

Village of Cottage Grove
Meeting

Notice of Public

PLAN COMMISSION

Wednesday, January 11, 2017 6:30 P.M.
Village Hall

221 E Cottage

Grove Rd.

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
5. Discuss And Consider The Minutes From The Plan Commission Meeting

Documents:

[PLAN COMMISSION MINUTES NOVEMBER 17, 2016.PDF](#)

6. Discuss And Consider The Proposed ETJ CSM From Kurt Harry To Modify Lot Lines On Properties Located At 4925 And 4909 Pierceville Road In The Town Of Sun Prairie

Documents:

[CG_HARRY-ETJ CSM_2016-01-06.PDF](#)
[HARRY CSM \(12-6-2016\).PDF](#)
[APP_HARRYCSM_2016-12-29.PDF](#)

7. Comments From Commission Members
8. Future Agenda Items
9. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Plan Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies 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 above in this notice.

**VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Thursday, November 17, 2016**

MINUTES

1. Call to order

The regular meeting of the Plan Commission for November 17, 2016, was called to order by Jack Henrich at 6:30 p.m.

2. Determination of quorum and that the agenda was properly posted.

It was noted that a quorum was present and that the agenda was properly posted. Roll Call was taken. Commission members present were: Don Brinkmeier, Kyle Broom, Mick Conrad, Jack Henrich, Phyllis Jones-Morrison, Jon Russell and Fred Schulze. Staff members present were Village Planner Erin Ruth, Village Administrator Matt Giese, Village Attorney Lee Boushea, Village Engineer Mike Maloney and Village Clerk Lisa Kalata.

3. Pledge of Allegiance

4. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

None

5. Discuss and consider the minutes from the Plan Commission meeting of October 27, 2016.

Motion by Schulze to approve the minutes from the October 27, 2016 Plan Commission meeting, seconded by Jones-Morrison. **Motion** carried with a voice vote of 7-0-0.

6. PUBLIC HEARING: opportunity for public to provide input regarding proposed General Development Plan submitted by Summit Credit Union for a 120,000 to 140,000 square foot corporate headquarters building.

Peter Tan from Strang presented the proposed General Development Plan for Summit Credit Union. Summit Credit Union would like to build a 120,000 to 140,000 square foot, six story corporate headquarters building in Commerce Park. The public hearing was open at 6:50 p.m. by Henrich. Tom and Ginnie Olson from 2454 Gaston Rd did have questions regarding the driveway. They questioned how often the delivery driveway would be used and if semis would be delivering to the building. They also questioned the berm that is currently there, if the driveway would be lower than the berm. Dean Kalmetron from 2448 Gaston Rd, questioned the parking control at the entrance. There is parking on both sides of the street currently and if semis are going to be delivering to Summit Credit Union, it will be hard to maneuver through the street.

Peter explained that the drive way would have deliveries, but it would be infrequently. The berm would stay in place and the driveway would be lower as it is currently. The Village would look into the parking on Gaston Rd and could address the parking issues as well. The public hearing was closed at 7:30 p.m. by Henrich.

7. Discuss and consider the proposed General Development Plan submitted by Summit Credit Union for a 120,000 to 140,000 square foot corporate headquarters building.

Motion by Henrich to approve the proposed General Development Plan as submitted by Summit Credit Union for a 120,000 to 140,000 square foot corporate headquarters building as recommended by Staff and the ARC committee, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

8. Presentation of concept plan for proposed Shady Grove subdivision.

Jim Bricker from JSD Professional Services, Inc. presented the concept plan for Shady Grove subdivision, which would be located off of County BB across from the middle school. This would be a

37-40-acre parcel that would be subdivided for single family, town homes and multi-family units. This would fit well into the Village plan and would connect to Vilas Rd.

9. Presentation of concept plan for proposed Helgeland property subdivision.

Chad Wuebben from Encore Homes, Inc., presented the concept plan for the proposed Helgeland property subdivision, which would be adjacent to Westlawn Estates. This would be a single family residential development. It would have to be annexed to the Village, and it would be completed in two phases. They would like to come back to next month's Plan meeting with preliminary plans and would like to start the project by spring of 2017.

10. Presentation by Madison United Rugby Club.

Jake Winkler the Executive Director of the Madison United Rugby Club was present to introduce himself to the board. He also wanted the committee to know that they are still looking at building. They just launch some fund raising and will be looking at 2020 to complete the project. Attorney Boushea asked that they look at the current plan that has been approved moving forward.

11. Comments from Commission Members.

Russell commented on the potential growth and how it will affect the schools and the utilities. Also the need for a hotel for the Cottage Grove area.

12. Future agenda items.

Subdivisions

13. Adjournment

Motion by Schulze to adjourn at 7:47 p.m., seconded by Jones-Morrison. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.



PLANNING STAFF REPORT

MEMO DATE: January 6, 2017
MTG. DATE: JANUARY 11, 2017

TO: Village of Cottage Grove Plan Commission
CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Deb Winter – Village Clerk/Treasurer
Lee Boushea – Village Attorney
Michael Maloney – Village Engineer
FROM: [Erin Ruth, AICP – Village Planning Director](#)
RE: Harry ETJ Certified Survey Map

BACKGROUND

Property Owner: Kurt Harry

Location: 4925 & 4909 Pierceville Road, Town of Sun Prairie

Area: Request to combine two existing parcels into one 1.51 acre lot (Lot 2 on proposed CSM) and shift property line between proposed Lot 1 and Lot 2 such that Lot 1 will be 1.10 acres.

Agent: Williamson Surveying

Existing Zoning: under Dane County Zoning authority

Proposed Zoning: under Dane County Zoning authority

Future Land Use Plan: Single Family Residential (unsewered)

OVERVIEW

The applicant is seeking approval of a certified survey map (CSM) to combine two existing parcels (#081135191880 and #081135192150) into one parcel totaling 1.51 acres (Lot 2 on the proposed CSM). In addition, the proposed CSM will shift the property line between proposed Lots 1 and 2 0.14 feet to the south.



STAFF RECOMMENDATION

Staff recommends that the proposed Certified Survey Map be **APPROVED**.

COMPREHENSIVE PLAN CONSISTENCY

The subject property is designated as Single Family Residential (unsewered) on the Comprehensive Plan's Future Land Use Map. The requested realignment of the existing property lines is consistent with that use.

ZONING ORDINANCE CONSISTENCY

The subject property is located in the Town of Sun Prairie. Therefore, it is under the zoning jurisdiction of Dane County and the Village Zoning Ordinance is not applicable.



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the SW 1/4 of the NE 1/4 and the SE 1/4 of the NW 1/4 of Section 35, T8N, R11E, Town of Sun Prairie, Dane County, Wisconsin. Including all of Lots 1 and 2, C.S.M. No. 13687, VOL. 90, PG 76-79

NOTES:

- 1.) THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT FOR THE SUBJECT TRACT OR ADJOINERS AND IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND STATEMENT OF FACTS REVEALED BY EXAMINATION OF SUCH DOCUMENTS.
- 2.) WETLANDS, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.
- 3.) FLOOD PLAIN, IF PRESENT, HAS NOT BEEN LOCATED OR SHOWN.
- 4.) AS OWNERS OF LOTS 1 AND 2 OF THIS CERTIFIED SURVEY MAP, I HEREBY STIPULATE THAT I AND MY HEIRS OR ASSIGNS WILL NOT OBJECT TO ANY OF THE LEGALLY PERMITTED USES THAT OCCUR ON THE ADJOINING PROPERTY.

SURVEYOR'S CERTIFICATE

I, Chris W. Adams, Registered Land Surveyor hereby certify that in full compliance with the provisions of Chapter 236.34 Wisconsin Statutes, the subdivision regulations of Dane County, and by the direction of the owners listed below, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, located in part of the SW 1/4 of the NE 1/4 and the SE 1/4 of the NW 1/4 of Section 35, T8N, R11E, Town of Sun Prairie, Dane County, Wisconsin being all of Lots 1 and 2, Certified Survey Map No. 13687, recorded in Volume 90 on Pages 76-79 as Document No. 5062352. This total parcel contains 2.60 acres.

Williamson Surveying and Associates, LLC
by Noa T. Prieve & Chris W. Adams

Date _____

Chris W. Adams S-2748
Professional Land Surveyor

OWNERS' CERTIFICATE:

As owner, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided and mapped as represented on the certified survey map. I also certify that this certified survey map is required by sec. 75.17(1)(a), Dane County Code of Ordinances, to be submitted to the Dane County Zoning and Land Regulation Committee for approval.

WITNESS the hand seal of said owners this _____ day of _____, 20____.

Kathleen M. Harry Estate
Kurt A Harry (Representitive)

STATE OF WISCONSIN)
DANE COUNTY)

Personally came before me this _____ day of _____, 20____ the above named Kurt A. Harry to me known to be the person who executed the foregoing instrument and acknowledge the same.

_____ County, Wisconsin.

My commission expires _____

Print Name

Notary Public

SURVEYORS SEAL



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the SW 1/4 of the NE 1/4 and the SE 1/4 of the NW 1/4 of Section 35, T8N, R11E, Town of Sun Prairie, Dane County, Wisconsin. Including all of Lots 1 and 2, C.S.M. No. 13687, VOL. 90, PG 76-79

OWNERS' CERTIFICATE:

US BANK TRUST NA, TRE, a bank duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner of the described land, does hereby consent to the surveying, dividing and mapping of the land described on this certified survey map.

IN WITNESS WHEREOF, the said US BANK TRUST NA, TRE, has caused these presents to be signed by its corporate officer listed below at the _____(city), _____(state) and its corporate seal hereunto affixed on this ___ day of _____, 20___.

US BANK TRUST NA, TRE

Authorized Representative

STATE OF WISCONSIN)
DANE COUNTY)

Personally came before me this ____ day of _____, 20___, _____, Authorized Representative of the above named bank, to me known to be the person who executed the foregoing instrument and to me known to be such officer of said bank, and acknowledge that they executed the foregoing instrument as such officer as the deed of said bank, by its authority.

County, Wisconsin.

My commission expires _____

Print Name

TOWN BOARD RESOLUTION

Resolved that this certified survey map is hereby acknowledged and approved by the Town of Sun Prairie on this ____ day of _____, 20___.

Jo Ann Ramsfield

Town Clerk

VILLAGE OF COTTAGE GROVE APPROVAL

Resolved that this certified survey map in the Town of Sun Prairie is hereby acknowledged and approved by the Village of Cottage Grove on this ____ day of _____, 20___.

Deb Winter
Village Clerk

Notary Public

NOTE:

REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.

DANE COUNTY APPROVAL

Approved for recording per Dane County Zoning and Land Regulation Committee action on _____.

Daniel Everson
Assistant Zoning Administrator

REGISTER OF DEEDS:

Received for recording this ____ day of _____, 20___ at ____ o'clock ____M. and recorded in Volume _____ of Dane County Certified Surveys on pages _____ through _____.

Kristi Chlebowski
Register of Deeds

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

SURVEYORS SEAL

VILLAGE OF COTTAGE GROVE
APPLICATION FOR CERTIFIED SURVEY MAP

APPLICANT NAME: Kurt Harry (Williamson Surveying as Agent)
APPLICANT ADDRESS: W5578 Honey moon Bay Rd Tomahawk 54487
TELEPHONE NUMBER: 715-612-8324
EMAIL ADDRESS: KUHARRY@FRONTIER
ADDRESS OR LOCATION OF SUBJECT PROPERTY: _____
4925 & 4909 Pierceville Rd
MUNICIPALITY: Town of Sun Prairie
CURRENT ZONING OF PROPERTY: A-2(G) & R-1A
NUMBER OF PARCELS CREATED: 2

APPLICATION SUBMITTAL REQUIREMENTS:

1. Certified Survey Map, signed by licensed surveyor, reflecting the proposed land division and meeting the requirements of 274-22 of the Village of Cottage Grove Subdivision Ordinance.
2. Fee of \$100 + \$25 per lot created.
3. Escrow deposit of \$250 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

Mail or deliver the completed application form, CSM, and fee to the Village Hall. Materials may be submitted as pdf files via email by arrangement with Village Planner.

1d-2d-2016

Date



Applicant signature

Village of Cottage Grove
221 E. Cottage Grove Road
Cottage Grove, WI 53527
Telephone: (608) 839-4704
Office Hours: M-F 7:30 a.m. to 4:30 p.m.

For Office Use Only

Date Received:
Plan Commission meeting date:
Village Board meeting date: