

# Park Development Policy

Adopted by Council 2/28/06

This policy is an effort to define funding sources, design procedure, and provide development schedule in a timetable format for the creation of new parks in the City of Stoughton.

## Timetable

1. Developer makes initial contact of interest in development. Planning Director notifies the Parks and Recreation Director (PRD).
2. The PRD brings proposal to Community Affairs Committee (CAC) with recommendation of initial needs for parkland and trail access.
3. The PRD forwards specific needs to Developer for use in platting.
4. Developer provides proposed plat to the CAC for review and agreed upon dedication.
5. Developer receives final approvals from the Planning Commission and City Council.
6. The PRD will initiate the DESIGN phase (below).
7. The developer will complete the dedication requirements to the City's satisfaction.
8. The City will begin the DEVELOPMENT phase.

## Funding

1. The fees collected from developers will be the primary funding source for park development. Development fees as well as fees in lieu of land will be placed in the Park Development Fund for future allocation. This fund should generally be allocated to park projects based on the following priorities:
  - a. The location of park where development funds originated.
  - b. The aldermanic district of the City where development funds originated.
  - c. A community park
2. Grants such as Dane County Highway and Stewardship will be applied for whenever appropriate.
3. Donations of land or money will be accepted as well as solicited.
4. The Council may choose to borrow or levy funds.
5. Park plans will be created based on the availability of the above mentioned funding sources.

## Design

1. The Parks and Recreation Director will give input on needs.
2. Public and City Council input will be gathered and considered at a special Community Affairs meeting.

3. The Stoughton Technical Advisory Committee will give input to the future needs and obstacles for future parkland.
4. The Parks Maintenance Supervisor will review all plans for maintenance issues.
5. A consultant will be hired to develop creative and practical design. A plan will be created that fits the FUNDING guidelines (above).
6. The development and funding plan will get prior City Council approval and be submitted for consideration in the CIP.

### **Development**

1. Parks maintenance will care for grounds once the property is officially accepted by the Planning Department.
2. A construction schedule will be created that parallels the growth of the development. Exceptions can be made to this schedule with Council approval. Exceptions, approved by Council, may include availability of funds, facility needs, and developer needs.
3. A minimum standard for park development will contain turf grass (provided by developer), trees and shrubs, signage, and a designated purpose or activity area.