



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

COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, October 9, 2024 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Consent Agenda
 - a. Consideration of September 11, 2024 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce report
- 3) Agenda Items
 - a. Residential Improvement Program Application, 304 N Third Street, Jake and Janet Sale
 - b. Review of Lukken Farm RFP
 - c. Downtown Redevelopment Plan Update
 - d. Business Improvement District Update
- 4) 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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COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, September 11, 2024 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
Marc Schellpfeffer called the meeting to order at 6:00 PM. Members present were Todd Fritz, Ben Vondra, Ryan Czyzewski, Marc Shellpfeffer. Also present were Village Administrator, Nic Owen, Kristin Fish-Peterson & Office Assistant, Katie Jelle. Absent from the meeting were Andy Baber, Barb Case & Heidi Kopras.
- 2) Consent Agenda
There were no questions or comments regarding the information provided. Motion by Czyzewski to approve the Minutes & Consent Agenda, Second by Vondra. Motion Carried.
 - a. Consideration of July 10, 2024 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce report
- 3) Agenda Items
 - a. Presentation and Recommendation: Community Development Block Grant Pathways to Removing Obstacles to Housing (PRO Housing)
Fish Peterson presented the Community Development Block Grant Pathways to Removing Obstacles to Housing. Dane County is applying for a 5 million dollar grant to further affordable housing. The focus is to prepare communities with zoning, zoning code changes & preparing developers.
To qualify, zoning code updates will have to be made to further affordable housing and Mt Horeb would have to leverage a portion of acres to assign to affordable housing.

- b. Recommendation on Residential Exterior Improvement Grant Application, Adam Melka, 302 N 2nd Street
Owen explained the application for 302 N 2nd Street. The applicant is applying for a total re-roof including decking, venting, underpayment & shingles. The application meets all of the requirements. Czyzewski motioned to approve the application, Fritz seconded the motion. Motion carried.
 - c. 2024 Residential Improvement Program Progress Update
Owen gave an update on the 2024 Residential Improvement Program progress. 4 applications have been approved. Another application was just received. There are still funds available for grant applicants to apply for.
 - d. Update on Parking Study Recommendations
Owen gave an update on the Parking Study Recommendations. The Parking signs have been installed, and the parallel spots on S 1st Street have been changed to angle parking. Parking lot signs have been ordered.
 - e. Update on Downtown Plan Updates
Owen & Fish Peterson met to do a walk through the trail corridor to see what visitors see & what is inviting. There were suggestions to add public art. Schellpfeffer suggested utilizing the bike path & encouraging people to come into town from the bike path.
 - f. Discussion on Wisconsin Economic Development Corporation Small Business Development Grant Webinar
Fish Peterson explained the Small Business Development Grant. 2 million dollars have been allocated in 2025. Grants are being made to Economic Development Organizations. Owen & Fish-Peterson attended a webinar to learn more about the details. If a grant was received, it would have to be used within 18 months for facade improvement, startups, expansions for small businesses with fewer than 25 employees.
The CDA agreed that there is not enough need for this now and to apply if or when there is more of a need.
- 4) Future Agenda Items
Schellpfeffer asked if there is an opportunity or a time when the CDA will get to look at a draft of the updated zoning codes. Owen said that there is a plan to get the zoning codes out to the committees & departments. The time frame is 12-18 months.
- 5) Meeting adjournment.
Czyzewski moved to adjourn at 6:54 PM, Vondra seconded.

October 1, 2024

To: Community Development Authority

From: Kristen Fish-Peterson, Economic Development Contracted Staff

Re: Report on work to date

What follows is a list of activities for September:

1. Meetings in person and virtual
 - a. Nic Owen individually (in person, virtually, phone, and emails)
 - b. Good Morning Mount Horeb
 - c. Tour of Lukken property
 - d. Attendance on Small Business Grant webinar
 - e. Meetings with Rachel from Chamber regarding ongoing efforts to organize the downtown
 - f. Emails, virtual meetings, and phone calls with prospective new business and new property owners, calls and emails to find suitable locations
 - g. Phone calls/virtual meetings with Dane County Housing group for possible participation in CDBG PRO Housing grant, memo drafting to CDA
 - h. Retention calls on 2 Mount Horeb (downtown) businesses
 - i. Attendance at joint board meeting with Village/Chamber/School Board
 - j. Calls and meeting prep for meeting with MG&E re: gas service to new business park
2. Research
 - a. BID project ongoing research
 - b. Downtown business prospects property search
 - c. Search for land for medical warehouse project, emails with property owner
 - d. Contact information for early conversations for new business park prospects
3. Prep, attendance and follow up at September CDA meeting.



AGENDA ITEM REPORT

MEETING DATE

October 9, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.a

Residential Improvement Program Application, 304 N Third Street, Jake and Janet Sale

BACKGROUND

The Sales are applying for a grant to replace their driveway at 304 N Third Street. The application scores a 48 with its best points being the deteriorating condition of the pavement, and assessed value of the home. The application was thorough and complete.

RECOMMENDATION

ATTACHMENTS

1. Sale 304 N Third
2. Sale Scoring Rubric



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM GRANT APPLICATION

(Please complete and submit one application for the complete project)

APPLICANT INFORMATION

Applicant Name Jake & Janet Sale
Property Address 304 N 3RD St
Phone 608-445-1999 Email Jacobsale@GMAIL.com

PROPERTY INFORMATION

Year Home Built 1954 Purchase Year of Home 2005
Assessed Value of Home \$ 296,700

PROJECT INFORMATION

Proposed Start Date October 2024 Proposed Completion Date October 2024
Contractor Name DT Concrete LLC Contractor License # _____
Contractor Address 10142 Blue Valley RD, Mt Horeb
Street City State Zip
Contractor Phone 608-516-7600 Contractor Email dtconcrete.info@gmail
Total Project Estimate \$ 9,800 Grant Request \$ 5,000
Other funding sources that will be used: Personal Savings

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

Replace a failing Asphalt Driveway w
Concrete,

DOCUMENTS TO INCLUDE

- ☒ Two contractor proposals
- ☐ Site plan
- ☐ Copy of Contractor License
- ☐ Proof of Insurance
- ☒ Photos of what will be repaired

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of Mount Horeb Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Village Board has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

Applicant Signature _____

Date _____

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? ☐ Yes ☐ No
Community Development Authority Review Date: _____ ☐ Recommended approval without conditions ☐ Recommended approval with conditions ☐ Recommended denial	
Recommended conditions or reason for denial (if applicable): 	
Common Council Review Date: _____ ☐ Approved without conditions ☐ Approved with conditions ☐ Denied (reasons below)	
Conditions or reason for denial (if applicable): 	
Authorized Grant Amount: _____	
Date Check Issued: _____	

DT Concrete, LLC

10142 Blue Valley Rd
Mt. Horeb, WI 53572
(608) 516-7600
dtconcrete.info@gmail.com

Proposal

Number: 2580
Date: 9/9/2024

Prepared For:

Jake Sale
304 N Third St
Mt. Horeb, WI 53572

Email: jacobsale@gmail.com

Phone: 608-445-1999

Job Name: Driveway Replacement

Job Location: Same

Scope of Work	Total
1,158 Sqft Driveway Replacement - - Remove existing asphalt driveway - Prep gravel base and form driveway; install PVC for (2) downspouts - Pour driveway; 6 bag mix with fiber - Broom finish, hand tooled joints, apply sealer OPTIONAL ADD ON: - Topsoil along edges after removing forms: \$250.00 ☒ Yes [please indicate 'yes' or 'no' to include or exclude this add on]	9,550.00
Total:	\$9,550.00

All Material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. DT Concrete, LLC will not be held responsible for any landscape damage. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. This Proposal may be modified or withdrawn if proposal is not accepted within 30 days of proposal date.

WARRANTY -

For 1 year, commencing from the day we (DT Concrete, LLC) complete the job, there will be no major cracking, scaling and spalling, or major pop out due to defective materials or workmanship. We will use appropriate techniques, workmanship, and materials designed to avoid random cracks from occurring, but cannot warrant that concrete will be totally crack free. We will repair concrete ONLY if the crack is greater than 1/2" wide.

This warranty does not apply to damage resulting from abuse of exterior concrete, (such as salting of concrete during winter months), contact between exterior concrete and vehicles, objects, animals, or persons during the 7 day period after concrete is installed. Also, uniformity in color may vary within the same pour or when repaired or replaced. This warranty will not guarantee uniformity in color.

ACCEPTANCE OF PROPOSAL -

The above prices, specifications and conditions of sale are satisfactory and are hereby accepted. You are authorized to complete the work as specified.

