

**Village of Mukwonago  
Notice of Meeting and Agenda**

**Downtown Development Committee, DDC**

**Thursday, October 24, 2019**

**Time: 6:00 p.m.**

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

1. Call to Order
2. Roll Call
3. Approval of the Minutes: September 26, 2019
4. Referral Items
  - a.) Village Map Overview of Downtown-Agenda Item 6
  - b.) Available Village funds update-2020 Budget

**Discussion and Possible Action on the Following Items:**

5. DDC Chair Six Month Progress Summary (Refer to Downtown Strategic Plan)  
Mukwonagodowntown.com
6. Village Map Overview of Downtown & Discussion of Conceptual Re-Development Areas
7. Mukwonago Downtown Yours Resources Updating, Usage & Implementation  
Recommendations
8. Public Outreach & Collaboration Discussion
9. Pedestrian Friendly LED Streetlighting Update
10. Mukwonago Museum Historic District Signage, CLG-HPC, MOPS Updates
11. Comments from the Public
12. Adjournment

It is possible members of other governmental bodies of the municipality may be in attendance, at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office at (262) 363-6420.

Village of Mukwonago

Downtown Development Committee, (DDC) Meeting

Minutes of September 26, 2019

- 1) Call to order- Village Trustee Roger Walsh called the meeting to order at 6:02 p.m. located at Village Municipal Building, 440 River Crest Ct, Mukwonago, WI 53149
- 2) Roll Call: Members Present: Eliza Pautz, Dave Stockwell, Dave Yeager, Scott Reeves, Sandy Kulik, Village Planner Ben Kohout and Chair Roger Walsh. Karl Kettner and Ray Goodden noted as absent and excused. Audience: none.
- 3) Approval of Minutes for the August 22, 2019 DDC meeting; Motion (Pautz, Reeves) to approve minutes with as presented; unanimously approved.
- 4) Referral Items
  - a. Village Map Overview of Downtown tabled to a later meeting – R. Walsh noted that it will remain on the table.
  - b. Update on Mukwonago Area School District –High School Participation & Branding – R. Walsh reported that J. Weidl commented that the Village is already looking at branding and is working with a consultant but could be part of the public participation for it.

Discussion and Possible Action on the Following items:

- 5) Review and Approve Streetscape and Wayfinding RFP for Recommendation to the Village Board – B. Kohout presented draft of RFP. E. Pautz identified some grammar corrections and requested that some items be left out of the summary that we find out what the bidders do to research our area by removing the specific attractions listed in the draft RFP by using “points of interest” and removing the section that discusses the Mukwonago River and Phantom Lakes areas. E. Pautz comment regarding if the request should include signage that should require minimal maintenance and consensus to change that section. E. Pautz comment under scope of work that she noted in the past we would work with the Historical Society so that the DDC and others are working together. R. Walsh commented that a referral item for the next meeting is to get information on who has money set aside and who are the groups and what is being planned. Under scope of wayfinding signage it is recommended that we include language that design suites include the historic district for uniformity and that the language be that directions only to the historic district be included as bullet 4. B. Kohout commented that the historic district is now included in the overall zoning map. R. Walsh commented that the Historical group may want signage on individual buildings and that is outside this group’s scope. E. Pautz comments that should we include potential funding sources as part of the firm’s assignment. Consensus is to not include that as it is difficult to find and secure any funding for this. S. Kulik commented that her only question is how you evaluate proven ability to get along with local municipalities as grading criteria. Consensus to remove that element.  
Motion (Pautz, Reeves) to approve RFP with noted corrections; unanimously approved.
- 6) Discussion on Process to select Finalist Design Firms & Timeline for Selection. Discussion for a timeline for bids to be returned. D. Yeager commented that the timeline for all the steps in included with RFP’s. S. Kulik commented that in RFP’s any questions asked must have the answers



disseminated to all bidders. S. Kulik also commented that the bids should be returned sealed and it should include how many copies they anticipate the bidders to submit; usual and customary is one greater than the number of reviewers. S. Kulik created a bidding matrix to assist in grading the submissions. Consensus to have bids due in 30 days, consensus that all questions must be sent to B. Kohout to set a deadline for questions from requestors received within 7 days of the RFP receipt and give a week for B. Kohout to reply. Consensus to select firms and track who they are sent to and then all questions answered will be sent electronically. R. Walsh recommendation that RFP selection group to review submission be B. Kohout, S. Kulik and R. Walsh and the entire DDC would then vote on the recommendation.

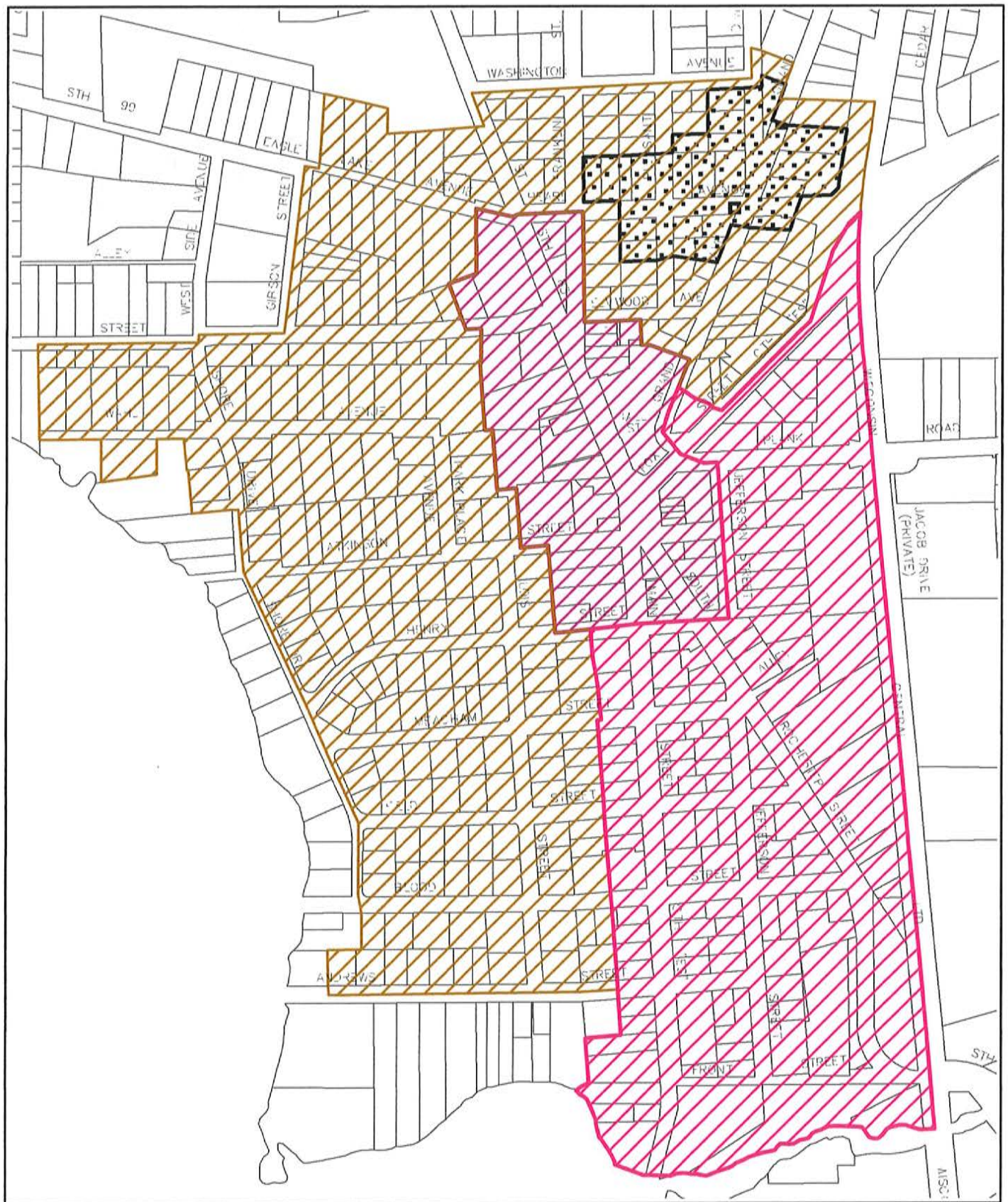
B. Kohout question about when to release the RFP will go to the October COW for approval and the BOT will motion to release at their October 16, 2019 the actual bid by October 17, 2019 and then they would be returned for a November 15, 2019 due date for bid opening. The reviewing committee would meet again on November 18, 2019 so we can notify the top candidates to present at the DDC's next meeting. After reviewing committee one or at most 2 of them would present to the DDC with the notice that the Village Board may be present at the meeting on November 21, 2019 and the bidders would be aware that they would need to be available to present to the DDC and the BOT could review for December 4, 2019 COW.

