

1. Agenda

Documents:

[2022-5.25-PLAN-COMM-AGENDA \(AGENDA\).PDF](#)

2. Meeting Materials

Documents:

[20200525-PLAN-COMMISSION-PACKET \(MEETING PACKET\).PDF](#)



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

THE MAY 25th, 2022 PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION WILL BE HELD VIRTUAL AND IN PERSON. 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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PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION WEDNESDAY, MAY 25, 2022

The Plan Commission/Historic Preservation Commission of the Village of Mount Horeb will meet virtually and in person on the second floor of the Municipal Building at the above date at 7:00pm. Agenda as follows:

1. Call to order – Roll call
2. Consider April 27th, 2022 Plan Commission meeting minutes
3. Discussion and consideration on the screening of rooftop materials at Premier Coop, 501 W Main Street
4. ETZ update
5. Plan Commission Chair report
6. Village Planner report
7. Adjourn



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PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION
WEDNESDAY, APRIL 27, 2022

The Plan Commission/Historic Preservation Commission met on the above date in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI. Chair Randy Littel called the meeting to order at 7:00pm. Present were Commissioners, Sarah Best, Nate Gauger, Andrew Kidd, Norb Scribner, Destinee Udelhoven and Peggy Zalucha. Also present were Village Administrator Nic Owen and Assistant Clerk Jean Culberson. Economic Development Director Rowan Childs and Village Planner Ben Rohr appeared virtual.

Consider March 23, 2022 Plan Commission meeting minutes

Scribner motioned to approve the minutes and Zalucha seconded the motion. Gauger abstained and motion carried by unanimous voice vote.

Consider March 30, 2022 joint Plan Commission and Village Board minutes

Best motioned to approve the minutes and Scribner seconded the motion. Gauger abstained and motion carried by unanimous voice vote.

Discussion of signage rules and consideration of sign application by Skai Public House, 209 E Main

Street Owen gave overview on a tentative sign encroachment request for Skai Public House. Main Street is STH 78 and follows the Department of Transportation signage encroachments. Restaurant owner Brian Ladow questioned the definition of awning in the Village code. The Board discussed the downtown signage guidelines and the need for clarification. Best motioned to table the item for further review by staff. Scribner seconded and motion carried by unanimous voice vote.

Discussion and update on ETZ with Town of Blue Mounds

Owen gave an informational overview regarding extraterritorial zoning and the possibility of establishing a cooperative intergovernmental boundary agreement with the Town of Blue Mounds. The Board discussed the two preliminary draft maps in the packet. Owen and Rohr will keep the Board updated on future discussions.

Plan Commission Chair report: Littel gave overview on Building Inspector's report and the ATC lines.

Village Planner report: Rohr stated the sign code should be reviewed and updated.

Adjourn: Scribner motioned and Best seconded to adjourn the meeting at 7:30pm. Motion carried by unanimous voice vote.

Minutes by Jean Culberson, Assistant Clerk



MEMORANDUM

To: Village of Mount Horeb Plan Commission
From: Village Planner: Ben Rohr, AICP
Date: May 25, 2022
Re: Premier Co-Op Mechanical Screening

Background

September 2019 Plan Commission Meeting - Site Plan and Design Review

Premier received approval from the Plan Commission for the Site Plan and Design Review related to the exterior renovation of the gas station portion of the building. At that time, the mechanicals were planned to be at ground level and the Village Planner Review Memo indicated that plans needed to be provided that included screening to meet the zoning requirements.

July 2021 Plan Commission Meeting - Mechanical Screening

Premier came before the Plan Commission to discuss how their plans changed during the construction process and the mechanicals were placed on the roof because of space issues at ground level. However, the roof-mounted mechanicals were not installed with screening, per the zoning requirements. The Plan Commission tabled the agenda item until more information could be provided.

May 2021 Village Staff and Premier Meeting – Mechanical Screening

Village staff attended a meeting with Premier to discuss the situation and gather additional information, per the request of the Plan Commission.

Site Situation (see page 3 for site photos)

- This project was planned to remodel a portion of the existing building. It was not a completely new development. Improvements were made to the exterior entrance of the gas station on the north elevation of the building, but nothing else on the building or site was changed. Many of the design requirements were waived because of this situation.
- The site(s) features a mix and variety of land uses including a gas station, offices, hardware store, and industrial. It is also directly adjacent to a mix of different land uses.
- The building sits on the top of a hill with the elevation dropping several feet down to Main Street and the Military Ridge Trail. Because of this, the view of the building changes as you travel east-west.
- Both rooftop mechanicals are setback approximately 20 feet from the front façade of the building with a canopy structure (for the gas station) at the same height as the roof, extending another 80 feet into the parking area.

Zoning Ordinance Requirements – Design Review Section 17.14

Rooftop mechanical equipment shall be the same height as the lowest elevation point of the surrounding building parapet or roof. However, in the past this has been waived and instead the outdoor display standards have been applied that require adequate screening from view from adjacent properties, streets, drives, and parking areas, as determined by the Plan Commission. Below are two different recent examples of how these standards were applied to other new construction projects:



BACK ELEVATION



Metal screening of rooftop mechanicals



Roof parapet used to screen rooftop mechanicals

Village Planner Discussion

While similar to the recent projects on the east side of the Village for Casey's and Kwik Trip where rooftop mechanical equipment screening was required, in my opinion, this is a different situation. The project was a retrofit of one portion of the existing building, the site is a mix of land uses and is surrounded by a mix of land uses, the building(s) and site are both large in scale and physical appearance, the building is setback nearly 250 feet from Main Street, and the site topography/mechanical setback on the roof works to screen over half of their appearance from the western driveway from Main Street.

I also believe that the applicant raises valid concerns regarding potential wind damage that could occur from the additional structures on the roof and that they would ultimately draw more attention aesthetically with metal screening. However, the Plan Commission has the option to either waive or enforce the design requirements in this instance.

Following discussion on this item, the Plan Commission should take one of two motions as outlined below.

Plan Commission Options

1. Waive the Requirement. Approve a modified version of the Site Plan and Design Review from September 2019 inclusive of all recommendations and a new recommendation to waive the rooftop mechanical screening requirement in Section 17.14(4)(b.)12.d.
2. Enforce the Requirement. Require the rooftop mechanicals to be retrofitted with metal screening and materials similar to those used on the exterior of the building, meeting the requirements in Section 17.14(4)(b.)12.d.
 - a. Plans could be submitted and approved by Village staff if all requirements of the ordinance are met (if the Plan Commission includes this as part of the action).



Email from Matt Severson Dated 5.10.22

Hi Nic,

I appreciate you taking the time to stop over at our facilities on the west side of Mt Horeb to meet and discuss the issue with screening the HVAC units on the roof of our newly expanded building. As I explained in our meeting, my fear is the screens themselves will not only draw attention to the roof of the building, but they will also pose a risk for roof damage or worse as they would be openly exposed to high winds.

I feel that our situation is a little different than the examples you mention of the proposed Casey's and Kwik Trip. Being in an industrial setting, the public facing addition to our building has greatly improved the view from Springdale St. With the addition of open glass store front, 20 foot cedar pillars, improved lighting and more, we feel we did the best we could to improve the image and similar style to the rest of the village. A newly proposed stand alone store has the ability for other cost effective options to place mechanical equipment that were not available to us as a part of adding on to an existing building.

I hope the committee can understand our view and grant a variance to the screening. I've also attached a letter from our general contractor who constructed the building for your consideration. Please let me know if you or any committee member have further questions.

Regards,

Matt Severson, CEO

Premier Cooperative



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Fax: (608) 822-4274

May 10, 2022

Attn: Matt Severson
Premier Co-Op
Mt. Horeb, WI

RE: Screen Walls

Matt,

In regards to the screen walls we have quoted installing on your Pre-Engineered Metal Building with a standing seam roof. As I noted to you in the past, these screenings will be much larger and more noticeable than the units themselves. These will be secured to the standing seam roof with a clip. Over time wind movement on the screens will surely cause damage to the roof panel. This will also cause leaking at some point in time.

I strongly recommend that the city give you a variance and allow you to leave it as is.

Respectfully,

Robert L. Rands

Robert L. Rands
MIDWEST BUILDERS, INC.

Village of Mount Horeb, Building Inspection Dept.

Building Inspector's Report April 2022

Month to Date

33 - Building permits have been issued for general construction since April 1st.
11 - new UDC permit

Year to Date

130-General permits since Jan. 1st
18- New UDC single family homes since Jan. 1st
6- New Duplex

Large Commercial projects currently active

- Landsby Ridge
- 3&4 unit on Eastwood Way

Respectfully submitted

Chris Michaels
Building Inspector