



## MEMORANDUM

**TO:** Trustee Bill Johnston, Chairperson  
Economic & Community Development Committee (ECDC) Members

**FROM:** William J. Heniff, AICP, Director of Community Development *WJH*

**MEETING DATE:** February 12, 2018

**SUBJECT:** **Text Amendment to Section 150.141, Re-Review Plan Fee**

As part of an overall budget review process, Village staff was directed to various department budgets in anticipation of a budget shortfall for the 2019 calendar year. The focus was to be on charging a right sized fee for services being used.

One area staff identified was plan review fees as it relates to plans that need to be reviewed more than once. Current Village code states in Title 15, Chapter 150.141 (A)(3) "After the initial review has been completed, revised or corrected plans shall be charged a fee equal to one half of the initial plan review fee". That 50% could be considered arbitrary and not right sized. In some cases that could mean staff would be charging much more or much less than the actual time used to review the plan a second or third time. Staff has been reluctant to charge this re-review fee as the fee in no way reflected the actual time used to re-review plans in most cases. In short, the fee would be too high for most re-reviews, so staff did not charge the fee.

Staff did a study surveying 13 communities (attached) to see how others handled the same issue. While some communities charged and some did not, several responded that they would like the results of our survey as they may also look into this further. Some charge higher plan review fees than others in an effort to cover costs associated with second reviews, etc., but staff is recommending charging people for the time and costs associated with their particular project. If the plans are very large and time consuming to review on a second round of plan review, staff is proposing charging time and material. This time and material method is similar to other plan review charges already in place for other divisions within the Village.

### OPTIONS AVAILABLE

Staff would be looking for a recommendation from the options below:

1. Do not change anything and charge the 50% plan review fee as written in code
2. Change code to not charge for plan re-reviews
3. Change code to charge full plan review fees for re-reviews as other towns do
4. *Staff Recommended*-Change code to charge "time and material" as is ordinance already for Engineering plan reviews. Engineering plan review ordinance states "Subsequent engineering plan reviews and comments necessary for same project-At cost of time and materials as billed by staff or consultant".

**ACTIONS TO DATE**

Staff brought this matter to BOBA at their January 31, 2018 meeting. Through discussion, they unanimously proposed an alternate recommendation to the ones offered by staff above. Through their deliberation, BOBA recommended approval of a code amendment to apply the existing re-review fees to all non-residential projects as well as all residential projects with a construction valuation of \$150,000 or more. This approach addresses the primary concern that re-review of larger projects can create a greater cost in staff review and that the re-review fee should reflect this cost.

**COMMITTEE ACTION REQUESTED**

Staff recommends that ECDC recommend approval of the amendments to the re-review fees as set forth by BOBA. Any recommendation from ECDC will also be shared with the Finance Committee prior to final consideration by the Village Board.