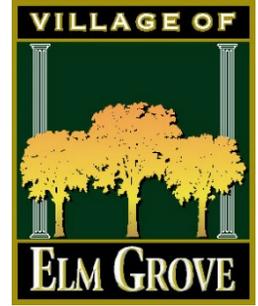


# Memo



To: Finance and Licensing Committee / Board of Trustees  
From: Thomas Harrigan, Zoning and Planning Administrator/Assistant Manager  
Date: November 20, 2020  
Re: §95-21 Keeping of Chickens – Establishment of Permit Fee Adoption

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On September 28, 2020 the Village Board of Trustees adopted §95-21 *Keeping of Chickens*. At this time, a permit fee will need to be established for the Keeping of Chickens. For the purposes of this application fee staff has taken into consideration, utilizing a “best estimate” approach, the number of hours to be spent on each individual application approval. It is anticipated that each permit application will consume 4 hours of staff time on the following tasks:

- Comprehensive review of application materials.
- Site visit of subject property for zoning verifications (location of proposed coop/run).
- Mailing notices of application to adjacent property owners.
- Ongoing discussions with applicant and adjoining property owners related to processes such as baseline permit requirements, Building Board application requirements for proposed coop, possible submittal to Plan Commission in the event permit objections are filed from adjacent property owners.

In total, **\$190** will be due at the time of the initial Keeping of Chicken application.

Description of Task	Unit	Cost
Permit Application Review (Staff Time)*	4 Hours	\$ 190.00
	<b>TOTAL</b>	<b>\$ 190.00</b>

§95-211 *Permit Renewal* states that permits shall require an inspection by the Zoning and Planning Administrator or their designee prior to the issuance of any renewal. The fee for said renewal shall be 50% of the permit application fee, or **\$95**.

After the 30 vesting period, and no neighbor objections are filed, the applicant must submit the \$30 Building Board review fee. All other fees, such as building permit fee (\$70) and a possible Plan Commission review fee (\$30), are proposed to be septate from the §95-21 Keeping of Chicken permit fee.

If the Finance Committee finds the proposed fee to be acceptable, a motion should be made to recommend approval of a \$190 Keeping of Chicken permit fee to the Village Board of Trustees for adoption into the Village Fee Schedule.