Motion (Pautz, Stockwell) to approve Kohout, Walsh & Kulik to review submissions; unanimously approved.

- 7) Review of Downtown Yours Website, Facebook Page and Binder  
<https://mukwonagodowntown.com>
  - a. Recommendation for updating Downtown Yours resources for current DDC usage – R. Walsh comment to have members review it for October meeting so we can use it as it is very out of date.
  - b. Recommendation for Administration and Management of Downtown Yours Resource (Possible Committee Volunteers) linkage and public engagement – R. Walsh discussion on whether a committee member would volunteer for this. S. Kulik question whether the Village has an internet use policy that allows for non-employees to have access to Village sites. E. Pautz commented that the Village intern could do the actual updating by providing the info to the intern, but working with a committee member on the contents.
  - c. Discussion of updating materials for Downtown Yours Binder- R. Walsh comment that the binder should be reviewed for the October meeting to make sure contents are focused on what is happening now. R. Walsh would discuss with intern and DDC members to bring suggestions to October. Scott Reeves volunteered to work with Village Intern on DDC updating recommendations and content. (Note: Subject to Administration Approval.)
- 8) Review and Discussion of Downtown Survey Sent to Local Businesses – R. Walsh presented copy of survey that was sent and inquired whether the DDC wanted to bring it to the Village's attention.
- 9) Discussion of November and December Meeting Dates – consensus for November 21, 2109 and December 19, 2019 for those meeting dates.
- 10) Adjournment: Motion (Reeves, Stockwell) to adjourn at 7:20 p.m.; unanimously approved.

Respectfully submitted: Sandy Kulik





**DOWNTOWN  
VILLAGE OF  
MUKWONAGO**

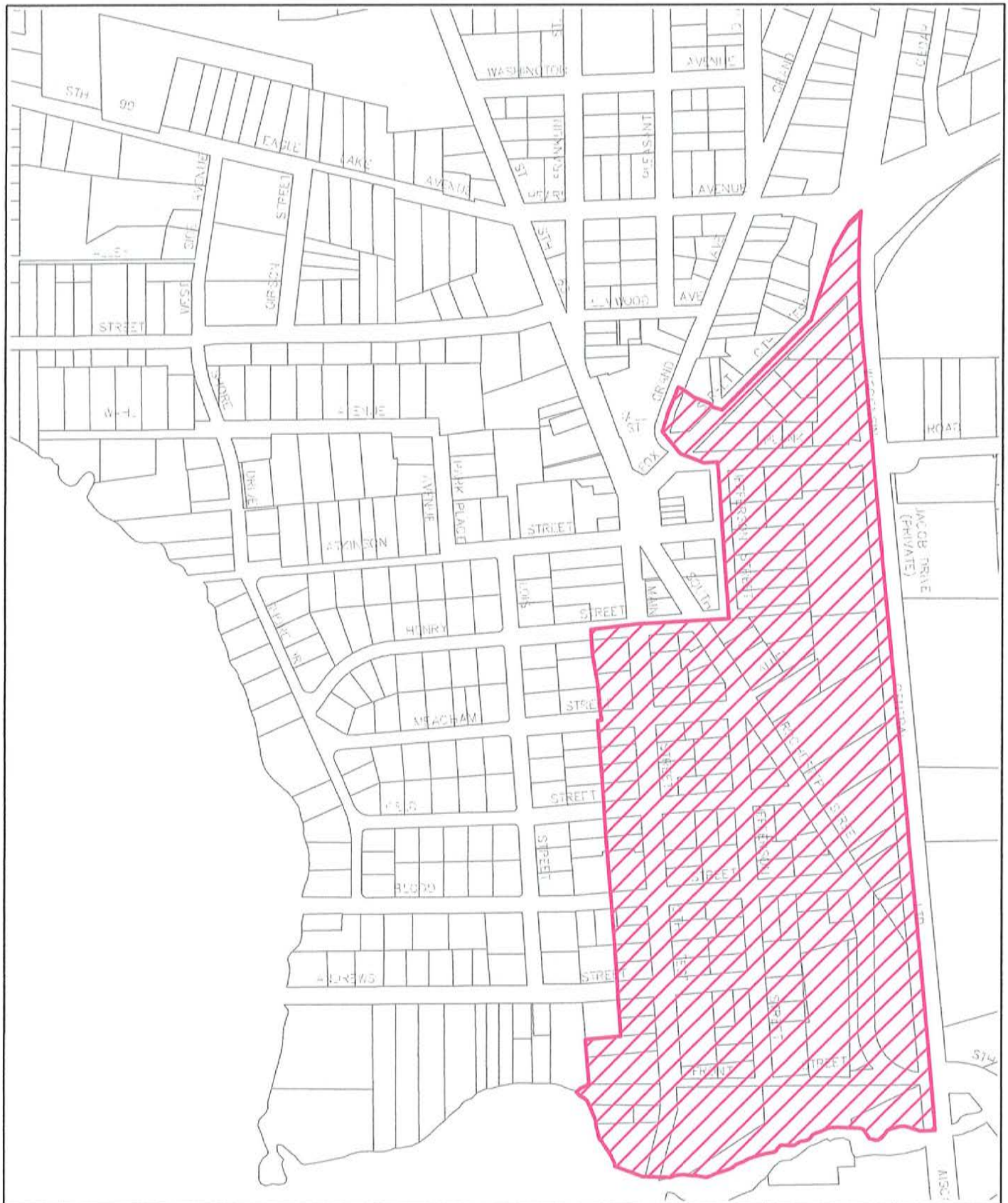
**Legend**

-  Multi-Purpose Perimeter
-  Residential Perimeter
-  Retail Center
-  Historical District




0 250 500  
Feet





DOWNTOWN  
VILLAGE OF  
MUKWONAGO

**Legend**

 Multi-Purpose Perimeter



0 250 500



Feet



DOWNTOWN  
VILLAGE OF  
MUKWONAGO

**Legend**

 Historical District



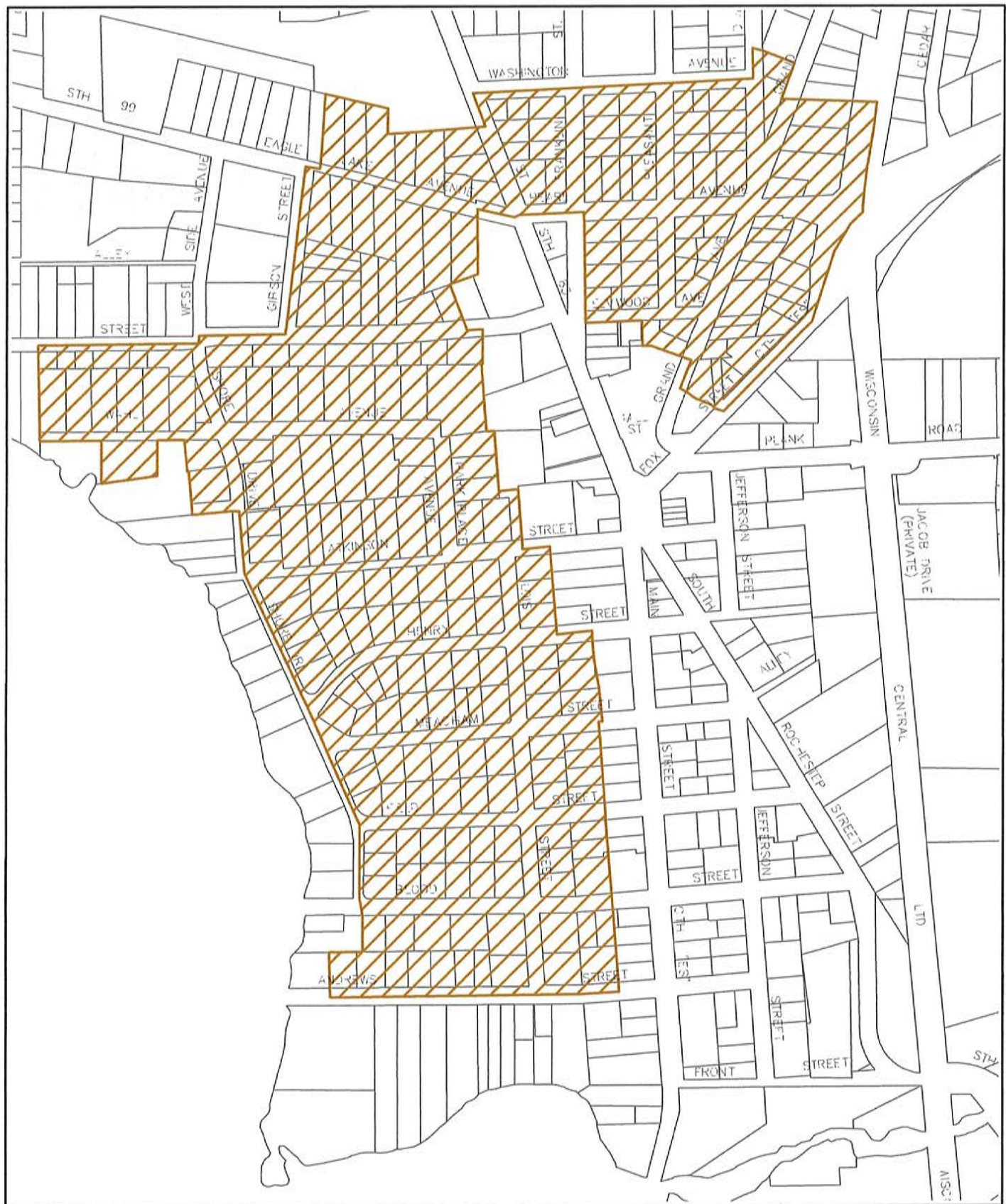
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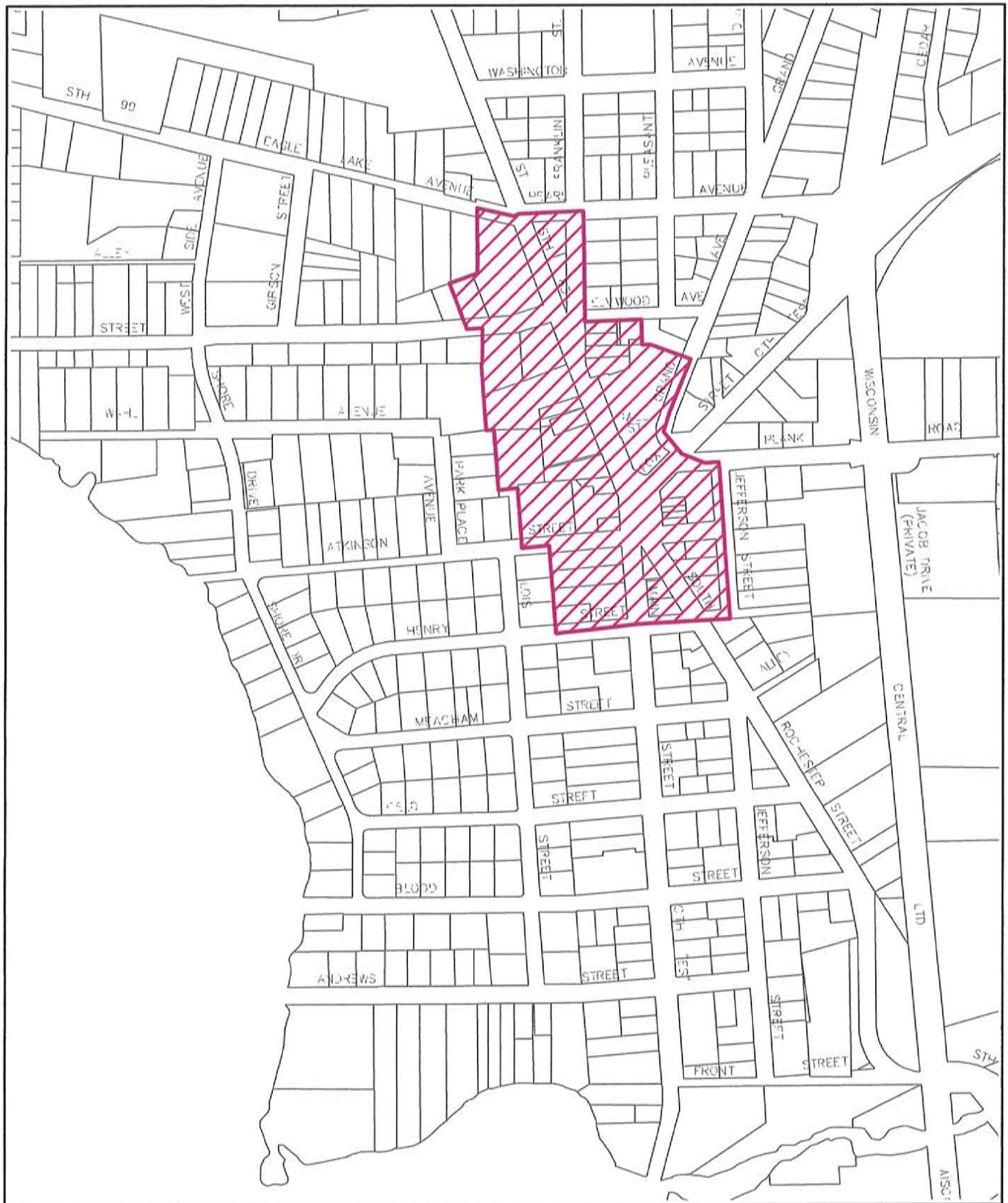
DOWNTOWN  
VILLAGE OF  
MUKWONAGO

