



AGENDA

Village of Chenequa Plan Commission
Monday, September 14, 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 September 14, 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 August 10, 2026.
3. Review and discussion on Ordinance 5.24 outdoor lighting.
4. Adjournment.

Respectfully submitted by:

Jasmine Haugland, Village Clerk

To participate via Zoom:

<https://us02web.zoom.us/j/84728969747?pwd=s2xl3H74E24Jm5QzLowjC88EsmAHoO.1>

Meeting ID: 847 2896 9747

Passcode: 605484

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, Sep 9, 2026, by 4:30 PM

PLAN COMMISSION MINUTES
VILLAGE OF CHENEQUA

VILLAGE OF CHENEQUA – PLAN COMMISSION MINUTES
OF MONDAY, AUGUST 10, 2026
Unofficial until approved by the Plan Commission.
Approved as written () or with corrections () on September 14, 2026.

A meeting of the Plan Commission was held on Monday, August 10, 2026, at 6:00 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Chairperson – absent
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. Haugland / Village Clerk- present

Call to Order

Pledge of Allegiance

Public in Attendance

Carol Manegold, Bob Fiedler, Debbie McNear, Richard Grunke, Tom & Amy Marshall, Jason Luther; via Zoom: Carrie Gale, Jamie Mallinger, Steve Kehl, Sue Touchett, Tim Goggins, Wendy Davis, Jesse Nelson

Public Comment

Trustee Kubick read a prepared statement allowing for public comments of two minutes or less.

Public comments: Debbie Wheeler

Approval of minutes from the Plan Commission meeting held on July 13, 2026.

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

Review and consider action on a proposed stormwater management plan for 31817 W Muscovy Road and 31795 W Muscovy Road submitted by 31795 Muscovy LLC (Tax Key No. CHQV0398999002 & CHQV0398999003).

Motion (Pranke/Carroll) to recommend to the Village on a proposed stormwater management plan for 31817 W Muscovy Road and 31795 W Muscovy Road submitted by 31795 Muscovy LLC (Tax Key No. CHQV0398999002 & CHQV0398999003). *Motion carried with recommended amendments suggested by Strand Associates.*

Review and consider action on proposed landscape plan at 5219 N State Road 83 submitted by Hello Starling LLC (Tax Key No. CHQV0417992007).

Motion (Kriva/Surles) to recommend to the Village on proposed landscape plan at 5219 N State Road 83 submitted by Hello Starling LLC (Tax Key No. CHQV0417992007). *Motion carried.*

Review and consider action on a proposed reconstruction of the existing primary residence, conversion of the existing secondary residence into an accessory structure, reconstruction of an existing accessory structure, and approval of a landscape plan for the property owned by Thomas and Amy Marshall (Tax Key No. CHQV0416997).

Motion (Carroll/Surles) to recommend to the Village Board on a proposed reconstruction of the existing primary residence, conversion of the existing secondary residence into an accessory structure, reconstruction of an existing accessory structure, and approval of a landscape plan for the property owned by Thomas and Amy Marshall (Tax Key No. CHQV0416997). Motion carried.

Review and consider action on proposed landscape plan at 5464 N Paulines Wood Drive submitted by James and Genevieve Harkness (Tax Key No. CHQV0414995).

Motion (Kriva/Benz) to recommend to the Village Board on a proposed landscape plan at 5464 N Paulines Wood Drive submitted by James and Genevieve Harkness (Tax Key No. CHQV0414995). Motion carried.

Adjournment

Motion (Benz/Kriva) to adjourn at 7:07 p.m. Motion carried.

Respectfully submitted by:

Approved and Ordered Posted by:

Jasmine Haugland
Village Clerk-Treasurer

Jo Ann F. Villavicencio
Chairperson



5.24 OUTDOOR LIGHTING.

(1) **PURPOSE.** The purpose of this Section is to perpetuate and preserve the rural character of the Village, limit light pollution, and improve the health, safety and general welfare of the Village by restricting Light Trespass and unnecessary Glare to adjacent properties.

(2) **INTENT.** The intent of this Section is to have Outdoor Lighting Fixtures designed, located and specified so that light emitted therefrom does not create Light Trespass to adjacent properties.

(3) **APPLICABILITY.** The provisions of this Section shall apply to all Outdoor Lighting Fixtures used, installed, replaced, altered, moved or repaired except as such applicability is specifically expanded or reduced herein.

(4) **DEFINITIONS.** For the purposes of this Section certain terms and words are hereby defined as follows:

(a) **Foot-Candle:** The illuminance of one (1) Lumen on a one- (1-) square foot surface with a uniform distribution.

(b) **Glare:** A light ray emanating directly from an Outdoor Lighting Fixture, reflector or lens such that it falls directly upon the eye of an observer.

