



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, February 26, 2025 at 7:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Roll call
- 3) Agenda Items
 - a. Consideration of January 22nd, Meeting Minutes
 - b. Public Hearing: Rezone from R-3 Multi-Family Residential to R-2 Two-Family Residential, Mark Nortman
 - c. Recommendation of rezone application from R-3 Multifamily Residential to R-2 Two-Family Residential for 303 Manor Drive
 - d. Consideration of Preliminary Plat Application by Jeff Grundahl for Brookstone Hills
 - e. Discuss March Meeting Date
- 4) Committee Reports:
 - a. Plan Commission Chair Report
 - b. Village Planner Report
 - c. Building Inspector Report
- 5) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.



AGENDA ITEM REPORT

MEETING DATE

February 26, 2025

PREPARED BY

AGENDA ITEM # 3.a

Consideration of January 22nd, Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. 01 22 25 Draft Minutes

PLAN COMMISSION AGENDA
Wednesday, January 22, 2025 at 7:00 PM

DRAFT MEETING MINUTES

1) Call to order

Chair Ryan Czyzewski called the meeting to order at 7:00 pm in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI.

2) Roll call

Members Present: Sarah Best, Andrew Kidd, Destinee Udelhoven, Peggy Zalucha

Members Absent: Nate Gauger, Jill Remmert-Willis

Others Present: Village Administrator Nic Owen, Village Planner Ben Rohr, Assistant Clerk Jean Culberson

3) Agenda Items

a. Consideration of December 18, 2024 Meeting Minutes

Udelhoven requested correction to Motion 3) e to: with exception to Udelhoven who voted no. Zalucha Motioned to approve the minutes of the December 18, 2024 meeting with correction, Kidd seconded and the Motion carried by unanimous voice vote.

b. Presentation on Affordable Housing: Kristen Fish-Peterson, Village Economic Development Consultant

Fish-Peterson gave a presentation on affordable housing in Mount Horeb and Village Planner Rohr summarized past housing information.

c. Recommendation on Certified Survey Map for 114 N 2nd Street, Filkins, Froelich, Field

Czyzewski and Owen gave an update on the December tabled CSM which would create two parcels with the second parcel being a flag lot. Owen presented an email from Village Engineer Rob Wright on four past concerns. The email is in the agenda packet and addresses pedestrian issues but lack of plans prevented stormwater, site, and privacy recommendations.

James Filkins, representing the family application, spoke on the CSM request and the need to maximize on the value of the lot and the intent to sell both parcels. The Commission was informed that the current plat on Access Dane is incorrect and the original deed has two lots. The Commission informed the applicant of the four flag lot conditions in the code.

The following residents spoke in opposition:

Kurt Nowka-113 N Second St, Jack Lyle-118 N Second St, Mike & Erin Larson-115 N Second St, David Hoffman-202 N Second St, Teri Vierima-202 N Second St, Beth Rasmussen-109 N Grove St, Mike Rooney-300 N Second St, Jim VandenBrook-210 N Second St, Jerry Shumate-117 N Second St.

The following resident spoke registering neutral:
Marc Schellpfeffer-400 S Brookwood

The following residents submitted a letter or email:
Mark Rooney-300 N Second St, Teri Vierima-202 N Second St, Michael & Erin Larson-115 N Second St, Teresa Lievre-117 N Grove St, Dave Hoffman-202 N Second St, Jerry Shumate-117 N Second St

The following resident registered in opposition:
Judy VandenBrook-210 N Second St

The concerns included: The depiction of the proposed building layout in the packet, a signed petition, the need to resolve the flag lot ordinance conditions including a submitted plan, reiterating traffic concerns and stormwater, the subdividing of the lot and if the Village would consider purchasing it, deed accuracy and lack of communication to residents in the area.

The Commission discussed: If the lot could be built on as one and the flag lot code components that were still not addressed. Village Planner Rohr stated the code is confusing for a flag lot compared to the building code.

Best Motioned to deny the application. Zalucha called a point of order since Commissioner Best lives in the area. Best abstained and removed the Motion. Udelhoven Motioned to deny the Recommendation on Certified Survey Map for 114 N 2nd Street for not meeting the criteria for a flag lot. Zalucha seconded and the Motion carried by unanimous voice vote.

d. Consideration of Certified Survey Map for Lot 3, Sienna Hills Subdivision, Rich Eberle

Owen gave an updated on the past December meeting and the tabling of the CSM for additional information. Owen stated Village Engineer Rob Wright is recommending approval of the CSM with the contingencies listed in his email dated 1/21/2025 and viewable in the agenda packet. The Commission discussed the contingencies and approval. Best Motioned and then withdrew the motion.

Czyzewski Motioned to approve the Consideration of Certified Survey Map for Lot 3 Sienna Hills Subdivision contingent on the requirements identified in the email dated 1/21/2025 from Village Engineer Rob Wright in totality and staff to submit a report to the Commission on the completion. Udelhoven seconded and the Motion carried by unanimous voice vote.

4) Committee Reports:

a. Plan Commission Chair Report

Czyzewski informed of a Special Public Meeting on 2/12/2025 regarding the Recodification. Udelhoven questioned if the Historic Preservation Commission (HPC) was invited and if they were an equal with the Plan Commission (PC). The HPC will discuss avenues for reporting discussions to the PC.

b. Village Planner Report

No Report

c. Building Inspector Report

- Central Business Information Letter

Culberson informed the Commission of the downtown letter.

No Report by the Building Inspector.

5) Meeting adjournment.

Best Motioned and Kidd seconded to adjournment at 8:58pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson



AGENDA ITEM REPORT

MEETING DATE

February 26, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.b

Public Hearing: Rezone from R-3 Multi-Family Residential to R-2 Two-Family Residential, Mark Nortman

BACKGROUND

The Plan Commission will hold a public hearing and take action on the rezoning application from Mark Nortman. Nortman is applying for the rezone of 303 Manor Drive from R-3 multifamily to R-2 two-family. The down zoning of the lot would allow the purchaser to construct either a single-family home or duplex on the lot. The lot is adjacent to existing single-family homes and staff have no concerns about the request.

RECOMMENDATION

ATTACHMENTS

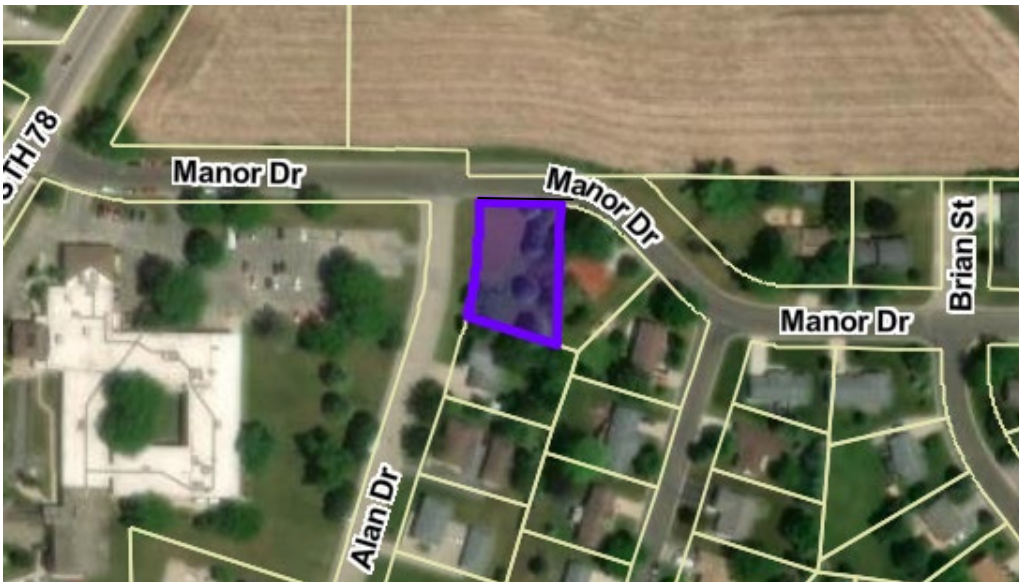
1. 303 Manor Drive Rezone 300 letter PH
2. Rezone App

VILLAGE OF MOUNT HOREB
PUBLIC HEARING
February 26, 2025

The Plan 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 an application from Mark Nortman to rezone 303 Manor Drive, parcel 0606-121-0123-2, further described as Kara View Heights Lot 3, from R-3 Multi family Residential to R-2 Two Family Residential.

The Village Board, by its Plan Commission, will hear all persons concerning all matters and/or objections written or verbal at that time.

PUBLISH: Mount Horeb Mail February 6, 2025
Mount Horeb Mail February 13, 2025



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



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

PLAN COMMISSION APPLICATION

PROJECT NAME: Lot 3 Manor Drive

Project Address 303 Manor Drive Parcel Number: 060612101232

Zoning Map

Current Zoning R3 Multi family res. Future Land Use Zoning: R-2 Two family res.

(select zoning layer in map)

(select future land use layer in map)

APPLICANT: Mark Nortman

ADDRESS: 207 N. 8th Street Mount Horeb

PHONE: 608-575-3393

EMAIL: nortmanm@firstweber.com

OWNER: Heidi Kopras-proxy for sellers

ADDRESS: 500 Reid Drive, Mt Horeb, WI 53572

PHONE: 608-347-9828

EMAIL: heidi@homelobster.com

PROJECT DESCRIPTION: Request a downzone from R-3 to R-2.

OWNER/APPLICANT SIGNATURE: Heidi Kopras DATE: 1/17/2025

DocuSigned by:

0862187EACEB44C...

