

1. Meeting Materials

Documents:

[CDA-PACKET-051122-1 - MAY 11TH 2022.PDF](#)



HERITAGE
COMMUNITY
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VILLAGE OF MOUNT HOREB

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Mount Horeb, WI 53572
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THE COMMUNITY DEVELOPMENT AUTHORITY MEETING WILL BE HELD **IN PERSON and VIRTUAL**. YOU CAN WATCH THE MEETING LIVE VIA THE VILLAGE WEBSITE BY CLICKING "WATCH LIVE" UNDER THE TROLLWAY TV GRAPHIC ON THE RIGHT SIDE OF THE HOME PAGE AT WWW.MOUNTHOREBWI.INFO. THE MEETING IS ALSO BROADCAST LIVE ON MHTC CHANNEL 181 AND CHARTER CHANNEL 981. YOU CAN ALSO JOIN THE MEETING USING:

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COMMUNITY DEVELOPMENT AUTHORITY WEDNESDAY MAY 11, 2022

The Community Development Authority of the Village of Mount Horeb will meet on the above date at 6:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order/ Roll call
- 2) Welcome new members
- 3) Election of Chair and Co-Chair
- 4) Approval of March 9, 2022 Minutes
- 5) Consent Agenda
 - a) Economic Development Director's report
 - b) Mount Horeb Area School District report
 - c) Mount Horeb Area Chamber of Commerce report
- 6) Overview of Strategic Plan
- 7) Discussion and proposal for updated downtown development plan
- 8) Discussion on utilities report for sewer capacity options in NE quadrant
- 9) Meeting adjournment

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE. UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.

**VILLAGE OF MOUNT HOREB
COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES
WEDNESDAY, MARCH 9, 2022**

The Community Development Authority of the Village of Mount Horeb met on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. A virtual option was also available.

Call to Order/Roll Call: Randy Little called the meeting to order at 6:10pm. Present were Kingsley Gobourne (virtual), Aaron Boehnen, Karen Tetzlaff, Marc Schellpfeffer, Jessica Vezakis, and Randy Little. Also present were Administrator Nic Owen, Economic Development Director Rowan Childs, Mark Johnson (virtual), and Office Coordinator Niki Erickson.

Approval of February 9, 2022 Minutes: Motion by Tetzlaff to approve the minutes, second by Schellpfeffer. Motion carried.

Consent Agenda:

- A. Economic Development Director's report: Childs provided a report in the meeting packet. There were no questions about the information provided.
- B. Mount Horeb Area School District Report: Salerno provided a report in the meeting packet. There were no questions about the information provided.
- C. Mount Horeb Area Chamber of Commerce Report: A report was provided in the meeting packet. There were no questions about the information provided.

Motion by Boehnen to approve the consent agenda, second by Vezakis. Motion carried.

Discussion and proposal for updated downtown development plan: Childs gave an overview of an updated packet. Motion by Schellpfeffer to recommend to move forward to the Village Board but hold Work Element 2: Task 10, seconded by Boehnen. Motion carried.

Discussion and recommendation of Façade and Building Grant for 108 + 110 E. Main St.: Owen discussed the application that was in the packet. This building has two addresses, even though it looks like one building. They were built at different times. Mark Johnson shared some history of the buildings of when they were built and of what was there previously. The buildings do share a common wall, and the address is one parcel. Motion by Schellpfeffer to approve, second by Vezakis. Motion carried.

Meeting adjournment: Motion by Boehnen to adjourn the meeting at 6:28pm, second by Tetzlaff. Motion carried.

