



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 AGENDA Wednesday, May 22, 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 April 24, 2024 Meeting Minutes
 - b. Presentation by Greater Madison Metropolitan Planning Organization
 - c. Consider Certified Survey Map for 175 Lillehammer Lane, Grandstay Hotel
 - d. Public Hearing: Conditional Use Permit for 1833 Danny Drive to Operate a Tourist Rooming House
 - e. Recommendation on Resolution 20224-09 Tourist Rooming House at 1883 Danny Drive
 - f. Zoning Code Rewrite Presentation and Discussion
- 4) Committee Reports:
 - a. Plan Commission Chair Report
 1. Update: New Sign for 209 E Main Street
 - 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.



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PLAN COMMISSION AGENDA **Wednesday, April 24, 2024 at 7:00 PM**

DRAFT MEETING MINUTES

- 1) Call to order
The Plan 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, Nate Gauger, Jill Remmert-Willis, Destinee Udelhoven and Peggy Zalucha. Andrew Kidd was absent. 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 March 27, 2024 Meeting Minutes
Zalucha Motioned, Gauger seconded to Consideration of March 27, 2024 Meeting Minutes. Motion carried by unanimous voice vote.
 - b. Public Hearing Rezone R-3 Multi-Family Residential to General Plan Development for 109 & 113 Valley Dr & 302 Adams St
Rohr gave an overview on the three properties and the setbacks requiring the rezone. The hearing opened at 7:03pm and Owen informed the Commission he received one phone call voicing the height of the building and one email on traffic and green space. The hearing closed at 7:04pm. The Commission discussed the traffic and the height necessary to accommodate the slope and steep grade. Best wanted to publicly address the email on traffic and green space. Czyzewski informed no sidewalks were on the future sidewalk plan due to grading issues. Rohr explained the flexibilities listed in the Village Planner's Memorandum.
 - c. Consideration of Ordinance 2024-07 R-3 Multi-Family Residential to General Development Plan for 109 & 113 Valley Dr & 302 Adams St
Gauger Motioned to approve the Consideration of Ordinance 2024-07 R-3 Multi-Family Residential to General Plan Development for 109 & 113 Valley Dr & 302 Adams Street with the Village Planner's Recommendations in the April 24, 2024 Memorandum, Zalucha seconded and Motion carried by unanimous voice vote.

- d. Consideration of 1881 Springdale Street General Development Plan
Rohr and Knothe Bruce Architect Matt Tills explained the updated elevations with the additional commercial space replacing the first floor residential unit. Czyzewski opened the floor to the public. Donald Taft spoke requesting a flat roof consideration. Jason Geiger, representing property owners, presented issues and code violations. Rohr and Czyzewski reviewed recommendations and discussion from the last meeting. The Commission questioned the roof pitch, the two foot height difference, the number of floors to the parking ratios, and the Sun Prairie Housing Report. Tills stated the pitch roof is an aesthetic choice due to the view. The parking and rock conditions in the area dictated the floor ratios. Owen confirmed the Housing Report was in the packet and available to the public. Developer Tim Neitzel stated he would talk to Miller's about his plans to survey and stake out a walkway. Further discussion took place about the height of the roof. Tills agreed to review the height and possibly drop the roof down, removing the flexibility in the memorandum. Czyzewski Motioned to Consideration of 1881 Springdale Street General Development Plan and the Village Planner's April 24, 2024 Memorandum recommendations with exception to the roof height flexibility. Best seconded to the motion with the recommendations and exception. Motion carried by unanimous voice vote.
- e. Public Hearing on Amending Chapter 17 & Chart 1 Accessory Buildings Height Limitations
Rohr gave an overview of the uniform change on Chart 1 for all districts. The public hearing opened at 7:50pm. No one spoke, and the hearing closed at 7:51pm.
- f. Consideration of Conditional Use Permit 2024-08 Chapter 17 & Chart 1 Accessory Building Height Limitations
Owen gave an overview stating the accessory could not exceed the height of the principal structure which would restrict the height of the accessory. Udelhoven Motioned, Zalucha seconded to Consideration of Conditional Use Permit 2024-08 Chapter 17 & Chart 1 Accessory Building Height Limitations. Motion carried by unanimous voice vote.
- g. Public Hearing 2011 Springdale St Symdon Motors Conditional Use Permit for Accessory Building Height
Public Hearing opened at 7:56pm Nic Urmogulu from Cleary Building Corporation gave an overview of the proposed 1200 square foot cold storage building for Symdon Motors. The mean height will be 17'-10" and shorter than the other buildings. Rohr stated the structure would be on an existing impervious surface with no issues. No one spoke, and the hearing closed at 7:58pm.
- h. Consideration of Conditional Use Permit Resolution 2024-xx 2011 Springdale St Symdon Motors Accessory Building

Udelhoven Motioned to approve Consideration of Conditional Use Permit Resolution 2024-07 2011 Springdale St Symdon Motors Accessory Building contingent on Village Board approval of Ordinance 2024-08 Height Limitations. Best seconded and Motion carried by unanimous voice vote.

- i. Design Review for accessory structure at 2011 Springdale Street, Symdon Motors
Udelhoven Motioned to approve Design Review for accessory structure at 2011 Springdale Street, Symdon Motors contingent on the Village Board adoption of Ordinance 2024-08. Gauger seconded and Motion carried by unanimous voice vote

4) Committee Reports:

- a. Plan Commission Chair Report
Czyzewski informed that the Village Board is looking at business parkland.
- b. Village Planner Report
Rohr informed that the code recodification meetings had started and gave a brief overview of the project.
 - 1. Zoning Code Rewrite Update
- c. Building Inspector Report
Report in the packet.

5) Meeting adjournment.

Udelhoven motion to adjourn at 8:09pm and Willis-Remment seconded. Motion passed by unanimous voice vote.

Minutes by Jean Culberson, Assistant Clerk



AGENDA ITEM REPORT

MEETING DATE

May 22, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.b

Presentation by Greater Madison Metropolitan Planning Organization

BACKGROUND

Alexandra Andros, Director and Transportation Manager for the Greater Madison Metropolitan Planning Organization, will be present to discuss the role of the Greater Madison MPO and what benefits there would be for the Village if we choose to join.

RECOMMENDATION

ATTACHMENTS

1. MPO Presentation Mount Horeb PC 5_22_2024



Get to Know The Greater Madison MPO: Expanding the Planning Area Boundary

Connecting People, Places & Opportunities

Mount Horeb Plan Commission May 22, 2024



What is a Metropolitan Planning Organization (MPO)?

An MPO is a federally required regional policy-making organization responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process in an urban area. Federal rules require the designation of MPOs in urbanized areas of 50,000 or more in population as a condition for spending Federal highway and transit funds.

The goal of the MPO planning process is to build regional agreement on transportation investments that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals.



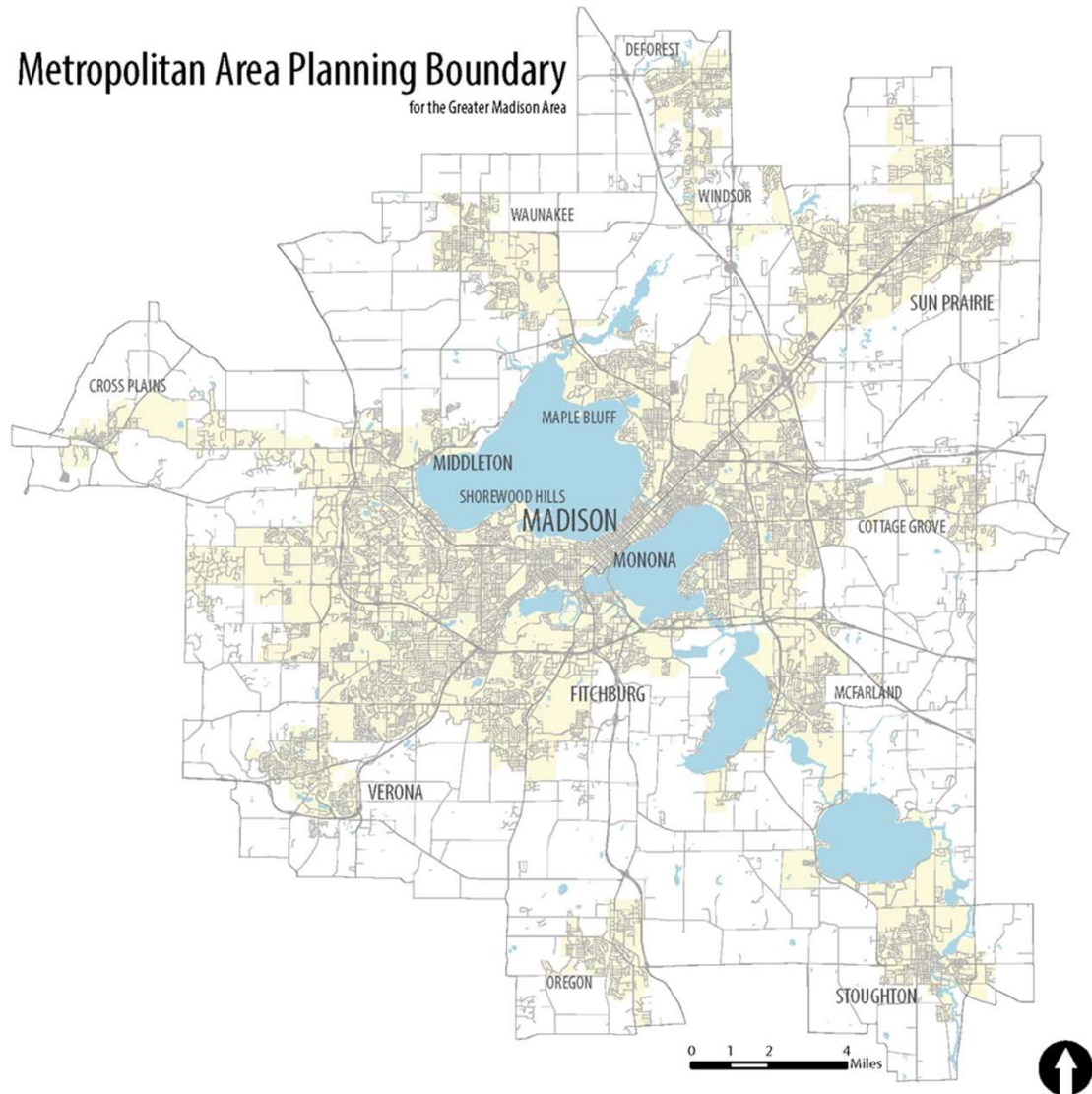
ABOUT THE MPO

MISSION

Lead the collaborative planning and funding of a sustainable, equitable transportation system for the greater Madison region.

VISION

A sustainable, equitable regional transportation system that connects people, places, and opportunities to achieve an exceptional quality of life for all.



History of the MPO

1999

- MPO separates from the RPC as a part of redesignation

2007

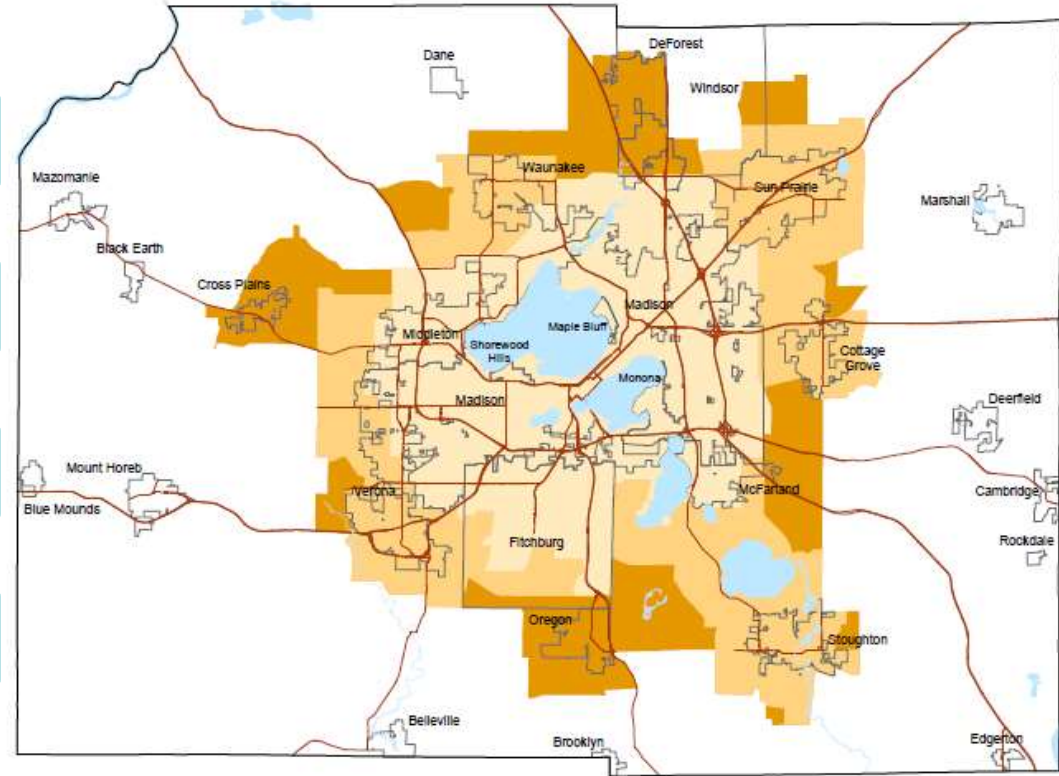
- MPO redesignation modifying governance structure due to expanded planning area

2012

- Planning Area expanded again

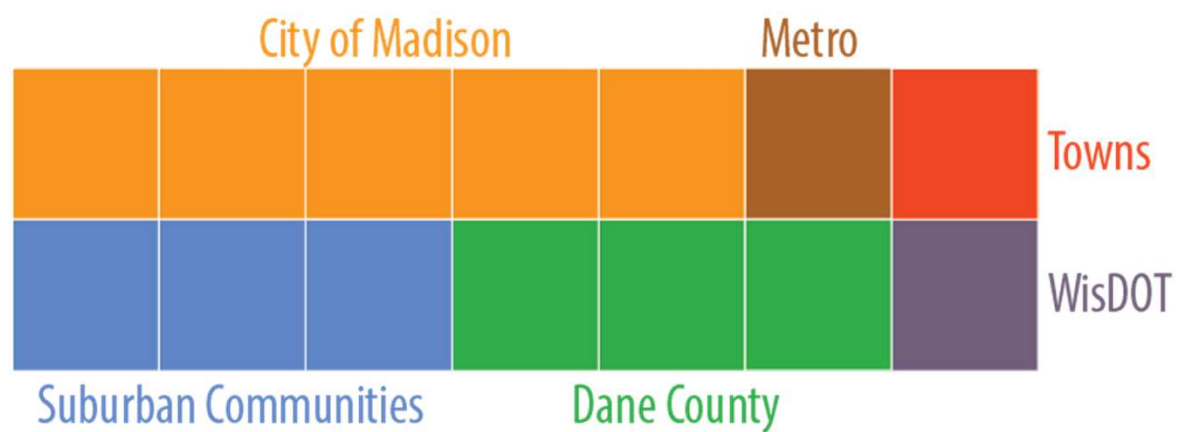
2024

- New Madison Urban Area Adopted
- Consideration of Expanding Planning Area to Include Mount Horeb





Governance Structure of the Greater Madison MPO



Primary Responsibilities

What the MPO Does



Brings communities together to prioritize, coordinate, and fund transportation projects in our region.



Develops a long-range Regional Transportation Plan (RTP) that looks ahead 20-30 years.



Collects data and develops or supports special plans and studies.



Approves federal funding for projects.



Manages RoundTripGreaterMadison.org and promotes sustainable transportation options such as bicycling, bus, carpool, vanpool and walking.

What the MPO Does NOT Do



Design, construct or maintain roadways or bike paths



Control traffic or enforce traffic laws



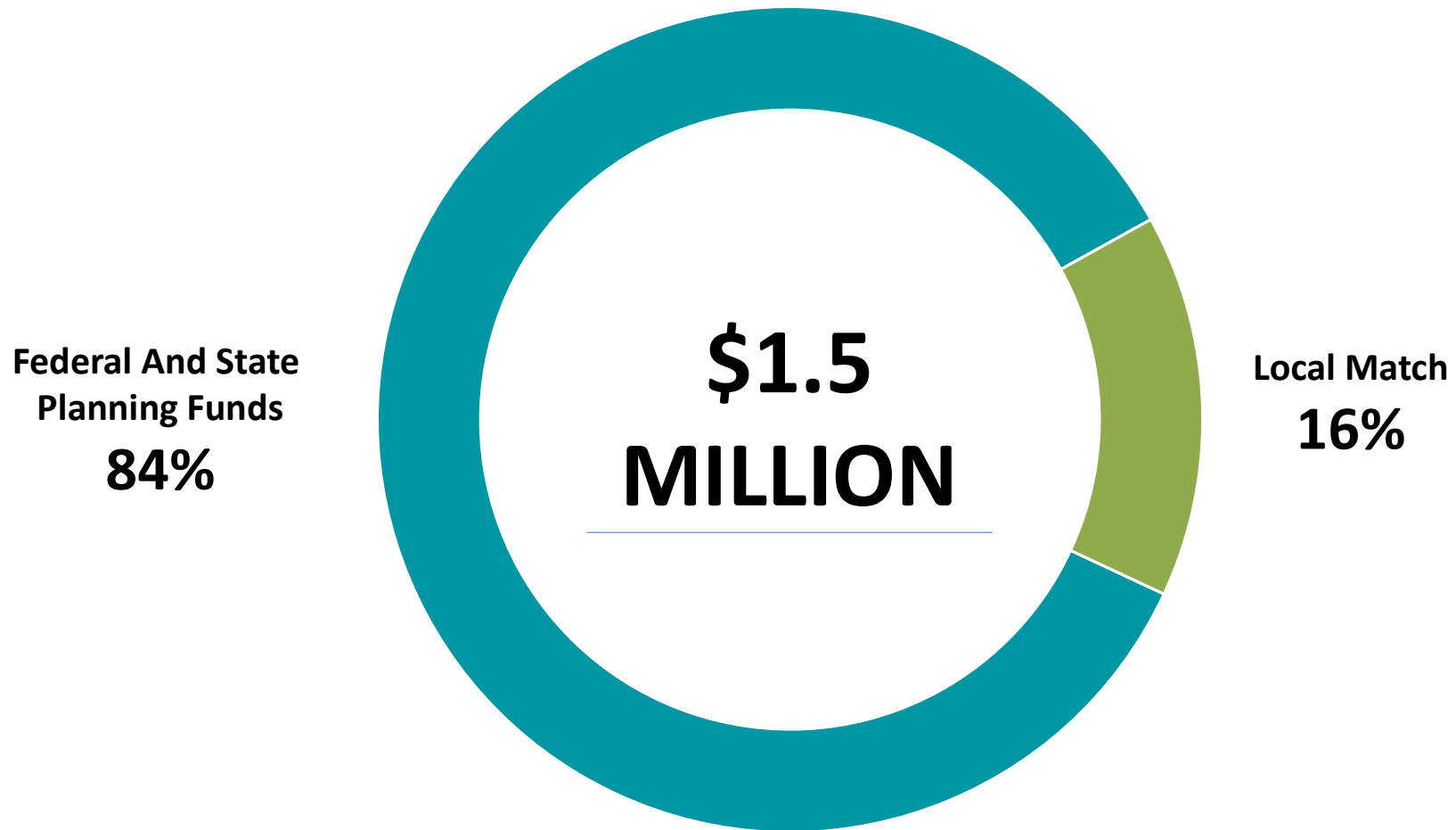
Operate public transit service



Plan how land is used



2024 MPO Budget



Long Range Transportation Planning



What is a Regional Transportation Plan (RTP)?

Continuous, Coordinated, Comprehensive

The RTP sets the framework for the future of transportation in the Madison region.

- Official plan for federal and state funding purposes
- Identifies future transportation projects, studies, and strategies/actions to be implemented (20+ years)
- Based upon and designed to support CARPC's Regional Development Framework and local comprehensive plans
- Financially constrained plan
- Refined through corridor, area, and mode specific plans and other planning efforts

What's Included?



How Will We Grow?

- Trends and Forecasts



Our Transportation System Today

- Analysis of Existing Conditions



Our Transportation System Tomorrow

- Future System Projects, Plans, and Recommendations



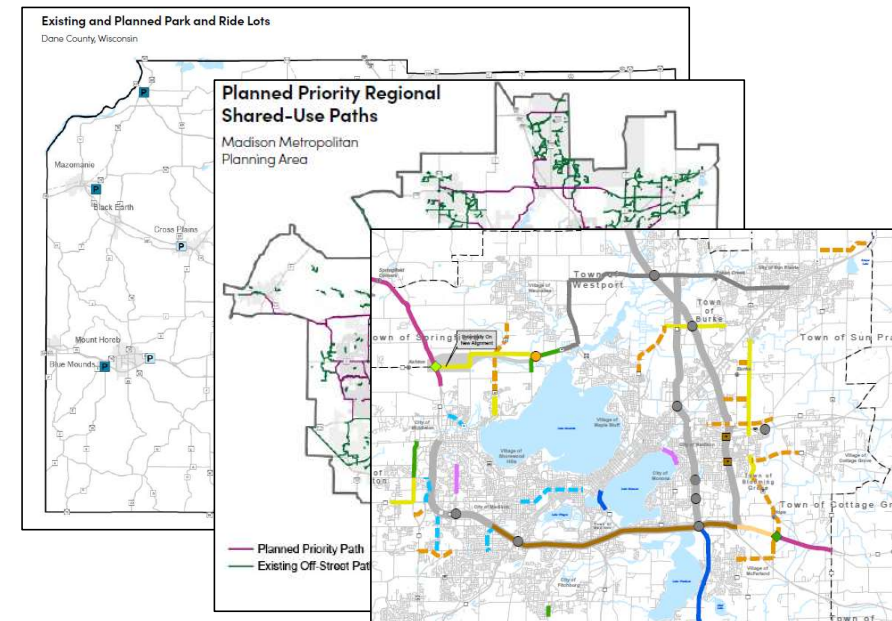
Connect Greater Madison 2050: Regional Transportation Plan



Download Plan at:
www.greatermadisonmpo.org/planning/RegionalTransportationPlan2050.cfm

Land Use and Transportation Recommendations and Supporting Actions

Recommendations and Supporting Actions		Timeframe	Implementing Party
1	Adopt local land use plans and policies that support RTP goals and policies.		
A	Update land use ordinances and street design and parking standards to remove barriers to mixed use, pedestrian oriented development, where appropriate.	Ongoing	Local governments
B	Prepare detailed neighborhood development plans in areas slated for growth in order to provide for complete neighborhoods with good street connectivity and multi modal access to daily needs.	Ongoing	Local governments
C	Require pedestrian, bicycle, and transit (where appropriate) facilities in (re)developments.	Ongoing	Local governments
D	Plan, zone for, and encourage transit supportive development in planned transit corridors through TOD zoning and other policies.	Ongoing	Local governments
E	Plan for and promote new development in multi-modal mobility corridors to maximize the efficiency of the transportation system and residents' access to jobs and services.	Ongoing	Local governments
F	Collect information on Transportation Insecurity ¹¹ at the local level through inclusion of TSI questions in relevant local surveys.	Ongoing	Local governments
2	Provide a mix of housing types with higher densities in areas with multi modal access to jobs and services in order to provide affordable living options in less car dependent neighborhoods.		
A	Plan for and incentivize the location of affordable workforce housing in areas with existing or planned future high quality transit service and in multi modal centers and corridors.	Ongoing	Local governments
B	Prioritize local subsidies for affordable housing projects in areas with frequent transit service.	Ongoing	Local governments
C	Support (re)development in centers and corridors through infrastructure investments and incentives.	Ongoing	Local governments



