



VILLAGE OF MOUNT HOREB

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HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, June 24, 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 May 27, 2026 Meeting Minutes
 - b. Update on Plaques - Dahle House and Evans Building
 - c. Update on the Property Survey that Urbana is undertaking for the Village
 - d. Upcoming Committee Priorities/Goals
 - e. Discussion on HPC webpage
- 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

Wednesday, May 27, 2026 at 6:00 PM

Draft 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: Ted McMillan, Jill Schuettpelz, Destinee Udelhoven

Members Absent: Curtis Johnson

Others Present: Assistant Clerk Jean Culberson, Interim Village Administrator Jon Hochkammer

2) Public Comments on Non-Agenda Items

None.

3) Agenda Items

a. Consideration of April 22, 2026 Meeting Minutes

Udelhoven Motioned to approve the April 22, 2026 meeting minutes. Schellpfeffer seconded and Motion carried by unanimous voice vote.

b. New Member Introduction

Schellpfeffer introduced new members McMillan and Schuettpelz.

c. Staff Presentation on Governance & Professional Standards Training

Hochkammer gave a presentation on the Governance & Professional Standards Training.

d. Village-Wide Historic Resource Survey Update

Udelhoven summarized the Intensive Historic Property Survey Report by Urbana Preservation & Planning. The draft report should be available later in the year.

4) Future agenda items

- Review available Grants
- Annual priorities

5) Meeting adjournment.

Schuettpelz Motioned and McMillan seconded to Meeting adjournment at 6:28pm. Motion carried by unanimous voice vote.

Minutes by Clerk Jean Culberson



AGENDA ITEM REPORT

MEETING DATE

June 24, 2026

PREPARED BY

AGENDA ITEM # 3.b

Update on Plaques - Dahle House and Evans Building

BACKGROUND

From: Dan - Championship Awards <dan@championshipawards.com>
Sent: Thursday, June 18, 2026 3:21 PM
To: Building Inspector <mhbuildinginspector@mounthorebwi.info>
Subject: Re: FW: HPC - Evans Building Bronze Plaque & Dahle House Plaque

We should have them in the next few days!

On 6/17/2026 1:20 PM, Building Inspector wrote:

Dan,

Could you please inform on the status of the two plaques ordered.

RECOMMENDATION

ATTACHMENTS

None



MEETING DATE **PREPARED BY**

June 24, 2026

AGENDA ITEM # 3.c

Update on the Property Survey that Urbana is undertaking for the Village

BACKGROUND

From: Wendy L. Tinsley Becker <wendy@urbanapreservation.com>
Sent: Thursday, June 18, 2026 11:30 AM
To: Jon Hochkammer <jon.hochkammer@mounthorebwi.info>
Cc: john@urbanapreservation.com <john@urbanapreservation.com>;
alex@urbanapreservation.com <alex@urbanapreservation.com>
Subject: Re: Hello from Urbana Preservation & Planning, LLC | Village of Mt. Horeb Historic Property Survey

Hi Jon -

We are not available on June 24 but can attend virtually on July 22. The July 22 HPC meeting is a great opportunity for a periodic check-in consistent with the proposed scope of work.

Task 1. Meeting and Outreach

Urbana will conduct two separate kickoff meetings following the contract award. The first will be with Village staff and the second will be with the Historic Preservation Commission after receiving the Notice To Proceed (NTP). Urbana will prepare a detailed project timeline, considering any issues discussed at the kickoff meeting. Urbana will continue to conduct meetings with Village staff as the project proceeds, as needed, and provide project updates to the Historic Preservation Commission once a draft is prepared and once the final report is completed.

- **Cumulative Proposed Hours:** 20 hours
- **Proposed Schedule:** Staff Kickoff Meeting (February 2026), Historic Preservation Commission Kickoff (February 2026), Staff Check-In Meetings (Periodic), Historic Preservation Commission Draft Report (November 2026), and Historic Preservation Commission Final Report (December 2026)



AGENDA ITEM REPORT

- **Associated Deliverables:** Initial project timeline, project updates to Village staff / Historic Preservation Commission commissioners, draft findings, final report, and three presentations to the Historic Preservation Commission and public
- **Data Requests Under This Task:** None identified

At the July 22 meeting, we can walk the Commission through the results of the field survey, provide a screen share of the survey database, and outline the survey report.

If you would like a quick update for the HPC next week, here are some preliminary results that we can expand on at the July 22 meeting.

Urbana identified 1,243 historic-era properties (pre-1987) throughout the Village.

- Approximately 200 properties are identified as potentially eligible and are being examined for significance. This includes properties identified as potential contributors to the newly identified potential Lindgard Addition Historic District.
- The survey spreadsheet, database of significant sites, and photo package will be completed in July-August.
- The draft report will be submitted to the Village in November and presented to the HPC at that time.
- The draft report will also be submitted to SHPO for review and comment.
- Urbana will finalize the draft pending comments from the Village, HPC, and SHPO.
- The final project package is required for submission to SHPO by the end of February 2027.

We have July 22 on our calendars and will check in with you as we get closer to that date. We look forward to sharing our progress!

Respectfully Submitted,

-Wendy

RECOMMENDATION

ATTACHMENTS



AGENDA ITEM REPORT

None



AGENDA ITEM REPORT

MEETING DATE

June 24, 2026

PREPARED BY

Marc Schellpfeffer, Village
Trustee

AGENDA ITEM # 3.d

Upcoming Committee Priorities/Goals

BACKGROUND

These are two possible groups/conferences that we as the HPC may want to consider becoming part of; would like to discuss and if in agreement, try to allocate funds in next years budget.

[Wisconsin Association of Historic Preservation Commissions](https://www.wisconsinahpc.org/)--which the Village of Mt Horeb can join for just \$40 year, with the opportunity for Committee members to attend their annual conference for an additional, quite affordable fee. Their website is here: <https://www.wisconsinahpc.org/>

[Wisconsin Historical Society Local History & Historic Preservation Conference](https://www.wisconsinhistory.org/connect-with-local-history-outreach/local-history-historic-preservation-conference/)--an annual two-day conference that includes a variety of HPC-related sessions; many presented and/or moderated by Wisconsin State Historic Preservation Office staff. Also very affordable!
<https://www.wisconsinhistory.org/connect-with-local-history-outreach/local-history-historic-preservation-conference/>

RECOMMENDATION

General "upcoming Committee priorities/goals" discussion would be helpful--which could encompass a number of topics: educational outreach programs? grow Municipal Register? 2027 Historic Preservation Award? Committee training/conference opportunities?

ATTACHMENTS

None



MEETING DATE **PREPARED BY**

June 24, 2026

AGENDA ITEM # 3.e

Discussion on HPC webpage

BACKGROUND

Discussion and plan for engaging Village Staff and getting their input about a potential HPC webpage, that would include info about our Municipal Register (and related forms), tax credits (or where to go for further information, etc.) Who would be responsible for upkeep of the webpage, adding of content, etc.

RECOMMENDATION

Hello all,
I am reaching out to respond to the portion of your email chain below regarding creation of a Historic Preservation Commission website page. (Staff in my department are responsible for the maintenance and updates to our Village website, along with the agendas and meetings updates).
Not too long ago, we had very similar conversations, inquiries, and requests for updates to the village website on behalf of the [Sustainability and Natural Resources Committee](#). There were many requests and changes as the committee established itself in the community, and finding the right amount of information was addressed. In order to keep the page as effective and simple as possible, Nic Owen and the SNR settled on a format that provides a nice summary of the committee, its mission, and several links to village resources and also other area page links.
I would suggest we stick to this same format for a page representing the Historic Preservation Commission. Keeping this to a one-page format allows consistency for our website visitors, but also can provide redirection to items of importance. I would also suggest that decisions regarding what is approved for the website be ultimately approved by the Village Administrator—also to ensure continuity and compliance with known ordinances and website requirements. We’re happy to work with your committee to create the page, but would prefer that this not become something that requires frequent revisions or updates.

Information items that would be helpful to get us started:

- Commission Mission Statement or other background regarding the purpose or intent of your group



AGENDA ITEM REPORT

- Important state or national requirements or impacts that guide or define the village HPC
- Village MH website items that you want directly linked to the page
- Local VMH links (businesses, organizations, etc.)
- Regional/State/Federal links

Other ideas can certainly be discussed or tested; keeping in mind that our goal in the website is to avoid expecting a visitor to scroll thru long lists of information

If you have additional questions about this, please don't hesitate to contact me directly.

Thank you!

Denise J. Schwenn, Finance Director / Treasurer - Village of Mount Horeb

ATTACHMENTS

None