



Village of Mount Horeb

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-6884/Fax (608) 437-3190
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VILLAGE BOARD WEDNESDAY, OCTOBER 5, 2016

The Village Board of the Village of Mount Horeb will meet on the above date at 7:00pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order
Pledge of Allegiance
Roll call
- 2) Public Comments – non agenda items
- 3) Consent Agenda:
 - a) September 7, 2016 Village Board minutes
 - b) Operator's Licenses - Village Board approval: Sarah K Wagner, Melissa H Adamany, Benjamin J Hoffman, James Eberhardt
 - c) Suggested Trick or Treat hours as 5-7pm on Monday, October 31
 - d) Ordinance 2016-04, "AN ORDINANCE CREATING SECTION 12.03(15) AND REPEALING SECTION 12.11(2) IN CHAPTER 12 (LICENSES AND PERMITS) OF THE MUNICIPAL CODE OF THE VILLAGE OF MOUNT HOREB" regarding Operator's Licenses
- 4) Consider Operator's Licenses previously approved as probationary: Julie Bergey, Daniel Dickson, Ryan Brumm, Donovan Ott, Heather Oleston, Jack O'Bryan, and Katherine Zander
- 5) Consider extension of probationary Operator's License for Aaron Rains
- 6) Presentation on Public Safety Building and upcoming referendum
- 7) Consider Explanatory Statement for Public Safety Building referendum

- 8) Consider Ordinance 2016-06 "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF PARCEL 0606-123-8805-9 LOCATED AT 109 S SECOND STREET AND PARCEL 0606-123-8815-7 LOCATED AT 201 E FRONT STREET FROM CB CENTRAL BUSINESS TO PD-1 PLANNED DEVELOPMENT" for proposed office building and parking area
- 9) Consider application for WEDC Community Development Investment Grant
- 10) Consider proposed ATC Cardinal-Hickory Creek Transmission Line
- 11) Committee reports:
 - a. Mount Horeb Area Chamber of Commerce
 - b. Mount Horeb Area Joint Fire Department
 - c. Library Board
 - d. School Liaison
 - e. Parks, Recreation, and Forestry Commission
 - f. Plan Commission
 - g. Public Works Committee
 - h. Public Safety Committee
 - i. Finance/Personnel
 - j. Utility Commission
 - k. Dane County City & Villages Association
 - l. Public Safety Building Committee
- 12) Village President's report
- 13) Village Administrator's report
- 14) Village Clerk/Deputy Treasurer's report
- 15) Adjourn

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 GROSS, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

**VILLAGE OF MOUNT HOREB
VILLAGE BOARD MEETING MINUTES
SEPTEMBER 7, 2016**

The Village Board met in regular session in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI.

Call to Order/Roll Call: Village President Littel called the meeting to order at 7:00pm. Present were Trustees Scott, Rooney, Grindle, Monroe, Czyzewski, and Pakkala. Also present were Village Administrator Nic Owen, Assistant Administrator Kathy Hagen, and Clerk/Deputy Treasurer Alyssa Gross. The Pledge of Allegiance was recited.

Public Comments: None.

Consent Agenda: Rooney moved, Scott seconded to approve the following consent agenda items: August 3 and August 10, 2016 Village Board Minutes; Operator Licenses: Sophie Krone, Lori Jo Elver, LuAnn Call, Nicole Ranum, Levi Thomas, Mathilde Cormier-Tardif, and Natalie Klingforth; Temporary Operator's License; Melissa Lease for September 10, 2016 event; Alcohol Beverage Retail License Application: McFee on Main at 400 E Main Street; Resolution 2016-16 "ANNUAL BANK AUTHORIZATION RESOLUTION"; Chamber of Commerce Fall Festival detour; Resolution 2016-17, "REQUESTING EXEMPTION FROM COUNTY LIBRARY TAX"; Ordinance 2016-03, "AN ORDINANCE TO CREATE 9.02 MISUSE OF 911"; Resolution 2016-10, "BUDGET AMENDMENT"; and Consider appointments to office park workgroup. Motion carried by unanimous voice vote.

Consider Ordinance 2016-02, "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF LOTS 1, 2, 3, and 4 CARL BOECK'S SURVEY AND PLAT, AND LOT 2 CSM 4705 FROM CB CENTRAL BUSINESS TO PD-1 PLANNED DEVELOPMENT" for proposed apartment building and parking area: Craig Enzenroth and Randy Bruce from Gallina Management presented their plan for the proposed apartment building. Czyzewski moved, Pakkala seconded to approve the ordinance including Village Planner Mike Slavney's comments. Motion carried by unanimous voice vote.

Presentation from Mount Horeb Area Economic Development Corporation on potential grant opportunities: Wally Orzechowski presented the details of the potential grant opportunities.

Discussion regarding the Aquatic Center: Jeff Gorman, Parks and Urban Forestry Director, discussed current and future needs for the facility.

Discussion and Recommendation on Boundary Agreement Negotiations with Town of Blue Mounds: Owen and Rooney explained the background on this item. They decided to move forward as a subcommittee meeting openly on a possible boundary agreement.

Committee Reports: Committee reports were heard with none requiring Village Board action.

Village President's Report: Littel did not have anything to report.

Village Administrator's Report: Owen did not have anything to report.

Village Clerk's Report: Gross did not have anything to report.

Consideration of sale of Village-owned property-Lot 1 CSM 12055. The Finance and Personnel Committee may convene in closed session as authorized by Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conduction other specified public business whenever competitive or bargaining reasons require a closed session: The board decided not to go into closed session and will move forward with an RFP process.

Reconvene to open session for any discussion or action on the subject matter discussed in closed session: Did not go into closed session.

Adjournment: There being no further business before the Board, Rooney moved, Monroe seconded to adjourn the meeting at 8:45pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer

ORDINANCE NO.2016-04

AN ORDINANCE CREATING SECTION 12.03(15) AND
REPEALING SECTION 12.11(2)
IN CHAPTER 12 (LICENSES AND PERMITS)
OF THE MUNICIPAL CODE OF THE VILLAGE OF MOUNT HOREB

RECITALS

- A. Pursuant to Wis. Stat. § 125.10(1), the Village Board of the Village of Mount Horeb has the authority to enact regulations incorporating the provisions of Chapter 125 of the Wisconsin Statutes (Alcohol Beverages) and to adopt any regulations that do not conflict with Chapter 125.
- B. The Village Board has the authority to adopt an ordinance addressing the issuance or denial of an operator's license.
- C. The Village Board has determined that it is in the public interest to adopt the proposed amendment creating Section 12.03(15) and repealing Section 12.11(2).

NOW, THEREFORE, the Village Board of the Village of Mount Horeb, Dane County, Wisconsin, do ordain that Chapter 12 of the Code of Ordinances, Village of Mount Horeb, Wisconsin is amended as follows:

- 1. Section 12.03(15) is created to read as follows:

- (15) Issuance or Denial of Operator's License.

(a) The Village Board may issue an operator's license, which license shall be granted only upon application in writing on forms to be obtained from the Village Clerk to persons eighteen (18) years of age or older. Operator's licenses shall be operative only within the limits of the Village. Consideration for the granting or denial of an operator's license shall be based on the qualifications for a license set forth in the Wisconsin Statutes.

(b) All applications are subject to a background check by the Mount Horeb Police Department.

- 1. If the background check reveals that the applicant:

- a. Has less than two (2) non-felony convictions, the circumstances of which are substantially related to the licensed activity;
- b. Has no pending arrest, the circumstances of which are substantially related to the licensed activity; and
- c. Has identified on the application all pending arrests and convictions;

The Police Department shall recommend, in writing, that the Village Board approve the application, subject to the satisfaction of other qualifications related to the license.

2. If the background check reveals that the applicant:
 - a. Has an unpardoned felony conviction, the circumstances of which are substantially related to the licensed activity;
 - b. Has a conviction for any of the violations identified in Wis. Stat. § 125.12(2)(ag)5. – 6m. (e.g., conviction for manufacturing, distributing, or delivering a controlled substance); or
 - c. Has a pending arrest for a felony, the circumstances of which are substantially related to the licensed activity, or a pending arrest for any of the violations identified in Wis. Stat. § 125.12(2)(ag)5. – 6m.;

The Police Department shall recommend, in writing, that the Village Board deny the application.

3. All applications that do not fall within the scope of subsection 1. or 2. following completion of the Police Department background check shall be forwarded to the Public Safety Committee for recommended action to the Village Board.

(c) When an application is forwarded to the Public Safety Committee, the applicant shall be allowed to appear before the committee and present information supporting the application, including information relating to any pending arrests or convictions, the circumstances of which are substantially related to the licensed activity. Following review and

discussion, the Public Safety Committee shall make a recommendation to the Village Board in regard to whether the application should be granted or denied.

(d) When the Village Board denies an application for an operator's license, the Village Board, or its designee, shall, in writing, inform the applicant of the reason or reasons for the denial.

2. Section 12.11(2) is repealed.

The foregoing ordinance was duly adopted by the Village Board of the Village of Mount Horeb at a meeting held on October 5, 2016.

VILLAGE OF MOUNT HOREB

Randy J. Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk



MOUNT HOREB AREA PUBLIC SAFETY

November 8, 2016 Referendum • Please Vote!
— FIRE | EMS | POLICE —

FREQUENTLY ASKED QUESTIONS

Why do we need a new public safety building?

Addressing the deficiencies at the current Fire Station and Police Station is long overdue. Both the Police and Fire Stations are no longer adequate to accommodate both the operational and space needs of the public safety personnel. Both buildings have exceeded the life expectancy, are deteriorating, and do not meet State and Federal Codes. The Fire Department is currently operating out of four additional buildings in the downtown area.

What are the advantages of a joint public safety building?

Creation of a joint Public Safety Building has many advantages. There is savings in the initial construction and land costs of over \$1.2 million for each department. Shared spaces, which each department would need in individual buildings, include public entryways, lobby, restrooms, training room, conference room and exercise room. Mechanical, electrical, plumbing and fire protection systems can also be combined, significantly reducing the long-term maintenance costs.

Where will the new Public Safety Building be located?

No land has been purchased for the proposed project. The Fire Department has an option to purchase a 4.3 acre site on Blue Mounds Street.

Why was the site on Blue Mounds Street selected?

An extensive evaluation of sites located in the Village of Mount Horeb was completed over the past three years. There were a minimal number of parcels that were suitable in size, location, and topography. The minimum site size for a combined building is 3 acres. The proposed joint building was laid over the site to ensure the buildable space was adequate. The location took into account response of volunteers to the station as well as response times to the entire 132 square mile fire department territory covering two villages and six townships.

Who will be building the Joint Public Safety Building?

A general contractor will be chosen through a pre-qualification and competitive bidding process in 2017 after Bray Architects completes a schematic design and final construction documents.

What is the cost of the new Public Safety Building?

The total cost proposed for the new Fire and EMS portion of the building is \$8.4 million. The Mount Horeb Police Department portion is estimated at \$6.1 million. The Village of Mount Horeb is assuming full cost for the Police Department portion of the building and the Police portion of the spaces shared by both departments. The Fire Department cost will be split based on equalized value in the same way MHAJFD requests the annual operating expenses now.

Has rehabilitation of the current buildings been considered?

Yes. The Fire Department feasibility study completed in 2013 included a facility assessment. "...an expansion or renovation to correct concerns outlined in the Space Needs Analysis section of this report will require upgrading the facility to meet current code requirements: including ADA considerations. Given the multiple grade levels within the building (which occurred due to site topography), the required modifications are not financially feasible. It is our recommendation that MHAJFD not consider allocating any funding for facility improvements other than those items in critical repair, or required to maintain current operations." Prices obtained by contractors to repair the current station and add sleeping rooms above the current meeting room are estimated at \$2.8 million. This does not solve our space needs and our Intern Program would need to remain in the Main Street house.

How was the size of the proposed building determined?

Since 2007 the Fire Station Building Committee has been working on planning the space needed. The 2013 Feasibility Study determined a needed area of 36,393 square feet. The Committee has worked hard to cut that number to 24,813 square feet with 7,541 square feet shared with the Police Department. The Fire Department has outgrown the existing station and four additional filled spaces in the downtown area totaling 15,200 square feet. The Police Department completed a feasibility study in 2014 and has finalized space needs based on current and future needs.

What if this approval process for a new building does not pass?

Because of the approximate 5% annual increase in construction costs, if the referendum does not pass at the current amount we do not see much success in asking at a higher amount. The space needs for the Fire Department has been fine-tuned over of the last several years and we will be using the whole of the space in the proposed structure upon completion. There is no more cutting to be done on a building that would suit us for 40-50 years. Efforts will need to refocus on remodeling and repairing our current structure, continue to house the internship program in the Main Street house, and look to build an addition with sleeping rooms above our current meeting room. This addition would help with only one of our space needs, and would make our current meeting room smaller with required elevator and bathroom expansion.

**Mount Horeb Area
Joint Fire Department**
120 South First Street
Mount Horeb, WI 53572



**MOUNT HOREB
AREA PUBLIC SAFETY**
November 8, 2016 Referendum • Please Vote!
———— FIRE | EMS | POLICE ————

FOR MORE INFORMATION



Contact Deputy Fire Chief, Jenny Minter
608.437.5571 | jminter@fdmh.org



Contact Chief of Police, Jeff Velloff
608.437.5522 | jveloff@mhpd.org



Visit the Fire Department's Website
www.fdmh.org



Attend a Tour

Mount Horeb Area Joint Fire Department: 120 S. 1st St., Mt. Horeb, WI 53572

Saturday, October 1st | 9:00 a.m. – 12:00 p.m.

Wednesday, October 5th | 10:00 a.m. – 2:00 p.m. and 6:00 p.m. – 8:00 p.m.

Mount Horeb Police Department: 222 E. Front St., Mt. Horeb, WI 53572

Wednesday, October 5th | 10:00 a.m. – 12:00 p.m.

Wednesday, October 12th | 6:00 p.m. – 7:00 p.m.

**PLEASE
VOTE!
NOVEMBER 8TH**

For over ten years, the Mount Horeb Area Joint Fire Department (MHAJFD), the Village of Mount Horeb, and the Mount Horeb Police Department have been studying potential solutions to address issues in both the Fire Department and Police Station buildings. An advisory committee was formed in 2007 to address the necessity of either upgrading or replacing the current fire station. Feasibility, needs and site studies have been conducted since then that identified costs of renovation versus new construction.

The solution proposed is a new Mount Horeb Area Public Safety Building housing both the Mount Horeb Area Joint Fire Department and the Mount Horeb Police Department. The site identified for the proposed project is located at 500 Blue Mounds Street.

The Village of Mount Horeb is assuming the full cost of the Police Department portion of the building and the Police portion of the spaces shared by both departments, which include the lobby, restrooms, break rooms and more.

The Fire Department will be financed with one USDA Rural Development Loan to MHAJFD. The Villages and Towns served by the Mount Horeb Area Joint Fire Department have adopted resolutions to place referendums on their November 8, 2016 ballots for their portions of the Fire Department based on equalized value in the same way MHAJFD requests each municipality to submit its share of the Fire Department's operating expenses now.

The municipalities affected, in whole or in part, include: Villages of Mount Horeb and Blue Mounds, and the Towns of Springdale, Blue Mounds, Vermont, Cross Plains, Perry and Primrose.



THE NEED

The most significant need in both the fire station and the police station is the lack of sufficient space in buildings that were not originally intended for their uses today. The fire department is currently located in a 53 year-old frame and steel building on an old lumber yard site, and the Police Department shares space with the Recreation Department in the old fire station, built in 1961.

The following needs have been identified in both the Fire Department and Police Department buildings:

- **Failing systems:** electrical, plumbing, air-conditioning/in-take, and furnaces
- **Deteriorating roofs and floors**
- **Non-Americans with Disabilities Act (ADA) compliance**
- **Inadequate spaces for appropriate number of staff** including: offices, reporting/interview areas, showers, training areas, sleeping, storage, etc.

For a complete list of detailed needs at each site, please visit www.fdmh.org and/or attend a tour of the sites.

THE COST

The estimated cost for the new MHAJFD Fire and EMS is \$8.4 million. The Village of Mount Horeb's referendum is the **only one** that includes both their share of the Fire Department AND the **full cost** of the Police Department, which is estimated at \$6.1 million. Every other municipality's referendum is for their share of the fire department **only**. The Village of Mount Horeb is assuming full cost for the Village of Mount Horeb Police Station.

	FIRE & EMS		POLICE		TOTAL			
	Estimated Project Cost ¹	Referendum \$ Amount ²	Estimated Project Cost ¹	Referendum \$ Amount ²	Estimated Project Cost ¹	Referendum \$ Amount ²	Mill Rate Increase per \$100,000 of Property Value ³	
							Annual	Monthly
Village of Mt. Horeb	\$3,938,430	\$3,938,430	\$6,104,820	\$6,104,816	\$10,043,250	\$10,043,246	\$96.00	\$8.00
Town of Springdale	\$1,991,270	\$2,183,558	\$0.00	\$0.00	\$1,991,270	\$2,183,558	\$30.30	\$2.50
Town of Blue Mounds	\$883,340	\$1,632,000	\$0.00	\$0.00	\$883,340	\$1,632,000	\$31.95	\$2.66
Town of Vermont	\$364,760	\$368,000	\$0.00	\$0.00	\$364,760	\$368,000	\$26.43	\$2.20
Town of Cross Plains	\$354,140	\$400,000	\$0.00	\$0.00	\$354,140	\$400,000	N/A	N/A
Town of Perry	\$356,950	\$400,000	\$0.00	\$0.00	\$356,950	\$400,000	\$16.59	\$1.38
Village of Blue Mounds	\$270,150	\$270,150	\$0.00	\$0.00	\$270,150	\$270,150	\$16.11	\$1.34
Town of Primrose	\$254,250	\$278,595	\$0.00	\$0.00	\$254,250	\$278,595	\$12.50	\$1.04
TOTALS	\$8,413,290		\$6,104,820		\$14,518,110			

PLEASE NOTE:

1. Proportionate project costs based on 2015 MHAJFD levy split.
2. Please contact your local clerk with any financing questions pertaining to your specific Town or Village.
3. Figures provided by each municipality. N/A = Not available at time of printing.

