

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, April 11, 2018

MINUTES

1. Call to order

The regular meeting of the Plan Commission for April 11, 2018, was called to order by Village President Jack Henrich at 6:31 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, Melissa Ratcliff and Fred Schulze. Don Brinkmeier, Jennifer Pickel were absent and excused. Staff members present were Village Administrator Matt Giese, Village Planner Erin Ruth, Village Clerk Lisa Kalata, Public Works and Properties Director JJ Larson, Parks & Recreation Director Sean Brusegar 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 March 14, 2018.

Motion by Ratcliff to approve the minutes from the March 14, 2018 Plan Commission meeting, seconded by Conrad. **Motion** carried with a voice vote of 5-0-0.

6. Discuss and consider approval of a Zero Lot Line Certified Survey Map application from Tony Kudrna to separate the parcel located at 652 Damascus Trail into two parcels.

Ruth explained they are looking to split a duplex so they can sell one half. The Utility Commission approved it tonight. There are a few conditions, that they are aware that needed to be completed. Conrad indicated that the document needs to a recordable document, not the document that was provided. The form that is provided by the Village is not a recordable document, and should be updated. **Motion** by Conrad to approve the zero lot line certified survey map application from Tony Kudrna to separate the parcel located at 652 Damascus Trail with the conditions set by staff as the dimensions be stated on the CSM for the new parcels and the applicant shall provide evidence of the maintenance agreement in a form that is acceptable by the Village Attorney for recording of each of the parcels, seconded by Henrich. **Motion** carried with a voice vote of 5-0-0.

7. Discuss and consider approval of a Certified Survey Map application from Scott Frank to separate a new 2-acre parcel from an existing 66.3-acre parcel located at 1980 Rathert Road in the Town of Cottage Grove, within the Village of Cottage Grove’s Extraterritorial Jurisdiction.

Ruth explained that they are looking to split a portion of land from the existing parcel for a single-family home. The CSM has been approved by Dane County. **Motion** by Henrich to approve the Certified Survey Map for Scott Frank to separate a new 2-acre parcel from an existing 66.3-acre parcel located at 1980 Rathert Road in the Town of Cottage Grove, within the Village of Cottage Grove’s Extraterritorial Jurisdiction, seconded by Conrad. **Motion** carried with a voice vote of 5-0-0.

8. PUBLIC HEARING; opportunity for public to provide feedback on proposed 2018 Village of Cottage Grove Park and Open Space Plan.

Henrich open the public hearing at 6:39 p.m.

Ratcliff had several questions regarding the wetland areas, the size of parks and who determines if they develop a park or take funds in lieu of a park, the number of parks in the Village, Shady Grove park size and the expansion when the southern parcels develops, the future developments and years they are

projected, when the bike path on Main Street will be all the way through, and what is the urban plaza on pages 70 & 71. Staff did answer the questions as they were asked. Conrad commented that he is concerned with the ADA issues and the amount of deficiencies we have in the parks. He would like to see the board address these issues so the parks are accessible to all. The public hearing was closed at 6:56 p.m.

9. **Discuss and consider approval of 2018 Village of Cottage Grove Park and Open Space Plan.**
Giese pointed out that a significant effort by Ruth and Brusegar was put into this plan. **Motion** by Henrich to approve the resolution for the 2018 Village of Cottage Grove Park and Open Space plan, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.
10. **Discuss and consider initial public participation questions to be placed on Polco internet survey website for the Comprehensive Plan update.**
Ruth indicated that he will be working with Polco to craft the questions and would have more information coming forward. **Motion** by Henrich to table item 10, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.
11. **Discuss and consider directing to staff to research a potential zoning amendment related to a short term home rental land use.**
Ruth reported that a resident had inquired about short term rentals in the Village. The laws have changed since the Village ordinance was written, so currently this is not allowed in the Village. If the board would like to consider this we could make changes to the ordinance. The current State law covers the rentals for more than 7 days, so we would need to address 1-6 days. **Motion** by Henrich to direct staff to look into drafting an ordinance of the 1-6 days short term home rental land use, seconded by Conrad. **Motion** carried with a voice vote of 5-0-0.
12. **Update on Community Development Authority's discussions regarding the creation of new Tax Increment Financing (TIF) districts.**
Ruth reported that he wanted to keep the Commission updated as the TIF projects progress. The CDA met on Monday and Greg Johnson from Ehlers was present to discuss the timeline and process of creating the three new TIF districts. The draft project plans will be presented to the CDA on May 14, 2018 and then there will be a public hearing on May 22, 2018. The Plan Commission will have an opportunity to see the draft project plans before the public hearing. Giese pointed out that we will need a public member for the Joint Review board so if you are aware of someone please let Henrich know.
13. **Comments from commission members**
No comments
14. **Future agenda items**
Polco survey questions
Short term rental ordinance
Final plat for Parkview Ridge
14. **Adjournment**
Motion by Schulze to adjourn at 7:12 p.m., seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: May 9, 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.