

1. Agenda

Documents:

[1.-VB-2022-03-02-REVISED \(AGENDA-\(REVISED\)\).PDF](#)

2. Meeting Materials

Documents:

[20220302-MEETING-PACKET-REVISED \(MEETING PACKET \(REVISED\)\).PDF](#)

2.I. Meeting Materials

Documents:

[6.B-220216_SPRINGDALE-ST-APTS-GDP-DRAWINGS \(MEETING PACKET, PART B\).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 March 2, 2022 VILLAGE BOARD MEETING WILL BE HELD IN PERSON WITH A VIRTUAL OPTION. 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 YOUR COMPUTER, TABLET OR SMARTPHONE:

<https://global.gotomeeting.com/join/715626877>

OR, Dial in using your phone: 1(571)317-3122, Access Code: 715-626-877

VILLAGE BOARD WEDNESDAY, MARCH 2, 2022

The Village Board of the Village of Mount Horeb will meet on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order
Pledge of Allegiance
Roll call
- 2) Public Comments – non-agenda items
- 3) Consent Agenda
 - a. Village Board Meeting Minutes of Feb. 2, 2022
 - b. Resolution 2022-03 "Conditional Use Permit to Install Deck at 1920 Three Wood Drive"
 - c. School Resource Officer contract
- 4) Presentation of 2021 Recreation Department Overview; Jill Dudley
- 5) Concept presentation by Steve Brown Apartments at 120 South First Street
- 6) Consider Ordinance 2022-02 "An Ordinance Changing the Zoning Classification from PB District to PD Planned Development for Parcel 0607-07209765-1 at 1800 Springdale Street"
- 7) Discussion and Consideration of Lease of Alley Along West Side of 209 E. Main Street to Brian Ladow/Skal Public House.
- 8) Consideration of Mount Horeb Streatery Program 2022
- 9) ATC Easement discussion/follow up
- 10) Authorization for Village Administrator and Engineer to solicit bids for 2022 street projects
- 11) Committee reports:
 - a) Mount Horeb Area Chamber of Commerce
 - b) Community Development Authority
 - c) Mount Horeb Area Joint Fire Department
 - d) Library Board

- e) School Liaison
- f) Parks, Recreation, and Forestry Commission
- g) Plan Commission
- h) Public Works Committee
- i) Public Safety Committee
- j) Finance/Personnel
- k) Utility Commission
- l) Tourism Commission

- 12) Village President's report
- 13) Village Administrator's report
- 14) Village Clerk's report
- 15) Consider performance of Economic Development Director. The Village Board may convene in closed session as authorized by Section 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 16) Meeting adjournment.

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.



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**VILLAGE OF MOUNT HOREB
VILLAGE BOARD MEETING MINUTES
FEBRUARY 2, 2022**

The Village Board met in regular session in-person, with a virtual option due to the COVID-19 pandemic.

Call to Order/Roll Call: Village President Randy Littel called the meeting to order at 7:00pm. Present were Trustees Halverson, Czyzewski, Fendrick, Boehnen, Scott, and Monroe. Also present were Administrator Nic Owen and Village Clerk Alyssa Gaffney.

Public Comments: There were no comments from the public.

Consent Agenda: Scott requested that the Street Use Permit Application for Grumpy Troll be pulled from the consent agenda. Halverson moved, Scott seconded to pull the remaining consent agenda items: January 5, 2022 meeting minutes; January 26, 2022 Joint VB and PC meeting minutes; Resolution 2022-02, "DNR Lead Line Authorized Representative to File Applications for Financial Assistance from State of Wisconsin Environmental Improvement Fund"; Appointment of Mark Johnson to Senior Outreach Committee to replace Dorothy Handrick; and Conditional Use Permit for 213 and 215 E. Main Street, Artemis Provisions for Light Industrial Incidental to Indoor Sales per 17.20(8)(h) to create a cheese and meat retail shop and food processing area. Motion carried by unanimous voice vote. Scott inquired about the use of the Police Department for the Oktoberfest Event. Scott moved, Czyzewski seconded to approve the Street Use Permit Application, Grumpy Troll Brewery, "Oktoberfest Event", Sept. 16-18, 2022; Closure of 2nd Street, from Main Street to Lincoln Street intersections. Motion carried by unanimous voice vote.

Consider Operator License Application for Ben Dvorak: Fendrick explained the background of this item. Fendrick moved, Czyzewski seconded to deny the license application. All voted aye, with the exception of Halverson, who voted nay.

Discussion and Consideration of 2022 Streetery Program: Owen explained this item. Robin Pharo and Shelly Iverson spoke in support of the program. Economic Development Director Rowan Childs fielded questions from the board.

Consider Ordinance 2021-10 "An Ordinance Adopting a Revision and Codification of the Ordinances of the Village of Mount Horeb, Wisconsin": Scott moved, Czyzewski seconded to approve Ordinance 2021-10. Motion carried by unanimous voice vote.

Committee reports: All committee reports were given, with no action taken.

Village President's report: Littel thanked the village staff for doing a great job.

Village Administrator's report: Owen did not have anything to report.

Village Clerk's report: Gaffney gave an update on absentee voting information for the upcoming election.

Discussion and Consideration of Lease of Alley Along West Side of 209 E. Main Street to Brian Ladow/Skal Public House. The Village Board may convene in closed session as authorized by Wisconsin Statute 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session: Czyzewski recused himself from this item due to a conflict of interest. Director of Operations for Grumpy Troll David Joe, Trail This Bike Shop owner Todd Cash, and Owner of Grumpy Troll Robin Pharo spoke in opposition of the lease to Skal Public House. Dwight Zweifel, property owner of 209 E. Main St, and Skal Public House owner Brian Ladow also spoke on this item. The board members discussed the subject matter and decided there was no need to convene in closed session. No action was taken.

Adjournment: Fendrick moved, Monroe seconded to adjourn the meeting at 9:08pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

RESOLUTION 2022-03

CONDITIONAL USE PERMIT TO INSTALL DECK 1920 THREE WOOD DRIVE

WHEREAS, JIM SUTTER is the property owner of 1920 THREE WOOD DRIVE in the Village of Mount Horeb, further described as parcel 157/0607-181-2513-1 ; and

WHEREAS, property is currently zoned R-1 Single Family Residential in which the desired to build a deck on a corner lot is not a permitted use but rather an allowable conditional use per Zoning Code 17.16(8); and

WHEREAS, an application for a Conditional Use Permit to allow the aforesaid desired use has been filed with the Village of Mount Horeb by Jim Sutter; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission/Historic Preservation Commission on Feb 23 2022, after due notice thereof as required by law; and

WHEREAS, after due consideration and being fully advised in the premises, the Board of Trustees of the Village of Mount Horeb deems it to be in the best interest of the general public to allow the desired use of said property, as hereinafter set forth, as a conditional use; and

WHEREAS, the proposed use is consistent with the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that a Conditional Use Permit to allow construction of a deck at the above referenced property in the Village of Mount Horeb, Dane County, Wisconsin is hereby granted.

Introduced and passed this March 2, 2022 date.

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk

INTER-GOVERNMENTAL AGREEMENT SCHOOL

RESOURCE OFFICER (SRO) PROGRAM

WITNESS, this Agreement made between the Village of Mount Horeb, Wisconsin, 138 East Main Street, Mount Horeb, WI, (hereinafter referred to as the "Village") and the Mount Horeb Area School District, 1304 East Lincoln Street, Mount Horeb, WI (hereinafter referred to as the "School District"). The parties hereby agree as follows:

1. PURPOSE: The purpose of this Agreement is to define the duties and responsibilities of the Village, its Police Department and the School District in the operation of a School Resource Officer (SRO) Program in the School District. The SRO program provides for contact and interaction between the School District and the Village. The program shall be set up in a flexible manner to address community issues and issues related to the public-school system, including, but not limited to, education and instruction, investigations, assessments, and assistance with school safety-related issues. The School District and the Village are encouraged and authorized to develop written policies and understandings not inconsistent with the terms of this Agreement to the extent deemed necessary or desirable in facilitating the purpose of this Agreement. Both the School District and Village must agree in writing to any written policies and understandings prior to their approval or implementation.
2. TERMS:
 - a. APPLICATION TERM: This Agreement shall begin on July 1, 2022, and will continue to June 30, 2025.
 - b. EXTENDED TERM: The Village and School District will review the SRO program no less than 90 days prior to its termination to determine if the Agreement should be extended beyond June 30, 2022.
 - c. TERMINATION: The Village or School District reserves the right to cancel this Agreement at the end of each school year (June) with sixty (60) days written notice of termination to the other party.
3. PERSONNEL: The Chief of Police, or their designee, shall provide a list of qualified candidates to a selection panel, composed in-part with representatives of the Village and School District. The selection panel shall select the candidate for recommendation to the Board of Education.
4. INDEPENDENT CONTRACTOR: The employment services provided to the School District shall be as an independent contractor, with employees of the Village remaining under the direction and control of the Village. The Village shall retain such responsibility for employment tax, workers compensation, wages and benefits of employees assigned by the Village to the SRO program (subject to the cost sharing arrangement outlined herein). The normal day-to-day direction of SRO activities is the responsibility of the Chief of Police with input from the School District administration, however, no direction provided by the School District administration should be construed to create an employer/employee relationship between the School District and the SRO.
5. HOURS OF WORK/WORK SCHEDULE: Normal work days are Monday through Friday during the School District calendar year.

6. WORK DAYS: If the School District closes due to inclement weather conditions or other unforeseen circumstances, the Village has no obligation to assign the SRO to a school.
7. EMERGENCY SITUATIONS: In case of a serious emergency, major investigation, or unforeseen circumstances in the community, a ranking officer of the police department may temporarily reassign the SRO from the school in order to perform investigative, patrol, or other assigned duties within this department; however, the officer will be returned to the school as soon as possible, unless unusual extenuating circumstances.
8. ABSENCES: In the event the SRO is unable to work, the police chief, or their designee, shall assign another officer to perform the SRO duties during an extended absence (e.g. more than three days).
9. ACTIVITY REPORT: The SRO shall record activities through the police department approved records management system. The SRO will need to respond to the police department to provide administrative staff with completed reports and data sheets to be entered into the police department record management system. The School District shall be provided a summary of this data upon request.
10. UNIFORM & EQUIPMENT: The SRO will wear plain clothes with department identification/badge or other approved department attire (e.g. full uniform at extra-curricular activities) The uniform, all equipment along with a squad car, are the responsibility of the Village to provide and maintain.
11. WEAPON: The SRO is first and foremost, a police officer and is required to carry a duty firearm and other equipment while on duty in the schools. Where possible, all weaponry would remain concealed. If the SRO determines a need to temporarily remove his or her weapon, it will be secured in a location that is readily accessible to the SRO but inaccessible to others. The firearm, ammunition, and all training and certifications related to firearms are the responsibility of the Village.
12. OFFICER EVALUATION: All School District administration will be encouraged to provide input and feedback to the Chief of Police as part of the SRO annual performance evaluation. The evaluation will be completed annually according to the police department's performance evaluation policy.
13. HANDLING OF POLICE RELATED INCIDENTS: Incidents occurring on school premises that require police intervention shall be investigated by the SRO. He or she shall conduct a police investigation and prepare incident reports in accordance with state and federal law, department policies and procedures, and accepted law enforcement practices.
14. SERVICES PROVIDED BY THE RESOURCE OFFICER: The main role of the SRO is to provide a safe, drug free school environment for all students and School District staff. Letters (a) through (g) are at the top of the priority list for the SRO. The School District is encouraged to assist the police department to ensure that the SRO time is efficiently used in these areas. The School District is encouraged to provide training and staffing for those duties/tasks that would take away from the following priorities:
 - a. Work closely and collaboratively with all School District administration to provide a

- safe school environment.
 - b. Act in the capacity of a sworn, on-duty police officer. Provide a law enforcement presence in schools, district buildings, and on School District property.
 - c. Prepare a plan, review, and train annually for school intrusions.
 - d. Assist with preparing, participate in the review process, train, and execute emergency protocols for natural and unnatural disasters.
 - e. Investigate or assist in the investigation of crimes or ordinance violations to which students in the assigned school may be a party or have information.
 - f. Patrol school buildings, grounds and parking lots for the purpose of enforcing state, federal, and local laws.
 - g. Provide educational program for the students and staff.
 - h. Foster a positive rapport with students, families, and staff.
 - i. The SRO shall have access to the School District directory data information list.
15. OVERTIME: Neither party shall be required to incur overtime expenses for the services performed in this Agreement.
16. ACADEMIC GUIDANCE COUNSELING: The SRO shall not engage in academic guidance counseling activities and shall refer any student who requires academic guidance counseling to the School District counseling staff.
17. SCHOOL DISCIPLINE RULES: The SRO is not to engage in the routine and customary disciplinary actions of student's conduct that is normally handled by a member of the School District's administrative staff. However, the SRO may refer such disciplinary matters that he or she deems appropriate to a member of the School District's administrative staff.
18. PUPIL RECORDS: The Village and School District agree that any disclosure of pupil records that is made by the Mount Horeb Area School District to the Mount Horeb Police Department shall be made only (1) to appropriate parties in connection with an emergency when knowledge of the information disclosed is necessary to protect the health and safety of an individual, (2) when the disclosure is for the purpose of providing services to a pupil before adjudication, or (3) as the law may otherwise permit. At such time pupil records are disclosed to the SRO, those records shall remain confidential unless otherwise permitted by law.
19. COORDINATING COMMITTEE: The Village and School District may utilize the selection panel to periodically meet to discuss and review the SRO Program.
20. EQUIPMENT AND FACILITIES: The Village will provide the SRO all equipment normally provided to a police officer. The School District will provide private office space, desk, chair, telephone, reasonable office supplies, and a secure file cabinet to enable the SRO to perform the duties of the position. The SRO office shall contain a secure locker large enough to store a patrol rifle provided by the Village, a "plate carrier" ballistic vest provided by the Village, and a ballistic "shield" provided by the Village. The SRO will be equipped with a body worn camera. Property purchased by either the School District or the Village will remain the specific property of the provider.
21. SCHOOL DISTRICT POLICIES: The SRO agrees to follow and must acknowledge receipt of such through signature, all School District policies including acceptable use of technology. In a case where School District policies conflict with Police Department policy and/or training and

emergency response protocols, Police Department policy, training, and emergency response protocols shall override School District policies. A copy of those differences in policy will be provided to the School District from the SRO.

22. COMPENSATION: The compensation of the SRO, including wages and fringe benefits, shall be paid by the Village and the School District based on the cost sharing provisions described in paragraph 426.
23. LIABILITY: Each party shall be liable for the acts of its own officers and employees - and the SRO is an employee of the Village. Each party shall maintain policies of general liability insurance to cover its obligations in this regard. Each party shall provide to the other a certificate of insurance annually to demonstrate compliance with this provision.
24. COMPLIANCE WITH APPLICABLE LAW: Each party and its own agents and employees shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services to be performed under this Agreement.
25. MUTUAL DRAFTING: This Agreement shall be deemed the joint work product of the parties and any rule of construction that a document shall be interpreted or construed against a drafter of such document shall not be applicable.
26. COST STANDARD: Costs to be shared shall be limited to the SRO's salary and benefit package (health insurance, life insurance, dental insurance, and retirement). These costs will be shared as 50% Village and 50% School District. All other costs for the officer assigned to serve as SRO, including but not limited to taxes, workers compensation, and professional liability premiums, shall be provided fully by the Village.

The Village will bill the School District bi-annually on December 1 and June 1 of each contract year. Payments will be due within thirty (30) days of billing date.

AMENDMENTS: This Agreement may be modified by the mutual written agreement of the parties.

Dated this _____ day of 2022

Village of Mount Horeb

Mount Horeb Area School District

By: _____
Village President

By: _____
School Board President

Attest: _____
Village Administrator

Attest: _____
Superintendent of Schools

**VILLAGE OF MOUNT HOREB
ORDINANCE 2022-02**

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FROM PB
DISTRICT TO PD PLANNED DEVELOPMENT FOR
PARCEL 0607-07209765-1 AT 1800 SPRINGDALE STREET

WHEREAS, DRIFTLESS VIEW LLC is the owner of parcel 0607-07209765-1, located at 1800 SPRINGDALE Street in the Village of Mount Horeb; and

WHEREAS, DRIFTLESS VIEW LLC has made application to request the zoning classification of the above referenced property be changed from PB District to PD Planned Development to allow construction of a proposed 40-unit multi-family building and commercial space; and

WHEREAS, the Village Plan Commission/Historic Preservation Commission held a public hearing regarding the zoning request on February 23, 2022 which was preceded by publication of a class 2 notice under ch. 985, Stats.; and

WHEREAS, the Village Plan Commission/Historic Preservation Commission determined that changing the zoning classification of the above referenced property from PB District to PD Planned Development with General Development Plan would promote the public health, safety, and general welfare of the Village and would allow appropriate use of the property, and therefore recommends that the zoning classification of the property be changed as requested; and

WHEREAS, the proposed use is consistent with the Comprehensive Plan; and

WHEREAS, the Village Board concurs with the recommendation of the Plan Commission/Historic Preservation Commission.

NOW THEREFORE, the Village Board of the Village of Mount Horeb, Dane County, Wisconsin, do ordain as follows:

Section 1. Rezoning of the above referenced property will become effective following the completed sale of the property from COMPEER to DRIFTLESS VIEW LLC.

Section 2. Subject to *Section 1*, the zoning classification of the above referenced property is hereby designated PD Planned Development, and the Zoning Map of the Village shall be amended accordingly.

Section 3. This Ordinance shall take effect after passage and posting pursuant to law, and subject to *Sections 1 and 2*.

The foregoing ordinance was duly adopted by the Village Board of the Village Mount Horeb at its regular meeting held on March 2, 2022.

APPROVED:

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk

APPROVED:_____

PUBLISHED/POSTED:_____



Mount Horeb Sreatery Program Guide 2.24.22



Table of Contents:

This guide outlines the general parameters of the program.

Section A, gives a brief summary of each type of Café allowed and an example illustration or photos of café types. Restaurants and all eligible businesses that are interested in the program should look to Section B, for more detailed guidelines, requirements and application information.

Section A: Program overview

- Local and state regulations
- Sidewalk café expansion
- Outdoor dining activity on private parking lots
- Outdoor dining activity on public parking lots
- On street cafes (cafes on parallel or angled street parking)
- Extension of licensed premises (alcohol license)
- Illustrative diagrams/ photos

Section B: Program details and requirements

- Local, state and Fed regulations
- Sidewalk café expansion
- Outdoor dining activity on private and public parking lots
- On street cafes (cafes on parallel or angled street parking)
- Extension of licensed Premises (alcohol license)
- Use of tents, shade structures, elevated wood decks, heaters

Section A: Program Overview

The Village of Mount Horeb has continued the Streatery Program from 2020, 2021, into 2022 to allow restaurants, cafes, and other eligible businesses to expand their business footprint onto the public rights of-way or parking facilities if administratively approved by staff. For eligible restaurants, taverns, and other businesses this may also include expanded alcohol license premises. For 2022 sidewalk fees and related will no longer be waived for the Streatery Program. Fees will return in 2022. An update for this year will be a focus on making sure all streatery participants follow rules on cleanliness and safety, continued extended dates, allowing “wooden deck structures”, “concrete safety barriers for Main Street” and the expectation that all program participants have a daily cleaning protocol to keep our streets and sidewalks clean and safe for all.

All administrative approvals are strictly run from April 15th to Nov. 15th and must follow all Public Health Madison & Dane County (PHMDC) rules for Covid 19 regulations. This program is subject to all Local, State, and Federal Health Orders, laws and guidelines. This document is only a guide for businesses.

Under no circumstances is this program meant to promote gathering or social spaces, and are only to allow food & beverage patrons to be seated in accordance with physical distancing requirements to increase capacity.

Staff Contacts:

Streatery Coordinator: Rowan Childs

Sidewalk Cafes License: Rowan Childs/ Jean Culberson

Private Parking Lots: Rowan Childs

Alcohol License Permit Extensions: Alyssa Gaffney

Fire: Jenny Minter

Police: Doug Vierk

1. **Local, State and Federal Regulations** Must be Maintained Public Health guidelines are continually changing and adjusting to meet current needs. Any outdoor seating allowed through this program are subject to the local, state and federal public health orders, local, state and federal laws, and are subject to change and/or revocation at any time. Please refer to PHMDC for the most recent local orders: <https://www.publichealthmdc.com/coronavirus> ***At this time the DOT has not finalized their “Parklet” program that would allow or not a streeter program on our Main Street downtown. If they do not allow the state program, no streeteries will be allowed on Main Street. Sidewalk Café’s will be allowed.
2. **Sidewalk Café Expansion** Private use of public sidewalks and terraces for outdoor seating requires a Sidewalk Café License. This program allows the Village to administratively approve changes to existing licensed sidewalk cafes and allow proprietors without a café to apply for a license, to temporarily create additional outdoor seating.
3. **Outdoor Dining Activity on Private Parking Lots** This program allows formal approval processes to allow restaurants and other eligible establishments with access to private parking to utilize these areas for dining provided the consent of the landlord or property-owner is obtained. A short application is required, and will be reviewed and approved by the Village.
4. **Outdoor Dining Activity on Public Parking Lots** This program allows formal approval processes to allow restaurants and other eligible establishments with access to public parking to utilize these areas for dining provided the consent of the village staff is obtained. A short application is required, and will be reviewed and approved by the Village. *This is meant for those who may not have any other option due to the potential DOT ruling.
5. **On-street cafes** (Cafes on parallel or angled street parking) In an effort to allow expanded outdoor seating for 2022, the Village is allowing some café tables and chairs to be placed within on-street parking areas as long as they meet safety conditions. These safety requirements are different for streets with very low volumes or high volumes of traffic. All safety, decorative structures, and barriers must be approved by village staff. On-street cafes can be used by one or more businesses, and don’t require streets to be closed. The Village will be temporarily suspending certain ordinances to allow for private use of on-street parking spaces within the public right-of- way. These cafes will used in conjunction with a sidewalk café license.
6. **Dates:** The program runs April 15th through Nov. 15th. The end date is subject to the weather and the Village has the right to end the program early if there is continued bad weather.
7. **Illustrative Diagrams Images:** All diagrams and photos are for illustrative purposes only to help eligible businesses understand some of the limitations and opportunities within this program.

1. Diagram of a Sidewalk café and a café expansion:

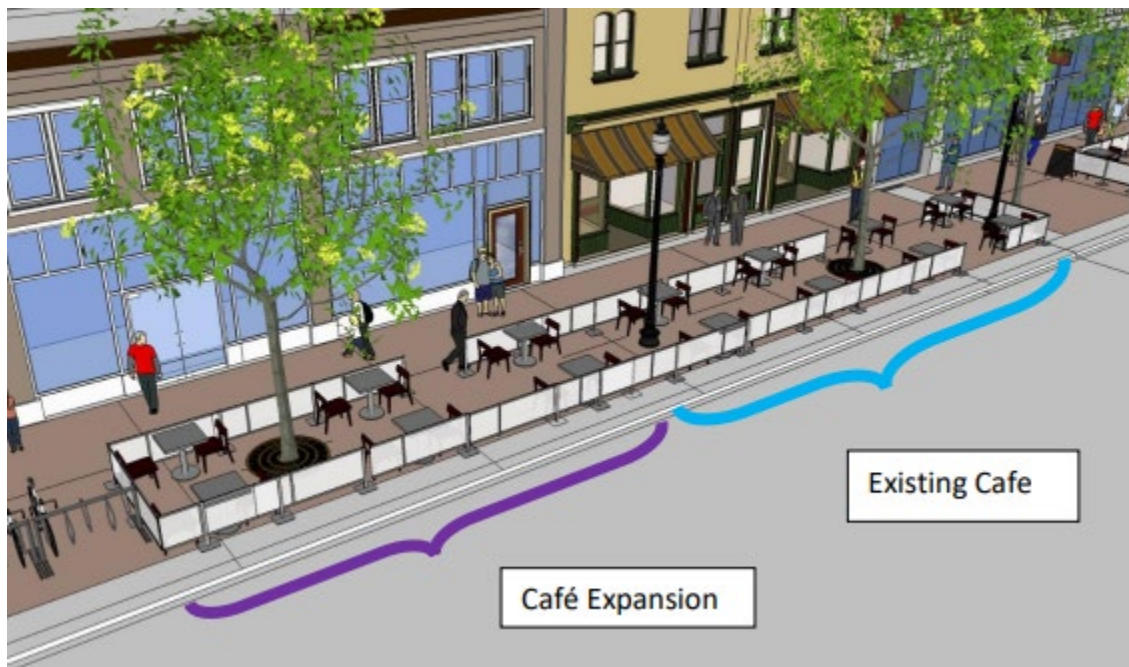


Photo of a sidewalk café:



2. Diagrams for both small and large cafés on low-volume streets with angled parking:



3. Diagrams for both small and large cafés on low-volume streets with parallel parking:



Parallel parking example:



Diagrams and photos for cafés on high-volume streets with parallel parking: *

*Main Street we will require concrete barriers at oncoming traffic front and sides of café





*Main Street we will require concrete barriers at oncoming traffic front and sides of café

*Main Street we will require concrete barriers at oncoming traffic front and sides of café



Examples of raised wood platforms:



Wooden deck example with metal gap cover:



Section B: Program Details & Requirements

This section describes the general process, guidelines and requirements for eligible businesses wishing to expand their outdoor seating under this program. Please refer to the section below that addresses your request to determine your first steps in implementing your outdoor dining plan. The Streatery Restaurant Recovery Program is intended to aid businesses in the recovery process. These guidelines are subject to change and adapted as this program is implemented.

Under no circumstances is this program meant to promote gathering or social spaces, and are only to allow food & beverage patrons to be seated in accordance with physical distancing requirements to increase capacity. In no way can the overall capacity (inside + outside) exceed the establishment's overall occupancy to be in compliance with Public Health Code. No vertical drinking is allowed.

1. Local, State and Federal Regulations Must be Maintained

Any converted use must be in conformance with all Village of Mount Horeb and the Fire Department requirements for building accessibility, and physical distancing requirements that provide at least six feet spacing between tables and pathways.

1) Public Health Orders- Public Health guidelines are continually changing and adjusting to meet current needs. Any outdoor seating allowed through the existing Emergency Order, and as described in this guidebook are subject to the local, state and federal public health orders, local, state and federal laws, and are subject to change and/or revocation at any time. Please refer to PHMDC for the most recent local orders: <https://www.publichealthmdc.com/coronavirus>

2) ADA Requirements All ADA requirements must be met for temporary uses. The following additional information will be useful for operators: A. There is no requirement to provide a ramp down the curb as long as there is some sidewalk level seating that can be prioritized for a disabled individual. B. Detectable warning for curb elevation change:

There are several ways that a cafe operator can ensure safety for patrons regarding the elevation change of the curb: i. Temporary Curb markings: Staff suggest that striped, reflective or other warning tape be applied to the curb ii. Temporary detectable warning mat iii. Use of café enclosures/fencing/stanchions/barriers along length of curb

4) Garbage collection and cleaning protocols: all participating businesses must create a daily protocol to keep their area clean from spills, garbage, and upkeep of their area to detract from accidents, smells, garbage, rodents, and insects. All businesses must empty their own garbage cans and clear away refuse as soon as possible. Spills on sidewalks and streets will be cleaned by the business.