HISTORY TIMELINE

1990 Fire Department occupied and renovated an existing building on a lumber yard site.	1998 Police Department moved to its current location, which it shares with the Recreation Department.	2007 Fire Station Committee was formed to investigate a new fire station.	2011 Committee created a formal list of issues related to the existing Mount Horeb Fire Station.	2013 Feasibility Study completed.	2014 Committee created a price estimate for a new building.	2015 Village of Mount Horeb studied a joint public safety building.	2016 Bray Architects hired through public open process.	2016 Resolutions adopted to place referendums on ballots NOVEMBER 8th.	2018 Projected completion date is Fall 2018, should the referendums pass.
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The call volume to MHAJFD has increased 122% since 1990, while space and staff have remained the same.

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THE SOLUTION

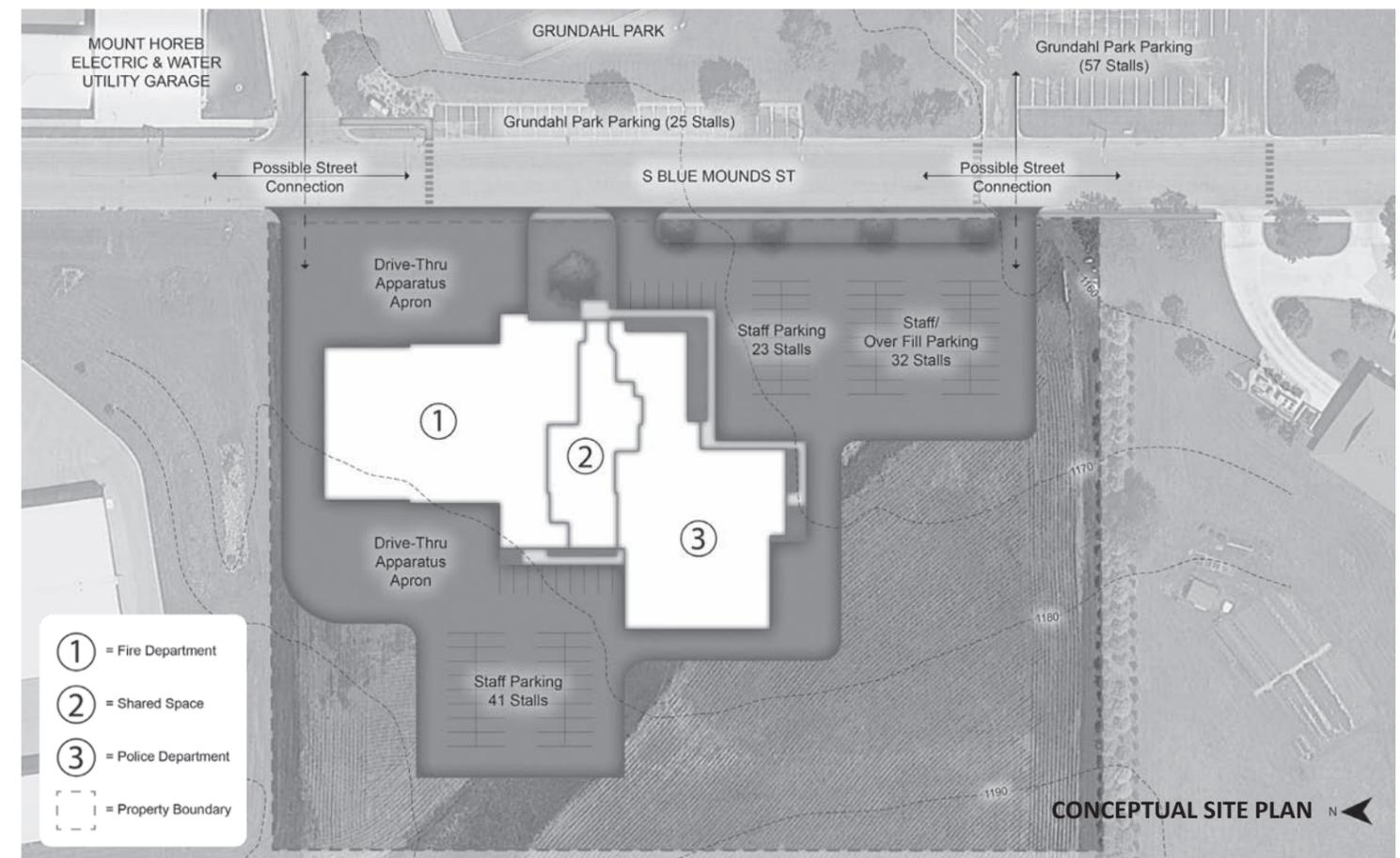
The new Mount Horeb Area Public Safety Building would serve the residents within the Mount Horeb Area Joint Fire Department, while the Police Department would service the residents of Mount Horeb. The building would serve the needs of both the MHAJFD and the Mount Horeb Police Department for the next 40 - 50 years.

Space Allocation:

• Fire Department & EMS:	24,813 square feet
• Police Department:	16,860 square feet
• Shared Spaces:	7,541 square feet
TOTAL:	49,035 square feet

Shared spaces include public and private areas that, when consolidated, would save construction and ongoing operating costs for both the Fire and EMS and the Village Police Department. Examples include the public lobby, restrooms, meeting and conference spaces, break rooms, and staff training/exercise areas.

Shared building systems like plumbing, fire protection, HVAC, electrical, emergency generators, etc., create additional cost savings. In addition, efficiencies are realized when phasing construction on one site instead of two.



EXPLANATORY STATEMENT

The Village Board of the Village of Mount Horeb would like input from Village residents on an important issue. As many Village residents know, the Village Board, Mount Horeb Police Department and the Mount Horeb Area Joint Fire Department have been studying potential solutions to address issues in both the Fire Department and Police Station Buildings. The solution identified is the construction of a joint Public Safety Building housing both the Mount Horeb Area Joint Fire Department and the Mount Horeb Police Department. The site is located on S Blue Mounds Road immediately south of the School Districts Bus Barn and across S Blue Mounds street from Grundahl Park.

In August, the Village Board approved placing on the November 8 ballot an advisory referendum addressing its participation in the funding of a new Joint Public Safety Building. The Village Board placed the advisory referendum question on the ballot to get feedback from Village residents regarding whether residents want the Village to participate in the project. Key terms of the purchase include:

- The total estimated project cost is \$14,518,110.
- The Village would be responsible for the full cost of the Police Department, estimated at \$6,104,820.
- The Village would also be responsible for 47% of the cost of the Fire and EMS, the Villages estimated share would be \$3,938,430.
- By combining the Fire Department and Police Department Buildings into a shared building we anticipate a cost savings of almost \$1 million.

If the joint project moves forward, the approximate impact on Village property taxes is an annual cost of \$96 (\$8 a month) for each \$100,000 of assessed value, for the Village's share of the project which totals \$10,043,250.

A "yes" vote on this referendum question means that you would like the Village of Mount Horeb's representative on the Mount Horeb Area District Board to vote in favor of proceeding with the \$14.5 million Joint Public Safety Building.

A "no" vote on this referendum question means that you would like the Village of Mount Horeb's representative on the Mount Horeb Area District Board to vote against proceeding with the \$14.5 million Joint Public Safety Building.

**VILLAGE OF MOUNT HOREB
ORDINANCE 2016-06**

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF PARCEL
0606-123-8805-9 LOCATED AT 109 S SECOND STREET AND PARCEL 0606-123-8815-7
LOCATED AT 201 E FRONT STREET FROM CB CENTRAL BUSINESS
TO PD-1 PLANNED DEVELOPMENT

WHEREAS, Rolland Buechner is the owner of parcel 0606-123-8805-9 located at 109 S Second Street in the Village of Mount Horeb; and

WHEREAS, Mount Horeb Telephone is the owner of parcel 0606-123-8815-7 located at 201 E Front Street in the Village of Mount Horeb; and

WHEREAS, National Construction, Inc. (the "applicant") has made application to request that the zoning classification of the above referenced properties be changed from CB Central Business to PD-1 Planned Development to allow construction of a proposed office building; and

WHEREAS, the Village Plan Commission/Historic Preservation Commission held a public hearing regarding the zoning request and General Development Plan on September 28, 2016 which was preceded by publication of a class 2 notice under ch. 985, Stats.; and

WHEREAS, the Village Plan Commission/Historic Preservation Commission determined that changing the zoning classification of the above referenced properties from CB Central Business to PD-1 Planned Development would promote the public health, safety, and general welfare of the Village and would allow appropriate use of the property, and therefore recommends the following: 1) that the zoning classification of the properties be changed, and 2) that the General Development Plan narrative dated September 14, 2016 and project drawings dated September 7, 2016 be recommended for approval including the September 20, 2016 memorandum from Village Planner Mike Slavney; and

WHEREAS, the proposed use is consistent with the Comprehensive Plan; and

WHEREAS, the Village Board concurs with the recommendation of the Plan Commission/Historic Preservation Commission.

NOW THEREFORE, the Village Board of the Village of Mount Horeb, Dane County, Wisconsin, do ordain as follows:

Section 1. Rezoning of the above referenced properties will become effective following completed sale of the properties by current owners.

