



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 28, 2025 at 7:00 PM

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

- 1) Call to order
- 2) Roll call
- 3) Public Comments
- 4) Consent Agenda
 - a. Consideration of April 23, 2025 Meeting Minutes
 - b. Consideration of May 5, 2025 Special Meeting Minutes
- 5) Agenda Items
 - a. Conditional Use Application for Deck Expansion 1001 Glen View CT
 1. Public Hearing Conditional Use Deck Expansion 1001 Glen View Ct
 2. Recommendation of Resolution 2025-06 for Deck Expansion 1001 Glen View CT
 - b. Conditional Use and Design Review Application: Surplus Suds, 301 W Main Street, Chad Ferguson of Keller Inc
 1. Public Hearing on Conditional Use for Street Yard Setback
 2. Recommendation on Resolution 2025-07 Street Yard Setback for 301 W Main Street
 3. Consideration of Design Review Application for Surplus Suds, 301 W Main Street
 - c. Consideration of Zero Lot-Line CSM 515 and 517 Alan Drive, Mark Nortman
 - d. Concept Presentation: Phase 2 Sienna Hills and Self Storage, Rich Eberle
 - e. Concept Discussion, Kelly Tichnor, 208 Meadow View RD, Rezone to R-2 Two Family Residential
 - f. Review of Ethics Code

- 6) Committee Reports:
 - a. Plan Commission Chair Report
 - 1. First Choice Dental Vent Update
 - b. Village Planner Report
 - c. Building Inspector Report
- 7) 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	PREPARED BY
May 28, 2025	

AGENDA ITEM # 4.a

Consideration of April 23, 2025 Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. 04 23 25 Minutes draft

PLAN COMMISSION AGENDA
Wednesday, April 23, 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, Jill Remmert-Willis, Destinee Udelhoven, Peggy Zalucha

Members absent: Ben Vondra

Others Present: Village Administrator Nic Owen, Village Planner Ben Rohr, Assistant Clerk Jean Culberson, Youth in Government Siobhan Mertz

3) Agenda Items

Czyzewski Motioned to move item g to after item c. Zalucha seconded and Motion carried by unanimous voice vote.

a. Consideration of March 26, 2025 Meeting Minutes

Udelhoven Motioned and Best seconded to approve the minutes of the March 26, 2025 meeting. Motion carried by unanimous voice vote.

b. Consideration of CSM for Fargo Green Street Parcel

Owen & Rohr gave an overview on the landlocked parcel and a future sale of it to an abutting Green Street property. Rohr stated motion must be contingent on a new CSM of the combined lots due to no street frontage on the lot. Kidd Motioned and Zalucha seconded to include the motion stated by Rohr on consideration of the CSM for the Fargo Street Parcel. The Motion carried by unanimous voice vote.

c. Consideration of 3 lot CSM Dividing Outlet 4 of Fargo property, Tvedt Drive

Owen gave an overview on the three-lot CSM stating a rezone would be necessary due to the R-1 and R-2 zoning and the CSM was missing dimensions. The owner will be paying the recapture fees upon sale of the house on outlet 4 per the developer agreement. Czyzewski questioned a contingency but Owen was confident that the fees were straightforward. Zalucha Motioned and Best seconded to the consideration of the three-lot CSM dividing outlet 4 of the Fargo property. Motion carried by unanimous voice vote.

g. Recommendation of Extraterritorial CSM, 9621 Red Fox Drive Z&L Properties

Owen gave an overview on the two-lot CSM. Best Motioned and Zalucha seconded to recommendation of the Extraterritorial CSM at 9621 Red Fox Drive. Motion carried by unanimous voice vote.

d. Design Review Makers Market.

Luke from Sign Art gave an overview of the signage for the multi-use vendor

shops and café space at 100 S First Street. The signage included a black stripe around the top part of the building with yellow lighting, awnings and a projecting sign for multi-tenants. The Commission discussed the signage and the design review recommendations listed by Planner Rohr in the packet. Rohr summarized the discussion: a. Black stripe permitted on all facades b. Black awnings moved up to meet the black stripe. c. Yellow LED lighting stripe only on the First St front façade. Best Motioned on Rohr's summary and Czyzewski seconded. Motion failed.

Czyzewski requested to vote separately on the three design review recommendations:

Czyzewski Motioned and Best seconded to approve:

a. Black accent colors and lowering the stripe. Motion passed with exception to Zalucha and Udelhoven who opposed.

Czyzewski Motioned and Remment-Willis seconded to approve:

b. Black awnings raised to meet the black stripe in order to view more window. Motion failed.

Czyzewski Motioned to table the black awnings for more visual information and Kidd seconded. Motion approved with exception to Udelhoven who opposed.

Czyzewski Motioned and Remment-Willis seconded to approve:

c. Yellow LED lighting stripe on the entire black stripe on the First Street façade only.

Kidd Motioned to amend the motion to include the LED lighting only above the door where the signage is. Udelhoven seconded. Motion passed with exception to Zalucha who opposed.

Rohr suggested an overall motion that approves the Site plan, Design review, and the tabling of the awning in recommendation b.

Kidd Motioned to Rohr's suggested motion and Zalucha seconded. Motion carried by unanimous voice vote.

e. Concept Presentation: Senior Apartments JT Klein

JT Klein out of Madison presented an overview of the proposed three-story 84-unit apartment building replacing the former Karakahl Inn at 101 Perimeter Rd. The representative wanted to clarify that they have not decided on the designation of senior or workforce or hybrid multi-rate apartments. Baker Tilly is completing a market study. JT Klein informed of feedback from the April neighborhood meeting. The Commission discussed the parking, density and the overall proposed building. Rohr stated parking would have to be a flexibility under the existing code. Czyzewski encouraged JT Klein to discuss parking and for staff to continue working with the applicant.

f. Town of Vermont Boundary Agreement Update

Owen gave an update on the agreement and the requested changes listed in the memo in the agenda packet. Rohr discussed adding language that the review is for land abutting the Town of Vermont. Owen will update the Commission next month.

a. Plan Commission Chair Report

No Report.

b. Village Planner Report

Discussion on possible future special meeting dates. May 5th was decided on with a possibly meeting on June 18th.

c. Building Inspector Report

Report in Agenda Packet.

5) Meeting adjournment.

Zalucha Motioned and Kidd seconded to adjournment at 8:57 pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

AGENDA ITEM # 4.b

Consideration of May 5, 2025 Special Meeting Minutes

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. 05 05 25 minutes spec meeting

PLAN COMMISSION AGENDA
Monday, May 5, 2025 at 6:00 PM

DRAFT MEETING MINUTES

1) Call to order

Chair Ryan Czyzewski called the meeting to order at 6:00 pm in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI.

2) Roll call

Members Present: Andrew Kidd, Jill Remmert-Willis, Destinee Udelhoven, Ben Vondra, Peggy Zalucha, Sarah Best arrived at the meeting at 6:35pm

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

3) Agenda Items

a. Consideration of HPC and CDA Committee Feedback on Part one of Zoning Code Rewrite

Four Key elements of Village feedback on Part One were discussed:

Cottage Courts – Rohr to present an example on standards and land use for this pending new zoning district. Rohr to contact existing municipalities for example developments.

Downtown Parking – Discussion on multi-family parking and 10 units being the appropriate threshold for requiring parking. An option to meeting the minimum parking requirement through the use of on-site and off-site as long as it is not Village-owned public parking.

Downtown Residential Density – Discussion on removing 1200 sf/unit density cap for any property zoned DMU to allow greater flexibility.

Downtown Building Height – Discussion on using the roofline of the Opera House as the maximum height downtown. Additional research is needed as to the height and what impact the properties to the south would have.

b. Review of Draft Zoning Map

Rohr gave an introduction on the proposed zoning map. The new map will include a mix of upzoning and downzoning situations as discussed in the meeting. There were no requested changes to the map.

c. Discuss Date for Future Special Meetings

Owen and Rohr to email dates.

4) Meeting adjournment.

Vondra Motioned and Zalucha seconded to adjournment at 7:36 pm. Motion carried by unanimous voice vote.



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.a

Conditional Use Application for Deck Expansion 1001 Glen View CT

BACKGROUND

The Plan Commission will hold a public hearing and make a recommendation on an application to allow an accessory structure in the street yard of a corner lot. The owner of the home at 1001 Glen View Ct has applied for a conditional use permit to allow for the expansion of an existing deck into their street yard. In the R-1 Single-family residential zoning district, accessory structures, including decks, are only allowed in the street yard of corner lots with a conditional use permit and as long as the deck is not within 30 feet of the street right-of-way. This application meets all of these requirements.

RECOMMENDATION

ATTACHMENTS

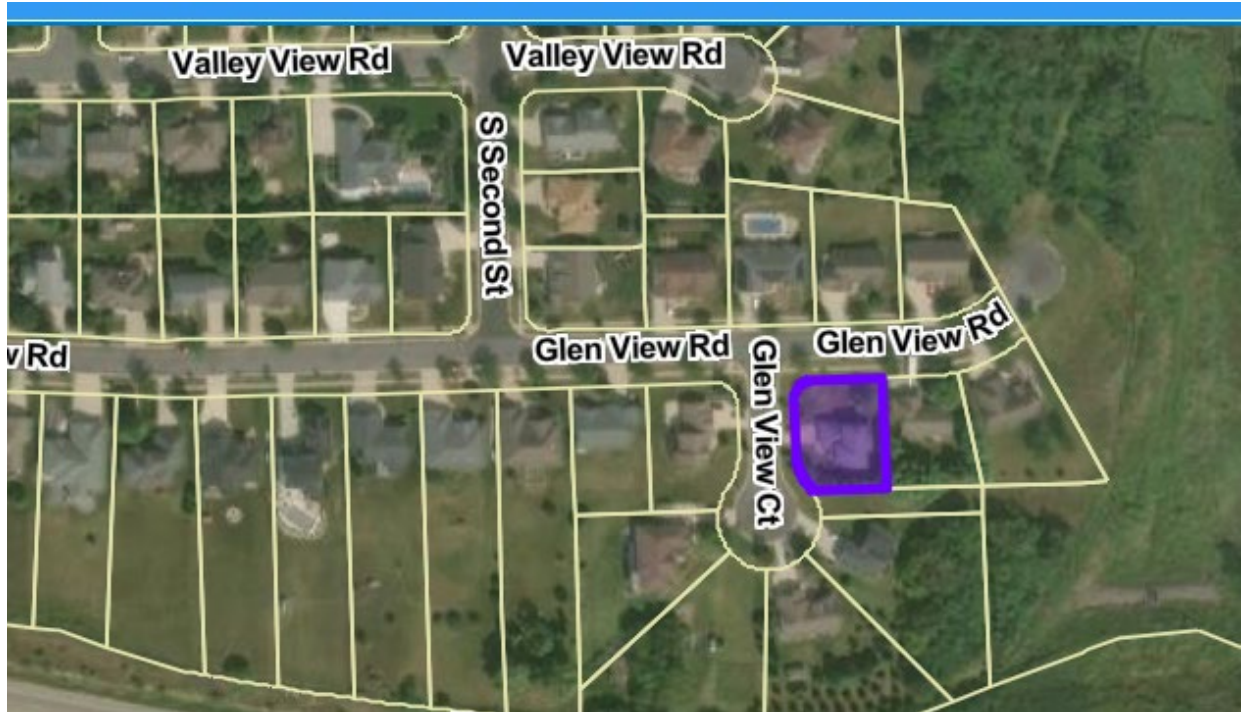
None

VILLAGE OF MOUNT HOREB
PUBLIC HEARING
May 28, 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 a Conditional Use Permit application from Peter Wineland, 1001 Glen View Court, parcel 0606-133-2989-1, for a corner lot deck expansion on the northeast side of the house. The proposed deck location is in the front yard.

The Plan Commission will hear all persons concerning all matters and/or objections written or oral pertaining thereto at that time.

PUBLISH: Mount Horeb Mail May 1, 2025
May 8, 2025



17.16 Accessory buildings and uses.

(8) Location on corner lots. The following modifications may apply to accessory structures in the front yards of corner lots in any residential district with the granting of a **conditional use permit**:

(b) Decks proposed to be located within the front yard, if the entire structure is located a minimum of 30 feet from all rights-of-way.

GLENVEIW ROAD



RESOLUTION 2025-06

CONDITIONAL USE PERMIT TO AN ACCESSORY STRUCTURE (DECK) IN A FRONT YARD OF A CORNER LOT

WHEREAS, an application for a Conditional Use Permit to allow an accessory structure (deck) in the front yard of a corner lot at 1001 Glen View Court, parcel 0606-133-2989-1, has been filed with the Village of Mount Horeb by Peter Wineland; and

WHEREAS, said property is currently zoned R-1 Single Family in which the Zoning code 17.16(8)(b) states decks as accessory structures permitted in front yards of corner lots as a conditional use if the entire structure is a minimum of 30 feet from all rights-of-way ; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission on May 28, 2025, after due notice as required by law; and

WHEREAS, the Plan Commission is recommending approval of the following Conditional Use from Village Code 17.16(8)(b); and

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 an accessory structure in the front yard of the corner lot at 1001 Glen View Court is hereby granted.

Introduced and passed this 4th of June 2025.

By: _____
Ryan Czyzewski, Village President

ATTEST:

Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
May 28, 2025	
AGENDA ITEM # 5.a.2	
Recommendation of Resolution 2025-06 for Deck Expansion 1001 Glen View CT	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.b

Conditional Use and Design Review Application: Surplus Suds, 301 W Main Street, Chad Ferguson of Keller Inc

BACKGROUND

The applicant is proposing to raze the existing building formerly housing the Mount Horeb Animal Hospital and construct a mixed-use building at 301 W Main Street for a laundromat with a residential apartment above. The parcel is located in the CB-Central Business Zoning District, which requires the principal structure to be located within 3-feet of the street right-of-way. The owner is proposing to place the new building in the same location as the old building, so a conditional use permit is needed for relief from this standard. Being located in the CB zoning district, the building also requires design review approval. Village Planner Ben Rohr has provided review letters for this project which are included in your packet.

RECOMMENDATION

ATTACHMENTS

1. Mount Horeb Plan Commission Letter Submittal 5.22.25
2. Surplus Suds Complete Set 5.22.25
3. 301 W. Main Street CUP, Site Plan, and Design Review Memo for Plan Commission 5.28.25
4. reso 2025-07 CUP 301 W Main St Front Yard Setback



April 29, 2025

Mr. Nicholas Owen
Administrator
Village of Mount Horeb
138 E Main Street
Mount Horeb, WI 53572

Greetings Mr. Owen:

On behalf of Mr. Matthew Lust and Marilu, LLC, Keller, Inc. is submitting the enclosed application packet for Surplus Suds, which includes architectural drawings, civil engineering drawing including utility plans, renderings, and relevant items to provide a thorough submittal for your review at the next Plan Commission Meeting on May 28, 2025. Upon acceptable review we request approval of this plan to demolition vacant clinic and develop a new 4,917 sq. ft. mixed use development located at 301 W. Main Street in Mount Horeb.

