio / video recordings, as attached hereto as Exhibit A, which shall be applicable from and after September 9, 2024.

Adopted this 9th day of September 2024.

VILLAGE OF CHENEQUA

By: \_\_\_\_\_  
Jo Ann F. Villavicencio  
Village President

Attest:

\_\_\_\_\_  
Deanna Braunschweig  
Village Clerk-Treasurer

**EXHIBIT A**

Village of Chenequa Fee Schedule

(Separately Attached)



## VILLAGE OF CHENEQUA

### FEE SCHEDULE

#### Police

Police Reports	\$0.25/ Page*
Accident Reports	\$5.00 Per Report
Standard Photos	\$2.00 Per Photo
Copies of Photos	\$5.00 Per Photo (up to 8x10)
CD-R	\$5.00 Each
Flash/ USB Drive	\$3.00 Each
Redaction fee for Audio or Video Police Records Act 253	Actual, necessary and direct costs of redacting audio or video except for noted exceptions such as if the individual is directly involved in the incident to which the audio/video pertains or if the audio/video relates to a shooting involving a law enforcement officer.

#### Clerk

Assessment Letter	\$35.00
Copies of Information	\$0.25/ Page*
Class B Beer License	\$100.00
Class B Liquor License	\$600.00
Liquor License Publication	\$20.00
Bartender License	\$50.00

#### Miscellaneous

Knox Box	\$377.00
Solicitors Permit	\$25.00
Annual Residential Drive Snow Plow Fee per drive per year	<b>\$200.00</b>

\*These record requests are also subject to costs associated with locating a record if they total \$50.00 or more. "Locating" a record means to find it by searching, examining, or experimenting. Subsequent review and redaction of the record are separate processes, not included in location of the record, for which a requestor may not be charged. Only actual, necessary, and direct location costs will be charged, equal to the hourly rate of the Village personnel who is tasked with working on the request. The Village does not charge for the costs of deleting, or "redacting", non-disclosable information included in responsive records. The Village may require pre-payment of such fees prior to making copies thereof.



# Village of Chenequa

To: Village Board  
Date: September 9, 2024  
Regarding: 2023 Assessor Error

RE: 2023 Real Estate Tax, 5525 N State Road 83, 418 995 002

The assessor reported an error from the 2023 tax roll. The correction is due to the razing of a house in 2022. The difference is 1,042,800 in assessed value and calculates to \$9,444.74 difference in real estate tax as shown below.

0418 995 002						
5525 N State Road 83						
2023	Net Assessed					
Assessment	Value Rate	Tax	Credit	Net	LCFR	Total Tax
3,439,000.00	0.0090571	\$31,147.37	-50.00	\$31,097.37	\$743.92	\$31,841.29
Corrected 2023	Net Assessed					2023 Corrected
Assessment	Value Rate	Tax	Credit	Net	LCFR	Total Tax
2,396,200.00	0.0090571	\$21,702.62	-50.00	\$21,652.62	\$743.92	\$22,396.54
<b>\$9,444.74</b>						<b>\$9,444.74 Difference</b>

The Department of Revenue directed the Clerk to return the amount as above to the property owner of record and then complete the chargeback report with the Department of Revenue. The Department of Revenue will direct the other taxing jurisdictions to send monies back to the Village.

The assessor also reported that the 2024 assessments were completed as a maintenance year rather than a market update year as contracted. The assessor has reported that the 2025 assessment year will be a revaluation year.



To: Village Board of Trustee's

From: Cody Lincoln; Village Forester

Date: August 1<sup>st</sup>, 2024

Subject: Tree Preservation Ordinance Options for Village Board Considerations

Dear Village Board of Trustees,

During the July 8<sup>th</sup> meeting, the Village Board expressed interest in continued discussion on the increased regulation of tree removal. In preparation for the August 12<sup>th</sup> meeting Cody Hagfors and I have put together our recommendation of what a "specimen" tree list might look like for Chenequa. Additionally, based on direction from the Village Board, we have put together a few possible options that should be considered if the board wishes to pursue increased regulation on tree cutting.

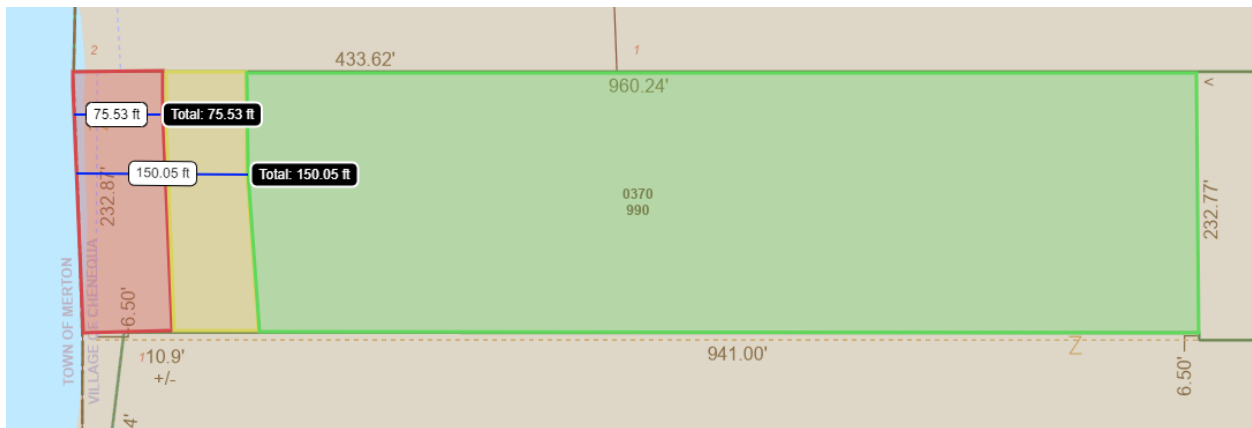
**Village of Chenequa Specimen Tree List**

<b>Deciduous Trees</b>	
<b>Tree Diameter</b>	<b>Species</b>
6" and greater	Ironwood, Redbud, Serviceberry spp., Musclewood
10" and greater	Oak spp., Maple (red, sugar), Hickory spp., Black walnut, Black cherry, Kentucky coffeetree, Beech spp., Aspen (quaking, bigtooth), Birch spp., Butternut, London planetree, Sycamore, Ginkgo
12" and greater	Basswood, Elm spp., Hackberry

<b>Coniferous Trees</b>	
<b>Tree Diameter</b>	<b>Species</b>
12" and greater	Norway spruce
10" and greater	Pine (white, scotch), Tamarack, Hemlock, Fir spp.
8" and greater	Red cedar, White cedar

## Proposed Options for Additional Tree Removal Regulations Outside Existing 75' Setback

### Option 1 – Three Regulatory Zones



#### **0 to 75' from the lake:**

-Maintain existing ordinance 6.09

#### **75' to 150' from lake:**

-Permit required to remove any specimen tree located in this area

-permits granted for:

- dead, dying, diseased, or damaged trees
- trees posing a significant safety hazard
- trees lying in 20% viewing corridor
- trees interfering with permissible structures/improvements
- to alleviate unreasonable hardship
- silvicultural thinning

-replanting of trees will be required, as far as practicable, if:

- trees were removed unlawfully
- trees were damaged by non-natural causes
- trees removed for permissible structures/improvements
- trees removed to alleviate unreasonable hardship

#### **150' and greater from the lake:**

-permit required if removing greater than a sum total of 200" (diameter) of specimen trees in a calendar year in this area

- exception: no permit required for dead trees

-permits granted for:

