



Agenda Item Executive Summary

Item Name Zoning Fees Discussion Committee or Board Committee

BUDGET IMPACT			
Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The Village Board is considering a proposed ordinance establishing a standardized zoning application fee schedule to support consistent processing and professional cost recovery. This initiative responds to concerns raised at the February 19, 2025 Committee of the Whole meeting regarding applicants potentially incurring substantial expenses before gaining clarity on project feasibility.

To address this concern, staff has drafted a text amendment to Article 11 of the Unified Development Ordinance (UDO) introducing a Concept Plan Review step. This early-stage, advisory review by the Village Administrator or designee helps identify potential zoning and infrastructure challenges before full site plans are prepared. Additionally, the amendment clarifies the conditions under which permits can be issued, including allowance for partial permits when feasible.

Together, the zoning fee ordinance and the proposed UDO amendment aim to streamline development processes, reduce applicant risk, and align with the Village’s long-term strategic planning goals. Following discussion by the Committee of the Whole, the UDO amendment will proceed to technical review, then to a public hearing before the Zoning Board, and ultimately return to the Village Board for final consideration.

ATTACHMENTS (PLEASE LIST)

Zoning Fees Memo, Draft Zoning Application Fees Ordinance, UDO Article 11 Site Plan Redline

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☒ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 5/7/2025