

HISTORIC PRESERVATION COMMISSION AGENDA
Monday, December 22, 2025 at 6:00 PM

MEETING MINUTES

1) Call to order

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

Members Present: Megan Minter, Maura Overland, Destinee Udelhoven

Members Absent: Jackie Sale

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

2) Public Comments

No Comments.

3) Agenda Items

a. Consideration of November 11, 2025 Meeting Minutes

Udelhoven Motioned and Minter seconded to approve the November 11, 2025 minutes with corrections to Item 3b. Add in the wording specifically to residential setbacks. Motion carried by unanimous voice vote.

b. Review of Proposals for Historic Survey and Award of Contract

The Commission discussed the two proposals received. The first proposal was from Civil and Environmental Consultants Inc (CEC) at \$28,800. The second proposal was from Urbana Preservation and Planning proposal (UPP) at \$22,000. The HPC budgeted \$22,000 making the CEC proposal too costly. The Commission questioned the Village Staff Commitments and the Timeline in the UPP proposal. Owen to request clarification from UPP and Udelhoven is researching other local possibilities.

c. Review of Certificate of Appropriateness Application

Udelhoven gave an overview of the application. The Commission discussed the layout, details, and an application fee of \$100. Udelhoven to revise and resubmit the application at the next meeting.

4) Future agenda items

Next Meeting January 12th - decision on consultant applications

No meeting January 28th

5) Meeting adjournment.

Udelhoven Motioned, Minter seconded to Meeting adjournment at 6:48pm. Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson