

Village of Mukwonago

Downtown Strategic Plan Steering Committee Meeting

Notice of Meeting and Agenda

Thursday, September 13, 2018

Time: 6:00 pm

Place: Mukwonago Municipal Building/Community Room, 440 River Crest Court

1. Call to Order
2. Roll Call
3. Approval of Minutes: May 24, 2018
4. Comments from the Public
5. Unfinished Business
6. New Business – Discussion and Possible Action on the Following Items
  - a. Update from Village Board members regarding the discussion pertaining to the Downtown Strategic Plan
  - b. Determine a course of action to accomplish the Plan recommendations
  - c. Fall Village Board budget workshops preparation by researching the costs of Plan recommendation #1 - roadway design and streetscaping plan and costs for other priority items recommended in the plan
  - d. Application for WEDC Connect Communities due by October 12, 2018
  - e. Draft HPC Ordinance review
7. Comments from the Public
8. Adjournment

Village of Mukwonago

DOWNTOWN STRATEGIC PLAN STEERING COMMITTEE MEETING

Minutes of May 24, 2018

**Call to Order:**

Chairperson, Jason Wamser, called the meeting to order at 6:03 p.m. located in the Mukwonago Municipal Building, 440 River Crest Ct.

**Roll Call:**

Members present:

Eric Brill  
Doug Bruins  
Tina Chitwood  
Diana Doherty  
Sue Perkins  
Eliza Pautz  
April Reszka  
Jason Wamser, Chairman  
Fred Winchowky  
Roger Walsh  
John Weidl

Members excused:

Ray Gooden  
Mark Penzkover

**Minutes**

Bruins made the motion to approve, seconded by Gooden. The minutes of March 8, 2018 were approved with the admended attendance list (Eliza Pautz, present).

**Public Comments:**

No public comments at this time.

**Unfinished Business:**

A. Review and Adopt the Downtown Strategic Plan

A Proposed Outline & Draft was presented for the committee's review. Links to documents will completed and uploaded. The Committee reviewed the document page by page noting changes. These were edited by Tina Chitwood on the final document. A motion was made by Gooden to accept this document with changes. Reszka seconded and the motion passed.

Fred Winchowky noted that a follow-up meeting might be entertained following the document review by the Village Board. A small committee will be determined by the Village Board to proceed with any suggestions from this document.

B. Village Board Meeting: June 20, 2018

**Public Comments:**

Molly Bauer requested the Village hold on to its integrity as the downtown core develops. She recommended the downtown be “kept in tack”.

Scott Reeves offered his thanks to this committee for the hard work and direction it is offering to the Village Board.

**Adjournment:**

As Bruin moved, Gooden seconded, the Chairperson adjourned the meeting at 7:20 p.m.

Respectfully submitted,  
Sue Perkins  
Secretary of DSPSC

DRAFT

## **MUKWONAGO DOWNTOWN STREETScape – POTENTIAL SCOPE ITEMS**

1. Review existing pertinent documents and summarize their recommendations.
2. Inventory and map the general location of existing features within the study area.
3. **[OPTIONAL]** Conduct a parking study, including 2-3 field survey of the study area at identified peak parking periods.
4. Create Design Palette alternatives depicting two (2) design themes that include styles for streetscaping elements.
5. Prepare two preliminary concepts, including:
  - A An illustrated conceptual site plan for a subset of the study area (2-3 blocks in length).
  - B A 3D illustrative typical section representing the predominate road width, incorporating the existing context from both sides of the street.
  - C Provide representative “character” images for all proposed streetscaping elements.
  - D A base map of the downtown district illustrating general improvements throughout the entire downtown district – not just in the core section.
6. Develop a final preferred concept and support materials (see #5.A-D) for the core downtown area.
7. Summarize the work completed in the planning process and provide phasing recommendations, grant opportunities, and cost estimates to implement the Plan.
8. This process could include the following public outreach and coordination:
  - A Coordinate and review final concept with WisDOT and with the consultant involved in initial safety improvements earmarked for 2019.
  - B Working “steering” committee meetings to provide feedback and input during the planning process. The number of meetings is dependent on the tasks/work product included in the scope; however, this process generally ranges from 3-5 total working committee meetings.
  - C Hold one public input meeting in the beginning of the process to introduce the project and solicit input.
  - D **[OPTIONAL]** Conduct an online visual preference survey to receive preferences on all major streetscape.
  - E **[OPTIONAL]** Hold a second public “open house” near the end of the process to review draft plan(s).
  - F **[OPTIONAL]** Conduct a walkabout with key stakeholders (and general public) to view and comment on current concerns and issues.
  - G **[OPTIONAL]** Hold a mini-design charrette to provide some initial ideas and concepts.

