

VILLAGE OF COTTAGE GROVE  
MEETING

NOTICE OF PUBLIC

AD HOC ARCHITECTURAL REVIEW COMMITTEE

Monday, October 5, 2020

8:00 a.m.

*Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/99585057903>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 995 8505 7903#. When asked for your Participant ID, just press #, when asked for the Passcode enter 221 #.*

*You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us)*

1. Call To Order
2. Roll Call
3. Discuss And Consider Minutes From The September 11, 2020 ARC Meeting.

Documents:

[9-11-20 ARC MINUTES.PDF](#)

4. Discuss And Consider Dolphin Swim Academy Proposed Signage.

Documents:

[CG\\_DOLPHINSWIM\\_ARC\\_2020-10-05.PDF](#)  
[48885 - SHEET - A201 - EXTERIOR ELEVATIONS.PDF](#)  
[2020-09-04 - DOLPHIN - AERIAL PERSPECTIVE - SIGNAGE.PDF](#)

5. Discuss And Consider Request From Dolphin Swim Academy To Waive Requirement From Article IV, I, C, 4 Of The Commerce Park Covenant Which Requires Occupied Facilities To Include A Sprinkler System.
6. 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**

**September 11, 2020  
MINUTES**

- 1.) **Call to order.** President John Williams called the meeting to order at 8:02 a.m. This was a zoom meeting.
- 2.) **Roll call.** Present were: John Williams, Jim Knudtson, Mike Hackel and Mike Elder arrived at 8:04 a.m. Also, in attendance were: Director of Planning and Development Erin Ruth, Lisa Kalata Village Clerk and Brittany Ballweg with Dolphin Swim Academy.
- 3.) **Discuss and consider minutes from the May 15, 2020 ARC meeting.**  
**Motion** by Hackel to approve the May 15, 2020 ARC minutes, seconded by Knudtson.  
**Motion** carried with a voice vote of 3-0-0.
- 4.) **Discuss and Consider A Request from Dolphin Swim Academy for Approval of a Site Plan for a 7,400 sq. ft. Facility on Lot 15 of the Commerce Park.**  
Joe Gallagher, Architect with Ramaker was present to give a brief overview of the project. Knudson questioned the shared delivery and refuse area and indicated that it would need to be a screened area. Hackel had concerns with the wood siding, the landscape plan and photometrics plan, curb and gutter and the screening of mechanicals.  
**Motion** by Hackel to approve with the conditions of dumpster screening to be complete in material to match the building materials, equipment areas to be screened in materials to match the building materials, curb and gutter, landscaping and photometrics plans to be approved by staff meeting village requirements, all building materials will be masonry or engineered metal panels with hidden fasteners and signage to be approved at a later date, seconded by Knutson. **Motion** carried with a voice vote of 4-0-0.
- 5.) **Adjournment.**  
**Motion** by Knudtson to adjourn at 8:29 a.m., seconded by Hackel. **Motion** carried with a voice vote of 4-0-0.

Erin Ruth, Director of Planning and Development  
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:** September 29, 2020

**ARC DATE:** **OCTOBER 5, 2020**

**TO:** Village of Cottage Grove Architectural Review Committee

**CC:** Village of Cottage Grove Board of Trustees  
Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Larry Konopacki – Village Attorney  
Kevin Lord – Village Engineer

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

**RE:** **Dolphin Swim Academy – Sign Plan and Sprinkler Waiver Request**

## BACKGROUND

Property Owner: Dolphin Swim Academy

Location: Lot 15, Cottage Grove Commerce Park (NE corner of Limestone Pass and Landmark Drive)

Area: 2.66 acres

Agent: Brittany Ballweg – Owner  
Joe Gallagher – Architect, Ramaker

Existing Zoning: PI, Planned Industrial

Proposed Zoning: Planned Office/Industrial

## OVERVIEW

The site plan and conditional use permit for the Dolphin Swim Academy have both been approved by the ARC, Plan Commission, and Village Board.

At this time the applicant is seeking approval from the ARC for two requests: 1) approval of proposed signage, and 2) approval of a waiver of Article IV(I)(C)(4) of the Commerce Park Covenants which requires a sprinkler system in occupied buildings in the Commerce Park.

### Signage

The proposed signage consists of one illuminated wall sign which meets the requirements of the covenants and the sign ordinance, and it is scaled appropriately for the building and location.

### Sprinkler Waiver

The Commerce Park Covenants require sprinkler systems in occupied buildings. However, upon request from applicants this requirement has been waived in the past by the ARC. Past projects receiving waivers have included Madison Window Cleaning and Jimmy John's.

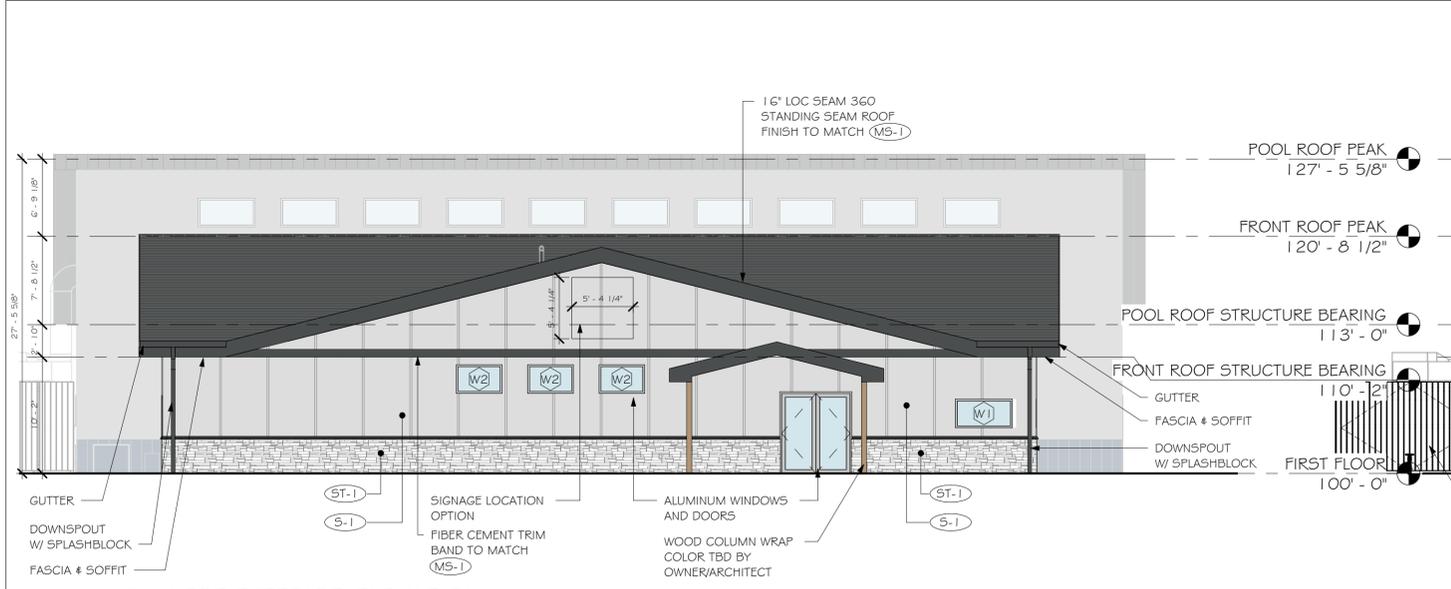
In both of those cases, the Cottage Grove Fire Department indicated they did not object to the ARC granting the waiver as long as the sprinklers were not also required by the Wisconsin Building Code.

Chief Archibald of the CGFD did not object to granting the waiver request from Dolphin Swim Academy.

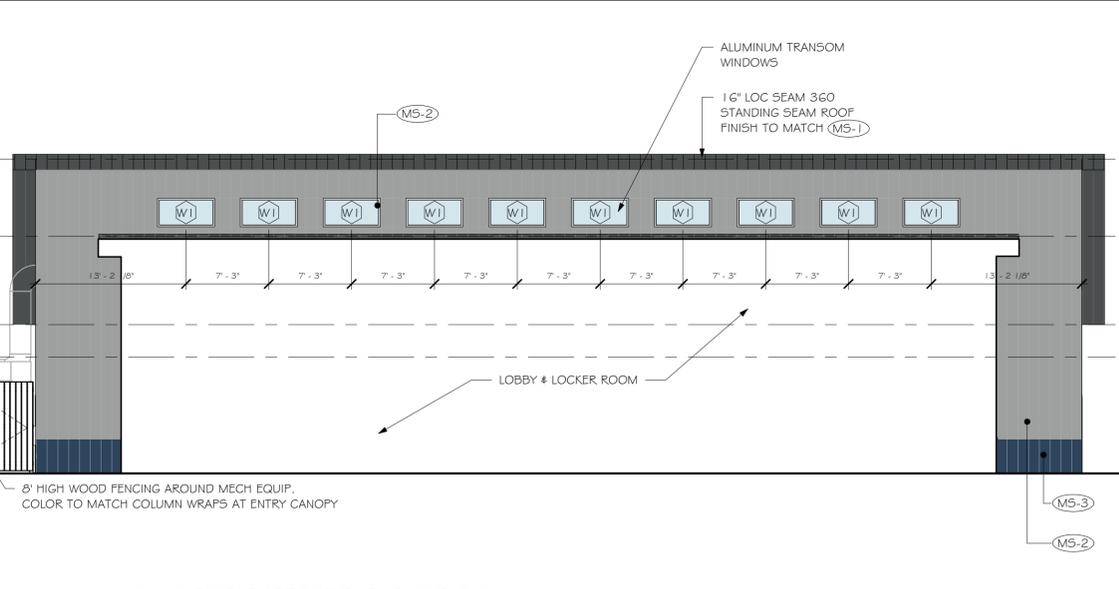
The waiver only pertains to the covenants. If a system is required by the state then it must be installed per the building code.

### **STAFF RECOMMENDATION**

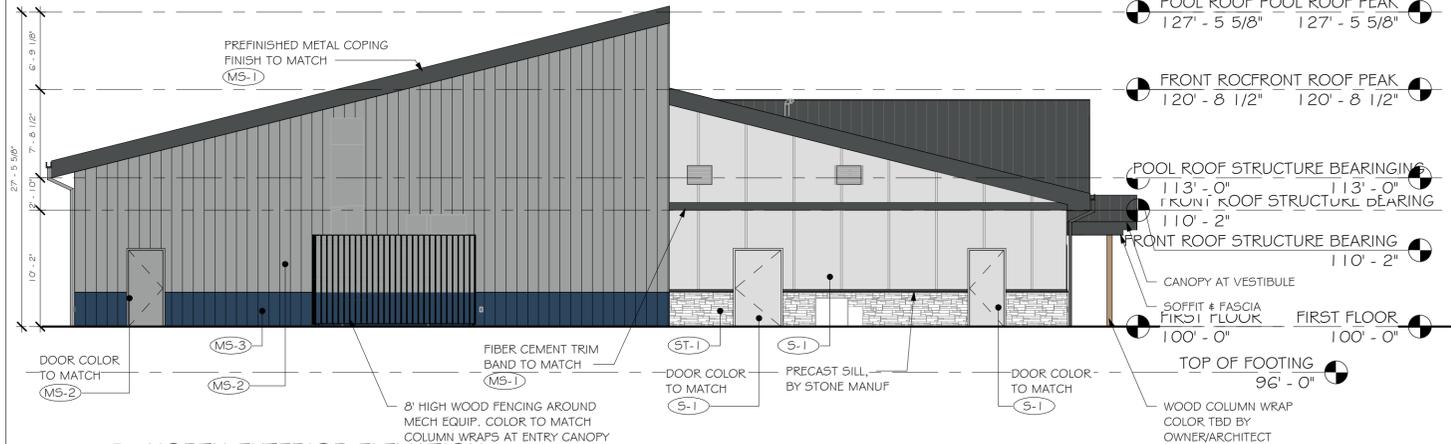
- A. Staff recommends the proposed signage be **APPROVED**. The signage will still require a sign permit which can be issued by staff and will not require additional ARC review.
  
- B. Staff recommends the requested waiver to Art. IV(I)(C)(4) requiring sprinkler system be **APPROVED**.



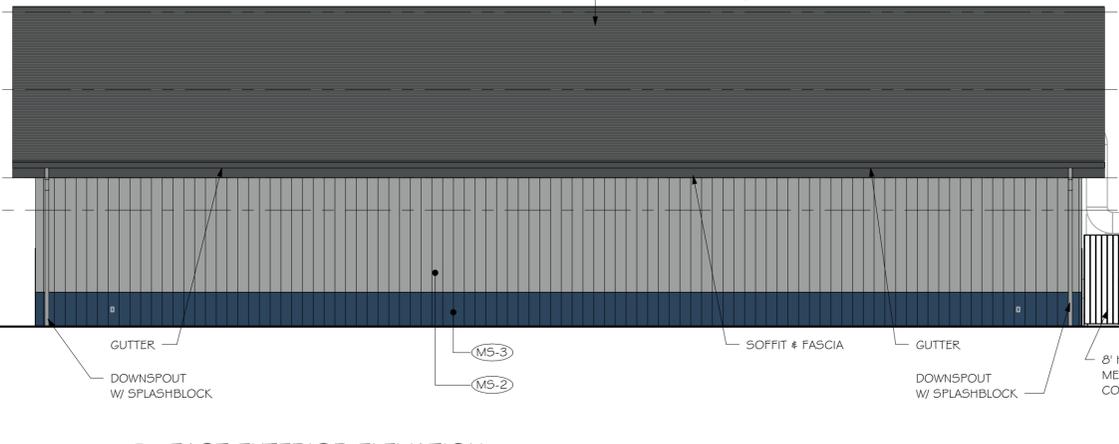
**1 WEST EXTERIOR ELEVATION**  
 SCALE: 1/8" = 1'-0"



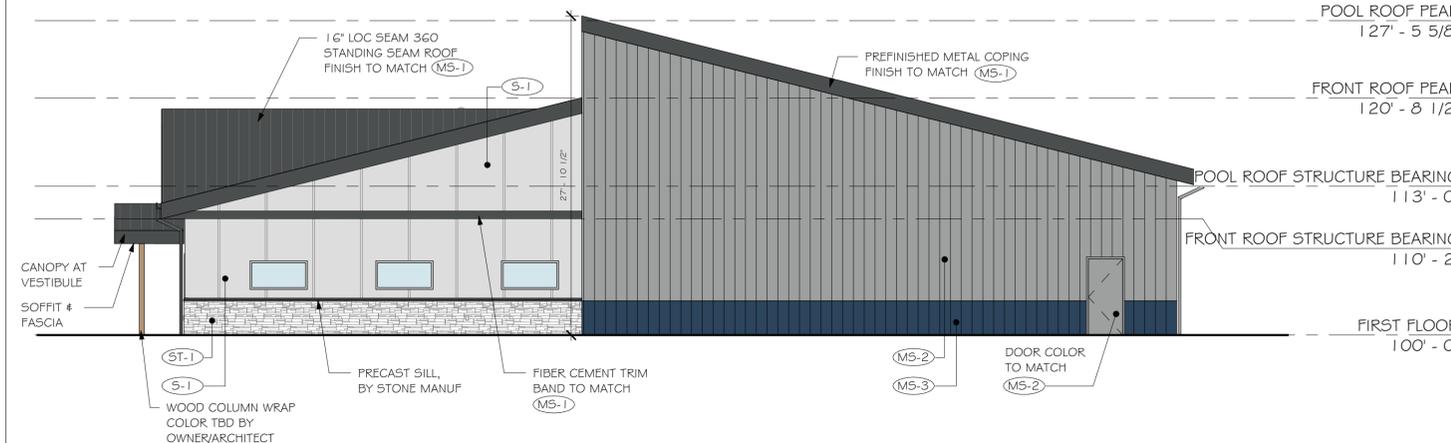
**2 WEST EXTERIOR ELEVATION**  
 SCALE: 1/8" = 1'-0"



**3 NORTH EXTERIOR ELEVATION**  
 SCALE: 1/8" = 1'-0"



**4 EAST EXTERIOR ELEVATION**  
 SCALE: 1/8" = 1'-0"



**5 SOUTH EXTERIOR ELEVATION**  
 SCALE: 1/8" = 1'-0"

**PRELIMINARY**  
 FOR REVIEW  
 PURPOSES ONLY

- EXTERIOR ELEVATION NOTES**
- ALL EXTERIOR VENTS & LOUVERS TO BE PAINTED TO MATCH ADJACENT WALL COLOR. SEE MECHANICAL FOR SIZE AND LOCATIONS
  - FOAM PLASTIC INSULATION GREATER THAN 4" IN THICKNESS SHALL HAVE A MAXIMUM FLAME SPREAD INDEX OF 75 AND A SMOKE DEVELOPED INDEX OF 450 WHERE TESTED AT A MINIMUM THICKNESS OF 4"
  - PROVIDE BLOCKING AND ELECTRICAL CIRCUITING TOO ALL SIGN LOCATIONS; COORDINATE WITH SIGN CONTRACTOR.

**EXTERIOR MATERIALS LEGEND**

	MS-1 - PREFINISHED METAL SIDING - FIRESTONE DELTA CONCEALED FASTENER PANEL-12B - COLOR: CHARCOAL GRAY
	MS-2 - PREFINISHED METAL SIDING - FIRESTONE DELTA CONCEALED FASTENER PANEL-12B - COLOR: CITYSCAPE
	MS-3 - PREFINISHED METAL SIDING - FIRESTONE DELTA CONCEALED FASTENER PANEL-12B - COLOR: REGAL BLUE
	S-1 - SIDING - JAMES HARDIE SMOOTH FINISH BOARD AND 4" OC BATTON - COLOR: TO MATCH SHERWIN WILLIAMS SW 7070 SITE WHITE
	ST-1 - MANUFACTURED STONE VENEER - MATCH COUNTY MATERIALS, REFLECTION STONE - COLOR: ENCHANTMENT

\*FINISH AT TRASH ENCLOSURE & MECHANICAL ENCLOSURE TO MATCH COLUMN AT ENTRY

REV	DATE
DATE ISSUED	09/25/2020
ISSUE PHASE	CONSTRUCTION DOCUMENTS
PROJECT TITLE	
DOLPHIN SWIM ACADEMY - CG	
PROJECT OWNER	
BRITTANY BALLWEG	
PROJECT LOCATION	
COTTAGE GROVE, WI	
SHEET TITLE	
EXTERIOR ELEVATIONS	
PROJECT NUMBER	48885
SHEET NUMBER	A201

