

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, and Dave Dillenburg were present. Excused: Peter Zobro.
- 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: Baranczyk SECOND: Zittlow MOTION APPROVED: 6-0.
- 3. Approve Minutes of August 20, 2025.** ACTION: To approve the minutes of the August 20, 2025 Site Review Meeting. MOTION: Zittlow SECOND: Tengowski MOTION APPROVED: 4-0-2 Abstain: Nuetzel and Riley.
- 4. Public Comment on Non-Agenda Items.** None

ACTION ITEMS

5. 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 Drive. This agenda item was postponed from the August 2025 meeting.

ACTION: To suspend the rules of regular meeting order. MOTION: Dillenburg SECOND: Baranczyk VOICE VOTE: 6-0.

Appearing before the Committee:

Robert Zittlow, 3118 Pioneer Dr.

Brian Pavlovich, 1329 Lear Ln

Melissa Tanke, 1237 Quail Ridge Dr

ACTION: To return to the rules of regular meeting order. MOTION: Dillenburg SECOND: Zittlow VOICE VOTE: 6-0.

ACTION: To recommend approval of a 200-unit, 10-building leased residential development with associated site improvements (1200 Block Lear Lane; HB-347) with the following conditions:

1. Implementation of additional masonry material along all building facades (principal structures and accessory structures) that front a public street as noted on the revised building elevation drawings, including the elevations labeled as “alternate”.
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. Any other future lighting will require review and approval by the SRC.
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. Materials for refuse/recycling enclosure expansion shall match materials of existing structure.
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 the proposed phase III and previous phases.
10. Developer to work with Village Staff to address traffic flow and traffic calming exiting to Lear Lane.

MOTION: Dillenburg SECOND: Tengowski MOTION APPROVED: 6-0

6. DISCUSSION AND ACTION – Request for a new 8,496 square-foot commercial building with associated site improvements (611 Centerline Drive, HB-524-1-1)

Bayland Buildings is proposing to construct a new 8,496 square foot commercial building to be located at 611 Centerline Drive along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as an auto service facility.

ACTION: To recommend approval of a request for a new 8,496 square-foot commercial building with associated site improvements (611 Centerline Drive, HB-524-1-1) with 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.
3. Detailed landscape plan for foundation plantings and additional plantings on three sides of refuse / recycling enclosure shall be submitted to Village Staff for review and approval prior to plan implementation.
4. No lighting shall create a glare to adjoining properties or public roadways. Only the proposed wall packs and pole lights are part of this lighting approval. Any other future lighting will require review and approval by the SRC.
5. Any proposed signage shall be submitted to the SRC for review and approval prior to permitting and installation.
6. Chain-link fence proposed along rear (south) of principal structure shall be a minimum of a coded fence with privacy slats that complement the principal structure relative to color.
7. No inoperable or partially dismantled vehicles shall be stored or parked outside. All such vehicles and all parts shall be stored indoors or behind the fenced enclosure.

MOTION: Tengowski SECOND: Baranczyk MOTION APPROVED: 6-0

7. DISCUSSION AND ACTION - Request for new 12,000 square-foot commercial retail building with associated site improvements (633 Larsen Orchard Parkway, HB-537)

Bayland Buildings is proposing to construct a new 12,000 square foot commercial retail building to be located at 633 Larsen Orchard Parkway along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as a multi-tenant retail facility.

ACTION: To recommend approval of a request for new 12,000 square-foot commercial retail building with associated site improvements (633 Larsen Orchard Parkway, HB-537) with 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 when roof mounted or with landscaping if located on the ground.
3. Detailed landscape plan for foundation plantings on three sides of refuse / recycling enclosure shall be submitted to Village Staff for review and approval prior to plan implementation.
4. Any planned wall or soffit mounted lighting fixtures shall be decorative in nature and be so installed to direct light towards the ground. Overall height of pole lighting shall be provided to Village Staff. No lighting shall create a

glare to adjoining properties or public roadways. Only the proposed wall packs and pole lights are part of this lighting approval. Any other future lighting will require review and approval by the SRC.

5. Any proposed signage shall be submitted to the SRC for review and approval prior to permitting and installation.

6. Details of any planned fencing around outdoor patios shall be submitted to Village Staff for review and approval prior to installation.

7. Provide greater detail on detached utility building to include exterior materials and drawings of all four building elevations.

8. Incorporate stormwater outfall into regional pond shall be as close as possible to the existing outfall.

MOTION: Baranczyk SECOND: Riley MOTION APPROVED: 6-0.

8. DISCUSSION - Items for future agenda consideration

Ways to reduce paper use in the packets for our committee.

9. ADJOURN(7:00pm) - MOTION: Nuetzel SECOND: Zittlow MOTION APPROVED: 6-0.

Respectfully submitted by Lisa A Vanden Heuvel, Village Clerk