

HISTORIC PRESERVATION COMMISSION AGENDA
Wednesday, April 23, 2025 at 6:00 PM

MEETING MINUTES

1) Call to order

Chair Marc Schellpfeffer was absent and Jackie Sale called the meeting to order at 6:00 pm in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI.

Roll call

Members Present: Megan Ince, Jackie Sale, Destinee Udelhoven

Absent: Marc Schellpfeffer, Maura Overland

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

2) Agenda Items

a. Consideration of March 26, 2025 Meeting Minutes

Udelhoven Motioned, Ince seconded to Consideration of March 26, 2025 Meeting Minutes. Motion carried by unanimous voice vote. Owen to draft a memo letter to Plan Commission on the review of the code based on the minutes.

b. Discussion on Award Criteria Examples

Ince gave an overview on award criteria forms from other municipalities. The Commission discussed the language and award procedures. Commission to review the forms and discuss next month.

c. HPC Training Chapter 9

Preservation Commission Design Review. The Commission discussed: economic hardship, procedures on minimum maintenance, and Certificate of Appropriateness requiring a public meeting. Owen to contact Jason at the CLG to review and prioritize the code.

3) Future agenda items

- Award Criteria and form discussion
- Design Review issues in code
- Review existing forms on the historic bridge and old school house
- HPC Training Chapter 10

4) Meeting adjournment

Ince Motioned, Udelhoven seconded to Meeting adjournment at 6:20 pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson