



## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	August 4, 2025
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	Approving a Policy Regarding Permit Fee Waivers for City of Crest Hill Homeowners' Association Road and Alley Projects

**Summary:** On July 28<sup>th</sup> City Council had a robust discussion on reducing permit fees. General consensus narrowed the scope to waiving 100% of the permit fees of roads, alleys, and sidewalks for Homeowners' Associations. As roads, alleys, and sidewalks could provide public benefit and/or use, these were called out. Driveways, aprons, and similar were not included, as they did not provide the same level of public benefit and/or possible use.

**Background:** In recent years, there have been requests to revise this structure to better reflect the public-serving nature of certain applicants and to reduce financial burdens on community-focused organizations. In response, a few years ago, the City did authorize up to \$2,500 of permit fees to be waived by the Community & Economic Development Director or Building Commissioner for other governments.

**Update to City's Policy:** Crest Hill Homeowner associations (HOAs) shall be eligible for a 100% reduction in standard permitting fees for roads, alleys, and sidewalks. Driveways, aprons, and similar are not included in the reduction waiver. This reduction shall not apply to pass-through costs incurred by the City, including but not limited to third-party plan reviews, inspections, and legal or engineering services, which must be paid in full.

**Recommended Council Action:** Approve the attached resolution and update to the City's policy.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** Reduces revenue, but this is variable based on permitted projects.

**Cost:** No cost

**Attachments:** Resolution Approving Policy Update and Permit Fee Waiver for Roads, Alleys, and sidewalks for Homeowners' Associations.