



AGENDA

Village of Chenequa Plan Commission
Monday, January 12, 2026, 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 January 12, 2026, 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 December 8, 2025.
3. Review and consider action on proposed modifications to a previously approved plan for an addition/remodel project at 5219 N State Road 83 submitted by Hello Starling LLC (Tax Key No CHQV 0417-992-007).
4. Review and consider action on a Certified Survey Map to combine parcels on Road L as requested by Groskopf Construction on behalf of Richard and Gretchen Lindlau, 148 Arnold Court, Dousman, WI 53118; Tax Key Nos: MRTT0364-047 and MRTT0364-046, Town of Merton, Waukesha County, Wisconsin per Village Code 6.18(16) Extraterritorial Jurisdiction.
5. Summary of Impervious Surface requirements in Waukesha, Columbia and Walworth Counties.
6. Discussion on proposed revisions to Section 4.15 Pier and Wharf Regulations and Pierhead Line – Pine Lake.
7. Adjournment.

Respectfully submitted by:
Pamela Ann Little, Village Clerk

To participate via Zoom:

<https://us02web.zoom.us/j/88204503514?pwd=UK3IPRv7deJxrUaLPtbrSFxW5At23s.1>

Meeting ID: 882 0450 3514

Passcode: 940904

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.

VILLAGE BOARD MINUTES
VILLAGE OF CHENEQUA

VILLAGE OF CHENEQUA – PLAN COMMISSION MINUTES
OF MONDAY, December 8, 2025
Unofficial until approved by the Plan Commission.
Approved as written () or with corrections () on _____.

A meeting of the Village Board of Trustees was held on Monday, December 8, 2025, at 6:00 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Chairperson – present
Ms. Surles / Member – present
Mr. Pranke / Member – present
Mr. Enters / Member – present
Ms. Benz / Member – present
Mr. Carroll / Member – present
Mr. Kriva / Member – present
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

Ted Rolfs, JoJo Gehl Neumann, Debbie Wheeler, Rich Grunke, EJ Kubick, Carol Manegold, Tim Fredman & Jason Luther; via Zoom: Bob Fiedler & Julie Rolfs.

Public Comment

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

Debbie Wheeler, 6296 N Brumder Road, reported on phosphorous levels with higher chloride levels & sediment and a DNR fish survey in 2026. Other sources of chloride are older water softeners that run on timers instead of volume used & fertilizer runoff. Dr. Brumder would like an impervious surface ordinance adopted.

Approval of minutes from the Plan Commission meeting held on November 10, 2025

Motion (Benz/Surles) to approve the minutes as presented. *Motion carried.*

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)

Unpermitted work was identified during a recent site inspection at the Applicants' residence. 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 the hope that it might solve an issue with the existing septic tank freezing due to

inadequate insulation, it is their hope that with additional soil over the tank and retaining walls around the tank, this will adequately insulate the tank and prevent future issues. The provided plans for the proposed retaining wall are compliant with Village Ordinances.

Motion (Pranke/Kriva) to recommend to the Village Board approval of the proposed retaining wall at 6231 N State Road 83 submitted by Kevin and Colleen Shanahan (Tax Key No. CHQV 0398.992.001). *Motion carried.*

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)

In July of 2025, Michael Kelly received approval from the Village Board for an addition/remodel project at 4667 N Pine Meadows Lane. The builder has made some minor modifications which will need to be approved. The changes proposed will affect the exterior appearance of the home; photo samples of the proposed new materials were provided.

The exterior masonry veneer change from “Existing Brick” to “Halquist Blend Stone”; the exterior siding and trim change from “Existing Cedar” to “LP Smartside”; and the existing roadside masonry fireplace removed and replaced with an exterior wall/window assembly. These modifications are being proposed for extensive water management malpractice discovered during demolition which necessitates removal of the exterior trim/siding/masonry to mitigate future water intrusion. The Owners would like to have the façade updated to bring the home to a more modern appeal.

Also, at the July 2025 Village Board meeting, the Board requested that the proposed lighting be revised and resubmitted for review. The proposed light fixture sample photos were provided for approval and are compliant to Section 5.24 “Outdoor Lighting” of the Village Code.

