

AGENDA

Village of Chenequa Plan Commission Monday, December 8, 2025, at 6:00 p.m. 31275 W. County Road K, Chenequa, WI 53029

This is official notice that a meeting of the Plan Commission for the Village of Chenequa will be held on December 8, 2025, at 6:00 p.m., 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 Plan Commission meeting held on November 10, 2025.
- 3. Review and consider action on a proposed retaining wall at 6231 N State Road 83 submitted by Kevin and Colleen Shanahan (Tax Key No CHQV 0398.992.001)
- Review and consider action on proposed exterior modifications to a previously approved addition/remodel at 4667 N Pine Meadows Lane submitted by Michael Kelly (Tax Key No CHQV 0734.993.003)
- 5. Discussion on impervious surfaces.
- 6. Adjournment.

Respectfully submitted by: Pamela Ann Little, Village Clerk

To participate via Zoom:

https://us02web.zoom.us/j/87893588274?pwd=ZGejIccqcGTff4MVNJmsfTtzJaxzMI.1

Meeting ID: 878 9358 8274 Passcode: 580103

Or Dial: 301 715 8592 US

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 the Village Board or 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, December 3, 2025, by 4:30 PM

VILLAGE BOARD MINUTES VILLAGE OF CHENEQUA

A meeting of the Village Board of Trustees was held on Monday, November 10, 2025, at 6:00 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Chairperson – present

Ms. Surles / Member – present

Mr. Pranke / Member – absent

Mr. Enters / Member – present

Ms. Benz / Member – present

Mr. Carroll / Member – present

Mr. Kriva / Member – absent

Mr. Kesner/ Village Attorney Representative - present

Mr. Lincoln / Zoning Administrator-Forester - present

Mr. Carney / Administrator-Police Chief – present

Mr. Anderson / Police Captain – present

Ms. Little / Village Clerk – present

Call to Order

Pledge of Allegiance

Public in Attendance

Debbie Wheeler, Rich Grunke, JoJo Neumann, Jason Luther, K Dommer, Edward Stark, Lillie B Stark, Becky Fedah, Carol Manegold, Chief Fennig; via Zoom: Brett Stubblefield, Heidi & Paul von Hagke, Chris Harnet, EJ Kubick, Ned Villers, Sue Touchett and Judy Hansen

Public Comment

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

Approval of minutes from the Plan Commission meeting held on October 13, 2025

Motion (Enters/Carroll) to approve the minutes as presented. *Motion carried*.

Review and consider action on a proposal to remodel the existing primary dwelling at 5219 N State Road 83, submitted by Hello Starling LLC. (Tax Key No. CHQV 0417.992.007)

The Applicants are proposing to remodel the existing single-family residence on the property which is currently legal-nonconforming. The main goal of this project is to reduce the overall square footage of the home and change the general aesthetic. The living area of this dwelling is currently 7,827 square feet. As proposed, the living area will be reduced by approximately 883 square feet.

The proposed exterior footprint will be expanded in two locations. The Applicants propose to slightly increase the footprint of the east elevation. The purpose of this expansion is to add a covered area for garbage storage. This addition does not increase the level of nonconformity as it is entirely outside the setback area.

The Applicants are seeking permission to square off and slightly enlarge an existing dining area adjacent

to the kitchen on the lakeside elevation. This addition will result in a small increase in the home footprint. This addition does not further encroach on any minimum side yard or lake setback requirements.

The Applicants also propose to remove the existing deck attached to the lakeside of the home and replace it with a new deck. The proposed deck is slightly smaller, and encroaches less on the ordinary high-water mark of Pine Lake. The new proposed deck will be 564 square feet (a 224 square foot reduction from the existing 788 square foot deck). A new deck space will be created on the second floor over the proposed lakeside addition.

There are three exterior lighting styles that have been selected for this primary dwelling. These include: five (5) deck lights; two (2) pendant lights; and fifteen (15) wall mounted lights. All proposed fixtures are compliant with 5.24 (Outdoor Lighting).

None of the proposed modifications increase the level of nonconformity of the existing dwelling. The proposed project meets all other requirements of Village of Chenequa Zoning.

Motion (Benz/Surles) to recommend to the Village Board approval of the proposed remodel of the existing primary dwelling at 5219 N State Road 83 submitted by Hello Starling LLC (Tax Key No. CHQV 0398.987). *Motion carried*.

Review and consider action on a proposed landscape plan at 6013 N State Road 83 submitted by Brett and Michelle Stubblefield. (Tax Key No. CHQV 0398.987)

The Applicants propose to construct three retaining walls on the property. The location of the proposed walls is shown on the survey provided by LandTech.

The Roadside Wall: The proposed wall to be installed south of the main driveway on the east end of the property. This wall will be 11' from the southern property line at the nearest point. At the highest point, this wall will be 3.5' in tall. The existing retaining wall in the similar location will be removed. Between the retaining wall and STH 83 the Applicants are looking to grade the site (including filling an existing depression) and plant grass. A buffer of conifer trees is proposed to be planted along STH 83.

The Dwelling Side Retaining Wall: Two retaining walls are proposed to be constructed near the primary residence on the property. One of the walls will be replacing an existing retaining wall. As proposed, the new wall will be pushed approximately 10-20' further north, and will be 7' high at the highest point. This retaining wall will be 25' from the northern property boundary at the nearest point. A buffer of conifer trees is proposed to be planted on the topside of the retaining wall. A second wall is an L-shape and as proposed it will extend from the north side of the primary residence. This proposed wall is directly adjacent to the aforementioned wall. This wall is also proposed to be 7' in height.

There is no proposed landscape lighting. The proposed new driveway and accessory structure are not included with this proposal.

Motion (Carroll/Surles) to recommend to the Village Board approval of the proposed landscape plan at 6013 N State Road 83 (Tax Key No. CHQV 0398.987). *Motion carried*.

Review and consider Assignment and Assumption of Conservation Easement on Pheasant Drive (Tax Key No. CHQV 0414.990.005 a/k/a Tall Pines Conservancy, Inc.)

Mr. Kesner reviewed the background for consideration. Tall Pines Conservancy owns this parcel of land on Pheasant Drive and as such you cannot grant a conservation agreement to yourself. In this case, the Village is the holder of the conservation easement on a Tall Pines Conservancy owned piece of land. Tall Pines is getting ready to sell this parcel to a private ownership, a Foundation, and as such, the new owner and Tall Pines have asked that the Village transfer now that it will not be in Tall Pines ownership, that Tall Pines be the holder of conservation easement. Tall Pines already owns conservation easements nearby this parcel; they are good

stewards. We are recommending that after the transfer to Tall Pines, the Village would retain the rights to enforce the terms of the easement as a third-party enforcement right under the statutes, so the Village would retain the right to enforce the easement as well as Tall Pines as the new holder. The Village is not giving up any right and will not have to own and manage it, Tall Pines would be the owner of the conservation and easement. The same restrictions would be in place, just owned by a private owner and Tall Pines would enforce the conservation easement and the Village could do that as well.

Motion (Benz/Surles) to recommend to the Village Board approval of the Assignment and Assumption of Conservation Easement on Pheasant Drive (Tax Key No. CHQV 0414.990.005 a/k/a Tall Pines Conservancy, Inc.). *Motion carried*

Review and consider action on a Certified Survey Map submitted by J Carl Ernst of W307 N8405 Laskin Road in the Town of Merton (MRTT 0326.998.005), Waukesha County, Wisconsin per Village Code 6.18(16) Extraterritorial Jurisdiction

The property owner proposes to split a 25-acre parcel into 19 acres parcel and 6-acre parcel. Waukesha County and the Town of Merton have given final approval.

Motion (Enters/Carroll) to recommend to the Village Board approval of the extraterritorial Certified Survey Map submitted by J Carl Earnst. *Motion carried*

Adjournment

Motion (Benz/Surles) to adjourn at 6:22 p.m. Mot	tion carried.		
Respectfully submitted by:	Approved and Ordered Posted by:		
Pamela Ann Little	Jo Ann F. Villavicencio		
Village Clerk	Chairperson		



STAFF REVIEW

Date: November 20th, 2025 Meeting Date & Time: Monday, December 8th, 2025 at 2:00 p.m.

To: Plan Commission, Village of Chenequa

From: Planning Department

Subject: Site Plan Review

Owner: Kevin and Colleen Shanahan

Location: 6231 N State Road 83

Project Description: Proposed Retaining Wall

Zoning District: Residence District – Lot Abutting a Lakee

Attached is the correspondence issued to the Property Owners at 6231 N State Road 83 regarding unpermitted work identified during a recent site inspection. The Applicants have since submitted plans and materials which require Plan Commission review and Village Board approval before this project can move forward.

The Applicants propose to install a retaining wall in hope that it might solve an issue with the existing septic tank freezing due inadequate insulation. It is their hope that with additional soil over the tank with retaining walls around the tank will adequately insulate the tank and prevent future issues.

Following my review, the provided plans for the proposed retaining wall are compliant with Village Ordinances. The APpplicants are seeking formal consideration and approval from the Plan Commission and Village Board.

Sincerely,

Cody Lincoln

c: Matthew Carney, Chief/Administrator Pamela Little, Clerk/Treasurer Paul Launer, Lake Country Inspections Kevin and Colleen Shanahan, Owner Cody Lincoln, Zoning Administrator



Village of Chenequa

31275 W County Road K, Chenequa, WI 53029 (262) 367-2239 • Fax (262) 367-3341

Matthew T. Carney Administrator/ Chief 31275 W County Road K Chenequa, WI 53029

Kevin and Colleen Shanahan 6231 N State Road 83 Hartland, WI 53029

November 6th 2025

Dear Mr. and Mrs. Shanahan,

On November 6th 2025, the Village received a complaint about work being completed on your property located at 6231 N State Road 83. As a follow-up to this complaint, the Village conducted a site inspection, while on the property Village staff observed that Liban Landscape was performing work without the required permits and approvals. The following activities were identified;

- 1.) Grading activities requiring a grading permit
 - a. Section 5.4(1)(c) states: "Grading Permit. A grading permit shall be required regardless of whether or not a structure is affected when there is land disturbance if there is a grade change of twelve (12) inches or greater or if excavation, grading, filling or other land altering or earthmoving activities are reasonably likely to cause erosion."
- 2.) The construction of a retaining wall without a building permit
 - a. 5.4(1)(a) states: "Except as provided in Section 5.4(1)(b), no structure or any part thereof may hereafter be erected, constructed, enlarged, altered, repaired, remodeled, moved, or demolished within the Village, nor shall any ground be broken for the same, until a building permit therefore shall first have been obtained by the owner, or the owner's authorized agent."
 - b. Under Section 5.2(2), a retaining wall is considered a structure: "STRUCTURE: Anything permanently placed on or in the ground for any use whatsoever; including but not limited to, any new or existing building, fence, pillar, gated entrance requiring a permit under Section 5.19 and recreational facility. Private driveways shall not be considered to be structures"
- 3.) Lack of proper erosion control
 - a. Erosion Control measures specified in 5.18 were not in place and must be installed immediately to prevent erosion.

A verbal stop-work order was issued on-site to both you (the property owners) and Liban Landscape. Aside from installing appropriate erosion control to stabilize disturbed soil, no additional work may proceed until proper approvals are obtained.

As outlined in 5.4, this project requires Plan Commission review and Village Board approval. To be included on the agenda for Monday, December 8th you must submit required plans, an application form and payment to the Village of Chenequa no later than November 15th. A copy of the application form is enclosed for your review.

Please be advised that because work began without proper approval, applicable fines and penalties will be imposed regardless of whether the permit is ultimately approved. Failure to comply with this order will result in the Village taking further action under Chapter 6.10 (Violation, Penalty) to bring the site into compliance.

