

**CITY OF PORT WASHINGTON  
PLAN COMMISSION  
MINUTES  
THURSDAY, SEPTEMBER 20, 2018**

**ROLL CALL:** Mayor Becker called a duly convened meeting of the Plan Commission to order at 6:00 p.m. Members present were: Commissioners Eric Ryer, Rob Vanden Noven, Tony Matera, Mike Ehrlich, Ron Voigt, and Brenda Fritsch. Also present was: City Administrator Mark Grams and City Planner Bob Harris. Absent and excused:

**APPROVAL OF MINUTES FOR AUGUST 16, 2018: MOTION BY TONY MATERA AND SECONDED BY MIKE EHRLICH to approve the minutes as presented. Motion carried unanimously.**

**PUBLIC APPEARANCE & COMMENTS:** There was none.

**CERTIFIED SURVEY MAP, LOT LINE ADJUSTMENT FOR THREE PROPERTIES IN THE MISTY RIDGE SUBDIVISION:** City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that all CSM's require an approval by the local government unit prior to official recording. Three single family lots in the Misty Ridge Subdivision are in the process of adjusting the existing lot lines via a CSM. In this case, two parcels located on Willow Pond Way are simply squaring off their respective rear lot lines by acquiring additional land from the shared, adjacent parcel that fronts on Windrush Drive. Staff recommends approval. The CSM will neither increase nor decrease the number of lots in the subdivision and each of the three properties involved with the lot line adjustment will remain conforming in lot size and setback requirements. The Plan Commissioners reviewed and discussed this item. **MOTION BY RON VOIGT AND SECONDED BY ERIC RYER to approve the certified survey map, lot line adjustment for the three properties as presented. Motion carried unanimously.**

**SPECIAL EXCEPTION REQUEST BY SHERPER'S TO EXCEED SECONDARY WALL SIGNAGE SIZE LIMITS, LOCATED AT 128 NORTH FRANKLIN STREET:** City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that Sherper's has had temporary banner signs on the front of their retail store since its Grand Opening in August. They are now ready to install permanent signage. Sherper's is requesting to install a total of three uniform, 26 square foot wall signs on the north and south sides of their store in the Harbour Lights building in addition to the primary one facing North Franklin Street. The north and south facing signs will require a Special Exception to exceed the maximum size limits permitted under Sec. 20.20.080 (A) and (A)(1) of the City Zoning Code. Section "A" specifies the allowable square footage of a wall sign is based upon the lineal frontage of the building face on which it is located. Due to the shape of the building, the south facing wall will only permit an approximately 18 square foot sign and Section "A1" requires that a secondary wall sign facing a side street or parking lot can be no more than 50% of the primary or Franklin Street facing sign. Staff recommends approval of the Special Exception request. By approving this Special Exception request, it will allow Sherper's to have three uniform wall signs on its three store faces as opposed to having three different size wall signs near one another, creating an asymmetrical and odd appearance. In addition, the signs as submitted agree with the Port Washington Main Street Design Guidelines. The Plan Commissions reviewed and discussed this item. **MOTION BY RON VOIGT AND SECONDED BY MIKE EHRLICH to**

**approve the Special Exception request by Sherper's to exceed the secondary wall signage size limit at 128 North Franklin Street as presented. Motion carried unanimously.**

**BUILDING AND SITE PLAN APPROVAL AND SPECIAL EXCEPTION REQUEST TO EXCEED THE 35' BUILDING HEIGHT LIMIT IN THE B-4, CENTRAL BUSINESS DISTRICT FOR A 13.5' ROOFTOP ADDITION TO 231 NORTH FRANKLIN STREET, APPLICANT, LISA POOLE:** City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that the property located at 231 North Franklin Street was constructed in 1891 and is described in the Downtown Port Washington National Register of Historic Places Registration Form as one of Port Washington's finest examples of Queen Anne style commercial buildings. The building occupies a visible corner lot along North Franklin Street and its most prominent feature is a two-story turret topped with a pointed dome and finial. The current owner uses the ground floor of the building for a salon business, Studio 231. The second floor is a single, 2-bedroom apartment. The applicant plans to renovate the second-floor apartment for a personal residence and construct the proposed roof-top addition for an extension of the residential space and will include a studio, full bath, and a roof-top deck. Exterior material will consist primarily of dimensional asphalt shingles encasing the north and south sides of the addition, save for the dormer window bays with double-wide operating windows and transoms with a metal clad veneer framing. The project architect reviewed the other materials that would be used in this project. The Design Review Board recommended the overall approval of the project but did suggest the roofline be articulated in a way to further emphasize the Mansard shape of the addition along with providing more dimension and pitch to its front or east face. The building height remains at its originally constructed height of 48' (47.8'). The proposed roof-top addition will consist of 693 square feet (not including the roof-top deck) and will rise approximately 13' 6" above the existing flat roof and approximately 41' 2" above the existing grade but will not exceed the height of the dome and finial, which are included in the building's official listed height of 47.8'. There is a 15.5' step back from the front (east) parapet providing a visual relief from the proposed addition and a 3' (2' 11") step back from the south parapet. **MOTION BY MIKE EHRlich AND SECONDED BY BRENDA FRITSCH to recommend approval to the Common Council to approve the Building and Site Plan; to grant the Special Exception Request to exceed the 35' building height limit in the B-4, Central Business District for a 13.5' rooftop addition to 231 North Franklin Street; to keep asphalt shingles as present; and not to go back to the Design Review Board. Motion carried unanimously.**

**FORTHCOMING EVENTS:** There was none.

**ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY TONY MATERA to adjourn the meeting at 6:32 p.m. Motion carried unanimously.**