2. Sidewalk Café Expansion for prior users:

Businesses utilizing the rights-of-way shall comply with the following requirements during this time period, as approved by the Streatery Coordinator. Operational Requirements for Sidewalk Cafes shall remain in effect as described below and shall generally apply to all private business operations including retail establishments. A short application is required, and will be reviewed and approved by the Village staff.

1) Sidewalk Café expansion for prior café operators:

a. Fill out a new sidewalk café application and extension, and contact the coordinator to discuss expansion opportunities.

b. After approval of the Cafe Expansion by the Coordinator, businesses must also submit an expansion of alcohol premise license with the Clerk's Office when appropriate.

c. Expanding outside of existing footprint onto adjacent building frontages, and commercial terraces, adjacent business or property owner's consent is required by the Village. Adjacent businesses are strongly encouraged to coordinate, and may need to share adjacent available frontages. You are eligible

for a minimum of 2 parking spots and up to the width of your business frontage. Space is based upon the number of participants, safety precautions, and is not guaranteed year to year.

e. Cafes are still required to follow PHMDC guidelines for physical distancing.

f. Adjacent cafes will need to coordinate to maintain correct distancing even among two or more cafes.

g. This program allows flexibility for cafe enclosures:

i. materials, openings, and aesthetics of café enclosures,*

ii. cafés will only be required to be enclosed on three sides, leaving open the sidewalk frontage

iii. Businesses will still be required to make sure that all tables, chairs and alcoholic beverages stay within the confines of the approved café area.

h. Parklet platforms, tents and umbrellas may be allowed if they fit completely within the café perimeter, weighted, and conform to all Fire Chief rules, and approved by staff prior to use

i. Other usual rules sidewalk cafe rules still apply

j. The village has the right to close parking spaces in between two café locations if it is unsafe for vehicles to park within a small space.

k. Parklet platforms and umbrellas may be allowed if they fit completely within the café perimeter and are approved by staff prior to use. Tents may be allowed if they fit completely within the café perimeter and conform to Section 8

3) Sidewalk Café expansion for new Sidewalk Café operators

a. Eligible businesses should begin the application process for a new sidewalk café, and upon approval by the coordinator, may be able to include expanded areas beyond what would normally be allowed under pre-COVID circumstances.

i. General Sidewalk Cafe Application steps for all businesses:

1) Submit application with:

- Application
- Scale drawing
- Insurance
- Images or links to furniture and enclosures - approval required prior to use

2) Application is reviewed and moved through the workflow

3) Application materials are approved

4) Pay fees

5) Final site visit for cafe approval

- 6) License issued
- 7) Café out on the street

ii. Certificate of Insurance Requirements:

- 1) Additional Insured box checked and/or in the Description of Operations box near the bottom the write “The Village of Mount Horeb” is listed as an additional insured”
- 2) The policy number
- 3) Policy dates (start and expiration date)
- 4) \$1M coverage
- 5) In the Certificate Holder box put “Village of Mount Horeb”

b. Sidewalk Cafe Drawing Requirements

i. Drawings should include the following information:

- 1) width of the café
- 2) depth of the café
- 3) identify the distance of the café to the building
- 4) identify the distance from the curb edge to the enclosure
- 5) identify any public garbage cans
- 6) include your business name and address on the drawing

C. Summary of Café rules still in effect:

- i. Must hold an Active Sidewalk Café License (and alcohol premise extension if applicable) prior to setting equipment in the right-of-way
- ii. All furniture and enclosures (equipment) must be approved by the Coordinator prior to use in the right-of-way
- iii. Must have a daily cleaning protocol
- iiii. Expanding outside of existing footprint onto adjacent building frontages, and commercial terraces, adjacent business or property owner’s consent required and approval of the Village. Adjacent businesses are strongly encouraged to coordinate, and may need to share adjacent available frontages. You are eligible for a minimum of 2 parking spots and up to the width of your business frontage. Space is based upon the number of participants, safety precautions, and is not guaranteed year to year.

4. Outdoor Dining Activity on Private Parking Lots

This Program allows the Village to administratively approve outdoor eating on Private Property until Nov 15th, 2021, at which time a Conditional Use Permit will again be required to continue any plans approved under this Program.

A short application is required; and will be reviewed and approved by the coordinator.

For private parking lots less than 20 spaces, 100% of parking may be converted to outdoor seating under this program. For lots over 20 spaces, up to 20 spaces, or 50% of all spaces, whichever is larger, may be converted to outdoor dining, when the lot is immediately adjacent to the parent property. Additionally, no parking for disabled persons may be repurposed for outdoor seating, unless those spaces are relocated elsewhere on the property.

The converted parking lot use must be in conformance with Mount Horeb Area Joint Fire Department requirements for building accessibility. The converted use must be in conformance with any physical distancing requirements in place by public health orders

5. Outdoor Dining Activity on Public Parking Lots

This Program allows the Village to administratively approve outdoor eating on Public Property until Nov 15th, 2022, at which time a Conditional Use Permit will again be required to continue plans approved under this Program. This is an option for when space is not available anywhere else for the business.

A short application is required; and will be reviewed and approved by the coordinator.

The converted parking lot use must be in conformance with Mount Horeb Area Joint Fire Department requirements for building accessibility. The converted use must be in conformance with any physical distancing requirements in place by public health orders

6. On-street cafes (Cafes on parallel or angled street parking)

In an effort to allow restaurants, taverns and eligible businesses to have expanded outdoor seating for 2022, the Village is allowing some café tables and chairs placed within on-street parking areas as long as they meet safety conditions. These safety requirements are different for very low volume streets than higher volume streets. On-street Cafes may be used by one or more businesses, and do not require streets to be closed. You will need a Street Occupancy Permit and Sidewalk Café License for the duration of this program.

Access to fire hydrants, public garbage cans, public walk ways and other street features will have to be maintained. Businesses will still be required to purchase and maintain enclosures (i.e., café fencing) to separate the cafe from the pedestrian zone and protect people from the curb height differential.

1) Traffic Barriers: Minimum Recommended Guidelines

a. Sidewalks- i. Maintain pedestrian clear walkway of 6-feet minimum.

b. Low Volume Streets < 1500 vehicles per day

- i. Curb stop protection surrounding the Temporary Parklet
- ii. Delineator at beginning and end of Temporary Parklet by curb stop
- iii. Delineators spaced every 12 to 16 feet parallel to Temporary Parklet
- iv. 2 to 3-foot shy from curb stop to dining area
- v. Minimum 6-foot-wide dining area
- vi. Vertical railings or elements that do not interfere with intersection sight distance
- vii. The coordinator may recommend a concrete barrier for incoming traffic at a diagonal pending location of outdoor cafe

c. High Volume Streets (classified), Speeds less than or equal to 25 mph's.

- i. Reviewed on a case-by-case basis
- ii. concrete barrier at diagonal location for oncoming traffic and curb stops 1-foot off of travel lane and surrounding Temporary Parklet
- iii. concrete barriers the length of the parklet or eating area/ Dining area 4-feet off of travel lane
- iv. Minimum 6-foot-wide dining area
- v. Delineator at beginning and end of Temporary Parklet by concrete blocks
- vi. Delineators spaced every 12 to 16 feet parallel to Temporary Parklet.
- vii. Vertical railings that do not interfere with intersection sight distance
- viii. Hard End Protection
 - a. 4:1 Concrete barrier protection at beginning of block with on-street café and/or
 - b. 4:1 Concrete barrier protection in front of on-street cafe

6. Extension of Licensed Premises (Alcohol License)

Alcohol License Permit Extensions- Clerks Office: Once an outdoor eating area is approved under this program, the business can then apply for an extension of Licensed Premises. The Village of Mount Horeb has temporarily suspended ordinances to allow the expansion of the licensed premises into private parking, expanded sidewalk areas, or roadway, provided the establishment has filed a temporary expansion of licensed premises form with the Clerk's Office detailing the boundaries of the extension.

8. Use of Tents, Shade Structures, or wood decks

1) General Tent Requirements on Sidewalks, parking spaces or closed streets with (10x10) tents.

- a. Tents that are 10 feet by 10 feet in size or smaller may be allowed to provide shade for the dining area if approved administratively under this program.
- i. All tents shall comply with all fire code regulations. Tents must be fire retardant designated by the flame resistance label on the tent fabric or by a certificate from the manufacturer.
- ii. Tents shall not be located within 10 feet of other structures. The tent placement plan must be approved by the Mount Horeb Area Joint Fire Department to verify the placement meets the necessary safety requirements.
- iii. No staking of tents is permitted
- iv. All tent legs must be weighted, minimum of 40lbs per leg
- v. Items that make acceptable weights: ♣ 5-gallon bucket full of water, sand, or concrete ♣ 4" PVC pipe at least 36" long filled with concrete ♣ Large commercially available tent weights ♣ Sandbags or salt bags 40lbs or heavier
- vi. Weights must be on the ground and not dangling
- vii. For maximum safety, tents should be secured as soon as they are put up, and brought down as soon as weight is removed.
- viii. Do not leave unsecured tents at any time. vii. Heaters of any kind shall not be used under tents or umbrellas. viii. Smoking is prohibited under tents and shade structures.
- ix. Tents must not have closed walls in place while open to the public, and all sides should be open for air flow.

