

Village of Cottage Grove
Meeting

Notice of Public

PLAN COMMISSION

Thursday, November 17, 2016 6:30 P.M.
Village Hall

221 E Cottage

Grove Rd.

- 1.Call to order
- 2.Determination of quorum and that the agenda was properly posted
- 3.Pledge of Allegiance
- 4.PUBLIC APPEARANCES-Public's opportunity to speak about any subject that is not a specific agenda item
- 5.Discuss and consider the minutes from the Plan Commission meeting

Documents:

Plan Commission Minutes October 27, 2016.pdf

6.Public Hearing:

Opportunity for public to provide input regarding proposed General Development Plan submitted by Summit Credit Union for a 120,000 to 140,000 square foot corporate headquarters building.

Documents:

02 CG Exist Site Aerial photo01.JPG
03 CG Proposed Site Aerial composite.jpg
04 SCU HQ CG Site Plan 2016-10-21.pdf
01 SCU HQ Ltr Intent GDP Step 3 2016-11-10.pdf
CG_SummitPUD_GDP_PC_2016-11-08.pdf

7.Discuss and consider the proposed General Development Plan submitted by Summit Credit Union for a 120,000 to 140,000 square foot corporate headquarters building.

- 8.Presentation of concept plan for proposed Shady Grove subdivision.
- 9.Presentation of concept plan for proposed Helgeland property subdivision.
- 10.Presentation by Madison United Rugby Club.
- 11.Comments from commission members
- 12.Future agenda items
- 13.Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Plan Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Thursday, October 27, 2016**

MINUTES

1. Call to order

The regular meeting of the Plan Commission for October 27, 2016, was called to order by Jack Henrich at 6:31 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, Mick Conrad, Jack Henrich, Phyllis Jones-Morrison, Jon Russell and Fred Schulze. Staff members present were Village Planner Erin Ruth, Village Administrator Matt Giese, Village Attorney Lee Boushea and Village Clerk Lisa Kalata.

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 October 12, 2016.

Motion by Schulze to approve the minutes from the October 12, 2016 Plan Commission meeting, with the correction of #9 spelling of Brinkmeier, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

6. Presentation of concept plan from Summit Credit Union for a proposed Planned Unit Development for a new office building to be located in the Cottage Grove Commerce Park at the north end of Landmark Drive

Peter Tan (an architect with Strang) presented the proposed six story office building totaling 120,000 to 140,000 square feet to consolidate Summit Credit Union's corporate operations into one headquarters building. The building is proposed to occupy 11 acres currently owned by the Landmark Cooperative, located at the north end of Landmark Drive. The six story building height exceeds the limits of the Planned Office zoning district, triggering the need for approval as a PUD. The building would have signage that is scaled to the building size on all sides incorporating Summit Credit Union corporate colors. The landscaping would feature low trees to allow a good view of the building and also allowing shade for the parking area. The Plan Commission supported the zoning exceptions proposed by Summit including the six story height, the shorter trees, the floor area ratio, and the proposed signage.

7. Comments from Commission Members.

Brinkmeier commented that it is exciting and will have an overall economic impact to the Village and welcome Summit Credit Union. Conrad commented that the design will have an impact from the highway and will be good for Cottage Grove. Jones-Morrison commented that she agreed with all the positive comments and pleased that Summit Credit Union is coming to Cottage Grove. Schulze commented that it was a nice presentation and very pleased. Ruth explained that it is a multi-step process with the PUD and will take this feedback and work on a general development plan to be brought back to the November meeting. It will then move to the more detailed design phase which could take some time and then come back for final site plan approval.

