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MINUTES

Village of Summit Plan Commission

November 20, 2025

CALL TO ORDER

Chairperson Siepmann called to order the Plan Commission meeting at 5:30 p.m. on Thursday, November 20, 2025, at the Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Deputy Clerk/Deputy Treasurer LaValliere took roll call and confirmed notice of the meeting to the local media as required and requested and posting on the Village website and posting board. Commissioners present were: Jay Obenberger, Paul Schmitter, Matt Katz, Jim Petronovich, Sandra Murray, and Alternate Joan Gucciardi. Also present were: Chairperson Jim Siepmann, Planner Amy Barrows and Deputy Clerk/Deputy Treasurer Sarah LaValliere. Commissioner Absent: Annette Kaja

MINUTES

- October 16, 2025

Minutes were not available.

Next meeting date – proposed for Thursday, December 18, 2025, at 5:30 p.m.
Matt Katz is not able to make it.

1. PUBLIC HEARINGS:

Chairperson Siepmann **ANNOUNCED PUBLIC HEARING** to receive comments and discuss a proposed request by Bryant and Emma Nelson, property owners, for a Special Exception in accordance with Section 111-96(b)(6) of the Village of Summit Zoning and Shoreland Protection Ordinance to vertically expand the existing single-family residence that is located within the side yard setback on the west side of the property. The property is located at 34845 Elm Street (SUMT0670049).

Planner Barrows reviewed the staff summary for a proposed special exception in accordance with the zoning ordinance to vertically expand the existing single-family residence located at 34845 Elm St.

Plan Commission Question/Comment:

Commissioner Petronovich questioned the retaining wall and how it came to be.

Applicant Emma Nelson stated that the house is demoed down to the stud at this time to rebuild and make the house safe. The retaining wall on the East side of door was failing, and the wall was replaced and they are working with Planner Barrows as the existing wall was failing. Applicant Emma Nelson also stated there was a misunderstanding and the concern in maintaining the outside and not having it wash away.

There was additional conversation is had about gravel piles being dumped in the right of way and the need to consult with Public Works Director Kamron Nash about permitting.

The recommendation is if approved tonight that there would be a need to comply with getting additional permits.

Public Comment:

Eric Scott and Katie Scott, 34841 Elm Street, stated that they are neighbors to the east and are in favor of the remodel and are excited about the work.

Tony Turdo 34851 Elm Street stated that he lives to the west and is excited that someone is going to fix up the property.

A letter was provided from Greg and Laura Caviani, 34903 Elm St stating that they have no issues with the improvements. Letter was provided to secretary.

Chairperson Siepmann closed the public hearing.

Commissioner Matt Katz recused himself from the public hearing and action item pertaining to his property. Mr. Katz left the room.

Chairperson Siepmann **ANNOUNCED PUBLIC HEARING** to receive comments and discuss a proposed request by Matthew and Maggie Katz, property owners, for the after-the-fact construction of a retaining wall within five feet of the south lot line in accordance with Section 111-73(c)(1)b. on property located at 1707 N. Waterville Road (SUMT0672001).

Planner Barrows reviewed the request for an after the fact approval for the construction of a retaining wall at 1707 N Waterville Road and reviewed the items that the Plan Commission should consider regarding this request and stated that the neighbor to the South of the property is fine with the proposal.

Commissioner Petronovich questioned the height of the retaining wall.

Planner Barrows responded that at the time of original permit issuance it was not the Village policy to require engineered certified plans. This is not a recommendation because original approval did not have requirement in place.

Commissioner Gucciardi inquired about the bowl where drainage is going and if it impacts neighbors.

Planner Barrows responded that the retaining wall itself is not creating additional impact and the neighbor to the south is in support of retaining wall.

Public Comment: None

Chairperson Siepmann closed the Public Hearing at: 5:51 PM

REGULAR BUSINESS:

Agenda item 7B taken out of order because Commissioner Matt Katz has recused himself for this portion of the meeting.

Discussion and action on request by Matthew and Maggie Katz, property owners, for the after-the-fact construction of a retaining wall within five feet of the south lot line in accordance with Section 111-73(c)(1)b. on property located at 1707 N. Waterville Road (SUMT0672001).

Planner Barrows reviewed the possible motion provided in the staff report.

MOTION: (Petronovich, Obenberger) *to approve the after-the-fact construction of a retaining wall within five feet of the south lot line, subject to the portion of retaining wall that extends over the lot line being removed prior to December 15, 2026. Carried*

Commissioner Matt Katz returned to the meeting at 5:53 PM

Discussion and action on request by Bryant and Emma Nelson, property owners, for a Special Exception in accordance with Section 111-96(b)(6) of the Village of Summit Zoning and Shoreland Protection Ordinance to vertically expand the existing single-family residence that is located within the side yard setback on the west side of the property. The property is located at 34845 Elm Street (SUMT0670049).