**Legend**  
 Residential Perimeter




0 250 500  
Feet





DOWNTOWN  
VILLAGE OF  
MUKWONAGO

**Legend**

 Retail Center



0 250 500



Feet

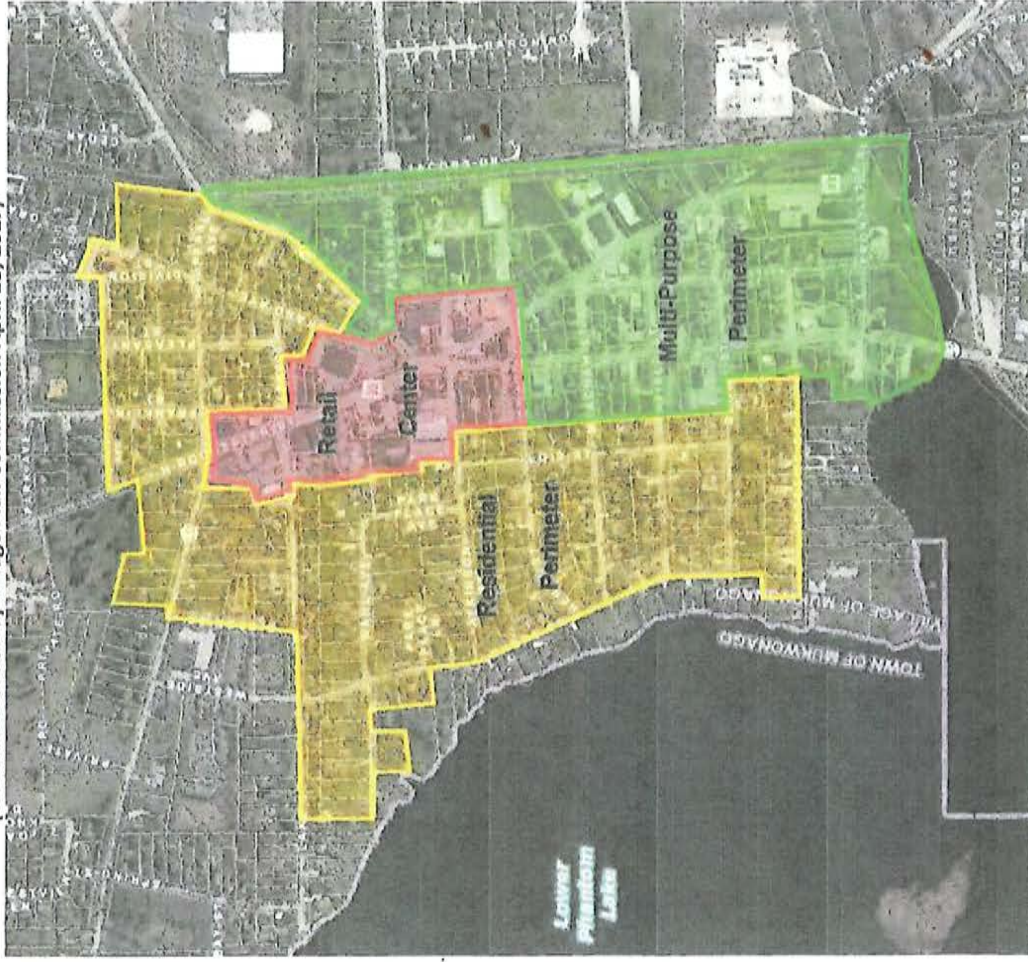


EXHIBIT 1  
Ordinance No. 931

Village Center Overlay Zoning District Boundary  
And

Sub-Districts

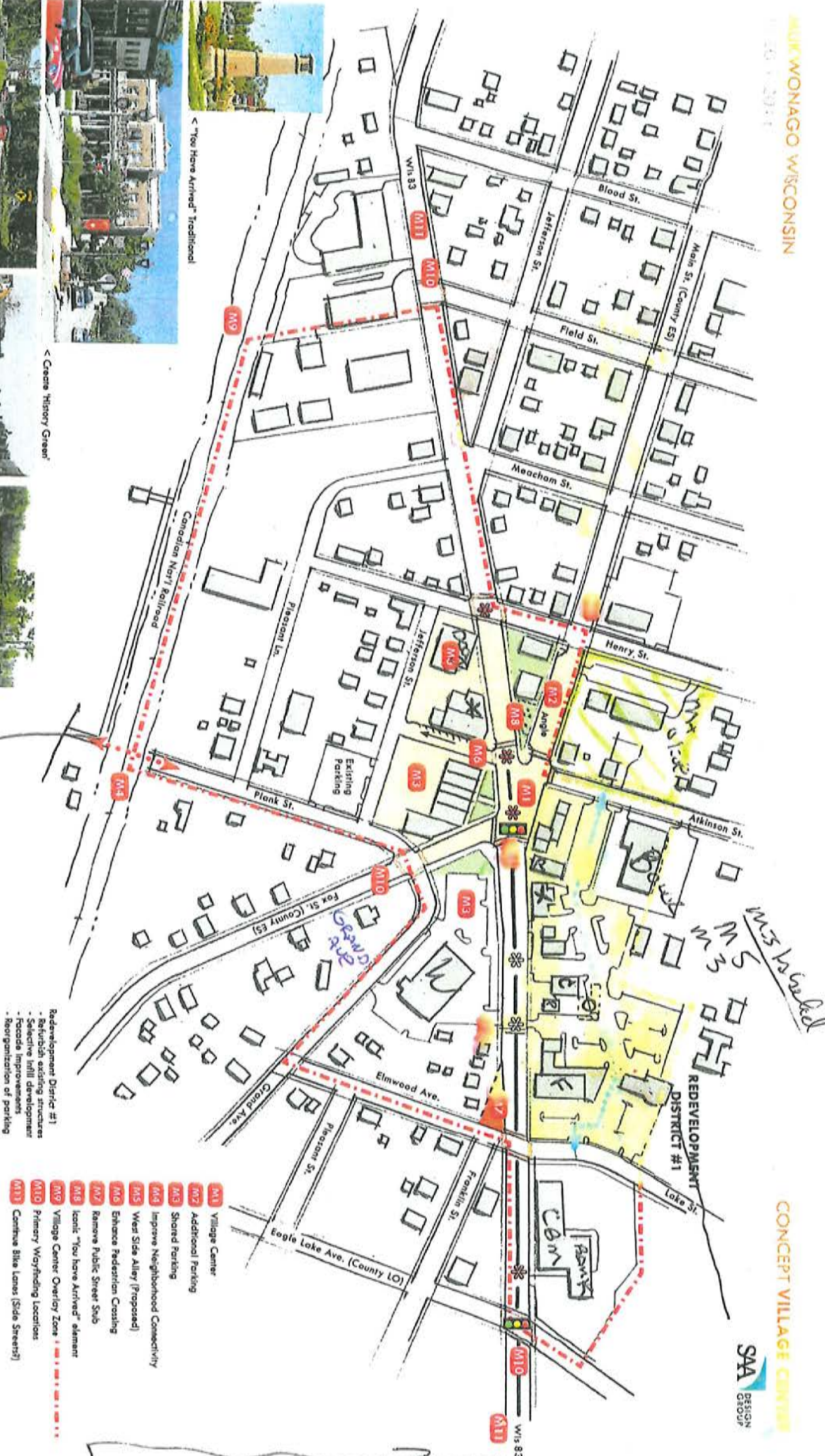
(As recommended by Village Plan Commission April 13, 2017)



Sub-Districts

- Red—Retail Center
- Green—Multi-Purpose Perimeter
- Yellow—Residential Perimeter

CONCEPT VILLAGE CENTER



- Redevelopment District #1
- Refurbish existing structures
- Selective infill development
- Facade improvements
- Reorganization of parking

