

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, June 13, 2018

MINUTES

1. Call to order

The regular meeting of the Plan Commission for June 13, 2018, was called to order by Village Clerk Lisa Kalata at 6:32 p.m.

Motion by Jones-Morrison to nominate Jennifer Pickel as Chairman Pro Tem for the June 13, 2018 Plan Commission meeting, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.

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, Phyllis Jones-Morrison, Jennifer Pickel, Melissa Ratcliff and Fred Schulze. Jack Henrich was absent and excused. Staff members present were Village Administrator Matt Giese, Village Planner Erin Ruth, Village Clerk Lisa Kalata 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 May 9, 2018.

Motion by Ratcliff to approve the minutes from the May 9, 2018 Plan Commission meeting, seconded by Jones-Morrison. **Motion** carried with a voice vote of 4-0-1 with Brinkmeier abstaining.

6. Discuss and consider approval of a Certified Survey Map application from Wisconsin Bank & Trust/Heartland Financial to modify the boundaries of two parcels located at 580 N. Main Street.

Ruth explained the staff memo for Wisconsin Bank and Trust. The new bank is now completed and they would like to reallocate the two parcels so the easterly lot could be sold in the future. **Motion** by Brinkmeier to approve Certified Survey Map from Wisconsin Bank & Trust/Heartland Financial to modify the boundaries of two parcels located at 580 N. Main Street, with the conditions in the staff report dated June 6, 2018, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

7. Discuss and consider approval of a Certified Survey Map application from Helgeland Family Farm, LLC to divide an existing 12.25 acre parcel into two parcels, located at 2608 Gaston Road in the Town of Cottage Grove within the Village of Cottage Grove’s Extraterritorial Jurisdiction.

Ruth explained the CSM to split a small parcel from the 12.25 acres with the only concern being a 66’ wide easement along the western boundary of lot 1 to allow a future roadway connection to the land in lot 2 as shown on the Village of Cottage Grove’s future land use map. **Motion** by Brinkmeier to approve the Certified Survey Map from Helgeland Family Farm, LLC to divide an existing 12.25 acre parcel into two parcels, located at 2608 Gaston Road in the Town of Cottage Grove within the Village of Cottage Grove’s Extraterritorial Jurisdiction with the conditions in the staff report dated June 6, 2018, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

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 and also the handout from the conversation he had with the Village of McFarland. Each municipality had a unique item to some degree for their area as well as the Village of McFarland which indicated that it has been challenging. The most recent search showed only one AirBNB in the Village at this time. Jones-Morrison asked if a State license is required as well and if they have to provide proof of insurance and Brinkmeier also asked if there is an inspection component as

well. Ruth responded that in Dane County the Health Department is the agency responsible for the inspections. Schulze also asked if we are looking to collect room tax, Attorney Boushea indicated that we already have a room tax ordinance. Brinkmeier indicated that this is not a big enough issue at the current time to spend time and resources, however if it becomes an issue they can revisit in the future. **Motion** by Pickel to table until there is a hotel or future need, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

9. Update on public input provided through Polco for Comprehensive Plan update.

Ruth reviewed the results from the recent Polco questions. From the results that were reviewed it did prompt further questions that could be asked on Polco. The committee would like to see more engagement by Village residents.

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

Ruth indicated that the CDA did approve the project plans for the three new districts and the project plans will be available at the next Plan Commission meeting. The Joint Review Board will be the board that will have final approval. There are also 2 to 3 developers interested in the new TIDs as well.

11. Comments from commission members

Ratcliff appreciated the work on the short-term rental information provided by Ruth.

12. Future agenda items

Comprehensive Plan questions
Final plat for Parkview Ridge

13. Adjournment

Motion by Schulze to adjourn at 7:20 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 5-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: July 11, 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.