
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: MATT ANASTASIA, FINANCE DIRECTOR
SUBJECT: RESOLUTIONS: AMENDING CERTAIN RATES AND FEES
AGENDA: APRIL 3, 2018 REGULAR BOARD MEETING
DATE: MARCH 30, 2018

ISSUE

Shall the Village Board amend the water and sewer rates, amend the vehicle use fees and set zoning, subdivision, building permit fees and other charges.

DISCUSSION

At the budget workshops held at the Board meetings on March 6th and March 20th, the rate changes for water and sewer, vehicle use fee and Community Development fees were discussed and presented in the fiscal year 2018 2019 budget. The following resolutions are attached for approval of all the proposed and discussed changes:

- Resolution No. 20180403A – Setting Zoning, Subdivision and Building Permit Fees and Other Charges
- Resolution No. 20180403B – Amending Water and Sewer Rates
- Resolution No. 20180403D – Amending Vehicle Use Fee (Infrastructure Maintenance)

COST

The rate and fee changes were included in the FY18-19 budget. Approval will result in no budget action. If not approved, there will be an uncalculated negative impact.

RECOMMENDATION

That the Village Board adopt Resolution No. 2018-0403A, Setting Zoning, Subdivision and Building Permit Fees and Other Charges, Resolution No. 20180403B, Amending Water and Sewer Rates, and Resolution No. 20180403D, Amending Vehicle Use Fee (Infrastructure Maintenance).



RESOLUTION NO. 2018-0403A

**RESOLUTION SETTING
ZONING, SUBDIVISION AND BUILDING PERMIT FEES
AND OTHER CHARGES**

Adopted by the Board of Trustees and President of the Village of Sugar Grove
this 3rd day of April 2018

Published in pamphlet form by authority of the
President and Board of Trustees of the Village of Sugar Grove, Illinois
this 3rd day of April 2018

RESOLUTION NO. 2018-0403A

**A RESOLUTION SETTING ZONING, SUBDIVISION AND BUILDING PERMIT FEES
AND OTHER CHARGES**

WHEREAS, the Village of Sugar Grove has in effect ordinances regulating zoning, subdivision and improvement of land, and building permits; and,

WHEREAS, said adopting ordinances provide by their respective terms that zoning, subdivision and building permit (including inspection and certificate of occupancy) fees and other charges shall be set by Resolution from time to time by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees that effective May 1, 2018 the Village of Sugar Grove zoning, subdivision and building permit fees and other charges shall be and they are hereby set as described in Exhibit A, attached hereto and made a part hereof by this reference.

REPEALER

All resolutions or portions thereof in conflict with this resolution are hereby repealed.

SEVERABILITY

Should any provision of this resolution be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and affect the same as if the invalid provision had not been a part of this resolution.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 3rd day of April 2018.

P. Sean Michels,
Village President

ATTEST: _____
Cynthia L. Galbreath,
Village Clerk

	Aye	Nay	Absent	Abstain
Trustee Sean Herron	___	___	___	___
Trustee Mari Johnson	___	___	___	___
Trustee Ted Koch	___	___	___	___
Trustee Heidi Lendi	___	___	___	___
Trustee Rick Montalto	___	___	___	___
Trustee David Paluch	___	___	___	___

Exhibit A

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
OTHER LAND IMPROVEMENT CHARGES**

A. ZONING & SUBDIVISION FILING FEES

1. Zoning Filing fees:

Annexation Petition:	\$ 1,000.00 +\$20 for each acre ^a
Preliminary Planned Unit Developments:	\$ 300.00 +\$20 for each acre ^a
Final Planned Unit Developments:	\$ 750.00 +\$20 for each acre ^a
Administrative Variance:	\$ 250.00
Standard Variance:	\$ 500.00
Rezoning Petition:	\$ 750.00
Special Use Petition:	\$ 750.00
Appeal:	\$ 750.00
Zoning Certificate:	\$ 250.00
Zoning Text Amendment:	\$ 750.00
Other Zoning Amendments:	\$ 750.00
Special Accessory Use:	\$ 250.00
Temporary Use Permit:	\$ 65.00 ^b

^a Any fraction of an acre less than one-half (1/2) or more shall be counted as one acre

^b Only those requiring Village Board approval by Ordinance

2. Subdivision Filing fees:

Pre-Concept Plan:	
Initial Filing:	\$ 750.00 +\$40 per acre
Subsequent filings for the same parcel by same petitioner:	\$ 1,500.00
Preliminary Plats:	\$ 300.00 +\$20 for each lot
Final Plat:	\$ 300.00 +\$20 for each lot

B. PLAN REVIEW AND INSPECTION COSTS ESCROW.

It shall be the obligation of any applicant to pay for all expenses incurred related to the processing of a request for land development and/or expansion, including, but not limited to, administrative expenses, professional consulting fees, reimbursement for staff time, recording, public hearing expenses (including re-hearings or re-publications and signage), and court reporter fees, which are incurred by the Village in processing and acting upon petitions for said requests. To that end, any person making such a request shall be required to submit an escrow deposit with the Village in accordance with the provisions set forth herein. The amount required for said deposit is based upon an estimate of expenses to be incurred and the applicant shall not be relieved of the obligation to pay any accrued fees in full if such fees exceed the escrow deposit amount.

1. Non-Transferrable

Escrow deposits shall be non-transferrable. Should the subject property be transferred or sold, the new owner and/or developer must establish a separate escrow account with the Village.

2. Escrow Deposit Required

a. Determination of Amount of Escrow Deposit

Beginning with the presentation of the concept plan, the owner/developer shall pay to the village, with submission of information for a proposed annexation, zoning action, planned

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
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development, site plan review, or subdivision, a plan review deposit which shall be credited toward the village's legal, engineering, professional staff, and other consultants as may be needed, fees and costs arising from the development up to and including final plan approval. The amount of the deposit shall be determined by the Village Administrator and shall not be less than \$7,500 or more than \$100,000.

b. Administration

The Village Administrator shall designate the means and measures for tracking staff time, the durational increments in which time should be tracked, and the hourly rate for charging staff time in a separate policy memo, which may be updated from time to time.

c. Other Fees

The required escrow deposit does not affect the amount of nor the manner of payment of other required Village fees, including, but not limited to building permit fees and connection fees.

3. Inspection Requirements

Any and all improvements made pursuant to the provisions of this Chapter shall be subject to inspection by the Village and/or its consultants. The applicant shall bear the cost of all inspections and testing, which shall be tracked and invoiced by the Village.

4. Escrow Account Refunds

Upon final review by the Village and the determination that all improvements have been satisfactorily completed in accordance with this Village Code of Ordinances and any other governing standards, any balance remaining at the completion of the Project will be refunded.

5. Additional Deposit Required

If the balance of an escrow account falls below fifty percent (50%) of the original deposit amount, the applicant shall receive notification from the Village on its monthly invoice and no additional processing or review of the request will take place until said balance is replenished to its original amount. No Certificate of Occupancy shall be issued until all other outstanding invoices have been paid.

C. Subdivision Construction Inspection Deposit.

In consideration of the expenses incurred by the village, both in professional and consulting fees (but not including material, material inspection costs or snowplowing), and in time expended by village employees inspecting subdivision improvements and administering the subdivision process after final plan approval, the subdivider shall pay to the village a deposit equal to three and one-half percent (3.5%) of the estimated cost (as approved by the village) of construction of the land improvements in the phase of the subdivision being constructed. Such deposit shall be paid prior to the recording of the final plat. Reimbursement to the village for expenses incurred prior to final plan approval shall follow the procedure in subsection B of this section.

The Village shall document its costs and draw upon the deposit until the deposit reaches fifty-percent (50%) or less of the initial deposit. The subdivider shall replenish the deposit at or before the fifty-percent (50%) level is reached. If the escrow account shall go below fifty-percent (50%) of the initial deposit at any time, the village shall cease any work on the project, including, but not limited to: consultant reviews, staff reviews, processing of applications or plans, issuance of building permits, inspection of improvements or building construction. Said escrow threshold may be increased or decreased by the village based on billing trends for the project. Fees that are not paid within thirty (30)

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
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days after the date they become due and payable shall bear interest at the rate of eighteen-percent (18%) per annum and there shall be no further obligation on the part of the village to continue any work or progress on any project on which such fees are not paid.

If excess funds are in the escrow account after acceptance of the improvements by the village and the expiration of the warranty period for said improvements and after all outstanding bills have been paid, the excess funds shall be refunded to the subdivider without interest. Any shortage shall be billed to the subdivider and paid in accordance with the preceding paragraph.

D. BUILDING PERMIT FEES

1. Type 1 Permits

Type 1 permit fees shown below do not include the cost of engineering and other consultant services which may be needed during the review of the application or inspections during or after construction, the cost of which will be added to final cost of the permit. Non-Residential Building Permits will include a flat fee for Engineering Review Service, any additional costs above the fee will be added to the final building permit cost. For purposes of calculating the fee, the overall area of each floor, including basement area, crawl space and garage floor space, shall be included.