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) scroll to Section 18.61 in schedule	Schedule		
☐ Certified Survey Map Extraterritorial scroll to Section 18.61 in schedule	Schedule		Total Fee Paid: _____
☐ 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)	\$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	



AGENDA ITEM REPORT

MEETING DATE

February 26, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.d

Consideration of Preliminary Plat Application by Jeff Grundahl for Brookstone Hills

BACKGROUND

Jeff Grundahl has submitted a preliminary plat for the Brookstone Hills subdivision. The new development will add 16 single-family lots by extending Brookview Trail. The land is included in our current Urban Service Area Boundary and the proposal is consistent with the future land use designation of Planned Neighborhood in our Comprehensive Plan. Village Engineer Rob Wright has provided his review comments. While the list seems long, all comments are minor and can be easily addressed. If the preliminary plat is approved, we will plan on consideration of the final plat and will also have a public hearing on the rezoning associated with the plat at the March meeting.

RECOMMENDATION

ATTACHMENTS

1. Plan-Commission-Application.2
2. 24-1229_Preliminary Plat DRAFT (02-05-2025)
3. LTR 2025-0221 Preliminary Plat Review



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

PLAN COMMISSION APPLICATION

PROJECT NAME: _____

Project Address _____ Parcel Number: _____

[Access Dane Link](#)

Zoning Map

Current Zoning _____ Future Land Use Zoning: _____
[\(select zoning layer in map\)](#) [\(select future land use layer in map\)](#)

APPLICANT:	
ADDRESS:	
PHONE:	EMAIL:

OWNER:	
ADDRESS:	
PHONE:	EMAIL:

PROJECT DESCRIPTION: _____

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

FEES & DEPOSITS: (CHECK ALL THAT APPLY)

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

Preliminary Plat

Final Plat

The Village of Mount Horeb Plan Commission meets the fourth Wednesday of the month, unless noted on calendar. A schedule of deadlines can be found on the Zoning page of the Village website: [Plan Commission Calendar](#). **Consultation with the Village Administrator is highly encouraged to discuss procedure and necessary forms prior to any submittal.**

Note: applications requiring a public hearing will be scheduled for a hearing according to the publication deadline, with action considered at the scheduled Plan Commission meeting following the public hearing. Applicants are encouraged to contact the Village Administrator for a pre-application meeting to review the project and submittal requirements prior to submitting an official application.

Class One = Published in newspaper for one week / Class Two = Published in newspaper for two weeks

Application submittals should include:

- 1) Fully executed **Plan Commission Application**
- 2) Fully executed **Development Application Agreement** (attached)
 - A development agreement is a voluntary contract between a local jurisdiction and a person who owns or controls property within the jurisdiction, detailing the obligations of both parties and specifying the standards and conditions that will govern development.
- 3) Full payment for all associated fees
- 4) Written narrative of the proposed project
- 5) One electronic copy of **full submittal**
 - emailed to (2 parties) Nic.Owen@mounthorebwi.info and mhbuildinginspector@mounthorebwi.info,
 - or provided to our offices on a USB device or submitted via downloaded file

All **submittals** must contain the following to be considered complete:

- 1) Written narrative must include:
 - a. Owner and/or developer names and addresses
 - b. Where applicable; architect and/or engineer names and addresses
 - c. Description of proposed uses
 - d. Calculation indicating total site size, building floor area, number of parking stalls, amount of impervious surface, and amount of non-impervious green space
- 2) A scaled site plan which must include:
 - a. Name of project and date of plan preparation
 - b. Scale of drawing and north arrow
 - c. Property boundaries
 - d. Where applicable; both the one hundred (100) year recurrence interval floodplain and the floodway delineations
 - e. Where applicable; wetlands as delineated in the WDNR Wetland Inventory and 75' setback line from such wetlands
 - f. Existing and proposed easements on the subject property
 - g. Adjoining public street rights-of-way, street pavements, and sidewalk locations; existing and proposed driveways and curb cuts; and parking and loading areas
 - h. Location of existing and proposed building footprints with building and yard setback lines indicated
 - i. Location and size of any existing or proposed signs and fencing
 - j. Location and type of all outdoor lighting proposed to illuminate the site; including a photometrics plan of the site ([See Village Code Chapter 17.14 \(4\)](#))

- 3) Building Plans which must include:
 - a. Elevation drawing of each new or remodeled building façade, indicating height, materials and building dimensions
 - b. Colored renderings of all façades of the principal building showing the proposed colors
 - c. Building materials samples (upon request)
- 4) Grading and Stormwater Management Plan, including:
 - a. Existing and proposed topography shown at a contour interval of not less than two (2) feet at National Geodetic Vertical Datum
 - b. Location and dimension of Stormwater retention or detention basins and/or stormwater conveyances
- 5) Landscape Plan that meets all landscaping standards ([See Village Code Chapter 17.14\(25-27\)](#))
- 6) Parking Calculations
- 7) Escrow fees as outlined in the Development Application Agreement
- 8) Erosion Control and Stormwater Management Application and fees. *No person may begin a land disturbing construction activity or land developing activity subject to this division until the person has paid the Erosion Control Review and Inspection fee.
- 9) Erosion Control Plan
- 10) Signage Plan ([Village Code Chapter 17.171](#))
- 11) Design Review guideline ([See Village Code Chapter 17.14](#))
- 12) Refer to [Mount Horeb Village Code Chapter 17-Zoning Code](#) for all supporting details of required documentation.

