



# STAFF REPORT

**MEMO DATE:** February 11, 2021  
**MEETING DATE:** **FEBRUARY 18, 2021**

**TO:** Village of Cottage Grove Park, Rec, & Forestry Committee  
**CC:** Sean Brusegar – Village Parks Director  
Lisa Kalata – Village Clerk

**FROM:** [Erin Ruth, AICP – Village Planning Director](#)

**RE:** **Park Fees**

## BACKGROUND

The intent of this memo is to continue the discussion regarding the restructuring of park fees.

## OVERVIEW

Staff recommends that park fees for multi-family development be adjusted such that the fees are assigned on a per bedroom basis. Staff further recommends that fees are streamlined by combining park improvement and park development fees (which are due at different points in the process) into one fee due upon application for a building permit. Finally, staff recommends adjusting fees for certain senior or affordable housing units.

For the sake of comparison, the current park fee structure is as follows:

- Park development fee: \$600 per unit, regardless of unit size or type, due as each phase of a subdivision is released.
- Park improvement fee: \$1,500 per unit, regardless of unit size or type, due prior to issuing a building permit.
- Fee in lieu of parkland dedication: developer must dedicate 0.067 acres of park land per unit, regardless of unit size or type, or pay a fee of \$2,784 per unit, regardless of unit size or type, due as each phase of a subdivision is released.

For further comparison a table showing park fees in comparable communities is attached.

The following fee structure is proposed:

- Park development fee, due as each phase of a subdivision is released, is to be eliminated.
- Park improvement fee for a single-family home, due prior to issuing a building permit, shall be raised to \$2,100 (equaling the previous fees in combination).
- Park improvement fee for a multi-family (including duplexes, townhomes, etc.) unit, other than those described below, shall be \$525 for a studio or \$525 per bedroom up to four bedrooms (\$525 for a 1-bedroom; \$1,050 for a 2-bedroom; \$1,575 for a 3-bedroom; or \$2,100 for a 4 or more bedroom unit, due prior to issuing a building permit).
- The parkland dedication rate of 0.067 acres remains for all units regardless of size. The fee in lieu of parkland dedication for a typical multi-family unit shall be reduced to 75% of the fee required for a single-family unit (\$2,088 per unit), due as each phase of subdivision is released. If the number of multi-family units cannot be determined as phases are released, multi-family fees may be paid prior to issuing a building permit.
- The fee in lieu of parkland dedication for an affordable multi-family unit (must show an obligation to remain affordable relative to median rent for at least 30 years, such as participation in WHEDA tax credit programs) shall be reduced to 50% of the fee required for a single-family unit (\$1,392 per unit), due as each phase of subdivision is released. If the number of multi-family units cannot be determined as phases are released, multi-family fees may be paid prior to issuing a building permit.
- The fee in lieu of parkland dedication for a licensed assisted-living unit shall be reduced to 50% of the fee required for a single-family unit (\$1,392 per unit), due as each phase of subdivision is released. If the number of multi-family units cannot be determined as phases are released, multi-family fees may be paid prior to issuing a building permit.
- There shall be no park fees for licensed memory care or nursing home facilities.
- The Village Board may consider credits to the developer for providing private recreational amenities.

## **STAFF RECOMMENDATION**

Staff is seeking approval of the proposed changes as shown above or as modified by the Parks & Recreation Committee. If approved, staff will draft the ordinance amendments needed to implement the changes for subsequent approval by the Village Board and Plan Commission (if needed).

<u>Community</u>	<u>Population</u>	<u>Single Family Fee</u>	<u>Fee In Lieu Of</u>	<u>Other Park Fees?</u>	<u>Multi Family Adjust</u>	<u>Size of Unit Adjust</u>	<u>Senior Restricted</u>	<u>Affordable</u>	<u>PUD</u>	<u>When are Fees Due?</u>
Verona	13,512	\$300/Bedroom	\$2,450 Single \$1,700 Multi	Commercial \$1,000 per developed acre	\$1,700	Based on # of Bedrooms	No	No	No	Developer - Plat Approval Development - with building permits
Cross Plains	4,464	\$1,561.93	\$2,676.09	Conservation Land Dedication: \$804.38	Per dwelling unit	No	No	No	Negotiated with each PUD	When permits are taken out
Waunakee	14,286	\$2,438.72	\$1,773 Single \$1,182 Multi	Group quarters: \$812.91						
Sun Prairie	36,084	\$1,501.00	\$2,078.00	No	Per dwelling unit	Per dwelling unit	50% discount	Negotiated	No	When permits are taken out
Stoughton	13,014	\$2,293.00	\$5,758.00	Group quarters: \$825 Fee In Lieu: \$2,071	Multi \$1,592 \$3,998 Fee In Lieu Of	No	No	No	No	When permits are taken out
Middleton	21,018									
McFarland	8,840 (2018)	\$1,482.12	\$3,966.36	Group quarters: \$666.25 park imp.; \$1,513.88 fee in lieu	\$990.38 park imp.; \$2,755.26 fee in lieu					
Fitchburg	30,170 (2018)	\$670.00	\$4,330.00	Park imp. - duplex: \$335/unit	Park imp., MF: \$160/unit					Plat approval
Deforest	10,551 (2018)	\$3,308.00	\$3,308.00 Res, \$2,468.00 Multi	Park Improvement Fee: \$1,739 Residential \$1,308 Multi Family	\$2,468.00	No	No	No	No	When permits are taken out
Cottage Grove (current)	6,716 (2020)	\$1,500 park imp.; \$600 park dev. per unit	\$2,784 per unit		No	No	Negotiable	No	Negotiable	Fee in lieu and park dev. at dev. Agreement; park imp. at build. Permit
Cottage Grove (proposed)		\$2,100 park imp.	\$2,784 per SF unit		Park imp. Fee: \$525 for studio or per BR up to 4 BR; Fee in lieu: \$2,088 per unit		Fee in lieu for assisted living: \$1,392 per unit; no park fees for memory care or nursing home	Fee in lieu: \$1,392 per affordable unit	Only potential credit for private amenities	Park improvement fee at building permit; Fee in lieu at developer agreement (or building permit for MF)