Planner Barrows reviewed the criteria for special exceptions and Plan Commission consideration.

Plan Commissioners noted that the neighbors on both sides are in favor of the improvements.

MOTION: (Murray, Katz) *to approve a special exception for a vertical addition to an existing residence provided the addition is no closer to the offset than the existing structure and provided the addition is constructed in accordance with the plans presented to Plan Commission on November 20, 2025. Prior to commencing any construction activities for the addition, the applicant shall obtain all necessary permits for the after-the-fact construction of a retaining wall. Carried*

Additional direction from the Plan Commission: applicant must get all necessary and pending permits before work being done.

Discussion and action on request of Ryan Buck, on behalf of White Stone Community Church, for Site Development Plan approval to expand the parking lot located at 2517 N. Dousman Road (SUMT0637999008).

Planner Barrows reviewed the staff summary report prepared for site development plan to expand the parking lot and reviewed the requirements for landscaping and requested a final landscape plan be included with the civil plan.

Applicant Ryan Buck, on behalf of White Stone had no additional input.

Commissioner Murray questioned why a second entry was not considered on Emmaus Road, as it makes more sense to access Emmaus Rd.

Mr. Buck replied that the second drive already exists and is used and they do not want to disrupt greenspace for access to Emmaus Road.

Chairperson Siepmann requests that the existing building on site that never got built should be crossed out for the record as part of the updated Civil Plans and updated civil plans are requested.

Mr. Buck stated they would like to clear and grade before snow this winter.

MOTION: (Schmitter, Katz) *to approve the Site Development Plans for additional parking and associated lighting and landscape plans on property located at 2517 N. Dousman Road (SUMT0637999008) subject to the following conditions being met prior to commencing construction on the new parking lot:*

1. *All conditions of the Village Engineer letter dated November 12, 2025, shall be complied with. The Engineer's recommendation related to the placement of wheel stops or curb shall be complied with.*
2. *A revised landscape plan shall be submitted for review and approval by Village Staff. The plans shall comply with all ordinance requirements.*
3. *A revised lighting plan shall be submitted for review and approval by Village Staff. The plans shall indicate the location of all existing and proposed light poles. The photometrics shall include the lot lines. Light trespass shall be limited.*
4. *The Fire Department shall review the plans to ensure access and maneuverability.*
5. *The applicant shall demonstrate that they meet the maximum 50% impervious surface requirement of the IN Institutional District.*
6. *Update plans per discussion by Planner.*

Carried

Discussion and action on request of Lola and Bob Loepfe for a Certified Survey Map to create three lots from two lots on lands including SUMT0625990 and SUMT0625996. The southern property has an address of 2937 N. Mill Road.

Planner Barrows reviewed the staff summary report for the request to create three (3) lots from two (2) lots included in the meeting pack and the conditions that should be fulfilled before going to Village Board.

The Plan Commission had additional questions regarding the sport court and what is necessary to move forward. Planner Barrows stated the sport court must be removed or covered to move forward.

Planner Barrows reviewed the corridor restrictions and disturbance area for each of the lots.

Commissioner Gucciardi inquired about the existing driveway on lot two (2). Planner Barrows stated that the existing driveways on lot one and lot two have ownership in common, and that lot one will be owned by the same family and lots two and three will be owned separately. Access easements will be recorded.

Bruce Gallagher, Agent, Oakland Road, Nashotah –questioned if the new owner has flexibility to comply with boathouse zoning. Planner Barrows replied that the boathouse must be built in the hatched area and comply with current boathouse zoning.

MOTION: (Schmitter, Obenberger) *to recommend that Village Board approve the Certified Survey Map for the division of two lots into three lots, 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.*
- D. *BUSINESS OR COMMERCIAL USE. There shall be no commercial or business use on this lot, except as specifically permitted within or pursuant to the applicable Zoning Code.*

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.

Carried.

UPDATE regarding Village Board action on Plan Commission matters.

Planner Barrows reviewed the Subcommittee meeting from November 13, 2025, and explained that the focus was on landscape company and nursery with the need for definition of nursery being narrowed down. She also reviewed the divide between Agri- business and event facilities, and that the next meeting is planned for January.

Final Plat for Bark River Conservancy subdivision was approved.

There was a question about the Zoning Code Sub-committee and who would stay on should Village Board members change. Planner Barrows stated that she felt that the Sub-committee would remain even though there might be a shift in Village Board or Plan Commission staff.

ADJOURN Plan Commission meeting.

MOTION: (Schmitter, Obenberger) *to adjourn the Plan Commission meeting at 6:25 p.m.*
Carried.

Respectfully submitted,

Sarah LaValliere
Deputy Clerk/ Deputy Treasurer

Next meeting date: December 18, 2025