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

MINUTES

Village of Summit Plan Commission

Thursday, May 15, 2025

CALL TO ORDER

Chairperson Siepmann called to order the Plan Commission meeting at 5:30 p.m. on Thursday, May 15, 2025 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Deputy Clerk LaValliere 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. Commissioners present were: Jim Petronovich, Annette Kaja, Jay Obenberger, Matthew Katz, Paul Schmitter, and alternate Joan Gucciardi.

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

MINUTES

- April 17, 2025

MOTION: (Petronovich, Schmitter) *to approve the minutes as presented.* Carried

Next meeting date – proposed for Thursday, June 19, 2025, at 5:30 p.m.
Paul Schmitter is not available

REGULAR BUSINESS:

Discussion and action on a request of Daniel Groskopf, on behalf of the property owner, 604 South Golden Lake Lane LLC, to construct a detached garage that exceeds 60% of the floor area of the residence on property located at 604 S. Golden Lake Lane (SUMT0698018).

Planner Barrows gave a summary of the request. Plan Commission reviewed the request. Chairperson Siepmann complimented the applicant on making architectural revisions so that the building is more compatible with the residence and neighborhood based on its size.

MOTION: (Petronovich, Schmitter) *to approve the request to construct an accessory building that results in more than 60% of the finished floor area of the residence, subject to the following conditions:*

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1. *The accessory building shall be constructed in conformance with the building plans prepared on May 6, 2025 by Groskopf Construction.*
2. *The second story of the garage shall not exceed 7.5 ft. in height from the floor to the ceiling.*
3. *The applicant shall record a declaration of restriction with the Waukesha County Register of Deeds, drafted by Village Staff, that states the building shall not be occupied for purposes of human habitation or for commercial purposes, unless allowed per the Zoning Ordinance.*

Carried.

Discussion and action on a request of Andy Fieber, on behalf of the property owner, Nemahbin Lake Holdings LLC, for Site Development approval to redevelop the parking lot on property occupied by Panga, located at 34422 Delafield Road (SUMT0669017).

Planner Barrows reviewed the request for Site Development approval to redevelop the parking lot on property occupied by Panga.

Applicant Andy Fieber was present to provide additional information as requested by the Plan Commission.

The Plan Commission determines that the enclosure for the dumpster should be wood not chain link and possibly painted the same color as the building to lessen visibility. Their recommendation was to come back to group to work on the architecture of the enclosure.

MOTION: (Schmitter, Kaja) *to approve the parking lot improvements, subject to the following conditions:*

1. *All comments of the Engineering Staff's Review Letter dated March 18, 2025, shall be complied with prior to commencing any construction activities.*
2. *The applicant shall apply for a Floodplain Development Permit that shall be reviewed and approved by the Village prior to commencing any construction activities. The water equipment racks proposed adjacent to the Upper Nemahbin Lake shall be properly anchored to meet the Village's floodplain requirements. The property is limited to two equipment racks, each holding eight units of recreational equipment, per the existing Business Plan of Operation.*
3. *The outbuilding shall be removed prior to commencing any parking lot improvement activities.*
4. *Written documentation shall be submitted to Village Staff from Waukesha County Department of Public Works that all necessary approvals and permits have been issued for improvements within the road right-of-way of CTH DR prior to commencing any parking lot improvement activities.*
5. *Prior to commencing any parking lot improvement activities, a Stormwater Maintenance Agreement shall be reviewed and approved by the Village and recorded with Waukesha County Register of Deeds that includes the floodplain compensatory storage area on the land owned by the Upper Nemahbin Lake Management District. An easement encompassing the stormwater management/floodplain compensation area will need to be established.*
6. *Prior to commencing any parking lot improvement activities, the Fire Department shall review the final plan set to ensure the fire department has adequate access and maneuverability.*
7. *Applicant shall work with Village staff for approval on revised dumpster screen.*

Carried

Discussion and action on a request of Jack Collier, on behalf of Rogers Behavioral Health, Inc., for a revised Certified Survey Map approval to combine several properties located at 34700 Valley Road (SUMT0622977002), 3646 N. Sawyer Road (SUMT0622987), a portion of 3630 N. Sawyer Road (SUMT0622986), 34700D Valley Road (SUMT0622982), SUMT0622980002, SUMT0622979002, and a portion of a property located on N. Hickory Lane (SUMT0622980004).

Planner Barrows reviewed the request of Jack Collier on behalf of Rogers Behavioral Health for a revised Certified Survey Map to combine properties on the Rogers Campus. Plan Commission and Village Board should be aware the updated CSM reflects the revised boundaries which opens the door for trees to be cut.

On the existing CSM, #7 Environmental corridor notes 20% allowable disturbance by Southeastern Wisconsin Regional Planning Commission (SEWRPC). This is a sewer connection consideration not a Village allowance. If it is removed, future projects in the corridor will have prohibitions that still apply. Planner Barrows, recommendation is to remove it from the CSM.

Jack Collier Rogers Behavioral Health is on site to answer questions and made reference to a confirmation letter in 2017 from SEWRPC letter (included in the packet) that adopts a 2008 corridor line.

Plan Commission agrees that what SEWRPC has designated is acceptable. There was conversation about additional buildings for Roger's Memorial and environmental corridor. There are a few more buildings planned. The recommendation is to get the CSM approved and if they need to amend the CSM for future building that is fine. Remove item #7 on the CSM as requested by the Planner.

MOTION: (Obenberger, Schmitter) *to recommend that Village Board approve the amended Certified Survey Map for the main campus, 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 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 that have been approved by the Village, 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.

G. RESTRICTION REMOVAL. Restriction #7 on sheet 11 of 14 of the Certified Survey Map shall be removed.

Carried.

Discussion and action on the request of Jack Collier, on behalf of Rogers Behavioral Health, Inc., for Site Development approval to construct a new 24-bed residential facility on property located at 34700 Valley Road (SUMT0622977002).

Planner Barrows reviewed the request of Rogers for site development to construct a new 24-bed residential facility.

Planner Barrows requests that stormwater facilities for the entire site be cleaned up for the whole property as part of the Stormwater Maintenance Agreement. Tree removal is planned, that causes significant disturbance, staff has asked applicant to plant more trees through the entire site.

Site preparation is the goal currently. Approving the Development Plan with conditions would be acceptable at this time.

Jack Collier, Roger's Behavioral Health provided renderings of the facility and stated that the elevation has been updated to reflect the recommendation of plan staff.

Plan commission requested to screening any HVAC, and adding dumpster enclosure, staff will then review and provide approval.

MOTION: (Kaja, Schmitter) *to approve the Site Development Plans for a 24-bed adult CBRF, subject to the following conditions being met prior to the commencement of **any construction activities unless otherwise stated. Conditions 4-7 and dumpster enclosure and HVAC screening: shall be submitted by the August Plan Commission meeting***

- 1. The Certified Survey Map combining several parcels shall be recorded prior to the commencement of any construction activities.*
- 2. The emergency alarm system for the entire campus shall be updated to the satisfaction of the Village of Summit Police Department and Western Lakes Fire Department prior to the commencement of any construction activities.*
- 3. All comments from the Engineering Staff shall be complied with. A revised Stormwater Maintenance Agreement shall be reviewed and approved by the Village and recorded with the Waukesha County Register of Deeds Office. Written documentation shall be submitted to the Village that all WDNR permits have been issued.*
- 4. A dumpster enclosure plan shall be submitted to Plan Commission for review and approval.*
- 5. A lighting plan, including photometrics and catalog cut sheets, shall be submitted to Plan Commission for review and approval.*
- 6. Final landscape plans shall be submitted to Plan Commission for review and approval.*
- 7. A Final Signage Plan with dimensions shall be submitted for review and approval by Village Staff.*
- 8. The Fire Department shall review the final plan set to ensure the fire department has adequate access and maneuverability.*

9. *The Delafield Hartland Pollution Control Commission shall review and approve the proposed improvements. Any necessary professional reimbursement, sewer connection and impact fees shall be paid prior to the issuance of a Building Permit.*
10. *The applicant shall submit a Business Plan of Operation for review and approval by Plan Commission prior to commencing any operations.*
11. *Prior to commencing any construction on the building, a Building Permit shall be issued by the Village Building Inspector.*

Carried

UPDATE on Zoning Code Land Use Project:

Planner Barrows provided an update regarding the Zoning Code Land Use Project.

Meetings of the sub-committee are delayed until September because of Summer activities.

Joint listening session planned for May 29 at 6:00 pm

UPDATE regarding Village Board action on Plan Commission matters.

- Village Board agrees to meeting between now and September to discuss Eschweiler property.
- Bark River Conservancy rezone and Preliminary Plat approved subject to same conditions as Plan Commission.
- MacKenzy/ Raabe CSM approved

ADJOURN Plan Commission meeting.

MOTION: (Schmitter, Gucciardi) *to adjourn the Plan Commission meeting at 7:00 p.m.* Carried.

Respectfully submitted,

Sarah LaValliere
Deputy Clerk/Deputy Treasurer

Next meeting date: June 19, 2025