



# VILLAGE ACTION REPORT

**PROJECT: Madison Window Cleaning Site Plan**

**APPLICANT: Tanya & Kash Weger – Owners, Madison Window Cleaning**

**PROJECT LOCATION: Eastern 2 acres of Lot 11, Cottage Grove Commerce Park**

**REPORT DATE: June 13, 2019**

**PROJECT DESCRIPTION:** The applicant is seeking approval of a site plan for an approximately 12,000 sq. ft. building including 3,000 sq. ft. of office and 9,000 sq. ft. dedicated primarily to parking and loading vehicles. The company is relocating from Downtown Madison.

**ARCHITECTURAL REVIEW COMMITTEE MEETING: June 10, 2019**

**STAFF REPORT PROVIDED BY:**  X  Planner,      Engineer,      Public Works

**MOTION:** by Knudtson (1st), Elder (2nd)

The Site Plan was APPROVED WITH CONDITIONS with the conditions as follows:

1. The applicant shall provide a detailed landscaping plan to verify compliance with Article V of the Zoning Ordinance.
2. The applicant shall provide a photometric plan to verify that any outdoor lighting complies with Article VI of the Zoning Ordinance.
3. The applicant shall provide plans and details for stormwater management including an infiltration basin meeting the requirements of the covenants, erosion control, and grading as required for review and approval by the Village Engineer.
4. Based on the recommendation of the Cottage Grove Fire Department, the Village is waiving the requirement for a sprinkler system per the covenants, unless such a system is otherwise required per the State Building Code.
5. The location and screening details for all roof top units shall be provided to staff to verify they are consistent with the covenants.
6. Undeveloped areas intended for future expansion shall be kept in a weed-free turf condition.
7. Sign permits are required for building and monument signs and are approved separately.
8. Signage substantially similar to that shown in the submittal may receive a permit without further ARC review.

**VOTE:**  4  Aye,  0  Nay,  0  Abstain

**APPLICANT COMMENTS:**

- (Tanya Weger – owner, Madison Window Cleaning) – They are excited about the opportunity in Cottage Grove; outgrowing their location in Downtown Madison; current

location is very congested; Madison Window Cleaning is a 90+ year old family business; vehicles are F-150's which leave in the morning and return late afternoon; office staff will be in the building throughout the day.

- (Paul Mason – architect, Dimension IV) – provided an overview of materials used on the exterior and presented samples of each. Fiber cement board will be smooth, in pattern shown on drawings. Metal wall panels will have concealed fasteners. Ruth asked about roof materials. Roof will be standing seam per Nate Graney. Ruth asked about pergola material. Graney responded it will likely be a low-maintenance PVC material.

#### **ARC COMMENTS:**

- (Williams) – What is the timing of trucks leaving and returning to site? How many trucks? Tanya responded they currently have 10 trucks which leave within a half hour of 8:00 a.m.
- (Ratcliff) – Asked for confirmation that the warehouse is approximately 9,000 sq. ft. Tanya replied that it is.
- (Knutson) – Asked about roof top units. Nate Graney of 1848 Construction noted that units would be located indoors in a mezzanine above the offices and would not be visible from the outside. Asked about types of materials being stored indoors, any chemicals? Tanya responded they do not use many chemicals, they are a very green operation. They also do snow removal and will have salt stored indoors in the winter.
- (Ratcliff) – Asked about waiver for sprinkler system. Graney noted that due to building size or the number of vehicles being stored, the state may require a system anyway. Elder noted that after expansion the building size will likely be such that a system will be required. Asked about trash collection. Tanya referenced trash enclosure in corner of the parking lot. Asked about thought process to locating parking lot on west side of building. Tanya replied they wanted to separate traffic from the adjacent daycare property as much as possible.
- (Williams) – Asked how many customers typically come to the building. Tanya replied that most appointments are held in the field. There are about a half dozen meetings in the office each week. Asked how many trucks can be housed in the building. Tanya responded 12. They have 10 now so they can add 2 more before needing to expand.

#### **STAFF COMMENTS:**

- See planning staff report and as noted above.

#### **PLAN COMMISSION MEETING: June 12, 2019**

**STAFF REPORT PROVIDED BY:**  X  Planner,  \_\_\_  Engineer,  \_\_\_  Public Works

**MOTION:** by Pickel (1st), Brinkmeier (2nd)

The Site Plan was APPROVED WITH CONDITIONS with the conditions as follows:

1. The applicant shall provide a detailed landscaping plan to verify compliance with Article V of the Zoning Ordinance.
2. The applicant shall provide a photometric plan to verify that any outdoor lighting complies with Article VI of the Zoning Ordinance.
3. The applicant shall provide plans and details for stormwater management including an infiltration basin meeting the requirements of the covenants, erosion control, and grading as required for review and approval by the Village Engineer.
4. Based on the recommendation of the Cottage Grove Fire Department, the Village is waiving the requirement for a sprinkler system per the covenants, unless such a system is otherwise required per the State Building Code.
5. The location and screening details for all roof top units shall be provided to staff to verify they are consistent with the covenants.
6. Undeveloped areas intended for future expansion shall be kept in a weed-free turf condition.
7. Sign permits are required for building and monument signs and are approved separately.
8. Signage substantially similar to that shown in the submittal may receive a permit without further ARC review.

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

**APPLICANT COMMENTS:**

- (Tanya Weger – owner, Madison Window Cleaning) – They are excited about the opportunity in Cottage Grove; outgrowing their location in Downtown Madison; current location is very congested; Madison Window Cleaning is a 90+ year old family business.
- (Jerry Bourquin – architect, Dimension IV) – provided an overview of materials used on the exterior and presented samples of each. Fiber cement board will be smooth, in pattern shown on drawings.

**PLAN COMMISSION COMMENTS:**

- (Jushchyshyn) – What kind of vehicle are used? Will there be difficulty entering driveway given all the cars parked on the street in the area? Tanya replied they use Ford F-150 trucks and do not currently use trailers. The small trucks should not have difficulty accessing the driveway. Their current facility is located on Dickinson at Wilson adjacent to the Capital City Trail, where access is extremely difficult.
- (Ratcliff) – Is there an update on sprinklers since the ARC meeting? Bourquin responded they will likely install them now, as it would be cheaper than adding them later. Still not sure if they are required by the state.
- (Broom) – Are you currently renting your space? Weger responded they own their current site.
- (Pickel) – Thank you for coming to Cottage Grove.
- (Schultz) – What chemicals will be stored at the facility? Weger replied they are a rather green operation. The only chemical they use that requires a permit is methanol which is stored in a safe in a cold storage room. They keep some gasoline on hand for small equipment. Some salt is kept for winter use.

**STAFF COMMENTS:**

- See planning staff report and as noted above. Ruth noted the project has a very tight schedule and engineering plans are forthcoming for approval by the Village Engineer.