Surplus Suds is a two-story mixed used development consisting of luxury apartment, laundromat, pet wash, paid shower facility, and co-working space. With Mount Horeb's continued growth, client Marilu, LLC has a vision of providing needs not currently served in the community in one location. Marilu, LLC partner, Mr. Matthew Lust, is a lifelong Mount Horeb resident and successful business owner with Wisconsin Surplus Auction Online. Mr. Lust' vision is to demolition an existing, vacant clinic and develop a high-quality mixed-use facility collaborating with Keller, Inc. again.

Upon your review, should you have any questions please do not hesitate to reach out so we can remedy these matters.

Respectfully submitted,

KELLER, INC.
PLANNERS/ARCHITECTS/BUILDERS

Chad Ferguson, Co-Owner
Design/Project Management

CC: Mr. Wade Wyse, Wyser Engineering



PROJECT DESCRIPTION
Surplus Suds mixed use development
Plan Commission Submission
April 29, 2025

Site: 301 W Main Street
Mount Horeb, WI 53572

Proposed building: Two floors 4,917 square feet, mixed use development consisting of luxury apartment, full-service laundromat, pet wash, paid shower facility, and co-working room.

Anticipated Staffing: 3 employees

Construction Schedule: Anticipated to break ground in late June/early July 2025 with winter completion

Project Team:

Owner: Marilu, LLC
PO Box 113
Mount Horeb, WI 53572
Mr. Matthew Lust
608-437-0355

Design/Build Team: Keller, Inc.
711 Lois Drive
Sun Prairie, WI 53590
Chad Ferguson
cferguson@kellerbuilds.com
608-445-6061
www.kellerbuilds.com

Civil Engineer: Mr. Wade Wyse
Principal
Wyser Engineering
300 E. Front Street, Mount Horeb, WI 53572
D (608)437-1862
Wade.wyse@wyserengineering.com
www.wyserengineering.com

SHEET INDEX

- C1.0 CONCEPTUAL SITE PLAN
A1.0 MAIN FLOOR PLAN
A1.1 SECOND FLOOR PLAN
A2.0 BUILDING ELEVATIONS
A2.1 BUILDING ELEVATIONS
A7.0 REFLECTED CEILING PLANS
S1.0 FOUNDATION PLAN

BUILDING & FIRE AREA
SQUARE FOOTAGES

FLOOR AREAS	PROPOSED
SECOND FLOOR	1,999 S.F.
FIRST FLOOR	2,918 S.F.
CANOPIES (COLUMN SUPPORTED)	----- S.F.
BASEMENT	----- S.F.
BUILDING AREA SUB-TOTALS	----- S.F.
MEZZANINES	----- S.F.
FIRE AREA TOTALS	----- S.F.

BUILDING CODE ANALYSIS

PROJECT ADDRESS	
Street, City, State, Zip	
APPLICABLE CODES	
2015 International Building Code (w/ WI Amendments)	
ASHRAE Standard 90.1-2013 or 2015 IECC	
2015 IEBC (Level # Alteration)	
OCCUPANCY	
Accessory Use	
Incidental Use	
High-Piled Combustible Storage	
Hazardous Materials	
Multiple Control Areas	
YES/NO	
YES/NO	
YES/NO	
HEIGHT & AREA	
Building Height: -'-"	
Maximum Allowed: -'-"	
Number of Stories: --	
Maximum Allowed: --	
Total Building Area: -'- S.F.	
Maximum Allowed: -'- S.F.	
Total Fire Area: -'- S.F.	
Maximum Allowed: -'- S.F.	
Mixed/Separated Occupancies	
Unlimited Area Building	
YES/NO	
CONSTRUCTION TYPE	
Construction Classification	
Fire Separation Distance	
-B	
-'-"	
FIRE PROTECTION SYSTEMS	
Assumed Sprinkler Type	
Fire Alarm System	
YES/NO	
MEANS OF EGRESS	
Occupant Load --	
Panic Hardware YES/NO	
STRUCTURAL DESIGN	
Risk Category	
Design Loads	
Roof Live Load	
Walk-on IMP Ceiling Live Load	
Steel Framing	
Collateral Load	
Wood Truss	
Top Chord Dead Load	
Bottom Chord Load	
Mezzanine/Second Floor/Basemen	
Live Load	
Point Load (Partition)	
Snow Load Criteria	
Ground Snow Load (Pg)	
Exposure Factor (Ce)	
Thermal Factor (Ct)	
Wind Loads	
Wind Load	
Surface Roughness	
Exposure Category	
Earthquake Load Criteria	
Soil Site Class	
Ss	
S1	
PLUMBING SYSTEMS	
Mens WC Required	
#	
Womens WC Required	
#	
Drinking Fountain Required	
#	
Other Source	
YES/NO	
Ambulatory Stall Required	
YES/NO	
MECHANICAL SYSTEMS	
NO SINGLE PIECE OF EQUIPMENT OVER 400,000 BTU	
NO BOILERS OVER 15PSI AND 10 HORSEPOWER	

SITE INFORMATION

SITE CONTENT		
Building Size	-'- S.F.	-'-%
Hard Surface	-'- S.F.	-'-%
Green Space	-'- S.F.	-'-%
Parcel Size (Approx.)	-'- S.F.	-'- Acres
Parking Provided	-- Stalls	
Area of Disturbance	-'- S.F.	
ZONING		
Property Zoning		
Setbacks	FY -'-" SY -'-" RY -'-"	
Hard Surface Setback	-'-"	
Coverage Limit	--%	
Greenspace Requirement	--%	
Parking Required	-- Stalls	
Refuse Enclosure	YES/NO	
RTU SCREENING	YES/NO	

PROPOSED FOR:

SURPLUS SUDS

MOUNT HOREB,

WISCONSIN



CONCEPTUAL SITE PLAN

1" = 20'-0"



THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. BACKGROUND INFORMATION TAKEN FROM LOCAL GIS DATE. AERIAL IMAGERY AND/OR CLIENT PROVIDED INFORMATION, EASEMENTS, STREAMS AND ROADS ARE APPROXIMATE IN NATURE. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germanstown, WI 53022
PHONE (262) 250-9740
FAX (262) 250-9740

MADISON
711 Lake Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

SURPLUS SUDS

MOUNT HOREB,

WISCONSIN

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:
C. FERGUSON

DESIGNER:
E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:
ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:
P24304

CONTRACT NO:

DATE:
11.11.2024

SHEET:
C1.0

PRELIMINARY - NOT FOR CONSTRUCTION



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (262) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldwater Rd
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Loka Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Lila Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

SURPLUS SUDS

WISCONSIN

MOUNT HOREB,

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:

C. FERGUSON

DESIGNER:

E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P24304

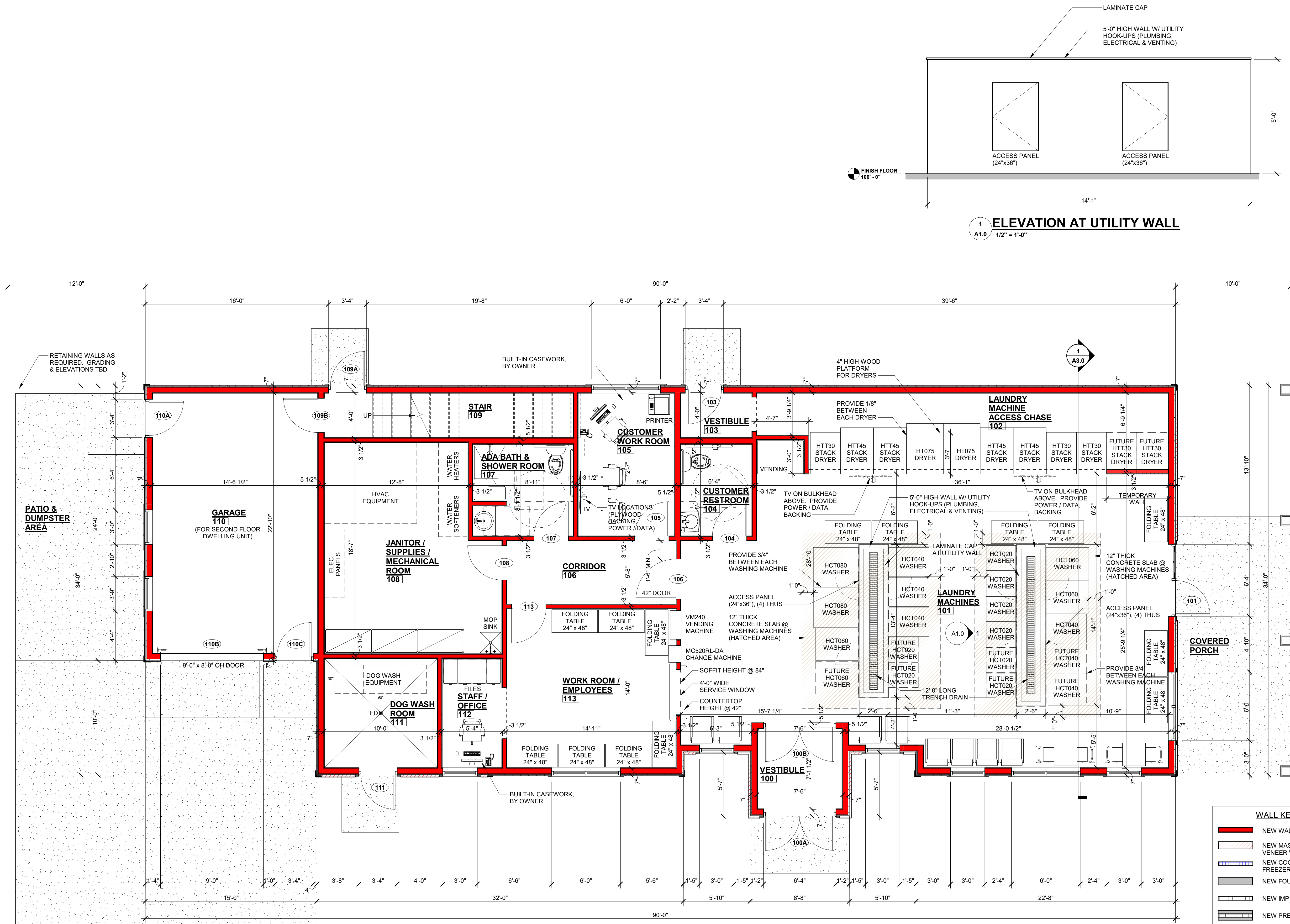
CONTRACT NO:

DATE:

11.11.2024

SHEET:

A1.0



NORTH



MAIN FLOOR PLAN

1/4" = 1'-0"

ELEVATION AT UTILITY WALL

1
A1.0 1/2" = 1'-0"

WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/VENEER WALL
	NEW COOLER/FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Loke Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

WISCONSIN

SURPLUS SUDS

MOUNT HOREB,

PROPOSED FOR:

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:

C. FERGUSON

DESIGNER:

E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P24304

CONTRACT NO:

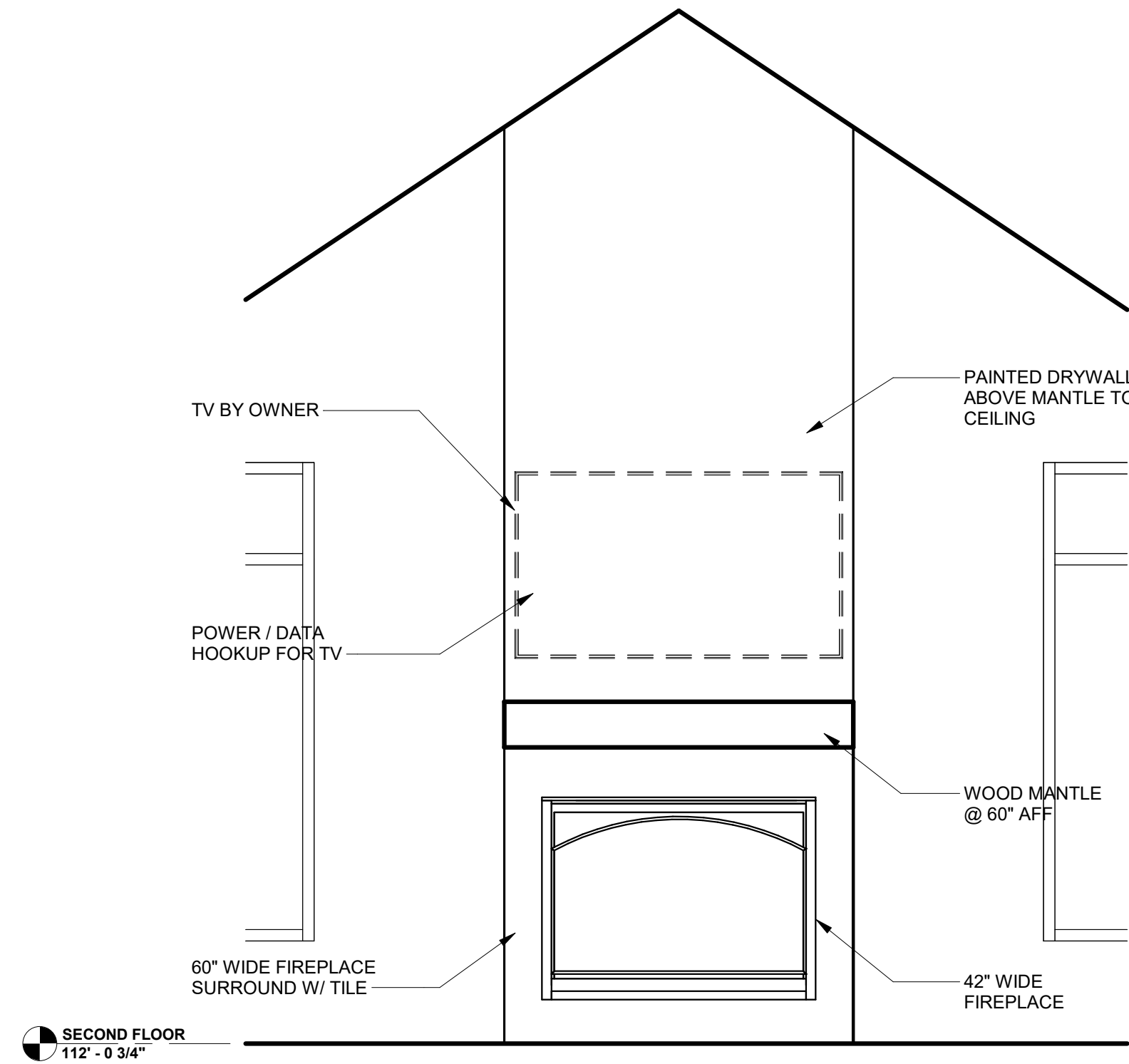
DATE:

11.11.2024

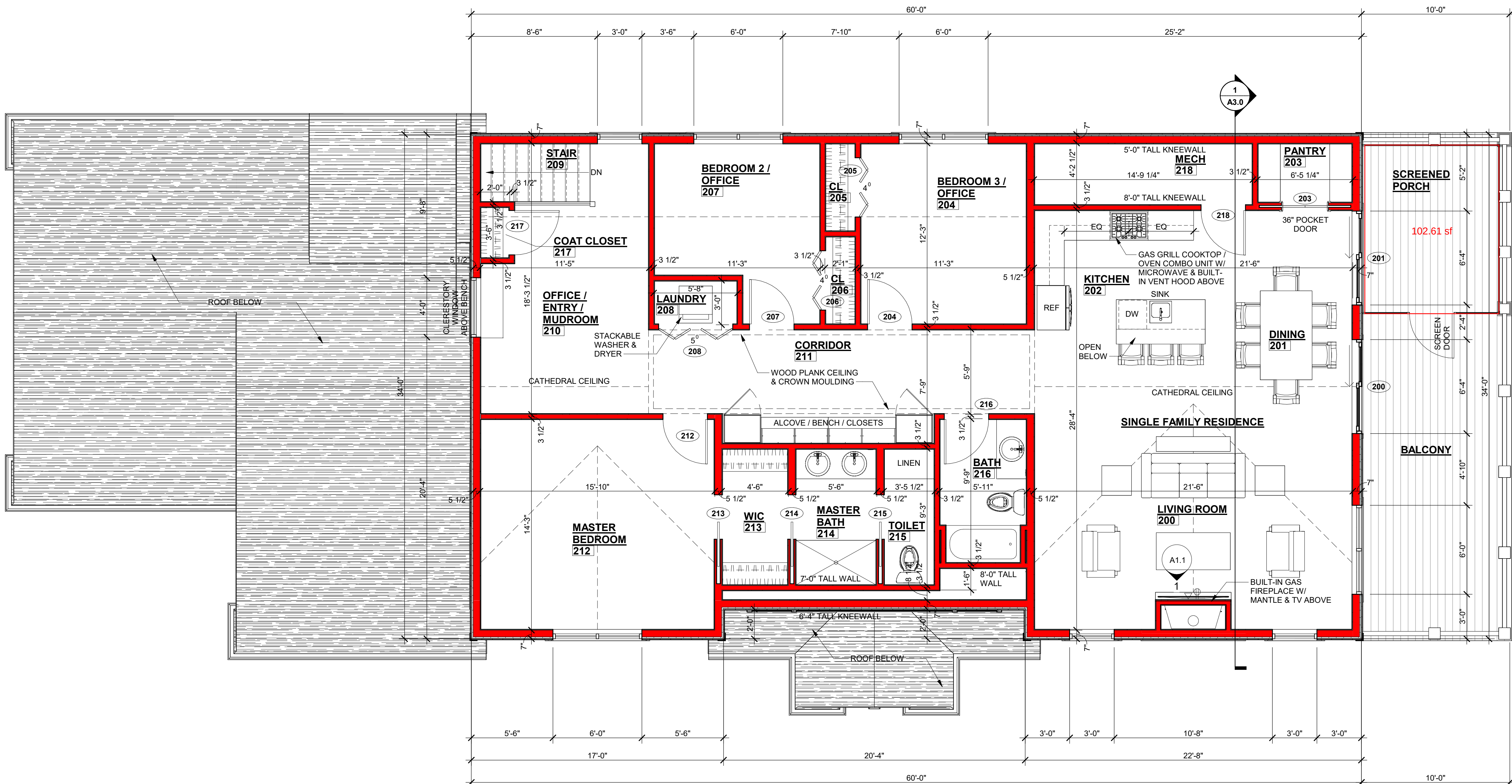
SHEET:

A1.1

PRELIMINARY - NOT FOR CONSTRUCTION



ELEVATION AT FIREPLACE
1
A1.1 1/2" = 1'-0"



SECOND FLOOR PLAN

1/4" = 1'-0"

WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER

DOOR & WINDOW VALUES			
WINDOWS:	U VALUE	0.11	
	SHGC	0.11	
	VT	0.11	
DOORS:	U VALUE	0.11	
	SHGC	0.11	
	VT	0.11	
O.H. DOORS:	U VALUE	0.11	
	SHGC	0.11	
	VT	0.11	
DOORS:	U VALUE	0.11	
	SHGC	0.11	
	VT	0.11	



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11599
Coldendale Rd
Germantown, WI 53022
PHONE (262) 250-9740
FAX (262) 250-9740

MADISON
711 Lohr Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

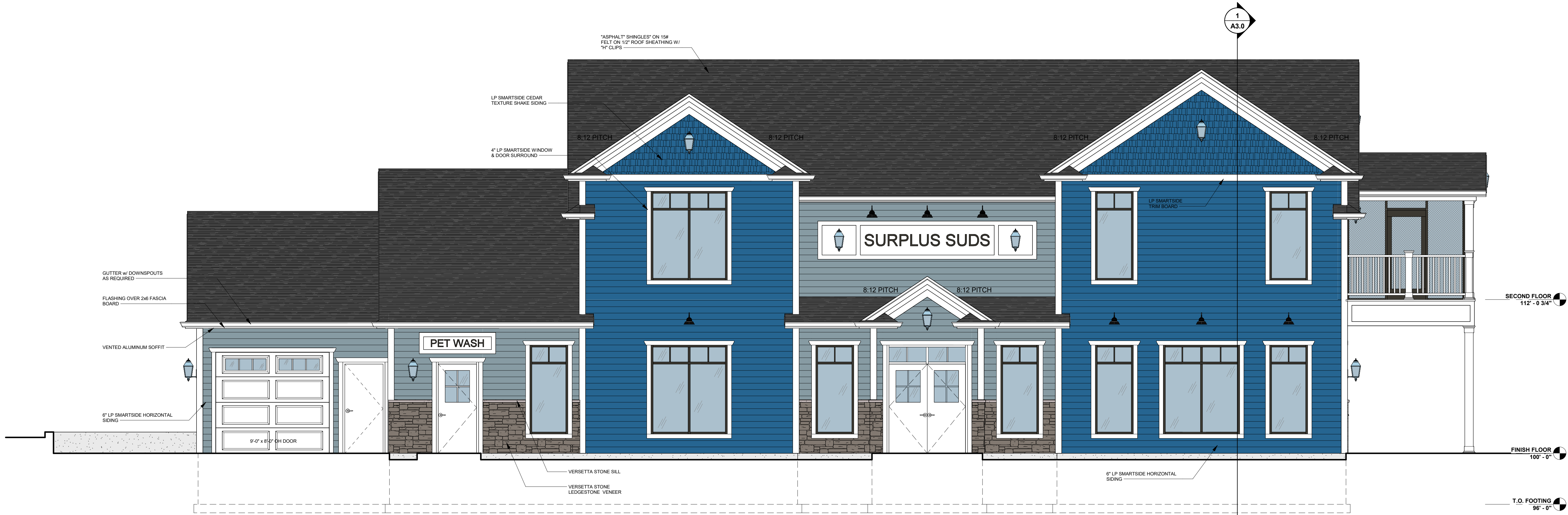
WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com



NORTH ELEVATION

1/4" = 1'-0"



EAST ELEVATION

1/4" = 1'-0"

PROPOSED FOR:

SURPLUS SUDS

WISCONSIN

MOUNT HOREB,

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS		
2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:
C. FERGUSON

DESIGNER:
E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:
ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:
P24304

CONTRACT NO:

DATE:
11.11.2024

SHEET:
A2.0

PRELIMINARY - NOT FOR CONSTRUCTION



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11599
Coldendale Rd
Germentown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Loka Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

WISCONSIN

MOUNT HOREB,

SURPLUS SUDS

PROPOSED FOR:

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:

C. FERGUSON

DESIGNER:

E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P24304

CONTRACT NO:

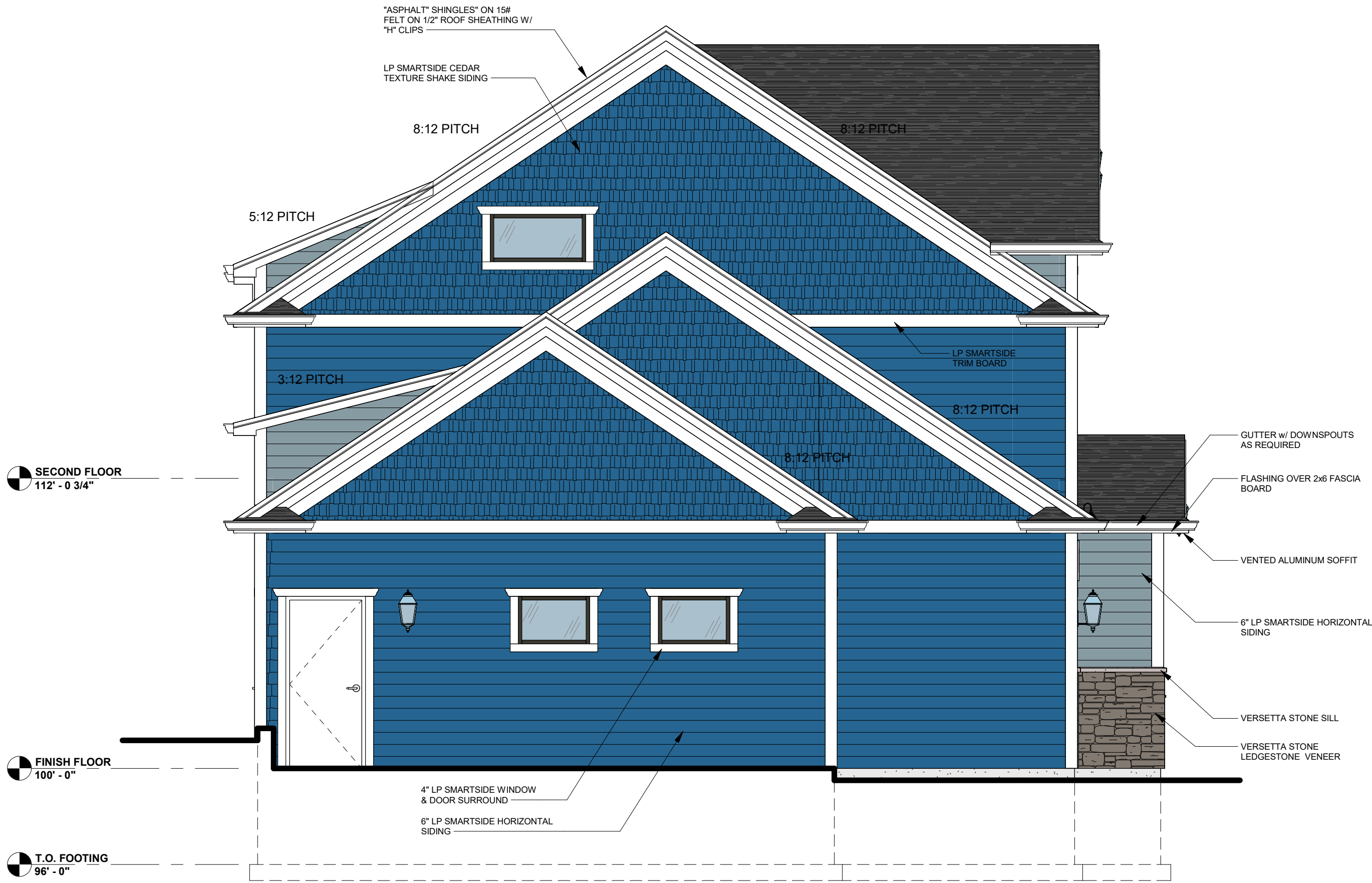
DATE:

11.11.2024

SHEET:

A2.1

PRELIMINARY - NOT FOR CONSTRUCTION



SOUTH ELEVATION

1/4" = 1'-0"



WEST ELEVATION

1/4" = 1'-0"



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Loka Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

WISCONSIN

MOUNT HOREB,

SURPLUS SUDS

PROPOSED FOR:

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:

C. FERGUSON

DESIGNER:

E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P24304

CONTRACT NO:

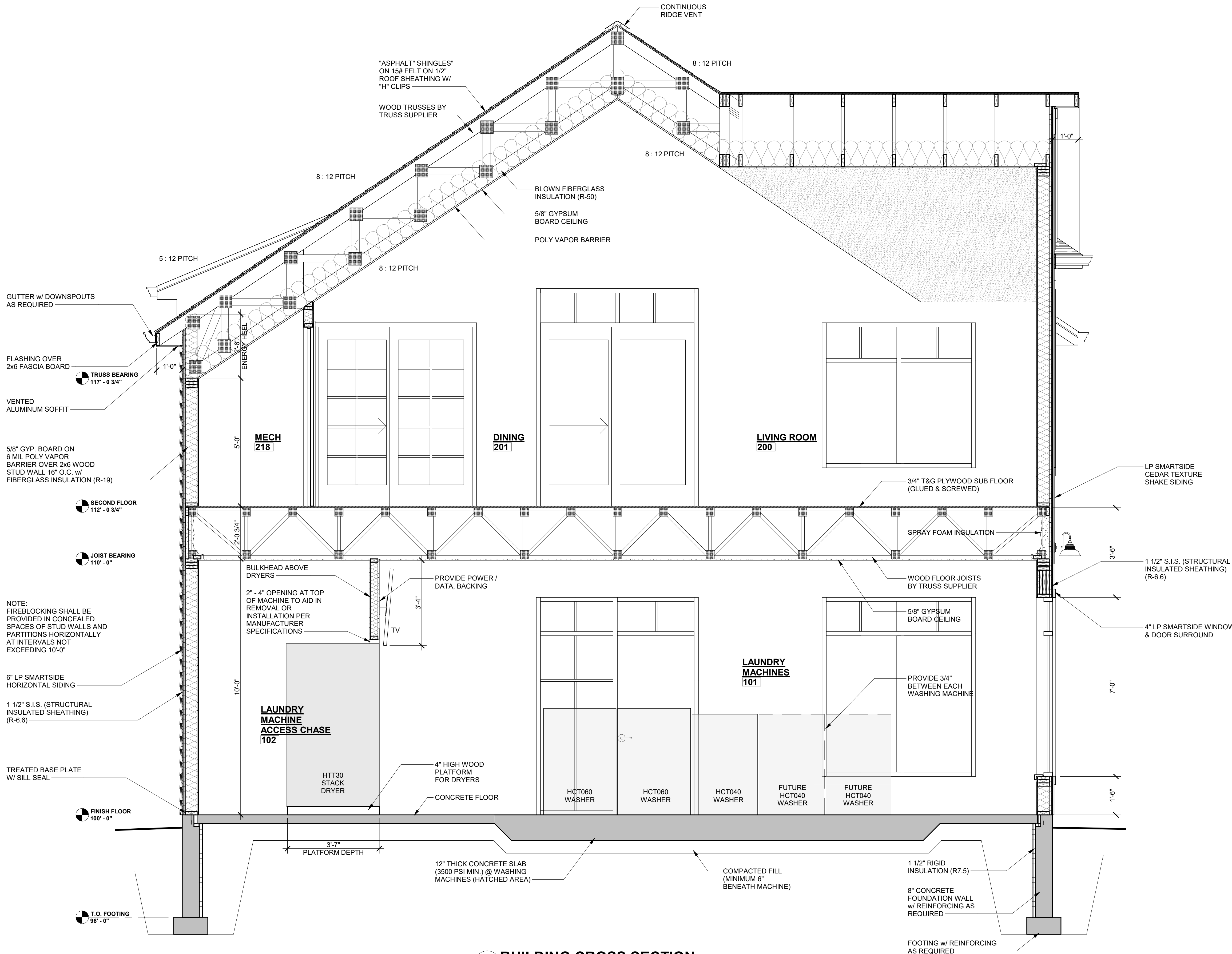
DATE:

11.11.2024

SHEET:

A3.0

PRELIMINARY - NOT FOR CONSTRUCTION



BUILDING CROSS SECTION
1
A3.0
1/2" = 1'-0"



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germantown, WI 53022
PHONE (262) 250-9770
4-800-236-2534
FAX (262) 250-9740

MADISON
711 Loka Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

SURPLUS SUDS

WISCONSIN

MOUNT HOREB,

PROPOSED FOR:

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:

C. FERGUSON

DESIGNER:

E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P24304

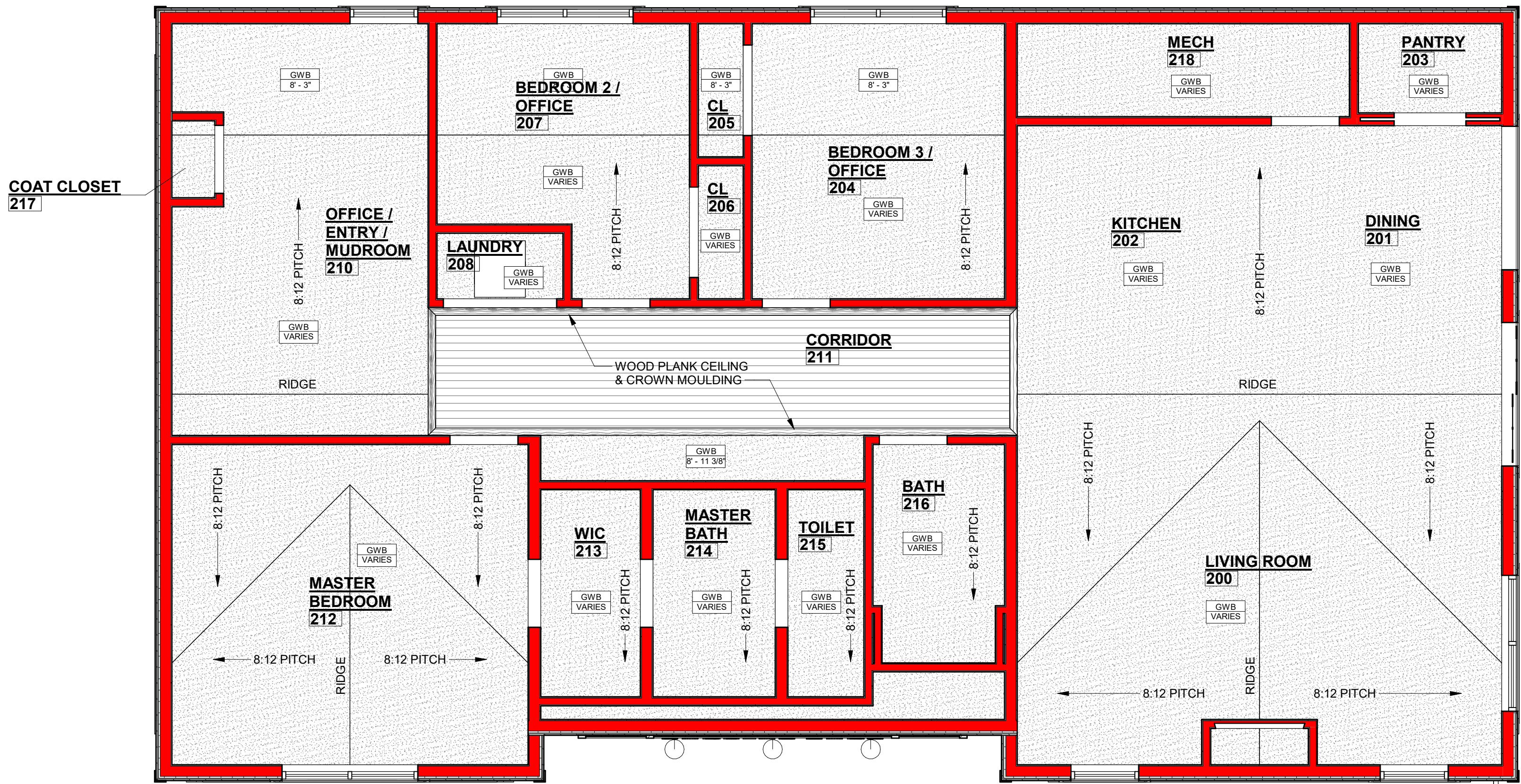
CONTRACT NO:

DATE:

11.11.2024

SHEET:

A7.0

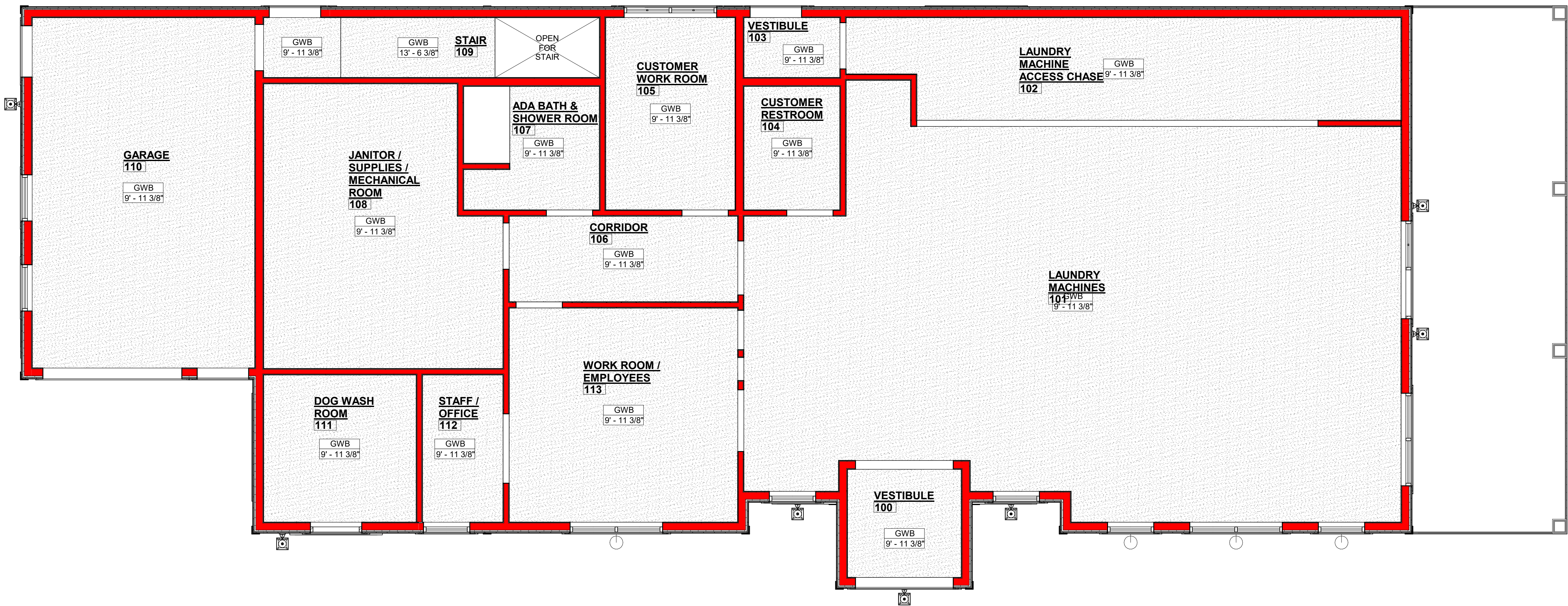


NORTH



SECOND FLOOR REFLECTED CEILING PLAN

1/4" = 1'-0"



NORTH



MAIN FLOOR REFLECTED CEILING PLAN

1/4" = 1'-0"

GRID LAYOUT FOR ESTIMATE ONLY.

ATTIC COMPARTMENTALIZATION
REQUIRED FOR NO GREATER THAN 3,000 S.F.

WALL KEY

	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER

PRELIMINARY - NOT FOR CONSTRUCTION

FOOTING SCHEDULE						
FTG.	FOOTING SIZE	FTG. REINFORCING	HAIRPIN SIZE	PIER SIZE	PIER REINFORCING	ANCHOR BOLTS
REMARKS						

GENERAL NOTES	
1.	ALL SPECIFIED FOOTING REBAR IS IN ADDITION TO LONGITUDINAL REBAR IN ADJACENT CONTINUOUS WALL FOOTING.
2.	#4 x 24" x 24" CORNER DOWELS AT 12" O.C. VERTICAL TO PASS THROUGH PIER CAGE.
3.	FINAL WALLS, FOOTINGS, & REINFORCING SIZES PER FINAL ENGINEERING.

WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER



Keller
PLANNERS | ARCHITECTS | BUILDERS

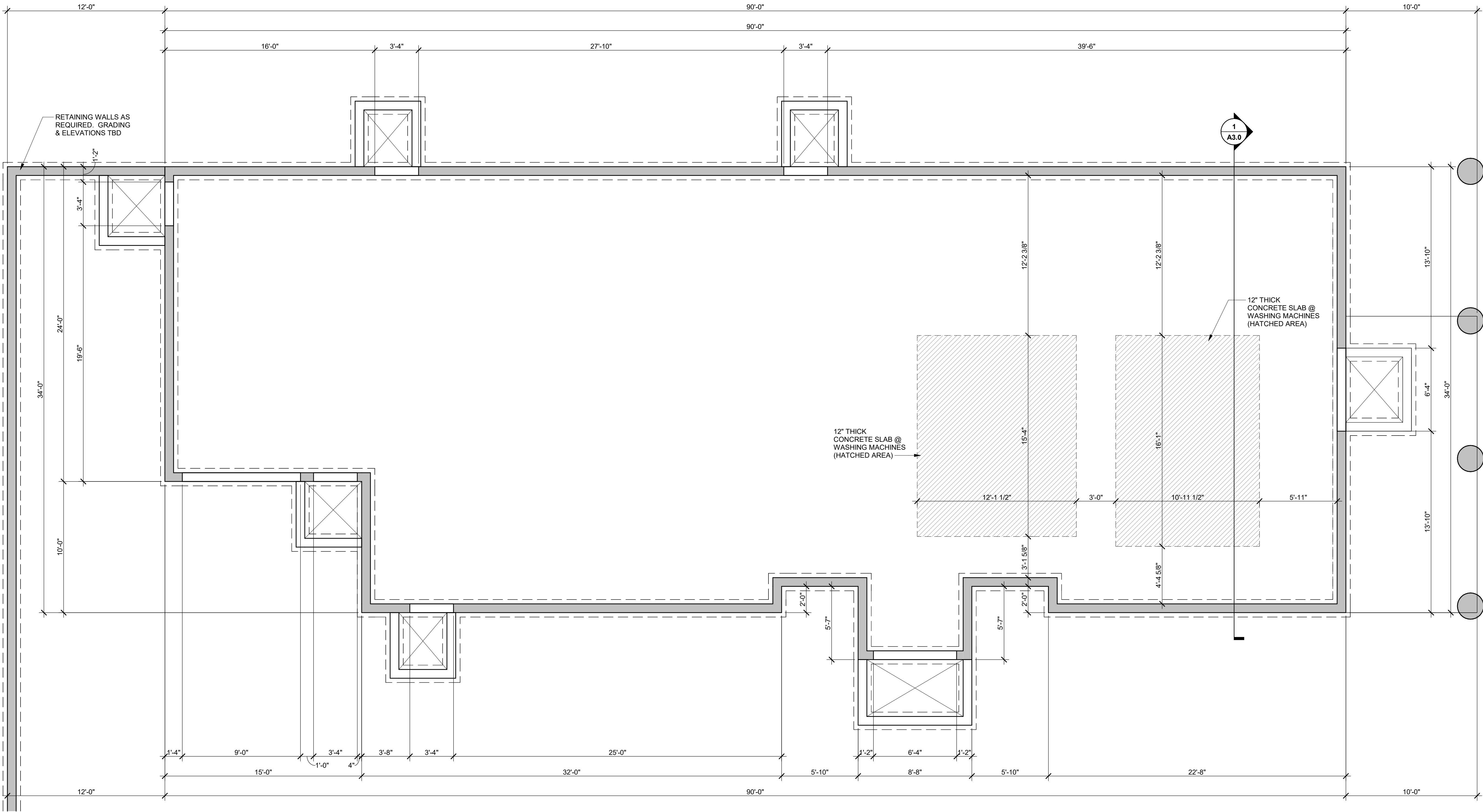
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-3795 / 1-800-236-2534
FAX (920) 766-5004

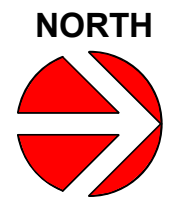
MILWAUKEE
W204 N11599
Coldendale Rd
Germentown, WI 53022
PHONE (262) 250-9710
FAX (262) 250-9740

MADISON
711 Lake Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Libac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com





NORTH

FOUNDATION PLAN

1/4" = 1'-0"

PROPOSED FOR:

SURPLUS SUDS

MOUNT HOREB, WISCONSIN

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

2	12.18.2024	ACM
3	01.21.2025	ACM
4	02.13.2025	ACM
5	02.24.2025	ACM
6	03.11.2025	ACM
7	03.21.2025	ACM

PROJECT MANAGER:
C. FERGUSON

DESIGNER:
E. BAUMAN

INTERIOR DESIGNER:

DRAWN BY:
ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:
P24304

CONTRACT NO:

DATE:
11.11.2024

SHEET:
S1.0

PRELIMINARY - NOT FOR CONSTRUCTION



SURPLUS SUDS

MOUNT HOREB,

WISCONSIN



MEMORANDUM

To: Village of Mount Horeb Plan Commission
From: Village Planner Ben Rohr, AICP
Date: May 28, 2025
Re: Village Planner's Conditional Use, Site Plan, and Design Review Comments for a Proposed Mixed Use Building for Matthew Lust at 301 W. Main Street.

Introduction

The applicant, Matthew Lust (property owner), is proposing to demolish the existing building at 301 W. Main Street and redevelop the property into a two-story mixed-use building with commercial space on the lower level and an apartment on the upper level. The property is the former home of the Mount Horeb Animal Clinic that was located within an approximately 2,000 square foot, one-story structure.

301 W. Main Street is directly surrounded by residential uses to the west and south, Foster Park to the east, and mixed residential and commercial uses to the north. Additionally, this area is the farthest western extend of the Central Business Zoning District as land uses and development patterns transition away from the core blocks of downtown Mount Horeb.

The proposed development is a 4,917 square foot, two-story building on a 6,300 square foot site that will be an Indoor Sales and Service land use (laundry and dog wash) on the ground floor level and Commercial Apartment land use (1 dwelling unit) on the second floor.

The site is zoned Central Business, which allows Indoor Sales and Service and Commercial Apartment land uses by-right. This project requires a Conditional Use because a waiver is needed from the design requirements for a downtown area building setback on Main Street greater than three feet from the property line. Today, the applicant is seeking review and action on the conditional use, site plan, and design review of the site.