Transportation Funding



100



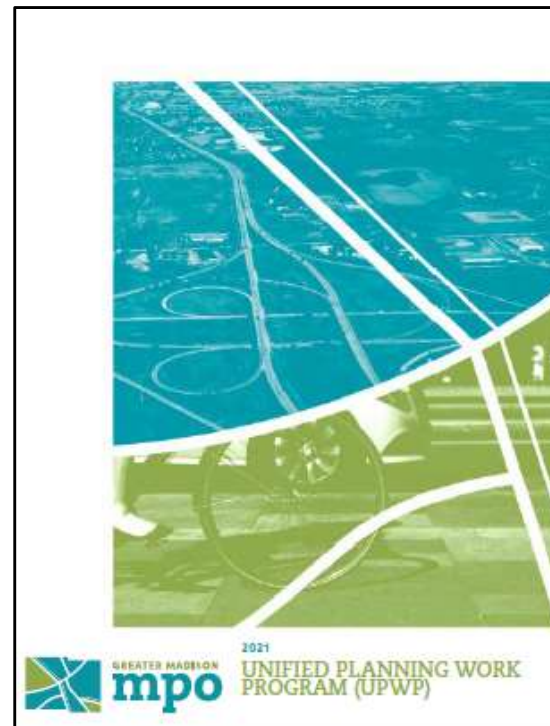
Transportation Planning and Community Assistance



MPO Planning Activities and Assistance

- ☐ Data and mapping
- ☐ Special studies
- ☐ Traffic forecasts for plans and projects
- ☐ Research on best practices
- ☐ Transit and active transportation planning
- ☐ Assistance to employers with employee transportation
- ☐ Others by request

MPO Work Program (UPWP)



Describes planning activities MPO will undertake and be involved in

**Opportunity For
Local
Communities To
Request
Assistance On
Major Projects**



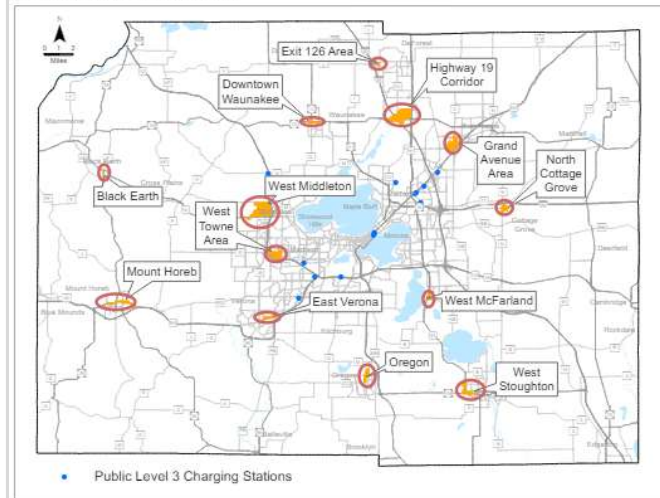
Other Studies

Regional Safety Action Plan- 2024



Electric Vehicle Charging Infrastructure Plan-2024

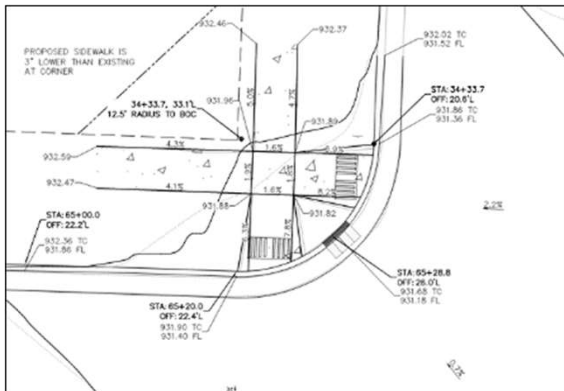
Figure 2: Priority Level 3 Charging Zones



Active Transportation Plan- Kicking Off Later This Year



Local Pedestrian & Bicycle Related Infrastructure Requirements (2020)



Researched all Cities and Villages in MPO Planning Area:

Street Requirements

- Block Length & Street Network Connectivity
- Street Width
- Curb Radius
- Radius of Curvature

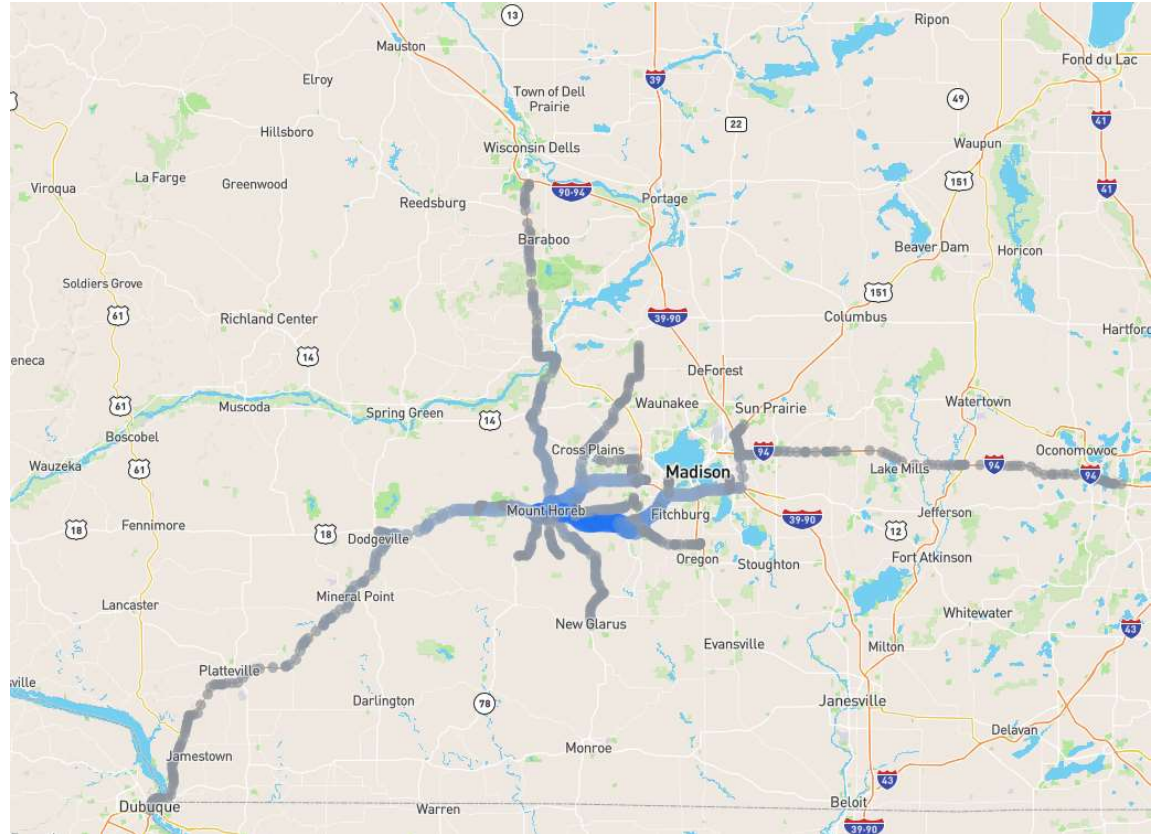
Sidewalk & Path Requirements

- Width Requirements
- When/Where Required
- Sidewalk Snow Removal Ordinance
- Pedestrian Access and Circulation Standards



Community Assistance- Data and Mapping

Top Routes to Downtown
Mount Horeb on Weekends
using Big Data



Community Assistance-Transit Planning

Provided assistance to help Village of Oregon secure grant funding for a public transit feasibility study



Wisconsin State Journal

<https://madison.com/news/local/government-politics>

Oregon exploring public transit options, as growth continues

Feb 6, 2024 — The consultant will **study** the village's **transportation** needs, with possible recommendations ranging from a private **bus** service to ride-share ...



WMTV 15 NEWS

<https://www.wmtv15news.com/2024/02/13/village-...>

Village of Oregon seeks to create transportation system

Feb 12, 2024 — VILLAGE OF OREGON, Wis ...



WKOW

<https://www.wkow.com/village-of-oregon-pursuing-pu...>

Village of Oregon pursuing public transportation options to ...

Mar 7, 2024 — (WKOW) —The Village of **Oregon** is exploring a **public transportation** system. The Village was awarded a **transit planning** grant earlier this year.



TDM - RoundTrip Program



Mission: To connect individuals and organizations in the Madison region with convenient alternatives to driving alone.

- › RoundTrip website and ride-matching platform (www.RoundTripGreaterMadison.org).
- › Transportation information in Dane County.
- › Connections to carpool partners, state vanpools, bike buddies, Metro routes, park-n-rides
- › Dane County Emergency Ride Home program
- › Marketing and outreach with regional partners
- › Technical assistance for agencies and employers (surveys, TDM strategies, tools, resources)





Discussion and Questions?

Thank You!

Alexandra Andros

pandros@cityofmadison.com

608-266-9115





AGENDA ITEM REPORT

MEETING DATE

May 22, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.c

Consider Certified Survey Map for 175 Lillehammer Lane, Grandstay Hotel

BACKGROUND

When the Grandstay Hotel was originally built, they had plans for parceling off additional space to the east of their building for a future development. This Certified Survey Map (CSM) parcels off just under 1 acre to the South of the existing building for this purpose. Village Engineer Rob Wright has reviewed the CSM and has no concerns.

RECOMMENDATION

ATTACHMENTS

1. 2024-04-23_Certified Survey Map Application
2. 140141_2024 CSM DRAFT (04-23-24)



VILLAGE OF MOUNT HOREB
138 East Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884 Fax: (608) 437-3190

APPLICATION FOR A CERTIFIED SURVEY MAP

Date: 04/23/2024

Fee: \$275.00

TO: THE VILLAGE PRESIDENT AND VILLAGE BOARD
138 E Main Street
Mt Horeb WI 53572

The undersigned owner (agent) of the property herein described hereby requests you to consider approval of a certified survey map for the following described property:

(1) Location of property (include street address, outlot, subdivision) _____
175 Lillehammer Lane, First Addition to North Cape Commons

(2) Owner and Address Mt Horeb Hotel Partners LLC
1424 N. High Point Rd. Ste. 202
Middleton, WI 53562

(3) The survey contains 2 lots and 3.0 acres.

(4) The proposed zoning, if different, will be _____

All the data required by Section 18.23 of the Subdivision Ordinance (has) (has not) been provided.

SIGNED: _____

(applicant)

Owner

(applicant's interest in the property)

(applicant's address)

Applicant's Phone: 608-576-7850

Referred to: _____ Date: _____ Approved: _____

Date of Village Board approval: _____

18.61 FEES.

(1) **DEVELOPMENT IMPACT ANALYSIS FEE.** At the time of submitting a Development Impact Analysis Input Form, the developer shall pay a nonrefundable fee of \$250.

(2) **ADMINISTRATIVE AND REVIEW FEES.** At the time of submitting a plat or certified survey application, the developer shall pay the following fees:

(a) PRELIMINARY PLATS.

1. A nonrefundable administrative fee of \$250.
2. A deposit toward engineer review fees of \$100, plus \$50 per lot created up to, and including, 20 such lots and \$20 for each lot in excess of 20.

(b) FINAL PLATS.

1. A nonrefundable administrative fee of \$150.
2. A deposit toward engineer review fees of \$100, plus \$50 per lot created up to, and including, 20 such lots and \$20 for each lot in excess of 20.

(c) CERTIFIED SURVEY MAPS.

1. A nonrefundable administrative fee of \$100.
2. A deposit toward engineer review fees of \$100, plus \$75 per lot created.

(3) **PROFESSIONAL FEES.** In addition to the fees required under subsections (1) and (2) above, each applicant under this section shall reimburse the Village for all professional fees, including reasonable engineering, planning, and legal review fees, incurred by the Village in connection with such application.

(4) **SUBDIVISION IMPROVEMENT AGREEMENTS.** In addition to reimbursing the Village for all engineering and legal expenses incurred in preparing subdivision and certified survey map improvement agreements, the developer shall pay the following fees and deposits. Each development phase within a subdivision shall require a separate agreement.

