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

## MINUTES

### Village of Summit Plan Commission

### Thursday, September 19, 2024 5:30 p.m.

#### CALL TO ORDER

Chairperson Siepmann called to order the Plan Commission meeting at 5:30 p.m. on Thursday, September 19, 2024 at the Summit Village Hall, 37100 Delafield Rd, Summit, Wisconsin.

#### ROLL CALL AND CONFIRM POSTING

Deputy Clerk/Deputy Treasurer Sarah LaValliere took roll call and confirmed notice given to the local media as required and requested and posting of the agenda to the Village posting board and website. Commissioners present were:

- Jim Petronovich
- Sandra Murray
- Paul Schmitter
- Alt. Joan Gucciardi

Not present: Annette Kaja, Jay Obenberger, and Matthew Katz

Also present were Chairperson Jim Siepmann, Planner Amy Barrows, and Deputy Clerk/Deputy Treasurer Sarah LaValliere

#### MINUTES

- August 15, 2024

Minutes are not provided at this meeting and will be included for the October Plan Commission meeting.

Next meeting date – proposed for Thursday, October 17th, at 5:30 p.m.

Commissioner Murray unable to attend

#### PUBLIC HEARING:

Chairperson Siepmann opened a Public Hearing at 5:35pm to:

Receive comments and discuss a request by Jack Collier, on behalf of Rogers Memorial Hospital, to rezone the following lands from R-2 Country Residential to IN Institutional: 3646 N. Sawyer Road (SUMT0622987), part of 3630 N. Sawyer Road (SUMT0622986), part of 34700 Valley Road (SUMT0622977002), 34700D Valley Road (SUMT0622982), & a lot located on N. Hickory Lane (SUMT0622014). The applicant is also proposing to rezone the

following lands from IN Institutional to R-4 Cottage Residential: part of a lot located on N. Hickory Lane (SUMT0622980004). The area of N. Hickory Lane to be vacated will also be zoned to match adjacent zoning and the area to be dedicated as N. Hickory Lane will be removed from any zoning classification.

Planner Barrows reviewed the request by Jack Collier, on behalf of Rogers Memorial Hospital, to rezone the following lands from R-2 Country Residential to IN Institutional: 3646 N. Sawyer Road (SUMT0622987), part of 3630 N. Sawyer Road (SUMT0622986), part of 34700 Valley Road (SUMT0622977002), 34700D Valley Road (SUMT0622982), & a lot located on N. Hickory Lane (SUMT0622014). She also reviewed the proposal to rezone the following lands from IN Institutional to R-4 Cottage Residential: part of a lot located on N. Hickory Lane (SUMT0622980004). The area of N. Hickory Lane to be vacated will also be zoned to match adjacent zoning and the area to be dedicated as N. Hickory Lane will be removed from any zoning classification.

Chairperson Siepmann opened the hearing up for Public Comment at: 5:40 pm

There is no additional public comment.

Chairperson Siepmann closes the hearing at 5:42 pm

### **REGULAR BUSINESS:**

Discussion and action on a request of Jack Collier, on behalf of Rogers Memorial Hospital, to rezone the following lands from R-2 Country Residential to IN Institutional: 3646 N. Sawyer Road (SUMT0622987), part of 3630 N. Sawyer Road (SUMT0622986), part of 34700 Valley Road (SUMT0622977002), 34700D Valley Road (SUMT0622982), & a lot located on N. Hickory Lane (SUMT0622014). The applicant is also proposing to rezone the following lands from IN Institutional to R-4 Cottage Residential: part of a lot located on N. Hickory Lane (SUMT0622980004). The area of N. Hickory Lane to be vacated will also be zoned to match adjacent zoning and the area to be dedicated as N. Hickory Lane will be removed from any zoning classification.

Planner Barrows reviewed the recommended motion.

