ORDINANCE #25-26

AN ORDINANCE OF THE VILLAGE OF MACHESNEY PARK, ILLINOIS AMENDING THE SCHEDULE OF FEES

WHEREAS, the Village of Machesney Park, Illinois ("Village") has established and adopted various fees and charges for permits, applications, licenses, inspections, reviews, administrative services, use of Village property, and other applicable services provided by the Village; and

WHEREAS, the Village periodically reviews its fees and charges to determine whether they remain clear, equitable, administratively efficient, and reasonably related to the costs incurred by the Village in providing the associated services; and

WHEREAS, certain fees presently imposed by the Village were established many years ago and have not been comprehensively adjusted to reflect changes in Village operations, personnel time, professional service costs, regulatory requirements, review procedures, or the complexity of the services being provided; and

WHEREAS, Village staff has reviewed the existing fee schedule, the time and resources required to process various applications and requests, the costs of outside professional and technical services, and the fees charged for comparable services by other municipalities in the surrounding area; and

WHEREAS, the Village has experienced an increase in the number, scope, and complexity of certain permit applications and service requests, including, without limitation, applications involving construction and installation of utility and telecommunications facilities within the public right-of-way; and

WHEREAS, the review and administration of certain applications may require the Village to incur costs for engineering, legal, inspection, consulting, technical review, or other professional services provided by Village personnel or third parties retained by the Village; and

WHEREAS, in certain instances, the fees currently collected by the Village do not adequately reflect the staff time, administrative resources, inspections, professional services, or other costs reasonably incurred by the Village in processing and reviewing the applicable request; and

WHEREAS, when an application or private undertaking creates identifiable review, inspection, administrative, or professional service costs, it is reasonable and equitable for those costs to be borne, in whole or in appropriate part, by the person or entity requesting or benefiting from the service rather than by the Village's general taxpayers; and

WHEREAS, the Village also desires to simplify certain existing fee calculations, eliminate unnecessary inconsistencies and administrative complexity, and establish fees that can be clearly understood and consistently applied by Village staff and members of the public; and

WHEREAS, the proposed amendments are intended to promote reasonable cost recovery, administrative efficiency, consistency, transparency, and fairness and are not intended primarily as a means of generating general revenue for the Village; and

WHEREAS, after considering the recommendations of Village staff, the costs associated with providing the affected services, the fees charged by comparable municipalities, and all other relevant facts and circumstances, the President and Board of Trustees find that the revised fees and charges set forth in this Ordinance are reasonable, appropriate, and in the best interests of the Village and its residents.

NOW THEREFORE, be it ordained by the President and Board of Trustees for the Village of Machesney Park, Illinois, that:

Section 1. Chapter 30, Article III, Section 30-55 (f) shall be amended as follows:

f. Application fees. Unless as otherwise provided by franchise, license, or similar agreement, all applications for permits pursuant to this section shall be accompanied by a fee in the amount of ~~$500~~ **$1,000** ~~plus permit review fees~~.

Section 2. Appendix B, Building Permits, Section 5(H) shall be amended as follows:

	Permit fee	PER	Plus (+) Processing Fee
H. Driveway/parking lot paving			
First 2,000 sf of paved area	~~$20~~ **$30**	2,000 sf	None
~~+ $0.01/sf for every square foot Above 2,000 sq ft~~	~~$0.01~~	~~sq ft above 2,000 sf~~	
Driveways/parking lots above 2,000 sf	**$50**	**flat**	**None**

Section 3. Appendix B, Miscellaneous Licenses, Permits & Fees, shall be amended as follows:

	Fee	Per	Plus (+) Processing Fee
C.[D.] Door-to-door sales	~~$100~~ **$250**	flat	$100.00 (Vest/badge)
F.[G.] Vehicle seizure and impound administrative fee	**$350**	**flat**	**None**

Section 4. This Ordinance shall be in full force and effect from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED by the Village Board this 17th day of August, 2026.

APPROVED by the President of the Village Board this 17th day of August, 2026.

Steve Johnson
President, Village of Machesney Park

ATTEST:

Christopher Galetsis
Village Clerk

Ayes: 6 (Mayor Steve Johnson, Trustees Joe Seipts, Neile Rote, Aaron Wilson, Terri Bailey, and Julie Boggie)
Nays: None
Absent: 1 (Jodi Stromberg)