Minutes by Niki Erickson, Office Coordinator

2022 Mount Horeb Community Development Authority Strategic Goals					Notes
Support of existing businesses					
Action / Task	Person(s) Responsible	Completion Date	Status	Notes	
Conduct at least 2 business, retention, expansion visits per month	Rowan and Nic	ongoing			
Assist at least 6 entrepreneurs through business planning, into production/opening stage of operation	Rowan	confirm		Continue innovators group as a way to help entrepreneur classes, learning, and networking	
Progress:					
Recruit new business					
Action / Task	Person(s) Responsible	Completion Date	Status	Notes	
Respond to all requests for information and inquires	Rowan and Nic	Ongoing			
Progress:					
Continue request list for types of industries, those best suited, trends, and those to reach out to.				Look to brokers, MadRep report, work with chamber	
Progress:					
Inform CDA on Trends	Staff and CDA	Ongoing			
Progress:					
Recruit valuable and needed industries to Village including major employers	Rowan and Nic	Ongoing			
Progress:					
Facilitate Annexations (Business Park, Housing, Park Land)					
Action / Task	Person(s) Responsible	Completion Date	Status	Notes	
Identify location(s) for and take action to secure development rights	Rowan and Nic	Ongoing			

Progress:					
				Working with planner, engineers, DOT, CARPSC	
Identify funding sources and incentives	Rowan and Nic	ongoing			
Progress:					
Likely new TIF district and or partnership with broker					

Propose action plan to Village Board	CDA and staff	ongoing			
Progress:					
Collaborate with neighboring municipalities while maintaining Village interests and enhanced urban land economics; especially related to extraterritorial review	Rowan and Nic	Ongoing			
Progress:					
Increase Housing Opportunities					
Action / Task	Person(s) Responsible	Completion Date	Status	Notes	
Member(s) to attend and assist Housing Task Force meetings as needed	CDA and Staff	8/1/2021			
Progress:					
The recommendations to Plan Comission and Village Board were made this summer. Since then we have incorporated them into the Comp Plan draft. Data and shows needs, trends, and make recomendations to the village board on what we need as a village to thrive and include for housing in the next five years.					
Comp Plan progress:	staff and plan cmmision		status	notes:	
Proactively connect housing developers and property owners	Rowan and Nic	Ongoing			
Progress:					

Working with developers for land and best housing uses. The new data from the housing taskforce is beneficial to have available for developers. Good response on the recommendations are from the housing taskforce as it could highlight specific needs and or zoning changes. Discussion with Neighbors Helping Neighbors to create a village wide rental list.					
Implement project from 2017 Downtown Redevelopment Plan					We are need to have an updated development downtown plan. The 2017 has been very beneficial and needs updated areas, business information, and trends. Next steps would be pricing.
Action / Task	Person(s) Responsible	Completion Date	Status	Notes	
Add an updated downtown development plan to comp plan and budget for 2022- 2023	Staff	Ongoing			
Identify, propose and implement at least one project identified in the 2017 Downtown Redevelopment Plan adopted by the Village Board	CDA and Staff	Ongoing			
Identify and pursue grant and other funding sources	Rowan and Nic				
Progress:					
We have identified areas for redevelopment, working on a grant through UW for design, and have been contacted by an interested party.					
Facilitate successful incentive applications					
Action / Task	Person(s) Responsible	Completion Date	Status	Notes	

Reach out to Downtown property and business owners and assist with application and award of TID 5 building and façade improvement programs	Rowan and Nic	On going			
Find additional incentives. Keep lists.					
Main Street bounce back applications for retail or main street businesses. \$10,000 is available per business					
Discussion on funds					
The CDA has \$50,000 in funds from the prior EDC. Discuss using funds toward updated downtown development report, business park planning, and zoning updates*.					
Chapter 17 and 18 of our zoning and building code are yet to be updated. Cost and time is significant.					



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Economic Development Report April 2022

Comp Plan- We presented the Comp Plan at a last meeting on March 30th to the joint Plan Commission and Village Board. The Village Board and Plan Commission voted and approved the plan. Thank you to the CDA members who attended the last couple of meetings. This document is a 20-year guide for the community to plan out 5, 10, 15-year possibilities and areas of interest for housing, parkland, growth, commercial use, etc.

Housing: The housing report and survey continues to be very helpful in conversations with developers, while working on the Comprehensive Plan. This report gives us the most current view point of what is happening right now and the goals of the next five years in Mount Horeb. It has past housing data, census data, and comparisons to other areas in Dane County and the State. It is beneficial for village planning and conversations with developers and businesses. Key findings indicate specific numbers necessary for housing units, housing types, and to form a senior housing task force. The timeliness of the report helps us with the Comp Plan on where housing should be located, and zoning changes.

The Encore senior housing project has started on the far east side and will soon have signage [and a website to](#) market. They already have a long list of people interested in the 55+ community. Four of the homes are under construction with another four with pulled permits. One of the homes will be on the Parade of Homes this summer which will help the site and village.

We currently have three active sub-divisions: Kara View Heights, North Cape expansion, Sienna Hills.

The Gorman- Landsby Ridge affordable (51 rental units) project started in 2021 and is slated to be finished in mid fall of 2022. Village Administrator and I toured the site this week and they have made significant progress. Great to see the mixture of units. Due to supply chain problems the apartment is now slated for November 2022 completion.

A mixed-use project has been approved at 1800 Springdale Street. It will have 40 units and commercial space on the first floor. This is across from the golf course. Working to confirm an anticipated start date. An additional project has been shown as a concept at 120 Front Street from Steve Brown Apartments where the current parking lot is. This project would include the main floor as public parking, and four floors of housing. This is in concept phase yet. We are talking with some groups from the community on housing for affordable, affordable senior and housing for special needs adults. We continue to work through research, property owners, and feasibility.

We presented the utility capacity memo to the Utility Commission and discussed the need for upgrades in the NE quadrant for residential and commercial properties.

WEDC: Mainstreet Bounceback grants is a state program to help provide businesses and nonprofits moving to vacant main street commercial locations with funds. We have assisted several businesses with the application and some have already received the funds. It is up to \$10,000 per application. The



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application window can be backdated to the beginning of this year. We received an update from MadRep that the funds are nearly all used for our area and that applications are not guaranteed. If anyone has an open application, please send it in immediately. This funding has been a gamechanger for many businesses and have encourage WEDC and MadRep to look for another program like this in the future. We applied for a Community Development Grant with Artemis Provisions at the beginning of 2022.

Business visits: Trends in conversations; employers looking for housing for workforce at all income levels, hardship around finding all levels of employees that are within thirty minutes' drive or less. Business for some was slow in late winter, and also outside world issues contributing to worry of consumers and supply chain issues. We are working with a few businesses working to scale up and to plan ahead for needs and locations. We are having more discussions about funding and sources for loans, façade and building improvements, grants and what to plan for 2022- 2025. I toured the new Mt. Horeb Animal Hospital building in April. It is a beautiful new facility specially designed for animal care. The exterior updates to the building has also helped clean up the area next to the Viking Plaza. They are now open for business. The Community Children's School now has all of their approvals. Their lot is on Cox Drive and Springdale Street.

Plan Commission: In the last meetings, we had a final approval from Sketchworks Architects and Chris Etmanczyk proposed at 1800 Springdale Street. This was approved. Steve Brown Apartments showed a residential concept for 120 S. 1st Street. We also discussed the last ETZ update with the village administrator. We met with the Town of Blue Mounds in April; they provided a response to our original proposal which would extremely restrict our ability to grow via annexation. The Village members will be meeting to develop a response to the Town.

Village Board: After conversation on the request for an updated downtown plan, it was voted to hold on the request for three months.

New Businesses: CI Pediatric Therapy Center moved in to the old Adler Dental building at the beginning of the month. Viva Infusions moved into the Coop building by the bike path. Pip Pop Pizza Co moved in to former Mount Horeb Pizza Co. Artemis Provisions is purchasing the Wilson Dental building and will be retrofitting their space this spring. The pharmacy downtown was purchased by two employees, who will now run the business. They have renamed the business to: Mount Horeb Family Pharmacy. The Driftless Social went through the revolving loan fund process and was funded. There was a delay, but are now starting construction on their renovations. Melissa Schultz is finishing up her construction to start Shear Legacy, at 407 E. Main Street, the former site of Darlene's Hair Care. We are working with some new businesses on their move to Mount Horeb, and hope to use grant opportunities from the Village and WEDC, and other sources.

Inquiries: Medical/care, food and processing/ retail/ drive thru options/ nonprofits- all looking for rental or to purchase buildings. Not everything we have in stock is a good fit so we are working with them to



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see what options and opportunities we have. Many retail/food based is focused downtown compared to the medical based companies and nonprofits interest on the east side. Commercial space inquiries have varied from downtown retail, light commercial, to office space.

*note= The DOT messaged the village that Springdale Street/ Main Street will be used as a major detour route for the highway construction over the next two years. This means no road closures at all over this time period such as street fairs, parades, streateries that occur on the street, etc.

Development inquiries and conversations: Working with several developers who are interested in commercial opportunities and housing of all forms, from single homes, senior, and workforce apartments. Discussion of zoning and lot sizes is a high priority, infill, redeveloping downtown area properties, and where there are preferred housing zones. Conversations with downtown property and business owners preparing to sell. Developers are mostly from Wisconsin. The new Comp Plan has already been very useful to present the future plan and future use maps with businesses, property owners, developers, and project conversations. We presented at the NAOIP roundtable meeting in April on the village and new opportunities.

PROJECT Village of Mount Horeb Brookwood Pumping Station –
Disconnection from Eastside
Joint Force Main

PROJECT NO. 50581.000

PROJECT LOCATION Village of Mount Horeb

SUBJECT Review of potential
Disconnection of Wayside (ID) &
STH 92 Pumping Station from
Eastside Joint Force Main w/
Brookwood

PREPARED BY Robert Wright

DISTRIBUTION

NAME	COMPANY	EMAIL	PHONE
Nic Owen	Village		
Rowan Childs	Village		

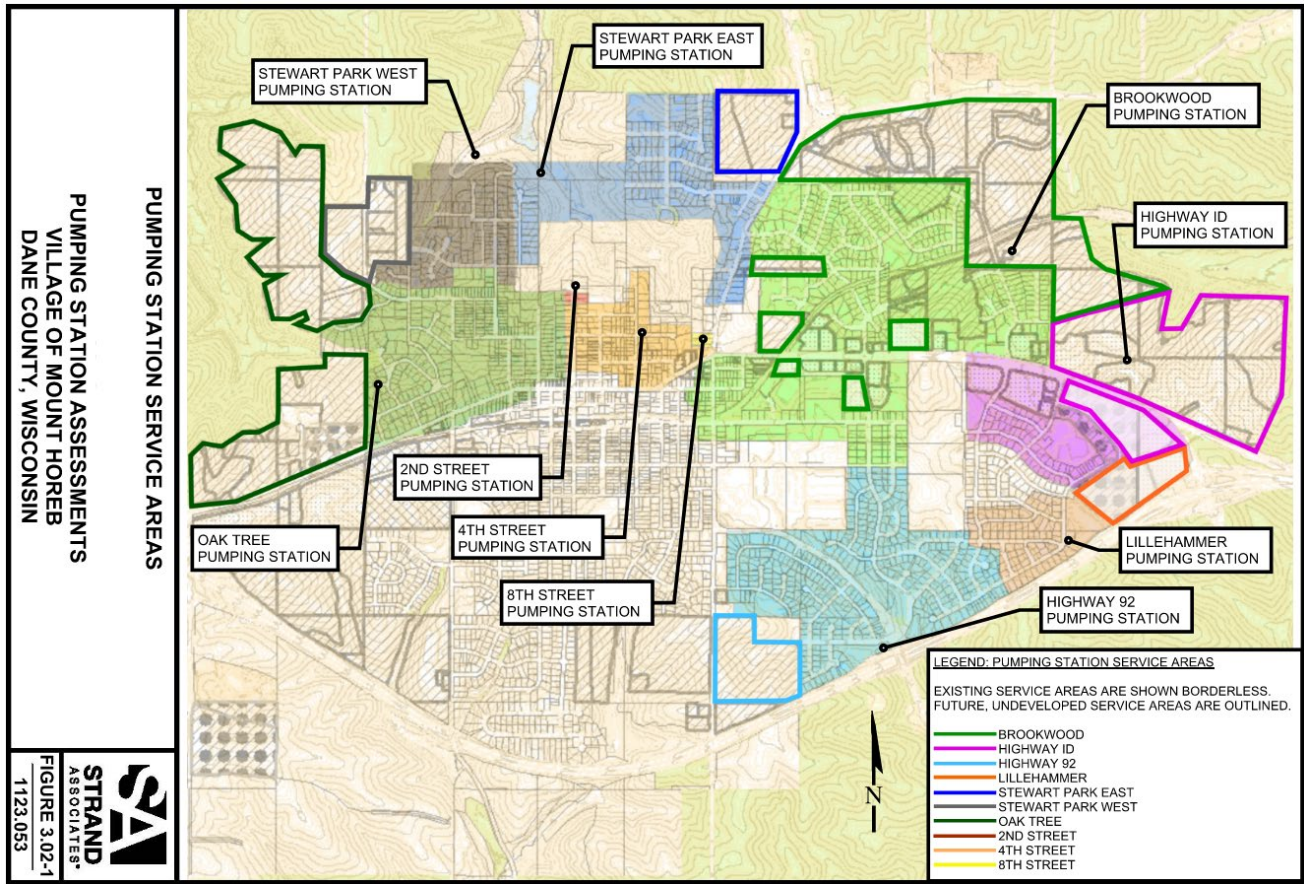
Disconnection of Wayside (CTH ID) & STH 92 Pumping Stations from the Eastside Joint Force Main.

Pumping Station Assessment Report from Strand Associates (4/2021) reviewed pumping rates for the sewage pumping stations in the Village of Mount Horeb. Specific review of the stations pumping in to the Eastside Joint force Main (Force Main) and was discussed in Section 4 of the report. The three stations that contribute flow to the force main are: Brookwood, Wayside (CTH DI) and STH 92. The report also reviewed potential future land uses of the undeveloped areas within the tributary areas of each station. Values below assume that there is the disconnection of the Wayside (CTH ID) and STH92 Pumping Stations unless otherwise stated.

Sewer Service Areas and Landuse:

Figure 3.02-1 shown blow depicts the current potential future service areas for the pumping stations. Brookwood Station is decided in the green areas and fully encompasses the Lukken Farm parcel as well as portions of the Schroeder farm as identified in the Northeast Neighborhood Plan (NENP). This sewer service area expands on what has been previously studied in the NENP services areas – specifically the areas tributary to Brookwood from the northerly end of the Schroeder Farm. This will allow for Durschti to have increased

sewerage units available for development on this property (Schroeder lands) that were not accounted for with the NENP sewerage allocation.



Sewer Service Areas:

The NENP assumed a total new contribution of approximately 169 acres from undeveloped areas tributary to the Brookwood Station:

Undeveloped Lands in Brookwood Service Area as of 1/2006			
Durtschi	9	acres	(some under development currently)
DeWitt	8	acres	Lands north of Schlapbach Creek - now Eberle
DeWitt	15	acres	Lands south of Schlapbach Creek (Eberle under development currently)
Durtschi	3.5	acres	Lands south of Cox drive
Brunsell	4.2	acres	Lands south of Cox Drive
Jones	7	acres	Spanham Ridge (DeWitt Owns)
Lukken	122	acres	Northeast Neighborhood Planning Area
	168.7	acres	

The Strand Report considered the developed and undeveloped areas as shown above in 3.02-1 in Green and as listed in the tables 3.02-1 and 3.02-2 below:

Station	Residential (Acres)	Commercial (Acres)	Industrial (Acres)	Total Existing Acreage
Brookwood	171	45	0	216
Highway ID	12	13	0	25
Highway 92	187	0	9	196
Stewart Park West	38	0	0	38
Stewart Park East	70	1	0	71
Oak Tree	93	1	3	97
2nd Street	1	0	0	1
4th Street	35	0	0	35
8th Street	1	0	0	1

Table 3.02-1 Land Usage of Existing Pumping Station Service Areas

Station	Undeveloped Residential (Acres)	Undeveloped Commercial (Acres)	Undeveloped Industrial (Acres)	Total Undeveloped Acreage	Total Acreage, Existing Plus Future
Brookwood	215	5	0	220	437
Highway ID	49	85	13	147	172
Highway 92	32	8	13	53	249
Stewart Park West	36	0	0	36	74
Stewart Park East	32	0	0	32	103
Oak Tree	155	0	11	166	263
2nd Street	0	0	0	0	1
4th Street	0	0	0	0	35
8th Street	0	0	0	0	1

Table 3.02-2 Land Usage of Future, Undeveloped Pumping Station Service Areas

For Brookwood, the undeveloped acreage (220 acres) within the new analysis exceeds the assumed acreage in the NENP of 169 acres. Flow rates assumed within the study were similar to those assumed within the NENP, however this analysis did not take in to account the single wet weather event in 5/2004. Several areas also appear to be outside of the existing NENP USA amendment boundaries and could potentially allow for denser residential areas as long as the total flow rates did not exceed firm capacity of the station (838 gpm). Overall capacity available at the station will allow for approximately **700 single family residential units** within the undeveloped area at a density of **3.3 du/acre** (Please note that this density value includes several areas outside of the Lukken/Schroeder areas of the NENP). This exceeds the values as depicted in the NENP of a maximum 428 residential units from the Schroder/ Lukken areas tributary to Brookwood. For clarification – this increased allowance is based upon the disconnection of STH 92 and CTH ID stations that the NENP did not consider.

Table 3.04-1 depicts firm capacity of the stations pumping individually.

Pumping Station	Existing Capacity (gpm)	Existing Peak Flow (gpm)	Future Peak Flow (gpm)	Sufficient Capacity for Future Flows?
Brookwood	838	471	781	Refer to Section 4
Highway ID	604	132	518	Refer to Section 4
Highway 92	356	397	558	No
Lillehammer	165	59	161	Yes
Stewart Park West	ND	207	332	Not known
Stewart Park East	160	136	195	No
Oak Tree	500	402	771	No
2nd Street	ND	2	2	Yes
4th Street	220	65	79	Yes
8th Street	ND	2	2	Yes

Table 3.04-1 Comparison of Pumping Station Capacities with Current and Future Peak Flows

Disconnection:

Disconnection of the CHT ID and STH 92 will require the construction of a parallel 10-inch diameter force main from the north end of spring dale street to the discharge location at CTH JG.

The approximate length of this parallel line will be 7200 linear feet. Several road crossings will be required:

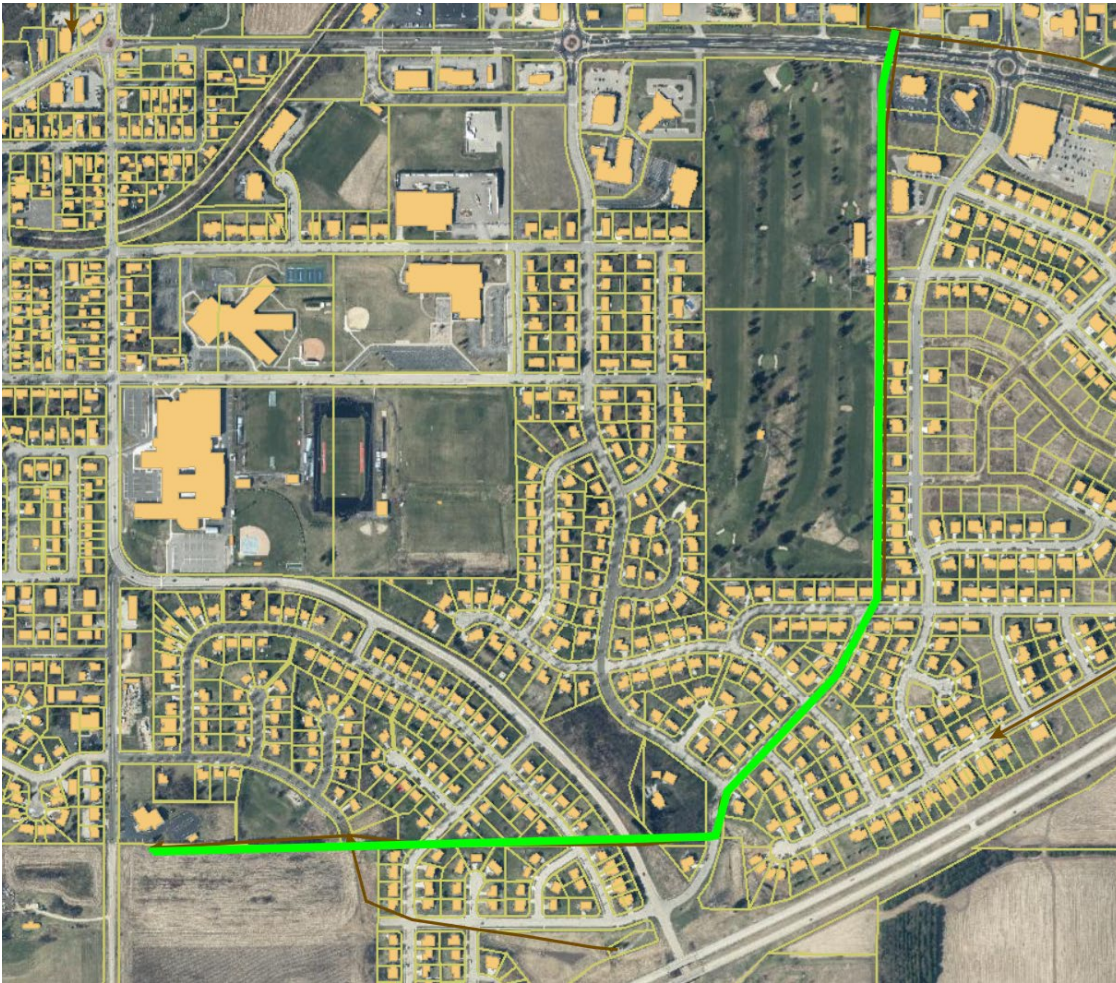
- Springdale Street
- Three Wood Drive
- Perimeter Road
- STH 92
- Vista Ridge
- Stonefield Way

Offroad areas to be constructed:

- Along the east edge of the golf course: 2700-ft
- Several back and side yards in Trotter Glen
- Barth Properties near the discharge to CTH JG and the interceptor.

Within roadways (will require pavement, base, curb and gutter repairs:

- Perimeter Road
- Lucky Way



Easements:

Several easements will need to be reviewed and added to be able to complete the improvements and may come with associated costs for land acquisition (back and side yards). Several areas with mature trees are located within these side and backyards that will require replacement or potential compensation for removal.

Constraints:

High bedrock will be an issue with placement of the force main in close proximity of the existing ductile iron main and will require careful installation of the new main.

Developed areas (mature trees, etc.) have added improvements

Construction Costs

We would expect that costs for the main may be in the \$175/LF range plus roadway restoration and roadway crossings. We have assumed rock excavation within this number,

however we expect a full Geotech exploration along the route to verify depths to minimize per foot costs.

Roadway restoration along approximately 2000-ft of roadway at an additional cost of \$50/lf of main in these areas

Miscellaneous manholes, cleanouts, air-vacuum release, detailed survey, and design as needs to be taken in to account.

Total costs with a 20% planning contingency to be approximately \$2.35 to \$2.5 million at this level of analysis.