RESIDENTIAL

Addition, residential	\$ 620, plus \$0.31 per square foot
Basement finish	\$ 175, plus \$0.31 per square foot
Basement finish, with plumbing	\$ 440, plus \$0.31 per square foot
Fire restoration, residential	\$ 350, plus \$0.31 per square foot
New residential, attached single-family	\$ 1,115, plus \$0.31 per square foot
New residential, detached single-family	\$ 1,115, plus \$0.31 per square foot
New residential, multiple-family	\$ 1,650, plus \$0.31 per square foot

NON-RESIDENTIAL

Addition, non-residential	\$ 620, plus \$0.50 per square foot ¹
Fire restoration, non-residential	\$ 350, plus \$0.50 per square foot
New non-residential	\$ 1,315, plus \$0.50 per square foot ¹
Non-residential, build-out	\$ 680, plus \$0.50 per square foot
Commercial/industrial less than 1 acre engineering review.	\$1,700
Commercial/Industrial 1 to less than 5 acres engineering review.	\$4,050
Commercial/Industrial 5 to less than 10 acres engineering review.	\$7,600
Commercial/Industrial greater than 10 acres engineering review.	\$11,000

OTHER

Deck	\$ 225, plus \$0.31 per square foot
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Garage	\$ 225, plus \$0.31 per square foot
Gazebo	\$ 620, plus \$0.31 per square foot
Screened porch, three-season room . . .	\$ 620, plus \$0.31 per square foot

 Square footage calculations shall be rounded up for any fraction of a square foot
¹Add Life Safety fee of \$25 for each new parking space

2. Type 2 Permits

Type 2 permit fees shown below do not include the cost of engineering and other consultant services which may be needed during the review of the application or inspections during or after construction, the cost of which will be added to final cost of the permit.

ANTENNAE

Antenna, excluding cell tower	\$ 130
Cell tower	\$ 500

YARD IMPROVEMENTS

Artificial ponds/water gardens	\$ 240
Fence	\$ 145
Lawn sprinkler system	\$ 170
Pergola	\$ 155
Sheds	\$ 150
Swimming pools	\$ 240
Swimming pool, in-ground	\$ 450
Other accessory structures	\$ 130

EXTERIOR BUILDING IMPROVEMENTS

Gutter & downspouts	\$ 90
Other exterior remodeling	\$ 120
Re-roof/new roof	\$ 90
Residing	\$ 120
Sump line	\$ 90
Window or door replacement	\$ 90

BUILDING CLIMATE

Gas line	\$ 210
HVAC, water heater, AC, furnace replacement	\$ 120

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
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HVAC, water heater, AC, furnace replacement, non-residential ..	\$ 220
Radon	\$ 130

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
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INTERIOR BUILDING IMPROVEMENTS

Elevator, lifts	\$ 350
Remodeling, residential	\$ 160
Remodeling, non-residential	\$ 410
Remodeling, residential, including plumbing	\$ 440
Remodeling, non-residential, including plumbing	\$ 620
Spa, hot tub	\$ 240

HARD/FLAT SURFACES

Concrete slab	\$ 120
Decorative brick pavers	\$ 120 ¹
Driveway	\$ 120
Driveway, with curb and/or public walk . .	\$ 180
Masonry mailboxes	\$ 120 ²
Parking lot, new or expansion ³	\$ 315
Parking lot striping or resurface ³	\$ 120
Patio	\$ 120
Service walks	\$ 120
Public walks	\$ 120

DEMOLITION & MOVING STRUCTURES

Demolition	\$ 150
Demolition, with utilities	\$ 260
Moving or raising a structure	\$ 120

SIGNS

Sign	\$ 160
Temporary sign	\$ 45

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
OTHER LAND IMPROVEMENT CHARGES**

GENERAL

Electrical	\$ 120
Plumbing	\$ 250
Foundation, site work only	\$ 350
Generator	\$ 120
Temporary trailer	\$ 120
Utility connection (water/sewer)	\$ 90

¹Add \$140 for recording required deed restriction

²Add \$140 for recording required release

³Excluding one- and two-family dwellings

3. Occupancy permits:

Each Certificate of Occupancy, Temporary, Final or Change of Use for new residential, non-residential, or additional square footage \$ 100.00, plus any unpaid balances due the Village for engineer, consultant and other charges

4. Water Meters:

Water meters for each residential unit and non-residential building will be assessed on an individual basis and charged by the size of the meter approved. The amount charged for each meter size is listed below:

