1. Meeting Materials

   Documents:

   VB-EPACKET-20220406 (MEETING PACKET).PDF

2. Agenda

   Documents:

   1-VB-AGENDA-2022-04-06 (AGENDA).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 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, APRIL 6, 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 Mar. 2, 2022
   b. Special Village Board & Plan Commission Minutes Feb. 24, 2022
   c. Street Use Permit-Dog House Bar & Grill, "Classic Car Cruise In"; Wednesdays, June 1-Oct. 5, 2022, 5-9pm; public parking lot, corner of First Street and Front Streets
   d. Liquor License Premise Extension-Dog House Bar & Grill, "Classic Car Cruise In"; Wednesdays, June 1-Oct. 5, 2022, 5-9pm; public parking lot, corner of First Street and Front Streets
   e. Consideration of Certificate of Appropriateness 110 and 108 E. Main Street, Mark Johnson
   f. Consideration of proposed freestanding sign for Academy of Little Vikings, 1991 Commerce Drive
   g. Street Use Permit-Mount Horeb Area Historical Society/Driftless Historian; June 4, 2022, 6am-2pm; Front Street between Historian and Martinson Hall

4) Consideration of proposed Arbor Day Proclamation

5) Presentation of 2021 Library Annual Report, Jessica Gretzinger

6) Consideration of Specific Implementation Plan for Mixed Use Development located at 1800 Springdale Street, further described as parcel 0607-072-9765-1

7) Consideration of proposal from Vandewalle Associates for update to Downtown Development Plan

8) Ordinance 2022-03, "An Ordinance to Revise Chapter 7 Traffic Code of the Code of Ordinances"

9) Resolution 2022-04, "Declaring the Village of Mount Horeb's Intention to Terminate Tax Increment District #4"

10) Consider Wednesday, April 20, 2022 for reorganizational meeting

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) 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.

VILLAGE OF MOUNT HOREB
VILLAGE BOARD MEETING MINUTES
MARCH 2, 2022

The Village Board met in regular session in-person, with a virtual option.

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, Village Clerk Alyssa Gaffney, and Village Attorney Bryan Kleinmaier.

Public Comments: Town of Springdale resident Wayne Hefty voiced his concerns about the comprehensive plan and the traffic on Town Hall Road.

Consent Agenda: Czyzewski moved, Fendrick seconded to approve the following consent agenda items: February 2, 2022 meeting minutes; Resolution 2022-03 "Conditional Use Permit to Install Deck at 1920 Three Wood Drive"; School Resource Officer contract. Motion carried by unanimous voice vote.

Presentation of 2021 Recreation Department Overview; Jill Dudley: Recreation Director Jill Dudley presented a summary of the events happening at the Recreation Department.

Concept presentation by Steve Brown Apartments at 120 South First Street: Steve Brown Apartments Director of Developments Dan Seeley and Brownhouse Lead Architect Shane Fry presented the concept plan.

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": Owen explained this item. Chris and Matt Etmanczyk of Driftless View, LLC and Architect Brad Koning presented the plan and fielded questions from the board. Czyzewski moved, Boehnen seconded to approve Ordinance 2022-02. All voted aye, except for Monroe and Scott, who voted nay. Motion carried.

DRAFT

Discussion and Consideration of Lease of Alley Along West Side of 209 E. Main Street to Brian Ladow/Skal Public House: Czyzewski recused himself from this discussion and vote. The remaining board members discussed the lease of the alley. Trail This Bike Shop owner Todd Cash spoke in opposition of leasing the alley to Skal Public House. Brian Ladow, owner of Skal Public House, spoke about his request to lease the alley. Village Attorney Bryan Kleinmaier spoke about the legal aspects of leasing the alley. Scott moved, Fendrick seconded to authorize Village Staff to work with the property owners adjacent to the entire alley that runs between East Main Street and East Front Street on an agreement to allow Skal Public House to have a temporary patio within the public alley, including the ability to allow for certain structures to be higher than twelve feet. Terms to include those agreed upon by the property owners so that the agreement be for 2022 only, that the business can use the width of the alley, but not the entire length of the alley, from 5:30pm to close of business on Monday, Tuesday, and Wednesday, and from 5:30pm on Thursday to close of business on Sunday, unless other hours are agreed to by the property owners, and to be sure pedestrian access is still allowed the entire length of the alley. Motion carried by unanimous voice vote.

Consideration of Mount Horeb Streatery Program 2022: Economic Development Director Rowan Childs gave a summary on the feedback on the program. Boehnen moved, Monroe seconded to approve the Streatery Program for 2022. Motion carried by unanimous voice vote.

ATC Easement discussion/follow up: Owen explained this item. Scott moved, Boehnen seconded to approve the amount of the easement. Motion carried by unanimous voice vote.

Authorization for Village Administrator and Engineer to solicit bids for 2022 street projects: Owen explained this item. Monroe moved, Littel seconded to authorize Administrator Owen and Village Engineer Rob Wright to solicit for bids for the 2022 street projects. Motion carried by unanimous voice vote.

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

Village President's report: Littel stated the Dane County Health Department ended the mask mandate yesterday.

Village Administrator's report: Owen introduced the new Human Resources Manager, Char Horsfall. He also stated the meeting previously scheduled for March 16th is now cancelled.

Village Clerk's report: Gaffney gave an update on absentee voting information for the upcoming Spring Election on April 5th.

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: Scott moved, Fendrick seconded to go into closed session @ 9:44pm. Motion carried by roll call vote. The board did not reconvene to open session, and the meeting adjourned when discussion on this item ended, at 10:22pm.

Minutes by Alyssa Gaffney, Village Clerk

DRAFT

VILLAGE OF MOUNT HOREB
SPECIAL VILLAGE BOARD MEETING MINUTES
THURSDAY, FEBRUARY 24, 2022

The Village Board of the Village of Mount Horeb met in special session in-person with a virtual option, due to the COVID-19 pandemic, on the above date.

Call to Order/Roll Call: Village President Randy Littel called the meeting to order at 6:00pm. Present were Village Board Trustees Ryan Czyzewski, Cathy Scott, Aaron Boehnen, and Jason Fendrick. Brenda Monroe and Brett Halverson were absent. Also present were Administrator Nic Owen and Village Clerk Alyssa Gaffney.

Consider TIF Assistance Request by Artemis Provisions- 213 & 215 East Main Street: Kingsley and Melissa Gobourne, owners of Artemis Provisions, spoke about their request and financials, and fielded questions from the board. Tyrol Basin owner Nathan McGree also spoke a bit about the financials, as he is a financial backer of the business. Scott moved, Boehnen seconded to amend the development agreement for a $125,000 up front payment and to include the guarantees provided by Artemis Provisions and Nathan McGree. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Board, Fendrick moved, Littel seconded to adjourn the meeting at 6:37pm, carried by voice vote.

Minutes by Alyssa Gaffney, Village Clerk

DRAFT

Village of Mt Horeb
Street Use Permit Application

$20.00

Applicant Name: The Dog House Bar & Grill

Address: 117 South 1st Street Mt. Horeb, WI Telephone: 608712-9080

Event Sponsor (if different than above): _____

Address: _____ Telephone: _____

Responsible Person(s) (if different than above): Nate Faust

Address: 4278 County Road P Cross Plains WI Telephone: 608-712-9080

Event Information

Start date: June 1, 2022 Time: 5:00 PM End Date: Oct. 5, 2022 Time: 9:00 PM
Include set-up and tear-down/clean-up time

Detailed description of street(s) proposed to be used: Classic Car Cruise In. Every Wednesday weather permitting. Use of Public Parking across from The Dog House Bar & Grill. Alchohol stored and served at bar. Consumed at Public Parking lot.

Estimated number of persons: ??? (Certificate of Insurance may be required)

Use of street (include a detailed description of all activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, or other equipment, and a detailed plan for clean-up after the event): To be allowed to carry drinks & food purchased from The Dog House Bar & Grill across the street to Public Parking lot. Classic Cars would park in Public Parking lot so the public can view the cars. No glass containers. Trash containers will be provided. Total clean up on area used.

If using recording or sound amplification equipment please describe: N/A

Designate any public facilities or equipment to be used (additional costs may be incurred): _____

I certify that I have read and understand the Village of Mount Horeb Ordinance 2006-17 An Ordinance To Require Street Use Permits, and agree to adhere to all of the rules and requirements outlined in the Ordinance and that all information provided on this application is true and correct.

Signature 02.01.22 Date

3-16-2022

CHIEF OF POLICE: ✓ ACCEPTED ____ DECLINED VILLAGE ADMINISTRATOR: ____ ACCEPTED ____ DECLINED

RECEIPT#: _____ LICENSE# _____

Date:

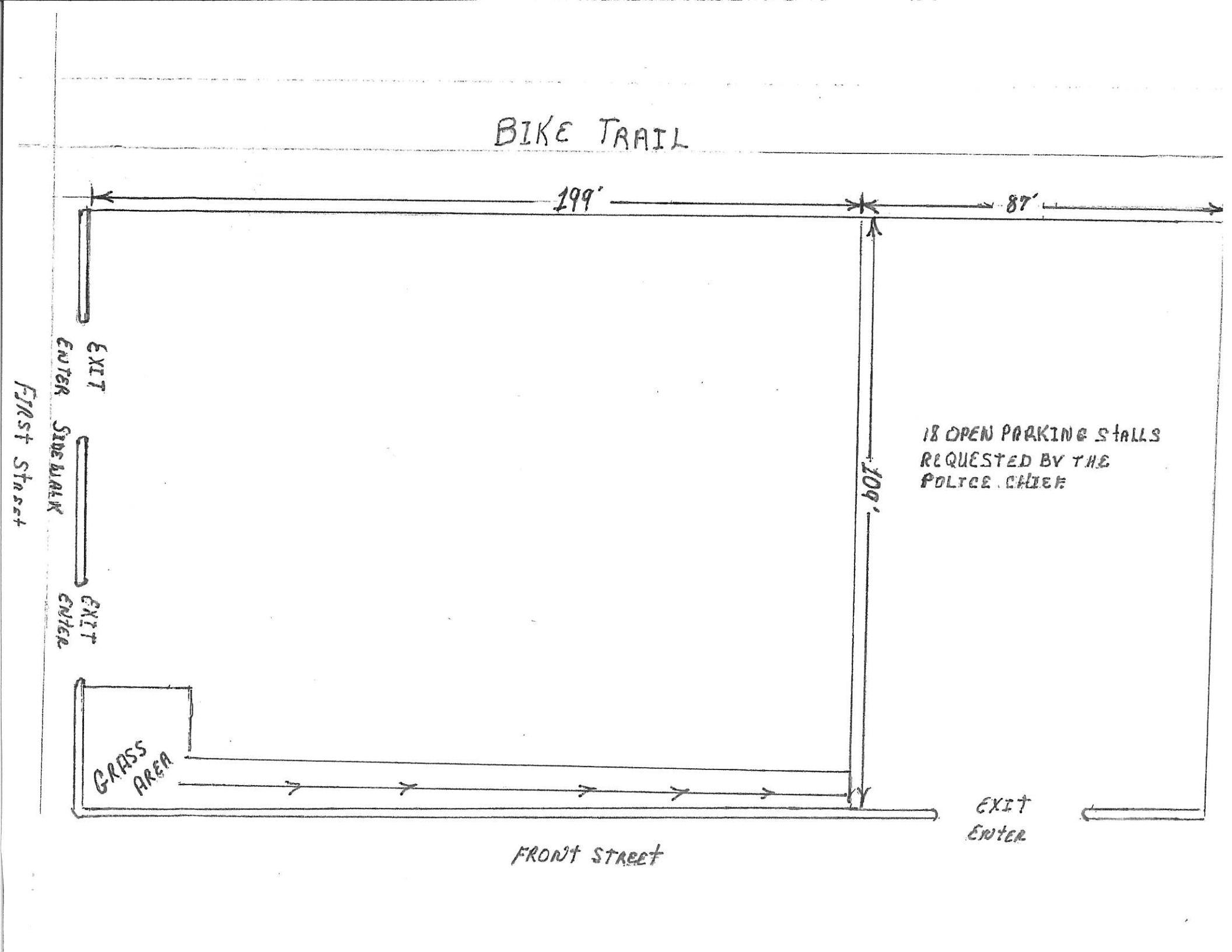
Amendment to Village of Mt. Horeb Street Use Permit Application

Leo Peterson will be overseeing these events.

