

AD HOC HOUSING TASK FORCE

Wednesday, April 6, 2022

5:30 P.M.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/86516258191?pwd=OU12ZEswYUF6YThiUVVLU0FQSkxxQT09>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 865 1625 8191#. 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. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider Minutes From March 2, 2022 Meeting.

Documents:

[03-02-2022 HTF MINUTES.PDF](#)

5. Discuss And Consider Draft Housing Recommendations

Documents:

[CG_HOUSINGTASKFORCE_2022-04-01.PDF](#)

6. Discuss Open House Format And Exhibits

Documents:

[CG_HOUSINGTASKFORCE-OPENHOUSEMEMO_2022-04-01.PDF](#)

7. Future Agenda Items.

8. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Ad Hoc Housing Task Force Committee 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 HOUSING TASK FORCE
Wednesday, March 2, 2022**

MINUTES

1. Call to order

The March 2, 2022 regular meeting of the Ad Hoc Housing Task Force was called to order at 5:32 p.m. by Vander Velde, 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 Paul Vander Velde, David Peterson, Mick Conrad, Julie Flint, John Hogan, Andrew Homburg, Kim Sale, and Shannan Shade. Cory Frank, Dan Olson, and Tim Olson were absent and excused. Staff in attendance was Planning Director Erin Ruth.

3. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*
None.

4. Discuss and Consider approval of minutes of the December 7, 2021 Ad Hoc Housing Task Force meetings.

Motion by Peterson to approve the minutes of December 7, 2021 minutes as written, seconded by Sale. **Motion** carried with a voice vote of 7-0-0.

5. Discuss and Consider Public Input Process.

Ruth presented a proposed timeline for the remainder of the project including the public participation component. The timeline recommended an open house as the means of participation. Peterson recommended two open houses, one during the week and one on a weekend.

Motion by Peterson to approve the timeline with two open houses, seconded by Sale. **Motion** carried with a voice vote of 7-0-0.

6. Future agenda items.

Finalize recommendations for final report and finalize open house format and details.

7. Adjournment.

Motion by Homburg to adjourn at approximately 5:50 pm, seconded by Sale. **Motion** carried with a voice vote of 7-0-0.

**Erin Ruth, Director of Planning and Development
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.

STAFF REPORT

MEMO DATE: April 1, 2022

MTG. DATE: **APRIL 6, 2022**

TO: Village of Cottage Grove Ad Hoc Housing Task Force

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk

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

RE: **Draft Recommendations**

OVERVIEW

The Housing Task Force is being asked to act on a list of draft recommendations. These will be presented for review at the upcoming open houses on April 21 and April 23. Following public input, the recommendations and the remainder of the document will be reviewed and potentially modified by the task force to create a final draft document at the May meeting.

The following list is broken down into categories, each with its own committees that will be charged with implementing the recommendations.

COMPREHENSIVE PLAN

- Implementation by Plan Commission and Village Board.
- The task force reviewed the goals in the Comp Plan's Housing Chapter and elected to keep them as written.
- Consider a more flexible mix of housing unit type percentages in a standard Planned Neighborhood district. The current mix is minimum 65% single-family, up to 15% duplex, and up to 20% multi-family.
 - In the above formula, consider changing duplex to missing middle sized buildings (2 to 4 units); multi-family would then refer to buildings with 5 or more units.
 - Consider introducing a percentage of 'mixed residential' units – see the description of a new 'mixed residential' zoning district below

- Continue to identify future Planned Neighborhood and Planned Mixed Use areas on the Future Land Use map
- Continue to place higher density developments on or within walking distance of primary corridors, and cluster such areas to facilitate potential future transit stops

ZONING ORDINANCE

- Implementation by Plan Commission and Village Board.
- Consider creating a 'mixed residential' zoning district which defines a maximum building envelope (width, depth, and height) to ensure house-sized buildings, but allow flexibility on the number of units (1 to 4) for use in new Planned Neighborhood areas.
- Consider creating a zoning district for 'cottage courts' in new Planned Neighborhood Areas.
- Consider allowing accessory dwelling units in some residential areas (second units with a separate entry, kitchen, and bathroom).
- Consider requiring site plan approval for multi-family buildings with five or more units (currently required for buildings with 3 or more units).
- Consider permitting by right buildings with up to 8 units in the MR-10 and MR-12 districts (density limits still apply – for example, on a half-acre lot in an MR-10 district (which allows 10 units per acre) the maximum density limits the lot to no more than 5 units). Currently buildings with 4 to 8 units require a conditional use permit and more than 8 units require approval as a Planned Unit Development.
- Consider additional units by right for housing restricted for age 55 and over.
- Consider reducing parking requirements for multi-family residential uses. Consider bonuses for underground parking.
- Consider creating an 'alley residential' zoning district that permits smaller and narrower lots when garages have alley access.

SUBDIVISION ORDINANCE

- Implementation by Plan Commission, Public Works Committee, and Village Board.
- Consider allowing alleys in residential areas. [Amend 274-40(E)].
- Consider reducing minimum street (pavement) width for minor streets. [Amend 274-42(A)].

VILLAGE POLICIES & PROGRAMS

- Implementation by Community Development Authority and Village Board.
- State law allows a TID to be extended for one year with proceeds used for affordable housing. Consider utilizing this policy for TID #5 and/or TID #7. The municipality is required to identify its affordable housing needs and develop a plan. The TID is extended by resolution.
 - If TID is extended, consider using funds for redevelopment assistance for projects that include affordable housing, or grant programs for rehab or energy efficiency improvements to older housing.
- Continue to work with the Dane County Housing Initiative on regional housing issues.
- Monitor and review relevant housing statistics on at least a bi-annual basis.

STAFF RECOMMENDATIONS

Staff recommends approval of the proposed draft conditions.

STAFF REPORT

MEMO DATE: April 1, 2022

MTG. DATE: **APRIL 6, 2022**

TO: Village of Cottage Grove Ad Hoc Housing Task Force

CC: Village of Cottage Grove Board of Trustees
Matt Giese – Village Administrator
Lisa Kalata – Village Clerk

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

RE: **Open House Format**

OVERVIEW

There are 8 large tables in the Village Board room. Each will be used for a separate display with the intention that visitors come in one door, start at Table 1, move through the tables in order, and leave through the other door.

The proposed table displays are as follows:

TABLE 1 – INTRODUCTION

- Sign in sheet
- Display board
 - Mission statement
 - Task force background
- Fact sheet handout

TABLE 2 – STATE AND REGIONAL CONTEXT

- Display board #1
 - QR code links to Dane County and Wisconsin housing studies
 - QR code link to DCHI website and video
 - Study highlights
- Display board #2
 - Village, Regional, National timeline

TABLE 3 – PHYSICAL HOUSING DATA

- Display board #1
 - Charts of data
- Display board #2
 - Overview of missing middle housing

TABLE 4 – DEMOGRAPHIC DATA

- Display board #1
 - Charts of data
- Display board #2
 - History of housing discrimination

TABLE 5 – ECONOMIC DATA

- Display board #1
 - Charts of data
- Display board #2
 - Overview of Glen Grove project

TABLE 6 – COMP PLAN RECOMMENDATIONS

- Display board #1 & #2
 - Recommendations, maps, and current plan highlights
- Comment sheets

TABLE 7 – ZONING & SUBDIVISION ORDINANCE RECOMMENDATIONS

- Display board #1 & #2
 - Recommendations and overview of current ordinances
- Comment sheets

TABLE 8 – POLICY & PROGRAM RECOMMENDATIONS

- Display board #1 & #2
 - Recommendations
- Comment sheets