

MEETING MINUTES – SITE REVIEW COMMITTEE

Date/Time: Wednesday June 18, 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, Tom Tengowski, Tammy Zittlow and Dave Dillenburg were present. Excused: Rick Nuetzel, Steve Riley, and 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 to amend line item six (6) to the correct address of 1195 Flight Way Drive not 1195 Plane Site Blvd. MOTION: Dillenburg SECOND: Zittlow MOTION APPROVED: 4-0
- 3. Approve Minutes of May 21st 2025 (Page 2).** Motion by Tengowski to approve the May 21, 2025 minutes, Seconded by Baranczyk, but he would like to point out that in the minutes, his name has one too many letters in line item two (2). Motion approved 3-0, 1 abstained (Zittlow).
- 4. Public Comment on Non-Agenda Items.** None

ACTION ITEMS

5. DISCUSSION AND ACTION - Request for a 16,805 square foot building addition and associated site improvements - 1030 Orlando Drive (HB-328-4) (Page 3). This property is currently developed and utilized as a contractor office and shop facility. The property owner is proposing an addition that connects two existing buildings into one building and the site improvements to serve the building expansion.

Discussion of the requested 16,805 square foot building addition and associated site improvements with the following conditions:

1. Screening of any proposed roof mounted HVAC equipment with materials similar to those utilized for the principal building.
2. Data for proposed wall mounted light fixtures shall be submitted to Staff for approval prior to installation. All lighting shall be downward projected to minimize light trespass. Only the proposed wall packs are part of this lighting approval. Any other future lighting will require review and approval by the Site Review Committee (SRC).
3. The lock on the access gate shall have a key for the access gate onsite for the fire department.

Motion by Baranczyk to approve the addition as proposed with the above conditions, Seconded by Zittlow. Motion approved 4-0.

6. DISCUSSION AND ACTION - Request for a 3,800 square foot building addition and associated site improvements - 1195 Flight Way Dr. (HB-1491-L-4-A). This property is currently developed and utilized as a contractor office and shop facility. The property owner is proposing an addition and the site improvements to serve the building expansion.

Discussion of the requested 3,800 sf. Building addition and associated site improvements with 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 4 deciduous trees along the right-of-way of Flight Way Dr. (requires 3 new trees with 1 to the west of the driveway and 2 to the east of the driveway); subject to variation if utilities prohibit condition from taking place, then it will come back to Staff for approval.
3. Any refuse or recycling containers located on site will need to be enclosed per Village Code. Any proposed enclosure shall have plans submitted to Staff for approval and materials shall be compatible with the principal structure (any chain-link fence shall have privacy slats).
4. Data for proposed wall mounted light fixtures shall be submitted to Staff for approval prior to installation which consists of new wall mounted fixtures on the addition. Only the proposed wall packs are part of this lighting approval. Any other future lighting will require review and approval by the SRC.

Motion by Tengowski to approve the addition as proposed with the above conditions, Seconded by Baranczyk. Motion approved 4-0.

7. DISCUSSION - Items for future agenda consideration. Will be looking at changing/creating an ordinance for electronic message center on the sides of buildings – only permissible as ground signage.

8. ADJOURN Motion by Dillenburg to adjourn the meeting, Seconded by Zittlow; Motion approved 4-0. Meeting adjourned at 6:15 pm.

Respectfully submitted by Amanda Wangerin, Village Deputy Clerk