If problems occur and are not corrected, I will close this down for the remainder of the season.

The Dog House Bar & Grill

Nate Faust, Owner


BIKE TRAIL
199'
87'
109'
EXIT
ENTER
SIDEWALK
EXIT
ENTER
FIRST Street
18 OPEN PARKING STALLS
REQUESTED BY THE
POLICE CHIEF
GRASS
AREA
EXIT
ENTER
FRONT STREET

CRUISE INTO
MOUNT HOREB NIGHT
WEDNESDAYS 5:00PM – DUSK

The Dog House BAR & GRILL

EVERY WEDNESDAY WEATHER PERMITTING

June 1st to October 5, 2022

PARKING LOT OPENS

at 5pm & Closes at Dusk

PARKING LOCATION:

120 S 1st St. Mt Horeb, WI 53572

Antique, Vintage, Classic
Muscle, Rat Rods
ALL ARE WELCOME

FOR MORE CRUISE IN INFORMATION OR VENDOR OPPORTUNITIES CONTACT :
LEO | 608-576-7360 / JD | 608-235-8699

THEME NIGHTS: *ALL ARE STILL WELCOME*

June 1st - Get the covers off, wash those rides and Cruise into MOHO
June 15th - Mopar night - Mopar or No car! (JK all are welcome)
June 29th - Import night - Hondas VW BMW Audi Toyota
July 27th - Ford night - This includes GTs
August 10th - GM night - Corvettes Camaros
August 24th - Truck night - 4x4s 2wds new classic vintage stock or custom
September 7th - Custom Builds/Ratrods
PRIZES WILL BE AWARDED

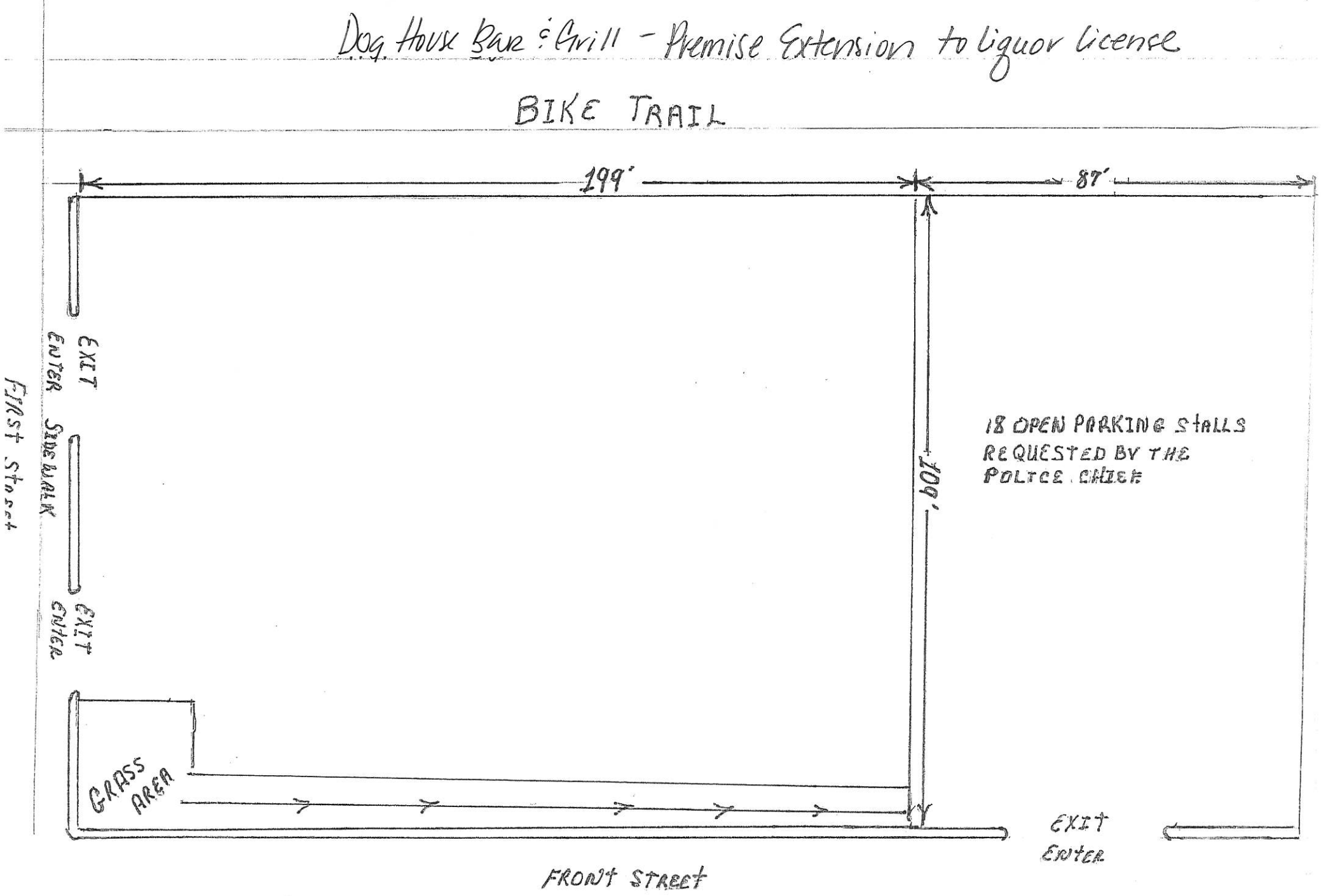
EVERYTHING YOU NEED TO KNOW
FOR ATTENDING A MOUNT HOREB CRUISE-IN:

- *Food and Drink specials available for everyone. Food Trucks may be present.*
- *Show up as soon as you can!*
- *Listen to the Event organizers/The Dog House Staff Directions and/or Requests!*
- *Do Not Take Up 2 Parking Spaces!*
- *Do Not Drive over 5 MPH inside the parking area! EVER!!*
- *Do Not Kill, Maim, and/or scream profanities at those who touch your car!*
- *Do Not Burn Out or Drag Race when leaving the event!*
- *Illegal Activity will not be Tolerated.*
- *Respect Others and their Rides!*
- *Engage and Answer questions by both young and old attendees!*
- *Attending local car gatherings and seeing your neighbor's vehicles is a wonderful way to make new friends.*

REMEMBER

Above all of this, you are a guest of the show's host. What you do while at the venue ultimately will end up as a reflection on the coordinators and hosts. Everyone wants their shows to stay around – so be an active part of making sure your hosts want you back!

Dog House Bar & Grill - Premise Extension to liquor license



VANDEWALLE & ASSOCIATES INC.

M E M O R A N D U M

To: Village of Mount Horeb Plan Commission

From: Village Planner: Ben Rohr, AICP

Date: March 23, 2022

Re: Design Review & Certificate of Appropriateness for Façade Renovations to 108 and 110 E. Main Street

---

Background

Vestibule Investments, LLC (Mark and Barb Johnson) have submitted a request for Design Review and Certificate of Appropriateness for a façade renovation at 108 and 110 East Main Street. The façade changes include:

- Removal of all the exterior siding from front facade (vinyl and the false clockwork) and replacing that with historically correct LP Smartsiding and cedar finish.
- Painting all roof finials and attic vent contrasting color.
- Adding "mustache" trim to the tops of the windows.
- Replacing the 108 E. Main Street 1/2 entrance door as well as the 110 E. Main Street entrance door.
- Removing and replacing single pane show windows (3) in front of 110 E. Main Street with double-paned low E reflective glass with black trim to match 108 E. Main Street.
- Replacing 4 double-hung upstairs windows, paint trim and window molding to match finials and roof trim.

The result will be a renovated façade at 108/110 East Main Street that more accurately reflects the historic look of the building, enhances the aesthetic interest of the building, and matches the existing building to the west (Duluth). Outside of the changes above, the remainder of the exterior of the building will remain unchanged.

Because of its location along East Main Street in the Downtown area, and its contributing status to the historic downtown, these changes will require review and approval under both the Village's Design Review standards, and review and approval under the Village's Certificate of Appropriateness.

Design Review

Design Review by the Plan Commission is required under Section 17.14 of the Zoning Ordinance and is required for all development projects in the Village, except residential development with three or fewer dwelling units. Site Plan review also occurs under this process.

The first task of the Design Review process is to confirm that all requirements of the CB zoning district have been met and are reflected in the Site Plan. The proposed building modifications comply with all requirements of the zoning district.

The Design Review requirements in Section 17.14(4)(b) identify 27 Design Directives. The Plan Commission has the ability to waive any Design Directive, and may add additional design requirements upon a finding that the additional design requirement would improve the project.

Village Planner's Analysis and Recommendation Regarding Design Review.

This project meets all applicable Design Directives. I have no recommended changes for the project design. Therefore, after discussion and questions by the Plan Commission about the project, I recommend that the Plan Commission make a finding that the design of the project (including all design directives and any additional design requirements identified by the Plan Commission) makes the development a positive asset to the visual appearance of the community, and a positive contribution to the growth and stability of the community tax base.

If acceptable to the Plan Commission, the Village Planner recommends the Plan Commission make, consider, and adopt a motion that finds the proposed façade renovations to be fully consistent with the requirements of the Zoning Ordinance, inclusive of full and continuous compliance with the submittal documents, and with any conditions identified by Village Staff and the Plan Commission, and therefore approves the Design Review.

Certificate of Appropriateness

Certificate of Appropriateness review by the Plan Commission is required under Section 17.17 of the Zoning Ordinance and is required for all development projects that involve the alteration, rehabilitation, construction, reconstruction, or demolition of a historic structure, historic site, or any other improvement in the historic district.

Under its review responsibilities in Section 17.174(b), the Plan Commission shall approve an application for a Certificate of Appropriateness, unless it finds one or more of the following impacts will occur:

a. In the case of a designated historic structure of historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior feature of the improvement or site upon which said work is to be done;
b. In the case of the construction of a new improvement upon a historic site, or within a historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance or other neighboring improvements on such site or within the district;
c. In the case of any property located in a historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this section and to the objectives and design criteria of the historic preservation plan for said district;
d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the village state;

e. In the case of a request for the demolition of a deteriorated building or structure, any economic hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.

If the Commission determines that the application for a Certificate of Appropriateness and the proposed changes are consistent with the character and features of the property or district, it shall issue the Certificate of Appropriateness.

Village Planner's Analysis & Recommendation Regarding the Certificate of Appropriateness

I believe the proposed façade renovation complies with standards outlined above. I have no recommended changes for the project design.

Therefore, after discussion and questions by the Plan Commission about the project, I recommend that the Plan Commission make a finding that the proposed project (including any additional design requirements identified by the Plan Commission) does not have any adverse effect on the historic nature of the building, on the historic nature of nearby properties, or on the overall historic integrity of the Downtown Historic District.

If acceptable to the Plan Commission, the Village Planner recommends the Plan Commission make, consider, and adopt a motion that finds the proposed project is fully consistent with the requirements of the Zoning Ordinance, inclusive of full and continuous compliance with the submittal documents, and with any conditions identified by Village Staff and the Plan Commission; and therefore approves the requested Certificate of Appropriateness.

VILLAGE OF MOUNT HOREB

SIGN PERMIT

PERMIT NO.

PARCEL NO. _____

PERMITS REQUESTED

☐ CONST ☐ HVAC ☐ ELECT ☐ PLUMB ☐ EROSION

Brenda Moore Fritz		1991 Commerce Dr., Mt Horeb	(414) 840-2122
Owner	Cert #	Address	Telephone
Sign Art Studio		325 W. Front St. Mt Horeb	608-437-3502
Building Contractor	Cert #	Address	Telephone
Electrical Contractor	Cert #	Address	Telephone
HVAC.Contractor	Cert #	Address	Telephone
Plumbing Contractor		Address	Telephone

PROJECT LOCATION

1991 Commerce Dr., Mt Horeb	PI		32,000
Project Address	Zoning	Lot Area	Estimated Cost

Lot	Block	Subdivision	Req'd Setbacks:	Front	Rear	Left	Right

PROJECT DESCRIPTION

☐ NEW CONST
☐ ADDITION
☐ ALTERATION
☐ REPAIR
☑ OTHER

Sign Installation - GMN

THIS PERMIT IS ISSUED PURSUANT TO THE FOLLOWING CONDITIONS. FAILURE TO COMPLY MAY RESULT IN SUSPENSION OR REVOCATION. ALL CONSTRUCTION SHALL COMPLY W/ THE REQ'MNTS OF WISCONSIN STATE CODE AND MT HOREB MUNICIPAL CODE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO KNOW THE CODES AND TO ENSURE COMPLIANCE WITH THE AFOREMENTIONED CODES. ISSUANCE OF THIS PERMIT CREATES NO LEGAL LIABILITY, EXPRESS OR IMPLIED, ON THE DEPARTMENT OR MUNICIPALITY.

CONDITIONS OF APPROVAL PLANS SUBMITTED ☐ YES ☐ NO ADD'NL PLANS REQ'D ☐ YES ☐ NO

BUILDING PLANS CONSISTING OF A SITE PLAN AND SIGN DIAGRAM SHOWING THE SIZE AND CHARACTERISTICS OF THE PROPOSED SIGN MUST BE SUBMITTED.

APPLICANT SHALL NOTIFY DIGGER'S HOTLINE (1-800-242-8511) PRIOR TO EXCAVATING, OR BORING

FEES:

BLDG PERMIT:

EROSION:

UTILITIES: _____

TOTAL:

RECEIPT:
CHK #

Village of Mt. Horeb
Building Inspection Department
138 East Main Street
Mt. Horeb Wisconsin 53572
608-437-6884
cell 608-697-7776

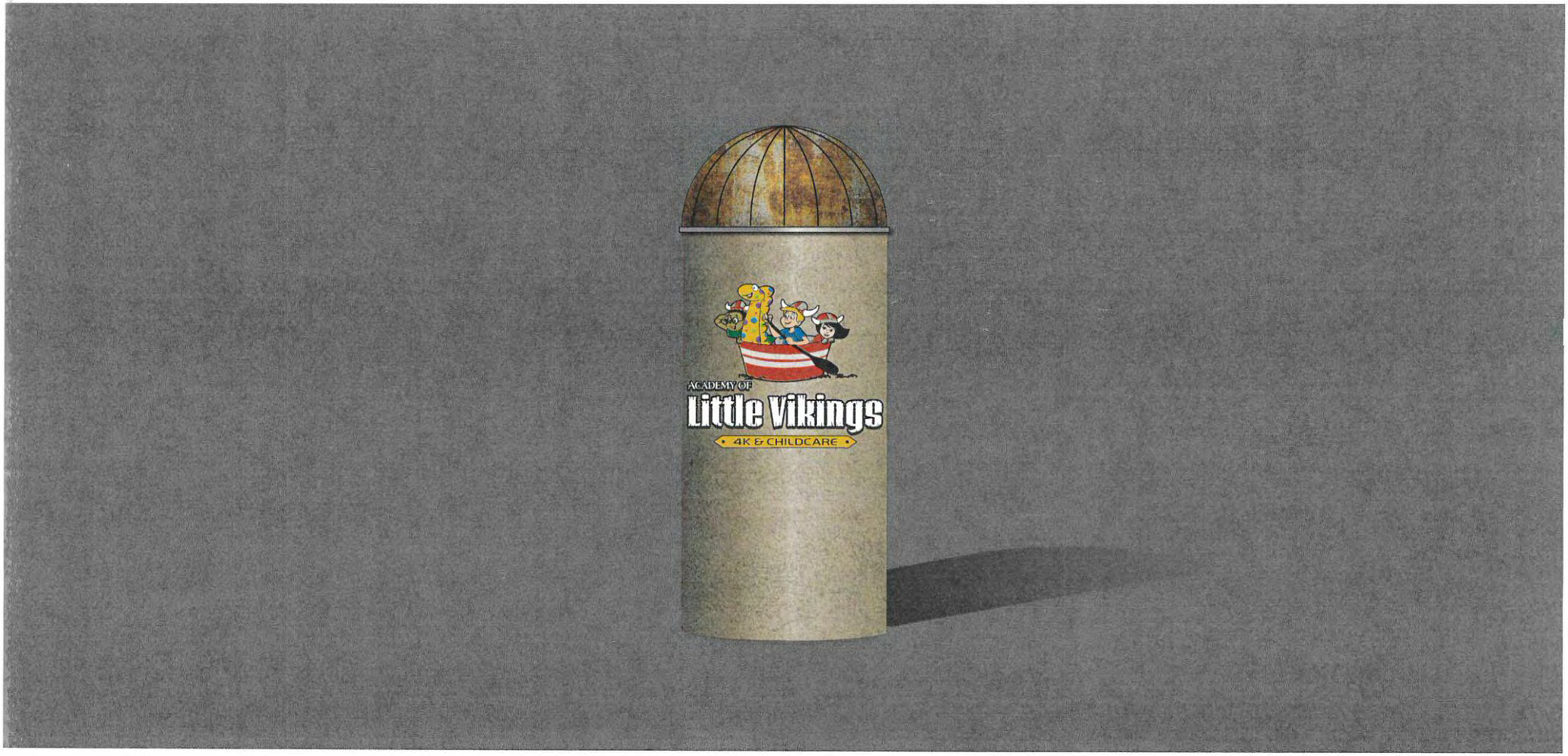
PERMIT ISSUED BY:

Name Certification No.

_____

_____ _____

Date Seal No.



SIGNAGE CONCEPT

SIGNART STUDIO

Make Signs Not War .com

DATE: 03/07/22 CUSTOMER: Little Vikings Daycare ADDRESS: 1991 Commerce Dr., Mount Horeb WI 53572

LITTLE VIKINGS - GMN SIGN

SIGN ART STUDIO
makesignsnotwar.com
325 W Front St, Mount Horeb, WI 53572

customer approval:_____ date:_____ landlord approval:_____ date:_____

By signing this approval you are hereby authorizing Sign Art Studio LLC to proceed with the work as described. Any deviation from these specifications will become the customer's financial responsibility.

© The above artwork and or conceptual design, less customer provided artwork or plans, is property of Sign Art Studio and may not be reproduced without written consent.

SHEET
MAP

DATE:2/22/2021 CUSTOMER: LITTLE VIKINGS DAYCARE - SIGNAGE ADDRESS: 1991 COMMERCE DR., MT HOREB, WI 53572

Proposed Location

1 CT

KEY NOTES:

A - S/F Non-Illuminated monument sign Silo cap dome to be formed aluminum tube frame construction. Paint to be distressed aluminum.

B - Main silo tube to be tube frame construction and formed aluminum skin. skin to be sprayed with texture paint to give it a old cement look.

C - Logo Graphic to be hand painted on silo.

FINISHES:

- Colors TBD
- Colors TBD
- Other colors TBD

CALCULATIONS:

LITTLE VIKINGS DAYCARE - SIGNAGE

SIGN ART STUDIO

makesignsnotwar.com
325 W Front St. Mount Horeb, WI 53572

CUSTOMER APPROVAL: _____ DATE: _____ LANDLORD APPROVAL: _____ DATE: _____

By signing this approval you are hereby authorizing Sign Art Studio LLC to proceed with the work as described. Any deviation from these specifications will become the customer's financial responsibility.

© The above artwork and or conceptual design, less customer provided artwork or plans, is property of Sign Art Studio and may not be reproduced without written consent.

SHEET

GMN

Village of Mt Horeb

$20.00

Street Use Permit Application

Applicant Name: Mount Horeb Area Historical Society \ Driftless Historium

Address: 100 S 2nd St, Mt Horeb, WI Telephone: 608-437-6486

Event Sponsor (if different than above): Co-sponsor: Little Eagle Arts Foundation

Address: Wisconsin Dells, WI Telephone: 608-253-4442

Responsible Person(s) (if different than above): Destinee Udelhoven, MHAHS Director

Address: 304 N 8th St, Mount Horeb, WI Telephone: 605-840-0037

Event Information

Start date: Sat, June 4, 2022 Time: 6am End Date: Sat, June 4, 2022 Time: 2pm

Include set-up and tear-down/clean-up time

Detailed description of street(s) proposed to be used: Front St, between Historium and Martinson Hall.

