



PLANNING STAFF REPORT

MEMO DATE: September 10, 2020

MTG. DATE: **SEPTEMBER 15, 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: **Public Participation Plan for Comprehensive Plan Amendment**

OVERVIEW

The process for adopting or amending a Comprehensive Plan is regulated by 66.1001 of the Wis. Statutes. The process requires adoption of written procedures for public participation. At a minimum the amendment process requires a public hearing with a Class 1 notice published no less than 30 days prior to the hearing and notification to adjacent municipalities and other entities identified by the statute.

You may recall the 2019 Comprehensive Plan amendment included a variety of public participation elements beyond the minimum requirement including multiple surveys and an open house. The higher level of participation was warranted by the wide-ranging expense of the 2019 update in which every chapter was reviewed and most were updated.

Another 2020 amendment is being requested by Kevin Metcalfe as the owner of several parcels located north of Highway BB between Cork Crossing and Sandpiper Trail within Mixed Use Area #2.

Further development by the applicant will require a plat and likely a Planned Unit Development (PUD). Both the PUD and plat processes require the applicant to hold a neighborhood meeting. The applicants are pursuing a timeline in which they would hold the neighborhood meeting prior to the October Plan Commission meeting and then seek GDP, preliminary plat, and comp plan amendment approvals at the October meeting.

STAFF RECOMMENDATION

Staff recommends that the public participation for the 2020 Comprehensive Plan amendment includes the following:

- Written notification to the entities identified in Wis. Stat. 66.1001.
- The neighborhood meeting required for the PUD and plat function as an opportunity for input on the Comp Plan amendment.
- Class 1 public hearing notice published no less than 30 days prior to the public hearing.
- A public hearing at the October Plan Commission meeting.