

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
5/12/2020

SUBJECT:	SUBMITTED BY:
Downers Grove Township - Building Permit Fee Waiver Request	Stan Popovich, AICP Director of Community Development

SYNOPSIS

Downers Grove Township is requesting a \$21,795.00 fee waiver for a new Downers Grove Township building and parking lot expansion at 4341 Saratoga Avenue.

STRATEGIC PLAN ALIGNMENT

The goals for 2019-2021 include *Top Quality Infrastructure*.

FISCAL IMPACT

Waiver of \$21,795.00 in building permit fees.

UPDATE & RECOMMENDATION

This item was discussed at the May 5, 2020 Village Council meeting. Staff recommends approval on the May 12, 2020 consent agenda in recognition of the following extraordinary circumstances:

- Current economic conditions
- The new building will be used primarily for food pantry operations. This service is in high demand.
- The Village is supporting this project financially by providing \$275,000 in TIF assistance.
- The Township has agreed to revise their plans to construct public sidewalks as recommended by the Downers Grove High Schools Pedestrian Safety Study.
- The cost of constructing the required stormwater management infrastructure exceeds the Township's original budget by over \$100,000.

BACKGROUND

Downers Grove Township is proposing to construct a new building that will be used primarily for food pantry operations and a parking lot extension at the Downers Grove Township campus. The Township has applied for a building permit fee waiver in the amount of \$21,795.00. When the fee waiver request exceeds \$5,000 Village Council approval is required.

All construction projects of this type are charged building permit fees and refundable bonds. Fees pay for the costs incurred by the Village, both direct (payments to outside consultants for permit reviews, purchase of water system components) and indirect (staff time spent reviewing the permits). Generally speaking, the fees

for direct costs are not waived and the fees for indirect costs can be waived. Bonds are used to cover the cost of any damages to Village property caused by the construction activity and for any fines or violations to the construction site management regulations. The bonds are refundable.

The fees and bonds for the Township project are summarized in the table below.

“Waivable Fees”	\$21,795
“Not Waivable” Fees	\$23,165
Total Fees	\$44,960
 Bonds	 \$11,400

Section 1.29 of the Downers Grove Municipal Code allows the Village Council to waive certain fees for governmental entities at its discretion in conjunction with Council Policy 2002-73. Section C.3 of the Council policy states the following:

3. Governmental entities with taxing boundaries that are not coterminous with the Village (i.e. DuPage County, Townships):
 - a. No fees shall be waived, except under extraordinary circumstances.

The Council policy notes certain fees may not be waived, including water capacity, meter and tap fees, consultant fees and other out-of-pocket expenses. Should the Village Council determine the request is an extraordinary circumstance, the amount of fee waiver can be determined at the Village Council discretion.

Staff is recommending that the Village Council approve a full waiver of building permit fees for Downers Grove Township for the construction of their new building (waive \$21,795 of the total \$44,960 fees). The Village Council [fee waiver policy](#) for Township governments states “no fees shall be waived, except under extraordinary circumstances.” The extraordinary circumstances in this case include:

- Current economic conditions
- The new building will be used for food pantry operations, a service in high demand
- The Village is supporting this project financially by providing \$275,000 in TIF assistance
- The Township has agreed to revise their plans to construct public sidewalks as recommended by the Downers Grove High Schools Pedestrian Safety Study
- The cost of constructing the required stormwater management infrastructure exceeds the Township’s original budget by over \$100,000

ATTACHMENTS

Fee Waiver Request Form

VILLAGE OF DOWNERS GROVE

COUNCIL ACTION SUMMARY

INITIATED: Village Manager **DATE:** May 12, 2020
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

___ Ordinance

___ Resolution

X Motion

___ Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to authorize a fee waiver in the amount of \$21,795.00 to the Downers Grove Township for building permit fees.



SUMMARY OF ITEM:

Adoption of this motion shall authorize a fee waiver in the amount of \$21,795.00 to the Downers Grove Township for building permit fees..

RECORD OF ACTION TAKEN:



FEE WAIVER REQUEST FORM

Owner / Applicant: Downers Grove Township
Address: 4340 Prince Street, Downers Grove, IL 60515

Date: May 5, 2020

Permit No.: 19-NCM-0006

Location Address: 4341 Saratoga Avenue

Brief Description of Project : Construction of a new building and parking lot extension

Section 1-29 of the Downers Grove Municipal Code allows the Village Council to waive certain fees at its discretion. Below is an itemized list of fees that can be waived and those that cannot, in accordance with Council Policy 96-44.

REQUESTED WAIVER AND AMOUNT

<u>Fees to be Waived</u>	<u>Section</u>	<u>Amount</u>
Building Permit	7-11	\$11,970.00
Tree Inspection Fee	19.28	\$67.00
Driveway Fee	19.28	\$67.00
Public Walk Fee	19.28	\$67.00
Street Excavation Fee	19.28	\$67.00
Storm Sewer Connection Fee	26.612	\$150.00
Dry Well Inspection Fee	26.612	\$69.00
Water Service Inspection	25-40(a)(2)	\$210.00
Stormwater Review & Inspection	26.612	\$8,868.00
Special Management Fee	26.612	\$260.00
TOTAL		\$21,795.00

<u>Fees NOT Waived</u>	<u>Section</u>	<u>Amount</u>
Water System Capacity Charge	25.40(a)(1)	\$13,430.00
Water System Connection Charge	25.40(c)	\$1,130.00
Water Meter Charge	25.40(b)	\$1,970.00
Temporary Water Usage Fee	25.40(b)	\$175.00
Recording Fee	26.612	\$50.00
Site Management and Tree Protection Signs	7.1801(c) & (k)	\$185.00
Consultant/Expert Review	26.77(7)	\$6,225.00
FEES NOT WAIVED TOTAL		\$23,165.00
<u>Bonds NOT Waived</u>	<u>Section</u>	<u>Amount</u>
Right-of-Way Bond	19.28	\$1,000.00
Tree Protection Bond	24.3	\$5,400.00
Site Management Bond	7.1801(t)	\$5,000.00
BONDS NOT WAIVED TOTAL		\$11,400.00

Other fees not mentioned are subject to the discretion of the Village Manager and Village Council.

Approval of Village Manager not in excess of \$5,000.00 _____

Approval of Village Council excess of \$5,000.00 _____

Comments:

By: _____ Stan Popovich, AICP, Community Development