5/8-inch meter	\$ 335.00
¾-inch meter (7 ½-inch LL)	\$ 335.00
¾-inch meter (9-inch LL)	\$ 376.00
1-inch meter	\$ 401.00
1 ½ -inch R2 meter	\$ 703.00
2-inch R2 meter	\$ 902.00
1 ½ -inch C2 meter	\$ 1,310.00
2-inch C2 meter	\$ 1,483.00
3-inch C2 meter	\$ 1,862.00
4-inch C2 meter	\$ 3,004.00
6-inch C2 meter	\$ 4,833.00
1 ½ -inch T2 meter	\$ 946.00
2-inch T2 meter	\$ 1,103.00

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3-inch T2 meter.	\$ 1,383.00
4-inch T2 meter.	\$ 2,503.00
6-inch T2 meter.	\$ 4,103.00

5. Inspections

During construction or remodeling work, inspections of the work performed shall be made on a periodic basis to inspect the various components of the construction. In the event that the building official and/or his or her assignee determines, after a requested inspection, that the work fails to meet the requirements imposed by Village Ordinances or State Statutes and a second inspection of the same work is required an \$ 90.00 re-inspection fee will be charged. The reinspection fee will be collected before the next regular inspection or re-inspection will be allowed.

6. Fee Waiver

If construction, alteration or addition is being made for any public governmental body; there shall be no fee for permit, other than Village out-of-pocket costs and charges by outside agencies or consultants for reviews and/or inspections.

7. Structures Differ

When a permit is issued but the structure for which the permit is issued is not the same as the permitted structure, the applicant shall pay an additional \$ 175.00.

8. Final Inspections/Occupancy

Final inspection of any component or property is not a basis for occupancy of any home, unit, building or structure. Occupancy will not be allowed until the Village issues a certificate of occupancy after review of all prior inspection reports and inspection of the property for purpose of issuance of such certificate of occupancy permit and all required village fees are paid.

9. Reservation of Rights

The Village reserves the right to retain services for independent consultants, when it is deemed necessary, for plan review, inspections or consultation. All costs and fees associated with the performance of special professional inspections or professional plan review or consultation shall be borne by the permit applicant at the time of permit issuance or prior to the issuance of the certificate of occupancy for any inspection or consultant services incurred.

D. Fines and Penalties

1. Permit Not Issued/Applied For (a/k/a Work Without a Permit)

Where work for which a permit is required by Title 11 (Zoning Ordinance) or Title 9 (Building Code), is started or proceeded with, prior to obtaining said permit, by one who knows or should have known the requirement for said permit, a penalty shall be assessed to the person(s) performing such work as follows:

	Resident	Contractor
1st offense:	\$130.00	\$250.00
2nd offense:	\$250.00	\$500.00
3rd offense:	\$375.00	\$750.00

**SCHEDULE OF ZONING, SUBDIVISION, BUILDING PERMIT FEES AND
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The penalty is in addition to the required building permit fee. The payment of such penalty shall not relieve any persons from fully complying with the requirements of the building code and zoning ordinance in the execution of the work, nor from any other penalties prescribed therein.

2. Zoning Violations

Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any of the provisions of Title 11 (Zoning Ordinance) shall, upon conviction, be fined not less than twenty five dollars (\$25.00), nor more than seven hundred fifty dollars (\$750.00) for each offense for each day the violation exists.

E. Village Staff Hourly Rates

When reimbursement for Village staff time is required the following rates shall be applied:

Administration	\$ 80.00
Public Works	\$ 70.00
Police	\$ 70.00
Community Development	\$ 70.00

**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20180403B

**RESOLUTION AMENDING CERTAIN RATES AND FEES
FOR THE VILLAGE OF SUGAR GROVE**

**Adopted by the
Board of Trustees and President
Of the Village of Sugar Grove
This 3rd day of April, 2018**

**Published in Pamphlet Form
By authority of the Board of Trustees
Of the Village of Sugar Grove, Kane County, Illinois
This 3rd day of April, 2018**

RESOLUTION NO. 20180403B

**RESOLUTION AMENDING CERTAIN RATES AND FEES
FOR THE VILLAGE OF SUGAR GROVE**

BE IT RESOLVED by the President and Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

WHEREAS, the Village of Sugar Grove is not a home rule municipality within Article VII and therefore acts pursuant to the powers granted to it under 65 ILCS 5/11-129-1, et seq.; and

WHEREAS, the Village previously made water and sewer system improvements for the benefit of its customers; and