M1	Village Center
M2	Additional Parking
M3	Shared Parking
M4	Improve Neighborhood Connectivity
M5	West Side Alley [Proposed]
M6	Enhance Pedestrian Crossing
M7	Remove Public Street Sub
M8	Install "You have Arrived" Element
M9	Visiting Center Overlay Zone
M10	Primary Wayfinding Locations
M11	Continue Bike Lanes (Side Streets)

Existing Traffic Signal

## PHASE 1 :: SHORT TERM VISION

5VA Design Group | 117 West Hansen Drive, Meriden, WI 53713 | 608.225.0800 | 608.252.7790 | [www.5vadesigngroup.com](http://www.5vadesigngroup.com) | 2450

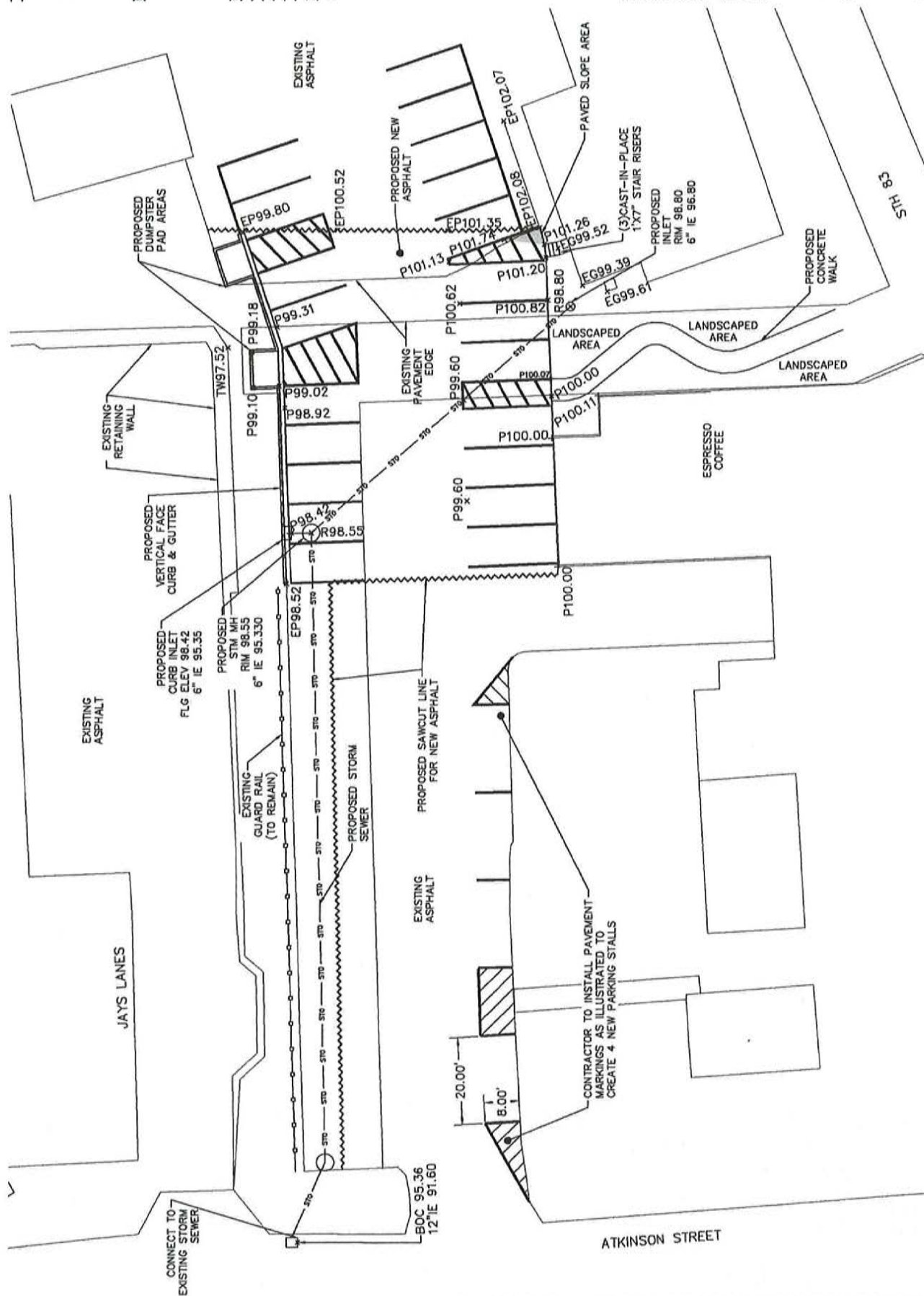




- M1 Village Center
- M2 Additional Parking
- M3 Shared Parking
- M4 Improve Neighborhood Connectivity
- M5 West Side Alley (Proposed)
- M6 Enhance Pedestrian Crossing
- M7 Remove Public Street Sign
- M8 Install "You have Arrived" element
- M9 Village Center Overlay Zone
- M10 Primary Wayfinding Locations
- M11 Continue Bike Lanes (Side Street)

 Existing Traffic Signal

## PHASE 1 :: SHORT TERM VISION







## Village of Mukwonago

### AGENDA ITEM REQUEST FORM

Committee/Board:	Public Works Committee
Topic:	Downtown Street Lighting
From:	Ron Bittner
Department:	Public Works
Presenter:	Ron Bittner
Date of Committee Action (if required):	10/2/19
Date of Village Board Action (if required):	10/16/19

### Information

**Subject:** Downtown Street Lights

**Background Information/Rationale:** An option for additional street lighting and LED conversions was brought before the committee in 2018. Increased illumination was proposed to improve pedestrian safety in the downtown corridor. The decision was deferred to the Downtown Planning Committee with no action taken. Trustee Wamser has requested the lighting proposal be revisited. The WE Energies paperwork will need to come before the board for approval and an authorization signature from the Village President.

**Key Issues for Consideration:** Pedestrian safety

**Fiscal Impact (If any):** The estimate from last year \$4,006.90 for conversions and \$130.61 added to the monthly lighting charges. A revised quote was requested from WE Energies.

**Requested Action by Committee/Board:** We are requesting direction from the committee on revisiting the lighting improvements.

### Attachments

WE Energies quote from June 2018



ELEC WR: 4243187  
GAS WR:

CITY / TOWN / VILLAGE: MUKWONAGO  
CUST/PROJ NAME: VILLAGE OF MUKWONAGO  
PROJECT LOCATION: ROCHESTER ST  
WORK DESCRIPTION: LED CONVERSION

PREPARED BY: ROB SHELL  
E-MAIL: ROB.SHELL@WE-ENERGIES.COM  
OFFICE #: 414-221-3897  
PAGER #: 26057  
PROJECT ID: CDS #:  
DATE PREPARED: 6/25/2018  
DATE REVISED:

RAILROAD PERMITTING/FLAGGING REQUIRED ☐ YES ☒ NO RR NAME: PHONE #:

COMMON INFORMATION  
STAKING REQUIREMENTS:  
☐ SURVEYOR ☐ STAKED  
☐ DESIGNER ☒ NOT NEEDED  
RESTORE PRIVATE PROPERTY: ☐ WE ENERGIES ☒ CUSTOMER

WORK IS APPROX. 25 FT. DIRECTION SW OF CL OF ROCHESTER ST. NEAREST CROSS STREET (N/S/O FOR GAS SERVICE TIE)

ELECTRIC INFORMATION  
OPER MAP #: 3885-7448-04  
FEEDERLINE #: Z77381 ABC  
CATV JOINT USE #:

