

VILLAGE OF COTTAGE GROVE  
MEETING

NOTICE OF PUBLIC

PLAN COMMISSION

Wednesday, July 13, 2022

6:30 p.m.

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at Village Hall at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/88221759690?pwd=YmdJVGPtNlNFQ5ROZKS0pvWlZQRzcxZDZ09>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 882 2175 9690#](#) 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. Determination Of Quorum And That The Agenda Was Properly Posted
3. Pledge Of Allegiance
4. PUBLIC APPEARANCES-Public's Opportunity To Speak
5. Discuss And Consider The Minutes From The Plan Commission Meeting Of June 8, 2022.

Documents:

[6-8-22 PLAN COMMISSION MINUTES.PDF](#)

6. PUBLIC HEARING – The Public's Opportunity To Provide Input On An Application From Madtown Detailing For Approval Of A Conditional Use Permit To Allow A 'Vehicle Repair And Maintenance' Land Use (An Auto Detailing Business) In An Existing Commercial Space Located At 425 W. Oak Street.

Documents:

[CG\\_MTOWNDET-CUP\\_2022-07-07.PDF](#)  
[MADTOWN DETAILING\\_SUMMARY.PDF](#)  
[CUP APP-2022-07-07.PDF](#)

7. Discuss And Consider An Application From Madtown Detailing For Approval Of A Conditional Use Permit To Allow A 'Vehicle Repair And Maintenance' Land Use (An Auto Detailing Business) In An Existing Commercial Space Located At 425 W. Oak Street.
8. Concept Presentation By Saturday Development Regarding A Potential Mixed-Use Project At 2435 Gaston Road (Parcels 0711-041-8012-0 And 0811-334-9770-9). For Feedback Only – No Action Will Be Taken.
9. Concept Presentation By Badgerland Realty Regarding Potential Additional Development At The Market Place Shopping Center At 421 W. Cottage Grove Road. For Feedback Only – No Action Will Be Taken.
10. Future Agenda Items
11. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Plan Commission 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**  
**PLAN COMMISSION**  
**Wednesday, June 8, 2022**  
**MINUTES**

**1. Call to order**

The Plan Commission meeting for June 8, 2022, was called to order by Village President John Williams at 6:30 p.m. this was a hybrid 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, Troy Allen, Heidi Murphy, Kim Sale, Alex Jushchyshyn and Fred Schulze. Don Brinkmeier was absent and excused. Staff members present were Village Planner Erin Ruth, Public Works Director/Deputy Administrator JJ Larson, Village Clerk Lisa Kalata and Village Attorney Rick Manthe.

**3. Pledge of Allegiance**

**4. PUBLIC APPEARANCES – None**

**5. Discuss and Consider the Minutes from The Plan Commission Meeting of May 11, 2022.**

**Motion** by Allen to approve the May 11, 2022, minutes as presented, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

**6. PUBLIC HEARING – The Public’s Opportunity to Provide Input on An Application from Grace Coffee for Approval of a Conditional Use Permit to Allow An ‘Indoor Commercial Entertainment’ Land Use with An Alcohol License in An Existing Commercial Space Located the Edge at Cottage Grove Building At 2515 Gaston Road.**

Williams opened the public hearing at 6:33 p.m. Ruth explained that the liquor license is the reason it would need Plan Commission and Village Board approval. The public hearing was closed at 6:36 p.m.

**7. Discuss and Consider an Application from Grace Coffee for Approval of a Conditional Use Permit to Allow An ‘Indoor Commercial Entertainment’ Land Use with An Alcohol License in An Existing Commercial Space Located the Edge at Cottage Grove Building At 2515 Gaston Road.**

**Motion** by Murphy to approve the Conditional Use permit to allow an indoor commercial entertainment land use with an alcohol license at 2525 Gaston Road to Grace Coffee with staff conditions, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**8. Discuss and Consider an Application from Greywolf for Approval of a Certified Survey Map to Divide An 11-Acre Parcel Along the Frontage of County Highway N From an Existing 36.8-Acre Parcel (#0811-331-9001-1).**

**Motion** by Schulze to approve the certified survey map to divide an 11-acre parcel along the frontage of County Highway N from an existing 36.8-acre parcel (#0811-331-9001-1) with staff conditions, seconded by Sale.

**Motion** carried with a voice vote 5-1-0 with Allen voting No.

**9. Discuss and Consider Four Applications from Ron and Kathy Grosso for Approval of Zero Lot Line Modifications At 509-511, 513-515, 517-519, And 521-523 Progress Drive.**

**Motion** by Murphy to approve the zero lot line modifications at 509-511, 513-515, 517-519 and 521-523 Progress Drive with staff conditions, seconded by Allen. **Motion** carried with a voice vote 6-0-0.

**10. Discuss and Consider Resolution 2022-06, Verifying A Proposed Urban Service Area Amendment Application Is Consistent with The Village of Cottage Grove Comprehensive Plan.**

**Motion** by Schulze to approve resolution 2022-06, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**11. Future Agenda Items**

Puppy mill ordinance

**12. Adjournment**

**Motion** by Schulze to adjourn at 6:50 p.m., seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

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:** July 7, 2022

**MTG. DATE:** JULY 13, 2022

**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  
Josh Straka – Village Engineer

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

**RE:** **Madtown Detailing Conditional Use Permit**

## BACKGROUND

Property Owner: Cash Investments LLC

Location: 425 W. Oak Street

Area: 1.3 acres

Agents: Michael Frisque – Madtown Detailing

Existing Zoning: PB, Planned Business

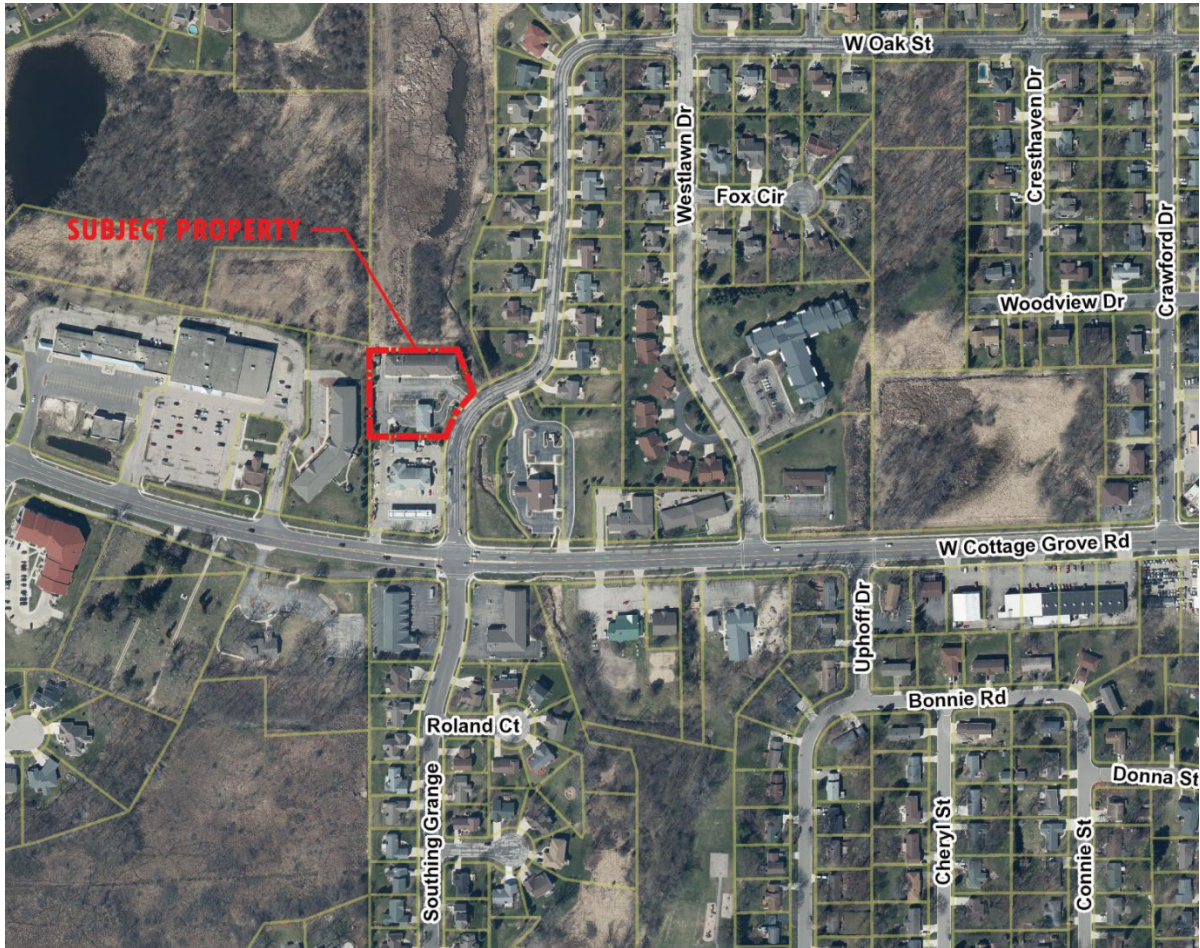
Proposed Zoning: PB, Planned Business

## OVERVIEW

The applicant, Madtown Detailing, is seeking approval of a conditional use permit (CUP) to allow the operation of a 'vehicle repair and maintenance' land use (specifically an auto detailing service) at an existing former oil change building located at 425 W. Oak Street. The property is zoned PB, Planned Business and the proposed use requires a conditional use permit.

If the CUP is approved the applicant will provide auto detailing services between the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday. Initially they plan to operate by appointment only.

## LOCATION MAP



## COMPREHENSIVE PLAN CONSISTENCY

The Comprehensive Plan shows this area as Planned Business on the Future Land Use map. The proposed use is acceptable in that district. The existing vacant building to be utilized by Madtown Detailing was formerly a vehicle oil change facility which also fell within the 'vehicle repair and maintenance' land use.

In the opinion of staff, the project is consistent with the Comprehensive Plan.

## ZONING CONSISTENCY

The proposed project consists of a 'vehicle repair and maintenance' land use, as defined by 325-49(D)(17). The use is permitted as a conditional use in the Planned Business district.

The existing building and site were designed to meet the land use and zoning requirements for this land use. The applicants are not changing anything outside the building such as parking or vehicle circulation.

### **CONDITIONAL USE CRITERIA**

The proposed project meets the criteria for a conditional use outlined in 325-111(D)(2)(a) to (f) in that the project is in harmony with applicable plans and ordinances, is not expected to create undue adverse impacts, and is not expected to be a burden on Village services.

### **STAFF RECOMMENDATION**

Staff recommends that the requested conditional use permit be **APPROVED**.

Madtown Detailing

7/7/2022

[Michael@compoundingyou.com](mailto:Michael@compoundingyou.com)

608-852-4357

Written Description of Business Operations at 425 West Oak Street, Cottage Grove, Wisconsin,  
53527

Business Hours: 8:00 am - 6:00 pm (Monday-Saturday)

To whom It may concern: Madtown Detailing is owned and operated by three long term local residents, Michael Frisque, Hogan Vesperat and Keegan Johnson. The three of us have been working together for the past few years around the Madison area and feel we've identified an opportunity to provide Top Class Car Detailing Services here in Cottage Grove, Wisconsin.

We will be present at the shop during all normal business hours, but are operating by appointment only for the time being.

Services Include:

- Comprehensive selection of cleaning and restoration services to keep customers vehicle's in optimal condition.

**CONDITIONAL USE PERMIT APPLICATION  
VILLAGE OF COTTAGE GROVE**

**APPLICANT:** Compound Consulting LLC (dba-Madtown Detailing)

**APPLICANT ADDRESS:** 744 Westlawn Drive, Cottage Grove **APPLICANT TELEPHONE:** **608-852-4357** **APPLICANT EMAIL ADDRESS:** \_\_Michaelf@compoundingyou.com\_\_

*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:** 425 W Oak ST  
**ZONING CLASSIFICATION:** Planned Business (PB)  
**CONDITIONAL USE REQUESTED:** Vehicle Repair and Maintenance ( [§ 325-40 \(B\)\(2\)\(b\)\[11\]](#) )

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

**Date:** 6/22/2022

**PROVIDE THE FOLLOWING ITEMS:**

1. Submittal materials per 325-111(C) of the Zoning Ordinance, as described on the following pages.
2. Fee of \$350.
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-F 7:30 a.m. to 4:30 p.m.**

**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?

The conditional use will allow us to operate a business that will serve the community of Cottage Grove. More residents in Cottage Grove than any other city in Dane Co. commute with a private automobile to work. With a population that will continue to grow over the next couple of decades, it is important that our commuting neighbors are spending their dollars within Cottage Grove. Offering fairly priced, competitive services that fit the needs of the growing population will give them more reasons to live, work and spend at home in our village.

2. How is the proposed conditional use, in its specific location, in harmony with the purposed, 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?

Filling the current vacancy in the building located at 425 W Oak St adds another commercial enterprise serving Cottage Grove. Located in the center of town, the previous vacancy of the building led to property damage. Adding more commercial activity will prevent future instances of property damage and will have a synergistic effect of increasing economic growth for the business community in Cottage Grove.

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?

No; the aforementioned substantial or undue adverse impacts are unlikely given our intentions for the enterprise.

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?

Zoning regulations permitted use of the facility in the past for automobile maintenance and repair purposes; our enterprise will make similar use of the building. To the best of our knowledge, all zoning requirements for parking, frontage, buffer area, and other legal requirements for a Planned Business district Conditional Usage for automobile maintenance and repair are still met on this location by the landowner. It is highly unlikely that undesirable traffic flow or impacts will result from granting a conditional use permit.

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?

Yes.

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?