



2016

MACPZA Zoning Office Survey Summary

**Minnesota Association of County
Planning and Zoning Administrators**

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Saint Paul, MN 55103

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Section 1: Introduction

The 2016 Minnesota Association of County Planning and Zoning Administrators (MACPZA) Zoning Office Survey was conducted between February and May 2017 and compiled during June and July of the same year. County planning and zoning offices were e-mailed an initial survey; those not responding were e-mailed reminders.

Out of 87 Minnesota counties, 81 are members of MACPZA. A total of 65 member counties submitted responses to the 2016 members survey, as shown in Table 1.1: County Responses.*

Table 1.1: County Responses

Aitkin	Clearwater	Jackson	McCleod	Polk	Steele
Beltrami	Cook	Kanabec	Meeker	Pope	Stevens
Big Stone	Cottonwood	Kandiyohi	Morrison	Red Lake	Swift
Blue Earth	Crow Wing	Koochiching	Mower	Redwood	Todd
Brown	Dodge	Lac qui Parle	Murray	Renville	Traverse
Carlton	Faribault	Lake	Nicollet	Rice	Wabasha
Carver	Freeborn	Lake of the Woods	Nobles	Rock	Wadena
Cass	Grant	Lincoln	Norman	Sherburne	Winona
Chippewa	Houston	Lyon	Otter Tail	Sibley	Wright
Chisago	Hubbard	Marshall	Pennington	St. Louis	Yellow Medicine
Clay	Itasca	Martin	Pipestone	Stearns	

56 of the 65 respondents responded to the question of how long it took to complete the survey. Individual responses ranged from as short as 5 minutes (one respondent) to as long as 3 hours (two respondents), with the majority falling between 30 and 45 minutes to complete.

65 respondents out of 81 members means the survey had an 80% response rate. Of the 65 surveys returned, 56 were completed fully (a complete response rate of 69%). Surveys that were incomplete may impact the data from question-to-question, so in many cases the number of respondents to an individual question will be listed if all 65 did not respond.

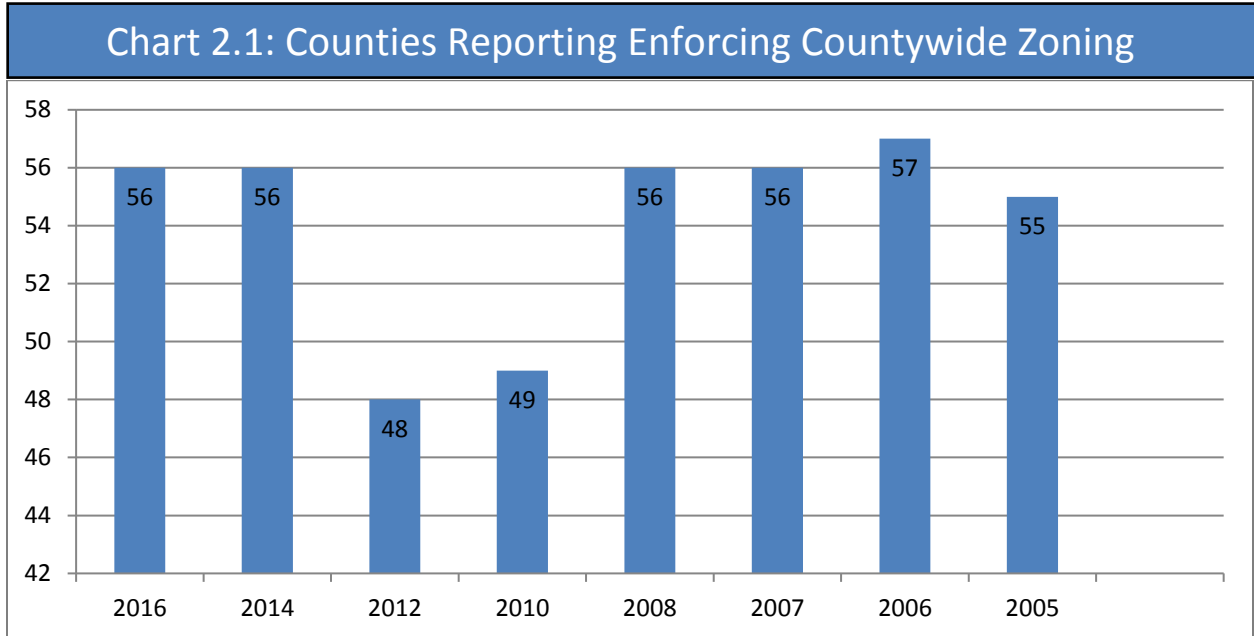
Wherever possible, the data collected in the 2016 survey is compared to data collected from 2005 through 2012.** However, this comparison will not be to an identical set of data because not every county responded to the survey each year. Also, the survey has been slightly modified over time. When you are reviewing this information, please keep in mind the information that is reported is based solely on the answers the responding counties provided. Additionally, not all 65 respondents answered every question.

*Multiple respondents submitted surveys with only their contact information. These submissions were not used for the purposes of the data in this report.

** In 2008, the MACPZA Board of the Directors elected to change the frequency of the survey to every other year rather than conducting the survey annually as it had been done previously. Since this is the case, no data from 2009, 2011, or 2015 was collected, so charts and graphs in this summary that provide information dating back to 2005 will exclude those years.

Section 2: County Planning and Zoning Program Data

Of the 65 responses received, a total of 56 counties reported enforcing countywide zoning in 2016, as shown in Chart 2.1: Counties Reporting Enforcing Countywide Zoning.



Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA Counties

Counties reported that 192 townships in 43 counties have adopted their own zoning ordinances. A small number of counties reported that some townships have adopted their own zoning ordinances, as shown by Table 2.1: Townships Enforcing Zoning in Counties. Specific uses mentioned were: feedlots, mining, commercial, and residential - with feedlots being the most common of those specified.

Out of the 43 counties with townships that have their own zoning ordinances, 3 counties reported having at least one township that does not administer its own ordinance. Additionally, a few noted that enforcement is sometimes shared depending on the township, and that not all townships have the same enforcement status within the same county.

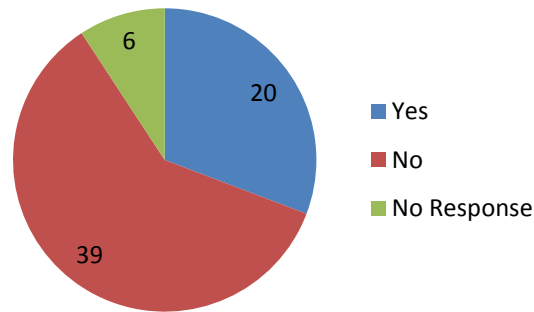
Table 2.1: Townships Enforcing Zoning in Counties

Year	Number of Townships	In Number of Counties
2016	192	43
2014	205	38
2012	149	33
2010	143	33
2008	191	34
2007	238	31
2006	151	31
2005	167	16

Although two counties noted there are now less townships enforcing their own zoning than in years previous, the variability in the chart above may be an indication of changes to which counties reported rather than changes in township zoning.

