



# PLANNING STAFF REPORT

**MEMO DATE:** December 17, 2019

**MTG. DATE:** **JANUARY 8, 2020**

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

**CC:** Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Lee Boushea – Village Attorney  
James Bongard – Village Engineer

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

**RE:** **Monona Grove School District – Glacial Drumlin Cafeteria Addition**

## BACKGROUND

Property Owner: Monona Grove School District

Location: 801 Damascus Trail

Area: 36.7 acres

Agent: Jerrud Rossing – MGSD  
Maclain Schramm – Eppstein Uhen Architects

Existing Zoning: SR-4, Single-Family Residential

Proposed Zoning: SR-4, Single-Family Residential

## OVERVIEW

The applicant, the Monona Grove School District, is seeking approval of a site plan amendment to allow the construction of an approximately 1,500 sq. ft. addition to the school's cafeteria.

The addition will not increase enrollment or affect capacity, but it is intended to reduce the number of lunch periods by accommodating more students at a given lunch period. The exterior is proposed to consist of brick and glazing to match the existing building.



## LOCATION MAP



## COMPREHENSIVE PLAN CONSISTENCY

The subject area is designated as a Community Facility on the Comprehensive Plan's Future Land Use map. An institutional use such as the proposed elementary school is permitted in those districts.

### Land Use

Specific polices can be found under the 'Community Facilities' section of the Comprehensive Plan's Land Use Chapter. Policies relevant to the proposed school are as follows:

- *Community Facility uses such as schools, churches, and civic buildings should be allowed as conditional uses in all zoning districts.*

A conditional use permit was granted at the time of the initial school approval. The cafeteria addition complies with that permit and does not require amendment.



- *Continue to work with the Monona Grove School District to coordinate uses and activities on district owned land. Existing community facility uses should work with the neighborhood to discuss potential long-term expansion plans and how these plans would impact the area. Pre-identified Community Facility expansion areas should be delineated by institutions whenever possible to minimize the potential for future land use conflicts.*

No additional expansion are planned at this facility.

- *The proposed use should not have a negative effect on existing traffic flows and volumes in the surrounding neighborhood. The existing street system must be adequate to meet increased traffic associated with the project.*

The proposed project does not affect enrollment or capacity and therefore will not increase traffic.

- *As a general rule, Community Facility uses should not generate on-street parking in residential neighborhoods. All parking needs for Community Facility uses should be met on-site.*

The proposed project does not affect enrollment or capacity and therefore will not increase parking.

## **ZONING ORDINANCE CONSISTENCY**

The proposed elementary school is an 'indoor institutional' land use per the Zoning Ordinance. That use is permitted as a conditional use in the SR-4, Single Family Residential district. There is a conditional use permit in place for the school that is not affected by the proposed cafeteria addition.

Per 325-38(A)(2)(b)(2), an indoor institutional use is permitted as a conditional use in the SR-4 district. The proposed project meets the all regulations applicable to non-residential uses per 325-38(A)(7)(a) and (b).

Per 325-49(C)(3), a school is defined as an indoor institutional land use. Regulations related to an indoor institutional land use that are relevant to this project are as follows:

- *All structures shall be located a minimum of 50' from any residentially zoned property.*

The proposed school addition is more than 50' from all property lines.

The proposed project is subject to the landscaping requirements in Article V of the Zoning Ordinance. The addition does not trigger additional landscaping requirements.

The proposed project meets the requirements of 325-90 which regulates exterior building materials. The architecture is attractive and the proposed materials are high quality.



**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of the proposed site plan amendment.