

1. **Call to Order, Roll Call:** The meeting was called to order by Dave Dillenburg at 5:00 pm. Roll call: Dave Baranczyk, Steve Riley, Tom Tengowski, Peter Zobro, and Dave Dillenburg were present. Absent: Rick Nuetzel and Tammy Zittlow.
2. **Verify/Modify/Approve Agenda:** Motion by Dave Dillenburg, seconded by Steve Riley Motion carried 5-0.
3. **Approval of Site Review Minutes:** Motion by Tom Tengowski to approve the October 16, 2024 minutes, seconded by Dave Baranczyk. Motion carried 5-0.
4. **Public Comment on Non-Agenda Items:** None.

ACTION ITEMS

5. DISCUSSION AND ACTION - Request for new freestanding sign and wall signage located at 4275 Hillcrest Drive (La Petite Acadaemy, HB-713)

La Petite Acadaemy, located at 4275 Hillcrest Dr., is an operating day care facility (formerly Shining Stars Children and Education Center) and is submitting for review and action of a proposed freestanding and a wall sign.

Motion by Dave Baranczyk to approve of the proposed 28.8 square foot ground mount sign and 65 square foot wall sign to be located at 4275 Hillcrest Dr. as submitted subject to the following conditions:

1. Sign shall maintain a minimum 10-foot setback from front property line (street right-of-way)
2. Address number on free standing sign.

Seconded by Tom Tengowski. Motion carried 5-0.

6. DISCUSSION AND ACTION - Request for new freestanding sign located at 4999 Founders Terrace (Folkman Plaza, HB-524-2)

Folkman Plaza, located at 4999 Founders Terrace, is currently under construction and is submitting for review and action of a proposed freestanding sign. During the original site review back in May 2024, signage was not finalized and therefore not submitted at that time. The developer has since finalized the freestanding signage and is requesting review of said signage.

Motion by Tom Tengowski to approve the proposed 96 square foot free standing sign to be located at 4999 Founders Terrace as submitted subject to the following conditions:

1. Installation of address number on sign.
2. Installation of landscaping around the base of the sign.
3. No additional free-standing signs on this parcel.

Seconded by Steve Riley. Motion carried 5-0.

7. DISCUSSION AND ACTION - Request for a 3,595 sf., building addition and associated site improvements (1396 Plane Site Blvd., HB-949-3)

This property located at 1396 Plane Site Blvd. is currently developed and utilized as a contractor office and shop facility. The property owner is proposing a 3,595 square foot addition and the site improvements to serve the building expansion.

Motion by Steve Riley to approve the request for a 3,595 sf., building addition and associated site improvements (1396 Plane Site Blvd., HB-949-3), subject to the following conditions:

1. Screening of any proposed roof mounted HVAC equipment with materials similar to those utilized for the principal building;
2. Planting of a total of 3 deciduous trees along the right-of-way of Plane Site Blvd. Requires 1 new tree unless two existing trees are removed.

Seconded by Peter Zobro. Motion 5-0.

8. ADJOURN - Motion by Dave Dillenburg to adjourn at 5:32 pm, seconded by Peter Zobro. Motion carried 5-0.

Respectfully submitted by Lisa Vanden Heuvel, Village Clerk