2) Wooden decks for parklets

Wooden decks are allowed for extended street cafes in parking spaces. Please contact Village staff to discuss your design and layout. This must be approved by staff to proceed to ensure the safety of patrons, employees, and pedestrians. *(for fire safety reasons, if grass/trash/etc. pile up under a platform this is a fire hazard, especially if smoking is permitted on the deck)*

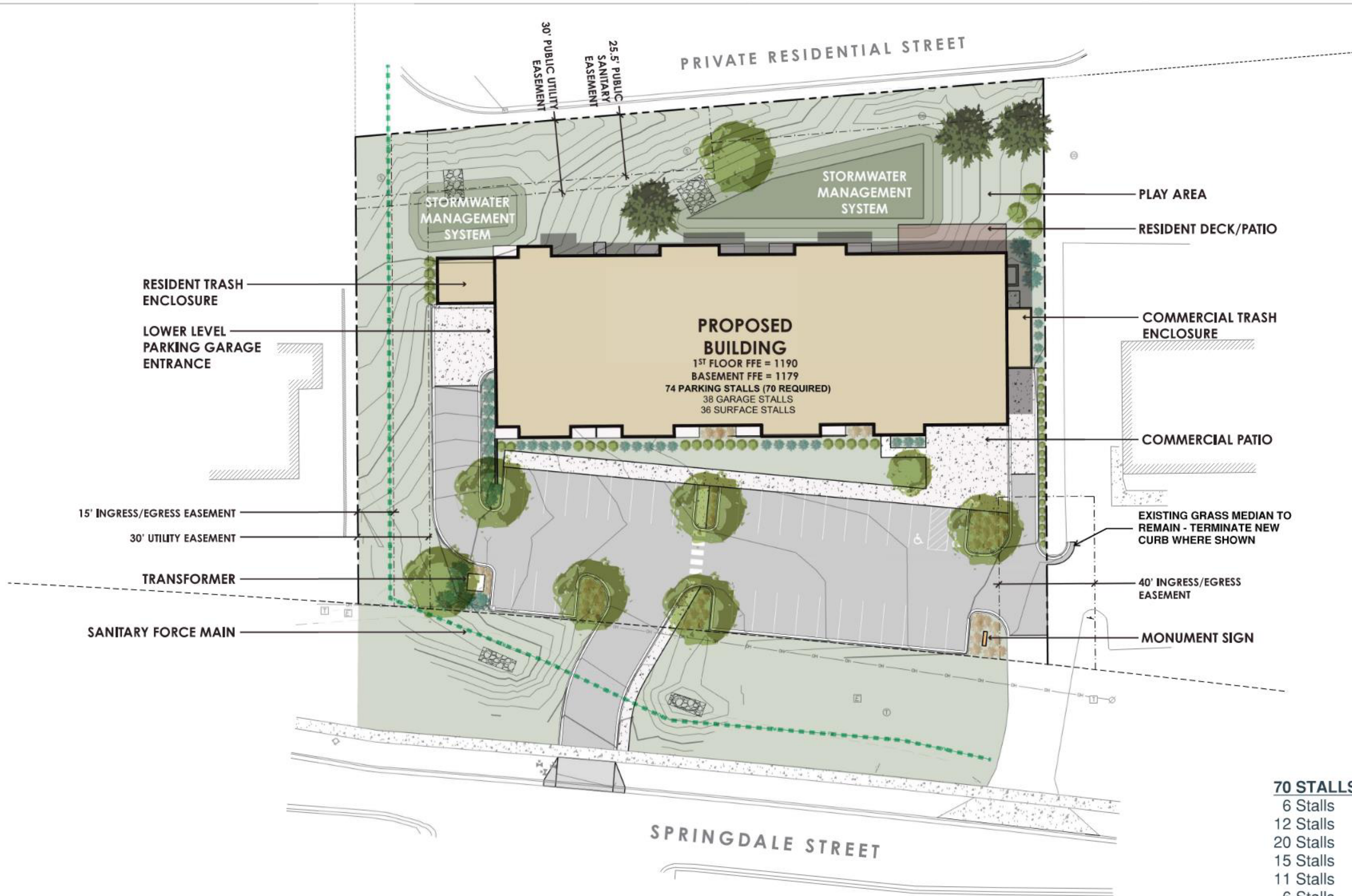
Decks or seating platforms must be constructed and maintained to prevent the accumulation of combustible waste or litter in the area underneath the deck or platform. Combustible materials must not be stored under a deck or platform used for a sidewalk cafe.

3) Heaters:

Must be approved by coordinator and Fire Chief

Heaters: Any café using portable space heaters must comply with applicable fire codes including but not limited to; minimum clearances, exit egress, fire extinguisher locations, fuel storage and/or electric use. Heaters must be approved by the Coordinator and the Mount Horeb Area Joint Fire Department.

Any converted use must be in conformance with all Village of Mount Horeb and the Mount Horeb Area Joint Fire Department requirements for building accessibility, and physical distancing requirements that provide at least six feet spacing between tables and pathways.



PROPOSED BUILDING
 1ST FLOOR FFE = 1190
 BASEMENT FFE = 1179
 74 PARKING STALLS (70 REQUIRED)
 38 GARAGE STALLS
 36 SURFACE STALLS

70 STALLS	40 UNITS
6 Stalls	3 - 3 bdrm
12 Stalls	6 - 2 bdrm + den
20 Stalls	10 - 2 bdrm
15 Stalls	10 - 1 bdrm
11 Stalls	11 - Studio
6 Stalls	1685 sf Commercial



SPRINGDALE STREET APARTMENTS

EXTERIOR RENDERINGS

MT. HOREB, WI

DATE: 02.10.2022

Sketch **works**
architecture llc



SPRINGDALE STREET APARTMENTS

MT. HOREB, WI

DATE: 01.19.2022

EXTERIOR RENDERINGS

Sketch **works**
architecture llc



SPRINGDALE STREET APARTMENTS

EXTERIOR RENDERINGS

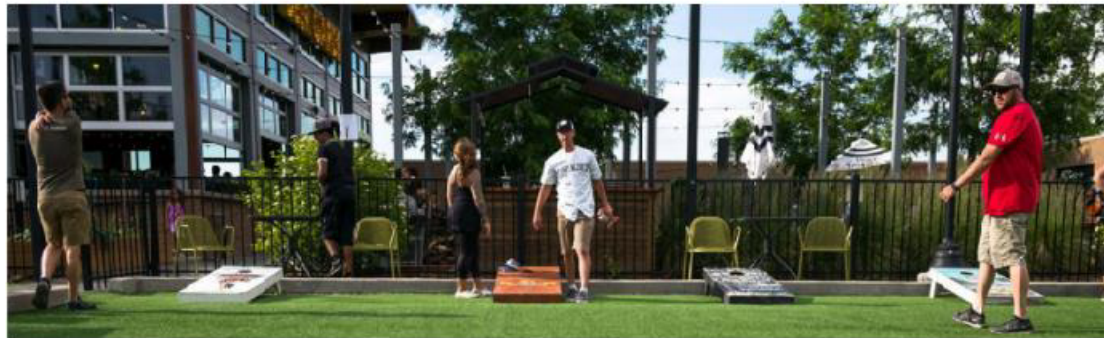
MT. HOREB, WI

DATE: 01.19.2022

Sketch **works**
architecture llc



VEGETATIVE SCREEN WALL



YARD GAMES



CLUB ROOM



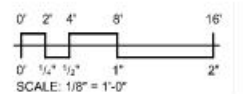
PERGOLA



GRILL AREA



NORTH ELEVATION
3" = 1'-0"



