



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

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

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, February 11, 2026 at 6:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
- 2) Public Comments on Non-Agenda Items*
- 3) Consent Agenda
 - a. Consideration of January 14, 2026 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce Report
- 4) Agenda Items
 - a. Lukken Farm Development Request for Proposal (RFP) Update
 - b. Residential Improvement Program Discussion
 - c. Industrial Park Update/Discussion
- 5) Meeting adjournment.

*Public Comment Policy

Members of the public are invited to speak at meetings of all Mount Horeb Public Bodies. To comment, please complete a Public Comment Form at the Meeting 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. Public Body members 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 Public Body discussion. All public comments on the item will be heard before any discussion by the Public Body.

Members of the public will only be allowed to speak outside these public comment times if they are invited by the meeting chair to share additional information requested by the Public Body. If so invited to speak, the member of the public must do so from the podium.

Written comments are also welcome. Written comments shall include the name and address of the submitter and should be submitted to the Deputy Treasurer/Governance Coordinator by email at niki.erickson@mounthorebwi.info (subject line: *Public Comment Request-Name of Public Body*) or delivered by to the Village at: 138 E Main Street, Mount Horeb WI, 53572, ATTN *Public Comment Request-Name of Public Body*.

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

E. Main Street

Mount Horeb, WI 53572

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

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

COMMUNITY DEVELOPMENT AUTHORITY AGENDA

Wednesday, January 14, 2026 at 6:00 PM

DRAFT MEETING MINUTES

- 1) Call to order
Marc Schellpfeffer called the meeting to order at 6:00 PM. Members present were Todd Fritz, Ben Vondra, Ryan Czyzewski, Marc Schellpfeffer, Andy Baber, Barb Case & Heidi Kopras. Also present were Economic Development Consultant, Kristin Fish-Peterson, Village Administrator, Nic Owen & Office Assistant, Katie Jelle.
- 2) Public Comments on Non-Agenda Items*
There were no public comments or Non-Agenda Items.
- 3) Consent Agenda
There were no questions or comments regarding the information provided. Motion was made by Fritz to approve the Minutes & Consent Agenda. The motion was seconded by Czyzewski. All were in favor.
 - a. Consideration of November 12, 2025 Meeting Minutes
 - b. Economic Development Director's report
 - c. Mount Horeb Area School District report
 - d. Mount Horeb Area Chamber of Commerce Report
- 4) Agenda Items
 - a. Discussion/Comments on Economics of Draft Zoning Code Revisions
The CDA discussed recommended changes made by the Plan Commission to the Downtown zoning code that they thought would be difficult to make financially feasible. Members discussed the draft standards and how to make future projects cash flow. Schellpfeffer asked that the group look at how to make the development process affordable and marketable to owners & developers. Baber agreed that the code has to allow for things to be built and projects to be financially feasible.
Members agreed to recommend allowing 40 feet height with no set back

on the 3rd floor for Main Street. They agreed that 60 feet, 5 stories with a setback on the 5th story, should be allowed for development off of Main Street.

Members agreed to recommend 1 parking space per dwelling unit for any residential use vs. 1.2 spaces.

b. Discussion on Lukken Development RFP Process and Timeline

Owen gave an update on the Lukken Development. He has received good feedback and is expecting at least 2 good bidders on the project. Bids are due on February 16th. After that, a subcommittee will review the bids and then present them to the CDA and then the Village Board.

5) Meeting adjournment.

Case motioned to adjourn at 7:07 PM, Fritz seconded. All members were in favor.



AGENDA ITEM REPORT

MEETING DATE

February 11, 2026

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.c

Mount Horeb Area School District report

BACKGROUND

[MHASD Monthly Report](#)

RECOMMENDATION

ATTACHMENTS

None

Chamber Report

FEBRUARY 2026




The Chamber is wrapping up the 2026 Scandihoovian Winter Festival, with final planning underway for the Annual Awards Dinner on March 5. Staff are also looking ahead to spring and fall events, including the Village-Wide Garage Sales, Art Fair, Fall Village Market, and Witches' Night Out.

In January, President/CEO Allison Plumer presented to the Barneveld Economic Development Committee on tourism marketing and regional collaboration. Following that presentation, the Village of Barneveld has notified the Chamber that it is recommending selection of the Mount Horeb Area Chamber of Commerce as its Destination Marketing Organization and participation in Mount Horeb's Tourism Commission beginning later this year. Final approval is expected following a Village Board vote in March.

The Chamber is also beginning work with the Friends of the Welcome Center Board to develop more detailed plans for fundraising and future upgrades to the Welcome Center. Building improvements are underway, with siding repairs planned for the spring and new furnace and air conditioning units being installed this week following a recent system failure.

Together, these efforts reflect a strong and busy start to 2026.



608-437-5914 
info@trollway.com 
mounthorebchamber.com 



AGENDA ITEM REPORT

MEETING DATE

February 11, 2026

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 4.a

Lukken Farm Development Request for Proposal (RFP) Update

BACKGROUND

Coming in to the closing of the proposal deadline for the development of the Lukken Farm, Economic Development Consultant Kristen Fish-Peterson was able to reconnect with Dane County Community Development Block Grant (CDBG) Staff regarding the criteria for the 5-acres designated for affordable housing under our participation in their grant application. We learned that since the 5 acres were included in the full RFP, the CDBG Requirements, such as Davis Bacon Wage Rates, American Steel and Environmental Testing would apply to the entire 74-acres, which would substantially increase the cost of the project. Dane County asked if we would consider ending the current RFP and opening up two new RFPs one for regular development and a second one for the 5-acre affordable project, but this far into the process, we did not see that as a viable option. Fish-Peterson and I will be meeting with Dane County Staff the week of 2/9/26 to discuss these requirements and options for proceeding and report to the CDA at the meeting.

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE

February 11, 2026

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 4.b

Residential Improvement Program Discussion

BACKGROUND

With the annual application opening for the Residential Improvement Program coming up April 1st, I am placing this on the agenda for discussion on any potential revisions and to get it back on the radar for homeowners. Overall, the program has been well received and for each of the first three years of the program we have awarded the maximum approved budget of \$25,000.

RECOMMENDATION

ATTACHMENTS

1. Residential Exterior Improvement Program Fillable
2. Scoring Rubric



RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM

PURPOSE

The Village Board has authorized the creation of the Residential Exterior Improvement Program, (program). The purpose of the program is to encourage the upkeep and appearance of owner-occupied residential homes, as well as mitigate the presence of blighted properties, within the residential districts of the community.

The program provides matching grants up to \$5,000 for projects that help maintain and enhance the overall attractiveness and vitality of residential districts that are consistent with community expectations and neighborhood preservation; as well as removing blighting influences, which can diminish property values in and around the subject residence. The program is intended to provide financial assistance in order to spur individual investment into one's own home. The grant funds are meant to serve an important secondary role to private financing for improvement projects.

The Village Board has developed the following set of goals regarding the program's purpose.

1. Maintenance and Improvement
 - a. Encourage public and private efforts to maintain and improve the community.
 - b. Promote the attractiveness of Mount Horeb as a preferred location to live.
 - c. Encourage maintenance and improvements of existing residences.
2. Preserve Neighborhood Stability and Property Values.
 - a. Maintain the Village's neighborhood cohesiveness.
 - b. Maintain the Village's residential appeal and preserve property values by mitigating and/or eliminating blighting influences.

DEFINITIONS

Designated Area: The program applies to residential zoned properties within TID 5 or within a half-mile of the boundary of TID 5 that are located within the Village of Mount Horeb, as identified on the attached map.

Exterior Features: Areas of a home/property that are visible from the public right-of-way. Refer to "Eligibility" below for examples.

ELIGIBILITY

Available funds will be used to provide grant monies for the purpose of maintaining and improving the exteriors of residential properties within neighborhoods located within applicable TID proximities. The eligibility criteria are as follows:

1. Property / Applicant Eligibility
 - a. The home must be over 25-years old.
 - b. The home owner must have owned and lived in the home for at least 5-years.

- c. The assessed value of the home cannot be over 125% of the average assessed home value in the Village of Mount Horeb, as established by the Village Assessor on an annual basis.
2. Eligible Projects
- a. Any improvements must be visible from the public right-of-way.
 - b. Repair/replacement of the building's original materials and decorative details.
 - c. Replace exterior material with modern material (i.e. vinyl siding).
 - d. Cleaning of exterior building surfaces.
 - e. Tuck pointing and masonry repair.
 - f. Painting of exterior building surfaces.
 - g. Repair of entrances, doors, windows, transoms, or other public exterior elements that have fallen into disrepair (broken, damaged, missing, etc.). If repair isn't possible or cost prohibitive, the Community Development Authority will consider, with final approval from the Village Board, replacement rather than repair of these items.
 - h. Roof repairs
 - i. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.) or repair of hard surface driveways.
 - j. Removal of tree stumps that are located in the front or side setbacks, or terrace.
 - k. Retaining wall repair or replacement.
 - l. Other construction activities to improve the exterior of a building as approved by the Village Board.

