



VILLAGE OF MOUNT HOREB

E. Main Street

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HISTORIC PRESERVATION COMMISSION AGENDA

Tuesday, November 11, 2025 at 6:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Public Comments
- 3) Agenda Items
 - a. Consideration of October 22, 2025 Meeting Minutes
 - b. HPC Full Draft Zoning Ordinance Review
- 4) Future agenda items
- 5) Meeting adjournment.

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HISTORIC PRESERVATION COMMISSION AGENDA
Wednesday, October 22, 2025 at 6:00 PM

DRAFT MEETING MINUTES

1) Call to order

Chair Marc Schellpfeffer called the meeting to order at 6:00 pm in the Public Safety Meeting Room, 400 Blue Mounds Street, Mount Horeb, WI.

Members Present: Megan Minter, Maura Overland, Jackie Sale, Destinee Udelhoven

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

2) Public Comments

Janelle Holmstrom spoke on Zoning height asking that the height on Main Street not exceed existing structures.

3) Agenda Items

a. Consideration of August 27, 2025 Meeting Minutes

Sale Motioned and Minter seconded to approve the August 27, 2025 minutes. Motion carried by unanimous voice vote.

b. Approval of Request for Proposal for Historic Survey

Udelhoven informed on the Request for Bids (RFB) template for an intensive Village-wide survey to identify historic properties. Schellpfeffer questioned sources of funding and amounts in the RFB. Udelhoven informed of the grant amounts and the reason it is in the RFB. Schellpfeffer Motioned to the RFB with correction to changing the word city to village. Sale seconded and motion carried by unanimous voice vote.

c. Discussion: Historic Preservation Section in Zoning Code Rewrite

Owen gave an overview on preliminary discussion and proposed a special meeting to discuss the code. Udelhoven requested to reiterated the downtown structure height at the Plan Commission Meeting.

4) Local Preservation Group Reports

a. Mount Horeb Area Historical Society

Udelhoven and Overland informed on the Milwaukee HPC Conference that three of the members attended.

b. Mount Horeb Landmarks Foundation

No report.

5) Future agenda items

Special Recodification Meeting

Preservation Plan with design guidelines

Certificate of Appropriateness form

6) Meeting adjournment.

Overland Motioned, Minter seconded to Meeting adjournment at 6:17pm. Motion carried by unanimous voice vote.



AGENDA ITEM REPORT

MEETING DATE

November 11, 2025

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.b

HPC Full Draft Zoning Ordinance Review

BACKGROUND

Village Planner Ben Rohr will walk us through the Zoning Code Rewrite with a focus on areas of interest to the HPC, specifically the Historic Zoning Overlay and our role in the design review process in the Downtown Mixed Use zoning district that will cover the downtown area.

RECOMMENDATION

ATTACHMENTS

1. Historic Preservation Commission 11.11.25

**Historic Preservation Commission 11.11.25
Full Draft Zoning Ordinance Review**

The Historic Preservation Commission meeting is an additional opportunity for discussion on the draft Zoning Ordinance to answer questions and gather feedback on requested changes the HPC would like to see made. The following is the tentative schedule toward adoption of the new ordinance.

Event	Timing
Historic Preservation Commission Full Draft Review	Today
Village Board Full Draft Review	November 19, 2025
Plan Commission Public Hearing and Potential Recommendation for Adoption	December 17, 2025
Village Board Potential Adoption	January 7, 2026

There are three main areas of the new Zoning Ordinance that pertain to the Historic Preservation Commission. Those include:

- Section 17.02.22: Historic Preservation Overlay Zoning District (p.16)
- Section 17.07.50: Downtown Mixed Use Zoning District Design Standards (p.159)
- Section 17.07.51: Downtown Mixed Use Zoning District Design Review Process (p.164)

During the Plan Commission’s special meeting on October 29, 2025, a series of changes were requested to the draft Zoning Ordinance. Said changes will be incorporated into the next version of the draft Zoning Ordinance, but are not currently reflected in the version available for review at this time.

- Downtown Building Height (p.102)
 - The direction given was to include the following within the next draft:
 - Maximum height of 40’ and 3 stories for properties fronting on Main Street. Front setback after second story.
 - Maximum height of 50’ and 4 stories for buildings located in other areas of downtown, not fronting on Main Street. Front setback after third story.
 - This is a reduction from 50’ and 60’ that are listed in the draft now.
- Downtown Parking Ratios (p.123)
 - The direction given was to include the following within the next draft:
 - Any residential land use with 10 or more units shall meet a parking ratio of 1.2 stalls/unit.
 - This is an increase from 1.0 stalls/unit that is listed in the draft now.

- Exterior Lighting (p.133)
 - The direction given was to include the following within the next draft:
 - Add dark sky provisions into the existing framework of the lighting code (purpose statement, reduced lighting levels, requirements for extinguishing lighting at night).
 - This is a higher standard than what's listed in the draft now.
- DMU Zoning District Design Requirements (p.159)
 - The direction given was to include the following within the next draft:
 - Seek guidance from the HPC on the DMU district color pallet. The existing color pallet is listed in the code right now.
 - Adjust the purpose statement of this section to include language similar to the existing [Central Business District](#) that talks about historical context and surroundings.
- Historic Preservation Commission (p.16)
 - The direction given was to include the following within the next draft:
 - Move HPC duties and role from Historic Preservation Overlay section to Article 10 to match other bodies (p.209-210).
 - Add the HPC as another body that can host a concept plan review meeting in Article 10 (p.213).
- Fences (p.144)
 - Work with Village staff to revise the nonresidential fence standards to prevent non-decorative fences on the double frontage lots that face both Commerce Drive and Springdale Street.