

**VILLAGE OF COTTAGE GROVE
MEETING**

NOTICE OF PUBLIC

**AD HOC
ARCHITECTURAL
REVIEW COMMITTEE**

**Wednesday, June 13, 2018
Hall
8:00 a.m.
Road**

**Village
221 E. Cottage Grove**

1. Call To Order
2. Roll Call
3. Discuss And Consider Minutes From The ARC Meeting

Documents:

[2-12-18 ARC MINUTES.PDF](#)

4. New Business
 - a. Presentation of signage concept for Ghidorzi Building located at 1609 Landmark Drive for the purpose of gathering feedback.

Documents:

[CG_GHIDORZISIGN_ARCCONCEPT_2018-05-31.PDF](#)

5. Adjournment

This agenda has been prepared by Staff 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.

**AD HOC
ARCHITECTURAL
REVIEW COMMITTEE**

February 12, 2018

MINUTES

- 1.) **Call to order.** President Jack Henrich called the meeting to order at 8:00 a.m.
- 2.) **Roll call.** Present were: Jack Henrich, Jim Elmore, Mike Hackel, Jim Knudtson. Also in attendance were: Director of Planning and Development Erin Ruth, Village Clerk Lisa Kalata, Brad Koning, Sketchworks Architects.
- 3.) **Discuss and consider minutes from the August 10, 2017 ARC meeting.**
Motion by Knudtson to approve the August 10, 2017 ARC minutes, seconded by Hackel.
Motion carried with a voice vote of 4-0-0.
- 4.) **New Business:**
 - a. **Discuss and consider request for Certified Survey Map approval from Jimmy John's for property at 1579 Landmark Drive.**
 - Ruth explained the maps in the packet for a standalone Jimmy John's, which would divide 0.785-acre parcel from the existing 6.4-acre parcel. Brad Koning from Sketchworks Architects provided an overview of the site plan design. Asked about flexibility in sprinkler requirements, given it's a brick building with steel structure and no full kitchen. Ruth noted they had not been waived previously. Hackel said he would be ok with waiving the sprinkler requirement if it's acceptable to the Fire Chief. Koning stated that Jimmy John's would likely want to install a pylon sign. Hackel felt height should be limited as the grade rises to the south. Ruth stated that without ARC approval the height is limited to 8 feet per the covenants. It was decided to postpone discussion of a height exception for the sign. If Jimmy John's wants to pursue that, they can come back to another meeting and provide additional details. Hackel asked if the lot shape allows creation of a feasible lot on Landmark Drive, south of the proposed driveway. Ruth responded that as proposed it does, but a one-acre lot might not. Hackel liked that the driveway was adjacent to the Culver's driveway allowing one curb cut and one median cut as it is more efficient. Hackel asked for additional description of the site lighting concept, which Koning provided. Hackel felt that while the building design was generally good, the south façade was not similarly detailed to other three facades. He recommended a canopy over the door on that façade.
Motion by Hackel to approve the certified survey map for Jimmy John's at 1579 Landmark drive, to grant an exception to the one-acre minimum lot size requirement in the Commerce Park Covenants, to maximize efficiency and flexibility in the division of the remainder of the parcel, seconded by Knudtson. **Motion** carried with a voice vote of 4-0-0.
 - b. **Discuss and consider request for Site Plan approval from Jimmy John's for the property located at 1579 Landmark Drive.**

Motion by Henrich to approve the site plan approval from Jimmy John's for the property located at 1579 Landmark Drive with the following conditions:

1. Eliminate all but one of the parallel parking spaces along the southern side of the parking lot. Shift the curb 9' to the north (maintaining the 24' wide drive aisle) to increase the amount of green space and decrease the amount of impervious surface. One parallel space may remain as a waiting area related to the drive-through, and the striping shall be adjusted to align to the north/south drive aisle in front of the building.
2. Reduce the width of the easternmost drive aisle from 28' to 24' by shifting the parking spaces and curb west by 4', thus providing additional green space and reducing the amount of impervious surface.
3. Eliminate the linden tree shown near the northeast corner of the building (per ordinance, climax trees such as the linden tree do not count toward building foundation landscaping requirements), and replace them with two medium deciduous trees (for example two additional crab trees to match the one already proposed on the north side of the building).
4. Relocate the four crab trees proposed for the north side of the driveway. Place two adjacent to the eastern edge of the parking lot, and two in the green space south of the drive-through lanes to better screen the lanes and parking lot.
5. Install a Knox Box on the building for emergency access.
6. A fire protection rated sprinkler system and standpipe is required by the Commerce Park Covenants. The ARC will waive this requirement if acceptable to the Fire Chief of the Cottage Grove Fire Department.
7. A sign permit will be required for all signage on the property.
8. The applicant shall confirm that roof top units are not visible above the cornice line.
9. The applicant shall provide a canopy above the door on the south side of the elevation to match other building elevations.

Seconded by Hackel. **Motion** carried with a voice vote of 4-0-0.

5.) Adjournment.

Motion by Knudtson adjourn at 8:29 a.m., seconded by Henrich. **Motion** carried with a voice vote of 4-0-0.

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: May 31, 2018

MTG. DATE: JUNE 13, 2018

TO: Architectural Review Committee

CC: Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Lee Boushea – Village Attorney
Michael Maloney – Village Engineer

FROM: [Erin Ruth, AICP – Village Planning Director](#)

RE: Proposed Signage Concept

OVERVIEW

A real estate company is working on purchasing the Ghidorzi Building at 1609 Landmark Drive and the vacant parcel that is adjacent to the south. Upon finalizing the purchase, they would like to install a ground sign along Highway N that is visible from I-94. They feel that strictly relying on wall signage is insufficient to promote any businesses that will occupy the building.

The covenants allow a ground sign up to 8' tall and 100 square feet in area. The applicant believes a sign that size will be inadequate to promote the businesses to drivers on I-94. They are seeking feedback on the size, location, and design of a much taller group development sign that will allow signage for each business in the building.

The Village Sign Ordinance allows a monument sign up to 10' tall or a pylon sign up to 25' tall, with a maximum area of 150 square feet. If these dimensions are exceeded, the sign will also require Plan Commission approval.

COMMERCE PARK COVENANTS

Per the Commerce Park Covenants, the ARC “may vary the size of signage provided for these protective covenants where the owner can demonstrate the need for larger scale advertising and can also demonstrate that the highest quality of design, materials, and landscaping will be used to meet the objectives of maintaining an attractive community appearance as viewed either from CTH N or I-94.”



Furthermore, “variances shall be at the sole discretion of the ARC in interpreting these standards. In no case shall the ARC grant a variance that exceeds the maximum allowable size in the Village of Cottage Grove Sign Ordinance.”

SIGN ORDINANCE

Per 325-102(E)(3), “applicants seeking a variation from the regulations of this chapter may appeal to the Plan Commission for approval of the proposed variation.”

NEXT STEPS

Upon gathering feedback from the ARC, the applicant will decide whether to move forward with a formal sign application. If signage in the application exceeds that allowed by the regulations the ARC (and Plan Commission if necessary) will take formal action on the application.



Concept images of proposed signage provided by applicant