Signature of Acceptance: _____

Date of Acceptance: _____

FINK'S

Estimate/Proposal

PAVING, EXCAVATING & CONCRETE

2732 State Hwy 78 - Mount Horeb, WI 53572

O- 608.437.5779 www.finkspaving.com

Date: September 4, 2024

SUBMITTED TO:

Jake Sale

304 N 3rd St

Mt Horeb, WI 53572

Phone: 608-445-1999

Email: jssale_2000@yahoo.com

Job Name: Sale Concrete

Job Location: Same

For furnishing the necessary labor, material, and equipment to complete the following:

New Concrete Driveway

1,223 SF

\$10,800.00

- Excavate existing driveway, haul off site.
- Install crushed limestone base as needed, grade and compact.
- Pour 4" thick concrete with fiber mesh, joints, and sealer.
- *Option to have 60LF of downspouts connected and buried would be done on a Time & Materials basis. Estimated Costs - \$1,200.00*
- *A 50% downpayment is due one week prior to the start of the site work with the remaining 50% due within 30 days of the project's completion.*

Submitted by Fink's Paving, Concrete & Excavating, Inc. Derek Dahlk

IF THIS PROPOSAL IS **NOT SIGNED** OR ACCEPTED AND RETURNED WITH **15 DAYS** FROM THE DATE OF THIS PROPOSAL FINK'S PAVING & EXCAVATING INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT. FINKS RESERVES THE RIGHT TO ADJUST PRICING OF THE PROPOSAL TO BE CONGRUENT WITH THE COST OF CURRENT MATERIAL & LABOR PRICES.

GENERAL NOTES:

- Unless otherwise indicated, the following are **NOT** included in this proposal; Signage, bond fees, tree trimming, rock excavation, relocating utilities or other unknown subsurface facilities or structures, surveying and construction staking, permits, backfilling, restoration of lawn or other landscaping areas.
- **Landscaping, shouldering and backfilling are NOT included and are solely the owner/contractor's responsibility.**
- Undercut of unstable or 'soft' areas will be done on a time and material basis only and will need owner approval prior to excavation. If directed to proceed without remedy, the warranty will be void.
- Location of private lines (lighting, remote systems, gate sensors, sprinklers, etc.) provided by owner.

Acceptance of Proposal: The above prices, specifications and conditions of sale are satisfactory and are hereby accepted. You are authorized to complete the work as specified. It is understood that any alterations or deviations from the above specifications will be executed only upon a written change order and will become an extra charge over and above the estimate unless so stated on the change order.

Date of Acceptance: _____

Owner/Contractor/Agent: (Printed) _____

Signature: _____

Owner/Contractor/Agent has read, understood, and has agreed to the Proposal Terms and Conditions, including the warranty listed on page two and three of this proposal. Initials: _____

Please save a copy of this proposal for your own records.

Proposal Terms and Conditions

Notice of Lien Rights: AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, FINK'S PAVING, EXCAVATING INC. HERBY NOTIFIES BUYER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON THE BUYER'S LAND MAY HAVE LIEN RIGHTS ON THAT LAND IF THEY ARE NOT PAID FOR SUCH LABOR OR MATERIALS. THOSE ENTITLED TO LIEN RIGHTS IN ADDITIONS TO FINK'S PAVING & EXCAVATING INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE BUYER OR THOSE WHO GIVE THE BUYER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. THE BUYER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIAL FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THEIR MORTGAGE LENDER, IF ANY, FINK'S PAVING & EXCAVATING INC. AGREES TO COOPERATE WITH THE BUYER AND THEIR LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Warranty: All material is guaranteed to be as specified and all work is guaranteed to be completed in a workmanlike manner according to standard practices without 'Major Cracking', Major Scaling and Spalling' or 'Major Pop out', due to defective materials or workmanship. This guarantee shall last for a period of one year from the date of completion of the work. All guarantees are void if payment is not made as specified. For this warranty to be effective, we must have **in writing** within (10) days of the first knowledge of any defect by the Owner/Contractor or Agent.