(a) **Nonrefundable Administrative Fee.**

1. **Plats**

- | | |
|----------------------|-------|
| a. Phase I | \$300 |
| b. Subsequent Phases | \$250 |

2. **Certified Survey Maps**

- | | |
|-------------|-------|
| a. Phase I | \$150 |
| b. Phase II | \$100 |

(b) **Legal Deposit.**

1. **Plats**

- | | |
|----------------------|---------|
| a. Phase I | \$3,000 |
| b. Subsequent Phases | \$2,000 |

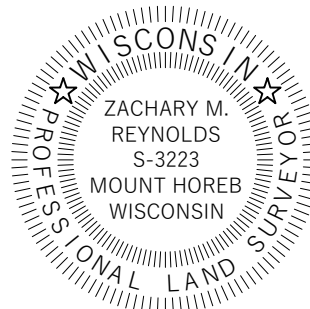
- 2. Certified Survey Maps
 - a. Phase I \$1,000
 - b. Subsequent Phases \$750

(c) Engineering Deposit.

- 1. Plats
 - a. Phase I \$1,500
 - b. Subsequent Phases \$1,000
- 2. Certified Survey Maps
 - a. Phase I \$500
 - b. Subsequent Phases \$400

Upon completion of the Village review of the agreement and acceptance of the implementation of the agreement, the applicant shall reimburse the Village for any costs in excess of the deposit, and any excess deposit shall be returned to the applicant.

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

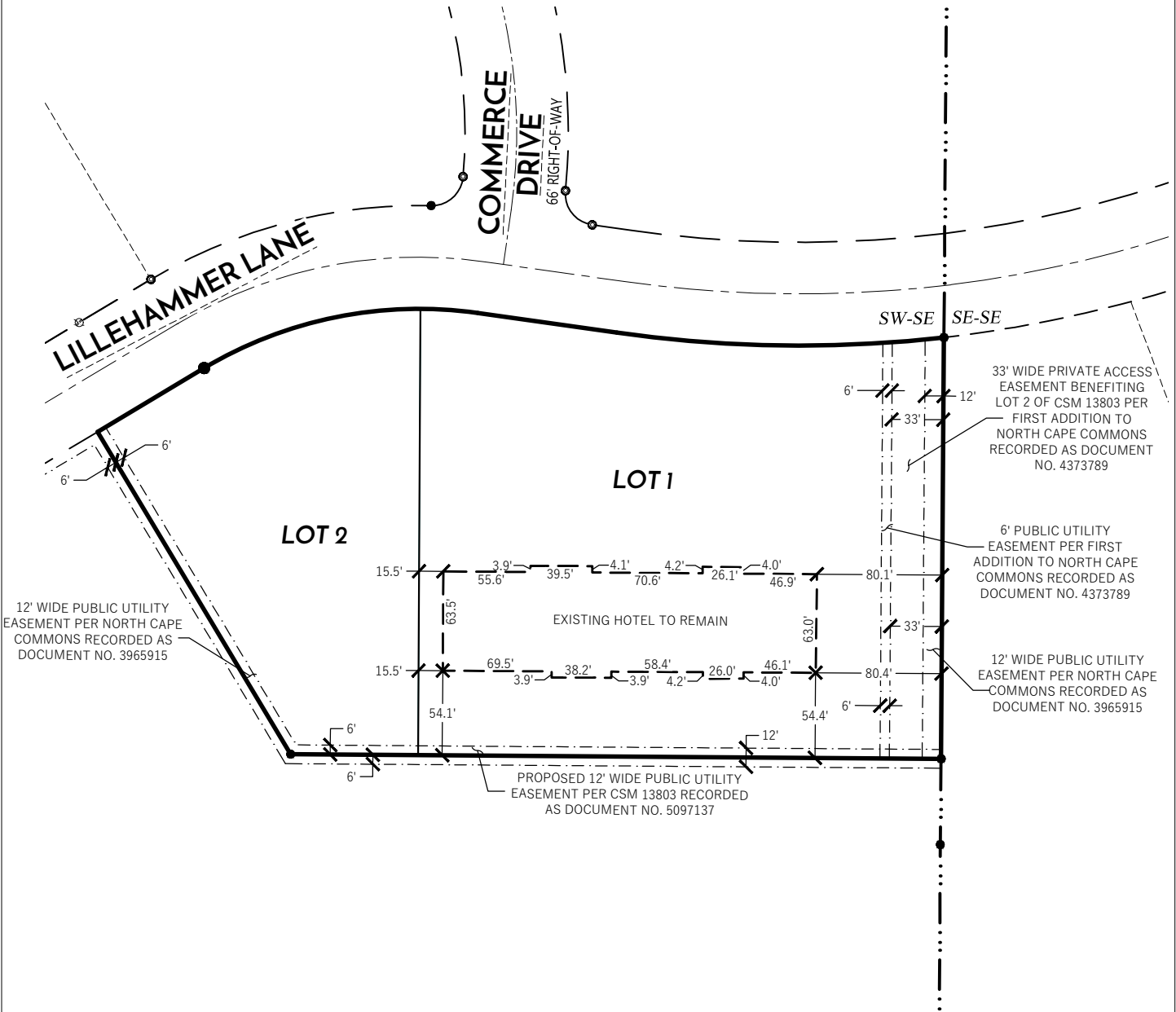


C.S.M. NO. _____

SHEET NO: 1 of 4

CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

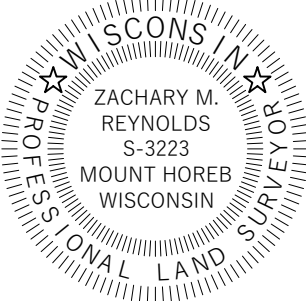
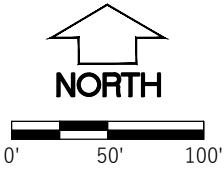


LEGEND

- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION/QUARTER LINE
- QUARTER/QUARTER LINE
- PLATTED LINE
- EXISTING EASEMENT

NOTES:

- THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.
- SEE SHEET 3 OF 4 FOR LINE AND CURVE TABLES.



PREPARED BY:
WYSER ENGINEERING
800 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 2 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

LINE TABLE		
LINE #	LENGTH	DIRECTION
L-1	78.77'	N 59° 04' 14" E
L-2	89.79'	S 81° 56' 21" E

CURVE TABLE							
CURVE #	CURVE LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH	TANGENT IN	TANGENT OUT
C-1	145.73'	268.16'	31° 08' 16"	N 74° 38' 22" E	143.95'	N 59° 04' 14" E	S 89° 47' 30" E
C-2	209.53'	833.00'	14° 24' 42"	S 89° 08' 42" E	208.97'	S 81° 56' 21" E	N 83° 38' 57" E
C-3	145.73'	268.16'	31° 08' 16"	N 74° 38' 22" E	143.95'	N 59° 04' 14" E	S 89° 47' 30" E
C-4	36.75'	268.16'	7° 51' 08"	S 85° 51' 56" E	36.72'	S 89° 47' 30" E	S 81° 56' 21" E

LEGAL DESCRIPTION

LOT 1, CERTIFIED SURVEY MAP NO. 13803, RECORDED IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 130,678 SQUARE FEET OR 3.00 ACRES.

SURVEYOR'S CERTIFICATE

I, ZACHARY M. REYNOLDS, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3223, DO HEREBY CERTIFY THAT BY DIRECTION OF MT HOREB HOTEL PARTNERS LLC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF MOUNT HOREB AND DANE COUNTY, WISCONSIN.

ZACHARY M. REYNOLDS, S-3223
WISCONSIN PROFESSIONAL LAND SURVEYOR

DATE



VILLAGE OF MOUNT HOREB APPROVAL

THE VILLAGE OF MOUNT HOREB HAS APPROVED THIS CERTIFIED SURVEY MAP.

ALYSSA GAFFNEY
VILLAGE CLERK, VILLAGE OF MOUNT HOREB

DATE



PREPARED BY:
WYSER ENGINEERING
800 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 3 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13803, RECORDED SEPTEMBER 10, 2014 IN VOLUME 91 OF CERTIFIED SURVEY MAPS ON PAGES 188-191, AS DOCUMENT NO. 5097137, BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, TOWN 6 NORTH, RANGE 7 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

MT HOREB HOTEL PARTNERS LLC, AS OWNER, WE HEREBY CERTIFY THAT WE CAUSED THE LANDS DESCRIBED HEREON TO BE SURVEYED, DIVIDED MAPPED AND DEDICATED AS SHOWN. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S. 236.34 OF THE WISCONSIN STATE STATUTES TO BE SUBMITTED TO THE VILLAGE OF MOUNT HOREB FOR APPROVAL.

BY: _____
AUTHORIZED MEMBER
MT HOREB HOTEL PARTNERS LLC

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2024, THE ABOVE NAMED
AUTHORIZED MEMBER OF MT HOREB HOTEL PARTNERS LLC, _____, TO ME
KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES _____

CONSENT OF MORTGAGEE

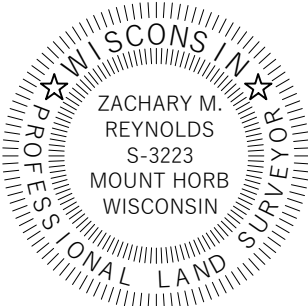
_____, A BANKING ASSOCIATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEY, DIVIDING, MAPPING AND DEDICATION OF THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE OWNER'S CERTIFICATE.

BY: _____
AUTHORIZED OFFICER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2024, THE ABOVE
NAMED BANKING ASSOCIATION, _____ AUTHORIZED OFFICER
_____, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE
FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES _____



OFFICE OF THE REGISTER OF DEEDS

_____ COUNTY, WISCONSIN
RECEIVED FOR RECORD _____
20 ____ AT _____ O'CLOCK ____ M AS
DOCUMENT # _____
IN VOL. _____ OF CERTIFIED SURVEY
MAPS ON PAGE(S) _____.

KRISTI CHLEBOWSKI, REGISTER OF DEEDS



PREPARED BY:
WYSER ENGINEERING
300 EAST FRONT STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
MT HOREB HOTEL PARTERS LLC
175 LILLEHAMMER LANE
MOUNT HOREB, WI 53572

SURVEYED BY: MAL
DRAWN BY: AMS
CHECKED BY: ZMR
APPROVED BY: ZMR

PROJECT NO: 140141
SHEET NO: 5 of 5



AGENDA ITEM REPORT

MEETING DATE

May 22, 2024

PREPARED BY

AGENDA ITEM # 3.d

Public Hearing: Conditional Use Permit for 1833 Danny Drive to Operate a Tourist Rooming House

BACKGROUND

The Plan Commission will hold a public hearing then take action on a Conditional Use Permit (CUP) to allow the operation a Tourist Rooming House (AirBnb) in a single-family home. Tourist Rooming Houses are permitted conditional uses in our residential zoning districts. In order to qualify for the CUP, the applicant must obtain a license from the state to operate a Tourst Rooming House and provide a set of operational rules for review with this approval. We have not seen the operating rules, and we still have not received proof of the state license. Unless the operating rules are received prior to the meeting and Plan Commission is comfortable with the rules, staff will recommend tabling of this item.

RECOMMENDATION

ATTACHMENTS

1. PC Application - Tourist Rooming House
2. 1833 Danny Dr PH CUP -Tourist House 300 Letter
3. Operational Guidelines
4. Standards for conditional uses.



VILLAGE OF MOUNT HOREB
Zoning Administrator 608-437-9409
138 East Main Street
Mount Horeb, WI 53572

PLAN COMMISSION APPLICATION

PROJECT NAME: Erica Bormann Tourist Rooming
Project Address: 1833 Danny Drive Parcel Number: 15710607-073-6747-1
Access Done Link
Zoning Map
Current Zoning: Na / Residential Future Land Use Zoning: Na
(select zoning layer in map) (select future land use layer in map)

APPLICANT: <u>Erica A. Bormann</u>	
ADDRESS: <u>1833 Danny Dr</u>	
PHONE: <u>319 270 1644</u>	EMAIL: <u>ericane15n4@gmail.com</u>

OWNER: <u>Erica & Paul Bormann</u>	
ADDRESS: <u>1833 Danny Drive</u>	
PHONE: <u>319 270 1644</u>	EMAIL: <u>pbormann26@gmail.com</u>

PROJECT DESCRIPTION: We would like to use our mother in law suite as a short term rental.

OWNER/APPLICANT SIGNATURE: [Signature] DATE: 4/15/2024

FEES & DEPOSITS: (CHECK ALL THAT APPLY)

Application	Fee	Public Hearing-	Developer Deposit:
☐ Certificate of Appropriateness (for Central Business Zoning)	No Fee		An escrow deposit is required in accordance with the Development Application Agreement.
☐ Certified Survey Map (CSM) <i>scroll to Section 18.61 in schedule</i>	<u>Schedule</u>		
☐ Certified Survey Map Extraterritorial <i>scroll to Section 18.61 in schedule</i>	<u>Schedule</u>		Total Fee Paid: <u>\$200.00</u>
☐ Comprehensive Plan Amendment	\$150.00	Class One	
☐ Conditional Use Permit (changes in USE of property)	\$150.00	Class Two	Date: _____
☒ Conditional Use Permit (planned development district) <i>tourist room?</i>	\$200.00	Class Two	
☐ Design Review	\$100.00		Fee Waived By: _____
☐ General Development Plan (GDP)	\$200.00		
☐ Specific Improvement Plan (SIP)	\$300.00		
☐ Zoning Amendment (changes in zoning)	\$150.00	Class Two	
☐ Zoning Amendment (planned development district)	\$200.00	Class Two	

-State license application has also been submitted. Thank you Erica

The Village of Mount Horeb Plan Commission meets the fourth Wednesday of the month, unless

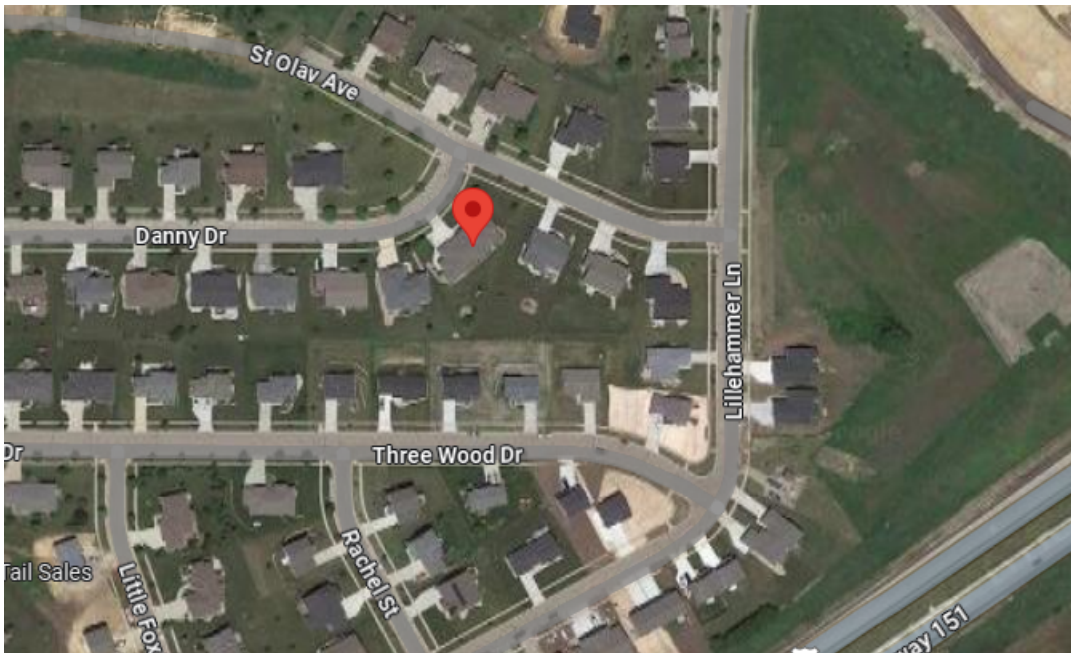
VILLAGE OF MOUNT HOREB
PUBLIC HEARING
May 22, 2024

The Plan Commission/Historic Preservation Commission of the Village of Mount Horeb will hold a public hearing on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

The purpose of the hearing is to consider a Conditional Use Permit Application from Erica & Paul Bormann to allow a proposed Tourist Rooming House (Airbnb/VRBO) in the residential house at 1833 Danny Drive, Parcel 0607-073-6747-1.

Be it further notified that the Village Board, by its Plan Commission, will hear all persons concerning all matters and/or objections written or oral at that time.

PUBLISH: Mount Horeb Mail May 2, 2024
Mount Horeb Mail May 9, 2024

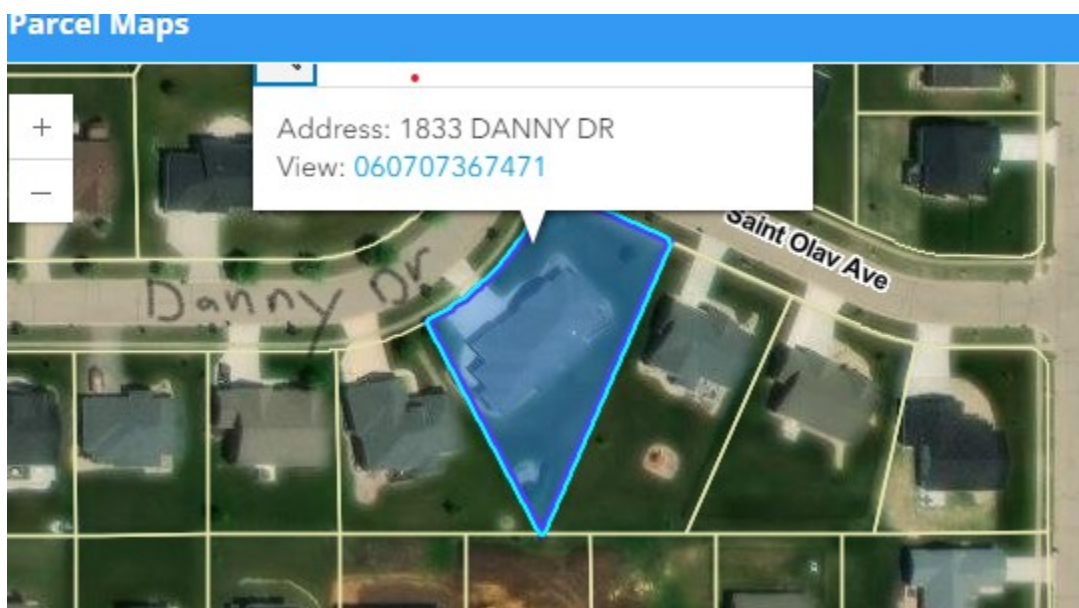


PROPERTY OWNERS: You are receiving this notice as you own property that is within 300 feet of the proposed conditional use. Please contact Village Administrator Nic Owen at 608 437-6884 ext 2109 or email nic.owen@mounthorebwi.info with any questions.

Operational Guidelines/Rental Rules for 1833 Danny Drive- tourist rooming house

1. Guests and visitors should comply with the parking regulations and requirements and must show consideration to other vehicles in the neighborhood. Please park only in our driveway.
2. Quiet hours are from 9pm-7am
3. No events or parties.
4. There is no use of the back yard or fire pit
5. Pets must remain on a leash at all times and on property lines. Dispose of pet waste in main garbage bins
- 6.. Renters must be 26 and older to rent and spend the night
7. No unregistered guests or visitors allowed. The maximum property capacity is 4 people.
8. Smoking is not permitted inside or outside of the rental.
9. The tourist rooming house must be rented for a minimum of two consecutive days by each guest.
10. There shall be no outdoor storage by the tourist or transient at the tourist rooming house.
11. If the tourist or transient brings equipment and/or vehicles to the tourist rooming house on trailers, the equipment and/or vehicles shall be stored/parked on the trailers while at the tourist rooming house.
12. Local contact. The tourist rooming house will be operated by a local contact person who will be within 30 miles of the tourist rooming house when it is used by tourist or transient.
13. We provide home owners insurance and all VRBO/AIR BNB insurance to cover
14. Please call 911 for all emergencies. Local non emergency police is (608) 437-5522
15. Please call Erica (319) 270-1644 or Paul (319) 540-2289 for any issues at all.
16. Please dispose of all recycling and garbage in bins provided. Collection is Wednesday AM
17. VRBO/AIRBNB does collect all local room and sales tax

Please see property lines below



17.57. Standards for conditional uses.

- (1) Standards. No application for a conditional use shall be recommended for approval by the Plan Commission, or granted by the Village Board, unless the Commission shall find all of the following conditions are present:
 - (a) That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
 - (b) That the uses, values, and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the then-existing use of adjacent land.
 - (c) That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - (d) That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.
 - (e) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
 - (f) That the conditional use shall conform to all applicable regulations of the district in which it is located.
- (2) Application of standards. When applying the above standards to any new construction of a building or an addition to an existing building, the Village Board and Plan Commission shall bear in mind the statement of purpose for the zoning district and ensure that the proposed building or addition (at its location) does not defeat the purposes and objective of the zoning district in which it is to be located.
- (3) Additional considerations. In addition, in passing upon a conditional use permit, the Plan Commission shall also evaluate the effect of the proposed use upon:
 - (a) The maintenance of safe and healthful conditions.
 - (b) The prevention and control of water pollution, including sedimentation.
 - (c) Existing topographic and drainage features and vegetative cover on the site.
 - (d) The location of the site with respect to floodplains and floodways of rivers and streams.
 - (e) The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.
 - (f) The location of the site with respect to existing or future access roads.
 - (g) The need of the proposed use for a shoreland location.
 - (h) Its compatibility with adjacent land.

- (i) The amount of liquid wastes to be generated and the adequacy of the proposed disposal systems.

17.58. Denial of application for conditional use permit. [Amended 10-6-1999 by Ord. No. 99-11]

When an advisory of denial of a conditional use application is issued by the Plan Commission or an actual denial is issued by the Village Board, the Plan Commission and/or Board shall furnish the applicant, in writing when so requested, those standards that are not met and enumerate reasons the Commission and/or Board gave when determining that each standard was not met.

17.59. Conditions and guarantees.

The following conditions shall be considered for all conditional uses:

- (1) Conditions. Prior to the granting of any conditional use, the Plan Commission may recommend and the Village Board may require such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the proposed conditional use as are deemed necessary to promote the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified above. In all cases in which conditional uses are granted, the Village shall require such evidence and guarantees as it may deem as necessary to prove that the conditions stipulated in connection therewith are being and will be complied with. Such conditions may include specifications for the following, without limitation because of specific enumeration:
 - (a) Landscaping;
 - (b) Type of construction;
 - (c) Construction commencement and completion dates;
 - (d) Sureties;
 - (e) Lighting;
 - (f) Fencing;
 - (g) Operational control;
 - (h) Hours of operation;
 - (i) Traffic circulation;
 - (j) Deed restrictions;
 - (k) Access restrictions;
 - (l) Setbacks and yards;
 - (m) Signage;
 - (n) Specified sewage disposal and water supply systems;

- (o) Planting screens;
 - (p) Increased parking; or
 - (q) Any other requirements necessary to fulfill the purpose and intent of this chapter.
- (2) Site review. In making its recommendation, the Plan Commission shall evaluate each application and may request assistance from any source which can provide technical assistance. The Commission may review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems and the proposed operation/use.
 - (3) Architectural treatment. Proposed architectural treatment shall be in general harmony with surrounding uses and the landscape. To this end, the Village Board may require the use of certain general types of exterior construction materials and/or architectural treatment.
 - (4) Sloped sites; unsuitable soils. Where slopes exceed 15% and/or where a use is proposed to be located on areas indicated as having soils that are unsuitable or marginal for development, on-site soil tests and/or construction plans shall be provided that clearly indicate that the soil conditions are adequate to accommodate the development contemplated and/or any inherent soil condition or slope problems will be overcome by special construction techniques. Such special construction might include, among other techniques, terracing, retaining walls, oversized foundations and footings, drain tile, etc.

17.60. Validity of conditional use permit and successor permit. [Amended 5-4-2011 by Ord. No. 2011-06]

- (1) When a conditional use application has been approved, such approval shall become null and void within 12 months of approval unless the use is commenced or the current owner possesses a valid building permit under which construction is commenced within six months of the date of the building permit issuance. The Board may extend such permit for justifiable cause, if application is made to the Village Board before said permit expires.
- (2) Successor conditional uses are permitted without the need of a new conditional use permit application. However, a successor conditional use requires formal reaffirmation by the Village Administrator that the requirements of the existing conditional use permit are still valid. A successor conditional use permit will not be reaffirmed if the previous conditional use permit has not been used within the past 12 months.

17.61. Alteration of conditional use.

No alteration of a conditional use shall be permitted unless approved by the Village Board, after recommendation from the Plan Commission.

17.62. Complaints regarding conditional uses.

The Village Board shall retain continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. Such authority shall be in addition to the enforcement authority of the Village Administrator, or his/her designee.

Such authority shall allow the Village Administrator, or his/her designee, to order the removal or discontinuance of any unauthorized alterations of an approved conditional use. The Village Administrator may also order the elimination, removal or discontinuance of any violation of a condition imposed after approval or violation of any other provision of this Code. Upon written complaint by any citizen or official, the Village Board shall initially determine whether said complaint indicates a reasonable probability that the subject conditional use is in violation of one or more of the standards set forth above, a condition of approval or other requirement imposed hereunder. Upon reaching a positive initial determination, a hearing shall be held before the Village Board upon notice as provided above. Any person may appear at such hearing and testify in person or be represented by an agent or attorney. The Village Board may, in order to bring the subject conditional use into compliance with the standards set forth in Article V or conditions previously imposed by the Village Board, modify existing conditions upon such use and impose additional reasonable conditions upon the subject conditional use. In the event that no reasonable modification of such conditional use can be made in order to assure that standards in § 17.57(1) and (2) will be met, the Village Board may revoke the subject conditional use and direct the Village Administrator, or his/her designee, and the Village Attorney to seek elimination of the subject use. Following any such hearing, the decision of the Village Board shall be furnished, in writing, to the current owner(s) of the property upon which the subject conditional use stating the reasons for the decision.

17.625. Tourist rooming house. [Added 11-1-2017 by Ord. No. 2017-08]

- (1) Definitions. The following terms, whenever they occur in this section, are defined as follows:
 TOURIST or TRANSIENT — A person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.
 TOURIST ROOMING HOUSE — Any lodging place or tourist cabin or cottage where sleeping accommodations are offered for pay to tourists or transients. "Tourist rooming house" does not include a private boarding- or rooming house, ordinarily conducted as such, not accommodating tourists or transients; a hotel; or bed-and-breakfast establishments.
- (2) Conditional use permit required. No person may operate a Tourist rooming house without a conditional use permit.
- (3) Application process. Applications for a tourist rooming house conditional use permit shall be submitted and reviewed in accordance with §§ 17.53 through 17.56 of this chapter. Additionally, the application shall include:
 - (a) A copy of the proposed operational rules described in § 17.625(4)(a)10.
 - (b) Proof that the applicant meets the requirements of § 17.625(4)(a) below.
- (4) Minimum conditions.
 - (a) In addition to the standards set forth in § 17.57, no application for a conditional use permit to operate a tourist rooming house shall be recommended for approval by the Plan Commission, or granted by the Village Board, unless all of the following conditions are present:

1. A tourist rooming house license. The applicant has a tourist rooming house license issued by the State of Wisconsin under Wis. Stats. § 97.605 or any successor statute. (The conditional use permit may be conditionally granted upon pending issuance of the state license but shall not take effect until the state license is granted.)
2. Sales tax. The applicant has a Wisconsin Department of Revenue Sales Tax Number.
3. Occupancy. Occupancy of the tourist rooming house is limited to the maximum occupancy provided in Wis. Adm. Code § ATCP 72.14(2)(b). In no case shall the tourist rooming house have more than two occupants per bedroom.
4. Insurance. The applicant has insurance against claims of personal injury and property damage for tourist rooming house or short-term property rentals.
5. Local contact. The tourist rooming house will be operated by a local contact person who will be within 30 miles of the tourist rooming house when it is used by tourist or transient.
6. If the tourist or transient brings equipment and/or vehicles to the tourist rooming house on trailers, the equipment and/or vehicles shall be stored/parked on the trailers while at the tourist rooming house.
7. There shall be no outdoor storage by the tourist or transient at the tourist rooming house.
8. The tourist rooming house must be rented for a minimum of two consecutive days by each guest.
9. The tourist rooming housing shall at all times comply with the Village Room Tax Ordinance (§ 3.10 of this Code) and timely payments shall be made to the Village under § 3.10, whether by the lodging marketplace or the owner of the short-term rental, as those terms are defined in § 3.10.
10. Operational rules. Each tourist rooming house shall have a set of operational rules provided to occupants providing at least the following information:
 - a. Contact information for local emergency services and contact information for the local contact person.
 - b. The occupancy limits of the tourist rooming house.
 - c. A map showing the property lines.
 - d. Garbage collection procedures and times.
 - e. All parking is limited to one vehicle per sleeping room of the tourist rooming house and street parking is not permitted. Exceptions to the parking restrictions may be made by the Plan Commission, at its discretion, when the conditional use permit is issued based on the applicant's circumstances.

- f. Quiet hours must be kept from 10:00 p.m. to 7:00 a.m.
 - g. Pets, if allowed, must be restricted to the property.
- (b) In addition to the standards set forth in § 17.57, the Plan Commission and the Village Board may consider all of the following in reviewing a tourist rooming house conditional use permit application:
 - 1. Past and present compliance with federal, state, and local laws and ordinances.
 - 2. Past and present compliance with room and sales tax requirements.
 - 3. Property conditions, including noise, traffic and parking, garbage or refuse complaints, condition complaints, and general care and maintenance and other matters that may be deemed a nuisance to neighboring properties.
 - 4. Excessive response required from law enforcement related to the tourist rooming house.
- (c) In addition to the considerations outlined in § 17.62, the Village administrator, his or her designee, the Plan Commission and the Village Board shall consider compliance with § 17.625(4)(a) and (b) in resolving complaints regarding a tourist rooming house conditional use permit and in considering amending, further conditioning, or revoking a tourist rooming house conditional use permit as provided in § 17.62.
- (5) Notwithstanding § 17.60(2), a conditional use permit to operate a tourist rooming house shall not be transferable.
- (6) Notwithstanding § 17.142, noise created by a tourist or a transient shall be considered noise directly under the control of the holder of the tourist rooming house conditional use permit.
- (7) Operating a tourist rooming house without a conditional use permit as required by this chapter is subject to a penalty of \$250 per day.

RESOLUTION 2024-09

CONDITIONAL USE PERMIT FOR EXCEPTION TO MOUNT HOREB ZONING CODE 17.625

WHEREAS, an application for a Conditional Use Permit to allow a Tourist Rooming House in the residential house at 1833 Danny Drive, parcel 0607-073-6747-1, has been filed with the Village of Mount Horeb by Erica and Paul Bormann; and

WHEREAS, said property is currently zoned R-1 Single Family Residential in which the Zoning code 17.625 (2). states a Conditional Use Permit is required to operate a Tourist Rooming House; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission/Historic Preservation Commission on May 22, 2024 after due notice as required by law; and

WHEREAS, the Plan Commission is recommending approval of the following Conditional Use exception from Village Code 17.625.

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

WHEREAS, the proposed use is consistent with the Village of Mount Horeb Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that a Conditional Use Permit to allow a Tourist Rooming House at 1833 Danny Drive is hereby granted.

Introduced and passed this 5th day of June, 2024.

By: _____
Ryan Czyzewski, Village President

ATTEST:

Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

May 22, 2024

PREPARED BY

AGENDA ITEM # 3.f

Zoning Code Rewrite Presentation and Discussion

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Mount Horeb Zoning Code Issues and Evaluation Memo 5.22.24

Village of Mount Horeb Zoning Ordinance Evaluation

Key Issues and Recommendations

May 22, 2024

Executive Summary

Zoning has been in place within Mount Horeb for over 60 years. However, a rewrite of the ordinance hasn't taken place for several decades. Instead, there have been a patchwork of amendments completed over time that has resulted in an ordinance that is outdated in many areas relative to modern development standards and has created a wide variety of inconsistencies between different sections.

The Comprehensive Plan (adopted in 2022) recommends a full zoning code rewrite because many of the issues the Village faces cannot be addressed without modernizing the entire code. The principal goals of the Zoning Ordinance rewrite project are to implement the Comprehensive Plan, modernize the code, and make the code more user-friendly, flexible, and predictable. With these goals in mind, Vandewalle & Associates has reviewed the Comprehensive Plan and the existing Zoning Ordinance to identify overarching issues and recommendations to be addressed within the new Zoning Ordinance.

Project Timeline

Village staff and the Plan Commission will oversee the process, gather input, and assist in the development of the new Zoning Ordinance. It is anticipated that several Plan Commission meetings over the next year will involve Zoning Ordinance working sessions, which will all be open to the public for participation. The project kicked-off in April 2024 and is expected to be completed in the summer of 2025. The overarching project tasks and timelines are listed below:

Timing	Project Phase
Spring/Summer 2024	Evaluate Existing Zoning Ordinance and Develop New Zoning Districts
Summer/Fall 2024	Prepare Draft Zoning Ordinance
Fall/Winter 2024	Review Draft Zoning Ordinance with Village Staff, Plan Commission, and Village Board
Winter/Spring 2025	Revise Draft Ordinance and Map
Summer 2025	Prepare for Adoption of the New Zoning Ordinance and Map

Comprehensive Plan Summary

In a modern planning-zoning relationship, the Comprehensive Plan is designed to be implemented in part through zoning and land division control. The Land Use chapter of the Comprehensive Plan guides land use decision making in the Village and contains the Future Land Use map. Per state statutes, the new Zoning Ordinance and Map will be developed to be consistent with the recommendations of the Comprehensive Plan.

The Comprehensive Plan recommended the Village take the following actions to implement the Village's Land Use goals:

- Amend Village ordinances to accommodate a variety of housing types, reflect statutory changes, facilitate mixed-use development, and protect natural and historic resources.
- Promote infill development and the redevelopment of key sites in the Village such as around downtown, areas along Springdale Street, Front Street, Perimeter Road, and the Military Ridge Trail, and existing vacant subdivided residential parcels.
- Ensure new development is high-quality and matches the established aesthetic design components of the community.
- Integrate traditional neighborhood design and mixed-use development in both new development and redevelopment.
- Ensure land uses are compatible with community facility, transportation, economic development, and other objectives of the Plan.

Further, the Comprehensive Plan outlines a set of Zoning Ordinance Recommendations in Chapter 12 that should be addressed within the Zoning Ordinance rewrite process. These include:

- Develop smaller minimum lot sizes for single-family zoning districts.
- Utilized a tiered approach to multi-family zoning districts by density.
- Establish new zoning districts to provide greater control over high-intensity land uses instead of relying on the conditional use process.
- Promote mixed-use development by allowing it by-right within all commercial districts.
- Allow accessory dwelling units and in-family suites within single-family districts.
- Incentive new multi-family and commercial development to include electric vehicle charging stations and infrastructure.
- Update the Historic Preservation Standards to improve clarity, application, and administration.
- Explore increasing maximum heights downtown.
- Rewrite the Sign Ordinance to bring it into compliance with federal law changes.
- Rewrite the conditional use procedures to bring it into compliance with state law changes and reduce the number of conditional uses needed.
- Require natural resource preservation and depiction within site plan applications.
- Reevaluate the temporary land uses to reflect modern uses and requirements.
- Consider reducing minimum parking requirements and provisions for electric vehicle parking requirements.
- Explore the development of overlay districts to address design along key community gateways and transition areas.

