

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

**APPLICANT:** Carlos Falcon - Grace Coffee

**APPLICANT ADDRESS:** 417 State Street, Madison, WI 53703

**APPLICANT TELEPHONE:** 425-625-7961

**APPLICANT EMAIL ADDRESS:** falconca1992@hotmail.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:** 2515 Gaston Rd., Cottage Grove, WI 53527

**ZONING CLASSIFICATION:** Planned Unit Development

**CONDITIONAL USE REQUESTED:** Seeking approval for the serving of alcohol.

**Applicant Signature:** Carlos Falcon **Date:** 05/20/2022

**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 proposed project will provide job opportunities to Village residents, and also help to achieve a positive leakage factor in the retail gap analysis done in the Economic Development section of the Comprehensive plan. Sit down restaurants and bakeries were also the top two categories in which residents said they would be very interested in seeing in Cottage Grove. (source: Figure 9.33, Village of Cottage Grove, Resident Survey, 2015)

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

The proposed project is located in a Planned Unit Development zoning district. Allowing alcohol sales would allow Grace Coffee greater economic growth and appeal to residents in the Cottage Grove Commons building as well as surrounding neighborhoods. The project would also fill the need of restaurant space that residents are interested in seeing.

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 adverse impact is foreseen as a result of the proposed conditional use in its proposed location.

The project will conform with village ordinances as related to parking and capacity. The site is existing and will not be revised for this conditional use. Establishments that serve alcohol already exist in the vicinity, and we feel our project will provide an amenity that does not currently exist north of Cottage Grove Rd.

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?

The conditional use of serving alcohol does not alter the land use, land use intensities or land use impacts as the project is located within an existing building. The site is existing and will not be revised for this conditional use.

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, being located in an existing residential building with existing utilities, in spaces designated for commercial use.

---

---

---

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?

Yes as there is not currently a coffee shop/bakery provided within walking distance of the new multi-family residential development or in the Village north of Cottage Grove Rd. and alcohol serving establishments already exist in the near vicinity along N. Main St. and Commerce Parkway. Our proposed project has differing hours of operation than existing alcohol providing establishments, and alcohol would not be their main product offering.