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MINUTES
Zoning Code Land Use Sub-Committee
Village of Summit
May 8, 2025

CALL TO ORDER

Planner Barrows called to order the Zoning Code Land Use Sub-Committee to order at 4 pm on Thursday, May 8, 2025 at the Summit Village Hall, 37100 Delafield Road, Summit, Wisconsin. Planner Barrows stated that 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.

A negative quorum of Village Board is present at this meeting. Any members that show up that are not on the committee may speak during public comment.

ROLL CALL AND CONFIRM POSTINGS

Administrator-Clerk/Treasurer Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the village posting board and website. Members present were: Paul Schmitter, Jack Riley, Jeff Lee, and Matt Katz. Also present were: Planner Amy Barrows and Administrator-Clerk/Treasurer Debbie Michael.

Review minutes from April 10, 2025

No changes noted.

Finalize sub-committee recommendations for contractor's yards

Planner Barrows stated that the sub-committee talked about contractor's yards two meetings ago and refined the comments at last month's meeting. Only changes that were made include that the property needs to be in an area designated on the Land Use Plan as 2.4-acre density or Agricultural and the property shall not be located in a platted subdivision. An item that will need to come up as part of the final review process is whether or not the Conditional Use needs to be accessory to a principal residential use because this group had a split vote on. All four sub-committee members agree to forward a recommendation.

Finalize sub-committee recommendations for commercial vehicle parking

Planner Barrows stated this was revised at last month's meeting and the only changes include: instead of referring to a refrigerator truck, it was changed to any vehicle with a running generator, compressor or diesel motor shall not be operated within 500' of a residential property line and whether or not the Conditional Use needs to be accessory to a principal residential use, which will need to be determined through the formal process.

President Riley asked about the vehicle running and he knows what the group means but it could be read like the vehicle actually moves. Should it say "parked or stored with a running...". All agree to forward recommendations as discussed tonight.

Finalize sub-committee recommendations for the commercial storage of boats, trailers, and other vehicles and equipment

Planner Barrows stated based on the group's previous discussion she created recommendations. She is taking a definition from Genesee:

Rental of existing barns and farm buildings for the storage of machinery, equipment, vehicles, boats, furniture, and similar items. Rental includes all items that are not owned by the lot owner or by the person lawfully residing on the lot, are stored in existing barns or farm buildings, and for which storage the owner of the items pays rent, provides goods or services, or provides other consideration.

Planner Barrows explained that the sub-committee should decide if the use is allowed in any outbuilding on the property, or like Genesee, in barns and farm buildings. There was discussion about the definition and the group determined that a change should be made to this: add language "and accessory buildings" to the end of the part that states: "...are stored in existing barns or farm buildings."

Planner Barrows went through the Standards:

- Parcel must be part of an original farmstead and not be located in a subdivision

There was discussion about what is considered an original farmstead. Member Lee explained this is how it is going to work with boat and RV storage: in fall, people will drop off RV's and boats and park them in the yard and then at some point they will pull them all into the barn and then in spring they will start pulling them out, line them all up to get picked up. They will store inside from November to April and then they will sit outside for a couple weeks until people come pick them up. Planner Barrows stated that could be managed that if temporary outdoor storage is proposed, must be screened and approved by Plan Commission. Member Lee doesn't think we want to allow for outdoor storage where they are wrapping them and lining them all up and leaving them outside. Member Riley stated if it is in Ag, in the middle of nowhere and it is screened, why not.

Planner Barrows added that these types of businesses tend to grow and they get hard to manage.

Planner Barrows went back to the "original farmstead" asking what they want to do with that language. Direction was to strike "be part of an original farmstead" to say "Parcel must not be located in a subdivision."

- Lot must be conforming to zoning district standards
- Building must have existed at time this ordinance section is created
- Requires survey, including lot size, offsets, and use of all existing structures
- Parcel must have access to an arterial or collector street

- No commercial outdoor storage is allowed
- Water supply and required septic system must comply with County and State rules
- No commercial signs are allowed
- Detailed landscape plan required

Member Riley asked if he bought a farm and is going to rent out the buildings until such time as it is developed but nothing is changing, he'd have to provide a detailed landscape plan? Planner Barrows stated it could be changed to state Plan Commission may request it. If they are requesting outdoor storage then

- Building and grounds shall be maintained in a neat, attractive, and orderly way
- Building shall comply with all regulations of village (including zoning dimensional standards), state building code, and fire department

Member Riley asked what does it mean that it has to comply with the state building code and fire department regulations? Planner Barrows explained that if the use is considered commercial then it has to meet commercial building code requirements and there are standards for type of flooring, certain improvements required if building is a certain size. There are hazards with storing vehicles in a barn. Planner Barrows stated that these types of conditions will just be moved to "general standards".