DEVELOPMENT APPLICATION AGREEMENT

This Development Application Agreement (the “Agreement”) is made and entered into this ____ day of _____, _____, by and between the Village of Mount Horeb, a Wisconsin municipal corporation (the “Village”), and _____ (the “Applicant”).

RECITALS

- A. The Applicant plans to file, or has filed, an application for approval by the Village of one or more of the following activities within the Village’s jurisdiction: site plan / conditional use permit / rezone / variance / other development (hereinafter referred to as the “Development”).
- B. The Village desires to review and take action on the Development in a timely manner in accordance with all applicable federal, state and local laws and regulations, and without unreasonable expense to Village taxpayers.
- C. The Applicant agrees and acknowledges that decisions and approvals regarding the Development are legislative determinations to be made in the Village’s discretion and that the Applicant’s compliance with this Agreement does not, in any way, entitle the Applicant to approval of the Development.
- D. The process of reviewing the plans and documents associated with the Development will cause the Village to incur direct and indirect expenses including, but not limited to, staff time and fees and expenses incurred by the Village for outside consultant services related to review of the Development (*e.g.*, engineers, attorneys, accountants, planners, and other professionals).

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, the Village and the Applicant agree as follows:

- 1. *Recitals.* The representations and recitations set forth in the foregoing paragraphs are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this paragraph.
- 2. *Applicant to Reimburse Village Review Costs.* The Applicant shall reimburse the Village for all direct and indirect costs and expenses related to the Village’s review of the Development. The direct and indirect costs and expenses include, but are not limited to, staff time and fees and expenses incurred by the Village for outside consultant services (*e.g.*, engineers, attorneys, accountants, planners, and other professionals). For purposes of this Agreement, the direct and indirect costs and expenses shall be referred to as “Review Costs.” Village staff time shall be charged at current rates.

3. *Deposit Required to Fund Reimbursement Account.*

- a. To ensure that funds are readily available to the Village for reimbursement of the Review Costs as provided in paragraph 2 above, the Applicant shall deposit with the Village an amount determined by the Village Zoning Administrator to be used to pay the Review Costs (the “Deposit”). The Village Zoning Administrator shall use the following table as a guide to determine the amount of the Deposit:

- (1) Small additions (<2,500 sf) shall require a \$1,500 Deposit.
- (2) Small-sized projects (<5,000 sf) shall require a \$3,500 Deposit.
- (3) Medium-sized projects (<10,000 sf) shall require a \$5,500 Deposit.
- (4) Large-sized projects (>10,000 sf) shall require a \$10,000 Deposit.
- (5) In addition to the amounts identified in (1) through (4), any Development that requires a development agreement or tax incremental financing assistance from the Village shall require an additional \$5,000 to \$10,000 Deposit.

All Deposit amounts shall be determined by the Village Zoning Administrator in his/her sole discretion and are not subject to challenge by the Applicant. Generally small additions will be less than 2,500 square feet, small projects less than 5,000 square feet, medium projects less than 10,000 square feet and large projects are over 10,000 square feet.

- b. The Applicant is responsible for payment of all Review Costs regardless of whether the amount exceeds the amount initially deposited with the Village. The Village reserves the right to require the Applicant to deposit additional amounts if the Village Zoning Administrator determines that additional amounts are necessary because of the size of the Development or because the Reimbursement Account (defined below) has been depleted.
- c. The Deposit may be provided in the form of cash, a certified check, cashier’s check, personal check, or some other form as approved by the Village.
- d. The required Deposit must be made by the Applicant upon execution of this Agreement.
- e. The Applicant agrees and acknowledges that the Village will not process the application(s) associated with the Development and that the Village may suspend or otherwise stop activities associated with the Development if the Applicant fails to comply with this Agreement.
- f. The Village shall place and maintain the Deposit in a segregated, non-interest-bearing account to be used solely for the purpose of reimbursing the Review Costs in accordance with paragraph 4 below (the “Reimbursement Account”).

4. *Village Withdrawals from the Reimbursement Account.*
- a. After complying with the notification requirements of paragraph 4.b. below, the Village is entitled to make withdrawals from the Reimbursement Account to pay Review Costs in accordance with paragraph 2 above.
 - b. Not less than 5 days prior to making any withdrawal from the Reimbursement Account, the Village shall provide the Applicant with an itemized invoice for Review Costs incurred, together with a written notice of the Village's intent to withdraw such funds from the Reimbursement Account.
 - c. Withdrawals from the Reimbursement Account may be made as often as necessary to reimburse the Review Costs. In the event that the balance of Applicant's Reimbursement Account reaches \$1,000 or less, the Village shall have the discretion to continue withdrawing funds from the Reimbursement Account; to invoice the Applicant directly for payment; or to require the Applicant to pay additional monies to the Village, which monies shall be deposited in the Reimbursement Account. Payments for directly invoiced bills shall be due 30 days from the date the invoice is mailed to the Applicant.
 - d. Any amounts remaining in the Reimbursement Account after the Village has taken final action on the Development and all Review Costs have been paid shall be promptly refunded to the Applicant.
5. *Authority/Binding Effect.* The parties agree that the undersigned signatories to this Agreement have full power and authority to act on behalf of the Village and the Applicant, and that all necessary and enabling resolutions have been enacted. This Agreement shall bind the heirs, successors and assigns of the Applicant and the Village.
6. *Notification of Parties.*

Any notices to be provided under this Agreement may be made by delivery in person, by First Class mail, or by electronic mail (request a read receipt required) as provided below:

To Village: Village of Mount Horeb
 Village Administrator
 138 East Main Street
 Mount Horeb, WI 53572
 Email: Nic.Owen@mounthorebwi.info

To Applicant: _____

Email: _____

7. *Severability.* If any provision of this Agreement is deemed invalid, then the invalidity of said provision shall not affect the validity of any other provision hereof.
8. *Amendment, Withdrawal, or Release.* This Agreement may be withdrawn, amended or released only by a written document duly executed by both parties.
9. *Effective Date.* This Agreement shall be effective commencing on the date indicated in the first paragraph above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the duly authorized individuals and officers below.

VILLAGE OF MOUNT HOREB

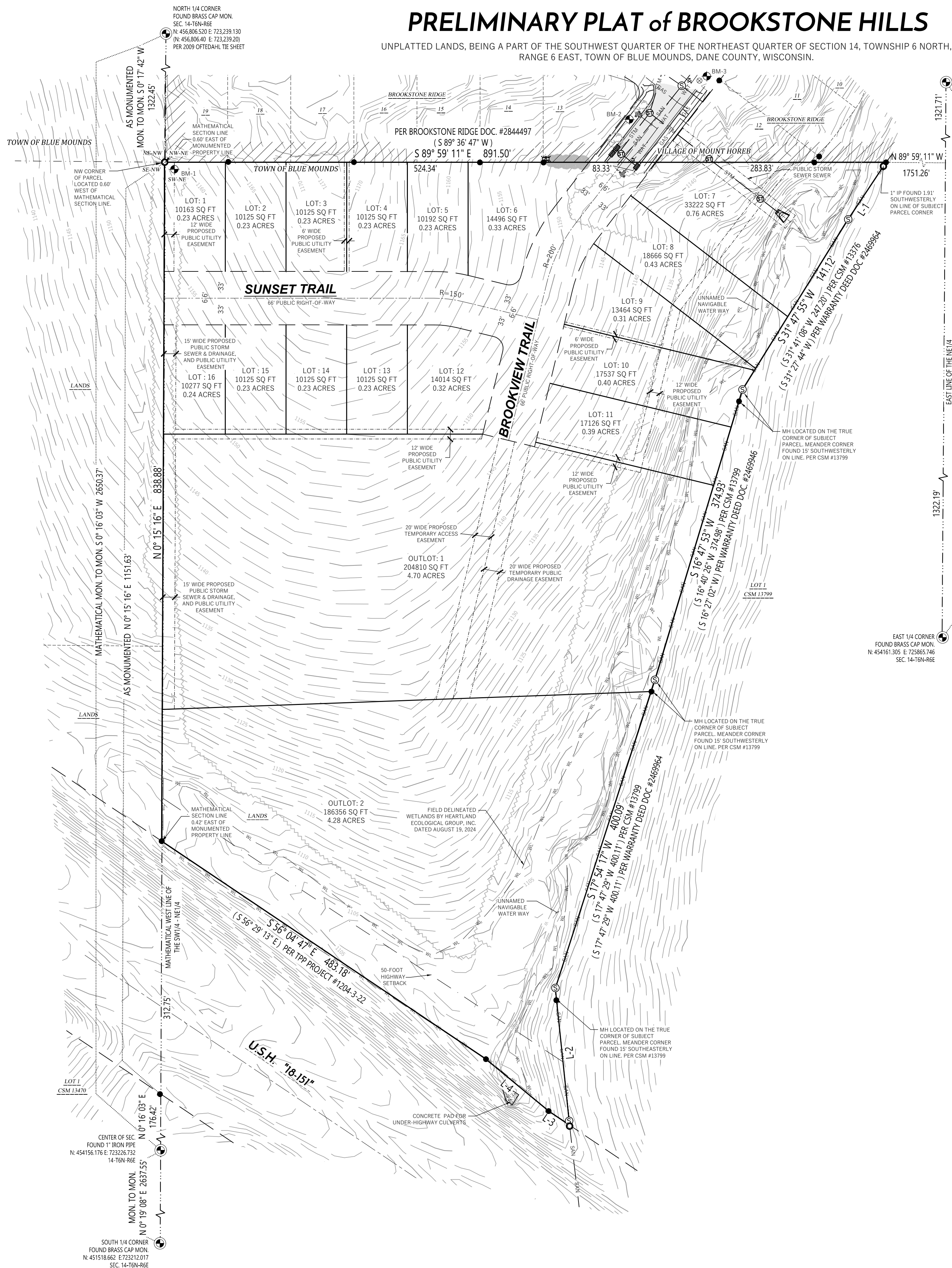
By: _____
Nicholas W Owen
Administrator

APPLICANT

By: _____
Print name: _____
Title: _____

PRELIMINARY PLAT of BROOKSTONE HILLS

UNPLATTED LANDS, BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 6 EAST, TOWN OF BLUE MOUNDS, DANE COUNTY, WISCONSIN.



LEGEND

FOUND PLSS SECTION MONUMENT TYPE NOTED	PLAT BOUNDARY LINE
FOUND 3/4" REBAR	PLATTED LINE
FOUND 1-1/4" REBAR	RIGHT-OF-WAY LINE (PROPOSED)
FOUND 1" IRON PIPE UNLESS NOTED	CENTERLINE
CHISELED "X"	EASEMENT (PROPOSED)
EXISTING SANITARY OR SEPTIC MANHOLE	SECTION/QUARTER LINE
EXISTING STORM MANHOLE	QUARTER/QUARTER LINE
EXISTING STORM INLET	VILLAGE/TOWNSHIP LINE
APRON END SECTION	SOIL TYPE BOUNDARY
EXISTING WATER VALVE	EDGE OF WOODS / TREE LINE
EXISTING FIRE HYDRANT	DELINEATED WETLANDS
EXISTING GAS VALVE	EDGE OF WATER
EXISTING UTILITY VAULT	EXISTING SANITARY SEWER
EXISTING TRANSFORMER	EXISTING WATER MAIN
EXISTING LIGHT POLE	EXISTING OVERHEAD ELECTRIC
EXISTING UTILITY PEDESTAL	EXISTING ELECTRIC
EXISTING UTILITY POLE	EXISTING COMMUNICATION
VERTICAL BENCHMARK	EXISTING GAS LINE
(XXX)	EDGE OF PAVEMENT
	RIGHT-OF-WAY (EXISTING)
	ASPHALT PAVEMENT/PATHS
	CONCRETE PAVEMENT/WALKS
	CONTOUR MAJOR
	CONTOUR MINOR

- NOTES
- FIELD WORK PERFORMED BY WYSER ENGINEERING, LLC. ON THE WEEKS OF JUNE 11TH, JUNE 14TH, JUNE 20TH, JULY 1ST, JULY 16TH, & JULY 29TH, 2024.
 - NORTH REFERENCE FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, DANE ZONE, (WISCRS DANE) NORTH AMERICAN DATUM 1983, 2011 ADJUSTMENT, NAD 83 (2011), GRID NORTH. THE NORTH LINE OF THE FRACTIONAL, SOUTHWEST QUARTER OF THE NORTHEAST QUARTER SECTION 14 BEARS S 89° 59' 11" E.
 - THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.
 - WYSER ENGINEERING HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAN AN ACCURATE TITLE SEARCH MAY DISCLOSE.
 - ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 - GEIOD 2012b ADJUSTMENT, (NAVDS8)(12b).
 - SUBSURFACE UTILITIES AND FIXTURES SHOWN ON THIS MAP HAVE BEEN APPROXIMATED BY LOCATING SURFACE FEATURES AND ACCESSORIES, DIGGERS HOTLINE FIELD MARKINGS AND EXISTING MAPS AND RECORDS.
 - CONTOUR INTERVAL IS 1 FOOT AND HAVE BEEN DETERMINED BY FIELD DATA.
 - SUBJECT PARCEL LIES IN "ZONE X" AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP NO. 55025C0510G DATED JANUARY 02, 2009.
 - CURRENT PARCEL ZONING IS A-3 AGRICULTURAL FOR THE ENTIRE PARCEL, PROPOSED ZONING FOR LOTS 1-18 IS R-1 SINGLE FAMILY RESIDENTIAL, LOT 19 IS R-3 MULTI-FAMILY RESIDENTIAL. THE EXISTING ZONING FOR OUTLOT 1 A-3 IS TO REMAIN.
 - WETLAND LINE AND 75' NO STRUCTURE SETBACK SHOWN BASED ON HYDRIC SOILS AND NOT ACTUAL DELINEATION. DELINEATION IS REQUIRED.

