



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	March 18, 2024
Submitter:	Ronald Mentzer, Interim Community and Economic Development Director
Department:	Community Development
Agenda Item:	Consideration of Fee Waiver Policy for Overlapping Governmental Jurisdictions

Summary: The City periodically processes various zoning and building permit related applications from overlapping governmental jurisdictions (OGJ's) such as, but not limited to, the Lockport Fire District, Will County, the White Oak Library District, and the Lockport Park District. In conjunction with the review and approval of these applications, OGJ's often request a waiver of City permit fees. In an effort to reduce (i) the burden of permit fees on OGJs, (ii) the amount of time and City resources devoted to processing fee waiver requests from OGJs, and (iii) the amount of time it takes for OGJ's to obtain required permits from the City, Community Development Department staff have developed and is presenting the attached draft Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions for Council consideration. The attached draft policy has been reviewed by, and reflects the input of, the City Attorney.

Under the proposed policy, the Community and Economic Development Director and the Building Commissioner have the authority to waive up to \$2,500 in city permit fees for individual applications submitted by OGJs with the understanding that the OGJ must reimburse the City for all outside consultant/vendor expenses the City incurs to review and inspect the permitted work. Permit fee waiver requests in excess of \$2,500 would continue to require City Council review and approval.

Recommended Council Action: Pass a resolution approving a Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions.

Financial Impact:

Funding Source: Approval of this policy will reduce the amount of permit revenue the City collects on an annual basis. The exact amount would be relatively minor when compared to overall permit related revenue collections.

Budgeted Amount: Not applicable.

Cost: Not available.

Attachments: Resolution Approving A Policy Regarding Permit Fee Waivers for Overlapping Governmental Jurisdictions