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

PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION AGENDA
Wednesday, September 27, 2023 at 7:00 PM

Municipal Building Board Room
138 E. Main Street
Mount Horeb, WI

1) Call to order
2) Roll call
3) Agenda Items
   a. Consideration of August 23 Meeting Minutes
   b. Consideration of Design Review Application: Brett Fink Exterior 212 W Main St
   c. Discussion on Creating stand alone Historical Preservation Commission and CLG status
4) Committee Reports:
   a. Plan Commission Chair Report
   b. Village Planner Report
   c. Building Inspector Report
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.

VILLAGE OF
MOUNT HOREB

AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
September 27, 2023	

AGENDA ITEM # 3.a

Consideration of August 23 Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Draft minutes 08 23 23

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PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION AGENDA
Wednesday, August 23, 2023 at 7:00 PM

DRAFT MEETING MINUTES

1) Call to order
The Plan Commission/Historic Preservation Commission met on the above date in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Ryan Czyzewski called the meeting to order at 7:00pm.

2) Roll call
Present were Commissioners Sarah Best, Andrew Kidd, Chris Kirkland, Destinee Udelhoven and Peggy Zalucha. Also present were Village Administrator Nic Owen, Village Planner Ben Rohr, Assistant Clerk Jean Culberson, Siobhan Mertz from the Youth in Government program and Guest Rotary exchange student Karla Ruiz.

3) Agenda Items

a. Consideration of July 26, 2023 Meeting Minutes
Zalucha Motioned, Best seconded to Consideration of July 26, 2023 Meeting Minutes. Motion carried by unanimous voice vote.

b. Recommendation: Site Plan for Upland Hills Clinic Driveway, 1809 Springdale Street
Owen gave an overview of the driveway easement request from Upland Hills Clinic. Upland Hills is planning to expand services and are requesting a second driveway access off Norsk Golf Bowl Drive. A representative from Friends of the Norsk Board questioned the impact of the traffic flow and the plan for maintenance. Rohr confirmed that the maintenance agreement would be addressed with the easements at a later date. The Commission discussed the access concern and the Village Planner's memorandum recommendations.The Commission recommended an additional sidewalk to the west and to consider the adjusting of parking spaces. Best Motioned to approve the sidewalk recommendation discussed and the waivers as listed in the Village Planner Memorandum dated August 23, 2023. Zalucha seconded the motion. Motion carried by unanimous voice vote.

c. Recommendation: Purchase of Lukken Farm for Park Space and Development
Czyzewski and Owen gave an overview of the Village acquiring the Lukken property east of the intersection of STH 78 and CTH S for future

parkland and housing development . The future land use map is consistent with the planned use. The Commission discussed feasibility and the involvement of the school district. Rohr explained the processes involved with proceeding and informed the Commission they would be involved in any future decisions. Kirkland Motioned, Kidd seconded to the Recommendation. Motion carried by unanimous voice vote.

4) Committee Reports:

a. Plan Commission Chair Report
No Report.

b. Village Planner Report
No Report.

c. Building Inspector Report
Report in packet.

5) Meeting adjournment.
Gauger Motioned to adjourn at 7:36pm and Kirkland seconded. Motion passed by unanimous voice vote.

Minutes by Jean Culberson, Assistant Clerk

VILLAGE OF
MOUNT HOREB

AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
September 27, 2023	

AGENDA ITEM # 3.b

Consideration of Design Review Application: Brett Fink Exterior 212 W Main St

BACKGROUND

The application is for adding an exterior staircase and porch to the building located at 212 W Main Street. The applicant will be bringing material samples to the meeting and the planner's review letter is included in your packets.

