



MEMORANDUM

TO: Board of Building Appeals

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

MEETING DATE: January 31, 2018

SUBJECT: **Plan Commission Public Hearing fees for Government Entities**

Chapter 14 of the Village Code of Ordinances waives Plan Commission and Zoning Board of Appeals' public hearing fees for units of local government. As part of our initial review of department budgets for the 2019 calendar year, staff has identified this provision for additional review and consideration. Staff also surveyed surrounding municipalities to determine the practices of other jurisdictions. Of the 15 communities that responded:

- 7 jurisdictions waived fees,
- 3 had a hybrid approach,
- 4 did not waive fees, and
- DuPage County reduces fees (10%) for public agencies.

Staff notes that many of these projects do require significant staff time and the processing of such petitions is not markedly different than those projects within the private sector. The number of projects within a given year are highly variable and can also vary in scope and magnitude. For example, past recent cases by governmental entities included sign petitions (for Glenbard East High School) to expansion projects (for Glenbard Wastewater Authority) to new construction (for the new Park District Recreation Center). Costs to cover such petitions can range between \$1,500-\$5,000 per project and are highly variable and are project dependent.

Staff notes three options to review for recommendation.

1. Do not waive fees.
2. A hybrid approach, which would allow us to collect all out-of-pocket fees such as the newspaper publication fee (\$250), attorney attendance review fee (\$85), and a traffic study fee (if needed, cost varies by project). This approach would waive the fees for the conditional uses and/or variances applied for.
3. Waive all fees as we do currently.

Staff recommends that the waiver provision within Village Code be removed. This change would require updates to Chapter 14 and therefore Village Board approval.

COMMITTEE ACTION REQUESTED

Staff recommends that BOBA recommend approval of the Plan Commission public hearing fees for government entities to the Village Board of Trustees. Any recommendation from BOBA will also be shared with the Economic and Community Development Committee (ECDC) and the Finance Committee prior to final consideration by the Village Board.

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