Issues Summary

Vandewalle & Associates has reviewed the Comprehensive Plan and the existing Zoning Ordinance to identify overarching issues to be addressed during the rewrite. The following issues are covered in this memo:

- Create New Zoning Districts
- Update Bulk Dimensions To Reflect Regional And Modern Standards
- Accommodate Missing Middle Housing Formats
- Increase User-Friendliness And Improve Predictability Of The Code
- Explore Areas to Allow In-Family Suites and Accessory Dwelling Units (ADUs)
- Reduce The Need For Planned Development Districts
- Update Accessory and Temporary Use Regulations
- Provide Defined Exterior Building Design And Landscaping Standards
- Allow A Mix of Uses
- Update And Standardize Performance Standards
- Address Parking Requirements
- Make the Zoning Ordinance Compliant With State And Federal Law Changes
- Reduce The Need For Conditional Uses In Response To Wisconsin Act 67
- Update the Sign Code
- Update Definitions For Increased Clarity
- Advance Community Sustainability Objectives

Issue 1: Create New Zoning Districts

The new Zoning Ordinance will require the creation of new zoning districts to accommodate the range of desired development patterns throughout the Village. Some new districts will be created to provide greater control over conditional uses (see Issue 12), reflect modern bulk dimensional standards (see Issue 2), accommodate missing middle housing formats (see Issue 3), and reduce the need for Planned Developments (see Issue 6). Even in cases where the regulations are virtually unchanged, there is a need to rename all of the zoning districts to clearly signal when the old Zoning Ordinance is being referenced, versus the new standards.

Additionally, beyond rethinking the existing residential zoning districts (see Issue 2 and 3), the Village has five business/commercial zoning districts and three industrial zoning districts today. It is recommended that these districts be reconfigured to 1) consolidate similar districts together (Neighborhood Business and Main Street Business), 2) remove or eliminate unused or outdated districts (Recreation Business), and 3) prepare the community for future growth with potentially new districts that aren't included today (Business Park).

Dane County Regional Housing Strategy (2024)

Dane County recently completed a year-long planning process to address the housing crisis and recommend solutions. It documented that Dane County needs 7,000 new housing units to be produced annually to meet existing needs and match growth. Currently, approximately 5,000 units per year are being created.

Adjustments to the zoning code detailed in this memo reflect best practices recommended by the Regional Housing Strategy. These strategies will help the Village address the housing shortage with new development that helps address this critical need.

Issue 2: Update Bulk Dimensions To Reflect Modern Standards

The R-1 and R-2 districts have large minimum lot areas (10,000 square feet) and large principal setbacks (30 ft). To promote more diverse housing densities and provide overall flexibility to accommodate modern development formats, the Village can establish new single-family zoning districts or reduce existing R-1 zoning district standards to allow smaller lots sizes (ex. 4,000 – 6,000 sf) and setbacks (15' or 8'), in addition to accommodating rear-loaded single-family development. Similarly, large 30 ft setback requirements in the R-3 district are restrictive and should be reduced, as this is a common provision requiring the need for a Planned Development. The development of new zoning districts should consider less restrictive bulk dimension requirements for single-family, two-family, and multifamily housing, and shared lot line development standards. These adjustments will enable missing middle housing formats throughout the Village and reduce the need for Planned Development Districts.

Issue 3: Accommodate Missing Middle Housing Formats

Housing densities between single-family and large multi-unit structures, sometimes referred to as “missing middle” housing, are an important part of a well-functioning housing market. Missing middle units provide options for young families or those looking to downsize that may not be financially feasible on large lot single family developments. Including missing middle housing formats in more zoning districts will create more housing options for Mount Horeb residents. Below is a summary of the existing housing types and densities permitted within Mount Horeb. It is recommended that the Village modify this approach to address existing issues and allow greater housing diversity by reconfiguring the residential zoning districts into low density, medium density, and higher density districts with fewer conditional uses.

Figure 1: Existing Allowed Residential Uses, Mount Horeb

	Single Family	Two-Family	Attached Single-Family Townhouse	Small multi-unit (maximum 8 units)	Medium multi-unit (maximum 12 units)	Large multi-unit (over 12 units)	Mobile Homes
R-1 Single Family Residential	Allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed
R-2 Two-Family Residential	Allowed	Allowed	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed
R-3 Multifamily Residential	Allowed	Conditional	Allowed	Allowed	Allowed	Not allowed	Conditional
R-4 Elderly Housing Residential	Not allowed	Not allowed	Not allowed	Allowed	Allowed	Allowed (up to 24 units)	Not allowed
NB Neighborhood Business	Allowed	Conditional	Not allowed	Conditional	Not allowed	Not allowed	Not allowed
PB Planned Business	Not allowed	Not allowed	Not allowed	Conditional	Not allowed	Not allowed	Not allowed
CB Central Business	Not allowed	Not allowed	Not allowed	Conditional	Not allowed	Not allowed	Not allowed
MSB Main Street Business	Allowed	Conditional	Not allowed	Conditional	Not allowed	Not allowed	Not allowed

Issue 4: Increase User-Friendliness And Improve Predictability Of The Code

We recommend reorganizing the code into ten articles as detailed in the text box. This includes combining all administrative and procedural sections into a single Article. This will include all zoning-related processes and clarify the roles of all reviewing bodies.

We further recommend that the code clearly spell out the approval process for all zoning-related procedures such as site plan review, temporary use review and approval, planned development review and approval, variance review and approval, sign permits, and appeals for zoning interpretations. Detailed descriptions of procedures can add substantial length to the ordinance, but can also result in more predictable procedures, more complete submittals, and more efficient project review – clearly worth the tradeoff.

Increasing user-friendliness of the code will reduce time administering the code and increase predictability of outcomes. A few ways to accomplish this include:

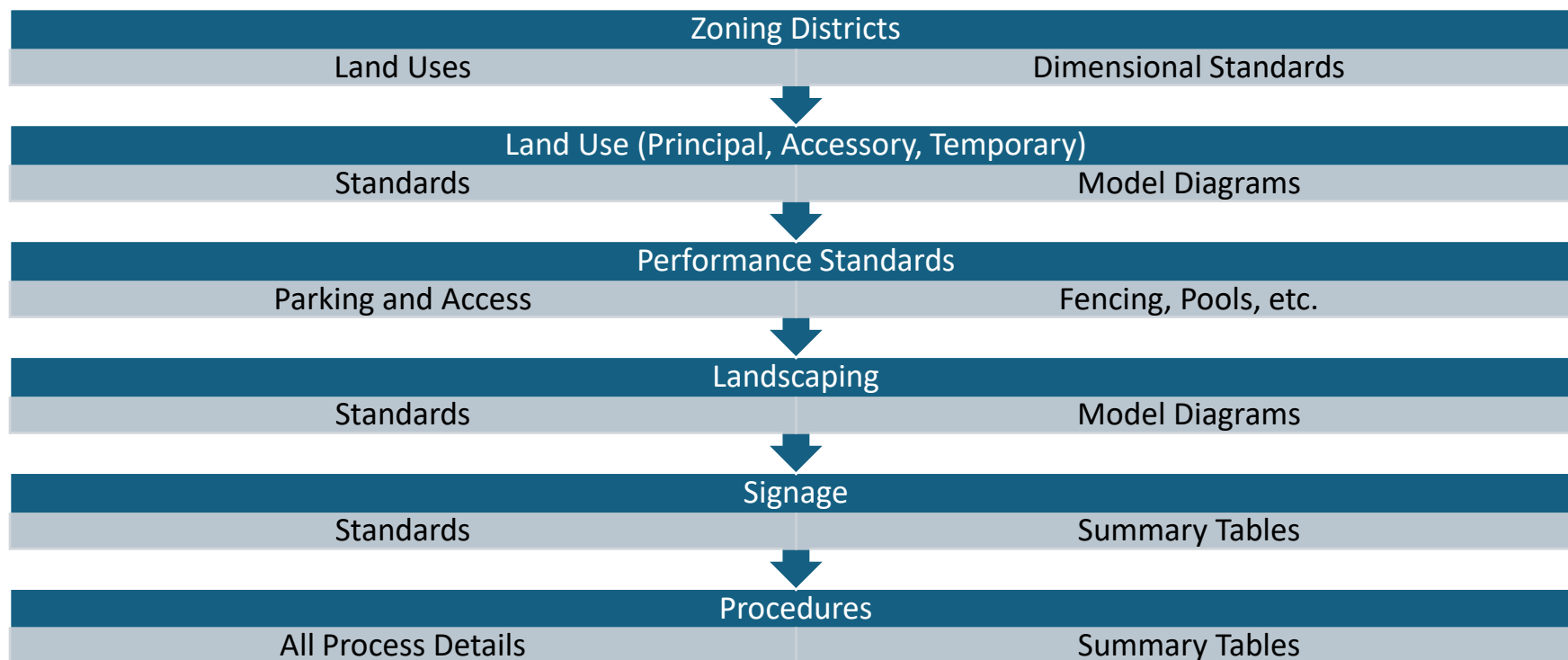
- Identify and remedy all inconsistent requirements.
- Summarize all procedures in a table that provides easy reference for the public, Village staff, and Village officials.
- Combine and consolidate land use categories rather than individually listing similar land uses.
- Add modern land use types to accommodate uses such as small and large-scale solar and wind energy systems, electric vehicle charging stations, short-term residential rentals, community gardens, etc.
- Create an overarching table in a single location that lists land uses by zoning district to indicate what's permitted by-right, by conditional use, or not permitted.
- Create a defined list of Accessory Land Uses for each zoning district that can be used in combination with principal land uses on permitted lots such as incidental uses, off-street parking, short-term residential rentals, etc. This same approach could be utilized for Temporary Land Uses.
- Publish how-to guides that cover common issues residents may encounter, such as fencing, sign, pool, and ADU regulations.

Below, in Figure 2, is a proposed approach to how the requirements can be collocated together within the new Zoning Ordinance, be reorganized to mirror the development process, and accompany text and illustrative versions of each requirement to improve user-friendliness.

Proposed Zoning Code Reorganization

- Article 1: Introduction and Definitions
- Article 2: Establishment of Zoning Districts
- Article 3: Land Use Regulations
- Article 4: Bulk Regulations
- Article 5: Nonconforming Situations
- Article 6: Performance Standards
- Article 7: Exterior Building Design Standards
- Article 8: Landscaping Requirements
- Article 9: Sign Ordinance
- Article 10: Administration and Procedures

Figure 2: Project Review Components



Issue 5: Explore Areas to Allow In-Family Suites and Accessory Dwelling Units (ADUs)

In-family suites (otherwise known as Granny Flats) and accessory dwelling units (ADUs) are an important part of addressing the housing shortage. In-family suites are typically smaller-scale where a small kitchenette or living area is located within the existing structure, whereas ADUs are typically detached or attached structures that serve as another Building Code-compliant dwelling unit on the property. The Village's zoning code only allows a form of ADUs in terms of accessory commercial apartments (over the ground floor) today within the NB, PB, and MSB districts. The Village can explore allowing in-family suites and ADUs by-right in residential zoning districts, similar to what has recently been done in Madison, Middleton, and other areas of Wisconsin. This change will give residents more flexibility to make improvements to their property that allow them to take care of aging family members. Specified standards for both types of uses such as maximum floor areas, configuration, access, parking, etc. can accompany each new land use within the new Zoning Ordinance.

Issue 6: Reduce The Need For Planned Development Districts

Currently, the Village uses the Planned Development District (PDD) to accommodate unique, large, or complex types of projects. However, it is frequently used now because the Village's existing zoning district mix does not accommodate or facilitate the type, scale, and density of desired new development. Through the new code, more flexibility can be built in for a range of uses allowed per site, in addition to adjustments to bulk dimensional standards to reflect modern building practices. Together, these tools lessen the demand for the use of the PDD districts, make review more consistent, help speed up the overall development process, and provide more opportunities to foster a mix of uses and diversity of densities in new developments, all of which are identified in the Village's Comprehensive Plan. Although the need for the district may decrease, keeping a planned development district within the new ordinance will provide opportunities to accommodate special and unique circumstances. The new approach will be very similar to an overlay district, where baseline requirements stem from an existing zoning district and deviations from those standards are clearly reviewed and approved as part of the PDD process. Furthermore, existing PDDs must be retained on the new Zoning Map, unless a mutual agreement between the Village and 100% of the property owners occurs at some point in time for rezoning to a standard zoning district.