**MOTION:** (Murray, Schmitter) *to recommend the Village Board approve the amendment as presented at the Plan Commission meeting including :The Village Board approve the amendment to the Zoning Map of the Village of Summit Zoning and Shoreland Protection specific to rezoning the following lands from R-2 Country Residential to IN Institutional: 3646 N. Sawyer Road (SUMT0622987), part of 3630 N. Sawyer Road (SUMT0622986), part of 34700 Valley Road (SUMT0622977002), 34700D Valley Road (SUMT0622982), & a lot located on N. Hickory Lane (SUMT0622014). The recommended amendment also rezones part of a lot located on N. Hickory Lane (SUMT0622980004) from IN Institutional to R-4 Cottage Residential. The area of N. Hickory Lane to be vacated will also be zoned to match adjacent zoning and the area to be dedicated as N. Hickory Lane will be removed from any zoning classification. The recommended zoning amendment is subject to the following condition:*

1. *This rezone is not effective until the three Certified Survey Maps presented by Rogers Memorial Hospital at the same meetings as the rezone and the legal documents for the road vacation of N. Hickory Lane are reviewed and approved by the Village of Summit and recorded by Waukesha County Register of Deeds.*

*Staff is directed to prepare a draft ordinance in accordance with this motion, subject to Village Attorney review, for consideration by Village Board. Carried*

Discussion and action on a request of Jack Collier, on behalf of Rogers Memorial Hospital, to combine and reconfigure lots by several Certified Survey Maps, including review based on Article X of Chapter 109

Subdivision of Land Ordinance, on property located at 34700 Valley Road (SUMT0622977002), 3646 N. Sawyer Road (SUMT0622987), 3630 N. Sawyer Road (SUMT0622986), 34700D Valley Road (SUMT0622982), SUMT0622980002, SUMT0622979002, and properties on N. Hickory Lane, including SUMT0622980004, SUMT0622978, SUMT0622980005, and SUMT0622014.

Planner Barrows reviews the request for the Plan Commission.

Conversation is had about vacation of roads and access to parcels.

**MOTION:** (Schmitter, Petronovich) *to recommend that Village Board approve Certified Survey Maps #1, #2, and #3, with consideration given to Article X Existing Substandard Lots, Chapter 109 Subdivision of Land for Lot 2 of CSM #2, subject to the following conditions:*

- A. ***APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:*** *Petitioner shall satisfy all comments, conditions and concerns of the Waukesha County Department of Public Works, Village Engineer, Surveyor, and Planner prior to approval of the final Certified Survey Map.*
- B. ***SUBJECT TO REIMBURSEMENT OF EXPENSES.*** *As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all fees, costs, and assessments due and owing to the Village of Summit, and for reimbursement of any expenses, costs and disbursements which have been incurred by the Village of Summit in the drafting, review or enforcement of this conditional CSM approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.*
- C. ***UTILITY CONNECTION FEES.*** *As a condition precedent to this conditional CSM approval taking effect, the Petitioner shall pay all utility connection fees owed to the Village of Summit. Note: The CSM results in the reconfiguration and combination of lots. Therefore, this condition does not apply.*
- D. ***BUSINESS OR COMMERCIAL USE.*** *Commercial or business uses on these lots are limited to those uses approved as part of the Rogers Memorial Hospital Conditional Use Permit.*
- E. ***ONE YEAR TO SATISFY CONDITIONS.*** *Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM's.*
- F. ***RECORDING.*** *The Petitioner shall submit all three CSM's, including the signed signature sheets, to Village Hall for recording. The Village will record the CSM's, as well as the road vacation documents, at the cost of the Petitioner. The properties shall be rezoned appropriately prior to the CSM's being recorded.*

Carried

Discussion and action on a request of Thomas LaGalbo to construct a third accessory building on property located at 1406 N. Dousman Road (SUMT0660991).

Planner Barrows does not feel that this needs Plan Commission approval anymore because the applicant is proposing to remove one of the existing structures. She reviewed the original request to construct a third accessory building on property located at 1406 N. Dousman Road (SUMT0660991). Stating that both existing structures are too close to the lot line and are non-conforming. Since the structures are 200 sq. ft. or less in size, one of the structures can be as close as 5 ft. to the lot line. The applicant agreed to remove the other structure.

Applicant Thomas Le Galbo – 1406 Dousman Rd - reviewed the information on the request for the Plan Commission. There will only be two structures.

Plan Commission determined that the dumpster and wood shed are not structures.

