



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, February 28, 2024 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 January 24, 2024, Meeting Minutes
 - b. Discussion/Recommendation: Boundary Agreement Proposal from the Town of Vermont
- 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.



AGENDA ITEM REPORT

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # 3.a

Consideration of January 24, 2024, Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Draft Minutes 01 24 24



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PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, January 24, 2024 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, Kris Kirkland, Destinee Udelhoven and Peggy Zalucha. Also present were Village Administrator Nic Owen, Village Planner Ben Rohr, Assistant Clerk Jean Culberson, and Siobhan Mertz from the Youth in Government program.
- 3) Agenda Items
 - a. Consideration of December 20, 2023 Meeting Minutes
Udelhoven Motioned, Best seconded to Consideration of December 20, 2023 Meeting Minutes. Motion carried by unanimous voice vote.
 - b. Consideration of Design Review Application for Upland Hills Health Mount Horeb Clinic Remodel, 1809 Springdale Street
Owen gave a brief overview. BWBR Architect Peter Nagel presented the interior renovation, which included an addition to the building to accommodate the relocation of the staircase and elevator. Uplands will be adding an outpatient urgent care. Rohr and the Commission discussed three items and agreed to the following: approval of the relocation of the existing trees, adding shrubs and low plantings to the existing and proposed building addition, moving the bicycle parking location to the right of the front door. Zalucha Motioned to approve the application with the agreed upon discussion of the three items and the other recommendations as listed in the Village Planner Memorandum. Gauger seconded and the Motion carried by unanimous voice vote.
 - c. Concept Review: Mixed Use Building at 1881 Springdale Street
Owen gave an overview of the concept plan for a three-story 24-unit apartment building with a small commercial space on the main floor. Matt Tills from Knothe Bruce architects presented the concept plan for the building with market rate apartments. The Commission recommended a formal agreement with Miller's grocery store on any shared parking and requested the designated parking to match the proposed

building. Further discussion took place on traffic/foot flow, elevations and the surrounding properties. The Commission recommended the applicant schedule a neighborhood meeting prior to the public hearing.

- d. Concept Review: Valley Drive and Adams Street Townhomes
Developers Rick and Brad North presented the concept plan for three townhouses with four-units each. The plan is for a condo/homeowners association with each unit selling for approximately \$325,000-\$335,000. The Commission discussed and supported the project with preference to the site one layout in the packet. The Commission recommended the applicant schedule a neighborhood meeting.
- e. Zoning Code Rewrite Update
Ben Rohr from Vandewalle explained the need to complete a complete overhaul of the code and zoning map. The Commission discussed the proposal components and the past and present zoning issues. The commission questioned the difference in the quotes and the prior interview process. Udelhoven voiced on the inability to question the other candidates. The Commission supports and is committed to the full update of the code and the process.

4) Committee Reports:

- a. Plan Commission Chair Report
Czyzewski reported on a future housing project, the Town of Vermont boundary agreement, and the Historic Commission update. The Commission thanked Kris Kirkland for his service.
- b. Village Planner Report
No Report.
- c. Building Inspector Report
Report in the packet.

5) Meeting adjournment.

Zalucha Motioned to adjourn at 9:05pm and Best seconded. Motion passed by unanimous voice vote.

Minutes by Jean Culberson, Assistant Clerk



AGENDA ITEM REPORT

MEETING DATE

February 28, 2024

PREPARED BY

AGENDA ITEM # 3.b

Discussion/Recommendation: Boundary Agreement Proposal from the Town of Vermont

BACKGROUND

The Town of Vermont has presented a Boundary Agreement to the Village of Mount Horeb. The agreement requests that the Village not annex any property in the Town of Vermont without approval of the town and that the Village amend our Comprehensive Plan to be consistent with development standards in the Town. The term of the agreement would be for ten years.

The most concerning request is that the Village not annex property without the consent of the Town, but it is highly unlikely that we will be in a position to annex from the Town during the term of the agreement. Currently, the closest the Village limits are to the Town is about 0.75 miles away, and Stewart Park is between the Village and the Town of Vermont. The most likely point where we would grow and potentially annex, at the STH 78 and CTH S intersection, is a little over a mile from the Town of Vermont. There are two paths that I can see the Village taking on this request: proceeding with negotiation of the terms of the agreement with Vermont or meeting with the Town to explain that there is very little likelihood that we will be in a position to annex during the term of the agreement. If we proceed with negotiations on the agreement, we will incur costs of legal review and the costs associated with preparing and adopting the comprehensive plan amendments.

Whether we decide to negotiate the boundary agreement or decline their request, I think the best approach would be to meet with the Town using the Extraterritorial Zoning Committee members (ETZ). It presents a more approachable group rather than the full 7-member Plan Commission. If the Plan Commission decides they want to proceed with the boundary agreement, we should discuss the provisions and any changes or recommendations to give direction to the ETZ members.

My recommendation is that we do not proceed with the boundary agreement due to the lack of substantial benefits to the Village and the fact that we will not be in a position to annex from the Town of Vermont during the term of the agreement. I do feel that we should still schedule a meeting between the Town and ETZ members to



AGENDA ITEM REPORT

show that we understand the desire of the Town to preserve their land and let them know we are open to discussions if the village continues to grow towards their border.

RECOMMENDATION

ATTACHMENTS

1. Draft Vermont_Mount Horeb Intergovernmental Agreement_12.26.23
2. Boundary Map

INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN THE TOWN OF VERMONT AND THE VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN RE: BOUNDARY AND LAND USE MATTERS

The Village of Mount Horeb (the “Village”) and the Town of Vermont (the “Town”) in Dane County, Wisconsin, desire to enter into this Agreement to promote intergovernmental cooperation, joint planning, and the preservation of rural character, natural beauty, sensitive environmental areas, and farmland. Therefore, having determined it to be in the public interest, and under the authority of Wis. Stat. § 66.0301, the Village and the Town agree as follows:

1. Village Extraterritorial Jurisdiction. The Town acknowledges the Village’s 1 ½ mile extraterritorial jurisdiction for purposes of comprehensive planning, official mapping, and subdivision plat and certified survey map (land division) review. Both municipalities also acknowledge extension of the Village’s extraterritorial jurisdiction that may result from future municipal boundary changes.
2. Village Responsibilities. Over the term of this Agreement, the Village agrees:
 - a. Not to annex into the Village any lands in the Town, unless granted express approval by the Town Board or as directed under Section 281.43(1m), Wis. Stats.
 - b. Not to request expansion of the Mount Horeb Urban Service Area into any lands in the Town, unless granted express approval by the Town Board or ordered by the Wisconsin Department of Natural Resources or a court with jurisdiction.
 - c. Within six (6) months from the effective date of this Agreement, to amend, its Comprehensive Plan and Subdivision and Platting ordinance (Chapter 18) provisions governing its review of extraterritorial land divisions in a manner that (i) ensures internal consistency between such Plan and ordinance, (ii) specifies a minimum lot size of two (2) acres in its extraterritorial jurisdiction in the Town, and (iii) includes ridgetop and hillside division provisions that are consistent with the Town Comprehensive Plan as of the date of this Agreement or per any mutually agreed amendment under paragraph 4a.
 - d. Not to oppose land divisions in the Town within the extraterritorial jurisdiction of the Village, provided such land divisions are for four (4) or fewer lots and consistent with Village’s Comprehensive Plan and Subdivision and Platting ordinance as amended pursuant to paragraphs 2c and 4a.
 - e. Not to impose Village requirements for public improvements, including but not limited to curb, sidewalk, street lights, and street trees, within that part of its extraterritorial jurisdiction in the Town.

3. Town Responsibilities. Over the term of this Agreement, the Town agrees within the Village's extraterritorial jurisdiction:
 - a. To approve rezonings and land divisions for residential, agricultural, and open space purposes only in a location, density, and design consistent with the Town of Vermont Comprehensive Plan at the time of this Agreement, and any mutually approved amendments thereto under paragraphs 2c and 4a.
 - b. Not to approve any subdivision plats.
 - c. Not to approve further rezoning to any of the current or future commercial, industrial, or business zoning districts under the Dane County Zoning Ordinance, except where limited to low-impact small businesses such as those allowed in the County's Limited Commercial Zoning District and where otherwise consistent with the goals and objectives of the Town's Comprehensive Plan. Any rezoning to commercial, industrial, or business zoning districts shall be expressly approved in advance by the Village Board.
4. Village and Town Mutual Responsibilities. The Village and Town mutually agree, during the term of this Agreement:
 - a. Not to amend their respective comprehensive plans as they affect lands within that portion of the Village's extraterritorial jurisdiction in the Town, except as provided in paragraph 2c or where the other party agrees to such an amendment by approval of its Board. Any such mutually-approved comprehensive plan amendment shall control for the purposes described in this Agreement.
 - b. To maintain and enforce erosion control and storm water management standards at least as restrictive as proscribed in that version of Section 14.46 of the Dane County Erosion Control and Storm Water Management Ordinance in effect on the date of this Agreement.
 - c. To oppose any decisions or actions by Dane County which are inconsistent with the provisions of this Agreement.
5. Agreement Term. This Agreement shall be effective from the date it signed by the second of the two parties to a date that is ten (10) years following that effective date.

IN WITNESS WHEREOF, the Parties certify that this Agreement has been duly approved by their respective boards in accordance with state and local laws, rules, and regulations; and each has caused their duly authorized officers to execute this Agreement on the dates written before their respective signatures.