Sincerely,

Cody Lincoln Zoning Administrator/Village Forester

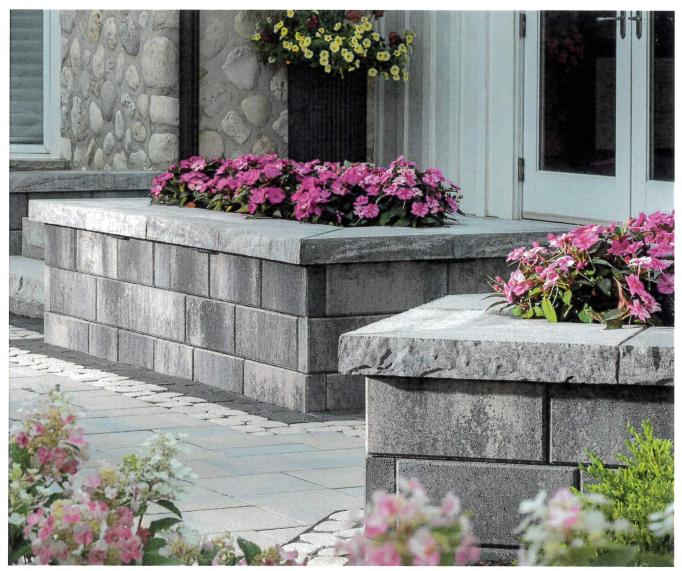
cc: Jo Anne Villavicencio- Village President Matthew T. Carney, Police Chief/ Village Administrator Pamela Little, Clerk/Treasurer Paul Launer, Lake Country Inspections

MELVILLE TANDEM™

RETAINING | FREESTANDING



A distinctive smooth face and large format size provides a modern aesthetic for a wide variety of outdoor living projects including retaining walls, kitchens, built-in seating and more.





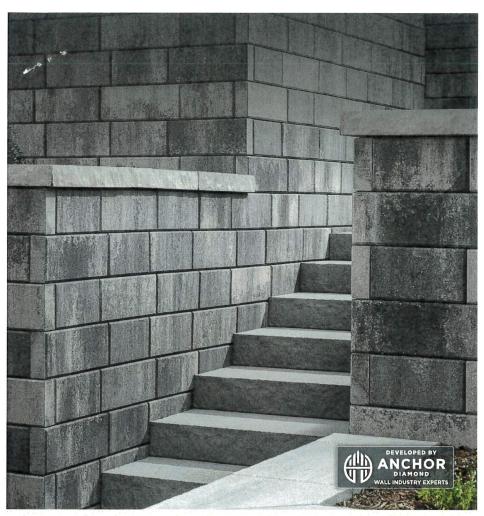




ANTHRACITE

NEWPORT GRAY

SCANDINA GRAY















PALLET INFORMATION

	MELVILLE TANDEM™	SQFT/ PALLET	SQFT/ LAYER	LAYER/ PALLET	UNITS/ PALLET	WEIGHT/ PALLET
3-PIECE	7 x 13¾16 x 25⁄8	19.2	3.2		30	
	7 x 15¾16 x 25⁄8	23.1	3.85	6	30	2082
	7 x 18¾16 x 2¾	27	4.5		30	
COLUMN	7 x 15½ x 2⅓	45.43	9	5	45	1313

Downloadable professional resources available at **Belgard.com/Resources**

QUALITY FOR LIFE

Every step of our manufacturing process incorporates rigorous research, testing and quality assurance. We demand the highest quality from each of our facilities across North America. We believe in creating world class building products that stand the test of time. See our lifetime warranty at **Belgard.com/Warranty**

FEATURES & BENEFITS

- · Contemporary smooth face
- · Build curved or straight walls
- Offered in 3 sizes to allow for design versatility and customization
- · Minimum outside radius of 6'
- Freestanding walls up to 28"
- Engineered 90° corners
- Gravity walls up to 3 feet* using a 1/2 inch setback per unit (4 degree system batter)
- · Reinforced walls up to 8 feet
 - *Gravity wall heights are based on project specific conditions and may be lower than this value.