Motion (Kriva/Benz) to recommend to the Village Board approval of the proposed exterior modifications to a previously approved addition/remodel and the proposed lighting at 4667 N Pine Meadows Lane submitted by Michael Kelly (Tax Key No. CHQV 0734.993.003). *Motion carried.*

Discussion on impervious surfaces

Mr. Lincoln advised that a typical lakefront property, smaller in acreage (1-2 acres) is approaching or exceeding 15%. Mr. Lincoln will run some numbers on impervious surfaces (sidewalks, driveways, patios, structures) and look at how many square feet of coverage would be allowed to have this percentage and bring this back for further discussion especially on new builds. The Plan Commission was interested in investigating this further.

Adjournment

Motion (Benz/Surles) to adjourn at 6:17 p.m. *Motion carried.*

Respectfully submitted by:

Approved and Ordered Posted by:

Pamela Ann Little
Village Clerk

Jo Ann F. Villavicencio
Chairperson



STAFF REVIEW

Date: December 16th, 2025

Meeting Date & Time: Monday, January 12th at 6:00 P.M.

To: Plan Commission, Village of Chenequa

From: Planning Department

Subject: Site Plan Review

Architect: Paul Studio Design

Owner: Hello Starling LLC

Location: 5219 N State Road 83

Project Description: Proposed modification to previously approved plans

Zoning District: Residence District - Lot Abutting a Lake

Dear Plan Commission and Village Board,

In November of 2025, Hello Starling LLC received approval from the Village Board for an addition/remodel project at 5219 N State Road 83. Since these plans were originally approved, the builder has made modifications. Accordingly, these changes will need to be approved.

The changes proposed include the addition of an attached garage, the removal of a kitchen bump out and the conversion of existing garage space to additional living space. The attached memo provided by the architect highlights the proposed changes to be made to the existing dwelling. Additionally, the plan set highlights the changes that are proposed.

Included with this memo, is an updated Staff Review that reflects the changes that have been made. All proposed changes to the existing staff review will be highlighted.

Regards,

Cody Lincoln, Zoning Administrator

Matthew Carney, Police Chief/Administrator
Pammela Little, Clerk/Treasurer
Paul Launer, Lake Country Inspections
Hello Starling LLC, Owner



STAFF REVIEW

Date: December 16th, 2025 **Meeting Date & Time:** Monday, January 12th, 2026 at 6:00 p.m.

To: Plan Commission, Village of Chenequa

From: Planning Department

Subject: Site Plan Review

Architect: Paul Studio Design

Owner: Hello Starling LLC

Location: 5219 N State Road 83

Project Description: Proposed Changes to Previously Approved Remodel of Existing Dwelling

Zoning District: Residence District – Lot Abutting a Lake

PRIMARY RESIDENCE:	REQUIRED RES. DISTRICT		PROPOSED PROJECT	
LOT AREA:	2	acres	3.73	acres
LOT WIDTH: AVERAGE	150	ft. min.	177	ft.
YARD SETBACKS: Side (North)	35.5	ft. min	23.7	ft.
Front (East)	25	ft. min.	400+	ft.
Side (South)	35.5	ft. min.	35.5	ft.
Lake (West)	75	ft. min.	102.1	ft.
BUILDING HEIGHT:	40	ft. max	47	ft.

***Proposed changes from originally approved are highlighted in yellow**

COMMENTS:

Proposed Remodel

1. The Applicants are proposing to remodel the existing single-family residence on the property.
2. The existing dwelling on the property is currently legal-nonconforming.
 - a. Dwelling exceeds maximum height requirement of 40' specified in 6.5(3)(a)(ii).
 - b. Dwelling currently sits within the setback area along the northern property boundary.
3. As indicated in the memo provided by Paul Design Studio, the Applicants are seeking approval to remodel the existing primary dwelling on the property. The main goal of this

project is to reduce the overall square footage of the home and change the general aesthetic.

4. The living area of this dwelling is currently 7,967 square feet. As proposed, the living area will be reduced to be 6,210 square feet. This is a reduction of approximately 1,757 square feet.
5. Renderings, provided plans, notes and photo samples are provided in your packet to help depict what the exterior of the structure will look like upon completion.
 - a. Proposed changes from what was originally approved are highlighted on the provided packet.
 - b. Updated proposed lakeside rendering can be found on A3.4.
6. Proposed materials include:
 - a. Stained Brick (Inchyra Blue)
 - b. Hardie Artisan Siding V-Groove (Inchyra Blue)
 - c. Cedar Shingles
 - d. Black Gutters
 - e. Natural wood soffits
 - f. Black windows
 - g. Buechel stone
7. The proposed exterior footprint will be expanded in two locations. These additions have been highlighted in red on A.02.
 - a. ~~Trash enclosure (35 square feet)~~ **-Proposed Addition Removed**
 - i. ~~The applicant proposes to slightly increase the footprint of the east elevation. The purpose of this expansion is to add a covered area for the purpose of garbage storage. The location of this addition is identified on A1.0 (Highlighted in red)~~
 - ii. ~~This will be an open-air space~~
 - iii. ~~This addition falls along the north elevation of the home. Currently, a portion of this elevation falls within the minimum side yard setback area. This addition does not increase the level of nonconformity as it is entirely outside the setback area.~~
 - b. ~~Lakeside Addition (81 square feet)~~ **-Proposed Addition and Existing Bump out to be removed**
 - i. ~~The applicant is seeking permission to square off and slightly enlarge an existing dining area adjacent to the kitchen on the lakeside elevation.~~
 - ii. ~~This addition will result in a small increase in the home footprint~~
 - iii. ~~This addition does not further encroach on any minimum side yard or lake setback requirements.~~
8. Deck
 - a. The Applicants also propose to remove the existing deck attached to the lakeside of the home and replace it with a new deck.
 - i. The existing deck layout can be found on A2.0, the proposed deck is located on A2.1.
 - ii. The proposed deck is slightly smaller, and encroaches less on the ordinary

high-water mark of Pine Lake.

~~b. A new deck space will be created on the second floor over the proposed lakeside addition mentioned in 7b above.~~ **Proposed Deck Removed**

~~c. b. Deck will be constructed of Ipe boards~~

9. New Outdoor Space

- a. On the southeast corner of the house the Applicants propose to **convert existing living space to a new "outdoor space"**.
- b. This additional outdoor space decreases the overall living area **of the home and does not increase the footprint.**

10. Repurposed Former Garage Space

- a. On the north side of the home, the Applicants propose to convert the existing garage space into additional living space. (Shown on A2.1 of packet.)
- b. On the exterior of the north side of the house where garage doors were originally proposed the Applicants are now proposing to add an outdoor grill space (as shown on A3.1).
- c. The footprint will not be increased on the north side of the home.

11. Proposed Attached Garage

- a. The largest change relating to the updated plans involves a new attached garage that is proposed to be added to the southwest corner of the home.
- b. The proposed garage will be approximately 24'X40'.
- c. The garage will be connected to the house with a 30' hallway.
- d. As proposed, the west side of the proposed garage will have a cutout **for trash bin storage.**

12. Exterior Lighting

- a. There are three exterior lighting styles that have been selected for this primary dwelling. These include:

i. Deck Light

1. These proposed fixtures will be installed around the deck (as indicated on the provided lighting plan).
2. Proposed fixtures are 3000K and 115 lumens each.
3. There will be five of these fixtures in total.

ii. Wall Mounted Sconce

1. These **proposed fixtures will be installed as indicated on the lighting plan.**
2. Proposed fixtures are 3000K and 184 lumens each.
3. There are twenty-three of these fixtures in total.

iii. Flush Mounted Lights

1. These proposed fixtures will be mounted around **the structure in highlighted locations on the provided lighting plan.**
2. These proposed fixtures require a bulb. This bulb must **meet the color temperature requirements of 5.24 (Outdoor Lighting).**
3. **There are fourteen of these fixtures in total.**

- b. All proposed fixtures are compliant with 5.24 (Outdoor Lighting).

13. None of the proposed modifications increase the level of nonconformity of the existing dwelling.

14. The proposed project meets all other requirements of Village of Chenequa Zoning.

15. A building permit is required from the Building Inspector prior to start of construction.

c: Matthew T Carney, Chief/Administrator
Pammela Little, Clerk/Treasurer
Paul Launer, Lake Country Inspections
Hello Starling LLC, Owner
Paul Studio Design, Architect
Cody Lincoln, Zoning Administrator

Village of Chenequa
Plan Commission
December 15, 2025

Dear Village of Chenequa Plan Commission,

Thank you for reviewing our revised submittal for revisions to the existing home at 5219 St. Road 83.