Counties were to report any joint city/county and/or township/county planning agreements. 20 counties reported at least one joint planning agreement, as shown in Chart 2.2: Counties Reporting Joint Planning Agreements.

Chart 2.2: Counties Reporting Joint Planning Agreements

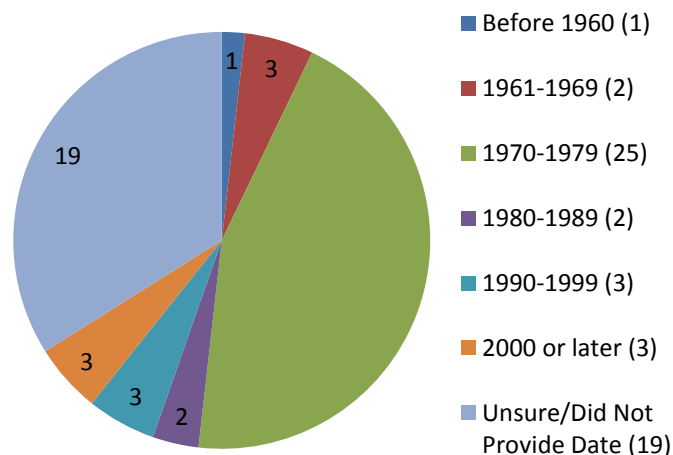


Those counties reporting joint planning agreements made the following descriptions of their agreements:

- Shoreland ordinance enforcement/zoning: 3
- Wetlands management: 1
- Provide full-time county staff for a city to administer zoning: 1
- SSTS/Septic Permitting for Cities or Townships: 2
- Administer zoning on behalf of city or cities and/or township(s) in county: 4
- On an as-needed basis/when technical assistance is needed: 2
- Joint-permitting powers with townships: 2
- Orderly annexation agreement with a city: 1
- Some program responsibilities delegated to SWCD through joint powers agreement: 1
- Building inspections for small town and township: 1
- 911 Addresses: 1

Counties reporting enforcing county wide zoning were asked to report the original ordinance adoption dates, as shown in Chart 2.3: Original Ordinance Adoption Dates.

Chart 2.3: Original Ordinance Adoption Dates



48 counties reported making major revisions to their ordinances in the past 10 years (since 2006), while 11 counties reported major revisions older than 10 years. In addition, 39 counties are planning on revising their ordinances. 1 county reported they are currently revising, while 1 county reported revising annually. 33 counties reported they will be revising their ordinance in either 2017 or 2018.

Table 2.4: Anticipated Zoning Ordinance Updates

Anticipated Change	# Counties
Complete/Major Update	10
Signage	4
Solar/Renewable Energy	8
Floodplain	2
Guest Quarters/Rentals	2
Shoreland/Buffers	15
Develop/Perform Standards	4
Feedlots	6
Ag Dist Changes	4
Variance/Nonconforming Update	4
Merge/consolidate ordinances	2
Solid Waste	1
Commercial/Subdivision	2
SSTS	2
Zoning Maps	2
Misc./Other	7

11 Counties reported that they made unanticipated ordinance updates in 2016.

Unanticipated changes made during 2016 related to:

- Solar/Renewable energy: 4
- Animal Units: 1
- Height requirements: 2
- Subdivision Ordinance: 1
- Conditional Use: 2
- Nonconforming: 1
- Survey Requirement: 1
- Fish Houses: 1
- Shoreland/Buffers: 2
- Signs: 3
- Setback changes: 2
- Project specific: 1
- Others/Misc: 3

Of the 65 survey respondents in 2016, counties reported having the following county ordinances in effect:

Table 2.2: County Ordinances

County Ordinance (Year)	2004	2005	2006	2007	2008	2010	2012	2014	2016
Ag Inspector	-	-	-	-	-	-	13	14	20
Biofuel	-	-	3	10	4	6	5	8	9
Building Code	-	-	-	-	-	-	9	14	11
Conservation	-	-	19	21	24	16	16	23	20
County Zoning	-	-	-	-	-	-	47	53	56
Ethanol	-	-	5	11	7	6	6	9	8
Feedlot	37	40	43	59	52	41	43	46	50
Floodplain	40	51	48	64	65	50	50	60	60
Methane	-	-	2	5	1	5	5	7	4
POS Nonshoreland	-	23	27	35	36	39	35	43	47
POS Shoreland	-	31	36	37	43	44	36	46	51
Shoreland	46	60	61	73	73	54	53	64	65
Solid Waste	-	13	18	28	24	50	46	58	59
SSTS	26	13	52	56	58	54	53	64	65
Subdivision	-	-	-	-	-	-	45	59	60
Telecommunications/Towers	26	52	52	67	-	49	45	55	56
Wild/Scenic River	-	17	22	31	31	22	24	31	29
Wind Towers	-	-	41	47	55	46	43	54	58

Note: These numbers do not indicate the number of total survey respondents in a given year, which varies.

In the following breakdown by County:

C = Included in the county's zoning ordinance

S = Separate ordinance

B = Both included in the county's zoning ordinance and a separate ordinance

Table 2.3: County Ordinances by County (2010)

	Ag Inspector	Biofuel	Building Code	Conservation	County Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	Shoreland	Solid Waste	SSTS	Subdivision	Telecommunications/Towers	Wild/Scenic River	Wind Towers	
Aitkin					C			S		C	C	S	S	S	S	S		S	
Beltrami										S	S	S	S	S	S	S			S
Big Stone					C		S	S		S	S	S	S	S	S	C			S
Blue Earth				C	C		S	S		S	S	S	S	S	S	C	S		C
Brown				C	C	C	C	C		C	C	C	S	C	S	C	C		C
Carlton					C			C			S	C	S	S	S	C			C
Carver	S	C	S	C	C		S	C		S	C	C	S	S	S	C			C
Cass				B	C					B	B	C	B	B	B	C	S		C
Chippewa					C		C	C				C	S	S	C	C	C		C
Chisago			S		C			S		S	S	S	S	S	S	C	C		C
Clay					C		C	C		S	S	C	S	S	C	C	C		S

