
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: MATT ANASTASIA, FINANCE DIRECTOR
SUBJECT: DISCUSSION: RESOLUTION AMENDING ZONING, SUBDIVISION, BUILDING PERMITS AND OTHER CHARGES FOR FY2024-2025
AGENDA: NOVEMBER 5, 2024 REGULAR BOARD MEETING
DATE: OCTOBER 28, 2024

ISSUE

Shall the Village Board discuss the amending Zoning, Subdivision, Building Permit fees and other charges.

DISCUSSION

As discussed in the previous agenda item, Staff has reviewed the Impact Fee portion of the current approved Resolution #20240402E Amending Zoning, Subdivision, Building Permit & Other Charges. This review consisted of talking with Taxing Districts and determining the impact a new home has on them. All proposed Impact Fees in the amended Fee schedule are stable or increases to what the current New Home Permit Fee includes today. Attached is a redline of the proposed changes, those changes are as follows:

- **Type 1 Permits:**
 - Mass Grading – New Fee of \$500 for under 2 acres and \$1,000 for 2 acres and above; the Village has not issued a Mass Grading permit in over 20 years, and no fee was added to the Fee Schedule when created.
- **Type 2 Permits:**
 - Solar Field/Garden/Farm Installation – New Fee of \$1,000 for 50 kW or less, \$1,000 + \$7 per kW above 50 and below 250 kW, and \$2,400 + \$5 per kW over 250 kW system based on information we were able to gather for this type of install; this is a new fee as the Village has never had a Solar Field/Garden/Farm installation request in the past. Solar installation on residential has a separate fee.
- **Impact Fees:**
 - Village Road Impact Fee – Added to Fee Schedule to standardize for the Village.
 - School District Impact Fee – Increased to \$1,220.00 from \$610.00.

- School District Land Cash – Removed and added to Impact Fee as this was requested for flexibility by the School District.
- Park District Impact Fee – Amended to \$620.00 from \$618.88, strictly for round numbers.
- Library District Impact Fee – Increased to \$100.00 from \$40.13
- Fire District Impact Fee –
 - Residential – Increased to \$400.00 from \$122.53
 - Commercial/Industrial – Changed to \$0.15 per square foot from \$1,746 per acre, this matches the Crown agreement and was derived through discussions with Elburn Fire District.

COST

The rate and fee changes are included in the FY2024-2025 budget, however, the only affect to the Village's budget would be for Road Impact Fee. Currently the fee is \$6,250, moving to \$5,000 would reduce projected revenues of \$10,000 from Fund 35 Infrastructure Capital Fund – Account 35-00-3855 Road Impact Fees. Any changes to the Impact Fees would affect the New Home Permit Fee Resolution.

RECOMMENDATION

That the Village Board discuss the proposed amendments to the Resolution Setting Zoning, Subdivision, Building Permits and Other Charges and direct Staff on recommendations.

accordance with the provisions set forth herein. The amount required for said deposit is based upon an estimate of expenses to be incurred and the applicant shall not be relieved of the obligation to pay any accrued fees in full if such fees exceed the escrow deposit amount.

1. Non-Transferrable

Escrow deposits shall be non-transferrable. Should the subject property be transferred or sold, the new owner and/or developer must establish a separate escrow account with the Village.

2. Escrow Deposit Required

a) Determination of Amount of Escrow Deposit

Beginning with the presentation of the concept plan, the owner/developer shall pay to the Village, with submission of information for a proposed annexation, zoning action, planned development, site plan review, or subdivision, a plan review deposit which shall be credited towards the Village's legal, engineering, professional staff, and other consultants as may be needed, fees and costs arising from the development up to and including final plan approval. The amount of the deposit shall be determined by the Village Administrator and shall not be less than \$7,500 or more than \$100,000.

b) Administration

The Village Administrator shall designate the means and measures for tracking staff time, the durational increments in which time should be tracked, and the hourly rate for charging staff time in separate policy memo, which may be updated from time to time.

c) Other Fees

The required escrow deposit does not affect the amount of nor the manner of payment of other required Village fees, including, but not limited to building permit fees and connection fees.

3. Inspection Requirements

Any and all improvements made pursuant to the provisions of this Chapter shall be subject to inspection by the Village and/or its consultants. The applicant shall bear the cost of all inspections and testing, which shall be tracked and invoiced by the Village.

4. Escrow Account Refunds

Upon final review by the Village and the determination that all improvements have been satisfactorily completed in accordance with the Village Code of Ordinances and any other governing standards, any balance remaining at the completion of the Project will be refunded.

5. Additional Deposit Required

If the balance of an escrow account falls below fifty percent (50%) of the original deposit amount, the applicant shall receive notification from the Village on its monthly invoice and no additional processing or review of the request will take place until said balance is replenished to its original amount. No Certificate of Occupancy shall be issued until all other outstanding invoices have been paid.

Subdivision Construction Inspection Deposit

In consideration of the expenses incurred by the Village, both in professional and consulting fees (but not including material, material inspection costs or snowplowing), and in time expended by Village employees inspecting subdivision improvements and administering the subdivision process after final plan approval, the subdivider shall pay to the Village a deposit equal to three and one-half percent (3.5%) of the estimated cost (as approved by the Village) of construction of the land improvements in the phase of the subdivision being constructed. Such deposit shall be paid prior to the recording of the final plat. Reimbursement to the Village for expenses incurred prior to final plan approval shall follow the procedure in subsection B of this section.

The Village shall document its costs and draw upon the deposit until the deposit reaches fifty-percent (50%) or less of the initial deposit. The subdivider shall replenish the deposit at or before the fifty-percent (50%) level is reached. If the escrow account shall go below fifty-percent (50%) of the initial deposit at any time, the Village shall cease any work on the project, including, but not limited to: consultant reviews, staff reviews, processing of applications or plans, issuance of building permits, inspection of improvements or building construction. Said escrow threshold may be increased or decreased by the Village based on billing trends for the project. Fees that are not paid within thirty (30) days after the date they become due and payable shall bear interest at the rate of eighteen-percent (18%) per annum and there shall be no further obligation on the part of the Village to continue any work or progress on any project on which such fees are not paid.

If excess funds are in the escrow account after acceptance of the improvements by the Village and the expiration of the warranty period for said improvements and after all outstanding bills have been paid, the excess funds shall be refunded to the subdivider without interest. Any shortage shall be billed to the subdivider and paid in accordance with the preceding paragraph.

Building Permit Fees

1. Type 1 Permits

Type 1 permit fees shown below do not include the cost of engineering and other consultant services which may be needed during the review of the application or inspections during or after construction, the cost of which will be added to final cost of permits. **Non-Residential Building Permits will include a flat fee for Engineering Review Service, any additional costs above the fee will be added to the final building permit costs.** For purposes of calculating the fee, the overall area of each floor, including basement area, crawl space and garage floor space, shall be included.

RESIDENTIAL	
Addition, Residential	\$0.31 per square foot, \$300 minimum
Fire Restoration, Residential	\$0.31 per square foot, \$355 minimum
New Residential, Attached Single-Family	\$0.31 per square foot, \$1,135 minimum
New Residential, Detached Single-Family	\$0.31 per square foot, \$1,135 minimum

New Residential, Multiple-Family	\$0.31 per square foot, \$1,685 minimum
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RESIDENTIAL ENGINEERING REVIEW	
Single-Family Dwelling	\$490.00
Multiple Family Building, 8 Units or Less	\$1,735.00
Multiple Family Building, 9-40 Units	\$4,135.00
Multiple Family Building, 41-80 Units	\$7,760.00
Multiple Family Building, 81+ Units	\$11,230.00

NON-RESIDENTIAL	
Addition, Non-Residential	\$0.31 per square foot ¹ , \$630 minimum
Fire Restoration, Non-Residential	\$0.31 per square foot, \$355 minimum
New Non-Residential	\$0.31 per square foot ¹ , \$1,380 minimum
Non-Residential, Build-Out	\$0.31 per square foot, \$690 minimum
Non-Residential, Remodeling without Plumbing	\$0.31 per square foot, \$420 minimum
Non-Residential, Remodeling with Plumbing	\$0.31 per square foot, \$690 minimum

NON-RESIDENTIAL ENGINEERING REVIEW	
Non-Residential less than 1 Acre	\$1,735.00
Non-Residential 1 to less than 5 Acres	\$4,135.00
Non-Residential 5 to less than 10 Acres	\$7,760.00
Non-Residential 10 Acres or More	\$11,230.00

OTHER	
Deck - Gas & Electrical Additional	\$125.00
Garage - Includes HVAC & Electrical; Plumbing Additional	\$230.00
Pavilion/Gazebo - Gas & Electrical Additional	\$230.00
Screened Porch, Three-Season Room - Includes HVAC & Electrical; Plumbing Additional	\$0.31 per square foot, \$300 minimum
Mass Grading	\$500 2 acres and under; \$1,000 anything over 2 acres

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Square footage calculations shall be rounded up for any fraction of a square foot

¹Add Life Safety fee of \$25 for each new parking space

2. Type 2 Permits

Type 2 Permit fees shown below do not include the cost of engineering and other consultant services which may be needed during the review of the application or inspections during or after construction, the cost of which will be added to final cost of the permit.

ANTENNAE	
Antenna, Excluding Cell Tower	\$135.00

Driveway Curb Cuts	\$95.00
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DEMOLITION & MOVING STRUCTURES	
Demolition	\$125.00
Demolition with Utilities	\$125.00
Moving or Raising a Structure	\$125.00

SIGNS	
Sign	\$100.00
Temporary Sign	\$50.00
Sign Face Change	\$45.00

GENERAL	
Electrical	\$125.00
Commercial Light System Conversion to LED	\$250.00
Plumbing	\$65.00 + Below:
Inspections for Medical, Dental, Food Establishments, Other Non-Residential 10,000 Square Feet or Greater	\$85.00
Re-Inspection	\$90.00
Consultations	\$65.00
Same-Day Inspections	\$125.00 ⁵
Foundation – Site Work Only	\$350.00
Generator	\$125.00
Temporary Trailer	\$125.00
Utility Connection (Water/Sewer)	\$75.00
<u>Solar Field/Farm/Garden Installation</u>	<u>\$1,000.00 – 50 kW or Less System</u> <u>\$1,000.00 + \$7 per kW between 50 and 250 kW System</u> <u>\$2,400.00 + \$5 per kW above 250 kW Sytem</u>

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¹Storage sheds are up to 200 square feet in area; garages are greater than 200 square feet in area

²Add \$140 for recording required deed restriction

³Add \$140 for recording required release

⁴Excluding one- and two-family dwellings

⁵Same-day Inspections are any inspections not scheduled at close of previous day of business and are subject to availability.

3. Occupancy Permits

Each Certificate of Occupancy, Temporary, Final or Change of Use for new Residential, Non-Residential, or additional square footage	\$100.00 plus any unpaid balances due to Village for Engineering, Consultant and Other Charges
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- Comply with the Village’s General Insurance guidelines as established by resolution by the Village; and
- Submit with their registration application a license and permit surety bond, in the amount set from time to time by resolution by the Board of Trustees of the Village, for home repair or remodeling in conformance with applicable State, County, and Municipal codes.

The “contractor’s registration” application requirements do not require a homeowner to be registered as a building contractor or subcontractor to perform work at their own home, but any non-homeowner who is hired by the homeowner is required to comply with the contractor’s registration requirements.

6. Fee Waiver

If construction, alteration or addition is being made for any public governmental body; there shall be no fee for permit, other than Village out-of-pocket costs and charges by outside agencies or consultants for reviews and/or inspections.

7. Structures Differ

When a permit is issued but the structure for which the permit is issued is not the same as the permitted structure, the applicant shall pay an additional \$175.00.

8. Final Inspections/Occupancy

Final inspection of any component or property is not a basis for occupancy of any home, unit, building or structure. Occupancy will not be allowed until the Village issues a certificate of occupancy after review of all prior inspection reports and inspection of the property for purpose of issuance of such certificate of occupancy permit and all required Village fees are paid.

9. Reservation of Rights

The Village reserves the right to retain services for independent consultants, when it is deemed necessary, for plan review, inspections or consultation. All costs and fees associated with the performance of special professional inspections or professional plan review or consultation shall be borne by the permit applicant at the time of permit issuance or prior to the issuance of the certificate of occupancy for any inspection or consultant services incurred.

10. Fines & Penalties

A. Permit Not Issued/Applied for (a/k/a Work Without a Permit)

Where work for which a permit is required by Title 11 (Zoning Ordinance) or Title 9 (Building Code), is started or proceeded with, prior to obtaining said permit, by one who knows or should have known the requirement for said permit, a penalty shall be assessed to the person(s) performing such work as follows:

	RESIDENT	CONTRACTOR
1st Offense:	\$130.00	\$250.00
2nd Offense:	\$250.00	\$500.00
3rd Offense:	\$375.00	\$750.00

The penalty is in addition to the required building permit fee. The payment of such penalty shall not relieve any persons from fully complying with the requirements of the building code and zoning ordinance in the execution of the work, nor from any other penalties prescribed herein.

B. Zoning Violations

Any person who violates, disobeys, omits, neglect or refuses to comply with, or who resists the enforcement of any of the provisions of Title 11 (Zoning Ordinance) shall, upon conviction, be fined not less than twenty-five dollars (\$25.00), nor more than seven hundred fifty dollars (\$750.00) for each offense for each day the violation exists.

11. Village Staff Hourly Rates

When reimbursement for Village staff time is required, the following rates shall be applied:

STAFF HOURLY RATES	
Administration/Finance	\$100.00
Public Works	\$90.00
Engineering	\$90.00
Police	\$90.00
Community Development	\$90.00