Warranty excludes remedy for damage or defect caused by abuse, modification not executed by Fink's Paving & Excavating Inc. its subcontractors or suppliers, improper or insufficient maintenance, improper operation, normal wear and tear under normal usage or excessive manipulation over the original design criteria. This limited warranty does not apply to damage resulting from other exterior concrete, **landscaping**, fire, flood, earthquake, defective substance, or other acts of God altering areas near your driveway or other exterior concrete so that drainage or water runoff undermines your driveway or other exterior concrete, the growth of trees (including roots) or plants near your driveway or other exterior concrete. Warranty excludes damage caused by the driving or parking of trucks over one-half ton. Warranty excludes damage caused by any object being laid to rest that is over 1,000 pounds (i.e., hot tubs, pallets, campers, trailer jacks, etc.) Warranty excludes scaling, spalling or pop outs other than major scaling, spalling or pop outs contact between your driveway or other exterior concrete and vehicles, foreign object, animals or persons (other than contractor) during the 3 day period after your driveway or other exterior concrete is installed, cracks other than major cracks, discoloration or stains, any settlement or shifting from installation or repair of utility trenches near your driveway or any other exterior concrete at the point where it meets a garage or car port slab. Also, uniformity in the color of a driveway or other exterior concrete may vary within the same pour or when repaired or replaced. This warranty will not guarantee uniformity in color. ***Salting of concrete is highly discouraged as it will discolor and result in scaling and spalling***

Cracking: Fink's Paving & Excavating Inc. will use appropriate techniques, workmanship and materials designed to avoid random cracks from occurring but cannot guarantee that this pavement or other concrete work will be totally crack free. We will consider the stress of the new concrete and install expansion joints and tooled joints to minimize cracking. The occurrence of cracks within the one-year window of the date of completion of the work does not guarantee removal and replacement of the effected area. We will repair concrete cracks **only** if the crack is greater than 1/4" wide or 1/4" in vertical displacement. Repair of concrete cracks with caulk is acceptable.

Restoration: Fink's Paving & Excavating Inc. will be not responsible for any restoration of adjacent areas disturbed because of construction, including but not limited to, sidewalks, aprons, stone shoulder, adjustment of drainage structures or landscaping that may need to be performed to allow for proper drainage of water from the surface of the new pavement unless otherwise agreed to in the scope of work. Backfilling and landscaping are not included and is solely the Owners/Contractors responsibility.

Subgrade/Aggregate Base: No materials to be places on a wet, unstable, or frozen subgrade. If Owner/Contractor subgrades the base and refuses Fink's Paving & Excavating Inc. grading services, and the pavement fails, the warranty will be void.

Access: Physical access by heavy equipment and material delivery vehicles to the site that is the subject of this contract may result in physical damage to property including but not limited to existing pavement, landscape, or structures. Fink's Paving & Excavating Inc. will cooperate with the Owner/Contractor in finding alternative access solutions, but the Owner/Contractor does herby release and hold harmless Fink's Paving & Excavating, Inc. from any claims for physical damage caused from access to the site. Owner/Contractor agrees that any physical damage to property caused by Fink's Paving & Excavating Inc.'s heavy equipment and material delivery vehicles in the process of gaining access to the site, where no other access options have been made available, shall be the responsibility of the Owner/Contractor.

Utilities: Fink's Paving & Excavating Inc. is responsible for calling Digger's Hotline to mark utilities for the proposed Work. Fink's Paving & Excavating Inc. will not be responsible for damage to any private or public underground utilities or other hidden conditions if the Owner/Contractor or Digger's Hotline fails to give Fink's Paving & Excavating Inc. advance notice of their existence and location. Owner/Contractor agrees to indemnify and hold Fink's Paving & Excavating harmless for any loss, expense or damage resulting from, arising out of, or in any way related to such condition.

Work of Others: Prior to the commencement of the Work, the work of others shall be completed to such an extent as that it will not in any way conflict with or interfere with the Work. If Fink's Paving & Excavating Inc. is directed to commence Work prior to the time of such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Fink's Paving & Excavating Inc. commencing any of the Work before any others have completed their work.

Subcontracting: Fink's Paving & Excavating Inc. reserves the right to subcontract any of the proposed Work.

Changed Conditions: Any changed condition of the job specifications involving extra costs will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay Fink's Paving & Excavating Inc. an extra charge over and above the original contract price for performance of the requested change order.

Care and Maintenance: Driving on new concrete surfaces should not take place until 7 days after installation during normal weather conditions. Do not park on the new surface for 10 days. No walking on patio or sidewalk for at least 24 hours. In the winter do not use deicer or salt. Hose off any spilled substance immediately as it may cause discoloration.

Insurance/Indemnification: This Proposal is contingent upon the express agreement that indemnification, defense, additional insured status, and waivers of subrogation, if required by the Owner/Contractor, shall be provided by Fink's Paving & Excavating Inc., but only to the extent of Fink's Paving & Excavating Inc.'s negligent acts or omissions in the performance of its work. Owner/Contractor to carry any necessary property insurance on the Work. Fink's Paving & Excavating Inc. workers are fully covered by Workers' Compensation Insurance. Fink's Paving & Excavating will meet insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.

Limited Liability: Owner/Contractor shall hold harmless Fink's Paving, Excavating Inc. and shall be solely responsible for damages to property of Owner/Contractor or others necessitated for the performance of this contract except for such damages caused by our negligence.

Damage Waiver: Any claim for property damage is conclusively waived unless presented to Fink's Paving & Excavating Inc. in writing within seven (7) calendar days of the occurrence.

HVAC Systems: All HVAC units and corresponding equipment must be disconnected and moved out of the work area prior to the start of the project. The property owner/contractor is solely responsible for all costs related to the disconnection and reconnection of said units. If directed to proceed while said units are in place, the property owner waives any liability for Fink Paving & Excavating Inc.

Stamp Patterns: If a stamp pattern is selected that Fink's does not have in stock, there will be an additional rental charge added to the final invoice to cover the cost of the desired stamp pattern.

Acceptance of Material/Labor: All materials and labor are conclusively accepted as satisfactory unless objected to in writing within seven (7) calendar days of performance.

Compliance with Laws: Owner/Contractor, at its sole expense, shall comply with and obtain all necessary license and permits under present and future laws, statutes, ordinances, rules orders or regulations of any governmental body having jurisdiction over the site, the Work, or the Owner/Contractor shall bear the sole cost of any fines or penalties for failure to comply with or obtain the same and shall indemnify and hold Fink's Paving & Excavating Inc. harmless for any fine, penalty or expense resulting from, arising out of, or in any way related to Owner/Contractor's violations under this paragraph.

Payment: Payment is due and payable upon completion of the job and receipt of the invoice. Terms of payment shall be in net on receipt of invoice. A 1.5% per month, 18% per annum services charge shall be charged on all outstanding balance. Should it be necessary to force collection any monies due herein, Owner/Contractor shall be responsible for all costs, including reasonable attorney's fees. All credit card payments will have a 3% processing fee added to the total of the invoice.

Entire Agreement

This written Proposal/Agreement consisting of two sides contains the entire Agreement and understanding between the parties and no provision, terms, warranties, representations of promise, whether expressed or implied other than those set forth herein are binding on either party.

Captions: The captions and headings at the beginning of each section of this proposal are for convenience only and are to be given no weight in constructing the provisions of this agreement.

FINK'S Paving, Excavating & Concrete, Inc.
2732 State Hwy 78 Mount Horeb, WI 53572
We're not Satisfied until You're Satisfied



304 N 3rd St, Mount Horeb, WI 53572

Directions

Nearby

Save to calendar

Nearby

Gas Stations

Restaurants

Attractions

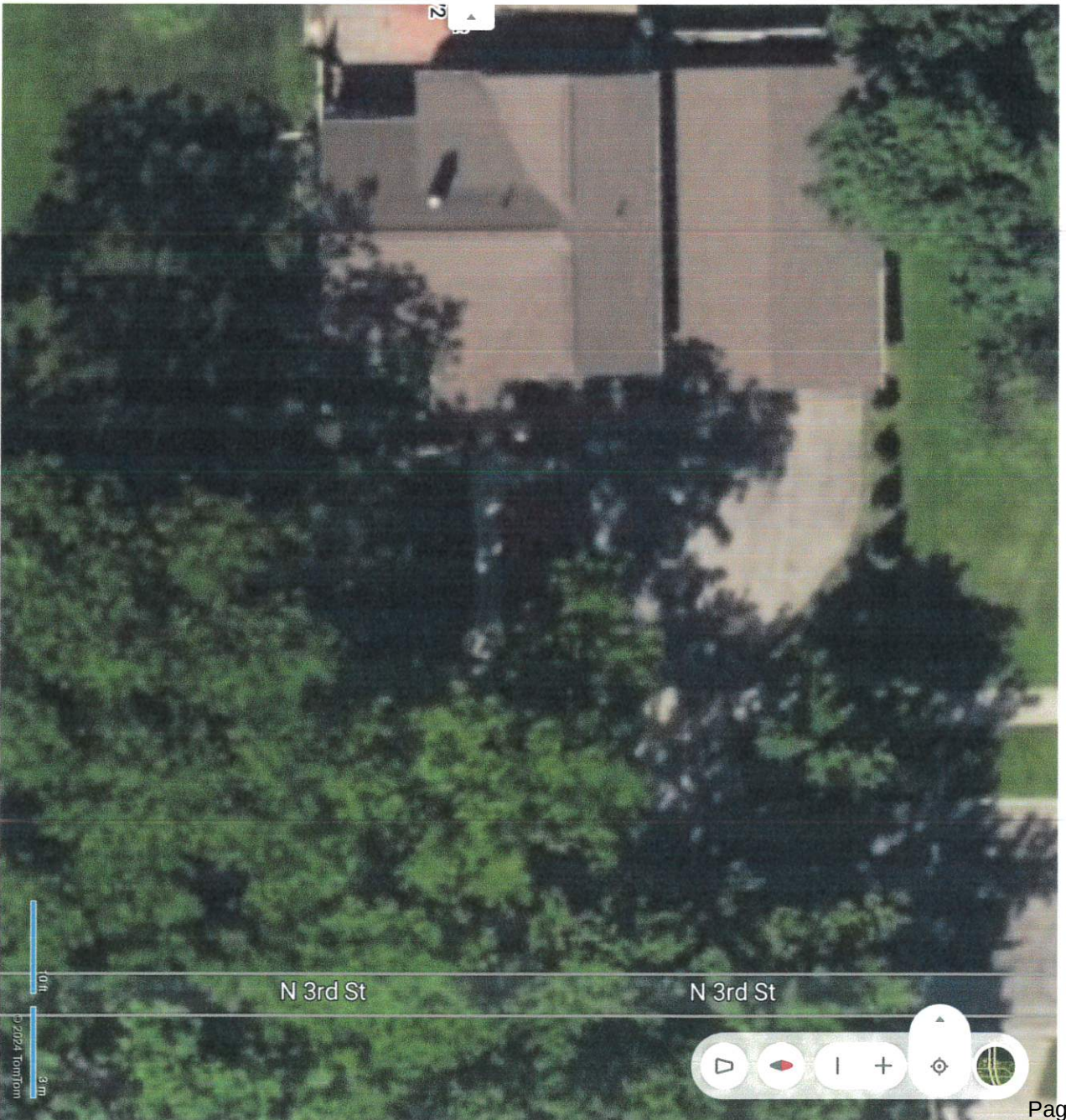
Search nearby

Coffee Shops

Grocery Stores

Nearby Transit

United States · WI · Dane Co. · Mount Horeb
43.011331, -89.737328



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Residential Improvement Program Scoring			
Level of Performance	Strong	Fair	Weak/Poor
Score	10-7 Points	6-4 Points	3 Point or Below
Property Condition		6	
Age of home		6	
Percentage of Average Assessed Value	8		
Percentage of Improvements of Assessed Value			3
Repair of historical elements			3
Quality of materials	7		
Thoroughness of application	8		
Sustainability, energy efficiency			3
Financial Hardship		4	
Application Score			
Score			48
Total Overall Points for Grant Application: 100 Points			



AGENDA ITEM REPORT

MEETING DATE

October 9, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.b

Review of Lukken Farm RFP

BACKGROUND

Kristen Fish-Peterson has provided the draft RFP for development of the Lukken Farm for review and discussion. At their October meeting, the Village Board approved offering 5 acres of land in this development for \$1 to be developed for affordable housing as part of Dane County's CDBG grant application. This is just a rough draft, and we will need to fill in a lot of additional information, but we wanted to get it in front of the CDA for initial reaction and feedback.

RECOMMENDATION

ATTACHMENTS

1. Lukken Property RFP



Request for Proposals
Residential Property for Development
110 acres on Hwy. S and Hwy. 78 (N. 8th St.)

Proposals Due: March 31, 2025

Village of Mount Horeb, 138 W. Main St., Mount Horeb, WI

nic.owen@mounthorebwi.info

608-437-9409

Request for Proposals (RFP)
For the Purchase and Development

Of Village-Owned Real Estate

The Village of Mount Horeb (“Village”) invites developers and interested parties (collectively, “Proposer” or “Proposers”) to submit a development plan (“Proposal”) for Village-owned property on Hwy. S and Hwy. 78 (N. 8th St.). This site is known as the “Lukken Farm”, and includes approximately 117 acres of developable property, suited for residential development.