SPRINGDALE STREET APARTMENTS

EXTERIOR ELEVATIONS

MT. HOREB, WI

DATE: 01.19.2022

Shawn works
architecture llc



WEST ELEVATION

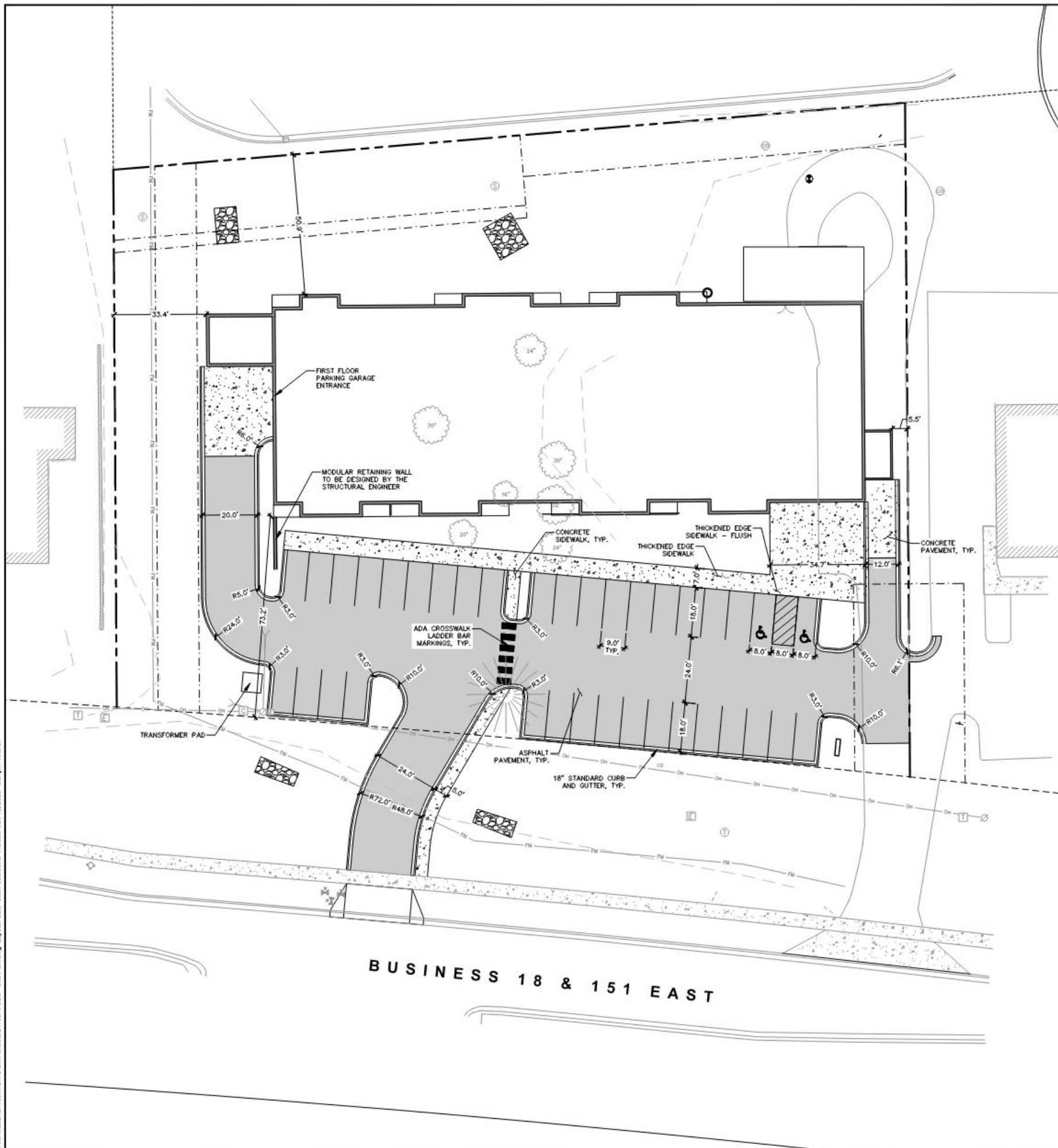
1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"

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LEGEND

	PROPERTY LINE
	RIGHT-OF-WAY
	EASEMENT LINE
	BUILDING OUTLINE
	BUILDING OVERHANG
	BUILDING SETBACK LINE
	PAVEMENT SETBACK LINE
	EDGE OF PAVEMENT
	STANDARD CURB AND GUTTER
	REJECT CURB AND GUTTER
	MOUNTABLE CURB AND GUTTER
	8\"/>

SITE INFORMATION BLOCK

SITE ADDRESS	1800 SPRINGDALE STREET
PROPERTY ACREAGE	1.44 ACRES (62,898 SF)
NUMBER OF BUILDING STORIES	3
TOTAL BUILDING SQUARE FOOTAGE	15,562 SF
GROSS BUILDING SQUARE FOOTAGE	47,064 SF
NUMBER OF PARKING STALLS	
SURFACE	
LARGE	34
ACCESSIBLE	2
TOTAL SURFACE	36
UNDERGROUND	
LARGE	37
ACCESSIBLE	1
TOTAL UNDERGROUND	38
NUMBER OF BICYCLE STALLS	8
EXISTING VS. PROPOSED SITE COVERAGE	
EXISTING IMPERVIOUS SURFACE AREA	5,975 SF
EXISTING PERVIOUS SURFACE AREA	56,923 SF
EXISTING IMPERVIOUS SURFACE AREA RATIO	0.09
PROPOSED IMPERVIOUS SURFACE AREA	37,067 SF
PROPOSED PERVIOUS SURFACE AREA	25,831 SF
PROPOSED IMPERVIOUS SURFACE AREA RATIO	0.59



CREATE THE VISION TELL THE STORY

jsdinc.com

MADISON REGIONAL OFFICE
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
P. 608.848.5060

CLIENT:

SKETCHWORKS

CLIENT ADDRESS:

7780 ELMWOOD AVENUE
MIDDLETON, WI 53562

PROJECT:

MOUNT HOREB
APARTMENT
DEVELOPMENT

PROJECT LOCATION:

1800 SPRINGDALE ST
MT HOREB, DANE COUNTY
WI, 53572

PLAN MODIFICATIONS:

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Designed By:

CTD

Reviewed By:

MAH

Approved By:

SHEET TITLE:

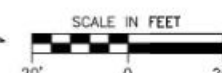
SITE PLAN

SHEET NUMBER:

C2.0

JSD PROJECT NO:

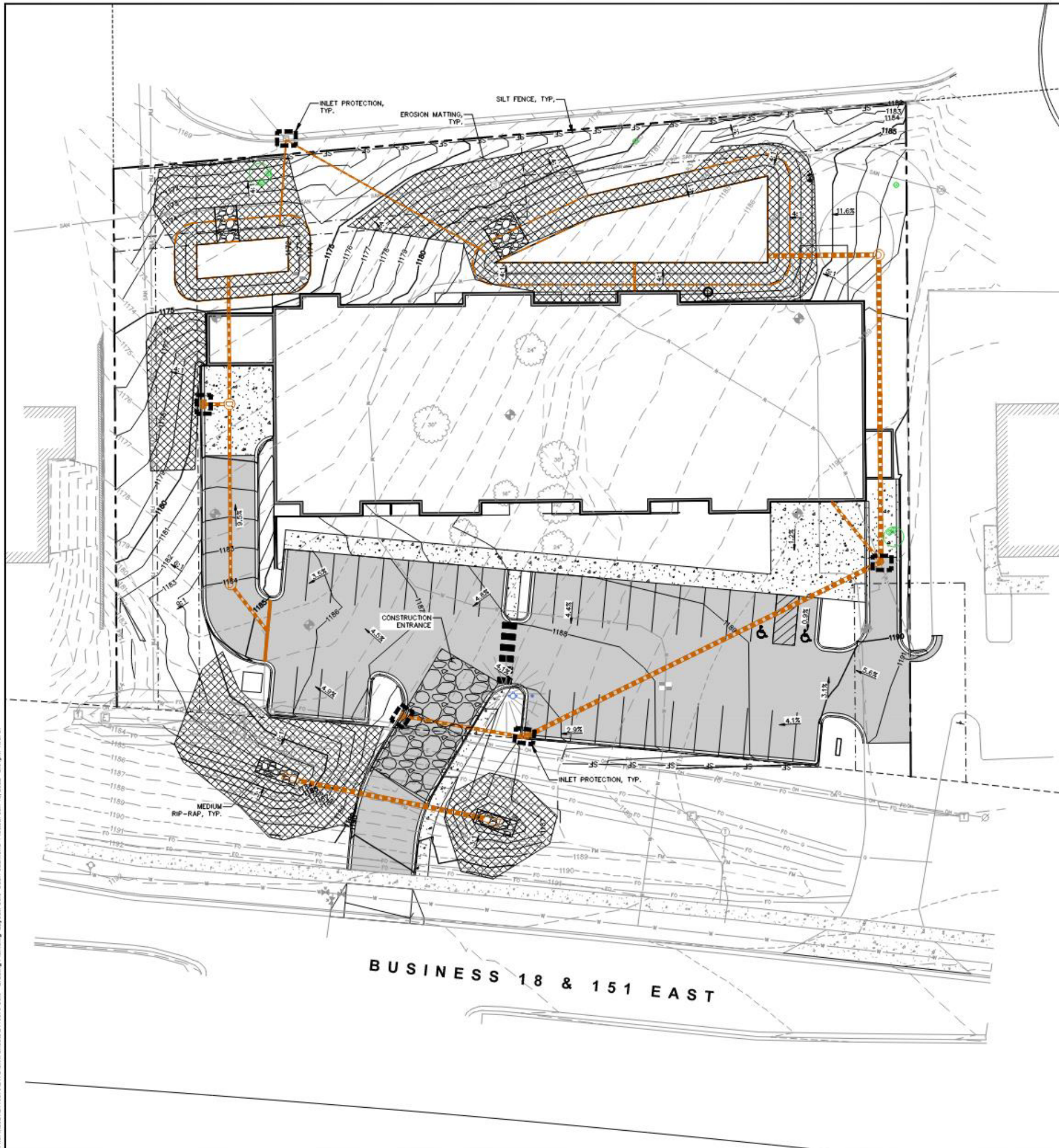
21-10870



Toll Free (800) 242-8511

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LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- EASEMENT LINE
- BUILDING OUTLINE
- BUILDING OVERHANG
- EDGE OF PAVEMENT
- STANDARD CURB AND GUTTER
- REJECT CURB AND GUTTER
- MOUNTABLE CURB AND GUTTER
- 8" CONCRETE RIBBON CURB
- ASPHALT PAVEMENT
- HEAVY DUTY ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- HEAVY DUTY CONCRETE PAVEMENT
- PROPOSED 1 FOOT CONTOUR
- PROPOSED 5 FOOT CONTOUR
- EXISTING 1 FOOT CONTOUR
- EXISTING 5 FOOT CONTOUR
- DRAINAGE DIRECTION
- GRADE BREAK
- STORMWATER MANAGEMENT AREA
- RETAINING WALL
- BOULDER WALL
- RAILING
- FENCE
- SILT FENCE
- RIP-RAP
- CONSTRUCTION ENTRANCE
- EROSION MATTING
- SPOT ELEVATION
- EP - EDGE OF PAVEMENT
- FG - FINISH GRADE
- EC - EDGE OF CONCRETE
- BOC - BACK OF CURB
- MATCH - MATCH EXISTING GRADE
- HP - HIGH POINT
- SW - SIDEWALK
- DITCH CHECK
- INLET PROTECTION