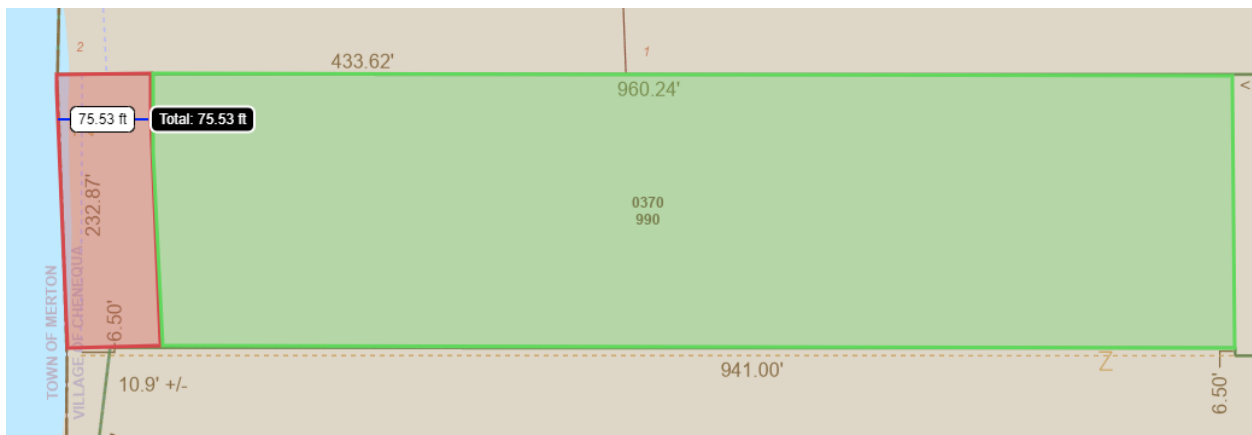
- dying, diseased, damaged trees
- trees posing a significant safety hazard
- trees lying in 20% viewing corridor
- trees interfering with permissible structures/improvements
- to alleviate unreasonable hardship
- silvicultural thinning

-replanting of trees will be required, as far as practicable, if:

- trees were removed unlawfully
- trees were damaged by non-natural causes
- trees removed for permissible structures/improvements
- trees removed to alleviate unreasonable hardship

### **Option 2 – Two Regulatory Zones**

Motion (Gehl Neumann/Grunke) to draft language as option two and add nuisance trees.



#### **0 to 75' from the lake:**

-Maintain existing ordinance 6.09

#### **75' and greater from the lake**

-permit required if removing greater than a sum total of 100" (diameter) of specimen trees in a calendar year in this area

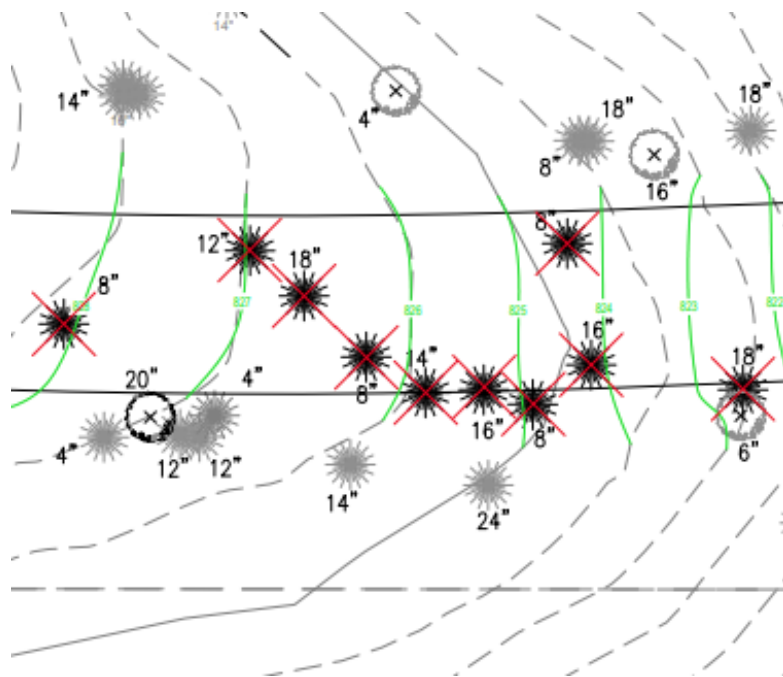
-exception: no permit required for dead trees

-permits granted for:

- dying, diseased, damaged trees
  - trees posing a significant safety hazard
  - trees lying in 20% viewing corridor
  - trees interfering with permissible structures/improvements
  - to alleviate unreasonable hardship
  - silvicultural thinning
- replanting of trees will be required, as far as practicable, if:
- trees were removed unlawfully
  - trees were damaged by non-natural causes
  - trees removed for permissible structures/improvements
  - trees removed to alleviate unreasonable hardship

**How to calculate “sum total of diameter inches of specimen trees”**

Example 1:



Sum total diameter inches of specimen trees removed = **126"**

