

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, February 14, 2018

MINUTES

1. Call to order

The regular meeting of the Plan Commission for February 14, 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: Mick Conrad, Jack Henrich, Phyllis Jones-Morrison, Jennifer Pickel arrived at 6:31 p.m., Melissa Ratcliff, and Fred Schulze. Don Brinkmeier was absent and excused. Staff members present were Village Planner Erin Ruth, Village Clerk Lisa Kalata, 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 January 10, 2018.

Motion by Henrich to approve the minutes from the January 10, 2018 Plan Commission meeting with the correction of the approval of minutes being seconded by Jones-Morrison to Russell, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-1 with Ratcliff abstaining.

6. PUBLIC HEARING to gather input from the public regarding an application for a Conditional Use Permit for an 'in-vehicle sales and service' accessory land use (restaurant drive-through) for a Jimmy John's restaurant, proposed to be located at 1579 Landmark Drive.

Henrich called the public hearing to order at 6:31 p.m.

Brad Koning, Sketchworks Architecture was present to give an overview of the site plan design. This will be a standalone 1,450 square foot brick building with steel structure. It will be a narrow lot to allow for future uses of the remaining property. Ruth explained the conditions that would need to be met as follows:

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.

Maloney explained the items that would need to be changed or added from his engineer's report.

Henrich closed the public hearing at 6:48 p.m.

7. **Discuss and consider approval of a Site Plan application for a Jimmy John's restaurant proposed to be located at 1579 Landmark Drive.**

Motion by Conrad to approve Site Plan for a Jimmy John's restaurant located at 1579 Landmark Drive with all conditions in the Staff report and Engineer's report, seconded by Pickel. **Motion** carried with a voice vote of 6-0-0.

8. **Discuss and consider approval of a Certified Survey Map application to divide 0.785 acres from existing 6.4 acre parcel for Jimmy John's restaurant proposed to be located at 1579 Landmark Drive.**

Motion by Pickel to approve the Certified Survey Map to divide 0.785 acres from existing 6.4 acre parcel for Jimmy John's restaurant at 1579 Landmark Drive with all conditions in the Staff report and Engineer's report, seconded by Jones-Morrison. **Motion** carried with a voice vote of 6-0-0.

9. **Discuss and consider approval of a Conditional Use Permit application to operate an 'in-vehicle sales and service' (restaurant drive-through) accessory land use at a Jimmy John's restaurant proposed to be located at 1579 Landmark Drive.**

Motion by Pickel to approve the Conditional Use Permit to operate an "in-vehicle sales and service" (restaurant drive-through) accessory land use at a Jimmy John's restaurant at 1579 Landmark Drive with all conditions in the Staff report and Engineer's report, seconded by Jones-Morrison. **Motion** carried with a voice vote of 6-0-0.

10. **PUBLIC HEARING to gather input from the public regarding a proposed amendment to the Village of Cottage Grove Subdivision Ordinance (Ch. 274) and Zoning Ordinance (Ch. 325) related to enlarging the distance for notice requirements and other changes related to application review processes.**

Henrich called the public hearing open at 6:52 p.m.

Ruth explained the staff report and the potential zoning and subdivision ordinance amendments. The main change was the notice requirements for various procedures within the Village Zoning Ordinance from 200 ft., to 400 ft. The other changes were related to application review processes and basic housekeeping.

Henrich closed the public hearing at 6:54 p.m.

11. **Discuss and consider approval of a proposed amendment to the Village of Cottage Grove Subdivision Ordinance (Ch. 274) and Zoning Ordinance (Ch. 325) related to enlarging the distance for notice requirements and other changes related to application review processes.**

Motion by Schulze to approve the amendment to the Village of Cottage Grove Subdivision Ordinance (Ch. 274) and Zoning Ordinance (Ch. 325) related to enlarging the distance for notice requirements and other changes related to application review processes, seconded by Pickel. **Motion** carried with a voice vote of 6-0-0.

12. **Discuss and consider public participation plan for Comprehensive Plan update.**

Ruth explained the plan for the public participation for the Comprehensive Plan updates, which consisted of using POLCO, conducting open houses, public hearing and final approval. **Motion** by Schulze to approve the public participation plan for Comprehensive Plan, seconded by Pickel. **Motion** carried with a voice vote of 6-0-0.

13. **Update on Community Development Authority's discussions regarding the creation of new Tax Increment Financing (TIF) districts.**

Ruth gave a brief updated on CDA discussion on the creation of new TIF districts. They are currently looking at three new districts which would consist of properties by CVS Pharmacy and the Metcalf

property, an overlay around the intersection on Cottage Grove Road to extend the time of the current TIF and the land north of I-94. With the increase in value with Summit Credit Union, these would have to be completed by July 31, 2018. The committee will continue to work with Ehlers and look at funding for this project.

14. **Comments from commission members**

Pickel indicated that she is excited to see the crane working at the Summit Credit Union project. Ratcliff is appreciative of the opportunity to serve on the committee. Schulze will not be at the March meeting.

15. **Future agenda items**

Comprehensive plan

16. **Adjournment**

Motion by Schulze to adjourn at 7:01 p.m., seconded by Pickel. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: March 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.