

VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, March 9, 2022
MINUTES

- 1. Call to order**
The Plan Commission meeting for March 9, 2022 was called to order by Village President John Williams at 6:30 p.m. this was a virtual meeting.
- 2. Determination of quorum and that the agenda was properly posted.**
It was noted that a quorum was present and that the agenda was properly posted. Roll Call was taken. Commission members present were: John Williams, Melissa Ratcliff, Kyle Broom came at 6:32 pm, Alex Jushchyshyn and Fred Schulze. Kim Sale and Don Brinkmeier were absent and excused. Staff members present were Village Planner Erin Ruth, Village Administrator Matt Giese, Public Works Director/Deputy Administrator JJ Larson, Village Clerk Lisa Kalata and Village Attorney Rick Manthe.
- 3. Pledge of Allegiance**
- 4. PUBLIC APPEARANCES – None**
- 5. Discuss and Consider the Minutes from The Plan Commission Meeting of February 16, 2022.**
Motion by Ratcliff to approve the February 16, 2022 minutes as presented, seconded by Schulze. **Motion** carried with a voice vote of 4-0-0.
- 6. Discuss and Consider A Request for Site Plan Amendment Approval from JEK CRE For Changes to Building Elevations from A Previously Approved Multi-Tenant Retail Building Located At 110 Limestone Pass.**
Ruth explained the staff memo in the packet and indicated that the Architectural Review Committee did approve the changes. **Motion** by Ratcliff to approve the Site Plan Amendment for JEK CRE for changes to building elevations from a previously approved multi-tenant retail building located at 110 Limestone Pass with conditions in the staff report, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.
- 7. Discuss and Consider Ordinance 03-2022 Amending Chapter 274.**
Attorney Manthe explained the reason for the change is to be consistent in the code by renaming committees. **Motion** by Ratcliff to approve Ordinance 03-2022 amending Chapter 274, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.
- 8. Discuss Direction to Staff Regarding Notice Requirements.**
Ruth indicated that staff is here to gather feedback from the committee on the notice radius. We are currently at 400 ft and that this the largest radius in Dane County. Schulze indicated that he received comments for residents that they would like to receive notification. Jushchyshyn commented that we could put any public notice that is going out to the residents within the 400 ft on Facebook. Ruth indicated that there is a “recent projects” page on the website with all the information about new projects in the Village that is updated when new items are submitted.
- 9. Update on Housing Task Force.**
Ruth gave an update on the progress of the Housing Task Force and the timeline for the report.
- 10. Update on CARPC Regional Development Framework.**
Ruth gave an update on CARPC and highlighted some of the draft guidance they are working on. They will be taking feedback until April 15th.
- 11. Future Agenda Items- ETJ CSM from the Town of Sun Prairie.**
- 12. Adjournment**
Motion by Schulze to adjourn at 7:12 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 5-0-0.

Lisa Kalata, Village Clerk
Village of Cottage Grove
Approved: April 13, 2022

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.