TOWN OF COTTAGE GROVE
PLAN COMMISSION MINUTES
APRIL 26, 2023

1) Notice of the meeting was posted at the Town Hall and on the Town's web site. A quorum was present with Kris Hampton, Steve Anders, Jerry Meylor, Dave Muehl, Troy Eickhoff, and Mark Kudrna present. Clerk-Treasurer Kim Banigan took minutes.

2) Hampton called the meeting to order at 7:00 P.M.

3) Approve minutes of previous meetings: **MOTION** by Muehl/Anders to approve the minutes of the March 22, 2023 meeting as printed. **MOTION CARRIED 6-0.**

4) Public Concerns: None.

5) David Zielke and/or assigns, petitioner, Larry G Skaar, property owner: Seeking guidance for rezone of 10 acres from parcel 0711-273-8000-8 on North Star Road from FP-35 to Heavy Commercial for several commercial, contractor garage-style buildings for buyer's as well as to lease to tenants (See Exhibit A): Mr. Zielke and his realtor Kyle Broom were present. Mr. Zielke said he would like to put up commercial garage-style buildings, 1,500 to 2,000 square feet in size, to store overflow from his several businesses and possibly lease space to tenants as well. It was noted that only a portion of the parcel is designated for commercial development in the Town's Comprehensive Plan. Zielke was still interested even if he can only put up one building. A wetland delineation and perk test need to be performed and may limit additional buildings anyway. A private road built to town road standards running north from North Star Road along the east edge of the parcel was proposed, and it was noted that it would need at least a 90' area at the end for emergency vehicles to turn around. A 35' public road running west from the bend at North Star Road was also proposed. It was suggested that this road should straddle property lines with cost shared by the abutting property owner (Larry Skaar). Plan Commission comments were that they would not be in favor of the garages being sold as condominiums, and would prefer that the owner be on-site. Heavy Commercial zoning was proposed on the application form, but Zielke said that General Commercial would be adequate. No action was taken, the applicant was merely hoping to get background information before going ahead with any expensive measures.

6) Steve Banovetz, petitioner, North Star Road Investments, property owner: Design Review for addition of an office addition to the existing commercial shop at 3447 North Star Road (See Exhibit B): Mr. & Mrs. Banovetz were present. Mr. Banovetz said they are looking to build a 960 sq. ft. addition onto the front of the existing building, including a full-sized bathroom with showers, a 256 sq. ft. porch and an additional 900 sq. ft. of gravel parking lot. The well has been located, and a successful perk test has been performed. He will pave the driveway and parking areas this fall. The addition will include a stone skirt. Hampton asked to have the awnings currently on the front of the building moved to the new addition. The landscape plan was reviewed, and there will only be one additional light needed, over the entry door to the new addition. **MOTION** by Anders/Muehl to approve the design plans for the office addition, landscaping, lighting and paving in the fall. **MOTION CARRIED 6-0.**

7) Discuss/Consider making a recommendation regarding preferred zoning designation for development in the North Star Road area (General Commercial or Heavy Commercial): Dane County Planning staff had asked for what the Town would consider the preferred zoning designation for commercial development in the North Star Road Area. Muehl facilitated the discussion by providing highlighted copies of the General and Heavy Commercial fact sheets to show which uses were common to the two zoning districts, and which were not. Duane Swalheim and Kyle Broom

were also present for this discussion. **MOTION** by Hampton/Anders to prefer General Commercial with a CUP if outdoor storage is requested. Heavy commercial would be considered if requested uses are not available under General Commercial. **MOTION CARRIED 6-0.**

8) ADJOURNMENT: **MOTION** by Meylor/Kudrna to adjourn. **MOTION CARRIED 6-0**. The meeting was adjourned at 8:24 P.M.

Submitted by: Kim Banigan, Clerk-Treasurer
Approved 05/22/2023

Authentisign ID: EC95F08E-40D2-ED11-BA77-14CB652F4F5B

EXHIBIT A

Town of
Cottage Grove

PETITION FOR CHANGE OF LAND USE

4058 County Road N; Cottage Grove, WI 53527
clerk@towncg.net • 608-839-5021

This is the Town of Cottage Grove, Wisconsin's unified petition for Town Plan Commission and/or Town Board review and/or approval of a land development or land use proposal in the Town. This form includes pages 2-4, which must be completed by all Petitioners. It also includes other pages to be completed or referenced only for the type of development approval petition indicated on the top of the associated page.

Each completed petition, fee, and digital copy of a full set of required materials must be provided to the Town Clerk at the email address shown above no later than the 1st Wednesday of the month for the matter to be placed on the next agenda of the Town Plan Commission. The Commission generally meets on the 4th Wednesday. 10 hard copies of all materials in packet form must be provided to the Town Clerk no later than the 3rd Tuesday, which allows adjustments to be made after the digital submittal without having to reprint.

Certain development proposals in the Town also require Dane County, nearby village or city, and/or state or federal approvals. It is the responsibility of each Petitioner to secure all such approvals. Each petition also requiring Dane County approval shall first be submitted to the County, following initial consultation with the Town.

For Town of Cottage Grove Office Use Only

Date completed petition received: 4/5/23

Date other required materials received: Digital copy: _____ 10 hard copies in packet form: _____

Application fee paid: Date: 4/5/23 Amount paid: $300 Check #: 4147

Dates scheduled to appear: Town Plan Commission: 4/25/23

Town Board (if necessary): _____

RECEIVED
APR 05 2023
TOWN OF COTTAGE GROVE

Comments:

_____

_____

Authentisign ID: EC95F08E-40D2-ED11-BA77-14CB652F4F5B

GENERAL INFORMATION

(Pages 2-4 must be completed by all petitioners)

Petitioner information:

Person's Name(s): David Zielke and/or assigns

Firm Name (if any): _____

Relationship (mark with an "X"): ____ Owner ____ Tenant X Prospective Owner/Tenant

____ Representing: _____

Mailing Address: 410 Meadowcrest Trail City: Cottage Grove State: WI Zip: 53527

Office/Home Phone #: _____ Mobile Phone #: 608-332-9391

Email: David.Zielke@BadgerRed.com

Property owner information:

Name(s): Larry G. Skaar

Ownership (mark with an "X"): X Individual ____ Trust ____ Partnership ____ Corporation/LLC

____ Other: _____

Mailing Address: 4374 Secretariat Ct City: Cottage Grove State: WI Zip: 53527

Office/Home Phone #: 608-692-5510 Mobile Phone #: _____

Email: N/A

Parcel number or legal description of property:

SEC 28-7-11 E 330 FT OF NE1/4 SE1/4 #0711-284-8001-0

10 Acre Parcel at North end of N Star Rd

Address or street boundaries of property:

_____

_____

Number of acres in property: 10

Public road(s) providing access: N Star Rd

Current zoning district(s): FP-35

Proposed zoning district(s) (if different): Heavy Commercial

Current and proposed uses of subject property (mark with an "X" all applicable uses, and whether each is a current use, proposed use, or both):

X	agriculture	(X current use ____ proposed use)
____	natural area or open space	(____ current use ____ proposed use)
____	FEMA-designated floodplain	(____ current use ____ proposed use)
____	DNR- or field-delineated wetland	(____ current use ____ proposed use)
____	navigable waterway on or next to land	(____ current use ____ proposed use)
____	slopes of between 12% and 20%	(____ current use ____ proposed use)
____	slopes of 20% or greater	(____ current use ____ proposed use)
____	single-family home(s)	(____ current #____ ____ proposed #____)
____	commercial service or retail	(____ current use ____ proposed use)
X	manufacturing/storage/contractor	(____ current use X proposed use)
____	agricultural-related business or structure	(____ current use ____ proposed use)
____	commercial recreational use	(____ current use ____ proposed use)
____	tourist rooming house	(____ current use ____ proposed use)
____	institutional or utility use	(____ current use ____ proposed use)
____	driveway to a public road	(____ current use ____ proposed use)
____	other use: _____	(____ current use ____ proposed use)

Authentisign ID: EC95F08E-40D2-ED11-BA77-14CB652F4F5B

Summary of proposed project (e.g., how will land use change, why?). For complicated proposals, attach additional pages.

Several commercial, contractor garage-style buildings for buyer's personal use as well as to lease to tenants.

Type of development review(s) requested (mark with an "X" all that apply, and submit check(s) payable to the Town of Cottage Grove along with application fee per the Town Fee Schedule and listed below):

X **Rezoning**. Petitioner must submit to Town a $300 application fee plus all materials required by Dane County for a rezoning application. A rezoning is required where the Petitioner's intended land use is not allowed under the current zoning district.

___ **Conditional Use Permit (CUP)**. Petitioner must submit to Town a $300 application fee plus all materials required by Dane County for a CUP application. A CUP is required for all conditional uses in the associated zoning district as required under the Dane County zoning ordinance.

X **Certified Survey Map (CSM).** Petitioner must submit to the Town an application fee of $125 plus all materials listed in the CSM checklist attached to this petition.

___ **Design Review**. Petitioner must submit to Town a $175 application fee plus all materials listed in the Design Review checklist attached to this petition. Design review is required prior to building permit issuance for development of:

- ☐ Any project serving a commercial, industrial, utility, or institutional use, including any concentrated animal feeding operation but not any other permitted use in a farmland preservation zoning district.
- ☐ Any non-metallic mineral extraction operation, which is also subject to TCG Chapter 17.
- ☐ Any residential land use consisting of three or more attached dwelling units per building.
- ☐ Any 5+ space parking lot serving any of the above uses or developments.
- ☐ Most expansions to any of the above uses or developments of at least 10% in building floor area, outdoor storage or display area, loading area, or parking—via one expansion project or two or more expansion projects occurring from 11/5/2001 forward. See TCG § 12.08 for exceptions.

___ **Comprehensive Development Plan (CDP)/Concept Plan Review**. Required before submittal of a preliminary subdivision plat and advised in advance of other formal development proposals. Where associated with a proposed subdivision, see CDP checklist attached to this petition for materials required. For all other requested concept plan reviews, submit preliminary plans of sufficient detail to allow an understanding of development intent.

___ **Preliminary or Final Subdivision Plat** *(circle one).* Petitioner must submit to the Town an application fee of $350 for the initial lot plus $20 per additional lot plus all materials listed in the Preliminary Plat or Final Plat checklist attached to this petition. Petitioner may also be required to execute a predevelopment agreement with the Town regarding pre-payment and reimbursement for Town expenses associated with plat review.

___ **Variance, Exception, or Waiver to Ordinance Requirement**. Petitioner must site the specific ordinance requirement by section; include the reasons for the request; and indicate the exceptional or undue hardship that would result were the variance, waiver, or modification not granted.

___ **Other:** _____
(check with Town Clerk for any required fee & materials)

Authentisign ID: EC95F08E-40D2-ED11-BA77-14CB652F4F5B

Reimbursement for Development Review Services, Special Meetings, and Publication Expenses:

The Town Planner, Town Engineer, Town Attorney, and other third-party consultants may expend time in the administration, investigation, and processing of the development review petition, for which they will invoice the Town. Further, the Town may incur publication expenses, costs associated with special meetings, and costs associated with Town employees who perform special tasks associated with the petition. The signing and submittal of this petition shall be construed as an agreement to pay for any and all professional consulting services, staff services, publication expenses, and special meeting costs associated with the administration, investigation, and processing of this petition and the associated development review and approval request.

Reimbursable costs from third-party consultants shall be based on actual invoices submitted to the Town using the same rates as the Town routinely pays those consultants. Costs associated with Town employees who perform special tasks associated with the petition shall be twice the actual hourly pay of the associated Town employee. The Petitioner shall pay all reimbursable costs within 30 days of receipt of one or more invoices from the Town, following the execution of the development review or publication expenses associated with the petition. In the event the Petitioner fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Such costs that are assigned to the Petitioner or property owner, but that are not actually paid within 30 days, may then be imposed by the Town as a special charge on the affected property.

Acknowledgements and Signatures:

By signing and dating below, I/We:

1. To the best of my/our knowledge, submitted a petition that is true, correct, complete, and meets the requirements of applicable ordinances and the Town Comprehensive Plan.
2. Read, understand, and accept my/our responsibilities under the reimbursement section above.
3. Acknowledge that Town officials, employees, and consultants may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this petition.
4. Understand that all meeting dates are tentative and may be postponed by the Town for the reason of incomplete submittals or other administrative reasons.
5. If this petition is approved, agree to abide by this petition, approved plans, and required conditions associated with approval in the development of the subject property.
6. Understand that submittal of this petition and payment of the proper fee does not mean that requested development approval is imminent or guaranteed.
7. Understand that Town ordinances and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.
8. Understand that the approval(s) sought under this petition do not qualify as, nor replace the necessity for proper permitting for the proposed project or for other required governmental approvals.

Authentisign
David Zielke and/or assigns
Signature of Petitioner

04/03/23
Date

David Zielke and/or Assigns
Printed Name of Petitioner

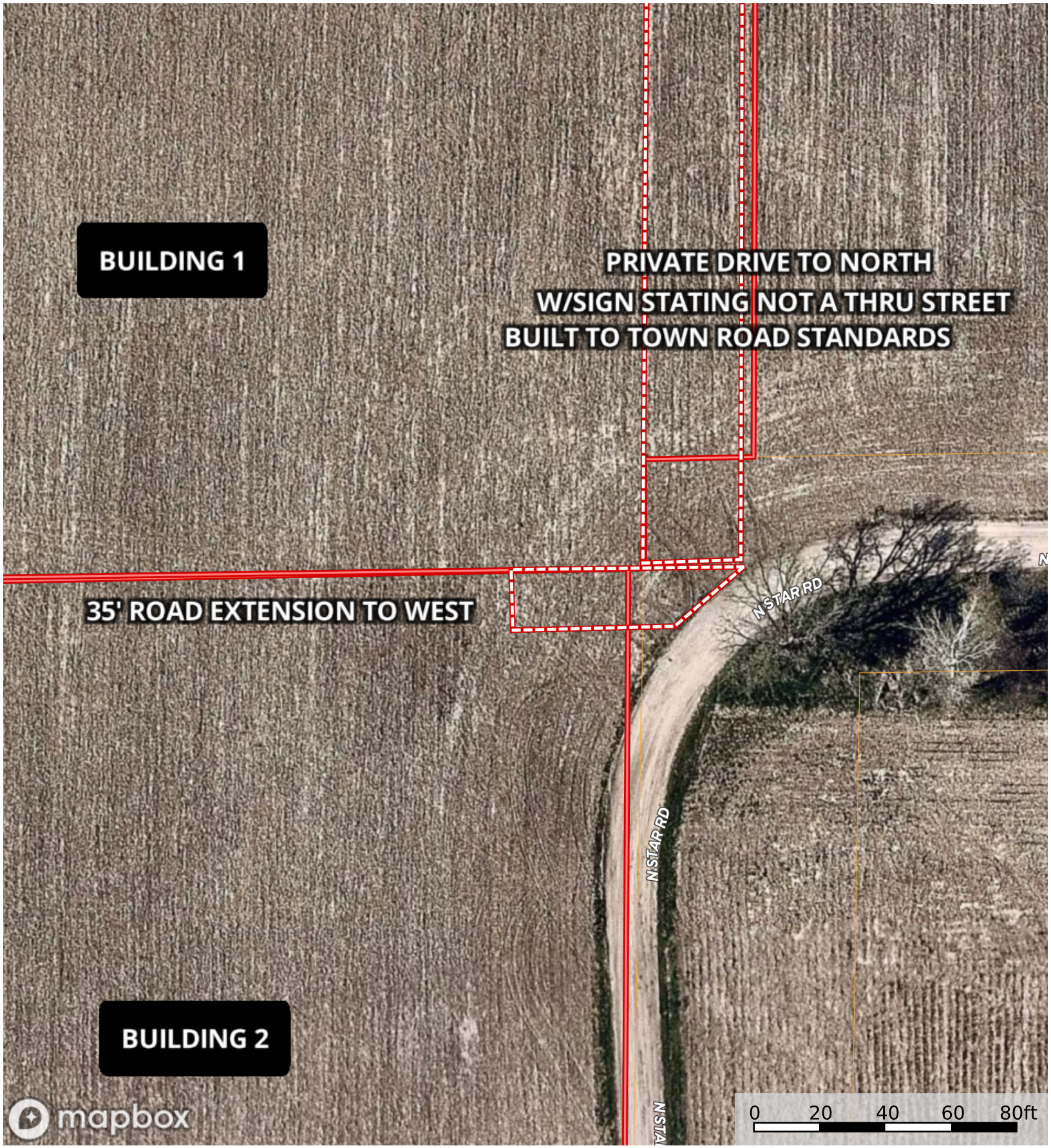
Larry G. Skaar
Signature of Property Owner (if different)

4-11-23
Date

Larry G. Skaar
Printed Name of Property Owner (if different)

Skaar lots concept 1

Dane County, Wisconsin, 13 AC +/-



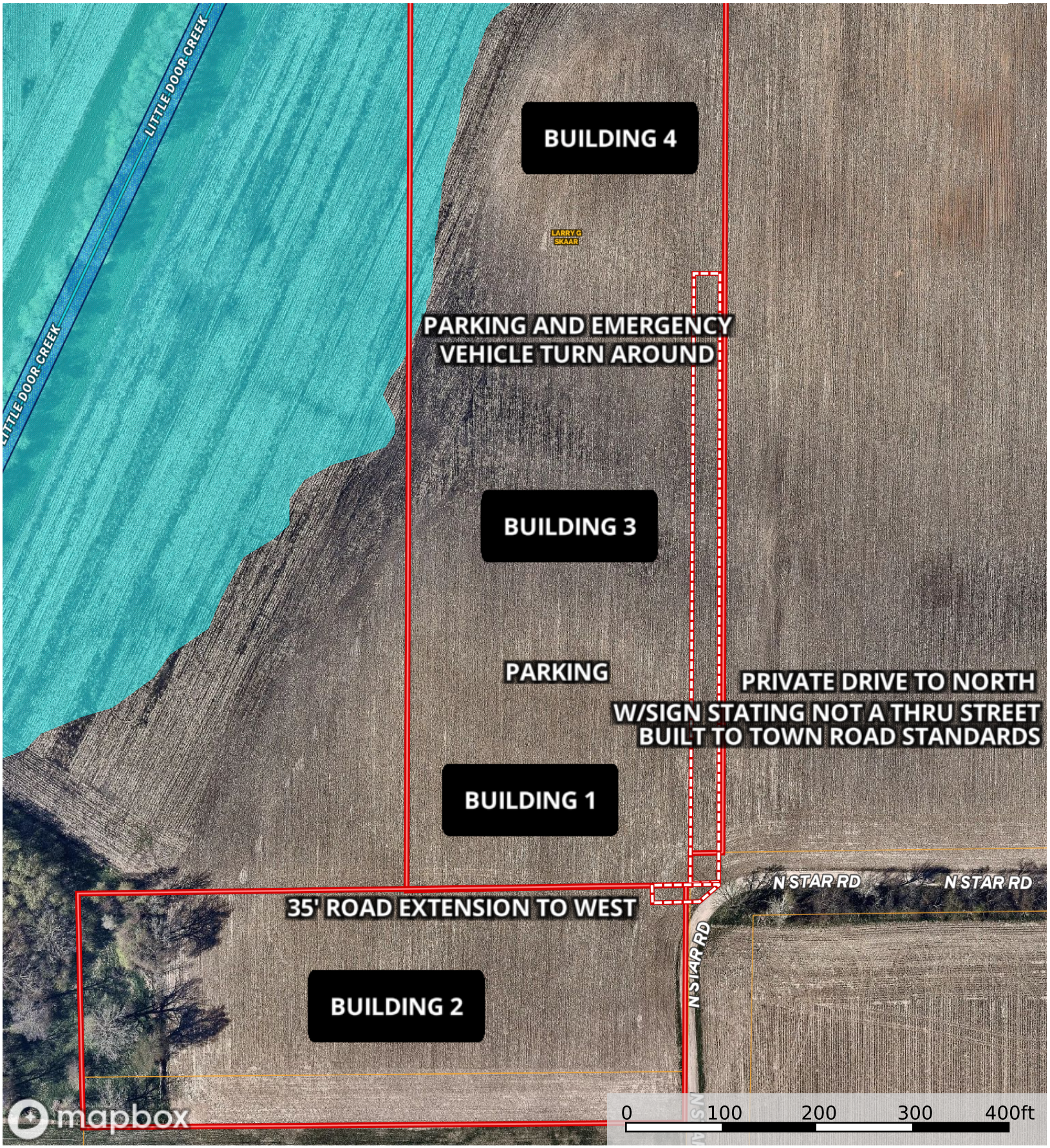
Boundary
Boundary
100 Year Floodplain
500 Year Floodplain
Floodway
Special
Unmapped/ Not Included
Wetlands
Riparian
Stream, Intermittent
River/Creek
Water Body

Tony Hudzinski

The information contained herein was obtained from sources deemed to be reliable.
MapRight Services makes no warranties or guarantees as to the completeness or accuracy thereof.

Skaar lots concept 1

Dane County, Wisconsin, 13 AC +/-



Boundary
Boundary
100 Year Floodplain
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Floodway
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Unmapped/ Not Included
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Riparian
Stream, Intermittent
River/Creek
Water Body

Tony Hudzinski

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38
37

EXHIBIT B

RECEIVED
APR 05 2023
TOWN OF COTTAGE GROVE

GENERAL INFORMATION

(Pages 2-4 must be completed by all petitioners)

Petitioner information:

Person's Name(s): Steve Banovetz

Firm Name (if any): North Star Road Investments

Relationship (mark with an "X"): X Owner ___ Tenant ___ Prospective Owner/Tenant

___ Representing: _____

Mailing Address: _____ City: _____ State: ___ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: 608-320-2338

Email: _____

Property owner information:

Name(s): North Star Road Investments

Ownership (mark with an "X"): ___ Individual ___ Trust ___ Partnership X Corporation/LLC

___ Other: _____

Mailing Address: 714 Weald Bridge Rd City: Cottage Grove State: WI Zip: 53527

Office/Home Phone #: _____ Mobile Phone #: 608-320-2338

Email: Steveb@fs-restorations.com

Parcel number or legal description of property: 018-0711-284-7501-0

Address or street boundaries of property: 3447 North Star Road

Number of acres in property: 1.9 **Public road(s) providing access:** North Star Rd

Current zoning district(s): GC **Proposed zoning district(s) (if different):** _____

Current and proposed uses of subject property (mark with an "X" all applicable uses, and whether each is a current use, proposed use, or both):

___	agriculture	(___ current use ___ proposed use)
___	natural area or open space	(___ current use ___ proposed use)
___	FEMA-designated floodplain	(___ current use ___ proposed use)
___	DNR- or field-delineated wetland	(___ current use ___ proposed use)
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___	commercial recreational use	(___ current use ___ proposed use)
___	tourist rooming house	(___ current use ___ proposed use)
___	institutional or utility use	(___ current use ___ proposed use)
___	driveway to a public road	(___ current use ___ proposed use)
___	other use: _____	(___ current use ___ proposed use)

Summary of proposed project (e.g., how will land use change, why?). For complicated proposals, attach additional pages. No Land use Change

Type of development review(s) requested (mark with an "X" all that apply, and submit check(s) payable to the Town of Cottage Grove along with application fee per the Town Fee Schedule and listed below):

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- □ Any non-metallic mineral extraction operation, which is also subject to TCG Chapter 17.
- □ Any residential land use consisting of three or more attached dwelling units per building.
- □ Any 5+ space parking lot serving any of the above uses or developments.
- ■ Most expansions to any of the above uses or developments of at least 10% in building floor area, outdoor storage or display area, loading area, or parking—via one expansion project or two or more expansion projects occurring from 11/5/2001 forward. See TCG § 12.08 for exceptions.

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___**Variance, Exception, or Waiver to Ordinance Requirement**. Petitioner must site the specific ordinance requirement by section; include the reasons for the request; and indicate the exceptional or undue hardship that would result were the variance, waiver, or modification not granted.

___**Other:** _____

(check with Town Clerk for any required fee & materials)

ADDITIONAL SUBMITTAL REQUIREMENTS FOR DESIGN REVIEW PETITIONS

*** NOT REQUIRED FOR DIFFERENT TYPES OF PETITIONS ***

The purpose of Design Review is to promote the public health, safety, and welfare pursuant to the authority in TCG Chapter 12, by ensuring, to the extent practicable, that future development of land in the Town of Cottage Grove proceeds according to the Town's goals, objectives, and policies expressed in said Chapter 12 (especially its TCG § 12.08) and the Town Comprehensive Plan.

All petitions for Design Review shall be accompanied by the following plans drawn to a recognized scale, and including a north arrow, date of preparation, landowner and business names, and contact information.

- ■ Building plans sufficient to illustrate all exterior building walls, doors, windows, and roofs, including heights, dimensions, colors, and materials (including calculations to verify compliance with associated building design requirements), along with building mounted lighting, signs, and mechanical units.
- □ If required by the Plan Commission, building material samples.
- ■ Color photographs to illustrate current site conditions, including from adjacent public road rights-of-way and the boundary of any adjacent land used or zoned for residential or public open space purposes, including buildings and other existing features. Photos may also be provided to illustrate installations on other sites that are similar to the Petitioner's proposal.
- □ A site plan, containing, on one or more plan sheets, the following information:
  - ■ Location of site and address if available and parcel number if not.
  - ■ All property and street pavement lines, labeling dimensions.
  - ■ Existing and proposed contours. For minor projects, the Town Engineer may accept a spot grading plan without proposed contours. Area is small & flat
  - ■ Gross area of lot and all buildings stated in square feet, including building square footage divided by function (e.g., office, storage).
  - ■ Current zoning classification.
  - ■ Adjacent streets and land uses, including road centerlines. Commercial & Ag
  - ■ The percentage of the site that will remain in open space and the percentage that will be under buildings following development.
  - ■ Setbacks for side, front, and rear yards, for buildings and other hard surfaces, and setback from ordinary high-water mark, if applicable.
  - □ Boundaries for all wetlands, floodplains, and shoreland setbacks and zoning areas. N/A
  - □ Calculations for determining the minimum required number of off-street parking spaces by zoning ordinance, plus the number of spaces actually proposed.
  - ■ The maximum number of employees, customers, and/or residents that would be at the facility at any one time.
  - ■ Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of directional signs or other motorist's aides (if any).
  - ■ Calculations for determining the number of trees to be placed within the Development Site Area (as defined in TCG § 12.08(3)), as well as the designation of any required bufferyards.
  - ■ All existing trees with a trunk diameter at breast height of over six inches or over 40 feet tall, or the limits of woodlots within which at least 50 percent of the trees meet at least one of these two size criteria.

- ☒ Existing landscaping that will be retained (including proposed protection measures) and proposed landscaping, which shall be differentiated and shown on the plan. Indicate the type, size, number, and spacing of all proposed plantings.
- ☒ Location, dimensions, and floor area of all existing (to remain) and proposed buildings on the site and all buildings within 50 feet of the site's boundaries.
- ☒ Location of all existing (to remain) and proposed lighting standards.
- ☒ Location of all other existing and proposed structures, outdoor storage or display areas, parking areas, dumpsters, fencing, and ground-mounted signs (including if proposed to be lit), including distances from all lot lines.

☐ A scaled drawing and/or catalog pages of the proposed exterior lighting, including all specifications including size and height, lighting intensity such as a photometric plan, materials and colors, and ground or wall anchorage details.

NORTH STAR ROAD
INVESTMENTS

Design Review Petition – April 2023

Owner: North Star Road Investments

Contact: Steve Banovetz 608-320-2338

Project address: 3447 North Star Road, Cottage Grove (Township), WI 53527

Petitioner is seeking approval to add an office addition to the township road side of the existing commercial shop located at the address above. In addition, adding 900 square feet to the gravel parking lot. See attached drawings and elevations.

Lot size: 1.9 ac or 82,764 square feet - zoned GC – General Commercial
Proposed development of parcel: 18% to be built out, 82% to remain in open space
Existing shop: 5,200 square feet (81%)
Proposed office addition: 960 square feet (15%)
Proposed porch addition: 256 square feet (4%)

Current setback from town road, North Star Road: 65 feet
Proposed setback of new office addition: 33 feet (30 feet is required)
North property line setback – shared with Capital Underground: 20 feet
West property line setback – shared with condo unit #2: 139 feet
South property line setback – shared with condo access driveway: 130 feet

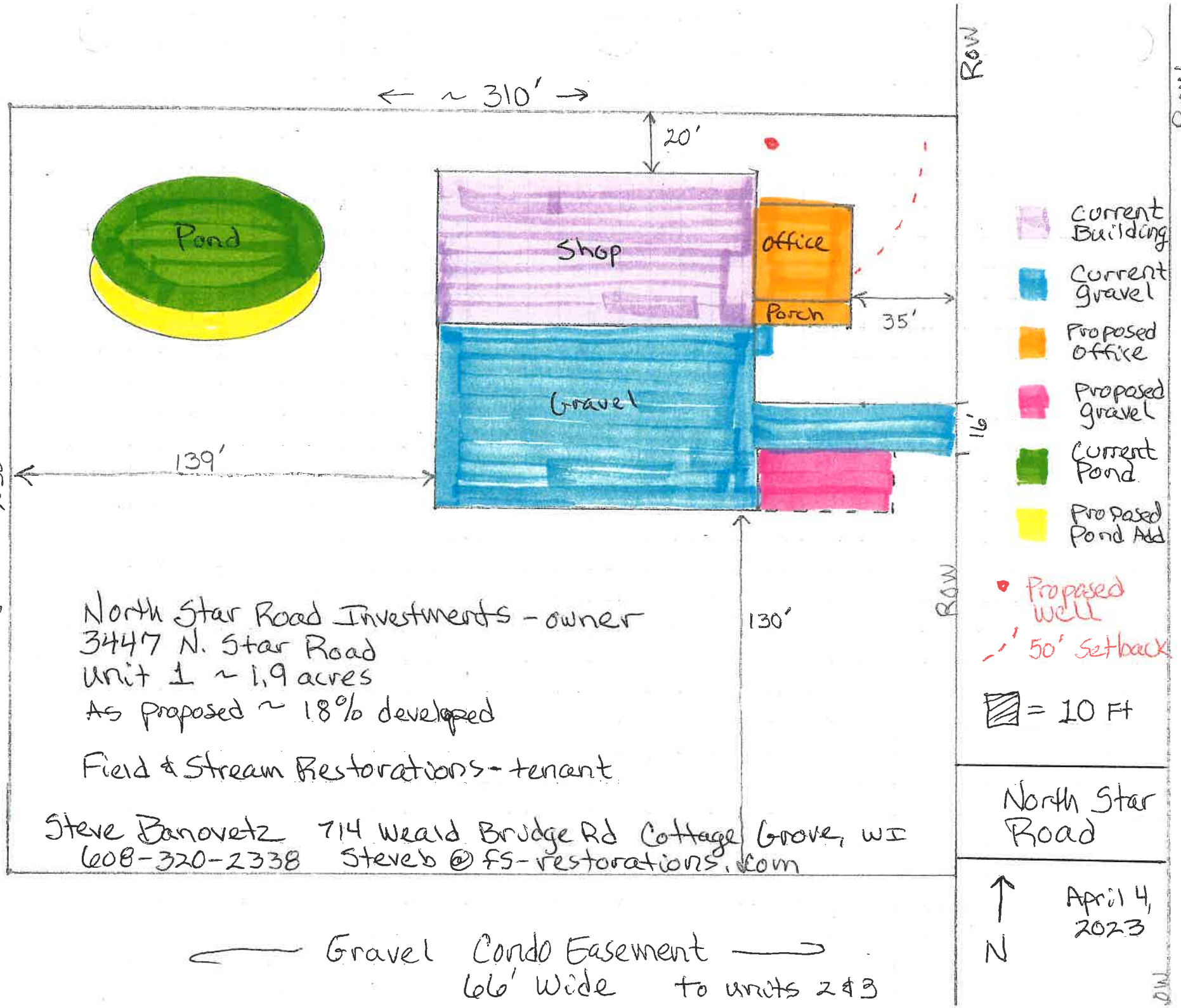
Maximum number of employees: 10, no customers expected to be on site.
Landscaping current condition: 50 trees on the town road ROW line and the eastern half of the north property line shared with Capital Underground. Currently the trees range in height from 1' to 15'
Proposed landscaping additions: (see attached drawing)

- 10 Evergreen White Cedar Trees 4-6 ft height
- 3 Pagoda Dogwood Shrubs 3-5 ft height
- 20 Native shrubs in the perennial garden – New Jersery Tea and Leadplant
- Native flower garden ~ 300 square feet in size

No existing large trees are present. All current (installed in 2019-2023) trees will be protected during construction (orange construction fencing will be installed at the margins of construction).

Lighting: Only one additional exterior light will be required – just a glowing fixture to illuminate the immediate area on the exterior of the front door to the new proposed office addition.

The gravel parking and driveway areas will be paved in September/October 2023.


← ~ 310' →
20'
Pond
Shop
Office
Porch
35'
Gravel
16'
139'
~ 250'
130'
ROW
ROW
ROW
Current Building
Current Gravel
Proposed Office
Proposed Gravel
Current Pond
Proposed Pond Add
Proposed Well
50' Setback
= 10 Ft
North Star Road Investments - owner
3447 N. Star Road
Unit 1 ~ 1.9 acres
As proposed ~ 18% developed
Field & Stream Restorations - tenant
Steve Banovetz 714 Weald Bridge Rd Cottage Grove, WI
608-320-2338 Steveb@fs-restorations.com
North Star Road
N
April 4, 2023
← Gravel Condo Easement →
66' Wide to units 2 & 3



NE Elevation Apr 2023



NE Elevation Proposed

7 Windows 4'x5' = 140 SF
1 Door 20 SF
stone skirt 273 SF
433 ~ 57% Design features

Wall Total = 752 SF



SE Elevation Apr 2023



SE Elevation Proposed

Landscape Plan

