



Village of Poplar Grove – Board Meeting Memo

August 4th, 2026

****Subject:****

Reduced Permit Fees for Habitat for Humanity

1. Background:

The Habitat for Humanity, a non-profit 501C (3), has submitted building plans for a new construction home at 201 S. State and the corner of West Park.

2. Current Status:

The Habitat for Humanity has submitted a request to waive their building permit fees of \$2,716.00 in lieu of them replacing 242 of linear of 4 foot-wide (or a total of 948 square feet) village sidewalk on the property. There is also one (1) ADA curb ramp at the corner for the Park Street crossing. The Public Works Director has completed an assessment of the sidewalks on the property. Photos have been enclosed.

His assessment indicates that 47 of the 49 sidewalk squares are damaged and would benefit from replacement. Cost of removal and replacement of sidewalk based on the current MFT project (which also includes sidewalk) is \$12.75 per square foot.

Total Replacement: \$12.75 per square foot x 948 square feet = \$12,087

An estimated additional \$1,000 - \$2,000 for grading and site restoration.

3. Fiscal Impact:

As outlined above.

4. Legal Review (if applicable):

This item has not been reviewed by legal counsel.

5. Recommendation:

Recommendation is to waive the fees in lieu of sidewalk replacement in this situation.

6. Supporting Documents (if applicable):

Attached

- Letter from Habitat for Humanity
- Permit Fee Calculation Sheet
- Photos of Sidewalks
- ☐ Not Applicable

Kristi Richardson
Village President