

MEETING MINUTES – SITE REVIEW COMMITTEE

Date/Time: Wednesday August 20, 2025 (5:30 PM)

Location: Village Office, 2990 South Pine Tree Road

Members: Dave Dillenburg, Tammy Zittlow, Dave Baranczyk, Rick Nuetzel, Steve Riley, Tom Tengowski, Peter Zobro

ROUTINE ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call.** The meeting was called to order by Dave Dillenburg at 5:34 pm. Roll call: Dave Baranczyk, Tom Tengowski, Peter Zobro, Tammy Zittlow (arrived at 5:40 pm), and Dave Dillenburg were present. Excused: Rick Nuetzel and Steve Riley.
- 2. Certification of the open meeting law agenda requirements and approval of the agenda.** ACTION: To certify the open meeting law agenda requirements. MOTION: Dave Dillenburg SECOND: Dave Baranczyk MOTION APPROVED: 4-0
- 3. Approve Minutes of June 18th 2025.** Motion by Dave Baranczyk to approve the June 18, 2025 minutes, Seconded by Tom Tengowski. Motion approved 4-0.
- 4. Public Comment on Non-Agenda Items.** None

Tammy Zittlow joined the meeting(5:40pm).

ACTION ITEMS

5. DISCUSSION AND ACTION - Request for new exterior processing equipment (1001 Fernando Drive; HB-337)

Green Bay Converting, located at 1001 Fernando Dr., is proposing the installation of four Regenerative Thermal Oxidizer (RTO) units to assist with the processing of their everyday production / operations. The proposed RTOs will be located along the east elevation of the existing building.

Discussion of the requested processing / mechanical equipment with the following conditions:

1. Property owner and/or agent shall obtain the necessary approvals from both the FAA and EPA prior to commencement of any work on these units.
2. Installation of black coded chain-link fence with a maximum of 10 feet in height encompassing all RTO units.
3. Any change to equipment prior to installation (for those units installed at a later date) shall require resubmittal to the Site Review Committee at that time.

Motion by Tom Tengowski to approve the processing / mechanical equipment as proposed with the above conditions, Seconded by Tammy Zittlow. Motion approved 5-0.

6. DISCUSSION AND ACTION - Request for a 1,800 square foot accessory building (780 Centerline Drive, HB-2679) (Page 14)

EMT International, located at 780 Centerline Dr., is proposing an accessory building of 1,800 square feet to be constructed on site and used for a temporary basis (not to exceed 4 years). This building would be located adjacent to and on the north side of the existing principal building.

Motion by Dave Dillenburg to suspend the rules of regular meeting order, Second by Tammy Zittlow. Motion approved 5-0.

Appearing before the committee:

Robert Zittlow, 3118 Pioneer Dr.

Motion by Dave Dillenburg to return to the rules of regular meeting order, Second by Tammy Zittlow. Motion approved 5-0.

Discussion of the requested 1,800 sf. Accessory building with the following conditions:

1. Colors of proposed building shall be similar to that of the existing principal structure.
2. Proposed building to be for cold storage only and planned to be temporary in nature. Should the proposed building be needed for greater than the 4 years as noted in the narrative by the applicant, this project shall be brought back to the Village Site Review

Committee for review and action to have the building be compliant with all requirements for this zoning district including but not limited to: percentage of masonry, all exterior building finishes, landscaping, etc. Building shall either be removed from site by August 20, 2029, or brought into compliance with all zoning requirements by December 31, 2029.

Motion by Dave Dillenburg to approve the accessory building as proposed with the above conditions, Seconded by Dave Baranczyk. Motion approved 5-0.

7. DISCUSSION AND ACTION – Request to consider a 200-unit, 10-building leased residential development with associated site improvements (1200 Block Lear Lane; HB-347)

PDK Investments, LLC is proposing to construct a third phase to their development which would consist of 10-20-unit two story buildings totaling 200 new leased residential units. Additionally, there are 10-16 unit detached garage buildings to accommodate the 20-unit buildings as these buildings only contain 4 attached garages per structure. Access to the new phase will utilize the existing ingress/egress from Lear Ln. that serves the existing development with a secondary ingress/egress proposed along Orlando Dr.

Motion by Dave Dillenburg to suspend the rules of regular meeting order, Second by Dave Baranczyk. Motion approved 5-0.

Appearing before the committee:

Robert Zittlow, 3118 Pioneer Dr.

Motion by Dave Dillenburg to return to the rules of regular meeting order, Second by Dave Baranczyk. Motion approved 5-0.

Discussion of the requested 200-unit, 10-building leased residential development with associated site improvements with the following conditions:

1. Implementation of additional masonry material along all building facades (principal structures and accessory structures) that front a public street to achieve similar appearance as those of adjoining developments (such as with the complex referred to as "Knots Landing" along Orlando Dr.).
2. All HVAC grills for individual units shall be color matched to blend with the color of the exterior material it is located within.
3. All wall mounted lighting proposed shall be directed towards the interior parking areas and no such lighting shall create a glare to adjoining properties or public roadways.
4. Landscape plan for phase III shall be submitted to the SRC at a later date for review and approval prior to implementation.
5. Any proposed signage shall be submitted to the SRC for review and approval prior to permitting and installation.
6. Installation of directional address signage within and throughout the proposed and existing developments working with Village Departments to verify most functional locations and design (including existing building address signs and freestanding signs).
7. Developer obtaining approval from Brown County for ingress / egress access along Orlando Dr.
8. Developer to coordinate with Village's Fire Department to provide proper maneuvering area for emergency vehicles at the end of the drive and parking areas between proposed buildings #7 and #8 to prevent dead end drive lanes.
9. Developer to coordinate with Village's Fire Department for review and placement of key lockbox locations, contents, and total number of boxes for both this proposed Phase II and the previous Phase II.

Motion by Tom Tengowski to postpone action to the September 17, 2025, Seconded by Dave Baranczyk. Motion approved 5-0.

8. DISCUSSION AND ACTION – Request for new wall signage at Hillcrest Elementary School (4193 Hillcrest Road; HB-712)

Hillcrest Elementary School, located at 4193 Hillcrest Dr., is nearing the completion of a substantial addition / renovation project and requests to install a 40 square foot wall mounted Electronic Message Center (EMC) on the front (east) building elevation facing Hillcrest Road.

Discussion of the requested new EMC wall sign with the following conditions:

1. Property owner submitting a letter to the Village as part of the permit application certifying that they will comply with the prescribed brightness limitations set by the sign ordinance for Electronic Message Centers.

Motion by Tammy Zittlow to approve the 40 square foot EMC wall sign as proposed with the above conditions, Seconded by Peter Zobro. Motion approved 5-0.

9. DISCUSSION AND ACTION – Request for revisions to the proposed freestanding sign located at La Petite Academy (4275 Hillcrest Road.; HB-713)

La Petite Academy is an operating day care facility (formerly Shining Stars Children and Education Center) and is submitting for review and action of revision to the proposed freestanding sign.

Discussion of the revision to proposed freestanding sign with the following conditions:

1. Sign shall maintain a minimum 10-foot setback from front property line (street right-of-way)

Motion by Tammy Zittlow to approve the revised freestanding sign as proposed with the above conditions, Seconded by Dave Baranczyk.

Motion approved 5-0.

10. DISCUSSION - Items for future agenda consideration – None.

11. ADJOURN Motion by Tom Tengowski to adjourn the meeting, Seconded by Dave Baranczyk; Motion approved 5-0. Meeting adjourned at 7:09 pm.

Respectfully submitted by Todd Gerbers, Director of Planning & Code Compliance