(c) **Holiday Lighting:** Seasonal decorations in place from November 10 through January 30 that does not exceed, as applicable, sixty (60) watts in incandescent or the equivalent for other types of lighting, and, for string light sets: (i) seven (7) watts per bulb for incandescent C9 string light sets; or (ii) one (1) watt per bulb for all other types of string light sets.

(d) **Landscape and Architectural Lighting:** Lighting to accentuate and illuminate gardens, landscapes or certain building aesthetics.

(e) **Light Shield:** Any attachment which interrupts and blocks the path of light emitted from an Outdoor Lighting Fixture.

(f) **Light Source:** A light emitting portion of the luminaire and any diffusing elements and surfaces intended to reflect or refract light emitted from an Outdoor Lighting Fixture.

(g) **Light Trespass:** Light emitted by a luminaire that shines beyond the boundaries of the property on which the luminaire is located

(h) **Lumen:** A unit of luminous flux derived by the International System of Units, which measures the total quantity of visible light emitted by a source per unit of time. For avoidance of doubt, a lumens to watts comparison table is below.





Lumens	Incandescent Watts	Fluorescent /LED Watts
375 lm	25 W	6.23 W
600 lm	40 W	10 W
900 lm	60 W	15 W
1125 lm	75 W	18.75 W
1500 lm	100 W	25 W
2250 lm	150 W	37.5 W
3000 lm	200 W	50 W

(i) **Outdoor Lighting Fixture:** An outdoor illuminating device, luminaire, outdoor lighting lamp or similar device, permanently installed or portable. Such devices shall include, but are not limited to lights used for:

- (i) Private roadway and driveway lighting;
- (ii) Buildings and structures;
- (iii) Recreational areas;
- (iv) Landscapes and gardens; and
- (v) Building overhangs and open canopies.

(j) **Shielding:** A lighting fixture constructed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is shielded from view from adjacent properties. Any structural part of the light fixture providing this shielding must be permanently affixed.

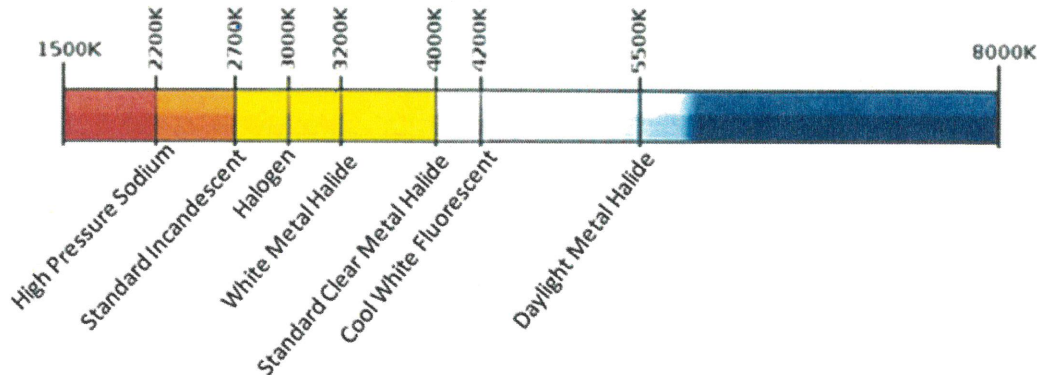
(5) GENERAL RULES. All Outdoor Lighting Fixtures, except governmental owned street lights, within the Village shall be designed, located, and specified with Shielding and shall create cut off of Light Source so that no Glare, or illumination is cast outside the boundaries of the property where the Light Source is located so as to constitute Light Trespass. Further, the light level of all Outdoor Lighting Fixtures shall be no greater than one-half (1/2) of a Foot-Candle measured at a height of five (5) feet above grade at the property line on which the luminaire is located and, if applicable, no greater than one-half (1/2) of a Foot-Candle measured at a height of five (5) feet above the surface of the ordinary high water mark of Pine Lake, North Lake or Beaver Lake, as applicable, except as otherwise set forth herein. Outdoor Lighting Fixtures shall not be aimed toward or directed at a neighboring property, and, as applicable, Pine Lake, North Lake or Beaver Lake. Outdoor Lighting Fixtures shall utilize light bulbs with a Kelvin temperature between 2200K and 3000K. For reference, below is a Kelvin temperature scale.





Kelvin Temperature Scale

Higher color temperatures mean bluer light, the kind that should be avoided after dusk



(6) **HOURS OF OPERATION.** All Outdoor Lighting Fixtures shall be turned off between 11:00 p.m. and sunrise, except:

(a) Outdoor Lighting Fixtures necessary for security purposes and which are equipped with motion or proximity sensors; provided, however:

- (i) The sensors for such lighting shall not be triggered by activity located off the property where the Outdoor Lighting Fixture is located; and
- (ii) Such lighting shall not remain on for more than fifteen (15) minutes beyond the triggering event.

(b) Outdoor Lighting Fixtures necessary to illuminate walkways and/or stairways; and

(c) Outdoor Lighting Fixtures for non-residential establishments, if authorized by a conditional use permit.

(7) **SHORELAND LIGHTING.** The purpose of this Section is to minimize Glare and Light Trespass in the shoreland environment without significantly inhibiting safety and security.

(a) This subsection applies to all Outdoor Lighting Fixtures located on berthing structures, piers or docks or designed to illuminate such structures.

(b) The following requirements shall apply:

- (i) Flashing and rotating lights are prohibited.





- (ii) Outdoor Lighting Fixtures located on the exteriors of berthing structures, piers or docks shall have Shielding or be fitted with an opaque Light Shield to limit the upward and outward projection of light to an angle no greater than forty-five (45) degrees below the horizon to prevent direct visibility of the lamp to persons on public waters or adjacent lands. Such Outdoor Light Fixtures shall be limited to a maximum of one (1) Foot-Candle measured at the ordinary high water mark.
- (iii) Outdoor Lighting Fixtures not mounted on berthing structures, piers or docks but designed to illuminate such a structure or its immediate vicinity shall comply with subparagraph (ii) above.
- (iv) Outdoor Lighting Fixtures installed on or intended to illuminate, berthing structures, piers or docks shall be turned off when not required for safety or security.

(8) **EXEMPTIONS.** The following are exempt from the requirements of this Section:

(a) Temporary Exemption. A request for temporary exemption from the provisions of this Section may be submitted to the Village Administrator in written form describing the reasons for the request and the nature of the request. If approved and granted in writing by the Village Administrator, such exemption shall be in force for not more than thirty (30) days. A request for a maximum of one (1) thirty (30) day renewal may be made in similar manner. The Village Administrator may terminate any temporary exemption for any reasonable cause, including but not limited to concerns about safety or Light Trespass.

(b) Landscape and Architectural Lighting and Holiday Lighting. Landscape and Architectural Lighting and Holiday Lighting are exempt from the requirements of this Section, except for the hours of operation requirements of subsection (6). Landscape and Architectural Lighting shall also be subject to the limitations set forth in subsection (8)(d).

(c) Pool and Fountain. Underwater lighting for the illumination of swimming pools and fountains, where light emitted therefrom does not create Light Trespass.

(d) Elevated Objects. Uplighting for State and national flags, provided, however, property owners shall endeavor to utilize downlighting for flag poles with a height of twenty feet (20') or more. Upward directed lighting may be used only in the form of one or two narrowcone spotlights (both singly or together constituting a single Light Source of upward directed lighting) which confines not less than ninety percent (90%) of the illumination to the object of interest; provided however that the lighting must be restricted to an angle of not less than seventy-five (75) degrees up from horizontal. Each Light Source of upward directed lighting shall have 2,250 lumens or less.

(e) Public Right-of-Way and Facilities. Outdoor Lighting Fixtures located within the public right-of-way or which serve or are located upon public facilities.





(9) **NEW CONSTRUCTION – LIGHTING PLANS.** An outdoor lighting plan must accompany original submissions of building plans for all new construction. The submission shall contain, but shall not necessarily be limited to, the following:

(a) Plans indicating the location on the premises of each Outdoor Light Fixture, both proposed and any already existing on the property;

(b) Descriptions of all Outdoor Light Fixtures, both proposed and existing. The description may include, but is not limited to, catalog cuts and illustrations by manufacturers; and

(c) Photometric data, such as that furnished by manufacturers or similar showing the angle of cut off of light emissions.

5.25 CONSTRUCTION ACTIVITIES AND NOISE RESTRICTIONS.

(1) **LIMITATION ON ADVERSE IMPACT.** Construction activities in the Village shall be conducted in a manner that minimizes the noise and other adverse impacts upon surrounding properties, consistent with that residential character of the Village.

(2) **PERMISSIBLE TIME FOR CONSTRUCTION ACTIVITIES.** Outdoor construction activities and indoor construction activities, which require activities outdoors, including but not limited to, preparation or staging, shall not be conducted outside of the following times:

Memorial Day through Labor Day

Monday through Friday: 7:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 3:00 p.m.

Sunday and Federal or State Holidays: No such work is permitted.

After Labor Day and Before Memorial Day

Monday through Friday: 7:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 3:00 p.m.

Sunday and Federal or State Holidays: No such work is permitted.

(3) **DEFINITIONS.** For the purposes of this Section certain terms and words are hereby defined as follows:

(a) **Construction Activities:** Any work performed by a contractor, subcontractor, vendor, or supplier and shall also include delivery or drop off of construction materials or equipment to the property. “Construction activities” shall not include maintenance or upkeep of property which is routine or which does not require a permit. The time limits for construction activities defined forth above shall not include the actions which are self-performed by either the owner of the property or someone on the owner’s behalf who is not receiving any compensation.

