

**VILLAGE OF COTTAGE GROVE**  
**PLAN COMMISSION**  
**Thursday, September 16, 2021**  
**MINUTES**

**1. Call to order**

The Plan Commission meeting for September 16, 2021 was called to order by Village President John Williams at 6:31 p.m. this was a zoom 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, Alex Jushchyshyn, Kyle Broom, Fred Schulze, Kim Sale and Don Brinkmeier. Staff members present were Village Planner Erin Ruth, Village Administrator Matt Giese, Public Works Director/Deputy Administrator JJ Larson, Village Clerk Lisa Kalata, Village Engineer Josh Straka, and Village Attorney Rick Manthe.

**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 August 11, 2021.**

**Motion** by Ratcliff to approve August 11, 2021 minutes as presented, seconded by Sale. **Motion** carried with a voice vote of 6-0-1 with Broom abstaining.

**6. Discuss and Consider A Request for Site Plan Amendment Approval from JEK CRE For A Multi-Tenant Retail Building on Parcel #0711-041-2020-1 Located at The NE Corner of Highway N and Limestone Pass.**

The development team was present to give a brief overview of the project. **Motion** by Brinkmeier to approve the site plan amendment for JEK CRE for a multi-tenant retail building on parcel #0711-041-2020-1 located at the NE corner of Highway N and Limestone Pass with conditions of the ARC committee and staff reports, seconded by Broom. **Motion** carried with a voice vote of 7-0-0

**7. Discuss and Consider A Request from JEK CRE For Approval of a Certified Survey Map to Divide Parcel #0711-041-2020-1, Creating Lot 1 (2.844 Acres) And Lot 2 (2.776 Acres).**

**Motion** by Ratcliff to approve the CSM for JEK CRE as presented, seconded by Schulze. **Motion** carried with a voice vote of 7-0-0.

**8. PUBLIC HEARING. The Public’s Opportunity to Provide Input on A Request from JEK CRE For Approval of a Conditional Use Permit to Construct A Drive-Through as Part of a Proposed Multi-Tenant Retail Building on Parcel #0711-041-2020-1 Located at The NE Corner of Highway N and Limestone Pass.**

Williams opened the public hearing at 7:08 p.m. There were no comments from the public, Williams closed the public hearing at 7:10 p.m.

**9. Discuss and Consider A Request from JEK CRE For Approval of a Conditional Use Permit to Construct A Drive-Through as Part of a Proposed Multi-Tenant Retail Building on Parcel #0711-041-2020-1 Located at The NE Corner of Highway N and Limestone Pass.**

**Motion** by Ratcliff to approve the conditional use permit for JEK CRE as presented, seconded by Schulze. **Motion** carried with a voice vote of 7-0-0.

**10. PUBLIC HEARING. The Public’s Opportunity to Provide Input on A Proposed Zoning Ordinance Amendment to Eliminate 325-88(L) Related to Fence Permits.**

Williams opened the public hearing at 7:15 p.m. There were no comments from the public, Williams closed the public hearing at 7:17 p.m.

**11. Discuss and Consider A Proposed Zoning Ordinance Amendment to Eliminate 325-88(L) Related to Fence Permits.**

**Motion** by Jushchyshyn to approve the zoning ordinance amendment to eliminate 325-88(L) related to fence permits with commission comments, seconded by Brinkmeier. **Motion** carried with a voice vote of 7-0-0.

**12. Adjournment**

**Motion** by Schulze to adjourn at 7:26 p.m., seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Village Clerk  
Village of Cottage Grove  
Approved: October 13, 2021

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.