

Village of Cottage Grove  
Meeting

Notice of Public

AD HOC HOUSING TASK FORCE

Tuesday, December 7, 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/87020896066?pwd=ZXpWZW9CR1BsWFhObnpmOUtKb0FaZz09>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 870 2089 6066 #. 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)

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 October 24, 2021 Meeting.

Documents:

[10-26-2021 HTF MINUTES.PDF](#)

5. Discuss And Consider Public Input Process

Documents:

[CG\\_HOUSINGTASKFORCE\\_2021-12-07.PDF](#)

6. Future Agenda Items.
7. 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, October 26, 2021**

**MINUTES**

**1. Call to order**

The October 26, 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, John Hogan, Andrew Homburg, Daniel Olson, Megan Schuetz, and Kim Sale. Cory Frank, Loreen Gage, Tim Olson, Kim Sale, and Shannan Shade 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 August 24, 2021 Ad Hoc Housing Task Force meetings.**

**Motion** by Peterson to approve the minutes of August 24, 2021 minutes as written, seconded by Schuetz. **Motion** carried with a voice vote of 8-0-0.

**5. Watch and Discuss Video: ‘What is Missing Middle Housing?’**

Video was primarily an interview with urban designer Dan Parolek regarding the decline in missing middle housing due to zoning regulations and market forces. Parolek presents strategies for implementing new missing middle housing.

**6. Discuss Topics for Potential Zoning Modifications.**

Discussion of potential zoning modifications presented in staff report. Committee agreed to keep working on recommendations and that the small workgroup would continue refining the topics.

**7. Future agenda items.**

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

**8. Adjournment.**

**Motion** by Hogan to adjourn at approximately 6:30 pm, seconded by Flint. **Motion** carried with a voice vote of 8-0-0.

**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:** December 3, 2021

**MTG. DATE:** DECEMBER 7, 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 Public Participation**

## BACKGROUND

On December 2 the small workgroup of the Housing Task Force met to discuss public participation options.

## OVERVIEW

Staff and the workgroup prepared, with the assistance of Olivia Parry, prepared the following outline for a potential public participation plan.

### Outline for Public Participation

- 1) Create one-page fact sheet compiling highlights of research and an overview of Housing elements from the Comprehensive Plan
- 2) Present research to 3 to 5 committees/groups; options include:
  - Plan Commission
  - Sustainability Committee
  - Diversity, Equity, & Inclusion Committee
  - Park & Rec Committee
  - Chamber of Commerce
  - Monona Grove School Board
  - Historical Society
  - Local media (Herald Independent)
- 3) Post fact sheet to website, Facebook; provide copies at Village Hall

4) Options for public input (one or more):

- A. Public Survey – use as opportunity to educate, provide fact sheet with questions
- B. Individual interviews or small focus groups – provide fact sheet ahead of time
- C. Office hours in which people can sign up for a time slot to discuss housing issues

**STAFF RECOMMENDATION**

Staff would like the task force to refine and approve a version of the public participation outline and provide guidance regarding the options.