

**VILLAGE OF COTTAGE GROVE**  
**PLAN COMMISSION**  
**Wednesday, August 8, 2018**

**MINUTES**

**1. Call to order**

The regular meeting of the Plan Commission for August 8, 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: Kyle Broom, Jack Henrich, Phyllis Jones-Morrison, and Melissa Ratcliff. Don Brinkmeier, Jennifer Pickel and Fred Schulze were 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.*

Steve Steinhoff with Capital Area Regional Planning Commission was present to discuss updates to the commission and to inform the Village about a survey that they will be conducting. The survey will be available September 12, 2018 through November 12, 2018. They encourage residents to take the survey.

**5. Discuss and consider the minutes from the Plan Commission meeting of July 11, 2018.**

**Motion** by Ratcliff to approve the minutes from the July 11, 2018 Plan Commission meeting as presented, seconded by Jones-Morrison. **Motion** carried with a voice vote of 4-0-0.

**6. Discuss concept plan presented by John Schneider from Property Revival LLC for a subdivision on former Monona Grove School District property (Lot 2 & 3 of CSM 12330) located near the intersection of Damascus Trail and Killian Trail. No formal action will be taken on this item.**

John Schneider of Property Revival LLC was to discuss the potential of platting the property near the Glacial Drumlin Middle School, into single family parcels. The sewer and water laterals are already installed. The neighborhood informational meeting was conducted, and the concerns were that they follow subdivision covenants and if it will be single family. Ruth explained that is the first step and will come back for the preliminary plat and final plat approvals. Broom asked if it was a total of 10 lots, which it will be. Schneider indicated that they will be back next month with the preliminary plat.

**7. Discuss and consider application for a Site Plan Amendment from Madison United Rugby to add a storage shed at their facility located at 513 Clark Street.**

Being that there was not a representative for the Madison United Rugby club present, Ruth explained that this is a straight forward project, it is a storage shed and does not change the existing plan. Attorney Boushea indicated that he would like the item tabled until they have a representative present, because they have an approved plan that has not progressed. Broom asked the value of the proposed building, which the building permit indicated \$25,000. **Motion** by Ratcliff to table the site plan amendment for Madison United Rugby until they have representation at a meeting, seconded by Jones-Morrison. **Motion** carried with the voice vote of 4-0-0.

**8. Discuss and consider amendment of the Public Participation Plan for the Comprehensive Plan amendment to include an online survey.**

Ruth explained the amendment to include Survey Monkey because it allows for a in-depth survey. **Motion** by Henrich to approve the amendment to the Public Participation Plan for the Comprehensive Plan

amendment to include an online survey, seconded by Jones-Morrison. **Motion** carried with a voice vote of 4-0-0.

**9. Discuss and consider content of online survey for Comprehensive Plan amendment.**

Ruth explained the draft survey questions and was looking for feedback. Ratcliff thought that #13 should be moved to the front because it give good information and may help with answering the next questions. Ratcliff also thought that a brief description along with the pictures would be helpful as well. Ruth indicated that the questions will go the Village Board for feedback as well. **Motion** by Ratcliff to approve the draft survey questions with the changes discussed, seconded by Jones-Morrison. **Motion** carried with a voice vote 4-0-0.

**10. Discuss existing condition maps for sub-areas in the Land Use Chapter of the Comprehensive Plan amendment.**

Ruth explained this is similar to last meetings discussion, this time we are reviewing the conditions and opportunities for sub-areas. Ratcliff asked if a complete map of the village will be added to help piece the smaller maps into, as this may be helpful to developers see the different neighborhoods. The Commission consensus was the maps looked good.

**11. Comments from commission members**

None at this time

**12. Future agenda items**

Preliminary plat for John Schneider  
Comprehensive Plan

**13. Adjournment**

**Motion** by Jones-Morrison to adjourn at 7:22 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 4-0-0.

Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: September 12, 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.