

**ORDINANCE REVIEW COMMITTEE**

Wednesday, July 31, 2019

5:30 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. **Public Appearances** – Public’s opportunity to speak about any subject that is not a specific agenda item.
4. Elect a Committee Chair.
5. Discuss and consider electing a Committee Secretary.
6. Old Business
  - a. Discuss and consider development of a plan/strategy for reviewing ordinances and how to execute (Committee assigned sections to each member for review at the June 26, 2019 Ordinance Review Committee Meeting).
  - b. Discuss and consider recommendation for ordinance budget for 2020 (this item was tabled at the June 26, 2019 Ordinance Review Committee Meeting).
7. New Business
  - a. Discuss and consider process for Ordinance Request Forms submitted.
  - b. Discuss any Ordinance Request Forms received.
8. Approve the minutes of the June 26, 2019 meeting.
9. Future agenda items.
10. Set next meeting date.
11. Adjournment.

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.

**ORDINANCE REQUEST FORM**

**NAME OF REQUESTER:** \_\_\_\_\_

**ADDRESS OF REQUESTER:** \_\_\_\_\_  
\_\_\_\_\_

The Village of Cottage Grove Ordinance Review Committee (Committee) reviews requests to revise current or create new Ordinances for the Village.

The Committee must analyze the "Who, What, When , Where, Why and How" when deciding whether to pursue a request. This involves a variety of factors including (but not limited to) whether this is a matter affecting the entire Village, number(s) of individuals affected, how the proposal solves the problem, time and expense related to drafting the proposed language, the cost/benefit involved with the enforcement of the Ordinance.

To assist the Committee, please provide as much background as possible:

**WHO** (is affected by the proposal)

**WHAT** (is the actual issue involved, specific sections you want revised, proposed language?)

**WHEN** (has this been a problem?)

**WHERE** (have problems occurred?)

**WHY** (are there existing ordinances, state statutes that could be used as an alternative?)

**HOW** (does this proposal solve the issue? How have other municipalities dealt with this issue (examples of ordinances from other local jurisdictions are helpful.)

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The next meeting of the Village Ordinance Committee is scheduled for: \_\_\_\_\_

Thank you for your interest in the Village of Cottage Grove.

# Village of Cottage Grove Ordinance Committee

## DRAFT Minutes

Wednesday, June 26, 2019

### 1. Call to Order

Heidi called the meeting to order at 5:31pm.

### 2. Determination of Quorum and That the Agenda Was Properly Posted.

Alex Jushchyshyn, John Russell, Phyllis Jones-Morrison, Heidi Murphy  
in Attendance Lee Boushea, John Williams

### 3. PUBLIC APPEARANCES- Public's Opportunity to Speak About Any Subject That Is Not A Specific Agenda Item.

None

### 4. Discuss and consider tree for prioritizing updates to ordinances

Documents: <https://www.edureka.co/blog/decision-trees/>

<https://www.pmi.org/learning/library/decision-tree-analysis-expected-utility-8214>

John Williams, giving some background. About 6 months ago ordinances needed to be reviewed. There was no process to prioritize. such as safety before economic, before trees... as an example.

Ch 12 of village ordinances does not give guidance, and it could be updated to add this decision tree.

The committee discusses the following questions:

- What is the process for subject matter expert committees to complete the updates vs. this committee?
- What is the process for ensuring legal review for revisions?
- how much money to spend? in 2015 we spent \$3K. budget was \$7,500. \$6,200 was spend. Having the ordinances submitted to the state is the biggest cost.

when updating or prioritizing, be sure to include staff for review.

Priority of ordinances to consider when creating a takings list.

- Public health and Safety,
- does it need to go to specific committee or direct to board for approval
- Legal risk
- Economic risk
- enrichment. (example parks)
- nuisance

This Committee needs to become familiar with the ordinances. John R. recommends we each take a section and review it.

Alex Jushchyshyn motion to table to next meeting and review prioritization chart from meeting minutes.

2nd Phyllis Jones-Morrison

Vote: 4-0 pass

**5. Discuss and consider the need for ordinance submittal form.**

Lee presented a form created in 2015 to be used for submitting a request for update.

Alex Jushchyshyn motion to have ordinance form put on agenda for the next Village Board meeting, to have the form on the web site.

2nd Phyllis Jones-Morrison

Vote: 4-0

**6. Discuss and consider development of a plan/strategy for reviewing ordinances and how to execute.**

The committee discussed slicing the chapters for review and the list is below. Use staff for questions where appropriate

The following list was agreed upon for each member to review Village Ordinances.

John Russell: Chapter 1 to 102

Phyllis Jones-Morrison: Chapter 106 to 167

Heidi Murphy: chapter 173 to 245

Alex Jushchyshyn: Chapter 250 to 325

Motion Heidi Murphy to complete assignments

2nd John Russell

Vote: 4-0

**7. Discuss and consider recommendation for ordinance budget for 2020.**

Alex Jushchyshyn Motion to table,

2nd John Russell

Vote: 4-0

This item could be listed as "Old Business" agenda item at the next meeting

**8. Adjournment**

Heidi Murphy Motion at 6:25PM

2nd Phyllis Jones-Morrison

Vote: 4-0