



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: **Changing Date of July Plan Commission Meeting to July 15, 2020**

OVERVIEW

Applicants are seeking amendments to the Village of Cottage Grove Comprehensive Plan. These proposed amendments will be discussed at the June Plan Commission meeting. Prior to acting on whether to approve the proposed amendments the Village must hold a public hearing. Per Wis. Stat. the hearing must be noticed in the newspaper of record at least 30 days prior to the date of the hearing.

On its regular schedule the July Plan Commission meeting would be held on July 8, 2020 which would not allow for the 30-day notice period, thus pushing the hearing to the August meeting or requiring an additional special meeting.

STAFF RECOMMENDATION

Assuming a quorum can be achieved, staff recommends moving the July Plan Commission meeting from Wednesday, July 8 to the following Wednesday, July 15. This would allow adequate time for the required notice to be published in advance of the meeting.

Please note that the second Village Board meeting in July will occur on Monday, July 20 so moving the Plan Commission date would not impact the timeline for any potential Village Board approvals.