Proposals (in digital format only) will be accepted until 3:00 pm Central Time on Monday, March 31st, 2025. Digital submissions must be made by email to Nic Owen, Village Administrator, at nic.owen@mounthorebwi.info

1. Community Overview

Mount Horeb is located approximately 20 miles west of Madison on Hwy. 18/151 in the Driftless Region of southwestern Wisconsin. The population is approximately 7,700. Mount Horeb offers a premier quality of life that boasts the benefits of a small town, with excellent school district, charming downtown, State Recreational Trail (Military Ridge Trail), and all the big city amenities within easy access.

2. Development Site – Information and Context

The development property is located on the north edge of the village, contiguous to existing residential neighborhoods to the south, and is bordered on the north by County Hwy. S. The Military Ridge Trail crosses through the southeast portion of the property.

The northwestern most 20 acres (where farm structures are located) will be dedicated to parkland and may possibly host a future recreation center and/or field space for area sports.

The development acreage has been farmed for decades and is not known to have any environmental contamination. The Village completed environmental testing (Phase I and Phase II?) and will provide those results to interested parties (or attached in Exhibit A).

3. Property Overview

Location: East on County Hwy. S at County Hwy. 78
Land Area: 110 acres (we will fine tune this number)
Land Use Category: Planned Neighborhood
Expected Zoning:

4. Development Objectives

The Village’s intent with this RFP is to provide a new, well-designed residential neighborhood for the community. The Village is expecting to see a variety of housing types and price points. A developer may or may not propose to develop all the acreage available but may propose to develop a portion of the acreage, as there may be multiple developers working on various types of housing in this area.

The Village is expecting proposals that incorporate and demonstrate high-quality architectural elements and site design, including but not limited to the following:

- a. Use of quality architectural design and building materials, with varying relief elements incorporated into the exterior framework of the homes. The design and architecture

of new homes in this area should respect, complement, and enhance the surrounding residential developments.

- b. Visual interest and harmony shall be fostered through creative design and quality building materials.
- c. Landscape design should enhance the development and streetscape.
- d. The project should meet perceived market needs for type(s) of housing, and should incorporate housing units at various price points, sizes, configurations and scales.

5. Zoning and Land Use Requirements – (is there new text from the zoning code rewrite applicable here?)

6. Streets and Utilities

The property has access from County Hwy. S at XXXXX. Water, sewer, electricity and storm sewer are XXXXXXXXXXXXXXXXXXXXXXXX. A location map of the infrastructure is shown in Exhibit B. Direct connections to electricity, natural gas, and communications infrastructure are available as well.

7. Concept Review

Proposers are encouraged to submit a concept plan to the Village Administrator's office for review and comment prior to the deadline. The Village can provide a confidential technical review of a project's conceptual design to the proposer related to the requirements of zoning code, building and fire codes, and other site considerations such as infrastructure, access and utilities.

8. Proposal Submission Requirements

Respondents must submit a digital copy of their proposal that meets the requirements below. The proposal should be submitted as a single combined file, although attachments may be provided. Upon submission, all materials will become the property of the Village of Mount Horeb. **All proposals must be submitted via email to nic.owen@mounthorebwi.info by 3:00 pm on Monday, March 3rd 2025.** No submissions will be accepted after this date and time, or by any other delivery method other than email.

To avoid submittal issues, please observe the following guidelines:

- a. The Village is not responsible for technical difficulties on the part of the proposer. Please develop a plan to submit materials in an appropriate manner prior to the submittal deadline. Contact Nic Owen with any technical questions.
- b. Submittals are highly encouraged to be in the Adobe .pdf file format.
- c. Please ensure all maps and graphics are of sufficient resolution to be viewed and understood digitally. The Village may reject a proposal that cannot be easily viewed.
- d. It is encouraged that any submittal over 10 MB in file size be uploaded to a file sharing site with a link to the document or folder emailed to the address above.

Each submission must contain, at a minimum, the following information. Proposers are encouraged to include additional information as needed to fully describe and promote the project.

A. Developer Qualifications

1. Developer Contact – Name, address, and contact information of firm or individual responding to the proposal.
2. Firm Overview – Provide a brief description of the organization, year established, types of projects completed, yearly financial volume of projects, and current projects underway.
3. Development Team – Provide a listing, qualifications, and role of all team members anticipated to participate in the project. If subconsultants will participate, include them in this listing.
4. Experience – Provide a list, description and photos of relevant projects detailing the role of the firm in each of the projects. Provide relevant contact information for each project.

B. Project Proposal

1. Project Narrative – Provide a detailed narrative description of the proposed project including, but not limited to:
 - a. Occupancy types, including square footage or area percentages of each type, and number of units broken down by the number of bedrooms per unit.
 - b. The Village is encouraging a mix of price points, sizes and configuration in this neighborhood.
 - c. Discuss street design and landscaping proposal
2. Conceptual Site Plans – Provide conceptual site plan of the neighborhood, including:
 - a. Street layouts
 - b. unit types and density
 - c. number of units by type and location
 - d. Setbacks
 - e. Site access
 - f. Storm water management improvements if needed
3. Timeline – Provide a proposed timeline for the project including site design, site plan approval, securing financing, issuance of permits, construction, substantial completion, and estimated final completion.

C. Project Financials

Development Budget Outline – Provide a preliminary budget that outlines the estimated development costs of the project, identifying hard costs, soft costs and financing terms.

- D. Land Purchase Price** –The property must be exchanged for fair market value as determined by an appraisal. Proposers shall include a land purchase price as part of the proposal.

9. Proposed RFP Schedule

January 8, 2025	Village Board approval of a resolution authorizing the RFP process and setting a public hearing
March 31, 2025	Proposals due.
April 28, 2025	Review Committee determines recommended proposal
May 7, 2025	Village Board reviews Review Committee recommendation and authorizes Staff to begin negotiations with selected developer.

June 4, 2025	Village Board public hearing to approve the selected developer and authorizes Village execution of a Purchase, Sale and Development Agreement.
June 5, 2025	Negotiation for Purchase, Sale and Development Agreement begins; developer to execute prior to Village Board approval
July 2, 2025	Village Board approval of Purchase, Sale and Development Agreement (if negotiations complete; if not, approval will be at soonest available meeting).
After approval	Developer is authorized to begin the Development Review (site plan approval) process. Construction anticipated as soon as possible thereafter.

10. Review Committee

All proposals will be reviewed and evaluated by a Review Committee consisting of Village Staff, two members of the CDA, and two designated Village Board members. The committee serves as a recommending body, and only provides a recommendation of a preferred development proposal for the Village Board's consideration. The committee will make a recommendation of the preferred proposal for consideration based on the proposal that best meets the evaluation criteria provided in Section 11.

11. Proposal Evaluation

Proposals will be evaluated for meeting the following elements (in no order).

- a. Capacity, experience, and capability of the proposer
- b. Ability and commitment to meet the objectives of the RFP
- c. Quality of design (site and units) and conformance with adopted Village Plans and ordinances
- d. Innovative sustainability features in the site and unit design
- e. Inclusion of a variety of price points and configurations of housing units

During the review process, the Review Committee may request additional information from proposers. This may include request for information from the proposer supporting the financial and market feasibility of the proposed project.

The Review Committee may request interviews with a chosen list of one or more proposers. These interviews may be conducted virtually or in person.

The Village Board will review the recommendation of the Review Committee and make a recommendation for a proposer to move on to negotiations. After the Village Board's decision, the Village will draft a Purchase, Sale and Development Agreement for review and approval by the chosen proposer. This document will outline the terms of the sale of the property and will include any Village and developer commitments necessary to complete the project as proposed. Upon Village Board approval of the Agreement, the developer will be authorized to proceed.

12. Key Contacts

Nic Owen, Village Administrator, 608-437-9409, nic.owen@mounthorebwi.info.

Kristen Fish-Peterson, Economic Development Consultant to the Village of Mount Horeb, 715-581-1452, Kristen@redevelopment-resources.com

13. Resources

Village zoning code: (link to zoning code)

Maps of area: (link to maps)

Exhibits:

Exhibit A – Environmental Reports

Exhibit B – Utility Map

DRAFT



AGENDA ITEM REPORT

MEETING DATE

October 9, 2024

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.c

Downtown Redevelopment Plan Update

BACKGROUND

I am still waiting for a reply from the DNR on when we can get together to talk about the trail linkages and a downtown gathering space. The Parks, Recreation and Forestry Commission has been talking about renovations at Grandma Foster's Park and are interested in collaboration with the CDA on the downtown gathering space work.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

October 9, 2024

PREPARED BY

AGENDA ITEM # 3.d

Business Improvement District Update

BACKGROUND

Kristen Fish-Peterson will provide an update on discussions to date on a potential Business Improvement District (BID) for the downtown.

RECOMMENDATION

ATTACHMENTS

None