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MADISON REGIONAL OFFICE
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
P. 608.848.5060

CLIENT: SKETCHWORKS

CLIENT ADDRESS:
7780 ELMWOOD AVENUE
MIDDLETON, WI 53562

PROJECT: MOUNT HOREB APARTMENT DEVELOPMENT

PROJECT LOCATION:
1800 SPRINGDALE ST
MT HOREB, DANE COUNTY
WI, 53572

PLAN MODIFICATIONS:		
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Designed By: CTD
Reviewed By: MAH
Approved By:

SHEET TITLE: GRADING AND EROSION CONTROL PLAN

SHEET NUMBER:
C3.0

JSD PROJECT NO: 21-10870



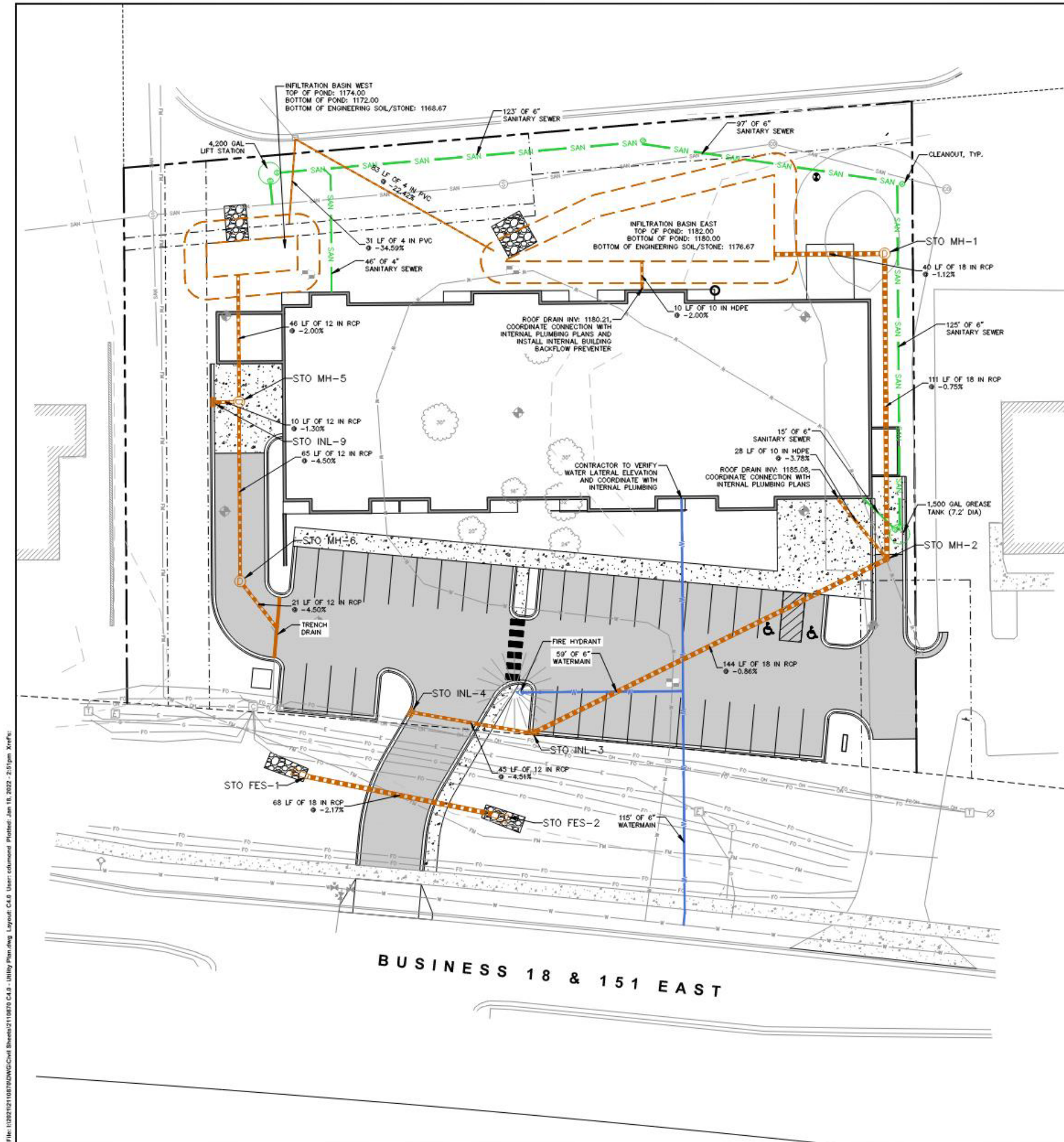
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LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- EASEMENT LINE
- BUILDING OUTLINE
- BUILDING OVERHANG
- EDGE OF PAVEMENT
- STANDARD CURB AND GUTTER
- REJECT CURB AND GUTTER
- MOUNTABLE CURB AND GUTTER
- 8" CONCRETE RIBBON CURB
- ASPHALT PAVEMENT
- HEAVY DUTY ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- HEAVY DUTY CONCRETE PAVEMENT
- STORMWATER MANAGEMENT AREA
- RETAINING WALL
- BOULDER WALL
- RAILING
- FENCE
- SANITARY SEWER
- WATERMAIN
- STORM SEWER
- 8'x4'x2" INSULATION (PLAN VIEW)
- 8'x4'x2" INSULATION (PROFILE VIEW)

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MADISON REGIONAL OFFICE
161 HORIZON DRIVE, SUITE 101
VERONA, WISCONSIN 53593
P. 608.848.5060

CLIENT:

SKETCHWORKS

CLIENT ADDRESS:

**7780 ELMWOOD AVENUE
MIDDLETON, WI 53562**

PROJECT:

**MOUNT HOREB
APARTMENT
DEVELOPMENT**

PROJECT LOCATION:

**1800 SPRINGDALE ST
MT HOREB, DANE COUNTY
WI, 53572**

PLAN MODIFICATIONS:

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Designed By: CTD
Reviewed By: MAH
Approved By:

SHEET TITLE:

UTILITY PLAN

SHEET NUMBER:

C4.0

JSD PROJECT NO: 21-10870

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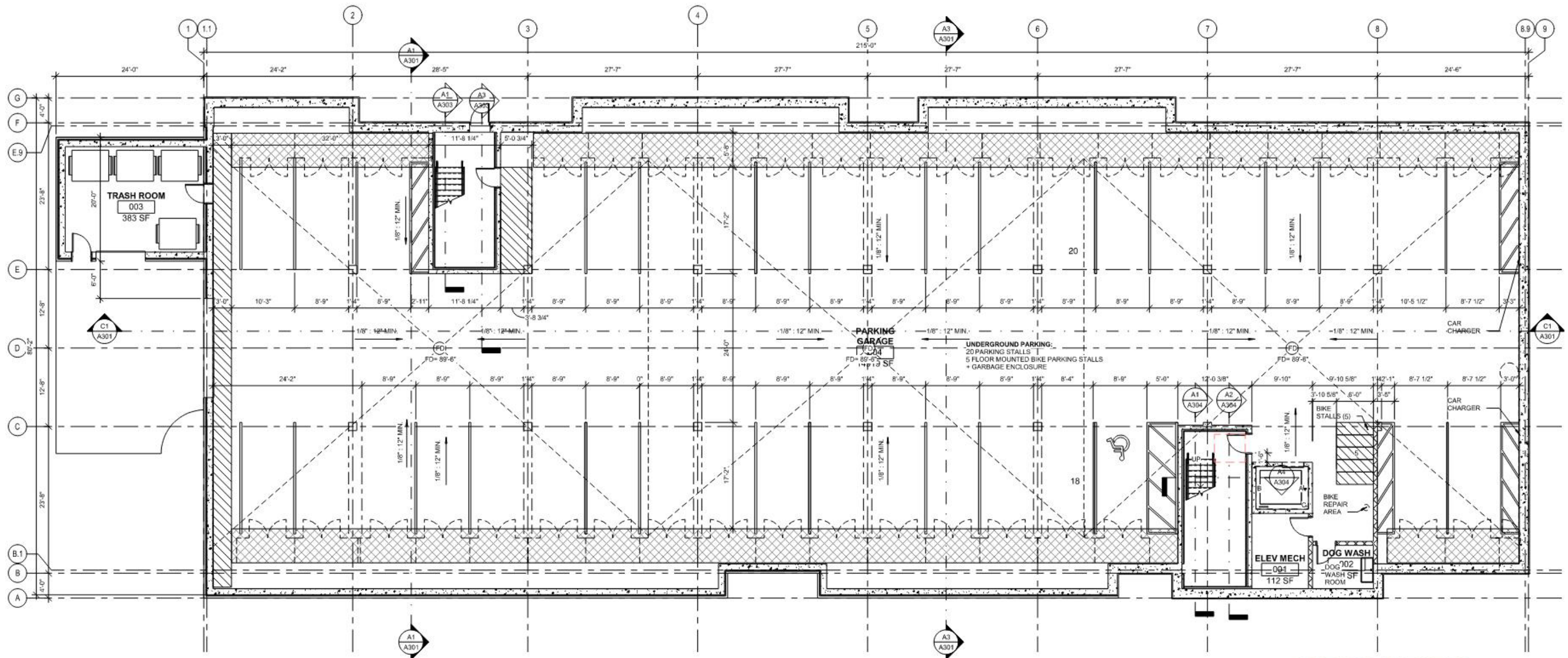
north

