

## MEETING MINUTES – SITE REVIEW COMMITTEE

### ROUTINE ITEMS TO BE ACTED UPON:

- 1. Call to order/Roll Call.** The meeting was called to order by Dave Dillenburg at 5:30 pm. Roll call: Dave Baranczyk, Rick Nuetzel, Steve Riley, Tom Tengowski, Tammy Zittlow, Peter Zobro, and Dave Dillenburg were present.
- 2. Certification of the open meeting law agenda requirements and approval of the agenda.** ACTION: To certify the open meeting law agenda requirements and approval of the agenda. MOTION: Nuetzel SECOND: Baranczyk MOTION APPROVED BY VOICE VOTE: 7-0.
- 3. Approve Minutes of December 10<sup>th</sup> 2025.** ACTION: To approve the minutes of the December 10, 2025 Site Review Meeting. MOTION: Nuetzel SECOND: Riley MOTION APPROVED BY VOICE VOTE: 7-0
- 4. Public Comment on Non-Agenda Items.** – None.

### ACTION ITEMS

#### **5. DISCUSSION AND ACTION – Consider a new 20,000-square foot commercial building with associated site Improvements (5060 Founders Terrace, HB-523-7) (Page 3)**

Bayland Buildings is proposing to construct a new 20,000 square foot commercial building to be located at 5060 Founders Terrace (Parcel HB-523-7) along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as an office with shop.

ACTION: Approval of this site plan, subject to the following conditions:

1. Lock box location(s) shall be approved by the Village Fire Chief
2. Fire Department (FD) connection shall be approved by the Village Fire Chief with recommendation on the Southeast corner
3. Any and all mechanical equipment shall be screened from view with materials to match those of the principal structure or with landscaping, and all exterior exhaust/intake vents shall be colored to blend with the principal structure.
4. Developer to discuss the tree species, planting locations, and foundation planting with Village Staff and submit an updated landscape plan that includes these items to Village Staff for review and approval prior to plantings. No tall / unmaintained vegetation is permitted on property including in or adjacent to dry storm water pond.
5. A detailed lighting plan with photometrics and lighting details shall be submitted for review and approval at a later SRC meeting prior to installation.
6. Any proposed signage shall be required to be submitted for approval at a later SRC meeting prior to installation.

MOTION: Tengowski SECOND: Nuetzel MOTION APPROVED BY VOICE VOTE: 7-0

#### **6. DISCUSSION AND ACTION - Consider a new 18,265-square foot contractor shop with office and 12,000-square foot contractor shop with associated site improvements (720 W. Adam Drive., HB-139) (Page 27)**

DeNoble Construction, Inc. is proposing to construct two new commercial buildings with one being the main office and shop of 18,265 square feet and the second being a shop of 12,000 square feet located at 720 W. Adam Dr. (Parcel HB-139) along with the required associated site improvement including access and parking. Both proposed buildings will be single story in height.

ACTION: Approval of this site plan, subject to the following conditions:

1. Lock box location(s) shall be approved by the Village Fire Chief
2. Any and all mechanical equipment shall be screened from view with materials to match those of the principal structure or with landscaping, and all exterior exhaust/intake vents shall be colored to blend with the principal structure. Additional landscaping is not required for the proposed location of the air conditioner and generator.

3. Developer shall submit a detailed landscape plan for review and approval at a later SRC meeting prior to installation.
4. Developer shall submit a detailed lighting plan with photometrics and lighting details for review and approval at a later SRC meeting prior to installation.
5. Any proposed signage shall be required to be submitted for approval at a later SRC meeting prior to installation.
6. Location and width of ingress / egress from W. Adam Dr. shall be approved by Village Director of Public Works if being altered from existing.
7. SRC approval is conditional upon Certified Survey Map being approved
8. SRC approval conditional upon developer receiving all Brown County Airport approval(s)

MOTION: Zobro SECOND: Zittlow MOTION APPROVED BY VOICE VOTE: 7-0

**7. ADJOURN** MOTION to adjourn the meeting by Zittlow SECOND: Nuetzle MOTION APPROVED BY VOICE VOTE: 7-0. Meeting adjourned at 6:23 pm.

Respectfully submitted by Amanda Wangerin, Village Deputy Clerk