

**CITY OF PORT WASHINGTON
DESIGN REVIEW BOARD MINUTES
January 14th, 2020
Lower Level Conference Room, City Hall**

Present: Rob Vanden Noven, Director of Public Works; Jeremy Hartline; Mark Mitchell, Fire Chief; Melissa Didier; and Marc Eernisse, Advisor. Also Present: Bob Harris, Director of Planning & Development. Excused: Mike Ehrlich.

1. **ROLL CALL:** Rob Vanden Noven called the meeting to order at 4:10 p.m. and a quorum was present.
2. **MINUTES:** Motion made by Mark Mitchell and seconded by Melissa Didier to approve the minutes as shown. All voting aye, the minutes were approved.
3. **CONCEPT PLAN – Proposed new office building; 350 E Seven Hills Road.**

Bill Hamm of Walters Buildings, the project contractor, summarized the proposed building and site. The applicant, Matt Nelson, is wishing to expand his insurance agency office. There are currently three employees with additional hires anticipated. In addition, Mr. Hamm stated due to the nature of his business, Mr. Nelson needs to store his numerous files hence the larger storage space in the rear. The building will have a peaked metal roof. The stone shown on the base of the building is manufactured 2” veneer. Can lights are placed under the soffits over the front entry. The parking lot will not have curb or gutter – it will be designed to sheet run off. It is anticipated that the front will have minimal signage. A conversation regarding storm water run-off ensued after Rob Vanden Noven indicated storm water will need to be contained on-site along with curb and gutter. Jeremy Hartline asked the stone veneer be continued around the side of the building rather than only on the front façade as shown as the east and west faces are stark. Mark Eernisse stated the building was boring for such a prominent location and it does not compliment the adjacent hotel. Jeremy Hartline recommended to add design flourishes such as window awnings, window boxes, muttons, and gable vents. A discussion of the front entrance ensued and comments included the entry be less residential in nature and a suggestion of black cladding of the windows. Ald. Postl, the district alderwoman, opined the roof line is flat and the metal building was more industrial looking rather than a commercial one and suggested a change in the roofline. Marc Eernisse suggested windows be added to the garage door. Melissa Didier also suggested adding clerestory windows along the top of the east and west facades if windows in the storage portion of the building were being avoided due to security. Mark Mitchell stated the building is more suited for an industrial park. Rob Vanden Noven asked the building look less like a storage building.

A motion to table the Concept Plan until the February DRB meeting was made by Rob Vanden Noven and seconded by Jeremy Hartline. All voting ‘aye’, the Motion passed.

4. **PUBLIC APPEARANCES AND COMMENTS:** None.
5. **FORTHCOMING EVENTS:** None.

6. **ADJOURNMENT:** A Motion to adjourn was made by Rob Vanden Noven and seconded by Mark Mitchell. All voting aye, the motion carried and the meeting was adjourned at 5:10 pm.