	Ag Inspector	Biofuel	Building Code	Conservation	County Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	Shoreland	Solid Waste	SSTS	Subdivision	Telecommunications/Towers	Wild/Scenic River	Wind Towers
Clearwater												S	S	S	S			S
Cook					C			C				C	S	S	S	S	C	S
Cottonwood					C	C	C	C		S	S	C	S	C	C	C		C
Crow Wing				C	C		C	C		C	C	C	S	C	C	C		C
Dodge	S	C		C	C	C	C	C	C	C	C	C	S	C	C	C		C
Faribault					C		C	C		C	C	C	S	C	C	C		C
Freeborn	S	C	S	C	C	C	C	C	C	S	S	C	S	S	S	C	C	C
Grant	S							S			S	S		S		S		S
Houston					C		C	C				C	S	C	C	C	C	C
Hubbard												S	S	S	S		S	
Itasca	S			C	C			S		S	S	C	S	S	S	C	B	C
Jackson				C	C		C	C		C	C	C	S	C	S	C		C
Kanabec								S				S	S	S	S			
Kandiyohi			S		C			S		S	S	C	S	S	S	C		C
Koochiching					C			S				S	S	S	S	C		
Lac qui Parle				C	C		C	C		C	C	C	S	C	C	C	S	C
Lake					C		C			S	S	C	S	S	S	C		C
Lake of the Woods					C			C				C		B	C	C		
Lincoln	C		C		C		C	C		C	C	C	C	C	C	C	C	C
Lyon					C		C	C		C	C	C	S	C	B	C		C
Marshall							S	S				S		S				
Martin	S				C		C	S		C	C	C	S	C	C	S		S
McLeod	S			C	C		B	C		S	S	C	S	S	C	C	S	C
Meeker			S	C	C		C	S		C	C	C	S	C	S	C	S	C
Morrison	S				C		C	C		C	C	C	S	C	C	C	S	C
Mower	S	S			C		C	C	S	S	S	C	S	S	S	C		C
Murray					C		C	C			C	C	S	C	S	C		S
Nicollet				C	C		C	C		C	C	S	S	C	S	C		B
Nobles	S	C			C	C	C	C		C	C	C	S	C	C	C		C
Norman					C		S	S				C	S	C	C		C	
Otter Tail								S		S	S	S	S	S	S			S
Pennington							S	S				S		S				
Pipestone					C		C	S		C	C	C	S	C	S	C		C
Polk	S			C	C		C	C				C	S	C		C	C	C
Pope	B				C		C	S		B	B	C	S	B		C		C
Red Lake							S	S		S	S	S	S	S				S
Redwood					C		C	C				C	S	C	C	C	C	C
Renville	S				C		C	C		C	C	C		C	C	C	C	C
Rice		C	S		C		S	S		S	S	C	S	S	C	C	C	C
Rock					C	C	C	C		S	S	C	S	S		C		C
Sherburne			C		C		C	C		C	C	C	S	C	S	C	C	C
Sibley					C		B	C		C	C	C	S	C	S	C		C
St. Louis		C		C	C			S		S	S	C	S	S	S	C	S	C

	Ag Inspector	Biofuel	Building Code	Conservation	County Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	Shoreland	Solid Waste	SSTS	Subdivision	Telecommunications/Towers	Wild/Scenic River	Wind Towers
Stearns	S	C		C	C	C	C	C		S	S	C	S	S	S	C	C	C
Steele			S	C	C		S	S		S		C	S	S	S	C		C
Stevens					C		C	S				C	S	S	S	C		S
Swift					C		C	C		C	C	C	C	C	C	C		C
Todd	S			S	C		C	C		C	C	C	S	C	S	C		C
Traverse	S				C		C	C			C	C	S	C	C		C	S
Wabasha			S		C		S	C				C	S	S	S	C		S
Wadena					C		C	S		C	C	C	S	C	S	C		C
Winona	C	C		C	C	C	C	C	C	C	C	C	S	C	C	C	C	C
Wright	S		C		C		S	C		S	S	C	S	C	S	C	C	C
Yellow Medicine					C		C	C			C	C	S	C	C	C	C	C

62 Counties reported having a comprehensive plan originally adopted between 1982 and 2016, with well over two-thirds having been adopted between 2000 and 2016. 2 counties responded that they do not have comprehensive plans and do not plan on adopting one in the next two years, while one county did not respond to this question.

Agricultural Zoning

54 Counties reported having an Agricultural Zoning District, 10 do not, and 1 county did not respond to this question. The agricultural district density standard in reporting counties ranged from 1 per 3 acres to 1 per 160 acres. 5 counties reported having no agricultural district density standard. 23 counties did not supply their density standard.

Of the responding counties, 42 counties permit platting in the agricultural district. The minimum lot size allowed in a plat in an agricultural district ranged from 1 acre to 40 acres. The maximum number of lots allowed in a plat in the agricultural district ranged varied greatly, with 15 counties who permit platting in an agricultural district indicating that they had had no set maximum.

15 Counties reported having an Agriculture Preservation District.

8 Counties reported adopting a right-to-farm ordinance.

8 Counties reported requiring right-to-farm notifications for non-farm developments in agriculture zoning districts.

13 counties reported that they utilize Transfer Development Rights (TDR).

The state building code is enforced by the county in 10 of the 65 responding counties.

Section 3: Permits and Fees

Permits and fees are an important part of the activities conducted by the county planning and zoning offices.

SSTS Permits and Fees

63 of the 65 responding counties reported requiring an SSTS permit for sewer work.

Of 59 responding counties who provided SSTS permit fee information, 39 counties have one set corresponding fee for each of the types of permits indicated below while 20 counties have a varying fee range for each.

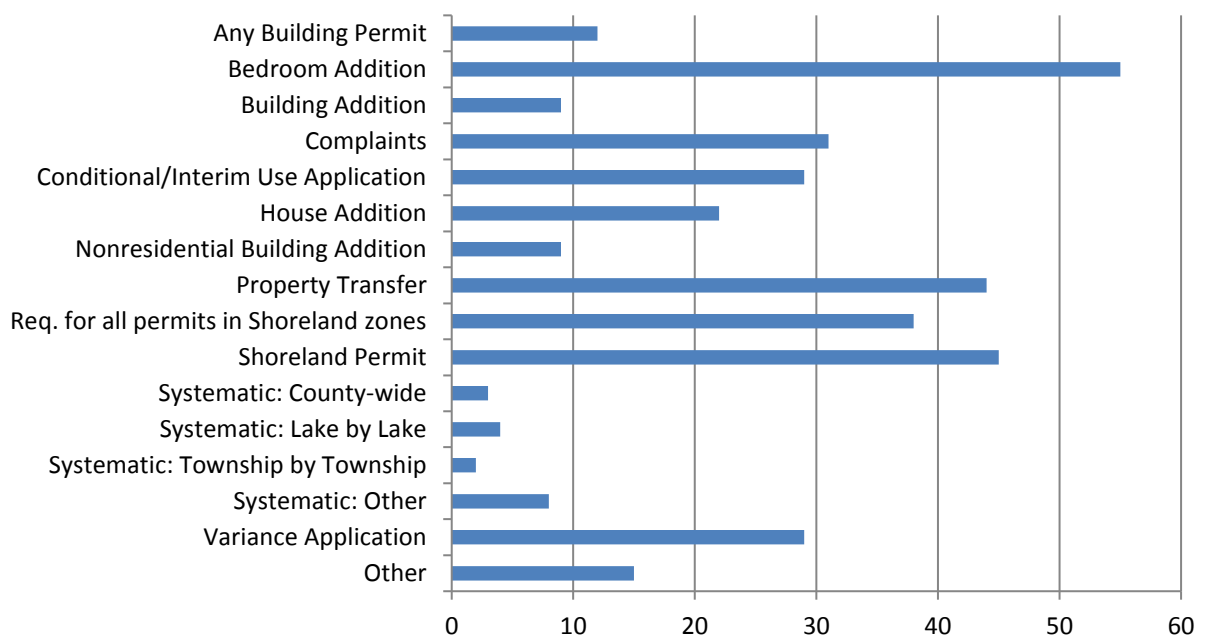
The fee for permit for residential (individual) varies between \$20 and \$1800.

The fee for permit for residential (contractor) varies between \$20 and \$1800.

The fee for permit for commercial varies between \$25 and over \$2500.

32 Counties reported that SSTS inspection programs are run by county staff, 16 counties reported that SSTS inspections are privatized, and 17 counties reported that SSTS inspections are conducted both privately and by county staff. Chart 3.1 below shows the number of counties that require an SSTS inspection based on the corresponding activity:

Chart 3.1: SSTS Inspection Required



“Other” write-in responses included: TMDL - watershed program, voluntary lake sweep (opt-out process), Variances and any accessory or residential house addition requires SSTS inspection, All permits in Non Shoreland zones, subdivision applications, nonconforming lot additions, Home additions 800 square feet or larger, Inspection requirements depend on the situation (building additions, variances and CUPs), Non-shoreland areas are limited to bedroom additions only, any permit for a substandard sized parcel (i.e. 1.0 acres in a district which requires 1.5 ac.), Sometimes required as a condition of CUP, IUP, or variance, All new residential construction, Addition of a room or building in Shoreland area, Compliance inspection required when a building permit is applied for, Ag permits are exempt, Targeted lake inspections done previously but not recently.

Land Use and Building Permits

The average range of fees reported in the survey are shown in Table 3.1 below. Data from counties that do not charge any additional fees for the corresponding permits were excluded when making this table so as to not impact the average fee range of those that do.

Table 3.1: Average Fees

	2005	2006	2007	2008	2010	2012	2014	2016
Condit. Use Permit	\$329	\$200-300	\$200-300	\$200-300	\$400-500	\$400-500	\$400-500	\$400-500
PUD*	\$428	\$500 & up	\$500 & up	\$300-400	\$500-600	\$500-600	\$400-500	\$500-600
Rezoning	\$200	\$300-400	\$300-400	\$300-400	\$400-500	\$400-500	\$400-500	\$400-500
SSTS Evaluations	-	\$91	\$0-100	\$0-100	\$100-200	\$0-100	\$0-100	\$100-200
SSTS New Systems	\$130	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$200-300
SSTS Upgrades	\$62	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$100-200
Subdivision*	\$482	\$500+	\$500 & up	\$300-400	\$500-600	\$500-600	\$400-500	\$600-700
Variance	\$302	\$200-300	\$300-400	\$200-300	\$300-400	\$400-500	\$400-500	\$400-500
Admin. Appeal	\$259	\$0-100	\$0-100	\$200-300	\$400-500	\$300-400	\$300-400	\$400-500
Ag. Structures*	\$55	\$0-100	\$0-100	\$0-100	\$0-100	\$0-100	\$0-100	\$0-100
Commercial*	\$157	\$0-100	\$0-100	\$100-200	\$400-500	\$200-300	\$300-400	\$300-400
Industrial*	\$85	\$0-100	\$0-100	\$100-200	\$500-600	\$200-300	\$300-400	\$300-400
Land Alteration	\$128	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$100-200
New Homes*	\$400	\$0-100	\$0-100	\$200-300	\$100-200	\$200-300	\$200-300	\$200-300
Other**	\$60	\$0-100	\$0-100	\$0-100	-	-	-	See below
Remodel/Additions*	\$95	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$100-200	\$100-200

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties, as well as which counties responded to this question each year.

*Under each of these categories, many counties did not provide an exact fee or range, but provided the formula used to determine the fee or other information to explain. The range included in the table above reflects only responses from counties who gave a flat fee rate or a range which could be averaged. Please see the corresponding category below for additional information for responses that included more specific fee information.

Agricultural Structures: 9 counties reported a formula based on square footage; 5 counties reported a formula based on valuation; 2 counties reported a formula that is based on a per structure cost; 24 counties reported flat fees for agricultural structures; 8 counties reported that agricultural structures are exempt; and 8 counties reported a fee range without describing how the amount is derived; 1 county submitted a price that varies based on whether SSTS is included or not; 1 county said it varies.

Commercial: 12 counties reported a formula based on square footage; 9 counties reported a formula based on valuation; 14 counties reported a flat fee rate; and 9 counties reported a fee range without describing how that amount is derived; 1 county submitted a price that varies based on whether SSTS is included or not; 1 county said it varies.

Industrial: 11 counties reported a formula based on square footage; 9 counties reported a formula based on valuation; 12 counties reported a flat fee rate; and 9 counties reported a fee range without describing how that amount is derived; 1 county submitted a price that varies based on whether SSTS is included or not; 1 county said it varies.

New Homes: 9 counties reported a formula based on square footage; 9 counties reported a formula based on valuation; 23 counties reported a flat rate; 12 counties reported a fee range without

describing how that amount is derived; 1 county submitted a price that varies based on whether SSTS is included or not; 1 county said it varies.

PUD: 30 reported fees ranging from \$200 to \$1900; 6 counties reported not allowing PUDs; 7 counties reported an additional per lot/parcel fee. 5 counties reported having no PUD fees. Of the 27 counties who reported just a flat rate fee (not range), the average fee was just over \$600; 1 county submitted a price that varies based on whether SSTS is included or not; 1 county said it varies.

Remodel/Additions: 26 counties reported flat fees that averaged \$75-\$85; 11 reported undefined fee windows, ranging from as low as \$25 to as high as \$3000; 11 counties submitted a formula based on valuation/cost; 9 counties provided a formula based on square footage; 1 county submitted a price that varies based on whether SSTS is included or not; 1 county said it varies.

