



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Public Works, Properties & Sustainability Committee
Wednesday, September 10, 2025
5:30 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/89975217744?pwd=e8SG37XGgaOYIQEsUOv9wKNaKVJQtU.1>. You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 899 7521 7744#](#). 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: ikalata@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 Meeting To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak
4. Discuss And Consider The Minutes From The Public Works, Properties & Sustainability Committee Meeting Of August 12, 2025.

Documents:

[8-12-25 PW MINUTES.PDF](#)

5. New Business
 - a. Discuss 2026 department recommended budget
 - b. Consider 2026 department recommended budget
 - c. Discuss recommending to Village Board lowering the speed limit on W. Cottage Grove Road from 45 mph to 35 mph from Fundamental Way to Village limits.
 - d. Consider recommending to Village Board lowering the speed limit on W. Cottage Grove Road from 45 mph to 35 mph from Fundamental Way to Village limits.
 - e. Discuss potential amendments to the subdivision ordinance, Ch. 274 of the Village

Ordinance.

Documents:

[2026 - PUBLIC WORKS BUDGET REQUEST.PDF](#)
[COTTAGE GROVE ROAD SPEED LIMIT REDUCTION.PDF](#)
[PLANNING STAFF REPORT.PDF](#)

6. Engineer's Report

Documents:

[8_AUGUST 2025 PW REPORT.PDF](#)

7. Director's Report

Documents:

[PW DIRECTORS REPORT 09102025.PDF](#)

8. Future Agenda Items

9. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Public Works, Properties & Sustainability Committee for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodation 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 attend 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
Public Works, Properties & Sustainability Committee
Tuesday, August 12, 2025
MINUTES

1. **Call to order**
Stoa called the Public Works, Properties & Sustainability Committee meeting to order at 5:30 pm. 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. Committee members present were Chris Stoa, Paula Severson, Nick Hess, Jim Elmore, Larry Kieck, Andy Eberhardt and Mike Hackel. Staff members present were Public Works & Utilities Director Kyela O'Loughlin, Assistant Administrator/Finance Director Cameron Sawyer and Clerk Lisa Kalata.
3. **PUBLIC APPEARANCES** -Mike Northouse 3882 Laudon Rd was present to advocate for ATV/UTV on shared Town of Cottage Grove and Village roads. Matt Haugen 3784 W. Jargo Rd. Town of Deerfield was present to support opening shared town roads to ATV/UTVs.
4. **Discuss and consider the Minutes from the Public Works, Properties & Sustainability Committee Meeting of July 9, 2025.**
Motion by Hackel to approve July 9, 2025, meeting minutes, seconded by Severson. **Motion** carried with a voice vote of 7-0-0.
5. **Unfinished Business**
 - a. **Discuss recommending the approval of the Snow and Ice Policy to Village Board.**
 - b. **Consider recommending the approval of the Snow and Ice Policy to Village Board.**
Motion by Hackel to approve as presented, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.
6. **New Business**
 - a. **2026 Engineering Budget Update**
O'Loughlin gave a brief overview of the memo in the packet.
 - b. **Discuss recommendation to the Village Board on approval of the Purple Cow Contract for 2026 and beyond.**
O'Loughlin gave a brief update to the snow and ice control program.
 - c. **Consider recommendation to the Village Board on approval of the Purple Cow Contract for 2026 and beyond.**
Motion by Hackel to approve recommendation to the Village Board on approval of the Purple Cow Contract for 2026 and beyond with staff bringing it forward if there is a change, seconded by Severson. **Motion** carried with a voice vote of 7-0-0.
 - d. **Discuss potential ATV/UTV usage on Village roadways shared with the Town of Cottage Grove.**
Chief Garry gave an update on the Law Enforcement committee discussion and vote that failed to pass.
 - e. **Consider potential ATV/UTV usage on Village roadways shared with the Town of Cottage Grove.**
Motion by Severson to approve ATV/UTV usage on Village roadways shared with the Town of Cottage Grove with the exception of Buss Rd, seconded by Elmore. **Motion** carried with a 4-3-0 with Kieck No, Stoa No and Hess No
 - f. **Discuss traffic stop sign policy and guidance for staff.**
O'Loughlin was looking for feedback on what type of data and guidance the committee would like in the policy. They would like comments from the Chief of Police, Fire Chief, Village Engineer and one month of traffic counter data. A draft will be brought back to the committee.
 - g. **Discuss updating the Bike and Pedestrian Comprehensive Plan with a chapter on Vision Zero/Safe Streets.**
O'Loughlin indicated this would be looped in with the stop sign policy and guidance.
7. **Engineer's Report**
O'Loughlin gave a brief overview of the Engineer's report.
8. **Director's Report**
O'Loughlin gave a brief overview of the Director's report.
9. **Future Agenda Items**
10. **Adjournment**
Motion by Severson to adjourn at 6:25 p.m., seconded by Hackel. **Motion** carried with a voice vote of 7-0-0.

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.

DRAFT



2026 Budget Request

Meeting Date: 9/10/2025

Memo Date: September 2, 2025

To: Cameron Sawyer, Assistant Administrator/Finance Director
Matt Giese, Village Administrator

From: Kyela O'Loughlin, PE, Director of Public Works & Utilities
Dave Yearous, Utility Superintendent & Jason Anderson, Street Superintendent

Subject: 2026 – Public Works Budget Request

Operating Requests:

Street Maintenance and Operations 100-53300-340 – Tool Cat Trade in Program (\$15,000 increase)

In lieu of borrowing/being on a replacement schedule we are recommending shifting to an annual trade in program. The trade-in program would cover all maintenance for the tool cat for the year to 300 hours. After the initial year cost of \$15,000 the reoccurring cost would be reduced to approx. \$7,000 per year. A new tool cat, with the needed attachments cost \$100,000 plus the preventative maintenance and repairs for owned equipment.

Roadway Supplies 100-53300-370 – Salt (\$30,000 decrease)

The light past two winters has resulted in a surplus of salt. Public Works ordered in March 100 tons of salt with 20 tons of salt in contingency for the 2025/2026 winter season. The salt shed currently has 400 tons of salt.

Capital Projects Fund:

Streetlights at DNR Trailhead (CP: \$49,000, offset by DNR grant of up to \$39,000) - At the Glacial Drumlin Trailhead off Main Street (CTH N), only 2 existing streetlights are present as you first enter the parking lot. This project would partner with the Wisconsin DNR to install 4 to 5 streetlights in the main parking lot of the trailhead for additional safety measures. This project will have a significant coordination effort as the Glacial Drumlin Trailhead exists on Hydrite property requiring easements and agreements between all the Village, DNR, and Hydrite parties will be necessary.

Stormwater Utility Feasibility (CP: \$110,000) – Funding for investigating the feasibility and implementation of a Stormwater Utility to replace the current practice of levying for construction and maintenance of stormwater facilities. At the July 9, 2025 Public Works, Properties, & Sustainability Committee staff provided an update in the Director's Monthly report. The advantages of a stormwater utility would allow the Village to assess a user fee based on impact on the stormwater infrastructure and run off generated. Recent studies, including Middleton have shown that the levy method leads to residential housing absorbing a disproportionate percentage of cost. A Stormwater Utility would also assist in funding future capital improvements and maintenance. Included in this request is the required engineering study, which determines the residential equivalent units (billing methodology) and possible credits. Also included would be community engagement, legal support, and ordinance change related costs. Should the committee and board approve this request the direction would be to take all necessary



2026 Budget Request

steps to create a Stormwater Utility as of January 1, 2027. It would further be recommended that Stormwater Utility should be overseen by the Utility Commission, which will require changes to Public Works, Properties, and Sustainability Committee and Utility Commission roles in the Village's ordinance.

Village Building Maintenance (CP: \$35,000, increase \$5,000) – This accounts for the Municipal Service Building, Village Hall, and Old Public Works Shop repairs. Maintenance contracts come out of the Municipal Operations operating account. Recent repairs have been to failing HVAC units and windows.

2025 Carry over request to 2026: The MPO planning grant originally approved in 2023/2024 due to federal backlog will not be completed in 2025 and funding is being requested to be carried forward.

MPO Planning Grant (\$30,000) – The Village's Bike and Pedestrian Plan covers mission, vision and offers high level guidance on improving our Bike and Pedestrian infrastructure and offers training and outreach guidance, but it is limited in scope and scale. The Safe Streets and Roads for All (SS4A) Grant Program offers the possibility of getting significant funding from the federal government through the Bipartisan Infrastructure Law (BIL) to hire a firm to develop a more comprehensive, wholistic Active Transportation Plan for the Village. Such a plan could incorporate:

- Extensive Community Input
- Assessment of Existing Conditions
- Proposed Network
- Recommended Policies and Programs
- Demonstration projects
- Safe Routes to School development
- Implementation Plan

The Greater Madison Metropolitan Planning Organization (MPO) took the lead on the regional application, planning projects identified by local agencies require a 20% local match if funding were awarded. A conservative estimate puts the project total around \$100,000. The Village would also be required to pay the MPO for the costs to administer the grant. At the May 20th meeting, the Village Board unanimously approved participation in the grant application and approved Resolution 2024-13 committing to the local match.

The following projects originate in the 2026 Financial Management Plan/2026-2035 Capital Prioritization Plan.

2026 Major Projects (CP: \$400,000)

BB/Buss Bike Path & Damascus Trail Improvements (CP: \$400,000) - This project extends the bike path along the north side of CTH BB and up the east side of Buss Rd. to complete the connection to Granite Ridge Elementary School outside of the Heyday Development parcel. As the Heyday Development will be installing a majority of the path, the school district and Village will likely share the portions to complete the bike path along these corridors. Additionally, the bike path along Damascus Trail from CTH BB to Killian would be improved and repaved for pedestrian safety at the intersection near and fronting Glacial Drumlin School. This portion of the project will improve pedestrian crossings at Manley and



2026 Budget Request

Killian and could include traffic calming infrastructure, bump outs, and median additions. Additional improvements could be considered at the signalized intersection at Damascus Trail, as well.

2026 Vehicle & Equipment Replacement (CP: \$250,600 W/S: \$107,400):

We are requesting planned replacement of a ¾ Ton Pickup Truck, a F-550 Pickup Truck with a dump box and salter attachments, and barricades. We are requesting additional equipment being purchased to help facilitate safety and efficiency for staff including a barricades trailer, forklift and pallet racking, asphalt hot box and asphalt roller and tailer.

2026 Road, Street and Trail Maintenance (CP: \$1,051,000):

Street Repaving Projects (CP: \$936,000) - The asphalt streets of Nightingale Lane, Clearbrooke Terrace, Stoneheath End, and Cottage Court are long past their useful life and have required increasing maintenance and repair annually. Additionally, there is a portion of the Johnson Health Technology multi-use path that is past its useful life with several potholes that are hazardous to pedestrians which have required additional repairs. This was included in the 2025 repaving, but due to budget and the bids received, it was not recommended to be completed. Staff recommends the Committee and Board considers a full depth pulverize and repave asphalt for the above listed roads and path.

Street Chip Sealing and Crack Filling Maintenance Projects (CP: \$100,000) - To further extend the useful life of several Village asphalt roads to delay the need for total reconstruction, chip sealing and crack filling are applied on asphalt roads that are still structurally sound and is a preventive measure. Staff recommends moving forward with staff recommended roads to be determined in summer 2026 based on outcomes of the various road reconstruction.

Bike Trail and Sidewalk Maintenance (CP: \$15,000) - Annual sidewalk maintenance and replacement is planned to be continued in 2026. To keep a proactive replacement schedule, staff recommends contributing funds yearly to not fall behind in village-wide replacements and grinding efforts. Public Works staff will continue to complete the sidewalk replacements in house and grinding trip hazards will continue to be outsourced. Staff recommends moving forward with staff recommended sidewalks to be determined in summer 2026 based on outcomes of the various road reconstruction.

2027 Engineering in 2026 Budget (CP: \$195,000, W/S: \$410,000)

The following projects are in the Financial Management Plan in 2027 which require engineering and design in 2026.

Ollie Street Reconstruction (CP: \$80,000, W/S: \$200,000) - This project will replace the old, aging clay sanitary sewer main as well as the undersized 6-inch water main beneath the street. At the same time as the utilities are replaced, the street will get new asphalt to replace the failed existing asphalt. Additionally, spots of concrete curb and gutter and sidewalk will be replaced, as needed.



2026 Budget Request

CTH N/Main Street Reconstruction – Reynolds Street South (CP: \$115,000, W/S: \$210,000) – This project will incorporate replacing the undersized 6-inch water main as well as replace the aging, old concrete sanitary sewer pipe beneath the street. While the utilities are being replaced, the street will be reconstructed due to the aging and failed pavement along the corridor. Any failing curb and gutter and sidewalk will also be replaced as part of the project. This project would coincide with Dane County’s plans to close CTH N south of the Village at Door Creek for a bridge project for 2-3 months and could be timed to coincide traffic detours and closures between the projects.

Total Fiscal Impact: \$2,135,600

Recommended funding sources:

Fund	Proposed budget	Notes
100 – General	\$ 15,000	Trade in program
410 - Capital	\$ 189,000	Stormwater feasibility, DNR Trailhead lights, MPO
410 - Capital	\$ 35,000	Village Building Maintenance
411 - Capital	\$ 1,051,000	Street Repaving, Chipseal, Trail, and Sidewalk Maint.
411 - Capital	\$ 250,600	Vehicle and Equipment
412 – Capital	\$ 595,000	BB/Buss Bike Path & Damascus Trail and 2026 Engineering
Total	\$ 2,135,600	



2026 Budget Request

Future Budget Considerations

The Department recognizes and understands the Village's financial constraints related to State levy limits as well as the basic realities of working together as a Village to limit property tax impacts for residents. Having said that, we believe it is beneficial for the Board to be aware of personnel requests and other initiatives that we're not formally asking for during this budget cycle but hope they can be considered in the future. The following are the department's top future operational priorities:

Utility Technician - For a Village with approximately 40 miles of sanitary sewer and 40 miles of water main, 3 municipal wells, 2 water towers, and 6 lift stations, to have a Utility Superintendent and one Utility Technician overseeing this infrastructure is low compared to surrounding municipalities. To assist with utility locating, utility sampling and testing, fire hydrant maintenance, to list a few of their responsibilities, a future request is to add an additional Utility Technician to assist with everyday responsibilities.

Public Works Technician - The Village currently has a Streets Superintendent and 4 Public Works Technicians who maintain 37 miles of streets and all the public stormwater infrastructure, including wet ponds and dry ponds. Compared to similar sized municipalities, an additional Public Works Technician is being requested to assist in the maintenance of our public infrastructure, including plowing in the winter months.

Mechanic - While our staff is extremely knowledgeable regarding machinery and equipment, it would be beneficial to have a Mechanic on staff. Currently, when there is a repair that staff can handle, it often requires two Public Works Technicians to complete the job with both of their knowledge base. When this occurs, it leaves the rest of the crew short two people for everyday activities. Additionally, when staff cannot complete a repair, the labor expense to pay an outside mechanic is typically more than half of the overall invoice. By adding a Mechanic to the staff, we will be able to accomplish everyday responsibilities and tasks, while also fixing and maintaining equipment, machinery, and vehicles in house without sending them to an outside mechanic and paying the escalated labor costs. This would be a position that is shared amongst all Village departments – Public Works, Parks, and the Police for all mechanical repairs.

GIS Specialist - The Village currently contracts GIS services with GRAEF for hosting, monitoring, and providing assistance with maintaining our assets online. While public works staff are proficient in uploading data, adding features, and using the software for asset management, we do not have the knowledge base to host or troubleshoot any GIS questions. With the addition of a GIS Specialist, we would be able to do all our GIS asset management in-house and not have to contract out to a third-party specialist. Additionally, our utility staff monitors and provides updates and changes to our system on top of their other responsibilities. This position would allow for our database to be updated in real time by this position, instead of when time allows by other staff.

Public Works
Budget Worksheet
2026 Budget Request

	Adopted 2025 Budget	Actual thru August 2025 8/31/2025	8 Estimated 2025	Budget Variance Compared to Estimated 2025	Department Requested 2026 Budget
Intergovernmental Aid					
100-43530-000 State Aid - Transportation	542,802	406,747	542,802	-	592,000
100-43540-000 State Aid - Recycling Grant	9,750	9,685	9,685	(65)	9,750
Total Intergovernmental Aid	552,552	416,431	552,487	(65)	601,750
Public Charges for Service					
100-46320-000 Public Works Misc Charges	5,000	1,725	1,725	(3,275)	2,500
100-46400-000 Recycling Fee from Tax Roll	133,860	135,606	135,606	1,746	140,865
100-46410-000 Garbage Fee from Tax Roll	280,140	283,429	283,429	3,289	295,317
100-46420-000 Garbage and Recycle Fee from Occupancy	3,000	3,555	4,500	1,500	3,600
Total Public Charges for Service	422,000	424,315	425,260	3,260	442,282
Municipal Buildings Operation					
100-51600-340 Operating Supplies and Expenses	77,000	51,035	76,553	(447)	81,500
	77,000	51,035	76,553	(447)	81,500
Public Works Administration					
100-53100-110 Salaries	71,550	42,932	70,398	1,152	70,096
100-53100-115 Wages	195,696	124,421	192,632	3,064	203,313
100-53100-116 Overtime Wages	10,089	4,573	6,860	3,229	10,496
100-53100-151 FICA	21,216	13,102	19,653	1,563	21,719
100-53100-152 Retirement	19,275	12,224	18,337	938	20,441
100-53100-153 Dental Insurance	6,334	4,618	6,927	(593)	5,742
100-53100-154 Health Insurance	71,285	47,969	71,954	(669)	65,027
100-53100-155 Life Insurance	814	622	932	(118)	985
100-53100-332 Mileage	1,000	83	124	876	1,100
100-53100-340 Operating Supplies and Expenses	28,000	7,029	10,543	17,457	23,500
Total Public Works Administration	425,259	257,574	398,361	26,898	422,419

Street Maintenance and Operations

100-53300-210	Professional Services - Engineering/GIS	28,000	19,250	32,999	(4,999)	29,450
100-53300-350	Street Lights	120,000	65,995	114,000	6,000	125,000
100-53300-340	Operating Supplies and Expenses	50,000	35,764	55,000	(5,000)	77,000
100-53300-370	Roadway Supplies	67,600	53,150	79,725	(12,125)	49,500
100-53300-385	Vehicle Fuel	26,000	15,974	23,960	2,040	28,000
100-53300-850	Sustainability	2,500	250	375	2,125	2,500
	Total Street Maintenance and Operations	<u>294,100</u>	<u>190,382</u>	<u>306,059</u>	<u>(11,959)</u>	<u>311,450</u>

Stormwater Sewer

100-53440-210	Professional Services	5,000	1,486	2,229	2,771	6,500
100-53440-340	Operating Supplies and Expenses	8,500	375	562	7,938	8,500
100-53440-820	DNR Storm Water Management	22,000	18,032	27,048	(5,048)	22,000
	Total Stormwater Sewer	<u>35,500</u>	<u>19,892</u>	<u>29,838</u>	<u>5,662</u>	<u>37,000</u>

Refuse, Recycling, Landfill

100-53620-295	Garbage Contract	280,140	190,272	285,408	(5,268)	295,317
100-53620-296	Recycle Contract	133,860	92,173	138,260	(4,400)	140,865
100-53620-340	Operating Supplies and Expenses	11,000	6,310	9,466	1,534	11,500
100-53620-298	Landfill Contract	18,000	12,927	19,390	(1,390)	21,000
	Total Refuse, Recycling, Landfill	<u>443,000</u>	<u>301,682</u>	<u>452,523</u>	<u>(9,523)</u>	<u>468,682</u>

Beautification

100-53500-000	Professional Services	5,000	2,001	3,001	1,999	6,500
	Total Beautification	<u>5,000</u>	<u>2,001</u>	<u>3,001</u>	<u>1,999</u>	<u>6,500</u>

Capital Projects Fund

410-43520-000	State aid - Stormwater	82,500	-	82,500	-	-
410-43000-***	DNR Trailhead Grant	-	-	-	-	30,000
410-57100-820	Village Building Maintenance	30,000	35,468	43,900	(13,900)	35,000
410-57300-840	Stormwater Planning	165,000	57,490	165,000	-	-
410-57300-850	MPO Planning	30,000	-	-	30,000	30,000
410-57300-***	Street Lights for DNR Trailhead	-	-	-	-	49,000
410-57300-***	Stormwater Utility Feasibility	-	-	-	-	110,000
	Total Capital Projects Fund	<u>307,500</u>	<u>92,958</u>	<u>291,400</u>	<u>16,100</u>	<u>254,000</u>

Equipment Replacement and Infrastructure Maintenance Fund

411-57300-000	Annual Road,Sidewalk,Chipseal	1,081,000	798,292	1,075,000	6,000	1,051,000
411-57300-025	2025 Equipment Purchases	319,900	119,728	319,900	-	-
411-57300-026	2026 Equipment Purchases	-	-	-	-	250,600
	Total ERIM Fund	<u>1,400,900</u>	<u>918,020</u>	<u>1,394,900</u>	<u>6,000</u>	<u>1,301,600</u>

Public Infrastructure Fund

412-57300-025	2025 Projects Engineering in 2024	93,902	47,632	90,000	3,902	-
412-57300-026	2026 Projects Engineering in 2025	125,000	2,214	100,000	25,000	-
412-57300-027	2027 Projects Engineering in 2026	-	-	-	-	195,000
412-57300-125	E Taylor/Weald Bridge/Main St.	90,000	123	90,000	-	-
412-57300-225	Bike Path Extension Southing G	485,500	379	485,500	-	-
412-57300-126	BB/Buss Bike Path & Damascus Bike Path Impr	-	-	-	-	400,000
	Total Public Infrastructure Fund	<u>794,402</u>	<u>50,347</u>	<u>765,500</u>	<u>28,902</u>	<u>595,000</u>



Staff Report

Memo Date: September 10, 2025
To: Public Works, Properties, and Sustainability Committee
From: Kyela O'Loughlin, P.E., Public Works and Utilities Director
Subject: Speed Limit Reduction on W. Cottage Grove Road

Background and Overview

When the Shady Grove neighborhood, located near Fundamental Way and Buss Road, was going through the development review and approval process and through construction, concerns regarding the 45-mph speed limit were brought to the Public Works Department and Police Departments attention. The location from Fundamental Way to the Village limits, traveling both east and west, is not only near a new neighborhood, but also located between two schools that see a variety of pedestrian traffic. Furthermore, with the start of the construction of the HeyDay development and the future installation of a multi-use path along their property and a future extension, additional pedestrian traffic is expected in the area.

From a public safety and traffic flow perspective and to be consistent with speed limits in other portions of the Village, it is recommended to lower the speed limit from 45-mph to 35-mph. In discussions with Police Chief Garry, he agrees with the reduction of the speed limit through this corridor.

