



# PLANNING STAFF REPORT

**MEMO DATE:** September 29, 2020

**ARC DATE:** **OCTOBER 5, 2020**

**TO:** Village of Cottage Grove Architectural Review Committee

**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:** **Dolphin Swim Academy – Sign Plan and Sprinkler Waiver Request**

## BACKGROUND

Property Owner: Dolphin Swim Academy

Location: Lot 15, Cottage Grove Commerce Park (NE corner of Limestone Pass and Landmark Drive)

Area: 2.66 acres

Agent: Brittany Ballweg – Owner  
Joe Gallagher – Architect, Ramaker

Existing Zoning: PI, Planned Industrial

Proposed Zoning: Planned Office/Industrial

## OVERVIEW

The site plan and conditional use permit for the Dolphin Swim Academy have both been approved by the ARC, Plan Commission, and Village Board.

At this time the applicant is seeking approval from the ARC for two requests: 1) approval of proposed signage, and 2) approval of a waiver of Article IV(I)(C)(4) of the Commerce Park Covenants which requires a sprinkler system in occupied buildings in the Commerce Park.

### Signage

The proposed signage consists of one illuminated wall sign which meets the requirements of the covenants and the sign ordinance, and it is scaled appropriately for the building and location.

### Sprinkler Waiver

The Commerce Park Covenants require sprinkler systems in occupied buildings. However, upon request from applicants this requirement has been waived in the past by the ARC. Past projects receiving waivers have included Madison Window Cleaning and Jimmy John's.

In both of those cases, the Cottage Grove Fire Department indicated they did not object to the ARC granting the waiver as long as the sprinklers were not also required by the Wisconsin Building Code.

Chief Archibald of the CGFD did not object to granting the waiver request from Dolphin Swim Academy.

The waiver only pertains to the covenants. If a system is required by the state then it must be installed per the building code.

### **STAFF RECOMMENDATION**

- A. Staff recommends the proposed signage be **APPROVED**. The signage will still require a sign permit which can be issued by staff and will not require additional ARC review.
  
- B. Staff recommends the requested waiver to Art. IV(I)(C)(4) requiring sprinkler system be **APPROVED**.