Issue 7: Update Accessory and Temporary Use Regulations

Existing accessory and temporary use regulations can lead to confusion about what is permitted, particularly in residential neighborhoods. The new Zoning Ordinance will address specified requirements and permitted uses for common issues that have plagued Village staff in administration, including detached garages, carports, sheds, greenhouses, and chicken coops. The new zoning districts will include standardized setback and height requirements, locational standards, and use-specific requirements for unique accessory uses such as home-based businesses, accessory dwelling units, off-site parking, etc. and temporary uses such as storage of large containers and vehicles, outdoor sales, etc. While the proposed approach may add more length to the new ordinance, it will help alleviate existing interpretation and administration issues that are commonly faced within the Village today and provide greater consistency in the application of the ordinance.

Issue 8: Provide Defined Exterior Building Design And Landscaping Standards

Mount Horeb has a unique set of 27 design standards that apply to all multi-family buildings greater than three units, and any other nonresidential structure. Further, certain additional standards then only apply within defined areas such as downtown or along Springdale Street. The approach has been utilized successfully for many years, but there are other ways these standards could be oriented and applied.

The new Zoning Ordinance can include a customized set of design standards specifically for downtown to reflect the community character objectives of this unique area, in conjunction with the recently amended historic preservation standards. The Village can also explore different options for addressing public art, whether that is a new section of Zoning Ordinance or the development of a new process to handle these situations outside of zoning.

It is also recommended that the new Zoning Ordinance explore the inclusion of defined design standards by land use type (multi-family, commercial, industrial, etc.). This approach has been utilized successfully in many other communities of similar size to Mount Horeb and can assist in achieving the Comprehensive Plan's recommendations for high-quality site and building design along community corridors. As an alternative, overlay design districts could also be employed to set defined standards in key gateway areas throughout the community. Overall, new standards should be based on defined metrics that are easy to calculate and apply (ex. requirement that 50% of the façade needs to be a brick), creating consistency in application and approvals.

Finally, the Village's existing landscaping standards can be improved using a point-based system that establishes zoning district-based standards for different areas of the lot (street, building foundation, yards, etc.). The property owner can then meet those standards in a variety of ways using different plant types with associated point values to satisfy the requirements for each area of the lot. This approach is very common across Wisconsin and has been utilized to create consistency, enhance aesthetics and green spaces, and provide flexibility in meeting the baseline standards.

Throughout the development of the new Zoning Ordinance, these options will be further explored, and the Plan Commission will have the opportunity to weigh-in on the desired approach and which unique components of the existing standards (ex. Springdale Street and downtown setbacks, Springdale Street decorative architectural elements, downtown color pallets, etc.) should be retained or modified.

Issue 9: Allow A Mix of Uses

The Zoning Ordinance can increase flexibility by permitting a mixture of uses within the same building along commercial corridors and downtown. Mixed use buildings are a key component to a thriving community by creating attractive commercial spaces on the first floor and new housing units on the floor above. New residents in these areas increase foot traffic to local businesses and help make the community more vibrant. The majority of mixed-use buildings today are located downtown, but several along Springdale Street have recently come before the Plan Commission for consideration. As this trend continues, the new Zoning Ordinance will accommodate these types of structures within all commercial zoning districts, instead of relying on the Planned Development process.

Additionally, permitting multiple principal land uses on the same lot creates more flexibility and predictability for common business types. For example, a new Kwik Trip may include gas services, retail options, car wash services, and outdoor sales components. Many communities want to enable multiple principal land uses on the same lot or principal and accessory uses on the same lot, but their code does not have clearly defined standards for each. The new Zoning Ordinance can enable each land use to occur with defined standards that must be met for different land uses working in conjunction with one another. While some of these provisions exist today within the existing Zoning Ordinance, new standards and the modernization of land uses will be included within the new Zoning Ordinance to alleviate existing issues that have come up over time.

Issue 10: Update And Standardize Performance Standards

Some provisions related to fencing, lighting, driveways, screening, noise, odor, and toxic substances are addressed in the Village's Zoning Ordinance. It is recommended that defined standards be developed and applied via text and illustrative figures, in addition to further clarifying how they apply to specific situations, consolidating them all into one section, and adding newer and more modern performance standards. This will improve user-friendliness, application of the standards, and establish predictable outcomes throughout the community.

In particular, fencing regulations have been a persistent issue for Village Staff when administering the code. Examples include: chicken coops, open pattern standards for front yard fences, requirements for corner lots, and fencing material requirements.

Issue 11: Address Parking Requirements

Existing parking requirements are higher than modern standards and are a barrier to implementing the Village's land use goals. Addressing the parking requirements section of the code will help the Village avoid large unused fields of parking, reduce costs for new development, and promote biking and walking in the community. For example, the off-street parking requirements of 1 space for every 300 gross square feet of floor area for office and retail uses may be unnecessary and instead reduced to 1 space for every 500 gross square feet. Additionally, the Village should consider implementing parking maximums, adding bike parking standards, and allowing shared parking situations by-right where adjoining uses have adequate parking to accommodate the associated demand of each use.

Issue 12: Make the Zoning Ordinance Compliant With State And Federal Law Changes

The existing Zoning Ordinance will need to be reviewed in detail to ensure it is in line with changes in state and federal law that occurred over the past decade. While some of these changes have been made, a more holistic approach will be taken within the rewrite process to ensure consistency throughout the new Zoning Ordinance and reflect compliance with law changes. This includes areas such as short-term rentals, conditional uses (see Issue 13), content-based signage standards (see Issue 14), large and small-scale solar, community living arrangements, nonconforming structures, telecommunication uses, and more. The new Zoning Ordinance will address all law changes and provide references to applicable state and federal provisions that apply.

Issue 13: Reduce The Need For Conditional Uses In Response To Wisconsin Act 67

Wisconsin Act 67 requires that municipalities approve conditional use permits if the applicant meets all of the requirements specified in the ordinance and the only way a conditional use may be denied is through the finding of substantial evidence. The Village can reduce the need for conditional uses by utilizing zoning districts and zoning map amendment processes instead of the conditional use process for defined land uses such as institutional, multi-family, outdoor storage and activity, etc. Additionally, all procedural steps can be updated to reflect statutory requirements and outline processes that are in line with state laws.

Issue 14: Update the Sign Code

The U.S. Supreme Court case *Reed v. Gilbert* (2015) established that regulation of signs must be content-neutral. The Village can establish new sign categories and names to remove content-based terms like “Political” and instead use terms that reflect the structural components of the sign types like Board, Banner, Arm and Post, Stake, etc. These requirements can be consolidated into a set of overarching summary tables to increase user-friendliness of the ordinance and standardize requirements by zoning district.

The new provisions can also clarify the standards for when signs can be approved on the administrative level and when signs need to be reviewed by the Plan Commission. Furthermore, the code can create additional requirements that prohibit signs in the right-of-way, regulate off-premise signs, and control commercial signs along community corridors.

Issue 15: Update Definitions For Increased Clarity

We recommend relocating and expanding the existing definitions into a new Article. In general, the existing definitions section is comprehensive and provides a good starting point. However, we suggest a thorough review of existing definitions to increase clarity, include easily applied metrics, and update to modern iterations. One example is updating the definition of “family” to accommodate common types of legally-recognized family living arrangements not covered currently while also avoiding the creation of boarding-houses with an unlimited number of unrelated adults.

Issue 16: Advance Community Sustainability Objectives

There are several new standards that could be integrated into the Zoning Ordinance to address and advance sustainability. These include: requiring electric vehicle charging stations or infrastructure to support those stations within new development, allowing small-scale solar and wind energy systems throughout the Village, updating bicycle parking minimums and requirements for pedestrian and bicycle connections, reducing impervious surfaces through bulk dimensional standards for each district, reducing minimum vehicle parking standards to promote walkability, developing environmental protection provisions and green infrastructure standards, and allowing more mixed-use and higher density development in areas with access to bicycle and pedestrian infrastructure. While the Village currently has some of these standards in place today, the new Zoning Ordinance can further the community’s sustainability objectives in a variety of ways.



AGENDA ITEM REPORT

MEETING DATE

May 22, 2024

PREPARED BY

AGENDA ITEM # 4.a.1

Update: New Sign for 209 E Main Street

BACKGROUND

The new restaurant moving in to 209 E Main Street has submitted an application for a new sign. The sign meets all requirements of the sign code and does not need Plan Commission approval, but staff wanted to share it with the Plan Commission so you are aware of the change. The plans for the new sign are included in your packet.

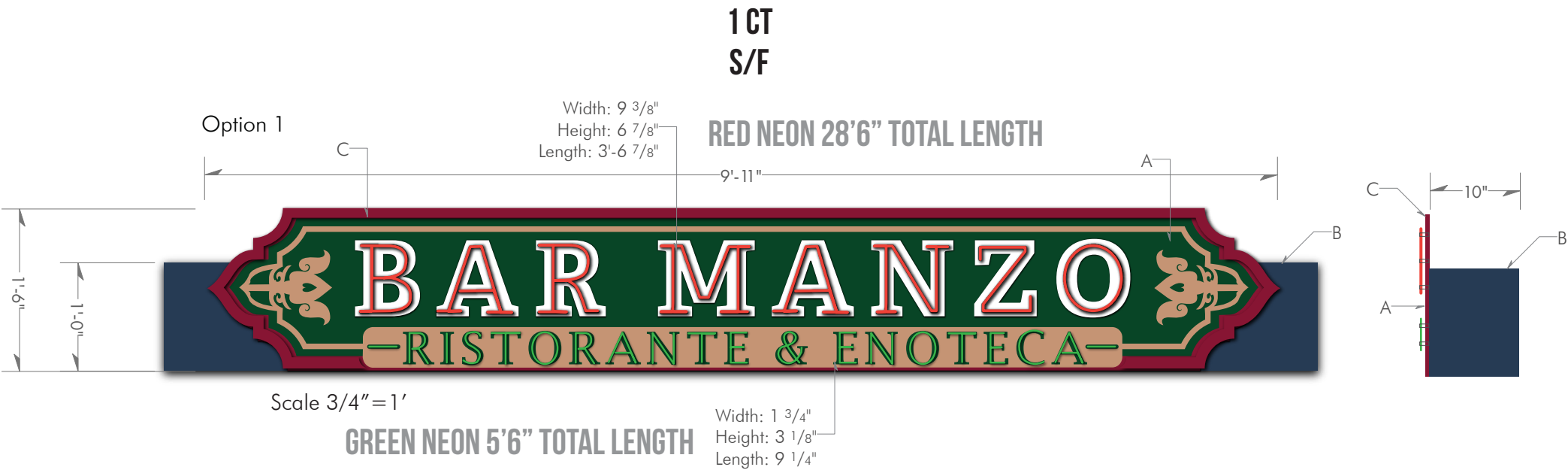
RECOMMENDATION

ATTACHMENTS

1. BAR MANZO-04031324- EXTERIOR_R3



BAR MANZO-04031324- EXTERIOR



KEY NOTES:

A - WCI Single face to mount under deck overhang, Face to be 1/8" aluminum. Graphics to be hand painted with exposed neon first surface.

B - 10" deep aluminum tube frame raceway box to be mounted

C - 1/2" PVC raised border Inside edge to be Beveled.

- FINISHES:
- Satin Motor cycle Green MP14187
 - Satin Lucky Red MP16043
 - Rownan L109 Gold Metallic
 - Rownan White
 - Ruby Red Neon BL98
 - Yellow Green BL37
 - Paint to match Balcony color (Need Match (B))

CALCULATIONS:

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.			WCI
© 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 .			

Night View



Day View



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

CUSTOMER APPROVAL: _____		DATE: _____	LANDLORD APPROVAL: _____	DATE: _____	S H E E T
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.					WCI
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BAR MANZO-04031324- EXTERIOR



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
May 22, 2024	
AGENDA ITEM # 4.c	
Building Inspector Report	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	