



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

PUBLIC WORKS COMMITTEE AGENDA

Monday, August 28, 2023 at 6:00 PM

3rd Floor Conference Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Roll Call
- 3) Agenda Items
 - a. **PUBLIC HEARING:**
 1. Consider special assessments for adjacent property owners for the sidewalk installation along N. Brookwood Dr.
 - b. Consider request from Buck & Honey's to add two 10-minute parking stalls.
 - c. Recommendation: Ordinance 2023-05 Permitting Pollinator Gardens and Defining Gardens
 - d. Sidewalk Circulation Plan Update
 - e. Public Services Director's Report
- 4) Future agenda items
- 5) 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.



AGENDA ITEM REPORT

MEETING DATE

August 28, 2023

PREPARED BY

Jeff Gorman, Public Services
Director

AGENDA ITEM # 3.a

PUBLIC HEARING:

1. Consider special assessments for adjacent property owners for the sidewalk installation along N. Brookwood Dr.

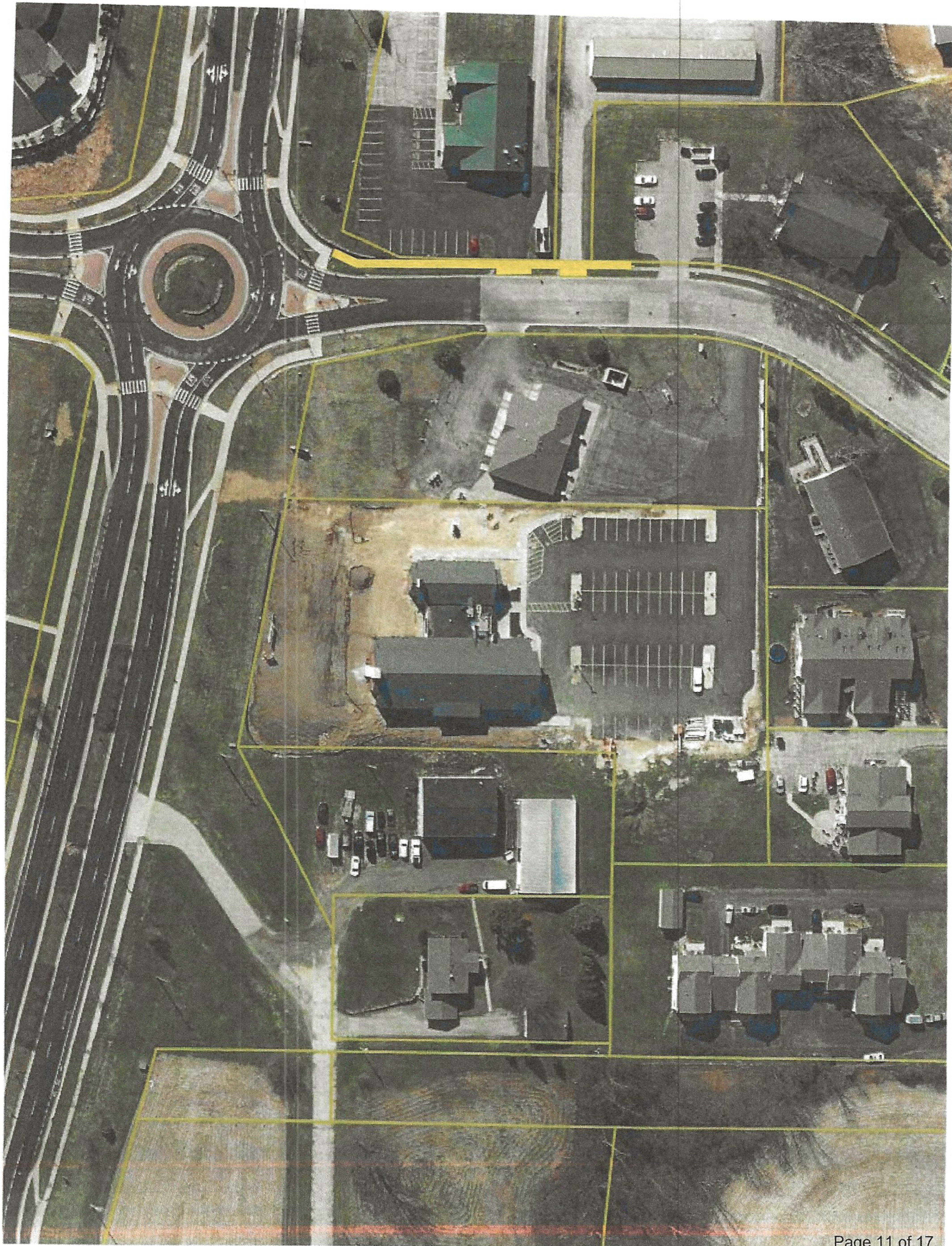
BACKGROUND

Item #16 in the revised sidewalk circulation plan calls for adding sidewalk along the west side of N. Brookwood Dr. for approximately 240' to connect the Sienna Hills and N. Brookwood neighborhood to the Springdale Street corridor. At the October 24, 2022 Public Works Committee meeting, the Committee approved the sidewalk extension along N. Brookwood Drive and approved assessing the cost of the sidewalk to the adjacent property owners, with the Village picking up the cost of the two driveway aprons. Due to the proposed special assessments, a public hearing is required.

RECOMMENDATION

ATTACHMENTS

1. sidewalk extension N Brookwood



15. Spellman Street from S. Eighth Street to S. Second Street

Status: Sidewalk exists on the north side of Spellman Street from S. Second Street to Valley Drive.

Implementation: Install when development occurs in Vista Ridge. **Valley Dr. to S. Eighth St. on the north side.**

16. N. Brookwood Dr. from Springdale St. north to 202 N. Brookwood

Status: No sidewalk for approximately 240'.

Implementation: Install sidewalk to connect the Eastwood Way/N. Brookwood neighborhood to Springdale Street. Budgeted for in the 2023 budget.

17. Academy St. to S. Fifth St.

Status: Currently no sidewalk along the south side of Academy St. and no sidewalk along the east side of S. Fifth St. between the two existing sidewalks.

Implementation: Explore adding sidewalk on both of these streets to provide better access to the schools.

18. Meadowview Rd. to Carver St.

Status: Currently, there is no sidewalk between 204 Meadowview Rd. and Carver St.

Implementation: With the new development in Valley View Heights and Maple Dr., consider adding sidewalk on the west side of Maple Dr. from 204 Meadowview Rd. to Carver St.. With the addition of sidewalk on the south side of Carver St, this would provide access to Grundahl Park. Also consider adding sidewalk in front of 701 Maple Dr. to provide a crosswalk to the west side of Maple Dr.

Chapter 8. Public Works

8.06. Sidewalk construction and repair.

- (1) **Responsibility.** It shall be the responsibility of the abutting property owner to construct, install, repair and perpetually maintain sidewalks along or upon any street designated by the Village Board to have sidewalks.
- (2) **Cost.**
 - (a) Initial installation. The abutting property owner shall bear the entire cost to initially construct and install a sidewalk.
 - (b) Repair and maintenance.
 1. The cost of sidewalk repairs shall be shared equally by the abutting property owner and the Village, if repairs are made as part of a Village project within a sidewalk repair assessment district, under Subsection (3) of this section.
 2. The entire cost of sidewalk repairs made other than as part of a Village project, under Subsection (4) of this section, shall be the abutting property owner's responsibility unless other arrangements are made and approved by the Village.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
- (3) Village projects. The Village Board may create a Sidewalk Repair Assessment District for the purpose of repairing existing sidewalks within the Village. Contracting and special assessment procedures set forth in § 8.03 of this Code will apply.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
- (4) Private projects.
 - (a) Permit and fee. Except pursuant to and as part of a Village project, no property owner shall construct, install, remove, replace, or repair any sidewalk within the Village without first obtaining a permit therefor from the Village Public Services Director.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
 - (b) Approved contractors. Sidewalk repairs may be made only by contractors approved prior to the start of construction by the Public Services Director.
- (5) Specifications. All sidewalks within the Village shall be constructed, repaired and rebuilt in accordance with the most current Standard Specifications for Public Works Construction.
[Amended at time of adoption of Code (see Ch. 1, General Government, Art. V)]
- (6) Penalty. The penalty for violation of any provision of this section is provided in § 25.04 of this Code.

mission statement and maybe merge the two provided and will discuss it at a future meeting.

- e. Discuss Sidewalk / Crosswalk on Academy and South Fifth Streets
Gorman provided a picture of the area on Academy and S Fifth Street where there is currently not a sidewalk or crosswalk. This is a highly used area for kids on the east side going to and from school. This area is not in the sidewalk circulation plan. There is a big oak tree and some maple trees there that would be in the way of a sidewalk. Adding stop signs might be a possibility. Next steps would be to ask public safety to look at the area, get some estimates and re-visit the sidewalk circulation policy.
- f. Consider Assessments for Sidewalk Improvements on N. Brookwood Drive
Gorman explained that there is \$20,000 in the 2023 budget for this. The committee isn't sure why this sidewalk wasn't added before now. But adding a sidewalk in that spot does fit in perfectly with the development in the area. The ordinance states that any street designed by the Village for a sidewalk is the landowner's responsibility to pay. A nice compromise between the Village and the landowners could be that the Village pays the cost of the apron. That cost is included in the 2023 budget amount for this project and a public hearing would have to be held. White made a motion to make the sidewalks be assessed to the property owner, with the aprons picked up by the Village, seconded by VanDomelen. Motion carried.
- g. Consider 2023 Street Projects and Five-Year Street Construction Plan
Gorman reviewed a spreadsheet that was included in the packet. It was a list of streets and the cost of whether it was an overlay or a total reconstruct. Three main streets to be worked on right away is Oak Valley, Beth Cir and Blue Mounds St. The water utility department is interested in doing water main projects on some of the streets. The cost of the street projects with no utility work being done would be \$675,000. The cost of the street projects with the water main projects would be \$1.1 million.
- h. Discussion on Crosswalk Removals on Main Street
Chief Vierck is recommending reducing the crosswalks on Main St due to safety concerns. There would have to be construction work done to remove the crosswalks. There are ramps, bump outs, and concrete would need to be removed. Fendrick explained the public safety side of it. This would have to be a project for the future. No action done at this meeting, but the committee is not opposed to it and they will re-visit it in the future.
- i. Public Services Director's Report
Gorman went through his monthly report and answered questions.

3) Future agenda items

- Sidewalk Circulation Plan
- 2023 Road Work



Village of Mount Horeb

Public Services Department

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-3351/Fax (608) 437-3190
www.mounthorebwi.info

August 3, 2023

Jerry Lewis
640 Basswood Ave.
Verona, WI 53593

Re: 1840 Springdale St., Mount Horeb, WI

The Village of Mount Horeb is planning a sidewalk extension project adjacent to your property at 1840 Springdale Street in Mount Horeb. Currently, there is no sidewalk connection between the Springdale Street corridor and the developed lands to the north off North Brookwood Drive. With more development planned to the north, the Village realizes the importance of a sidewalk connection between these areas to provide pedestrian access.

According to Chapter 8.06 of the Village Ordinance, the cost of installation of sidewalks shall be the responsibility of the abutting property owner. In your case, there is approximately 165' of sidewalk that would be installed adjacent to your property with an estimated installation cost of \$9800.

There are also two asphalt driveway approaches in the project area along Brookwood Drive. It would make sense to install concrete driveway approaches at the same time that sidewalks are installed. The Village is willing to pick up the cost of the two driveway approaches, totaling \$4100.

The Village will be holding a public hearing on this project to allow affected property owners the opportunity to raise questions or concerns. The public hearing will be held on Monday, August 28 at 6:00 pm, during the Public Works Committee meeting. The location is the second floor Board Room of the Municipal Building, 138 E. Main Street.

Please let me know if you have any questions regarding this letter.

Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb



VILLAGE OF
MOUNT HOREB

Village of Mount Horeb

Public Services Department

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-3351/Fax (608) 437-3190
www.mounthorebwi.info

August 3, 2023

Mt. Horeb Apartments LLC
PO Box 218
Clyman, WI 53016

Re: 202 N. Brookwood Dr., Mount Horeb, WI

The Village of Mount Horeb is planning a sidewalk extension project adjacent to your property at 202 N. Brookwood Drive in Mount Horeb. Currently, there is no sidewalk connection between the Springdale Street corridor and the developed lands to the north off North Brookwood Drive. With more development planned to the north, the Village realizes the importance of a sidewalk connection between these areas to provide pedestrian access.

According to Chapter 8.06 of the Village Ordinance, the cost of installation of sidewalks shall be the responsibility of the abutting property owner. In your case, there is approximately 30' of sidewalk that would be installed adjacent to your property with an estimated installation cost of \$1800.

There are also two asphalt driveway approaches in the project area along Brookwood Drive. It would make sense to install concrete driveway approaches at the same time that sidewalks are installed. The Village is willing to pick up the cost of the two driveway approaches, totaling \$4100.

The Village will be holding a public hearing on this project to allow affected property owners the opportunity to raise questions or concerns. The public hearing will be held on Monday, August 28 at 6:00 pm, during the Public Works Committee meeting. The location is the second floor Board Room of the Municipal Building, 138 E. Main Street.

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Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb



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Mount Horeb, WI 53572
Phone (608) 437-3351/Fax (608) 437-3190
www.mounthorebwi.info

August 3, 2023

Jamba Storage LLC
PO Box 108
Black Earth, WI 53515

Re: 200 N. Brookwood Dr., Mount Horeb, WI

The Village of Mount Horeb is planning a sidewalk extension project adjacent to your property at 200 N. Brookwood Drive in Mount Horeb. Currently, there is no sidewalk connection between the Springdale Street corridor and the developed lands to the north off North Brookwood Drive. With more development planned to the north, the Village realizes the importance of a sidewalk connection between these areas to provide pedestrian access.

According to Chapter 8.06 of the Village Ordinance, the cost of installation of sidewalks shall be the responsibility of the abutting property owner. In your case, there is approximately 30' of sidewalk that would be installed adjacent to your property with an estimated installation cost of \$1800.

There are also two asphalt driveway approaches in the project area along Brookwood Drive. It would make sense to install concrete driveway approaches at the same time that sidewalks are installed. The Village is willing to pick up the cost of the two driveway approaches, totaling \$4100.

The Village will be holding a public hearing on this project to allow affected property owners the opportunity to raise questions or concerns. The public hearing will be held on Monday, August 28 at 6:00 pm, during the Public Works Committee meeting. The location is the second floor Board Room of the Municipal Building, 138 E. Main Street.

Please let me know if you have any questions regarding this letter.

Sincerely,

Jeff Gorman
Public Services Director
Village of Mount Horeb



AGENDA ITEM REPORT

MEETING DATE

August 28, 2023

PREPARED BY

Jeff Gorman, Public Services
Director

AGENDA ITEM # 3.b

Consider request from Buck & Honey's to add two 10-minute parking stalls.

BACKGROUND

Buck and Honey's would like to add one 10-minute parking stall along Front Street (see map) and one 10-minute parking stall along S. Second St. The reason for the parking stalls is for deliveries and take-out orders. Doing this would not take away any existing parking spaces. Buck & Honey's is willing to pay for the sign installation.

RECOMMENDATION

ATTACHMENTS

1. Buck & Honeys parking request





AGENDA ITEM REPORT

MEETING DATE

August 28, 2023

PREPARED BY

AGENDA ITEM # 3.c

Recommendation: Ordinance 2023-05 Permitting Pollinator Gardens and Defining Gardens

BACKGROUND

The Sustainability and Natural Resources Committee is recommending approval of the Pollinator and Garden Ordinance to encourage the planting of native plants for the health of pollinators and to also better define the types of gardens permitted in the village. At the meeting, a citizen expressed his concern for the short time allowed, 5 days, for response to a notice to correct a violation under section 2.b. The SNR committee felt the Public Works Committee was better suited to address this question.

