



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

HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, February 25, 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) Agenda Items
 - a. Consideration of January 21, 2026 Meeting Minutes
 - b. Review Historic Designation Plaque Options
 - c. Discussion on Historic Survey Public Introduction Meeting
 - d. Final Thoughts on Downtown Zoning District and Local Register Sections of Zoning Code Rewrite
- 4) Future agenda items
- 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.

HISTORIC PRESERVATION COMMISSION AGENDA

Monday, January 21, 2026 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 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 on Non-Agenda Items

No Comments.

3) Agenda Items

a. Consideration of December 22, 2025 Meeting Minutes

Minter Motioned and Udelhoven seconded to approve the December 22, 2025 minutes. Motion carried by unanimous voice vote.

b. Recommendation of Award of Contract for Intensive Historic Property Survey

Owen, Udelhoven and Overland updated the Commission on the discussion with Urbana Preservation and Planning (UPP). The proposal at \$22,000 will not change and working remote should not be an issue. UPP may complete the survey under the proposed deadline. Udelhoven Motioned, Minter seconded to recommendation of the UPP proposal. Motion carried by unanimous voice vote.

c. Discussion/Consideration of Nomination for Register of Historic Places for Structures, Sites or Entities: 108 & 110 E Main Street, Vestibule Investments, LLC.

Owen gave an overview of the application. Applicant and owner Mark Johnson informed on historical significance and future possibilities for the building. The site housed Evans Drugstore with an upstairs living space and includes the 1920 addition of the Creamery Retail. Udelhoven Motioned to adding 108 & 110 E Main Street to the local register. Schellpfeffer seconded and Motion carried by unanimous voice vote.

d. Discussion/Consideration of Certificate of Appropriate Application Form

Udelhoven gave an overview on the updated application. The Commission discussed replacing the current Certificate of Appropriate application with the new form. The Commission agreed to an application fee of \$50.00 instead of the previously proposed fee of \$100.00. Udelhoven to finalize the application.

4) Future agenda items

- Discuss plaque wording and cost
- March date for public hearing with presentation from Local Government Coordinator Jason Tish
- Discussion on code recodification at next meeting

5) Meeting adjournment.

Overland Motioned, Minter seconded to Meeting adjournment at 6:49pm. Motion carried by unanimous voice vote.



AGENDA ITEM REPORT

MEETING DATE

February 25, 2026

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 3.d

Final Thoughts on Downtown Zoning District and Local Register Sections of Zoning Code Rewrite

BACKGROUND

The Plan Commission will hold a public hearing and have its final discussion prior to making a recommendation on the rewrite of the [Zoning Code](#) to the Village board at their February 25th meeting. While the current draft of the code includes the language recommended by this body, the review of a recently proposed development has provided insight to how the proposed code may be applied to actual development proposals. We wanted to have a discussion on the Commission's final thoughts prior to the Plan Commission Public Hearing.

Using the link provided above, the pertinent portions of the code for our discussion tonight start with Section 17.02.22, which covers the Historic Overlay District and starts on page 22 of 262 (using the page numbers on the right side of the document). Section 17.04.12 is the table of Bulk Dimensions covering the density and intensity regulations for the DMU - Downtown Mixed Use Zoning District, starting on page 110. And Section 17.07.50 covers the design standards for the Downtown Mixed Use zoning district starting on page 170.

Additionally, Village Planner Rohr will be providing an executive summary and history of changes made to the zoning code throughout the process and a list of discussion topics brought up by other committees, so make sure you check out the Plan Commission packet when that is posted as well.

RECOMMENDATION

ATTACHMENTS

None