SIGNATURES ON FOLLOWING PAGES

By _____
Karen Carlock, Town Chair

By _____
Katie Zelle, Town Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

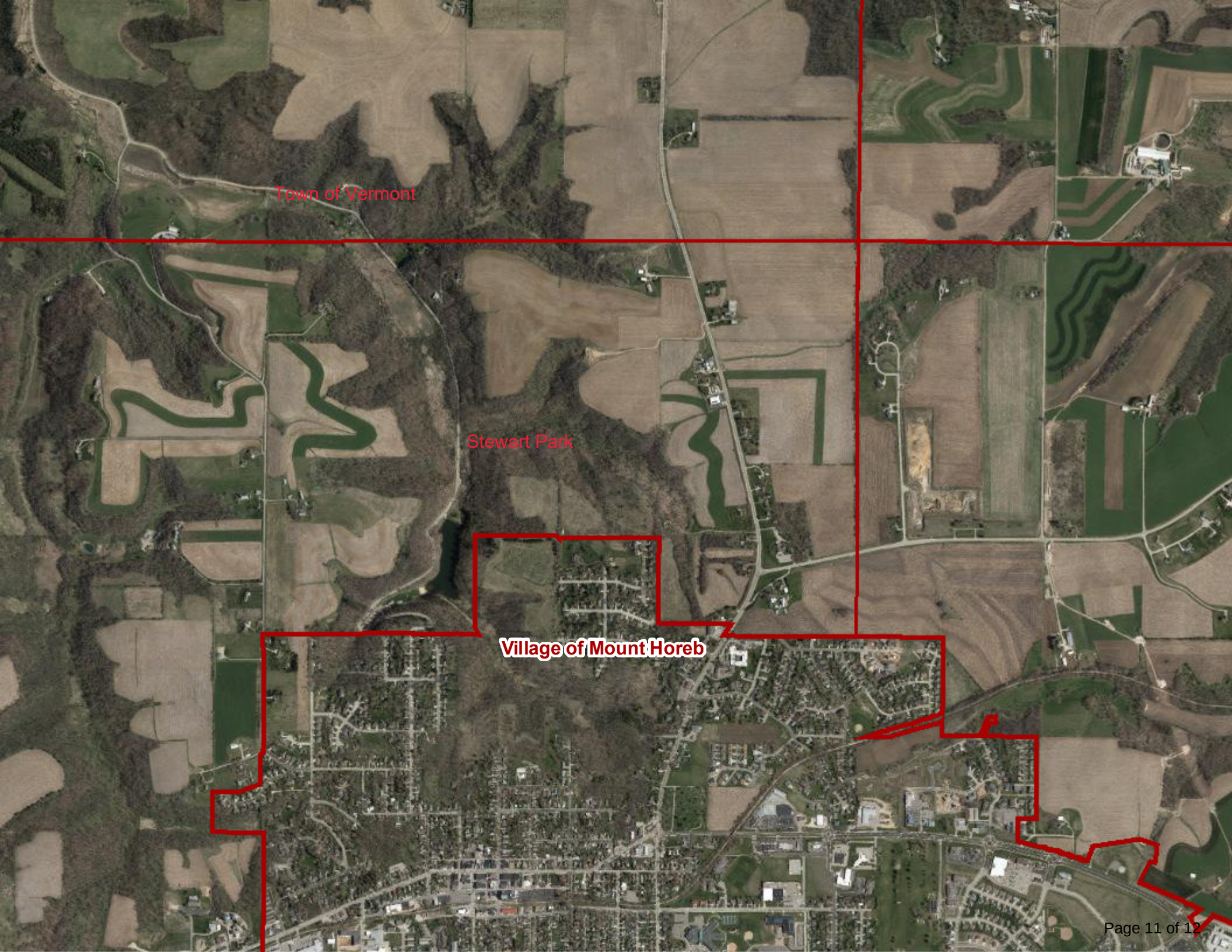
Notary Public, State of Wisconsin
My Commission _____.

By _____
Ryan Czyzewski, Village President

By _____
Alyssa Gaffney, Village Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Notary Public, State of Wisconsin
My Commission _____.



Town of Vermont

Stewart Park

Village of Mount Horeb

Village of Mount Horeb, Building Inspection

Dept. Building Inspector's Report

January 2024

Month to Date

16 - Building permits have been issued for general construction since Jan. 1st 1- new UDC permit

Year to Date

16 -General permits since Jan. 1st
1- New UDC single family homes
since Jan. 1st

Large Commercial projects currently active

- Driftless Social
Kitchen is complete and
fully Open.

Plans have been
submitted for Upland
Hills Remodel/Addition
waiting for State
approval.

Respectfully submitted

Chris Michaels Building
Inspector