



PLANNING STAFF REPORT

MEMO DATE: March 5, 2026

MTG. DATE: MARCH 11, 2026

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: Cottage Grove Elementary School – Site Plan Amendment

BACKGROUND

Property Owner: Monona Grove School District

Location: 470 N. Main Street

Area: 20.6 acres

Agent: William Miller – Monona Grove School District
Anna Blake – Engineer, Point of Beginning

Existing Zoning: SR-4, Single-Family Residential

Proposed Zoning: SR-4, Single-Family Residential

OVERVIEW

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.

COMPREHENSIVE PLAN CONSISTENCY

The proposed use is consistent with the land use designation in the Comprehensive Plan.

ZONING CONSISTENCY

The subject property is zoned SR-4, Single-Family Residential.

The proposed project remains in compliance with the non-residential intensity and bulk regulations in the SR-4 district.

Per 325-76(B), “openings for vehicular ingress and egress shall not exceed 24 feet at all lot lines.” The addition of the bus loop to the northern access point increases the overall width beyond 24 feet. Vehicles exiting on the left side and buses entering on the left side of this driveway is counterintuitive and may cause confusion. This confusion combined with the width may create a dangerous crossing point for children.

Exterior lighting standards are regulated under 325-78. The applicant shall provide a photometric plan and light fixture cutsheets to verify compliance with this section.

TIMELINE

- November 11, 2025 – meeting with school staff and consultants to introduce project to Village, CGPD, DGEMS, and CGFD staff
- December 1, 2025 – MGSD staff presented concept at Village Board meeting

STAFF RECOMMENDATION

Staff recommends that the requested Site Plan Amendment be **APPROVED WITH CONDITIONS**, with the following conditions:

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.