

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, January 10, 2018

MINUTES

1. Call to order

The regular meeting of the Plan Commission for January 10, 2018, was called to order by Village President 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, Mick Conrad, Jack Henrich, Phyllis Jones-Morrison, Jennifer Pickel arrived at 6:32 p.m., Jon Russell, and Fred Schulze. Staff members present were Village Planner Erin Ruth, Village Clerk Lisa Kalata, Village Administrator Matt Giese, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

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 December 13, 2017.

Motion by Jones-Morrison to approve the minutes from the December 13, 2017 Plan Commission meeting, seconded by Russell. **Motion** carried with a voice vote of 6-0-0.

6. Discuss and consider request from Chase Lumber Co. for approval of a Certified Survey Map to divide the existing 2.3-acre parcel at 123 E. Cottage Grove Road into two parcels.

Julie Walter was present to represent Chase Lumber Co., they would like to divide the parcel into two parcels and they have agreements to sell the two parcels. Ruth explained the zoning is consistent with the Comprehensive Plan, setbacks are consistent for Planned Business as well. Maloney explained his comments on the CSM, which included a minimum landscape surface ratio of 25% with the split of the lots, lot 2 would be less than 25% and the setback of 5 feet would not be met. The other comment was that lot 1 would require a service from the street terrace and would be subject to water and sewer impact fees. Both lots would be subject to connection fees to the Village related to MMSD wastewater treatment fees. Conrad has concerns with the CSM as present, that it does not meet the requirements of the zoning code if it is approved as presented because of the landscape surface ratio of 25%. After much discussion it was explained that there are two options to either table and bring back a revised CSM by moving the lot lines to be in compliance with the zoning code or to leave the lot lines as presented and put the requirements on the CSM and that the CSM could not be recorded until the requirements have been met. **Motion** by Pickel to approve the CSM to divide the existing 2.3-acre parcel at 123 E Cottage Grove Road into two parcels with the requirements in MSA's report and approval from staff and a timeframe of work to be done by July 31, 2018 and the CSM will not be recorded until all requirements have been met, seconded by Henrich. **Motion** carried with a voice vote of 7-0-0.

7. Presentation by Tim Olson and Mike Calkins of potential Widen Olson subdivision on Vilas Road for the purpose of providing informal feedback to the applicants. No action will be taken on this agenda item.

Tim Olson and Mike Calkins with Snyder and Associates were present to get feedback on the potential Widen Olson subdivision. They explained the current rendering of the subdivision, showing a cul-de-sac with a shared drive to service the back lots, utilities placement and also the stormwater areas. Ruth explained this is area is a planned neighborhood in the comprehensive plan and they also own the 35 acres to the south which is planned to have duplexes and all the property has been brought into the

urban services area. The larger lots will help add diversity in housing options in the Village. Tim Olsen indicated that the the value of home they are looking at will be approximately \$800,000 and up which with 13 lots will add substantial tax revenue. Ruth indicated that the Parks & Recreation Committee looked at the concept and felt that the proximity to Bakken Park and the bike trail that park lands will not be needed. Russell asked about access to Vilas for the eastern lots and what the speed limit will be on Vilas Road. He also asked if there will be sidewalk, curb and gutter along with a bike trail on their side of development. The speed limit will be changed with the development and the sidewalks and bike trail have been addressed and there will be either a sidewalk or bike path. They will be presenting the preliminary plat in the upcoming meetings.

8. Discuss and consider notice requirements within Village Zoning Ordinance. The purpose of this agenda item is to determine whether or not to direct staff to draft a potential ordinance amendment – no ordinance amendment will be acted upon at this meeting.

Ruth explained that this was discussed at previous meetings and public gave their input that the notice was not adequate. Information from 9 other municipalities was provided with most using the 200 ft. requirement. The consensus of the committee was that more notice is better and as many outlets as possible would be helpful to the community. Conrad also suggested that a listing of land developments and progress is posted on the website. Revisions to the code will be looked at and will be brought back to the commission.

9. Comments from commission members

Henrich reported that the Monona School District Facility committee met last night and provided information of possible expansion and will provide the information to Plan Commission and Village Board. Russell asked about why the poles are higher than the lights on School Road and Maloney indicated that there are other lights to be added.

11. Future agenda items

Public notice requirements

Charter of the Plan Commission

Goals and objectives for the Plan Commission from the Village Board

10. Adjournment

Motion by Schulze to adjourn at 7:26 p.m., seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: February 14, 2018

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.