The cause of our revisions:

- When we decided to modify the existing home rather than build a new home, our purpose was to minimize disruption to the property and preserve materials where possible. When reviewing our approved plans with contractors and our structural engineer, we found that the existing foundation was not adequate for our proposed garage relocation. It would require new 12' deep footings to be installed adjacent to the existing structure. The new proposed garage will minimize disruption to the existing house and the surrounding property and integrate with the existing structures.
- We are still preserving our original goal to reduce the scale of the house by decreasing the total livable square footage. On the first floor, we are reducing the square footage by 55 sq. ft and on the second floor, we are reducing the square footage by 808 sq. ft. In addition, several of the existing spaces will be renovated into decks or open seasonal spaces.

We appreciate your time in reviewing our proposal. Please feel free to reach out if you have any questions. We look forward to hearing from you.



Impervious Surface Notes

Village of Chenequa Zoning Department

Dear Plan Commission and Village Board,

During the December Plan Commission and Village Board meeting there was a preliminary discussion on implementing an ordinance that would restrict total impervious surface allowed on a property. Based on your feedback, I have prepared a short summary of impervious surface regulations that are currently being enforced in three Wisconsin counties. In reading, you will see that these regulations are largely alike. For more detailed information regarding the regulations of each county I have also included full copies of the work sheets from each county.

Columbia County Regulations

Columbia County's impervious surface regulations are focused on protecting water quality in shoreland areas. These regulations apply to:

- Any riparian lot or parcel (adjacent to a navigable waterway), and
- Any non-riparian lot that is entirely within 300 feet of the ordinary high-water mark (OHWM) of a navigable waterway.

Base Standard for Impervious Surfaces

- The maximum impervious surface allowed without a mitigation permit is 15% of the lot area within the shoreland zone (within 300 feet of OHWM).
- Impervious surfaces include roofs, decks, driveways, patios, sidewalks, parking areas, or compacted gravel unless specifically designed to be pervious.

Exceeding the Base Standard

- If a property owner wants to exceed the 15% standard, Columbia County allows up to 30% impervious surface with an approved mitigation plan.
- Mitigation options are listed out (see document attached) and are scaled on a point system. Two points equates to 5% additional impervious surface allowed (up to 30% total impervious surface).

Treated Impervious Surface (TIS)

- The ordinance also allows certain surfaces to be excluded from impervious surface calculations if they meet specific treatment criteria:
 - Impervious surfaces that discharge into engineered systems (stormwater ponds, infiltration basins, bioswales, etc.).
 - Or that discharge to internally drained pervious areas that allow infiltration.

- Engineered documents proving the treated impervious surface is accounted for is required.

Existing Impervious Surfaces that Exceed Coverage Standards

- Impervious surfaces that are legally installed and in place prior to October 1st 2016 may be maintained, repaired or replaced.
- Impervious surfaces may also be modified or relocated elsewhere on the lot so long as the total impervious area does not increase.

Waukesha County Regulations

Similar to Columbia County. Waukesha County's impervious surface regulations are focused on protecting water quality in shoreland areas. These regulations largely apply to:

- Any riparian lot or parcel (adjacent to a navigable waterway), and
- Any non-riparian lot that is entirely within 300 feet of the ordinary high-water mark (OHWM) of a navigable waterway.

Base Standard for Impervious Surfaces

- The maximum impervious surface allowed without a mitigation is 15% of the lot area within the shoreland zone (within 300 feet of OHWM).
- Impervious surfaces include roofs, decks, patios, retaining walls, and driveways/sidewalks (paved, concrete, gravel and compacted areas).

Highly Developed Shorelines

- Waukesha County has designated certain shoreline areas as “highly developed”. In these areas base limits for maximum impervious surface are increased to 30% without mitigation.

Treated Impervious Surface (TIS)

- The ordinance also allows certain surfaces to be excluded from impervious surface calculations if they meet specific treatment criteria:
 - One-half inch of runoff from impervious surface is treated by a stormwater BMP or one-half inch discharges into an internally drained pervious area that retains the runoff on or off the parcel to allow infiltration into the soil.

Exceeding Base Standards

- At the option of the homeowner, they may apply for a permit to exceed the base standard impervious surface.
- The owner must submit a mitigation plan to the county showing how they are compensating for exceeding the impervious surface limit.
- Unlike Treated Impervious surface, this surface does count towards total impervious surface percentage on the property.
- Mitigation options are listed out (see document attached) and are scaled on a point system.
- With a mitigation permit, a traditional lot may have up to 30% impervious surface and a lot on a “Highly Developed Shoreline” may have up to 40% impervious surface.

Existing Impervious Surfaces

- Maintain or repair the existing impervious surfaces;
- Replace them within the existing footprint; or
- Modify or relocate them elsewhere on the lot so long as it does not increase total impervious area beyond what existed at the ordinance's effective date, and applicable shoreland setbacks are honored.

Walworth County Regulations

Similar to Waukesha and Columbia County, Walworth County's impervious surface regulations are focused on protecting water quality in shoreland areas. These regulations largely apply to:

- Any riparian lot or parcel (adjacent to a navigable waterway), and
- Any non-riparian lot that is entirely within 300 feet of the ordinary high-water mark (OHWM) of a navigable waterway.

Base Standard for Impervious Surface

- The maximum impervious surface allowed without a mitigation is 15% of the lot area within the shoreland zone (within 300 feet of OHWM).
- Impervious surfaces include homes, porches, garages, sheds, boathouses, decks, patios, driveways, sidewalks, stairways, retaining walls firepits, etc.

Highly Developed Shorelines

- Walworth County has designated certain shoreline areas as "highly developed". In these areas base limits for maximum impervious surface are increased to 30% without requiring a permit.

Treated Impervious Surface (TIS)

- The ordinance also allows certain surfaces to be excluded from impervious surface calculations if they meet specific treatment criteria:
 - Impervious surfaces that discharge into engineered systems (stormwater ponds, infiltration basins, bioswales, etc.) or that the runoff discharges to internally drained pervious area that retains the runoff on or off the parcel to allow infiltration into the soil

Exceeding Base Standards

- Similar to Waukesha and Columbia, at the option of the homeowner, they may apply for a permit to exceed the base standard impervious surface.
- The owner must submit a mitigation plan to the county showing how they are compensating for exceeding the impervious surface limit.
- Mitigation options are listed out (see document attached) and are scaled on a point system. Two points equates to 5% additional impervious surface allowed.
- Mitigation obligations are recorded with the County Register of Deeds.
- With a mitigation permit, a traditional lot may have up to 30% impervious surface and a lot on a "Highly Developed Shoreline" may have up to 40% impervious surface.

**Village of Chenequa
ORDINANCE NO. 2026 -**

**AN ORDINANCE AMENDING 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 on September 9, 2024, adopted Ordinance Number 2024-09-09-01 creating Section 4.15 of the Chenequa Village Code Creating a Pierhead Line and Regulating Piers and Wharves on Pine Lake, 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; and

WHEREAS, the Village Board wishes to modify the maximum length of piers in relation to the Pierhead line as described in Subsection 4.15(4)(a) of that ordinance;

NOW, THEREFORE, THE VILLAGE BOARD DOES ORDAIN that Subsection 4.15(4)(a) of the Village Code is hereby amended to read in its entirety as follows:

Part I: 4.15 Pier and Wharf Regulations and Pierhead Line – Pine Lake.

(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 at a point at which the maximum depth of water is no more the three (3) feet, or to adequate depth for mooring a boat or using a boat lift or boat hoist (as measured at summer low levels), but in no instance more than eighty (80) feet waterward from the OHWM of Pine Lake. There is no pierhead line established for the island.

Part II. This Ordinance shall become effective on and after its dates of passage and publication and following its approval by the Wisconsin Department of Natural Resources.

[Signatures on following pag

Adopted this ____ day of ____, 2026.

VILLAGE OF CHENEQUA

By: _____

Jo Ann Villavicencio
Village President

ATTEST:

Pamela Ann Little
Village Clerk – Treasurer

Date Adopted:
Date Published:
Effective Date:

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