

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

MINUTES

1. Call to order

The regular meeting of the Plan Commission for July 11, 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, Kyle Broom, Jack Henrich, Phyllis Jones-Morrison, Melissa Ratcliff and Fred Schulze. Jennifer Pickel was absent and excused. Staff members present were Village Administrator Matt Giese, Village Planner Erin Ruth, Village Engineer Mike Maloney, 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 June 13, 2018.

Motion by Schulze to approve the minutes from the June 13, 2018 Plan Commission meeting, seconded by Brinkmeier. **Motion** carried with a voice vote of 4-0-2 with Broom and Henrich abstaining.

6. Discuss and consider approval of a Site Plan application from Riegert Builders to construct two 4-unit multiplex buildings at 503 and 507 Progress Drive.

Andrew Homburg was present to explain the project which will be a 4-unit multiplex residential building. Ruth explained the staff report and proposed site plan approval with the conditions of providing all elevations, landscaping plans and plan for grading and erosion control. Jay Varhelyi at 508 Progress Drive was present to ask about current covenants and mowing requirements. He was directed to contact the Public Works Director to give a formal complaint with the lawn mowing issues. **Motion** by Henrich to approve the Site Plan for Riegert Builders to construct two 4-unit multiplex buildings at 503 and 507 Progress Drive with conditions in staff report, seconded by Brinkmeier. **Motion** carried with a voice vote of 6-0-0.

7. Discuss and consider directing staff to draft a zoning ordinance amendment to create an ‘accessory outdoor commercial entertainment’ land use.

Ruth explained that there have been some inquiries about a site for restaurant/bar/volleyball facility and the current zoning would not allow for this use, so staff is recommending adding another outdoor commercial entertainment land use. Brinkmeier questioned if there will be a time limit on the outdoor volleyball courts? Giese indicated that it would be part of the conditional use permit. **Motion** by Brinkmeier to direct staff to draft a zoning ordinance amendment to create an ‘accessory outdoor commercial entertainment’ land use, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

8. Discuss and consider draft maps for the northern portion of the Village for the Comprehensive Plan amendment.

Ruth explained the conditions maps in the packet, which will be used for future land use plans for each district. **Motion** by Henrich to approve the draft maps for the northern portion of the Village for the Comprehensive Plan amendment, seconded by Brinkmeier. **Motion** carried with a voice vote of 6-0-0.

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

Ruth updated the committee that the Joint Review Board met prior to the Plan Commission meeting and they approved the three new TID districts. Brinkmeier indicated that the only change was to add administrative cost allocation to each district, but otherwise the plan the Commission was presented was what was approved.

10. Comments from commission members

Brinkmeier commented that we should take a lesson from Sun Prairie and make sure we have all the mapping done for gas shut offs and all departments are aware of this and working together. Ratcliff thanked Erin for the work done on the Comprehensive Plan. Schulze will not be at the next Commission meeting on August 8, 2018.

11. Future agenda items

Comprehensive Plan

12. Adjournment

Motion by Schulze to adjourn at 7:12 p.m., seconded by Jones-Morrison. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: August 8, 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.