Zoning District, Land Use, and Site Layout Requirements

The Subject Property has Central Business (CB) Zoning:

- Multiple land uses are proposed for this project:
 - Indoor Sales and Services
 - Commercial Apartments
- Other land use requirements that are all met:
 - Minimum parking requirements (no parking requirements in the Central Business district).

- o The gross floor area devoted to commercial apartments shall be counted toward the floor area of a nonresidential development.
- CB Zoning District intensity (coverage) and bulk (setback and height) requirements are all met.

Village Standard Type	Village Standard Minimums/Maximums	Proposed Development
Front/Street Setback	0 feet maximum*	16-27 feet (Main Street) 8 feet (Washington Street)
Side Setback	0 feet maximum*	4-7 feet
Rear Setback	0 feet	17 feet
Paved Surface Setback	0 feet	10 feet (Main Street) 0 feet (Washington Street) 4 feet (southern property line) 0 feet (western property line)
Building Height	50 feet maximum, 20 feet minimum	31 feet
Impervious Surface Ratio	100%	70% (proposed) 81% (today)
Floor Area Ratio	3.00	0.78
Parking	None	2 tenant stalls (garage and in front of garage) 0 commercial stalls On-street parking is available on Main Street and on the east side of Washington Street

*Section 17.43(7)(b) states that the Plan Commission can permit a deviation from the maximum permitted setback of zero feet where it deems this to be an essential component of the site design. This project is located within a transitional area at the edge of downtown and has a much different look, feel, and format than other downtown buildings along Main Street. Instead, the proposed development much more closely reflects the look, feel, and format of the building surrounding it to the north, east, and south with greater than zero setbacks from the front, street, side, and rear lot lines.

Conditional Use Permit Review

All proposed conditional uses must be evaluated based on the review standards of Section 17.57 of the Zoning Ordinance. Section 17.57 states that no application for a conditional use shall be recommended for approval by the Plan Commission, or granted by the Village Board, unless the Commission finds that all the following six conditions are present. These conditions are presented below, in plain text, with my evaluation comments following each condition are underlined.

- (1) That the establishment, maintenance or operation of the conditional use shall not be detrimental to, or endanger, the public health, safety, morals, comfort, or general welfare.
I believe this condition is met. The proposed development is generally reflective of the development patterns in the area and includes safety and ADA access elements for business patrons, staff, and residents.
- (2) 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.

I believe this condition is met. The proposed development complements and enhances the architectural aesthetic in the area, is generally reflective of the development patterns in the area, and provides access to green space for residents directly across the street at the park.

- (3) 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.

I believe this condition is met. The proposed development complements and enhances the architectural aesthetic in the area, is generally reflective of the development patterns in the area, and provides access to green space for residents directly across the street at the park.

- (4) That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided.

I believe this condition is met. The proposed development is planned to connect to existing road, sidewalk, and utility infrastructure. The Village Engineer has provided the applicant with all stormwater requirements.

- (5) 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.

I believe this condition is met. The proposed development takes access from Washington Street, over 70 feet from the intersection of Main Street and Washington Street (same location as today). Additionally, it provides connections to the existing sidewalk and there are no on-site parking requirements in the Central Business District.

- (6) That the conditional use shall conform to all applicable regulations of the (zoning) district in which it is located.

This condition is met. The proposed development meets all zoning requirements and is subject to any other elements identified below as part of the Site Plan and Design Review.

Design Review Requirements per Section 17-14:

Design Review by the Plan Commission is required under Section 17.14 of the Zoning Ordinance. Design Review is required for all development projects in the Village, except residential development with three or fewer dwelling units. The Design Review requirements in Section 17.14(4)(b) identify 27 Design Directives. The Plan Commission has the ability to waive any Design Directive or add additional design requirements upon a finding that the additional design requirement would improve the project.

This project complies with Design Review requirements. I recommend the Plan Commission discuss the few remaining waivers required that have been underlined.

1. Site Grading:

- a. The grading plan shall preserve existing grades to the greatest extent possible, particularly at the perimeter of the site.
 - This requirement is met.

- b. In no instance shall proposed grading create transitions to adjoining properties or rights-of-way that are unsafe, unstable or create drainage problems.
 - This requirement is met.
- c. Site grading shall also preserve or create an attractive site appearance in conjunction with the proposed development.
 - This requirement is met.

2. Existing Site Vegetation and Other Natural Features:

- a. The grading and development plans shall preserve, protect, and maintain important existing site vegetation as identified by the Plan Commission. Examples include hedgerows, groves and individual specimen trees.
 - This requirement is met. The proposed development includes removing two existing trees along the western property line to provide adequate space for the redevelopment of the site. However, there are no minimum landscaping or buffering requirements in the Central Business zoning district.
- b. Topsoil used at the development site should be from on site, to the extent possible, particularly in areas under the drip line of preserved vegetation.
 - This requirement is met.

3. Site Layout Relation to Abutting Streets:

- a. In general, the layout of buildings, structures, pavement, parking and landscaping shall be compatible with the general pattern for similar land uses in the vicinity, as determined by the Plan Commission.
 - This requirement is met. The proposed site plan reflects the transitional areas on both the east and west sides of the core downtown blocks along Main Street. These areas are characterized by residential-style architecture and building forms with a mix of residential and non-residential land uses in the same structure.
- b. The general site layout shall result in an attractive appearance to all abutting streets, as determined by the Plan Commission.
 - The site layout meets this requirement.

4. Building Setbacks:

- a. Building setbacks shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 4.b. and 4.c.
 - This requirement is met on all sides of the proposed building, if the Plan Commission determines that the maximum zero-foot setback on the front, street side, and rear are acceptable.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, the entire street side of buildings shall be located at or within 3 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process.
 - This requirement is not met. The proposed structure is 16-27 feet from Main Street and 4-8 feet from Washington Street. If the Plan Commission grants approval of the proposed Conditional Use, this requirement will be met.

- c. Within the CTH ID corridor between STH 78 and USH 151, the entire street side of buildings shall be located at or within 30 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process. Parking shall not be permitted in this area. Drives for one-way circulation and/or emergency vehicle access may be permitted through the conditional use process.

- This requirement is not applicable.

5. Building Height:

- a. Building heights shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 5.b. and 5.c.

- This requirement is met.

- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, building heights shall be a minimum of 20 feet and shall be a minimum of 2 stories, unless an exception is granted through the conditional use process.

- This requirement is met. The proposed structure is two-stories and 31 feet in height.

- c. Within the CTH ID corridor between STH 78 and USH 151, building heights shall provide a functional or decorative building tower or related architectural feature that exceeds the height of the majority of the building facade by at least 7 feet, unless an exception is granted through the conditional use process. Roofs, and roof appurtenances such as cupolas, shall not count toward this requirement.

- This requirement is not applicable.

6. Building Mass:

- a. Buildings over 5,000 square feet of gross floor area shall be subject to the requirements for large developments.

- This requirement is not applicable. The proposed structure is less than 5,000 square feet.

7. Building Facades:

- a. Long building facades shall be visually broken up and variegated with staggers and offsets as determined appropriate by the Plan Commission.

- This requirement is met on the north, east, and south sides of the structure through the use of varying building materials, window/door openings, and varying pitches to the roof. This requirement is not met on the unarticulated western façade. However, I recommend the Plan Commission waive this requirement because it is reflective of the residential architectural style of other buildings to the west and will (mostly) not be visible from Main Street.

- b. All building facades facing streets, drives or parking areas shall provide regularly spaced openings for windows and doors, and regularly spaced decorative elements such as piers and columns. The size and spacing of these features shall be compatible with nearby structures that meet this requirement, as determined by the Plan Commission.

- This requirement is met on the two sides of the structure facing the street through the use of varying materials, roof pitches, windows, doors, and decorative elements.
- c. All building facades facing streets, drives or parking areas shall provide a pattern of upper story openings that is compatible with the pattern established by the ground floor, as determined by the Plan Commission.
 - This requirement is met through regularly spaced window openings on the second floor of the structure.
- d. Within the downtown zoning district, and particularly along Main Street and the commercially developed portions of intersecting streets, building facades shall employ traditional storefront design by providing pilasters, transom windows, cornices, lintels and related decorative details to highlight transitions between the ground floor and upper stories and between upper stories and the parapet.
 - This requirement is not met. The proposed development is located in the transitional area outside of the core blocks of downtown Mount Horeb. I recommend the Plan Commission waive this requirement because the proposed building design more accurately reflects the character of development in this area, not the traditional storefront design found commonly to the east.

8. Exterior Building Materials:

- a. Exterior materials for multi-family, office, or commercial buildings may not include metal wall panels, concrete panels, plain concrete block, asphalt, or spandrel window panels, unless an exception is granted through the conditional use process.
 - This requirement is met. The proposed exterior building materials include horizontal siding, stone veneer, and vertical cedar shake siding.
- b. Hard and durable materials including decorative block, brick or stone, shall be required on all exterior portions of the structure within 40 inches of the adjacent grade.
 - This requirement is not met. The Main Street elevation includes a stone veneer treatment along the base on the structure and some of the Washington Street elevation includes the same treatment. However, this is not consistently applied on all sides of the building (south, west, and portions of the east elevation). I recommend the Plan Commission waive this requirement because both street frontage include this façade treatment.

9. Exterior Building Colors:

- a. Exterior colors of all buildings, structures, appurtenances and paving shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.
 - i. Within the downtown area, the Victorian color palette shall be used, or other colors must be approved by the Plan Commission.
 - This requirement is not met. The proposed building color is blue and the applicant made every effort to match the Village's color palette, but the manufacturer of the siding does not provide an exact match. I recommend the Plan Commission waive this requirement.

- ii. Throughout the rest of the Village, primary colors including red, blue, green, yellow, black, and fluorescent colors shall not be permitted. Where an integral part of site design, muted versions of these colors may be used, as approved by the Plan Commission.
 - See item 9.a.i. above.
- iii. High gloss paints and other exterior finishes are not permitted.
 - This requirement is met on all portions of the building.
- iv. Color patterns shall be used consistently throughout the property, as determined by the Plan Commission.
 - This requirement is met on all portions of the building.

10. Exterior Doors:

- a. All exterior doors visible from streets, drives or parking areas shall provide decorative design elements.
 - This requirement is met, outside of the non-decorative door adjacent to the first floor garage. I recommend the Plan Commission waive this requirement because this door will function for the upper story residential access and needs to be different in design than the commercial entrance doorways.

11. Windows:

- a. Spandrel panels, mirrored glass or heavily-tinted windows are not permitted. Where screening is desired, vertical or horizontal strip blinds may be used.
 - This requirement is met. None of those materials are proposed.
- b. Windows may not be obscured by paper or other attached materials on more than 5% of any individual window panel.
 - This requirement is met. None proposed.

12. Roofs:

- a. Roof forms and materials shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.
 - This requirement is met. Several of the surrounding buildings in this area include pitched roofs that reflects the proposed development.
- b. Metal roofs shall not be used for multifamily, office or commercial buildings, unless an exception is granted through the conditional use process.
 - This requirement is met. A shingled roof is proposed.
- c. Roof forms shall be designed to accommodate the requirements in subparagraphs 5.c. and 7.d., above.
 - This requirement is met.
- d. Rooftop mechanical equipment shall not exceed the elevation of the lowest point of the surrounding building parapet or roof.
 - This requirement is met. None proposed.

13. Exterior Building Appurtenances:

- a. Building facades shall be uncluttered by the minimal use and careful placement of brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Where necessary, such features shall be colored to blend in, rather than contrast, with the immediately adjacent building exterior.
 - This requirement is met with matching color downspouts proposed.

14. Awnings:

- a. Awnings, where approved by the Plan Commission, shall complement the character of the building.
 - This requirement is met. No awnings are proposed.
- b. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation may be used. Metal canopies are prohibited.
 - This requirement is met. No awnings are proposed.
- c. Backlighting is prohibited.
 - This requirement is met. No backlighting is proposed.

15. Trash Containment Structures:

- a. Trash containment structures shall be designed to fully conceal trash storage.
 - This requirement is met. A proposed trash containment structure for the commercial use is located directly south of the building and the residential roll carts will be stored within the garage.
- b. Trash containment structures shall be constructed in the same materials and colors as the ground floor of the principal building.
 - This requirement is met. The proposed trash containment structure for the commercial use will be constructed of wood.
- c. Wood or synthetic wood gates shall be used and shall be arranged in a pattern to provide complete opacity. Metal panel gates and metal fence gates with strips are prohibited.
 - This requirement is met. The proposed trash containment structure for the commercial use will be constructed of wood.

16. Freestanding Canopy Structures:

- a. Freestanding canopy structures, such as those providing shelter at a gas station or drive-up banking station, shall be designed to complement the design of the principal building, as determined by the Plan Commission.
 - This requirement is met. No freestanding canopies are planned.
- b. Canopy roofs shall employ the same pitch, materials and colors as the roof of the principal building, unless an exception is granted through the conditional use process.
 - No freestanding canopies are planned. This requirement is met.
- c. Canopy supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.
 - This requirement is met. No freestanding canopies are planned.

17. Other Structures:

- a. Outbuildings shall employ the same high-quality exterior building materials as used on the principal building.
 - This requirement is met. No outbuildings are planned.
- b. Walls and fences shall employ high-quality materials such as metal pickets, stone, decorative block or brick which complement the principal building, as determined by the Plan Commission.
 - This requirement is met. No fencing is proposed. The plans do indicate that a concrete retaining wall with a metal railing will be employed on the eastern elevation for ADA accessibility. A retaining wall may also be needed near the southern property line, adjacent to the paved area, but no plans have been provided by the applicant in terms of the design.

18. Exterior Lighting:

- a. All exterior lighting shall use decorative fixtures, as approved by the Plan Commission. Such fixtures shall be consistent in design theme throughout the site.
 - The applicant has provided night-view versions of the renderings to illustrate the proposed lighting, but no light fixture specifications have been determined or submitted. It is unknown if this requirement is met.
- b. All exterior light bulbs shall not be visible from beyond any property line. Directional or cutoff fixtures shall be used to meet this requirement.
 - See 18.a.
- c. Lighting at the property lines shall not exceed 0.5 footcandles over ambient conditions.
 - See 18.a.
- d. Maximum lighting shall not exceed 10.0 footcandles on the site, except in areas serving in-vehicle uses such as drive-up windows and fueling areas. In such locations, maximum lighting shall not exceed 25.0 footcandles.
 - See 18.a.
- e. Freestanding light fixtures shall not exceed a total height of 20 feet.
 - See 18.a.

19. Exterior Signage:

- a. Exterior signage shall complement the design of the overall site, as determined by the Plan Commission.
 - This requirement looks to be met, but all signage plans shall be submitted prior to the issuance of permits, meeting all requirements of the Zoning Ordinance.
- b. Freestanding sign supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.
 - This requirement looks to be met, but all signage plans shall be submitted prior to the issuance of permits, meeting all requirements of the Zoning Ordinance.

20. Outdoor Display or Storage:

- a. All outdoor display and/or storage areas must be clearly depicted and labeled on an approved site plan. Said label shall specify the general types of materials to be displayed or stored, including: retail or rental display; retail or rental vehicle display; long-term business vehicle storage; equipment storage; refuse storage; scrap equipment or vehicle storage.
 - This requirement is met. No areas of outdoor display are proposed or approved anywhere else on the site.
- b. Outdoor storage areas shall be adequately screened from view from adjacent properties and streets, drives and parking areas, as determined by the Plan Commission.
 - This requirement is met. No areas of outdoor storage are proposed.

21. Pavement Materials:

- a. All traffic circulation, parking and pedestrian areas shall be provided with a hard, durable surface such as concrete, asphalt, pavement blocks or bricks. Gravel is not acceptable.
 - This requirement is met throughout the site.
- b. Durable, porous pavement techniques are encouraged, and the overall coverage of pavement on all sites should be minimized so as to reduce stormwater runoff.
 - This requirement is met.

22. Pedestrian Facilities:

- a. Public sidewalks or multipurpose paths shall be required along all street frontages, per Village standards.
 - This requirement is met. Existing sidewalks are located along both Main Street and Washington Street.
- b. Paved pedestrian connections are required between all street frontage pedestrian facilities and public doorways. Said connections shall be a minimum of 5 feet wide.
 - This requirement is not met. Connections are provided along the Washington Street frontage, but not the Main Street frontage. I recommend that the Plan Commission discuss this further.
- c. Where pedestrian connections cross vehicle circulation areas, a crosswalk clearly delineated by color and/or texture is required.
 - This requirement is not met. The driveway access point from Washington Street crosses over the existing sidewalk. I recommend that the Plan Commission waive this requirement as this is a constrained site with limited opportunities to separate the access entry from the sidewalk.

23. Traffic Circulation:

- a. Traffic circulation patterns shall be safe and understandable by vehicle operators, as determined by the Plan Commission.
 - This requirement is met.

- b. Traffic patterns which are determined as too complicated by the Plan Commission shall be prohibited. Complications may be identified due to steep grades, inadequate throat depths, offset intersections, too many intersections within a particular area, dangerous and conflicting traffic movements, movements compromised by limited visibility, or restricted turning radii for the types of vehicles likely present on the site.
 - This requirement is met. Site access is taken from Washington Street that does not conflict with any other intersections or access points.
- c. No traffic circulation shall be permitted within 10 feet of a street or drive right-of-way or easement, nor within 5 feet of any other property line, except within the downtown area, or as approved as through the conditional use process.
 - This requirement is met.
- d. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding limitations on drives located adjacent to street rights-of-way.
 - This requirement is not applicable.

24. Parking:

- a. All parking areas located within required principal building setback areas shall be visually screened from streets by a continuous landscaped hedge, fence, wall or berm with a minimum height of 40 inches over the elevation of the adjacent portion of the parking lot at time of installation. Gaps in this hedge are permitted for pavement approved as part of the site design.
 - This requirement is met. There are no landscaping requirements in the Central Business District.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, parking shall not be located along a street frontage unless an exception is granted through the conditional use process.
 - This requirement is met as the proposed parking area is screened by the building.
- c. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding the prohibition of parking adjacent to street rights-of-way.
 - This requirement is not applicable.
- d. Bicycle parking shall be provided at a rate of one bicycle space for every 10 vehicle parking spaces up to a total of 20 bicycle spaces.
 - This requirement is not applicable as it does not apply within the Central Business District.

25. Building Foundation Landscaping:

- a. A minimum 10-foot wide landscaping bed or planter shall be provided along at least 50% of each wall facing a street, drive or parking area, except within the downtown area.
 - This requirement is not applicable in the Central Business District, but the applicant has indicated that some landscaping will be provided and preliminary ideas have been shown on the renderings.

- b. This bed or planter shall be located adjacent to or within 10 feet of the building foundation.
 - See 25.a.
- c. This bed or planter shall be landscaped appropriately as determined by the Plan Commission.
 - See 25.a.

26. Street Frontage Landscaping:

- a. A minimum 10-foot wide landscaped area shall be provided adjacent to the frontage of all streets and drives, except within the downtown area.
 - See 25.a.
- b. This area shall be landscaped appropriately as determined by the Plan Commission. At minimum, one canopy-type street tree (maple, oak, hickory, ginkgo, honey locust or similar species) shall be required for every 50 feet of street or drive frontage, except within the downtown area. Said trees shall be a minimum 2-inch to 2.5-inch caliper.
 - See 25.a.

27. Parking Lot Landscaping:

- a. Parking lot landscaping shall comply with the requirements of §17.136
 - See 25.a.
- b. Subsection 24.a., above, shall also apply along street and drive frontages.
 - See above notes on this requirement.
- c. Subsection 24.c., above, shall also apply along CTH ID.
 - See above notes on this requirement.

Village Planner's Recommendations:

I recommend the Plan Commission approve the following:

1. A Conditional Use for the waiver of the Design Review Standards related to the building setbacks on Main Street exceeding three feet from the property line in the Central Business District (items 4.a. and 4.b.).
2. A determination by the Plan Commission that the maximum setbacks within the Central Business District may be exceeded in this instance because it is an essential component of the site design in reflection of the property's location and the look, feel, and format of the buildings in the area.
3. Site Plan and Design Review packet, including waivers for:
 - a. 7.a. Allow the unarticulated western façade, as depicted.
 - b. 7.d. Allow a non-traditional storefront design to be used on the ground and upper floor of an intersecting street within the Central Business District, as depicted.
 - c. 8.b.: Allow an alternative building façade design on the western and southern façade that does not include the required 40" of decorative horizontal base materials, as depicted.
 - d. 9.a.i. and ii.: Allow the use of alternative colors that do not meet the required downtown color palette, as depicted.
 - e. 10.a. Allow a non-decorative door on the front façade for tenant access only to the upper floor, as depicted.
 - f. 22.c. Allow a pedestrian connection to cross vehicle traffic areas where the new proposed tenant driveway is planned, as depicted.
4. Plan Commission Discussion and Action on either (item 22.b.):
 - a. Waiving the requirement to provide a pedestrian connection from the building to the Main Street sidewalk (none proposed).
 - b. Require the applicant to include a pedestrian connection from the building to the Main Street sidewalk.
5. Village staff review and approval of the following that meets all Design Review requirements. If any waivers are requested by the applicant from the Design Review requirements, the proposed plans must be reviewed and approved by the Plan Commission.
 - a. Light fixture specifications.
 - b. Photometric plans that extend to the property line.
 - c. Sign details (materials, location, height, and size).
6. Any other comments or recommendations of the Village Engineer, Village Fire Department, and/or Plan Commission.

RESOLUTION 2025-07

CONDITIONAL USE PERMIT TO ALLOW BUILDING TO EXCEED MAIN STREET SETBACK IN CB CENTRAL BUSINESS DISTRICT

WHEREAS, an application for a Conditional Use Permit to allow development greater than three feet from the right-of-way for 301 W Main Street, parcel 0606-114-0604-9, has been filed with the Village of Mount Horeb by Chad Ferguson, Keller Inc; and

WHEREAS, said property is currently zoned CB Central Business in which the Zoning code 17.43(7)(b) states that the maximum setback for buildings from the front lot line is 0 feet; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission on May 28, 2025, after due notice as required by law; and

WHEREAS, the Plan Commission is recommending approval of the following Conditional Use from Village Code 17.43(7)(b).

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 the building outside of the front yard setback at 301 W Main Street is hereby granted.

Introduced and passed this 4th day of June, 2025.

By: _____
Ryan Czyzewski, Village President

ATTEST:

Alyssa Gaffney, Village Clerk



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
May 28, 2025	
AGENDA ITEM # 5.b.1	
Public Hearing on Conditional Use for Street Yard Setback	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
May 28, 2025	
AGENDA ITEM # 5.b.2	
Recommendation on Resolution 2025-07 Street Yard Setback for 301 W Main Street	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
May 28, 2025	
AGENDA ITEM # 5.b.3	
Consideration of Design Review Application for Surplus Suds, 301 W Main Street	
BACKGROUND	
RECOMMENDATION	
ATTACHMENTS	
None	



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.c

Consideration of Zero Lot-Line CSM 515 and 517 Alan Drive, Mark Nortman

BACKGROUND

Nortman is submitting a zero lot line Certified Survey Map (CSM) to divide the newly rezoned R-2 Two-Family residential lot into two new duplex zoned lots for the construction of a new duplex unit. The CSM meets all setback and bulk dimension requirements.

RECOMMENDATION

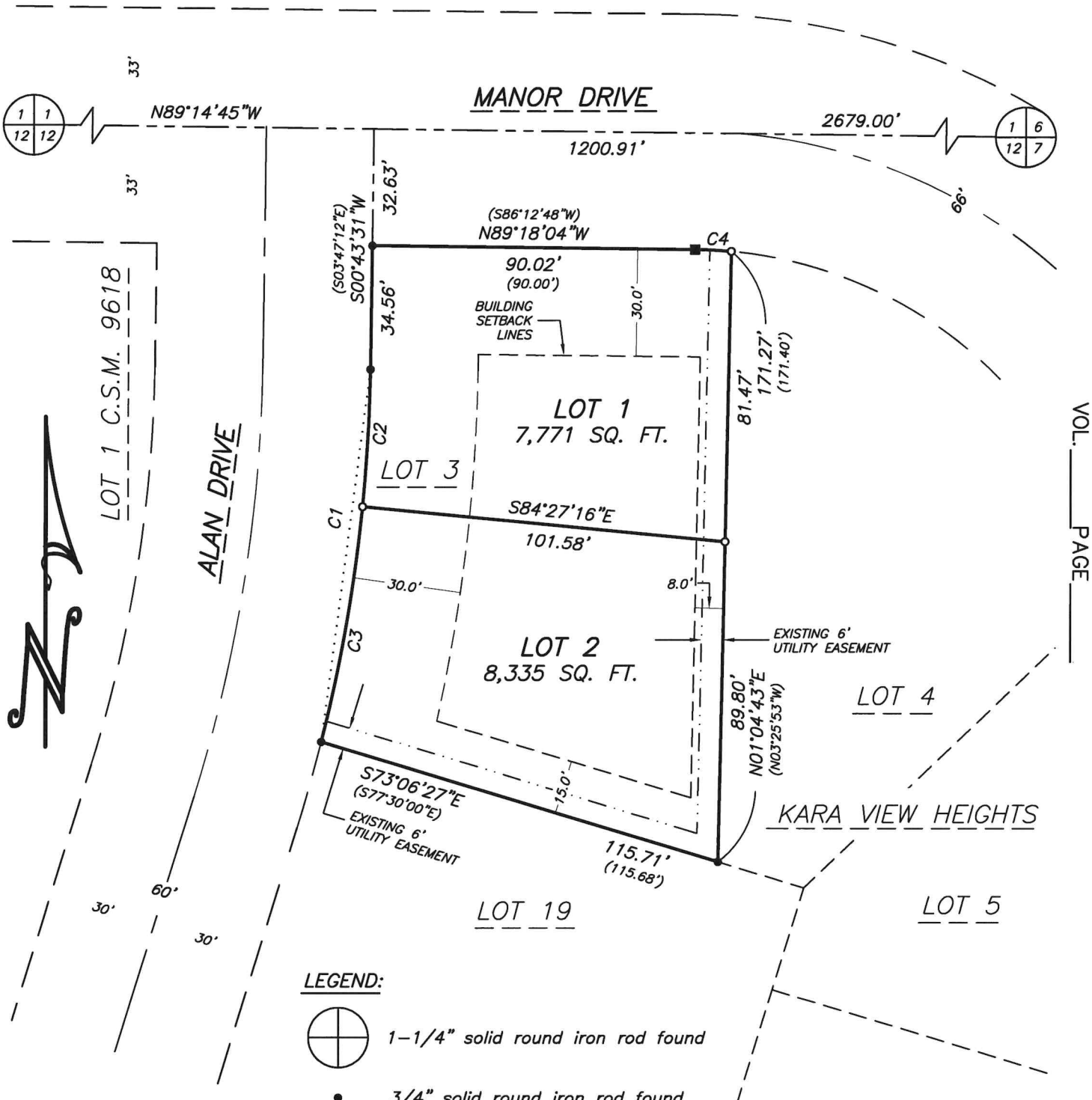
ATTACHMENTS

1. Nortman_CSM

CERTIFIED SURVEY MAP No. _____

Lot 3 of Kara View Heights, being part of the Northeast 1/4 of the Northeast 1/4 of Section 12, Town 6 North, Range 6 East, Village of Mt. Horeb, Dane County, Wisconsin.

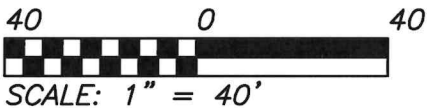
CURVE	RADIUS	ARC	DELTA ANGLE	CHORD	CH. BEARING	TAN.BEARING-IN	TAN.BEARING-OUT
C1	460.00'	105.74'	13°10'16"	105.51'	S07°18'18"W	S00°43'10"W	S13°53'26"W
C2	460.00'	38.74'	04°49'34"	38.73'	S03°07'57"W		
C3	460.00'	67.00'	08°20'42"	66.94'	S09°43'05"W		
C4	120.00'	10.09'	04°49'04"	10.09'	N87°11'24"W	N84°46'52"W	N89°35'56"W



- LEGEND:
- 1-1/4" solid round iron rod found
 - 3/4" solid round iron rod found
 - 1" x 1" angle iron found
 - 3/4" x 24" solid round iron rod set, weighing 1.50 lbs per lineal foot

PREPARED FOR:
Mark Nortman
207 North 8th Street
Mt. Horeb, WI 53572
(608) 575-3393

JOB NO. 25047
POINTS 25047
DRWG. 25047_1
DRAWN BY CJW



SHEET 1 OF 2

TALARCZYK
LAND SURVEYS LLC
517 2nd Avenue
New Glarus, WI 53574
608-527-5216
www.talarczyk-surveys.com

CERTIFIED SURVEY MAP NO. _____

Lot 3 of Kara View Heights, being part of the Northeast 1/4 of the Northeast 1/4 of Section 12, Town 6 North, Range 6 East, Village of Mt. Horeb, Dane County, Wisconsin.

I hereby certify that this survey is in compliance with Section 236.34 of the Wis. Statutes and the subdivision regulations of the Village of Mt. Horeb; and that under the direction of Mark T. Nortman, or the owner(s) listed below or hereon I have surveyed, monumented, and mapped the lands described hereon; and that this map is a correct representation of all exterior boundaries of the land surveyed in accordance with the information provided.

May 20, 2025

Robert A. Talarczyk, P.L.S.

NOTES:

- 1.) Bearings are referenced to the Wisconsin County Coordinate System, Dane County Zone, NAD83 (2011), in which the North line of the Northeast 1/4 of Section 12 bears N89°14'45"W.
- 2.) When attached dwelling units are created, matters of mutual concern to the adjacent property owners, due to construction, catastrophe, use, and maintenance, shall be dealt with by private covenants and deed restrictions and the approving authorities shall not be held responsible for the same.
- 3.) Both lots subject to a perpetual easement along and 8 ft, either side of the existing water and sewer laterals for the purpose of maintaining, improving and repairing the same.
- 4.) Recorded data, when different than measured, is shown in parenthesis.