There might not be a choice, if it is state law.

- Compatibility with surrounding area
- No business activities, other than storage
- Buildings with storage shall be at least 50 ft. from side and rear lot lines
- Applicant must accept terms and conditions (add to general conditions)
- Allow in A-1 and A-2, must be 5 acres in size
- Determine if commercial building code must be met (verify with Mike Sindorf)
- If outdoor storage is proposed, it must be screened from view, setbacks must be met
- The sub-committee will determine if the use should be a conditional use or permitted use at a later date after viewing training materials

Planner Barrows will bring revised language back to next meeting.

Finalize sub-committee recommendations for limited family businesses

Planner Barrows explained that this is a business that takes place in an outbuilding not a residence. Professional office uses in any residential or AG, the others only in R-2, R-1, A-1, A-2

LIMITED FAMILY BUSINESS DEFINITION (examples):

A business operated by a single person or family where personal services are performed or assistance is given, as opposed to the sale of products, and involves predominantly professional operations as outlined below regarding a limited family business.

STANDARDS:

- Allow professional office in any residential or agricultural district provided compatible with neighborhood, otherwise R-2 (1.5-acre), R-1 (2-acre), A-1 (35-acre), and A-2 (3-acre)
- Operation in attached garage or accessory building
- Small family business that doesn't necessitate relocation or rezoning, but protects interest of adjacent land owner and future development of area

- All expansions in use require CU amendment
- All employees, except one, must be members of family residing on property
- Limited family business, no manufacturing or assembly. Examples: non-health related office or studio for professionals including accountant, architect, artist, attorney, barber, beautician, crafter, dance teacher, housekeeping, insurance agent, interior decorator, massage therapist, music teacher, photographer, realtor, salesperson, shoe repair, small engine repair (inside building only), tailor/seamstress, travel agent, woodworker (not a cabinet maker), auto detailing, dog grooming (no boarding), wine tasting, an office for a business that is otherwise located completely off site with the exception of vehicles transported to and from a job site on a daily basis, etc. In the event a question arises, the plan commission shall make a determination if the proposed use meets the purpose and intent of a limited family business.
- Sale of products must be accessory to use and any sale of products not produced by business is prohibited
- Shall restrict # and type of machinery and equipment, and may require that storage be inside
- Structure shall be accessory and meet accessory requirements
- Design and size may be determined by process
- Must be conforming lot size
- Restrictions may be placed to avoid adverse affects on adjoining residential properties, such as location and site requirements
- Village has the authority to determine the % of property that may be devoted to the use
- CU automatically expires and terminates on the sale of the property or transfers to non-occupant
- Limits can be placed on hours of operation, signage, lighting (no need for commercial scale lighting), parking as part of Site Plan review
- Shall comply with all other ordinance requirements
- Limited customer traffic as determined by village as part of Site Plan review, shall be compatible with surrounding neighborhood and village character
- Require sufficient screening if any activities take place outside
- Provide for architectural review of building/structures
- Refer to noise ordinance
- Any outdoor activities shall be reviewed by Plan Commission, not guaranteed for approval
- Lot and building must be conforming to dimensional standards unless legal nonconforming
- If contractor's yards or commercial truck parking proposed, need to comply with those CU's and be in the A-1 or A-2 District. Plan Commission can limit the # of CU's on a single property
- Conditional Use or Permitted Use – to be determined by subcommittee after reviewing training materials

Discuss provisions for landscape businesses and nurseries

There was no discussion due to running out of time. This will be discussed at the next meeting.

Announce Joint Plan Commission & Village Board public listening session meeting on May 29, 2025 @ 6:00 pm

Planner Barrows asked if the group would like a five minute CU vs. Permitted Use discussion at a sub-committee meeting. The group was in favor of that. Planner Barrows reminded the group about the joint public listening session on May 29, 2025 starting at 6 pm.

Public Input

Brian Porter, explained that the outdoor storage of boats and RV's and why people might want to store them outdoors is because of the huge, tall stuff that doesn't fit inside which makes it harder to hide.

Jodie Wright, stated that is the same with RV's, they don't fit in most of the old, existing buildings. Parking could be limited to existing driveway space for some of the other uses, don't want street or yard parking.

Next steps & schedule next meeting date

Jeff Lee not available on June 12. July 10 was suggested, all available at 4 pm.

ADJOURN

Meeting was adjourned at 5:47 p.m.

Respectfully submitted,

Debra J. Michael, WCMC
Administrator-Clerk/Treasurer