



# STAFF REPORT

**MEMO DATE:** April 8, 2021  
**MEETING DATE:** **APRIL 14, 2021**

**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:** **Ordinance 04-2021, Amending Development Related Park Fees**

## BACKGROUND

This memo is intended to provide background regarding the proposed Ordinance 04-2021 which would amend the Village's development related park fees. The ordinance was prepared with the input of the Parks, Recreation, & Forestry Committee after several months of discussion.

## 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 Parks Committee was not in favor of offering credits to the developer for providing private recreational amenities.

**STAFF RECOMMENDATION**

Staff is seeking approval of the proposed Ordinance 04-2021.