



# PLANNING STAFF REPORT

**MEMO DATE:** May 6, 2020

**MTG. DATE:** MAY 13, 2020

**TO:** Village of Cottage Grove Plan Commission

**CC:** Village of Cottage Grove Board of Trustees  
Matt Giese – Village Administrator  
Lisa Kalata – Village Clerk  
Larry Konopacki – Village Attorney  
Kevin Lord – Village Engineer

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

**RE:** **Atwell Suites Hotel – General Development Plan**

## BACKGROUND

Property Owner: Huston Hotel Group, LLC

Location: 4672 County Highway TT

Area: 1.94 acres

Agent: Troy Hoekstra – United Development Solutions

Existing Zoning: Rural Holding

Proposed Zoning: Planned Unit Development

Future Land Use Plan: Planned Business

## OVERVIEW

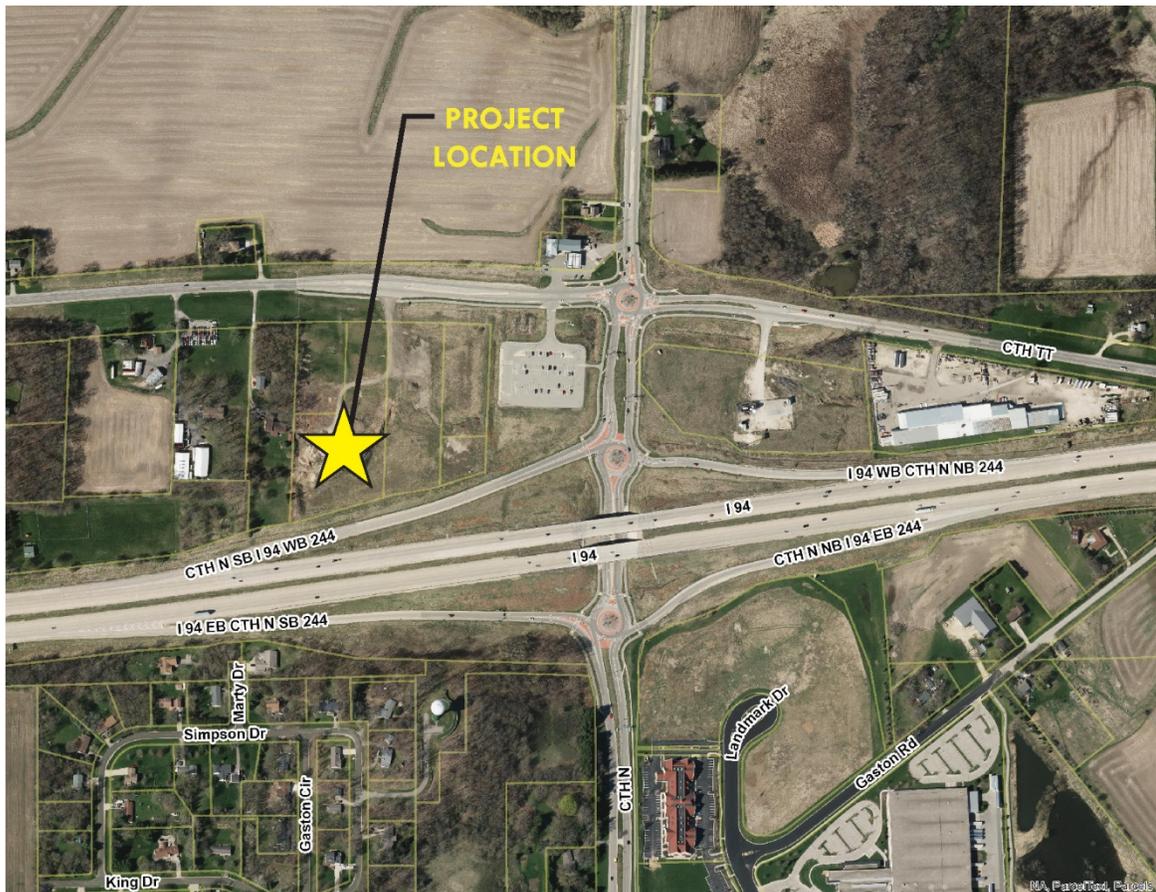
The applicant is seeking approval of a Planned Unit Development for a four-story, 96 room hotel totaling approximately 76,000 sq. ft. including the underground parking level. The hotel will be branded as an Atwell Suites, which is an IHG brand. This would be the first Atwell Suites in the area. Amenities in the building will include bar service, food service, and expanded work areas.



The Village's zoning ordinance includes a process for approving a project as a Planned Unit Development (PUD). Planned Unit Developments are appropriate for projects that exceed some aspect of the standard zoning district, where the project is consistent with the Comprehensive Plan and provides positive benefits to the community (market need, aesthetics, or tax base). This is a relatively common process that has been used in recent years for projects such as Cottage Grove Commons and the Summit Credit Union headquarters.

A PUD has a two-step approval process. The applicant is currently seeking approval of the first step, the General Development Plan (GDP). Following approval of the GDP, more detail is added and the plans are refined as needed for the Precise Implementation Plan submittal.

## LOCATION MAP



## COMPREHENSIVE PLAN CONSISTENCY

Per the Land Use Chapter several Planned Business policies are relevant to this project.



Policy #1 states that “the Planned Business uses around the interchange of I-94 and CTH N will serve as a “gateway” into the Village from other locations inside and outside of the region and reflect the image of the Village to passers-by. Due to the location, particular attention should be given to ensuring that development is of a high aesthetic quality.”

Policy #7 states “encourage Planned Business development that occurs along major transportation corridors (e.g. Interstate 94 and CTH N, CTH BB) to contribute toward establishing and enhancing a positive image for the Village. The developments that are built along these corridors and surrounding interchange areas are highly visible to residents and visitors, and can help establish an attractive image for the Village.”

The proposed project complies with the design guidelines in polices #9 and #10 for the Planned Business district.

The Economic Development chapter of the Comprehensive Plan includes a survey of local business owners. Approximately 80% of respondents felt that a hotel and a meeting/event space would provide a major or minor improvement to the Cottage Grove business community. No respondents felt such facilities would detract from the business community.

The chapter also includes a resident survey. In that survey, approximately 70% of respondents were at least mildly interested in adding a hotel to the Village, which was one of the highest scores among the businesses listed.

The Economic Development chapter also includes a matrix indicating the desirability of various industry types in different areas within the Village. The matrix indicates that accommodations and food service are appropriate and desirable north of I-94.

In the opinion of staff, the proposed project is consistent with the Village’s Comprehensive Plan.

## **ZONING ORDINANCE CONSISTENCY**

The subject property is currently zoned Rural Holding. The Comprehensive Plan indicates that Planned Business would be the most likely zoning category when the property is rezoned. The applicant is requesting that the property be rezoned to a Planned Unit Development to accommodate features of the project that do not fit within the base Planned Business zoning category.

### Requested exceptions

The requested exceptions are as follows:

- The proposed building height (50’) exceeds the maximum building height in the Planned Business district (35’).
- The proposed floor area ratio (FAR) is 0.67, which exceeds the maximum FAR in the PB district (0.3).



### Parking

325-49(H)(11)(b) requires one parking space per room plus one space for each employee on the largest shift.

The proposed project includes 107 parking spaces (64 outdoors and 43 underground). The Zoning Ordinance requires 1 space per room plus 1 space for every employee on the largest work shift. Therefore, the parking provided can accommodate the 96 rooms plus eleven employees on the largest shift. The applicant should verify the number of employees on the largest shift to verify the parking amount is adequate.

The minimum width of a drive lane between rows of parking is 24'. The proposed plan shows drive lanes dimensioned at 26'. The Village does not oppose the wider dimension if that is what the applicant prefers, but the dimension could be narrowed to reduce the amount of impervious surface on the site.

### Landscaping

The proposed landscaping exceeds the minimum requirements of the Planned Office district.

The surrounding parcels are remaining under RH, Rural Holding zoning, but the property is expected to ultimately develop as commercial uses. Therefore, staff does not anticipate a need for bufferyards per the Landscaping Ordinance.

## **STAFF RECOMMENDATIONS**

Staff recommends that the General Development Plan be **APPROVED WITH CONDITIONS**, with the conditions as follows:

1. The rezone to a Planned Unit Development applies only to the 1.94 acres designated for the hotel site, as described by the 'Rezone Legal Description' in the submittal. The remaining property under the same ownership remains under RH, Rural Holding zoning.
2. Radius of cul-de-sac shown as 45', and radius of circle drive shown as 47'. Minimum radius for a public cul-de-sac is 60' per the Village Subdivision Ordinance. Verify turn radii of Fire Dept. emergency vehicles to determine if proposed radii are adequate for emergency access. Also consider turn radius for coach buses if they anticipated at the hotel.
3. The minimum width of a two-way drive lane between rows of parking is 24' per Village Ordinance. The site plan shows a dimension of 26'. The applicant may wish to consider a smaller width to reduce the amount of impervious surface.
4. Provide the number of employees on the largest shift to verify the amount of parking is adequate.
5. Verify that the proposed monument signs do not interfere with the required vision triangles at both driveways, per 325-73(A).