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MINUTES
Village of Summit Plan Commission
July 17, 2025

CALL TO ORDER

Chairperson Jim Siepmann called the Village of Summit Plan Commission meeting to order on Thursday, July 17, 2025, at 5:30 p.m. at Summit Village Hall 37100 Delafield Rd, 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, Sandra Murray, Annette Kaja, Paul Schmitter, Matt Katz, and Alternate Joan Gucciardi. Also present were Chairperson Jim Siepmann, Planner Amy Barrows, and Deputy Clerk/Deputy Treasurer Sarah LaValliere. Commissioner Jay Obenberger was absent.

MINUTES of June 19, 2025

MOTION: (Petronovich, Kaja) *to approve June 19, 2025, minutes.* Carried.

Next meeting date – proposed for Thursday, August 21, 2025, at 5:30 p.m.
Joan Gucciardi is not available for the August meeting.

CONTINUED PUBLIC HEARING:

Chairperson Siepmann announced the continuation of the Public Hearing from June 19, 2025, to receive comments and discuss a request by Steve Hanke to amend the Zoning District Map from the R-1 Estate Residential District to the BP Business Park District to accommodate a conference center on property located at 37214 Delafield Road (SUMT0640998001).

Planner Barrows provided a recap of June 19, 2025, Plan Commission meeting and the request to rezone the parcel from R-1 Estate Residential District to BP Business Park District to accommodate a conference center on the property.

Her summary included:

Background from the June meeting and an overview of the Legal opinion of Conference Center definition and zoning authority

Village Attorney legal opinion is provided in the meeting pack. The opinion recommends that the Commission cannot provide a definition and is required to utilize the common ordinary meaning and should accept this meaning and not create “own” meaning that would differ.

Planner Barrows identifies notable uses that are allowed by right:

- ~ Indoor recreational facilities
- ~ Health Club
- ~ Movies
- ~ Restaurants

The noted uses potentially include alcohol sales and late-night traffic. All topics relating to noise, traffic etc. would be contemplated at the time of the plan of operation.

Planner Barrows also provided an overview to the meaning of “Conference Center” based on her staff report.

Plan Commission members had questions related to the property, use and the permitted rights of the zoning of the parcel. The definition of conference center is debated and what conference center should allow is discussed.

Chairperson Siepmann opened the Public Hearing up for Public Comment.

Mike Nevins, 849 N Pointview Road, stated that the definition of Conference Center should be tightened up.

Planner Barrows stated that the Plan Commission cannot deny requests to come up with a better definition.

Matt Schmitz, 37010 Serenity Lane, discussed the availability of sewer for this parcel. Mr. Schmitz also stated that there eventually will be a request for a liquor license, and the Village should watch where lawsuits could happen and does not think that this is a good use for the property.

Dave Schleif, 1216 N Laurel Lane, stated he is responsible for a neighborhood committee and had a meeting and the neighborhood overwhelmingly perceived it as a good idea. As long as following rules all for it. He shared that he does not have the concerns he had at the June meeting.

Plan Commission also asked about the final plan after rezoning and whether public input would be allowed.

Planner Barrows followed up that there is no additional public hearing, but written comments are acceptable.

Chairperson Siepmann closes the public hearing at 6:00 pm

REGULAR BUSINESS:

Discussion and action on a request by Steve Hanke to amend the Zoning District Map from the R-1 Estate Residential District to the BP Business Park District to accommodate a conference center on property located at 37214 Delafield Road (SUMT0640998001).

Planner Barrows reviewed the recommended motion and conditions.

The Plan Commission asked questions regarding food trucks and water and sewer hookup. Planner Barrows mentioned that the applicant should be specific with his use, and Plan Commission can decide what elements

work on the site and whether it's compatible with the surrounding areas and go from there. There are challenges with what a food truck is and all definitions will need to be worked on by the Plan Commission.

MOTION: (Kaja, Katz) *to recommend that Village Board approve the amendment to the Zoning Map of the Village of Summit Zoning and Shoreland Protection Ordinance from the R-1 Estate Residential District to the BP Business Park District on property located at 37214 Delafield Road (SUMT0640998001). The recommended zoning map amendment is subject to the following conditions:*

1. ***INITIAL DEVELOPMENT:*** *The zoning map amendment shall not be effective until such time the applicant obtains Building, Site and Operational approval to construct a conference center in substantial conformance with the use, site plan, and architectural design materials presented at June 19, 2025, Plan Commission meeting. The Building, Site and Operational plans will require Plan Commission approval, and this rezone does not guarantee said approval as presented.*
2. ***RESIDENTIAL USE:*** *The existing residential structure inclusive of a community living arrangement for two adults and two caretakers is considered a legal nonconforming use and all provisions of Section 111-224 and Section 111-225 shall be met.*
3. ***FUTURE DEVELOPMENT - COMPLIANCE WITH COMPREHENSIVE PLAN AND ZONING:*** *Any future use that is proposed on the property shall comply with the guidelines stated in the Village of Summit Comprehensive Plan and standards of the Village of Summit Zoning and Shoreland Protection Ordinance.*
4. ***SEWER AND WATER:*** *The applicant shall serve any and all business uses on the property with public sewerage and water facilities provided by the City of Oconomowoc. All costs associated with connection, installation, and maintenance are the responsibility of the applicant and not the Village of Summit. The existing residential structure can continue to be served by a private sewer system and well but will require connection to sewer within one year.*
5. ***SUBJECT TO REIMBURSEMENT OF EXPENSES:*** *As a condition precedent to this conditional rezone 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 rezone approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.*
6. ***OWNER & APPLICANT ACKNOWLEDGMENT:*** *The property owner and applicant shall acknowledge and accept all conditions of this approval. This condition will be satisfied upon the property owner and applicant signing the ordinance after adoption by the Village Board.*

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 by Ryan Carriveau to remove two trees within the vegetative buffer zone on property located at 37809 Valley Road (SUMT0611949) to accommodate grading associated with new home construction and a water treatment system.

Planner Barrows explained the request to remove two trees on the property for construction of a home and stormwater improvements. The applicant will replace with three trees and install an infiltration trench. Commissioners discussed tree species and preservation of native vegetation.

Commissioner Katz questions the Villages responsibility for Erosion Control and whose responsibility it is to monitor erosion control standards. After treatment if there are situations that arise the Village is responsible, and the infiltration trench will keep runoff off out of the lake. The trench treats and area that should be treated.

Planner Barrows readdressed a couple of items that came up regarding, planting, and final occupancy permit.

Commissioner/Trustee Petronovich requested that the applicant plant trees native to Silver Lake.

MOTION: (Katz, Schmitter) *to approve the removal of two trees within the vegetative buffer zone in order to accommodate grading, improved drainage, and the installation of an infiltration device related to the construction of a single-family residence and attached garage that complies with all dimensional standards of the Village of Summit Zoning Ordinance. The Village Engineer has reviewed and approved the infiltration trench and erosion control measures. Said measures shall be properly installed and maintained.*

Approval is subject to the planting of three trees as shown on the Site Plan prepared by Seasonal Services on July 15, 2025, including species and location unless applicant decides to choose other species native to Silver Lake as long as approved.

The deciduous trees shall be a minimum of two inches dbh and the White Pine shall be at least 6 ft. in height. The trees shall be maintained in perpetuity and monitored. A deed restriction that documents and requires the planting and long-term monitoring and maintenance shall be drafted by Village Staff and recorded with the Waukesha County Register of Deeds Office. An as-built plan shall be submitted to the Village of Summit illustrating the infiltration trench, final site grading, downspout locations, and tree plantings prior to the issuance of a Final Occupancy Permit.

Carried.

The agenda item below is taken out of order.

UPDATE regarding Village Board action on Plan Commission matters.

Planner Barrows noted there were no planning items on the last Village Board agenda other than the approval of the financial guarantee for "The Gathering."

MOTION: (Schmitter, Murray) *to appoint Matt Katz as acting Chairperson for the remainder of the meeting.*
Carried.

Discussion and action on a request by John Siepmann, Siepmann Realty, for a Final Plat and related documents to accommodate a 12-lot single-family conservation type subdivision on property owned by Mark and EileenLurvey Trust. The subject property is located in part of the NW ¼ & SW ¼ of Section 35 T7N, R17E, at 543 S. Wayfare Trail (SUMT0714999001).

Planner Barrows reviewed the request by John Siepmann.

Applicant Jon Siepmann requested that the Open Space Management plan not be included as an exhibit on the Deed Restriction and be referenced instead because plans tend to change as things evolve.

MOTION: (Schmitter, Kaja) *to recommend the Village Board conditionally approve the Final Plat subject to the following conditions being met prior to obtaining Village signatures:*

- A. *APPROVALS FROM ALL OBJECTING AND APPROVING BODIES: Petitioner shall satisfy all comments, conditions and concerns of the Village Engineer, Surveyor, and Planner, and all other objecting and approval authorities.*
- B. *APPROVALS OF SUPPORTING DOCUMENTATION FROM VILLAGE STAFF: The Stormwater Maintenance Agreement, Financial Guarantee amount and method, Declaration of Restrictions, Open Space Management Plan, Conservation Easement, and Village of Summit Parking Lot and Access Easement documents shall be reviewed and approved by Village Staff.*
- C. *SUBJECT TO REIMBURSEMENT OF EXPENSES. As a condition precedent to this Final Plat approval, 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 final plat approval, including without limitation by reason of enumeration, design, engineering, inspection and legal work.*
- D. *ONE YEAR TO SATISFY CONDITIONS. Subject to the Petitioner satisfying all of the aforementioned conditions and recording the plat within one year of the Village Board granting conditional approval of the final plat.*
- E. *REZONING. All conditions of Ordinance No. 138-2025 that conditionally rezoned the property from the A-1 Agricultural District to the A-2 Agricultural District and the R-3 Village Residential District – Conservation Development shall be met.*

Carried.

ADJOURN Plan Commission meeting

MOTION: (Schmitter, Kaja) *to adjourn at 8:30 p.m.* Carried.

Respectfully submitted,

Sarah LaValliere, MPA
Deputy Clerk/ Deputy Treasurer

Next meeting date: August 21, 2025