SCALE IN FEET

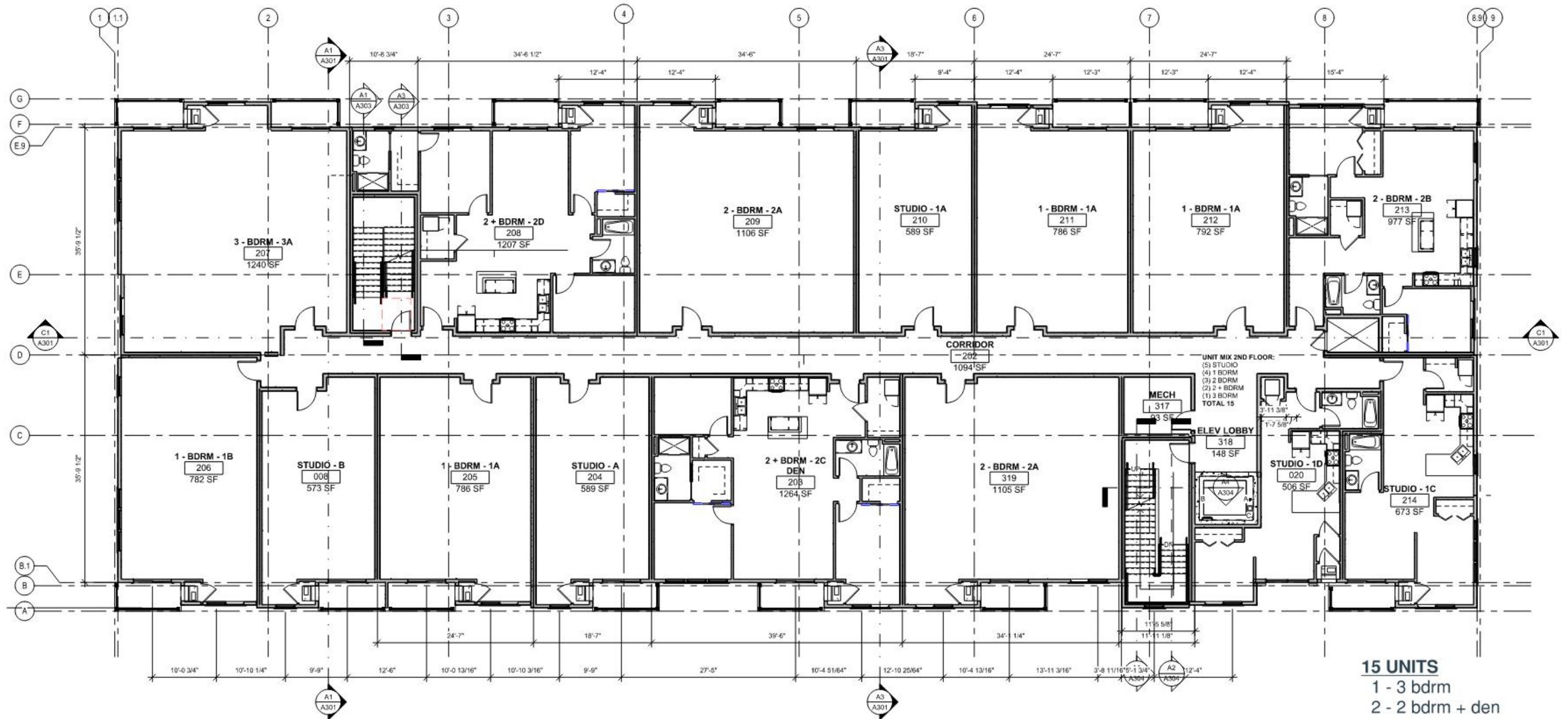
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DIGGERS HOTLINE

Toll Free (800) 242-8511



GARAGE AMENITIES
 38 PARKING STALLS
 EV CHARGING STATIONS
 INDIVIDUAL STORAGE UNITS
 DOG WASH ROOM
 BIKE REPAIR STAND
 5 WALL-MOUNT BIKE STALLS



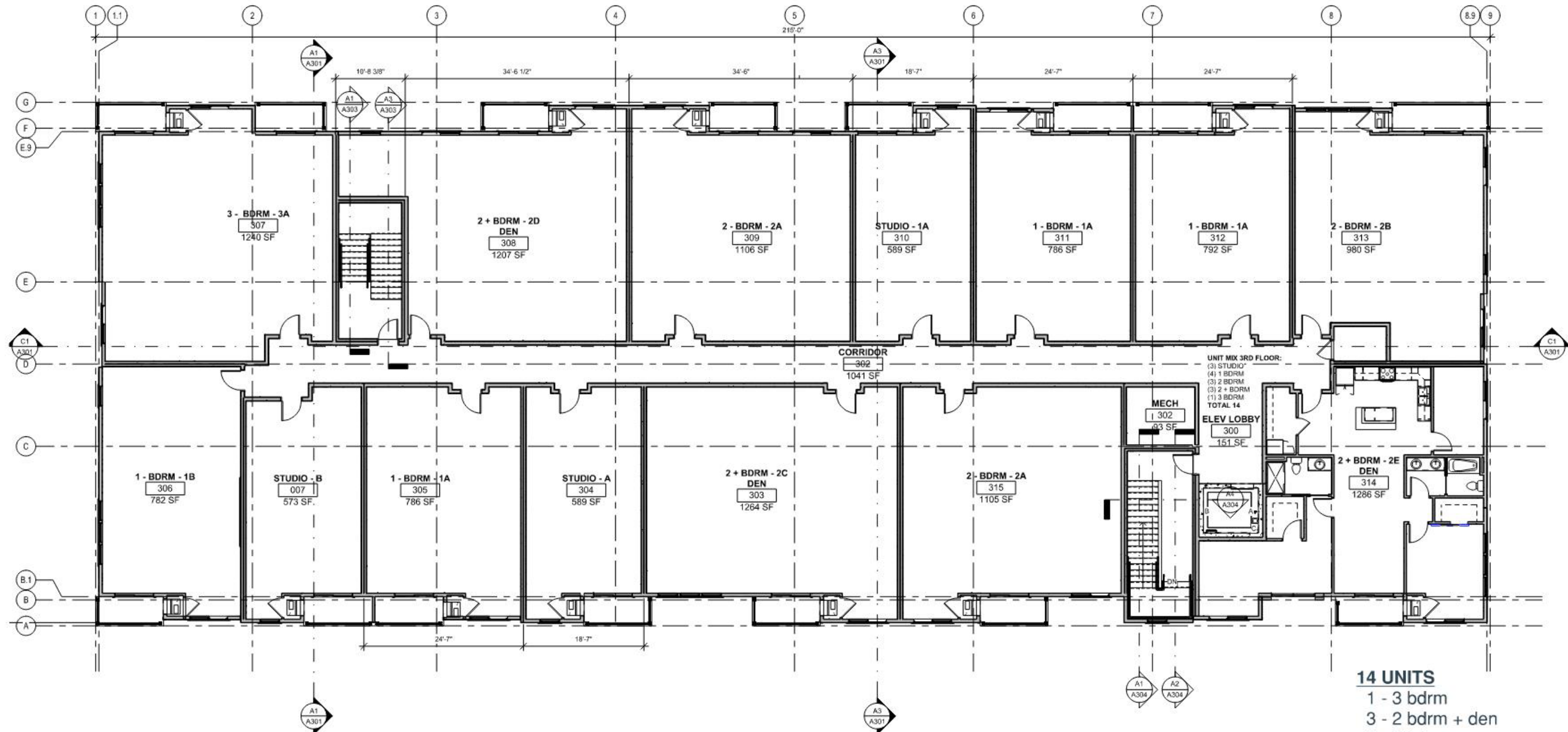
- 15 UNITS**
 1 - 3 bdrm
 2 - 2 bdrm + den
 3 - 2 bdrm
 4 - 1 bdrm
 5 - Studio

SPRINGDALE STREET APARTMENTS

SECOND FLOOR PLAN

MT. HOREB, WI

DATE: 01.19.2022



SPRINGDALE STREET APARTMENTS

THIRD FLOOR PLAN

MT. HOREB, WI

DATE: 01.19.2022