

MEETING MINUTES – SITE REVIEW COMMITTEE

Date/Time: Wednesday May 21st 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 5:30 pm. Roll call: Dave Baranczyk, Steve Riley, Tom Tengowski, and Dave Dillenburg were present. Excused: Rick Nuetzel, Peter Zobro, and Tammy Zittlow
- 2. Certification of the open meeting law agenda requirements and approval of the agenda.** ACTION: To certify the open meeting law agenda requirements and to amend the agenda to approve the April 16, 2025 minutes in place of the February 19, 2024 minutes. MOTION: Tengowski SECOND: Baranczyk VOTE: 4-0
- 3. Approve Minutes of February 19th 2024 (Page 2)** – Motion by Baranczyk to approve the April 16, 2025 minutes, seconded by Riley. Motion carried 3-0, 1 abstained (Tengowski).
- 4. Public Comment on Non-Agenda Items** – None

ACTION ITEMS

5. DISCUSSION AND ACTION – Election of Committee Chairperson and Vice-Chairperson

Action: To elect Dave Dillenburg as Committee Chairperson. Motion by Tengowski, seconded by Baranczyk. Motion carried 4-0.

Action: To elect Tom Tengowski as Committee Vice-Chairperson Motion by Baranczyk, seconded by Riley. Motion carried 4-0.

6. DISCUSSION AND ACTION - Request for new freestanding signage located at 1045 Cyrus Drive (HB-194-4) (Page 3)

Packerland Pizza, located at 1045 Cyrus Dr., has recently been constructed and is submitting for review and action of a proposed freestanding sign. During the original site review back in October 2023, signage was not finalized and therefore not submitted at that time. The developer has since finalized the signage and is requesting review of the proposed freestanding sign.

Discussion of the proposed 16 square foot, ground mount, non-illuminated sign with the following conditions:

1. Sign shall maintain a minimum 10-foot setback from front property line (street right-of-way).
2. Minimum 5-foot landscape area around base of sign.

Motion by Baranczyk to approve the sign as proposed, Seconded by Riley. Motion carried 4-0.

7. DISCUSSION - Items for future agenda consideration: Anticipate a meeting in June for an addition to an existing building on Flightway Drive.

8. ADJOURN – Motion by Dillenburg to adjourn the meeting, seconded by Tengowski; Motion carried 4-0. Meeting adjourned at 5:39 pm.

Respectfully submitted by Amanda Wangerin, Village Deputy Clerk