LEGAL DESCRIPTION

UNPLATTED LANDS, BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 6 NORTH, RANGE 6 EAST, TOWN OF BLUE MOUNDS, DANE COUNTY, WISCONSIN, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF AFORESAID SECTION 14; THENCE, ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 14, NORTH 00 DEGREES 24 MINUTES 17 SECONDS EAST, 1322.19 FEET; THENCE, NORTH 89 DEGREES 59 MINUTES 11 SECONDS WEST, 1751.26 FEET TO THE NORTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 13799, RECORDED IN VOLUME 91 OF CERTIFIED SURVEY MAPS OF DANE COUNTY ON PAGES 175-177 AS DOCUMENT NO. 5096631 (CSM 13799), AND ALSO THE POINT OF BEGINNING; THENCE, ALONG THE WESTERLY LINE OF AFORESAID CSM 13799, SOUTH 33 DEGREES 40 MINUTES 20 SECONDS WEST, 85.00 FEET, THENCE, CONTINUING ALONG SAID WESTERLY LINE, SOUTH 31 DEGREES 47 MINUTES 55 SECONDS WEST, 247.12 FEET; THENCE, CONTINUING ALONG SAID WESTERLY LINE, SOUTH 16 DEGREES 47 MINUTES 53 SECONDS WEST 374.93 FEET; THENCE, CONTINUING ALONG SAID WESTERLY LINE, SOUTH 17 DEGREES 54 SECONDS 17 SECONDS WEST, 400.99 FEET; THENCE, CONTINUING ALONG SAID WESTERLY LINE, SOUTH 05 DEGREES 55 MINUTES 31 SECONDS EAST, 170.20 FEET, TO A POINT ON THE NORTHERLY RIGHT-OF-WAY OF UNITED STATES HIGHWAY 18 151 (U.S.H. 18-151); THENCE, ALONG SAID NORTHERLY RIGHT-OF-WAY, NORTH 56 DEGREES 04 MINUTES 47 SECONDS WEST, 30.97 FEET; THENCE, CONTINUING ALONG SAID RIGHT-OF-WAY, NORTH 50 DEGREES 22 MINUTES 17 SECONDS WEST 100.54 FEET; THENCE, CONTINUING ALONG SAID RIGHT-OF-WAY, NORTH 56 DEGREES 04 MINUTES 47 SECONDS WEST 483.18 FEET, TO A POINT ON THE WESTERLY LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF AFORESAID SECTION 14; THENCE, ALONG SAID WESTERLY LINE, NORTH 00 DEGREES 15 MINUTES 16 SECONDS EAST, 838.88 TO THE SOUTHWEST CORNER OF BROOKSTONE RIDGE, RECORDED IN VOLUME 57-70A OF PLATS OF DANE COUNTY ON PAGES 277-278 AS DOCUMENT NO. 2844497; THENCE, ALONG THE SOUTH LINE OF SAID BROOKSTONE RIDGE, SOUTH 89 DEGREES 59 MINUTES 11 SECONDS EAST, 891.50 FEET, BACK TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS (+/-) 664,625 SQUARE FEET, OR (+/-) 15.26 ACRES.

SURVEYOR CERTIFICATE

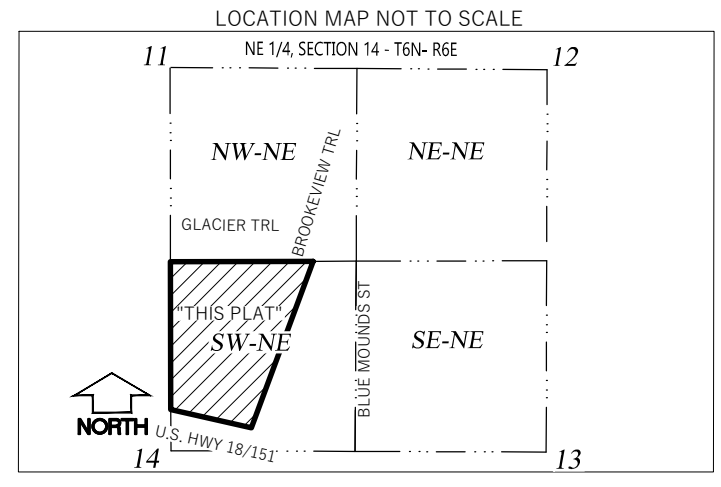
I, ZACHARY M. REYNOLDS, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3223, DO HEREBY CERTIFY THAT THIS SURVEY AND MAP IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF WITH THE INFORMATION PROVIDED, BY THE ORDER OF THOSE LISTED HEREON, AND THAT THIS SURVEY COMPLIES WITH AE 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE PROVISIONS AS STATED IN THE VILLAGE OF MT. HOREB - CODE OF ORDINANCES .

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

DATE

LINE TABLE		
LINE #	LENGTH	DIRECTION
L-1	85.00'	S 33° 40' 20" W
()	(84.90')	(S 33° 35' 00" W)
(*)	(84.90')	(S 33° 27' 24" W)
L-2	170.20'	S 5° 55' 11" E
()	(170.20')	(S 5° 55' 11" E)
(*)	(171.12)	(S 06° 15' 37" E)
L-3	30.97'	N 56° 04' 47" W
(**)	-	(N 56° 29' 13" W)
L-4	100.54'	N 50° 22' 17" W
(**)	(100.50')	(N 50° 46' 35" W)
() PER CSM #13799		
(*) PER WARRANTY DEED DOC #2469964		
(**) TPP PROJECT #1204-3-22		

BENCHMARK TABLE		
BM - #	ELEVATION	DESCRIPTION
BM - 1	1158.52	1.5" IRON PIPE LOCATED AT THE NORTHWEST CORNER OF THE SOUTH WEST QUARTER OF THE NORTHEAST QUARTER
BM - 2	1150.71	TOP NUT OF HYDRANT LOCATED ON THE NORTHWEST SIDE OF BROOKVIEW TRAIL, NORTH OF THE PARCEL.
BM - 3	1149.01	CHISELED "X" IN THE SIDE WALK LOCATED ON THE SOUTHEAST SIDE OF BROOKVIEW TRAIL, NORTH OF THE PARCEL



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

OWNER: JEFF GRUNDAHL
JG DEVELOPMENT
495 S. JUNCTION RD.
MADISON, WI 53719



SMITHGROUP

February 21, 2025

Nic Owen – Village Administrator
Village Hall
138 E. Main Street
Mount Horeb, WI 53572

Re Fink Plat – Brookstone Hills – Preliminary Plat Review

Dear Nic,

We have reviewed the Preliminary Plat submission provided to us on 2/10/25 with conformance with the requirements of the subdivision code and offer the following comments.

1. Zoning:
 - a. The existing zoning on this property is A-3.
 - b. Note 9 of the Preliminary Plat incorrectly lists the proposed lots and future zoning. We understand the following zoning is proposed, but not included in this current application submittal:
 - i. R-1 for Lots 1 – 16
 - ii. Outlot 1 will be zoned in the future to R-3
 - iii. Outlot 2 will be dedicated to the public and remain as A-3
 1. Village should discuss how that they want this to be zoned – potential for Conservancy Zoning to be more appropriate.
 - c. Zoning of the adjacent parcels has not been depicted.
2. The Boundary of the Plat is depicted.
 - a. As a note, several of the R-1 residential lots (7-11) include the land east across the drainageway. This was discussed during the preliminary plat conference on January 13, 2025 and the developer has chosen to have the lots encompass this greenway.
 - b. The future Owners of those lots shall be made aware that the maintenance of this area is the responsibility of the Owner by note on the face of the Plat as well as notation describing the limited use of this area.
 - c. The area should be placed in an environmental corridor if it is not already.
3. The Preliminary Plat should be submitted to the following for necessary easements:
 - a. Village Electric Utility
 - b. Madison Gas & Electric Co (MG&E). MG&E has been requesting easements behind the street rights-of-way for the installation of gas main.
 - c. Mount Horeb Telephone
 - d. Proposed utility easements are to be shown on the preliminary plat.
4. Confirm existing easement on Lot 7 does not require extension or modification.
5. The easement for the sanitary sewer along the eastern boundary of the plat has not been depicted.
6. Show e
7. This plat is subject to the area connection fee for the West Side Sewer Interceptor in the amount of **\$317.00** per acre payable prior to recording a final plat.
8. This plat is subject to park fees at the current amount required per dwelling unit. Park fees will be calculated based on the fee schedule in effect at the time a final plat is submitted.

SMITHGROUP

9. This plat is subject to a fee for street trees. The street tree fee will be calculated based of the fee schedule in effect at the time a final plat is submitted.
10. This plat must conform to the requirements of DNR Administrative Rule NR-151 and Village Ordinance. A meeting was held with WiDNR, CARPC, Wyser, and the Village Engineer on 2/10/2025 to develop concurrence between the review agencies on acceptable management practices.
11. Drainage arrows shall depict general flow direction of water on all lots.
12. Prior to recording a final plat, the developer shall execute a developer agreement for the required improvements and pay all required fees.
13. Prior to land disturbing activities, the developer shall have an approved construction site erosion control plan and post construction stormwater management plan.
14. The developer should be responsible for the cost of relocating any existing utilities necessary for the improvement of this plat.
15. Village Ordinance 18.30
 - a. Village Limits to be clearly identified. Town of Blue Mounds is located westerly of the Plat boundary. There is a line type depicted in the legend for this but it is not shown.
 - b. Urban Service Area
 - i. The proposed plat is within the urban service area of the Village and is consistent with the Village Plan
 - c. Add labels of the Owners of the abutting unplatted lands.
 - d. Add Type, width and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established center line elevations, based upon or established by the best available data.
 - e. Add location, size and invert elevation the existing sanitary or storm sewers, culverts and drainpipes; the location of manholes, catch basins, hydrants, power and telephone poles; and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto.
 - f. Add labels of the approximate dimensions of all lots and outlots.
 - g. When requested by the Village, a draft of a protective covenant whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.
16. Any existing Environmental Corridors or steep slopes should be depicted on the preliminary plat.
17. Required buffer strips shall be depicted.
18. Development Plans depicting the following:
 - a. Sanitary Sewer
 - b. Water Main
 - c. Drainage and Storm Sewer
 - d. Street Grades
 - e. Existing Easements (East Side?)

If you have any questions, please feel free to call or email to discuss.



Robert S. Wright, P.E.
Senior Principal
Village Engineer



AGENDA ITEM REPORT

MEETING DATE

February 26, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.e

Discuss March Meeting Date

BACKGROUND

The March Plan Commission meeting falls on the week of spring break for Mount Horeb Schools. We have already published a public hearing notice for the rezone associated with the Fink Plat and need to determine whether we will have a quorum for that meeting.

RECOMMENDATION

ATTACHMENTS

None

Village of Mount Horeb, Building Inspection

Dept. Building Inspector's Report

January 2025

Year to Date

22- Building permits have been issued for
general construction since Jan . 1St

1- New UDC permit since Jan 1st

22 -General permits in January

1 - New UDC single family
homes since January 1st

Large Commercial projects currently active

- MARC Project Has
been Completed

- BeeHive New
Building Permit has
been issued