



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

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**VILLAGE BOARD AGENDA**

**Wednesday, October 1, 2025 at 7:00 PM**

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll call
- 4) Public Comments
- 5) Consent Agenda
  - a. Consideration of September 03, 2025 Meeting Minutes
  - b. Consideration of Pay Request #2 for Contract 25-100 - Nesheim Water Main Rehabilitation Project
  - c. Set suggested Trick or Treat hours of 5-8pm on Halloween, Friday October 31st.
  - d. Consideration of SIP Amendment Steve Brown Apartments, Front Street Station Apartments, 120 S First St
  - e. Recommendation of Extraterritorial CSM, Bilse Family LLC, Lange Rd, Town of Springdale
- 6) Agenda Items
  - a. Consideration of Development Plan for Park at Lukken Farm
  - b. Consideration of Recommendation on Room Tax Rate and Entity Percentage
  - c. Consideration of Public Comment Notice for Agendas
- 7) Committee Reports:
  - a. Community Development Authority
  - b. Dane County Cities & Villages Association Report
  - c. Finance/Personnel
  - d. Historic Preservation Committee Report
  - e. Library Board
  - f. Mount Horeb Area Chamber of Commerce

- g. Mount Horeb Area Joint Fire Department
  - h. Parks, Recreation, and Forestry Commission
  - i. Plan Commission
  - j. Public Safety Committee
  - k. Public Works Committee
  - l. School Liaison
  - m. Sustainability and Natural Resources Committee
  - n. Tourism Commission
  - o. Utility Commission
- 8) Village President's report
  - 9) Village Administrator's report
  - 10) Village Clerk's report
  - 11) Closed Session
    - a. Consideration of TIF Incentive Request (JT Klein). The Village Board may convene in closed session as authorized by Wisconsin Statute 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Village Board may reconvene in open session and discuss and take action on the subject matter discussed in closed session.
    - b. Consideration of Term Sheet for TIF Incentive for JT Klein Multifamily Project
  - 12) 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.

**VILLAGE OF MOUNT HOREB  
VILLAGE BOARD MEETING MINUTES  
SEPTEMBER 3, 2025**

The Village Board met in regular session in-person on the above date in the Board Room of the Mount Horeb Municipal Building.

**Call to Order/Roll Call:** Village President Ryan Czyzewski called the meeting to order at 7:00pm. The Pledge of Allegiance was recited. Present were Trustees Jones, Schellpfeffer, Fendrick, and Best. Trustees White and Gauger were absent. Also present were Administrator Nic Owen and Village Clerk Alyssa Gaffney.

**Public Comments:** Village resident Cathy Scott voiced her concerns about the public comments process and inquired about the Urban County Consortium resolution.

**Consent Agenda:** Jones moved, Schellpfeffer seconded to approve the following consent agenda items: August 6, 2025 Meeting Minutes; Resolution 2025-11 "Annual Bank Authorization"; Pay Request #1 for Contract 25-100-Nesheim Water Main Rehabilitation Project; Pay Request #5 for Contract 25-101-2025 Street Improvements Project; Renewal of PILOT Agreement with Wisconsin Illinois Senior Housing, Inc (Ingleside Senior Living, Inc); Façade Improvement Grant Application, Lassen Commercial Buildings, 209-211 W Main Street; Street Use Permit Application for October 3<sup>rd</sup>-5<sup>th</sup> from the Mount Horeb Chamber of Commerce for Fall Village Market Event on October 4<sup>th</sup>-5<sup>th</sup>, 2025; Revised Employee Overtime Policy. Motion carried by unanimous voice vote.

**Consider Proclamation for Trustee Brett Halverson:** Czyzewski explained the proclamation and read it aloud. Jones moved, Fendrick seconded to approve the proclamation. Motion carried by unanimous voice vote.

**Presentation by Fire Chief Minter on 2026 Mount Horeb Area Fire Department Budget:** Chief Minter presented their 2026 budget and fielded questions from the board. The board members discussed and gave their input.

**Recommendation to Village Fire District Representative on Budget Vote:** Fendrick moved, Schellpfeffer seconded to recommend the representative vote in favor of the budget as presented. Motion carried by unanimous voice vote.

**Recommendation of Project Plan for Tax Incremental District Number 6:** Owen and Fish-Peterson explained this item. The board members gave their input. Jones moved, Schellpfeffer seconded to recommend approval. Motion carried by unanimous voice vote.

**Consideration of Resolution 2025-12 "Resolution Requesting Exemption from Dane County Library Tax"**: Owen explained this item. Czyzewski moved, Fendrick seconded to approve the resolution as discussed. Motion carried by unanimous voice vote.

**Consider Lukken property park concept plans A and B**: Owen explained this item. The board discussed the options. Schellpfeffer moved, Jones seconded to recommend concept B with the addition of basketball court with Futsal striping and removal of permeable parking lot pavers, assuming it does not implicate having to dedicate more space for stormwater management. Motion carried by unanimous voice vote.

**Consideration of Resolution 2025-13 "3-year Renewal of Dane County Urban County Consortium"**: Owen explained the resolution. Jones moved, Schellpfeffer seconded to approve the renewal. Motion carried by unanimous voice vote.

**Consideration of Public Comment Notice for Agendas**: Czyzewski explained this item. The board members gave their input and directed staff to draft a policy, as discussed.

**Committee reports**: All committee reports were given, with no action taken.

**Village President's report**: Czyzewski thanked Halverson for his service to the community. He also spoke about budget needs, the strategic plan, comprehensive plan, revolving loan fund, and his written report.

**Village Administrator's report**: Owen spoke about Good Morning Mount Horeb and the Lukken Farm.

**Village Clerk's report**: Gaffney spoke about the WEC conference she will be attending at the end of the month.

**Adjournment**: With no further business before the board, Schellpfeffer moved, Best seconded to adjourn @ 9:33pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

# SMITHGROUP

September 24, 2025

Nic Owen  
Village Administrator  
**VILLAGE OF MOUNT HOREB**  
138 East Main Street  
Mount Horeb, WI 53572

Re Pay Request No. 2 – Contract 25-100, Nesheim Water Main Rehabilitation

Dear Nic,

Enclosed is Payment Request No. 2 from S&L Underground, Inc. for work performed to date on the above referenced project. This payment request is recommended for payment in the amount of \$601,585.05. A summary of the payment is listed below, and the detailed request has been attached.

TOTAL AMOUNT REQUESTED TO DATE	\$1,066,739.01
LESS RETAINAGE	\$44,341.81
NET AMOUNT DUE	\$1,022,397.20
AMOUNT OF PREVIOUS PAYMENTS	\$420,812.15
AMOUNT DUE THIS APPLICATION	\$601,585.05

If you have questions, please do not hesitate to call. Thank you.

Sincerely,



Heather Brose, PE  
Associate | Civil Engineer

cc: S&L Underground, Inc. via Email

**REQUEST AND CERTIFICATE FOR PAYMENT**

PROJECT: Nesheim Water Main Rehabilitation

CITY CONTRACT NO.: 25-100

OWNER: Village of Mount Horeb  
138 East Main Street  
Mount Horeb, WI 53572

CONTRACTOR: S & L Underground, Inc.  
P.O. Box 167  
Lodi, WI 53555

REQUEST NO. **2**

REQ. DATE: 9/15/25

CHANGE ORDER SUMMARY		
Previously Approved Change Orders:	Additions	Deductions
Current Change Orders:	Additions	Deductions
Net Change by Change Orders:		<b>\$0.00</b>

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM:..... \$1,773,672.41  
 NET CHANGE BY CHANGE ORDERS:..... \$0.00  
 CONTRACT SUM TO DATE:..... \$1,773,672.41

TOTAL COMPLETED TO DATE:..... ~~\$1,069,819.01~~ **\$1,066,739.01**  
 RETAINAGE: ~~(5% of work completed until 50% complete)~~..... ~~\$0.00~~ **\$44,341.81**  
 TOTAL EARNED LESS RETAINAGE:..... ~~\$1,069,819.01~~ **\$1,022,397.20**  
 LESS PREVIOUS CERTIFICATES FOR PAYMENT:..... \$420,812.15  
 CURRENT PAYMENT DUE:..... ~~\$649,006.86~~ **\$601,585.05**

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered \_0\_ through \_1\_ inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Submitted by Contractor: Matt Kundert Date: 9/15/2025

Recommended by Engineer: Heather R. Brode Date: 09/25/2025

Approved by Owner: \_\_\_\_\_ Date: \_\_\_\_\_

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

PROJECT: Nesheim Water Main Rehabilitation

CITY CONTRACT NO.: 25-100

OWNER: Village of Mount Horeb  
138 East Main Street  
Mount Horeb, WI 53572

CONTRACTOR: S & L Underground, Inc.  
P.O. Box 167  
Lodi, WI 53555

REQUEST NO. 2

REQ. DATE:

9/15/25

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed				Total Completed To Date (E+F)		% Complete		
						Previous Requests (E)		This Request (F)		Quantity	Amount		Quantity	Amount
						Quantity	Amount	Quantity	Amount					
<b>Roadway</b>														
1	Install 30" Concrete Curb & Gutter. (Includes placement and compaction of 12" depth crushed stone Base Course to 12" behind curb & gutter.) (Complete in place)	LF	1500	\$ 39.00	\$58,500.00						0	\$0.00	0.00%	
2	Special Waterway Curb. (Includes placement and compaction of 12" depth crushed stone Base Course to 12" behind back of curb.) (Complete in place)	SF	180	\$ 52.30	\$9,414.00						0	\$0.00	0.00%	
3	Driveway Plating and Access During Curb Curing (undistributed)	EA	4	\$ 500.00	\$2,000.00						0	\$0.00	0.00%	
4	Sawcut Butt Joint (Complete in place)	LF	9600	\$ 1.60	\$15,360.00	2762	\$4,419.20				2762	\$4,419.20	28.77%	
5	Install 4" Deep Bituminous Pavement. (2-1/4" Binder, 1-3/4" Surface, Type LT) (Complete in place)	SY	6500	\$ 31.46	\$204,490.00						0	\$0.00	0.00%	
6	Remove Existing Bituminous Drive Apron and Replace with 3" Thick Bituminous Drive Apron on 8" Deep Aggregate Base (Complete in place)	SF	500	\$ 5.60	\$2,800.00						0	\$0.00	0.00%	
7	Remove Existing Concrete Apron and Replace with 6" Thick Concrete Drive Apron on 6" Deep Aggregate Base. (Complete in place)	SF	230	\$ 13.70	\$3,151.00						0	\$0.00	0.00%	
8	Hydrant Curb Striping. (15 LF centered on hydrant, curb face and head, yellow) (Complete in place)	LF	150	\$ 40.00	\$6,000.00						0	\$0.00	0.00%	
9	Restoration	LS	1	\$ 35,000.00	\$35,000.00						0	\$0.00	0.00%	
10	Construction Staking and Layout	LS	1	\$ 16,161.00	\$16,161.00	0.5	\$8,080.50				0.5	\$8,080.50	50.00%	
11	Traffic Control	LS	1	\$ 55,866.41	\$55,866.41	0.5	\$27,933.21	0.5	\$ 27,933.21		1	\$55,866.41	100.00%	
12	Erosion Control	LS	1	\$ 25,000.00	\$25,000.00	0.5	\$12,500.00	0.25	\$ 6,250.00		0.75	\$18,750.00	75.00%	
<b>Water Main</b>														
13	8-inch Ductile Iron Water Main (Complete in place)	LF	4865	\$ 116.00	\$564,340.00	1848	\$214,368.00	2450	\$ 284,200.00		4298	\$498,568.00	88.35%	
14	6-inch Ductile Iron Water Main (Complete in place)	LF	220	\$ 101.00	\$22,220.00	38	\$3,838.00	125.5	\$ 12,675.50		163.5	\$16,513.50	74.32%	
15	8-inch Gate Valve and Box (includes Gate Valve Adapter) (Complete in place)	EA	21	\$ 3,716.00	\$78,036.00	8	\$29,728.00	13	\$ 48,308.00		21	\$78,036.00	100.00%	
16	Fire Hydrant with Auxiliary Valve (Complete in place)	EA	10	\$ 9,161.00	\$91,610.00	3	\$27,483.00	7	\$ 64,127.00		10	\$91,610.00	100.00%	
17	Tapping Tee and Gate Valve (includes live tap) (Complete in place)	EA	2	\$ 6,492.00	\$12,984.00		\$0.00		\$ -		0	\$0.00	0.00%	
18	Connection to Existing Main (Complete in place)	EA	1	\$ 50,000.00	\$50,000.00	1	\$50,000.00		\$ -		1	\$50,000.00	100.00%	
19	Install Temporary Water Main System for Oak Tree Ct Water Main Replacement (includes temporary connections to individual curb stops) (Complete in place)	LS	1	\$ 12,981.00	\$12,981.00	0.25	\$3,245.25	0.25	\$ 3,245.25		0.5	\$6,490.50	50.00%	
20	Install Temporary Standpipe for Hydrostatic Testing	EA	3	\$ 1,540.00	\$4,620.00		\$0.00	3	\$ 4,620.00		3	\$4,620.00	100.00%	
21	Install Surge Suppressor & Precast Water Access Structure (includes 8 x 6 tee and casting adjustment to finished grade) (Complete in place)	LS	1	\$ 8,717.00	\$8,717.00		\$0.00		\$ -		0	\$0.00	0.00%	
22	Abandon Existing Water Main	LS	1	\$ 11,211.00	\$11,211.00		\$0.00		\$ -		0	\$0.00	0.00%	
23	Replacement of Water Service (including tap and connections, corporation, box, curb stop, and reducer as required) (Complete in place)	EA	61	\$ 1,718.00	\$104,798.00		\$0.00	33	\$ 56,694.00		33	\$56,694.00	54.10%	
24	Install 1" Type K Copper Water Service (Complete in place)	LF	1690	\$ 57.70	\$97,513.00		\$0.00	917	\$ 52,910.90		917	\$52,910.90	54.26%	
25	Install 1.5" Type K Copper Water Service (Complete in place)	LF	20	\$ 95.40	\$1,908.00		\$0.00		\$ -		0	\$0.00	0.00%	
26	Install 2" Type K Copper Water Service (Complete in place)	LF	20	\$ 107.00	\$2,140.00		\$0.00		\$ -		0	\$0.00	0.00%	
27	Underground Utility Exploration (as requested by Engineer) (undistributed)	EA	6	\$ 970.00	\$5,820.00		\$0.00	4	\$ 3,880.00		4	\$3,880.00	66.67%	
28	Rock Excavation	LF	1500	\$ 85.00	\$127,500.00	251	\$21,335.00	551	\$ 46,835.00		802	\$68,170.00	53.47%	

Temporary Standpipe only needed on Orchard Ln. Hydrant was added to Nesheim at Main St and Long View was tested at a hydrant.





## AGENDA ITEM REPORT

### MEETING DATE

October 1, 2025

### PREPARED BY

### AGENDA ITEM # 5.c

Set suggested Trick or Treat hours of 5-8pm on Halloween, Friday October 31st.

### BACKGROUND

The Village usually recommends setting Trick or Treat hours 5-7pm on Halloween, adding an extra hour when it falls on a Friday or Saturday.

### RECOMMENDATION

### ATTACHMENTS

None



## AGENDA ITEM REPORT

### MEETING DATE

October 1, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 5.d

Consideration of SIP Amendment Steve Brown Apartments, Front Street Station Apartments, 120 S First St

### BACKGROUND

Steve Brown Apartments has submitted a Specific Implementation Plan Amendment to the rear side of their building on the 4th floor. With the last approved revision, they made the studio units on the 4th floor extremely large to meet the parking requirements of the approved General Development Plan with the removal of the L-shaped area at the rear of the building. After consideration, they decided to return these studios to a normal studio size and create an outdoor patio on the 4th floor in the middle of the building. The change is barely visible on the south side/rear of the building, but it is an exterior change and I felt it should come back to the committee for consideration. Planner Rohr's memo is included in your packet. The Plan Commission recommends approval.

### RECOMMENDATION

### ATTACHMENTS

1. SIP Alteration Cover Letter 9.18.25
2. 250918\_Front Street Station\_Minor Alteration to Approved Plans
3. Steve Brown Apartments SIP Amendment 2 Memo for Plan Commission 9.24.25



Thursday, September 18, 2025

Nic Owen  
Village Administrator  
Village of Mt. Horeb Planning Department  
138 E. Main St.  
Mount Horeb, WI 53572

Re: Specific Implementation Plan - Minor Alteration  
120 E. First St. (Front Street Station Multi-Family Development)

On behalf of Steve Brown Apartments, please accept this cover letter and attachments as our formal request for Specific Implementation Plan – Minor Alteration review of the two lots currently addressed as 120 E. First Street. We are requesting design review and approval of the proposed minor alteration to the Specific Implementation Plan previously approved by the Plan Commission on June 25<sup>th</sup>, 2025.

**Project Name:** Front Street Station  
120 E. First Street (to be readdressed)  
Mt. Horeb, WI 53572

**Applicant:** Steve Brown Apartments  
Dan Seeley  
120 W. Gorham St.  
Madison, WI 53703  
Phone: (608) 255-7100  
Email: [dseeley@stevebrownapts.com](mailto:dseeley@stevebrownapts.com)

**Architect:** Brownhouse  
Shane Fry  
202 W. Gorham St.  
Madison, WI 53703  
Phone: (608) 663-5100  
Email: [sfry@brownhousedesigns.com](mailto:sfry@brownhousedesigns.com)

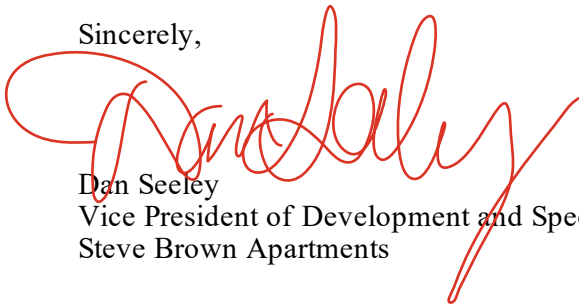
**Alteration Overview:**

We are pleased to present the included package of materials which provides specific details regarding the proposed alteration. Should you have any questions regarding this application or find the enclosed materials lacking any information, please don't hesitate to contact me directly.

As shown on the included materials, we are proposing to reconfigure the floor plate for the 5<sup>th</sup> floor of the approved building. We propose to alter the approved 5<sup>th</sup> floor by maintaining the spatial layout of the four floors below instead of enlarging the four south facing units to absorb the square footage of the two-bedroom apartment on the floors below. Instead, we would maintain the spatial and demising wall layout of the floors below and would convert the square footage of the removed two-bedroom apartment on the floors below into a resident roof terrace at the 5<sup>th</sup> floor level. This revision would not alter the approved unit or bedroom count and would not significantly alter the exterior appearance of the building from the street level. We believe this is a positive change for the future residents of the building and appreciate the Plan Commission's consideration of our request.

Thank you for your consideration of this application. We look forward to discussing it in more detail at the September 24<sup>th</sup> Plan Commission Meeting and securing approvals for this alteration.

Sincerely,



Dan Seeley  
Vice President of Development and Special Projects  
Steve Brown Apartments

# FRONT STREET STATION

MOUNT HOREB, WI

## MINOR ALTERATION TO APPROVED PLANS

SEPTEMBER 18, 2025

**Owner:**  
**Steve Brown Apartments**



Dan Seeley  
120 W. Gorham St.  
Madison, WI 53703  
Tel: (608) 255-7100  
dseeley@stevebrownapts.com

**Architect:**  
**Brownhouse**



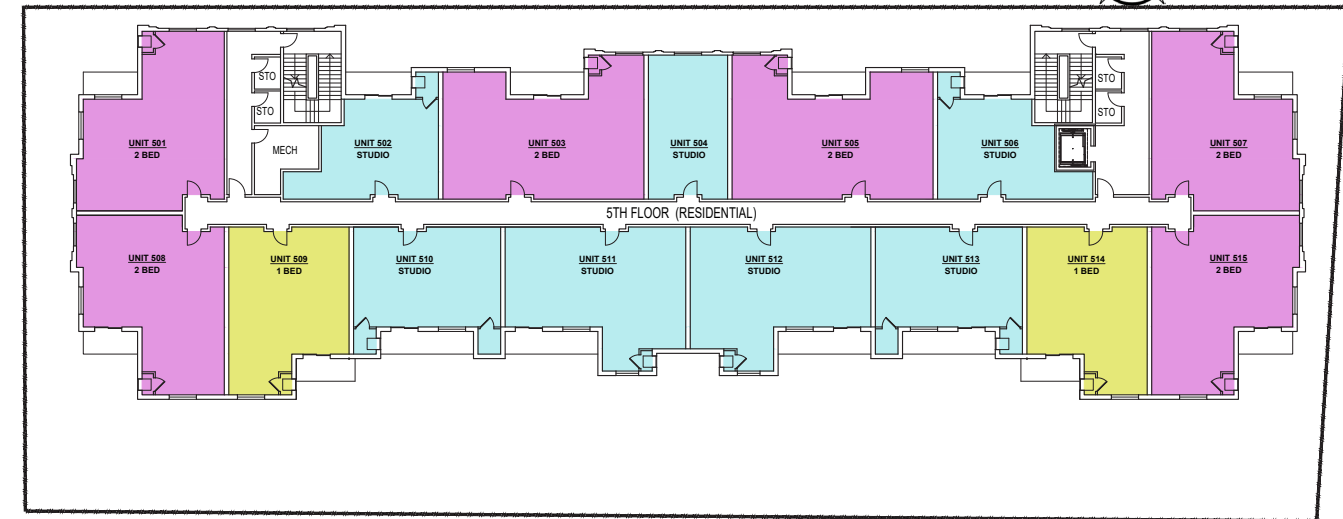
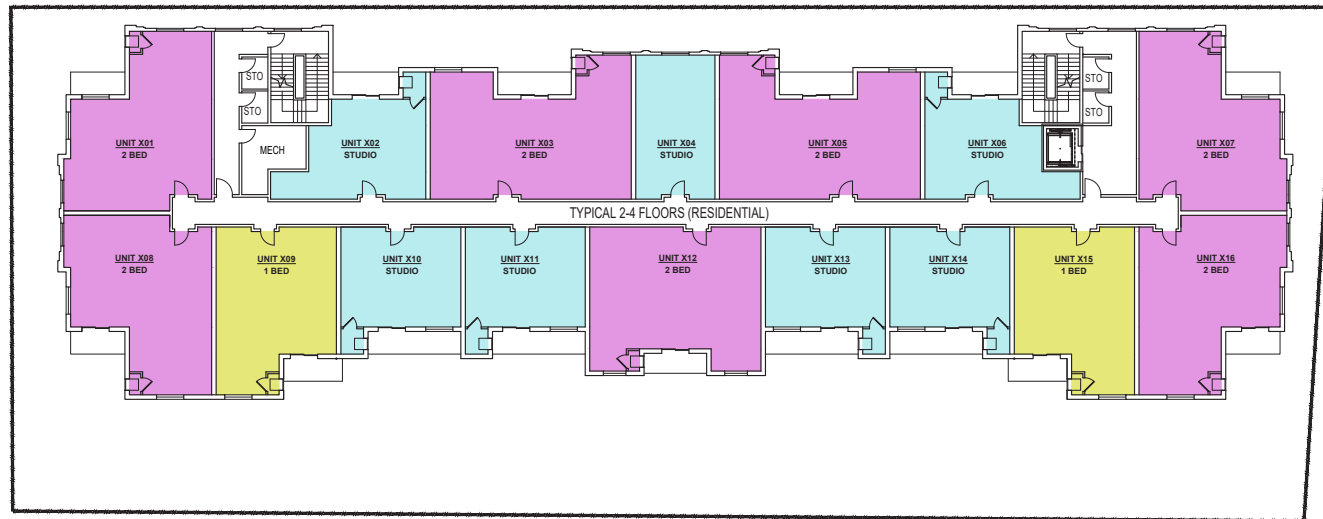
Shane Fry  
202 W. Gorham St.  
Madison, WI 53703  
Tel: (608) 663-5100  
sfry@brownhousedesigns.com

**Civil Engineering:**  
**Wyser Engineering**



Wade Wyse  
300 East Front Street  
Mount Horeb, WI 53572  
Tel: (608) 437-1980  
wade.wyse@wyserengineering.com

# RESIDENTIAL FLOOR PLANS | APPROVED



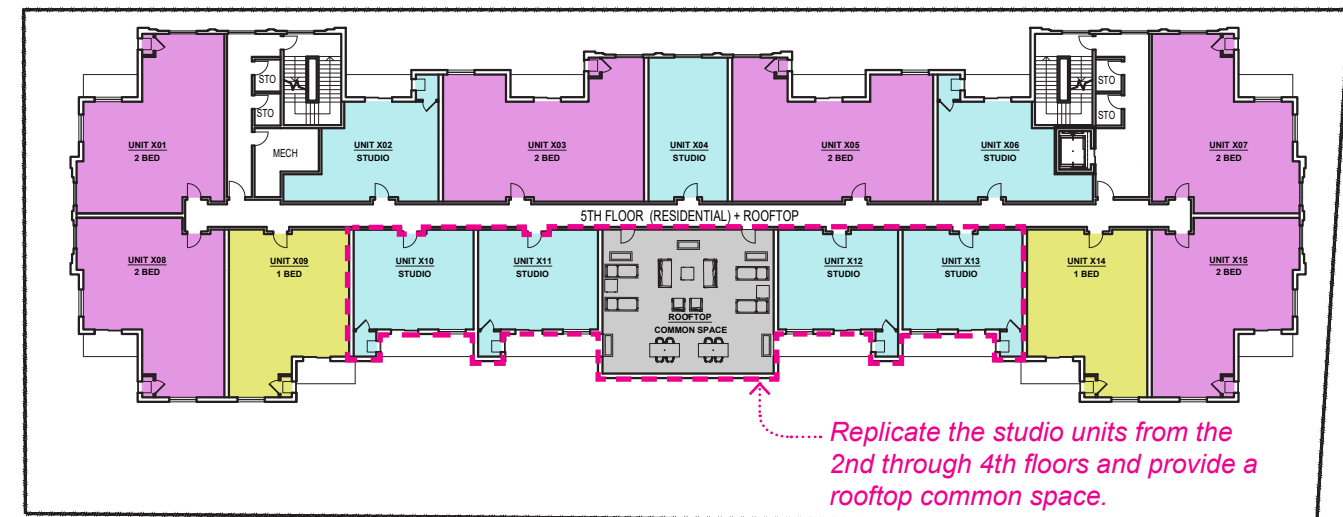
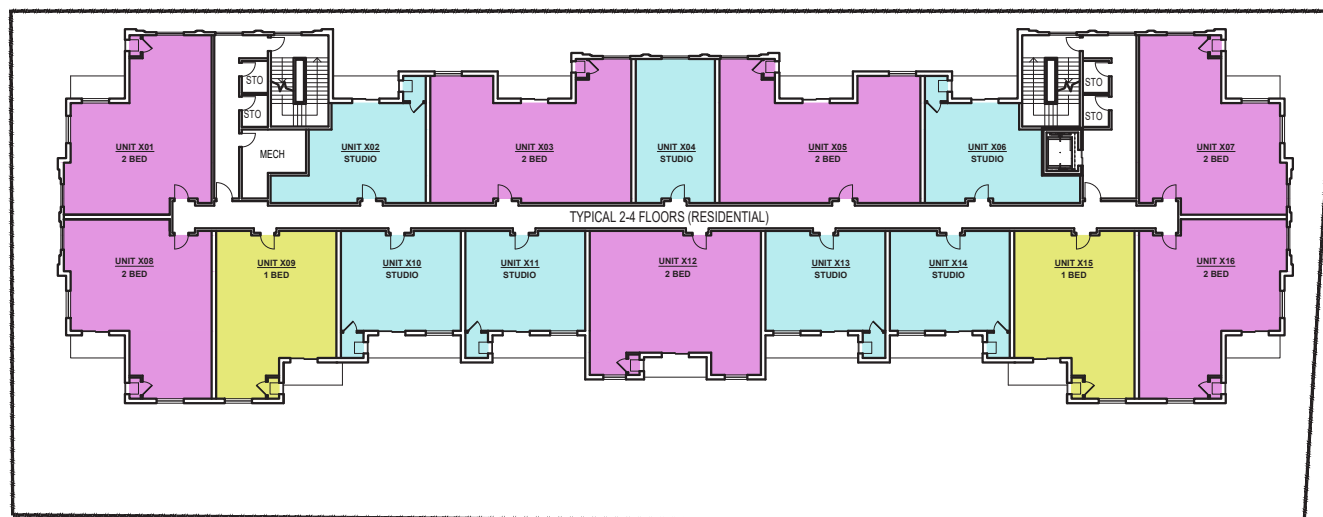
## 2ND/3RD/4TH

16 UNITS/ FLOOR		TOTAL (3 FLOORS)		REQ PARKING (3FLOORS)	
STUDIO	7	STUDIO	21	STUDIO	21
1BED	2	1BED	6	1BED	9
2BED	7	2BED	21	2BED	42
		TOTAL	48	TOTAL	72

## 5TH

15 UNITS/ FLOOR		REQ PARKING (5TH FLOOR ONLY)	
STUDIO	7	STUDIO	7
1BED	2	1BED	3
2BED	6	2BED	12
		TOTAL	22

# RESIDENTIAL FLOOR PLANS | PROPOSED



## 2ND/3RD/4TH (NO CHANGES)

16 UNITS/ FLOOR		TOTAL (3 FLOORS)		REQ PARKING (3FLOORS)	
STUDIO	7	STUDIO	21	STUDIO	21
1BED	2	1BED	6	1BED	9
2BED	7	2BED	21	2BED	42
		TOTAL	48	TOTAL	72

## 5TH (SAME UNIT MIX AND COUNT + ROOFTOP)

15 UNITS/ FLOOR		REQ PARKING (5TH FLOOR ONLY)	
STUDIO	7	STUDIO	7
1BED	2	1BED	3
2BED	6	2BED	12
+ ROOFTOP		TOTAL	22

# SOUTH ELEVATION | APPROVED



# SOUTH ELEVATION | PROPOSED



**brownhouse**  
ARCHITECTURE • INTERIOR DESIGN  
202 W. Gorham St., Madison, WI 53703  
Tel: 608-663-5100  
www.brownhousedesigns.com

**Steve BROWN**  
APARTMENTS  
120 W. Gorham St.  
Madison, WI 53703  
Tel: 608-255-7100  
www.stevebrownapts.com

**FRONT STREET STATION**  
**STEVE BROWN APARTMENTS**  
**MT. HOREB, WI**

09/18/2025  
**REV**  
PAGE 3

# SOUTH AERIAL VIEW | APPROVED



# SOUTH AERIAL VIEW | PROPOSED



**brownhouse**  
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202 W. Gorham St., Madison, WI 53703  
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**FRONT STREET STATION**  
**STEVE BROWN APARTMENTS**  
**MT. HOREB, WI**

09/18/2025  
**REV**  
PAGE 4



# VANDEWALLE & ASSOCIATES INC.

## MEMORANDUM

To: Village of Mount Horeb Plan Commission  
From: Village Planner: Ben Rohr, AICP  
Date: September 24, 2025  
Re: Amendment to the Approved Specific Implementation Plan (SIP) for the Proposed 5-Story Multi-Family Building at 120 E. Front Street for Steve Brown Apartments.

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### Introduction

Steve Brown Apartments received approval of a General Development Plan (GDP) and a Specific Implementation Plan (SIP) for 120 E. Front Street in the spring/summer of 2023. In June of 2025, Steve Brown Apartments submitted and received approval for an amendment to the SIP that was previously approved in 2023. The approved 2025 SIP amendment included:

- A total of 63 dwelling units and 94 on-site parking stalls
- A mix of 20 studio units, 24 one-bedroom units, and 19 two-bedroom units
- The removal of the 1-story portion of the rear façade that was planned to accommodate underground parking access and include a Military Trail Ridge-facing mural. Instead, underground parking access is provided in the rear-center of the structure with a reduced-length driveway and increased green space.
- The removal of the second story outdoor patio for residents above the 1-story portion of the rear façade. Instead, an outdoor patio/gathering space is provided in the rear of the building adjacent to accessible green space between the building and the Military Ridge Trail.
- Enhanced landscaping provided along all four facades where the building has been recessed in various areas.
- Reconfigured facades, which include differing recesses and projections, siding in some areas instead of brick, uniform square windows instead of some arched windows, fewer first floor windows along the Front Street façade, a symmetrical front entry with center door and windows on either side verses offset multi-door entries, a similar color scheme outside of less black and increased cream colored siding, and other subtle changes as shown below.

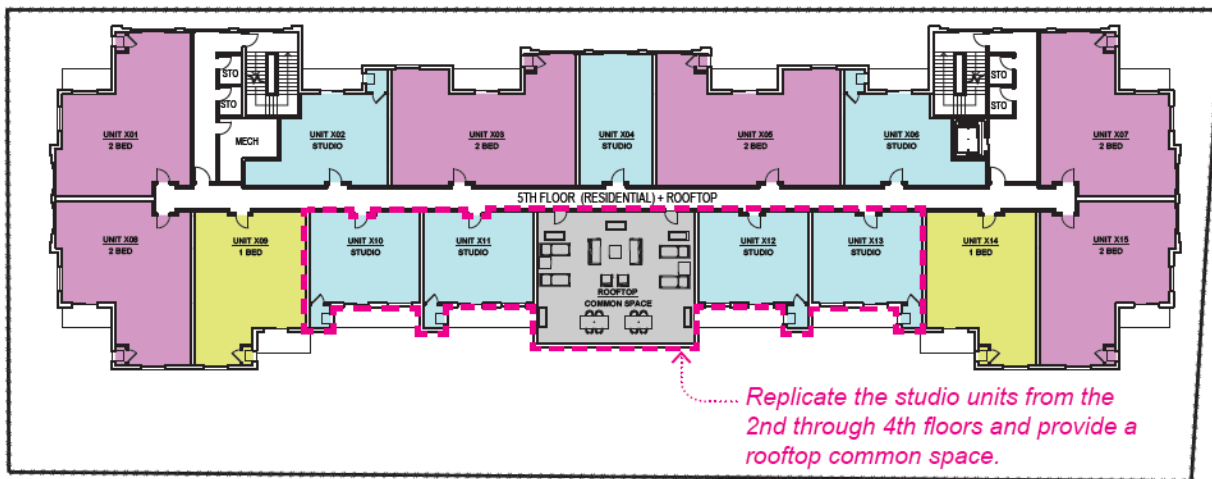
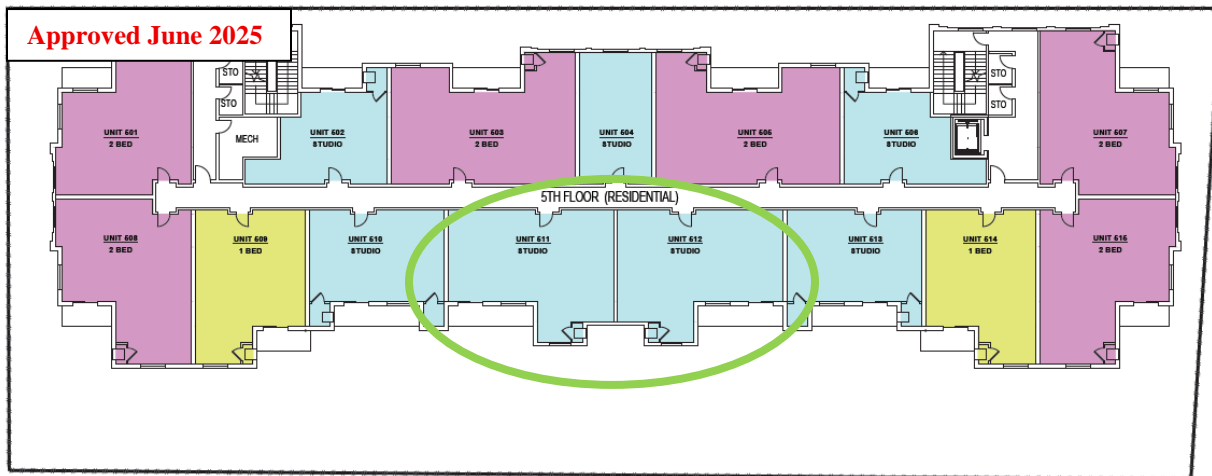
The conditions of approval in June 2025 included:

1. A recommendation to the Village Board that the Amendment to the Specific Implementation Plan for 120 E. Front Street be approved, subject to any and all requirements identified by the Plan Commission under Design Review. **Recommended.**

2. A recommendation to the Village Board that the Site Plan packet be approved, subject to any and all requirements identified by the Plan Commission under Design Review. **Recommended.**
3. Design Review as submitted to the Village, including waivers from the Design Review requirements approved by the Plan Commission, including:
  - a. 9.a.i and ii. for deviation from the Victorian color palette for black portions of the façade, as depicted. **Recommended.**
  - b. 10.a. for the non-decorative garage door on northern façade for the in-building parking entry, as depicted. **Recommended.**
  - c. 11.a. and b. for the proposed translucent film window treatment screening along the first-floor windows facing Front Street and 1<sup>st</sup> Street, as depicted. **Recommended adding public art images within the translucent film window treatments along the ground floor façade facing each street.**
  - d. 14.b. for the metal awning over the main entryway, as depicted. **Recommended.**
4. Require the full Sign Plan package to be brought back to the Plan Commission for review and approval. **Recommended.**
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. Require the applicant to provide lighting fixture plans and photometrics plans to ensure compliance with the Zoning Ordinance, including landscaping lighting along the southern (rear) façade. **Recommended.**
6. Require approval from the Village Engineer and Public Services Department for any on-street parking reconfiguration proposed, which in 2023 included angled parking stalls along the south side of Front Street and no angled parking stalls along First Street because they were deemed infeasible. **Recommended.**
7. Any additional requirements identified by Village Staff, the Village Engineer, the Plan Commission, or the Village Board.
  - a. **Recommended with two additional conditions added:**
    - i. **Require the applicant to include a mural on the rear façade of the structure near the southeastern corner to be reviewed by the Plan Commission prior to installation and installed by the applicant within 3 years of building occupancy.**
    - ii. **Require the applicant to provide a civil engineering analysis on whether or not a fence or wall is needed for safety purposes between the southern extent of the rear driveway and the property line due to proposed grade changes at the property line. Analysis shall be reviewed by Village staff and, if it is determined to be necessary for safety reasons, Village staff may approve such plan revisions.**

Today, Steve Brown Apartments is proposing a modification to the rear elevation of the structure. This will not change the total dwelling unit or on-site parking count within the structure. Additionally, it will not change any other façade or exterior element of the project outside of the following:

- Reduction in size of two 5<sup>th</sup> story studio apartment units located in the middle of the floor on the south side of the building to accommodate a proposed new 5<sup>th</sup> story balcony for resident use.
- Recess the middle of the south facing façade to accommodate a proposed new 5<sup>th</sup> story balcony for resident use.
- Replacement of the two proposed windows in the middle of the south facing façade with glass doors of the same size and shape to accommodate access to the proposed new 5<sup>th</sup> story balcony.
- The addition of a black safety railing around the proposed new 5<sup>th</sup> story balcony that will match the design of the other railings approved on the other individual unit balconies located on that façade.



# BUILDING ELEVATIONS

Approved June 2025



1 NORTH ELEVATION  
SCALE: N.T.S.



2 SOUTH ELEVATION  
SCALE: N.T.S.

**brownho**  
ARCHITECTS  
100 W. Center St., Madison, WI  
Tel: 608-488-3100  
www.brownho.com

**FRONT STREET STATION**  
STEVE BROWN APARTMENTS  
MT. HOREB, WI

06/13/2025  
**PIP**  
PAGE 16



To receive approval of the SIP Amendment, this project requires reapproval of the SIP and Design Review by the Plan Commission and the Village Board. This report addresses the SIP first, followed by the Design Review.

### **Specific Implementation Plan Review**

Steve Brown Apartments have been working with Village Staff and the Plan Commission to refine their design. At the April 2023 Plan Commission and May 2023 Village Board meeting, the project received General Development Plan approval. The SIP must meet the zoning requirements, inclusive of the zoning flexibilities approved in the GDP.

#### Specific SIP Flexibilities Consistent with the Approved GDP include:

1. Allowable Land Uses: The GDP approved one by-right principal land uses for the property – Apartments (Multi-Family). The SIP is consistent with the approved GDP.
2. Number of Dwelling Units in Building: The GDP approved a building with up to 63 dwelling units. The SIP is consistent with the approved GDP.
3. Building Setbacks: The GDP approved front (5 feet), side (10 feet), and rear (3 feet) setbacks. The SIP is consistent with the approved GDP.
4. Apartment Land Use Setbacks: The GDP approved minimum setbacks less than 30 feet from all property lines consistent with 3. above. The SIP is consistent with the approved GDP.
5. Building Height: The GDP approved a building of five stories, with structured parking, up to 60 feet in height. The SIP is consistent with the approved GDP.

#### Planner's Recommendation for the Specific Implementation Plan:

I recommend the Plan Commission recommend the SIP Amendment for 120 E. Front Street for approval by the Village Board, subject to the waivers and requirements addressed at the end of this report, as discussed and approved by the Plan Commission.

### **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 review is based on the plan set provided by the applicant. This project complies with most Design Review requirements. Any items that do not comply with the Design Directives or requires Plan Commission discussion have been identified with underlined text.

**The majority of the design review requirements from the approved June 2024 SIP remain unchanged under the proposed SIP.**

**1. Site Grading:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**2. Existing Site Vegetation and Other Natural Features:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**3. Site Layout Relation to Abutting Streets:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**4. Building Setbacks:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**5. Building Height:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**6. Building Mass:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**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 by regularly spaced building staggers, changes in building façade materials, patios, a common balcony space, and differentiated widow types along all facades.
- 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. Same as 7.a., above.
- 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 with regularly spaced windows on both the ground floor and upper stories of all facades.
- 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 met. Although there are no storefronts proposed with the development, the main entry point to the building from Front Street has decorative windows, lighting, a metal canopy overhang, and building material variation.

**8. Exterior Building Materials:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**9. Exterior Building Colors:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**10. Exterior Doors:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**11. Windows:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**12. Roofs:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**13. Exterior Building Appurtenances:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**14. Awnings:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**15. Trash Containment Structures:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**16. Freestanding Canopy Structures:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**17. Other Structures:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**18. Exterior Lighting:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**19. Exterior Signage:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**20. Outdoor Display or Storage:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**21. Pavement Materials:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**22. Pedestrian Facilities:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**23. Traffic Circulation:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**24. Parking:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**25. Building Foundation Landscaping:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**26. Street Frontage Landscaping:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**27. Parking Lot Landscaping:**

- The proposed changes are not applicable to this standard. Refer to the approved June 2023 staff report.

**Village Planner's Recommendations:**

I recommend the Plan Commission consider and approve the following requirements for the approval of the Amendment to the Specific Implementation Plan for 120 E. Front Street:

1. A recommendation to the Village Board that the Amendment to the Specific Implementation Plan for 120 E. Front Street be approved, subject to any and all requirements identified by the Plan Commission under Design Review.
2. A recommendation to the Village Board that the Site Plan packet be approved, subject to any and all requirements identified by the Plan Commission under Design Review.
3. All conditions of approval from the June 2025 SIP must be met prior to the issuance of Building Permits.
4. Any additional requirements identified by Village Staff, the Village Engineer, the Plan Commission, or the Village Board.



## AGENDA ITEM REPORT

### MEETING DATE

October 1, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 5.e

Recommendation of Extraterritorial CSM, Bilse Family LLC, Lange Rd, Town of Springdale

### BACKGROUND

This is a 4-lot Certified Survey Map in the Town of Springdale. This area is near the edge of our growth area in our Comprehensive plan, but it is already fairly heavily developed with single-family homes and the village has no concerns. The Plan Commission is recommending approval.

### RECOMMENDATION

### ATTACHMENTS

1. Bilse CSM Application
2. Bilse\_Preliminary\_CSM
3. Bilse CSM Location

**APPLICATION  
CERTIFIED SURVEY MAP  
EXTRATERRITORIAL JURISDICTION**

Date: 8/21/25 Fee: \$500 (see attached)

The undersigned owner/agent of the described property hereby requests approval of a certified survey map described as follows:

Location of property (town name and section) NE and SE 1/4s  
SE 1/4 and SE 1/4, NE 1/4, Sec. 17, T6N, R7E,  
Town of Springdale

Owner Name: Bilse Family LLC

Address: N2734 Demynck Rd.  
Lodi, WI 53555

Email Address: abilse-bilse2@gmail.com

Phone: (608) 235-3572

The survey contains 4 lots and 63.95 acres.

Proposed zoning, if different, will be RR-4, R-M-8, RM-16

SIGNED: Robert A. Talarczyk  
(applicant)  
Surveyor/Agent  
(applicant's interest in the property)

Applicant Name (if different from owner): Robert Talarczyk

Address: 517 2nd Avenue  
New Glarus WI 53574

Email Address: bob@talarczyk-surveys.com

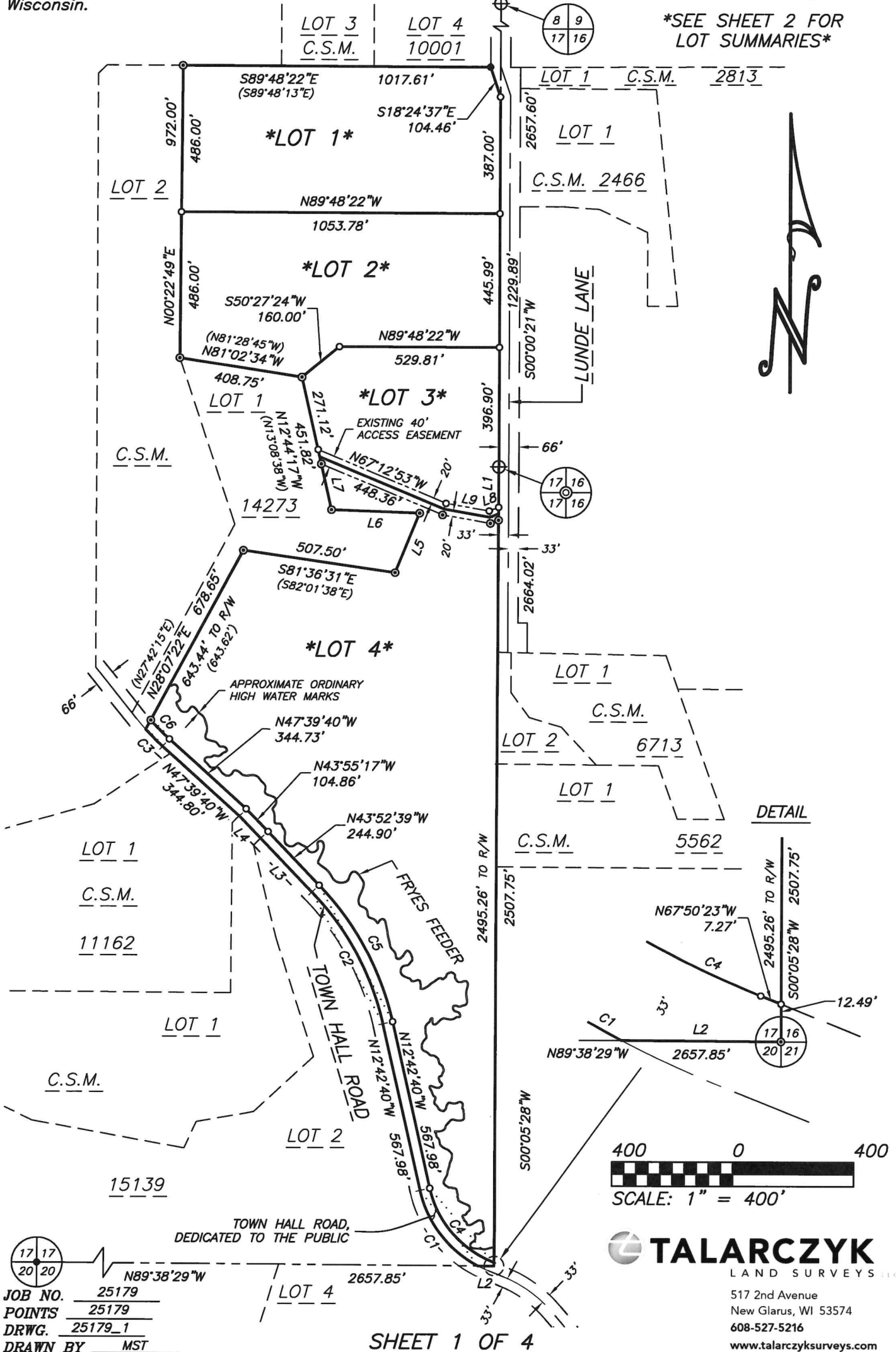
Phone: (608) 527-5216

Date of Plan Commission approval: \_\_\_\_\_

Date of Village Board approval: \_\_\_\_\_

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast and Southeast 1/4s of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 17, Town 6 North, Range 7 East, Town of Springdale, Dane County, Wisconsin.



\*SEE SHEET 2 FOR LOT SUMMARIES\*

JOB NO. 25179  
 POINTS 25179  
 DRWG. 25179\_1  
 DRAWN BY MST

SHEET 1 OF 4

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Northeast and Southeast 1/4s of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 17, Town 6 North, Range 7 East, Town of Springdale, Dane County, Wisconsin, bounded and described as follows:

Beginning at the East 1/4 corner of said Section 17; thence S00°05'28"W, 2664.02' to the Southeast corner of Section 17; thence N89°38'29"W along the South line of Section 17, 52.80' to the centerline of Town Hall Road; thence Northwesterly, 328.51' along said centerline and the arc of a curve to the right whose radius is 380.00' and whose chord bears N37°28'38"W, 318.38'; thence N12°42'40"W along said centerline, 567.98'; thence Northwesterly, 505.89' along said centerline and the arc of a curve to the left whose radius is 930.00' and whose chord bears N28°17'14"W, 499.67'; thence N43°52'39"W along said centerline, 244.89'; thence N43°52'47"W along said centerline, 102.63'; thence N47°39'40"W along said centerline, 344.80'; thence Northwesterly, 79.41' along said centerline and the arc of a curve to the right whose radius is 790.00' and whose chord bears N44°46'53"W, 79.38'; thence N28°07'22"E, 678.65'; thence S81°36'31"E, 507.50'; thence N22°03'56"E, 214.42'; thence N87°52'26"W, 292.07'; thence N12°44'17"W, 451.82'; thence N81°02'34"W, 408.75'; thence N00°22'49"E, 972.00' to the North line of the Southeast 1/4 of the Northeast 1/4 of Section 17; thence S89°48'22"E along the North line of the Southeast 1/4 of the Northeast 1/4 of Section 17, 1017.61' to the West right of way line of Lunde Lane; thence S18°24'37"E along said right of way line, 104.46' to the East line of Section 17; thence S00°00'21"W, 1229.89' to the point of beginning; subject to a public road right of way line as shown and to any and all easements of record.

I hereby certify that this survey is in compliance with Section 236.34 of the Wis. Statutes and the subdivision regulations of the Town of Springdale, the Village of Mount Horeb and Dane County; and that under the direction of Ryan Arneson, 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.

August 20, 2025

Robert A. Talarczyk, P.L.S.

CURVE	RADIUS	ARC	DELTA	CHORD	CH. BEARING	TAN.BEARING-IN	TAN.BEARING-OUT
C1	380.00'	328.51'	49°31'56"	318.38'	N37°28'38"W	N62°14'36"W	
C2	930.00'	505.89'	31°09'59"	499.67'	N28°17'14"W		
C3	790.00'	79.41'	5°45'34"	79.38'	N44°46'53"W		N41°54'06"W
C4	347.00'	333.88'	55°07'43"	321.14'	N40°16'31.5"W		
C5	963.00'	523.83'	31°09'59"	517.40'	N28°17'14"W		
C6	757.00'	88.13'	6°40'12"	88.08'	N44°19'34"W		N40°59'28"W

LINE	BEARING	DISTANCE
L1	S00°05'28"W	156.27'
L2	N89°38'29"W	52.80'
L3	N43°52'39"W	244.89'
L4	N43°52'47"W	102.63'
L5	N22°03'56"E (N21°38'49"E)	214.42'
L6	N87°52'26"W (N88°17'33"W)	292.07'
L7	N12°44'17"W (N13°08'38"W)	180.70'
L8	S68°41'16"W	31.20'
L9	N80°05'11"W	152.97'

LOT SUMMARY		
LOT	SQ. FT.	ACRES
1	509,731	11.70
2	505,657	11.61
3	294,318	6.76
3	1,475,866	33.88

JOB NO. 25179  
 POINTS 25179  
 DRWG. 25179\_1  
 DRAWN BY MST

SHEET 2 OF 4

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

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast and Southeast 1/4s of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 17, Town 6 North, Range 7 East, Town of Springdale, Dane County, Wisconsin.

**NOTES:**

- 1.) Bearings are referenced to the Wisconsin County Coordinate System, Dane County Zone, NAD83 (2011), in which the East line of the Southeast 1/4 of Section 17 bears S00°05'28"W.
- 2.) Recorded data, when different than measured, is shown in parenthesis.
- 3.) Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.
- 4.) Approximate ordinary high water mark is shown for reference only.
- 5.) All PLSS witness monuments were found and verified.

**OWNER'S CERTIFICATE OF DEDICATION:**

Bilse Family, LLC, a Wisconsin limited liability company, as owner, does hereby certify that said company caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. Bilse Family, LLC does further certify that this map is required by s.236.10 or s.236.12 Wisconsin Statutes and S.75.17(1)(a) Dane County Code of Ordinances to be submitted to the following for approval or objection: Town of Springdale; Village of Mount Horeb; Dane County Zoning & Land Regulation Committee.

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

\_\_\_\_\_  
Alan Bilse, Member  
Bilse Family, LLC

STATE OF WISCONSIN)

\_\_\_\_\_ COUNTY) SS  
Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above named Alan Bilse, member of the above named limited liability company, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
My commission expires \_\_\_\_\_.

PREPARED FOR:  
Ryan Arneson  
First Weber Realtors  
207 N. 8th Street  
Mt. Horeb, WI 53572  
(608) 712-2408

JOB NO. 25179  
POINTS 25179  
DRWG. 25179\_1  
DRAWN BY MST



**TALARCZYK**  
LAND SURVEYS LLC  
517 2nd Avenue  
New Glarus, WI 53574  
608-527-5216  
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# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast and Southeast 1/4s of the Southeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 17, Town 6 North, Range 7 East, Town of Springdale, Dane County, Wisconsin.

TOWN APPROVAL: This Certified Survey Map and the public dedication shown hereon is approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Town of Springdale.

\_\_\_\_\_  
Town Clerk

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

\_\_\_\_\_  
Village Clerk








COUNTY APPROVAL: Approved for recording per Dane County Zoning and Land Regulation Committee action of \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Authorized Representative

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

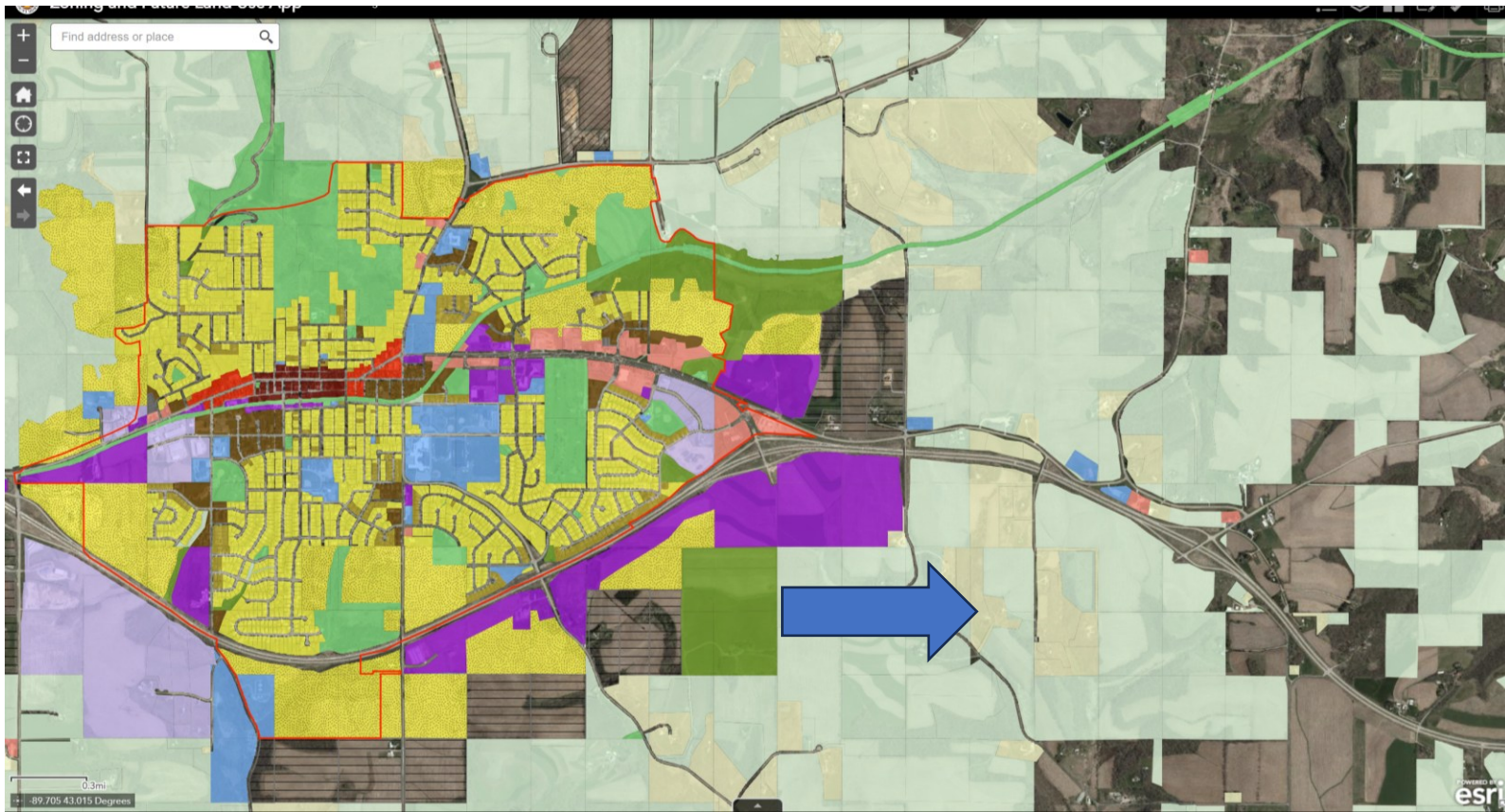
**LEGEND:**

-  Cast aluminum monument found
-  1-1/2" iron pipe found
-  1" iron pipe found
-  3/4" solid round iron rod found
-  1" iron pipe found
-  3/4" solid round iron rod found
-  3/4" x 24" solid round iron rod set, weighing 1.50 lbs per lineal foot

JOB NO. 25179  
POINTS 25179  
DRWG. 25179\_1  
DRAWN BY MST

SHEET 4 OF 4

  
LAND SURVEYS  
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## AGENDA ITEM REPORT

### MEETING DATE

October 1, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 6.a

Consideration of Development Plan for Park at Lukken Farm

### BACKGROUND

Based on the recommendations from the Parks, Recreation and Forestry Commission and Village Board, JSD has developed the attached Development and Grading Plans and opinion of probable cost for the future Park at Lukken Farm. One resident has expressed concerns with the layout of the ball fields, creating vision issues with fielders looking into the sun, but JSD staff says they were prepared in accordance with design standards. Looking at the layout of the fields at Sunrise park, they appear similar, and we are not aware of vision issues at that park. The views of the pitcher, catcher and hitter are the most important and those appear to be ok a vast majority of the time. If anything, potentially a small rotation of the larger field may be needed, but nothing that should substantially alter the park. Sarah Dreier from JSD will be present to review the plans and answer any questions.

### RECOMMENDATION

### ATTACHMENTS

1. 24-14990 Lukken Property Development Plan OPCC (2025 09 19)
2. 24-14990 Lukken Property\_Conceptual Grading Plan
3. 24-14990 Lukken Property\_Development Plan Rendering
4. 24-14990 Overall Concept Imagery



10/1/2025

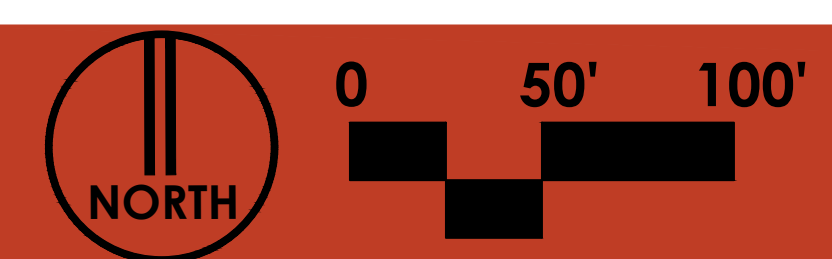
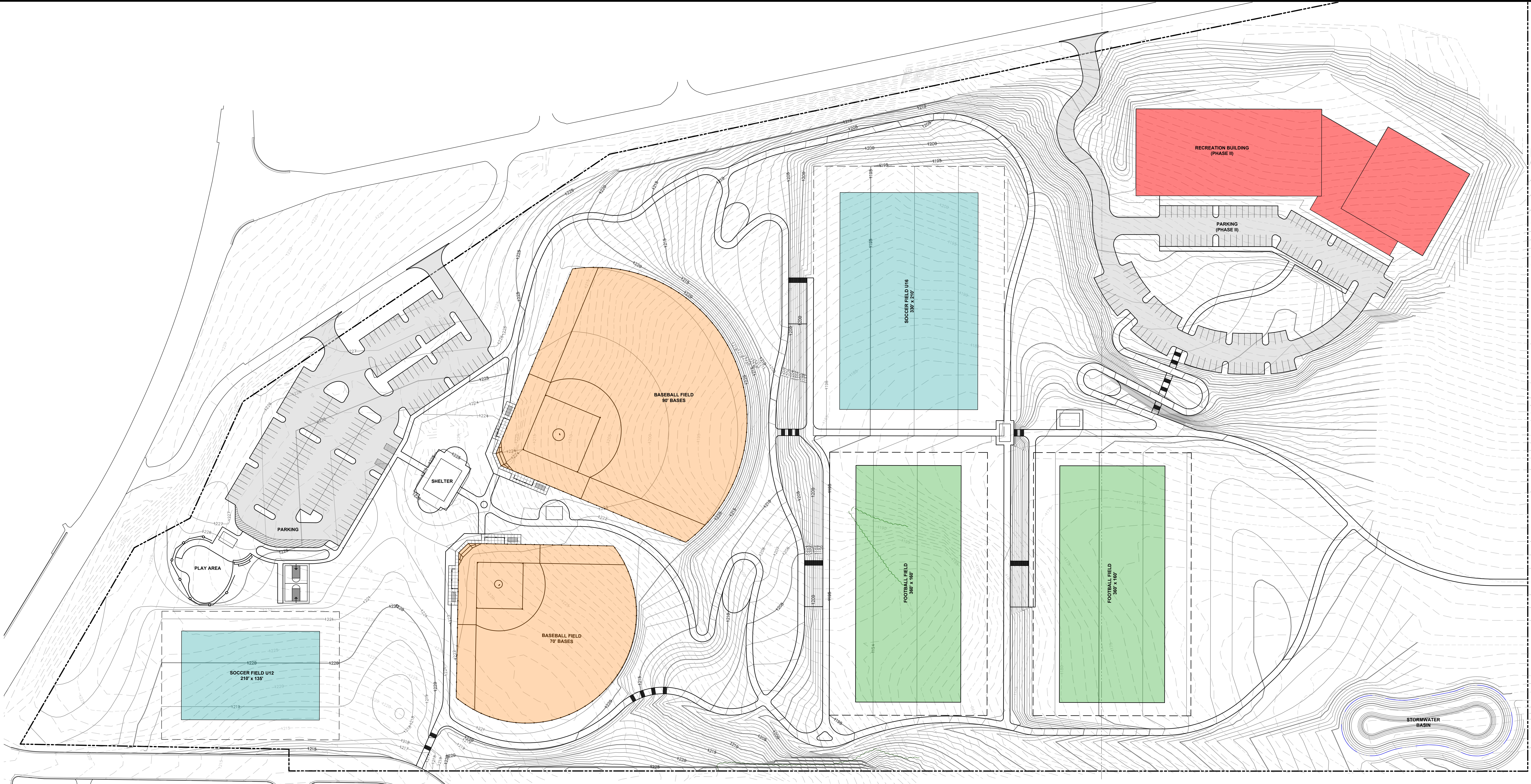
## Lukken Property Master Plan

