

Approved by Town Board: March 5, 2025
Approved by Plan Commission: February 24, 2025

**TOWN OF GIBRALTAR
SPECIAL JOINT MEETING OF
GIBRALTAR TOWN BOARD AND PLAN COMMISSION
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
JANUARY 27, 2025, 6:00 P.M.**

Call to order: The special joint meeting of the Gibraltar Town Board and the Plan Commission was called to order at 6:00 p.m. by Chairpersons Steve Sohns and Linda Merline.

Roll call/quorum: Chair Sohns stated that a quorum of the Gibraltar Town Board was present. Chair Merline stated that a quorum of the Plan Commission was present.

Members Present: Town Board: Chair Sohns, Supervisor Birmingham, Supervisor Selenica, Supervisor Merkel and Supervisor Chomeau. Plan Commission: Chair Merline, Commissioner Pillat, Commissioner Selenica, Commissioner Lancaster and Commissioner Kudick via Zoom.

Members Absent: Commissioner Blackwood.

Agenda/proper notice/adopt agenda: Chairs confirmed agenda had been properly noticed.

Annual Joint Meeting to Discuss Plan Commission 2025 Goals: Merline presented the Plan Commission 2025 goals and goals awaiting staff initiation. Stated they are the same goals from last year which Commission has decided to carry over.

Goals

- Annual joint meeting with Town Board
- Annual joint meeting with Parks and Lands
- Outdoor Display Ordinance
 - This has been completed.
- Design standards—Goal 2.1
 - in progress
- Implement 2043 Comprehensive Plan
 - Goal 1.7—no discussion
 - Goal 2.1—architectural design standards ordinance in progress
 - Goal 4.1
 - Commissioner Kudick gave detailed report on status of his work
 - Goal 5.1
 - Commissioner Selenica completed Action 5.1j
 - Goal 5.2
 - Supervisor Merkel noted Butterly Loop trail head is in parking lot. Butterly Loop will eventually lead to connectivity trail, making the parking lot a hub of transportation.
 - Goal 9.1
 - Articles are contributed to newsletter.
 - Dark sky information is posted on the Town Facebook page.
- Implement and manage Fish Creek Watershed Plan

- Completed another season of monitoring of sucker run with Shedd Aquarium Research project—Goal 2, Outcome 2.8
- Completed 5th grade field trip to Creek—Goal 3, Outcome 3.4.
- Implement and Manage Green Tier Legacy Community Membership
 - Quarterly meetings have been attended.
 - Annual report completed.
 - Worked with staff to expand Green Tier information on Town website.
 - Ad hoc committee yet to be established.

Goals awaiting initiation

- Housing needs
 - Plan Commission has not been involved with this.
- Pursue Town Zoning
 - Plan Commission has not been directed to act on this.
- Pursue adjustment of County Zoning to match comprehensive plan
 - Changes to conditional use table of principal uses was presented to Board in 2018-2019 but Commission has not been directed to act.
 - **This will be added to 2025 Goals.**

Possible Future Involvement in Town Projects

- McKesson (Kinsey) Property
- Redmann Property (Beyond the Fish Creek Watershed Plan)
- Town Center Sidewalks/Storm Drains

- Supervisors and Commissioners had lengthy discussion regarding County Zoning. Chomeau requested Plan Commission bring forward to County what they would like to see changed. Merline would like to make this a 2025 Goal. Board requests Plan Commission reopen discussion on, and come up with possible solutions related to, concerns with County Zoning and bring it back to the Board.
- Chair Sohns suggested that Fish Creek Watershed should migrate to a Parks and Lands Goal/Project. Supervisors and Commissioners discussed the Watershed Plan and the roles/expectations of Plan Commission members and Parks and Lands members.
- Chair Sohns once again reiterated his desire for implementation of a shuttle service to address public transportation needs with respect to Goal 5.2. Nancy Sargent addressed the Board. Supervisor Chomeau suggested the Town needs wayfinding signage.
- Kudick addressed Supervisors and Commissioners regarding presentation of report on progress of implementation of Comprehensive Plan.
- *Motion (Birmingham/Chomeau) to approve and accept Plan Commission 2025 goals and move forward with the goals as presented. Carried.*

Architectural Design Standards: Supervisor comments from January 2025 Town Board meeting were handed out. Merline explained origin of the ordinance and outlined process Commissioners used in developing it, including review and implementation of Comprehensive Plan and consideration of how ordinance would be applied with regard to building materials, colors, architectural features, etc. and geographical locations. Goal is to capture historic

character of village. Supervisors and Commissioners discussed goal, intent, application, legality and enforceability of ordinance as well as review and approval process at length. Commissioners and Administration confirmed draft has been reviewed by counsel. Kudick expressed concern about timing of enactment of ordinance. Nancy Sargent addressed the Board and Commission. Supervisors suggested revisions as set forth below and directed staff to work on remaining language, i.e. review and enforcement language as well as penalty provisions.

Summary of Supervisor feedback:

- Need to allow for some leniency
- Color requirements
 - Need to be reasonable with color options and not limit to light beige, taupe, gray or cream
- Siding materials
 - Get advice from counsel on how to say “it needs to look like clapboard.”
 - Suggestion to accommodate any material as long as it has desired architectural aesthetic
 - “No vertical metal siding”
- Porches
 - Language should be amended as follows – If added, porches should be covered ~~and complement other architectural features~~. No uncovered decks allowed on the street side of the building. Or clarify what “other architectural features” might mean.
- Balconies
 - Language should be amended as follows – ~~If added, should complement other architectural features~~. Any glass will count toward 30% glass on the street side of the building. Or clarify what “other architectural features” might mean.
- Masonry
 - Natural stone or stone-like products
 - Get advice from counsel on how to say “we are okay with stone-like products as long as it adheres to other guidelines”
- Outside staircases
 - Redefine requirement
- Geographical boundaries
 - Make sure map matches geographical description/Street names in ordinance
- Garage Door
 - Language should be amended as follows: No sliding patio door or garage door entryways on the street side of the building unless for **motorized vehicle** garage usage
- Roofing materials
 - Add that standing seam is allowed
 - Are solar panels allowed?
- Need to add an appendix with visuals
- Need to define approval and review process

Motion (Birmingham/Chomeau) to adjourn meeting at 8:35 pm. Carried.

Motion (Lancaster/Pillat) to adjourn meeting at 8:35 p.m. Carried.