PROPOSED GAS SERVICE INFORMATION  
MTR SIZE: MTR TYPE: PRES: ☐ EFV  
SERV PIPE SIZE: MATERIAL: ☐ RELIGHT  
MTR LOC: FT. OF CORNER  
CONSTRUCTION TYPE: ☐ TIE IN PIPING

CORROSION CONTACT: ☐ YES ☒ NO

JOB INFO:  
SECTION / TOWN / RANGE: NE 1/4 SEC 26, T5 N, R18E  
SITE VISIT COMPLETED BY: RAY JACHIMEC  
JOB OWNER: MIKE WASTIAN 262-968-5738  
MAIN CONTACTS

☐ CONTRACTOR/BUILDER:  
☐ PLUMBER/HVAC:  
☐ ELECTRICIAN:  
☒ CUSTOMER: VILLAGE OF MUKWONAGO 262-363-6447

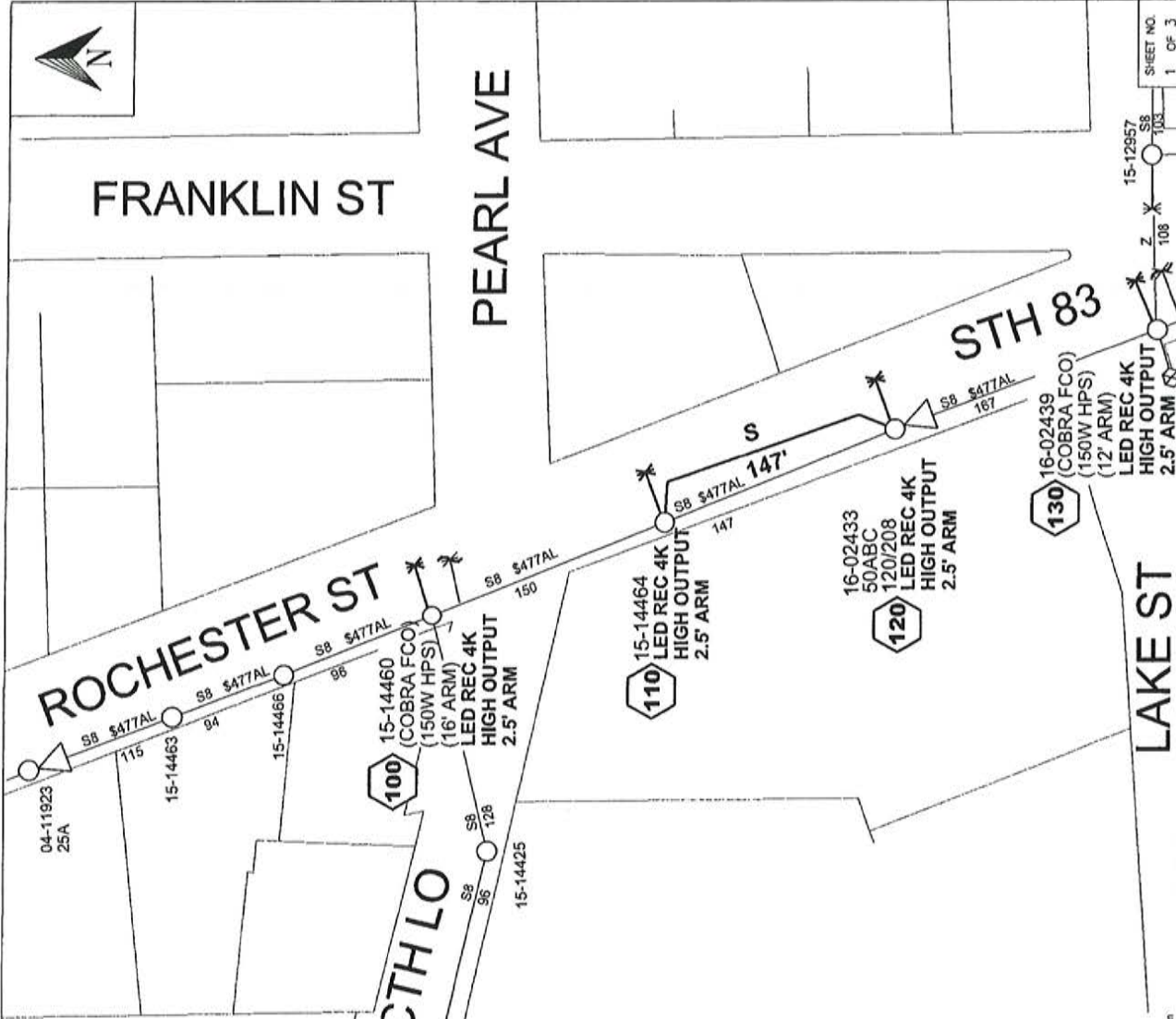
CUSTOMER'S SIGNATURE OF APPROVAL DATE

### STANDARD WIRE KEY

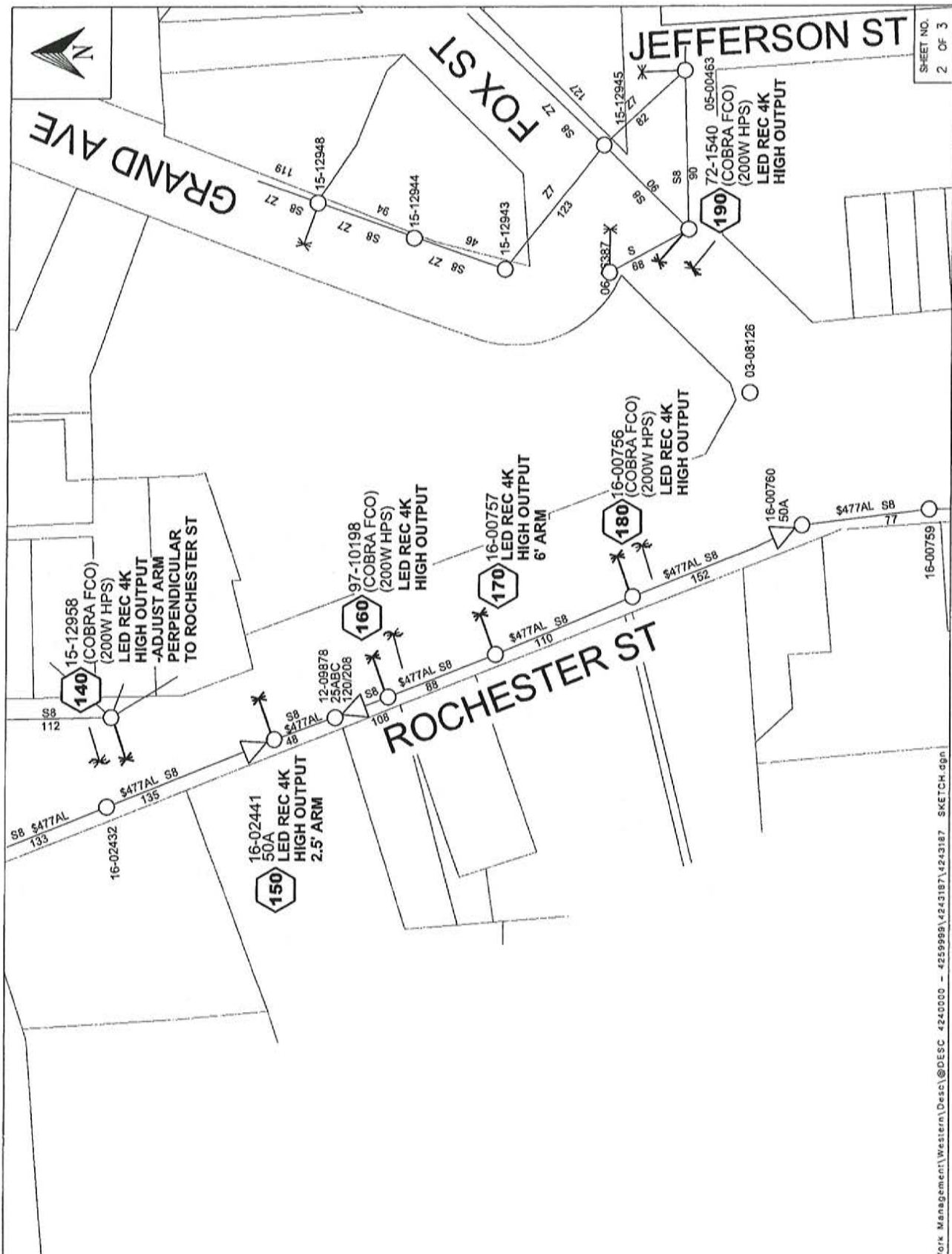
DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z	
Z13 1 #1 AL 25KV	X22 1 #2 CU 15KV
Z14 3 #1 AL 25KV	X23 3 #2 CU 15KV
Z15 3 #500 AL 28KV	Z24 1 #2 CU 25KV
X16 1 #2 AL 15KV	Z25 3 #2 CU 25KV
X17 3 #2 AL 15KV	X26 3 #500 CU 15KV
X18 3 #500 AL 15KV	Z27 3 #500 CU 28KV
R19 3 #10 AL 35KV	Z28 3 #750 AL 35KV
R20 3 #750 AL 35KV	Z29 3 #750 AL 28KV
Z21 3 #750 AL 28KV	
OVERHEAD PRIMARY - E, F, H, Q, R, W, X or Z	
Z 1 #2 ACSSR	N 1 #2 ACSSR
Z1 1 #10 ACSSR	N1 1 #10 ACSSR
Z2 1 #50 ACSSR	N2 1 #50 ACSSR
Z3 3 #2 ACSSR	N3 1 #40 AL
Z4 3 #10 ACSSR	N4 1 #50 ACSSR
Z5 3 #30 ACSSR	NS REMOVAL
Z7 3 #336 ACSSR	GUYING
Z9 SPECIAL LIST ON SKETCH	G 1/4" ARM GUY
Z10 1 WIRE REMOVAL	G2 3/8" ARM GUY
Z11 2 WIRE REMOVAL	G3 3/16" POLE GUY
Z12 3 WIRE REMOVAL	G4 3/8" POLE GUY
STATIC WIRE -	G5 7/16" POLE GUY
SW 1/0AS for W, H and J: 20AS for R	

