



MEMORANDUM

TO: William "Bill" Ware, Chairperson
Economic and Community Development Committee

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

DATE: April 7, 2010

SUBJECT: Proposed Fee Schedule Changes

Last year, Village staff undertook a review of Lombard's development fees for larger commercial planned developments compared to surrounding communities. As a result, staff completed a survey of the 15 surrounding municipalities' fee schedules as they relate to planned developments, map amendments, subdivisions, annexations and conditional uses (table attached). Staff has provided several potential changes to consider and is seeking the input by the Economic and Community Development Committee.

Findings

Applying this information to hypothetical development scenarios, the table below shows how Lombard's fees relate to other communities by specific project type.

Request	Low	High	Median	Lombard
5 acre Commercial Planned Development	\$250 (Glendale Hts)	\$3,000 (Wood Dale)	\$600	\$850
5 acre Commercial Map Amendment	\$250 (Glendale Hts)	\$6,500 (Elmhurst)	\$400	\$850
10-lot subdivision on 5 acres	\$200 (Carol Stream)	\$7,164 (Addison)	\$825	\$800
1 user Conditional Use Request	\$250 (Glendale Hts)	\$2,000 (Oakbrook Terrace)	\$450	\$600

Staff has found that the Village of Lombard's fees are either consistent with or slightly higher than the median of our neighboring communities. However please note that Lombard does recoup other out-of-pocket expenses from applicants for traffic consultants, public hearing notices and attorney review (for most annexation and development agreements).

Current Permit Fee Schedules

Currently Private Engineering Services collects a 1% plus \$500 fee for engineering review. Although significant planning review is occurring at this time, all planning fees are already collected prior to any public hearing. Those fees are supposed to partially cover staff’s time and materials for processing the application during the public hearing process. Planning Services Division does not recoup any fee from a project if there was no zoning action associated with the project; even though significant planning review may be provided. The table below breaks down the permit review fees collected in 2008 for Private Engineering Services as they relate to Planning Services fees and hours spent on those projects. Staff choose to use the 2008 fees rather than the 2009 fees since the development activity in 2008 is more an accurate reflection of what to expect in the future:

Private Engineering Services fees collected in 2008 (based on 11 major projects)	Planning Services Fees collected for those 11 major projects	Total Planning review hours spent on those 11 major projects
\$41,567	\$14,295	~500 Hours
	Total collected in 2008 - \$36,351 This represents 57 cases and over 2,100 permit reviews.	

Recommendation

Although staff believes our fee schedule is appropriate for new developments, map amendments, subdivisions, annexations and conditional uses, staff recommends that additional compensation should be provided for planning review time during the building permit and final engineering review process. In particular, staff recommends a new planning review fee that only applies to projects that would be categorized as major plats of subdivision and major developments, as defined in the Subdivision and Development Ordinance. If the committee recommends creating a new fee for planning review, staff offers the following options to consider:

1. An additional 1% fee based on an engineer’s opinion of probable cost. *This option appears to be most inline with us breaking even for our time. However, it will not cover our planning time accurately if the project has very little site improvements.*
2. 0.25% of total development costs for a project. *This fee would address the issue with option 1; however it may disproportionately generate a fee from a large scale project.*
3. A flat rate based on a sliding scale of total improvement costs.
4. A flat hourly rate for planning review time. *Staff supports this option the least due to the logistics of calculating and collecting this fee.*

PLANNED DEVELOPMENTS

Request	Lombard	Westmont	Villa Park	Wood Dale	Addison	Glen Ellyn	Elmhurst	Downers Grove	Carol Stream	Glendale Hts	Lisle	Oak Brook	Itasca	Oakbrook Terrace	Wheaton	Hinsdale
Application for a planned development	\$600 + \$50/acre	\$500	\$150 residential, \$300 all others	\$3,000 +\$200/condo or \$300 all others	<1 ac \$1,791 >1 ac \$3,581 >5 ac \$7,164	\$2,500		\$1,150	\$600	\$250	\$600	n/a	\$250 25 acres or less; \$400 26-50 acres; \$600 51 acres+	SF: \$2,000 + \$200/ac; MF: \$2,000+\$300/ac Commercial: \$2,000 + \$100/ac	\$300	\$1,050 + \$1,500 escrow
Site plan approval (principal structures)	\$500	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$275-\$100 escrow
Planned development amendment	\$600	n/a	n/a	n/a	n/a	n/a	n/a	\$1,150	n/a	n/a	n/a	n/a	n/a	\$500 to \$2,000 +\$150/acre based on use, size, COs issues	n/a	\$450-\$600 escrow

MAP AMENDMENTS

Request	Lombard	Westmont	Villa Park	Wood Dale	Addison	Glen Ellyn	Elmhurst	Downers Grove	Carol Stream	Glendale Hts	Lisle	Oak Brook	Itasca	OBT	Wheaton	Hinsdale
Map amendment - single-family residence	\$400	\$500	\$200	\$555 (+\$100 if special mtg.)	<1 ac \$1,791 >1 ac \$3,581 >5 ac \$7,164	\$450	\$6,500	\$400	\$400	\$250	\$450	\$750	\$50	\$500	\$250	\$350 + \$600 escrow
Map amendment - all others	\$600 + \$50/acre	\$500	\$300	\$555 (+\$100 if special mtg.)	<1 ac \$1,791 >1 ac \$3,581 >5 ac \$7,164	\$450	\$6,500	\$400	\$400	\$250	\$450	\$750	\$150 multi-lot residential; \$250 others	\$2,000 + \$100/acre	\$250	\$350 + \$600 escrow
Text amendment	\$600	\$500	\$150 residential, \$300 all others	\$555 (+\$100 if special mtg.)	<1 ac \$1,791 >1 ac \$3,581 >5 ac \$7,164	\$450	\$6,500	\$250	\$400	\$250	\$300	\$750	\$50 one-lot residential; \$150 multi-lot residential; \$250 others	\$1,000	\$250	\$350 + \$600 escrow (\$1,050 + \$1,500 escrow)

SUBMISSIONS

Request	Lombard	Westmont	Villa park	Wood Dale	Addison	Glen Ellyn	Elmhurst	Downers Grove	Carol Stream	Glendale Hts	Lisle	Oak Brook	Itasca	OBT	Wheaton	Hinsdale
Major & minor plats (preliminary or final)	\$300 + \$50/acre	n/a	\$100/lot residential, \$150/lot all others	\$500/lot	\$245 + <1 acre \$1,791; >1 acre \$3,581; >5 acres \$7,164	\$3,500 major; \$1,400 minor; \$150 two-lot or consolidation	\$450 admin.; \$1,500 others	n/a	\$200	\$250 + <5 acres \$50; 5-10 acres \$75; 10-20 acres \$125; 20+ acres \$175	\$100/acre	\$50/lot (min. \$750 total)	\$500 5 acres or less; \$100/acre over 5 acres	\$500 + \$200/acre (\$400 + \$150/acre for amendment)	n/a	\$250 admin.; \$450 other
Final plats (with preliminary plat approval)	\$300	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$200	n/a	\$100/acre	n/a	n/a	n/a	n/a	n/a
Administrative plats of vacation,	\$150+ \$50/ea addl. page	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$100	n/a	\$100/acre	n/a	n/a	n/a	\$100	n/a

ANNEXATIONS

Request	Lombard	Westmont	Villa park	Wood Dale	Addison	Glen Ellyn	Elmhurst	Downers Grove	Carol Stream	Glendale Hts	Lisle	Oak Brook	Itasca	OBT	Wheaton	Hinsdale
One single-family residential lot*	\$0 (\$200 if withdrawn or denied in last 3 yrs)	\$100	n/a	n/a	\$245 + \$3,395/acre	\$250	n/a	n/a	\$400	\$375	\$400 (50% refundable if no public hearing)	n/a	\$50 (+ \$100/acre if approved and not already receiving Village utilities)	\$100 w/o annexation agmt.; \$1,000 w/ annexation agmt. or amend. to agmt.	\$350 + extraordinary costs	n/a
All others	\$450	\$500	n/a	n/a	n/a	\$1,000/acre	n/a	n/a	\$400	\$750	\$400 (50% refundable if no public hearing)	n/a	\$25/acre + \$150 multi-lot residential; \$250 others (+ \$350/acre if approved)	n/a	\$350 + extraordinary costs	n/a

CONDITIONAL USES																
Request	Lombard	Westmont	Villa park	Wood Dale	Addison	Glen Ellyn	Einhurst	Downers Grove	Carol Stream	Glendale Hts	Liste	Oak Brook	Itasca	OBT	Wineston	Hinsdale
	\$900 + \$100/ea. addl.	\$350	\$150 residential, \$300 all others	\$555 (+\$100 if special mtg.)	\$245	\$550	\$750	\$400 residential; \$550 commercial	\$300 residential; \$500 others	\$250	\$450	\$750	\$200 residential; \$300 others	\$500 SF; \$2,000 others (same fees for amend. to CU)	\$250	\$350 + \$600 escrow
OTHER CHARGES																
Request	Lombard	Westmont	Villa park	Wood Dale	Addison	Glen Ellyn	Einhurst	Downers Grove	Carol Stream	Glendale Hts	Liste	Oak Brook	Itasca	OBT	Wineston	Hinsdale
	\$200 fee required for newspaper publication; \$35 for court reporter; \$100 Culmap amend. Signs; \$1,000 traffic study deposit	n/a	*Deposit for Village-incurred expenses including photocopies, court reporter, consultants, notifications: Res-\$500+ \$250 ea. others=\$1,000 +\$250 ea. continuance	n/a	*Fees are automatically increased 5% per year	\$1,000 deposit required (\$2,000 if variation needed due to construction) **\$250 workshop fee	n/a	n/a	n/a	\$1,000 deposit for newspaper publication; court reporter; public hearing signs	\$50 fee for public hearing signs; all additional costs incurred by Village are reimbursed by applicant	\$50/lot or \$50/frontage fee for public hearing signs + actual cost of newspaper publication fee	*Plus recording fees and other fees/services	*Plus consultant fees + any court reporter fees over \$250	*plus \$40 public hearing sign, plus actual court reporter and transcript costs	*Escrow covers reording, court reporter, legal notices, hourly staff costs, copies, & consultant fees **Hinsdale also charges \$100 for zoning interpretation letters