

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: Tom Tengowski SECOND: Dave Baranczyk MOTION APPROVED BY VOICE VOTE: 6-0.
3. **Approve Minutes of June 17, 2026.** ACTION: To approve the July 15, 2026 Site Review Meeting Minutes. MOTION: Tom Tengowski SECOND: Dave Baranczyk MOTION APPROVED BY VOICE VOTE: 6-0.
4. **Public Comment on Non-Agenda Items.** – None.

5. DISCUSSION AND ACTION – 575 Centerline Dr., HB-524-4; 4,310 SF Commercial Building with Associated site Improvements Bayland Buildings is proposing to construct a new 4,310 square foot commercial building to be located at 575 Centerline Dr. (Parcel HB-524-4) along with the required associated site improvement including access and parking. The proposed building will be single story in height and utilized as a financial institution (Stephenson National Bank and Trust).

ACTION: Approval of this site plan, subject to the following and in addition to any conditions the Site Review Committee may identify:

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. Landscape plan is accepted subject to the two end trees adjacent to Centerline Dr. being relocated back so they will be outside of the WPS gas easement while the two trees between the driveways and adjacent to Centerline Dr. are eliminated, and all plant, shrub, and tree species and locations being approved by Village Staff prior to planting.
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. The proposed wall sign, as noted on the building elevations drawing in this submittal, shall be submitted to Village Staff for review and approval prior to permitting and installation. Any other proposed signage will require review and approval by the SRC prior to permitting and installation.
6. Municipal utility connections and locations shall be approved by the Village Department of Public Works prior to commencement of utility construction.
7. Shift dumpster corral a minimum of 5' to the east to reduce long term damage to parking lot curbing and edge of parking lot.

MOTION: Tammy Zittlow SECOND: Rick Nuetzel MOTION APPROVED BY VOICE VOTE: 6-0

6. DISCUSSION AND ACTION - Hillcrest Elementary School, 4193 Hillcrest Dr.; HB-712; Signage

The Village Site Review Committee requested an update from Village Staff relating to the wall signage that was installed at the Hillcrest Elementary School, located at 4193 Hillcrest Drive.

No action was taken as both wall signs were previously approved. Staff was directed to verify permits were issued for both signs.

7. ADJOURN (6:27 pm) MOTION: Rick Nuetzel SECOND: Tammy Zittlow MOTION APPROVED BY VOICE VOTE: 6-0.

Respectfully submitted by Todd Gerbers