



# PLANNING STAFF REPORT

**MEMO DATE:** June 6, 2019

**MTG. DATE:** JUNE 12, 2019

**TO:** Village of Cottage Grove Plan Commission

**CC:** Village of Cottage Grove Board of Trustees  
Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Lee Boushea – Village Attorney  
Michael Maloney – Village Engineer

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

**RE:** **Madison Window Cleaning Site Plan**

## BACKGROUND

Property Owner: Madison Window Cleaning (pending)

Location: Eastern 2 acres of Lot 11 in Cottage Grove Commerce Park

Area: 2 acres

Agent: Kash & Tanya Weger – Madison Window Cleaning

Existing Zoning: PI, Planned Industrial

Proposed Zoning: same

Future Land Use Plan: Planned Industrial

## OVERVIEW

The applicant, Madison Window Cleaning, is requesting approval of a site plan for an approximately 12,000 sq. ft. office and light industrial facility. Madison Window Cleaning is a family owned, 100-year old company relocating to the Village from Downtown Madison.

There will be office staff in the proposed building full-time. Many employees will come to the building early to pick up a fleet vehicle then go out to various job sites.



## LOCATION MAP



## ZONING ORDINANCE CONSISTENCY

The proposed project consists of 'office' and 'indoor storage' land uses, as defined by 325-49(D)(1) and 325-49(E)(1) respectively. Both uses are permitted by right in the Planned Industrial district.

Per the land use definitions noted above, the office land use requires 1 space for every 300 sq. ft. of office, while the indoor storage requires 1 space per employee on the largest shift. The office area is just under 2,700 sq. ft., so 9 spaces are required. There are approximately 20 employees associated with the warehouse, either on site or picking up fleet vehicles in the morning. Therefore, 29 spaces are required and 32 are provided.

The density and intensity requirements for the Planned Industrial district are found in 325-41(A). Per those regulations, the minimum landscape surface ratio is 20%, while the actual exceeds that amount, meeting the requirement. The maximum permitted floor area ratio is 0.6, while the actual FAR is approximately 0.14 which meets the requirement.



The minimum setbacks are 30' on the front and street sides, 10' on the side, 10' on the rear, and 10' to all paved surfaces. The proposed site plan meets these requirements.

325-41(A)(8) includes design guidelines within the Planned Industrial district. The Commerce Park Covenants also include design guidelines as described below. Wherever the covenants and the ordinance conflict, the stricter requirement is applicable. Per the zoning guidelines, the most attractive façade must face the street, and higher quality architectural materials must be used including at least 1/3 masonry on the street façade. The proposed project meets these requirements.

The applicant shall provide a detailed landscaping plan to verify compliance with Article V of the Zoning Ordinance.

The applicant shall provide a photometric plan to verify that any outdoor lighting complies with Article VI of the Zoning Ordinance.

The applicant shall provide plans and details for stormwater management, erosion control, and grading as required for review and approval by the Village Engineer.

### **COMPREHENSIVE PLAN CONSISTENCY**

The parcel is zoned appropriately for the Planned Industrial designation on the Future Land Use Map. The project represents the type of development expected within the park. In the opinion of staff, the proposed project is consistent with the Comprehensive Plan.

### **COMMERCE PARK COVENANTS CONSISTENCY**

The proposed use is permitted by the covenants.

The proposed site exceeds the minimum lot size (1 acre required, approximately 2 acres provided). Including the parking area, the project meets minimum lot coverage standards.

Per the covenants, the “full front façade shall be brick, stone, architectural concrete panels, architectural metal, tilt up panels, or glass.” The proposed front (north) facade includes stone, brick, glass, and fiber cement panels. While not specifically listed in the covenants, the fiber board panels are a higher quality finish that is appropriate for the park. Also, per the covenants, the “same materials shall wrap around to each side façade at least ¼ of the length of each side.” The proposed building wraps the higher quality materials around the sides of the office portion of the building. While less than ¼ of the length, it should be noted that the transition occurs in an architecturally logical location, the building is quite long, and the west facing façade will eventually be largely blocked by development on the remainder of Lot 11.

The covenants state that “all occupied facilities shall include fire protection rated sprinkler systems.” This requirement has been waived in the past at Jimmy John’s. The applicant has



requested a similar waiver. Staff contacted Chief Archibald on the CGFD. He stated he is ok with the ARC waiving the requirement in this case unless the system is for any reason required under the state building code.

The covenants state that “roof mounted equipment shall be so located and screened to eliminate visibility from streets and street levels adjacent to the building.” Mechanical plans have not been developed for the project, but the applicant shall verify the locations of any roof top units and provide details of screening for staff approval.

The covenants state that “undeveloped areas proposed for future development shall be maintained in a weed-free turf and shall be landscaped if required by the ARC.” Much of the southern half of the parcel is allocated toward future development and shall be turfed as directed by the covenants.

Per the covenants, “each lot shall include an infiltration basin with a minimum size of 10% of the building roof area.” The applicant shall design and located this feature to the satisfaction of the Village Engineer.

## **STAFF RECOMMENDATION**

Staff recommends that the proposed site plan be **APPROVED WITH CONDITIONS**, with the conditions as follows:

1. The applicant shall provide a detailed landscaping plan to verify compliance with Article V of the Zoning Ordinance.
2. The applicant shall provide a photometric plan to verify that any outdoor lighting complies with Article VI of the Zoning Ordinance.
3. The applicant shall provide plans and details for stormwater management including an infiltration basin meeting the requirements of the covenants, erosion control, and grading as required for review and approval by the Village Engineer.
4. Based upon the recommendation of the Cottage Grove Fire Department, the Village is waiving the requirement for a sprinkler system per the covenants, unless such a system is otherwise required per the State Building Code.
5. The location and screening details for all roof top units shall be provided to staff to verify they are consistent with the covenants.
6. Undeveloped areas intended for future expansion shall be kept in a weed-free turf condition.
7. Sign permits are required for building and monument signs and are approved separately.



8. Signage substantially similar to that shown in the submittal may receive a permit without further ARC review.