



MEMO

MEMO DATE: July 27, 2020

MTG. DATE: **AUGUST 3, 2020**

TO: Village of Cottage Grove Plan Commission

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk

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

RE: **Housing Task Force**

BACKGROUND

In February 2020 the Village Board discussed the formation of a housing task force. Background information was presented, comparable community efforts were reviewed, and the potential composition of the committee was discussed.

Following the last Board discussion, staff and President Williams discussed possible committee members and drafted an invitation letter. The effort left off at a point where staff was going to come back to the board with draft objectives for the committee. However, the COVID quarantine intervened and the committee has temporarily put on hold.

The Village is now seeking to resume the effort.

OVERVIEW

Below are draft objectives and a draft mission statement for the Board's review. They will be used to provide direction to the new committee.

DRAFT OBJECTIVES

1. Understand housing inventory and demographics both in the Village of Cottage Grove and in the Dane County region currently and as trends over time.
2. Identify areas of housing need both within the Village of Cottage Grove and in the Dane County region. Use available population and household projections to anticipate needs over time.

3. Consider locations proposed for various types of housing and review the Housing chapter within the current Village of Cottage Grove Comprehensive Plan.
4. Identify opportunities to encourage housing development that addresses the needs of the Village of Cottage Grove which may include recommendations to amend plans, ordinances, or procedures to better address identified needs.

DRAFT MISSION STATEMENT

The mission of the Village of Cottage Grove Housing Task Force is to ensure that the Village's vision of a safe, friendly, and attractive community is widely attainable regardless of income, race, ability, age, and household composition.

PROPOSED COMMITTEE COMPOSITION

- Village Board member
- Plan Commission citizen member
- School district representative
- Chamber of Commerce representative
- Large business (50+ employees) representative
- Small business (less than 50 employees) representative
- Real estate broker
- Current single-family homeowner
- Current renter
- Housing developer?

There could be multiple members from any category.

STAFF RECOMMENDATIONS

1. Motion to officially create the Ad Hoc Housing Task Force and to authorize Village President Williams to invite members and provide a proposed membership list for Village approval using the committee composition proposed above or as modified by the Board.
2. Discuss proposed objectives and mission statement. Motion to approve objectives and mission statement with any changes that result from Board discussion.