Village of Mount Horeb

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-6884/Fax (608) 437-3190
Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

VILLAGE BOARD
WEDNESDAY, DECEMBER 7, 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) November 2, 2016 and November 30, 2016 Village Board minutes
   b) Operator's Licenses for approval: Season Horak, Donata Hildreth, Shannon Wysocki, Amera Olson, Rachel Mott, Lucas Severson, Hayley Hartwood
   c) Operator's Licenses for denial: Brandon Parks-Larson, Eugene Pieszak
   d) Specific Implementation Plan Hoff Mall Expansion
   e) Certified Survey Map Hoff Mall Expansion
   f) Specific Implementation Plan Duluth Trading Office Building
   g) Certified Survey Map Duluth Trading Office Building

4) <u>PUBLIC HEARING:</u> On proposed Ordinance 2016-05 to create a room tax

5) Consider Ordinance 2016-05, "AN ORDINANCE TO CREATE SECTION 3.10 COLLECTION OF TAX ON OVERNIGHT LODGING"

6) Consider recommendation for Mount Horeb Area Joint Fire District representative regarding joint Public Safety Building Project

7) Presentation on TID 5 incentives by Scott Harrington of Vandewalle & Associates

8) 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

9) Village President's report

10) Village Administrator's report

11) Village Clerk/Deputy Treasurer's report

12) Consideration of TID 5 Incentives for Hoff Mall Apartments Expansion Project. The Village Board may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of the investing of public funds.

13) Consideration of TID 5 Incentives for Duluth Trading Office Project. The Village Board may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of the investing of public funds.

14) Consider WPPA contract. The Village Board may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statues for the purpose of collective bargaining for proposed contract.

15) Reconvene to open session for any discussion or action on the subject matters discussed in closed session.

16) 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
NOVEMBER 2, 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 7:10pm. Present were Trustees Grindle, Scott, Czyzewski, and Pakkala. Trustees Monroe and Rooney were absent. Also present were Administrator Nic Owen, Assistant Administrator Kathy Hagen, Clerk/Deputy Treasurer Alyssa Gross, and Village Attorney Bryan Kleinmaier. The Pledge of Allegiance was recited.

Public Comments: None.

Consent Agenda: Czyzewski moved, Scott seconded to remove Vaughn Pakkala's operator license from the consent agenda and approve the remaining consent agenda items: October 5, 2016 Village Board Minutes; Operator Licenses: Aaron Rains, Karen Weihert, Tracy Alvey, Robert Skindrud, Elizabeth Anderson, Karen Miller, Shawn Rasmussen, and Scott Hook; Resolution 2016-18 "RE-APPROVAL OF PLAT OF WESTVIEW HEIGHTS". Motion carried by unanimous voice vote. Czyzewski moved, Grindle seconded to approve Pakkala's operator license. All aye with the exception of Pakkala, who had excused himself from voting. Motion carried.

Consider application for WEDC Community Development Investment Grant: Larry Woodman, Attorney for Gallina Companies, presented details on the WEDC grant they would like to submit. Czyzewski moved, Scott seconded to approve submitting the application for the grant. Motion carried by unanimous voice vote.

2017 budget presentation: Owen presented the budget details.

Set date of Wednesday, November 30, 2016 at 6:00pm for public hearing on 2017 budget and 2017-2021 capital improvement plan: Grindle moved, Czyzewski seconded to approve the date of November 30th at 6:00pm for the public hearing. Motion carried by unanimous voice vote.

Update on proposed ATC Cardinal-Hickory Creek Transmission Line: Czyzewski gave an update on the communication and concerns about the proposed line.

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 stated the time for the public hearing for the budget was set.

Village Clerk's Report: Gross gave information on absentee voting and the upcoming election on November 8th.

Consideration of TIF #5 Incentives. The Village Board may convene in closed session as authorized by Section 19.85 (1)(e) of Wisconsin Statutes for the purpose of the investing of public funds: Larry Woodman, Attorney for Gallina Companies, spoke about the details of the proposed project. Czyzewski moved, Scott seconded to convene to closed session at 7:46pm. Motion carried by roll call vote.

Reconvene to open session for any discussion or action on the subject matter discussed in closed session: Czyzewski moved, Scott seconded to reconvene to open session at 8:17pm. No action was taken.

Adjournment: There being no further business before the Board, Grindle moved, Czyzewski seconded to adjourn the meeting at 8:18pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer

DRAFT

VILLAGE OF MOUNT HOREB
SPECIAL VILLAGE BOARD MEETING MINUTES
WEDNESDAY, NOVEMBER 30, 2016

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

Call to Order/Roll Call: Village President Randy Littel called the meeting to order at 6:00pm. Present were Village Board Trustees Steve Grindle, Cathy Scott, Brenda Monroe, and Ryan Czyzewski. Trustees Mark Rooney and Vaughn Pakkala were absent. Also present were Village Administrator Nic Owen, Clerk/Deputy Treasurer Alyssa Gross, and Assistant Administrator Kathy Hagen. The Pledge of Allegiance was recited.

PUBLIC HEARING: 2017 Operating Budget and 2017-2021 Capital Improvement Plan: Owen went through a few details of the budget. The public hearing opened at 6:04pm. With no one wishing to speak, the public hearing closed at 6:05pm.

Consider Resolution 2016-19, A RESOLUTION ADOPTING THE 2017-2021 CAPITAL IMPROVEMENT PLAN: Czyzewski moved, Scott seconded to approve the 2017-2021 capital improvement plan. Motion carried by unanimous voice vote.

Consider Resolution 2016-20, A RESOLUTION ADOPTING THE 2017 BUDGET AND AUTHORIZING A LEVY AGAINST TAXABLE PROPERTY: Czyzewski moved, Monroe seconded to approve the resolution. Motion carried by unanimous voice vote.

Adjournment: There being no further business before the Board, Czyzewski moved, Monroe seconded to adjourn the meeting at 6:10pm, carried by voice vote.

Minutes by Alyssa Gross, Clerk/Deputy Treasurer

DRAFT

November 1, 2016

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

Re: Planned Development – SIP
Hoff Mall Expansion
111 South First Street
Mt. Horeb, Wisconsin
KBA Project # 1616

Mr. Owen:

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

Organizational Structure:

Owner/Developer:
Gallina Corporation
101 East Main St., Suite 500
Mt. Horeb, WI 53572
608- 437-8301
Contact: Craig Enzenroth
cenzenroth@gallinacos.com

Architect;
Knothe & Bruce Architects, LLC
7601 University Avenue, Ste. 201
Middleton, WI 53562
608-836-3690
Contact: Randy Bruce
rbruce@knothebruce.com

Engineer:
Wyser Engineering
201-½ East Main Street
Mt. Horeb, WI 53572
608-843-3388
Contact: Wade Wyse, P.E.
wade.wyse@wyserengineering.com

Introduction:

This proposed development is an expansion of the historic Hoff Mall building. It includes the addition of a four-story luxury apartment building and associated parking. The Planned Development zoning has been selected to allow for a high-quality infill development that is designed to enhance the historic character of the Hoff Mall and to be compatible with the architecture of the surrounding downtown business district.

Developer

The developer and property manager of the project is The Gallina Companies. Established in 1980 to provide in-house development, design, construction, acquisition and ongoing management of luxury apartments, residential condominium properties and commercial, retail/office buildings. The Gallina Companies having successfully developed over 3,000 apartment units in the Madison, Milwaukee, northern Illinois, and western Florida areas. Our philosophy has been to retain the properties we develop for the long term. As such, at Gallina, we believe in developing long-term relationships with our tenants and customers to insure the long-term success of our developments. The Gallina Companies and all of its employees are committed to the service of our tenants and providing all of our customers with unparalleled customer service.

Gallina Companies redeveloped the Hoff Mall building and have owned and managed this mixed-use development since it's completion in 1986. With this experience in the market, we feel there is strong demand for quality housing in Mt. Horeb.

Project Character:

The Hoff Mall expansion is designed to strengthen the Hoff Mall and the surrounding properties. The expansion project replaces three 1 and 2 story buildings with new high-quality apartments with both enclosed and surface parking. The proposed building's architecture takes cues from the existing Hoff Mall building and is distinctly historic in character. All brick masonry facades front the two streets with a complimentary color horizontal siding used on the rear façade. The masonry detailing at the window and door openings and at the base and cornice of the building will be used to highlight the beauty and texture of the brick exterior. The new building will enhance the streetscapes of both First and Front Streets.

The main entry to the new building is at the corner of First and Front Streets while vehicular access to the parking is accommodated from the alley to the east of the building. Parking is located on the first floor of the building with three floors of apartments located above. Apartments vary in size and are designed to accommodate both professionals and empty nesters. Amenities will include on-site management, in unit laundry, walk-in closets, quality maple finishes, individually controlled HVAC with high efficiency gas fired equipment and GE kitchen appliances. A total of 30 apartments and 20 parking stalls are contained within the new building.

In addition to the enclosed parking, the parking needs for the Hoff Mall and the Hoff Mall Expansion are accommodated in a redesigned parking area between the two buildings and a new parking lot on the south side of Front Street. Bicycle parking will be conveniently located within the enclosed parking garage and on-site.

Redevelopment of this underutilized site will require TIF Funding assistance to be economically viable and will provide needed alternative housing option for the Mt. Horeb multi-family rental market as well as serving as a catalyst for the revitalization of the downtown area as envisioned with the newly created TID.

Project Schedule:

The construction of the project will occur in one phase. The demolition will begin in March 2017 and construction starting in June 2017. The building is planned to be completed by April 2018.

Site Development Data:

Site Areas and Density:

Lot Area: Expansion Building	11,972 S.F.
Lot Area: Off-site parking	5,868 S.F.
Total Lot Area	17,840 S.F.
Lot Area / D.U.	595 S.F. / unit

Dwelling Unit Mix:

Studio Apartments	12 units
One Bedroom	18 units
Total Dwelling Units	30 units

Gross Floor Area:

First Floor	7225 S.F.
Second Floor	7825 S.F.
Third Floor	7825 S.F.
Fourth Floor	7825 S.F.
Total Floor Area	30,700

Floor Area Ratios:

Expansion Building Lot Area	2.56
Total Lot Area	1.72

Building Height: Four Stories, 47 feet

Vehicle Parking:

On-site surface parking:	10 stalls
Off-site surface parking	17 stalls
Enclosed parking:	20 stalls
Total	47 stalls
Parking Ratio:	1.57 stalls / unit

Zoning Standards:

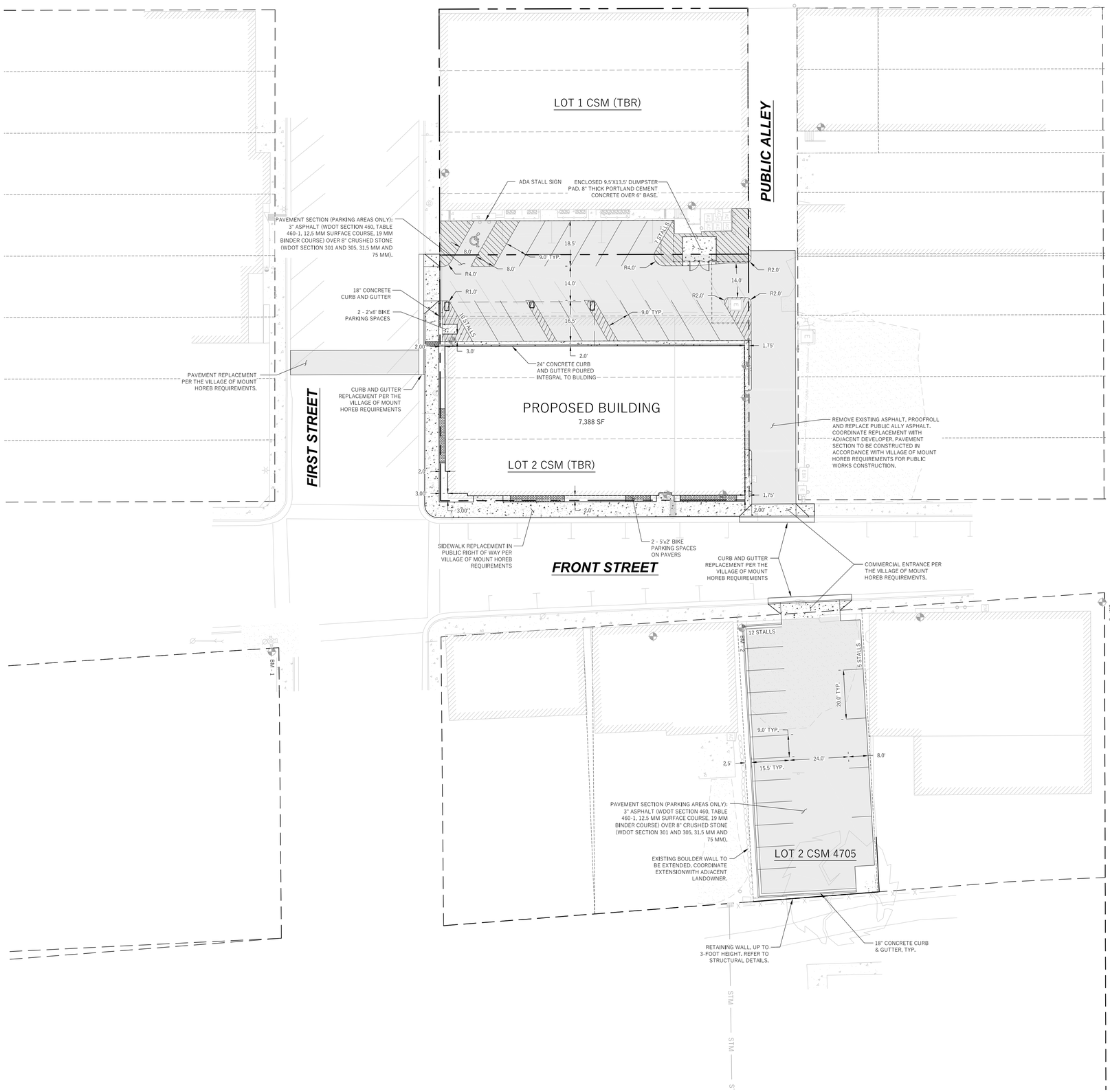
Based upon our review the following zoning standards apply to this project. If other standards are found to apply during the review, then additional exemptions may be required.

Requirement	CB / Group Development	Proposed PD-1 Infill
Use: Group Development	By Conditional Use	No departure from ordinance
Building Height Minimum	20 feet	No departure from ordinance
Building Height Maximum	4 Stories / 50 feet	No departure from ordinance
Building Size Limitation	60,000 SF	No departure from ordinance
Lot Area Requirements	2,000 SF	No departure from ordinance
Floor Area Ratio	3.0	No departure from ordinance
Landscape Area	None required	No departure from ordinance
On-Site Parking	No on-site parking required	One stall per bedroom
Off-Site Parking	Not permitted	17 parking stalls
Building Setback - front and street side	0 ft. maximum	1-2 ft.
Building Setbacks – side and rear	0 ft. required	No departure from ordinance

Social & Economic Impacts:
This development will have a positive social and economic impact. Many construction industry jobs will be supported and additional high-quality, energy efficient housing will be provided to the marketplace.

Sincerely,

J. Randy Bruce, AIA
Managing Member



LEGEND (PROPOSED)

- PROPOSED PROPERTY BOUNDARY
- EASEMENT
- BUILDING FOOTPRINT
- 18" CURB AND GUTTER
- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- STORMWATER TREATMENT FACILITY

NORTH

GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION WITHIN THE PROJECT AREA IS BASED ON DATA COLLECTED IN THE FIELD BY WYSER ENGINEERING ON JUNE 2ND AND 3RD, 2016. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. THE BENCHMARK LOCATIONS ARE SHOWN FOR REFERENCE ONLY ON THIS PLAN. THE BENCHMARKS SHALL BE VALIDATED BY LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION. CONTRACTOR ASSUMES RISK ASSOCIATED WITH BENCHMARK ELEVATIONS UNTIL CONFIRMED.
3. CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR STREET OPENINGS & TO WORK WITHIN THE VILLAGE'S LAND IF REQUIRED.
4. WYSER ENGINEERING SHALL BE HELD HARMLESS AND DOES NOT WARRANT ANY DEVIATIONS BY THE OWNER OR CONTRACTOR FROM THE APPROVED CONSTRUCTION PLANS THAT MAY RESULT IN DISCIPLINARY ACTIONS BY REGULATORY AGENCIES.
5. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS WITHIN THE PLAN BECOME APPARENT, IT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
6. ALL MUNICIPAL UTILITY CONNECTIONS, WORK IN ROW, PUBLIC OUTLOTS AND PUBLIC EASEMENTS SHALL BE IN ACCORDANCE WITH VILLAGE OF MOUNT HOREB STANDARD SPECIFICATIONS.

SITE INFORMATION BLOCK:

SITE ADDRESS: 111 SOUTH FIRST STREET
SITE ACREAGE:
LOT 1 CSM (TBR): 0.288 AC
LOT 2 CSM (TBR): 0.288 AC
LOT 2 CSM 4705: 0.135 AC
USE OF PROPERTY: MULTI FAMILY RESIDENTIAL
ZONING: PLANNED DEVELOPMENT DISTRICT (PDD)

NUMBER OF UNITS: 30 (18 ONE BEDROOM UNITS, 12 EFFICIENCIES)

TOTAL NUMBER OF PARKING STALLS PROVIDED FOR EXISTING HOFF MALL: 17
TOTAL NUMBER OF PARKING STALLS PROVIDED FOR PROPOSED BUILDING (INCLUDING GARAGE): 17 (37)
NUMBER OF STALLS DESIGNATED ACCESSIBLE: 2
TOTAL NUMBER OF BIKE STALLS (INCLUDING GARAGE): 4 (16)

DISTURBANCE AREA: 20,726 SQ. FT.

LOT 1 CSM (TBR)	LOT 2 CSM (TBR)	LOT 2 CSM 4705
2,300 SQ. FT.	12,545 SQ. FT.	5,881 SQ. FT.

EXISTING IMPERVIOUS SURFACE AREA: 26,615 SQ. FT.

LOT 1 CSM (TBR)	LOT 2 CSM (TBR)	LOT 2 CSM 4705
ROOF TOP: 10,000 SQ. FT.	ROOF TOP: 8,963 SQ. FT.	PAVED: 1,755 SQ. FT.
PAVED: 2,302 SQ. FT.	PAVED: 3,595 SQ. FT.	
PERCENT IMPERVIOUS: 98.1%	PERCENT IMPERVIOUS: 100%	PERCENT IMPERVIOUS: 29.8%

PROPOSED IMPERVIOUS SURFACE AREA: 28,750 SQ. FT.