Section 2. Having met the requirements of the General Development Plan, and subject to *Section 1*, the zoning classification of the above referenced properties is hereby designated PD-1 Planned Development, and the Zoning Map of the Village shall be amended accordingly.

Section 3. This Ordinance shall take effect after passage and posting pursuant to law, subject to *Section 1*.

The foregoing ordinance was duly adopted by the Village Board of the Village of Mount Horeb at its regular meeting held on October 5, 2016.

APPROVED:

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk

APPROVED: _____

PUBLISHED/POSTED: _____



VANDEWALLE & ASSOCIATES INC.

To: Village of Mount Horeb Plan Commission
From: Village Planner Michael A. Slavney, FAICP
Date: 20 September 2016
Re: Proposed Zoning Map Amendment from Central Business (CB) to Planned Development (General Development Plan) for a Five-Story Office Building at 209 South Second Street and 201 East Front Street, Mount Horeb; to provide tenant space for the Duluth Trading Company's Corporate Headquarters.

Background

Project Overview:

National Construction Incorporated and TRI Holdings LLC are proposing a Planned Development to accommodate a five-story office building with an adjacent on-site parking lot. The project is proposed for the southeast corner of Second Street and Front Street – running approximately 333 feet easterly between Front Street and the Military Ridge State Bike Trail. The building will provide under-building access from the surface parking lot on the east side of the building. The building site is currently occupied by a collection of existing buildings and associated parking areas, located on two lots abutting Front Street. When measured together, the two lots total 43,013 square feet – or just smaller than one acre.

Relationship to the Comprehensive Plan

The Comprehensive Plan designates both properties in the Central Business land use category. (See page 63 for the Future Land Use Map and page 59 for the Central Business land use category.) I consider both sites to be under-utilized and the western site, along Second Street is in a blighted condition. Redevelopment of both sites *is consistent* with the Village's Comprehensive Plan – which generally recommends more intensive multi-story development in retail, service, office, and institutional land uses in the downtown area.

The Comprehensive Plan recommends that the character of development in the downtown area be in keeping with the traditional building format of the early 20th Century commercial downtown – including two- to four-story buildings, upper story residential uses, masonry exteriors on the visible facades of the structure, and regularly-spaced window openings. However, the subject property is not located along Main Street and is in a location along Front Street where rail-oriented storage sheds and outdoor storage land uses have been predominant for more than a century. I believe the proposed building *is consistent* with most recommendations of the Comprehensive Plan, with the exception being the consistency with the storefront architecture that is present along Main Street. Instead, the industrial look of the proposed building *is consistent* with the rail-oriented history of this site.

Background Information about Planned Developments

A Planned Development is a unique zoning district which is specific to a particular project or area. In addition to enabling flexibilities from zoning requirements, Planned Developments also enable the imposition of higher standards for design and operation, and/or requirements related to timing. With the resulting combination of customized flexibility *and* control, every Planned Development is reviewed on its relation to the subject property, nearby properties, and the community as a whole.

Every Planned Development has three steps:

- Conceptual discussion to identify project concepts and concerns;
- General Development Plan (GDP) to establish the unique zoning district; and,
- Specific Implementation Plan (SIP) to approve design and operation details

Planned Developments also allow for the developer and municipality to establish the zoning for multi-phased projects through the GDP step, while allowing expensive engineering and architecture plans to be submitted later as a sequence of SIPs, as the need for each building or phase evolves.

To further protect the public interest, Mount Horeb's zoning requirements for Planned Developments require the applicant to explicitly list items of requested zoning flexibility from the existing district regulations, in addition to clearly depicting them on submittal drawings.

This project was reviewed at the conceptual level at the August Plan Commission meeting. It was very favorably received at that time.

The Proposed General Development Plan (GDP)

The proposed GDP consists of a five-story office building on the west end of the site adjacent to Second Street, and a surface parking lot on the east end of the site that provides 29 passenger vehicle stalls and a trash enclosure. Access to the surface parking lot is proposed from Front Street.

The main office entrance is proposed on the lower level at the northeast corner of the building – where a two-story atrium is provided. A double doorway for loading is centered along the east wall of the building. The parking lot provides a driveway connection to the under-building parking area containing 19 stalls. The remainder of the lower level provides a collection of smaller rooms facing the Military Ridge State Bike Trail, with a doorway located near the southeast corner of the building to provide a direct connection to the trail. The three middle floors of the building are mainly devoted to office use. The top floor provides a variety of meeting, training, and assembly areas.

The proposed exterior materials reflect the rail-oriented industrial nature of the site, with a combination of brick masonry, glass, and metal panels on a concrete base. An elevated gable roof is proposed for the central east-west spine of the top floor, with gable ends located along the east and west facades. I believe these materials, including dark metal window frames and mullions, successfully reference the site's industrial past. Modest areas for building wall signage are provided on the sides of the building, with a blade sign proposed for the northwest corner of the site – next to the street intersection. A concrete planter is provided along the north side of the building to highlight the main entrance, and a pedestrian plaza is located along the east side of the building, and serves to connect the Front Street sidewalk with the bike trail to the south.

In total, the building provides 108,582 square feet of floor area (including the lower level parking area and the top floor terrace) on a site totaling 43,013 square feet of lot area. This results in a Floor Area Ratio of 2.524. A maximum Floor Area Ratio of 3.0 is permitted in the Central Business Zoning District. The building coverage is at 50%, the zoning district establishes no limit on building coverage.

Project Ownership

The GDP submittal notes that the owner and developer of the project is National Construction, Incorporated, Jeff Grundahl, President. Duluth Trading Company is the intended tenant. Both NCI and Duluth Trading are well-established in the community.

Formal General Development Plan (GDP) Review:

Requested Flexibilities from Zoning Ordinance Requirements:

The GDP submittal identifies several items of requested flexibility from the standards of the Central Business (CB) Zoning District:

1. The **Maximum Permitted Height** established by the CB Zoning District is fifty feet from the mean grade around the building perimeter to the mid-point of a pitched roof. The proposed building will have a roof base height of about 71 feet, with the peak of the roof at 85 feet.
2. **Ground Floor Commercial.** As discussed, the proposed building will not have ground floor retail land uses, and a significant portion of the lower level will be devoted to parking. However, the main entrance and atrium is accessed at the lower level, and a variety of support use rooms are present along the south side of the lower level.
3. The **Minimum Permitted Building Setback** established by the CB Zoning District is zero feet from public streets. The proposed project will have setbacks of between zero feet along Second Street and at the northwest corner of the building along Front Street, to between ten and twenty feet along Front Street at the northeast corner of the building – depending upon the final configuration of the street right-of-way.
4. **Signage.** The proposed GDP submittal lists the need for 240 square feet of sign area. The CB Zoning District allows exterior signs to cover no more than 10% of a wall area – up to a maximum of 120 square feet per wall.
5. **Floor Area Ratio.** As discussed above, the proposed floor area ratio of 2.524 is under the permitted maximum of 3.0. No flexibility is needed for the floor area ratio.

Parking Analysis:

The 38 on-site parking spaces will not meet the calculated parking demand for the building at maximum capacity. There are several ways to calculate this demand.

The Zoning Ordinance requires the provision of one parking space for every 100 feet of gross floor area. This approach would not count the area devoted to parking under the building. This approach yields:

$$9,294 + 20,595 + 22,222 + 22,222 + 20,429 = 94,762 \text{ gross square feet of floor area}$$

$$94,762 / 300 = 316 \text{ required parking spaces}$$

However, because this is a Planned Development, and because we have a generalized floor plan, it is possible to count the number of regularly-occupied office and support staff seats on the plans. I count about 256 workers. This approach does not count the seats in the training rooms.

In terms of actual regular parking demand associated with these seats, I would assume that approximately 15% of the workers would not be present during a typical work period. This approach yields:

$$256 - 15\% = 218 \text{ parking spaces needed for the regular work force at maximum building capacity.}$$

The proposed project will provide 48 on-site parking spaces. Approximately 170 spaces are available at the next door village-owned public parking lot and the church parking lot to the east. The applicant has indicated that an agreement with the church to use the parking lot during weekdays is being pursued. If this arrangement is made, then the resulting “overflow” parking demand is estimated to be negligible:

$$256 - 15\% = 218. \quad 218 - 48 = 170. \quad 170 - 170 = 0.$$

It is important to note that there are no requirements for on-site or other private parking in the Central Business Zoning District. However, this project should initiate the need for the Village to explore options to provide more public parking spaces on the south side of the downtown to serve employees, shoppers, and residents in the area.

Village Planner's Review

I have the following observations:

1. **Building Quality:** The proposed GDP provides a very high-quality building with an excellent design that provides a modern downtown character building that references the location next to the former rail line, and the current state bike trail. Exterior materials and colors are very well coordinated.
2. **Project Layout:** The project layout is efficient and creative. The GDP Site Plan responds to the variable and narrow configuration of the Front Street right-of-way to provide for full width public sidewalks. The plaza on the east side of the building will provide an additional connection path to the bike trail. Setbacks of buildings and parking areas fully comply with Village requirements. All parking dimensions are standard, and well-proven in downtown redevelopment projects elsewhere. The proposed parking spaces are not required, but are highly desirable. The spaces under the building partially account for the five-story format. The building's height is to be expected for five stories. With no adjacent buildings possible, I think the five-story height is acceptable.
3. **Project Scale / Number of Units:** The proposed GDP project is large in area for the Village and the downtown, however, the project is within the maximum floor area ratio limit of 3.0, and therefore meets building scale requirements.
4. **Requested Zoning Flexibilities:**

- a. Proposed Building Height of 71 to 85 feet versus CB Zoning District maximum of 50 feet:

When the code was written in the 1930s, 50 feet could accommodate a four- to five-story flat-topped building. The code allows for another 12 feet for an elevator penthouse – bringing the total permitted height to 62 feet. When measured to the mid-point height of the pitched roof (which is how the code measures building height) the proposed height is at about 78 feet – or about 16 feet above the actual height limit allowed in the CB Zoning District.

