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

## MINUTES Village of Summit Plan Commission February 26, 2026

### CALL TO ORDER

Chairperson Siepman called to order the Plan Commission meeting at 5:30 pm on Thursday, February 26, 2026 at the 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, Sandra Murray, Anette Kaja, Jay Obenberger, and Paul Schmitter. Also present were: Chairperson Jim Siepman, Planner Amy Barrows and Deputy Clerk/Deputy Treasurer Sarah LaValliere. Commissioner Matt Katz was absent.

### MINUTES

It was noted the agenda incorrectly referenced the November 20, 2025 minutes. Those minutes had previously been approved at the January 2026 meeting. The correct minutes for consideration on this agenda were January 15, 2026.

**A motion was made and seconded** to approve the minutes from January 15, 2026. Carried.

The next meeting of the Plan Commission is scheduled for Thursday, March 19, 2026 at 5:30 p.m.

### REGULAR BUSINESS:

Discussion and action on request by Mary Helinski, on behalf of MJ Real Estate Acquisitions LLC, to renew an existing Conditional Use Permit for Canine Campus Pet Resort located at 38322 Delafield Road (SUMT0653997001).

Planner Barrows provided a summary of the staff report included in the meeting packet.

**A motion was made and seconded** to approve the request to renew the Conditional Use for an additional five-year period. The next renewal date shall be January 31, 2031. The Conditional Use renewal is subject to the modified enclosed Conditional Use Agreement. The Conditional Use Agreement shall be reviewed by the Village Attorney before signatures are obtained. Carried.

Discussion and action on request by William Loepfe for a Certified Survey Map to consolidate three lots into two lots. The existing lots are identified as 34311 Valley Road (SUMT0624999001), owned by William and Megahn Loepfe; and Unidentified address (SUMT0625991) and Unidentified address (SUMT0624999003), both owned by Carola Kappus Loepfe Trust C-U The Elizabeth J Bostrom Living Trust.

Planner Barrows provided a summary of the staff report including the meeting packet.

**MOTION:** (Schmitter, Kaja) *to recommend that Village Board approve the Certified Survey Map to reconfigure three lots into two lots, subject to the following conditions:*

- A. APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** *Petitioner shall satisfy all comments, conditions and concerns of Waukesha County Department of Public Works, and the 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 petitioner is not developing Lot 2. Therefore, this condition does not apply.***
- 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 of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM.*

Carried.

Discussion and action on request by William Loepfe to construct an accessory structure that exceeds 60% of the floor area of the existing residence. The existing lots are identified as 34311 Valley Road (SUMT0624999001), owned by William and Megahn Loepfe; and part of the adjacent parcel to the south with an unidentified address (SUMT0625991), owned by Carola Kappus Loepfe Trust C-U The Elizabeth J Bostrom Living Trust.

Planner Barrows provided a summary of the staff report included in the meeting packet.

Applicant William Loepfe requested input on bathroom and Planner Barrows reviewed the restrictions related to a bathroom in the outbuilding.

The Plan Commission acknowledged the applicant is considering a bathroom and should work with staff to achieve appropriate screening and if it can't comply then it should come back to Plan Commission. There was a recommendation from the Plan Commission for banding that will be clarified following the meeting.

**MOTION:** (Schmitter, Obenberger) *to approve the detached garage, subject to the following conditions:*

Commented [DM1]: What does banding mean? This was conversation and Jim Siepman referenced banding and he would discuss with planner.

Commented [SL2R1]:

- A. SIZE AND LOCATION:** *The detached garage shall not exceed 44 ft. x 60 ft., 2,640 sq. ft., excluding the 6 ft. x 16 ft., 96 sq. ft. unenclosed overhang. The garage shall be constructed in the location shown on the site plan prepared by LandTech revised on 02/17/2026.*
- B. DISTURBANCE LIMITATION:** *Prior to the issuance of any permits, petitioner shall submit an updated survey that illustrates and calculates the square footage of overall area of disturbance on Lot 1, including the driveway, existing and proposed structures, and manicured yard. The disturbed area shall not exceed 32,670 sq. ft.*
- C. ARCHITECTURAL DESIGN:** *The detached garage shall be constructed according to the building plan prepared by Patrick Robers, Design Time, dated 2/6/2026, including materials and design. Staff may approve revisions to include a bathroom if there are no other visible changes, otherwise modifications require Plan Commission approval. Bands shall be added to the architectural elevation.*
- D. DECLARATION OF RESTRICTIONS:** *Petitioner shall file a declaration of restrictions, drafted by Village Staff, with the Waukesha County Register of Deeds Office, limiting the use of the detached garage to personal storage and private indoor recreational purposes. If a use other than personal storage or indoor recreational purposes is proposed, the intended use shall be reviewed by the Village of Summit following all procedures at time of proposal, and shall only be allowed if specifically permitted pursuant to the applicable Zoning Code.*
- E. CERTIFIED SURVEY MAP:** *The Certified Survey Map that combines acreage to accommodate the detached garage shall be recorded with the Waukesha County Register of Deeds Office prior to any Zoning or Building Permits being issued.*
- F. 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.*
- G. ONE YEAR TO SATISFY CONDITIONS.** *Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Plan Commission granting conditional approval of the detached garage.*
- H. ZONING AND BUILDING PERMITS.** *Petitioner shall obtain Zoning and Building Permits for the detached garage prior to commencing any construction activities.*