OWNER'S CERTIFICATE OF DEDICATION:

As owner, I hereby certify that I have caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. I also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: The Village of Mt. Horeb.

WITNESS the hand and seal of said owner this _____ day of _____, 20_____.
In the presence of:

Mark T. Nortman

STATE OF WISCONSIN)

_____ COUNTY) SS
Personally came before me this _____ day of _____, 20_____, the above named Mark T. Nortman to me known to be the same person who executed the foregoing instrument and acknowledged the same.

My commission expires _____.

VILLAGE APPROVAL: Approved for recording this _____ day of _____, 20_____ by the Village of Mt. Horeb.

Village Clerk

REGISTER OF DEEDS CERTIFICATE: Received for record this _____ day of _____, 20_____ at _____ o'clock _____M., and recorded in Vol. _____ of Certified Survey Maps of Dane Co., on Pages _____.

Kristi Chlebowski, Register of Deeds

**TALARCZYK**
LAND SURVEYS LLC
517 2nd Avenue
New Glarus, WI 53574
608-527-5216
www.talarczyksurveys.com

JOB NO. 25047
POINTS 25047
DRWG. 25047_1
DRAWN BY CJW

VOL. _____ PAGE _____



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.d

Concept Presentation: Phase 2 Sienna Hills and Self Storage, Rich Eberle

BACKGROUND

Rich Eberle will be presenting the second phase of the Sienna Hills development. Phase 2 will consist of a second condominium development and storage units. Village Engineer Rob Wright has provided his review of the development and some potential issues that he has identified. One of the biggest is with the proposed use of a private road. If a private road is allowed, many homes would only have one exit from the subdivision, which is not ideal for emergency situations. Additionally, as Wright notes in his comments, a fill permit is needed and the DNR will not approve this permit for a private road. The staff are willing to work with the developer on revisions, including allowing a smaller right-of-way and road surface, which were options discussed in the initial meeting with the developer. Besides the obvious cost benefits to the developer, there are also some potential environmental and safety benefits to the Village of allowing smaller streets in neighborhoods.

Additionally, with the proposal for the storage units we have several concerns. One is the location of the units and the ATC line. ATC transmission lines have large easements and strict regulations on what can be developed inside the easements. We encouraged the owner to verify that this would be permitted by ATC in this area and have not seen this verification. A second issue is a concern about how the steep slope would be managed. Significant attention would need to be paid to the grading detailing when planning the site layout. If this project is to move forward, the northernmost parcel would need to be rezoned to Industrial from Agricultural. Additionally, the future land use designation for that lot in the Comprehensive Plan is Planned Neighborhood, which would not be consistent with the proposed industrial use of storage units.

RECOMMENDATION

ATTACHMENTS

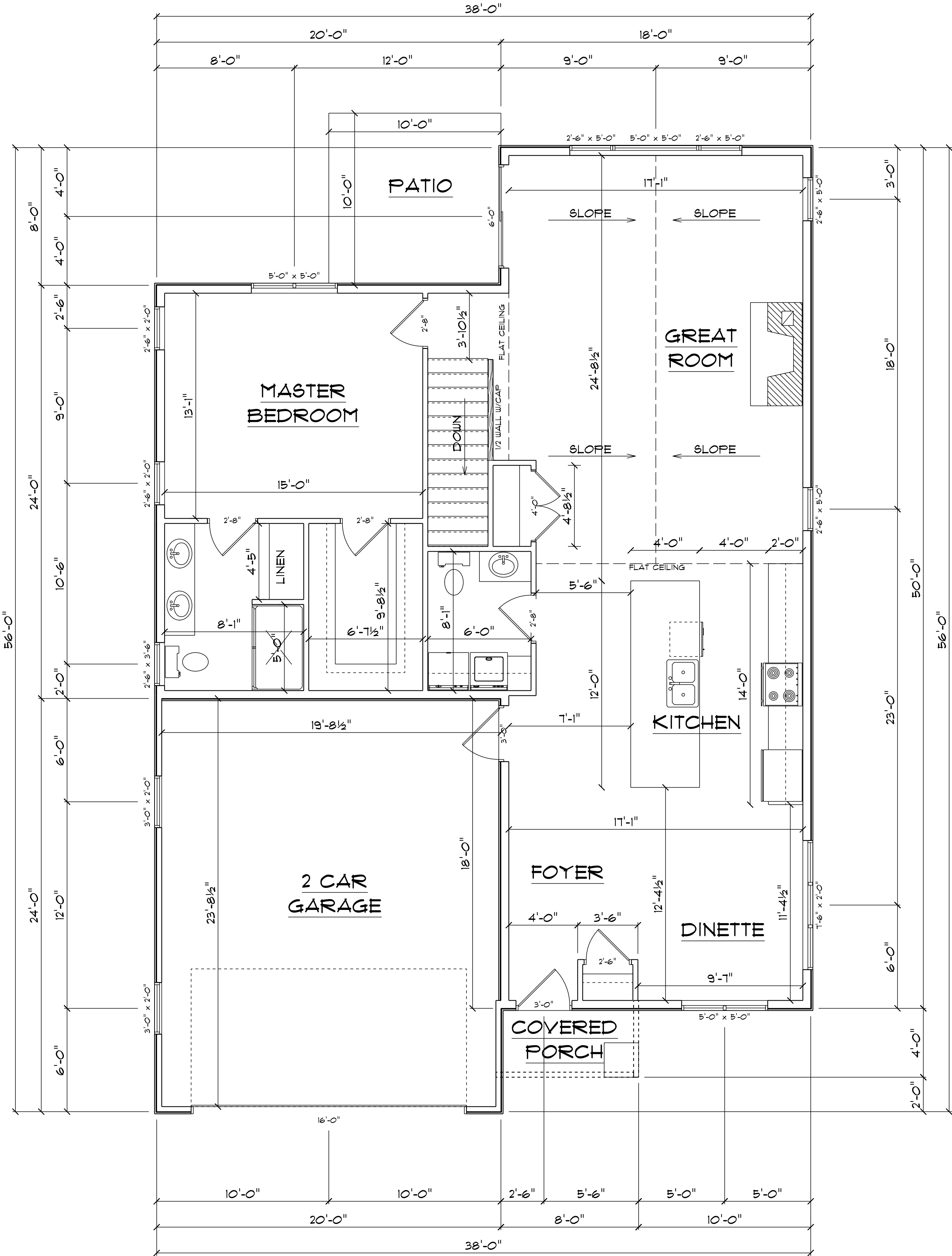
1. SIENNA HEIGHTS CONDO'S



AGENDA ITEM REPORT

2. 2024-07-26_Civil Design_Self Storage_Site Plan

THIS PLAN WAS CREATED AS A DRAFTING SERVICE ONLY. IN ADDITION TO AND WITHOUT LIMITING ANY AGREED CONTRACT TERMS, THE DESIGNER IN NO WAY EXPRESSES OR ASSUMES ANY RESPONSIBILITY FOR THE ACCURACY OR COMPLIANCE OF THESE PLANS IN ANY FORM.
ALL TALL WALLS GREATER THAN 10'-0" TO BE ENGINEERED BY MATERIAL SUPPLIER.



1ST FLOOR PLAN
SCALE: 1/4" = 1'-0"
1380 SQFT FINISHED AREA

FLOOR JOIST SPANS GREATER THAN 19' MAY EXCEED THE DESIRED JOIST PERFORMANCE AND INCREASE STRUCTURE COSTS

A3

AMERICAN DESIGN CONCEPTS

1334 APPLEGATE, MADISON WI 53713 (608) 273-OTTO AMERICANDESIGNCONCEPTS.COM

SIENNA HEIGHTS CONDOS

SECOND FLOOR FLOOR PLAN
1380 SQFT FINISHED AREA
SCALE: 1/4" = 1'

PLAN START DATE 04/18/24

© 01/2024 American Design Concepts LLC.
All use subject to applicable license terms.
purchaser has been granted a one-time license
to build the structure shown herein (or, if CAD
files have been purchased, a license for the purchase
to such files internally for purposes of building
multiple identical structures and/or for
unauthorized use, distribution, or disclosure is prohibited.

FIELD ADDITION

12' —

10' —

LOT 8

1' —

FIELD ADDITION

178.05' 116.40'

PICKLEBALL COURT

LOT 2
CSM NO. 3862

N 65°%D 17' 01" E
138.31'

PRIVATE STORMWATER
MANAGEMENT
EASEMENT

12' PUBLIC UTILITY
EASEMENT
ADJACENT TO
PRIVATE STORM
WATER EASEMENT

12'
PUBLIC
UTILITY
EASEMENT

2

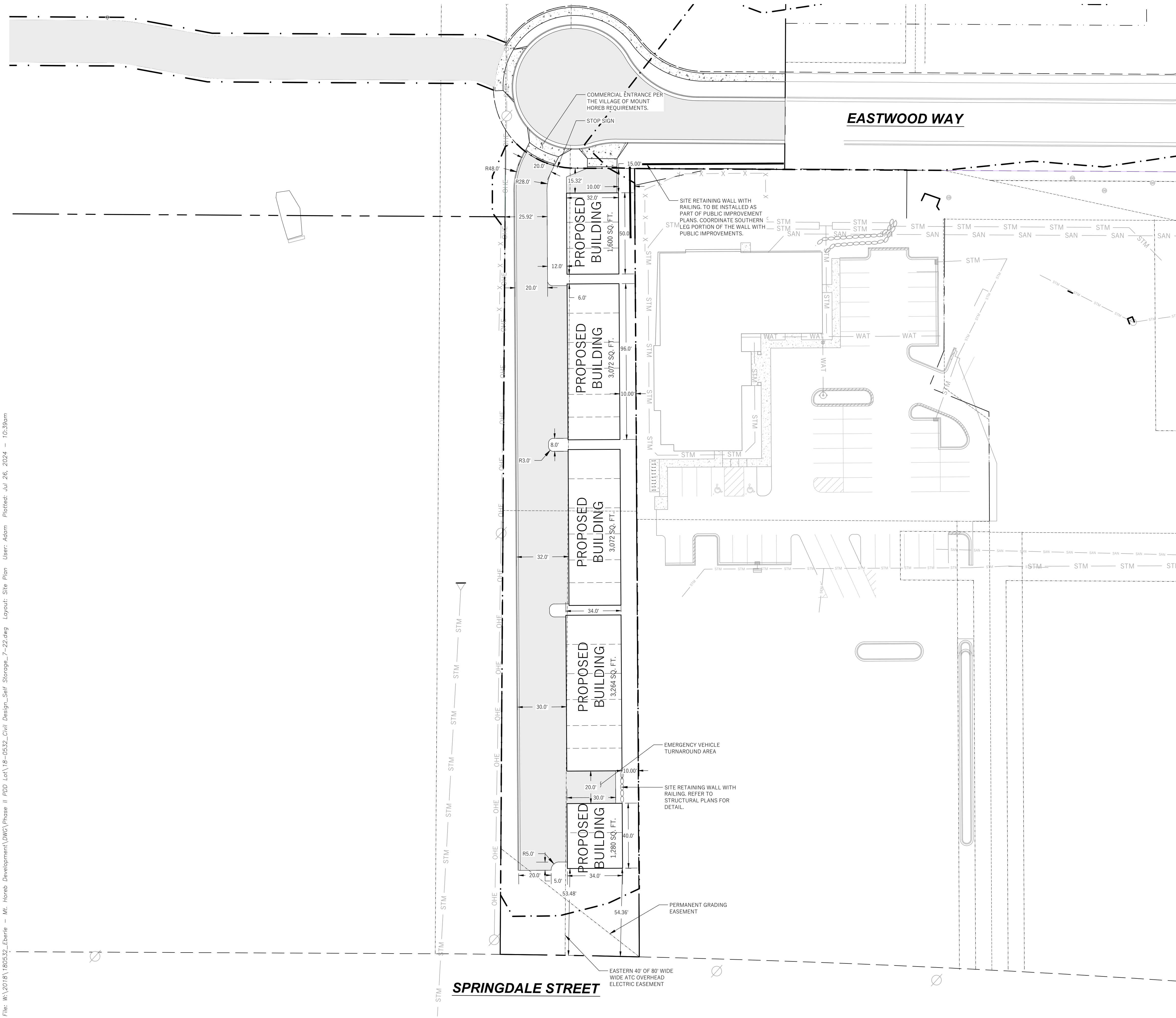
12'
PUBLIC
UTILITY
EASEMENT

LOT 1
CSM NO.
15199

PICKLEBALL COURT

END OF EASEMENT

SITE PLAN
SCALE: 1" = 40'-0"



LEGEND (PROPOSED)	
	PROPOSED PROPERTY BOUNDARY
	EASEMENT
	BUILDING FOOTPRINT
	18" CURB AND GUTTER
	ASPHALT PAVEMENT
	CONCRETE PAVEMENT
	DISTURBANCE LIMIT



GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON TOPOGRAPHIC & UTILITY DATA AS SURVEYED BY WYSER ENGINEERING ON THE WEEK OF FEBRUARY 26, 2024. WYSER ENGINEERING SHALL NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY ARISE AS A RESULT OF CHRONIC OR INCOMPLETE INFORMATION PROVIDED BY OTHERS. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. THE BENCHMARK LOCATIONS ARE SHOWN FOR REFERENCE ONLY ON THIS PLAN. THE BENCHMARKS SHALL BE VALIDATED BY LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION. CONTRACTOR ASSUMES RISK ASSOCIATED WITH BENCHMARK ELEVATIONS UNTIL CONFIRMED.
3. CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR STREET OPENINGS & TO WORK WITHIN THE VILLAGE'S LAND IF REQUIRED.
4. WYSER ENGINEERING SHALL BE HELD HARMLESS AND DOES NOT WARRANT ANY DEVIATIONS BY THE OWNER OR CONTRACTOR FROM THE APPROVED CONSTRUCTION PLANS THAT MAY RESULT IN DISCIPLINARY ACTIONS BY REGULATORY AGENCIES.
5. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS WITHIN THE PLAN BECOME APPARENT, IT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
6. ALL MUNICIPAL UTILITY CONNECTIONS, WORK IN ROW, PUBLIC OUTLOTS AND PUBLIC EASEMENTS SHALL BE IN ACCORDANCE WITH VILLAGE OF MOUNT HOREB STANDARD SPECIFICATIONS.

SITE INFORMATION BLOCK:

SITE ADDRESS: EASTWOOD WAY
SITE ACREAGE: 40,378 SQ.FT. (0.93 AC)
USE OF PROPERTY: INDUSTRIAL
CURRENT ZONING: AGRICULTURE (A-1), PLANNED INDUSTRIAL (PI)
REQUIRED ZONING: PLANNED DEVELOPMENT (PD)

SETBACKS:

EASTWOOD WAY: 15-FEET
EAST LOT LINE: 10-FEET
WEST LOT LINE: 35-FEET
SPRINGDALE STREET: 50-FEET

NUMBER OF UNITS: 23
FIVE BUILDINGS WITH 2 TO 6 UNITS EACH

EXISTING IMPERVIOUS SURFACE AREA: 0 SQ.FT.
ROOFTOP: 0 SQ.FT.
PAVED: 0 SQ.FT.

