



## VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

### Ad Hoc Architectural Review Committee

Wednesday, April 2, 2025

8:00 a.m.

This meeting will take place as a virtual meeting via Zoom. <https://us06web.zoom.us/j/85848262168?pwd=pMrtUaMSvxAifgJ2rJ5VpxUE7NqUHH.1>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 858 4826 2168#](#). When asked for your Participant ID, just press #, when asked for the [Passcode enter 221](#). You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Roll Call
3. Discuss And Consider Minutes From The June 7, 2023 Meeting.

Documents:

[6-7-23 ARC MINUTES.PDF](#)

4. Discuss And Consider A Request From Dolphin Swim Academy For Approval Of A Site Plan Amendment To Construct An Approximately 3,000 Sq. Ft. Accessory Building At 1500 Landmark Drive.

Documents:

[CG\\_DSA\\_SITE\\_ARC\\_2025-04-02.PDF](#)  
[CUP APP DOLPHIN COMMUNITY CENTER.PDF](#)  
[SITE PLAN AMEND APP DOLPHIN COMMUNITY CENTER.PDF](#)

5. Adjournment

This agenda has been prepared by Staff for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-

stated meeting other than the governmental body specifically referred to above in this notice.

**VILLAGE OF COTTAGE GROVE  
AD HOC ARCHITECTURAL REVIEW COMMITTEE  
Wednesday, June 7, 2023**

**MINUTES**

**1. Call to order**

President Williams called the Ad Hoc Architectural Review Committee, meeting to order at 8:00 am. This was a Zoom meeting.

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

It was determined that there was a quorum of members present and that the agenda was properly posted. In attendance were John Williams, Brittany Ballweg, Mike Hackel and Jude Wolf. Staff in attendance were Planning Director Erin Ruth, Deputy Village Administrator JJ Larson and Village Clerk Lisa Kalata.

**3 Discuss and Consider Minutes from The May 9, 2023, Meeting.**

**Motion** by Ballweg to approve the minutes from May 9, 2023, as presented, seconded by Hackel. **Motion** carried with a voice vote of 4-0-0.

**4. Discuss and Consider a request from One Community Bank to install a second monument sign at their new bank building, currently under construction at 1565 Landmark Drive.**

Motion by Ballweg to approve a second monument sign for One Community Bank with conditions in the staff report, seconded by Hackel. Motion carried with a voice vote of 4-0-0.

**5. Adjournment.**

**Motion** by Ballweg to adjourn at 8:14 a.m., seconded by Wolf. **Motion** carried with a voice vote of 4-0-0.

**Lisa Kalata, Village Clerk  
Village of Cottage Grove  
Approved:**

**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.**



# PLANNING STAFF REPORT

**MEMO DATE:** March 27, 2025

**MTG. DATE:** **APRIL 2, 2025**

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

**CC:** Village of Cottage Grove Board of Trustees  
Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Kyela O’Loughlin – Public Works & Utilities Director  
Larry Konopacki – Village Attorney  
Rick Manthe – Village Attorney  
Josh Straka – Village Engineer

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

**RE:** **Dolphin Swim Academy – Site Plan Amendment**

## BACKGROUND

Property Owner: Dolphin Swim Academy (Porpoiseful Planning LLC)

Location: 1500 Landmark Drive

Area: 2.66 acres

Agent: Brittany Ballweg – Owner, Dolphin Swim Academy  
Andrea Ring- Architect, Jewell Associates

Existing Zoning: PI, Planned Industrial

Proposed Zoning: PI, Planned Industrial

## OVERVIEW

In 2020 Dolphin Swim Academy received site plan approval for its original building, along with a conditional use permit.

Now they are seeking a site plan amendment and an additional conditional use permit to allow construction of an approximately 2,300 sq. ft. accessory building. The new building is intended for use during summer camps and after school programs, and may be rented as a community space. Since the ARC is primarily concerned with ensuring compliance with the Commerce Park Covenants, the conditional use permit will not be reviewed by the ARC.

It is staff's opinion that the proposed use best fits within the 'group daycare center (9 or more children)' land use category as defined by 325-49(D)(13). That use requires a conditional use permit within the PI, Planned Industrial district.

The description for the 'group daycare center (9 or more children)' land use states that "such land uses may be operated in conjunction with another principal land use on the same environs, such as a church, school, business, or civic organization." In this case, the daycare is in conjunction with the Dolphin Swim Academy swim school.

## LOCATION MAP



## **COMPREHENSIVE PLAN CONSISTENCY**

The subject parcel is designated as Planned Office/Industrial on the Future Land Use Map in the Comprehensive Plan. Per the land use chapter the Planned Office/Industrial category is intended to attract a number of light industrial and office uses as well as “supporting commercial uses” with examples including day care, health clubs, and restaurants.

The Planned Office/Industrial chapter includes several design guidelines. The proposed project generally meets those guidelines. The building is clad primarily in composite siding and manufactured stone, with a standing seam metal roof.

## **ZONING CONSISTENCY**

The proposed project meets the requirements of 325-41(A) for the Planned Industrial district in the Village zoning ordinance, including all of the nonresidential intensity and bulk requirements per 325-41(A)(7)(a) and (b).

‘Group daycare center (9+ children’ is permitted as a conditional use in the PI district.

The proposed building complies with the design standards for nonresidential uses per 325-41(A)(8)(a) through (e), including a stone base and non-metallic exterior finishes. The 51 existing parking spaces are adequate to fulfill the parking requirements for both uses simultaneously. However, it is anticipated that the new building will primarily be used during the day while the swim school used mostly at night so little overlap in parking is expected.

Some plantings, including trees, from the original building’s site plan have not yet been installed given the expected near-term expansion. In addition to the new landscaping proposed with this project, the original landscaping shall be completed.

If any new site lighting is proposed, the applicant shall submit a lighting/photometric plan for staff review per 325-112(C)(3)(n) to verify compliance with Article VI of the ordinance.

## **COMMERCE PARK COVENANTS**

Article IV(I)(C) provides building standards for the Planned Industrial portions of the park. The proposed exterior materials match the existing Dolphin Swim building. In the opinion of staff the proposed elevations are consistent with the covenants.

The covenants require screening of all exterior mechanical equipment. The applicant should verify locations of all equipment and provide details showing the method of providing adequate screening. This applies to both the architectural screening of rooftop equipment and using landscaping to screen ground mounted equipment.

### **PLAN COMMISSION ACTION**

On March 26, 2025 the Plan Commission voted unanimously to approve the site plan amendment and the conditional use permit.

### **VILLAGE ENGINEERING COMMENTS**

Strand reviewed the site plan and made suggestions that were discussed at the Plan Commission meeting, but no additional conditions were applied related to the engineering comments.

### **STAFF RECOMMENDATION**

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

1. Some plantings, including trees, from the original building's site plan have not yet been installed given the expected near-term expansion. In addition to the new landscaping proposed with this project, the original landscaping shall be completed.
2. Provide stormwater and erosion control details for review by the Village Engineer and Dane County prior to receiving a land disturbance permit.



## CONDITIONAL USE PERMIT APPLICATION

**APPLICANT:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_

**APPLICANT TELEPHONE:** \_\_\_\_\_

**APPLICANT EMAIL ADDRESS:** \_\_\_\_\_

*Note: Applicant must be owner of the property where conditional use is requested, or signed letter from property owner acknowledging application must be provided.*

**PROPERTY ADDRESS:** \_\_\_\_\_

**ZONING CLASSIFICATION:** \_\_\_\_\_

**CONDITIONAL USE REQUESTED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PROVIDE THE FOLLOWING ITEMS:

1. Submittal materials per 325-111(C) of the Zoning Ordinance, as described on the following pages.
2. Fee of \$360. Payment can be paid [online](#)
3. Escrow deposit of \$250 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

Mail or deliver the completed application form, submittal materials, and fees to the Village Hall.

**Village of Cottage Grove  
221 E. Cottage Grove Road  
Cottage Grove, WI 53527  
Telephone: (608) 839-4704**

**Office Hours: M-Th 8:00 a.m. to 4:30 p.m. Friday 8:00 a.m. to 2:00 p.m.**

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### For Office Use Only

Date Received:  
Plan Commission meeting date:  
Village Board meeting date:

## VILLAGE OF COTTAGE GROVE PROCEDURAL CHECKLIST FOR CONDITIONAL USE REVIEW AND APPROVAL

*This form should be used by the Applicant as a guide to submitting a complete application for a conditional use and by the Village to process said application. Parts I and II should be used by the Applicant to submit a complete application; Part III should be used by the Village as a guide when processing said application.*

### I. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments. Submittal materials may be submitted as pdf files via email in lieu of printed copies by arrangement with the Village Planning Director.

Submittal Materials per 325-111(C)

Date: \_\_\_\_\_ by: \_\_\_\_\_

- \_\_\_\_\_ (a) A map of the proposed conditional use:
- \_\_\_\_\_ Showing all lands for which the conditional use is proposed;
  - \_\_\_\_\_ Showing all other lands within 400 feet of the boundaries of the subject property;
  - \_\_\_\_\_ Referenced to a list of the names and addresses of the owners of said lands as the same appear on the current records of the Register of Deeds of Dane County (as provided by the Village of Cottage Grove).
  - \_\_\_\_\_ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains control;
  - \_\_\_\_\_ Map and all its parts are clearly reproducible with a photocopier;
  - \_\_\_\_\_ Map size 11" by 17" shall be at a scale which is not less than one inch equals 800 feet;
  - \_\_\_\_\_ All lot dimensions of the subject property provided;
  - \_\_\_\_\_ Graphic Scale and north arrow provided.
- \_\_\_\_\_ (b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the Village as a whole;
- \_\_\_\_\_ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;
- \_\_\_\_\_ (d) A site plan of the subject property as proposed for development. Said Site plan shall conform to any and all the requirements of §325-803. If the proposed conditional use is a group development, a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan;
- \_\_\_\_\_ (e) Written justification for the proposed conditional use:
- \_\_\_\_\_ Provide written justification for the proposed conditional use consisting of the reasons why the Applicant believes the proposed conditional use is appropriate, particularly as evidenced by compliance with the standards set forth in §325-802D(2)(a) through (f).

**II. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE**

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the Village of Cottage Grove's Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

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2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the Village of Cottage Grove Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the Village?

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3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see 6.3(d), above), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency have jurisdiction to guide development?

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4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

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5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

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6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 1. – 5.), after taking into consideration the Applicant’s proposal and any requirements recommended by the Applicant to ameliorate such impacts?

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Letter of Intent

Dolphin Community Center

March 12, 2025

To Whom It May Concern,

Brittany Ballweg, is proposing to build a 40'x 58' community building east of the existing facility located at 1500 Landmark Drive. The building will have a community room, warming center, bathrooms and a storage room. The intended use of the building is a community space for the public use and use by summer camps during summer months and an after school program. The building will be used opposite hours of the swim school.

The current zoning of the property is PI Planned Industrial District. The current use of the property is an indoor pool and the conditional use requested is a Group Daycare.

The proposed number of occupants will be no more than 100. During the school year, the after school program would be no more than 50 occupants. The proposed development shall comply with all requirements of Article VI.

Exterior materials and colors will complement the existing building. The building will have composite siding, stone veneer and standing seam metal roof.

Construction is expected to start in Spring of 2025, with completion anticipated in Summer of 2025. Jewell Associates Engineers is the designer of the project.

The property is 2.7 acres, and the new building area will be 2,320 square feet.

If you have any further questions, feel free to call me.

Andrea Ring  
608-588-7484

## OWNER INFORMATION

**Owner:** Brittany Ballweg

**Address:** 1500 LANDMARK DR, Cottage Grove, WI 53527

**Phone:** 608-315-7946

**Email:** brittany@dolphinswimacademy.com

## SITE DETAILS

**Address:** 1500 LANDMARK DR, Cottage Grove, WI

**Parcel:** 071104131651

### **Legal Description**

LOT 15 CSM 11633 CS71/94&96-12/20/2005 F/K/A LOT 15 CSM 11622 CS71/64&66-12/7/2005 F/K/A LOT 2 CSM 11262 CS68/81&83-11/18/2004 F/K/A OUTLOT 1 CSM CSM 11189 CS67/236&237-9/29/2004 & F/K/A LOT 12 & OL 4 & OL 6 COTTAGE GROVE INTERSTATE COMMERCE PARK DESCR AS SEC 4-7-11 PRT SW1/4NE1/4 & PRT SE1/4NE1/4

**Size:** 2.7 Acres

**Zoning:** PI Planned Industrial District

**Current Use:** Indoor Institutional (Pool)

**Condition Use Requested:** Group Daycare

**Project Description:** Add Community Room Building behind Existing Dolphin Swin Academy Building with sidewalk, site grading, with water and sanitary connections.

**Existing Building Height:** 27.5'

**Proposed Building Height:** 18.25'

**Storm Water Features.** The North and West Sides of the property flow north to an existing drainage swale along the North Property line. The East and South Sides of the property flow east into a drainage swale along the east property line. These swales connect at the northeast corner of the property where they join the regional stormwater system. The proposed building is near the east property line and will drain toward the east swale.

### **Storm Water Areas**

Area (SF)	Existing	Proposed	Change
Impervious	37779 (33%)	40549 (35%)	+2770
Pervious	78090 (67%)	75320 (65%)	-2770

## Erosion Control

Silt Fence will be installed along the east side of the project to prevent runoff from entering the existing drainage swale. Silt fence will be monitored, and sediment will be removed once it reaches one-half of the height of the geotextile fabric. Any defective silt fence found during inspection shall be replaced as required.

Seed, fertilizer, and mulch shall be installed on disturbed areas that are not stabilized with pavement. After placement, seed shall be monitored to ensure plant growth and watered as required.

## Site Areas

Area (SF)	Existing	Proposed	Change
Floor Area	7052 (6.09%)	9372 (8.09%)	+2320
Landscape Area	1987 (1.71%)	2529 (2.18%)	+542

## Parking Calculations

Proposed Parking is 51 Spaces.

Gross Floor Area of 9400 requires 38 Spaces which allows 13 for employees.

## Parcel Neighbors

JUMP AROUND BUILDING COMPANY LLC	202 LIMESTONE PASS	071104131711
LIMESTONE PASS HOLDINGS LLC	209 LIMESTONE PASS	071104131501
RGH COTTAGE GROVE LLC	201 LIMESTONE PASS	071104131601
LANDMARK SERVICES COOPERATIVE	1401 LANDMARK DR	071104120101
JEK CRE LLC	110 LIMESTONE PASS	071104122201
COTTAGE GROVE, VILLAGE OF	1507 LANDMARK DR	071104131351
ONE COMMUNITY BANK	1565 LANDMARK DR	071104140111
JOHNSON HEALTH TECH RETAIL INC	201 COMMERCE PKWY	071104190301
WEGER ENTERPRISES LLC	205 COMMERCE PKWY	071104190451

## ATTACHMENTS

ATTACHMENT A: VILLAGE MAP

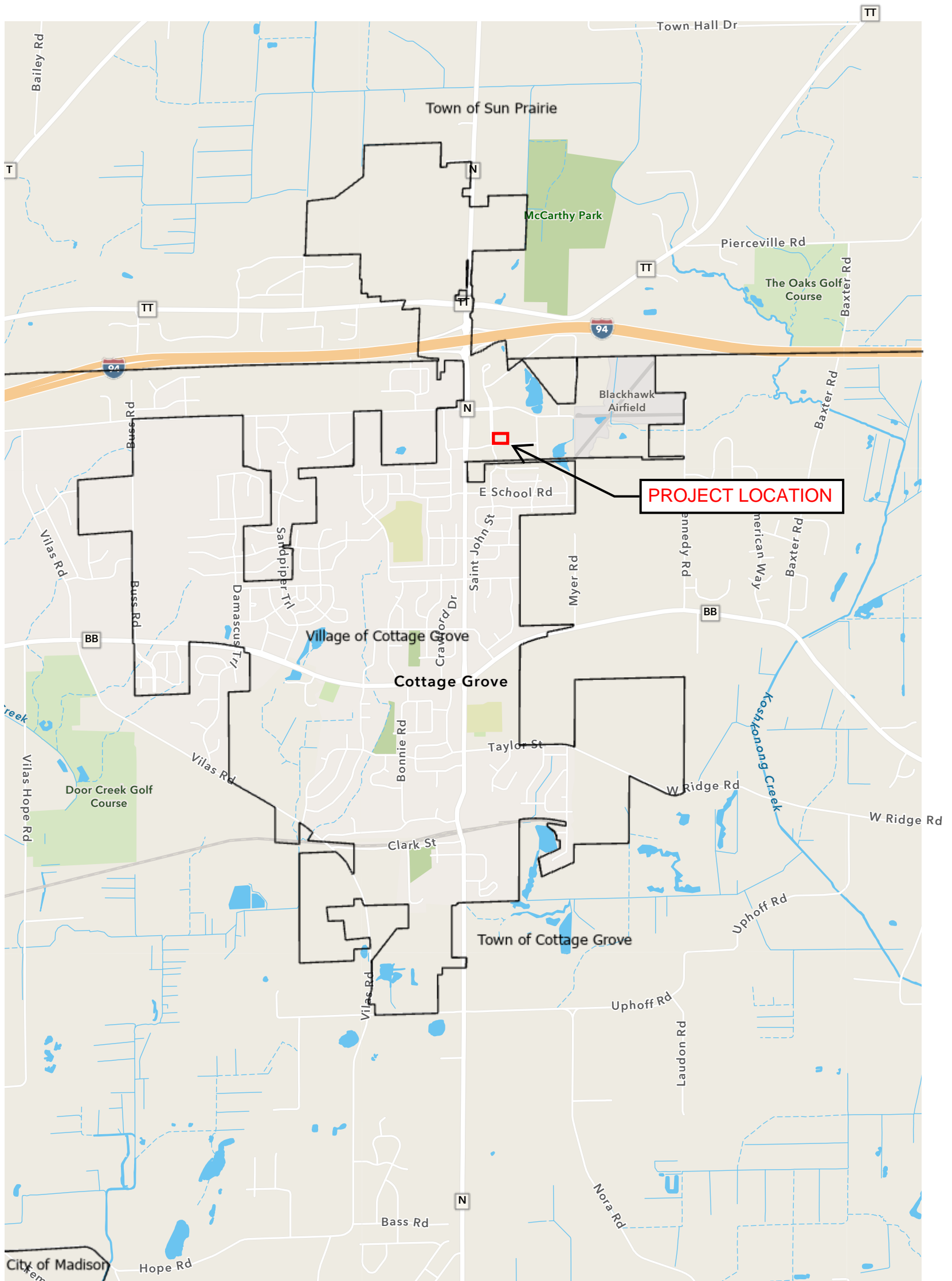
ATTACHMENT B: ZONING MAP

ATTACHMENT C: CERTIFIED SURVEY MAPS

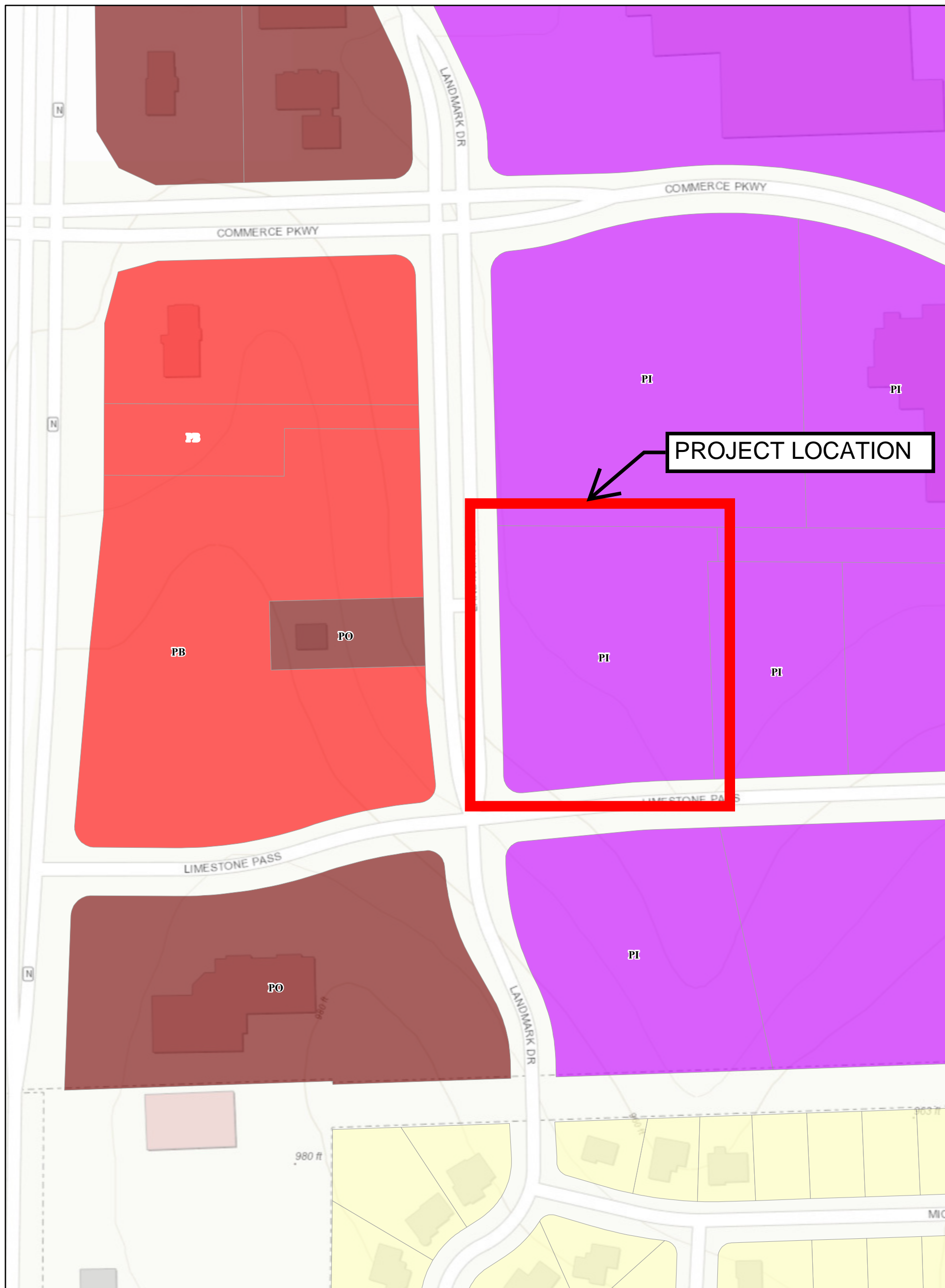
# ATTACHMENT A

## VILLAGE OF COTTAGE GROVE

### PROJECT LOCATION MAP







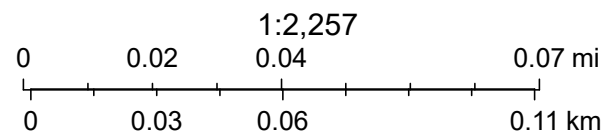
# Attachment B: Cottage Grove Zoning



3/7/2025, 12:34:19 PM

## Zoning

-  SR-4 Single-Family Residential District
-  PB Planned Business District
-  PO Planned Office District
-  PI Planned Industrial District



County of Dane, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA













# REQUEST TO AMEND AN APPROVED SITE PLAN

*In accordance with Ordinance 325-112(F) “any and all variations between development and/or land use activity on the subject property and the approved site plan is a violation of this chapter. An approved site plan shall be revised and approved via the procedure of Section 325-112(B) and (C), so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.”*

**APPLICANT:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PROJECT LOCATION:**

\_\_\_\_\_

**PROPOSED SITE PLAN MODIFICATION IS:**

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION SUBMITTAL REQUIREMENTS:**

1. Submittal requirements per 325-112(C), see following pages.
2. Fee of \$210. Payment can be paid [online](#)
3. Escrow deposit of \$500 for consultant review. If actual review fees are less, excess will be returned. If actual review fees exceed escrow amount, applicant will be billed for the excess.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Applicant Signature**

.....

**For office use only:**

**Date Received:**  
**Planning Commission Meeting Date:**

**Village Board Meeting Date:**

## **SUBMITTAL REQUIREMENTS PER 325-112(C):**

*Required items that are deemed to be not applicable to the proposed project may be waived by the Zoning Administrator. Detailed site analysis per 325-112(C)(8) may be required; verify with Village staff. Submittal materials may be submitted as pdf files via email in lieu of printed copies by arrangement with the Village Planning Director.*

- (1) Written description of the intended use describing in reasonable detail the:
  - (a) Existing zoning district(s) [and proposed zoning district(s) if different].
  - (b) Land use plan map designation(s).
  - (c) Description of existing environmental features.
  - (d) Current land uses present on the subject property.
  - (e) Proposed land uses for the subject property.
  - (f) Projected number of residents, employees and daily customers.
  - (g) Proposed amount of dwelling units, floor area, impervious surface area and landscape surface area and resulting site density, floor area ratio, impervious surface area ratio and landscape surface area ratio.
  - (h) Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings and traffic generation.
  - (i) Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VI, including street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage and hazardous materials. If no such nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VI), then the statement "The proposed development shall comply with all requirements of Article VI" shall be provided.
  - (j) Exterior building and fencing materials.
  - (k) Possible future expansion and related implications for § 325-112C(1)(a) through (j) above.
  - (l) Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
  
- (2) A small location map scalable at 11 inches by 17 inches showing the subject property, all properties within 300 feet and illustrating its relationship to the nearest street

intersection. (A photocopy of the pertinent section of the Village's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

(3) A property site plan drawing (and reduction scalable at 11 inches by 17 inches) which includes:

(a) A title block which indicates the name, address and phone number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for the project.

(b) The date of the original plan and the latest date of revision to the plan.

(c) A North arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet.

(d) A legal description of the subject property.

(e) All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.

(f) All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.

(g) All required building setback lines.

(h) All existing and proposed buildings, structures and paved areas, including building entrances, walks, drives, decks, patios, fences, walls and utility and drainage systems, connections and fixtures.

(i) The location and dimension (cross section and entry throat) of all access points onto public streets.

(j) The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this chapter.

(k) The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.

(l) The location of all outdoor storage areas and the design of all screening devices.

(m) The location, type, height, size and lighting of all signage on the subject property.

(n) The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property, including the clear demonstration of

compliance with a limit of 1.0 footcandles at nonresidential property lines and 0.5 footcandles at residential property lines.

(o) The location and type of any permanently protected green space areas.

(p) The location of existing and proposed drainage facilities.

(q) In the legend, data for the subject property:

[1] Lot area;

[2] Floor area;

[3] Floor area ratio (b/a);

[4] Impervious surface area;

[5] Impervious surface ratio (d/a); and

[6] Building height.

(4) A detailed landscaping plan of the subject property, at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches), showing the location of all required bufferyard and landscaping areas and existing and proposed landscape point fencing and berm options for meeting said requirements. The landscaping plan shall demonstrate complete compliance with the requirements of Village landscaping requirements. (NOTE: the individual plant locations and species, fencing types and heights and berm heights need to be provided.)

(5) A grading and erosion control plan at the same scale as the main plan (and reduction scalable at 11 inches by 17 inches) showing existing and proposed grades, including retention walls and related devices, and erosion control measures per Wisconsin Administrative Code, COMM Chapter 21, Uniform Dwelling Code, and Chapter 65, Commercial Construction.

(6) Elevation drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

(7) A certified survey may be required by the Zoning Administrator in instances where he determines compliance with setback requirements may be difficult. The survey shall be prepared by a registered land surveyor and shall depict property lines and proposed buildings, structures and paved areas.

Letter of Intent

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March 12, 2025

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Andrea Ring  
608-588-7484

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ONE COMMUNITY BANK	1565 LANDMARK DR	071104140111
JOHNSON HEALTH TECH RETAIL INC	201 COMMERCE PKWY	071104190301
WEGER ENTERPRISES LLC	205 COMMERCE PKWY	071104190451

## ATTACHMENTS

ATTACHMENT A: VILLAGE MAP

ATTACHMENT B: ZONING MAP

ATTACHMENT C: CERTIFIED SURVEY MAPS

## OWNER INFORMATION

**Owner:** Brittany Ballweg

**Address:** 1500 LANDMARK DR, Cottage Grove, WI 53527

**Phone:** 608-315-7946

**Email:** brittany@dolphinswimacademy.com

## SITE DETAILS

**Address:** 1500 LANDMARK DR, Cottage Grove, WI

**Parcel:** 071104131651

### **Legal Description**

LOT 15 CSM 11633 CS71/94&96-12/20/2005 F/K/A LOT 15 CSM 11622 CS71/64&66-12/7/2005 F/K/A LOT 2 CSM 11262 CS68/81&83-11/18/2004 F/K/A OUTLOT 1 CSM CSM 11189 CS67/236&237-9/29/2004 & F/K/A LOT 12 & OL 4 & OL 6 COTTAGE GROVE INTERSTATE COMMERCE PARK DESCR AS SEC 4-7-11 PRT SW1/4NE1/4 & PRT SE1/4NE1/4

**Size:** 2.7 Acres

**Zoning:** PI Planned Industrial District

**Current Use:** Indoor Institutional (Pool)

**Condition Use Requested:** Group Daycare

**Project Description:** Add Community Room Building behind Existing Dolphin Swin Academy Building with sidewalk, site grading, with water and sanitary connections.

**Existing Building Height:** 27.5'

**Proposed Building Height:** 18.25'

**Storm Water Features.** The North and West Sides of the property flow north to an existing drainage swale along the North Property line. The East and South Sides of the property flow east into a drainage swale along the east property line. These swales connect at the northeast corner of the property where they join the regional stormwater system. The proposed building is near the east property line and will drain toward the east swale.

