

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, September 12, 2018

MINUTES

1. Call to order

The regular meeting of the Plan Commission for September 12, 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, Fred Schulze. Jennifer Pickel and Melissa Ratcliff were absent and excused. Staff members present were Village Administrator Matt Giese, Village Planner Erin Ruth, Village Clerk Lisa Kalata, Village Engineer Mike Maloney 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 August 8, 2018.

Motion by Jones-Morrison to approve the minutes from the August 8, 2018 Plan Commission meeting as presented, seconded by Broom. **Motion** carried with a voice vote of 4-0-1 with Brinkmeier abstaining.

6. Discuss and consider request from R.G. Huston Co. for approval of an ETJ Certified Survey Map to split 5.2 acres from an existing 35.9 acre parcel located at 2621 Coffeytown Road (parcel #0711-212-8500-6) in the Town of Cottage Grove.

Ruth explained the Huston’s purchased 5.2 acres adjacent to the headquarters on Coffeytown Road. The CSM will divide the 5.2 acres from the adjacent parcel to facilitate the sale of the land. The property is located in the Town of Cottage Grove within the Village’s Extraterritorial Jurisdiction. **Motion** by Henrich to approve the ETJ Certified Survey Map to split 5.2 acres from an existing 35.9 acre parcel located at 2621 Coffeytown Road (parcel #0711-212-8500-6) in the Town of Cottage Grove, seconded by Brinkmeier. **Motion** carried with a voice vote of 5-0-0.

7. PUBLIC HEARING – public’s opportunity to provide feedback on a request from Soul’s Song LLC to conduct classes for up to 15 people as a home occupation at a residence located at 300 Lindsay Way.

Henrich opened the public hearing at 6:35 p.m.

Ruth explained that Kassy Coleman has been teaching classes for several years with one or two students and would like to expand to up to 15 students at a time. Coleman explained that they have been operating for 11 years and would like to expand with a bonus room above the garage to accommodate up to 15 students on the high end but would most likely be 10 students at a time. It would not be at peak traffic times, and they would give incentives for students that walk, bike or carpool as well, to help with the parking. Jones-Morrison asked if there would be night classes. Coleman indicated that the classes would not go past 9:00 p.m. and the earliest would be 6:30 a.m. Rhonda Gaudreau-4437 Buckley Ridge Circle spoke in support of Soul’s Song LLC. Janelle Martinson-4090 Vilas Rd spoke in support of Soul’s Song LLC.

Henrich closed the public hearing at 6:41 p.m.

8. Discuss and consider request from Soul’s Song LLC to conduct classes for up to 15 people as a home occupation at a residence located at 300 Lindsay Way.

Motion by Jones-Morrison to approve the conditional use permit for Soul’s Song LLC with the conditions listed in the staff report, seconded by Brinkmeier. **Motion** carried with a voice vote of 5-0-0.

9. **Discuss and consider request from Madison United Rugby for approval of a Site Plan Amendment to add a shed at their facility located at 513 Clark Street.**

Ruth explained that the Madison United Rugby Club has applied for a site plan amendment to add a 22’x30’ shed to the site. Matt Pederson was present to explain the shed does not change the plan that they currently have, it just gives them a spot to keep the equipment needed for the grounds. Attorney Boushea has concerns that the Village has a current agreement with the Rugby Club and it has not happened and this needs to be addressed. Ruth explained that this is approval for the shed with the previous site plan approvals. Broom asked if this is the current site plan on file and if the shed would change the site plan. Pederson indicated that the shed will be built in the open space that is in the current plan and does not change the approved plan. **Motion** by Henrich to approve the site plan amendment to add a shed at the Madison United Rugby facility located at 513 Clark Street with the condition set in the staff report, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

10. **PUBLIC HEARING – public’s opportunity to provide feedback on a request from John Schneider LLC for approval of a Preliminary Plat for the West Drumlin Subdivision. The proposed plat would create 10 single-family residential parcels from two existing parcels (#0711-082-8015-1 and #0711-082-8010-1) located along Damascus Trail near the intersections with Manley Lane and Killian Trail.**

Henrich opened the public hearing at 6:54 p.m.

John Schneider was present to explain the preliminary plat for the West Drumlin Subdivision. This will be a single-family subdivision with 10 lots. Ruth explained that the layout has not changed from the first meeting and that all the utilities are already at the property and staff is recommending approval with conditions in the staff report.

Henrich closed the public hearing at 6:58 p.m.

11. **Discuss and consider a request from John Schneider LLC for approval of a Preliminary Plat for the West Drumlin Subdivision.**

Motion by Henrich to approve the Preliminary Plat for the West Drumlin Subdivision with the conditions in the staff report, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

12. **PUBLIC HEARING – public’s opportunity to provide feedback on a proposed Zoning Ordinance Amendment creating an ‘Outdoor Commercial Entertainment’ accessory land use.**

Henrich opened the public hearing at 7:02 p.m.

