



# PLANNING STAFF REPORT

**MEMO DATE:** October 2, 2020  
**MTG. DATE:** **OCTOBER 14, 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:** **216 & 218 Parador Place – Zero Lot Line Request**

## BACKGROUND

Property Owner: Benjamin Her

Location: 216 & 218 Parador Place

Area: 0.3 acres

Agent: Benjamin Her - owner

Existing Zoning: TR-8, Two-Family Residential

Proposed Zoning: TR-8, Two-Family Residential

Future Land Use Plan: TR-8, Two-Family Residential

## OVERVIEW

The applicant is seeking approval of a zero lot line request to split a lot with an existing duplex into two separate parcels. The duplex is located at 216 & 218 Parador Place in the Northlawn Subdivision.

## LOCATION MAP



## COMPREHENSIVE PLAN CONSISTENCY

The current land use is consistent with the Comprehensive Plan. The proposed parcel split maintains that consistency.

## ZONING ORDINANCE CONSISTENCY

The subject property is zoned TR-8, Two-Family Residential which is regulated by 325-38(C) of the zoning ordinance.

Per 325-38(C)(6)(b)(1) the minimum lot size in the TR- district is 5,000 sq. ft. The two proposed lots exceed the minimum size (Lot 1 is 6,197 sq. ft. and Lot 2 is 7,873 sq. ft.).

Per 325-38(C)(6)(b)(2) the minimum lot width is 40' and per 325-38(C)(6)(b)(3) the minimum street frontage is 25'. The widths of the proposed lots both exceed the required minimums (Lot 1 is 46.76' and Lot 2 is 58.24' for both width and street frontage).

## **ZERO LOT LINE CONSIDERATIONS**

The Village requires an applicant for a zero lot line approval to provide a letter from a licensed plumber verifying that the duplex has separate sewer and water laterals for each unit. The applicant has provided a letter indicating the subject property has the required services.

The Village requires a Certified Survey Map that shows the proposed lot line, the location of the sewer and water laterals and water curb stop valves for each unit, and the CSM must be signed by a licensed surveyor. The laterals and curb stop are not shown on the provided CSM. The CSM provided is also not signed, though it was prepared by a licensed surveyor. The CSM shall be modified to show the laterals and curb stop valves and shall be signed by a licensed surveyor when presented to the Village for the necessary signatures.

The Village requires that the owners of the units sign a maintenance agreement which is then recorded at the Dane County Register of Deeds. A signed copy of the agreement has been submitted. The agreement shall be recorded.

## **STAFF RECOMMENDATIONS**

Staff recommends that the requested Zero Lot Line application be **APPROVED WITH CONDITIONS**, with the conditions as follows:

1. The final CSM presented to the Village for signature prior to recording shall show the sewer and water laterals as well as the location of the curb stop valves, and shall be signed by a licensed surveyor.
2. The submitted maintenance agreement shall be recorded with the Dane County Register of Deeds.