Recommendation

Staff recommends this Committee recommend to the Village Board to reduce the speed limit from 45 mph to 35 mph as you leave and enter the Village from Fundamental Way to Village limits.



PLANNING STAFF REPORT

MEMO DATE: August 7, 2025

MTG. DATE: AUGUST 13, 2025

TO: Village of Cottage Grove Plan Commission

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

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

RE: **Potential Subdivision Ordinance Amendment**

BACKGROUND

The Village’s 2023 Housing Study included recommendations to consider amending certain aspects of the Subdivision Ordinance. Staff is working with the Public Works Department on those potential amendments.

OVERVIEW

Topics for amendment consideration include the following:

SUBDIVISION ORDINANCE RECOMMENDATIONS FROM AD HOC HOUSING TASK FORCE

[1] Consider allowing alleys in residential areas

- Amend 274-40(E) which currently limits alleys to commercial or industrial areas
- Requirement to remain privately owned and maintained?
- Dimensional requirements as provided under 274-42(A) acceptable?

[2] Consider reducing minimum street widths for minor residential streets

- Amend 274-42(A) which dictates minimum and maximum street widths by type
- Reduce maximum width of minor street?

[3] Consider codifying minimum 5-foot sidewalk width

- Amend 274-54(A) to change 4-foot minimum to 5-foot minimum
- Amend 274-54 to eliminate density reference for sidewalks on minor streets

[4] Consider including a maximum curb radius that is comparable to typical communities in Dane County

- Amend 274-43 to include maximum curb radii by street type

OTHER POTENTIAL AMENDMENTS

[1] Eliminate 274-46, Building Setback Lines – already covered by zoning ordinance

RECOMMENDATION

If the Plan Commission is generally supportive of considering amending the above sections, staff will work with Public Works and the Fire Department on final amendment language to bring back at a future meeting.



Engineer's Report
Public Works Committee
Village of Cottage Grove, Wisconsin
August 2025 Report

Developer Projects

1. Westlawn Estates Fifth Addition

Phase 5 of construction has been completed. Lift station startup is scheduled for September 8, 2025. It is anticipated that Phase 6 (Canberra Circle) will be constructed later in 2025, depending on the absorption of the available lots in the subdivision.

2. Quarry Ridge–Phase D

Contractor has not completed the punch List of Items to be Completed or Corrected for the last phase of construction. Strand and Village staff continue to communicate with Developer to progress the close out of this project. Village staff have contacted Developer to complete the eastern extension of School Road to meet the requirements of the Developer's Agreement for Phase C.

3. Amazon Facility

Contractor has completed public utility construction at the Amazon site. Developer has submitted roadway improvement drawings for County Trunk Highway (CTH) N and CTH TT. Village staff reviewed the drawings and provided comments to Dane County for consideration. Dane County provided comments to Developer, and they will meet to discuss the comments in September 2025. Both roadways are under Dane County jurisdiction; therefore, Dane County will have the approval authority for the roadway improvements. Construction work on these roadways is not anticipated until early 2026.

4. HeyDay Cottage Grove

Strand and Village staff attended a preconstruction meeting in August 2025 for this project. Contractor plans to start public utility construction near the end of September 2025. The portion of the Fundamental Way right-of-way has been vacated, and the Developer's Agreement was amended, which are two items that needed to occur before construction can start.

Village Public Works Projects

1. 2025 Street and Pedestrian Improvements

Construction for the 2025 Street and Pedestrian Improvements Project resumed in August 2025. Contractor completed the sidewalk work at the intersection of Main and Taylor Streets. The rectangular rapid flashing beacon still needs to be installed. Contractor plans to mobilize back to the Cottage Grove Road path portion of the project the week of September 1, 2025, to resume work. A construction progress meeting is scheduled for the week of September 1, 2025, where Contractor will provide a more detailed schedule. The Contract has a Completion Date of September 30, 2025. Progress will continue to be monitored as construction progresses.

2. Gaston Road and CTH TT Water Main Looping

Strand and Village staff met with the Dane County Highway Department in August 2025. Dane County seemed to be agreeable to the initial layout of the water main. Strand continues to work through design and anticipates bidding the project in January 2026. Progress documents will be shared with Village staff as design progresses.

Prepared and respectfully submitted by Tyler A. Wallin, P.E., Strand Associates, Inc.®



Public Works, Properties, & Sustainability Committee

Director's Monthly Report – September 10, 2025

Kyela O'Loughlin P.E., Public Works and Utilities Director

Wisconsin Stormwater Week

Wisconsin Stormwater Week is September 20th – 28th. Watch the Village website and social media pages for opportunities to help keep our Madison Lakes clean. There are still rain barrels for sale if anyone is interested!

Annual Street Maintenance Program

Thunder Road will be in the Village cleaning and cracking filling a variety of streets in September. Streets included for crack filling include:

- W. Clover Lane from N. Clover to N. Parkview
- W. Parkview Street from N. Parkview to N. Main Street
- Pheasant Run – Dead end to dead end
- Mouring Dove Trail – Damascus Trail to Dead end
- Red Hawk Trail – Damascus Trail to Dead end
- Damascus Trail – Killian Trail to London Ave

Scott Construction will be in the Village in completing asphaltic chip sealing surfacing for a variety of streets in September. Streets included for chip sealing include:

- School Road – Main Street to Starlight Lane
- W. Windsor Ave – Sunset Drive to just pass Parador Place
- Chateau Drive – Chillon Street to Windsor Ave
- Parador Place – Chillon Street to Windsor Ave
- Chillon Street – School Street to dead end

This work is to occur in mid to late September by both companies.

Sidewalk Replacement and Trip Hazard Maintenance

As of September 4, 2025, Public Works staff has completed 75 sidewalk panels throughout the Village. In addition to the panels, staff have completed and poured a new bike rack pad at the Municipal Services Building and curb on Bass Street where an inlet was replaced by Fox Construction. Whether depending, staff hope to complete another 29 sidewalk panels. Mack Construction, a sidewalk grinding company, will be grinding a variety of sidewalks at the end of September/early October.

Stop Sign Policy Update

I'm currently working through a stop sign policy as discussed at the August meeting, I hope to bring back a draft policy for discussion in October or November.

WISLR Pacer Rating and Certification Cycle

Over the next 6 weeks, Jason and I will be reviewing all the Village Streets and providing an updated Pacer Rating on the current condition of each street segment within the Village. The annual certification cycle for WisDOT is due on October 17th. I additionally took a 2-day training class that was led by UW Madison and WisDOT Pavement Coordination staff in August. I'll be using this training and guidance provided to rate the Village streets and provide updates to WisDOT.

Traffic Counter at Mid-Block Michelle Lane

At the end of July, staff installed the "No Thru Trucks" sign at the median on Landmark Drive driving southbound before the residential neighborhood. At this time, the two stop signs as discussed in June were already installed. Below you will find a comparison between the data taken in May and the data taken in July/August.

Traffic Report from 8/18 to 9/2

- 15 days, including 2 weekends, a holiday, and school was not in session.
- AADT = 86 vehicles
- Total Vehicles = 1,314 vehicles

Volumes - weekly counts

	Time	5 Day	7 Day
Average Daily		83	82
AM Peak	7:00 AM	5	5
PM Peak	4:00 PM	10	9

Speed

Speed Limit:	25	
85th Percentile Speed:	25	
50th Percentile Speed:	21	
10 MPH Pace Interval:	16.0 MPH to	26.0 MPH
Average Speed:	21.47	

Class Counts

	Number	%
VEH_SM	44	3.3
VEH_MED	1217	92.6
VEH_LG	53	4

[VEH_SM=motorcycle, VEH_MED = sedan, VEH_LG = truck]