RECOMMENDATION

ATTACHMENTS

1. Combined Design Review & Documents

Village of Mount Horeb

138 East Main Street
Mount Horeb Wisconsin 53572

DESIGN REVIEW APPLICATION

Applicant Name: Brett Fink

Address: 210 w main St. Mt. Horeb

Telephone Number (daytime): 608-279-7468

Address of project if different: 212 W main St. Mt. Horeb WI

Zoning Classification of project: Center Business

Fee paid ($100-see back side of application): 8/28/23 $100

Plan Submittal Checklist attached: NA

Landscape Plan Submittal Checklist attached: NA

Design Review Parking Lot Application Required: NA

Design Review Parking Lot Application Submitted: NA

Project Description: New stairs & hand railing on porch

Brett Fink 8-28-2024
Applicant Date

Zoning Administrator Date

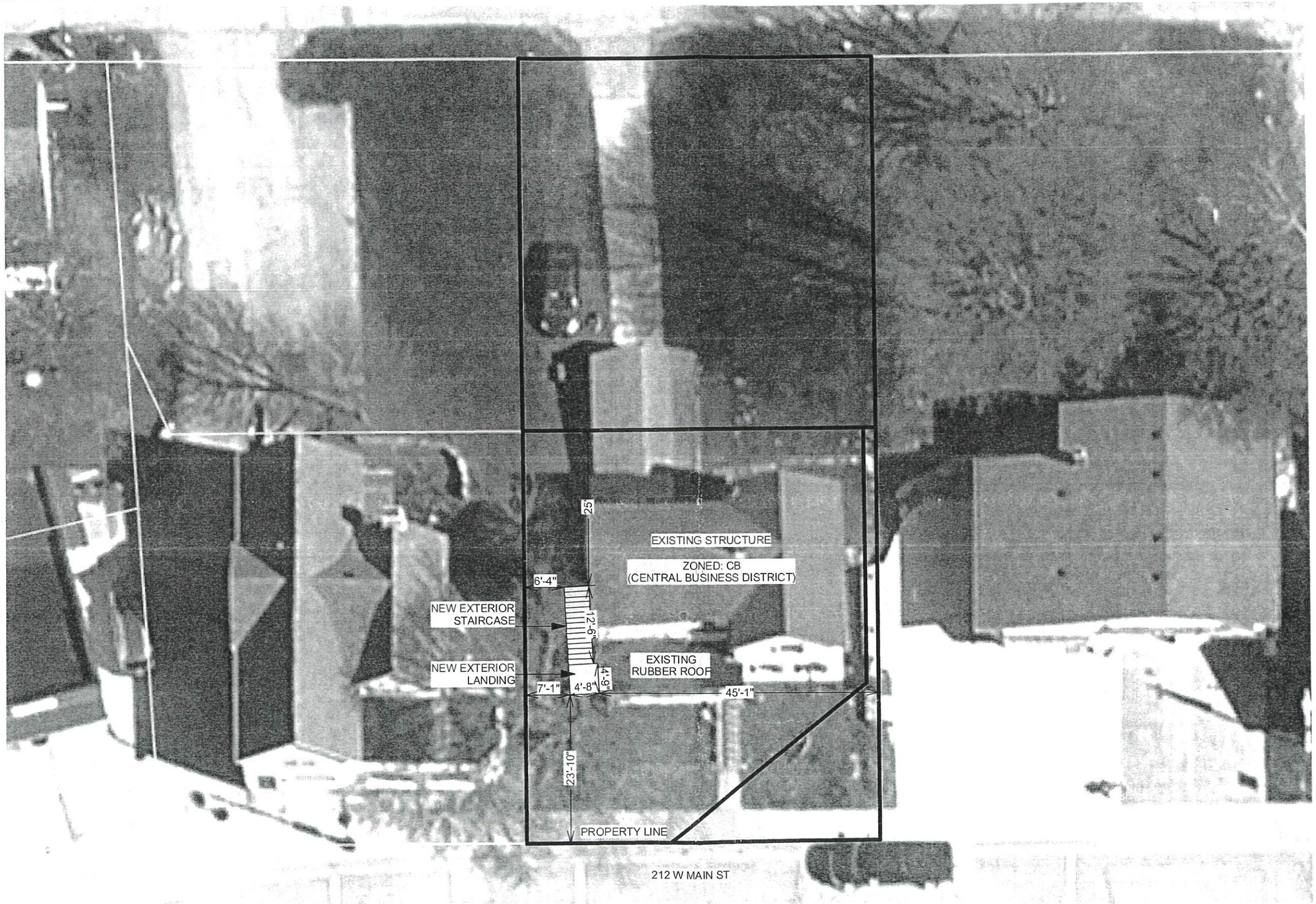
I HEREBY ACKNOWLEDGE RECEIPT OF WRITTEN PLAN COMMISSION APPROVAL FOR THE ABOVE PROJECT, AND AGREE TO MEET THE CONDITIONS INCLUDED IN THE APPROVAL.

SIGNED: Brett Fink DATE: 8-28-2024

N Washington St
Fink's
N Grove St
Duluth Trading Co
Clothing store
Spellerifi
W Main St
BUS
18
W Main St
W Main St
The Little Marketplace
Home goods store
WrenchWay
Bistr
S Washington St
Foster Park
Mount Horeb
Family Pharmacy
United States
Postal Service
Forte Studios

OPEN

SHEET SIZE: 11"X17"



SITE PLAN

SCALE: 1/16" = 1'-0"

Fink Staircase Addition
212 W Main Street,
Mt. Horeb WI, 53572

DATE	DESCRIPTION
08/22/23	PLAN
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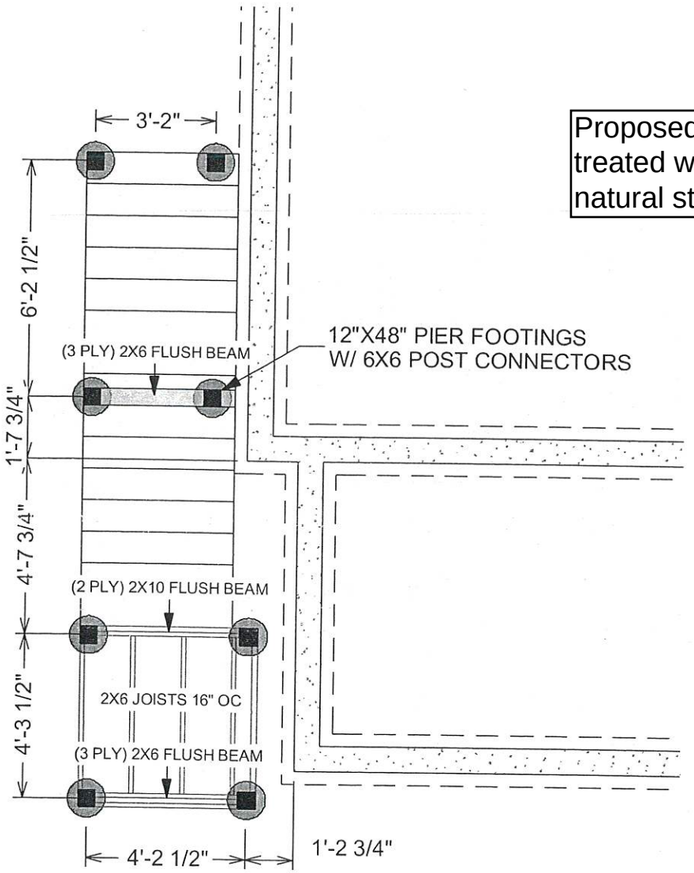
SITE PLAN

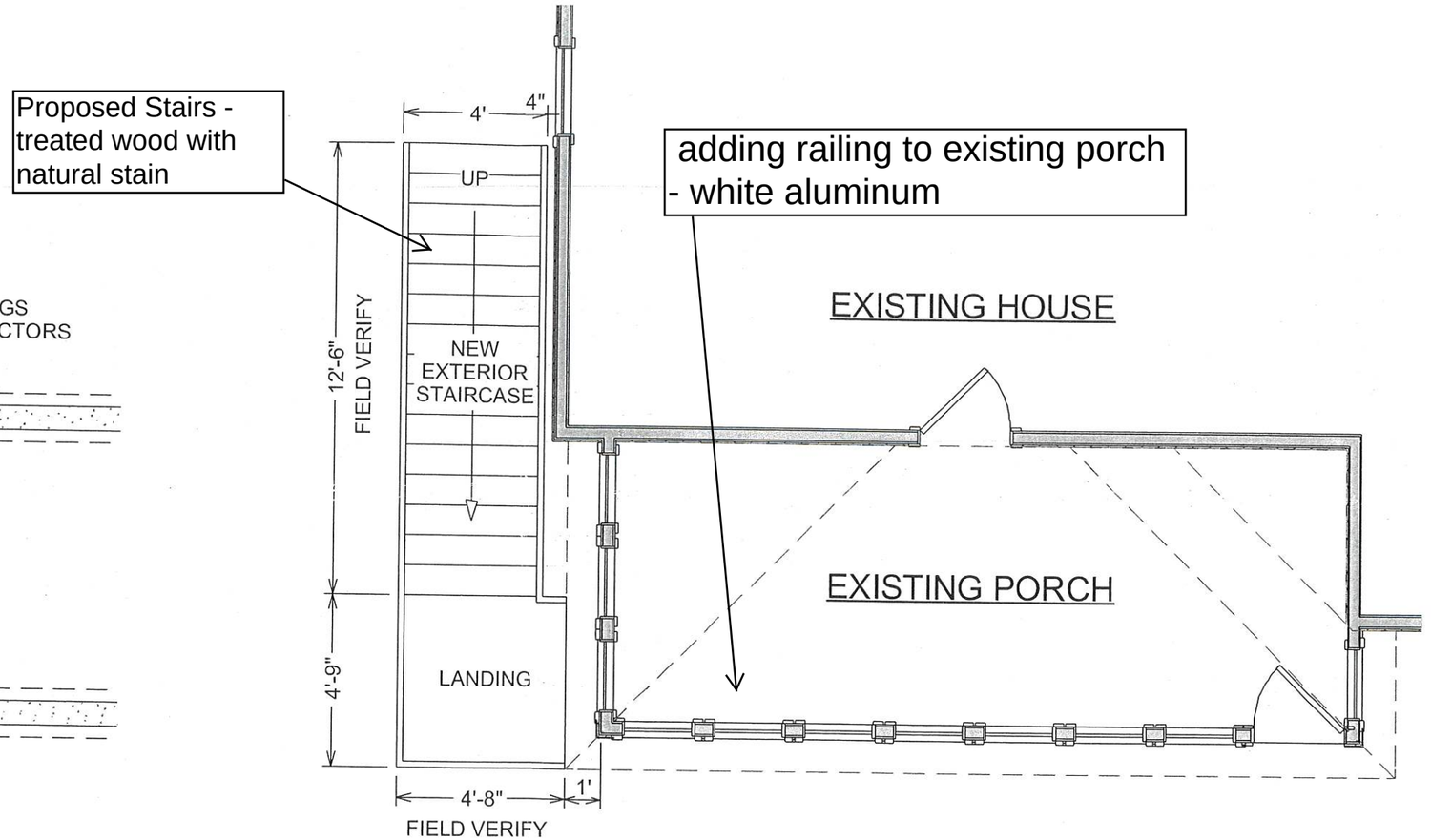
A-1

SHEET SIZE: 11"X17"



FRAMING /FND PLAN

SCALE: 1/4" = 1'-0"



FINISH PLAN

SCALE: 1/4" = 1'-0"

Fink Staircase Addition
212 W Main Street,
Mt. Horeb WI, 53572

DATE	DESCRIPTION
08/22/23	PLAN
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FLOOR PLANS

A-2

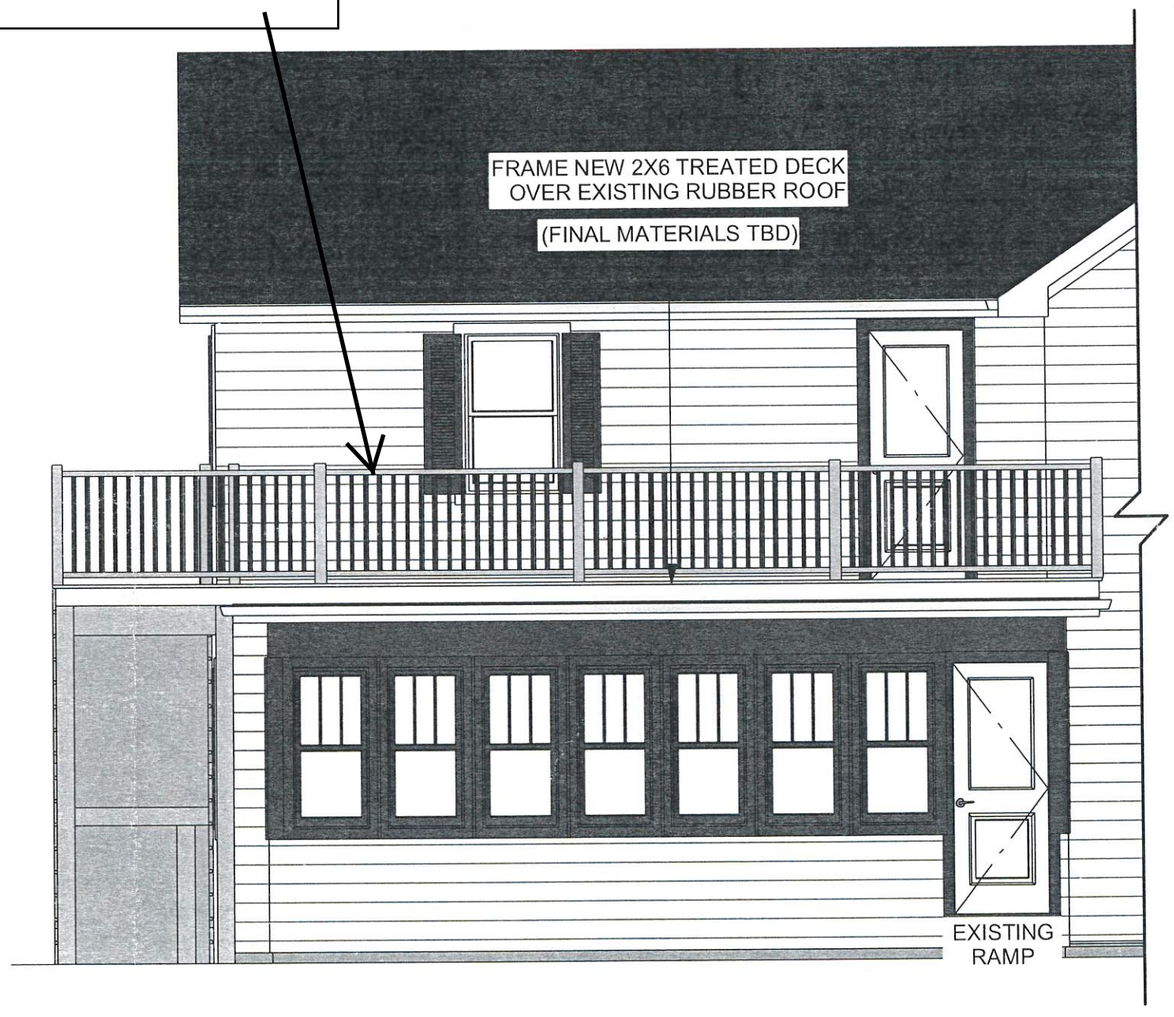
SHEET SIZE: 11"X17"

Adding railing to existing porch (white aluminum)

Adding stairs - treated wood with natural stain

SIDE ELEVATION

SCALE: 1/4" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"

Fink Staircase Addition
212 W Main Street,
Mt. Horeb WI, 53572

DATE	DESCRIPTION
08/22/23	PLAN
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ELEVATIONS

A-3

VANDEWALLE & ASSOCIATES INC.

MEMORANDUM

To: Village of Mount Horeb Plan Commission

From: Village Planner: Ben Rohr, AICP

Date: September 27, 2023

Re: Design Review & Certificate of Appropriateness for Exterior Staircase at 212 W. Main Street

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Background

Brett Fink has an offer to purchase the property at 212 W. Main Street and has submitted a request for Design Review and Certificate of Appropriateness for façade alterations. The façade changes include:

- A new exterior staircase on the west side of the existing structure, constructed of treated wood with a natural stain.
- A new exterior concrete staircase landing on the west side of the existing structure.
- New decking over the existing roof with a white aluminum railing surrounding the second-floor landing directly above the existing porch.

The structure suffered significant interior fire damage and the applicant is proposing to complete the majority of the renovations within the interior of the building. The proposed exterior structural changes are to provide additional safety for second floor tenants within the building. All other existing exterior components of the structure and site are proposed to remain unchanged.

As documented within the 1997 Historic Survey, the enclosed porch was an alteration from the original home design and, overall, the house is not individually eligible for historic designation.

The results of the proposed changes do not impact the original components of the structure and reflect other existing buildings on this block, in particular the house at 208 W. Main Street which also has an exterior staircase and landing.

Because of the property's location along Main Street in the Downtown area, these changes will require review and approval under both the Village's Central Business design standards, and review and approval under the Village's Certificate of Appropriateness.

To note, there is no proposed change in land use on the property. 212 W. Main Street has been grandfathered as a nonconforming standalone residential land use and is proposed continue as such.

Site Plan and Design Review

Design Review is not required for any residential development with three or fewer dwelling units. However, within the Central Business Zoning District, there is a requirement for Plan Commission review and approval of any exterior construction, alteration, or remodeling.

Section 17.43(8) of the Zoning Ordinance requires. "No person shall perform, cause, or permit the exterior construction, alteration or remodeling or the removal, movement, or demolition of any building, structure, or other improvement on premises located within the CB Central Business District without determination from the Plan Commission that the proposed development or alteration corresponds with the typical existing layout of the Central Business District and is compatible with the existing characteristics of the area and/or original design of the improvement. In its determination, the Plan Commission shall take into consideration the special character of the downtown and shall promote the preservation of the traditional Main Street facade and its elements of design and architectural features. Those features would include, but would not be limited to,: building width, the rhythmic characteristic pattern of bays or windows, building heights, horizontal bands or elements, proportions of new buildings to old, proportion and window proportion, rhythm of solids and voids, materials and color, parking, and side, front and rear setbacks. All considerations will promote the historic and architectural qualities of the downtown and act to preserve its original distinctive character."

The proposed exterior changes meet all setback and other bulk dimensional requirements of the CB zoning district, as reflected in the Site Plan. The proposed building modifications comply with all requirements of the zoning district.

Village Planner's Recommendation Regarding the Site Plan and Design Review

This project meets the design directives as shown 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 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 community, and a positive contribution to the growth and stability of the community's 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, as indicated below:

1. Requirement that the applicant combine the three existing parcels via Certified Survey Map (CSM) that currently make up the property referred to as 212 W. Main Street (parcel numbers: 060611406852, 060611406950, and 060611419142).

2. Any other comment or recommendations of the Village Engineer, Village Fire Department, and/or the Plan Commission.

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 Recommendation Regarding the Certificate of Appropriateness

I believe the proposed façade renovation complies with the 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

AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
September 27, 2023	

AGENDA ITEM # 3.c

Discussion on Creating stand alone Historical Preservation Commission and CLG status

BACKGROUND

We will continue the discussion on separating the Historical Preservation Commission from the Plan Commission and achieving Certified Local Government Status with the State Historical Society.

RECOMMENDATION

ATTACHMENTS

None

VILLAGE OF
MOUNT HOREB

AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
September 27, 2023	

AGENDA ITEM # 4.c

Building Inspector Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Village of Mt. Horeb_20230925_111403

Village of Mount Horeb, Building Inspection

Dept. Building Inspector's Report

August 2023

Month to Date

29 - Building permits have been issued for general construction since August 1St 1- new UDC permit 2- Duplexes

Year to Date

229 -General permits since Jan. 1st
23 - New UDC single family homes since Jan. 1st 4- New Duplex

Large Commercial projects currently active

- Driftless Social
Working on Kitchen
Finish
- Community School IS
Complted
- Buck & Honeys is
Open

Respectfully submitted

Chris Michaels
Building Inspector