

TO: Village Council and Mayor Brown

FROM: Finance Committee, Rob Bartlett - Chair

RE: Proposed Changes to Building Department Fees

DATE: February 12, 2024

The Finance Committee met on Tuesday, February 6, 2024 at 9:30 pm in Council Chambers to discuss potential changes to the fees charged by the Building Department. Present at the meeting were Finance Committee members Rob Bartlett, Bob Van Stone, and Marcy Lewis, and Zoning Officer Rod Holloway.

Rod shared with the Committee revenue and expense data for the Building Department for 2022 and 2023 (see below).

	2022	2023
Revenue	\$37,901	\$49,764
Expense	\$55,325	\$61,864
Difference	(\$17,424)	(\$12,168)

While there has been a reduction in the difference between the revenue and expenses, the Committee recognizes there are some activities that Rod is responsible for where we cannot recover the cost, specifically compliance and special projects, and as such there will always be a deficit. However, Rod has identified three areas within the permitting process where the fees do not cover the costs associated with these specific activities. Those areas are;

1. Permitting fees for larger accessory structures, such as detached garages.
2. Permitting fees for the use of large tents.
3. Fees to appeal to the ARB and Planning Commission for variances.

Attached is a table which shows the current fees for these three areas, as well as the new proposed fees. These changes should result in increased revenue of ~\$2,000, reducing the difference to ~\$10,000 which the Finance Committee believes is acceptable given Rod's other responsibilities which the Village cannot be re-imbursed for. After some discussion, the Committee voted unanimously to support these increases. If Council is in agreement, then the necessary resolution to increase these fees will be drawn up for Council to vote on at the next meeting.

Respectfully Submitted,

Rob Bartlett, Chairman

Marcy Lewis, Vice-Chairman

Bob Van Stone, Member

Attachment

	Current Fees	Proposed Fees
Accessory Structures >200 sq-ft	\$180 flat fee	\$300 min or \$0.60/sq-ft + Plan Review Cost
Tents (>400 sq-ft)	\$25	\$150
ARB or Planning Commission Hearings	\$100	\$200