

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, June 10, 2020

MINUTES

1. Call to order

The Plan Commission meeting for June 10, 2020 was called to order by Village President John Williams at 6:31 p.m. this was a zoom meeting.

2. Determination of quorum and that the agenda was properly posted.

It was noted that a quorum was present and that the agenda was properly posted. Roll Call was taken.

Commission members present were: John Williams, Don Brinkmeier, Alex Jushchysyn, Melissa Ratcliff, Fred Schulze. Absent and excused was Kyle Broom and Kim Sale. Staff members present were Village Planner Erin Ruth, Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Engineer Kevin Lord, Public Works Director JJ Larson, and Village Attorneys Larry Konopacki and Rick Manthe.

3. Pledge of Allegiance

4. PUBLIC APPEARANCES – Public’s opportunity to speak about any subject that is not a specific agenda item.

Paul Wagner with Greywolf Partners was present with concerns of the materials that the Atwell Suites Hotel will be using for the project that will be the gateway to the Village. They are also concerned with more than one hotel for this community and if both will be supported by a community of this size.

5. Discuss and consider the minutes from the Plan Commission meeting of May 13, 2020.

Motion by Ratcliff to approve the minutes from the May 13, 2020 Plan Commission meeting, seconded by Jushchysyn **Motion** carried with a voice vote of 5-0-0.

6. Discuss and Consider A Request from Huston Hotel Group, LLC For Approval of a Precise Implementation Plan for An Atwell Suites Hotel At 4672 County Highway TT.

Troy Hoekstra with the Huston Hotel Group, LLC was present and explained the materials that would be used for the project are metal panels and two stores of curtain wall glass. They have done studies for a hotel in this community and if they did not support the project, they would not be taking the risk to develop. Joe Wagner with Greywolf Partners commented that they would like to see the study because they do not feel that it can be supported by this size community. Ruth reported that staff recommend approval with conditions in the report. Lord reported that they had conditions in the report as well. **Motion** by Ratcliff to approve the request from Huston Hotel Group, LLC for a Precise Implementation Plan for an Atwell Suites Hotel at 4672 County Highway TT with conditions in staff reports, seconded by Brinkmeier. **Motion** carried with a voice vote of 5-0-0.

7. Discuss and Consider Request from Farris Auto for Site Plan Amendment for Property At 212 W. Cottage Grove Road.

Ruth explained the staff report and that Farris Auto is looking for approval on the site plan amendment. Brinkmeier indicated that he was fond of the shed roof and would like to see more of a gable roof. **Motion** by Brinkmeier to recommend approval of the site plan amendment with conditions in the June 5, 2020 staff report and changing the roof to a gable roof from a shed roof on the sales building, seconded by Ratcliff. **Motion** carried with a voice vote of 3-1-1 with Schulze voting no and Jushchysyn abstaining.

8. Discuss and Consider Request from Town of Sun Prairie to Engage in Boundary Agreement Discussions.

Ruth indicated that the Village had received a letter from Lyle Updike Town of Sun Prairie Chairperson requesting to reengage discussions of a boundary agreement. **Motion** by Jushchysyn to approve the request from the Town of Sun Prairie to engage in boundary agreement discussions, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.

9. Discuss and Consider Public Hearing Draft of Comprehensive Plan.

Ruth explained the next steps in the process of a amendment to the Comprehensive Plan from the staff report. **Motion** by Ratcliff to approve the public hearing draft of the Comprehensive Plan, seconded by Brinkmeier. **Motion** carried with a voice vote of 5-0-0.

10. Discuss and Consider Public Participation Plan and Setting Public Hearing Date for Proposed Amendments to Comprehensive Plan.

Ruth explained the staff memo and that it would require a 30-day notice. **Motion** by Ratcliff to approved the public participation plan and set the public hearing date as July 15th for the proposed amendments to the comprehensive plan, seconded by Brinkmeier. **Motion** carried with a voice vote of 5-0-0.

11. Discuss Potential Subdivision Ordinance Amendment to Extend Deadline for Recording A Certified Survey Map.

Ruth explained the memo in the packet. Attorney Konopacki indicated that it would make sense to have one requirement and there is no downside for the Village. The Commission agreed it would be good to have one requirement.

12. Discuss and Consider Moving Date of July Plan Commission from July 8, 2020 To July 15, 2020.

Motion by Schulze to move the July Plan Commission from July 8, 2020 to July 15, 2020, seconded by Ratcliff. **Motion** carried with a voice vote of 5-0-0.

13. Future Agenda Items

CSM ordinance change, Comprehensive Plan public hearing, conditional use permit ordinance changes

14. Adjournment

Motion by Schulze to adjourn at 7:39 pm, seconded by Jushchyshyn. **Motion** carried with a voice vote of 5-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: July 15, 2020

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.