SHAPES & SIZES

3-PIECE



7 x 133/16 x 25/8



7 x 153/16 x 25/8



7 x 187/16 x 25/8

COLUMN UNIT



7 x 15½ x 25/8

View the product page on **Belgard.com** for more information





STAFF REVIEW

Date: November 21st, 2025 **Meeting Date & Time:** Monday, December 8th at 6:00 P.M.

To: Plan Commission, Village of Chenequa

From: Planning Department

Subject: Site Plan Review

Architect: Moore Designs

Owner: Michael Kelly

Location: 4667 N Pine Meadows Lane

Project Description: Proposed modification to previously approved plans

Zoning District: Residence District - Lot Abutting a Lake

Dear Plan Commission and Village Board,

In July of 2025, Michael Kelly received approval from the Village board for an addition/remodel project at 4667 N Pine Meadows Lane. Since these plans were originally approved, the builder has made some minor modifications. Accordingly, these changes will need to be approved.

The changes proposed are minor, however will affect the exterior appearance of the home. The attached memo highlights the proposed changes to be made to the existing dwelling. Additionally, the plan set provided highlights these changes mentioned in the memo.

Furthermore, during the July Village Board meeting, the Village Board requested that the proposed lighting be revised and resubmitted for review. The proposed light fixture sample photos are included in the packet. Proposed fixtures are compliant with 5.24 "Outdoor Lighting".

No proposed changes shown will result in an increased footprint, living area or structure height. Photo samples of the proposed new materials have been included in the packet.

Regards,

Cody Lincoln, Zoning Administrator

Matthew Carney, Police Chief/Administrator Pammela Little, Clerk/Treasurer Paul Launer, Lake Country Inspections Micheal Kelly, Owner

MEMORANDUM

TO: Village of Chenequa Planning Commission

FROM: Moore Designs - Grant Moore

DATE: November 18, 2025

RE: Revised Residential Building Plans – 4667 N PINE MEADOWS LN (Tax Key CHQV0734993003)

- Request for Amended Approval

Dear Members of the Planning Commission:

I am writing to submit a revised construction plan set for the single-family residence being remodeled at 4667 North Pine Meadows Lane with the intention that this revision be adopted and replace the current Village of Chenequa Approved Plans.

This home is currently being remodeled under active Building Permit "78-B8-2025," with approved plans dated 06/06/2025. The revised plan set we are submitting is dated 10/22/2025.

The primary changes from the previously approved plans are as follows:

- 1. Exterior masonry veneer change from "Existing Brick" to "Halquist Blend Stone"
- 2. Exterior siding and trim change from "Existing Cedar" to "LP Smartside"
- 3. Existing roadside masonry fireplace removed and replaced with an exterior wall/window assembly

These modifications are being proposed for the following reasons:

- 1. Extensive water management malpractice discovered during demolition necessitates removal of exterior Trim/Siding/Masonry to mitigate future water intrusion.
 - a. Considering the exterior facade now needs to be removed for functional reasons, the owner would like to have the facade updated to bring the home to a more modern appeal.

Thank you for your consideration. I am available at any time at my contact information below to discuss this submittal.

