Village of Cottage Grove Notice of Public Meeting

PLAN COMMISSION

Thursday, October 27, 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 12, 2016.PDF

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

   Documents:

   SCU HQ STEP 1N2 2016-10-24.PDF
   CG_SUMMITPUD_CONCEPT_PC_2016-10-24.PDF

7. Comments From Commission Members
8. Future Agenda Items
9. 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

Wednesday, October 12, 2016

MINUTES

1. **Call to order**
   The regular meeting of the Plan Commission for October 12, 2016, was called to order by Jack Henrich at 6:32 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, Mick Conrad, Jack Henrich, Phyllis Jones-Morrison, Jon Russell and Fred Schulze. Absent and excused was Kyle Broom. Staff members present were Village Planner Erin Ruth and Village Administrator Matt Giese.
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 September 14, 2016.**
   Motion by Schulze to approve the minutes from the September 14, 2016 Plan Commission meeting, seconded by Brinkmeier. **Motion** carried with a voice vote of 6-0-0.
6. **Discuss and consider Village of Cottage Grove Zoning Ordinance to allow 'Commercial animal boarding' as a conditional use within the PI, Planned Industrial district, while removing "Commercial animal boarding' from all other districts except RH, Rural Holding**
   Motion by Henrich to approve the Zoning Ordinance to allow 'Commercial animal boarding' as a conditional use within the PI, Planned Industrial district, while removing "Commercial animal boarding' from all other districts except RH, Rural Holding, seconded by Brinkmeier. Motion carried with a voice vote of 6-0-0.
7. **Comments from Commission Members.**
   Russell commented on the new website and the agenda's that is very nice and easy to use.
   Giese commended that the Public Works department has been working on the roundabouts and will have a proposal going the Board.
8. **Future agenda items.**
   General development in Commerce Park
   Shady Grove
   Rugby Club
9. **Adjournment**
   Motion by Schulze to adjourn at 6:51 p.m., seconded by Brinkweier. **Motion** carried with a voice vote of 6-0-0.

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

STRANG

6411 MINERAL POINT ROAD
MADISON, WI 53705-4395

T/ 608 276 9200
F/ 608 276 9204

Monday, October 24, 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

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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 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.

Proposed PUD

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 massing of the building steps to create roof terraces that provide outdoor seating and breakout areas for the occupants.

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.

General Mix of Land Uses

Potential building amenities include an 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.

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Approximate Nonresidential Intensities

The proposed approximate nonresidential intensity is:

- Floor Area Ratio (FAR): 0.45 (PO district maximum: 0.3)
- Landscape surface area ratio: 47% (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.

Total landscape surface area (phase 2): 240,000 sf.
Total site area (phase 2): 513,000 sf.
Landscape surface area ratio: 0.47

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

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.

Why PUD zoning is proposed

PUD zoning is proposed for this development site because the 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 consists 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 Plannied Office (PO) District. Below is a table that illustrates PO requirements and proposed development characteristics.

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	PO	Proposed Development
Land use	Office	Office
Floor Area Ratio (FAR)	0.3	0.45 (including future bldg.)
Min. landscape surface ratio	25%	47%
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

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.

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.

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

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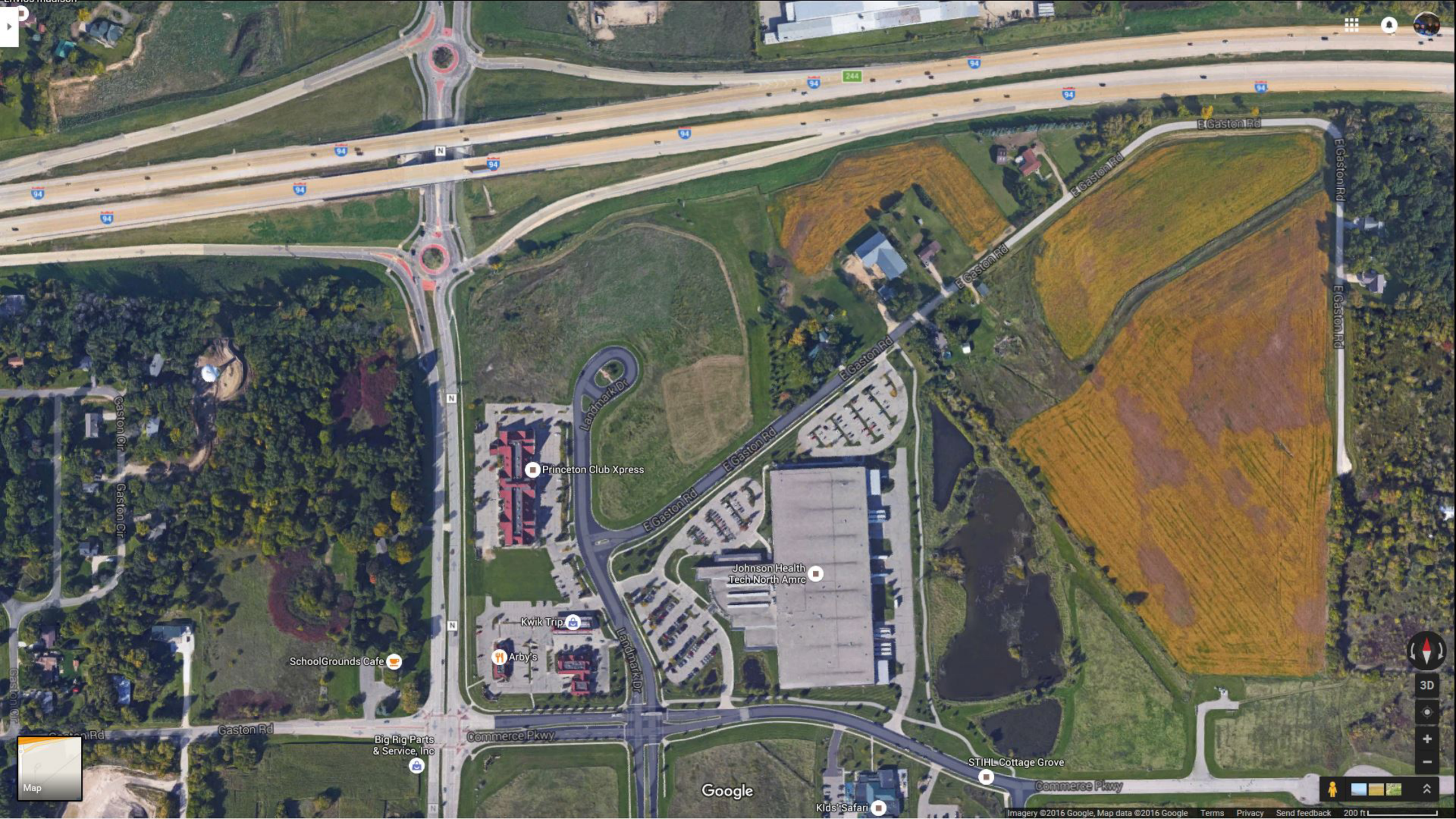
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Landmark Dr
Princeton Club Xpress
Johnson Health
Tech North Amrc
Kwik Trip
Arby's
SchoolGrounds Cafe
Gaston Cir
Gaston Rd
Commerce Pkwy
Big Rig Parts
& Service, Inc
STIHL Cottage Grove
Kids' Safari
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Imagery ©2016 Google, Map data ©2016 Google
Terms
Privacy
Send feedback
200 ft