Subdivision: 18 counties reported a base fee + a per lot fee, with the base fee alone ranging from \$75 to \$900 and the per lot fees ranging from \$10/lot to \$200/lot; 29 counties provided only an unspecified fee or fee range; 1 county reported that they only charge for platting; 4 counties reported charging by the parcel without a set base fee.

Other individual responses and fee ranges reported:

- Decks: \$75.00 - \$125.00
- Demolition: \$500 + bond
- Feedlot: \$150 to \$250
- Vegetative Alteration: \$75
- Special Meetings: \$1000
- EAW: \$1500
- Wind Towers: \$200
- Mining: \$750
- Triple costs for After-the-Fact permits.
- Telecommunications Towers: \$5/foot
- Pre-Application Inspection: \$500
- After-the-Fact Variance: \$1000
- Accessibility Inspection: \$150
- Wetland Reviews: \$150 or \$1050
- Admin Sub Fee: \$200
- Commercial Towers: \$500 + CUP
- Timber Harvest Permit: \$250
- SSTS Operating Permits: \$25-\$100, annually
- 911 Address: \$150
- Site Inspection: \$100
- Sign Permit: \$6 +.25 per square foot
- Communication Towers: \$200
- New Cell Tower: \$1250, \$5000, & \$9000
- Temporary Construction Site: \$50
- Wind Turbine: \$5-\$10/foot
- After-the-Face permit/variance: \$800
- Interim Use: \$125
- Shoreland Alteration: \$40
- Stormwater Review: \$200
- Gravel and Mining: \$300
- Rural Address: \$133
- Wetland Ponds: \$200
- WECS: \$250-\$750
- Zoning Amendment: \$200
- IUP: \$400
- Feedlot Permit: \$400
- Solar Garden: CUP+200 or \$20/acre (greater)
- Solar/Wind: \$750/MW
- Billboard: \$500
- Non-Commercial Wind Tower: \$150
- Administrative Alteration: \$125
- Septic MSTs operating permit: \$1500
- Commercial Wind Tower: \$275
- Telecommunications Tower: \$750

Variance Requests

Counties were asked to report on the number of variance requests that were denied in 2016. 64 counties responded with the following:

36 counties reported that no variance requests were denied

23 counties reported that 1 to 5 variance requests were denied

3 counties reported that 6 to 10 variance requests were denied

2 counties reported that over 10 variance requests were denied

Multiple counties noted that only the Board of Assessors in their county may deny a variance.

Between the 64 responding counties, 91 total variances were denied in 2016.

Section 4: Zoning Office Administration

14 counties reported that they have a separate "Planning and Zoning Office"

33 counties reported that they are located in the county "Environmental Office"

12 counties reported that they are located in other office locations.

Other locations reported were: County Government Center, Zoning and Environmental Services, Land & Resource Management, Land Services, Land Services Department, physically located with SWCD & Drainage, Environmental Services (part of Public Works), both Environmental and P&Z, Land Services, Property and Public Services, Land & Resource Management Office, Land & Resource Management.

Vehicles are furnished for 52 of the 59 counties that responded. 22 counties reported having some kind of carpool available, though specifics varied greatly. Of the 57 counties that responded that they receive mileage reimbursement: 39 counties use the federal/IRS reimbursement rate of \$0.54/mile, 10 counties reimburse at \$.535/mile, 2 counties use \$0.53/mile, 1 county uses \$0.525/mile, 1 county uses \$0.505/mile, 1 county uses \$0.35/mile, and 3 counties reimburse above the federal/IRS rate (1 uses \$0.545/mile, 2 use \$0.55/mile).

The responsibilities of county planning and zoning offices vary greatly across the state, as evidenced by the number of counties reporting the following responsibilities in Table 4.1: Planning and Zoning Office Responsibilities, which reflects responses from 60 different counties for the year 2016.

Table 4.1: Planning and Zoning Office Responsibilities

	2004	2005	2006	2007	2008	2010	2012	2014	2016
Agricultural Inspection	22	26	26	30	28	19	16	27	26
Emergency Management	-	-	-	-	-	-	3	5	4
Feedlots	27	36	31	41	35	27	29	34	35
Household Hazardous Waste	27	36	29	35	32	26	27	31	37
Parks	7	9	9	8	11	6	8	6	8
Planning & Zoning	47	61	53	61	60	45	49	58	59
Recycling	27	37	26	32	30	26	28	31	36
Septic	43	56	48	57	55	43	45	53	56
Solid Waste	29	37	29	37	32	29	29	35	38
Water Planning	24	28	25	30	33	21	24	29	30
Wetlands	24	31	30	30	29	22	20	29	32

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties.

Other programs that were reported include:

AIS: 9
 SWCD: 6
 Floodplain Mgmt: 4
 GIS: 4

Shoreland: 3
 Buffer Enforcement: 3
 E911: 2
 Lake Improvement Dist.(s): 2

Noxious Weeds: 2
 State Bldg. Code: 2
 Others: 14

Section 5: Planning Commission & Board of Adjustment

Planning Commission:

Responding counties reported a county planning commission that ranged in size from 5 to 11 members, with an average of 7 members.

20 counties reported paying a per diem to planning commission members, ranging from \$25/meeting to \$150/meeting. The median and most common response (5 counties) was \$50/meeting, while the average was \$60/meeting.

46 counties reported that they reimburse mileage for the county planning commission members. 33 counties reported paying the 2016 federal/IRS imbursement rate of \$.54/mile, 2 counties paid over the federal/IRA rate, 10 counties reimburse under at \$.535/mile, and one county reimburses at \$.35/mile.

Table 5.1: Planning Commission

	2005	2006	2007	2008	2010	2012	2014	2016
Average # of Planning Commissioners	10	7.7	8	8	7	7	7	7
Average Planning Commission Per Diem	\$43	\$50	\$52	\$50	\$50	\$50	\$60	\$60
# of Counties Reporting Mileage Reimbursement	51	56	57	50	37	44	15	46

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties.

11 counties reported that the planning commission meets once per month.

1 county reported that the planning commission meets twice per month.

8 counties reported that the planning commission meets as needed.

8 counties reported that planning commission public hearings take place during the daytime.

14 counties reported that planning commission public hearings take place at night.

4 counties reported both daytime and evening planning commission public hearings.

Of 59 responding counties, 52 counties reported that they videotape or record planning commission meetings. Of those counties, 16 counties specified audio-only recording.

Board of Adjustment:

Responding counties reported a board of adjustment that ranged in size from 3 to 7 members. The average board of adjustment consists of 5 members, which was also the most common response.

The per diem for board of adjustment members ranged from \$25 to \$100. The average per diem for a member of the board of adjustment is between \$50 and \$60 (mean of \$57, median of \$60).

51 counties reported that they reimburse mileage for the board of adjustment. 35 counties reimburse the federal/IRS rate of \$.54/mile, 3 counties paid above the federal/IRS rate, 12 counties paid \$.535/mile, and 1 county reimburses \$.35/mile.

Table 5.2: Board of Adjustment

	2005	2006	2007	2008	2010	2008	2012	2014	2016
Average # Board of Adjustment Members	4.9	4.9	5	5	5	5	5	5	5
Average Board of Adjustment Per Diem	\$44	\$50	\$50	\$50	\$50	\$50	\$55	\$62	\$57
# of Counties Reporting Mileage Reimbursement	51	56	56	56	41	56	45	46	51

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties.

25 counties reported that the board of adjustment meets once per month.

1 county reported that the board of adjustment meets twice per month.

27 counties reported that the board of adjustment meets as needed.

19 counties reported that board of adjustment public hearings take place during the daytime.

33 counties reported that board of adjustment public hearings take place at night.

2 counties reported both daytime and evening board of adjustment public hearings.

31 counties reported that the board of adjustment requires onsite visits; 27 counties reported that the board of adjustment does not require onsite visits.

Combined Planning Commission and Board of Adjustment:

17 counties reported that they have a combined planning commission and board of adjustment (single committee).

# Members	# Counties
5	6
6	3
7	4
8	2
11	2

Four counties reported that this number includes one ex-officio/non-voting member.

- 3 of the 4 non-voting members from different counties are County Commissioners, one of which is automatically the county board vice chair.

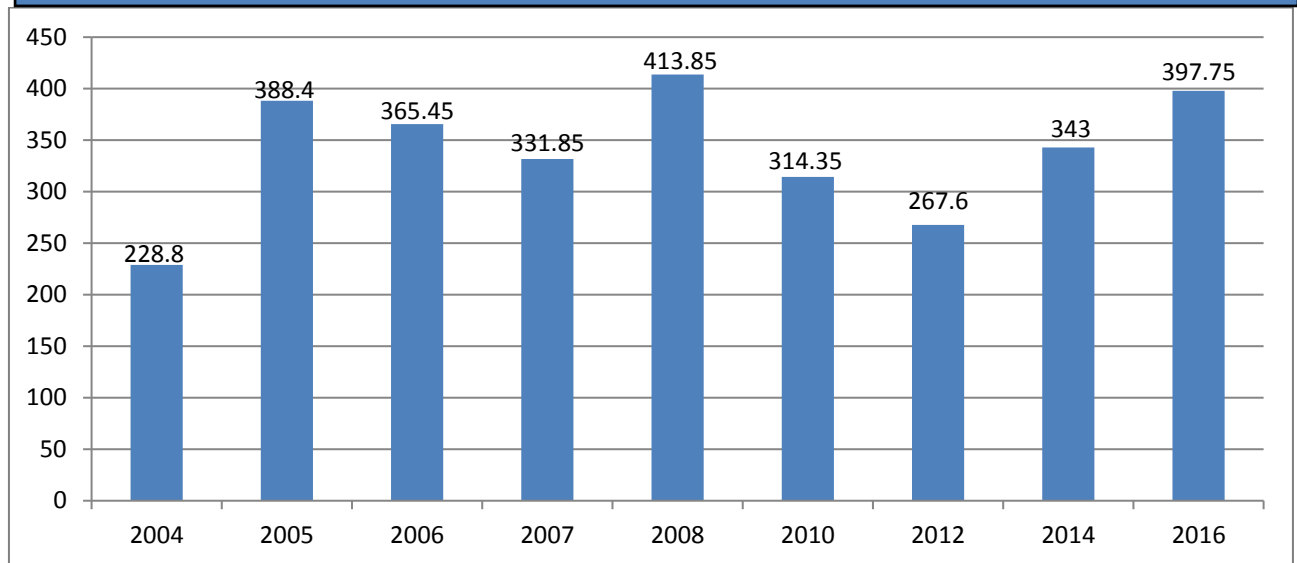
Section 6: Employees, Salaries, & Finances

Employees

A total of 338.75 FTE employees were reported in the survey. The average for FTE-only is 6 employees per county carrying out zoning activities, with responses ranging from less than 1 FTE employee dedicated to P&Z activities up to 30 employees.

This employee count in Chart 6.1: Total Number of Employees by Year includes both full and part-time staff, not just FTE. (Example: For 2016, there were 338.75 FTE + 59 part-time = 397.75 total).

Chart 6.1: Total Number of Employees by Year



Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties.

Salary and Benefits

52 counties responded to questions about salaries in their office. The average (mean) FTE salary reported for the planning and zoning administrator was \$77,834, while the median was \$76,762. The range varied from \$40,000 to \$121,056. The table below illustrates more detail of the respondents:

P&Z Admin FTE Salary	\$40-49K	\$50-59K	\$60-69K	\$70-79K	\$80-89K	\$90-99K	\$100K +
# Counties Responded	3	4	5	20	12	7	3

22 counties reported having an assistant zoning administrator position. The salaries reported for the assistant zoning administrator ranged from \$40,000 to \$82,853.

26 counties provided the title and/or salary of their technicians. The reported salaries ranged from \$32,830 to \$85,000. The FTE salaries reported in this section of the survey represent a variety of job titles:

AIS Program Coordinator	Land Service Specialist	Support Technician
Building Inspector	Natural Resource Specialist	Survey/Planning Coordinator
Building Official	Natural Resources Manager	Technical Resource Specialist
Coordinator	Office/Administrative Assistant	Technician/Technician II
Environmental Health Specialist	P&Z Technician	Water Planner
Environmental Services Technician	Permit Intake Clerk/Tech.	Water Resources Technician
Feedlot Technician	Resource & Recycling Coordinator	Wetland Inspector
Feedlot/Hazardous Waste	Resource Specialist	Wetland/Compliance Officer
Health Officer	Solid Waste/Septic Technician	Wetlands/Land Use Specialist
Land and Resource Inspector	SSTS Inspector	Zoning Inspector/Technician
Land Management Technician	Stormwater/Enforcement Officer	

Participating counties reported an average FTE salary of \$41,489 for clerical and/or administrative staff. The reported salaries ranged from \$29,000 to \$62,000. The FTE salaries reported in this section of the survey represent the following job titles:

Counties were asked to respond to questions about health, dental, and life insurance benefits. The results are indicated below in Table 6.1: Reported Benefits (Insurance Premiums).

Table 6.1: Reported Benefits (Insurance Premiums)

	50% or less of insurance premium paid by co.	More than 50% insurance premium paid by co.	N/A	The County does not offer this benefit
Health Ins.	7	49	3	1
Dental Ins.	19	14	18	8
Life Ins.	10	34	10	4

44 Counties reported the county offers a “cafeteria plan” benefit set, 14 reported they do not. 32 counties reported having a formal policy on severance pay, while 21 counties reported that severance pay is negotiated.

Finances

Fee revenue varies greatly among counties, as shown in Table 6.2: Reported Fee Revenue.

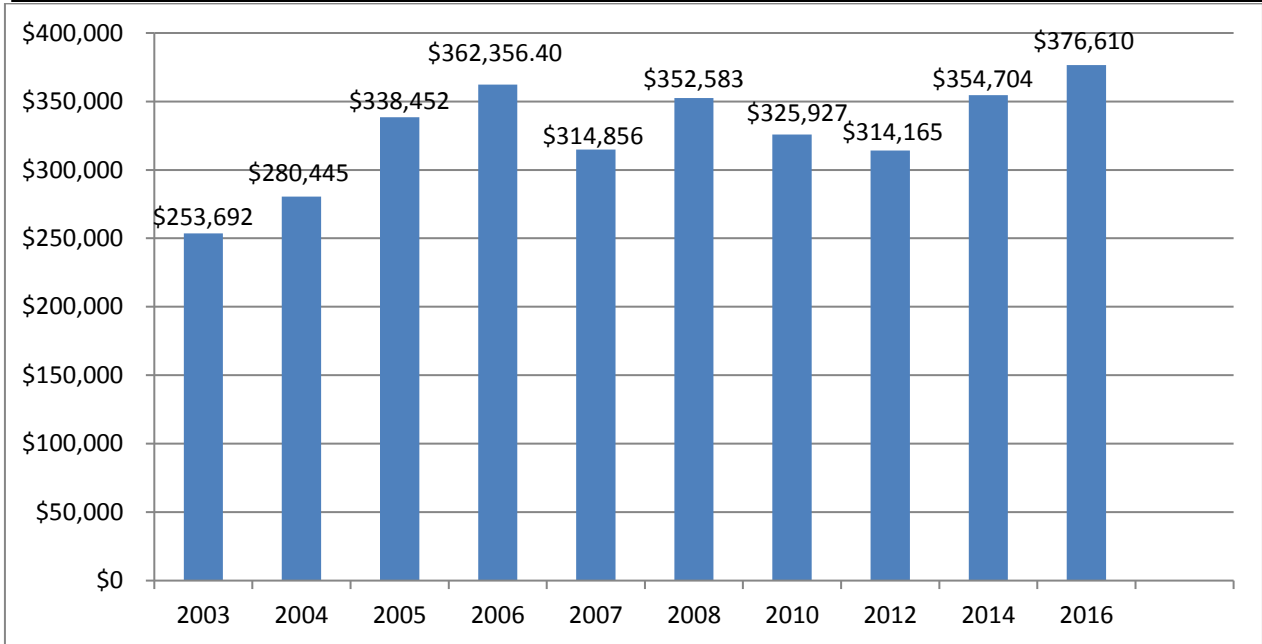
Table 6.2: Reported Fee Revenue

	2004	2005	2006	2007	2008	2010	2012	2014	2016
Fee Revenue Range	\$4,750 - \$960,165	\$500 - \$942,300	\$500 - \$476,499	\$900 - \$415,046	\$450 - \$775,000	\$1700 - \$402,723	\$2100 - \$562,000	\$200 - \$988,686	\$1000- \$1,386,487
Average	\$138,918	\$172,086	\$155,539	\$132,124	\$130,892	\$90,431	\$132,236	\$128,920	\$170,487

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties. For 2016, numbers indicate values from 53 responding counties. The median for 2016 was just over \$50,000. If the top 7 and bottom 7 values are removed as outliers, the average goes down to \$106,553.50.

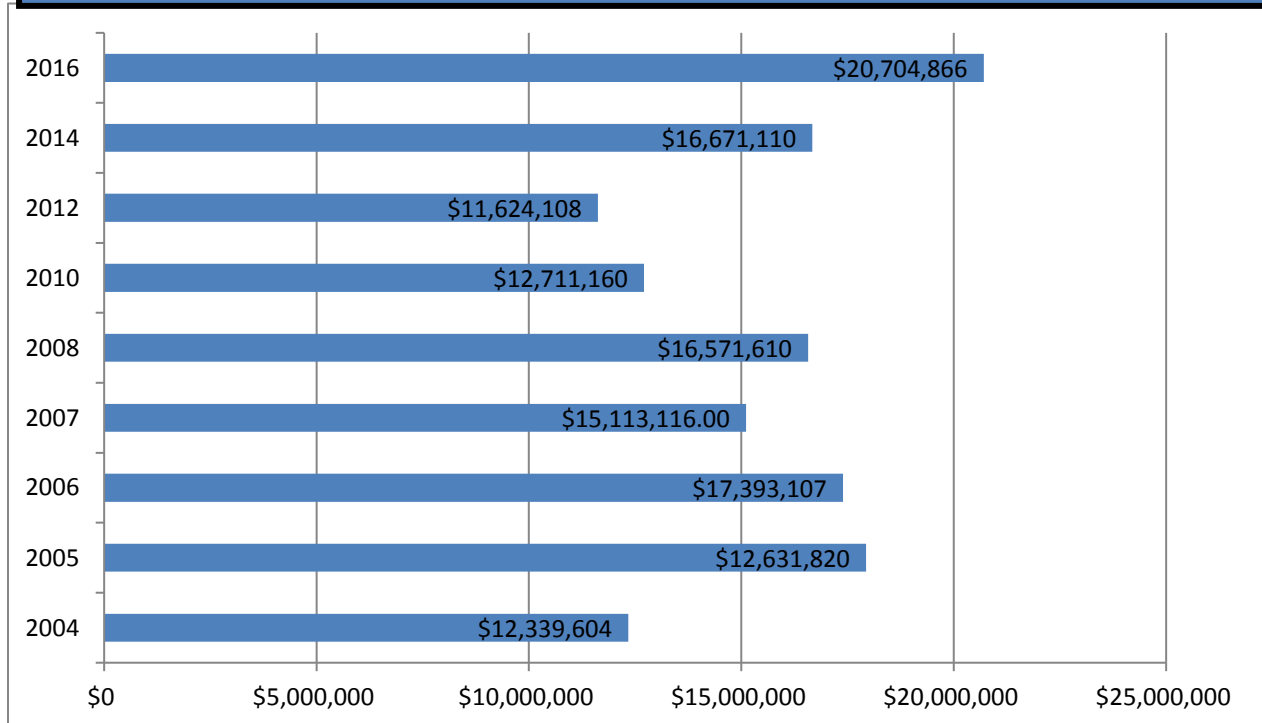
Similar to fee revenue, planning and zoning budgets vary considerably. The average reported budget for 2016 was \$376,610.

Chart 6.2: Average Budget



Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties.

Chart 6.3: Total Reported Budgets



Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties.

Section 7: Education

The survey respondents reported the following highest levels of education: High School Diploma, 1 or 2 year Vocational or Associate Degree, Bachelor Degree, Masters Degree, Community College, some college, and Masters Degree in Progress. Respondents also reported between less than 1 year and up to 38 years of experience in planning and zoning.

Table 7.1: Average Education and Years of Experience

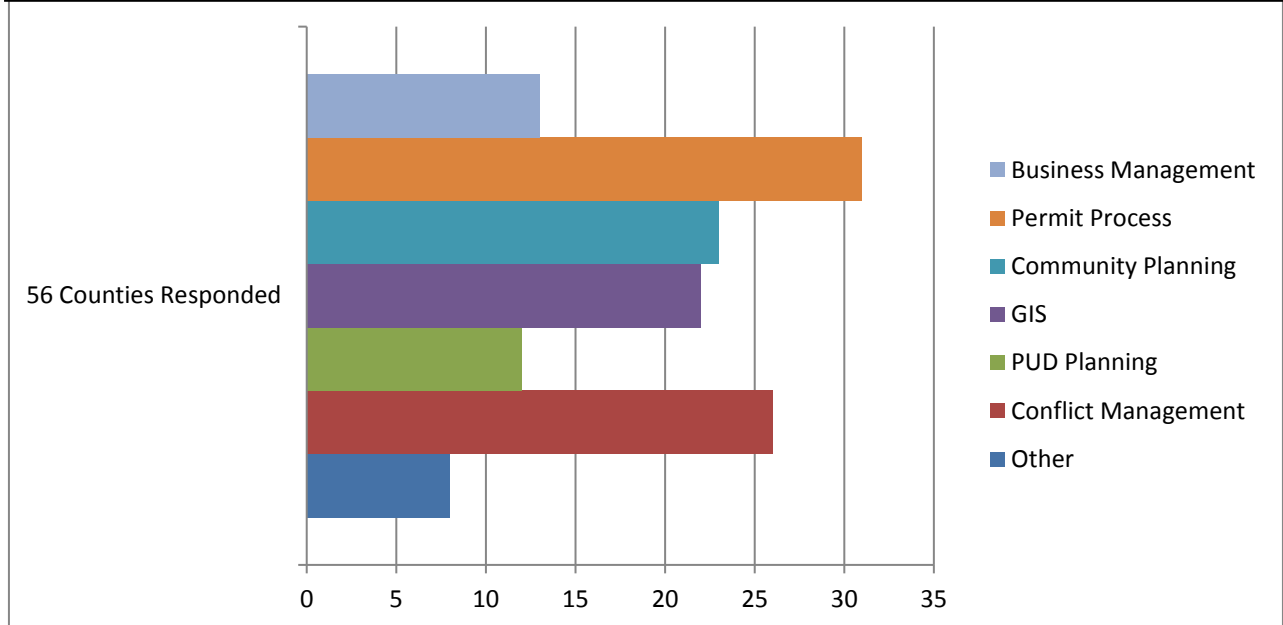
	2004	2005	2006	2007	2008	2010	2012	2014	2016
Avg. Years of Education	15.8	16	16	16	15.7	13	12	15.9	16
Avg. Years of Experience	13.5	14	13.6	17.5	14.5	15	16	16.5	17.3*

*2016 average based on mean is 17.3. The median is 18.

Educational Topics of Interest

Educational topics of interest expressed by respondents are noted on Chart 7.1

Chart 7.1: Educational Topics of Interest



Other topics of interest in the area of education were:

- Floodplain Management
- DOT Sign Permits
- More P&Z/Land Use 101

- Land Use Law/Legal
- Resort Conversions

- Renewable Energy
- Communication Skills

Section 8: Future Directions, Issue Identification, & Trends

Annexation and Subdivision Authority

21 counties report that there are townships with orderly annexation agreements with cities

29 counties report that there are no orderly annexation agreements between townships and cities in the county

9 counties are unaware of any orderly annexation agreements between townships and cities in the county.

Community Septic Systems

2 Counties reported that the county owns community septic systems; 55 Counties reported that the county does not own community septic systems.

Conservation Easements

12 Counties reported that the county holds conservation easements; 46 Counties reported that the county does not hold conservation easements.

Enforcement: Best Practices

Counties were asked to report any innovative ideas or efficiencies the county has developed and implemented to aid in enforcement. The following responses were received:

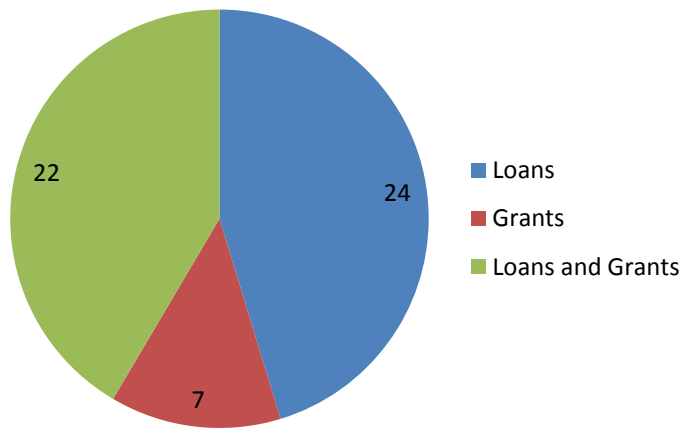
- Citation authority.
- Neighbors are the best for reporting violations.
- Pictometry has been very helpful.
- After-the-Fact variance application fee of \$500, After-the-Fact permit fee of 4x standard permit fee.
- The County Attorney has assigned Assistant Attorney's to each department. This works really well, creates a solid relationship and consistency.
- Complaints have to be in writing.
- Include a provision in the Ordinance that doesn't allow a permit to be issued if the property has a zoning violation.

Section 9: Computer Programs & Technology

SSTS Upgrade or Replacement

Counties were asked about the funding mechanisms available to pay the costs of subsurface sewage treatment system upgrade or replacement. The responses are included in Chart 8.1: Funding Mechanisms for SSTS Upgrade or Replacement.

Chart 8.1: Funding Mechanisms for SSTS Upgrade or Replacement



Water Planning Activities

Counties were asked to report what entity is the lead in water planning activities. The responses are included in Table 8.1: Lead Entity for Water Planning Activities.

Table 8.1: Lead Entity for Water Planning Activities

	2012	2014	2016
County	23	25	23
SWCD	22	29	34
Watershed District	2	0	0
Other	1	1	0

21 counties reported that water planning has resulted in the adoption of ordinances, while 37 counties responded that it has not.

27 counties report the use of a computerized permit program. 32 counties reported that they did not use a computerized permit program.

55 of the responding counties reported using a geographic information system in land use and environmental decision-making, while 4 reported that they do not.