Carried.

Discussion and action on request by Andy Fieber, on behalf of Nemahbin Lake Holdings LLC, for Site Development approval for parking lot, dumpster enclosure, and access improvements on property occupied by Panga, located at 34422 Delafield Road (SUMT0669017).

Planner Barrows provided a summary of the staff report included in the meeting packet.

Staff reported that the seating capacity had previously been approved at 160 seats. The current owner is proposing modifications to the lake access and is proposing an adjustment to who may use the boat launch. The proposed change would allow use by the Upper Nemahbin Lake Management District and Lower Nashotah members, since the lakes are connected. No trailer parking will be allowed.

Applicant Andy Fieber stated they were working on the considerations for additional access.

**MOTION:** (Obenberger, Schmitter) *to approve the parking lot, dumpster enclosure and access improvements, subject to the following conditions:*

1. *All comments of the Engineering Staff's Review Letter dated February 18, 2026 shall be complied with prior to commencing any construction activities.*
2. *The parking lot and other improvements shall be constructed according to the plans prepared by Sigma Group, dated February 12, 2026, unless modifications are made in response to Condition No. 1 and reviewed and approved by Village Staff.*
3. *Prior to commencing any construction activities, the applicant shall obtain a Floodplain Development Permit from the Village of Summit. The water equipment racks proposed adjacent to 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.*
4. *The existing outbuilding shall be removed prior to commencing any parking lot improvement activities.*
5. *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.*
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. *An updated Business Plan of Operation Approval document shall be prepared by staff for the property record.*

Carried.

Discussion and action on request by John Spheeris for a Certified Survey Map to reconfigure existing lots for the purpose of creating an out lot. The existing lots are identified as 830 N. Sawyer Road (SUMT0674031003), owned by Robert A and Susanne Lang AKA Nancy Susanne Lang, and the adjacent parcel to the north with an unidentified address (SUMT0674031004), owned by Lang Residential Investment LLC and N Susanne Lang.

Planner Barrows provided a summary of the staff report included in the meeting packet. Planner Barrows reviewed the request in more detail and stated the southernmost lot is removed. Planner Barrows stated Village Staff will determine if any additional measures need to be taken to document the buildability of Lot 2 on the existing recorded CSM before going to Village Board, and the recommended motion is dependent on planner comments being addressed.

**MOTION:** (Kaja, Schmitter) *to recommend that Village Board approve the Certified Survey Map that creates an Out lot for open space purposes, subject to the following conditions:*

- A. **APPROVALS FROM ALL OBJECTING AND APPROVING BODIES:** *Petitioner shall satisfy all comments, conditions and concerns of Waukesha County Department of Public Works, and the 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 properties are served by private sewerage systems. Therefore, this condition does not apply.***
- 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. **DECLARATION OF RESTRICTIONS.** *In accordance with Declaration of Restrictions Document # 4823800, a financial guarantee for the cost of the additional Isolated Natural Resource Area site preparation and installation, plus 15%, shall be submitted to the Village of Summit prior to the rezone creating additional Isolated Natural Resource Area being effective and prior to the Certified Survey Map being recorded that creates an Out lot and identifies the newly created EC Environmental Corridor Overlay District.*
- F. **ONE YEAR TO SATISFY CONDITIONS.** *Subject to the Petitioner satisfying all of the aforementioned conditions within one year of the Village Board granting conditional final approval of the CSM.*

Carried.

**TRAINING on the role of the Plan Commissioner**

Planner Barrows reviewed the presentation Roles and Responsibilities of the Plan Commission. The presentation included information on the various commissions and boards, public participation, and the types of decisions.

**ADJOURN Plan Commission meeting**

**MOTION:** (Schmitter, Murray) *to adjourn the Plan Commission meeting at 6:55 p.m.* Carried.

Respectfully submitted,

Sarah LaValliere  
Deputy Clerk/ Deputy Treasurer

**Next meeting date: March 19, 2026**