



MEMO

MEMO DATE: August 22, 2019
MTG. DATE: **AUGUST 28, 2019**

TO: Village of Cottage Grove Plan Commission
CC: Matt Giese – Village Administrator
Lisa Kalata – Village Clerk
Lee Boushea – Village Attorney
Mike Maloney – Village Engineer

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

RE: **Proposed Amendment to Public Participation Plan**

OVERVIEW

Below is a proposed schedule/public participation plan for the remainder of the Comprehensive Plan approval process.

PUBLIC PARTICIPATION PLAN

1. Use Survey Monkey internet survey system: general questions regarding issues at the neighborhood and Village-wide levels, including questions regarding growth rate and visual preference questions using photos. (DONE)
2. Plan Commission Meeting: review draft Planned Neighborhood and Planned Mixed Use areas and release for survey. (July 29 - DONE)
3. Open house: focus on Planned Neighborhood and Planned Mixed Use areas, including assistance from CARPC staff for physical models of Planned Mixed Use areas. (August 21 - DONE)
4. Plan Commission Special Meeting: review open house feedback. (August 28)
5. Plan Commission Meeting: review Public Hearing Draft (September 11)
6. Post draft online and post survey about key points in draft (September 12 to October 14)
7. Publish Class 1 notice (at least 30 days prior to Public Hearing) and send draft plan to entities required by statute. (September 20)



8. Joint Plan Commission/Village Board meeting: Public Hearing. (October 21); possible approval of Resolution by Plan Commission and approval of Ordinance by Village Board may occur.

STAFF RECOMMENDATION

Staff recommends approval of the above schedule and public participation plan.