Estimated number of persons: 100 (Certificate of Insurance may be required)

Use of street (include a detailed description of all activities such as vending, music, selling of food or alcohol beverages, location and use of tents, stages, or other equipment, and a detailed plan for clean-up after the event): Outdoor dance and music performance to take place on street, with chairs set up for spectators.

If using recording or sound amplification equipment please describe: portable speaker system for amplification

Designate any public facilities or equipment to be used (additional costs may be incurred): N/A

I certify that I have read and understand the Village of Mount Horeb Ordinance 2006-17 An Ordinance To Require Street Use Permits, and agree to adhere to all of the rules and requirements outlined in the Ordinance and that all information provided on this application is true and correct.

Destinee Udelhoven — Signature

3-25-22 — Date

****

CHIEF OF POLICE: X ACCEPTED ____ DECLINED VILLAGE ADMINISTRATOR: ____ ACCEPTED ____ DECLINED

RECEIPT#: _____ LICENSE# _____

VILLAGE OF MOUNT HOREB
ARBOR DAY PROCLAMATION

WHEREAS, the Village of Mount Horeb understands the need for a well-developed urban forest in the community, and

WHEREAS, the Park, Recreation and Forestry Commission implements a Village-wide forestry program to better manage trees within the Village, and

WHEREAS, Arbor Day has been observed throughout the nation for many years, and

WHEREAS, trees benefit the community by their ability to moderate the temperature, clean the air, reduce storm water runoff, produce oxygen and produce habitat for wildlife, and

WHEREAS, trees in our Village increase property values, enhance the economic vitality of business areas and beautify our community, and

WHEREAS, the Village of Mount Horeb desires to continue expanding its' tree planting program,

NOW, THEREFORE, I, Randy Littel, Village President of Mount Horeb, do hereby proclaim April 24, 2022 through April 30, 2022 as Arbor Day Week in the Village of Mount Horeb, and I urge all citizens to support efforts to care for our trees and urban forest and to support our community urban forestry program, and

FURTHER, I urge all citizens to plant trees and promote the urban forest today and always.

DATED this 6th day of April, 2022.

_____

Randy Littel, Village President

Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library	2. Public Library System
Mount Horeb Public Library	South Central Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Jessica	Gretzinger	Grade 1	Regular	10/31/2022

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
105 Perimeter St.	105 Perimeter St.	Mount Horeb	53572	2013	Dane

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
6084375021	(608)437-6264	jessica.gretzinger@mounthorebwi.info

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
www.mhpl.org	0	0	0

17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?
No	No

20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
16,000	No	115853970

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	61	54	
19b. Number of Winter Weeks	17	22	
19c. Summer Hours Open per Week	61	0	
19d. Number of Summer Weeks	13	0	
19e. Total Weeks per Year	30	22	
19f. Total Hours per year for this location	1,830	1,188	

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	Yes	128
1bvi. describe "another method of reference service": Online form for requesting books in house.		
1c. hosting virtual programming or recorded content	Yes	21,938
1d. offering curbside pickup	No	
1e. offering drive-thru circulation of physical materials	Yes	1,360
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	
1ii. describe "other services": Ancestry Online, Wireless Printing from home & Hoopla		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	No
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	49,904	3,486
2. Electronic Books *E-books*	173,160	
3. Audio Materials	5,794	205
4. Electronic Audio Materials *Downloadable*	69,567	
5. Video Materials	6,797	531
6. Electronic Video Materials *Downloadable*	1,128	
7. Other Materials Owned See collection codes for "other" materials via LinkCat report.	768	
8a. Electronic Collections *Locally owned or leased*	5	
8b. Electronic Collections *Purchased by library system or consortia*	0	
8c. Electronic Collections *Provided through BadgerLink*	63	
9. Total Electronic Collections *Local, regional, and state*	68	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	86	

III. LIBRARY SERVICES

1. Circulation Transactions		
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)
134,754	65,025	2,219

2. Interlibrary Loans (ILL)

Method for Counting ILL Transactions: Total ILL Transactions

Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries *Provided to*	Items Borrowed from Other Libraries *Received from*
Integrated Library System (ILS)		
WISCAT		
Other (includes OCLC, manual tracking, or other methods)		
Total	72,705	56,209

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
3,775	2,129	5,904	Survey Week(s)	2,930	Actual Count	67,590

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count
15	14	Actual Count	2,977	Actual Count	108,281

8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
39,451	8,982	0	254	9,236

10. Uses of Electronic Materials by Library Users				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
14,567	15,453	1,002	31,022	3,355

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	103	10	32	0	145
Total Program Attendance	1,754	222	600	0	2,576
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an a. Children (0-11)	d Program Attendance Annua b. Young Adult (12-18)	l Count c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	103	10	15	0	128
Total Program Attendance	1,754	222	305	0	2,281

Describe the library's in-person programs:	In person programs included story time sessions, book clubs, speakers, Early Release Days, and a Santa Day at the Library.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	0	0	17	-1	17
Total Live Virtual Program Attendance	0	0	295	-1	295
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	114	-1	114

Which platforms does the library use to host the library's live, virtual programs:	Zoom
Describe the library's live, virtual programs:	Ranging from live yoga classes, cook-along events with chefs, a paranormal Wisconsin class, and book discussions, our live virtual programs allowed people to engage with a variety of subject, and connect with

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	40	9	5	54
Total Pre-recorded Program Views	845	266	20,532	21,643

Which platforms does the library use to host the library's pre-recorded programs:	YouTube
Describe the library's pre-recorded programs:	These YouTube views were instructional videos on various crafting techniques for the "Take and Make" kits that patrons could pick up at the library. Alphabet storytimes on Youtube, Winter STEAM Projects with Miss

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT 1. Steve	Salerno	1304 E. Lincoln St.	Mount Horeb	53572	salernosteve@mhasd.k12.wi.us
2. James	Leary	209 S. 4th St.	Mount Horeb	53572	jpleary@wisc.edu
3. Patrick	Maguire	10168 Spring Valley Dr	Mount Horeb	53572	patrick.maguire1728@gmail.com
4. Linda	Bullette	303 Brookwood Dr.	Mount Horeb	53572	lebull@mhtc.net
5. Paula	Craft	204 Ellen Court	Mount Horeb	53572	pmazie1@mhtc.net
6. Karla	Ott	405 Tvedt Dr.	Mount Horeb	53572	kjott@charter.net
7. Brett	Halverson	202 Lake St.	Mount Horeb	53572	brett.halverson@mounthorebwi.info
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service ***Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
Village	Mount Horeb	$491,618
	Subtotal 1	$491,618

2. County

a. Home County Appropriation for Library Service — Subtotal 2a: $203,683

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	$73	Rock	$2
Dodge	$2	Sauk	$459
Green	$4,093		
Iowa	$23,237		
Jefferson	$19		
		Subtotal 2b	$27,885

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Youth Literacy Grant	$472		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	$472

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	$0
Subtotal 4	$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	$0		
		Subtotal 5	$0

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*	7. All Other Operating Income	8. Total Operating Income *Add 1 through 7*	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*
$0	$28,386	$752,044	$498,992	Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*
$350,324	$94,390

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
$53,588	$18,754	$14,843	$362	$87,547

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
SCLS Tech/ILS Fees	$44,490		
		Subtotal 4	$44,490

5. Other Operating Expenditures	$154,811
6. Total Operating Expenditures *Add 1 through 5*	$731,562
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		$0	$0
b. State		$0	$0
c. Municipal	Interior / Exterior Projects	$4,650	$2,500
d. County		$0	$0
e. Other		$0	$0

2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
$203,500	$0	$4,650	$2,500

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year: $221,339

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year: $246,479

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	$64,662	40.00				
Circulation Supervisor (LA IV)	MLS (ALA)	$48,853	40.00				
Youth Services Coordinator (LA IV)	MLS (ALA)	$44,658	40.00				
Adult Services Librarian (LA IV)	Libm. no-MLS	$48,290	40.00				
Technical Services Coordinator (L	MLS (ALA)	$40,086	40.00				
Frontline Help Desk & Circulation	MLS (ALA)	$20,044	20.00				
Youth Services Assistant (LA II)	Libm. no-MLS	$22,750	20.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant I	Other	$12,426	18.00		Other		
Clerks	Other	$56,386	101.50		Other		
Shelvers	Other	$7,516	17.00		Other		
MARC Center	Other	$889	2.00		Other		
Summer Reading Program Helper	Other	$816	2.00		Other		

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
4.50	1.50	6.00	3.51	9.51

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
54,273

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	5,440	34,831	40,271
3. Circulation to Nonresidents Living in Another County in the Library System	429	1,590	2,019
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	3,380	7,117	10,497

5. Circulation to All Other Wisconsin Residents	6. Circulation to Persons from Out of the State
1,486	0

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
Actual	No	No

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	1	f. Rock	1
b. Dodge	0	g. Sauk	182
c. Green	1,407	h.	
d. Iowa	7,116	i.	
e. Jefferson	0	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection *Mark all that apply*	3. Library use of Internet filtering software or service
Yes	☒ a. State TEACH line ☐ b. Other broadband connection *Local cable, telco, community network, etc.*	☐ a. Yes, on all Internet workstations ☐ b. Yes, on some Internet workstations ☒ c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Self-directed Activities	20	0	5	25
Total Self-directed Activity Participation	1,043	0	284	1,327

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Hannah	Klapperich-Mueller	hannah.klapperich-mueller@mounthorebwi.info

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Melissa	Roelli	melissa.roelli@mounthorebwi.info

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*
A check (X) or a mark in the checkbox indicates compliance with the requirement.

☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].

☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].

☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].

☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].

☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]

☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].

☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].

☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].

☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].

☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].

☒ The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢ [signature]	Steve Salerno	2/17/22
Library Director / Head Librarian Signature	**Name of Director / Head Librarian *Print or type***	**Date Signed**
➢ [signature]	Jessica Gretzinger	2/17/22

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County: Dane

The Mount Horeb Public Library *Name of Public Library* Board of Trustees hereby states that in 2021 the South Central Library System *Name of Public Library System / Service*

- [X] **did** provide effective leadership and adequately met the needs of the library.
- [ ] **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature *or designee*	Name of President or Designee *Print or type*	Date Signed
➢ [signature]	Steve Salerno	2/17/22

COMMENTS

SECTION_I

3b. Head Librarian Last Name

I got married in 2021 and changed my last name.--2022-01-24

SECTION_II

2. Electronic Books (E-books)

autofill = 172,182; Hoopla ebooks = 825; Hoopla e-comic book = 153 for a total of 173,160.--2022-01-24

4. Electronic Audio Materials (downloadable)

autofill = 67,575; hoopla eaudio = 1,904; hoopla music = 88 for a total of 69,567--2022-01-24

6. Electronic Video Materials (downloadable)

autofill = 575; hoopla movies = 464; hoopla tv = 89 for a total of 1,128--2022-01-24

7a. Other Materials Owned

* Per instructions, I did not include MAA or MAJ in this total this year even though they are classified as "other" because we account for them elsewhere.--2022-01-24

8a. Electronic Collections (Locally owned or leased)

Ancestry, Consumer Reports, NovelList Plus, Transparent Languages, Overdrive e-Magazines--2022-01-25

SECTION_III

Total Annual Circulation

** Our circulation improved by almost 54% in 2021 because we were able to be open more than in 2020.--2022-01-24

Circulation of Other Physical Items (subset of 1a.)

Looked at total checkout by collection code / matched up all items designated "other" to get checkout number. Includes board games, busy box kits for adults and children, equipment, video games, software, etc.--2022-01-25

5b. Library Visits

66,230 from our door count; 1,360 from the drive up window.--2022-01-24

Wireless Internet Uses

router count provided by SCLS.--2022-01-24

Local Electronic Collection Retrievals (locally owned or leased)

e-magazines retrieved = 546

Consumer reports annual usage = 3,083

Ancestry annual usage = 5,335

NovelListPlus annual usage = 4

Transparent Language annual usage = 14

Total electronic retrievals = 8,982--2022-02-07

Uses of E-Books By Users of Your Library

autofill = 13,384 + 1,007 hoopla ebook circs + 176 hoopla e-comics for a total of 14,567--2022-01-24

Uses of E-Audio by Users of Your Library

autofill = 12,580+ hoopla e-audio 2,726 + hoopla e-music 147 for a total of 15,453.--2022-01-24

Uses of E-Video by Users of Your Library

autofill = 1 + 590 hoopla movie cko + 411 hoopla tv series cko for a total of 1,002.--2022-01-24

Total Uses of Children's Electronic Works

2526 + hoopla 829 (children's format usage) for total of 3,355.--2022-01-24

Other (all ages) Number of Pre-recorded Program Views

One of our programmers created a sock snowman "Take and Make" YouTube video that went viral and registered over 20,000 views from around the world (including legit comments and questions.)--2022-01-24

SECTION_V

Amount

The Village of Mount Horeb asked the library to keep the budget flat due to the COVID-19 pandemic.--2022-01-24

Other County Payments

includes $7,915 of Endowment distribution, $5,000 Bequest funds, $3,500 Grant money plus operating revenue.--2022-02-15

Total Revenue

Includes operating revenue $735,129 + Endowment distribution $7,915 + grants $4,000 + Bequest $5,000= $752,044--2022-02-16

SECTION_VI

Total Operating Expenditures

Total operating expenses $715,323 + Endowment distribution expenses $7,739 + Grants expended $3,500 + Bequest expended $5,000 = $731,562--2022-02-16

SECTION_VII

Expenditure

We did not spend all of our capital projects as some of the project supplies were delayed. We will carry these funds forward for use in 2022.--2022-01-26

Debt Retirement

$200,000 in principal and $3,500 in interest for a total of $203,500. 61.3% related to library debt, or $124,745.50 in 2021.--2022-02-01

Other Library Funds

Beginning Balance of Other Funds Under Library Board Control

Village reports library fund balance starting at $221,077 and I'm adding funds carried forward from special projects account $262 for a total of $221,339.--2022-02-16

Total Amount of Other Funds at End of Year

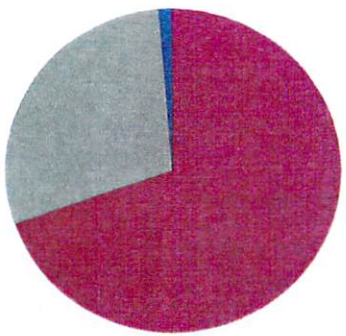
Account Name : Mt. Horeb Public Library Endwmt Inv Agy

Account No : 700292

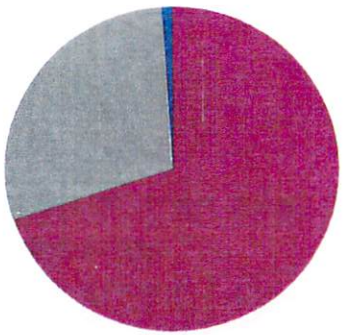
Account Summary

Portfolio Summary

Actual



Target



Equity - 69.70%
Fixed - 29.02%
Cash and Equivalents - 1.27%

Equity - 70.00%
Fixed - 29.00%
Cash and Equivalents - 1.00%

	Market Value Current Date	Percent Of Total	Estimated Ann Income	Current Yield
Total Account	246,478.82	100.00	3,372.18	1.37
Equity	171,804.45	69.70	1,521.04	0.89
Fixed	71,533.85	29.02	1,849.57	2.59
Cash and Equivalents	3,140.52	1.27	1.57	0.05
Net Cash	0.00			

Activity Summary

	Current Period 10/01/2021-12/31/2021	Year To Date 01/01/2021-12/31/2021	
Beginning Market Value	$ 236,218.51	$ 228,673.18	Beginning
Contributions			
Cash Deposits	1,350.00	1,450.00	
Asset Deposits	0.00	0.00	
Total Contributions	**1,350.00**	**1,450.00**	Addition
Withdrawals			
Cash Disbursements	0.00	-7,915.00	
Asset Withdrawals	0.00	0.00	
Management Fees	-299.57	-1,177.22	
Total Withdrawals	**-299.57**	**-9,092.22**	Subtraction
Investment Income			
Tax Free Interest	0.00	0.00	
Taxable Interest	0.00	2.16	
Dividends	1,314.41	2,613.83	
Return of Capital	0.00	0.00	
Other	10,164.73	10,925.11	
Total Investment Income	**11,479.14**	**13,541.10**	Addition
Investment Change	**-2,269.26**	**11,906.76**	Addition
Ending Market Value	**$ 246,478.82**	**$ 246,478.82**	Ending Balance

VANDEWALLE & ASSOCIATES INC.

M E M O R A N D U M

To: Village of Mount Horeb Plan Commission

From: Village Planner: Ben Rohr, AICP

Date: March 23, 2022

Re: Specific Implementation Plan (SIP) and Design Review for Proposed 3-Story Mixed-Use Building at 1800 Springdale Street for Driftless View, LLC.

Introduction

Driftless View, LLC has submitted the Specific Implementation Plan (SIP) for 1800 Springdale Street for Plan Commission review. The project is proposed along the north side of Springdale Street adjacent to the State Bank of Cross Plains (west), a multi-tenant commercial building (east), a developing residential neighborhood (north), and a multi-tenant commercial building and the Norsk Golf Club (south). This development received General Development Plan (GDP) zoning at the February meeting. The proposed SIP is consistent with the GDP and with the flexibilities from the requirements of the Zoning Ordinance approved in the GDP.

The Planned Development is proposed to accommodate a three-story mixed-use building with 40 multi-family housing units and 1,712 square feet of commercial space on an existing 1.44-acre parcel. The mixed-use building will be a combination of market rate multi-family apartments (11 studio units, 10 one-bedroom units, 16 two-bedroom units, and 3 three-bedroom units) and leased commercial space (1,712 sf). The development will include a community room, shared outdoor patio, and rear yard greenspace for the residential tenants, in addition to an outdoor patio for commercial patrons. Underground and surface bicycle and vehicle parking are provided for both uses. Pedestrians can access the site from a planned sidewalk connection to Springdale Street that extents the full length of the front façade.

To receive final Village approval of the Planned Development, this project requires approval of the SIP and Design Review by the Plan Commission and the Village Board. This report addresses the SIP first, followed by the Design Review.

Specific Implementation Plan Review

Chris and Matt Etmanczyk (Driftless View, LLC) and their team have been working with Village Staff and the Plan Commission to refine their design over the past several months through multiple rounds of conceptual review. At the February Plan Commission and Village Board meeting, the project received General Development Plan approval. The SIP must meet the zoning requirements, inclusive of the zoning flexibilities approved in the GDP.

Specific SIP Flexibilities Consistent with the Approved GDP include:

1. Allowable Land Uses: The GDP approved two by-right principal land uses for the property – Apartments and Indoor Commercial Entertainment. The SIP is consistent with the approved GDP.

2. Number of Dwelling Units in Building: The GDP approved a building with up to 40 dwelling units. The SIP is consistent with the approved GDP number of units in the building.

3. Building Height: The GDP approved a building of three stories, with under-building and surface parking, up to 47 feet in height. The SIP is consistent with the approved GDP building height.

4. Building Setback: The GDP approved an eastern property line setback for the building of 15 feet. The SIP is consistent with the approved reduced setback on the eastern property line.

5. Floor Area Ratio: The GDP approved a site with a floor area ratio up to 0.75. The SIP is consistent with the approved increase in floor area ratio for this property.

6. Paved Surface Setback: The GDP approved a paved surface setback of zero feet along the south and east property lines. The SIP is consistent with the approved reduction in paved surface setback along these two property lines.

7. Landscape Frontage: The GDP approved a landscape frontage of zero feet along the south property line. The SIP is consistent with the approved reduction in landscape frontage along this property line.

Planner's Recommendation for the Specific Implementation Plan:

I recommend the Plan Commission recommend the SIP for 1800 Springdale Street for approval by the Village Board, subject to the waivers and requirements addressed at the end of this report, as discussed and approved by the Plan Commission.

Design Review Requirements per Section 17-14:

Design Review by the Plan Commission is required under Section 17.14 of the Zoning Ordinance. Design Review is required for all development projects in the Village, except residential development with three or fewer dwelling units. The Design Review requirements in Section 17.14(4)(b) identify 27 Design Directives. The Plan Commission has the ability to waive any Design Directive or add additional design requirements upon a finding that the additional design requirement would improve the project.

This review is based on the plan set provided by the applicant. This project complies with most Design Review requirements. I recommend the Plan Commission discuss the few remaining waivers required that have been underlined.

1. **Site Grading:**
    a. The grading plan shall preserve existing grades to the greatest extent possible, particularly at the perimeter of the site.
        - The existing site slopes generally from east to west. The Grading Plan maintains the site's topography to the extent possible and appears to address the significant elevation change on the property in an appropriate manner.
    b. In no instance shall proposed grading create transitions to adjoining properties or rights-of-way that are unsafe, unstable or create drainage problems.
        - Existing grade transitions to adjacent properties are maintained. Same comment as 1.a., above.

c. Site grading shall also preserve or create an attractive site appearance in conjunction with the proposed development.

- The proposed development utilizes the existing topography changes on the site to incorporate underbuilding parking on the lower side of the site (western). Same comment as 1.a., above.

2. Existing Site Vegetation and Other Natural Features:

a. The grading and development plans shall preserve, protect, and maintain important existing site vegetation as identified by the Plan Commission. Examples include hedgerows, groves and individual specimen trees.

- The majority of the site is mowed grass with a small cluster of existing trees. The trees are proposed to be removed to provide a developable area on the property and be replaced with 10 canopy and ornamental trees along the front and rear of the site.

b. Topsoil used at the development site should be from on site, to the extent possible, particularly in areas under the drip line of preserved vegetation.

- The Site Plan is designed to enable the Grading Plan to meet this requirement on this challenging site.

3. Site Layout Relation to Abutting Streets:

a. In general, the layout of buildings, structures, pavement, parking and landscaping shall be compatible with the general pattern for similar land uses in the vicinity, as determined by the Plan Commission.

- This is a challenging site with existing grade changes, existing development on three sides, and a shared access point on the eastern property line. The development plan is designed to create a level ground-floor building footprint and efficiently accommodate access to the under-building parking at the west end of the building. This arrangement allows for the stormwater basins to effectively capture water from the building and parking area on the lower, rear side of the building and for the building to present an attractive face to Springdale Street and the private street to the north.

b. The general site layout shall result in an attractive appearance to all abutting streets, as determined by the Plan Commission.

- Same as 3.a., above.

4. Building Setbacks:

a. Building setbacks shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 4.b. and 4.c.

- Per the approved GDP, the eastern property line setback for the principal building is proposed to be 15 feet. The SIP is consistent with the approved reduced setback on the eastern property line. All other building setbacks are met.

b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, the entire street side of buildings shall be located at or within 3 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process.

- This requirement is not applicable, as the subject property is not located in the specified area.

c. Within the CTH ID corridor between STH 78 and USH 151, the entire street side of buildings shall be located at or within 30 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process. Parking shall not be permitted in this area. Drives for one-way circulation and/or emergency vehicle access may be permitted through the conditional use process.

- The proposed building is greater than 30 feet from the Springdale Street right-of-way with surface parking proposed between the building and right-of-way. Due to the existing site configuration and constraints, parking requirements needed, and the approved GDP, I recommend that this requirement be waived.

5. Building Height:

a. Building heights shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 5.b. and 5.c.

- This requirement is met by compliance with the GDP to allow a building of three stories, with under-building and surface parking, up to 47 feet in height.

b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, building heights shall be a minimum of 20 feet and shall be a minimum of 2 stories, unless an exception is granted through the conditional use process.

- This requirement is not applicable, as the subject property is not located in the specified area.

c. Within the CTH ID corridor between STH 78 and USH 151, building heights shall provide a functional or decorative building tower or related architectural feature that exceeds the height of the majority of the building facade by at least 7 feet, unless an exception is granted through the conditional use process. Roofs, and roof appurtenances such as cupolas, shall not count toward this requirement.

- This requirement is met with a 7-foot elevated facade parapet and accent-colored decorative metal cornice wrapping on the prominent southeast corner of the building.

6. Building Mass:

a. Buildings over 5,000 square feet of gross floor area shall be subject to the requirements for large developments.

- The building exceeds 5,000 square feet of gross floor area, and complies with all requirements for large developments.

7. Building Facades:

a. Long building facades shall be visually broken up and variegated with staggers and offsets as determined appropriate by the Plan Commission.

- This requirement is met by regularly spaced building staggers, changes in building façade materials, patios, and different sized widows along all facades.

b. All building facades facing streets, drives or parking areas shall provide regularly spaced openings for windows and doors, and regularly spaced decorative elements such as piers and columns. The size and spacing of these features shall be compatible with nearby structures that meet this requirement, as determined by the Plan Commission.

- This requirement is met by regularly spaced changes in materials, colors, and textures.

c. All building facades facing streets, drives or parking areas shall provide a pattern of upper story openings that is compatible with the pattern established by the ground floor, as determined by the Plan Commission.

- This requirement is met.

d. Within the downtown zoning district, and particularly along Main Street and the commercially developed portions of intersecting streets, building facades shall employ traditional storefront design by providing pilasters, transom windows, cornices, lintels and related decorative details to highlight transitions between the ground floor and upper stories and between upper stories and the parapet.

- This requirement is not applicable.

8. Exterior Building Materials:

a. Exterior materials for multi-family, office, or commercial buildings may not include metal wall panels, concrete panels, plain concrete block, asphalt, or spandrel window panels, unless an exception is granted through the conditional use process.

- This requirement is met for most of the exterior building materials, outside of the proposed brown portions of the exterior that are identified as "prefinished metal wall panels" on sheet A201 and A202 of the submitted materials packet. These sections of each façade make up very small portions of each and act as accents to the other materials and colors proposed. I recommend that this requirement be waived.

b. Hard and durable materials including decorative block, brick or stone, shall be required on all exterior portions of the structure within 40 inches of the adjacent grade.

- This requirement is met with the use of brick on three sides of the building adjacent to the grade and painted concrete on the rear side of the building adjacent to the grade.

9. Exterior Building Colors:

a. Exterior colors of all buildings, structures, appurtenances and paving shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.

i. Within the downtown area, the Victorian color palette shall be used, or other colors must be approved by the Plan Commission.

- This requirement is not applicable, as the subject property is not located in the specified area.

ii. Throughout the rest of the Village, primary colors including red, blue, green, yellow, black, and fluorescent colors shall not be permitted. Where an integral

part of site design, muted versions of these colors may be used, as approved by the Plan Commission.

- This requirement is met on all portions of the building with a neutral color scheme proposed.

iii. High gloss paints and other exterior finishes are not permitted.

- This requirement is met on all portions of the building.

iv. Color patterns shall be used consistently throughout the property, as determined by the Plan Commission.

- This requirement is met on all portions of the building with a consistent use of neutral colors proposed.

10. Exterior Doors:

a. All exterior doors visible from streets, drives or parking areas shall provide decorative design elements.

- This requirement met, outside of blank metal service doors proposed on the south, north, and east elevations. However, landscape screening is proposed in each location. I recommend that this requirement be waived.

11. Windows:

a. Spandrel panels, mirrored glass or heavily-tinted windows are not permitted. Where screening is desired, vertical or horizontal strip blinds may be used.

- This requirement is met.

b. Windows may not be obscured by paper or other attached materials on more than 5% of any individual window panel.

- This requirement is met.

12. Roofs:

a. Roof forms and materials shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.

- This requirement is not met. The proposed flat roof of the building does not match the new construction that has taken place along Springdale Street (pitched roofs). However, this is a very typical modern style of architecture seen across Dane County and the building already exceeds the maximum height limit, which would only further be exceeded with a pitched roof.

b. Metal roofs shall not be used for multifamily, office or commercial buildings, unless an exception is granted through the conditional use process.

- This requirement is met.

c. Roof forms shall be designed to accommodate the requirements in subparagraphs 5.c. and 7.d., above.

- This requirement is met.

d. Rooftop mechanical equipment shall not exceed the elevation of the lowest point of the surrounding building parapet or roof.

- There is only one mechanical planned for the roof to accommodate the commercial space. This unit will be located near the eastern side of the roof to utilize the screening of the elevated parapet walls and tower element. All other mechanicals are planned to be located within the building. This requirement is met.

13. Exterior Building Appurtenances:

a. Building facades shall be uncluttered by the minimal use and careful placement of brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Where necessary, such features shall be colored to blend in, rather than contrast, with the immediately adjacent building exterior.

- This requirement is met.

14. Awnings:

a. Awnings, where approved by the Plan Commission, shall complement the character of the building.

- Two awnings are proposed at the southeast corner of the building where the commercial tenant space is located and over the main residential entryway. Both match the color scheme and materials of the building. This requirement is met.

b. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation may be used. Metal canopies are prohibited.

- <u>This requirement is not met. The awnings proposed are metal and provide architectural interest to the focal entry points of the building. They also match the color scheme and materials of the building. I recommend that this requirement be waived.</u>

c. Backlighting is prohibited.

- This requirement is met.

15. Trash Containment Structures:

a. Trash containment structures shall be designed to fully conceal trash storage.

- There are two trash containment structures proposed. One on the east elevation for the commercial tenant and one on the western elevation for the residential occupants. Both are concealed with permanent walls on all four sides and a roof. This requirement is met.

b. Trash containment structures shall be constructed in the same materials and colors as the ground floor of the principal building.

- Both containment structures look and function like portions of the rest of the building using the same materials, colors, and architectural elements. This requirement is met.

c. Wood or synthetic wood gates shall be used and shall be arranged in a pattern to provide complete opacity. Metal panel gates and metal fence gates with strips are prohibited.

- As an alternative to a standalone trash containment structure, this project employs accessory structures on the east and west elevations that look and feel like the principal building. This requirement is met with fully enclosed structures.

16. Freestanding Canopy Structures:

a. Freestanding canopy structures, such as those providing shelter at a gas station or drive-up banking station, shall be designed to complement the design of the principal building, as determined by the Plan Commission.

- This requirement is met. There is no freestanding canopy structure.

b. Canopy roofs shall employ the same pitch, materials and colors as the roof of the principal building, unless an exception is granted through the conditional use process.

- This requirement is met.

c. Canopy supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.

- This requirement is met.

17. Other Structures:

a. Outbuildings shall employ the same high-quality exterior building materials as used on the principal building.

- This requirement is met. There are not outbuildings.

b. Walls and fences shall employ high-quality materials such as metal pickets, stone, decorative block or brick which complement the principal building, as determined by the Plan Commission.

- This requirement is met.

18. Exterior Lighting:

a. All exterior lighting shall use decorative fixtures, as approved by the Plan Commission. Such fixtures shall be consistent in design theme throughout the site.

- This requirement is met.

b. All exterior light bulbs shall not be visible from beyond any property line. Directional or cutoff fixtures shall be used to meet this requirement.

- This requirement is met. To note, the proposed string lights in the residential rear patio area are exposed bulbs without cutoff fixtures, however they give off very minimal light and there will be only 0.1 footcandles visible from the rear property line.

c. Lighting at the property lines shall not exceed 0.5 footcandles over ambient conditions.

- <u>This requirement is met on three sides of the property. However, along the eastern property line, the proposed footcandles slightly exceed 0.5 adjacent to the commercial tenant's trash enclosure (0.7 footcandles) and the shared access driveway (1.0 footcandles). I recommend that this requirement be waived given the need to light the existing shared access driveway and that the eastern elevation of the accessory trash enclosure structure directly abuts the neighboring parking lot to the east that also uses exterior light fixtures.</u>

d. Maximum lighting shall not exceed 10.0 footcandles on the site, except in areas serving in-vehicle uses such as drive-up windows and fueling areas. In such locations, maximum lighting shall not exceed 25.0 footcandles.

- This requirement is met.

e. Freestanding light fixtures shall not exceed a total height of 20 feet.

- This requirement is met. The freestanding parking lot light poles are proposed to be a maximum of 17 feet in height.

19. Exterior Signage:

a. Exterior signage shall complement the design of the overall site, as determined by the Plan Commission.

- The proposed freestanding ground-monument sign is 86 square feet in size, made of high-quality materials matching the building façade, and located outside of the right-of-way with appropriate front setbacks. This requirement is met.
- The proposed commercial tenant wall sign is proposed to be located on the top of metal awning and contain the commercial tenant's logo and name. Since a commercial tenant has not yet been identified and it is currently premature to review this sign based on the requirements of the ordinance, I recommend that it be reviewed by staff prior to installation to confirm it meets all standards.

b. Freestanding sign supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.

- The proposed freestanding ground-mounted sign matches the materials and look of the proposed building façade with brick, metal, and wood included. The sign is also surrounded on all four sides with proposed perennials, grasses, and low shrubs.

20. Outdoor Display or Storage:

a. All outdoor display and/or storage areas must be clearly depicted and labeled on an approved site plan. Said label shall specify the general types of materials to be displayed or stored, including: retail or rental display; retail or rental vehicle display; long-term business vehicle storage; equipment storage; refuse storage; scrap equipment or vehicle storage.

- There is a proposed outdoor seating area for the commercial tenant's use at the southeast corner of the front façade. The outdoor patio will be a cement surface meant for café tables and chairs. Two of the three sides of the patio are screened with landscaping, outside of the side facing Springdale Street that functions as the main entryway to the indoor commercial space, residential building, and sidewalk and parking area. This requirement is met.

b. Outdoor storage areas shall be adequately screened from view from adjacent properties and streets, drives and parking areas, as determined by the Plan Commission.

- This requirement is met.

21. Pavement Materials:

a. All traffic circulation, parking and pedestrian areas shall be provided with a hard, durable surface such as concrete, asphalt, pavement blocks or bricks. Gravel is not acceptable.

- This requirement is met throughout the site.

b. Durable, porous pavement techniques are encouraged, and the overall coverage of pavement on all sites should be minimized so as to reduce stormwater runoff.

- No porous pavement is proposed, but the project must comply with requirements for on-site detention of stormwater throughout the site. This requirement is met.

22. Pedestrian Facilities:

a. Public sidewalks or multipurpose paths shall be required along all street frontages, per Village standards.

- There is a proposed north-south sidewalk connection to the site from the existing sidewalk present along Springdale Street. Additionally, a reduced crosswalk distance and pavement marking are provided within the parking area for increased pedestrian safety. With the existing on-site grade changes and easements along the western property line, it was determined by the developer that a pedestrian connection to the developing neighborhood north of the project was infeasible. This requirement is met.

b. Paved pedestrian connections are required between all street frontage pedestrian facilities and public doorways. Said connections shall be a minimum of 5 feet wide.

- This requirement is met for connections to Springdale Street and has been deemed infeasible by the developer for the rear private street.

c. Where pedestrian connections cross vehicle circulation areas, a crosswalk clearly delineated by color and/or texture is required.

- This requirement is met.

23. Traffic Circulation:

a. Traffic circulation patterns shall be safe and understandable by vehicle operators, as determined by the Plan Commission.

- The proposed driveways (24 feet wide), residential underground access drive (20 feet wide), and parking spaces (18 feet long) are of adequate size to facilitate traffic circulation. While the site has two proposed driveways from Springdale Street, only one provides two-way ingress/egress (center of the property). The existing shared driveway along the eastern property line will continue to connect the two properties together and serve as both ingress/egress and cross access. This creates a three-way conflict point as the driveway enters the two properties and cross traffic could be going in either direction. The developer has addressed this with a narrowed drive isle to slow traffic going east-west and a proposed directional sign adjacent to the driveway entrance at the far southeast corner of the site.

  I recommend that the Plan Commission require a stop sign to be placed within the two landscaped islands that extend into the parking area directly south of the proposed commercial outdoor seating area and additional pavement markings are added to this area associated with the stop sign. Additionally, if there is space in the shared median between the two properties, another directional sign could be placed that orients drives to the cross-traffic pattern between the two sites.

b. Traffic patterns which are determined as too complicated by the Plan Commission shall be prohibited. Complications may be identified due to steep grades, inadequate throat depths, offset intersections, too many intersections within a particular area, dangerous and conflicting traffic movements, movements compromised by limited visibility, or restricted turning radii for the types of vehicles likely present on the site.

- This requirement is met with the additional parking lot signage and pavement markings as described in 23a. above.

c. No traffic circulation shall be permitted within 10 feet of a street or drive right-of-way or easement, nor within 5 feet of any other property line, except within the downtown area, or as approved as through the conditional use process.

- Per the approved GDP, the minimum pavement surface setback on the southern and eastern property lines were reduced to zero feet. The SIP is consistent with the approved reduced setbacks on those property lines. This requirement is met.

d. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding limitations on drives located adjacent to street rights-of-way.

- The proposed building is greater than 30 feet from the Springdale Street right-of-way with surface parking proposed between the building and right-of-way. Due to the existing site configuration and constraints, parking requirements needed, and the approved GDP, I recommend that this requirement be waived.

24. Parking:

a. All parking areas located within required principal building setback areas shall be visually screened from streets by a continuous landscaped hedge, fence, wall or berm with a minimum height of 40 inches over the elevation of the adjacent portion of the parking lot at time of installation. Gaps in this hedge are permitted for pavement approved as part of the site design.

- Per the approved GDP, the requirement for minimum landscape frontage facing Springdale Street was removed. The SIP is consistent with the approved GDP. This requirement is met.

b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, parking shall not be located along a street frontage unless an exception is granted through the conditional use process.

- This standard is not applicable to the subject property.

c. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding the prohibition of parking adjacent to street rights-of-way.

- The proposed building is greater than 30 feet from the Springdale Street right-of-way with surface parking proposed between the building and right-of-way. Due to the existing site configuration and constraints, parking requirements needed, and the approved GDP, I recommend that this requirement be waived.

d. Bicycle parking shall be provided at a rate of one bicycle space for every 10 vehicle parking spaces up to a total of 20 bicycle spaces.

- There are 6 bicycle parking stalls proposed outdoors, adjacent to the main building entryway and an additional 38 residential bicycle storage units within the underground parking area for residents. This requirement is met.

25. Building Foundation Landscaping:

a. A minimum 10-foot wide landscaping bed or planter shall be provided along at least 50% of each wall facing a street, drive or parking area, except within the downtown area.
   - This requirement is met.

b. This bed or planter shall be located adjacent to or within 10 feet of the building foundation.
   - This requirement is met.

c. This bed or planter shall be landscaped appropriately as determined by the Plan Commission.
   - This requirement is met.

26. Street Frontage Landscaping:

a. A minimum 10-foot wide landscaped area shall be provided adjacent to the frontage of all streets and drives, except within the downtown area.
   - Per the approved GDP, the requirement for minimum landscape frontage facing Springdale Street was removed. The SIP is consistent with the approved GDP. This requirement is met.

b. This area shall be landscaped appropriately as determined by the Plan Commission. At minimum, one canopy-type street tree (maple, oak, hickory, ginkgo, honey locust or similar species) shall be required for every 50 feet of street or drive frontage, except within the downtown area. Said trees shall be a minimum 2-inch to 2.5-inch caliper.
   - Per the approved GDP, the requirement for minimum landscape frontage facing Springdale Street was removed. The SIP is consistent with the approved GDP. The submitted landscape plan does provide significant frontage landscaping including trees, varying-sized shrubs, decorative grasses, and perennials in four different locations facing Springdale Street. This requirement is met.

27. Parking Lot Landscaping:

a. Parking lot landscaping shall comply with the requirements of §17.136
   - This requirement is met with the number of parking area trees, landscape islands, and points provided in Sheet L1.0.

b. Subsection 24.a., above, shall also apply along street and drive frontages.
   - Per the approved GDP, the requirement for minimum landscape frontage facing Springdale Street was removed. The SIP is consistent with the approved GDP. This requirement is met.

c. Subsection 24.c., above, shall also apply along CTH ID.

- The proposed building is greater than 30 feet from the Springdale Street right-of-way with surface parking proposed between the building and right-of-way. Due to the existing site configuration and constraints, parking requirements needed, and the approved GDP, I recommend that this requirement be waived.

Village Planner's Recommendations:

I recommend the Plan Commission consider and approve the following requirements for the approval of the Specific Implementation Plan for 1800 Springdale Street:

1. A recommendation to the Village Board that the Specific Implementation Plan for 1800 Springdale Street be approved, subject to any and all requirements identified by the Plan Commission under Design Review.

2. A recommendation to the Village Board that the Site Plan packet be approved, subject to any and all requirements identified by the Plan Commission under Design Review.

3. Design Review as submitted to the Village, including waivers from the Design Review requirements approved by the Plan Commission, including:
    a. 4.c., 23.d., 24.c., and 27.c. for increased principal building setback from the Springdale Street right-of-way and surface parking between the right-of-way and principal building, as depicted.
    b. 8.a. for use of the decorative metal panels on the building exterior, as depicted.
    c. 10.a. for the non-decorative service doors on the building façade, as depicted.
    d. 12.a. for the proposed flat roof, as depicted.
    e. 14.b. for the metal awnings over the commercial tenant's and residential units' main entryway, as depicted.
    f. 18.c. for exceeding the maximum footcandles at the property line on the eastern property line, as depicted.
4. Additional Design Review requirements as approved by the Plan Commission, including:
    a. Require the commercial tenant signage permit to be submitted in the future by the operator once identified. Village staff review and approval for compliance with all ordinance requirements.
    b. Require a parking lot stop sign, additional pavement markings at the stop sign location, and directional signage in the shared eastern parking area median.
5. Any additional requirements identified by Village Staff, the Village Engineer, the Plan Commission, or the Village Board.

SCOPE OF SERVICES

VILLAGE OF MOUNT HOREB

DOWNTOWN REDEVELOPMENT PLAN UPDATE

FEBRUARY 22, 2022

Through the work Vandewalle & Associates already has completed for the Village in preparing the Comprehensive Plan Update, previous Downtown Redevelopment Plan, and TID #5 Plan, we have gathered a tremendous amount of information and insight about Downtown Mount Horeb. This will provide us with the groundwork needed to update the Downtown Redevelopment Plan most efficiently.

Building on the adopted Downtown Redevelopment Plan, the update will focus on reevaluating and revising the vision, themes, recruitment strategies, analysis, recommendations, and action steps to reflect projects completed, new Comprehensive Plan recommendations, COVID impacts and revitalization strategies, and other market condition changes. The purpose of this effort will be to connect the Village's other relevant plans with new recommendations in the form of an updated Downtown Redevelopment Plan that can serve as the guiding document for the Village, property owners, business owners, and developers as various public and private improvement projects are undertaken in the area.

The below Scope of Services aims to complete the plan in approximately a 6-month timeframe with all tasks performed for a fixed fee of $36,000 for the base scope. Any combination of optional tasks may be added to the base scope at the cost per task as indicated in the attached budget.

Work Element 1: Upfront Input and Analysis

Task 1 – Kick-off Site Visit, Property/Business Owner Interviews, CDA/PC Meeting

a) Kickoff meeting with staff (one 1-hour virtual meeting)
   - Review the project scope and schedule
   - Discussion of the projects completed since 2017 and new objectives of this process.
   - Review of input gathered through the Comprehensive Plan pertaining to the District and TID #5 conditions.

b) Site Visit: V&A will attend one site visit to conduct the following:
   - Walking tour of Downtown to assess property conditions
   - Up to three hours of in-person meetings with area property/business owners as identified by Village staff. As an alternative, all meetings can be conducted virtually via Zoom.
   - CDA and Plan Commission kickoff meeting to discuss project schedule and gather insight on key components the need to be addressed through the update.

Task 2 – Data Collection, Existing Conditions Analysis, and Base Mapping

a) Collect data, evaluate existing conditions, and analyze market, real estate, and economic data

b) Update all relevant base maps and analyze 2017 maps for key areas that need to be updated

Task 3 – In-Person Public Visioning Workshop (one 2-hour meeting)

a) V&A will organize and facilitate a Public Workshop. The goal will be to gather key public input on the downtown vision, target businesses, themes, and to assist in identifying key subareas.

Task 4 – Online Survey – **OPTIONAL**

a) V&A will create, host, and summarize an Online Survey via Survey Monkey. This survey will provide an additional opportunity to gather key input from the community, reaching people that are unable to attend the in-person workshop. The goal of the survey will be very similar to that of the workshop in gathering input on the downtown vision, target businesses, themes, and key redevelopment opportunities.

Work Element 2: Document and Graphic Development

Task 5: Reevaluate and Update Key Components of Previous Plan:

- Vision
- Targeted Business Recruitment
- Themes
- Redevelopment Opportunities
- Parking Analysis
- Subareas Recommendations
- Housing and Neighborhoods
- Action Steps/Implementation Strategies

Task 6: Create All New Maps and Graphics

a) V&A will update all maps from the 2017 Plan and complete one new site design concept graphic for the chosen redevelopment subarea.

Task 7: Additional Site Design Graphic/s - **OPTIONAL**

a) V&A will complete additional new site design concept graphic for any other selected redevelopment subarea. The cost of this task is dependent on the size of the area, level of detail, and amount of graphics produced. It is anticipated that the cost of this phase will be negotiated through the development of the final project scope and budget within a range of $4,250-$6,000 per redevelopment subarea.

Task 8: Create Updated Downtown Redevelopment Plan Draft #1

a) V&A will complete a full Draft #1 of the Downtown Redevelopment Plan for review by Village staff, the CDA, and Plan Commission. All documents will be provided digitally.

Task 9: Create Updated Downtown Redevelopment Plan Final Draft

a) V&A will complete a Final Draft version of the Downtown Redevelopment Plan for review by public, Village staff, the CDA, Plan Commission, and Village Board. All documents will be provided digitally.

Task 10: Develop Interactive Storymap of Downtown – **OPTIONAL**

a) V&A will develop an interactive storymap of downtown Mount Horeb using ESRI ArcGIS Online that will feature and highlight key opportunities, destinations, bicycle and pedestrian connections, and local businesses. It is anticipated that the cost of this phase will be negotiated through the development of the final project scope and budget within a range of $4,250-$6,000 depending on the amount of features and functions desired within the online map. An example of this type of product can be found here.

Work Element 3: Draft Update Review

Task 11: Review Draft Documents, Maps, and Graphics with Village staff (2 one-hour virtual meetings)

a) V&A will organize, attend, and facilitate two Draft review meetings with Village staff and make appropriate changes to each version to be distributed and presented to the CDA and Plan Commission. The chairpersons for both the CDA and Plan Commission could also be in attendance for each meeting, at their discretion.

Task 12: Review Draft Documents, Maps, and Graphics with CDA and Plan Commission (1 one-hour in-person meetings)

a) V&A will attend and facilitate a Draft review meeting with the CDA and Plan Commission at joint meetings and make appropriate changes based on feedback provided.

Task 13: Public Open House Review of Final Draft Plan (1 two-hour in-person meeting)

a) V&A will organize and facilitate a public open house approximately two hours in length to share the proposed plan with interested property and business owners and residents of the community. This meeting will occur on the same evening as Task 13. The document will then be revised to reflect input provided in Task 13 and 14.

Work Element 4: Wrap-Up and Adoption

Task 14: Final CDA and Plan Commission Recommendation Meeting (1 one-hour in-person meeting)

a) V&A will attend and present the Final Draft Downtown Redevelopment Plan at a public hearing of the CDA and Plan Commission to take formal public comment and recommend the Plan for adoption. The Village Board will also be invited to attend the meeting to hear public feedback and discussion regarding the Final Draft Plan.

Task 15: Village Board Adoption Meeting (1 one-hour in-person meeting) - **OPTIONAL**

a) V&A will attend and present the Final Draft Downtown Redevelopment Plan to the Village Board at a regular meeting. The Village Board will take formal action in adopting the Plan.

Task 16: Final Document and Graphics

a) V&A will incorporate final comments as directed by the CDA, Plan Commission, and Village Board and provide one digital copy of the adopted Plan to the Village.

Village of Mount Horeb Downtown Redevelopment Plan Update

Draft Budget

					Hours by Position					
		Hourly Rate	$200	$100	$100	$130	$185	$120	$85	
		Position	Scott Harrington Planning Pricipal	Ben Rohr Planning Associate	Dan Eckberg GIS	Susan Hansen Marketing Principal	Dean Proctor Design Principal	Elona Bartnick Design Associate	Nema Hadi Design Assistant	Expenses	Total Cost
Task 1	Kick-off Site Visit, Property/Business Owner Interviews, CDA/PC Meeting		8	16	2					$ 100	$ 3,500
Task 2	Data Collection, Existing Conditions Analysis, and Base Mapping		1	16	10						$ 2,800
Task 3	In-Person Public Visioning Workshop (one 2-hour meeting)		6	14	2				2	$ 50	$ 3,020
Task 4	Online Survey - **OPTIONAL**		2	8					4		$ 1,540
Task 5	Reevaluate and Update Key Components of Previous Plan		8	16		4					$ 3,720
Task 6	Create All New Maps and Graphics		2	6	16	4	30	12	20		$ 11,810
Task 7	Additional Site Design Graphic/s - **OPTIONAL**		1	2			16	2	8		$ 4,280
Task 8	Create Updated Downtown Redevelopment Plan Draft #1		4	16							$ 2,400
Task 9	Create Updated Downtown Redevelopment Plan Final Draft		2	6	2		2	2	10		$ 2,660
Task 10	Develop Interactive Storymap of Downtown - **OPTIONAL**		2	4	30	2				$ 100	$ 4,160
Task 11	Review Draft Documents, Maps, and Graphics with Village staff (2 one-hour virtual meetings)		3	4							$ 1,000
Task 12	Review Draft Documents, Maps, and Graphics with CDA and Plan Commission (1 one-hour in-person meetings)		3	6							$ 1,200
Task 13	Public Open House Review of Final Draft Plan (1 two-hour in-person meeting)		3	10	2				2	$ 200	$ 2,170
Task 14	Final CDA and Plan Commission Recommendation Meeting (1 one-hour in-person meeting)		3	4						$ 100	$ 1,100
Task 15	Village Board Adoption Meeting (1 one-hour in-person meeting) - **OPTIONAL**		3	4						$ 100	$ 1,100
Task 16	Final Document and Graphics			2					4		$ 540
										Total Cost (Tasks 1-16)	**$ 47,000**
										Total Cost (without Optional Tasks)	**$ 35,920**

Prepared by Vandewalle & Associates
2.22.22

ORDINANCE 2022-03
VILLAGE OF MOUNT HOREB

AN ORDINANCE TO REVISE CHAPTER 7 TRAFFIC CODE
OF THE CODE OF ORDINANCES

The Village Board of the Village of Mount Horeb, Dane County, Wisconsin, do ordain as follows **(changes in bold)**:

7.07(12) Compact cars parking. Only compact cars will be permitted to park in the following places:

Name of Street	**Side**	**Location**
Main Street	North	The first parking space East of Second Street intersection
Main Street	North	The first parking Space West of Second Street intersection
Main Street	North	The first parking space East of Grove Street intersection
Main Street	North	The first parking space West of Grove Street intersection
Main Street	South	The first parking space East of Second Street intersection
Main Street	South	The first parking space West of Second Street intersection
Main Street	South	The first parking space East of First Street intersection
Main Street	South	The first parking space West of First Street intersection
Main Street	South	The first parking space East of Grove Street intersection
Main Street	South	The first parking space West of Grove Street intersection
South Second Street	East	The first parking space south of Main Street intersection
South Second Street	West	The first parking spot south of Main Street
South Second Street	West	The first parking spot north

		of Front Street intersection
East Front Street	North	The second and third parking spaces west of South Second Street intersection

The foregoing ordinance was duly adopted by the Village Board of the Village of Mount Horeb at a meeting held on April 6, 2022.

APPROVED:

_____
Randy J. Littel, Village President

ATTEST:

_____
Alyssa Gaffney, Village Clerk

APPROVED:_____
PUBLISHED:_____

RESOLUTION 2022-04

DECLARING THE VILLAGE OF MOUNT HOREB'S
INTENTION TO TERMINATE
TAX INCREMENT DISTRICT #4

WHEREAS, the Village of Mount Horeb created Tax Increment District #4 on January 1, 2007; and

WHEREAS, the Village has collected sufficient funds through annual tax increments to satisfy all debt incurred for Tax Increment District #4 projects; and

WHEREAS, the Village desires to terminate Tax Increment District #4 upon completion of the final audit report.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that Tax Increment District #4 shall be officially terminated upon completion of the final audit for said district on or before April 15, 2022.

Introduced and passed this 6th day of April, 2022.

_____
Randy J Littel, Village President

ATTEST:

_____
Alyssa Gross, Village Clerk

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 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, APRIL 6, 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 Mar. 2, 2022
   b. Special Village Board & Plan Commission Minutes Feb. 24, 2022
   c. Street Use Permit-Dog House Bar & Grill, "Classic Car Cruise In"; Wednesdays, June 1-Oct. 5, 2022, 5-9pm; public parking lot, corner of First Street and Front Streets
   d. Liquor License Premise Extension-Dog House Bar & Grill, "Classic Car Cruise In"; Wednesdays, June 1-Oct. 5, 2022, 5-9pm; public parking lot, corner of First Street and Front Streets
   e. Consideration of Certificate of Appropriateness 110 and 108 E. Main Street, Mark Johnson
   f. Consideration of proposed freestanding sign for Academy of Little Vikings, 1991 Commerce Drive
   g. Street Use Permit-Mount Horeb Area Historical Society/Driftless Historian; June 4, 2022, 6am-2pm; Front Street between Historian and Martinson Hall

4) Consideration of proposed Arbor Day Proclamation

5) Presentation of 2021 Library Annual Report, Jessica Gretzinger

6) Consideration of Specific Implementation Plan for Mixed Use Development located at 1800 Springdale Street, further described as parcel 0607-072-9765-1

7) Consideration of proposal from Vandewalle Associates for update to Downtown Development Plan

8) Ordinance 2022-03, "An Ordinance to Revise Chapter 7 Traffic Code of the Code of Ordinances"

9) Resolution 2022-04, "Declaring the Village of Mount Horeb's Intention to Terminate Tax Increment District #4"

10) Consider Wednesday, April 20, 2022 for reorganizational meeting

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) 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.