

**CITY OF PORT WASHINGTON
DESIGN REVIEW BOARD MINUTES
January 9, 2024
Lower Level Conference Room, Port Washington City Hall**

Present: Roger Strohm, City Engineer; Mark Mitchell, Fire Chief; Jeremy Hartline; Rose Eichenhofer; and Marc Eernisse. Also Present: Bob Harris, Director of Planning & Development.

1. **ROLL CALL:** The January 9, 2024 meeting of the Design Review Board was called to order at 4:04 p.m. and a quorum was present.
2. **ELECTION OF BOARD CHAIR:** Mark Mitchell made a motion to elect City Engineer Roger Strohm as Design Review Board Chair. The motion was Seconded by Jeremy Hartline. All voting aye the Motion passed unanimously.
3. **APPROVAL OF PREVIOUS MEETING MINUTES:** A motion to approve the December 12, 2023 meeting minutes was made by Jeremy Hartline and Seconded by Marc Eernisee. All voting Aye the minutes were approved.
4. **PUBLIC APPEARANCES AND COMMENTS:** None.
5. **BUILDING, SITE & OPERATIONS PLAN:** Two, 3-Family Condominium Buildings; Prairie's Edge Subdivision South Phase; Located on the East Side of County Hwy C, West of Shieling Lane, and North of Bastle Wynd; Black Cap Halcyon, Applicant

A motion was made by Jeremy Hartline and Seconded by Mark Mitchell to approve the Building, Site & Operations Plan design with the following recommendations:

- All garage doors should include windows
- Add a band or similar trim over the gable base seams
- Add additional trim, decorative vents, and/or windows to break up the gable faces.

Motion passed unanimously

6. **FORTHCOMING EVENTS:** None.
7. **ADJOURNMENT:** A Motion to adjourn was made by Mark Mitchell and seconded by Marc Eernissee. All voting Aye, the motion carried, and the meeting was adjourned at 4:50 pm.