Sincerely,

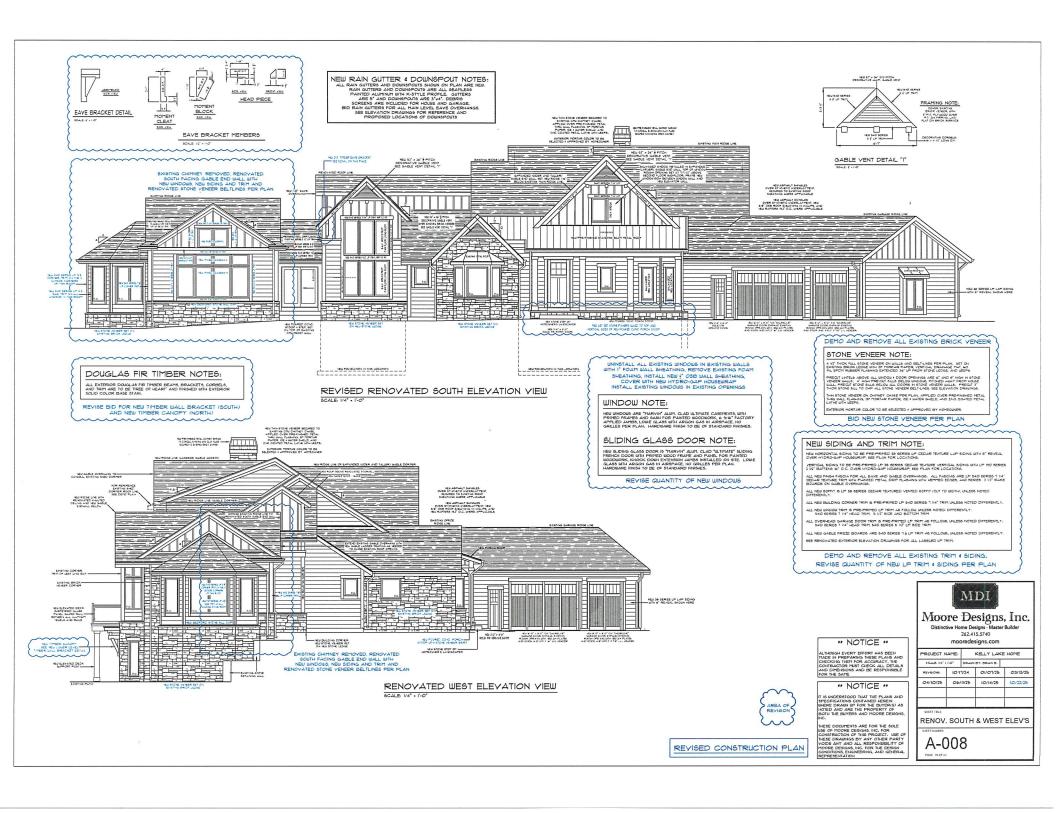
Grant D. Moore

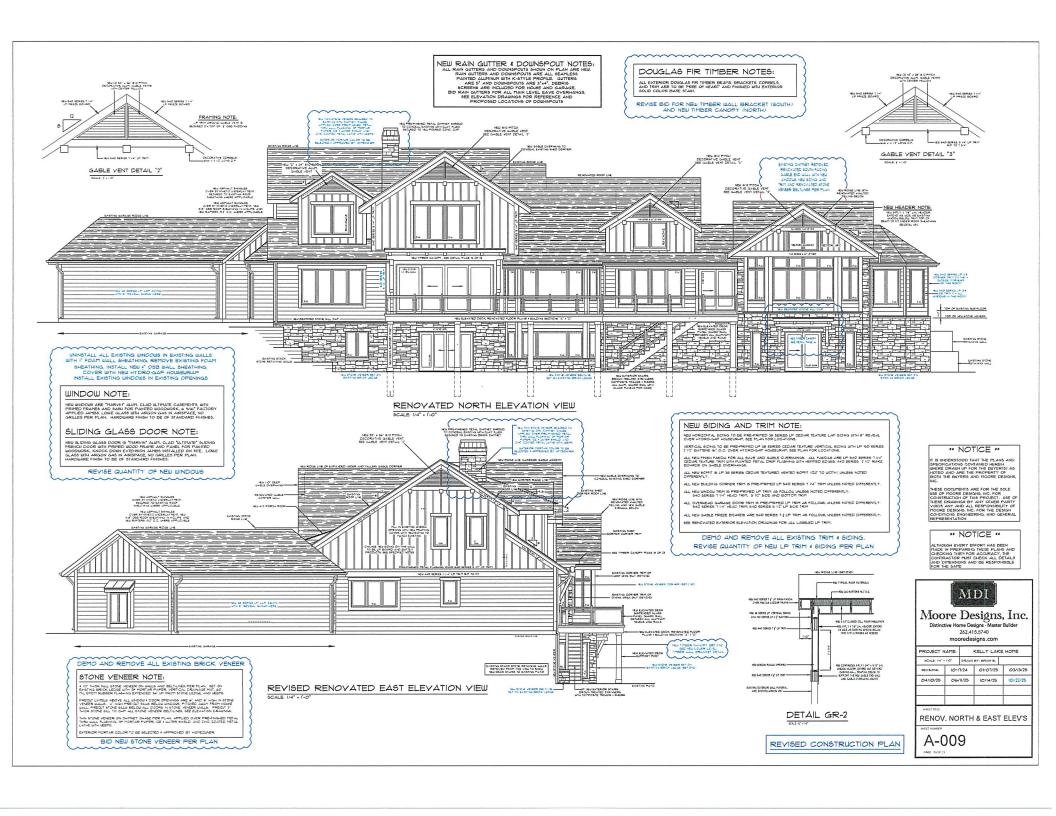
Digitally signed by Grant D. Moore
DN: C=US,
E=grant@mooredesigns.com,
O=Moore Designs, CN=Grant D.
Moore
Date: 2025.11.18 13:33:28-06'00'

