

RESOLUTION

VILLAGE OF GILBERTS

A Resolution adopting a policy allowing Zoning Fee reimbursement for units of Government and Non-Profit

Be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

Section 1:

The Village of Gilberts hereby authorizes the Village President and Village Clerk to execute a policy allowing zoning fee reimbursement for units of government and non-profit as attached hereto as Exhibit "A".

Section 2:

This resolution shall be in full force and in effect from and after its passage and approval pursuant to law.

Passed this 17th day of Jan. 2017 by a roll call vote as follows:

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee David LeClercq	✓	_____	_____	_____
Trustee Dan Corbett	✓	_____	_____	_____
Trustee Nancy Farrell	✓	_____	_____	_____
Trustee Louis Hacker	_____	_____	✓	_____
Trustee Elissa Kojzarek	✓	_____	_____	_____
Trustee Guy Zambetti	✓	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS 17th DAY OF Jan., 2017



[Signature]
Village President, Rick Zirk

ATTEST: [Signature]
Village Clerk, Debra Meadows

Published: 1/18/2017

**Village of Gilberts, Illinois
ADMINISTRATIVE POLICY**

Creation Date: December 21, 2016
Issued By: George Sakas, Village Administrator
Approved By: Village President and Board of Trustees
Subject: Zoning Fee Reimbursement for units of government and non-profits.

I. **Purpose:** To establish rules governing collection, management, and reimbursement of zoning fees paid by units of government and non-profit organizations.

II. **Position Statement**

1. The Village charges a fee for planning and zoning petitions under the Unified Development Ordinance.
2. The Village collects the fees and expends monies to third-parties for necessary costs, such as, but not limited to, legal notice publication, legal fees for ordinance drafting, surveying, signage, etc.
3. The fee (currently \$500 but subject to change) may or may not cover the third-party costs of administering a zoning petition through the process.
4. There have been repeated requests from other units of government and non-profit community groups to waive zoning fees.
5. The Village Board has granted various waivers of costs, but now seeks to standardize the process and retain funds equal to the expended costs.

III. **Rules**

1. The Village will collect zoning fees as specified in the Village code.
2. An applicant may submit proof that it is either a unit of government/ taxing body or a non-profit entity, most often a 501(c) organization.
3. An accounting will be kept of the third-party costs
4. At the conclusion of the zoning petition, the Village Administrator will authorize reimbursement to the petitioner of any unexpended funds from the fee.
5. This is limited to zoning petition fees and does not include actions for which an escrow is established for extraordinary third-party services and costs including, but not limited to, engineering review, legal review, etc. It also does not apply to other fees including, but not limited to, building permit and related fees, water hook-up, sewer hook-up, water meter, regional stormwater detention credits, and the like.

IV. **Implementation. The Village will:**

1. Publish this policy and inform the public via customary media outlets.
2. Establish procedures for proof of petitioners' qualifying status
3. Establish accounting procedures and controls sufficient to administer cost accounting.
4. Provide the village board and public transparency and accountability of revenues and expenditures