There was additional conversation about moving the shed or removing the shed. Plan Commission offers to condition approval so that the applicant can relocate one of the existing sheds to a conforming location. All agree that the approval should be subject to moving or tearing down one of the sheds is appropriate.

**MOTION:** (Murray, Petronovich) *to approve the request to construct an accessory building that results in more than two accessory buildings on the property subject to all accessory buildings complying with the setback provisions of the Zoning Ordinance prior to: final inspection of proposed detached garage. The dumpster enclosure and woodshed are not considered structures. Subject to final inspection. Carried*

Discussion and action on a request of Pastor Jon Anderson, on behalf of Faith Baptist Church, to obtain Site Plan approval to construct a parking lot addition at Faith Baptist Church located at 36107 Genesee Lake Road (SUMT0681996).

Planner Barrows reviewed the information on the request on behalf of Faith Baptist Church, to obtain Site Plan approval to construct a parking lot addition at Faith Baptist Church located at 36107 Genesee Lake Road.

If proposal is approved the recommendation to meet the following requirements is made:

1. There shall be no more than 15 parking stalls without a landscaped area of at least 75 sq. ft.
2. Landscaped areas shall total at least 5% of the surfaced parking area.
3. The parking stalls shall be at least 10 ft. from the road right-of-way of Genesee Lake Road.

Conversation is had about parking and the site plan and whether the asphalt parking lot should be at least 10 ft. from the road right-of-way. The Commission agrees with the recommendation made by the planner.

The applicant requested additional clarification from Planner on additional parking requirements.

Planner Barrows provided additional clarification for the applicant and commission. Since the existing lot is within 10 ft. of the road right-of-way, the planner is just looking for the parking stalls to meet the requirements.

**MOTION:** ( Murray, Gucciardi) *to approve the Site Plan amendment for additional parking located on the west side of the existing parking lot that was previously shown on site plans presented to Plan Commission in 2019 as part of improvements to the site as possible future parking, subject to review and approval by the Village Engineer for Stormwater Management and Erosion Control, if deemed necessary by the Village Engineer and subject to Village Staff review and approval of the following requirements:*

1. *There shall be no more than 15 parking stalls without a landscaped area of at least 75 sq. ft.*
2. *Landscaped areas shall total at least 5% of the surfaced parking area.*
3. *The parking stalls shall be at least 10 ft. from the road right-of-way of Genesee Lake Road.*
4. *To ease construction and plowing of parking lot- pavement can be extended on north end of lot but shall be marked for no parking.*
5. *Wheel stops may be installed at the discretion of owner.*

Carried

*This approval does not include any review or approval of additional parking lot lighting. Additional approvals are required.*

Discussion and action on a proposed text amendment of the Village of Summit Zoning and Shoreland Protection Ordinance initiated by the Plan Commission of the Village of Summit. The request includes an amendment to Section 111-354(c) and possible other related sections to allow single-family or multi-family residential as a permitted accessory use in the NC Neighborhood Commercial District subject to conditions.

Planner Barrows reviewed the proposed text amendment of the Village of Summit Zoning and Shoreland Protection Ordinance included in the pack.

There was discussion related to the potential need for another public hearing.

**MOTION:** (Petronovich, Murray) *to approve the drafted modified language related to the creation of Section 111-354(c)(4) of the Zoning and Shoreland Protection Ordinance, adding single-family or multi-family residential uses as an accessory use in the NC Neighborhood Commercial Zoning District subject to certain conditions being met and sent to the Village Board for approval subject to: Village Attorney recommendation regarding whether a public hearing is required.*

Discuss potential dates for Joint Plan Commission and Village Board meeting regarding permitted and conditional uses. October 3, 2024 at 5:30 pm.

**UPDATE** regarding Village Board action on Plan Commission matters

- Lake Country Classical Academy – Tabled
- Jeff Stoll Rezone and CSM approved

**ADJOURN** Plan Commission meeting

**MOTION:** (Schmitter, Murray) *to ADJOURN the meeting at 6:38 pm.* -Carried

Respectfully submitted,

Sarah LaValliere

Deputy Clerk/Deputy Treasurer

**Next regular meeting date: October 17, 2024**