

**VILLAGE OF COTTAGE GROVE**  
**PLAN COMMISSION**  
**Wednesday, March 11, 2020**

**MINUTES**

**1. Call to order**

The Plan Commission meeting for March 11, 2020 was called to order by Village President John Williams at 6:30 p.m.

**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, Don Brinkmeier, Alex Jushchysyn, Jennifer Pickel, Melissa Ratcliff, Fred Schulze. Kyle Broom was absent and excused. Staff members present were Village Planner Erin Ruth, Village Administrator Matt Giese, Village Clerk Lisa Kalata, Public Works Director JJ Larson, Parks and Recreation Director Sean Brusegar, Village Engineer Kevin Lord and Village Attorney Larry Konopacki.

**3. Pledge of Allegiance**

**4. PUBLIC APPEARANCES** – *Public's opportunity to speak about any subject that is not a specific agenda item.*  
None

**5. Discuss and consider the minutes from the Plan Commission meeting of February 12, 2020.**

**Motion** by Pickel to approve the minutes from the February 12, 2020 Plan Commission meeting, seconded by Jushchysyn. **Motion** carried with a voice vote of 6-0-0.

**6. Discuss and Consider A Request from Miracle League of Dane County for approval of a Site Plan for an ADA Accessible Baseball Field in Bakken Park.**

Andy Meesmann from Snyder & Associates was present to explain the plans for the Miracle League baseball field at Bakken Park. **Motion** by Pickel to approve the site plan with for an ADA accessible baseball field in Bakken Park for Miracle League of Dane County with conditions in staff report, seconded by Brinkmeier. **Motion** carried with a voice vote of 6-0-0.

**7. Discuss and Consider A Request from Johnson Health Tech for approval of a Site Plan Amendment to provide additional parking spaces to existing parking lots located at 1600 Landmark Drive in the Commerce Park.**

Todd Fossum from Johnson Health Tech was present to explain the need for additional parking and the plan for the 40 additional stalls. **Motion** by Pickel to approve a site plan amendment for Johnson Health Tech with conditions in staff report, seconded by Jushchysyn. **Motion** carried with a voice vote of 6-0-0.

**8. Discuss and Consider Final Plat for Kennedy Hills Subdivision located in the Town of Cottage Grove within the Village of Cottage Grove's Extraterritorial Jurisdiction.**

David Riesop was present to explain the first phase of Kennedy Hills subdivision which will be 16 lots. Ratcliff asked if this has been approved by the Town of Cottage Grove and Dane County, which David Riesop indicated that Dane County had approved last year, and the Town will meet at the end of the month. Attorney Konopacki questioned if the conservation easements were completed, which David Riesop indicated that they will be done by the end of the month and they are need before the Town can sign the final plat. **Motion** by Schulze to approve the final plat for Kennedy Hills subdivision located in the Town of Cottage Grove within the Village of Cottage Grove's Extraterritorial Jurisdiction, seconded by Jushchysyn. **Motion** carried with a voice vote of 6-0-0.

**9. Discuss Request from Tim Olson to Amend the Village of Cottage Grove Comprehensive Plan to change Parcels 0711-174-8500-3 and 0711-174-9002-4 Totaling 72 acres from 'Future Development Area' to 'Planned Neighborhood.' For Feedback Only – No Formal Action Will Be Taken.**

Tim Olson was present to explain the development and asked for feedback on the plan. Jushchysyn questioned if Vilas Road could handle the additional traffic, which Giese indicated that there may be Village improvements, but it can handle the traffic. Williams also commented that this would solve the issue with multiple driveways onto Vilas Road and would avoid a turn around for fire trucks also.

**10. Update on Monona Grove School District elementary school project – No Formal Action Will Be Taken.**

Williams indicated that the commission was sent two memos from Ruth in response to Monona Grove School District. Attorney Konopacki indicated that what has happened is a difference of understanding of what was approved last year. The School Board was not aware of the improvements on Buss Road and have not budgeted

for those expenses. The conditions will remain, but it will be more of a timing of when the improvements will be completed. Brinkmeier indicated that this is a tactic of the District because Giese called out the road conditions when they were getting approvals from this commission last year, so that is not a true statement that they were not aware. Jushchyshyn commented that he brought up the roads at the plan review and they have put themselves in this situation.

**11. Discuss Potential Amendments to the Zoning Ordinance related to Conditional Use Permits – No Formal Action Will Be Taken.**

Ruth explained the memo in the packet and asked if they wanted to discuss one by one the board agreed they would look at them and continue the work them when there is not a long agenda.

**12. Discuss and Consider holding the next meeting on April 15, 2020 instead of the regularly scheduled April 8, 2020.**

Ruth asked if the board could meet on April 15<sup>th</sup> and the board was in agreement to move the date to April 15, 2020.

**13. Future Agenda Items**

Hotels, conditional use changes, and Tim Olson

**14. Adjournment**

**Motion** by Pickel to adjourn at 7:42pm, seconded by Ratcliff. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: April 15, 2020

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.