

PLAN COMMISSION AGENDA
Wednesday, February 25, 2026 at 7:00 PM

MEETING MINUTES

1) Call to order

Chair Ryan Czyzewski called the meeting to order at 7:05 pm in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI.

2) Roll call

Members Present: Sarah Best, Andrew Kidd, Jill Remmert-Willis, Ben Vondra, Destinee Udelhoven, Peggy Zalucha

Members Absent: None

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

3) Public Comments on Non-Agenda Items

Phil Leavenworth at 230 N Grove Street spoke on the downtown parking for visitors and future events.

4) Agenda Items

a. Consideration of January 28, 2026 Meeting Minutes

Best Motioned to approve the minutes of the January 28, 2026 meeting with the correction of the spelling of Vondra in item 4. Vondra seconded and Motion carried by unanimous voice vote.

b. Conditional Use Permit (CUP) for Cultivation of Fruit Trees in R-1 - Single Family Residential Zoning District

Owen spoke on the CUP request for a small-scale fruit tree orchard on the vacant parcel. No commercial equipment will be used for harvesting. The DOT requested an access permit from the applicant.

1. Public Hearing on CUP Application for Cultivation in the R-1 Single-Family Residential Zoning District

Hearing opened at 7:10pm and closed at 7:11pm. No one spoke.

2. Consideration of Resolution 2026-04 Approving CUP for Nicolas Kamas Allowing Cultivation in the R-1 Single Family Zoning District

Udelhoven Motioned to approve the consideration of Resolution 2026-04 CUP. Zalucha seconded and Motion carried by unanimous voice vote.

c. Zoning Code Rewrite and Zoning Code Map Adoption

1. Public Hearing on Rewrite of Section 17 Zoning Code of the Village of Mount Horeb Code of Ordinances and Official Zoning Map

Rohr gave a brief recap of the code and map.

Hearing opened at 7:17pm

Aaron Thomas at 500 Brian Street spoke on the downtown area density and height. Michelle Kelley at 109 S Fourth Street spoke in general support but questioned no protection for the downtown area. She requested limitations to prevent a rezone from Downtown Mixed Use to Planned Unit Development. Ellen

Myers at 203 N Second Street spoke and registered in opposition and to vote no on the zoning code rewrite.

Hearing closed at 7:25pm

Czyzewski informed of public emails received. Planner Rohr advised on addressing the public hearing concerns during the Items discussions.

The Commission proceeded with discussing the Discussion Items listed in the packet starting on page 59:

1. Downtown Building Height (on Main Street)

Best Motioned to approve option B of 40'/3 stories removing the required stepback after second floor and articulation every 40' along the street façade. The standards are to apply to the Downtown Mixed Use zoned properties abutting Main Street and north of Main Street. Vondra seconded.

Additional discussion took place on the 40' articulation and interpretation.

Best Motioned to amendment of the motion to include options for façade articulation and for Plan Commission to interpret the standards. Vondra seconded and Motion carried by unanimous voice vote.

2. Downtown Building Height (off Main Street)

Udelhoven Motioned to keep it as written in the draft at 50'/4 stories and the stepback after third floor. Zalucha seconded and Motion failed by voice vote of 2 to 3.

Kidd Motioned to 50' or 4 stories and remove the stepback provision. Udelhoven seconded and Motion carried by unanimous voice vote.

3. Downtown Parking Minimums

Zalucha Motioned to accept C 1.2/unit for buildings with 6+ units and Best seconded. Motion carried by voice vote with exception to Kidd and Remmert-Willis who voted no.

4. Downtown Side/Rear Setback

Zalucha Motioned to accept B. Minimum 0' - Maximum 10' and Maximum 24' if midblock parcel needs access to parking behind the building. Best seconded and Motion carried by unanimous voice vote.

5. Downtown Mixed-Use Standards

Udelhoven Motioned 30' or 40 percent Vondra seconded and motion carried by unanimous voice vote. The Commission questioned and a discussion took place. Motion retracted by Udelhoven.

Vondra Motioned minimum 30' ground floor nonresidential or 40% of the lot depth from all right-of-way, whichever is greater, and corner/double frontage = only 1 street facing side required. Zalucha seconded and motion carried by unanimous voice vote.

6. Residential Accessory Alley Setback

Udelhoven Motioned to accept B. Minimum 10' from alley and Zalucha seconded. Vondra questioned it and Motion retracted by Udelhoven.

Best Motioned to accept 5' from alley unless Village Utilities requires a greater distance. Zalucha seconded and motion carried by unanimous voice vote.

7. 301 N Second Street Zoning

Owen explained the current use is two-family. Zalucha Motioned to accept the draft adjustment from SF-1 to TF-1. Kidd seconded and motion carried by unanimous voice vote.

8. 410 N Fourth Street Zoning

Owen explained that the owner would like to retain the existing zoning due to location and future outbuildings. Best Motioned to accept the draft adjustment from SF-1 to AG. Udelhoven seconded and motion carried by unanimous voice vote.

9. 130 S First Street (3 parcels)

Owen explained the current draft LI zoning and existing I-1. Udelhoven Motioned to retain the existing draft zoning LI and Remment-Willis seconded. Motion carried by unanimous voice vote.

Additional Items discussed:

- Residential table on Minimum Rear Yard Setback and footnote 3. Rohr explained the new modernized standards and the 5' setback. Keep setback as drafted.
- The Downtown design standards - Historic Preservation Commission (HPC) proposed:
 - The Sherwin Williams Historic Exterior Collection palettes unless the owner is using the existing structure color. Best Motioned to the proposed Sherwin Williams palettes. Zalucha seconded and motion carried by unanimous voice vote.
 - Remove the word vinyl on draft page 167. Zalucha Motioned to remove vinyl and add in the wording “other appropriate high-quality materials may be considered”. Best seconded and motion carried by unanimous voice vote.
 - HPC to review and provide input regarding consolidation of lots in or adjacent to listed properties. Rohr advised striking and addressing the matter in Chapter 18.
- Sustainable & Natural Resource committee recommended additional items on native plantings. Czyzewski recommended an amendment later in the year.

Rohr addressed the public hearing comments:

- Request on limitations to prevent a rezone from Downtown Mixed Use to Planned Unit Development. Udelhoven Motioned to allow planned unit development but not to height and parking requirements. Czyzewski seconded and Motion carried by unanimous voice vote with exception to Vondra who objected.
- Suggestion on limiting density and height. The Commission felt the previously discussed Code Items were in place for any concerns.
- Defining Zoning Administrator to be added in Chapter 1 at the Village Board meeting.

Continuation of Additional Items discussed:

- Page 168 - Code regarding sand blasting and power washing. Discussion only on enforcing and no motion.
- Page 168 - Code prohibiting metal canopy. Vondra Motioned to strike the wording prohibit and Best seconded. Motion carried by unanimous voice vote.
- Page 1 - Purpose Statement has only the reference to protect and enhance natural resources. Udelhoven Motioned to add the wording cultural, and historic resources. Zalucha seconded. Motion carried by unanimous voice vote.
- Page 218 - Review and approval of Bodies/Processes Table and no reference to HPC. Udelhoven Motioned to add HPC and their duties to the table. Zalucha seconded and motion carried by unanimous voice vote.

- Clarification of recreation space includes the Downtown Mixed Used. No motion discussion only.

2. **Recommendation of Ordinance 2026-05 Adoption of Rewrite of Section 17 Zoning Code**

Commission discussed the request to table the approval of the Draft code until the new Administrator and Village Board is in place. Kidd Motioned to recommendation of the draft zoning ordinance to include the changes discussed in the meeting. Vondra seconded and motion carried by unanimous voice vote.

Recommendation of the Draft Zoning Code Map

Zalucha Motioned to recommendation of the Draft Zoning Code Map. Best seconded to include the changes discussed in the meeting. Motion carried by unanimous voice vote.

5) **Committee Reports:**

a. **Plan Commission Chair Report**

Czyzewski recommended the Commission look at Euclidean Zoning. The Commission thanked Administrator Owen for his service.

b. **Village Planner Report**

Rohr informed of colleague Sonja Kruesel stepping in to help.

c. **Building Inspector Report**

Owen presented a modified report.

6) **Meeting adjournment.**

Kidd Motioned to adjournment at 10:51pm. Best seconded and Motion carried by unanimous voice vote.

Minutes by Assistant Clerk Jean Culberson