

**TOWN OF GIBRALTAR  
PLAN COMMISSION  
TUESDAY, APRIL 23, 2019  
GIBRALTAR TOWN CENTER  
7:00 P.M.**

**Call to order:** The regular meeting of the Gibraltar Plan Commission was called to order at 7:08 p.m. by Linda Merline, chairperson.

**Roll Call/quorum:** Merline stated that a quorum of the Commission was present.  
Members present: Linda Merline, Brian Hackbarth, Don Freix.  
Absent: Tom Blackwood

**Proper notice:** *Motion: (Hackbarth, Freix) to adopt the agenda as posted. Carried.*

**Approve minutes of previous meetings:**

*Motion: (Freix, Hackbarth) to approve the minutes of the March 26, 2019 minutes, as written. Carried.*

**Public comment:** None

**Petition for Conditional Use Permit:** Guenzel – Parcel #014-01-08302734C, Write On Door County: William S. Guenzel on behalf of “Write on Door County” proposes to establish a Private School (Writing School) on the property located at the northeast corner of the intersection of State Highway 42 and Juddville Road. The building would be located on the southwest portion of the lot which is zoned General Commercial (GC). The building includes a classroom, library, offices, restrooms, and outside patios and decks. The applicants anticipate no more than 20 to 30 students attending classes at the facility.

**Merline opened the Hearing and Explained the Procedures.**

**Testimony in Support:** William Guenzel presented the plan. He explained that Write On Door County has been operating for approximately five years out of the existing house on the property, but that the house is not permitted for public use, only as a “home office” for the director and lodging for resident writers. All public events have been conducted through and limited to the 10 public events allowed per calendar year, per county zoning.

Given that Write On Door County has very little public presence, they are unable to host classes or expand their curriculum to fully achieve the organization’s mission. Guenzel explained that the impetus for the project was to build a center that would allow the organization to hold public classes and the occasional gathering, as well as have adequate office space.

Guenzel presented plans for a 3,300 sq.-foot building that contains a classroom, a main hall that would be multi-use, office spaces and a small residential-style kitchen/breakroom.

Rebecca Carlton, 8496 Hwy 42, spoke in support of the project because the work Write On Door County does, as well as the writers and people it attracts, not only enhances the art community, but the community as a whole. She feels it is an important addition to the community.

Ella Sanco, 4242 Juddville Rd, stated the project would give some life to that quiet corner and would be an exciting addition to the area.

Craig Coursin of Carlson-Erickson Builders, Inc., the construction company that will be building the new space, was in attendance to answer questions of the Commission.

Anne Emerson mentioned that sustainability is a key component not only for this particular building’s design, but for many others in the portfolio of architectural firm, The Kubala Washatko Architects, Inc. who designed the proposed building.

The building would operate year-round. This would provide the opportunity for Write On Door County to expand its outreach and work with the local community and schools, especially in the “off season.” Gunzel said the organization’s curriculum was designed for anyone who wants to write or learn how to write. However, lack of space to host and conduct community/public outreach and classes has hindered the organization’s ability to bring such programming to these audiences. Once the writing center is built, there would be a space for anyone—not just from the community, but from the county—with an interest in writing be involved.

Approximate start date for construction would begin in late June/early July. Coursin estimated the project would take approximately 10 months to complete.

St. Paul’s Lutheran Church, next door neighbor to Write On Door County, has provided space to Write On Door County in the past for classes and events. The church’s representative stated their support of the project and called it a welcomed addition to the area.

**Testimony in Opposition:** None

**Rebuttal:** None

**Correspondence in Support:** None

**Correspondence in Opposition:** None

**Merline Closed the Hearing:**

The Commission did not have any additional conditions for the plan as presented. Merline stated the proposed use falls under the property’s Commercial Zoning. The Commission members unanimously supported the plan as presented.

*Motion: (Hackbarth, Freix) to recommend to the Town Board to support the conditional use permit as presented for William S. Guenzel, on behalf of Write On Door County, to establish a Private School (Writing School) on the property located at the northeast corner of the intersection of State Highway 42 Juddville Road. Carried.*

Merline will take the recommendation to the Town Board at the Town Board regular meeting on Wednesday, May 1, 2019.

*Motion: (Hackbarth, Freix) Carried*

## Reports

- A. Chair report: Working on the appointment of the next PC member. Had interest form community but Skare is set to appoint a TB member.
- B. Ground and surface water: None
- C. Town Board/parks & lands: None
- D. Bike/pedestrian plan: None

Set the next meeting date: May 28, 2019 at 7 p.m.

**Adjourn:** *Motion: (Freix, Hackbarth) to adjourn at 7:40 p.m. Carried*

Respectfully Submitted,

Sara Rae Lancaster  
Administrative Assistant