I-94 RAMP
PARKING
1400 STALLS
PATHS
LOADING
TO UNDERGROUND PARKING
OFFICE
120K SF 6 STORIES
90 STALLS BELOW
TRAINING
WELLNESS
WALKING PATHS
ACTIVE RECREATION
DROP OFF
PARCEL 1
FUTURE EXPANSION
C.T.H. N
LANDMARK DRIVE
EAST GASTON ROAD
SUMMIT CREDIT UNION
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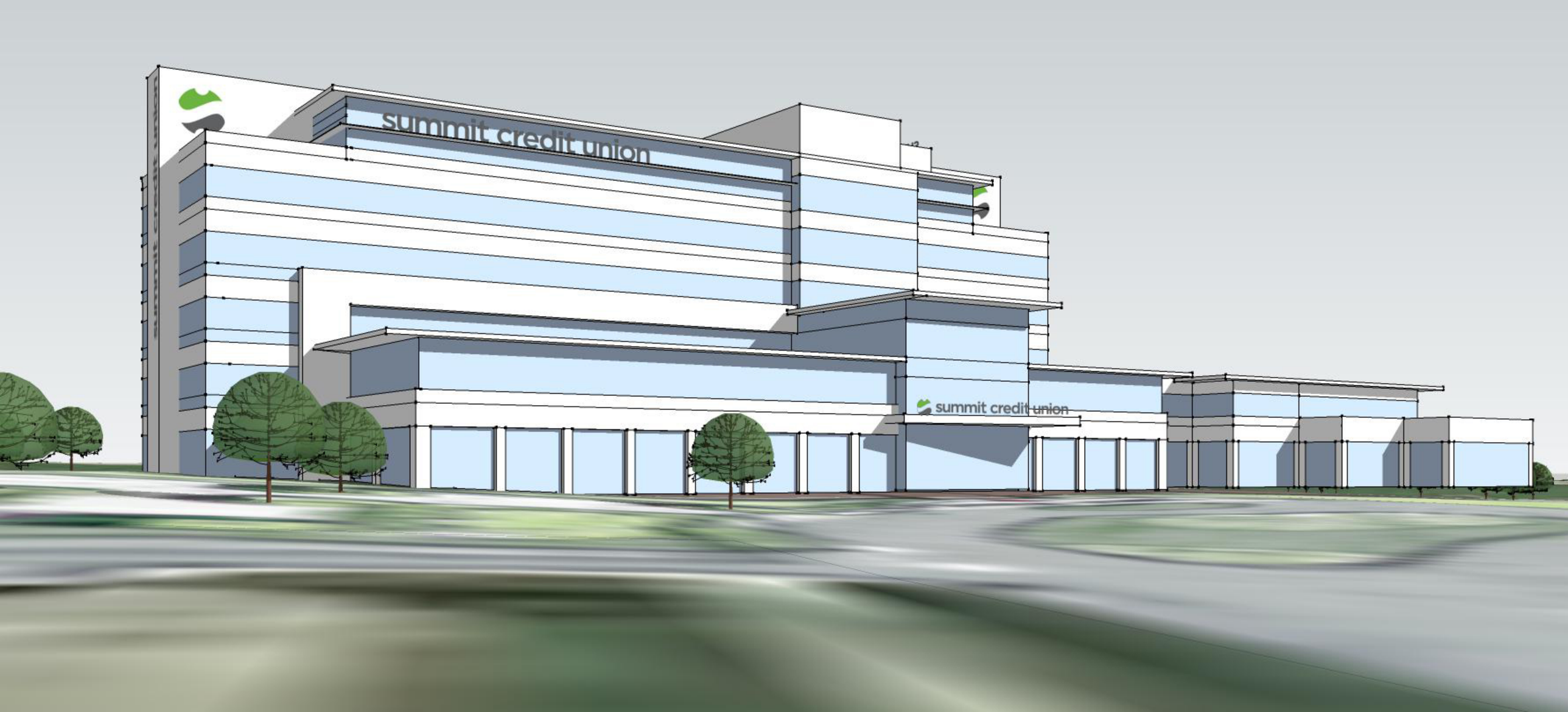
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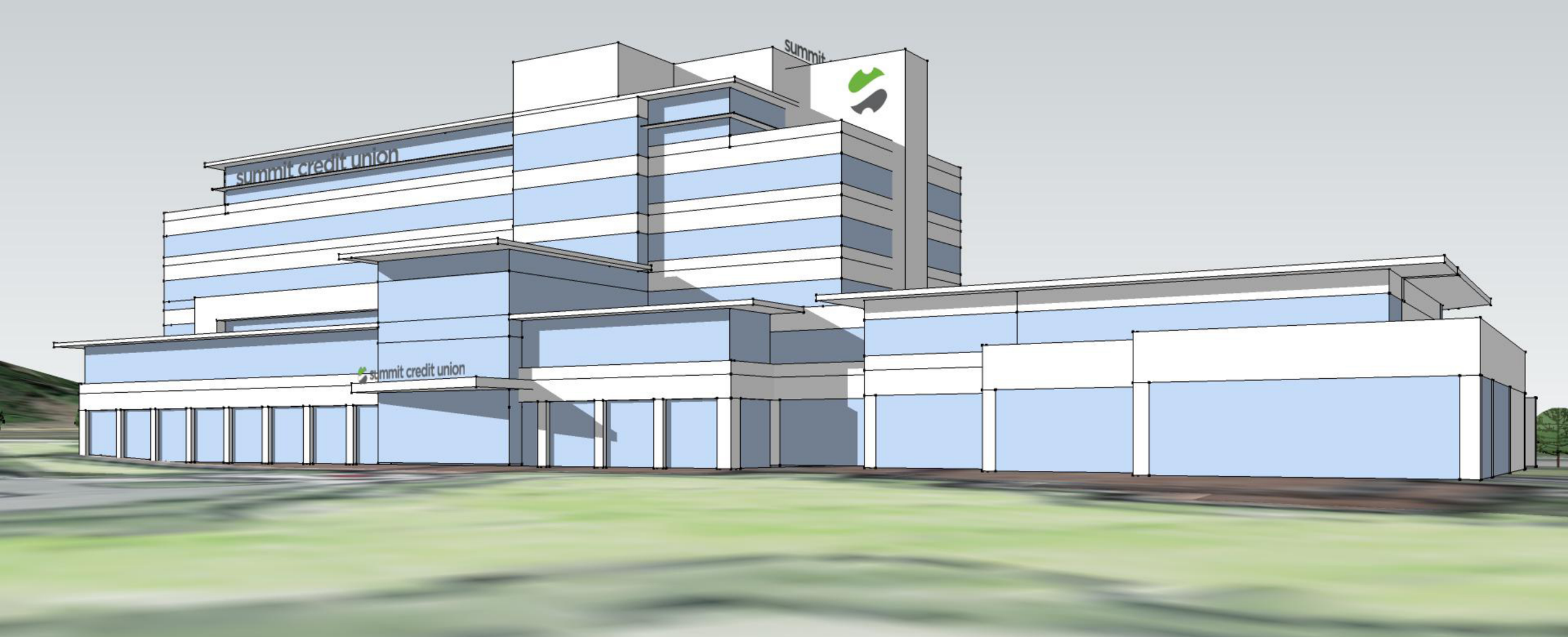
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PLANNING STAFF REPORT

MEMO DATE: October 24, 2016
MTG. DATE: **OCTOBER 27, 2016**

TO: Village of Cottage Grove Plan Commission
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 – Planned Unit Development, Concept**

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.

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 over 200 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.

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, approximately 47% 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.

STAFF RECOMMENDATION

There is no formal action required at this meeting. The concept presentation is step 2 in the PUD approval process and the intent is to gather initial feedback from the Plan Commission. In particular, the Plan Commission's opinions regarding the proposed and potential zoning exceptions would provide helpful guidance to the design team.