I support granting this flexibility for this project. The subject property and the resulting site plan ensures that the proposed building will be located at least 50 feet from the nearest building – with a 16 foot maximum height differential. More importantly, the purpose of the building to host a new corporate headquarters in the downtown addresses a very important economic development objective. If approved, this project will certainly spur significant additional investment in restaurants and entertainment, professional and personal services, retail, and housing development – all focused on the downtown area.

- b. No Ground Floor Commercial:

Beyond the entry atrium, the building does provide areas for ground floor activity adjacent to the bike path.

I support granting flexibility on this requirement for the project. The gain of parking space under the building is more important on this site than the provision of commercial space.

c. Minimum Building Setbacks exceeding 0 feet:

The project provides building setback to address the lack of a sidewalk on Front Street, and to accommodate proposed building projections and overhangs. I believe this requested flexibility is appropriate. It results from placing a rectangular building footprint on a trapezoidal-shaped site – which deepens to the east. The proposed setbacks have the added public benefit of providing a deeper pedestrian space at the main entrance to the building, and providing improved sight lines to the west for cars exiting the parking lot.

I support granting this flexibility for the project. The building's proposed setbacks are delivering a public benefit with more pedestrian space. The modest proposed setbacks do not undermine the building's downtown character.

d. Increased Signage Area over 120 square feet per building wall:

The proposed wall signage area exceeds the limit of 120 square feet on any building wall. However, this area is well under the 10% limit that is the alternative means of calculating maximum wall sign area. Specifically, the 10% limit would allow up to 778 square feet of sign area on the west façade, and up to 1,404 square feet of sign area on the north façade.

I support granting this flexibility for the project. Although exceeding the 120 square foot limit, the proposed sign area of 240 square feet represents 3 percent of the façade area on the west side of the building, and only 2 percent of the façade area on the north side of the building.

Criteria for GDP Review & Approval:

The Zoning Ordinance requires that the Plan Commission and Village Board apply the following review criteria to all GDPs:

- (a) Character and Intensity of Land Use. In a Planned Development District, the uses proposed and their intensity and arrangement on the site shall be of a visual and functional character which:
 - 1. Is compatible with the physical nature of the site with particular concern for preservation of natural features and open space.
 - 2. Produces an attractive environment of sustained aesthetic and ecologic desirability, economic stability and functional practicality, and complies with the Master Plan, including any residential density limitations, for the area as established by the Village.
 - 3. Will not adversely affect the anticipated provision for school or other municipal services.
 - 4. Will not create a traffic or parking demand incompatible with the existing or proposed facilities to serve it.

- (b) Economic Feasibility and Impact. The petitioner shall provide evidence satisfactory to the Village Board that the proposed development is economically feasible, that the developer has adequate available financing, and that the development will not adversely affect the economic prosperity of the Village or the values of surrounding properties.

- (c) Engineering Design Standards. The width of street rights-of-way, width and location of street or other paving, outdoor lighting, location of sewer and water lines, provision for stormwater drainage, or other similar environmental engineering considerations shall be based on determinations approved by the Village Engineer as to the appropriate standards necessary to implement the specific function in the specific situation provided, however, in no case shall such standards be less than those necessary to ensure the public safety and welfare as determined by the Village.

- (d) Preservation and Maintenance of Open Space. In a Planned Development District, not less than 15% of the total land area of such District shall be designated as open space and adequate provision shall be made for the permanent preservation and maintenance of such open space either by private reservation or dedication to the public.
 - 1. In the case of private reservation, areas of open space shall be protected against building development by conveying to the Village, as a condition for project approval, an open space easement over such open areas restricting any future building or use except as is consistent with such easement.
 - 2. Provision shall be made to landscape open space for the aesthetic and recreational benefit of the development.
 - 3. The care and maintenance of such privately reserved open space shall be assured by establishment of appropriate management organization. The manner of assuring maintenances shall be included in the title to each property in the development.

Village Planner's Recommendations Regarding the GDP:

If acceptable to the Plan Commission, the Village Planner recommends the Plan Commission make, consider, and adopt a motion which makes a finding that the criteria for GDP submittals and approval have been met, and that also recommends approval of the proposed GDP Zoning Map Amendment by the Village Board, inclusive of full and continuous compliance with the submittal documents, the list of flexibilities and conditions provided in the submittal, and with any conditions identified by Village Staff and the Plan Commission, including 1-5, below:

1. The requested flexibilities from the requirements of the Zoning Ordinance explicitly requested in the GDP application (and discussed on page 3 of this memo) for:
 - a. A maximum permitted building height of up to 85 feet to the peak of the roof as depicted on the building elevation drawings;
 - b. No provision of ground floor commercial land uses;
 - c. Building setbacks exceeding zero feet as depicted on the site plan drawing; and,
 - d. Wall sign area of up to 240 square feet per wall as depicted on the building elevation drawings

be granted as proposed in the GDP submittal.
2. The Village's landscaping regulations be used to determine the landscaping requirement for the off-site parking lot.
3. That the GDP approval explicitly waives the requirement for on-site open space – in recognition that open space is not required in the Central Business Zoning District, and in recognition that this is a downtown redevelopment site.
4. The entire proposed project (including both sites) shall remain under the same ownership, management, and maintenance; unless given permission to divide ownership, management, and/or maintenance through an amended GDP.
5. Any additional requirements identified by Village Staff, the Village Engineer, the Plan Commission, or the Village Board.

If the GDP is approved, the approval of a Specific Implementation Plan (SIP) will be required at a subsequent date. The SIP submittal requires all of the details of development, including specific exterior materials and colors, floor plans, detailed exterior lighting plans, and detailed landscaping plans.



14 September 2016

Nicholas Owen
Village Administrator
Village of Mt. Horeb
138 E. Main Street
Mt. Horeb, WI 53572

Mr. Owen:

We are pleased to submit this General Development Plan for staff, Plan Commission and Village Board consideration of approval.

Organizational Structure:

Owner/Developer:

National Construction, Inc.
701 E. Washington Ave., Ste. 103
Madison, WI 53703
Jeff Grundahl
Email Address: jeff@nciroberts.com

Architect:

Plunkett Raysich Architects, LLP
209 South Water Street
Milwaukee, WI 53204
Scott Kramer
Email Address: skramer@prarch.com

Engineer:

KJWW Engineering Consultants, P.C.
1800 Deming Way, Ste. 200
Middleton, WI 53562

Tenant:

Duluth Trading Company
109 S. 2nd Street and 201 E. Front St.
Mt. Horeb, WI 53572

Introduction:

This proposed office building will serve as Duluth Trading Companies Corporate Headquarters. The proposed 5-story office building includes surface parking and enclosed parking. Planned Development Zoning has been selected to accommodate a high quality tenant in a size project not anticipated in the current zoning code. The proposed project will enhance and spur quality redevelopment on Front Street.

Developer:

National Construction Inc. and TRI Holdings LLC intend to Develop the new Headquarters for Duluth Trading Co. NCI is locally owned by Jeff and Mary Grundahl. They have successfully built and developed projects for nearly 27 years. Projects such as Grand Stay Hotel and Suites, Miller and Sons Supermarket, Platteville City Block project, Black Hawk Church, Deforest Football Stadium, Henry Vilas Zoo Children's Barn and many more. TRI Holdings LLC was engaged to lead the Development, Finance and Management of the property. They bring vast experience in the areas of finance, development, real estate and lease

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Partners: Michael P. Brush, Martin P. Choren, Gregg R. Golden, Mark C. Herr, John J. Holz, Nicholas D. Kent, Steven A. Kieckhafer, Scott A. Kramer, David J. Raysich, Michael H. Scherbel, Michael J. Sobczak



fulfillment. The Focus of this development is to provide a Transformational opportunity for the village and surrounding areas, as well as a headquarters for Duluth Trading Company near their flagship retail store. It will provide the community with an asset that will foster growth, improvement, economic benefit and provide a significant number of living wage jobs. All the while maintaining the hard working, active lifestyle, corporate image and culture of Duluth Trading Co and their commitment to Mt. Horeb.

Project Schedule:

Our project team is planning to obtain all necessary approvals by end of November, 2016. Construction of the office building is anticipated to begin in February, 2017 with Duluth Trading Company occupying the building in February, 2018.

Site Area:

Total Lot Area (Combined Lots): 43,013 G.S.F.
 Lot Area Parking: 17,640 G.S.F.

Gross Floor Area:

Lower Level	21,507
First Floor	20,355
Second Floor	22,163
Third Floor	22,163
Fourth Floor	<u>22,394</u>
Total Building G.S.F.	108,582

Floor to Area Ratio

	4.3
Building Height	4-5 stories with pitched roof elements Height varies 65 to 85 feet maximum

Parking: On-site parking includes both surface and enclosed parking

Surface Parking	29 Parking Spaces
Enclosed Parking	19 Parking Spaces
	48 Total Parking Spaces

Zoning Standards:

Based upon our review the following zoning standards we are looking for is flexibility in the follow areas. If other zoning standards are found to be of issue additional exemptions or flexibility may be required.

	Zoning Standards	Proposed Development
1. Building Height Maximum	4-stories/50 ft.	5-stories 65 to 85 feet.
2. Ground Level Commercial		None Provided
3. Floor to Area Ratio	3.0	4.3



4. Building Setback	0'-Setback	Setback provided for public walk and to Accommodate building transformer. Building bay elements cantilever over property lines on east and west elevations.
5. Signage	80 square feet	240 feet shown

Project Character:

The Duluth Trading Company Headquarters is designed to begin revitalization of Front Street, reflect Duluth Trading Companies brand, recognize the Military Ridge Bike Trail, and to reflect the "Industrial" history along the former rail line. The proposed design is a composition of brick masonry, industrial sash windows, board formed concrete and zinc colored metal cladding.

The base of the building is board formed concrete. An above base, brick masonry, metal panels and pitched roof elements serve to breakdown the mass of the building and give the appearance of a building built over time. The industrial sash windows with expressed steel lintels further reinforce this post-industrial aesthetic.

The buildings 2-story entry is located mid-block on Front Street allowing entry from the street and the adjacent parking lot. The street scape along Second and Front Street includes new sidewalks and lighting. Along Front Street a board formed concrete wall incorporates benches, forms a planter and a home for a Duluth clad troll. The ground floor windows along Front and Second Street into the parking level are envisioned to showcase Duluth Trading Companies famous graphics.

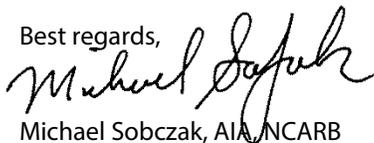
A pedestrian plaza on the east side of the building fronts the surface parking and provides a pedestrian connection from Front Street to the Military Ridge bike path to the south.

On the ground floor of the building facing south, large windows in the Duluth Trading Company Fitness Center allows views of the bike trail and a building entrance which provides access to the trail for the building occupants. The south and west elevations windows have industrial looking sun shades to help with solar control. The southwest corner of the proposed design features a roof top terrace with views to the southwest.

Parking:

The current Duluth employees rely on street parking in the same area. It is anticipated that employees will continue to utilize street parking along with the 29 surface parking spaces and 19 enclosed parking spaces incorporated into the project.

Best regards,



Michael Sobczak, AIA, NCARB
Partner





BLDG AREAS:

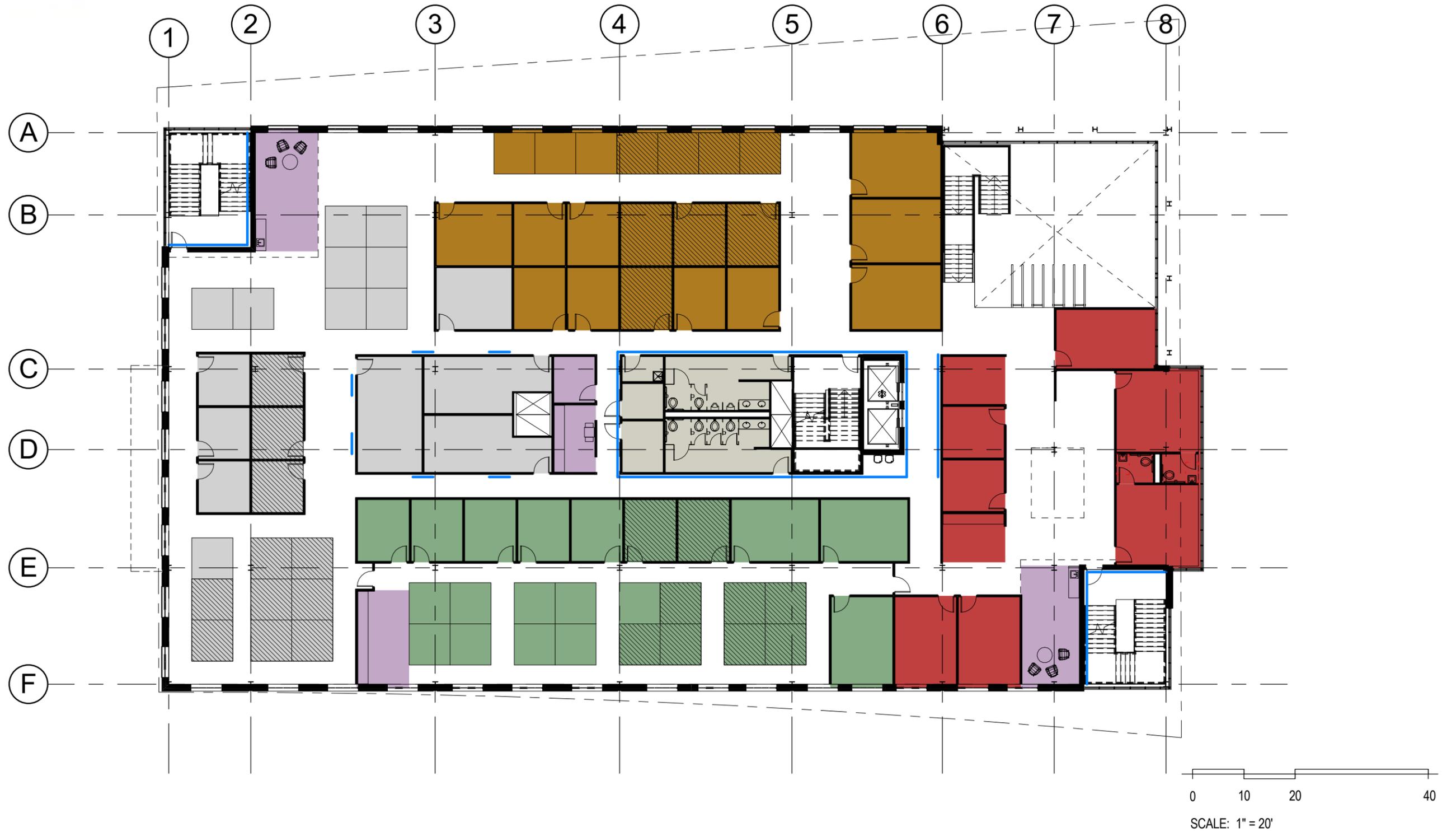
LL	9,294 GSF
PARKING	12,208 GSF
1ST	20,595 GSF
2ND	22,222 GSF
3RD	22,222 GSF
4TH	20,429 GSF
TERRACE	2,024 GSF
TOTAL	108,994 GSF

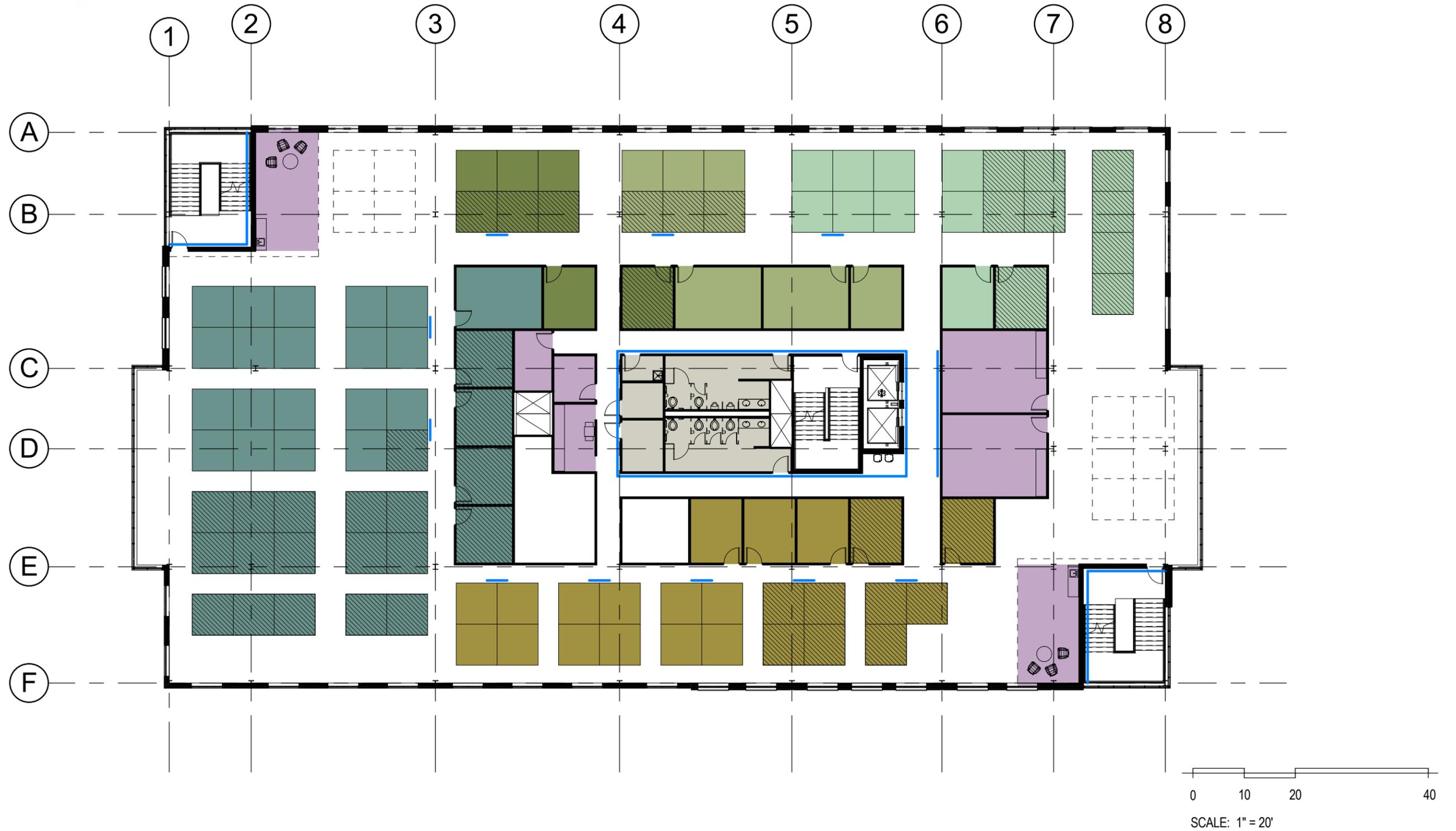
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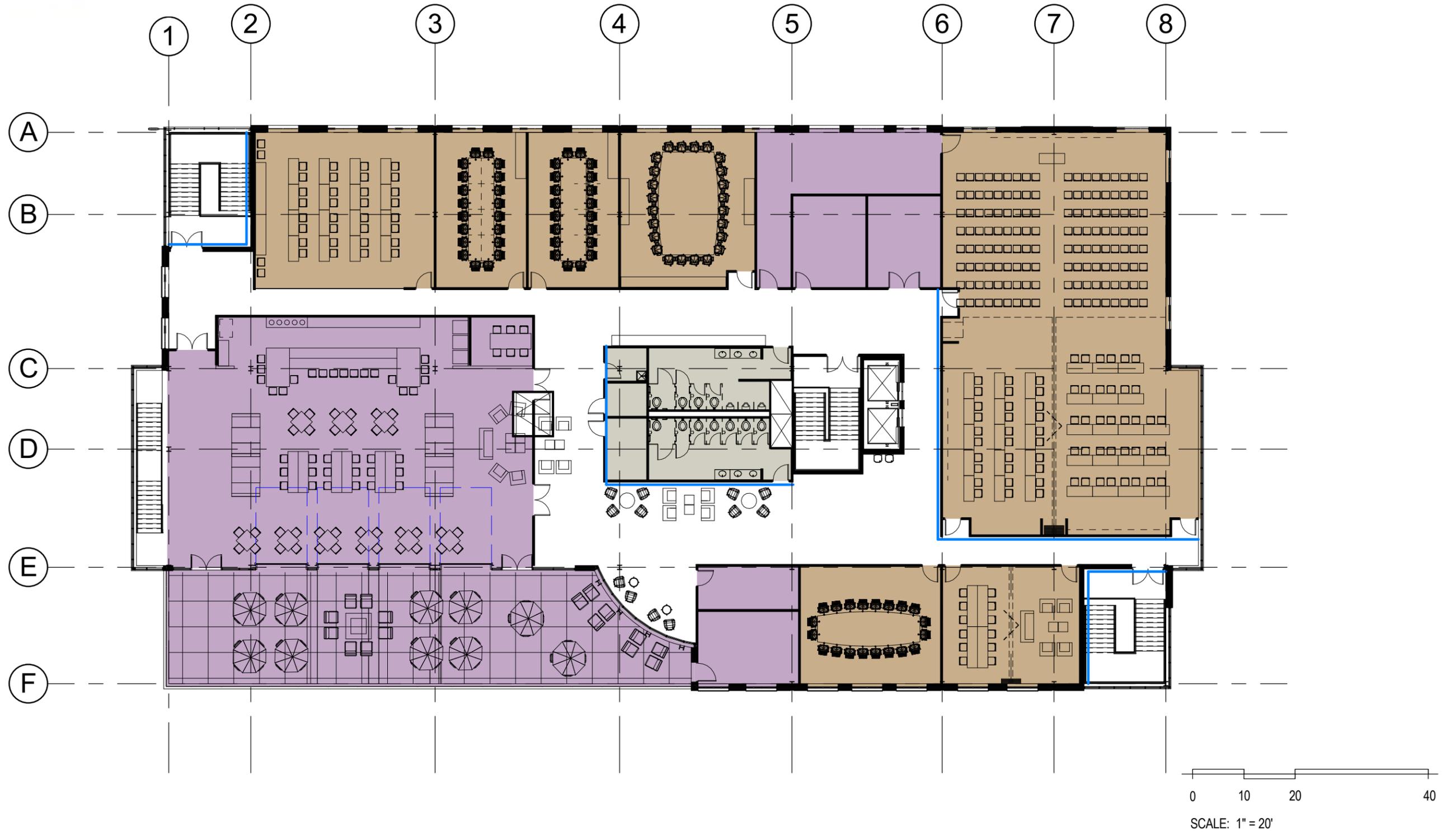
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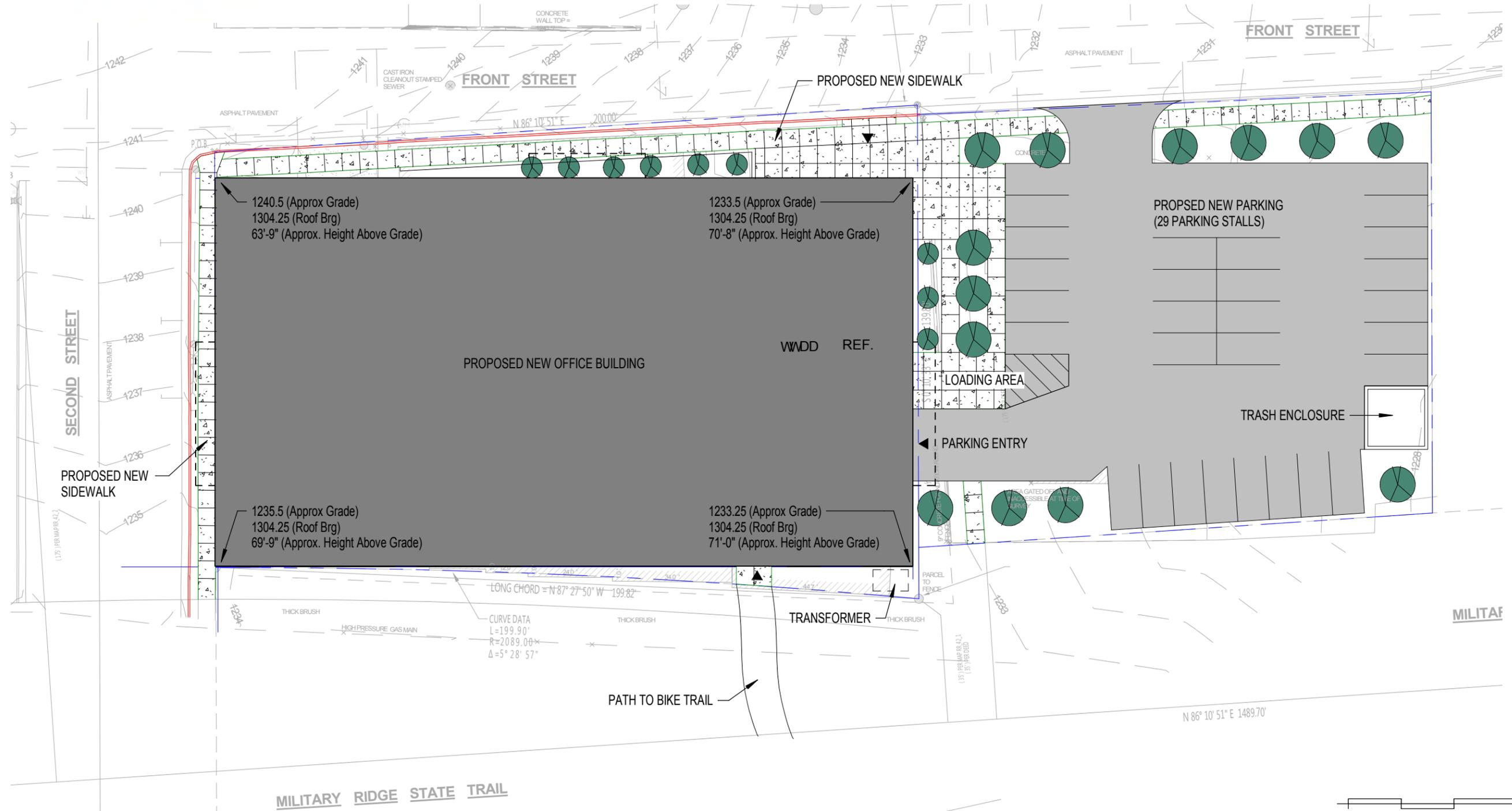
LOWER LEVEL PLAN







