

**TOWN OF GIBRALTAR  
PLAN COMMISSION  
TUESDAY, NOVEMBER 27, 2007  
7:00 P.M.  
GIBRALTAR TOWN CENTER**

**Call to Order:** The regular meeting of the Gibraltar Plan Commission was called to order at 7:04 p.m. by Tom Birmingham, chairman.

Members Present: Tom Birmingham, David Boyd, Andy Coulson and Linda Merline.  
Members Absent: Jim Jauquet

**Approve minutes of last meeting:** *It was moved by Boyd and seconded by Birmingham to approve the minutes as corrected. Motion carried unanimously.*

**Open discussion and correspondence:** No correspondence had been received.

**Application for conditional use permit: Michael J. & Diane L. Cotter – Owner Parcel #014-63-0001, Proposed Use: Living quarters in already existing structure (MOD):** Tom Birmingham explained the procedure for the hearing. Diane Cotter stated that the Board of Adjustment (BOA) had granted the variance request.

No other testimony was given in favor of the petition.  
No testimony was given in opposition to the petition.  
No additional correspondence was received in support.  
No correspondence was received in opposition to the petition.

The BOA granted the variance (setback and density) with what they felt was reasonable. The Cotter's can now use the property as a residence. Questions related to the process are out of order per Birmingham; now was the time for any conditions. Birmingham stated the conditional use asks what conditions are to be put on the multiple occupancy dwelling (MOD). Conditions such as drainage plan, screening, lighting, plantings and parking can be considered. Merline asked if the proposed use is consistent with the Town plan. Birmingham answered yes; MOD's were allowed next door. Coulson felt comfortable with the Cotter's meeting the same conditions as the MODs next door.

*It was moved by Birmingham and seconded by Boyd to recommend to the Gibraltar Town Board that it support the Petition for Conditional Use by Michael J. & Diane L. Cotter Parcel # 014-63-000 on condition that it meet the other MOD standards. Motion carried unanimously.*

**Committee reports:** Preservation: Best practices: Boyd presented the latest draft of the guidelines. Merline stated that in addition to design standards at the County level best practices could be suggested within the boundaries. Jauquet, via e-mail, suggested under roofs... "or otherwise be compatible with neighboring buildings" be added. The word "new" was stricken. The guidelines if approved could be placed on the website, newsletter, library, etc. Birmingham stated how it would be distributed is up to the town board.

*It was moved by Coulson and seconded by Merline to recommend the guidelines as amended to the town board for approval. Motion carried unanimously.*

Ground and surface water protection & Official map: Bill Weddig stated in discussions with Foth, they have done this work in other communities and could complete the project within 3 months. Foth is willing to work within budget constraints. Birmingham felt this is a very organized approach, an

excellent start and outsourced. The cost is approximately \$6,000. Weddig stated this proposal does not include any fieldwork. Birmingham will check with Merrell Runquist for placement on the town board agenda for permission to make a down payment and proceed after the first of the year. Bill Weddig will present to the board. The commission was in general agreement. Hagen will check on the financial aspect for Birmingham.

Lighting: Best practices: Merline has been waiting for corporate counsel to return an official determination; the counsel intern relayed her findings verbally. Until then the ordinance has been rewritten in the form of best practices, only the formatting has changed. It is tentatively on the agenda for the town board December 5<sup>th</sup>. *It was moved by Birmingham and seconded by Boyd to present the best practices to the town board for their adoption. Motion carried unanimously.*

Housing- Both Merline and Jauquet would like to see the housing information listed separately on the home page as opposed to being a link under the Plan Commission. The information could also go in the newsletter and brochure. Merline stated this is part of the plan to educate the public.

**Set next meeting date:** The next meeting is scheduled for December 20, 2007 at 7:00 p.m.

**Adjourn:** It was moved by Boyd and seconded by Birmingham to adjourn. Motion carried unanimously and the meeting adjourned at 8:47 p.m.

Respectfully submitted,

Beth Hagen, CMC  
Deputy Clerk-Treasurer