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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

**MINUTES**  
**Zoning Code Land Use Sub-Committee**  
**Village of Summit**  
**March 13, 2025**

**CALL TO ORDER**

Planner Barrows read: Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Summit Zoning Code Land Use Sub-Committee at which it is possible that members of and possibly a quorum or negative quorum of members of other governmental bodies of the municipality may be in attendance in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above-noted date, time, and location.

Notice of Quorum: Staff is to announce if a quorum or negative quorum of a governmental body is in attendance at the meeting and directs that the minutes reflect that a quorum or negative quorum of a governmental body is present and that the members may be making comments under the public input section of the agenda, during any public hearing(s) or rules are suspended to allow them to do so. There is a negative quorum of the Village Board in attendance.

**ROLL CALL AND CONFIRM POSTINGS**

Administrator-Clerk/Treasurer Michael stated the meeting was noticed to the local media as required and requested and posted on the Village Posting board and website. Members present were: Jack Riley, Jeff Lee, Paul Schmitter, Matt Katz, Planner Amy Barrows and Administrator-Clerk/Treasurer Debbie Michael.

Review minutes from February 13, 2025

Planner Barrows advised that we need to revise the minutes to state a negative quorum was present at the February meeting.

Discuss provisions for contractor's yards, commercial vehicle parking, landscape businesses & nurseries

**Contractor's Yard**

Planner Barrows read the Village's existing definition: (**Section 111-431**): The premises on which construction and maintenance materials (i.e., slat, sand, cement, decorative block, stone, etc.) or landscaping materials (i.e.,

bulldozers, front-end loaders, back-hoes, trucks, trailers, etc.) are stored to be utilized for off-site construction, maintenance, or landscaping purposes. Where landscape materials are stored or sold for retail or wholesale markets and accessory to an otherwise permitted use by right, such uses shall not be considered a contractor's yard. Limited business operations may be conducted as part of a contractor's yard which relate to the off-site construction, maintenance or landscaping purposes, such as office facilities.

*Existing similar-type operations in the Village of Summit:*

- Theine Grading: Business maintains and stores excavating equipment
- Brinkmann Landscape & Pool Business: Business for the sale and storage of pools and related supplies, landscape materials, and the repair and use of related equipment and masonry supplies
- Patrick Kummrow: Business for the storage of trucks, trailers, and to operate a landscape business for the storage of nursery stock, sand, stone, gravel, bark, and the storage and repair of related landscaping equipment

Waukesha County has a very similar definition: **(Section 2(b)38)**: The exterior premises on which construction and maintenance materials (i.e. salt, sand, cement, decorative block, stone, etc.) or landscaping materials (i.e. sand, gravels, stone, timbers, wood chips, etc.) or construction or maintenance equipment (i.e. bulldozers, front-end loaders, back-hoes, trucks, trailers, etc.) are stored to be utilized for off-site construction, maintenance, or landscaping purposes. Where landscape materials are stored or sold for retail or wholesale markets and accessory to an otherwise permitted use by right, such uses shall not be considered a Contractor's Yard.

Town of Genesee same definition of Waukesha County, but not listed as a use in their code. Instead of landscaping, they use construction and maintenance.

City of Oconomowoc uses definitions of use categories and specific use types, she cautioned against that application.

Village of Merton's definition only allows this use in industrial districts.

Planner Barrows stated she wasn't here when contractor's yards were allowed in Summit in A-1 and A-2 districts. When she worked at the County and using the definitions there, it dealt with storing materials and then using equipment to take those materials off site. She recalls Planner Elling talking about provisions in place considering those types of uses.

Planner Barrows reviewed former conditions allowed in A-1 and A-2 for the Village

- The yard shall be screened
- The yard shall be a maximum of 80,000 sq. ft.
- If inside storage is approved, it shall be no more than 12,000 sq. ft. of building area, including all principal and accessory uses and structures.

She also reviewed conditions of Waukesha County, Town of Genesee, Village of Dousman, City of Oconomowoc, City of Delafield, Village of Merton and Town of Merton.

Planner Barrows asked if the group thinks of plumbing, heating, cooling and ventilation businesses when they think about this district? Matt: No, Jack, No, Jeff, Yes. Definition lists the landscaping materials, not pipes.

Could leave the way it used to read and say the type of business use has to be reviewed by the Village.

Landscape materials a lot different than metal pipes.

This discussion is meant to be a use accessory to the primary use, if it was just a lumber yard, they'd meet requirements for Business Park districts. Someone owns a house and has 5 acres and want to start HVAC and have trucks and products to store.

Riley asked why would we be against it if it's on agricultural property and well screened. Planner Barrows mentioned that the last time we looked at Kummrow and Brinkman they were out of compliance. The contractor use should be accessory to a residential use.

Planner A-1 35 acres, A-2 3 acres minimum, allow in both zoning district.

Paul has concerns that it will grow. When he reads Waukesha County definition those pieces of equipment can get big and when you fill up 2 acres with that, that would be a lot of equipment. Can get out of hand quickly.

Planner they can have unlimited equipment but no more than 6 registered vehicles as part of the commercial truck parking.

Theine's have a very limited outside area to be used and has been cleaned up but Brinkmann has a ton of equipment.

Landscape material will be outside but that doesn't mean the equipment has to be outside. It's meant to be a really small business and if you scale up, you need to find a properly zoned property. Riley – we would want it to be the same as the Commercial Truck Parking. It would be a combination of two things: Contractor's yard/Commercial Truck Parking. In an agricultural district would you want very large buildings.

Riley – would they have to have two conditional uses. Planner Barrows replied yes.

Planner Barrows asked if we want to require it has to be screened from view – response is yes.

Minimum lot size: Lee - at least 5 and maybe 10, Riley: 5, and compatibility with existing uses

Maximum area of the yard: 10% of lot size, not to exceed 2 acres.

Fronting on arterial or connector road.

Limitation on inside storage: remove.

Building offset: currently 50' per code, ok to keep

Outdoor storage offset: 100' (include from shore, wetland area)

Planting/Screening: entirely from adjacent properties and roads, including future land uses.

Site Plan/Plan of Operation: required

Is there a house required on the property: so it would be an accessory use. Riley: No. Paul – now you lose the supervisor aspect. Matt – would the access requirement limit the properties that this could be allowed. Prohibiting the use on local subdivision roads. More in line with you don't need a house there.

Keeping property maintained and well kept.

Compatible with adjacent properties and natural resources.

Planner Barrows recommends keeping it as conditional use.

## Commercial Truck Parking

Planner Barrows reviewed the Village's existing definition (*Section 111-431*): Parking and storage of commercial or industrial vehicles, such as trucks, construction vehicles, grading equipment, semi-trailers, tractors, and similar vehicles and related equipment. All such vehicles and equipment shall be fully operative and in active use.

Planner Barrows led the group through a series of clarifying questions:

5-acre minimum lot size: Yes.

Directly abut a county highway, arterial or collector street. Make access requirement match the contractor's yard.

Vehicles owned, leased or operated by owner or occupant of property: Yes.

Member Lee said truck traffic was a big complaint when we talked about the landscape center. Planner Barrows stated but that was on a State Highway. Don't want that on local road. Intensity of use is the issue, meant to be accessory to primary use and tends to be more than 1 vehicle.

Not more than 6 commercial vehicles: Jack – yes.

Must be operative and fully used: yes.

50' setback from roads and lot lines: yes.

Environmental/water quality standards: yes, Amy to develop.

Compatible with adjacent properties and natural resources.

Noise provisions: match current noise ordinance (doesn't apply to agricultural districts).

Hours of operation: to be reviewed as part of the Site Plan Review.

Light pollution: general terms – can't impact adjacent properties and Plan Commission can determine what's appropriate.

Building type and design: Plan Commission to review.

Conditional Use: offers the public hearing process and you have the opportunity to address them.

Site Plan Review: yes.

Currently relates to A-2 but group recommends it for A-1 also. Amy to do an analysis to show potential properties.

Discuss provisions for the commercial storage of boats, trailers, and other vehicles and equipment

No discussion.

Discuss provisions for limited family businesses

No discussion.

Discuss initial thoughts on benefits and impacts of event facilities and agri-tourism type uses

No discussion.

Discuss recommendations for public engagement related to event facilities and agri-tourism type uses

Planner Amy stated she is looking for feedback on how they'd like to receive public input: could open up public comment at a forum like this and not restrict time, or she recommended a "listening session" and open up for a certain period of time, invite the Plan Commission and Village Board. Would not be to provide back and forth discussions and listen to the public. Rebecca Carsey has asked for a representative from an agri-tourism group to be allowed to speak.

President Riley likes the listening session idea and to have Plan Commission and Village Board there to eliminate repeating information at two meetings.

Limit the amount of time to talk: 2 minutes per person and start at a certain time. Encourage people to not repeat but say "ditto". 10 minutes for agri-tourism presentation. People can submit written comments. Do a press release and encourage people to send emails.

Next steps & schedule next meeting date

Bring language for contractor's yard and commercial vehicle parking and determine to move forward on just that use or if we continue on with remaining items. Recommend moving them after each sub-committee to finish the process.

Planner Barrows recommends that the group meet again in April prior to the regular Village Board meeting to go through those items we skipped tonight. April 10 at 4 p.m. was agreed upon.

Recommendation for end of April or beginning of May to hold the public engagement session. Possible dates will be sent out as a Goggle poll.

Public Input

There was no public input.

ADJOURN at 5:40 p.m.

Respectfully submitted,

Debra J. Michael, WCMC  
Village Administrator-Clerk/Treasurer