8. Future agenda items.

Meeting on November 17, 2016

General development plan for Summit Credit Union

Presentation from the Rugby Club

Concept presentation for potential subdivision

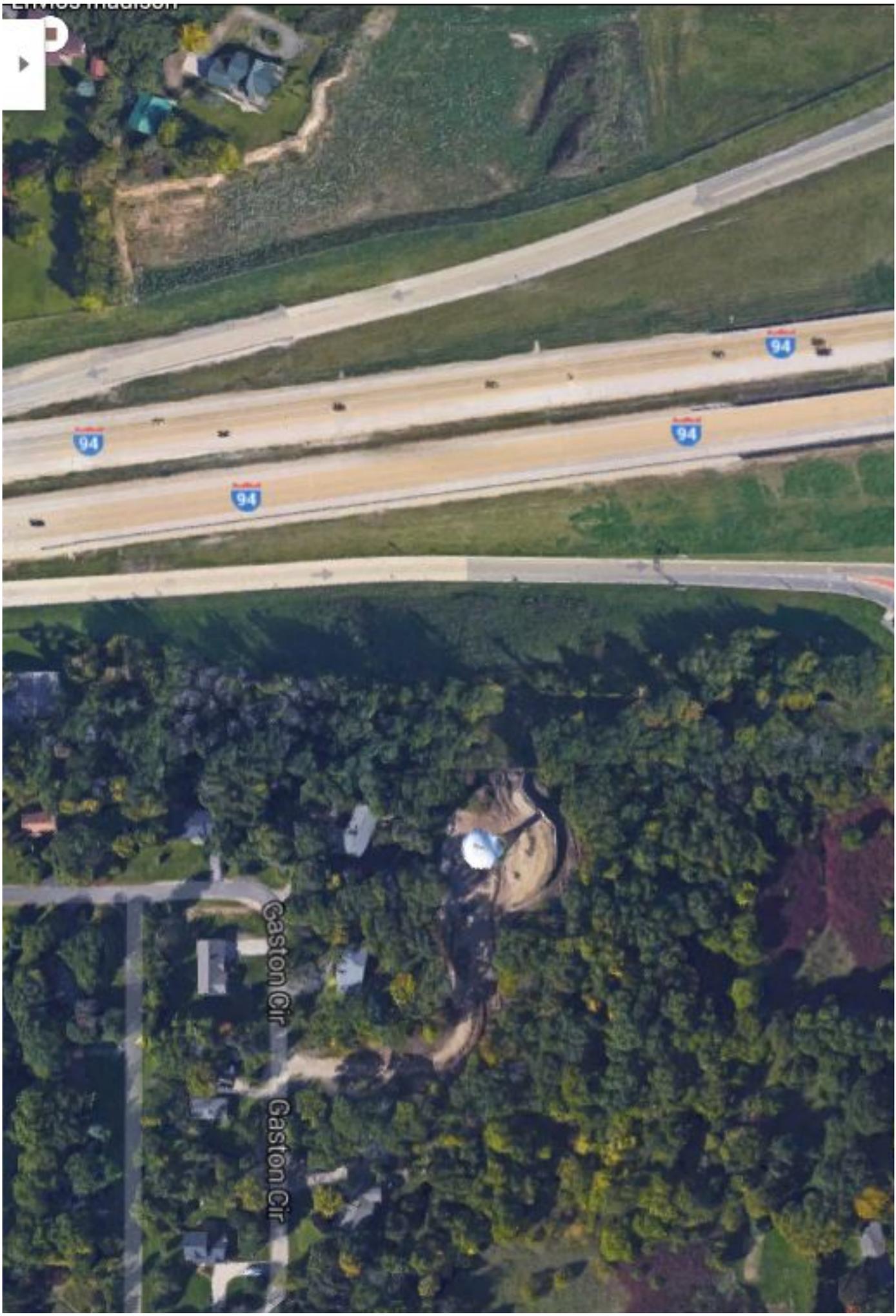
9. Adjournment

Motion by Brinkmeier to adjourn at 7:17 p.m., seconded by Jones-Morrison. **Motion** carried with a voice vote of 7-0-0.

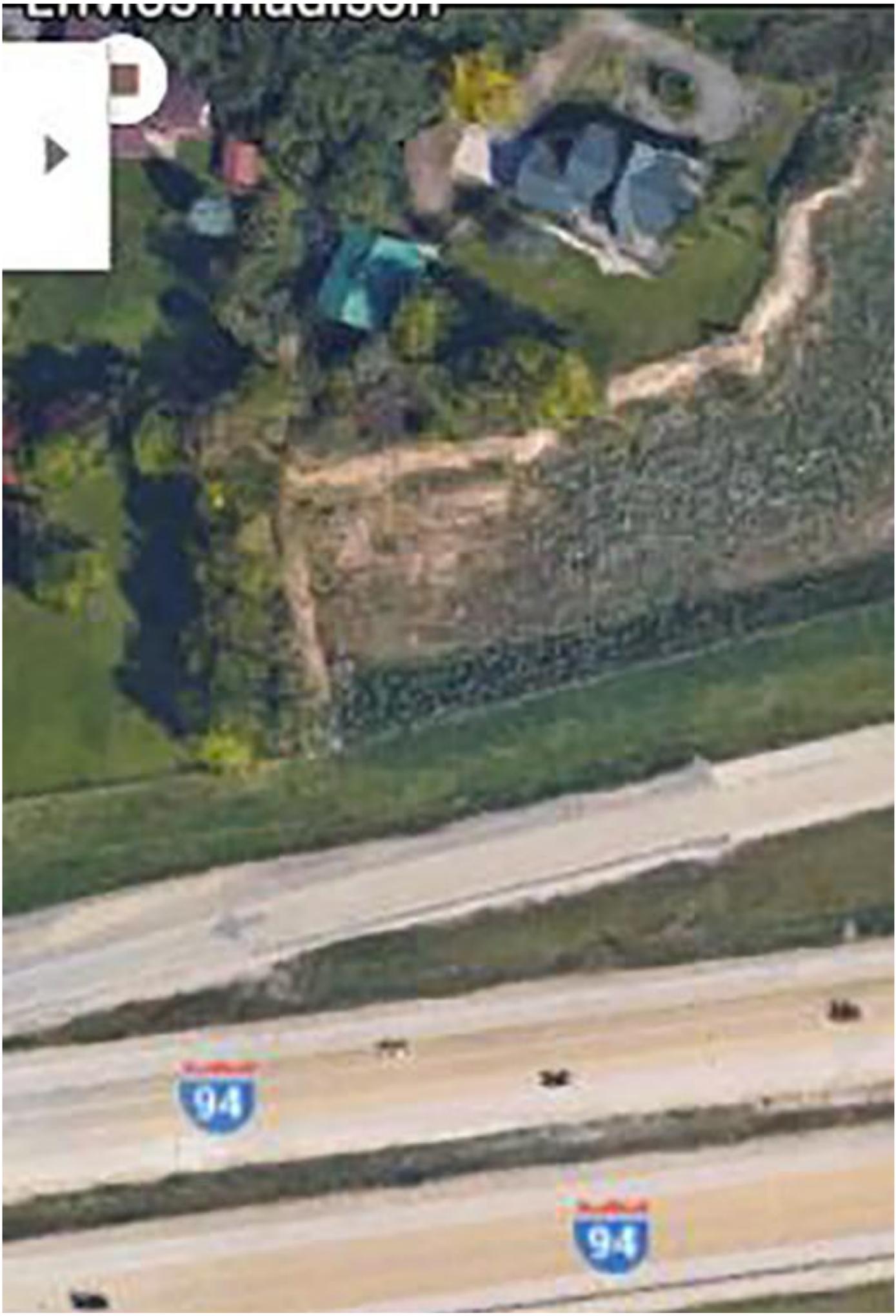
Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

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.

Draft



LEWIS TRAILBLAZER





**SUMMIT CREDIT UNION
HEADQUARTERS**

SITE PLAN 10/21/2016

0 100 200

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C.T.H.W.

LOT 1
CEN. NO. 11120
OWNER: 1609 LANDMARK DRIVE, LLC

PARCEL 1
308,447 SQUARE FEET
OR 7.026 ACRES

LOT 1
CEN. NO. 761
OWNER: THOMAS M. & VIRGINIA J. GLAY

LOT 20
CEN. NO. 7120
OWNER: JOHNSON HEALTH TECH NORTH AMERICA, INC.

2 OF 10 SHEETS
12-10-16 10:00 AM



6411 MINERAL POINT ROAD T/ 608 276 9200
MADISON, WI 53705-4395 F/ 608 276 9204

Thursday, November 10, 2016

Mr. Erin Ruth
Director of Planning and Development
Village of Cottage Grove
221 E. Cottage Grove Road
Cottage Grove WI 53527

RE: Letter of Intent
PUD – GDP
Summit Credit Union Headquarters
Lots 122511, 122801, 124061, 125681
Commerce Business Park
South East Corner of County N and Interstate 94
Cottage Grove WI

Dear Mr. Ruth,

Please accept the following information as an application for rezoning property located at Lots 122511, 122801, 124061, 125681, Commerce Business Park, South East Corner of County N and Interstate 94, Cottage Grove WI (the "Property"). The Property is currently zoned Planned Office (PO) and as discussed in recent months with the Village of Cottage Grove (the "Village"), our request at this time is to rezone the Property to PUD, Planned Unit Development. The requested zoning change will accommodate the proposed Summit Credit Union Headquarters described herein. We respectfully request that this application and attachments be considered by Village staff, Village Plan Commission, and Village Board for approval of the General Development Plan.

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN

Supporting Information:

1. Location Map
2. Project Themes / Images
3. General Development Plan (See Site Plan)
4. Conceptual Landscaping Plan (See Site Plan)
5. Signage Concepts (See Perspective Renderings)

Project Name: Summit Credit Union Headquarters
Lots 122511, 122801, 124061, 125681
Commerce Business Park
South East Corner of County N and Interstate 94
Cottage Grove WI

Applicant/Developer: Summit Credit Union
Jeremy Eppler
4800 American Parkway
Madison, WI 53718



Phone: 608-354-0820

E-Mail: Jeremy.Eppler@summitcreditunion.com

Architect:

Strang, Inc.

Peter Tan

6411 Mineral Point Road

Madison WI 53705

Phone: 608-276-9200

E-Mail: ptan@strang-inc.com

Project Location Map

The Property is located at the South East Corner of County N and Interstate 94, Cottage Grove. The Property area includes approximately 11 acres and is bounded by I-94 on the north, County N on the west, retail and Johnson Health Tech on the south and a single family home and vacant land to the east. Attached is a location map of the subject property and its vicinity at 11x17 inches.

General Project Themes and Images

The proposed development consists of a 6 story 120,000-140,000 sf corporate headquarters building for Summit Credit Union. The following perspective drawings are included only to provide an idea of the overall massing, general orientation and signage design concept for the building. The actual building has yet to be designed, and the specific design will be submitted for approval at the Precise Implementation Plan phase of this project. The massing of the building steps to create roof terraces that provide outdoor seating and breakout areas for the occupants.



Northeast View



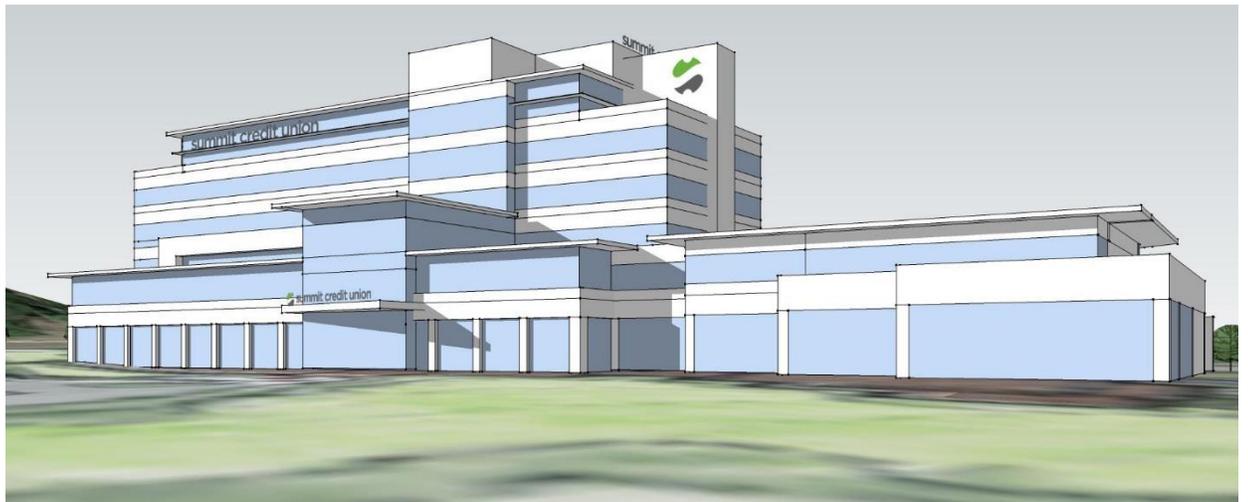
Northwest View



Southwest View



South View



Southeast View



Architecture and Materials

The following photographs are included only to provide an idea of the architecture and materials that are being considered for the building. The actual building has yet to be designed, and the specific design will be submitted for approval at the Precise Implementation Plan phase of this project.



A combination of brick, metal panels and aluminum storefront windows



A combination of brick, metal panels, aluminum storefront windows with a base of cast stone.



Cast Stone used for base and accents



Fabric Banners and Sunshades Add Color and Interest to the Facility (Summit Branch, West Allis)



(Summit Branch, Yellowstone Drive, Madison)



General Mix of Land Uses

Potential land uses and building amenities include administrative offices, a credit union branch with drive-up tellers, on-site daycare for employees, training rooms and wellness facilities. The project includes approximately 90 underground parking stalls beneath the building and approximately 400 surface stalls. Potential site amenities include walking paths, outdoor active recreation areas including sand volleyball courts. The potential future development of the site includes more office facilities for Summit Credit Union and the associated parking. The approximate location of the building and parking is shown on the Site Plan.

Approximate Nonresidential Intensities

The proposed approximate nonresidential intensity at full build-out is:

- Floor Area Ratio (FAR): 0.45 (PO district maximum: 0.3)
- Landscape surface area ratio: Minimum 25% (PO district minimum 25%)

The total floor area for non-residential space is approximately 140,000 square feet for phase 1 and approximately 90,000 square feet for phase 2, totaling 230,000 sf. The floor area ratio is calculated by dividing 230,000 square feet by 513,000 square feet which equals 0.45.

General treatment of natural features

The natural topography of the site slopes from west to east, with an existing regional stormwater management pond immediately to the east. The design of the site plan takes the topography into consideration with infiltration basins that are 10% of the roof area and having the regional pond handle the stormwater rate control. The outdoor active recreation area is located to the south of the building in to take advantage of the site's solar orientation.

General relationship to nearby properties, streets, utilities, and facilities

The proposed development will have appropriate size, scale and design as it relates to nearby properties. The six story office tower is located on the north end of the site next to Interstate 94, and is appropriately scaled to the highway. The building steps down towards the south and east, relating to the scale of the buildings in its context. The loading/receiving/dumpster area is located on the east side of the building and is carefully screened to minimize its visual impact. The access drive to the underground parking is also located on the east side of the building, to take advantage of the lower elevation of the topography of the east end of the site.

The overall development will be well-connected to the traffic corridors in Cottage Grove, being located at the intersection of County N and I-94. We are designing two access points for regular use, one on the turnaround at the north end of Landmark Drive and the other on East Gaston Road as illustrated on the preliminary site plan.



Sewer and water utilities are already present in Landmark Drive up to the property line. There is an existing stormwater pond east of the site.

General relationship of project to the Comprehensive Master Plan

The Comprehensive Master Plan shows uses that are similar to the uses proposed for this site. The architecture and materials proposed are consistent with the policies in the Comprehensive Master Plan.

Why PUD zoning is proposed

PUD zoning is proposed for this development site because some of the improvements would not be permitted under the PO zoning district. The proposed building is 6 stories high while the maximum number of floors in the PO district is 4. The proposed building is approximately 90' high, while the maximum building height in the PO district is 45'. The shade trees proposed in the parking areas consist of crabapples, which are 15'-18' tall and 12' high.

Zoning standards of the most comparable zoning district

The most appropriate underlying zoning district for this development is the Planned Office (PO) District. Below is a table that illustrates PO requirements and proposed development characteristics.

Zoning Standards	PO	Proposed Development
Land use	Office	Office
Floor Area Ratio (FAR)	0.3	0.45 (including future bldg.)
Min. landscape surface ratio	25%	25%
Building front or street setback	25 feet	20 feet
Building side setback	10 feet	220 feet
Building rear setback	30 feet	140 feet
Paved surface setback: side/rear	5'	5'
Paved surface setback: street	10'	10'
Max. height / floors	45 feet / 4 floors	90 feet / 6 floors
Off street parking spaces	3.33 stalls/K	3.5 stalls/K

General Conceptual Landscape Plan

The General Conceptual Landscape Plan is depicted in the attached Site Plan. Landscaped active recreation areas with walking paths are proposed. The parking areas are landscaped with low deciduous trees, 18' tall, being crabapples or equivalent species.

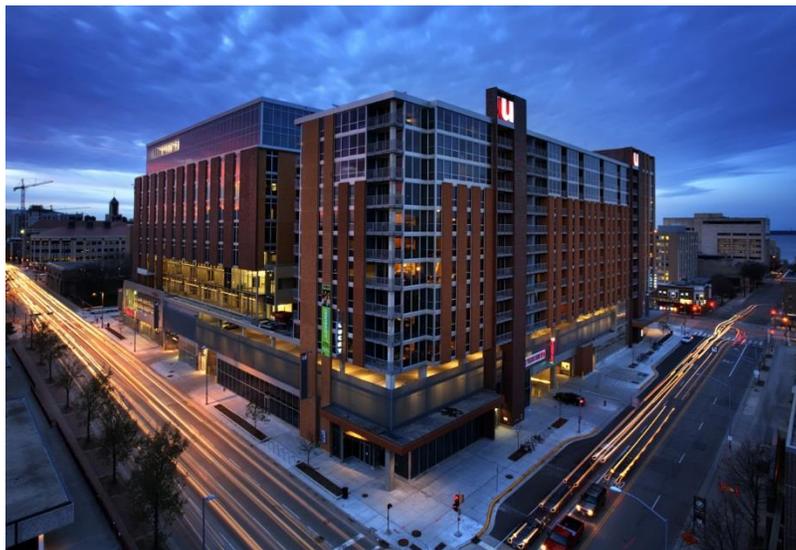


Conceptual signage plan

The perspective renderings included in this submittal illustrate the conceptual signage plan. Signage proposed for the building has been designed to be in scale with its massing and its context next to the Interstate Highway. The signage proposed is professionally designed and internally lit, reflecting the brand and image of Summit Credit Union.



Internally lit wall signs and above roof signs (Summit branch, West Allis)



Internally lit signage at the top of the building (University Square, Madison)

Written justification for the proposed planned unit development

Planned unit development zoning is appropriate for this site because it will allow the creation of a signature development at this prominent gateway to the Cottage Grove Community. The project as designed is of a



scale and character that sits well within its context, and will be a positive addition to the public realm. The proposed development and anticipated densities appear to fit within the Village's long term planning efforts and the requested PUD zoning is consistent with Village staff recommendations.

If there are any questions on the above information or explanations please feel free to contact me. Thank you very much for your assistance with this zoning application.

Sincerely,

STRANG, INC.

A handwritten signature in blue ink that reads "Peter Tan".

Peter Tan, AIA, NCARB, LEED AP
Executive Vice President/Chief Design Officer



PLANNING STAFF REPORT

MEMO DATE: November 14, 2016
MTG. DATE: **PLAN COMMISSION: NOVEMBER 17, 2016**
ARCHITECTURAL REVIEW COMMITTEE: NOVEMBER 16, 2016

TO: Village of Cottage Grove Plan Commission
Architectural Review Committee

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Deb Winter – Village Clerk/Treasurer
Lee Boushea – Village Attorney
Michael Maloney – Village Engineer

FROM: [Erin Ruth, AICP – Village Planning Director](#)

RE: **Summit Credit Union Headquarters – General Development Plan**

BACKGROUND

Property Owner: Currently Landmark Cooperative, to be purchased by Summit Credit Union

Location: Parcels #071104122511, #071104122801, #071104124061, and #071104125681

Area: 11.6 acres

Agent: Jeremy Eppler – Summit Credit Union
Peter Tan - Strang

Existing Zoning: PO, Planned Office

Proposed Zoning: PUD, Planned Unit Development

Future Land Use Plan: Planned Business

OVERVIEW

Summit Credit Union is proposing to construct a six story office building totaling 120,000 to 140,000 square feet to consolidate its corporate operations into one headquarters building. The building is proposed to occupy 11 acres currently owned by the Landmark Cooperative, located at the north end of Landmark Drive. Summit anticipates over 200 employees to



occupy the building upon opening. The initial phase would include approximately 400 surface parking spaces and 90 underground spaces.

Furthermore, in a change from the concept plan submittal, Summit is now considering the incorporation of a drive-through banking facility on the site. A drive-through is typically a conditional use within the current Planned Office district. At this time, Summit is requesting approval of the use as part of the PUD approval. If Summit ultimately decides to incorporate the facility, the final design will be reviewed as part of the Precise Implementation Plan.

COMPREHENSIVE PLAN CONSISTENCY

The proposed land use is consistent with the description of the Planned Business district in the Comprehensive Plan. Many elements in the plan refer to the importance of high quality buildings at gateway areas such as the Highway N interchange. The concept presented shows tremendous potential to positively redefine the entrance to the Village, with a memorable, landmark building.

Adding approximately 250 jobs initially (with the potential for additional growth) fulfills key goals of the Comprehensive Plan's Economic Development chapter. This added employment base can be expected to have positive ripple effects throughout the Village's local economy. In addition, the building will include a training center that will be utilized by Summit employees from throughout southern Wisconsin. These visitors will again have a positive economic impact.

Finally, Summit is a well-established Wisconsin company with a track record of devoted community service throughout the Madison region. The local branch on Cottage Grove Road in Madison is already a very active member of the Cottage Grove Chamber of Commerce.

ZONING CONSISTENCY

As mentioned above, the applicant is seeking the project's approval as a Planned Unit Development. This will allow the project to transcend certain limitations imposed by the current Planned Office zoning.

Building Height

The primary limitation that the proposed project exceeds is the building's height and number of floors. The Planned Office district has limits of 4 stories or 45 feet. The proposed project has 6 stories and is approximately 90 feet tall.

While this may seem at first glance to be a large discrepancy, staff enthusiastically supports the proposed building's massing and height, for the following reasons:

- Because the proposed project is spread out over four existing lots, the building can be placed far enough away from existing buildings that no negative impacts on those buildings is anticipated.



- The scale and height of the building, along with Summit's name recognition and the expected architectural quality, should help to redefine the perception of the Village within the Madison area in a way that a smaller, more subtle building (and therefore a building that is less visible from I-94) might not.
- Stacking the initial phase vertically leaves substantial space on the site for future expansion needs. A lower building with a larger footprint might limit those expansion opportunities.
- Sale of the four Landmark parcels has been hindered by the presence of a large amount of decades old concrete road construction debris that is buried under the site. The debris must be removed to provide a solid base for building foundations. The cost of removal has been prohibitive for smaller projects that have looked at the site in the past. However, a project of this scale can more readily absorb the removal costs and the tax revenue generated by such a large project could make Village TIF assistance for the removal more feasible.
- The Cottage Grove Fire Department has seen the initial concept and they have no concerns about the proposed height.
- The property is outside of the height limits established by the Village's agreement with Blackhawk Airfield, and by comparison, the proposed building will be much lower than the height of the new water tower located on top of the hill across Highway N. Therefore, obstruction of the airfield runway is not a concern.

Floor Area Ratio

It is possible that construction of the 90,000 square foot future expansion may cause the project to exceed the maximum floor area ratio (FAR) regulated by the Planned Office district. However, much of the excess floor area is derived from the building heights. Even after full build-out, nearly half of the site is expected to remain as green space, which is well over the minimum 25% that is required. Staff would not object to a project that ultimately exceeds the maximum FAR given the already noted positives of the project.

Building Signage

Until final dimensions are determined for the building and the proposed signage, it is not clear if the proposal exceeds size limitations imposed by the Village's Sign Ordinance. However, the conceptual signage shown on the building perspectives appears to be appropriately scaled relative to the building. Staff would support signage similar to that shown in the concepts, regardless of whether it exceeds the limits of the ordinance.

Landscaping

Much like signage, it is too early in the process to add up landscaping points to determine compliance with the ordinance. However, it is Summit's preference to have smaller trees in the parking lot to limit blocking sight lines to the building from the freeway. Staff agrees that it is important to maximize the building's visibility, for reasons already presented. Staff recommends that IF the proposed parking lot trees result in a deficiency of landscaping points, either an exception should be granted and/or additional points may be provided elsewhere on the site.



COMMERCE PARK COVENANTS CONSISTENCY

The proposed project is subject to the covenants of the Cottage Grove Commerce Park. Typically ARC approval occurs in conjunction with final site plan approval. In this case, the project is being approved as a Planned Unit Development which involves a two-step approval process, a General Development Plan and a Precise Implementation Plan. The Plan Commission and Board are obligated by the Village Ordinance to approve both steps. The ARC is required to provide one final approval, in this case at the time of the Precise Implementation Plan. The ARC is being asked to review the General Development Plan now to familiarize them with the project and to gain their insights prior to the applicant's full building design process.

The proposed land use(s) are permitted per Article II of the Commerce Park Covenants.

Article III contains the regulations for office uses within the Planned Office or Planned Business areas. Per III) C) 1), "all facades shall be of brick, stone, architectural concrete panels and glass." The applicant is proposing that the building facades shall be comprised of brick, metal panels, cast stone, and glass accented with colorful banners and integrated signage. These materials meet the requirements of the covenants.

III) C) 1) also states that "no more than 30%, by area, of the façade of the building may be glass." However, this building will be unique within the park given its size (six stories) and location (directly adjacent to both I-94 and Highway N). A structure of this size would likely benefit from the lightness and transparency that additional glass would provide. Staff strongly suggests that the ARC grant an exception to the 30% maximum at this time to allow the architectural team freedom to provide a high quality design that fits the site. While final building elevations are yet to be designed, the ratio suggested by the massing studies and architectural examples would appear to be appropriate for the site.

The applicant intends to hide rooftop units within a penthouse or behind full screening.

Finally, section IV discusses signage and states there is a 200 square foot maximum size. However, most buildings in the park require signage that is only visible from adjacent local streets where people are closer to the buildings and moving at slower speeds. The Summit building requires signage that is visible from I-94, where motorists are further away and moving at high speeds. As demonstrated in the massing studies provided, the signage appears to be well integrated with the design of the building, and it is proportionate with the scale of the building. Staff strongly suggests that the ARC grant an exception to the 200 square foot maximum signage size.

STAFF RECOMMENDATION

Staff recommends approval of the General Development Plan submitted by Summit Credit Union, including the following exceptions or potential exceptions to the underlying Planned Office Zoning:



1. The building height shall be permitted to exceed the 45 foot and 4 story maximum allowed per the PO zoning district.
2. Given the additional height of the building, a floor area ratio above the maximum allowed per the PO zoning district shall be permitted.
3. Signage may be scaled so as to be proportionate to the building and highly visible from the freeway. In doing so, the size of the signage may exceed the maximum allowed per the sign ordinance and the Commerce Park covenants.
4. The drive up teller lanes shall be permitted as a part of the PUD without additional approval as a conditional use. Final location and impact on vehicular circulation shall be reviewed as part of the Precise Implementation Plan.
5. The applicant, in the final building elevation design, shall be allowed to exceed the 30% maximum for glazing on the façade. It is anticipated that additional glazing, consistent with that suggested by the GDP submittal, will benefit the architectural quality of the building.