A joint meeting of the Plan Commission and Board of Trustees for the Village of Chenequa was held at 6:00 p.m. on Monday, August 13, 2018, at the Village Hall, 31275 W County Road K, Chenequa, Wisconsin. Legal requirements for notification were met. Members in attendance:

Ms. Susan Wilkey / Village President – present
Ms. Jo Ann Villavicencio / Trustee – present
Ms. Carol Manegold / Trustee – present
Mr. Michael Pranke / Trustee – present
Mr. Robert Bellin / Trustee – present
Mr. Helmut Keidl / Trustee – present
Mr. John Syburg / Trustee – present
Attorney Gartner / Village Attorney – present
Attorney Luljak / Village Attorney – present
Mr. Douglas / Village Administrator-Police Chief – present
Ms. Little / Village Clerk – present
Mr. Keidl / Chairperson - present
Mr. Enters / Member - present
Ms. Surles / Member - present
Mr. Pranke / Member - present
Mr. Bellin / Member - present
Mr. Grunke / Member - present
Mr. Gallagher / Member - absent
Mr. Lipke /Building Inspector - present

Call to Order
Pledge of Allegiance

Attendance
Jorgen Hansen, Darren Miller and Bob Fiedler

The Public Hearing portion of the meeting was called to order at 6:00 p.m.

Public Hearing: Recodification of Chapter 6 Zoning Code

Matter: The purpose of the public hearing is to accept public comment on the proposed recodification of Chapter 6 Zoning Code

Attorney Gartner reviewed the recodification of Chapter 6. Changes made in the recodification were primarily designed to make references in the code consistent from chapter to chapter and section to section and to be consistent with updates in the numbering of statutory sections. There was also some reorganization of sections. Inadvertently, two sections dealing with conditional uses had been created. These were consolidated into one place. To the extent possible, the recodification also placed all references on a particular topic into the same section. There were some minor substantive revisions, primarily to comply with current statutes and to comply with the current Department of Natural Resources (DNR) requirements for shoreland/wetland zoning. The objective was to minimize any substantive changes and to reserve those for future action by the Plan Commission and Village Board. These changes did not result in changes to the allowable use for any property within the village. Procedurally, once the Village Board and the Plan Commission have heard any public comments that come in, there will be a motion to close the public hearing. As noted on the agenda, Item 5, the Plan Commission will then act to make a recommendation to the Village Board.
Public Comment on the Proposed Recodification
Mr. Fiedler requested a comparison version to specifically see what was changed in the recodification. A red-lined version was provided for his review at the meeting.

Adjourn the Public Hearing
Motion (Syburg/Bellin) to close the public hearing portion of this meeting at 6:06 p.m.

Public Comment
None

Approval of minutes of the Plan Commission meeting held on July 9, 2018
Motion (Surles/Bellin) to approve the minutes of the Plan Commission meeting held on July 9, 2018. Motion carried

Review and consideration of application for a pool pavilion submitted by Andrew & Carline Ziegler of 31795 W Muscovy Road
Mr. Hansen presented the Ziegler application. An in-ground pool, two pool pavilions (17x17) connected by an arbor and an equipment building (15x15) are proposed. Exterior material examples were provided and paint/stain colors will match the existing dwelling. Exterior light and landscape plans were submitted for consideration. The lighting will have a frosted hurricane globe which shouldn’t shed any light on any adjacent properties.

Administrator Douglas advised this is a legal conforming lot and the proposed project meets all zoning requirements. Neighbors were notified. Final approval was recommended.

Motion (Pranke/Surles) to recommend to the Village Board final approval of the application for an in-ground pool, two pool pavilions and an equipment building submitted by Andrew & Carline Ziegler of 31795 W Muscovy Road. Motion carried

As agenda Item 4 was being discussed, Mr. Hansen asked if he might speak again on one additional point – fencing around the pool. The Ziegler’s were hoping in lieu of fencing per Village Code, they could instead install an auto cover that is fully tracked on both sides. The current perimeter fence which is on two sides of the property does not comply with Village Code. Alternate proposals for the fencing will have to be brought before the Plan Commission and Village Board for review.

Motion (Bellin/Pranke) to amend the previous motion to recommend to the Village Board approval of the project as presented subject to the final review of the fencing issue. Motion carried

Review and consideration on a Certified Survey Map submitted by Dieter Lethmate (W322 N7693 Silver Spring Drive): Being all of Lots 2 and 3, Bock 2 in Plat of Silver Spring Park, a Subdivision of Part of the NE ¼ of Section 17, Town 8 North, Range 18 East, Town of Merton, Waukesha County, WI per Village Code 6.18(16) Extraterritorial Jurisdiction
Administrator Douglas reviewed the CSM submitted by Dieter Lethmate per Village Code 6.18(16) extraterritorial jurisdiction. This owner is combining two lots into one. The County and Town of Merton have given final approval. Administrator Douglas recommended approval of the CSM.

Motion (Pranke/Enters) to recommend to the Village Board approval of the CSM submitted by Dieter Lethmate per Village Code 6.18(16) Extraterritorial Jurisdiction. Motion carried

Plan Commission’s recommendation to the Village Board and action on the Recodification of Chapter 6 Zoning Code
Motion (Grunke/Surles) to recommend to the Village Board approval of the final draft on the recodification of Chapter 6 Zoning Code. Motion carried
Adjourn the Plan Commission portion of the joint meeting
Motion (Pranke/Grunke) to adjourn the meeting of Plan Commission at 6:27 p.m. *Motion carried*

Approval of minutes from the Village Board meeting held on July 9, 2018
Motion (Bellin/Villavicencio) to approve the minutes of the Village Board meeting held on July 9, 2018. *Motion carried*

Approval of Invoices
Motion (Villavicencio/Keidl) to approve invoices as presented. *Motion carried*

Update and possible action on approved remodel of the boathouse plans submitted by Kathy Ruehlow of 32307 W Oakland Road
Administrator Douglas advised that the application of a remodel to the boathouse submitted by Ms. Ruehlow based upon the Plan Commission’s recommendation to review an upgraded landscaping plan and with one additional stipulation, confirmation that the kitchen and bathroom facilities depicted in the plan would be permitted by current code requirements. After reviewing the history of the accessory structure definition as it relates to toilets, including changes which occurred in June, July and August 2015, the intent of the revisions was to allow toilets in all accessory structures, including boathouses so that toilets are now legal, which will eliminate or curtail any unsanitary concerns moving forward. Any new toilets would be required to have sanitary permits through Waukesha County which are field tested and approved by County officials. The form *Village of Chenequa Accessory Structure Acknowledgment* has the property owner attest they will not use the premises for living quarters and penalties may be imposed should any violation be found. This change would help eliminate the unsanitary systems in use now and allow for proper toilet facilities at hobby garages and boathouses. With this updated information, the stipulation attached to the Village Board motion last month is now negated.

Discussion then moved to the outside stairwell that would possibly be enclosed thereby increasing the footprint. Inspector Lipke and Administrator Douglas will review the plans and come back next month with a recommendation if action is needed by the Plan Commission and Village Board.

Review and consideration of application for a pool pavilion submitted by Andrew & Carline Ziegler of 31795 W Muscovy Road
The Plan Commission is recommending to the Village Board final approval of the application submitted by Andrew & Carline Ziegler of 31795 W Muscovy Road for an in-ground pool, two pool pavilions and an equipment building subject to the final review of the fencing issue.

Trustee Villavicencio advised Members that the Ziegler property was once her grandfather’s house and that at one time the property was a Potawatomi Indian campground. Artifacts may be discovered during excavation of the pool.

Motion (Bellin/Pranke) to accept the Plan Commission recommendation to approve the application submitted by Andrew & Carline Ziegler of 31795 W Muscovy Road for an in-ground pool, two pavilions and an equipment building subject to review of the fence issue. *Motion carried*

Review and consideration on a Certified Survey Map submitted by Dieter Lethmate (W322 N7693 Silver Spring Drive): Being all of Lots 2 and 3, Bock 2 in Plat of Silver Spring Park, a Subdivision of Part of the NE 1/4 of Section 17, Town 8 North, Range 18 East, Town of Merton, Waukesha County, WI per Village Code 6.18(16) Extraterritorial Jurisdiction
Motion (Pranke/Syburg) to approve the CSM submitted by Dieter Lethmate per Village Code 6.18(16) Extraterritorial Jurisdiction. *Motion carried*
Review and consider action on the recodification of Chapter 6 Zoning Code; Ordinance No. 2018-08-13-01
Motion (Manegold/Villavicencio) to approve Ordinance 2018-08-13-01 an Ordinance Approving the Recodification of the Zoning Code by Amending and Restating Chapter 6 of the Village Code. *Motion carried*

Review and consider action on approving the name change of Brumder Drive to Brumder Road; Resolution 2018-08-13-01
Administrator Douglas advised Becky Brumder petitioned residents living on Brumder Drive and all have agreed to change the name of the private road to Brumder Road.

