

**PLAN COMMISSION AGENDA**  
**Wednesday, September 24, 2025 at 7:00 PM**

**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, Jill Remmert-Willis, Destinee Udelhoven, Ben Vondra,  
Absentee Members: Peggy Zalucha, Andrew Kidd  
Others Present: Village Administrator Nic Owen, Village Planner Ben Rohr, Assistant Clerk Jean Culberson
  
- 3) **Public Comments**  
Steven Sopack at 215 N Brookwood Drive spoke on the policy of meetings asking for additional 3 minutes after the agenda item discussion and a link for comments before and during the meeting.

**Agenda Items**

- a. **Consideration of August 27, 2025 Meeting Minutes**  
Vondra Motioned and Best seconded to approve the minutes of the August 27, 2025 meeting. Motion carried by unanimous voice vote.
  
- b. **Consideration of Design Review Application for 400 E Main Street, Elk Property Management (Melrose on Main)**  
Kristen Dresen property owner of Melrose on Main and contractor Eric Thompson presented the proposal for two additions. An addition on the existing detached accessory structure and the addition to the existing porch. Rohr summarized the waivers of not requiring a 40" decorative base, and allowing a metal seam roof for the accessory, including staff approval of lighting and signage. The Commission discussed the project. Best Motioned and Vondra seconded to approve the design review with the recommendations listed in the September 24<sup>th</sup> Village Planner Memorandum. Motion carried by unanimous voice vote.
  
- c. **Consideration of SIP Amendment Steve Brown Apartments, Front Street Station Apartments, 120 S First St**  
Vice President of Development for Steve Brown Apartments Dan Seely and lead architect Shane Frye summarized the project. The proposal requested reducing the size of two 5<sup>th</sup> floor studios and create a rooftop common space. After a brief Commission discussion, Udelhoven Motioned and Remmert-Willis seconded to approve the SIP Amendment. Motion carried by unanimous voice vote.
  
- d. **Recommendation of Extraterritorial CSM, Bilse Family LLC, Lange Road, Town of Springdale**  
Owen summarized the proposed 4-lot CSM with no Village concerns. Best Motioned and Udelhoven seconded to approve the Extraterritorial CSM. Motion carried by unanimous voice vote.

4) **Committee Reports:**

a. **Plan Commission Chair Report**

Czyzewski informed on additional public comments received and reported on various Village activity and upcoming meetings.

**Village Planner Report**

Rohr informed on continuing with the Recodification and special meetings needed. Udelhoven questioned public communication/open house on the recodification and Czyzewski said it was removed from the contract.

b. **Building Inspector Report**

Owen informed on the report and the Potterton building permit issue requiring a special meeting. Vondra would like an as of date included in the report.

5) **Meeting adjournment.**

Best Motioned and Vondra seconded to the adjournment at 7:34pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson