

**CITY OF PORT WASHINGTON  
PLAN COMMISSION MEETING  
MINUTES  
THURSDAY, OCTOBER 21, 2021**

**ROLL CALL:** Mayor Theodore Neitzke IV called a duly convened meeting of the Plan Commission to order at 6:00 p.m. at the Common Council Chamber of City Hall. Member present were City Engineer Rob Vanden Noven, Mike Ehrlich, Alderman Paul Neumyer, Tony Matera, Eric Ryer, and Kyle Knop. Also, present was Planner Bob Harris. Absent and excused: City Administrator Tony Brown. In the audience were Alderpersons Dan Benning, and John Sigwart.

**APPROVAL OF MINUTES FOR THE SEPTEMBER 16, 2021: MOTION BY PAUL NEUMYER AND SECONDED BY MIKE EHRLICH approve the minutes as presented. Motion carried unanimously.**

**PUBLIC APPEARANCE & COMMENTS:**

John Sigwart of 230 West Theis Lane commented on the LED signs. He stated that Lincoln School's LED sign faces right into the only house on Theis Street. It is 10 sq. ft. of illumination and was approved only after it was built. He is not sure about Thomas Jefferson's sign. He really like the design of this sign for St. Matthews. He stated that LED signs that this 18 sq. ft. is not too large for this area. He stated he like the Drew's True Value sign. He would like to see the LED sign ordinance completed soon.

Ann Lorge of 1479 Garay Lane stated that she was notified that a LED sign was going up in her area and has since learned more about this sign. She is not necessarily an opposed to it. What get her is that they make one presentation with the Plan Commission and another presentation with the Common Council and more meeting on designs. Ms. Lorge wanted to know why these signs do not have guidelines to follow so they don't have to keep coming back. The city needs to get something on the books now.

Mike Jajtner of 3639 East Norport Drive in the Town of Port Washington and member of St. Matthew's church wanted to thank the members for reviewing the roadside sign. They want a sign like Thomas Jefferson Middle and Lincoln Elementary. They want to put up signs to state voting, blood drives, etc. St. Matthews will dim the sign at night from 10 pm to 6 am, it will not be like Vegas. He thanked the Members for their time.

**SPECIAL EXCEPTION FOR REQUEST FOR AN ELECTRONIC MESSAGE CENTER (LED SIGN) IN THE RS-4 RESIDENTIAL DISTRICT LOCATED AT 1525 NORTH GRANT STREET:** City Planner Bob Harris reviewed this item with the Commissioners. He stated that St. Matthew's wishes to add an approximately 18 square foot electronic message center board (or LED sign) to replace its existing monument sign which faces the intersection of West Norport Drive and North Grant Street. This item is a Special Exception because signs of this nature are currently permitted only in Business zoning districts, i.e., B-1, B-2, B-3, and B-4. The subject property is zoned RS-4 Residential, as is common for institutional uses such as schools and houses of worship. The Port Washington Saukville School District signs at Thomas Jefferson and Lincoln are approximately ten square feet. Staff recommends approval for this sign with the following conditions. 1) The LED board shall not be greater than ten square feet to remain consistent with the LED boards at the two nearby PWSSD schools, Thomas Jefferson and Lincoln; 2) The electronic message center shall be required to have an operable automatic ambient light dimming sensor or similar; 3) Sign images and text shall remain fixed and static for a period of not less than 60 seconds; and 4) Sign images and text shall not roll, scroll, flash or contain any other type of movement or appearance of movement. The Plan Commissioners discussed this item. **MOTION BY ROB VANDEN NOVEN AND SECONDED BY MIKE EHRLICH to approve the Special Exception per the City Planners recommendation as presented. Motion carried unanimously.**

**SPECIAL EXCEPTION FOR A GROUND MOUNTED SIGN AND SETBACK CONSIDERATION LOCATED AT 215 SOUTH PARK STREET:** City Planner Harris reviewed this item with the Plan Commissioners. He stated that Veolia wishes to install a ground mounted sign in the front of their property at 215 South Park Street, currently there is none. The sign setback from a public right-of-way line is ten feet. However, due to the relatively short setback along this section of Park Street combined with a property line located at the western edge of the public sidewalk the current sign regulations generally prohibit Veolia's request in terms of use and placement. This item is a Special Exception because ground mounted signs are not permitted in industrial zoning districts (Sec. 20.29.080) and sign setbacks are required to be placed 10 feet from the public right-of-way line (Sec. 20.29.130). Section 20.20.020 grants the Plan Commission ability to grant a Special Exception for a sign if such exception does not have a detrimental effect on the surrounding area, e.g., appearances, property values, or reasonable enjoyment of surrounding properties. This portion of South Park Street is nearly all industrial with similar small front setbacks. Based upon previous building plans filed with the City, The South Park Street property line is just behind or adjacent to the western edge of the public sidewalk. Both Veolia and adjacent Aldrich Chemical properties have well maintained landscaping in the front of their respective buildings. Staff recommends approval for both the ground mounted sign and the reduced setback with the following conditions. Set back shall be not less than 4.5 feet from the designated property line. **MOTION BY MIKE EHRLICH AND SECONDED BY TONY MATERA to approve the Special Exception per the City Planners recommendation of setback shall be not less than 4-1/2 feet as presented. Motion carried**

**TEMPORARY ZONING DESIGNATION FOR CONSIDERATION AND POSSIBLE ACTION TO RECOMMEND A TEMPORARY ZONING DESIGNATION OF RS-4 SINGLE FAMILY RESIDENTIAL FOR A POSSIBLE ANNEXATION OF 31-ACRES OF LAND IN THE TOWN OF GRAFTON LOCATED NORTH OF NEW PORT VISTA DRIVE AND SOUTH OF EAST SAUK ROAD FOR THE PROPOSED HIGHLAND POINTE SUBDIVISION:** City Planner Bob Harris reviewed this item with the Plan Commissioners. He stated that the applicants are seeking to annex the Subject property into the City of Port Washington for the purpose of acquiring sewer and water services from the City of Port Washington for a proposed 82-unit single-family subdivision. As part of the annexation process the Plan Commission is being asked to provide a recommended temporary zoning designation for the Subject property if successfully annexed into the City of Port Washington. The Plan Commission reviewed the Concept Plan for the proposed subdivision at its April 2021 meeting and recommended approval and unanimously recommended annexation at its August 2021 meeting. The owner of the Subject property has submitted a petition of annexation which has been forward to the Wisconsin Department of Administration (DOA) for a required review. On June 24, 2021, the City was notified by the DOA that the proposed annexation was determined to be in the public interest and eligible for annexation. The proposed use of the Subject property is single-family residential which is consistent with the "City of Port Washington Planned Lane Use Map: 2035:" as part of the City of Port Washington Comprehensive Plan. The site is presently an un-developed 31-acre tract of land located in the Town of Grafton adjacent to the city limits of Port Washington and immediate north of the New Port Vista multi-family apartment subdivision. Should the annexation be approved the property owner and development team are requesting the property be zoned RS-4 Single-Family Residential for both the temporary zoning at time of annexation and permanent zoning when the preliminary plat is taken up by the Plan Commission. Staff recommends establishing RS-4 Single-Family Residential as a temporary zoning designation upon any final annexation. **MOTION BY PAUL NEUMYER AND SECONDED BY KYLE KNOP to recommend to the Common Council to approve the zoning for this parcel as RS-4, Single-Family Residential as presented. Motion carried unanimously.**

**FORTHCOMING EVENTS:** There was none.

**ADJOURNMENT: MOTION BY ROB VANDEN NOVEN AND SECONDED BY TONY MATERA to adjourn the meeting at 6:19 pm. Motion carried unanimously.**