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## MINUTES

### Village of Summit Plan Commission

### October 16, 2025

#### CALL TO ORDER

Chairperson Siepmann called to order the Plan Commission meeting at 5:30 pm on Thursday, October 16, 2025, at the Summit Village Hall, 37100 Delafield Road, Summit, Wisconsin.

#### ROLL CALL AND CONFIRM POSTING

Deputy Clerk/Deputy Treasurer Sarah LaValliere stated 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 Sandra Murray, Jim Petronovich, Paul Schmitter, Matt Katz, and alternate Joan Gucciardi. Others present: Chairperson Jim Siepmann, Planner Amy Barrows and Deputy Clerk/ Deputy Treasurer Sarah LaValliere.

#### MINUTES

- September 18, 2025

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

Next meeting date – proposed for Thursday, November 20, 2025, at 5:30 p.m.

#### REGULAR BUSINESS:

Discussion and action on electing a Plan Commission vice-chair for the term of October 16, 2025 – June 17, 2026.

**MOTION:** (Siepmann, Murray) *to elect Paul Schmitter as Plan Commission Vice-Chair for the term of October 16, 2025 – June 17, 2026.* Carried.

Discussion and action on request of Genesee Lake Road LLC, property owner, and applicant, for the Final Plat and related documents to accommodate a 19-lot single-family residential conservation subdivision on property located on the south side of Genesee Lake Road and east of the Ravinia Park subdivision (SUMT0678996).

Planner Barrows reviewed the Bark River Conservancy subdivision proposal including landscape plans, signage, declaration of restrictions, conservation easement provisions, and related documentation. Two updates were noted to the Declaration of Restrictions: minimum house size requirements and a requirement for one tree per yard.

Discussion included signage scale, Outlot #2 ownership, landscaping buffers, and lighting. The Commission recommended reducing the subdivision sign by two timbers on each end and allowing subtle ground-mounted uplighting for safety and visibility.

The applicant, Dean Frederick, provided photos to the commission of the existing foliage on the properties. There are no additional plantings proposed adjacent to existing residential lots as a buffer at this time since there is an existing tree line.

Planner Amy Barrows requested that ownership of out lot #2 be resolved. The recommendation is to leave ownership with developer for access and this matter is currently under legal review.

The Plan Commission made a recommendation for the marquee sign to take off some of the wood and stone from the proposed sign in order to decrease the size by 2 timbers from the top and bottom and proportionately re-arrange the sign and allow a little bit of light to the sign (a ground mounted up light subtle) for safety and navigation as the road is dark.

**MOTION:** (Murray, Schmitter) *to recommend 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, and Conservation Easement documents shall be reviewed and approved by Village Staff. **The applicant has already received approval of the Stormwater Maintenance Agreement and Financial Guarantee amount and method.***
- 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 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. 143-2025 that conditionally rezoned the property from the A-1 Agricultural District to the R-1 Estate Residential District – Conservation Development shall be met.*
- F. *Sign shall be reduced in size by two timbers on each end with subtle uplighting.*
- G. *Out lot 2 ownership to be approved as determined by staff.*

Carried

Provide feedback, initiate an application, and schedule a public hearing for a text amendment to Chapter 111 Zoning and Shoreland Ordinance related to pool equipment setbacks.

Planner Barrows presented draft amendments to Chapter 111 related to pool equipment setbacks.

### **Pool Equipment Provisions**

Section 111-100 Accessory use and structures.

(e) Swimming pools. The village has the following regulations for outdoor swimming pools in addition to ordinary setback requirements:

(1) Pumps and filter equipment shall lay no closer than 5 feet to a property line and have adequate mufflers and visual screening walls or fencing extending to the height of the equipment.

The Plan Commission discussed the provisions and made recommendations to put pool equipment in the garage or by the house or if the house is too far away, to build a shed to house equipment., or the equipment shall be located within a fenced or enclosed structure directly adjacent to house or outbuilding.

Planner Amy Barrows determined that it will be discussed at plan staff prior to bringing back to the Plan Commission.

Provide feedback regarding potential ordinance language for the regulation of exterior lighting.

Planner Barrows reviewed draft exterior lighting ordinance language. Discussion included soffit lighting, uplighting impacts, holiday lighting, light trespass, wildlife impacts, and enforcement practicality. Consensus was to focus initially on regulating outdoor spotlights, with additional provisions to be considered later.

The Plan Commission discussed the provisions and brought up soffit lighting and spacing, holiday lighting and defining what holidays are and timeline for lighting. Uplighting restriction for flags that follow state guidelines and eliminate top of pole mounted object. Plan commission reserves the right to review lighting that does not fall into the normal guidelines. Low voltage lighting should have requirements that it should be adhered to.

Conversation is had about light pollution and up lighting impacting bird migration, and properties that might need to be exempt or categorized such as ag, residential, commercial. There are additional recommendations to add hours, and to address spotlights and add as needed. Focus on #3 and whether it is problematic and focus on low voltage, but low voltage is subject to the same light trespass as other lights.

The Plan Commission recommends focusing on outdoor spotlights for the time being. Most of the plan commissions' concerns could fall under the Nuisance Ordinance and the Planner will bring back at a future meeting.

There is no formal action taken on this item.

UPDATE regarding Village Board action on Plan Commission matters.

- Kamron updated Village board about Dumpster Enclosure Village action that affects plan commission.
- Memorandum of Understanding for Pabst Farms Development was presented at Village Board

- Public Information meeting presented by the developer of the Pabst Farms Development will be on October 23 from 5-7. Plan Commissioner's should inform Debbie if attending so that she can post a potential quorum if needed.

**ADJOURN** Plan Commission meeting.

**MOTION:** (Murray, Schmitter) *to adjourn the plan Commission meeting at 6:38 p.m.* Carried.

Respectfully submitted,

Sarah LaValliere, MPA  
Deputy Clerk/Deputy Treasurer

**Next meeting date: November 20, 2025**