



# PLANNING STAFF REPORT

**MEMO DATE:** September 30, 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:** **Kwik Trip – Site Plan Amendment**

## BACKGROUND

Property Owner: Stop N Go of Madison (pending sale to Kwik Trip)

Location: 1100 N. Windsor Ave.

Area: 1 acre

Agent: Chris McGuire – Kwik Trip  
Matt Mrochinski – Excel Engineering

Existing Zoning: Planned Business

Proposed Zoning: Planned Business

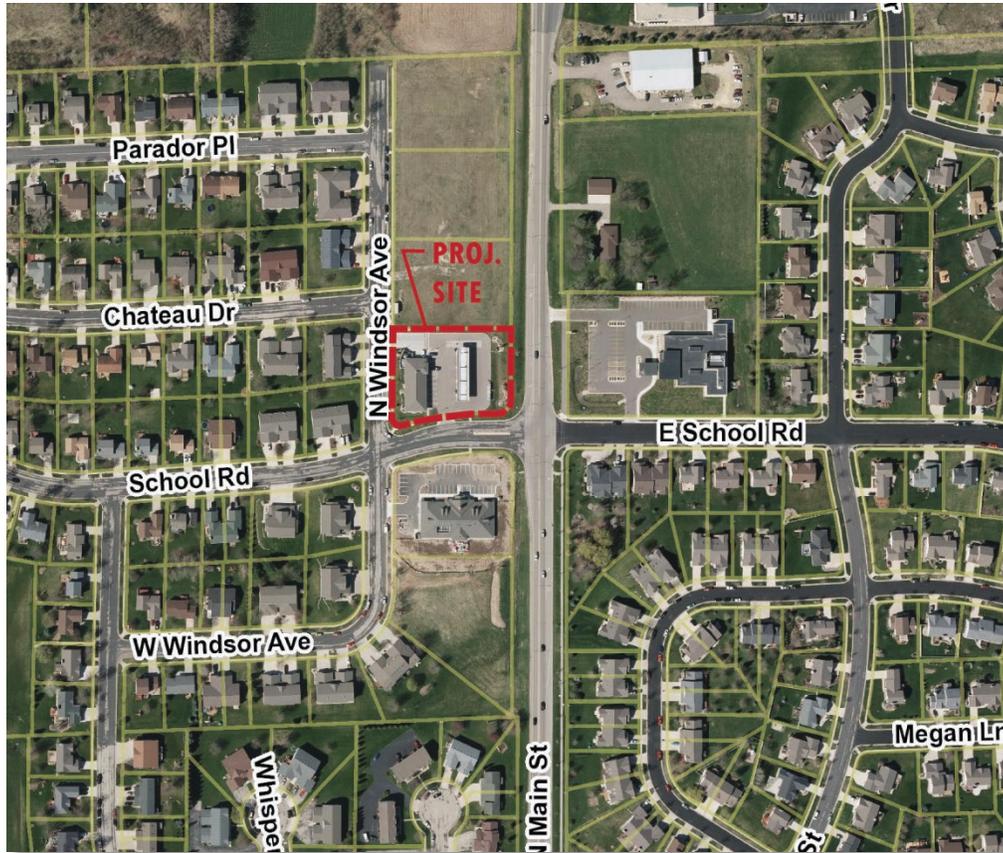
Future Land Use Plan: Planned Mixed Use Area #2

## OVERVIEW

The applicant is seeking approval of a site plan amendment for a proposed 945 sq. ft. building addition to the existing former Stop N Go gas station and convenience store located at 1100 N. Windsor Ave. The project also includes remodeling of the existing building and some exterior modifications in support of Kwik Trip's corporate branding.

The project has a conditional use permit for in-vehicle sales and service for the fuel pumps. There are no proposed changes to the fuel pumps and canopy, therefore the current conditional use permit does not need to be amended.

## LOCATION MAP



## COMPREHENSIVE PLAN CONSISTENCY

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

## SIDEWALK ORDINANCE CONSISTENCY

Currently the property has sidewalks on the south and west sides, but not on the east side along Highway N. Ch. 270 of the Village Ordinance regulates Streets and Sidewalks. 270-2(A)(1) states that “the Public Works Director, foreman, and/or Village Engineer, following the sidewalk policy, will determine which sidewalks will be added.” The Public Works Director

and Village Engineer agree that a sidewalk should now be required on this property along Highway N.

270-2(A)(2) states that “in the case of a new sidewalk the cost shall be borne 50% by the abutting property owner and 50% to the Village.” Therefore, the applicant shall install the sidewalk and may request a reimbursement for half the installation value. The Village Engineer shall verify the installation cost prior to construction.

## **ZONING ORDINANCE CONSISTENCY**

The subject property is zoned PB, Planned Business. PB is regulated by 325-40(B).

Per 325-40(B)(7)(a)(2) the minimum landscape surface ratio is 25%. The actual landscape surface ratio including the proposed amendment is 41% so the proposed project complies.

Per 325-40(B)(7)(a)(3) the maximum floor area ratio is 0.3. Including the proposed addition, the actual floor area ratio is 0.11 so the project is in compliance.

The minimum setbacks are defined by 325-40(B)(7)(b)(4). The proposed addition has a 12.4' setback from the street side property line which complies with the 10' minimum setback. The addition has a 40.02' setback from the north side property line, which complies with the minimum 10' setback.

The paved area is not being modified in a way that affects the paved surface setback, so the project remains in compliance.

Per 325-49(D)(3)(b) an 'indoor sales or service' land use requires 1 parking space per 300 sq. ft. of building area. Including the proposed addition, the building is 4,982 sq. ft. which requires 17 parking spaces. The site contains 19 spaces, so the project complies.

A new doorway and ramp are proposed on the south side of the building which will require the removal of some existing landscaping. This landscaping will be replaced with additional plants around the southwest corner of the building.

## **STAFF RECOMMENDATIONS**

Staff recommends that the requested Site Plan Amendment be **APPROVED WITH CONDITIONS**, with the conditions as follows:

1. The applicant shall construct a sidewalk along Highway N from the existing sidewalk at the SE corner of the property to the north property line.