



# VILLAGE ACTION REPORT

**PROJECT: Cottage Grove School Site Plan Amendment**

**APPLICANT: Anna Blake – Engineer, Point of Beginning; Bill Miller – Facilities Dir., MGSD**

**PROJECT LOCATION: 470 N. Main Street**

**REPORT DATE: March 12, 2026**

**PROJECT DESCRIPTION:** The applicant is seeking approval of a site plan amendment to permit construction of new bus loop/driveway around the existing Cottage Grove Elementary School. The intention is to separate bus and parent drop-off and pick-up areas to allow more off-street space within the parking lot for cars to wait. The applicant provided a circulation diagram to show the proposed route through the site. Only buses are intended to use the new driveway, with drop-off and pick-up occurring on the rear side of the building. The southernmost entry to the parking lot is now intended to be right turn in only. The existing northern driveway to parking lot is intended to be right turn out only.

**PLAN COMMISSION MEETING: MARCH 11, 2026**

**STAFF REPORT PROVIDED BY: X Planner, X Engineer, X CGFD**

**MOTION #1:** by Murphy (1st), Jushchyshyn (2nd)

The requested Site Plan Amendment was APPROVED WITH CONDITIONS, with the following conditions:

## Planning

1. See the Village Engineer's report for additional comments and recommendations related to the northern driveway.
2. See the Cottage Grove Fire Department's report regarding width of the bus loop related to fire lane standards.
3. Provide a photometric plan and lighting cutsheets for all new exterior lighting.

## Engineering – Civil Plans

1. The final submittal should have a title sheet with the name of the project, owner, and location, typical of other projects in the Village.
2. The drawings refer to a "construction manager." That phrase, as used in the drawings, should not be considered to be the Village Engineer.

### Engineering – Sheet C2.0 – Layout Plan

1. The northern driveway into the parking lot is shown with a 55-foot-wide opening, including the widened bus entrance to the north. This exceeds the typical Village driveway opening width of 24 feet. The existing driveway and new driveway may confuse drivers and create conflicts with their close proximity. Consider using the existing driveway entrance and starting the one-way bus loop within the school site right after the parking lot entrance.
2. There is a sidewalk curb ramp coming from the east that intersects the public sidewalk. This intersection occurs right in the middle of the driveway apron. This may create confusing situations for entering vehicles if the apron is continuous for its entire 55-foot width. Additionally, pedestrian curb ramps should not intersect sidewalks in the middle of a driveway apron. The pedestrian sidewalk should be relocated to the north of the bus drive aisle so it can be separated from the driveway. It will then need a crossing of the bus loop at the eastern limits near the front of the school.
3. The keynotes call for a “13” roll curb,” but the detail drawings only show a 30-inch roll curb. Please clarify which curb is intended to be used.
4. Fire and emergency services will likely request a minimum bus loop pavement width of 20 feet. The current drawings show it at 15 feet on the north and south connection points.

### Engineering – Sheet C3.0 – Grading Plan

1. The cross slope of the public sidewalk along the new northern entrance appears to be between 4.4 and 6 percent. Maximum allowable cross slope for a sidewalk is 2 percent in accordance with Americans with Disabilities Act (ADA) standards.
2. Consider removing more asphalt pavement along the north side of the center east to west sidewalk. In some areas, the tie-in slopes between the flowline and match appear to be approximately 13 to 16 percent. This may be difficult to warp the pavement in a 2-foot width and could pose an awkward loading and unloading surface for vehicles and pedestrians.
3. While it appears the bus loading and unloading sidewalk areas at the northeast corner of the site have slopes of 5 percent, sidewalk areas immediately to the west have slopes exceeding 6.7 percent. Consider a running slope in these areas of 5 percent or less.
4. The running slope of the southeasternmost sidewalk ramp to the new roadway leading to the playground area appears to be 11 percent. This should be reduced to 8 percent maximum to be considered an ADA-compliant ramp, or 5 percent if it is not to be a ramp.
5. The riprap area detail for the south slope of the bioretention area on Sheet C6.1 indicates a maximum side slope of 3:1. However, the grading plan indicates slopes of 2:1 and some areas as steep as 1.5:1, which seem to be excessively steep. Maximum side slopes of 3:1 are recommended and it is suggested that these slopes be vegetated with a no mow fescue seed mix, instead of riprapped. Note that there are other areas of the site

that have 3:1 side slopes. It is similarly suggested that these slopes be vegetated with a no mow fescue seed mix.

#### Engineering – Sheet C4.0 – Erosion Control Plan

1. Silt fence should be installed along the entire south limits of the proposed project grading from Main Street to the rear playground area.

#### Engineering – C5.0 – Utility Plan

1. The connection elevation to inlet EX#4 should be shown on the drawings. It appears the leader may be dragged off the page.
2. The pipe between Inlet EX#4 and Manhole ST#4 should be reinforced concrete pipe (RCP) as it is located within the right-of-way.
3. Consider adding cleanouts at the 45-degree high-density polyethylene (HDPE) storm sewer bends for ease of maintenance. Longer stretches of pipe after a bend may be difficult to clean without an access point.
4. Consider a minimum of 2 feet of cover on HDPE storm sewer pipes within the site.
5. Provide photometric calculations for the proposed lighting layout, along with the corresponding lighting specifications and detail sheets, for review of compliance with Village standards. Lighting luminaire color temperature of 4000 Kelvin or less is recommended for Dark Sky compliance.

#### Engineering – Sheet L1.0 – Landscape Plan

1. The northern “BN” tree appears to be close to the 12-inch HDPE storm sewer pipe running east to west along the drive aisle.

#### Engineering – Traffic Comments

1. Does the development team have an estimated amount of traffic that will likely be added to Ollie Street and the Weald Bridge Road and Taylor Street intersection? The current Main Street southbound traffic will likely have to use Ollie Street to Weald Bridge Road to Main Street to enter the school site as a right-turn only. When a driver exits the site, they will also be required to turn right-out which may add traffic to Ollie Street if they have to circle back to travel south. Another option would be to make the south access as enter only but allow left- and right-turning movements and the north access as exit only but allow left- and right-turning movements. This could limit vehicles circling around on other local streets.
2. The right-out only parent traffic will conflict with the bus in traffic. The left-in bus traffic may also queue traffic on Main Street as they wait for parent right-out traffic.

3. The circulation plan shows a bus gate on the northern end of the bus loop. Consider placing a gate on the southern end immediately after the dumpster enclosures to prevent passenger vehicle traffic entering from that end.
4. Provide a site pavement marking and signage plan for review.

#### Engineering – Stormwater Management Plan Report

1. Based on review of the submitted stormwater management calculations, Village, Dane County, and state postconstruction stormwater management standards are being met. Note that the calculations indicate the 100-year and 200-year high water level in the bioretention basin is 931.27 and 931.69, respectively. The engineering drawings indicate that the inlet elevations along the bus drive are set at elevation 930.36 and 930.61 and the inlet elevation in the existing parking lot is set at 930.56. This would result in flow surcharging out of these inlets for the 100- and 200-year storm event, which is assumed not intended and not represented in the modeling.
2. A long-term stormwater maintenance plan has been provided and appears to be acceptable. The applicant will need to prepare a stormwater maintenance agreement.
3. Village Stormwater Management Permit and Erosion Control Permit applications and checklists should be submitted to be reviewed by Dane County Land and Water Resources Department (DCLWRD). Any DCLWRD review comments should be addressed before permit issuance. Additionally, before permit issuance, Wisconsin Department of Natural Resources Notice of Intent be approved, a surety or letter of credit should be in place for public improvements and stormwater and erosion control project costs, and all Village fees should be paid.

#### CG Fire Department

1. Provide more than one fire department access road to the facility due to the potential for vehicle congestion.
  - Unobstructed width of not less than 20 feet
  - Vertical clearance of 13 feet 6 inches
  - Must be designed to support the weight of fire apparatus and all weather surface
  - Angle of approach/departure (grade) shall not exceed 1 ft drop in 20 ft

#### Conditions Added by Plan Commission

1. Eliminate north parking lot entrance and use right in/right out at south parking lot entrance to simplify access conditions and add queuing space.
2. Confirm setbacks to pavement on south side.
3. Determine cost of imposing parking regulations on Main Street.

**VOTE:** 7 Aye, 0 Nay, 0 Abstain

**APPLICANT COMMENTS:**

- (Anna Blake – Engineer, Point of Beginning & Bill Miller – Director of Buildings and Grounds, Monona Grove School District) – provided an overview of project and available for questions.

**PUBLIC COMMENTS:**

- None.

**PLAN COMMISSION COMMENTS:**

- (Kelm-Nelson) – noted MGSD is generally good at communicating proper drop off procedures and expectations.
- (Heim) – suggested an additional pedestrian path north of the bus loop.
- (Brinkmeier) – need to get as many cars off the street as possible. Feels people don't follow signs.
- (Murphy) – inquired about implementing no parking along Main Street south of the drop off so cars can queue separately from through-traffic.
- (Jushchyshyn) – asked about width of north driveway. Straka indicated this condition would change from what is shown in the plan if south access becomes right in/right out.

**STAFF COMMENTS:**

- (Straka) – noted effect on traffic patterns and felt north access point was confusing for drivers and pedestrians. Much conversation ensued regarding alternative options to move traffic through the site. Jim Lundberg from Point of Beginning Engineers suggested a right in/right out for parent drop off via the south access point, simplifying the condition on the north side and adding queuing length. There was general agreement to pursue this option.