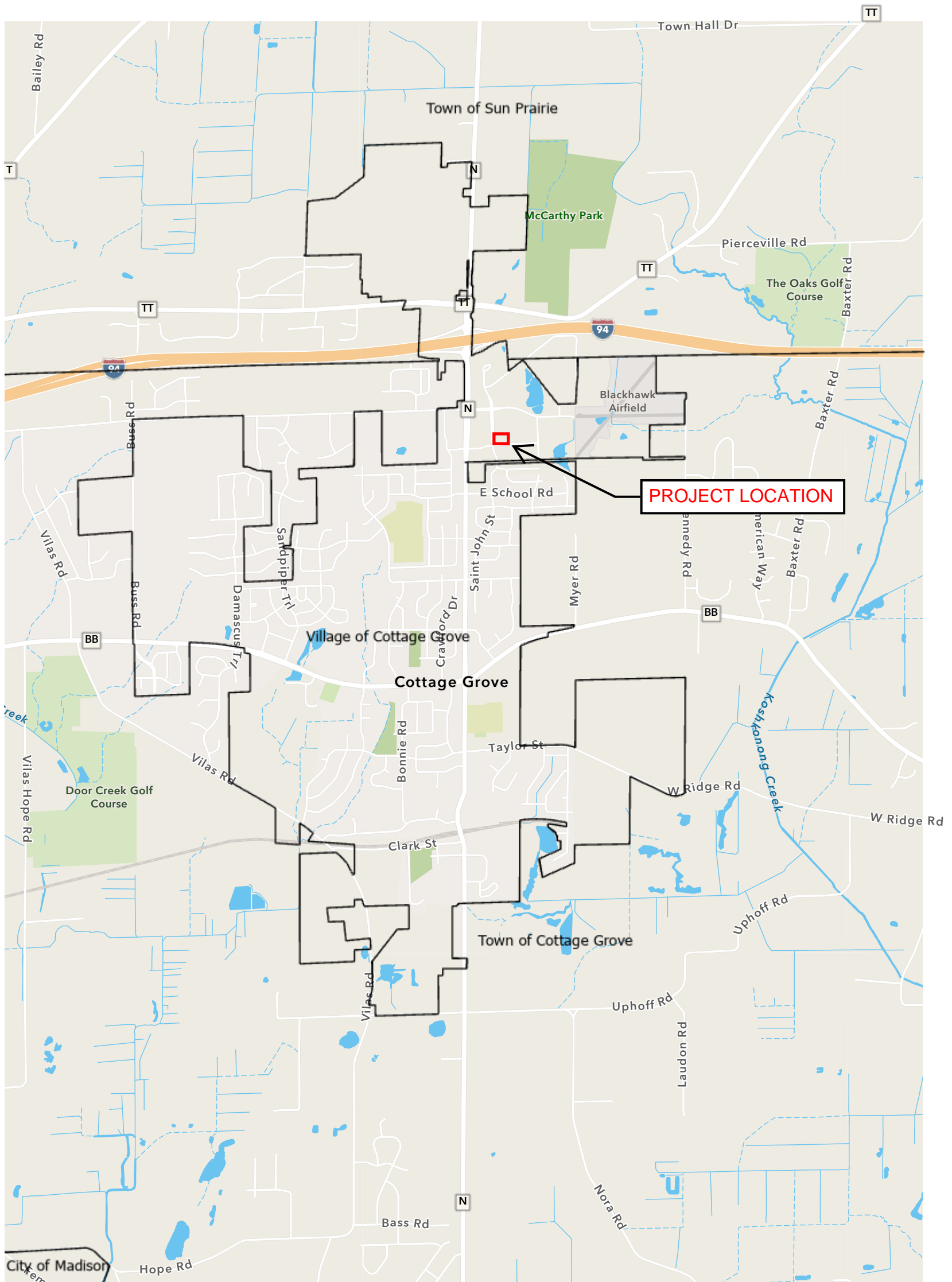
### **Storm Water Areas**

Area (SF)	Existing	Proposed	Change
Impervious	37779 (33%)	40549 (35%)	+2770
Pervious	78090 (67%)	75320 (65%)	-2770

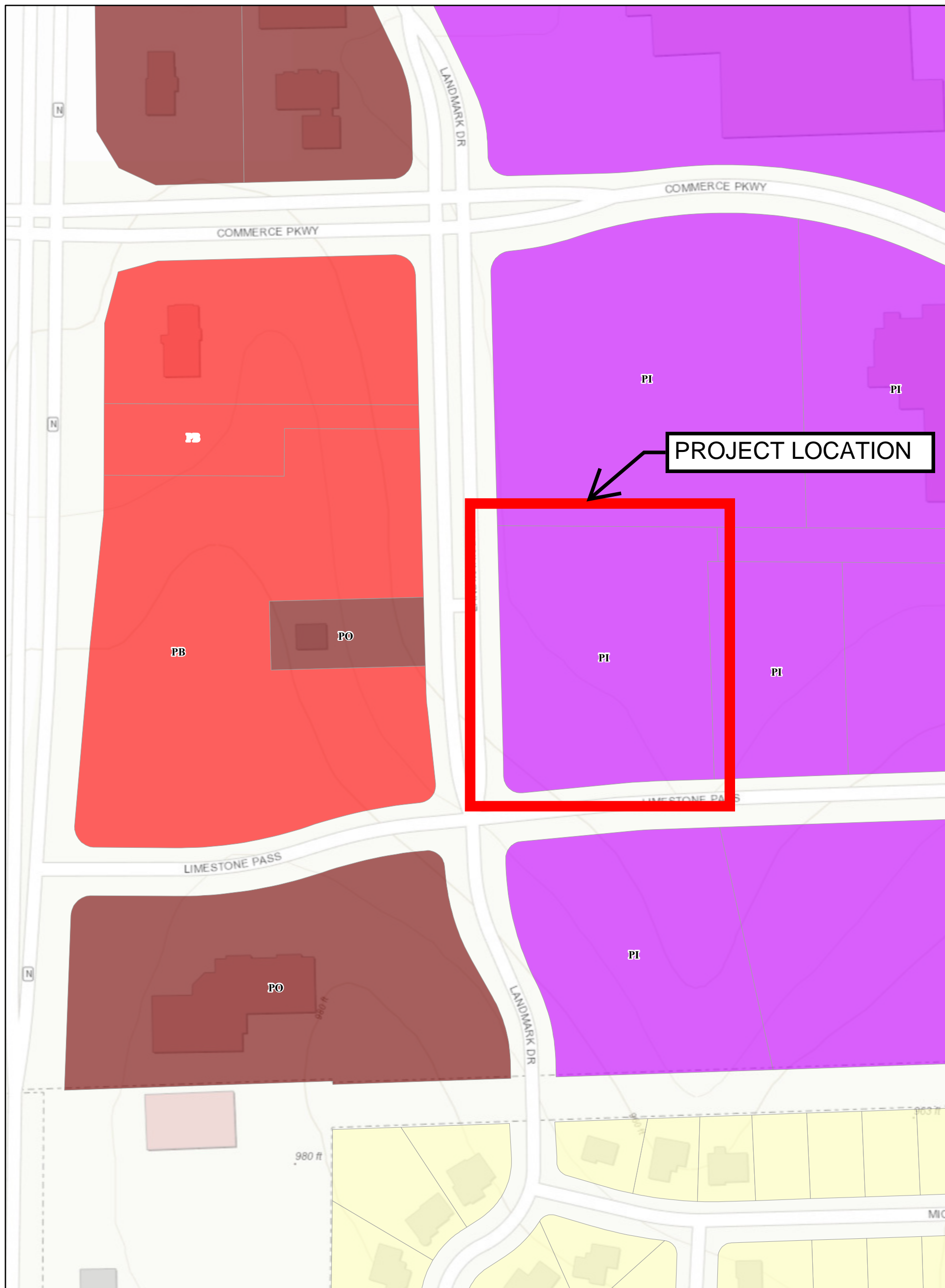
# ATTACHMENT A

## VILLAGE OF COTTAGE GROVE

### PROJECT LOCATION MAP







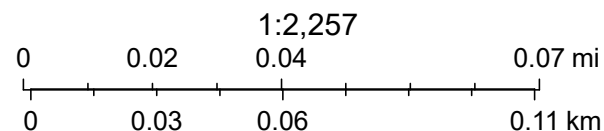
# Attachment B: Cottage Grove Zoning



3/7/2025, 12:34:19 PM

## Zoning


-  SR-4 Single-Family Residential District
-  PB Planned Business District
-  PO Planned Office District
-  PI Planned Industrial District



County of Dane, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

# ATTACHMENT C: CERTIFIED SURVEY MAPS

001501

PROJECT # 0940414	SCALE 1"=200'	FILE # #FILEABBREV#
FIELD BOOK #	DRAWN BY Kevin Lord	SHEET # 1 of 3
PAGES #	CHECKED BY Mike Maloney	DATE: 12/16/2005 TIME: 01:52:12 PM
SURVEYOR: KEVIN C. LORD MSA PROFESSIONAL SERVICES, INC. 2901 INTERNATIONAL LANE, SUITE 300 MADISON, WI 53704-3133 608-242-7779	 <b>MSA</b> <small>PROFESSIONAL SERVICES</small> <small>TRANSPORTATION • INDUSTRIAL</small> <small>DEVELOPMENT • ENVIRONMENTAL</small> 2901 International Lane, Suite 300, Madison, WI 53704-3133 608-242-7779 1-800-446-0679 Fax: 608-242-5664 © MSA PROFESSIONAL SERVICES	CLIENT: VILLAGE OF COTTAGE GROVE 221 E. COTTAGE GROVE ROAD COTTAGE GROVE, WI 53527 (608) 839-4704 <b>Doc# 4145070</b>

## DANE COUNTY CERTIFIED SURVEY MAP # 11633

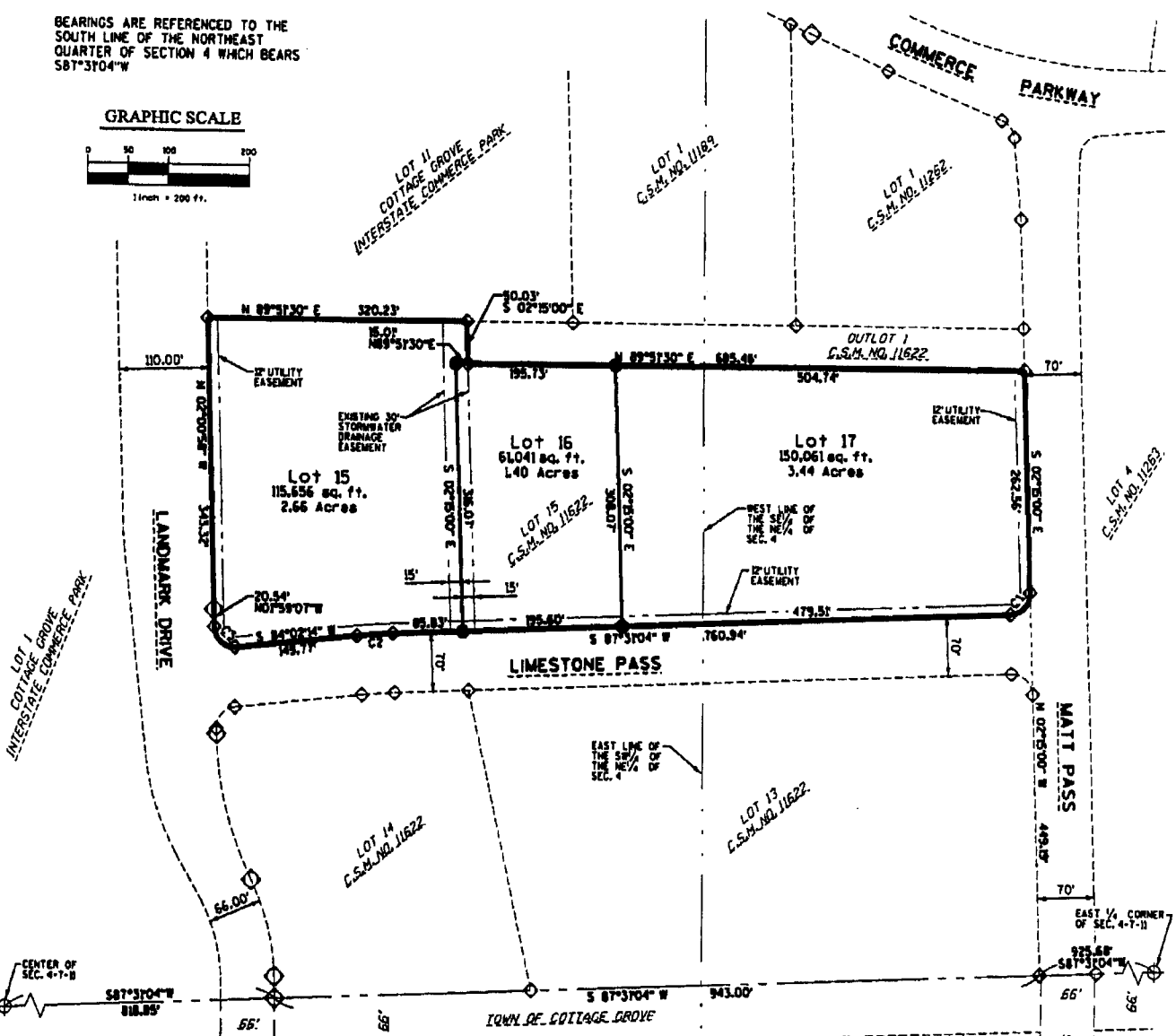
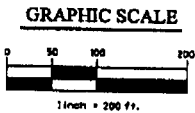
LOT 15 OF THE CERTIFIED SURVEY MAP NO. 11622 BEING PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 4, TOWNSHIP 7 NORTH, RANGE 11 EAST, VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN



- LEGEND**
- 3/4" X 11" IRON ROD SET
  - ◇ 1 1/4 INCH IRON ROD FOUND
  - ◇ 3/4 INCH IRON ROD FOUND
  - ⊕ ALUMINUM MONUMENT FOUND

- BUILDING SETBACKS**
- FRONT YARD - 30'
  - REAR YARD - 10'
  - SIDE YARD - 10'

BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE NORTHEAST QUARTER OF SECTION 4 WHICH BEARS S87°31'04"W



SURVEYOR'S SEAL



NUMBER	RADIUS	DELTA ANGLE	CHORD DIRECTION	CHORD LENGTH	ARC LENGTH	TANGENT IN	TANGENT OUT
C1	25.00	89°46'04"	S 42°38'56" W	35.28	39.17	S02°18'00"E	S87°31'04"W
C2	1735.00	03°28'49"	S 89°46'39" W	44.84	44.84	S87°11'04"W	S84°02'14"W
C3	25.00	83°56'39"	N 48°58'26" W	36.56	41.01	S84°02'14"W	N09°59'01"W

*Kevin Lord*  
 MSA PROFESSIONAL SERVICES  
 KEVIN C. LORD, REGISTERED LAND SURVEYOR # 5-2645  
 DATE: 12-16-05

3/15

001502

PROJECT #0940414	SCALE: 1" = 200'	FILE # Lot15_csmXXX
FIELD BOOK #	DRAWN BY: Kevin Lord	SHEET # 2 of 3
PAGES #	CHECKED BY: Mike Maloney	SIDE #
SURVEYOR: KEVIN C. LORD MSA PROFESSIONAL SERVICES, INC. 2901 INTERNATIONAL LANE, SUITE 300 MADISON, WI 53704-3133 (608) 242-7779	<b>MSA</b> <small>PROFESSIONAL SERVICES</small> <small>TRANSPORTATION • MUNICIPAL • REMEDIATION</small> <small>DEVELOPMENT • ENVIRONMENTAL</small>	CLIENT: VILLAGE OF COTTAGE GROVE 221 E. COTTAGE GROVE ROAD COTTAGE GROVE, WI 53527 (608) 839-4704

**DANE COUNTY CERTIFIED SURVEY MAP # 11633**

**SURVEYOR'S CERTIFICATE**

I, Kevin C. Lord, Registered Land Surveyor of the State of Wisconsin, do hereby certify that by order of the owners, I have made a survey of Lot 15 of Certified Survey Map #11622 as recorded as Document No. 4140808 on December 7, 2005 in Volume 71 of Certified Surveys on Pages 64 - 66 being part of the Southwest and Southeast Quarters of the Northeast Quarter of Section 4, Township 7 North, Range 11 East, Village of Cottage Grove, Dane County, Wisconsin. The parcel is more particularly described as follows:

**COMMENCING** at the East Quarter Corner of said Section 4; thence South 87°31'04" West along the South line of the said Northeast Quarter of said Section 4, a distance of 925.68 feet to the Southeast Corner of Lot 13 of said Certified Survey Map #11622 also being on the westerly right-of-way of Matt Pass; thence North 02°15'00" West along the said westerly right-of-way line, a distance of 449.19 feet to the **POINT OF BEGINNING**; thence southwesterly 39.17 feet along the southeasterly line of said Lot 15 being a curve to the right having a radius of 25.00 feet, the chord of said curve bears South 42°38'02" West a distance of 35.28 feet to a point on the southerly line of said Lot 15 also being the northerly right-of-way line of Limestone Pass according to Certified Survey Map #11622; thence South 87°31'04" West along the said southerly line of Lot 15, a distance of 760.94 feet to a point of curvature; thence westerly 44.64 feet along the said southerly line of Lot 15 being a curve to the left having a radius of 735.00 feet; the chord of said curve bears South 85°46'39" West a distance of 44.64 feet; thence South 84°02'14" West along the said southerly line of Lot 15, a distance of 149.77 feet to a point of curvature; thence northwesterly 41.01 feet along the southwesterly line of said Lot 15 being a curve to the right having a radius of 25.00 feet, the chord of said curve bears North 48°58'26" West a distance of 36.56 feet to a point on the westerly line of said Lot 15; thence North 01°59'07" West along the said westerly line of Lot 15, a distance of 20.54 feet to an angle point in said westerly line; thence North 02°00'58" West along the said westerly line of Lot 15, a distance of 343.32 feet to the Northwest corner of said Lot 15; thence North 89°51'30" East along the northerly line of said Lot 15, a distance of 320.23 feet to the Northwest corner of Outlot 1 of said Certified Survey Map #11622; thence South 02°15'00" East along the westerly line of said Outlot 1, a distance of 50.03 feet to the Southwest corner of said Outlot 1; thence North 89°51'30" East along the northerly line of said Lot 15, a distance of 685.46 feet to a point on the said westerly right-of-way line of Matt Pass also being the easterly line of said Lot 15; thence South 02°15'00" East along the said westerly right-of-way line of Matt Pass, a distance of 262.56 feet to the **POINT OF BEGINNING**. Said Parcel contains 326,758 square feet or 7.50 acres more or less.

The bearings are oriented to the South line of the Northeast Quarter of Section 4 which bears South 87°31'04" West.

I also certify that I have complied with the provisions of Chapter 236.34 of the revised Wisconsin Statutes and the subdivision provisions of Dane County, Wisconsin. I further certify to the best of my knowledge and belief that the accompanying map is a true and correct representation of the exterior boundaries and division of the land surveyed according to official records. The covenants and restrictions adopted for the Cottage Grove Interstate Commerce Park are in affect for the properties included on this map.



*Kevin Lord*  
MSA PROFESSIONAL SERVICES  
KEVIN C. LORD, REGISTERED LAND SURVEYOR #2645

12-16-05  
DATE

PROJECT #0940414	SCALE: 1" = 200'	FILE # Lot15_csmXXX
FIELD BOOK #	DRAWN BY: Kevin Lord	SHEET # 3 of 3
PAGES #	CHECKED BY: Mike Maloney	SIDE #
SURVEYOR: KEVIN C. LORD MSA PROFESSIONAL SERVICES, INC. 2901 INTERNATIONAL LANE, SUITE 300 MADISON, WI 53704-3133 (608) 242-7779	<b>MSA</b> <small>PROFESSIONAL SERVICES</small> <small>TRANSPORTATION • MUNICIPAL • REMEDIATION</small> <small>DEVELOPMENT • ENVIRONMENTAL</small>	CLIENT: VILLAGE OF COTTAGE GROVE 221 E. COTTAGE GROVE ROAD COTTAGE GROVE, WI 53527 (608) 839-4704

**DANE COUNTY CERTIFIED SURVEY MAP # 11633**

**OWNER'S CERTIFICATE**

Village of Cottage Grove as owners, do hereby certify that we have caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required by s.236.34 to be submitted to the Village of Cottage Grove for approval.

Witness the hands and seals of said owners this 20<sup>th</sup> day of December, 2005  
In the presence of:

Ken Dahl  
Ken Dahl, Village of Cottage Grove President

Cynthia Clay  
Cynthia Clay, Deputy Village Clerk

**STATE OF WISCONSIN**  
**DANE COUNTY** ) ss

Personally came before me on this 20<sup>th</sup> day of December, 2005, the above named Ken Dahl Cynthia Clay, and instrument, and to me known to be the persons who executed the foregoing instrument and acknowledged the same.  
(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin  
My commission expires 4-30-2006.

**VILLAGE BOARD RESOLUTION**

"Resolved, that this Certified Survey Map has been duly filed for approval by the Village of Cottage Grove, Dane County, Wisconsin, and the same is hereby approved as required by s.236.34." I hereby certify that the above is a true and correct copy of a Resolution adopted by the Cottage Grove Village Board, Dane County, Wisconsin on this 20<sup>th</sup> day of December, 2005.

Ken Dahl  
Ken Dahl, Village of Cottage Grove President

**STATE OF WISCONSIN**  
**DANE COUNTY** ) ss

Personally came before me on this 20<sup>th</sup> day of December, 2005, the above named Ken Dahl, and instrument, and to me known to be the persons who executed the foregoing instrument and acknowledged the same.  
(Notary Seal) \_\_\_\_\_ Notary Public, Cottage Grove, Wisconsin  
My commission expires 10/09/09.

**REGISTER OF DEEDS CERTIFICATE**

Received for recording this 20<sup>th</sup> day of December, 2005 at 3:21 o'clock P.M. in Volume 71 of Certified Surveys on pages 94-96 as Document Number 4145070

Jane Licht by Carolyn Schorler  
Jane Licht, Dane County Register of Deeds deputy



Kevin Lord 12-16-05  
MSA PROFESSIONAL SERVICES DATE  
KEVIN C. LORD, REGISTERED LAND SURVEYOR #2645





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 2901 International Ln Madison, WI 53704  
 (608) 242-7779 www.msa-ps.com  
 © MSA Professional Services, Inc.