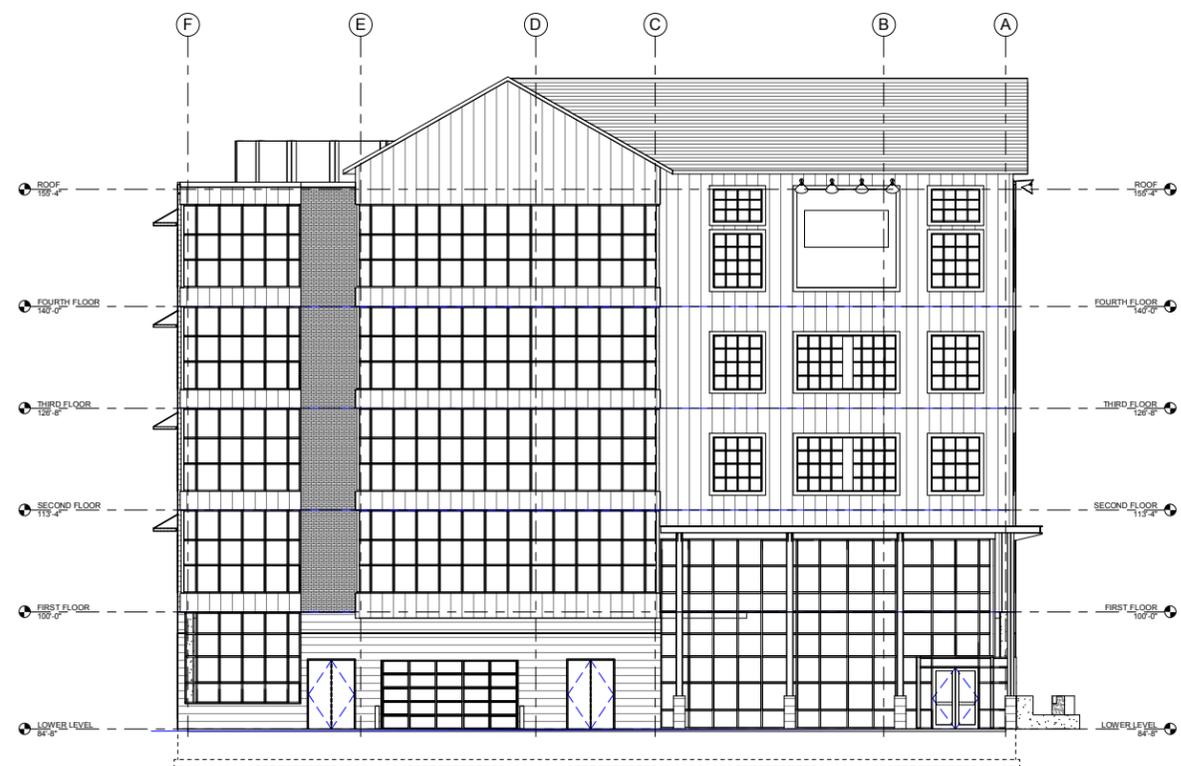




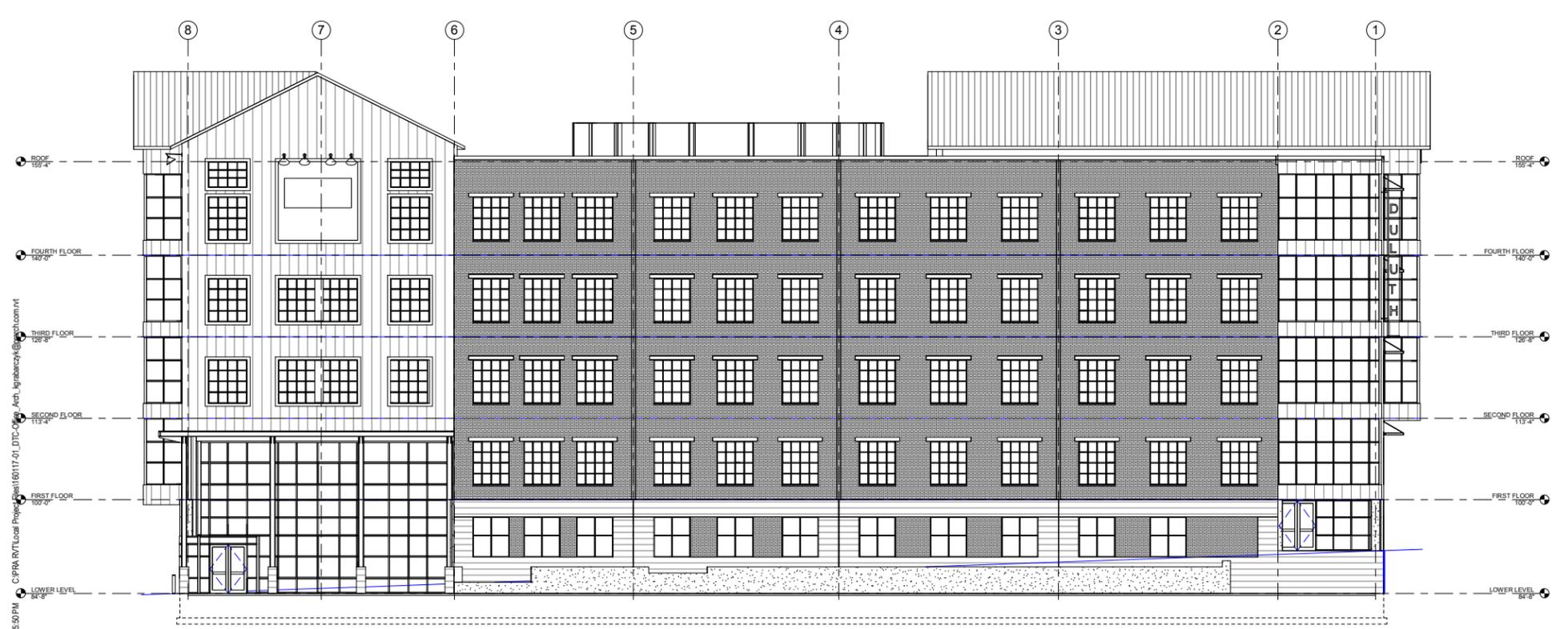
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0 15 30 60
 SCALE: 1" = 30'



B1 EAST ELEVATION
18' x 12'



E1 NORTH ELEVATION
18' x 12'

EXTERIOR FINISH PATTERNS

[Pattern]	SHINGLES
[Pattern]	BRICK
[Pattern]	SIDING
[Pattern]	SHAKES

- EXTERIOR ELEVATIONS - GENERAL NOTES**
- A. PAINT ALL EXPOSED STEEL LINTELS TO MATCH ADJACENT MASONRY COLOR
 - B. TRIM ALL EXTERIOR LIGHTING FIXTURES, OUTLETS, HOSE BIBBS AND ALL OTHER SIDING PENETRATIONS WITH 1/4" FIBER CEMENT TRIM (TYP.)
 - C. REFER TO SHEET -- FOR WINDOW FRAME ELEVATIONS
 - D. SEALANT COLORS TO MATCH ADJACENT FINISHED SURFACES
 - E. FIBER CEMENT COLOR TO BE REDWOOD STAIN.

KEYNOTE LEGEND - EXTERIOR ELEVATION NOTES

NOTE #	EXTERIOR ELEVATION NOTE

KEYNOTE LEGEND - CONSTRUCTION TYPES

TAG	CONSTRUCTION DESCRIPTION
C1	LAY-IN CEILING PANELS IN EXPOSED GRID SYSTEM SUSPENDED FROM STRUCTURE ABOVE

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Proposed Office Building
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Revisions

Drawn By:	BNS
Date:	7 SEPT 16
Job No.:	160117-01
Sheet No.:	A400

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EXTERIOR FINISH PATTERNS

[Hatched pattern]	SHINGLES
[Cross-hatched pattern]	BRICK
[Horizontal line pattern]	SEING
[Vertical line pattern]	SHAKES

- EXTERIOR ELEVATIONS - GENERAL NOTES**
- A. PAINT ALL EXPOSED STEEL UNITS TO MATCH ADJACENT MASONRY COLOR
 - B. TRIM ALL EXTERIOR LIGHTING FIXTURES, OUTLETS, HOSE BIBBS AND ALL OTHER SONG PENETRATIONS WITH 1/4" FIBER CEMENT TRIM (171)
 - C. REFER TO SHEET FOR WINDOW FRAME ELEVATIONS
 - D. SEALANT COLORS TO MATCH ADJACENT FINISHED SURFACES
 - E. FIBER CEMENT COLOR TO BE REDWOOD STAIN.

KEYNOTE LEGEND - EXTERIOR ELEVATION NOTES

NOTE #	EXTERIOR ELEVATION NOTE

KEYNOTE LEGEND - CONSTRUCTION TYPES

TAG	CONSTRUCTION DESCRIPTION
C1	LAY-IN CEILING PANELS IN EXPOSED GRID SYSTEM SUSPENDED FROM STRUCTURE ABOVE

B1 WEST ELEVATION
1/8" = 1'-0"



E1 SOUTH ELEVATION
1/8" = 1'-0"

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