### SECONDARY - 1-PHASE

S 80X	S1 4 TXR
S2 2 TXR	S3 1/0 TXR
S4 3/0 TXR	S5 350 TXR
S6 750 TXR	S7 1/0 TFX
S8 4/0 TFX	S9 336 TXR
S10 750 TFX	S11 3W REMOVAL
S12 3 WIRE MAIN	
SECONDARY - 3-PHASE	
S 1/0 TFX	S1 4/0 TFX
S2 336 TFX	S3 3/0 TX
S4 350 TX	S5 750 TX
S6 1/0 OXF	S7 3/0 OXF
S8 350 OXR	S9 750 OXR
S10 3 WIRE REMOVAL	S11 3/0 OXR
S12 4 WIRE REMOVAL	

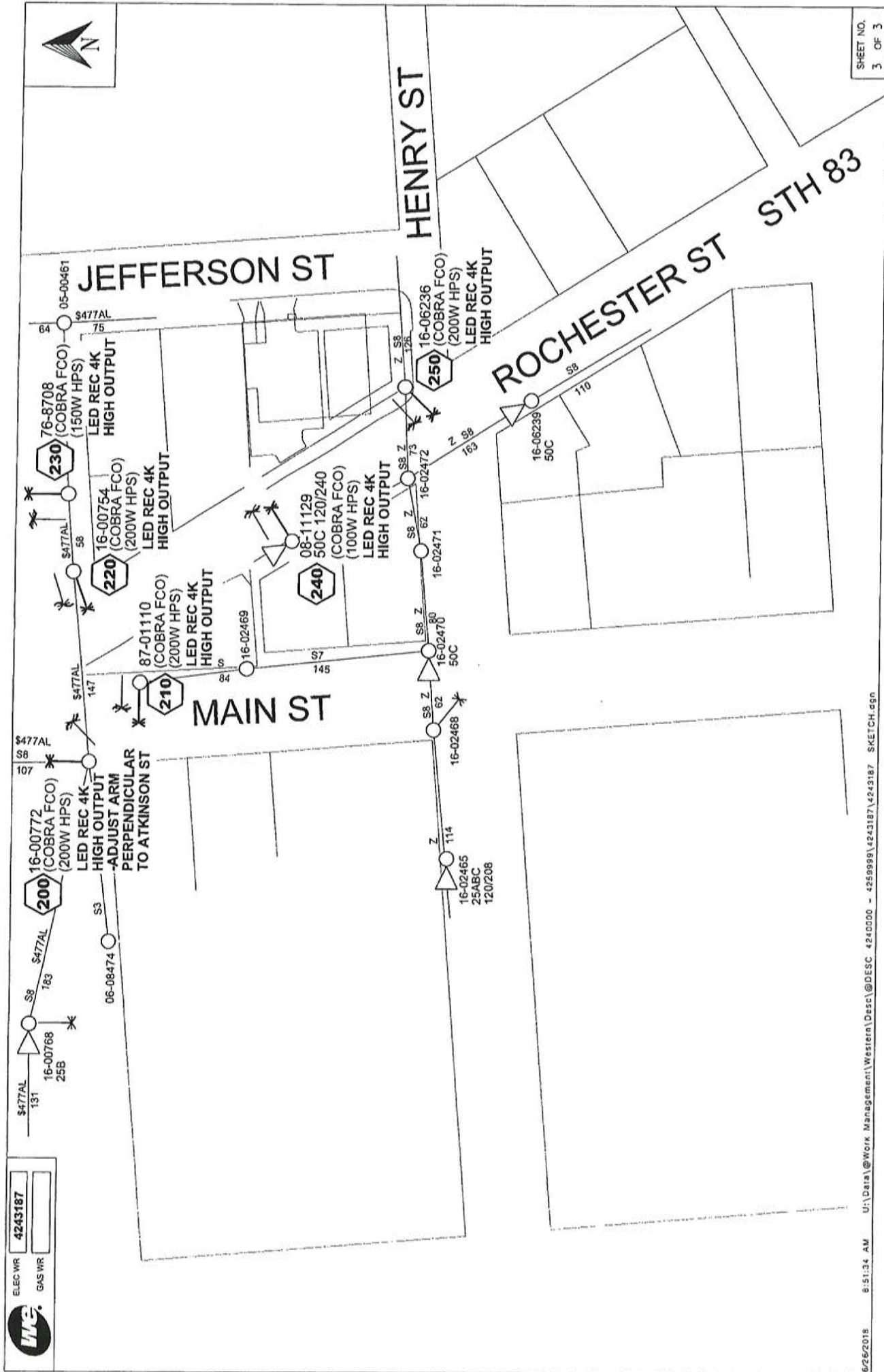








SHEET NO.  
3 OF 3





# WISCONSIN CERTIFIED LOCAL GOVERNMENT

## HISTORIC PRESERVATION COMMISSIONS

**H**istoric Preservation and Wisconsin's historic preservation commissions add value to communities. Historic Preservation improves our quality of life, reinvigorates our neighborhoods, and is what gives our communities each their own distinctive character. It celebrates the places that are important to us, and identifies the places that tell our history.