**PROJECT COST: \$20,000 – \$35,000**

## Linda Gourdoux

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**From:** Tina Chitwood <tinarodz@hotmail.com>  
**Sent:** Thursday, September 13, 2018 11:19 AM  
**To:** Wamser Jason; Linda Gourdoux; John Weidl; Kyle Knott; Diana Doherty; Village President; Village Trustee 5; view appraisals; Sue Perkins; Eliza Pautz; Eric Martin Brill; rgoodden (rgoodden@andersoncommercialgroup.com)  
**Subject:** Fwd: Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request  
**Attachments:** Portage Design Examples.pdf; Waterford Design Examples.pdf

Here is the last estimate I collected for streetscaping design. If I forgot you in the email I sent out yesterday with MSA's estimate please let me know.

Tina

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**From:** Mortensen, Tom <Tom.Mortensen@raSmith.com>  
**Sent:** Thursday, September 13, 2018 9:44:17 AM  
**To:** Tina Chitwood  
**Cc:** Mortensen, Tom  
**Subject:** RE: Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

Tina,

Attached are some examples of the streetscape designs we prepared for both the City of Portage and Waterford. The plans we prepared for Portage are showing aesthetic enhancements for various segments along STH 16 and 33 as you enter into the city and within the downtown historic district. The road plans were prepared by the DOT and we used them as a basis to show how the streetscape could be enhanced through other historic grant and BID funding sources. We worked with a core stakeholder group of city staff and business owners and public members (ad hoc) to develop options and cost estimates over a series of 3 – 4 meetings.

This was very similar to what we did in Waterford when I was working with you. The only difference is that in Waterford we did a series of photo enhanced 3D viewsheds to reflect the proposed improvements, which we did not do in Portage.

The fees for the Portage project were approximately \$18,000 and the Waterford fees were approximately \$25,000.

I hope this helps. Let me know if you have any other questions or if we can be of further assistance. Thanks.

**Tom Mortensen, PLA, ASLA**  
Assistant Director of Land Development Services  
Site Planner/Landscape Architecture Group Leader  
Licensed in: AZ, WI

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direct: 262 317-3323

**From:** Tina Chitwood <tinarodz@hotmail.com>  
**Sent:** Wednesday, September 12, 2018 4:24 PM

**To:** Mortensen, Tom <Tom.Mortensen@raSmith.com>

**Subject:** Re: Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

The meeting is at 6 PM. I'm online tomorrow until noon and can email to the members for the opportunity to review prior to the meeting.

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**From:** Mortensen, Tom <Tom.Mortensen@raSmith.com>

**Sent:** Wednesday, September 12, 2018 3:37:12 PM

**To:** Tina Chitwood

**Subject:** RE: Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

Tina,

What time do you need this info for tomorrow?

**Tom Mortensen, PLA, ASLA**

Assistant Director of Land Development Services  
Site Planner/Landscape Architecture Group Leader  
Licensed in: AZ, WI



direct: 262 317-3323

**From:** Tina Chitwood <tinarodz@hotmail.com>

**Sent:** Thursday, September 6, 2018 10:36 AM

**To:** Mortensen, Tom <Tom.Mortensen@raSmith.com>

**Cc:** [jweidl@villageofmukwonago.com](mailto:jweidl@villageofmukwonago.com)

**Subject:** Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

Hi Tom,

It's been too long since we worked together on the streetscaping plan for Waterford! I'm back at it again, this time as a committee member in Mukwonago. We developed a Downtown Strategic Plan this past year and now we are looking for estimated costs for roadway design and streetscaping along Hwy. 83 in Downtown Mukwonago (Page #15, <http://mukwonagodowntown.com/wp-content/uploads/2018/06/Downtown-Muk-Strategic-Plan-FINAL-05312018.pdf>). We would like to provide a recommendation to the Board by the end of September for an allocation of funds we would like earmarked in the 2019 Village budget so we can RFP for this plan in the upcoming year.

Would you be able to send me a copy of the Waterford design renderings you developed and provide an estimated cost to develop a similar plan in Mukwonago in 2019? Our committee meets on Thurs., 9/13; would it be possible to collect this info. from you in this tight of a timeframe?

I'm sure you'll have some questions for me and I'm happy to talk via phone. Because we are down a Regional Director on my team in the Milwaukee office at WEDC my schedule is hectic, so I've also cc'd the Village Administrator, John Weidl, should you need a local contact to add further clarification to this request.

Sincerely,  
Tina Chitwood  
262-366-0774  
[tinarodz@hotmail.com](mailto:tinarodz@hotmail.com)

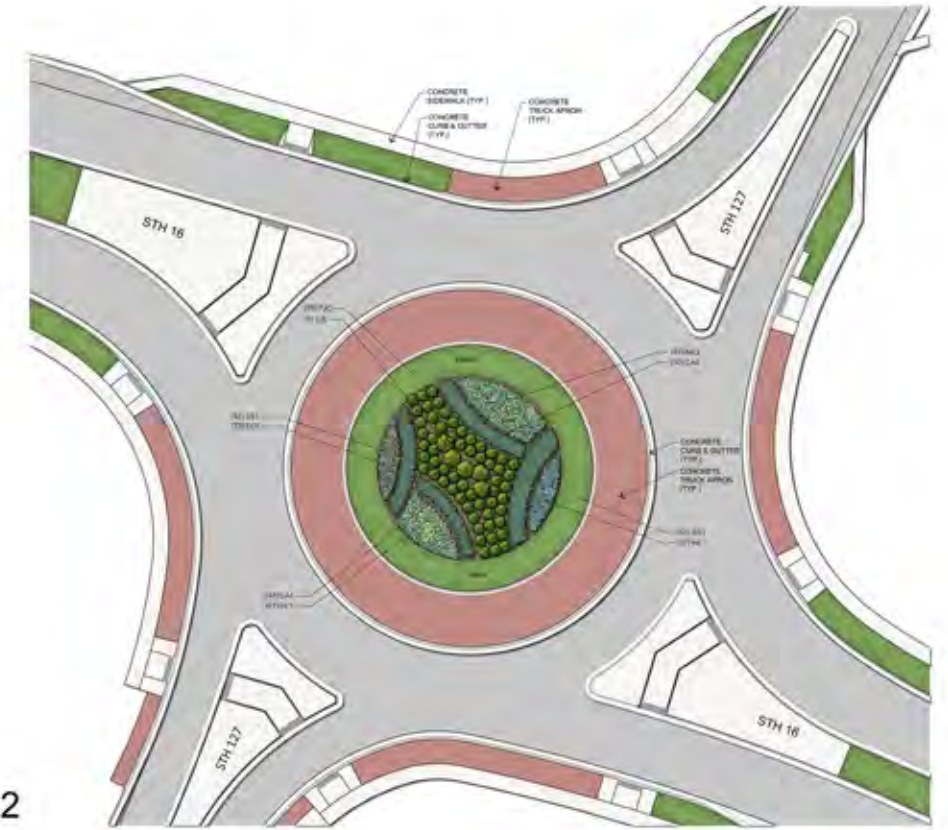


**DESIGN ELEMENTS**

- MEANDERING CONCRETE SIDEWALK
- DECORATIVE LIGHT POLES
- PLAZA / SEATING AREA
- PLANTING BEDS
- LAWN AREAS



**PREFERRED OPTION**



**OPTION 2**



**PREFERRED OPTION**

**U.S.H. 51 - STREETScape DESIGN**

CITY OF PORTAGE, WI

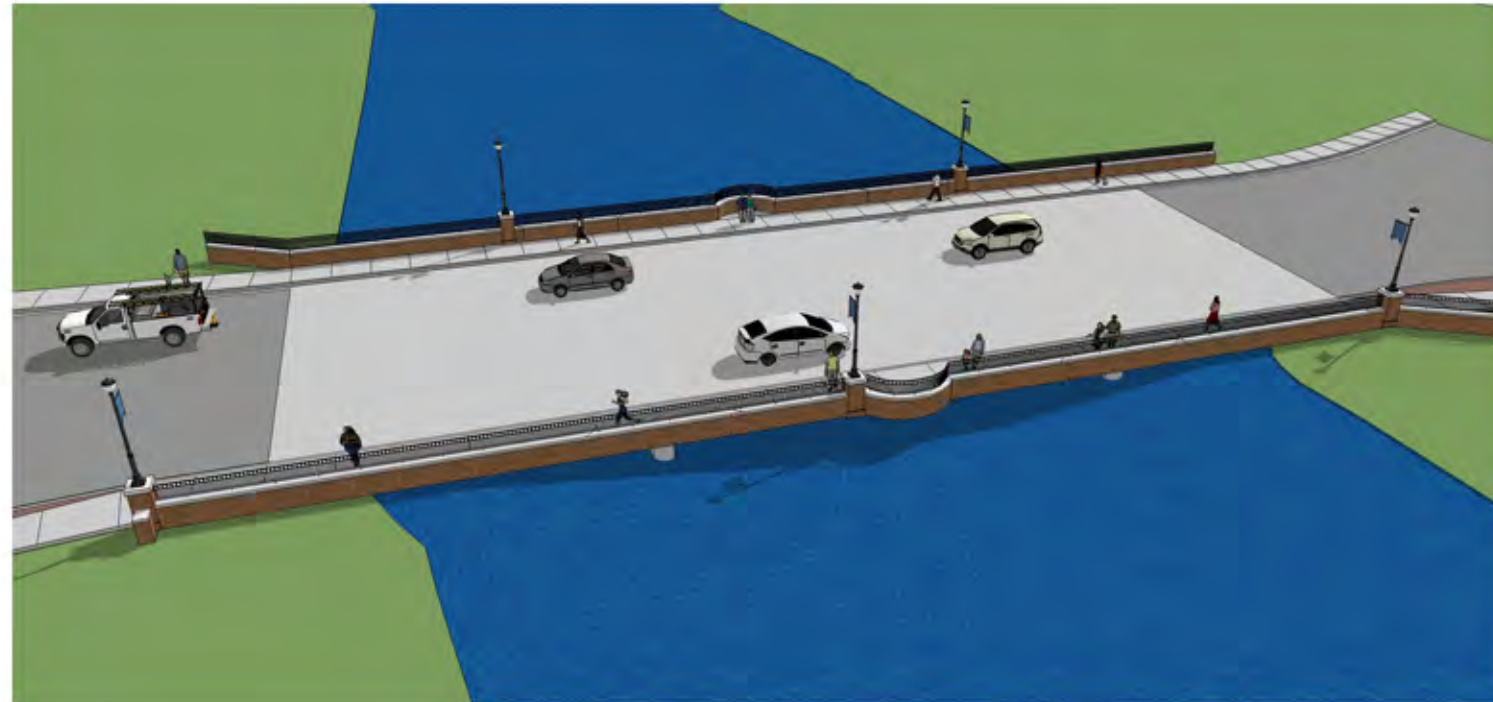
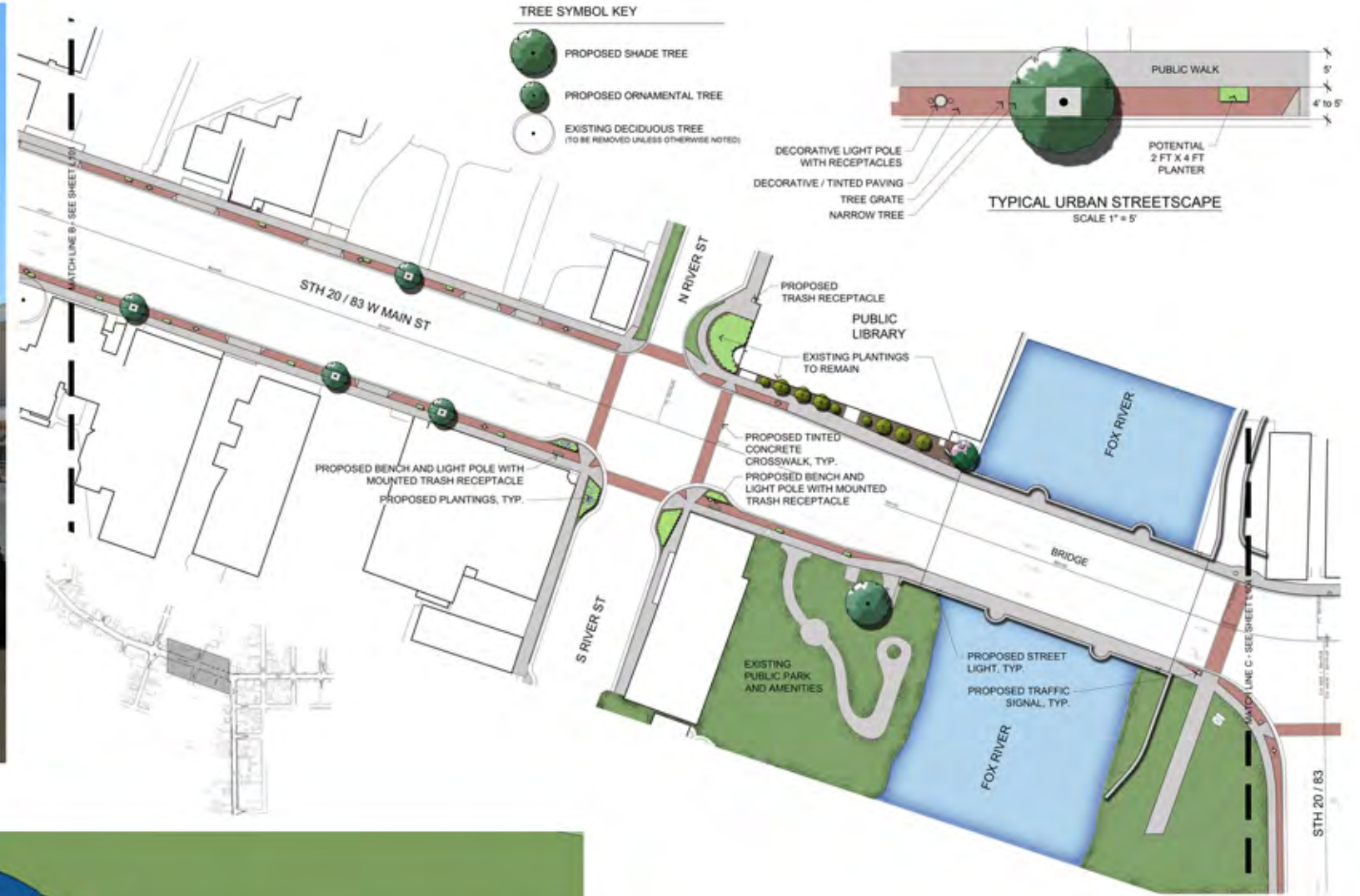


CREATIVITY BEYOND ENGINEERING



# WIS 20 W Main Street - Waterford, WI

## View from River Street Looking East Towards Bridge



## S.T.H. 20 - STREETScape DESIGN

CITY OF WATERFORD, WI

**raSmith**

CREATIVITY BEYOND ENGINEERING

## Linda Gourdoux

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**From:** Tina Chitwood <tinarodz@hotmail.com>  
**Sent:** Tuesday, September 11, 2018 10:43 PM  
**To:** DBruins@CitizenBank.com; huntfishcamp13@hotmail.com; John Weidl; Village President; Eric Martin Brill; 'April Reszka'; Diana Doherty; Sue Perkins; view appraisals; Village Trustee 5; Eliza Pautz; rgoodden (rgoodden@andersoncommercialgroup.com)  
**Cc:** Kyle Knott; Linda Gourdoux  
**Subject:** Fw: Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

Another estimate I've collected for our discussion regarding Streetscaping and Roadway Design. Please see the following e-mail from Graef USA.

Sincerely,  
Tina

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**From:** Witzling, Larry P. <larry.witzling@graef-usa.com>  
**Sent:** Saturday, September 8, 2018 2:12 PM  
**To:** Tina Chitwood  
**Cc:** jweidl@villageofmukwonago.com  
**Subject:** RE: Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

Hi All

I reviewed your Downtown Strategic Plan. It is quite thorough and well-reasoned -- a great start and no small achievement.

There is no short answer for the cost of task 1-1 in your Plan. If I had to guess based on past projects, it would be 100k for a scope of work that addresses some combination of issues often found in comparable projects for other communities, such as:

1. Include at least 2 options to show to the public. Usually, after the first set of options, more 'sub options' need to be discussed.
2. Provide a rough 'cost opinion'. That said, this type of construction cost is hard to estimate since detailed conditions on/under the ground vary substantially as do conditions on abutting properties.
3. Explore critical details needed for reliable cost estimates. That is, concept designs sometimes trigger a need for a more thorough process of due diligence (surveys, utilities, etc.). Failure to explore such critical details at the outset can lead to unwanted outcomes.
4. Conduct 2 or 3 community engagement meetings. Projects like the one you envision attract lots of attention and engender discussions regarding tax dollars, traffic, business need, etc.
5. Integrate building design and façade guidelines with the streetscape. Separating public sector 'street design' from private sector 'building design' is often a mistake. Many firms work only for municipalities or only private business, but not both. You need a firm that pro-actively designs for integrating private and public improvements -- a necessity in these types of projects.
6. Involve business organizations at each step. Bring local businesses into the process at the outset so that a comprehensive design and action plan, inclusive of business needs, can be implemented.
7. Confirm the tasks associated with rerouting trucks from Hwy 83. Others in my firm regularly work with DOT. This issue may need a more in-depth look.

When these components are put together the costs go up, but, at the same time, redundancies are reduced and the likelihood of success increases. I would budget 100k. When the RFP goes out, suggest that respondents can choose to propose multiple phases. For example, it might be possible to use 75k for a preliminary implementation phase.

We would be happy to meet with you and other staff/officials/citizens to help you define a strong process, learn what other communities have done, and move forward. If you have any further questions, please let me know.

I hope this helps.

Best

Larry

**Larry Witzling, PhD, AIA, ASLA | GRAEF**

Senior Urban Designer | Principal

125 South 84<sup>th</sup> Street, Suite 401 | Milwaukee, WI | 53214  
O 414 / 259 1500 | D 414 / 266 9220 | C 414 / 491 0838

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**From:** Tina Chitwood <tinarodz@hotmail.com>  
**Sent:** Thursday, September 06, 2018 10:47 AM  
**To:** Witzling, Larry P. <larry.witzling@graef-usa.com>  
**Cc:** jweidl@villageofmukwonago.com  
**Subject:** Downtown Mukwonago Roadway Design and Streetscaping Plan Estimate Request

Hi Larry,

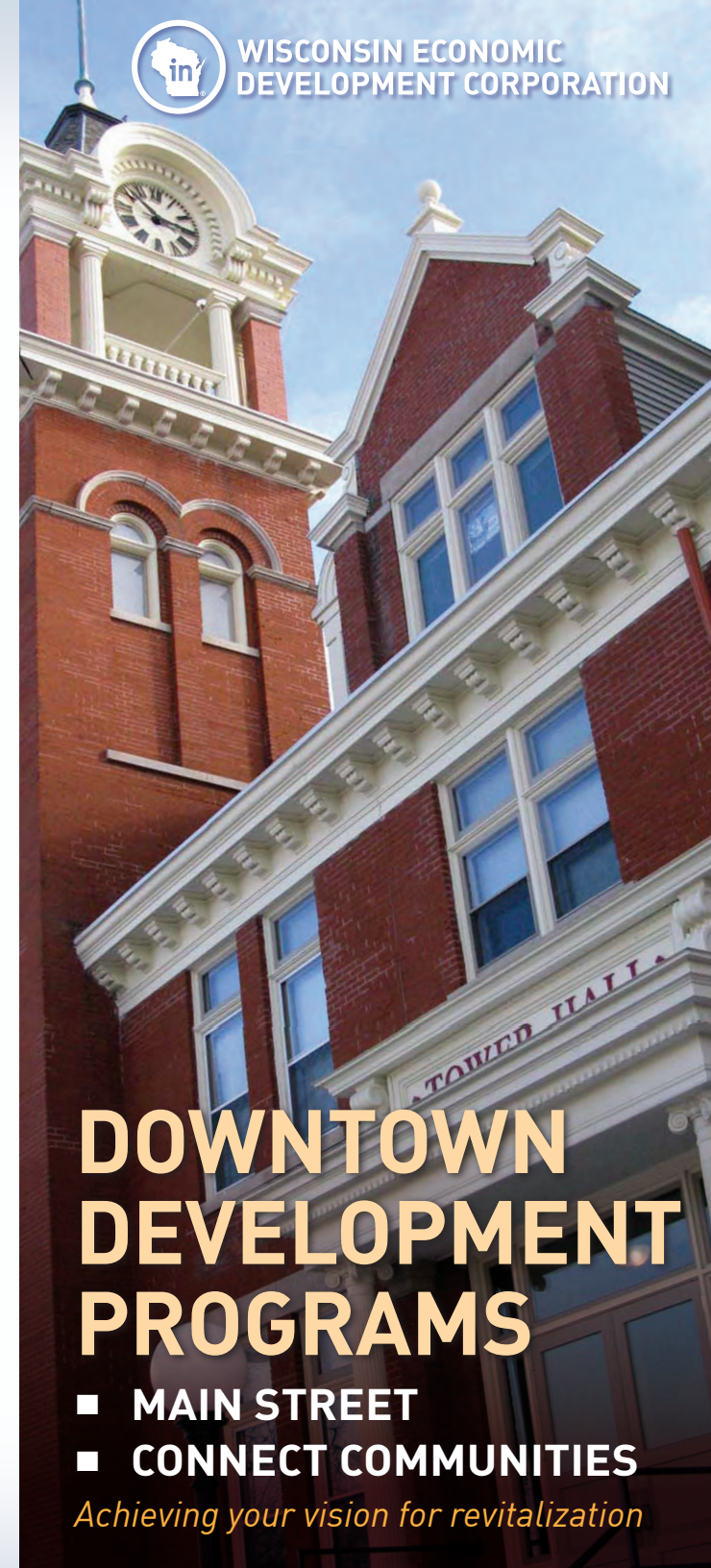
I'm back at it again, this time as a committee member in Mukwonago. Our committee developed a Downtown Strategic Plan this past year and now we are looking for estimated costs for roadway design and streetscaping along Hwy. 83 in Downtown Mukwonago (Page #15, <http://mukwonagodowntown.com/wp-content/uploads/2018/06/Downtown-Muk-Strategic-Plan-FINAL-05312018.pdf>). We would like to provide a recommendation to the Board by the end of September for an allocation of funds we would like earmarked in the 2019 Village budget so we can RFP for this plan in the upcoming year.

Would you be able to provide me with a copy of a similar plan/renderings you've developed for other communities and provide an estimated cost to develop a similar plan in Mukwonago in 2019? Our committee meets on Thurs., 9/13; would it be possible to collect this info. from you in this tight of a timeframe?

I'm sure you'll have some questions for me and I'm happy to talk via phone. Because we are down a Regional Director on my team in the Milwaukee office at WEDC my schedule is hectic (but hopefully we'll have Kathryn's replacement on board in October!). I've also cc'd the Village Administrator, John Weidl, should you need a local contact to add further clarification to this request.

Sincerely,  
Tina Chitwood  
262-366-0774  
[tinarodz@hotmail.com](mailto:tinarodz@hotmail.com)





WISCONSIN ECONOMIC DEVELOPMENT CORPORATION



Photos courtesy of Main Street  
Marshfield, Sturgeon Bay Visitor Center,  
and Eagle River Revitalization Program.

Successful commercial districts don't just happen. They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders who share a vision for the community.

WEDC's downtown development programs are designed to help communities identify necessary initiatives, stakeholders and resources to make their downtown or urban commercial district a more vibrant and engaging place to live, work and play.

Our programs are designed around The Main Street Approach®, which provides a holistic framework for downtown revitalization focused on four key points:

**Organization** establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district.

**Design** works to create a safe, inviting environment for shoppers, workers and visitors while preserving a place's historic character.

**Economic Vitality** works to build a commercial district that responds to the needs of today's consumers while promoting economically profitable businesses and properties.

**Promotion** communicates unique characteristics, cultural traditions and community pride to create a positive image and attract interest in and traffic to your district.



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# DOWNTOWN DEVELOPMENT PROGRAMS

- MAIN STREET
- CONNECT COMMUNITIES

*Achieving your vision for revitalization*



# RESOURCES AND SERVICES

Participants in both the Wisconsin Main Street and Connect Community Programs enjoy access to a wide variety of educational resources, training and tools designed to further local revitalization initiatives, including:

- Regional workshops on pertinent topics
- Annual conference programming
- Regular webinars
- Case studies and best practices
- Regional networking events
- Manager/board orientation/training
- Toolkits on relevant topics such as market analysis, volunteer management, event production, design guidelines, marketing, etc.

WISCONSIN MAIN STREET communities receive intensive technical assistance from WEDC's downtown development staff and consultants to provide tailored support, design assistance and topical solutions for local challenges as well as targeted support for local businesses and property owners.

# OUTCOMES

Downtown development is not a one-size-fits-all endeavor, and local outcomes are as unique as the communities they represent. Ranging in size from 700 to 600,000 residents, each program has made strides in achieving local goals. Participants commonly report increased storefront occupancy, improved environment and aesthetics, increased property values and an expanded customer base, among other outcomes.

# PROGRAMS



## MAIN STREET

The **Wisconsin Main Street** program was created in 1987, and is affiliated with the National Main Street Center. The **Main Street America™** program is designed to provide technical support and training for organizations dedicated to downtown or commercial corridor revitalization activities. The program is flexible in its ability to accommodate a wide range of community sizes and situations. Successful programs will have established a strong local base of support which enables them to undertake a broad spectrum of initiatives specifically designed to foster local success.



## CONNECT COMMUNITIES

Created in 2013, the Connect Communities program is designed to provide training and networking for communities or organizations working on revitalization topics. Connect Communities is a great option for communities beginning new revitalization efforts, those looking to provide additional resources to support local commercial district businesses and property owners, and individuals interested in networking with other professionals and gaining useful information on strategies and techniques to address common revitalization challenges.

# APPLICATION INFORMATION

## MAIN STREET

Applicants to the Wisconsin Main Street program must be organizations focused on downtown or urban commercial district issues. The organization must have paid staff and an adequate budget for carrying out activities (\$40,000 in communities under 5,000 or \$70,000 in larger communities).

Applications are accepted annually in the spring, and interviews will be held with eligible applicants to determine organization readiness. Up to 3 new communities will be admitted to the program in the following fiscal year.

Participating organizations must complete regular reporting and meet annual attendance requirements to remain in the Wisconsin Main Street Program.

## CONNECT COMMUNITIES

Applicants for Connect Communities program may be any organization or governmental entity interested in pursuing revitalization activities at the local level.

Applications are accepted twice annually in the spring and fall, and up to 20 new communities will be admitted to the program in each fiscal year.

Participating organizations must complete annual reporting and meet annual attendance requirements to remain in the Connect Communities program.







# CONNECT COMMUNITIES AND MAIN STREET

## REVITALIZING COMMUNITIES IN WISCONSIN®

Downtowns and historic commercial districts play an important role in their communities and in Wisconsin's overall economy, functioning not only as prominent employment and business centers, but oftentimes as the cultural and civic heart of the community. Successful commercial districts don't just happen. They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders who share a vision for the future.

### HOW IT WORKS

Two programs exist to assist Wisconsin communities with revitalization efforts: Main Street and Connect Communities. These programs help local leaders leverage the unique assets of their downtowns and commercial districts, providing access to resources and networking opportunities to support local revitalization efforts.

Participants in both the **Wisconsin Main Street Program** and the **Connect Communities Program** receive operational assistance including access to educational workshops, webinars and conferences; networking opportunities; and an online resource guide—all designed to facilitate revitalization of downtowns and urban commercial districts. These programs benefit a diverse array of communities by size and geography, supporting the efforts of both emerging and established revitalization programs.

Resources provided by the Wisconsin Economic Development Corporation (WEDC) to foster vibrant commercial centers include:

- Regional workshops on pertinent topics
- Annual conference programming
- Regular webinars and discussion calls
- Online resource toolkit and best practice guide
- Regional networking events
- Staff and board orientation training

### APPLICATION DETAILS

A competitive application process is used to identify communities that are ready and able to advance downtown revitalization initiatives. Main Street applicants must have paid staff and meet minimum budget requirements.

Both Main Street and Connect Communities applicants should demonstrate the following:

- Defined downtown/commercial district
- Need for assistance
- Organizational stability
- Availability of local support and resources

For more information about the Connect Communities and Main Street Programs, contact a WEDC regional economic development director or call 855-INWIBIZ toll-free.

You can find the list of regional directors and territories covered at [wedc.org/regional](http://wedc.org/regional).

## **ELIGIBILITY REQUIREMENTS**

A participating community must have an organization or group that focuses on downtown/historic commercial district issues, be able to commit to participation in education and training opportunities, and fulfill annual reporting requirements. Communities will be required to sign a participation agreement with WEDC, and Connect Communities will pay an annual participation fee of \$200.

## **APPLICATION AND SELECTION PROCESS**

Connect Communities applications are accepted twice per year: in the spring and in the fall. Main Street applications are due annually in mid-April.

**HIPPENMEYER, REILLY, BLUM  
SCHMITZER, FABIAN & ENGLISH, S.C.**

MARK G. BLUM  
THOMAS G. SCHMITZER  
LORI J. FABIAN  
RONALD E. ENGLISH III

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(1911-1979)  
WILLIAM F. REILLY  
(1932-2007)

EMAIL: [MGBLUM@HRBLAWFIRM.COM](mailto:MGBLUM@HRBLAWFIRM.COM)

August 23, 2018

**Via Email**

**([president@villageofmukwonago.com](mailto:president@villageofmukwonago.com))** Mr.  
Fred Winchowky, Village President  
Village of Mukwonago  
440 River Crest Court, PO Box 206  
Mukwonago, WI 53149

**Via Email ([jweidl@villageofmukwonago.com](mailto:jweidl@villageofmukwonago.com))**

Mr. John Weidl, Village Administrator  
Village of Mukwonago  
440 River Crest Court, PO Box 206  
Mukwonago, WI 53149

Re: Historic Preservation Ordinance

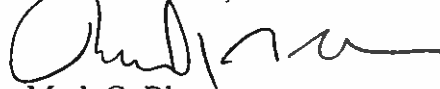
Gentlemen:

Enclosed is a revised draft of the Ordinance concerning the Historic Preservation Commission. The revision is modified Section 100-303, which speaks to the issue of the Historic Preservation Commission composition. I have taken out the references to the skills that are desired on the Commission, e.g., real estate broker, architect, historian, etc. I have also taken out the language regarding having one Village Board member and at least three citizen members. Therefore, at this point, you basically have a clean slate as to the composition of the Commission. I have kept the language that refers to the terms of office.

Please let me know if this addresses your concerns on this subject.

Sincerely,

HIPPENMEYER, REILLY, BLUM,  
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum,  
Village Attorney

MGB/jb  
Enc.

Cc: Ms. Linda Gourdoux

**VILLAGE OF MUKWONAGO  
WAUKESHA AND WALWORTH COUNTIES**

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**ORDINANCE NO. \_\_\_\_**

**ORDINANCE TO AMEND SECTIONS 100-305 and 100-306  
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE  
REGARDING THE HISTORIC PRESERVATION COMMISSION**

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**WHEREAS**, the Village is desirous of amending Sections 100-305 and 100-306 to update the provisions of that Ordinance to better reflect the requirements of Wis. Stat. §62.23(7)(em) and recent changes to the same; and

**NOW THEREFORE**, the Village Board of the Village of Mukwonago, Waukesha and Walworth Counties do hereby ordain as follows:

**SECTION I**

**Section 100-303** of the Municipal Code of the Village of Mukwonago is hereby repealed and recreated to read as follows:

A Historic Preservation Commission is hereby created, consisting of seven (7) members. The Village President shall appoint the Commission subject to confirmation by the Village Board. Of the initial members so appointed, two shall serve a term of one (1) year; two shall serve a term of two (2) years; and three shall serve a term of three (3) years. Thereafter, the term of each member shall be three (3) years.

**SECTION II**

**Section 100-305(b)(3) f.** of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall be constructed with materials that are similar in design, color, scale, architectural appearance, and other visual qualities.

**SECTION III**

**Section 100-305(c)** of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

*Appeals.* Should the commission decline to issue a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the village board within 30 days. The village board may, by a majority vote, overturn the commission's decision declining to issue a certificate of appropriateness. In addition, if the commission declines to issue a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this article.

**SECTION IV**

**Section 100-306(a)(1)** of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

The commission may, after notice and public hearing, designate historic structures and historic sites, or rescind such designation or recommendation, after application of the criteria in section 100-304 above. At least ten days prior to such hearing, the commission shall, by first-class mail, notify the owners of record, as listed in the office of the village assessor, who are owners of property in whole or in part situated within 200 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 notice under the Wisconsin statutes. The commission shall also notify the following: department of public works, parks division, fire and police departments, health department, building inspector, and the plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

**SECTION V**

**Section 100-306(b)(3) a.** of the Municipal Code of the Village of Mukwonago is hereby amended to read as follows:

Historic preservation commission. The historic preservation commission shall hold a public hearing when considering the plan for a historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 notice under the Wisconsin statutes in the official village paper. Notice of the time, place, and purpose of the public hearing shall also be sent via first class mail by the village clerk to the owners of record, as listed in the office of the village assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 200 feet of the boundaries of the proposed historic district. Such notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the village plan commission and the village board.

**SECTION VI**

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

**SECTION VII**

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

**SECTION VIII**

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago, and shall indicate the date and number of this amending ordinance therein.

**PASSED AND ADOPTED** by the Village Board this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**APPROVED:**

Countersigned:

Fred Winchowky, Village President

Linda Gourdoux, Deputy Village Clerk