



PLANNING STAFF REPORT

MEMO DATE: April 3, 2025

MTG. DATE: APRIL 9, 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 – Public Works & Utilities Director
Larry Konopacki – Village Attorney
Rick Manthe – Village Attorney
Josh Straka – Village Engineer

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

RE: Eilenfeldt ETJ Certified Survey Map

BACKGROUND

Property Owner: Kirk & Heidi Eilenfeldt

Location: 4082 Ridge Road (Town of Cottage Grove)

Area: Creating new 1-acre parcel from existing 37-acre parcel

Agent: Kirk Eilenfeldt – property owner

Existing Zoning: Under Dane County Zoning

Proposed Zoning: Under Dane County Zoning

OVERVIEW

The applicant is seeking approval of a certified survey map (CSM) to create one new 1-acre parcel from the existing 37-acre parcel located at 4082 Ridge Road in the Town of Cottage Grove. The parcel is within the Village’s extraterritorial jurisdiction.

The owners are creating this parcel to transfer a development right from land they own elsewhere in the Town (near Highways 12 & 18).

COMPREHENSIVE PLAN CONSISTENCY

The subject parcel is designated as unsewered single-family residential in the Comprehensive Plan. The one parcel split is consistent with the Comprehensive Plan.

ZONING CONSISTENCY

The subdivision will be under Dane County's Zoning Ordinance, therefore the Village has no review authority over the zoning.

SUBDIVISION ORDINANCE CONSISTENCY

The plat appears to have the information required under 274-32, which lists data required to appear on the final plat.

Per 274-23(4) the minimum lot size in the ETJ should be 1 acre, but a "smaller lot size may be allowed if also approved by the respective Town Board." All 20 lots in the plat are less than 1 acre. Staff has no objection to the smaller lots and it appears that the Town Board is in favor of the project as shown.

STAFF RECOMMENDATION

Staff recommends that the Certified Survey Map be **APPROVED WITH CONDITIONS**, with the following conditions:

1. The CSM shall show existing zoning on and adjacent to the proposed land division, per 274-38(B), and the name and address of the surveyor per 274-38(F).