PROJECT NO.	00094085
DRAWN BY:	KCL
CHECKED BY:	BLT
FILE:	Commerce Parkway CSM.dwg
SHEET NO.	2 of 3

**DANE COUNTY CERTIFIED SURVEY MAP # 15197**

LOT 11 OF THE PLAT OF THE COTTAGE GROVE INTERSTATE COMMERCE PARK RECORDED IN VOLUME 58-042B OF PLATS ON PAGES 226-228 ON DECEMBER 17, 2003 AS DOCUMENT NO. 3853506 BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 4, TOWNSHIP 7 NORTH, RANGE 11 EAST, IN THE VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.

LEGAL DESCRIPTION

LOT 11 OF THE PLAT OF THE COTTAGE GROVE INTERSTATE COMMERCE PARK RECORDED IN VOLUME 58-042B OF PLATS ON PAGES 226-228 ON DECEMBER 17, 2003 AS DOCUMENT NO. 3853506 BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 4, TOWNSHIP 7 NORTH, RANGE 11 EAST, IN THE VILLAGE OF COTTAGE GROVE, DANE COUNTY, WISCONSIN.

SAID PARCEL CONTAINS 195,716 SQUARE FEET OR 4.493 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, KEVIN C. LORD, PROFESSIONAL LAND SURVEYOR S-2645, DO HEREBY CERTIFY THAT BY THE DIRECTION OF THE VILLAGE OF COTTAGE GROVE, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES, CHAPTER A-E 7 (A-E 7.05(8)), AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF COTTAGE GROVE, WISCONSIN.

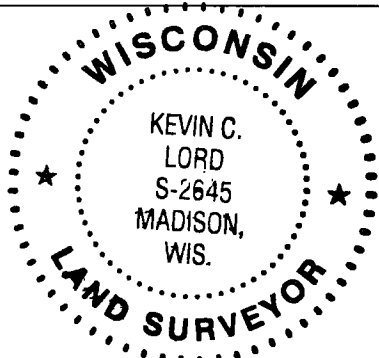
  
 KEVIN C. LORD, S-2645  
 PROFESSIONAL LAND SURVEYOR

7-18-19  
 DATE

CURVE TABLE

CURVE	ARC LENGTH	RADIUS	CHORD BEARING	CHORD
C1	45.30'	30.00'	N41°38'31"E	41.12'
C2	94.56'	400.00'	N78°07'45"E	94.34'
C3	332.70'	700.00'	N84°58'22"E	329.58'
C4	138.03'	700.00'	N77°00'21"E	137.81'
C5	194.67'	700.00'	S89°22'41"E	194.67'
C6	187.12'	700.00'	S73°45'11"E	186.56'

\*SURVEYOR'S SEAL\*



CLIENT:

Village of Cottage Grove  
 221 E Cottage Grove Road  
 Cottage Grove, WI 53527  
 608-839-4704















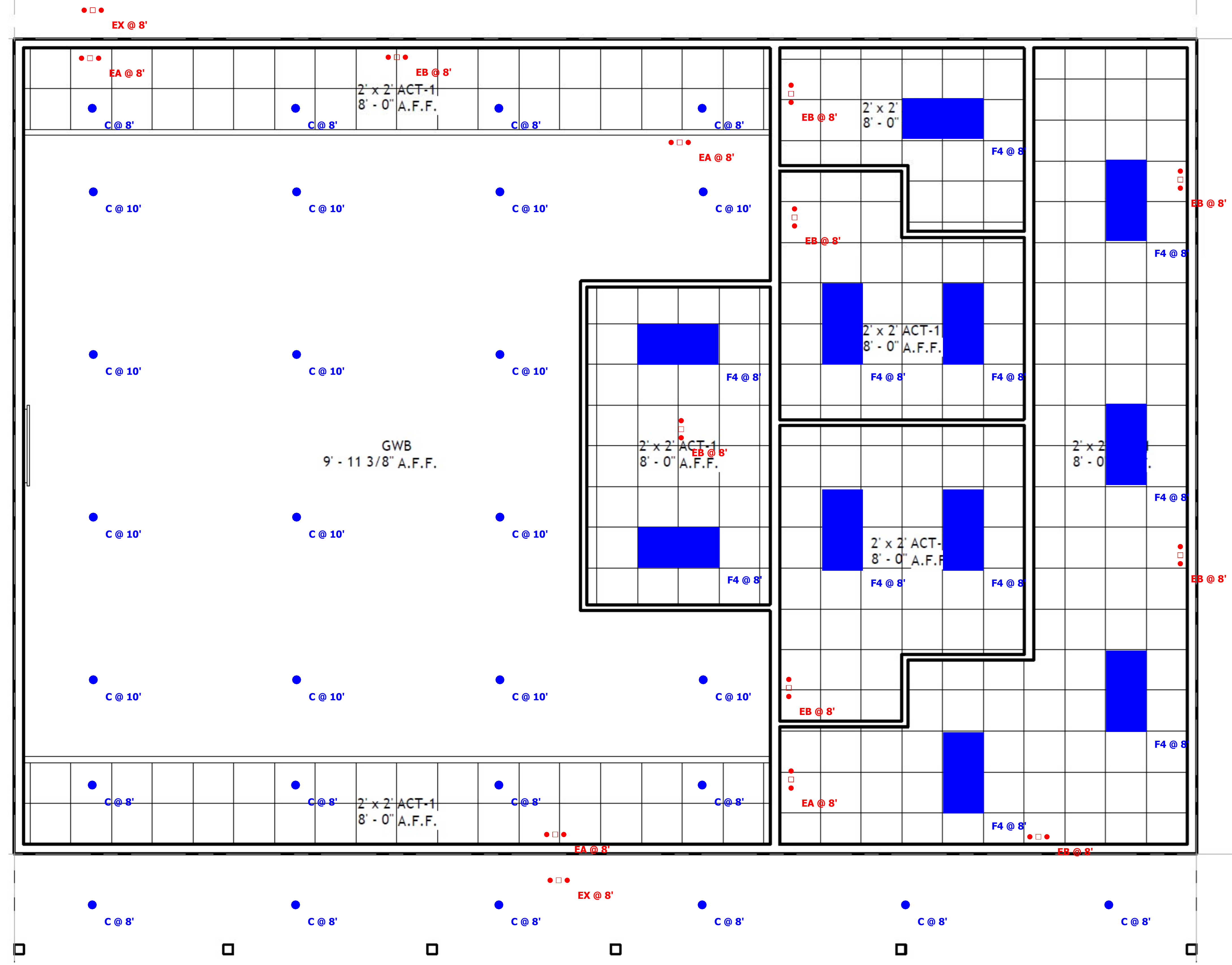




Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
□	EA	4	COMPASS	CCRRC	Compass LED EMERGENCY LUMINAIRE w/ EXIT SIGN	LED	2	52	1	4
○	C	28	Juno Lighting	65REMWSWWS HL 90CRI 40K	67/5" E-series Matte White Baffle SCCT Switchable Hi Lumen 90CRI 40K	LED 4000K	1	1278	1	14.5
□	EB	8	COMPASS	CU2	Compass LED EMERGENCY LUMINAIRE	LED	2	52	1	2
□	EX	2	COMPASS	CORD	Compass LED EMERGENCY LUMINAIRE (EXTERIOR)	LED	2	52	1	2
□	F4	11	SATCO	65-572R1	2X4 FLAT PANEL	LED 4000K	1	5444	0.95	49

A

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