

Village of Cottage Grove
Meeting

Notice of Public

AD HOC HOUSING TASK FORCE

Tuesday, October 26, 2021
P.M.

5:30

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/88116300430?pwd=Ym1ob3RPaW9FMzhBS2tvMmdCL3d0QT09> You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 881 1630 0430#. 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

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 August 24, 2021 Meeting.

Documents:

[8-24-2021 HTF MINUTES.PDF](#)

5. Watch And Discuss Video.
 - a. "What is Missing Middle Housing?"- [HTTPS://YOUTU.BE/PMNC4LC78PO](https://youtu.be/PMNC4LC78PO)
6. Discuss Topics For Potential Zoning Modifications.

Documents:

[CG_HOUSINGTASKFORCE_2021-10-26.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
Tuesday, August 24, 2021**

MINUTES

1. Call to order

The August 24, 2021 regular meeting of the Ad Hoc Housing Task Force was called to order at 5:31 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, Loreen Gage, Andrew Homburg, Daniel Olson, Megan Schuetz, and Shannon Shade. Cory Frank, John Hogan, Tim Olson, and Kim Sale were absent and excused. Staff in attendance were Planning Director Erin Ruth and Deputy Administrator JJ Larson. Also in attendance was Dane County Planner Olivia Parry.

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 June 22, 2021 and July 27, 2021 Ad Hoc Housing Task Force meetings.

Motion by Peterson to approve the minutes of the June 22, 2021 and July 27, 2021 minutes as written, seconded by Homburg. **Motion** carried with a voice vote of 9-0-0.

5. Presentation by Megan Schuetz of Movin’ Out Regarding the Affordable Housing Development Process.

Schuetz presented the typical process for developing an affordable housing project using Low-Income Housing Tax Credits and provided an overview of Movin’ Out’s Glen Grove project in Cottage Grove to illustrate the process.

6. Discussion of State and Local Eviction Data.

As a follow up to discussion at the July meeting, Ruth found eviction data prepared by the WI Dept. of Administration’s Wisconsin Eviction Data project. The project compiles data on a per county and per zip code basis. Ruth also noted that Parry provided a Dane County eviction study prepared by UW in 2016. Ruth confirmed he will share the report with the group via email.

7. Discuss Proposed Outline for Housing Task Force Report.

Peterson approved of the outline and suggested a smaller working group might be more efficient at generating goals and recommendations. Vander Velde agreed with the suggestion and asked volunteers for the working group to reach out.

8. Future agenda items.

Continuation of discussion about final document and report from working group if they are able to meet before the next meeting.

9. Adjournment.

Motion by Olson to adjourn at approximately 7:10 pm, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0.

**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: October 21, 2021
MTG. DATE: **OCTOBER 26, 2021**

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: **Workgroup Update and Zoning Discussion**

BACKGROUND

On September 23 a small workgroup of the Housing Task Force met to discuss goals and objectives.

OVERVIEW

The workgroup felt the goals and objectives in the housing chapter of the Comprehensive Plan should be used as the goals and objectives in the Housing Study, and the group could work with the Comprehensive Plan's policies by making them more specific and adding to the list, including potential changes to the zoning ordinance as discussed below.

The Housing Chapter of the Comprehensive Plan is here: [LINK](#)

The workgroup also discussed public outreach related to the Housing Study. The merits of conducting a survey were discussed. It was decided the Task Force needs to be very thoughtful about conducting public outreach and Dane County Planner Olivia Parry offered to work with staff to develop an outreach strategy.

This will be discussed at the next Housing Task Force meeting.

POTENTIAL ZONING AMENDMENTS

The following is a list of areas within the zoning ordinance that could be addressed to further the goals of the committee.

- Create 'mixed housing' zoning district
 - District would establish a maximum building envelope (depth, width, height) to dictate house-sized structures, but would not limit the number of units within. Therefore, a similar sized structure could be a 4-bedroom single-family residence, a two flat with two 2-bedroom units, or a fourplex with four 1-bedroom units.
 - Establish as a new district for 'Planned Neighborhood' areas in Comp Plan. Existing single-family districts would not be changed.

- Accessory dwelling units
 - a/k/a 'grandparent' apartments – a unit typically within another structure (single-family house or above a garage) with a separate entry, bath, and kitchen facilities.
 - Currently not allowed per Village zoning.
 - Consider creating an overlay district where such units are allowed, starting with new neighborhoods.
 - Some municipalities attempt to restrict such units to family members, which is difficult to regulate and not recommended.

- Multi-family housing
 - Currently site plan review and approval by Plan Commission and Village Board is required for any residential unit with more than two units. Consider requiring site plan approval starting at 5 or more units.
 - Currently buildings up to 4 units are allowed by right and up to 8 units with a conditional use permit in multi-family residential districts. Buildings with 9 or more units must therefore be approved as Planned Unit Developments (a more complicated and expensive process). Consider a larger number of units to be permitted by right.

- Other considerations
 - Parking – reduce the required number of parking spaces per unit (parking is expensive to build and is often underutilized).
 - Consider reduced minimum street widths for some local roads.
 - Consider allowing private (and privately maintained) alleys. A similar sized home with a garage off an alley in the back as opposed to an attached garage with a driveway on the side can occupy a narrower lot (less land to buy up front, less street and utilities per home to build and maintain).