LOT 1 CSM (TBR)	LOT 2 CSM (TBR)	LOT 2 CSM 4705
ROOF TOP: 10,000 SQ. FT.	ROOF TOP: 8,484 SQ. FT.	PAVED: 5,180 SQ. FT.
PAVED: 2,302 SQ. FT.	PAVED: 3,595 SQ. FT.	
PERCENT IMPERVIOUS: 98.1%	PERCENT IMPERVIOUS: 96.3%	PERCENT IMPERVIOUS: 88.1%

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WYSER ENGINEERING

GALLINA THE GALLINA COMPANIES

111 SOUTH FIRST STREET
MT. HOREB, WI 53572

HOFF MALL EXPANSION

MT. HOREB, DANE COUNTY, WI

Sheet Title: SITE PLAN

Revisions:

No.	Date:	Description:

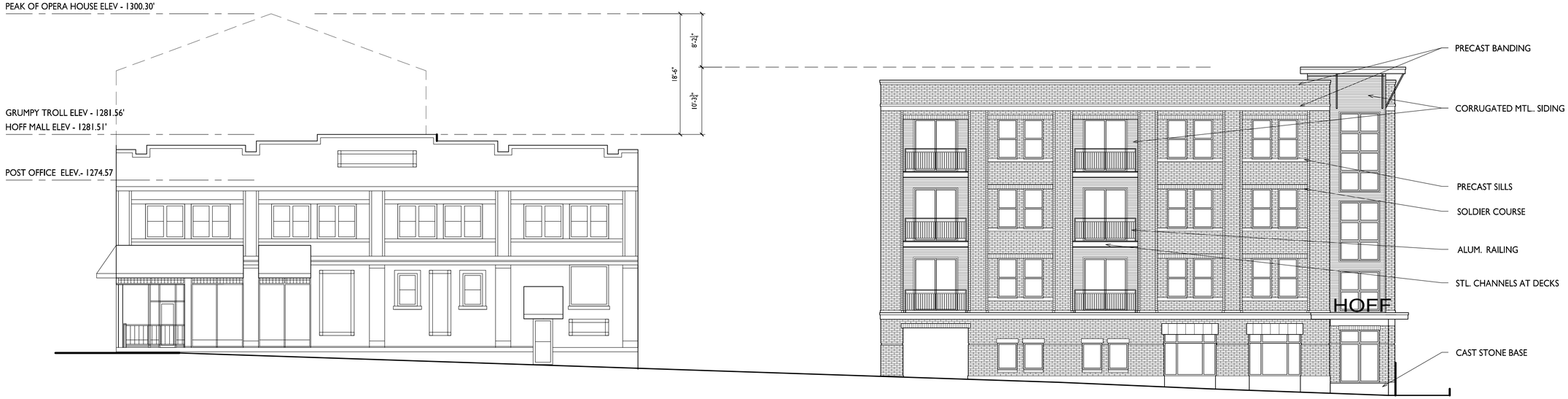
Graphic Scale	0' 5' 10' 20' 30'
Wyser Number	16-0332
Set Type	SIP SUBMITTAL
Date Issued	11/01/2016
Sheet Number	C1.0

File: W:\2016\160332_Gallina - Mt. Horeb Apartments\dwg\16-0332_Civil Design.dwg Layout: Site Plan User: WYSER - Z240 - W10 Plotted: Nov 01, 2016 - 11:21am

1
A-2.1

ELEVATION ALONG FRONT STREET

1/8"=1'-0"



2
A-2.1

ELEVATION ALONG FIRST STREET

1/8"=1'-0"

knothe • bruce
ARCHITECTS
Phone: 608.836.3690
7601 University Ave, Ste 201
Middleton, WI 53562

ISSUED
Issued - July 7, 2016
Issued - August 17, 2016
SIP Submittal - November 1, 2016

PROJECT TITLE
Hoff Mall Expansion

111 S. First Street
Mt. Horeb, WI

SHEET TITLE
Elevations

SHEET NUMBER
A-2.1

PROJECT NO. 1616

© Knothe & Bruce Architects, LLC

1 A-2.2 REAR ELEVATION
1/8"=1'-0"

2 A-2.2 SIDE ELEVATION (ALONG ALLEY)
1/8"=1'-0"

knothe • bruce
ARCHITECTS
Phone: 608.836.3690
7601 University Ave, Ste 201
Middleton, WI 53562

ISSUED
Issued - July 7, 2016
Issued - August 17, 2016
SIP Submittal - November 1, 2016

PROJECT TITLE
Hoff Mall
Expansion

111 S. First Street
Mt. Horeb, WI

SHEET TITLE
Elevations

SHEET NUMBER
A-2.2

PROJECT NO. 1616

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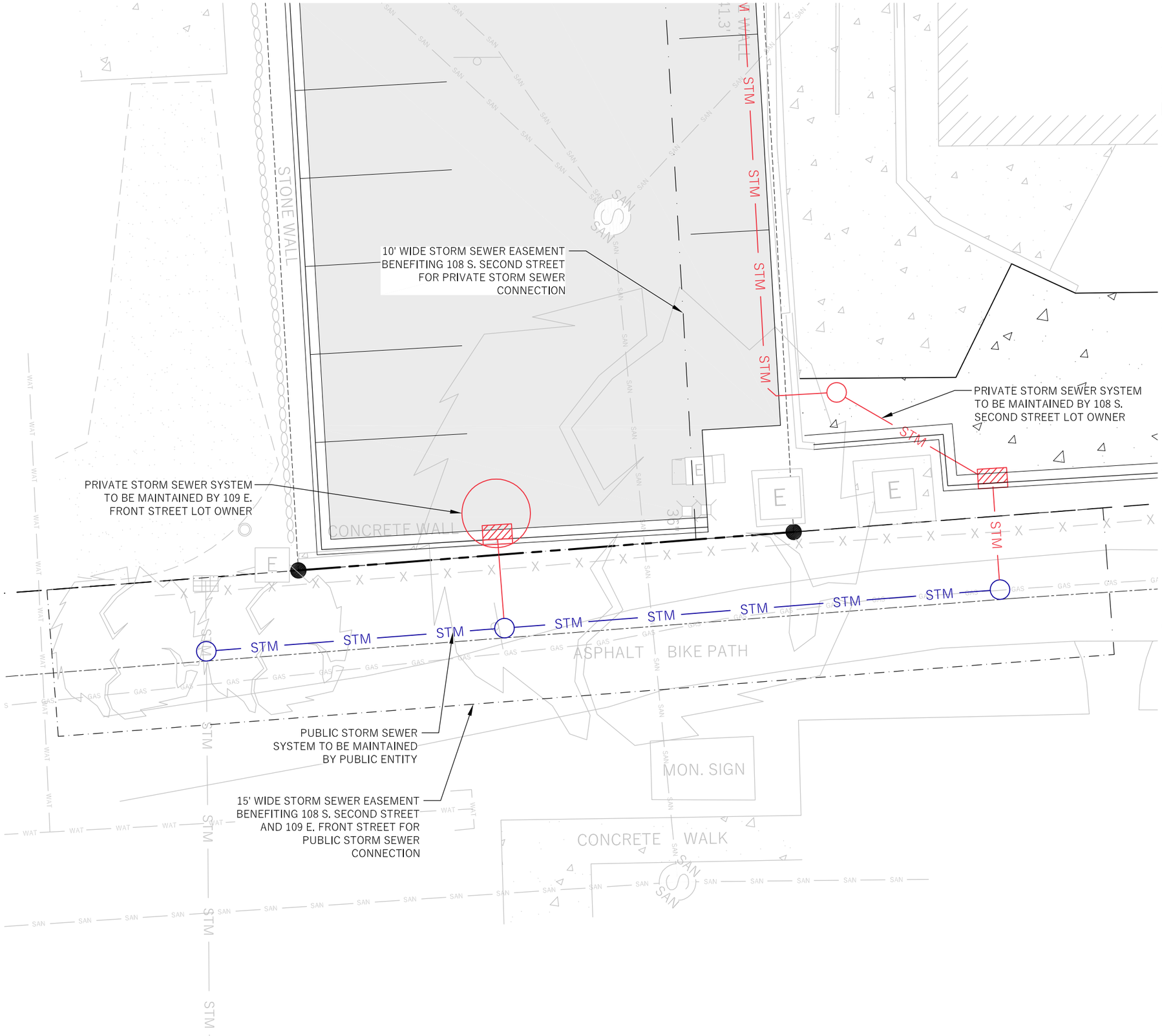

LEGEND (PROPOSED)

- PROPERTY BOUNDARY
- EASEMENT
- 18" CURB AND GUTTER
- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- STM — PRIVATE STORM SEWER
- STM — PUBLIC STORM SEWER

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NORTH

1" = 10'

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WYSER ENGINEERING

109 E. FRONT STREET / 108 S. SECOND STREET
MOUNT HOREB, WI 53572

109 E. FRONT ST / 108 S. SECOND ST
STORM SEWER

MOUNT HOREB, DANE COUNTY, WI

Sheet Title: STORM SEWER EXHIBIT

Revisions:

No.	Date:	Description:

Graphic Scale	0' 5'
Wyser Number	16-0332
Set Type	DESIGN REVIEW
Date Issued	12/06/2016
Sheet Number	EX. A

VANDEWALLE & ASSOCIATES INC.

To: Village of Mount Horeb Plan Commission

From: Village Planner Michael A. Slavney, FAICP

Date: 21 November 2016

Re: Proposed Specific Implementation Plan for a 30-Unit Four-Story Luxury Apartment Building and Off-Site Parking at 111 South First Street for the Gallina Corporation of Mount Horeb.

Background

The Village of Mount Horeb has recently approved General Development Plan (GDP) zoning for the subject property. The proposed Specific Implementation Plan (SIP) is fully consistent with the GDP zoning, including all required conditions attached to the GDP. The following description of the project reflects the additional details required by the SIP, as provided in the application.

Zoning and Planning

Both sites are currently zoned GDP, and were previously zoned Central Business (CB) – the Village's Downtown zoning district. 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 in a blighted condition. Redevelopment of both sites *is consistent* with the Village's Comprehensive Plan.

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 façades of the structure, and regularly-spaced window openings.

Projects containing multi-family development in the downtown area are not subject to a specific maximum density, but are rather subject to the maximum lot coverage and maximum floor area ratio requirements of the CB zoning district. Planned Developments may exceed such maximums, if such flexibility is granted in the General Development Plan (zoning) step. However, the proposed project does not need such flexibility, as it complies with both the lot coverage and floor area ratio requirements. Specifically, the CB zoning district allows a maximum lot area coverage of 100% versus 100% proposed. And the CB zoning district allows a maximum floor area ratio of 3.00 versus 2.56 proposed.

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.

The requested Gallina Corporation proposal is to request a Specific Implementation Plan (SIP) to enable the project as proposed. Only one flexibility from the zoning requirements of the CB zoning district was requested and granted by the GDP – to allow the building to have a slight setback of 1 to 2 feet from the street property lines – rather than the required 0 foot building setback.

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.

The Proposed Specific Implementation Plan (SIP)
Fully consistent with the approved GDP, the Gallina Corporation is proposing a Planned Development SIP consisting of a single four-story luxury apartment building, containing a total of 30 dwelling units. Twelve of these units will be studio apartments and 18 of these units will be one-bedroom apartments. The ground floor of the building will be mainly devoted to under-building parking and an entry lobby served by an elevator. Two stairwells are also proposed to serve all floors of the building. Each unit will have a private outdoor balcony.

The under-building parking will be accessed from the north-south alley located along the east side of the site. A total of 20 parking stalls are located under the building.

A small outdoor parking area will be located on the north side of the building – along a private one-way drive running from First Street to the north-south alley. A total of 10 parking stalls are located on the south side of the private drive for building residents. (Stalls on the north side are for the Hoff Mall.)
To clarify these 17 stalls between the buildings are shared stalls and will primarily be used by the existing Hoff Mall residents and commercial tenants.
The off-site parking area is located on the south side of Front Street, diagonally southeast from the southeast corner of the building. A total of 17 parking spaces are proposed on this property. In total, one parking stall will be available on-site for each apartment unit, with additional spaces available for residents

and guests at the off-site lot. Note that there are no requirements for on-site or other private parking in the Central Business zoning district.

Note these stalls will be for residents and Gallina employees (during the day). This parking area will have a gate systems so guest will not have access unless a tenant provides it for them.

Project Ownership

The GDP submittal notes that the owner of the project is the Gallina Corporation, which is also the owner of the adjacent Hoff Mall. The Gallina Corporation is also the proposed developer.

Gallina Corporation is the Developer and Hoff Associates of Mt Horeb, LLP, an affiliate of Gallina is the owner of the existing Hoff Mall and will be the owner of the entire development.

Formal General Development Plan (SIP) Review:

Requested Flexibility from Zoning Ordinance Requirements:

The proposed SIP identifies one item of flexibility from the standards of the Central Business zoning district:

1. The **Minimum Permitted Building Setback** established by the CB zoning district is zero feet from public streets. The proposed project will have setbacks of up to two feet from both First Street and Front Street.

No other items of flexibility are requested. This indicates that all other zoning standards of the CB zoning district are committed to being fully complied with, including maximum building height – which is proposed to be 47 feet, versus the maximum of 50 feet allowed in the CB zoning district.

Village Planner's Review of the Specific Implementation Plan (SIP)

I have the following observations:

1. **Consistency with the General Development Plan:** The proposed SIP is fully consistent with the approved GDP. It provides a very high-quality building of sound design and materials that are consistent with the downtown area and similar projects around Dane County.

2. **Building Configuration and Format:** The proposed building configuration and format is identical to the approved GDP. A high-quality building design, fully consistent with downtown design requirements, is provided. Specifically, a four-story downtown building, placed very close to the sidewalks and rights-of-way is provided, with regularly-spaced window and door openings, and an urban roof and parapet format.

3. **Exterior Building Materials:** The proposed exterior building materials and colors are fully consistent with those suggested in the approved GDP. High-quality exterior materials, fully consistent with downtown design requirements, are provided. Specifically, the exterior will be comprised of a brick exterior, elaborated by a cast stone base, banding, and sills. Balconies will be provided with black aluminum railings. A single vertical bay, comprised of horizontal corrugated metal siding will be employed on the south (Front Street) façade to highlight the eastern stairs, and help reduce the horizontal mass of the building. On the southwest corner of the building, the western stairway will be highlighted by large glass windows on both façades, capped by a decorative low horizontal cap. On the ground floor, regularly-spaced display windows with canvas awnings will be placed along the Front Street and First Street façades to conceal the parking level and provide a storefront appearance.

4. **Proposed Landscaping:** The proposed landscaping is fully consistent with the concept depicted in the approved GDP. Shrubs and perennials will be planted and maintained along the base of the foundation in a stone mulch area located along the First Street and Front Street façades. The off-site parking lot will not be provided with landscaping.

5. **Proposed Exterior Lighting:** Exterior lighting is not proposed at this time. No exterior lighting may be placed within the two sites comprising the SIP without Plan Commission approval under the Site Plan review process.

6. **Proposed Exterior Signage:** Building identification signage is proposed for the west and south façades of the ground floor near the corner of First Street and Front Street. The depicted sign area is well below the permitted sign area maximum. However, sign details are not provided in the SIP submittal. No exterior signage may be placed within the two sites comprising the SIP without Plan Commission approval under the Site Plan review process.

7. **Proposed Display Window Contents:** The use of display windows was approved along the Front Street and First Street façades along the ground floor. These are depicted in the SIP submittal. However, no details in regard to display area contents are provided in the SIP submittal. No exterior display may be placed within the display areas depicted in the SIP without Plan Commission approval under the Site Plan review process. This will be done as proposed in the GDP utilizing photo images adhered to the glass. Request that we don't have to bring this back before the Plan Comm.

8. **Site Engineering and Public Works Details:** Detailed Erosion Control and Stormwater Control plans have been submitted along with the SIP. The Village's consulting engineer has indicated the need for several conditions of approval that are procedural in nature. Any recommendation on the part of the Plan Commission and any action by the Village Board regarding the SIP should incorporate Mr. Wright's email comments from November 18th.

Village Planner's Recommendations Regarding the SIP:
If acceptable to the Plan Commission, the Village Planner recommends the Plan Commission make, consider, and adopt a motion that finds the proposed SIP to be fully consistent with the requirements of the GDP, that also recommends approval of the proposed SIP 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, and 1-4, below:

1. Compliance with the Village Engineer's email comments from November 18, 2016.

#2 deleted per Plan Comm

2. The parallel parking spaces in the off-site parking area be reserved for visitor parking only. As noted above this will be a private gated parking area for use by tenants and Gallina Companies employees.
3. 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. This could potentially allow the project to become a condominium building in the future. We don't object to this however - Note we have two different zonings for the two parcels. Easements for use of the parking, driveway and trash will be entered into between the parcels to allow this.(see CSM submittal).
4. Any additional requirements identified by Village Staff, the Village Engineer, the Plan Commission, or the Village Board.

Kathy Hagen

From: Robert Wright [Robert.Wright@smithgroupjjr.com]
Sent: Friday, November 18, 2016 3:41 PM
To: Kathy Hagen; Michael Slavney
Cc: Nic Owen
Subject: RE: Hoff Mall Expansion- SIP Submittal

Kathy:

1. SW/EC and storm sewer piping
   a. We are reviewing the separate SW/EC submission and it appears as though the Developer is meeting the intent of the Village ordinance.
   b. The annex lot will be connected to a storm sewer located in the ROW of the WiDNR path. The surveyor has developed easement descriptions for these items. A discussion regarding Ownership of the easements and pipes will be required. We propose these to be public as it serves multiple parcels. We will faciliate this will DNR.
   c. Piping located within the alley west of the proposed building is depicted as PVC and located within the public alley. This should be clearly noted as a private lateral and required maintenance of the lateral within the Public Alley is the responsibility of the Developer
   d. Signed and recorded long term maintenance agreement required for storm water filters/ catch basin/ and piping
   e. Storm water from the annex lot is directed to the storm sewer located in the municipal lot. Easements from WiDNR are required. We suggest that these new pipes are considered private laterals and maintained by the developers. We agree the lateral from our property to the main will be ours to maintain. The manholes and line between will be publicly maintained.
2. Water
   a. Existing water, shall abandoned at the main by turning off the connection at the main/corporation stop and removal of the service.
3. Sanitary sewer – abandonment of the existing sewer lateral shall be at the main and the lateral shall be abandoned by removal or filling of the pipe.
4. Roadway:
   a. Additional discussions regarding timing of replacement of Front Street Storm storm sewer and the potential reconstruction of the sidewalks and curbs is required. It may be wise to install new curb at this location as part of a Village Contract with the stormwater and allow for the developer to finalize the sidewalk installation at their cost to Village specification. This will allow for the grades and slopes of the walks are constructed to match the new building and it will prevent damage to the wals during building construction. We are okay with this provide in the event that special assessments are assessed for these improvements we receive credit for sidewalks we install.

If you have any questions, please call or email. thanks

Robert Wright, PE
Associate | Civil Engineer

SmithGroupJJR

t 608.251.1177 **d** 608.327.4433
f 734.780.8952 **c** 608.212.1063

From: Kathy Hagen [mailto:Kathy.Hagen@mounthorebwi.info]
Sent: Friday, November 4, 2016 8:36 AM
To: Robert Wright <Robert.Wright@smithgroupjjr.com>; Michael Slavney <mslavney@vandewalle.com>
Cc: Nic Owen <Nic.Owen@mounthorebwi.info>
Subject: FW: Hoff Mall Expansion- SIP Submittal

Village of Mt. Horeb

138 East Main Street
Mt. Horeb Wisconsin 53572

APPLICATION FOR A CERTIFIED SURVEY MAP

Date: 2016/11/30

Fee: (Reimbursable Agreement) (see reverse side)

TO: THE VILLAGE PRESIDENT AND VILLAGE BOARD
138 E Main Street
Mt Horeb WI 53572

The undersigned owner (agent) of the property herein described hereby requests you to consider approval of a certified survey map for the following described property:

(1) Location of property (include street address, outlot, subdivision) _____
Lots 1 - 8 Carl Boeck's Survey and Plat (111 S First Street)

(2) Owner and Address Hoff Associates of Mt Horeb LLP
8500 Greenway Blvd #200
Middleton, WI 53562

(3) The survey contains 2 lots and 0.58 acres.

(4) The proposed zoning, if different, will be PD - 1

All the data required by Section 18.23 of the Subdivision Ordinance (has) (has not) been provided.

SIGNED: [signature]
(applicant)

Engineer
(applicant's interest in the property)

312 E. Main Street
Mt. Horeb, WI 53572
(applicant's address)

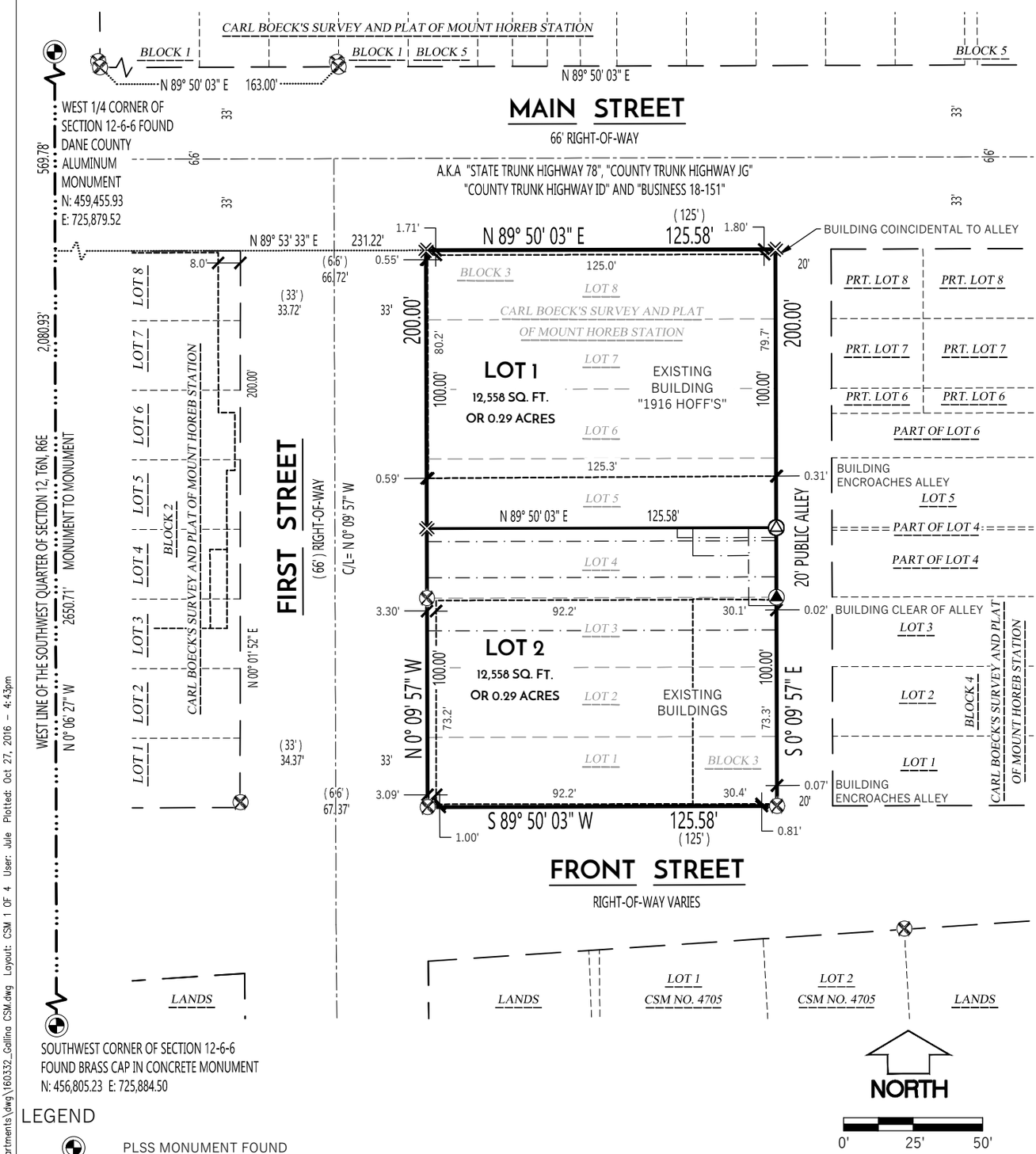
Applicant's Phone: (608) 843-3388

Referred to:_____ Date:_____ Approved:_____

Date of Village Board approval:_____

CERTIFIED SURVEY MAP NO._____

REDIVISION OF LOTS 1, 2, 3, 4, 5, 6, 7 AND 8, WHICH MAKE UP ALL OF BLOCK 3 OF CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION, RECORDED OCTOBER 31, 1883 IN VOLUME A BOOK OF PLATS ON PAGE 41, AS DOCUMENT NO. 157120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.



LEGEND

- PLSS MONUMENT FOUND
- PK NAIL FOUND
- CUT CROSS FOUND
- PK NAIL SET
- CUT CROSS SET
- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION LINE
- PLATTED LINE
- EASEMENT LINE
- EXISTING BUILDING
- ( ) RECORDED INFORMATION

NOTES:

1. FIELD WORK PERFORMED BY WYSER ENGINEERING, LLC. ON JUNE 2ND AND 3RD, 2016 AND SEPTEMBER 8TH, 2016.
2. NORTH REFERENCE FOR THIS PLAT OF SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WISCRS DANE, NAD 83 (2011) GRID NORTH . THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 12 BEARS N 00°06' 27" W
3. THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.
4. SEE SHEET 2 OF 4 FOR EASEMENT DETAIL

WISCONSIN
JULIUS W. SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

WYSER ENGINEERING

PREPARED BY:
312 EAST MAIN STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
GALLINA CORPORATION
101 EAST MAIN STREET SUITE 500
MOUNT HOREB, WI 53572

SURVEYED BY: JWS/BJK
DRAWN BY: JWS
APPROVED BY: JWS

PROJECT NO: 160332
SHEET NO: 1 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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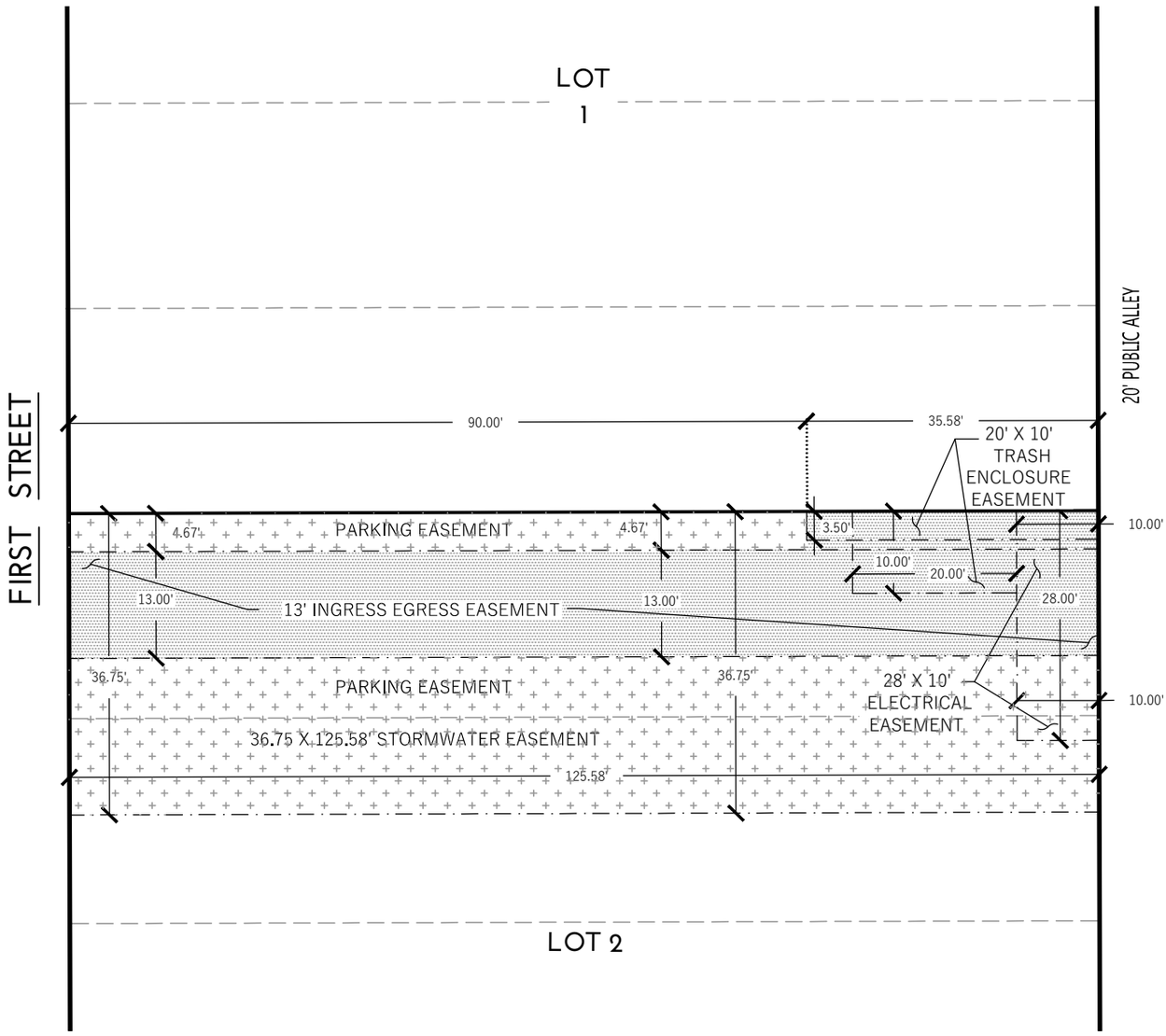
CERTIFIED SURVEY MAP NO._____

REDIVISION OF LOTS 1, 2, 3, 4, 5, 6, 7 AND 8, WHICH MAKE UP ALL OF BLOCK 3 OF CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION, RECORDED OCTOBER 31, 1883 IN VOLUME A BOOK OF PLATS ON PAGE 41, AS DOCUMENT NO. 157120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

EASEMENT DETAIL



EASEMENT RECORDING INFORMATION

EXISTING 28' X 10' ELECTRICAL EASEMENT BENEFITING LOT 1 RECORDED AS DOCUMENT NO. _____

EXISTING 36.75' X 125.58' STORMWATER EASEMENT BENEFITING LOT 1 RECORDED AS DOCUMENT NO. _____

EXISTING 20' X 10' TRASH ENCLOSURE EASEMENT BENEFITING LOT 1 RECORDED AS DOCUMENT NO. _____

EXISTING 13' INGRESS EGRESS EASEMENT AND PARKING EASEMENT BENEFITING LOT 1 RECORDED AS DOCUMENT NO. _____

NORTH

0' 10' 20'

LEGEND

- CSM BOUNDARY
- PLATTED LINE
- EASEMENT LINE
- PARKING / STORMWATER AREA
- INGRESS EGRESS / STORMWATER AREA

NOTES:

1. NORTH REFERENCE FOR THIS PLAT OF SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WISCRS DANE, NAD 83 (2011) GRID NORTH . THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 12 BEARS N 00°06' 27" W
2. ALL EASEMENTS SHOWN ARE EXISTING AND ALL LINES ARE PARALLEL TO PREVIOUSLY PLATTED AND LOT LINES DEFINED IN THIS CSM. ALL EASEMENTS SHOWN BENEFITED LOTS 5-8 CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION WHICH IS THE LAND DESCRIBED AS LOT 1 OF THIS CSM.

WISCONSIN
JULIUS W.
SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

WYSER ENGINEERING

PREPARED BY:
312 EAST MAIN STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
GALLINA CORPORATION
101 EAST MAIN STREET SUITE 500
MOUNT HOREB, WI 53572

SURVEYED BY: JWS/BJK
DRAWN BY: JWS
APPROVED BY: JWS

PROJECT NO: 160332
SHEET NO: 2 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

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CERTIFIED SURVEY MAP NO._____

REDIVISION OF LOTS 1, 2, 3, 4, 5, 6, 7 AND 8, WHICH MAKE UP ALL OF BLOCK 3 OF CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION, RECORDED OCTOBER 31, 1883 IN VOLUME A BOOK OF PLATS ON PAGE 41, AS DOCUMENT NO. 157120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

LEGAL DESCRIPTION

ALL OF LOTS 1, 2, 3, 4, 5, 6, 7 AND 8, WHICH MAKE UP ALL OF BLOCK 3 OF CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION, RECORDED OCTOBER 31, 1883 IN VOLUME A BOOK OF PLATS ON PAGE 41, AS DOCUMENT NO. 157120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 12, AFORESAID; THENCE NORTH 00 DEGREES 06 MINUTES 27 SECONDS WEST, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER, 2,080.93 FEET;

THENCE NORTH 89 DEGREES 53 MINUTES 33 SECONDS EAST, 231.22 FEET TO THE EAST RIGHT-OF-WAY LINE OF FIRST STREET AND THE NORTHWEST CORNER OF BLOCK 3 OF CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION, ALSO BEING THE POINT OF BEGINNING;

THENCE ALONG THE NORTH LINE OF SAID BLOCK 3 ALSO BEING THE SOUTH RIGHT-OF-WAY LINE OF MAIN STREET NORTH 89 DEGREES 50 MINUTES 03 SECONDS EAST, 125.58 FEET TO THE EAST LINE OF SAID BLOCK 3 AND WEST LINE RIGHT-OF-WAY OF A 20' PUBLIC ALLEY;

THENCE ALONG SAID EAST LINE OF BLOCK 3 SOUTH 00 DEGREES 09 MINUTES 57 SECONDS EAST, 200.00 FEET TO THE SOUTH LINE OF SAID BLOCK 3 AND NORTH RIGHT-OF-WAY LINE OF FRONT STREET;

THENCE ALONG THE SAID NORTH RIGHT-OF-WAY OF FRONT STREET SOUTH 89 DEGREES 50 MINUTES 03 SECONDS WEST, 125.58 FEET TO THE WEST LINE OF SAID BLOCK 3 AND AFORESAID EAST RIGHT-OF-WAY LINE OF FRONT STREET;

THENCE ALONG SAID EAST RIGHT-OF-WAY LINE OF FIRST STREET NORTH 00 DEGREES 09 MINUTES 57 SECONDS WEST, 200.00 FEET BACK TO THE POINT OF BEGINNING

SAID PARCEL CONTAINS 25,116 SQUARE FEET OR 0.58 ACRES.

SURVEYOR'S CERTIFICATE

I, JULIUS W. SMITH, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3091, DO HEREBY CERTIFY THAT BY DIRECTION OF GALLINA CORPORATION, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF MOUNT HOREB AND DANE COUNTY, WISCONSIN.

_____ _____

JULIUS W. SMITH, S-3091 DATE

WISCONSIN PROFESSIONAL LAND SURVEYOR

WISCONSIN
JULIUS W.
SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

CERTIFIED SURVEY MAP NO._____

REDIVISION OF LOTS 1, 2, 3, 4, 5, 6, 7 AND 8, WHICH MAKE UP ALL OF BLOCK 3 OF CARL BOECK'S SURVEY AND PLAT OF MOUNT HOREB STATION, RECORDED OCTOBER 31, 1883 IN VOLUME A BOOK OF PLATS ON PAGE 41, AS DOCUMENT NO. 157120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

HOFF ASSOCIATES OF MT HOREB LLP, AS OWNER, HEREBY CERTIFIES THAT IT CAUSED THE LANDS DESCRIBED HEREON TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN. IT ALSO CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S. 236.34 TO BE SUBMITTED TO THE VILLAGE OF MOUNT HOREB FOR APPROVAL.

BY: _____
JOSEPH R. GALLINA
MANAGING PARTNER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS_____DAY OF_____, 2016, THE ABOVE NAMED JOSEPH R. GALLINA, AS THE MANAGING PARTNER OF HOFF ASSOCIATES OF MT. HOREB LLP TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____
NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES

CONSENT OF MORTGAGEE

BANK OF PRAIRIE DU SAC, AS MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEY, DIVIDING, MAPPING AN DDEDIDATION OF THE ABOVE DESCRIBED LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE OWNER'S CERTIFICATE

BANK OF PRAIRIE DU SAC

BY: _____

NAME: _____

TITLE: _____

STATE OF WISCONSIN)
)SS
COUNTY OF DANE)

PERSONALLY CAME BEFORE ME THIS_____DAY OF_____, 201_, THE ABOVE

NAMED _____ , AS_____ OF BANK OF PRAIRIE DU SAC AND KNOWN TO ME TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

_____ _____
NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES

VILLAGE OF MOUNT HOREB APPROVAL

THE VILLAGE OF MOUNT HOREB HAS APPROVED THIS CERTIFIED SURVEY MAP.

_____ _____
ALYSSA GROSS DATE
VILLAGE CLERK, VILLAGE OF MOUNT HOREB

WISCONSIN
JULIUS W.
SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

OFFICE OF THE REGISTER OF DEEDS

_____COUNTY, WISCONSIN

RECEIVED FOR RECORD_____,

20____ AT_____O'CLOCK_____M AS

DOCUMENT # _____

IN VOL. _____ OF CERTIFIED SURVEY

MAPS ON PAGE(S) _____ .

_____
REGISTER OF DEEDS

WYSER ENGINEERING

PREPARED BY:	PREPARED FOR:		
312 EAST MAIN STREET MOUNT HOREB, WI 53572 www.wyserengineering.com	GALLINA CORPORATION 101 EAST MAIN STREET SUITE 500 MOUNT HOREB, WI 53572	SURVEYED BY: JWS/BJK DRAWN BY: JWS APPROVED BY: JWS	PROJECT NO: 160332 SHEET NO: 4 of 4

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PLUNKETT RAYSICH
ARCHITECTS, LLP

7 November 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 S.I.P. Submittal 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

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	22,394
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	28 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. 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.

3. 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.

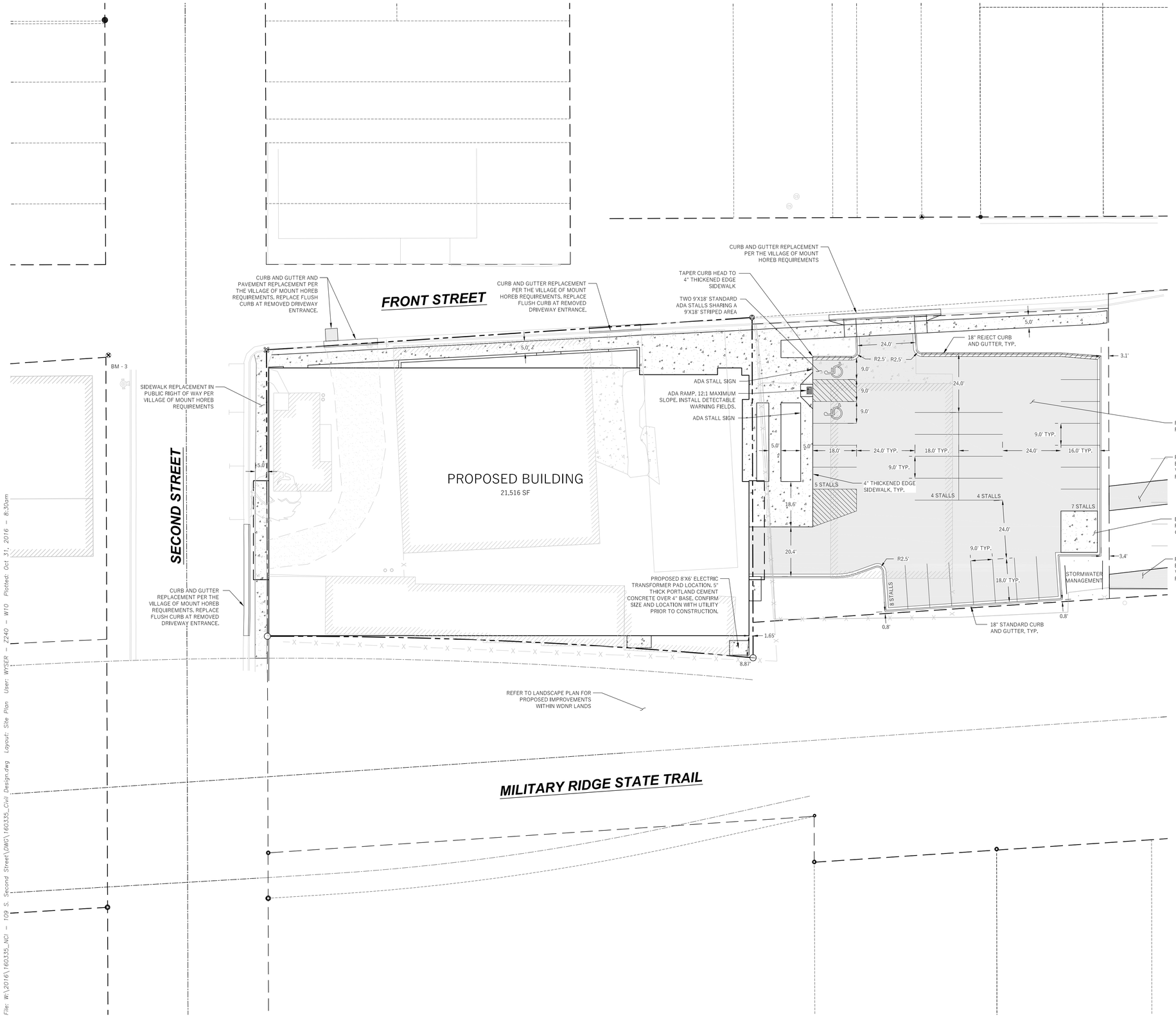
A pedestrian plaza on the east side of the building fronts the surface parking and provides a pedestrian connection from Front Street to the Military Ridge bike path to the south.

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



LEGEND (PROPOSED)

- PROPOSED PROPERTY BOUNDARY
- EASEMENT
- BUILDING FOOTPRINT
- 18" STANDARD CURB AND GUTTER
- 18" REJECT CURB AND GUTTER
- ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- STORMWATER TREATMENT FACILITY

NORTH

GENERAL NOTES

1. UNDERLYING SITE CONTOURS AND INFORMATION BASED ON FIELD WORK PERFORMED BY WYSER ENGINEERING IN JUNE/JULY 2016. CONTRACTOR TO CONFIRM ALL ELEVATIONS, GENERAL DRAINAGE AND EARTHWORK REQUIREMENTS PRIOR TO CONSTRUCTION.
2. THE BENCHMARK LOCATIONS ARE SHOWN FOR REFERENCE ONLY ON THIS PLAN. THE BENCHMARKS SHALL BE VALIDATED BY LICENSED LAND SURVEYOR PRIOR TO CONSTRUCTION. CONTRACTOR ASSUMES RISK ASSOCIATED WITH BENCHMARK ELEVATIONS UNTIL CONFIRMED.
3. CONTRACTOR TO OBTAIN APPROPRIATE PERMITS FOR STREET OPENINGS & TO WORK WITHIN THE VILLAGE'S LAND IF REQUIRED.
4. WYSER ENGINEERING SHALL BE HELD HARMLESS AND DOES NOT WARRANT ANY DEVIATIONS BY THE OWNER OR CONTRACTOR FROM THE APPROVED CONSTRUCTION PLANS THAT MAY RESULT IN DISCIPLINARY ACTIONS BY REGULATORY AGENCIES.
5. IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS WITHIN THE PLAN BECOME APPARENT, IT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
6. ALL MUNICIPAL UTILITY CONNECTIONS, WORK IN ROW, PUBLIC OUTLOTS AND PUBLIC EASEMENTS SHALL BE IN ACCORDANCE WITH VILLAGE OF MOUNT HOREB STANDARD SPECIFICATIONS.

SITE INFORMATION BLOCK:

SITE ADDRESS: 201 E FRONT ST & 109 S 2ND ST
SITE ACREAGE: 0.98 AC
USE OF PROPERTY: COMMERCIAL
ZONING: PLANNED DEVELOPMENT DISTRICT (PDD)
TOTAL NUMBER OF PARKING STALLS (INCLUDING GARAGE): 28 (47)
NUMBER OF STALLS DESIGNATED ACCESSIBLE: 3

DISTURBANCE LIMITS: 42,689 SQ. FT.
IMPERVIOUS SURFACE AREA WITHIN DISTURBANCE LIMITS: 37,973 SQ.FT.
PERCENT IMPERVIOUS WITHIN DISTURBANCE LIMITS: 89.0%

DIGGERS HOTLINE
Toll Free (800) 242-8511 -or- 811
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

WYSER ENGINEERING

NATIONAL CONSTRUCTION INCORPORATED
109 S. SECOND STREET
MOUNT HOREB, WI 53572

DULUTH TRADING COMPANY
PROPOSED OFFICE BUILDING
VILLAGE OF MOUNT HOREB, DANE COUNTY, WI

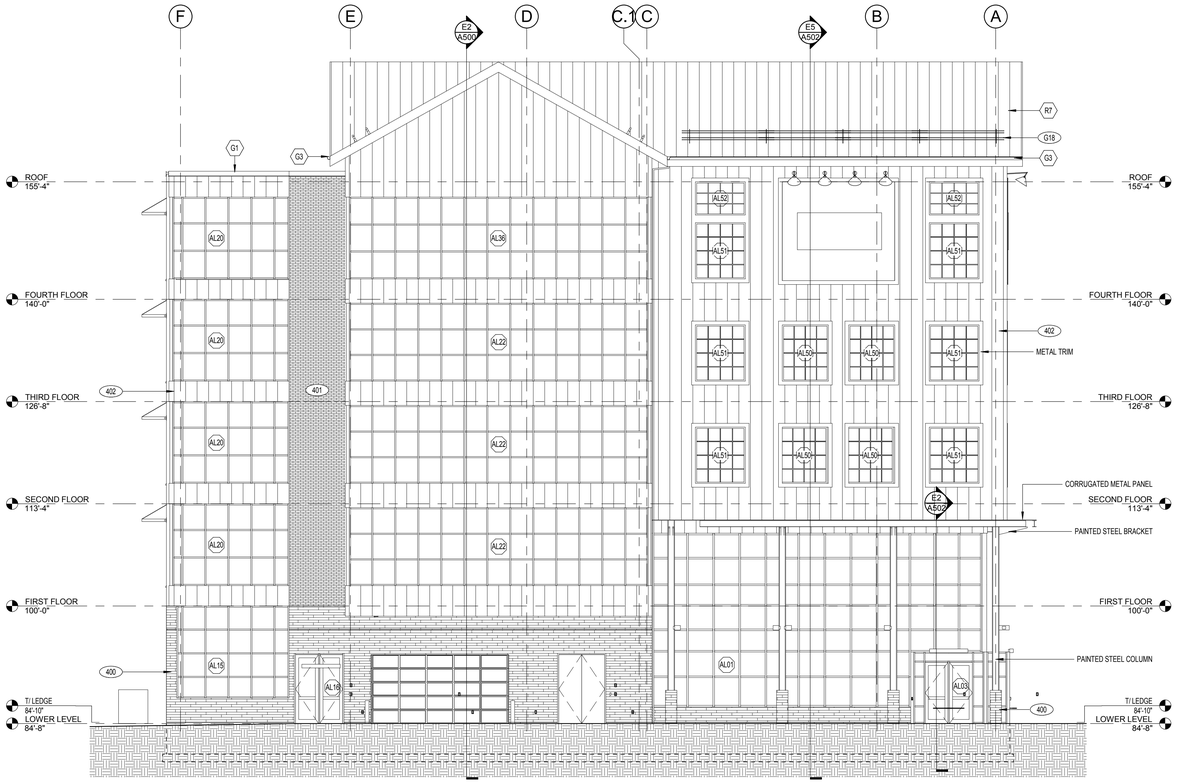
Sheet Title: SITE PLAN

Revisions:

No.	Date:	Description:

Graphic Scale	0' 5' 10' 20' 30'
Wyser Number	16-0335
Set Type	SIP SUBMITTAL
Date Issued	11/07/16
Sheet Number	C100

File: W:\2016\160335_NCI - 109 S. Second Street\DWG\160335_Civil Design.dwg Layout: Site Plan User: WYSER - Z240 - W10 Plotted: Oct 31, 2016 - 8:30am



B1 A400 **EAST ELEVATION**
1/8" = 1'-0"

EXTERIOR FINISH PATTERNS

- SHINGLES
- BRICK
- SIDING
- 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 1X4 FIBER CEMENT TRIM (TYP.)

C. REFER TO SHEET --- FOR WINDOW FRAME ELEVATIONS

D. SEALANT COLORS TO MATCH ADJACENT FINISHED SURFACES.

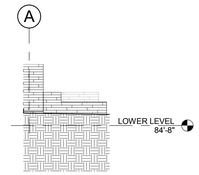
E. FIBER CEMENT COLOR TO BE REDWOOD STAIN.

KEYNOTE LEGEND - EXTERIOR ELEVATION NOTES

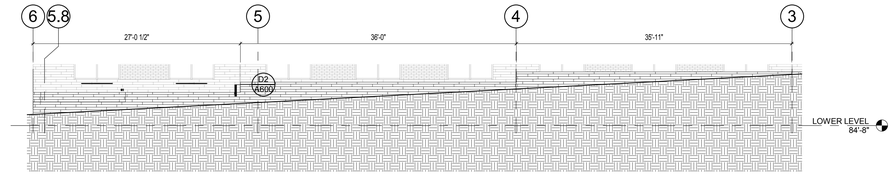
NOTE #	EXTERIOR ELEVATION NOTE
400	ARCHITECTURAL PRECAST CONCRETE. ALIGN JOINTS WITH MULLIONS.
401	FACE BRICK - MODULAR (RED RANGE).
402	METAL WALL PANEL SYSTEM - STANDING SEAM (WEATHERED ZINC).
403	PREMANUFACTURED ALUMINUM SUNSHADE (BLACK).
404	1"D x 8"W BRICK REVEAL.
405	1"D x 1"W CONCRETE REVEAL.

KEYNOTE LEGEND - CONSTRUCTION TYPES

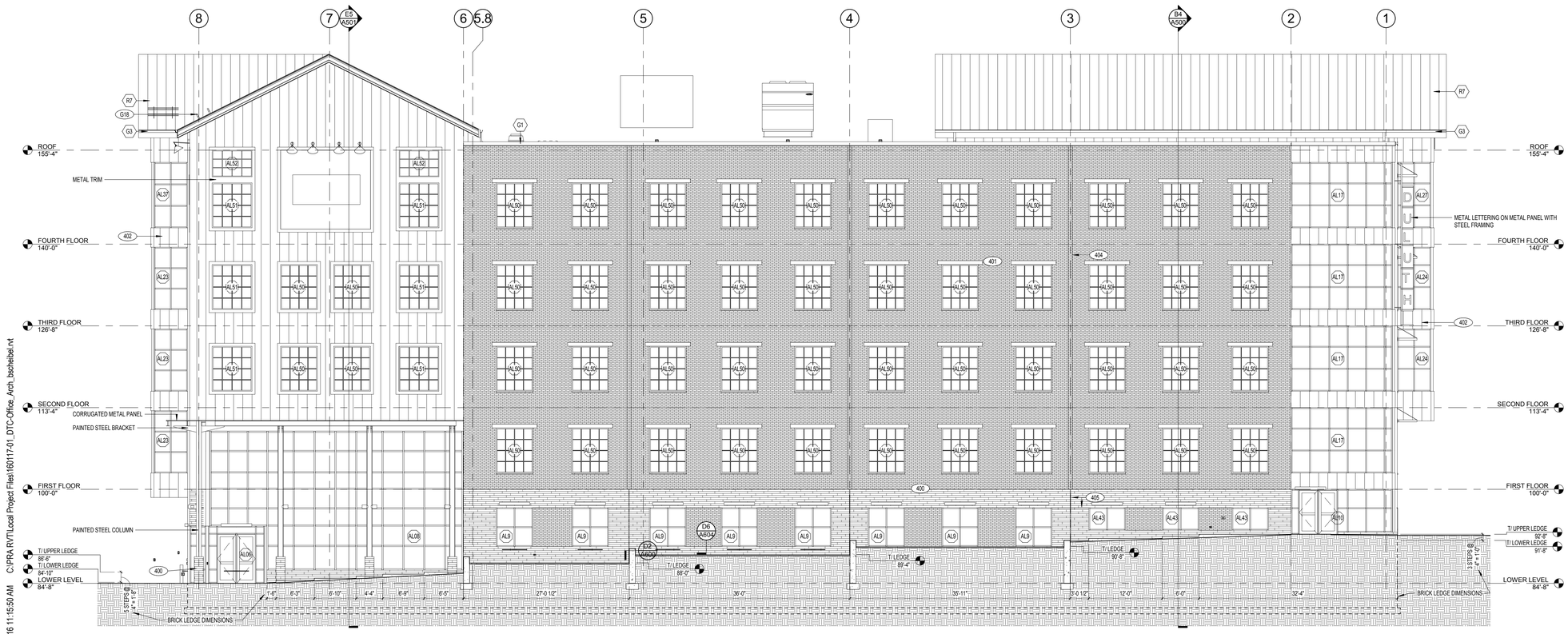
TAG	CONSTRUCTION DESCRIPTION
C1	LAY-IN CEILING PANELS IN EXPOSED GRID SYSTEM SUSPENDED FROM STRUCTURE ABOVE.
C14	EXTERIOR SOFFIT: METAL SOFFIT PANEL SYSTEM (25% PERFORATED) ON (EDIT FOR FRAMING SYSTEM)
E2	ALUMINUM STOREFRONT SYSTEM WITH INSULATING GLASS.
E3	ALUMINUM ENTRANCE SYSTEM WITH TEMPERED INSULATING GLASS (EDIT FOR SCHOOLS: 1/4" TEMPERED GLASS IN DOORS).
E4	ALUMINUM CURTAIN WALL SYSTEM WITH INSULATING GLASS (EDIT: 1" INSULATED CERAMIC-COATED SPANDREL GLASS UNITS) (EDIT: 1" INSULATED PANEL).
E5	ALUMINUM CLAD WOOD WINDOW SYSTEM WITH INSULATING GLASS.
E7	INSULATED STEEL DOOR WITH INSULATING GLASS.
G1	METAL FASCIA SYSTEM: METAL GRAVEL STOP ON 2x WOOD BLOCKING
G3	METAL GUTTER.
G14	METAL DOWNSPOUT.
G18	RAIL STYLE SNOW GUARD.
J1	PRECAST CONCRETE SILL. SEE DETAIL XXX FOR PROFILE.
J2	PRECAST WATERTABLE. SEE DETAIL XXX FOR PROFILE.
R2	SINGLE PLY ROOFING SYSTEM: FULLY ADHERED EPDM MEMBRANE ON RIGID INSULATION (AVG=R-30) (ON VAPOR RETARDER) ON 5/8" EXTERIOR SHEATHING ON (EDIT FOR ROOF FRAMING/DECKING/VAPOR RETARDER).
R7	PREFORMED METAL ROOFING SYSTEM: STANDING SEAM METAL ROOF PANELS ON SLIP SHEET ON UNDERLAYMENT MEMBRANE ON (EDIT FOR ROOF FRAMING/DECKING/SUBSTRATE)
S1	REINFORCED CONCRETE SLAB ON VAPOR BARRIER ON DRAINAGE FILL.
S2	REINFORCED CONCRETE TOPPING ON STRUCTURAL CONCRETE DECK.
S3	CAST-IN-PLACE REINFORCED CONCRETE ON METAL DECK.



B4 A400 **EAST ELEVATION - RETAINING WALL**
1/8" = 1'-0"



B5 A400 **NORTH ELEVATION - RETAINING WALL**
1/8" = 1'-0"



E1 A400 **NORTH ELEVATION**
1/8" = 1'-0"

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pra PLUNKETT RAYSICH ARCHITECTS, LLP
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Corporate Headquarters

E Front St & S 2nd St
Mt Horeb, WI 53572

Revisions

Drawn By: BNS

Date: 7 NOV 16

Job No.: 160117-01

Sheet No.: A400

NOT FOR CONSTRUCTION

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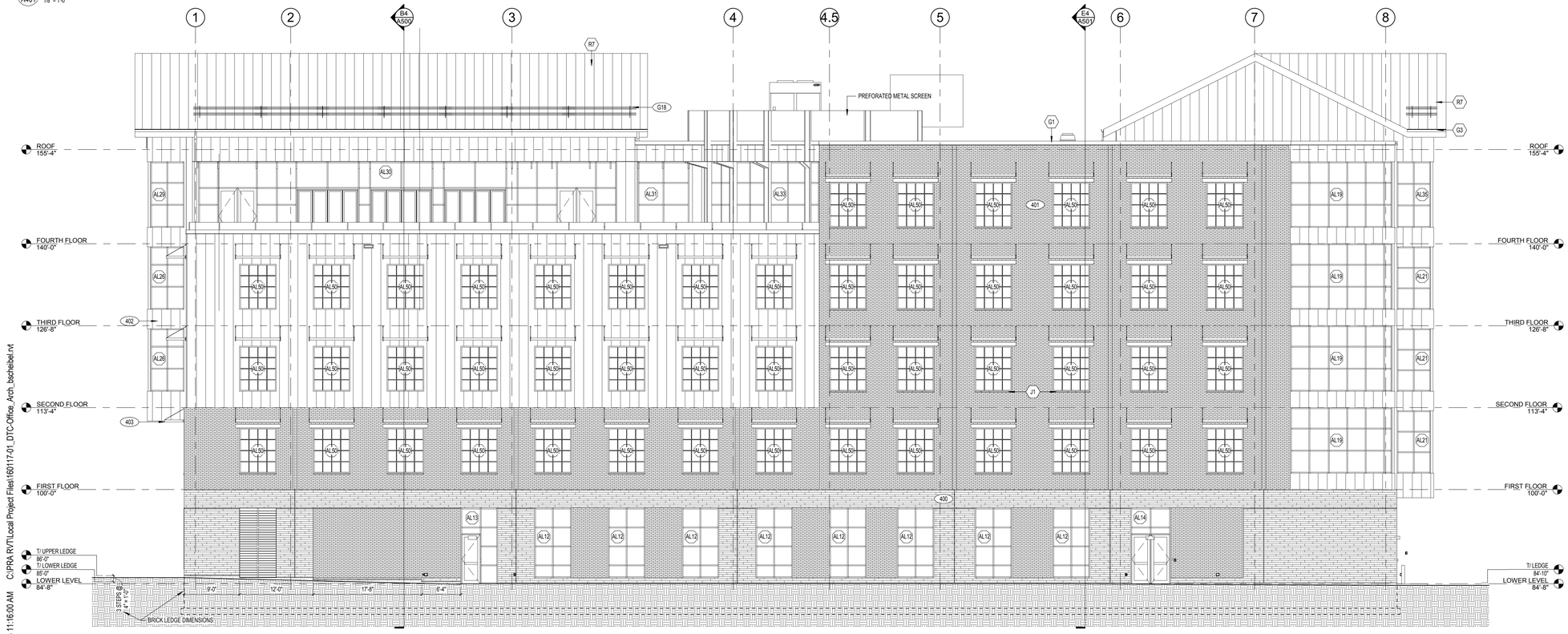
B1 A401 **WEST ELEVATION**
1/8" = 1'-0"



E1 A401 **SOUTH ELEVATION**
1/8" = 1'-0"

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EXTERIOR FINISH PATTERNS

- SHINGLES
- BRICK
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- SHAKES

EXTERIOR ELEVATIONS - GENERAL NOTES

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Drawn By: BNS

Date: 7 NOV 16

Job No.: 160117-01

Sheet No.: A401

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VANDEWALLE & ASSOCIATES INC.

To: Village of Mount Horeb Plan Commission

From: Village Planner Michael A. Slavney, FAICP

Date: 28 November 2016

Re: Proposed Specific Implementation Plan and Design Review for a Five-Story Office Building and On-Site Surface Parking Lot at 209 South Second Street and 201 East Front Street to provide tenant space for the Duluth Trading Company's Corporate Headquarters.

Background

The Village of Mount Horeb has recently approved General Development Plan (GDP) zoning for this project. The proposed Specific Implementation Plan (SIP) is fully consistent with the GDP zoning, including all required conditions attached to the GDP. The following description of the project reflects the additional details required by the SIP, as provided in the application. Specifically, 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.

Zoning and Planning

Both sites are currently zoned GDP, and were previously zoned Central Business (CB) – the Village's Downtown zoning district. 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.) As described in General Development Plan review memo, I consider both sites to be under-utilized and in a blighted condition. Redevelopment of both sites *is consistent* with the Village's Comprehensive Plan.

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 façades 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. This evaluation was endorsed by the Plan Commission through the approval of the General Development Plan.

Projects containing non-residential development in the downtown area are not subject to a specific maximum density, but are rather subject to the maximum lot coverage and maximum floor area ratio requirements of the CB Zoning District. Planned Developments may exceed such maximums, if such flexibility is granted in the General Development Plan (zoning) step. However, the proposed project does not need such flexibility, as it complies with both the lot coverage and floor area ratio requirements. Specifically, the CB Zoning District allows a maximum lot area coverage of 100% versus the 50% proposed. And the CB Zoning District allows a maximum floor area ratio of 3.00 versus 2.52 proposed. (108,582 square feet of gross floor area ÷ 43,013 square feet of lot area).

The approved General Development Plan provides the flexibility necessary to exceed the maximum height limit of the Central Business Zoning District of four floors and 50 feet, by allowing the proposed building to contain five stories and up to a maximum height of 65 to 80 feet. The proposed building is fully consistent with the approved GDP.

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.

The SIP submittal identifies several items of requested flexibility from the standards of the Central Business (CB) Zoning District. Each of these proposed flexibilities *have been granted by the GDP*:

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**. 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 2.52 is under the permitted maximum of 3.0. <u>No flexibility is needed for the floor area ratio</u>.

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.

The Proposed Specific Implementation Plan (SIP)

The proposed SIP is fully consistent with the approved GDP. The proposed SIP 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 façades. 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. Two outdoor art display areas have been identified adjacent to the main entrance along the north and east sides of the building in the plaza areas.

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

2.52. 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 (SIP) Review:

Requested Flexibility from Zoning Ordinance Requirements:

The proposed SIP identifies the following items of flexibility from the standards of the Central Business 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**. 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.

No other items of flexibility are requested. Each of these flexibilities was approved in the General Development Plan.

Village Planner's Review of the Specific Implementation Plan (SIP)

I have the following observations:

1. **Consistency with the General Development Plan:** The proposed SIP is fully consistent with the approved GDP. It provides a very high-quality building of sound design and materials that are consistent with the downtown area, and with similar projects around Dane County.

2. **Building Configuration and Format:** The proposed building configuration and format is identical to the approved GDP. A high-quality building design, fully consistent with downtown design requirements, is provided. Specifically, a five-story downtown building, placed very close to

the sidewalks and rights-of-way is provided, with regularly-spaced window and door openings, and a modern pitched urban roof and parapet format.

3. **Exterior Building Materials:** The proposed exterior building materials and colors are fully consistent with those suggested in the approved GDP. High-quality exterior materials, fully consistent with downtown design requirements, are provided. On the ground floor, regularly-spaced display windows will be placed along the Front Street and Second Street façades to conceal the parking level and provide a storefront appearance.

4. **Proposed Landscaping:** The proposed landscaping is fully consistent with the concept depicted in the approved GDP. An excellent mix of shrubs and perennials will be planted and maintained along the base of the foundation in the planter on the Front Street façade, and the off-site parking lot will be provided with generous landscaping – highlighted by a Bur Oak in the southeast corner – the signature tree of the Driftless Area.

5. **Proposed Exterior Lighting:** Exterior lighting fully complies with the Zoning Ordinance requirements. The proposed Domus fixtures will reflect the industrial materials theme present in the building. Ground-mounted narrow-focus spot lights will highlight the decorative features at ground level.

6. **Proposed Exterior Signage:** Detailed exterior signage has not been provided in the SIP submittal. No exterior signage may be placed within the SIP without Plan Commission approval under the Site Plan review process. Total exterior sign area must comply with the limits approved in the GDP.

7. **Proposed Display Window Contents:** The use of display windows for displaying graphics was approved along the ground floor of Front Street façade. These windows will display Duluth Trading Company's familiar advertising graphics. Note that the Village Zoning Ordinance allows in-window signage to cover up to 20% of the window area on any building façade. The proposed first floor graphics will total about 17% of said total in-window area along the Front Street façade.

8. **Site Engineering and Public Works Details:** Detailed Erosion Control and Stormwater Control plans have been submitted along with the SIP. The Village's consulting engineer has indicated the need for several conditions of approval that are procedural in nature. Any recommendation on the part of the Plan Commission, and any action by the Village Board, regarding the SIP, should incorporate Mr. Wright's email comments from November 17th.

9. **On-Site Parking:** On-Site parking is not required in the Central Business zoning district, and no specific requirement for on-site parking was identified in the General Development Plan. Under current parking conditions, the approval of this SIP will likely result in a shortage of public on-street parking in the vicinity of this project – potentially reaching to Main Street. The property owner, tenant, and the Village of Mount Horeb should work together to remedy this situation immediately upon approval of the SIP.

Village Planner's Recommendations Regarding the SIP:
If acceptable to the Plan Commission, the Village Planner recommends the Plan Commission make, consider, and adopt a motion that finds the proposed SIP to be fully consistent with the requirements of the GDP, that also recommends approval of the proposed SIP 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, and 1-3, below:

1. Compliance with the Village Engineer's email comments from November 17, 2016.

2. 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.

3. Any additional requirements identified by Village Staff, the Village Engineer, the Plan Commission, or the Village Board.

Kathy Hagen

From: Robert Wright [Robert.Wright@smithgroupjjr.com]
Sent: Thursday, November 17, 2016 5:03 PM
To: Kathy Hagen; Michael Slavney
Cc: Nic Owen
Subject: RE: Duluth Office SIP

Kathy:

1. Storm water management plan meets the intent of the village ordinance. Storm water quality from the parking lot to be treated within a bio-retention area in the southwest corner of the new parking lot. A signed and recorded long term maintenance agreement is required as part of the SW/EC permit process. This SW/EC has been received via separate cover and is currently under review. We have not viewed any reason why the SW/EC would not be approved with only minor changes.
2. There appears to be a saw cut edge between the existing municipal lot and the new parking lot's easterly edge. It is shown on the landscape drawings to be filled with limestone mulch. This will be a maintenance issue for the Village municipal parking lot. We suggest a curbed island at this location.
3. A manhole should be added at the connection of the new 6-inch lateral to the public sewer main.
    a. Easements have been discussed previously with the engineer and will be recorded by the Developer.
4. A sanitary manhole currently exists in the gravel driveway behind the home that fronts on S. Second Street. This should be removed and the service main properly abandoned to the connection to the main.
5. Grease interceptor should be noted on the drawings on the sanitary sewer.
6. Connection to the water main is not currently shown on the drawings.
7. Existing water services shall be removed and abandoned at the main by shutting off the corporation at the main and removing the service
8. Prior to demolition and construction on the project site, a review of the existing curb should be completed to determine if damage to recently installed concrete curb was damaged during construction.
9. The 48 spaces being provided as part of this development may be inadequate to fully address the needs of a structure this large in the area. The few spots provided may further stress the limited parking in the downtown area for retail and restaurant parking.

Robert Wright, PE
Associate | Civil Engineer

SmithGroupJJR

t 608.251.1177 **d** 608.327.4433
f 734.780.8952 **c** 608.212.1063

From: Kathy Hagen [mailto:Kathy.Hagen@mounthorebwi.info]
Sent: Thursday, November 10, 2016 4:25 PM
To: Robert Wright <Robert.Wright@smithgroupjjr.com>; Michael Slavney <mslavney@vandewalle.com>
Cc: Nic Owen <Nic.Owen@mounthorebwi.info>
Subject: Duluth Office SIP

Gentlemen,

Attached is the Specific Implementation Plan and CSM submittal for the Duluth Office Building project. This will be on the November 30 Plan Commission agenda. If possible could I please have your review/comments by November 18.

Village of Mt. Horeb

138 East Main Street
Mt. Horeb Wisconsin 53572

APPLICATION FOR A CERTIFIED SURVEY MAP

Date: 2016/11/30

Fee: (Reimbursable Agreement) (see reverse side)

TO: THE VILLAGE PRESIDENT AND VILLAGE BOARD
138 E Main Street
Mt Horeb WI 53572

The undersigned owner (agent) of the property herein described hereby requests you to consider approval of a certified survey map for the following described property:

(1) Location of property (include street address, outlot, subdivision) _____
109 S Second Street / 201 E Front Street

(2) Owner and Address TRI Holdings, LLC
2 East Mifflin St, Suite 600
Madison, WI 53703

(3) The survey contains 1 lots and 0.99 acres.

(4) The proposed zoning, if different, will be PD - 1

All the data required by Section 18.23 of the Subdivision Ordinance (has) (has not) been provided.

SIGNED: Wade P. Vye
(applicant)

Engineer
(applicant's interest in the property)

312 E. Main St
Mt. Horeb, WI 53572
(applicant's address)

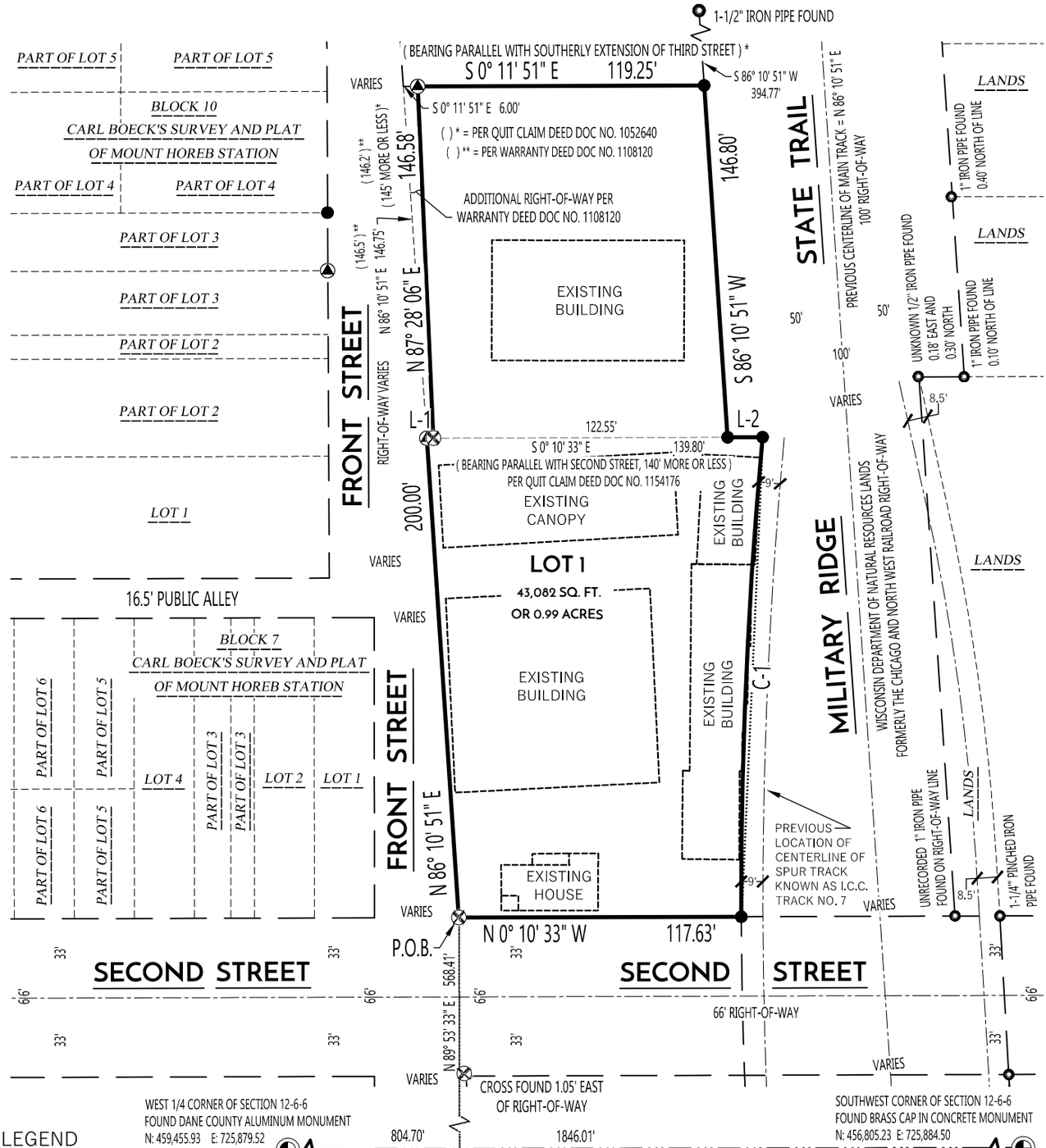
Applicant's Phone: (608) 843-3388

Referred to:_____ Date:_____ Approved:_____

Date of Village Board approval:_____

CERTIFIED SURVEY MAP NO._____

LANDS DESCRIBED IN QUIT CLAIM DEEDS DOCUMENT NOS. 1052640 AND 1154176 AND EXCLUDING WARRANTY DEED DOCUMENT NO. 1108120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.



LEGEND

- PLSS MONUMENT FOUND
- IRON PIPE FOUND
- 1" REBAR FOUND
- PK NAIL FOUND
- CUT CROSS FOUND
- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- SECTION LINE
- PLATTED LINE
- CHORD LINE
- EASEMENT LINE
- EXISTING BUILDING
- ( ) RECORDED INFORMATION

NOTES:

1. FIELD WORK PERFORMED BY WYSER ENGINEERING, LLC. ON JUNE 21ST AND 23RD, 2016 AND NOVEMBER XTH, 2016.
2. NORTH REFERENCE FOR THIS PLAT OF SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WISCRS DANE, NAD 83 (2011) GRID NORTH . THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 12 BEARS N 00°06' 27" W
3. THIS PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS, BOTH RECORDED AND UNRECORDED.
4. CSM BOUNDARY BASED ON SURVEY DATED NOVEMBER X, 2016 DANE COUNTY LAND RECORDS FILE NO 2016-00XXX
5. SEE SHEET 2 OF 4 FOR LINE AND CURVE TABLES, EXISTING BUILDINGS LOCATIONS AND EASEMENT DETAILS.

WISCONSIN
JULIUS W. SMITH
S-3091
CROSS PLAINS, WISCONSIN
PROFESSIONAL LAND SURVEYOR

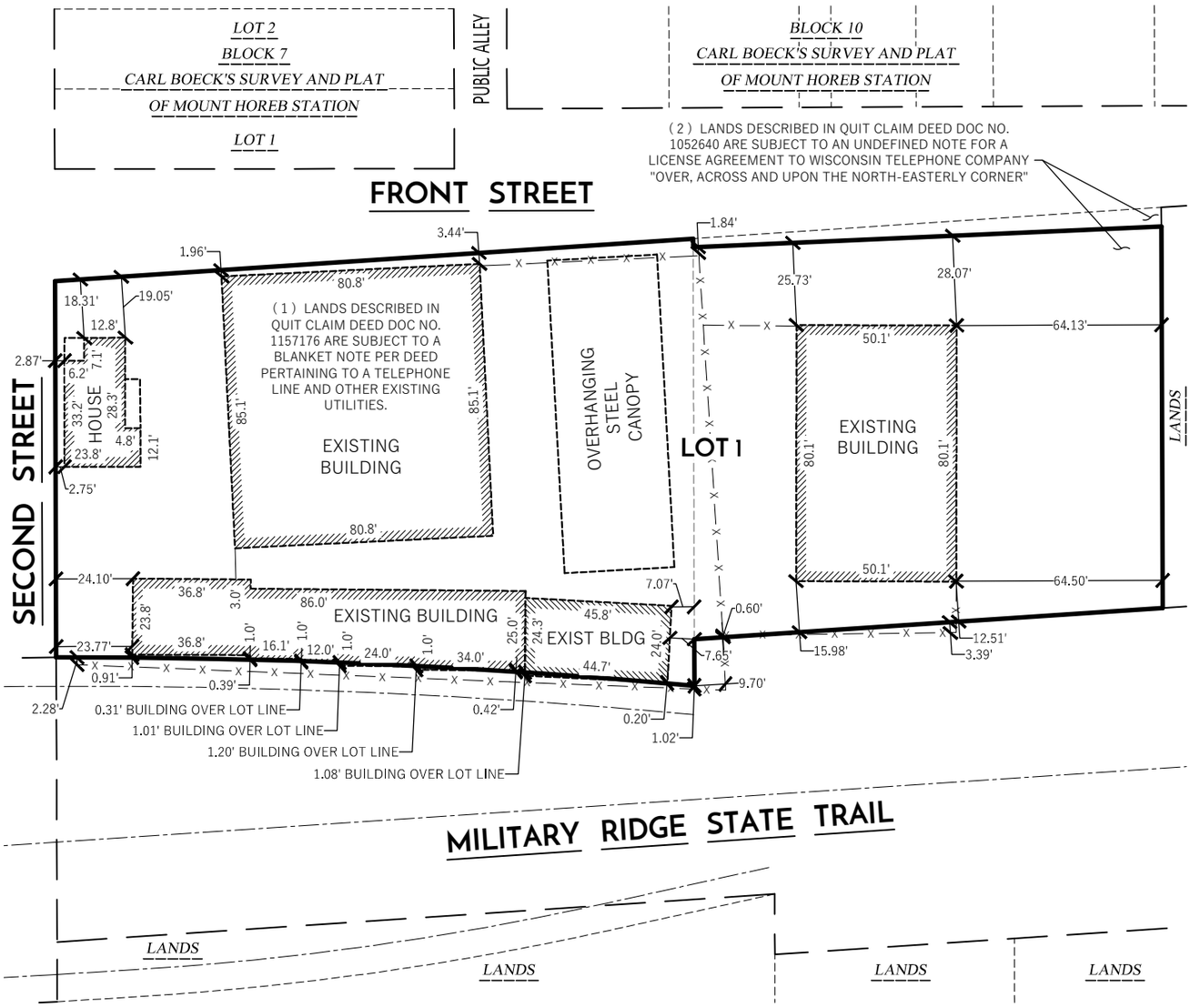
WYSER ENGINEERING	PREPARED BY: 312 EAST MAIN STREET MOUNT HOREB, WI 53572 www.wyserengineering.com	PREPARED FOR: TRI HOLDINGS, LLC 2 EAST MIFFLIN ST, SUITE 600 MADISON , WI 53703	SURVEYED BY: MSO/JWS DRAWN BY: JWS APPROVED BY: JWS
PROJECT NO: 160335 SHEET NO: 1 of 4	VOL. _____ PAGE _____ DOC. NO. _____ C.S.M. NO. _____		

File: \\WYSERSERVER\Wyser Engineering\2016\160335_NCI - 109 S. Second Street\DWG\160335_CSM.dwg Layout: CSM 1 OF 4 User: Julie Plotted: Nov 07, 2016 - 9:04am

CERTIFIED SURVEY MAP NO._____

LANDS DESCRIBED IN QUIT CLAIM DEEDS DOCUMENT NOS. 1052640 AND 1154176 AND EXCLUDING WARRANTY DEED DOCUMENT NO. 1108120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

BUILDING LOCATIONS AND EASEMENT DETAIL



DEED NOTES PERTAINING TO POSSIBLE EXISTING EASEMENTS

1. LANDS DESCRIBED IN QUIT CLAIM DEED DOCUMENT NO. 1157176 ARE "SUBJECT TO TELEPHONE LINE OF WISCONSIN TELEPHONE COMPANY." AND "EXCEPTING AND RESERVING, HOWEVER UNTO THE GRANTOR, ITS LESSEES, LICENSEES, SUCCESSORS AND ASSIGNS, THE RIGHT TO MAINTAIN, OPERATE, USE, RECONSTRUCT AND REPLACE ANY AND ALL EXISTING CONDUITS, SEWERS, WATER MAINS, GAS LINES, ELECTRIC POWER LINES, COMMUNICATION LINES, WIRES AND OTHER UTILITIES ON SAID PREMISES."

2. LANDS DESCRIBED IN QUIT CLAIM DEED DOCUMENT NO. 1052640 ARE "SUBJECT TO THE LICENSE AGREEMENT DATED OCTOBER 18, 1935, BETWEEN THE CHICAGO AND NORTH WESTERN RAILWAY COMPANY AND THE WISCONSIN TELEPHONE COMPANY, WHEREIN THE WISCONSIN TELEPHONE COMPANY IS GRANTED THE RIGHT OF CONSTRUCTING, MAINTAINING AND USING A LINE OF ELECTRICAL CONDUCTORS FOR TELEPHONE PURPOSES OVER, ACROSS AND UPON THE NORTH-EASTERLY CORNER OF THE ABOVE DESCRIBED PREMISES." *NOTE AREA WAS NOT DEFINED OTHER THAN THE NORTH-EASTERLY CORNER AND IT COULD NOT BE DETERMINED WHAT PORTION OF THE LICENSE WAS TRANSFERRED WITH WARRANTY DEED DOCUMENT NO. 1108120

NOTES:

1. NORTH REFERENCE FOR THIS PLAT OF SURVEY AND MAP ARE BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, WISCRS DANE, NAD 83 (2011) GRID NORTH . THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 12 BEARS N 00°06' 27" W

NORTH

0' 25' 50'

LINE TABLE		
LINE #	BEARING	DISTANCE
L-1	S 0° 10' 33" E	2.70'
L-2	S 0° 10' 33" E	14.54'

LEGEND

- CSM BOUNDARY
- RIGHT-OF-WAY LINE
- CENTERLINE
- PLATTED LINE
- EXISTING BUILDING

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	199.90'	2,089.00'	5° 28' 57"	N 87° 27' 50" W	199.82'

WISCONSIN
JULIUS W. SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

WYSER ENGINEERING

PREPARED BY:
312 EAST MAIN STREET
MOUNT HOREB, WI 53572
www.wyserengineering.com

PREPARED FOR:
TRI HOLDINGS, LLC
2 EAST MIFFLIN ST, SUITE 600
MADISON , WI 53703

SURVEYED BY: JWS/MSO
DRAWN BY: JWS
APPROVED BY: JWS

PROJECT NO: 160335
SHEET NO: 2 of 4

VOL. _____ PAGE _____
DOC. NO. _____
C.S.M. NO. _____

File: \\WYSERSERVER\Wyser Engineering\2016\160335_NCI - 109 S. Second Street\DWG\160335_CSM.dwg Layout: CSM 2 OF 4 User: Julie Plotted: Nov 03, 2016 - 12:35pm

CERTIFIED SURVEY MAP NO._____

LANDS DESCRIBED IN QUIT CLAIM DEEDS DOCUMENT NOS. 1052640 AND 1154176 AND EXCLUDING WARRANTY DEED DOCUMENT NO. 1108120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

LEGAL DESCRIPTION

A CONSOLIDATION OF THE LANDS DESCRIBED IN QUIT CLAIM DEEDS DOCUMENT NOS. 1052640 AND 1154176 AND EXCLUDING WARRANTY DEED DOCUMENT NO. 1108120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 12, AFORESAID; THENCE NORTH 00 DEGREES 06 MINUTES 27 SECONDS WEST, ALONG THE WEST LINE OF THE SOUTHWEST QUARTER, 1846.01 FEET;

THENCE NORTH 89 DEGREES 53 MINUTES 33 SECONDS EAST, 568.41 FEET TO THE INTERSECTION OF THE EAST RIGHT-OF-WAY LINE OF SECOND STREET AND SOUTHERLY RIGHT-OF-WAY OF FRONT STREET, ALSO BEING THE POINT OF BEGINNING;

THENCE ALONG THE SAID SOUTHERLY RIGHT OF WAY LINE OF FRONT STREET NORTH 86 DEGREES 10 MINUTES 51 SECONDS EAST, 200.00 FEET;

THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE OF SOUTH 00 DEGREES 10 MINUTES 33 SECONDS EAST, 2.70 FEET;

THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE NORTH 87 DEGREES 28 MINUTES 06 SECONDS EAST TO THE WEST LINE OF THE LANDS DESCRIBED IN QUIT CLAIM DEED RECORDED ON JULY 17, 1962 IN VOLUME 743 OF DEEDS ON PAGE 232-233 AS DOCUMENT NO. 1052640;

THENCE ALONG SAID WEST LINE SOUTH 00 DEGREES 11 MINUTES 51 SECONDS EAST, 119.25 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF THE MILITARY RIDGE STATE TRAIL, FORMERLY THE CHICAGO AND NORTH WEST RAILROAD RIGHT-OF-WAY;

THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY OF MILITARY RIDGE STATE TRAIL SOUTH 86 DEGREES 10 MINUTES 51 SECONDS WEST, 146.80 FEET;

THENCE CONTINUING ALONG SAID NORTHERLY RIGHT-OF-WAY LINE SOUTH 00 DEGREES 10 MINUTES 33 SECONDS EAST, 14.54 FEET TO A POINT OF CURVE ON SAID NORTHERLY RIGHT-OF-WAY LINE OF MILITARY RIDGE STATE TRAIL;

THENCE CONTINUING ALONG SAID CURVING NORTHERLY RIGHT-OF-WAY LINE OF MILITARY RIDGE STATE TRAIL 199.90 FEET ON A CURVE TO THE LEFT HAVING A RADIUS OF 2,089.00 FEET AND A LONG CHORD THAT BEARS NORTH 87 DEGREES 27 MINUTES 50 SECONDS WEST, 199.82 FEET TO THE AFORESAID EAST RIGHT-OF-WAY LINE OF SECOND STREET;

THENCE ALONG SAID EAST RIGHT-OF-WAY LINE OF SECOND STREET NORTH 00 DEGREES 10 MINUTES 33 SECONDS WEST, 117.63 FEET BACK TO THE POINT OF BEGINNING

SAID PARCEL CONTAINS 43,082 SQUARE FEET OR 0.99 ACRES.

SURVEYOR'S CERTIFICATE

I, JULIUS W. SMITH, WISCONSIN PROFESSIONAL LAND SURVEYOR S-3091, DO HEREBY CERTIFY THAT BY DIRECTION OF TRI HOLDINGS, LLC, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF MOUNT HOREB AND DANE COUNTY, WISCONSIN.

_____ _____

JULIUS W. SMITH, S-3091 DATE

WISCONSIN PROFESSIONAL LAND SURVEYOR

WISCONSIN
JULIUS W.
SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

CERTIFIED SURVEY MAP NO._____

LANDS DESCRIBED IN QUIT CLAIM DEEDS DOCUMENT NOS. 1052640 AND 1154176 AND EXCLUDING WARRANTY DEED DOCUMENT NO. 1108120, DANE COUNTY REGISTRY, ALL BEING A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWN 6 NORTH, RANGE 6 EAST, VILLAGE OF MOUNT HOREB, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

TRI HOLDINGS, LLC AS OWNER, WE HEREBY CERTIFY THAT WE CAUSED THE LANDS DESCRIBED HEREON TO BE SURVEYED, DIVIDED AND MAPPED AS SHOWN. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S. 236.34 TO BE SUBMITTED TO THE VILLAGE OF MOUNT HOREB FOR APPROVAL.

BY: _____
XXXXXXXXX
AUTHORIZED MEMBER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS_____DAY OF_____, 2016, THE ABOVE AUTHORIZED MEMBER FOR GALLINA CORPERATION , XXXXXXX TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____
NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES

CONSENT OF MORTGAGEE

XXXXX BANK, A BANKING ASSOCIATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN , MORTAGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEY, DIVIDING, MAPPING AND DEDICATION OF THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE OWNER'S CERTIFICATE.

BY: _____
AUTHORIZED MEMBER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME THIS_____DAY OF_____, 2016, THE ABOVE

NAMED BANKING ASSOCIATION , XXXXXX BANK AUTHORIZED MEMBER _____
TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

_____ _____
NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES

VILLAGE OF MOUNT HOREB APPROVAL

THE VILLAGE OF MOUNT HOREB HAS APPROVED THIS CERTIFIED SURVEY MAP.

_____ _____
ALYSSA GROSS DATE
VILLAGE CLERK, VILLAGE OF MOUNT HOREB

WISCONSIN
JULIUS W.
SMITH
S-3091
CROSS PLAINS
WISCONSIN
PROFESSIONAL LAND SURVEYOR

OFFICE OF THE REGISTER OF DEEDS

_____COUNTY, WISCONSIN

RECEIVED FOR RECORD_____,

20____ AT_____O'CLOCK_____M AS

DOCUMENT # _____

IN VOL. _____ OF CERTIFIED SURVEY

MAPS ON PAGE(S) _____ .

_____
REGISTER OF DEEDS

WYSER ENGINEERING

PREPARED BY:	PREPARED FOR:		
312 EAST MAIN STREET MOUNT HOREB, WI 53572 www.wyserengineering.com	TRI HOLDINGS, LLC 2 EAST MIFFLIN ST, SUITE 600 MADISON , WI 53703	SURVEYED BY: MSO/JWS DRAWN BY: JWS APPROVED BY: JWS	PROJECT NO: 160335 SHEET NO: 4 of 4

File: \\WYSERSERVER\Wyser Engineering\2016\160335_NCI - 109 S. Second Street\DWG\160335_CSM.dwg Layout: CSM 4 OF 4 User: Julie Plotted: Nov 07, 2016 - 9:56am

ORDINANCE 2016-05
VILLAGE OF MOUNT HOREB

AN ORDINANCE TO CREATE SECTION 3.10
COLLECTION OF TAX ON OVERNIGHT LODGING

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

3.10 Collection of Tax on Overnight Lodging

1. Definitions. In this chapter the following shall apply:

Gross Receipts means the total amount of the sale, lease, or rental price, as the case may be, from sales at retail of tangible personal property, or taxable services, valued in money, whether received in money or otherwise.
Hotel and Motel have the meaning as defined inWis. Stat. 77.52(2)(a)1.
Municipality means the Village of Mount Horeb, Wisconsin.
Payor means the person or entity who owes the tax imposed by this ordinance.
Room tax means the tax imposed by this ordinance.
Tourism has the meaning as defined in Wis. Stat. 77.52(2)(e).
Transient has the meaning as defined in Wis. Stat. 77.52(2)(a)1
Tourism Entity means a nonprofit organization that spends at least 51 percent of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality.
Tourism promotion and development has the meaning defined in Wis. Stat. 66.0615(1)(fm).

2. Imposition of room tax.

Pursuant to Wis. Stat. 66.0615 a tax is herby imposed on the privilege and services of furnishings, at retail, of rooms or lodging to transients by hotel keepers, motel keepers, motel operators, and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodations. Such tax shall be at the rate of 5 percent of the gross receipts from such retail furnishings of rooms or lodgings. Such tax shall not be subject to the selective sales tax imposed by Wis. Stat. 77.55(2)(a)1, and may not be imposed upon sales to the federal government and persons listed under Wis.Stat.77.54(9a).

3. Distribution of room taxes collected.

Upon receipt of the room taxes that are collected, the municipality shall distribute 88 percent of the room taxes to the Tourism Commission.

4. Creation and duties of Tourism Commission.

A. The Tourism Commission shall consist of five members, one of which shall be a Village Board member, who shall be appointed by the Village President with approval of the Village Board. The Tourism Commission shall have at least one owner and/or operator representative of the local lodging industry. Each member's term shall be for a one year period and each member may serve multiple terms. The Tourism Entity shall appoint a representative to serve as an ex-officio nonvoting member of the Tourism Commission. This ex-officio member will not be counted towards purposes of determining a quorum.

B. Annually the Tourism Commission shall elect a chairperson from its members to serve a one-year term. The Tourism Commission shall meet as needed as determined by the Commission Chair and should meet no less than four (4) times a year.

C. The Tourism Commission shall report annually to the municipality providing the room tax revenue, the purposes for which the revenues were spent.

D. The Tourism Commission shall contract with a Tourism Entity who develops the marketing plan including budgets for room tax revenues for promotion and development.

E. The Tourism Commission shall give broad direction to the Tourism Entity on the development of the marketing budget.

F. The Tourism Entity shall have a hotelier owner or operator represented on their Marketing Committee.

G. The Tourism Entity shall submit meeting minutes after each meeting and a room tax marketing plan to the Tourism Commission for review and approval annually.

H. The Tourism Commission and Entity with whom it contracts shall not use any of the room tax revenue to construct or develop a lodging facility.

5. Tracking and reporting room tax revenue expenditures.

A. The Tourism Entity shall track the use of room tax revenue expenditures and state its impact on generating paid overnight stays in the community.

B. The Tourism Entity shall permit and shall allow inspections of its records pertaining to the use of the room tax funds upon request of the Tourism Commission at reasonable times.

C. The Tourism Entity shall provide a written report as determined by the Tourism Commission, no less than annually, and such report shall be available to the municipality and general public upon request.

6. Collection of tax.

A. The collection of the tax imposed by this article shall be administered by the Village Treasurer. The tax imposed is due and payable on the last day of the month next succeeding the calendar quarters for which imposed. A return shall be filed with the Village Treasurer, by those furnishing at retail such rooms and lodging, on or before the same date on which the tax is due and payable. Such return shall show the gross receipts of the preceding calendar quarters from such retail furnishings of rooms or lodging, the amount of taxes imposed for such period, and such other non-confidential information the Village Treasurer deems reasonably necessary. Annual returns shall be filed on a calendar year basis. Such annual return shall be filed within 90 days of the close of each such calendar year. The annual return shall summarize the quarterly returns, reconcile and adjust for errors in the quarterly returns, and shall contain such additional non-confidential information as the Village Treasurer requires. Such annual returns shall be made on forms as prescribed by the Village Treasurer. All such returns shall be signed by the person required to file a return or his/her duly authorized agent, but need not be verified by oath. The Village Treasurer may, for good cause, extend the time for any return, but in no event longer than one month from the filing date.

B. The correct amount of tax shall accompany each quarterly tax return and be made payable to the municipality.

7. Sale or conveyance of business.

If any person liable for any amount of tax under this section sells out their business or stock of goods or quits the business, their successors or assigns shall withhold sufficient funds from the purchase price to cover such amount until the former owner produces a receipt from the Village

Treasurer that it has been paid or a certificate stating that no amount is due. If any person subject to the tax imposed by this section fails to withhold such amount of tax from the purchase price as required, they shall become personally liable for payment of the amount required to be withheld by them to the extent the price of the accommodations valued in money.

8. Determination of tax by audit.

A. The Village Treasurer may, by office audit, determine the tax required to be paid to the municipality or the refund due to any person under this chapter. This determination may be made upon the basis of the facts contained in the return being audited or on the basis of any other information within the Village Treasurer's possession. One or more such office audit determinations may be made out of the amount due for anyone or for more than one period.

B. The Village Treasurer may, by field audit, determine the tax required to be paid to the municipality or the refund due to any person under this chapter. The determination may be made upon the basis of facts contained in the return being audited or upon any other information within the Village Treasurer's possession. Whenever the Village Treasurer has probable cause to believe that the correct amount of room tax has not been assessed or that the tax return is not correct, the Village Treasurer is authorized to examine and inspect the financial records pertaining to the furnishing of accommodations at the establishment in question in order to verify the tax liability of that person or of another person.

9. Failure to file Room Tax Return.

If any person fails to file a return by this chapter, the Village Treasurer shall make an estimate of the amount of the gross receipts under subsection 3.10(6). Such estimate shall be made for the period for which such person failed to make a return and shall be based upon any information which is in the Village Treasurer's possession or may come into his/her possession. On the basis of this estimate, the Village Treasurer shall compute and determine the amount required to be paid to the municipality. One or more such determinations may be made for one or more than one period of time.

10. Forfeiture relating to failing to comply with a request to inspect and audit the person's financial records and failing to file returns timely.

A. A forfeiture, not to exceed 5% of the room tax, may be imposed on a person who fails to comply with a request to inspect and audit the person's financial records.

B. Require the person who is subject to pay an amount that is due to pay said tax plus interest at the rate of 1% per month on the unpaid balance. No refund or modification of the payment determined may be granted until the person files a correct room tax return, and permits the municipality to inspect and audit his or her financial records.

C. A forfeiture, not to exceed 25% of the room tax due for previous year or $3,000.00 whichever is less, of the tax, may be imposed in the event that the room tax is not paid.

11. Record keeping requirements.

Every person liable for the tax imposed by this ordinance shall keep or cause to be kept such records, receipts, invoices and other pertinent papers to the payment of room taxes in such form as the Village Treasurer requires.

12. Confidentiality of tax returns.

A. All tax returns, schedules, exhibits, writings, or audit reports relating to such returns, on file with the Village Treasurer are deemed to be confidential, except the Village Treasurer may divulge their contents to the following, and no others:

1. The person who filed the return.
2. The Village Treasurer or other persons for use in the discharge of the duties of their office (unless otherwise prohibited by law), or by order of a court.

B. No person having an administrative duty under this section shall make known in any manner the business affairs, operations, or information obtained by an investigation of records or any person on whom a tax is imposed by this article, or the amount of source of income, profits, losses, expenditures, or any particular thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by any person, except as otherwise provided in this ordinance.

13. Exemptions.

For the tax year (current year), any person or business otherwise required to file a return and make payment to the municipality under this article will be allowed an exemption from the requirement to collect and pay room tax for any signed contract dated prior to the adoption of this article in which the contract guarantees the lodging rates. This exemption shall expire on December 31, 2017.

The foregoing ordinance was duly adopted by the Board of the Village of Mount Horeb at a meeting held on December 7, 2016.

APPROVED:

_____
Randy J Littel, Village President

ATTEST:

_____
Alyssa Gross, Village Clerk

APPROVED:_____
PUBLISHED:_____

Village of Mount Horeb
Façade Improvement Grant Program

The purpose of the Façade Improvement Grant Program is to provide financial assistance for a portion of costs associated with exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown Mount Horeb, more specifically defined as the parcels and buildings within or immediate adjacent to the boundaries of Tax Increment District No. 5 (TID #5).

Applicant Eligibility Requirements
Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants with leases of more than three years in length, located within the downtown area, are eligible for funding. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are ineligible for funding. Governmental entities, religious institutions, nonprofits, and public/quasi-public authorities are also ineligible for funding.

Grant Amounts
Grants may be provided in an amount up to 25% of the total project cost, at a maximum of $5,000 per façade for eligible exterior improvements, not to exceed $10,000. The owner/tenant must document the source(s) of all matching funds, which must be derived from private, non-Village sources. Façade grant funds may be provided in addition to, or independent of, Commercial Building Improvement Grant or Façade/Building Loan funds subject to review and approval of separate application(s) for each program.

Eligible Costs
Eligible exterior/façade improvements include, but are not limited to, the following:

- Street-facing façade restoration, including documented historic elements
- Alley-facing façade improvements, if part of a publicly accessible building entrance
- Masonry repair, tuckpointing, and cleaning
- Painting
- Doors and entrances
- Business signage
- Fabric awnings
- Lighting
- Window repair or replacement
- Professional installation and labor costs
- Professional design services

Ineligible Expenses
As this program is primarily intended to maintain the historic look and feel of the existing building stock in the downtown area, the following expenses are not eligible under this grant program:

- Roofing or roof repairs
- Tinted windows
- Vinyl awnings
- Electric signs
- Security systems
- Paving
- Landscaping
- New building construction
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- **Renovations not previously approved by the Historic Preservation Commission/Plan Commission**
- **Renovations started prior to receiving final approval of the grant request**

DRAFT

Grant Performance Requirements
Within six months of Village Board approval, applicants must enter into a grant agreement with the Village, obtain a building permit, and commence work. Projects should be completed within twelve months from the date of Village Board approval, including final inspection and issuance of an occupancy certificate by the Village Building Inspector. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Grant/Loan Review Committee in writing. The Committee will notify the applicant in writing of its approval or denial.

The applicant shall comply with all Village sign control ordinances contained in Chapter 17 of the Mount Horeb Village Ordinances and keep the exterior surfaces maintained to prevent deterioration and to present an attractive appearance. The applicant shall assist and actively cooperate with the Village to ensure contractors apply with all applicable provisions of the Ordinances, and with the rules, regulations and relevant orders issued by the Village pursuant to such provisions of the Ordinances.

Program Administration
The Village has appointed the Mount Horeb Area Economic Development Corporation (MHAEDC) Grant/Loan Review Committee to administer the preliminary application review process. Projects will also be reviewed for code compliance by the Village Plan Commission, and/or Historic Preservation Commission, and projects recommended for funding are subject to Village Board approval. Successful applicants are required to enter into grant agreement contract with the Village.

Funding-eligible improvements must be in accordance with the U.S. Secretary of the Interior's Standards of Rehabilitation for Historic Preservation (as applicable), as well as Village of Mount Horeb ordinances Chapter 17, Zoning Code, and Chapter 14, Building Code.

In order to qualify, the applicant cannot start on their project until after receiving all necessary approvals and permits. If work begins before application approval, the Village cannot fund the project with a Façade Improvement Grant.

A non-refundable application fee of $50 must be paid at the time of submission. Applicants must be in good standing with the Village of Mount Horeb, with current taxes paid in full and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applications are reviewed on a first-come, first-served basis within a calendar year, subject to funding availability.

Please see the Façade/Building Improvement Grant and Loan Application Form for additional terms, conditions and information on the application procedure. All questions should be directed to MHAEDC Executive Director Brad Murphy at (608) 437-1276 or bradmurphy@mhaedc.com.

DRAFT

Village of Mount Horeb
Commercial Building Rehabilitation Grant Program

The purpose of the Commercial Building Rehabilitation Grant Program is to assist business and property owners in making lasting improvements to the buildings and sites for benefit of current and future occupants, and to improve the overall quality of the building stock in downtown Mount Horeb, more specifically defined as the parcels and buildings within or immediate adjacent to the boundaries of Tax Increment District No. 5 (TID #5). Accordingly, the program prioritizes those improvements that are not tenant-specific, although the Village recognizes that some tenants will require a substantial investment in permanent improvements specific to their operations. The cost of such improvements, then, may be used as part of the required match for the grant.

Applicant Eligibility Requirements
Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants with leases of more than three years in length, located within the downtown area, are eligible for funding. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are ineligible for funding. Governmental entities, religious institutions, nonprofits, and public/quasi-public authorities are also ineligible for funding.

Grant Amount
Grants may be provided in an amount up to 25% of total project costs, up to a maximum Village contribution of $25,000. Rehabilitation grant funds may be provided in addition to, or independent of, Façade Improvement Grant or Commercial Rehabilitation Loan funds subject to review and approval of separate application(s) for each program.

Should a comprehensive rehabilitation project also include exterior elements eligible for funding under the Façade Improvement Program, the Village reserves the right to waive the multiple application requirements listed above; consider the appropriate source of funding for such elements independently; and/or count such elements against the minimum costs requirements under the Rehabilitation Grant program.

Improvements Eligible for Direct Grant Assistance
Improvements to the following building and site elements, and those the Village finds to be substantially similar to those listed, are eligible for direct funding from the program provided such improvements generally are not tenant-specific and are likely to benefit/serve future building occupants:

- Building structural elements such as foundations, load bearing walls, floor and roof joists, roof decking (but not coverings), sub-flooring, etc.
- Electrical, plumbing, HVAC systems
- Hazardous materials abatement
- Energy efficiency improvements and renewable energy systems
- Exterior windows and doors
- Life/safety improvements
- Accessibility improvements
- Elevators
- Decks
- Restoration of historic elements
- Other improvements as necessary to create a marketable "white box" space
- Demolition and site preparation
- Building additions
- Excavation, fill, grading, retaining walls and stormwater management
- Parking, walkways, and patios
- Trash enclosures

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Improvements Not Eligible for Grant Funding but May Be Counted Toward Matching Requirements

Improvements to the following building and site elements, and those the Village finds to be substantially similar to those listed, are not eligible for grant funding but their costs may be included in calculating the required matching expenses provided such improvements are generally permanent in nature and not intended/designed to be removed when the current/proposed occupant vacates the space.

- Wall and floor coverings (paint, wallpaper, paneling, tile, carpeting, etc.)
- Roof re-shingling or membrane repair/replacement
- Non-emergency lighting
- Cabinetry, built-in shelving and counters/desks
- Walk-in freezers and coolers
- Façade improvements not covered by a Village Façade grant
- Trees and shrubs
- Fencing and privacy walls

Improvement not Eligible for Grant Funding and Not Counted as Match

Improvements to the following building and site elements, and those the Village finds to be substantially similar to those listed, are not eligible for grant funding or to be included in calculating the required matching expenses as such improvements are either tenant-specific or non-permanent in nature and not likely to be available or of benefit to future occupants.

- Removable display fixtures (shelving, racks, display cases, etc.)
- Furniture of any type
- Computers, cash registers, audio/video equipment, and office equipment
- Appliances
- Equipment and supplies used for routine cleaning and maintenance
- Dishware, kitchen supplies
- Linens and window coverings
- Art work
- Storage sheds
- Vehicles of any type
- Machinery and equipment specific to a particular type of business

Grant Performance Requirements

Within six months of Village Board approval, applicants must enter into a grant agreement with the Village, obtain a building permit, and commence work. Projects should be completed within twelve months from the date of Village Board approval, including final inspection and issuance of an occupancy certificate by the Village Building Inspector. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Grant/Loan Review Committee in writing. The Committee will notify the applicant in writing of its approval or denial.

The applicant shall comply with all Village sign control ordinances contained in Chapter 17 of the Mount Horeb Village Ordinances and keep the exterior surfaces maintained to prevent deterioration and to present an attractive appearance. The owner/tenant shall assist and actively cooperate with the Village in obtaining the compliance of contractors with such provisions of the Ordinances, and with the rules, regulations and relevant orders issued by the Village pursuant to such provisions of the Ordinances.

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Program Administration

The Village has appointed the Mount Horeb Area Economic Development Corporation (MHAEDC) Grant/Loan Review Committee to administer the preliminary application review process. Projects will also be reviewed for code compliance by the Village Plan Commission, and/or Historic Preservation Commission, and projects recommended for funding are subject to Village Board approval. Successful applicants are required to enter into grant agreement contract with the Village.

Funding-eligible improvements must be in accordance with the U.S. Secretary of the Interior's Standards of Rehabilitation for Historic Preservation (as applicable), as well as Village of Mount Horeb ordinances Chapter 17, Zoning Code, and Chapter 14, Building Code.

In order to qualify, applicants cannot start on their project until after receiving all necessary approvals and permits. If work begins before application approval, the Village cannot fund the project with a Building Improvement Grant.

A non-refundable application fee of $50 must be paid at the time of submission. Applicants must be in good standing with the Village of Mount Horeb, with current taxes paid in full and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applications are reviewed on a first-come, first-served basis within a calendar year, subject to funding availability.

Please see the Façade/Building Improvement Grant and Loan Application Form for additional terms, conditions and information on the application review procedure. All questions should be directed to MHAEDC Executive Director Brad Murphy at (608) 437-1276 or bradmurphy@mhaedc.com.

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Village of Mount Horeb

Commercial Building Rehabilitation Loan Program

The Mount Horeb Commercial Building Rehabilitation Loan Program is designed to stimulate rehabilitation and redevelopment of commercial real estate in downtown Mount Horeb, more specifically defined as the parcels and structures within or immediately adjacent to the boundaries of Tax Increment District No. 5 (TID #5). These loans are intended to provide capital for significant building and site preparation activities that will eventually pay for themselves in the form of increased business activity in the downtown area, improved property values and tax base, and an enhanced downtown experience for residents and visitors.

The program provides private, low interest loans to be reviewed approved by the Mount Horeb Area Economic Development Corporation (MHAEDC) Grant/Loan Review Committee for substantial compliance with the adopted economic development plans and goals of the Village of Mount Horeb. Participating local banks underwrite and manage collections on approved lines of credit, per the individualized eligibility criteria of the administering bank. At its sole discretion, the Village of Mount Horeb may supplement individual loans with grants and/or other forms of financial participation for qualifying projects, subject to an approved development or grant agreement.

Applicant Eligibility Requirements

Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants with leases of more than three years in length, located within the downtown area, are eligible for funding. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are ineligible for funding. Governmental entities, religious institutions, nonprofits and public/quasi-public authorities are also ineligible for funding.

Financing Terms and Conditions

- Properties must be located within, or immediately adjacent to, the Downtown Mount Horeb TID #5.
- Loans may be made in an amount greater than $25,000 with no maximum amount, subject to project scope and impact on the downtown area, funding availability and demonstrated borrower repayment ability.
- Financing solutions will be structured in various ways determined by the individual projects, subject to bank credit approval.
  - Loan term and amortization schedules may vary according project purpose, use of funds and collateral. Typical loans will be payable within 5-7 years.
  - Applicants shall provide minimum equity of 10% of loan amount, from private, non-Village sources.
- Non-owner borrowers must have improvement plans approved in writing by property owner.
- Eligible projects may receive additional financial participation in the form of grants and/or loan guarantees from the Village of Mount Horeb.

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Eligible Costs
Costs eligible for funding under the Façade Improvement and/or Commercial Rehabilitation Grant programs are generally considered eligible for loan funding. Such costs include, but are not limited to, exterior façades and cosmetic improvements, including preservation and/or restoration of documented historic building elements; necessary structural, electrical, HVAC, plumbing and other building system components; roof repair or replacement; renovation or reconstruction of upper-level units for commercial purposes, including rental housing units; site acquisition, preparation, clearance, or environmental remediation. Fees and other project related expenses, including necessary design/architectural/engineering/consulting costs, title insurance, credit report, loan origination and closing fees are also eligible and may be added to the loan amount.

Program Administration
The Village has appointed the Mount Horeb Area Economic Development Corporation (MHAEDC) Grant/Loan Review Committee to administer the preliminary application review process. Projects will also be reviewed for code compliance by the Village Plan Commission, and/or Historic Preservation Commission, and projects recommended for funding are subject to Village Board approval. Successful applicants are required to enter into grant agreement contract with the Village.

Funding-eligible improvements must be in accordance with the U.S. Secretary of the Interior's Standards of Rehabilitation for Historic Preservation (as applicable), as well as Village of Mount Horeb ordinances Chapter 17, Zoning Code, and Chapter 14, Building Code.

In order to qualify, applicants cannot start on their project until after receiving all necessary approvals and permits. If work begins before application or approval, the Village cannot fund the project with a Building Improvement Loan.

A non-refundable application fee of $50 must be paid at the time of submission. Applicants must be in good standing with the Village of Mount Horeb, with current taxes paid in full and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applications are reviewed on a first-come, first-served basis within a calendar year, subject to funding availability.

Applicants may be required to provide supporting documentation at the request of the Loan Committee, including, but not limited to:

1. Business financials (previous 3 years' tax returns)
2. Personal financials (previous 3 years' tax returns)
3. Project renderings (for exterior façade improvements, if proposed)
4. Contractor/supplier estimates
5. Estimated timeline for completion of work
6. Other documentation as requested by the Committee to assess project viability

Please see the Façade/Building Improvement Grant and Loan Application Form for additional terms, conditions and information on the application review procedure. All questions should be directed to MHAEDC Executive Director Brad Murphy at (608) 437-1276 or bradmurphy@mhaedc.com.

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Village of Mount Horeb

Façade/Building Improvement Grant and Loan Application

Date: _____ **Program (circle one):** Façade Building

Project Name: _____

Applicant Name: _____

Project Address: _____

Phone Number: _____ **Email:** _____

Property Owner (if other than applicant): _____

Lease Term (if applicable): _____

General Project Description: _____

_____

_____

Estimated Start Date: _____ **Estimated Completion Date:** _____

Total Project Cost (hard and soft costs): _____

Total Grant/Loan Assistance Requested ($): _____ **Total Project Costs (%):** _____

Project Budget (attach additional pages if necessary):

List Individual Project Elements	Total Cost	Grant/Loan Request	Applicant Match (cash)*	Applicant Match (in-kind)*
TOTALS				

***Total applicant match must equal at least 75% for façade and/or building rehabilitation grants, or 10% equity for rehabilitation loans. Matching funds may be in the form of cash for grant/loan-eligible project costs, or qualifying costs incurred as part of a building rehabilitation project ("in-kind", for grant program only). See corresponding program information sheet for complete lists of funding- and match-eligible items.**

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Contractor(s)/Supplier(s): _____

_____

Contractor Address/Phone: _____

_____

Applicant Remarks: _____

_____

_____

_____

_____

Applicant's Certification:
The Applicant certifies that all information in this application and all documents submitted in support of this application are given for the purpose of obtaining a grant or loan under the Village of Mount Horeb Façade/Building Improvement Program and is true and complete to the best of the applicant's knowledge.

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner: _____ **Date:** _____

Required Attachments:
- ✓ Site/building photos
- ✓ Copy of property lease, land contract or deed
- ✓ Written authorization from building owner (if applicant is tenant)
- ✓ Application fee ($50.00), payable by check or money order to "Village of Mount Horeb"

Additional attachments, as appropriate
- ☐ Bids, estimates and/or contracts
- ☐ Site plans, building floor plans, elevations, or other conceptual designs, including colors/materials for façade work
- ☐ Business information, marketing materials, or other relevant documents demonstrating project viability and planned future uses of site/building

Please send this completed application and accompanying materials to:

Brad Murphy, Executive Director
Mount Horeb Area Economic Development Corporation
712 S. First Street
Mount Horeb, WI 53572

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Village of Mount Horeb
Façade/Building Improvement Program
Application Review Procedure

From initial consultation to final approval, the grant/loan approval process requires a minimum of 30-60 days to complete, based on regular meeting dates for Village boards and commissions. Additional conditions for grant/loan agreement contracts and project completion also apply. A sample timeline with applicant requirements for each step are below.

1. **Any time**. Informal discussion of proposed project and program requirements with applicant and MHAEDC Executive Director.
2. **Last Wednesday of Month (on or before).** Applicant submits completed application and all required materials to Executive Director.
3. **Following Friday.** Executive Director conducts completeness review and contacts applicant for additional information. The Applicant has until the following Tuesday to provide the information in order to be on the agenda of the next Grant/Loan Review Committee meeting.
4. **Prior to Committee Meeting.** Executive Director and consultants, as may be requested by the Executive Director, review application for compliance with program and Village Ordinance requirements and make a recommendation to the committee in writing. Applicant will be informed of the recommendation by the Friday preceding the Committee meeting. Applicant may withdraw their request or seek a postponement of Committee Action if they wish.
5. **Second Wednesday.** Grant/Loan Review Committee meets in a noticed, public meeting to review the application and make a recommendation to the Village Board. The applicant is strongly encouraged to attend any may be asked to present the application and/or answer questions. Failure to appear may be ground for a recommendation of denial or a continuation to the next Committee meeting. Recommendations may include:
    - Approval of the project and funding level as requested
    - Approval of the project with changes, including the funding amount, as necessary to achieve compliance with program objectives and/or Village code requirements
    - Denial of the application based on a finding of non-compliance with program objectives and/or Village code
    - Continuance as necessary for the applicant to provide additional information
6. **Third Monday.** Submittal of complete application to the Village as necessary for the Plan Commission to act on the project as required by Village Ordinances.
7. **Fourth Wednesday**. Plan Commission action on the project (does not include funding request). Failure to secure Plan Commission recommendation of approval may require resubmission of revised application to Committee for review and approval as necessary.
8. **First Monday.** Action by the Village Board on the funding request. Types of actions include those listed for the Grant Committee under Step 5.
9. **Within 6 months of Village Board Action**. Applicant enters into a grant agreement with the Village, obtains a building permit and commences work.
10. **Within 12 months of Village Board Action.** Applicant completes project and receives an occupancy certificate from the Village Building Official.

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Please note that this is a reimbursement grant program. Invoices/receipts totaling the entire cost of the approved project must be submitted to the Village Administrator. Grant checks will be issued only after the Mount Horeb Village Board approves the payment.

Grant funds will be paid to applicant within 30 days of issuance of occupancy certificate by the Village Building Official. You may be asked to participate in a publicity photo for local media and marketing efforts by the Mount Horeb Area Economic Development Corporation and/or Chamber of Commerce.

I have read and agree with the above procedures.

Signature: _____ Date: _____

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Village of Mount Horeb

Tax Increment Assistance Project Information Form

Date: _____

Project Name: _____

Project Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

General Project Description: _____

_____

_____

_____

Projected Construction Start Date: _____

Projected Construction Completion Date: _____

Total Project Cost (hard and soft costs): _____

Total TIF Assistance Requested: _____

Describe Extraordinary Costs Necessitating TIF Assistance: _____

_____

_____

Current Property Assessment for Land _____ Improvements _____ Total _____

Projected Total Property Assessment upon Completion: _____

Projected Value Increment (change in total assessment): _____

Required Attachments

- ✓ Project data sheet
- ✓ Sources and uses for construction
- ✓ Pro forma with operating revenues and costs for first stabilized year and projected rate of return

Recommended Attachments

- ☐ 10-year cash flow analysis with projected rates of return
- ☐ Site survey
- ☐ Site plan
- ☐ Building floor plans
- ☐ Building elevations

VANDEWALLE & ASSOCIATES INC.

Date: December 1, 2016

To: Mount Horeb Finance Committee and Village Board Members

From: Scott Harrington, Vandewalle & Associates

CC: Nic Owen, Village Administrator
Bryan Kleinmaier, Village Attorney
Kevin Mullen, Hutchinson Shockey Erley and Company

Re: **Tax Increment Finance Best Practices**

This memo summarizes the Tax Increment Finance (TIF) "Best Practices" we recommend be used for evaluating developer requests. However, **every project should be evaluated on its own merits independent of decisions made on other projects**. There are certainly times when the types and extent of project benefits may justify exceeding some of these parameters just as there are times when a project may not be worthy of any assistance even if it meets all or most of these.

State statutes require that the provision of any direct TIF benefits be formalized in a development agreement approved by the Village Board that includes the nature and terms of the assistance. Accordingly, the Village Board will have the final say on any and all TIF deals. The purpose of sharing these best practices is to have a discussion about them so the Board can provide consistent direction to staff and consultants on how we should approach developer negotiations. Our preferred approach is to ultimately bring a development agreement to the Board for action that staff/consultants can recommend, the developer is in agreement with, and reflects the desires of the Board. Accordingly, the following is an outline of the process we suggest be used:

TIF Assistance Application Process (60 - 120 days)

1. Applicant meeting with Village staff/consultants to discuss project specifications and financial data
2. Village staff/consultants evaluation and follow-up discussions/negotiations with applicant
3. Term sheet preparation (applicant or staff/consultant)
4. Term sheet review and discussion with Village Board for further direction
5. Final discussions/negotiations and development agreement preparation (applicant or staff/consultant)
6. Development agreement review and formal action by Village Board

Note that this process pertains to projects that are expected to generate significant new increment and would have individual development agreements. A separate set of criteria is recommended for the building façade and improvement programs where the goal is something other than increasing the property assessment/generating new increment.

Attached is a form and project data table that would be provided to developers inquiring about TIF assistance to help them assemble the required information needed to determine whether and how TIF may be able to assist with their projects. Again, these would be for larger projects expected to generate significant increment and not smaller projects with minimal impacts on assessments. More sophisticated developers should have no problem understanding and providing the requested information, but less experienced property/business owners and contractors will likely need some assistance.

Below are the general best practices that we suggest be used for reviewing TIF assistance requests and negotiations with developers. Again, every project should be evaluated on its own merits and may result in a development agreement with terms that vary from what is presented here. However, these are intended to be the general starting point for negotiations and desired outcomes that would guide staff/consultants and the Board in evaluating requests.

1. **Project benefits.**
   Before any type of assistance is considered, the project should demonstrate that it provides overall benefits to the TIF district and the community. Even if it meets all zoning and other regulatory requirements, it may not necessary be the best or right project for the particular location. If that is the case, the developer should be encouraged to make changes that would add benefits or forego assistance altogether. At a minimum, all projects should increase the tax base and generate increment, but the following are other types of benefits that may be considered in determining whether a project is an appropriate candidate for some type of assistance:

   - Creating a destination that will draw people from outside the area
   - Brining in new businesses that will draw new customers to the downtown that would patronize other businesses
   - Creating new and/or high-paying jobs
   - Diversifying the tax base or job base
   - Diversifying the type or cost of housing
   - Providing/improving public facilities that others can use
   - Eliminating blight or remediating environmental hazards
   - Preservation/restoration of historic structures
   - Use of high quality design and materials
   - Furthering comprehensive plan goals or goals of other plans and policies
   - Addressing other unmet community needs

2. **TIF assistance is based on need, not want.**
   Just because a project generates increment does not mean it is entitled to some of it or any form of assistance. The level of assistance to be provided, if any, should be based on a demonstrable gap in project financing. That, *but for* the use of TIF, the project would not go forward. This is determined by the developer providing a detailed pro forma that clearly shows that the project cannot attain a market-feasible rate of return without the use of TIF.

3. **Use of TIF for public improvements is preferred over direct developer incentives.**
   Often, projects will require some type of public improvements in order to function properly. These could include street or utility improvements, streetscaping, parking, or public space. Although these are public facilities, in many instances these are costs the developer may otherwise have to bear either directly or through an assessment. Therefore, the use of increment for them directly helps the project's bottom line while also being of value to all other properties in the district.

4. **The level of TIF assistance should decrease over time.**
   In general, TIF is used to address market failure – the type, magnitude and timing of development desired by the Village is not supported by the market (land is too expensive, construction costs are too high, rents are too low, etc.). Redevelopment often can be more expensive compared to greenfield development where land costs are usually cheaper, demolition and soil remediation are not required, and there is ample room for surface parking. As a result, the first few projects typically are the riskiest since the costs are higher and it is unclear how the market will respond (will people lease the space/units, how much will they pay, etc.). Over time, however, the initial projects should have a positive impact on the market and thereby reduce the risk and need for financial assistance for later projects. The goal is that by the time the TIF expires/is terminated, the desirable types of development should be market feasible without the need for TIF.

5. **Requests for direct developer assistance must include detailed pro formas.**
   If a developer is seeking direct assistance of any form, then a detailed pro forma is required to determine true projects costs and to demonstrate an actual financing gap. This would include detailed information on all project costs, sources of capital, expected lease revenues, and operating costs. Further, it is not uncommon to require the developer provide annual or periodic P&L statements to determine whether the assistance provided continues to be justified over time. Accordingly, developers must be willing to go full "open book" at least on the front end if not over the life of the TIF. Projects seeking assistance only with public improvements should provide some general information of project costs and returns, but typically not at the same level of detail as those seeking direct assistance.

6. **For direct assistance, pay-as-you-go is preferred over upfront cash.**
   Where direct TIF assistance is needed, it is typically part of the sources of capital needed to get the project built. Under pay-as-you-go (PAYGO), or developer-financed TIF, the developer borrows the money instead of the Village and the developer's loan is essentially paid back by returning some portion of their annual increment. In so doing, the developer assumes all of the risk with the loan should the project not provide enough increment to cover the debt payment.

With an upfront grant or "conventional" TIF, the Village borrows the money, provides it to the developer in one or more payments near the beginning of the project, assumes the risk/responsibility to pay back the loan, and counts on increment from the project being sufficient to make the payments. The risk can be mitigated by requesting some form of guarantee from the developer that they will make up any shortfall in increment needed to make the loan payment, but the debt still counts toward the Village's borrowing limit. Although the Village's interest rate is likely to be lower than the developer's (and, therefore, less costly to the district), the shift in risk is often worth the additional expense in order to mitigate the risk, particularly with projects where it is hard to estimate the ultimate assessment or where the assessment may fluctuate over time.

Note that with most PAYGO deals, the development agreements contain provisions that allow the community to pay off the developer at any time so a higher-interest developer note can be retired earlier if sufficient increment is available or, perhaps, refinanced into a lower-interest Village loan once the project is stabilized and the risk of not having sufficient increment to make the payments is greatly reduced.

7. **Maximum TIF assistance as percentage of total project cost: 15% - 20%**
   Total project cost includes land, demolition, remediation (if applicable), site prep, hard construction, associated soft costs (design and finance fees), and development fee (if applicable). Note that the total project cost can be higher than projected assessed value depending upon the type of project. The goal here is keep the Village's *investment* in the overall project at a reasonable level with the developer and their other sources providing the bulk of the capital and assuming most of the risk.

8. **Maximum use of project increment for the project: 50% - 75%**
   Project increment is calculated over the life of the TIF district including some level of anticipated inflation (probably 1-2% annually). Smaller/less valuable projects will likely be on the higher end of requests while higher value projects should be on the lower end. To help maximize the portion of the annual increment going to the TIF, it can often be advantageous to stretch the PAYGO payback over a long period of time, or through the remaining life of the district. Shorter payback periods result in the developer getting more of the increment in the earlier years of the project with the Village deferring most of its portion to the later years. While those later amounts may be substantial, they may not occur until shortly before or just after the statutory spending period of the district expires and, therefore, can be of lesser value in being available to assist with other TIF costs such as public improvements. Note that if a development agreement includes terms for both direct assistance and Village provision of some type of public improvements (which requires the Village to borrow funds), then the repayment of the Village's loan should be first in line with the developer assistance second.

9. **Financial feasibility measurements.**
   Different projects and developers use different measures of project feasibility. The following are typical measurements that can be applied in order for the *Village* to determine feasibility and the level of assistance (if any) that may be reasonable. None of these is superior to the others, but taken together they present a good understanding of how a project is expected to perform and

the extent of the financial gap (if any) to be addressed in order for a reasonable developer to move forward.

The measures presented here are intended to serve as general thresholds for what would be considered acceptable rates of return in the current marketplace. But again, all of them should be evaluated at the same time rather than strictly relying on only one. Note, too, that these thresholds will change over time based on the overall health of the economy, level of competition and demand for the type of development, and prevailing commercial interest rates.

- Initial Stabilized Year Return on Equity (ROE): This is the net present value of the ratio/percentage of net operating income in the first year in which the project is fully occupied to the amount of developer equity used for project construction. In the general Madison-area marketplace, returns of 7% - 8% calculated using this method are thought to be reasonable.

- Internal Rate of Return (IRR): This is the effective interest rate received on the developer's equity generally over the first 10 years of the project based on the discounted annual net operating income over this period of time and a projected net sales value of the project at the end of 10 years. Regional averages are currently in the 10-13% range.

- Margin on Sale at Year 10: This compares the projected sales price of the project to its construction costs, with the sales price based on the net operating income of the project and an expected capitalization (CAP) rate. A CAP rate is a rate of return on investment based on the income that the project will generate. This is done by dividing the income the property will generate (after fixed costs and variable costs) by the total value of the property. CAP rates can vary by the type of project (commercial, residential, mixed-use, etc.) but current market averages appear to be in the 7-8% range.

All of these returns are calculated for a particular project based on information initially provided by the developer and then entered into our system to generate additional information and long term performance measures. In addition, we also evaluate all of the developer's inputs for reasonableness such as construction costs per square foot, projected rental rates, amount of developer equity, etc. based on similar projects in the area.

Village of Mount Horeb

Project Data Sheet

Building Size/Use	Commercial Uses Sq. Ft.		Residential Uses Sq. Ft.		Other Uses Sq. Ft.		Total	
	Gross Area	Net Leasable	Gross Area	Net Leasable	Gross Area	Net Leasable	Gross Area	Net Leasable
Basement								
1st Floor								
2nd Floor								
3rd Floor								
4th Floor								
Total								

Residential Units	# of Units	Sq. Ft. Range	Monthly Rent Range
Studios			
One-Bed			
One-Bed w/Den			
Two-Bed			
Two-Bed w/Den			
Three-Bed			
Other			
Total			

Other Monthly Revenue Sources	Per Unit/SF Charge	Projected No. of Applicable Units/SF	Total Projected Revenue
CAM			
Pets			
Storage			
Utilities			
Parking			
Other			
Total			

Parking Provided	No. of Spaces
Structured	
On-site Surface	
Off-Site Surface	
Total	
No. of Spaces/Unit	
No. of Spaces/1000 SF of commercial	