



# PLANNING STAFF REPORT

**MEMO DATE:** June 4, 2020

**MTG. DATE:** JUNE 10, 2020

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

**CC:** Village of Cottage Grove Board of Trustees  
Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Larry Konopacki – Village Attorney  
Kevin Lord – Village Engineer

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

**RE:** **Public Participation Plan for Comprehensive Plan Amendment**

## OVERVIEW

The process for adopting or amending a Comprehensive Plan is regulated by 66.1001 of the Wis. Statutes. The process requires adoption of written procedures for public participation. At a minimum the amendment process requires a public hearing with a Class 1 notice published no less than 30 days prior to the hearing and notification to adjacent municipalities and other entities identified by the statute.

You may recall the 2019 Comprehensive Plan amendment included a variety of public participation elements beyond the minimum requirement including multiple surveys and an open house. The higher level of participation was warranted by the wide-ranging expense of the 2019 update in which every chapter was reviewed and most were updated.

The proposed 2020 amendments are being requested by specific property owners related to specific parcels (the Homburg parcels north of Stop N Go and the parcels comprising the western portion of the proposed Widen Olson neighborhood). No other requests have been received and no general updates or changes are anticipated. Therefore, staff feels a more minimal public participation program is warranted.

Note that Movin' Out is pursuing approval of a Planned Unit Development on the Homburg parcels. The PUD process requires the applicant to hold a neighborhood meeting. They plan to hold this meeting toward the end of June, prior to the public hearing for the Comprehensive Plan. Because the PUD requires a Comprehensive Plan amendment, this meeting essentially provides additional input from neighbors regarding the proposed amendment.



## **STAFF RECOMMENDATION**

Staff recommends that the public participation for the 2020 Comprehensive Plan amendment includes the following:

- Written notification to the entities identified in Wis. Stat. 66.1001.
- The neighborhood meeting to be held by the PUD applicant for the Homburg parcels.
- Class 1 public hearing notice published no less than 30 days prior to the public hearing.
- A public hearing at the July Plan Commission meeting – staff proposes the July meeting be moved from July 8 to July 15 to accommodate the required notice period.