RECOMMENDATION

ATTACHMENTS

1. 3Y59464-DRAFT Pollinator Ordinance Amendment - Mount Horeb

VILLAGE OF MOUNT HOREB
ORDINANCE 2023-04

AN ORDINANCE TO AMEND SECTION 10.03 PUBLIC NUISANCES:
WEEDS AND GRASS

- (1) It is the purpose of Chapter 10.03 to prohibit the uncontrolled growth of vegetation and to control noxious weeds, while permitting the planting and maintenance of planned natural landscaping using native plants to enhance pollinator habitat.
- (2) Subject to Section (3) below:
 - (a) Weeds and grass on unimproved lands shall be kept cut to a height not to exceed 18 inches and six inches on areas within 20 feet of the street curb and within 10 feet of undeveloped lots immediately adjacent to developed lots.
 - (b) Lawns on improved lots shall be maintained to a height not to exceed six inches. Weeds and grasses allowed to grow in excess of the height limitations shall be deemed "noxious weeds" under § 66.0407, Wis. Stats., and the Village may cause all such weeds to be cut and removed and the cost charged to the property owner. A property owner shall have five days from the date of notice or postmark to comply with the regulations on weeds and grasses.
 - (c) Lands located in the A-1 Agricultural District or CO-1 Conservancy District, woods, and lawns with special areas identified as "prairie grasses" are exempt from these provisions. Berms installed for the purpose of erosion control as shown on an approved storm water management plan shall be exempt from this requirement, as well as berms adjacent to undeveloped lots.
 - (d) Berms installed for the purpose of erosion control as shown on an approved storm water management plan shall be exempt from this requirement, as well as berms adjacent to undeveloped lots
- (3) Gardens identified as natural landscaping native plant pollinator areas pursuant to the terms of this Section (3) shall be exempt from Section (2).
 - (a) Definitions.
 1. Planned natural landscaping means a planned, intentional, and maintained planting area which may include, without limitation, trees, shrubs, and native plants, or vegetation associated with a rain garden.

2. Native plants include grasses (including prairie grasses), sedges (solid, triangular-stemmed plants resembling grasses), forbs (flowering broadleaf plants), groundcovers, vines, shrubs, and trees that are native to or naturalized to the State of Wisconsin. Refer to the Wisconsin Department of Natural Resources information for native plant specifics: <https://dnr.wisconsin.gov/topic/endangeredresources/nativeplants.html> Native plants shall not include noxious weeds or noxious grasses as defined by the State of Wisconsin statutes (§ 66.0407 or §§ 23.235, Wis. Stats.).

(b) Types of plantings:

1. Plantings may include forbs, grasses, edible plants, shrubs, or trees.
2. Plantings may be designed as rain gardens with plantings and grading specifically designed to receive and infiltrate rainwater or clear water flows.
3. Plantings shall be deliberately selected and arranged as part of a coherent overall plan. Overgrowth of conventional turf grasses or weeds, or any other unmanaged vegetation growth, shall not constitute a planned natural landscaping area.
4. No species identified on the Wisconsin Department of Natural Resources Regulated Invasive Plants list, Chapter NR 40, whether designated as Prohibited or Restricted, shall be permitted. <https://dnr.wisconsin.gov/topic/Invasives/RegulatedSpecies>

(c) Registration of natural landscaping native plant pollinator habitat areas with the Village of Mount Horeb is encouraged. A sign designating the area as a planned natural landscaping native plant pollinator area is encouraged.



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
August 28, 2023	
AGENDA ITEM # 3.d	
Sidewalk Circulation Plan Update	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
August 28, 2023	
AGENDA ITEM # 3.e	
Public Services Director's Report	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	

August 28, 2023

AGENDA ITEM # 3.e

Public Services Director's Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None