Moore Designs, Inc.

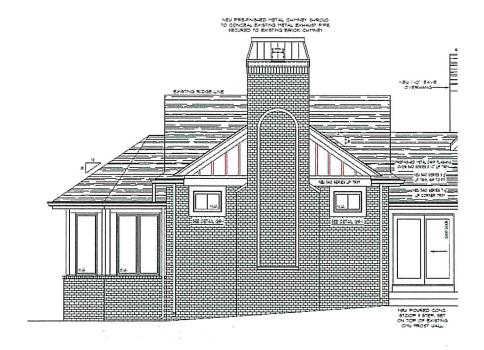
Mobile: 262-339-9031 - Email: Grant@mooredesigns.com - Website:







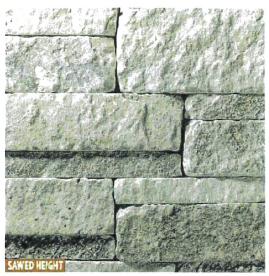
Existing Roadside Elevation with Chimney Structure (To be removed)



Proposed Roadside Elevation (Chimney removed and windows added)



EXTERIOR STONE VENEER (4667 Pine Meadows Lane)



Halquist TUMBLED BILTMORE | DIMENSIONAL



\$2020 Michier Lighting LLT List Fige

SPECIFICATIONS

Certifications/Qualifications

Dark Sky Compliant

Yes

www.kichler.com/warranty

Dimensions

Base Backplate 3.00" DIA Weight 1.50 LBS Height 16.00" Width 12.00"

Electrical

Input Voltage 120.00V

Light Source

Dimmable Yes

Dimmable Notes Dimmable when used with dimmer

switch (sold separately); when using LED bulbs, see bulb manufacturer

dimming specifications. Not Included

Lamp Included Lamp Type

R14 Max or Nominal Watt 40.00 # of Bulbs/LED Modules

Socket Type E26 (Medium)

Mounting/Installation

Connector Yes Interior/Exterior **EXTERIOR** Location Rating Wet Mounting Style Post Mount Mounting Weight 2.64 LBS Wire Connectors Wire Nuts

FIXTURE ATTRIBUTES

Housing

Primary Material Aluminum **Shade Description** Metal Cone Shade Shade Dimensions 12" DIA x 4.75" Shade Included Yes

Product/Ordering Information

SKU 49063BK Finish Black

Style Arts and Crafts / Mission

UPC 783927042284

Finish Options



Black



Olde Bronze



ALSO IN THIS FAMILY







49059BK



49061BK



49059OZ



490610Z



49060OZ