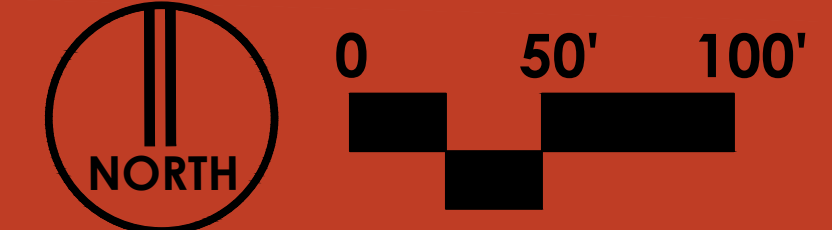
### Opinion of Probable Construction Costs

1	General Conditions, Site Preparation & Removals	\$765,000.00
2	Site Grading, Excavation & Drainage	\$1,724,000.00
3	Pavement (Concrete, asphalt, curb, stairs, etc.)	\$1,849,000.00
4	Creative Play Area / Play Nooks & Surfacing	\$913,000.00
5	Site Electrical & Plumbing	\$410,000.00
6	Driveways & Parking Lots	\$2,155,000.00
7	Basketball Court Development	\$38,000.00
8	Ballfield Development	\$1,240,000.00
9	Football / Soccer Field Development	\$418,500.00
10	Shelters / Restroom Building / Structures	\$535,000.00
11	Site Furnishings	\$128,000.00
12	Landscape Plantings	\$172,000.00
13	Turf Restoration	\$816,000.00

<b>Total:</b>	<b>\$11,163,500.00</b>
<b>20% Contingency</b>	<b>\$2,232,700.00</b>
<b>Project Total:</b>	<b>\$13,396,200.00</b>
<b>A/E/Permitting Fees</b>	<b>\$1,071,696.00</b>
<b>Grand Total:</b>	<b>\$14,467,896.00</b>

\*Phase II Development not included





# LUKKEN PROPERTY



## OVERALL IMAGERY

**Village of Mount Horeb  
Comparison of Overnight Lodging Collection Rate Options  
Calculations Based on 2024 Collections**

<b>5% Tax Rate 88/12 Split Allocation (CURRENT RATES)</b>						
<b>Quarter</b>	<b>Gross Room Receipts</b>	<b>Exempt Room Receipts</b>	<b>Net Taxable Receipts</b>	<b>Total Tax Collections</b>	<b>Mount Horeb Chamber of Commerce (88%)</b>	<b>Village Admin Fee (12%)</b>
1st	\$ 329,089.59	\$ 40,599.79	\$ 288,489.80	\$ 14,424.49	\$ 12,693.55	\$ 1,730.94
2nd	\$ 531,524.22	\$ 38,297.44	\$ 493,226.78	\$ 24,661.34	\$ 21,701.98	\$ 2,959.36
3rd	\$ 667,898.30	\$ 80,005.40	\$ 587,892.90	\$ 29,394.65	\$ 25,867.29	\$ 3,527.36
4th	\$ 505,294.56	\$ 86,390.67	\$ 418,903.89	\$ 20,945.19	\$ 18,431.77	\$ 2,513.42
<b>Total</b>	<b>\$ 2,033,806.67</b>	<b>\$ 245,293.30</b>	<b>\$ 1,788,513.37</b>	<b>\$ 89,425.67</b>	<b>\$ 78,694.59</b>	<b>\$ 10,731.08</b>

<b>8% Tax Rate 88/12 Split Allocation</b>						
<b>Quarter</b>	<b>Gross Room Receipts</b>	<b>Exempt Room Receipts</b>	<b>Net Taxable Receipts</b>	<b>Total Tax Collections</b>	<b>Mount Horeb Chamber of Commerce (88%)</b>	<b>Village Admin Fee (12%)</b>
1st	\$ 329,089.59	\$ 40,599.79	\$ 288,489.80	\$ 23,079.18	\$ 20,309.68	\$ 2,769.50
2nd	\$ 531,524.22	\$ 38,297.44	\$ 493,226.78	\$ 39,458.14	\$ 34,723.17	\$ 4,734.97
3rd	\$ 667,898.30	\$ 80,005.40	\$ 587,892.90	\$ 47,031.43	\$ 41,387.66	\$ 5,643.77
4th	\$ 505,294.56	\$ 86,390.67	\$ 418,903.89	\$ 33,512.31	\$ 29,490.83	\$ 4,021.48
<b>Total</b>	<b>\$ 2,033,806.67</b>	<b>\$ 245,293.30</b>	<b>\$ 1,788,513.37</b>	<b>\$ 143,081.07</b>	<b>\$ 125,911.34</b>	<b>\$ 17,169.73</b>

<b>8% Tax Rate 80/20 Split Allocation</b>						
<b>Quarter</b>	<b>Gross Room Receipts</b>	<b>Exempt Room Receipts</b>	<b>Net Taxable Receipts</b>	<b>Total Tax Collections</b>	<b>Mount Horeb Chamber of Commerce (80%)</b>	<b>Village Admin Fee (20%)</b>
1st	\$ 329,089.59	\$ 40,599.79	\$ 288,489.80	\$ 23,079.18	\$ 18,463.35	\$ 4,615.83
2nd	\$ 531,524.22	\$ 38,297.44	\$ 493,226.78	\$ 39,458.14	\$ 31,566.51	\$ 7,891.63
3rd	\$ 667,898.30	\$ 80,005.40	\$ 587,892.90	\$ 47,031.43	\$ 37,625.15	\$ 9,406.28
4th	\$ 505,294.56	\$ 86,390.67	\$ 418,903.89	\$ 33,512.31	\$ 26,809.85	\$ 6,702.46
<b>Total</b>	<b>\$ 2,033,806.67</b>	<b>\$ 245,293.30</b>	<b>\$ 1,788,513.37</b>	<b>\$ 143,081.07</b>	<b>\$ 114,464.86</b>	<b>\$ 28,616.21</b>

<b>8% Tax Rate 70/30 Split Allocation</b>						
<b>Quarter</b>	<b>Gross Room Receipts</b>	<b>Exempt Room Receipts</b>	<b>Net Taxable Receipts</b>	<b>Total Tax Collections</b>	<b>Mount Horeb Chamber of Commerce (70%)</b>	<b>Village Admin Fee (30%)</b>
1st	\$ 329,089.59	\$ 40,599.79	\$ 288,489.80	\$ 23,079.18	\$ 16,155.43	\$ 6,923.75
2nd	\$ 531,524.22	\$ 38,297.44	\$ 493,226.78	\$ 39,458.14	\$ 27,620.70	\$ 11,837.44
3rd	\$ 667,898.30	\$ 80,005.40	\$ 587,892.90	\$ 47,031.43	\$ 32,922.00	\$ 14,109.43
4th	\$ 505,294.56	\$ 86,390.67	\$ 418,903.89	\$ 33,512.31	\$ 23,458.62	\$ 10,053.69
<b>Total</b>	<b>\$ 2,033,806.67</b>	<b>\$ 245,293.30</b>	<b>\$ 1,788,513.37</b>	<b>\$ 143,081.07</b>	<b>\$ 100,156.75</b>	<b>\$ 42,924.32</b>



## AGENDA ITEM REPORT

### MEETING DATE

October 1, 2025

### PREPARED BY

Nicholas Owen, Administrator

### AGENDA ITEM # 6.c

Consideration of Public Comment Notice for Agendas

### BACKGROUND

Trustee Jones' draft Public Comment policy is included in the packet. The intent, if approved, is to have the policy statement added at the bottom of each agenda and to rename the public comment section agenda item to "Public Comments-Non Agenda Items."

### RECOMMENDATION

### ATTACHMENTS

1. Mount Horeb Public Comment Policy

## Public Comment Policy

Members of the public are invited to speak at Village Board meetings. To comment, please complete a Public Comment Form at the Board Room entrance and submit it to staff before the meeting begins. Comments are limited to **three minutes**, must be made from the podium, and the speaker must return to the audience after speaking.

- **Non-agenda item comments** are heard at the start of the meeting. The Board and staff will not engage in discussion during public comment but may consider topics for future agendas.
- **Agenda item comments** are heard during the relevant item, after the proposers or staff present the item and before Board discussion. All public comments on the item will be heard before any discussion by the Board.

Members of the public will only be allowed to speak outside these public comment times at the invitation of the meeting chair. If so invited to speak, the public member must do so from the podium.

Written comments may be included in the meeting packet if they are submitted by **12:00 PM on the meeting day** to the Deputy Treasurer/Governance Coordinator by email at Niki Erickson [niki.erickson@mounthorebwi.info](mailto:niki.erickson@mounthorebwi.info) (subject line: *Public Comment Request-Name of Public Body*) or delivered to the Village Board at Village Board, 138 E Main Street, Mount Horeb WI, 53572 ATTN Public Comment-Name of Public Body.