

**VILLAGE OF COTTAGE GROVE**  
**PLAN COMMISSION**  
**Wednesday, May 9, 2018**

**MINUTES**

**1. Call to order**

The regular meeting of the Plan Commission for May 9, 2018, was called to order by Village Clerk Lisa Kalata at 6:32 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: Phyllis Jones-Morrison, Jennifer Pickel, Melissa Ratcliff and Fred Schulze. Don Brinkmeier, Jack Henrich were absent and excused. Staff members present were Village Administrator Matt Giese, Village Planner Erin Ruth, Village Clerk Lisa Kalata. **Motion** by Jones-Morrison to nominate Jennifer Pickel as Chairman Pro Tem for the May 9, 2018 Plan Commission meeting, seconded by Ratcliff. **Motion** carried with a voice vote of 4-0-0.

**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 April 11, 2018.**

**Motion** by Jones-Morrison to approve the minutes from the April 11, 2018 Plan Commission meeting, seconded by Ratcliff. **Motion** carried with a voice vote of 3-0-1 with Pickel abstaining.

**6. Discuss and consider approval of a Site Plan Amendment application from Learning Ladder Daycare for a new garage/shed building at 312 W. Cottage Grove Road.**

Ruth explained the application for the shed which will be a Cleary building and is for storage only. It is recommended to add masonry and shake shingles to the gable similar to that of the existing building to give an upscale appearance of the metal building along with evergreen shrubs along the front 20’ of the east building façade. The property owners are concerned that the masonry will not look right on the building and the builder is concerned with the columns that they will move with the frost. **Motion** by Ratcliff to approve the site plan amendment with the condition of shake shingles in the gable end, evergreen shrubs along the front 20’ of the east building façade and include the windows in the garage door, seconded by Jones-Morrison. **Motion** carried with a voice vote of 4-0-0.

**7. Discuss and consider approval of a Final Plat application for the proposed Parkside Ridge subdivision.**

Ruth explained that applicant has requested the item be tabled until the June meeting.

**Motion** by Pickel to table until the next meeting, seconded by Ratcliff. **Motion** carried with a voice vote of 4-0-0.

**8. Discuss and consider directing to staff to research a potential zoning amendment related to a short-term home rental land use.**

Ruth explained the staff memo in the packet concerning short term rentals and an overview of short term rental ordinances in McFarland and Union Grove. Currently the zoning ordinance does not address short term rentals. There have been a few calls on concerns with Airbnbs in the Village. Schulze would like to get some public input on this topic. Giese indicated that this could be a Polco question. Ruth indicated that he could call McFarland to get input on how implementation and enforcement have gone there. Schulze also thought checking with northern communities it may be helpful because such rentals are very popular there. The direction was to continue to work on this and provide more information at the next meeting.

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

Ruth gave a brief update the next CDA meeting on May 14, 2018. They will be looking at the feasibility study provided by Ehlers and the Joint Review Board will be meeting on May 22, 2018, the public hearing will be at the next CDA meeting. Giese indicated that Don Brinkmeier will be a member of the Joint Review Board as well. After all the meetings the Joint Review Board will make the determination and will hopefully approve the new TIF districts in June.

**10. Comments from commission members**

No comments

**11. Future agenda items**

Short term rentals

Final plat for Parkview Ridge

**14. Adjournment**

**Motion** by Jones-Morrison to adjourn at 7:03 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 4-0-0.

Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: June 13, 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.