PROGRAM REQUIREMENTS

1. Projects shall occur within the Designated Area as defined above.
2. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval. In rare cases, likely due to extenuating circumstances, the Village Board may allow completion extensions upon request of the applicant. The Village Board reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to grant extensions.
3. Projects shall comply with all applicable Village zoning and development standards and requirements and must receive all applicable building permits and inspections throughout the construction process.
4. Projects shall be consistent with and further the stated goals and objectives of the program and TID project plans.
5. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Village Board may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
 - b. Current condition photos to provide adequate "before and after" shots.
 - c. Construction / reconstruction time schedule, noting start and completion date.
6. **Applicants MUST submit at least two contractor proposals that MUST be used for construction/installation.** If the applicant has a difficult time obtaining two contractor proposals, they are encouraged to contact the Village Administrator to discuss possible solutions. The actual Village Board approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the Village as indicated below in number 9. The Village Board retains the right to request additional proposals.
7. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
8. Applicants must take out the appropriate building permits. No license, registration, or permit in

the Village of Mount Horeb shall be issued or renewed until all delinquent Village taxes, assessments, and forfeitures from Village ordinance violations and all due bills of the Mount Horeb Utilities are paid in full.

9. Minor changes to the project will require submittal and approval by the Village Administrator. Significant project changes, as determined by Village Administrator, will require approval of the Village Board.
10. The Village Board reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.
11. Concurrent applications from the same applicant shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Village Board.
12. Total grant funding for any single property may not exceed two (2) grants, regardless of dollar amount, within any four (4) year period.
13. The Community Development Authority will review each application and forward on a recommendation to the Village Board. The Village Board will have the ultimate authority to determine whether an application has met the criteria for approval, and may impose certain design conditions on approved projects.

PROCESS

1. Applicant submits **ONE** complete grant application for the entire project, contractor proposals/quotes, and site plan to Village Administrator, 138 E Main Street. If the project consists of multiple aspects and or contractors; the estimates should be combined into one application form.
2. The application is sent to the Community Development Authority for initial review and to make a recommendation to the Village Board.
3. Village Board reviews the application materials and approves or denies the funding request. If approved, the Village Board may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
4. Applicant submits building permit with final design plans as required by Village code.
5. Building Inspector reviews and approves permit.
6. A “letter of agreement” is drafted by Village staff that identifies the terms of the agreement. All parties execute said letter.
7. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to number 11 in the Program Requirements section.
8. Construction/Installation is completed within one (1) year of grant award.
9. Applicant contacts the Village Administrator to request a project review to see if all code requirements and Village Board imposed conditions have been met. The Village staff member reviewing the work will sign the Project Close Out Form.
10. Applicant provides the completed Project Close Out Form with signatures from the property owner, contractor, and Village Staff member who reviewed the work; itemized invoices for the project; and proof of payment of their portion of the project costs to the Village Administrator, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
11. Once the Village Administrator has reviewed the Project Close-Out form and provided documentation, the Village Administrator will provide the documentation to Village Treasurer to review before issuing payment to the contractor or reimbursement to the property owner for their payment to the contractor.

GRANT CYCLE AND DUE DATES

The initial application deadline for grant requests will be the first Monday in April. The requests will then be reviewed in order of receipt by the Community Development Authority and the Village Board at their regularly scheduled meetings. Applications will continue to be accepted if funds are still available after the initial application deadline. All applications received by the first Monday of the following months after April will be reviewed by the Community Development Authority and Village Board at their regularly scheduled meetings in batches.

FUNDING AVAILABILITY

The program is specifically a matching grant program based on the criteria below:

1. The Village Board has available a limited amount of funding. Applications will be reviewed in batches as they are received. Grants may be awarded only if the Village Board has adequate funds available for this program.
2. Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however, such costs shall be the sole responsibility of the applicant.
3. The Village shall only provide up to a maximum of \$25,000 worth of grants on an annual basis.

PROGRAM EXPIRATION

The residential exterior improvement program will expire if one of the following occurs:

1. When the allocated TID project plan funds have been spent, unless additional funding has been authorized by the Village Board up to a maximum of \$25,000 annually.
2. When the allowable TID expenditure period has expired.
3. When the Village Board chooses to eliminate or amend the program.



VILLAGE OF MOUNT HOREB
E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM GRANT APPLICATION

(Please complete and submit one application for the complete project)

APPLICANT INFORMATION

Applicant Name _____

Property Address _____

Phone _____ Email _____

PROPERTY INFORMATION

Year Home Built _____ Purchase Year of Home _____

Assessed Value of Home \$ _____

PROJECT INFORMATION

Proposed Start Date _____ Proposed Completion Date _____

Contractor Name _____ Contractor License # _____

Contractor Address _____
Street City State Zip

Contractor Phone _____ Contractor Email _____

Total Project Estimate \$ _____ Grant Request \$ _____

Other funding sources that will be used: _____

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

DOCUMENTS TO INCLUDE

- Two contractor proposals
- Site plan
- Copy of Contractor License
- Proof of Insurance
- Photos of what will be repaired

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the Village of Mount Horeb Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Village Board has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

Applicant Signature

Date

Office Use Only	
Date Application Received: _____	Does this applicant qualify for a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Development Authority Review Date: _____	
<input type="checkbox"/> Recommended approval without conditions <input type="checkbox"/> Recommended approval with conditions <input type="checkbox"/> Recommended denial	
Recommended conditions or reason for denial (if applicable): 	
Common Council Review Date: _____	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied (reasons below)	
Conditions or reason for denial (if applicable): _____ _____	
Authorized Grant Amount: _____	
Date Check Issued: _____	



HERITAGE
COMMUNITY
OPPORTUNITY

VILLAGE OF MOUNT HOREB

E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM
PROJECT CLOSE-OUT

Grant Recipient _____

Property Address _____

Attach photos of completed project.

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Residential Exterior Improvement Program and consistent with the nature of this application.

Contractor Signature

Date

Applicant Signature

Date

Village Staff

Date

Village Treasurer Signature

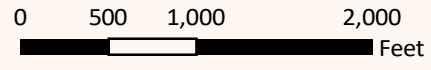
Date

Village Administrator Signature

Date

Mt. Horeb - TID 5

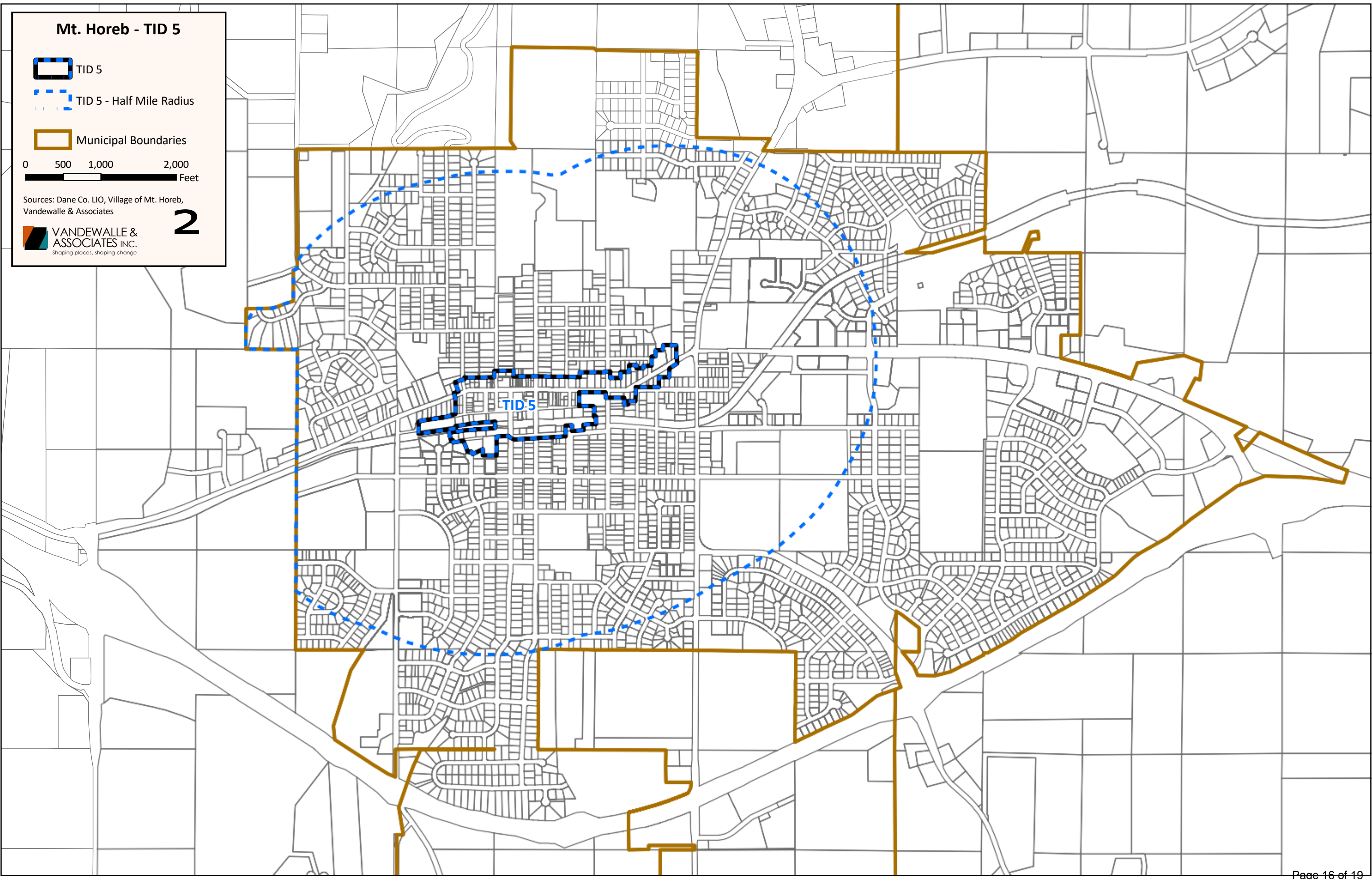
-  TID 5
-  TID 5 - Half Mile Radius
-  Municipal Boundaries



