

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: January 10, 2023

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Angela Mesaros, Director of Economic and Community Development

Topic: Fee Schedule Updates

PURPOSE

The scope of work for the zoning ordinance update called to “modernize the Zoning Code to improve and simplify any outdated processes and procedures associated with the code.” As a result of the updated processes, an update to the Homewood Fee Schedule is also needed. The proposed revisions to the fee schedule reflect revisions to the planning and zoning processes; streamlining of the fee schedule to be more user-friendly; right-sizing of fees to reflect Village resources expended to complete the processes; and adjustments to reflect contemporary costs, comparable with nearby communities.

Approval by the Village Board of Trustees is required to update the Fee Schedule for zoning processes.

PROCESS

Village Staff reviewed the existing zoning fees, and associated engineering and building fees, to coordinate with the updated Zoning Ordinance. In proposing new fees, Staff conducted benchmarking of comparable nearby communities; reviewed existing fees and coordinated between departments; and, considered Village resources expended in completing processes. It should be noted that this process did not include a comprehensive review of all building permit fees, but rather only those fees impacted by the new Zoning Ordinance, or in an area influenced by those associated changes. The Building Division may conduct a further comprehensive review of building permit fees and propose changes at a later date.

OUTCOME

The proposed ordinance revising the Fee Schedule will provide residents, business owners, and developers with clear costs associated with the processes required for zoning entitlements from the Village of Homewood. A summary of proposed changes to each area of the Fee Schedule is provided below. No changes other than those identified herein or in EXHIBIT A are proposed. Refer to the attached redlined fee schedule, attached as EXHIBIT A. The redlined fee schedule should be read as follows:

Text in ~~red strikethrough~~ is to be removed.

Text in **black bold** is to be added.

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Building Division Fees

Detached Accessory Dwelling Unit

To provide clear costs of constructing an accessory dwelling unit, language is added to the building permit fee schedule to group accessory dwelling unit fees with detached garage fees.

Residential Shed and Slab

The fee for residential shed and slab is corrected, per the Building Division from \$75 to \$100.

Engineering Review Fees

The fees for engineering review associated with a building permit were adjusted by the Village Engineer to be comparable with nearby communities and contemporary costs of doing business.

Subdivision Filing Fees

Subdivision filings are required per Chapter 30 of the Municipal Code, and grouped under the “Building” section of the existing Fee Schedule. The existing fee schedule includes separate subdivision filing fee and zoning review fee – to be collected at time of application for a subdivision or consolidation- and engineering review fee for subdivisions, to be collected with building permits. The proposed changes consolidate the subdivision filing and zoning review fees into one lump sum, simplifying the calculation of fees for an applicant.

Zoning Fees

Home-based Business Permits: Redefined as a Special Use or Limited Use; fees to be applied as such. This reflects a change in process, but no change to the fee.

Site Plan Review: Revised process; the proposed fees reflect the Staff resources dedicated to completing the process.

Planned Development: New process added for major or minor amendments; new associated fees are proposed.

Rezoning: Fee is simplified and revised to be comparable to other zoning actions with a similar process.

Use Permits: Additional use permits have been introduced in the new ordinance, including the Limited Use Permit, a Zoning Compliance Permit for all uses, and major or minor amendments to a special use; new associated fees are proposed.

Subdivisions: Fees are amended to include the existing “subdivision filing” fees with the zoning fees.

Lot Consolidation: New fee structure is proposed at a lower cost than subdivisions in order to encourage consolidation of lots for redevelopment or zoning best practices.

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Text Amendments: Fee is simplified and revised to be comparable to other zoning actions with a similar process.

Variance: Administrative Variances and Minor Variances were eliminated under the new ordinance. A new process for Administrative Exception is introduced; a new associated fee is proposed.

Administrative Exception: New process introduced, similar to the previous Minor Variance. Proposed fee reflects the text change.

Appearance Commission: Currently, cases heard by the Appearance Commission are not charged a fee. New fees are proposed for Appearance Plan Review and Sign Code Variances to reflect Staff resources expended and discourage deviation from the Code, respectively.

Tree Preservation/ Requirements: The revised ordinance introduces new regulations for required landscaping in site development (Section 44-05-06) and preservation of existing trees or mitigation of tree removal (Section 44-05-07). Both of these new regulations allow for a cash-in-lieu of the requirements, when deemed appropriate. The new proposed fees establish the cash-in-lieu amount and are based on market rate prices of the required plants. The fine for removal of a tree designated for preservation is to be determined on a case-by-case basis by the Village Arborist using approved methods described in detail in the Zoning Ordinance.

FINANCIAL IMPACT

- **Funding Source:** N/A
- **Budgeted Amount:** N/A
- **Cost:** N/A

LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Pass an ordinance updating the “Building Division” and “Zoning” sections of the fee schedule, as proposed in EXHIBIT A.

ATTACHMENT(S)

Ordinance
EXHIBIT A