Ruth explained the current ordinance includes an ‘outdoor commercial entertainment’ land use which lists examples such as amusement parks and go-cart tracks. Locations where this use is permitted are very limited. Staff recommends creating an ‘accessory outdoor commercial entertainment’ land use for smaller scale uses that are incidental to an indoor use, such as outdoor seating or a volleyball court. The accessory use would be permitted in more districts as a conditional use.

Henrich closed the public hearing at 7:05p.m.

13. **Discuss and consider a proposed Zoning Ordinance Amendment creating an ‘Outdoor Commercial Entertainment’ accessory land use.**

Motion by Brinkmeier to approve the Zoning Ordinance Amendment creating an ‘Outdoor Commercial Entertainment’ accessory land use, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.

14. **PUBLIC HEARING – public’s opportunity to provide feedback on a request from Oakstone for a Conditional Use Permit to operate an Outdoor Commercial Entertainment (outdoor seating, bar, and volleyball) accessory land use, and to operate an indoor commercial entertainment (restaurant, bar, and volleyball courts) land use with a liquor license to be located at the NE corner of Commerce Parkway and Erb Rd.**

Henrich opened the public hearing at 7:05p.m.

Andy Reed and Russ Owens were present to give an overview of the site plan for Oakstone. Oakstone is a proposed bar and restaurant featuring indoor and outdoor volleyball. They presented an updated site plan with the building being squared off with Erb Road and Commerce Parkway, the trash enclosure moved to the northeast corner and a second outdoor volleyball court added. The changes had been discussed and approved by the Ad Hoc Architectural Review Committee. Ruth explained that this would need two approvals one for the site plan and another for the conditional use permit. Chief Wolf was present and indicated the fire hydrant would need to be looked at when the project is further along. Engineer Maloney indicated that the applicants have hired JSD to work on the engineering and they have information on the area because they also worked on the Summit project. Attorney Boushea indicated that JSD should be in contact with MSA because they have information on the airfield. Henrich closed the public hearing at 7:15 p.m.

15. **Discuss and consider a request from Oakstone for a Conditional Use Permit to operate an Outdoor Commercial Entertainment (outdoor seating, bar, and volleyball) accessory land use, and to operate an indoor commercial entertainment (restaurant, bar, and volleyball courts) land use with a liquor license to be located at the NE corner of Commerce Parkway and Erb Rd.**

Ruth explained the conditions in the staff report. **Motion** by Henrich to approve a Conditional Use Permit to operate an Outdoor Commercial Entertainment accessory land use, and to operate an indoor commercial entertainment land use with a liquor license to be located at the NE corner of Commerce Parkway and Erb Rd, with conditions set in staff report, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.

16. **Discuss and consider a request from Oakstone for approval of a Site Plan for a bar/restaurant/volleyball facility to be located at the NE corner of Commerce Parkway and Erb Rd.**

Motion by Henrich to approve a Site Plan for a bar/restaurant/volleyball facility to be located at the NE corner of Commerce Parkway and Erb Rd with conditions set by the ARC and the staff report, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.

17. **PUBLIC HEARING – public’s opportunity to provide feedback on a request from James and Marianne Gariti to rezone approximately 15 acres located at 4901 County Highway N from RH, Rural Holding to PI, Planned Industrial (parcels #0811-332-9782-1 and #0811-332-9791-1); and a request for approval of a Conditional Use Permit to allow personal storage units as a component of a larger project.**

Henrich opened the public hearing at 7:20 p.m.

James Gariti was present to give an overview of the proposed project at 4901 County Highway N. The project would be completed in phases and would consist of storage units, office space and warehouse or distribution center. Gariti had some concerns with the conditions in the report and would like to get some resolution on what is acceptable. Ruth indicated that this is not approving the site plan that process happens later that this is for the conditional use permit and the rezone of the property. Attorney Boushea indicated that maybe it would be better to address all the questions before anything has a formal action. Broom and Schulze were not comfortable with the language and would like to have all involved looking at this before it is moved forward.

Henrich closed the public hearing at 8:03 p.m.

18. **Discuss and consider a request from James and Marianne Gariti to rezone approximately 15 acres located at 4901 County Highway N from RH, Rural Holding to PI, Planned Industrial (parcels #0811-332-9782-1 and #0811-332-9791-1).**

Motion by Henrich to approve the rezone of approximately 15 acres located at 4901 County Highway N from RH, Rural Holding to PI, Planned Industrial (parcels #811-332-9782-1 and #8011-332-9791-1) with conditions in staff report, seconded by Jones-Morrison. Motion carried with roll call vote of Brinkmeier AYE, Broom Abstained, Henrich AYE, Jones-Morrison AYE, Schulze NO.

19. **Discuss and consider a request from James and Marianne Gariti for approval of a Conditional Use Permit to allow personal storage units as a component of a larger project.**

Motion by Broom to table until this item can go before the Community Development Authority Committee, seconded by Schulze. Motion carried with a voice vote of 5-0-0.

20. Update on Comprehensive Plan Survey

Ruth indicated that the language was presented to the Village Board and they made a few changes and will look at it one more time.

21. Comments from commission members

None

22. Future agenda items

Final Plat for West Drumlin

Gariti project

23. Adjournment

Motion by Schulze to adjourn at 8:13 p.m., seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: October 10, 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.