



PLANNING STAFF REPORT

MEMO DATE: July 8, 2020

MTG. DATE: JULY 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: **Subdivision Ordinance Amendment Related to CSM Recording Deadlines**

BACKGROUND

The Village recently received an inquiry from Homburg Equipment regarding deadlines for recording a certified survey map. The Homburgs had three CSMs in Coyle South approved last April, but they had not recorded the document.

There were two applicable deadlines, 12 months in the Wisconsin Statutes and 30 days in the Village Subdivision Ordinance, both of which had passed. The Village Board renewed its approval so those CSMs could be recorded.

OVERVIEW

In staff's opinion, the 30-day deadline in the Village Ordinance seems unnecessarily strict given the 12-month deadline in the Wisconsin Statute per Wis. Stat. 236.34(2). Therefore, staff recommends amending the Subdivision Ordinance as follows:

274-22(E) – Recordation. The Subdivider or Land Divider shall record the map with the County Register of Deeds within ~~30 days of its approval by the Village Board~~ the deadlines established by the applicable Wisconsin Statutes.

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendment.