

**CITY OF PORT WASHINGTON  
PLAN COMMISSION MEETING  
MINUTES  
THURSDAY, NOVEMBER 17, 2022**

**ROLL CALL:** Mayor Ted Neitzke called a duly convened meeting of the Plan Commission to order at 6:00 p.m. at the Common Council Chamber of City Hall. Members present were City Engineer Roger Strohm, Alderman Paul Neumyer, Mike Ehrlich, Eric Ryer, Chad Mach, and Kyle Knop. Also, present was City Planner Bob Harris, Absent and excused: City Administrator Tony Brown. In the audience were Alderpersons Dan Benning.

**APPROVAL OF MINUTES FOR THE OCTOBER 20, 2022: MOTION BY PAUL NEUMYER AND SECONDED BY MIKE EHRLICH** approve the minutes as presented. Motion carried unanimously.

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

**SPECIAL EXCEPTION REQUEST BY GOURMET SOURCE LLC FOR A WALL SIGN TO EXCEED THE MAXIMUM SQUARE FOOTAGE LIMIT LOCATED AT 1180 SOUTH SPRING STREET:** City Planner Harris reviewed this item with the Plan Commissioners. He stated that Gourmet Source LLC (Hollander Chocolate) recently established their company headquarters in the former dealership building at 1180 South Spring Street. They are currently renovating the site and facility for this purpose. As part of the re-purposing of the property, Hollander Chocolate is proposing to install an approximately 265 square foot wall sign on its front façade, whereas 94 square feet is the maximum allowed for a wall sign, per the City zoning code. The Plan Commissioners reviewed this item. Staff recommends approval of the Special Exception request. **MOTION BY PAUL NEUMYER AND SECONDED BY MIKE EHRLICH** to approve the Special Exception for the wall sign at 1180 South Spring Street as presented. Motion carried unanimously.

**MINOR REVIEW FOR A PARKING LOT PLAN FOR HARBOR HILLS LOCATED AT 101 FREEMAN DRIVE:** City Planner Harris reviewed this item with the Plan Commissioners. He stated that the applicant is proposing to resurface its parking lot which is in a certain state of disrepair. He is asking the Plan Commission to approve the submitted parking lot plan. The plan consists of re-surfacing the entire existing parking lot, adding curb and gutter to a portion of the parking lot adjacent to the south face of the building, installing sidewalk along the eastern side of the building and adding two trees on the south and west sides of the parking lot. Staff recommends approval of the parking lot plan with the following conditions: extend the proposed sidewalk to connect to the parking lot, to place a total of three trees on the west side of the parking lot and place 5 trees on the south side of the parking lot. Plan Commissioners discussed this item. Mr. Tom Lawrence of Haag-Muller was present to answer any questions regarding the parking plan. **MOTION BY KYLE KNOP AND SECONDED BY MIKE EHRLICH** to approval Site Plan that was distributed at the meeting with Staff recommendations as presented. Motion carried unanimously.

**USE DETERMINATION FOR PLAN COMMISSION REVIEW FOR A PROPOSED POOL HOUSE AS AN ACCESSORY USE:** City Planner Harris reviewed this item with the Plan Commissioners. He stated that the Plan Commission is being asked to provide Staff direction on the question of whether a residential pool house structure can be considered a viable use under the existing zoning code as a “private residential outdoor recreation facility.” Staff has received a request about the ability for a resident to construct a pool house structure next to a recently installed inground pool. The Port Washington zoning code provides for a number of various uses and structures including accessory structures but nothing is listed for Pool Houses. City Planner Harris reviewed the zoning items for the Commissioners. The City

Planner also reviewed the three options for the Commissioners. Commissioners discussed the options and there was concern about a pool house being the size of a garage. **MOTION BY MIKE ERHLICH AND SECONDED BY CHAD MACH to approve the Staff recommendation of Option 1 (Determine such use is a permitted accessory use, specifically a Private, Outdoor Residential Recreational Facility subject to the height, setback, and square footage required for a garage) as presented. Motion carried (6-Ayes; 1 Nay (Knop)).**

**ADJOURNMENT: MOTION BY ERIC RYER AND SECONDED BY PAUL NEUMYER to adjourn the meeting at 6:24 pm. Motion carried unanimously.**