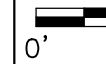
NEW IMPERVIOUS SURFACE AREA: 25,473 SQ.FT.
ROOFTOP: 12,288 SQ.FT.
PAVED: 13,185 SQ.FT.

PERCENT IMPERVIOUS WITHIN LOT: 63.3%

DISTURBANCE LIMITS: 38,143 SQ. FT.

DIGGERS HOTLINE

Toll Free (800) 242-8511 -or- 811
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

HIDEAWAYS AT SIENNA HILLS		VILLAGE OF MOUNT HOREB, DANE COUNTY, WI	Sheet Title: SITE PLAN
Revisions:			
No.	Date:	Description:	
Graphic Scale			
Wyser Number	18-0532		
Set Type	SCHEMATIC		
Date Issued	07/26/2024		
Sheet Number	C100		



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.e

Concept Discussion, Kelly Tichenor, 208 Meadow View RD, Rezone to R-2 Two Family Residential

BACKGROUND

Back in March, Kelly Tichenor emailed several board members about the possibility of rezoning her single-family zoned home to R-2 two-family residential and remodeling it to be a duplex. Staff discussed options, including waiting for the code rewrite to permit accessory dwelling units, but that did not match exactly what Tichenor was interested in, so we advised that prior to applying for a rezone, she talk to her neighbors and get their feedback and come discuss the rezone with the Plan Commission. The future land use designation for the property in the Village Comprehensive Plan is also single-family. Her original email explaining her idea is included in your packet.

RECOMMENDATION

ATTACHMENTS

1. Good morning elected Plan Commission Members and others
2. Zoning Map

Good morning elected Plan Commission Members and others,

I have owned my home for over 18 years and love the location. I have a large lot and small home. My ultimate, original, future goal when purchasing was to eventually create a duplex (flip/modify the footprint of my existing home to the east). I've reached out to the Village (including utilities and A+ Plumbing regarding cost of installation of additional water/sewer laterals) on several occasions, spanning several years about feasibility. The general consensus was that I would likely receive resistance for a spot-zoning request. However, I spoke with the Village Administrator 2-3 years ago and was given hope at that time that it may be possible due to a shortage of affordable housing. I was encouraged to reach out to the Plan Commission for feedback (purposes of this correspondence). I am prepared to attend meetings, submit an application and fees, if you feel this request would be approved.

With my current zoning, my understanding is I would be able to add-on to my existing home (building plan permit, etc) but for several reasons (employment and health issues, blended family, estate planning and income generating), my intent is to create a an owner-occupied, aesthetically pleasing, zero-lot line duplex. Pictures below for visual reference.

Parcel Number - 157/0606-141-0143-4

Current

Summary Report

< Parcel Parents

Parcel Summary

More +

Municipality Name	VILLAGE OF MOUNT HOREB
Parcel Description	PLEASANT MEADOWS LOT 13
Owner Name	KELLY J TICHENOR
Primary Address	208 MEADOW VIEW RD
Billing Address	208 MEADOW VIEW RD MT HOREB WI 53572

Show Municipal Contact Information

Assessment Summary

More +

Assessment Year	2024
Valuation Classification	G1
Assessment Acres	0.340
Land Value	\$119,600.00
Assessed Value	\$236,700.00

Parcel Maps

+
-



Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, County of Dan... Powered by Esri

DCiMapGoogle MapBing Map

Tax Information

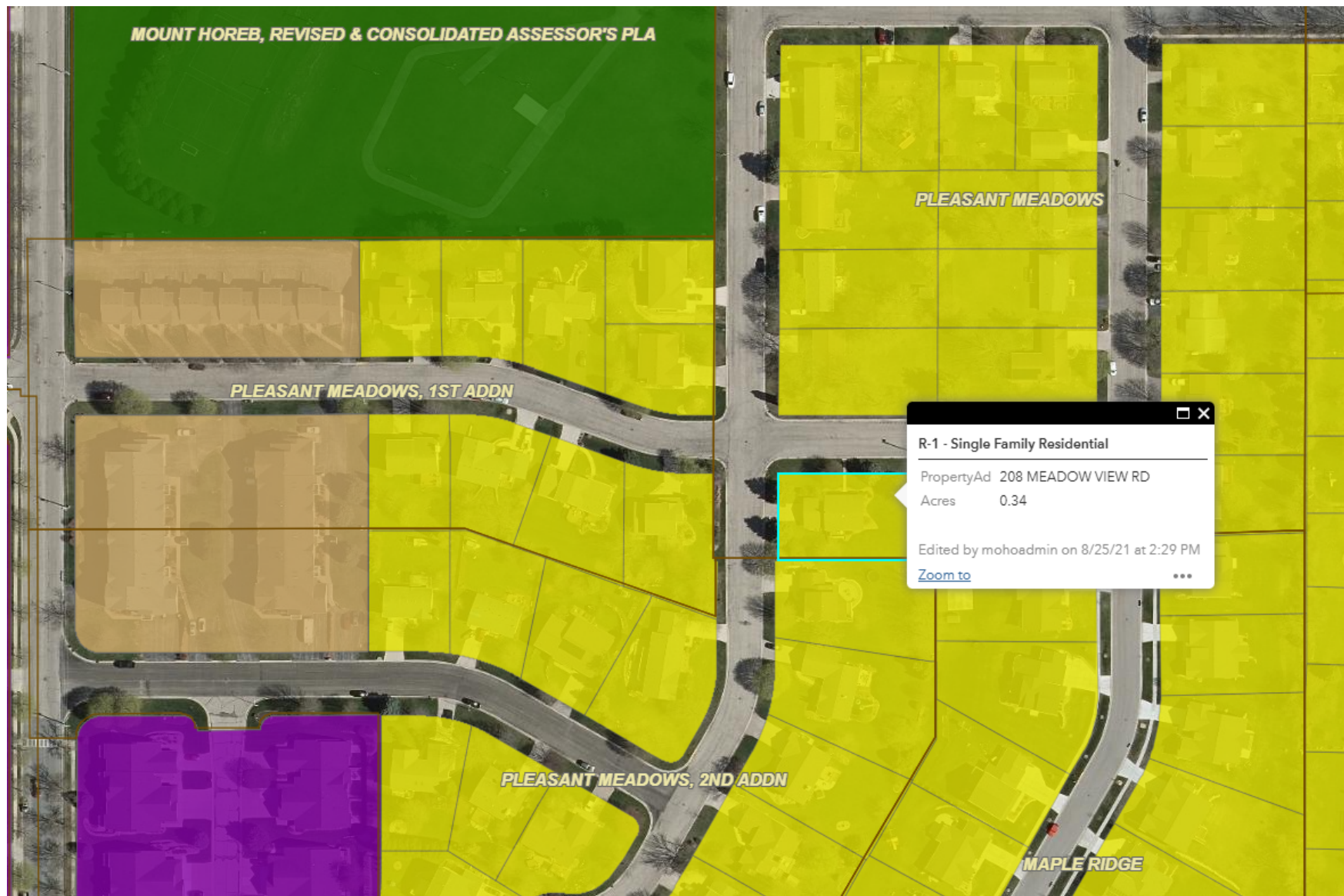
I kindly request that you share/forward this correspondence to citizen Commission members. Your individual and collective feedback and comments would be greatly appreciated along with any advice on the next steps.

Thank you in advance for your consideration.

Sincerely,

Kelly J. Tichenor
208 Meadow View Road
Mt. Horeb, WI 53572

Page 53 of 64





AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 5.f

Review of Ethics Code

BACKGROUND

Chair Czyzewski has asked all Village Committees to review the Code of Ethics at their first meeting after re-appointments. No changes have been made, but he felt it is good for everyone to have a refresher on what is in the code. If there are any questions, let Administrator Owen know.

RECOMMENDATION

ATTACHMENTS

1. Approved Code of Ethics

Ethics Code

1. Statement of Purpose.

- (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established in this Code of Ethics for all Village of Mount Horeb officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village.
- (b) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village of Mount Horeb and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village. The Village Board believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this Village in their elected and appointed officials and employees. The Village Board hereby reaffirms that each elected and appointed Village official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the Village of Mount Horeb.

2. Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **Public Official.** Those persons serving in statutory elected or appointed offices provided for in Chapter 62 of the Wisconsin Statutes, and all members appointed to boards, committees and commissions established or appointed by the Village President and/or Village Board pursuant to this Code of Ordinances, whether paid or unpaid.
- (b) **Public Employee.** Any person excluded from the definition of a public official who is employed by the Village.
- (c) **Anything of Value.** Any gift, favor, loan, service or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (d) **Business.** Means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (e) **Personal Interest.** The following specific blood or marriage relationships:
 - (1) A person's spouse, mother, father, child, brother or sister; or
 - (2) A person's relative by blood or marriage who receives, directly or indirectly, more than one-half ($\frac{1}{2}$) support from such person or from whom such person receives, directly or indirectly, more than one-half ($\frac{1}{2}$) of his support.
- (f) **Significant Interest.** Owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of any business.

-
- (g) **Financial Interest.** Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - (h) **Staff.** Any full- or part-time employee of the Village.

3. Statutory Standards of Conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (a) **Sec. 19.59.** State Ethics Law.
- (b) **Sec. 946.10.** Bribery of Public Officers and Employees.
- (c) **Sec. 946.11.** Special Privileges from Public Utilities.
- (d) **Sec. 946.12.** Misconduct in Public Office.
- (e) **Sec. 946.13.** Private Interest in Public Contract Prohibited.

4. Responsibility of Public Office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for government.

5. Dedicated Service.

- (a) Officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (c) Members of the Village staff are expected to follow their appropriate professional code of ethics. Staff members shall file a copy of such professional ethics codes with the Village Clerk. The Village Clerk may notify the appropriate professional ethics board of any ethics violations involving Village employees covered by such professional standards.

6. Fair and Equal Treatment.

- (a) **Use of Public Property.** No official or employee shall use or permit the unauthorized use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business, as authorized by the Village Board or authorized board, commission or committee.
- (b) **Use of Village Stationery.** No official or employee shall use, or permit the unauthorized use of, Village stationery for personal use.

-
- (c) **Obligations to Citizens.** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the Village to secure any advantage, preference or gain, over and above his rightful remuneration and benefits, for himself or for a member of his or her immediate family.
 - (d) **Political Contributions.** No official shall personally solicit from any Village employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Chapter is a candidate or treasurer.

7. Conflict of Interest.

(a) Financial and Personal Interest Prohibited.

- (1) No official or employee of the Village, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (2) Any member of the Village Board who has a financial interest or personal interest in any proposed legislation before the Village Board shall disclose on the records of the Village Board the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation.
- (3) Any non-elected official who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
- (4) Any Village employee who has a financial interest or personal interest in any proposed legislative action of the Village Board or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Village Board or the appropriate board, commission or committee the nature and extent of such interest.

- (b) **Disclosure of Confidential Information.** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

(c) Gifts and Favors.

- (1) No official or employee, personally or through a member of his immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (2) No official or employee personally, or through a member of his immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which could reasonably be expected to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive hospitality that is unsolicited and unrelated to government business, such as a meal, and that is not intended to influence the official.

-
- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a Village official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality, as a properly reported political contribution, from citizens for the purpose of supporting the candidate's campaign. (The State Ethics Board has interpreted "hospitality" as it applies to state officials as including meals, beverages and lodging which a person offers at his residence and would have been offered if the recipient was not an official).
 - (4) Gifts received by an official or employee or his immediate family under unusual circumstances shall be referred to the Village Board within ten (10) days of receipt for recommended disposition. Any person subject to this Chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Village Board. Failure to comply with this reporting requirement shall constitute an offense under this Chapter.
- (d) **Representing Private Interests Before Village Agencies or Courts.**
- (1) Non-elected Village officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any Village agency, board, commission or the Village Board if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
 - (2) Elected Village officials may appear before Village agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (e) **Ad Hoc Committee Exceptions.** No violation of the conflict-of-interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Village Board that such interest exists.
- (f) **Contracts with the Village.** No Village official or employee who, in their capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the Village unless, within the confines of Sec. 946.13, Wis. Stats.:
- (1) The contract is awarded through a process of public notice and competitive bidding or the Village Board waives the requirement of this Section after determining that it is in the best interest of the Village to do so.
 - (2) The provisions of this Subsection shall not apply to the designation of a public depository of public funds.

8. Advisory Opinions.

When an official or employee has doubt as to the applicability of a provision of this Ethics Code to a particular situation or definition of terms used in this Chapter, he should apply to the Village Administrator for an advisory opinion from the Village Attorney and will be guided by that opinion when given. The official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicability provisions of this Chapter before such advisory decision is made. This Chapter shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the Village Attorney to be more

appropriate or desirable. Advisory requests and opinions shall be kept confidential, except when disclosure is authorized by the requestor, in which case the request and opinion may be made public.

9. Hiring Relatives.

- (a) This Section governs the proposed hiring of individuals for full-time or part-time work as Village employees who are members of the immediate family of Village employees or elected officials. "Immediate family" includes those relatives by blood or marriage defined in Section 2(e) as personal interests.
- (b) Hiring an immediate family member of any current Village employee or elected Village official will be considered only if that individual has the knowledge and skills, experience or other job-related qualifications that warrant consideration for the position. A person cannot be hired for either full-time or part-time employment in a position immediately supervised by a member of that person's immediate family.
- (c) This Section does not apply to non-elected officials who are asked to accept appointment as members of a Village Board, commission or committee; non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, retention, classification or compensation of their immediate family if currently employed or being considered for employment by the Village.

10. Employees Covered by Collective Bargaining Agreements.

In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code Chapter.

11. Employee Protection.

No appointing authority, agent of an appointing authority or supervisor may initiate or administer, or threaten to initiate or administer, any retaliatory action against a Village employee following an employee's disclosure of information related to the violation of any federal or state law, rule or regulation, the mismanagement or abuse of authority, a substantial waste of public funds, or a danger to public health and safety. Nothing in this Section restricts the right of the Village as an employer to take appropriate disciplinary action against an employee who knowingly makes an untrue statement or discloses information, the disclosure of which is specifically prohibited by federal or state law, rule or regulation.



AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 6.a.1

First Choice Dental Vent Update

BACKGROUND

RECOMMENDATION

We received confirmation last week that First Choice Dental completed the painting of their silver roof vents to match the shingles, as required by the Plan Commission. Pictures are attached.

ATTACHMENTS

1. First choice Vents





AGENDA ITEM REPORT

MEETING DATE

May 28, 2025

PREPARED BY

AGENDA ITEM # 6.c

Building Inspector Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

1. Monthly building report April

Village of Mount Horeb, Building Inspection

Dept. Building Inspector's Report

APRIL 2025

Year to Date

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

6 - New UDC single family homes since January

36- General building permits in April
1-UDC Permit in April

Large Commercial projects currently active

- MARC Project
Has been
Completed

- BeeHive New
Building Permit
has been issued