WHEREAS, these improvements were funded by loans made from the Illinois Environmental Protection Agency (IEPA); and

WHEREAS, the Village is required by the IEPA Loan to set water rates which are sufficient to pay the installments for the loan in a timely manner; and

WHEREAS, a committee composed of users of the system, both residents and non-residents, met and after consideration of all factors, made certain recommendations to the Board of Trustees regarding rates; and

WHEREAS, pursuant to the provisions of the code of ordinances of the Village of Sugar Grove, the Board of Trustees have determined that there is a need to amend the rates and fees for the Village water and sewer system.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the President and Board of Trustees for the Village of Sugar Grove, Kane County, Illinois as follows:

RESOLVED, effective with the May 1, 2018, water and sewer bill, water and sewer charges and rates are hereby amended as follows:

(A)	Village of Sugar Grove (resident)		
	Customer Charge	Per Month Water	\$14.50
	Water Meter Charge	Per Month	\$ 1.50
	Customer Charge	Per Month Sewer	\$14.39
	Water Rate	Per 1,000 gallons	\$ 4.88
	Sewer Rate	Per 1,000 gallons	\$ 4.90
(B)	County (non-resident)		
	Customer Charge	Per Month Water	\$14.50
	Water Meter Charge	Per Month	\$ 1.50
	Customer Charge	Per Month Sewer	\$14.39
	Water Rate	Per 1,000 gallons	\$ 6.35
	Sewer Rate	Per 1,000 gallons	\$ 6.36

RESOLVED, utility accounts (water, sewer and refuse) that are delinquent as defined by the code of ordinances of the Village of Sugar Grove shall hereby be assessed:

Delinquent Accounts:	10% of current bill
NSF Charge:	\$35 per occurrence
Tag Fee:	\$35 per occurrence
Shut On/Off Fee:	
Within regular working hours	\$35.00 per occurrence
After regular working hours	\$75.00 per occurrence

RESOLVED, that all sections of previous Resolutions setting charges and rates in conflict herewith are hereby rescinded.

BE IT FURTHER RESOLVED that the Village will credit \$1.00 per month to those accounts who choose to utilize the direct debit form of payment due to the reduction in administrative time involved.

ADOPTED this 3rd day of April, 2018 by the Corporate Authorities of the Village of Sugar Grove by roll call vote as follows:

	Ayes	Nays
Trustee Herron	_____	_____
Trustee Paluch	_____	_____
Trustee Lendi	_____	_____
Trustee Johnson	_____	_____
Trustee Koch	_____	_____
Trustee Montalto	_____	_____

APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 3rd day of April, 2018.

P. Sean Michels
President of the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois

ATTEST: _____
Cynthia L. Galbreath, Village Clerk

**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20180403D

**RESOLUTION AMENDING VEHICLE USE FEE
(INFRASTRUCTURE MAINTENANCE) FOR
THE VILLAGE OF SUGAR GROVE**

**Adopted by the
Board of Trustees and President
Of the Village of Sugar Grove
This 3rd day of April, 2018**

**Published in Pamphlet Form
By authority of the Board of Trustees
Of the Village of Sugar Grove, Kane County, Illinois
This 3rd day of April, 2018**

RESOLUTION NO. 20180403D

RESOLUTION AMENDING VEHICLE USE FEE (INFRASTRUCTURE MAINTENANCE) FOR THE VILLAGE OF SUGAR GROVE

BE IT RESOLVED, by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois as follows:

WHEREAS, Village Code 3-1: provides that the charges for a Vehicle Use Fee (Infrastructure Maintenance Fee) within the Village of Sugar Grove shall be set from time to time by the Board of Trustees of the Village of Sugar Grove by resolution of said Board of Trustees:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois as follows:

1. That the Vehicle Use Fee pursuant to the Village Code of Ordinances, 3-1F-1: for the purpose of Infrastructure Maintenance shall be and hereby is set as follows:

\$6.29 per unit effective with the May 1, 2018, billing

PASSED AND APPROVED, by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on the 3rd day of April, 2018.

P. Sean Michels
President of the Board of Trustees
Of the Village of Sugar Grove, Kane County, Illinois

	AYES	NAYS	ABSENT
Trustee Johnson	_____	_____	_____
Trustee Herron	_____	_____	_____
Trustee Lendi	_____	_____	_____
Trustee Koch	_____	_____	_____
Trustee Montalto	_____	_____	_____
Trustee Paluch	_____	_____	_____

Attest:

Cynthia L. Galbreath, Clerk, Village of Sugar Grove