



Legislation Text

File #: 2024-0294, **Version:** 0

Title

Application Fees and Fees per Square Foot

History

The Lean Enterprise Institute (LEI) initiative in which Development Services staff participated identified opportunities to make development-related processes more efficient and effective. Feedback regarding two of these opportunities, the concepts of application fees and fees per square foot, is being requested tonight. Implementation details, such as Village Code updates, will be brought forward at a future date should the Committee of the Whole be supportive of the concepts.

The purpose of this communication is twofold: (1) to discuss the potential implementation of an application fee for all permit requests; and (2) to propose transitioning to a fee calculation based on building square footage rather than our current system, which is a combination of fees per fixture, outlet, pipe diameter, etc. for new attached and detached single family homes.

Development Services is aiming to enhance the efficiency and effectiveness of its current processes, including covering a portion of administrative expenses when processing permit applications, and minimizing staff time to calculate permit fees. The proposed fee structure is intended to fully cover Village costs related to the improvements single family residential owners want to make to their properties.

Staff recommends to support the application fee and fees per square foot concepts contained within the staff memo dated June 24, 2024.

This agenda item is being considered by the Committee of the Whole tonight.

Financial Impact

The goal is to cover staff review, processing, and inspection costs, while also reducing fee calculation time by staff.

Recommended Action/Motion

I move to recommend to the Village Board to approve the Staff Recommended Action as presented in the attached memo regarding case number 2024-0294 and direct staff to return with the necessary code amendments at a future meeting date.