### What is a Certified Local Government (CLG)?

A CLG is any city, village, county, or town that has been certified by the State Historic Preservation Office (SHPO) and the Department of the Interior to meet these basic criteria:

- ▶ Establish by ordinance a qualified historic preservation commission
- ▶ Enforce state or local legislation for the designation and protection of historic properties
- ▶ Maintain a system for the survey and inventory of local historic resources
- ▶ Provide public participation in the local historic preservation program

### Wisconsin Requirements for Certified Local Governments

The CLG must adhere to all of the federal and state requirements or the SHPO may revoke the CLG certification. The Wisconsin SHPO has established these additional requirements:

- 1 The CLG must enact and enforce a historic preservation ordinance that regulates historic property.
- 2 A CLG must provide annual reporting to the SHPO on CLG activities.
- 3 A CLG must send copies of meeting minutes and agendas to the SHPO following each meeting.
- 4 The ordinance must not allow historic property owners to opt-out of local historic designation.
- 5 Designation must not require owner consent.
- 6 The commission must approve work on locally designated properties and recommendations may not be advisory.

### What is a Historic Preservation Commission (HPC)?

The governmental entity responsible for overseeing design review in a municipality's locally designated districts. Wisconsin Act 176 requires that all decisions of the HPC have an appeal process for the property owner. These appeals typically go before the city council, town board or county board depending on which jurisdiction is covered by the ordinance.

### How are Historic Preservation Commissions funded?

Commissions generally receive a small amount of funding from their local government. Since 1985, CLGs are eligible to apply for competitive Historic Preservation Subgrants from the Wisconsin SHPO. Each year, several communities receive grants up to \$25,000 for a total of approximately \$100,000 awarded to subgrant projects. In the past ten years, the SHPO granted \$984,598 to 37 different CLGs.

### What is a Landmark?

A building, structure, object, or site identified under the guidelines of the local historic preservation ordinance as a historic resource of particular significance.

### What is a Certificate of Appropriateness (COA)?

A document issued by a HPC that allows an applicant to proceed with a proposed alteration, demolition, or new construction in a designated area or site on a designated local landmark, following a determination of the proposal's suitability according to applicable criteria.



THIS PROJECT WAS FUNDED THROUGH THE GENEROUS  
SUPPORT OF THE JEFFRIS FAMILY FOUNDATION

This data is based on a 2018 survey of 70

Wisconsin Certified Local Governments that received responses from 56 communities. Property owners who had recently applied to CLGs for Certificates of Appropriateness also received customer satisfaction surveys to rate their experience working with CLGs.



## STATEWIDE STATISTICS

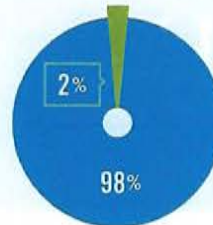
### % OF LANDMARKED PARCELS IN CLG COMMUNITIES

Landmarked  
Parcels  
Non-  
Landmarked  
Parcels

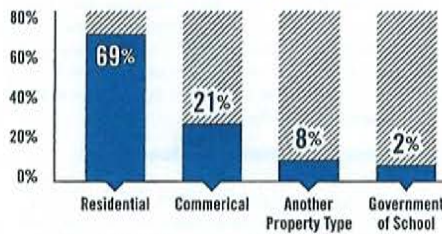


### COA APPROVAL

Approved  
Denied

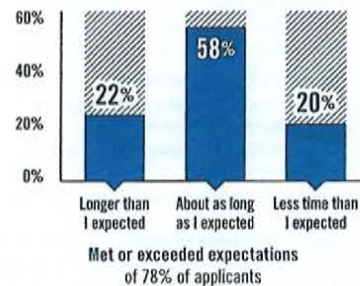


## TYPES OF COA PROJECTS

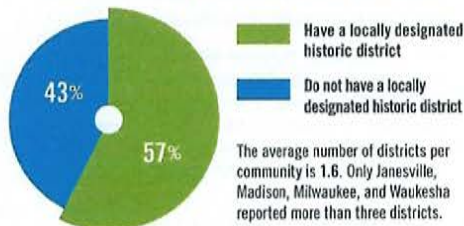


From 2015-2018, on average, 918 COA applications were reviewed statewide per year.

## HPC REVIEW TIME OF COAs



## % OF REPORTING COMMUNITIES THAT HAVE A LOCALLY DESIGNATED HISTORIC DISTRICT



### HISTORIC PRESERVATION COMMISSION TRAINING

► [wihist.org/hpc-training](http://wihist.org/hpc-training)

The Wisconsin SHPO Historic Preservation Commission Training is a comprehensive training for new commissioners as well as a reference site for experienced commissioners covering every aspect of commission operation and historic preservation.

### WISCONSIN CERTIFIED LOCAL GOVERNMENTS

► [wihist.org/clg](http://wihist.org/clg)

The Wisconsin SHPO provides training and assistance to CLGs as well as a competitive subgrant program to fund preservation projects in CLG communities.

### HOW TO PRESERVE YOUR HISTORIC BUILDING

► [wihist.org/preserve-your-building](http://wihist.org/preserve-your-building)

This collection of articles provides owners with best practices for restoring and rehabilitating historic buildings.

For the full report, visit [wisconsinhistory.org/clg-report](http://wisconsinhistory.org/clg-report)



**Village of Mukwonago**  
**COMMITTEE OF THE WHOLE**  
**OF THE VILLAGE BOARD OF TRUSTEES**  
Notice of Meeting and Agenda  
**Wednesday October 2, 2019**

Time: **5:30 p.m.**

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

Any items not discussed or acted on at this meeting will be forwarded to a meeting of the Village of Mukwonago Committee of the Whole on October 3, 2019, at 5:30 p.m., or a different specified date, located at the Mukwonago Municipal Building/Committee Room, 440 River Crest Court.

The Committee of the Whole has the discretion to take up the items listed below in any order.

1. Call to Order
2. Roll Call
3. Approval of minutes from the regular Committee of the Whole Meeting September 4, 2019.
4. Presentation from the Mukwonago Outdoor Performance Stage Committee regarding the development of an outdoor performance stage.
5. Presentation from the Library Director Angela Zimmerman regarding Library Facility Study.
6. Committee Reports

*Discussion and Possible Action on the Following Items*

**A. Finance Committee, Trustee Vermeulen**

- 1) Vouchers payable AP payment batches in the amount of \$350,330.52
- 2) August 2019 Monthly Treasury Report, Revenue/Expenditure Guideline Report  
*(This report is from Staff to Committee members. No item in the reports shall be discussed or acted on by Committee members unless it is specifically noted on the agenda that discussion may occur and/or action may be taken on that item. If the Committee wishes to discuss an item in the reports, the Committee will direct that item to be placed on the next Committee agenda.)*
- 3) Discussion and possible recommendation to the Village Board regarding elected official compensation
- 4) Recommendation to the Village Board to approve the purchase of "Badger Books" an electronic pollbook integration package with the Wisconsin Election Commission, with 2019 unspent Village Hall Capital Improvement Funds not to exceed \$18,000.

**B. Health and Recreation Committee, Trustee Decker**

1. Discussion and possible recommendation regarding the drafting of a policy on future corporate donations to accommodate corporate advertising into the items donated to the Village.
2. Mukwonago Area Chamber of Commerce acknowledgement of the 2020 Farmers Market Season fee schedule.