Motion (Syburg/Villavicencio) to approve Resolution 2018-08-13-01 Resolution Approving Name Change of “Brumder Drive” to “Brumder Road”. *Motion carried*

Review and consider action on relocation of Lake Country Municipal Court
Administrator Douglas reported that he is now Chairman of the Operations Committee for Lake Country Municipal Court due to the retirement of Don Weimer of Oconomowoc Lake. In 1988, the Lake Country Municipal Court was formed and located on the top floor of City Hall in Oconomowoc. Due to the deficiencies of the current location, needs are not being met and a new location is needed. The Oconomowoc Police Department is going to move into the old Sentry Store on Wisconsin Avenue. This is an opportunity to relocate. The question is whether or not the court can afford to do this. There is roughly $400,000 in reserves. Rent would increase from $24,000 to $57,000 annually. Would there be enough revenues each year to make this work? The Operations Committee has looked at this closely and they believe this will work. Over the last 20 years the court has been self-sufficient. Court revenues have sustained all expenses. All communities need to approve this relocation and, in the event that revenues to fund expenses are not realized, each community to contribute to the cost of the court. Contributions will be based on percentage of citations issued which would be approximately 5.4% ($1,729.22) of Chenequa. It was Administrator Douglas’ recommendation and Lake Country Municipal Court’s Operations Committee recommendation to move forward with relocation.

Motion (Pranke/Villavicencio) to approve and support the relocation of Lake Country Municipal Court. *Motion carried*

Review and consider action on Sixth Amendment to Revolving and Term Credit Agreement between Lake Country Fire & Rescue with Town Bank
LCF&R will be renewing their Term Credit Agreement with Town Bank. The Village of Chenequa, as a co-borrowing municipality will need to sign this agreement.

Motion (Villavicencio/Manegold) to approve the Sixth Amendment to Revolving and Term Credit Agreement with Town Bank. *Motion carried*

Committee Reports
Lake Country Fire & Rescue – Trustee Bellin advised on calls and activities received to date.

Report – Village Forester
Forester Lincoln submitted a written report on:

1. Chenequa Country Club Cutting Violation
   Things are finally wrapping up involving the cutting violation with the Chenequa Country Club (CCC). On Monday, August 6th, CCC received a truck load of the 45 trees that we had specified to be planted on the hillside. From our list of recommendations the CCC chose to plant 9 hackberry, 9 white oak, 9 red cedar, 9 Freeman maple and 9 bur oak. All trees have been properly planted, mulched and watered. Overall, the Forestry Department is extremely pleased with how things turned out.
2. **Emerald Ash Borer Update**  
   It appears that the Emerald Ash Borer (EAB) infestation is significant around Chenequa. Just about every ash in the village that has not been treated is infested with EAB to a degree. There are four different stages of EAB infestation currently. The Highway/Forestry Department is currently working on removing ash and other dying trees as often as time and resources allow. To date, 123 trees that exceed 4” in diameter have been removed along the village’s right of ways. The bucket truck delivered in the fall of 2017 has been an irreplaceable asset, without it the village would not be able to cut a large majority of our hazardous trees.

**Report – Village Administrator**  
Administrator Douglas advised on the updating of the official village map. Two companies have been solicited for costs involved. Also, before we update the official village map, the village should clean up village boundary on the property that was purchased for the public works building. Part of this parcel is in the Town of Merton. Staff will work with Merton to complete this before the official village map is updated.

**Report – Village President**  
No report

**Report – Village Attorney**  
No report

**Agenda items to be considered for future meetings**

- Update on lake weeds

**Adjournment**  
Motion (Bellin/Pranke) to adjourn the meeting at 7:12 pm. *Motion carried*

Respectfully submitted by:

[Signature]

Pamela Ann Little  
Village Clerk

Approved and Ordered Posted by:

[Signature]  
Susan L. Wilkey  
Village President

[Signature]  
Helmut Keidl  
Chairperson