Sources: Dane Co. LIO, Village of Mt. Horeb, Vandewalle & Associates

 **VANDEWALLE & ASSOCIATES INC.**
Shaping places, shaping change

2



Residential Improvement Program Scoring			
Level of Performance	Strong	Fair	Weak/Poor
Score	10-7 Points	6-4 Points	3 Point or Below
Property Condition	Code violations, health and safety concerns, structural integrity concerns	Obvious deterioration, significant rehab needed to preserve	Showing wear and age, in need of refresh
Age of home	75+	50-75	25-50
Percentage of Average Assessed Value	Less than 100%	125%-100%	@125%
Percentage of Improvements of Assessed Value	Over 10%	5-10%	Less than 5%
Repair of historical elements	Restoring to original historical design	Bringing closer to historic look	No historic aspects
Quality of materials	High quality durable materials	Medium quality but durable	Minimum quality and value
Thoroughness of application	Quality pictures and plans and clear description	Adequate pictures of plans, basic project narrative	Application meets minimum requirements
Sustainability, energy efficiency	Energy Star Standards	Improves efficiency	No effect on efficiency
Financial Hardship	Project would not proceed without grant	Project delayed without grant.	Projects to likely proceed without grant, may be scaled back.
Application Score			
Score			
Total Overall Points for Grant Application: 100 Points			



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
February 11, 2026	Nicholas Owen, Administrator

AGENDA ITEM # 4.c

Industrial Park Update/Discussion

BACKGROUND

One of my primary goals for 2026 is to make substantial progress on the business park on the southeast side of the Village, across the highway from the new Kwik Trip. The lack of commercial development has hurt our tax base for decades and has placed an increased burden on our residential taxpayers for funding School District and Village budgets. We have two landowners that are very interested in development, and one in the middle that is interested in allowing access that is needed to allow the development on the sides to occur. The landowner in the middle wants to retain the ability to farm their land as long as possible, but understands the importance of commercial growth to the Village and is willing to work with us to provide access for this needed development. Our plans for this development need to be agreeable to them, and we need to be extremely cognizant of their desire to farm and not provide unnecessary hurdles in their farming operations.

In 2025, staff met with DOT staff to discuss the requirements for the extension of Springdale Street South past the exit ramps to a new road to serve the business park, and they informed us that if we install a roundabout, the closest that new road could be is 1,000 feet from the off/on ramps. If we chose to do a normal controlled intersection, the distance would be much longer, further cutting into the land that would be available for the landowner to farm and likely killing the possibility of this deal. Once the engineer gets the new plans for the access road finished, I plan to meet with the landowner to discuss the new access plan and hopefully, get permission to draft an agreement for installation of the access road so we can start the full-fledged work of planning for the business park and work on agreements for annexation and development with the two other landowners.

RECOMMENDATION

ATTACHMENTS

1. South Side Map



18

17