



# 2022

## 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 2022 Minnesota Association of County Planning and Zoning Administrators (MACPZA) Zoning Office Survey was conducted between February and March 2023 and compiled during April and May of the same year. County planning and zoning offices were e-mailed a link to take a survey through SurveyMonkey; those not responding were e-mailed reminders.

Out of 87 Minnesota counties, 79 are members of MACPZA. A total of 56 member counties and 1 non-member county submitted responses to the 2022 survey, as shown in Table 1.1: County Responses.

Aitkin	Clay	Kanabec	Meeker	Red Lake	Wadena
Beltrami	Clearwater	Kandiyohi	Mille Lacs	Renville	Waseca
Benton	Cook	Lac qui Parle	Mower	Rice	Watonwan
Big Stone	Dodge	Lake	Murray	Roseau	Wilkin
Brown	Douglas	Lake of the Woods	Nicollet	Sherburne	Winona
Carlton	Freeborn	Le Sueur	Nobles	Stearns	Wright
Carver	Goodhue	Lincoln	Norman	Steele	Yellow Medicine
Cass	Houston	Lyon	Olmsted	Stevens	
Chippewa	Hubbard	Marshall	Pine	Todd	
Chisago	Isanti	Martin	Pipestone	Wabasha	

The average time to complete the survey was approximately 1 hour and 15 minutes.

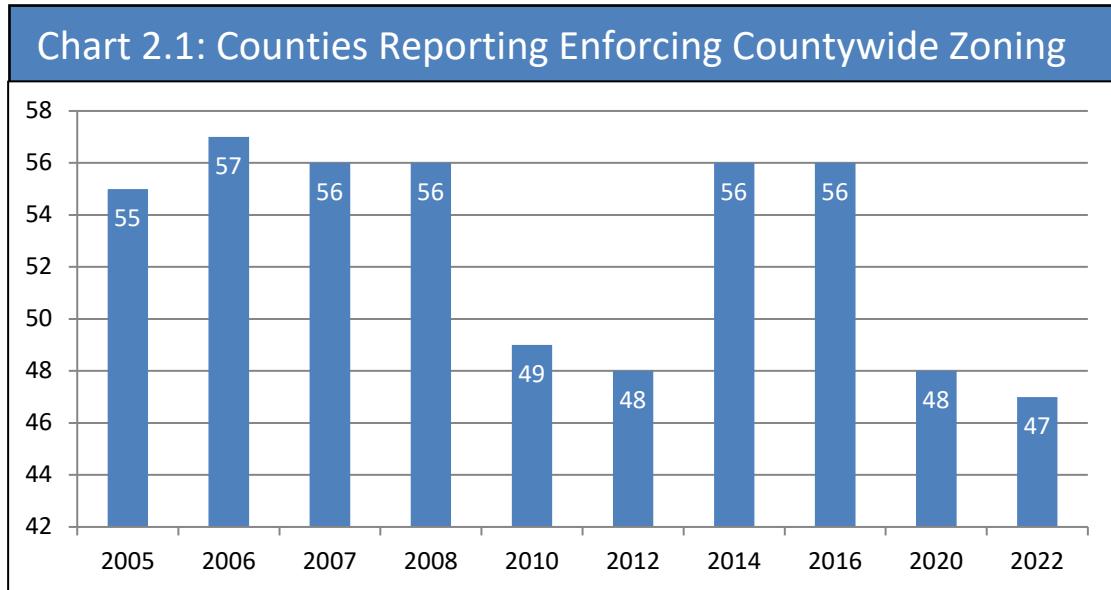
56 *member* respondents out of 79 members means the survey had an 71% response rate among members. Of the 57 surveys returned in total, 51 were completed fully (a complete response rate of 89%). Surveys that were incomplete may impact the data from question-to-question, so in many cases the number of respondents to an individual question will be listed if all 57 did not respond.

Wherever possible, the data collected in the 2022 survey is compared to data collected from 2005 through 2020.\* 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 57 respondents answered every question.

*\*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. Additionally, due to an administrative issue, the 2018 Zoning Survey was never distributed, so the summary also excludes that year.*

## Section 2: County Planning and Zoning Program Data

Of the 57 responses received, a total of 47 counties reported enforcing countywide zoning in 2022, 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 174 townships in 32 counties enforce their own zoning. See Table 2.1: Townships Enforcing Zoning in Counties.

**Table 2.1: Townships Enforcing Zoning in Counties**

Year	Number of Townships	In Number of Counties
2022	174	32
2020	193	59
2016	192	43
2014	205	38
2012	149	33
2010	143	33
2008	191	34
2007	238	31
2006	151	31
2005	167	16

Four counties noted that the number of townships enforcing their own zoning increased between 2020 and 2022. One county said the number decreased during that period.

Counties were to report on which joint-planning or joint-permitting agreements best described their county office's relationship with other government entities regarding planning and zoning. See results in Table 2.2: Joint-Planning or Joint-Permitting Agreements.

**Table 2.2: Joint-Planning or Joint-Permitting Agreements**

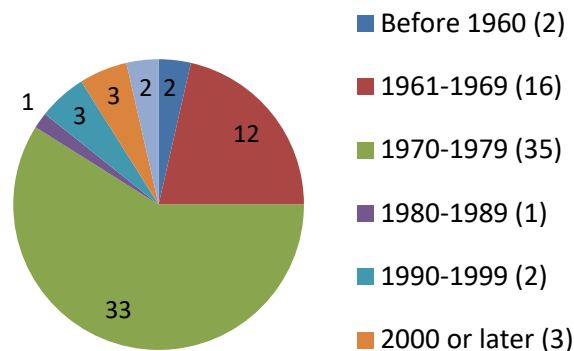
Answer Choice	Number of Responses
County administers all zoning for all cities	0
County administers zoning for some cities, but not all	5
Joint-Permitting Powers shared with some cities	3
Joint-Permitting Powers shared with all cities	0
Joint-Planning agreement with an SWCD	3
County enforces shoreland ordinance in all cities & townships	5
Some cities or townships enforce their own shoreland ordinances	18
County permits only SSTs/septic in all cities	24
County assists cities on an as-needed basis	19
County assists townships on an as-needed basis	16
County assists SWCD on an as-needed basis	15

Comments included, but are not limited to:

- “Joint Airport Board with one of the cities.”
- “Memorandum of Understanding with townships/cities.”
- “County administers zoning throughout the county but not in cities.”
- “One city has implemented extraterritorial review authority for subdivisions.”
- “City permits new installations; the county inspects new installation.”
- “County administers shoreland rules in one small city.”

Counties were asked to report the original zoning ordinance adoption dates, as shown in Chart 2.2: Original Ordinance Adoption Dates.

**Chart 2.2: Original Ordinance Adoption Dates**



43 counties reported making major revisions to their ordinances in the past 10 years (since 2012), while 11 counties reported major revisions older than 10 years. In addition, 41 counties are planning on revising their ordinances in the next two years.

Those counties revisiting their zoning ordinance are anticipating changes in the following areas:

**Table 2.3: Anticipated Zoning Ordinance Updates**

Anticipated Change	# Counties
Complete/Major Update	10
Ag District Changes	6
Commercial/Subdivision	7
Development/Performance Standards	14
Feedlots	6
Floodplain	6
Merge or consolidate ordinances	2
Shoreland/Buffers	10
Signage	7
Solar/Wind/Renewable Energy	10
Solid Waste	3
SSTS	5
Vacation/Guest Rentals	7
Variance/Nonconforming Update(s)	5
Zoning Maps	9
Other	6

Other changes listed included:

- Interim Use Permits (IUP)
- Accessory Dwelling Units (ADU)
- Cervid farms, cemeteries, and dog kennel changes
- Update to campground regulations

16 counties reported that they made unanticipated ordinance updates in 2022.

Unanticipated changes related to:

- Ag District Changes: 4
- Development/Performance Standards: 4
- Shoreland/Buffers: 3
- Solar/Wind/Renewable Energy: 1
- Solid Waste: 2
- SSTS: 1
- Vacation/Guest Rentals: 3
- Zoning Maps: 1
- Other: 6

Of the 57 survey respondents in 2022, counties reported having the following ordinances in effect:

Table 2.4: Ordinances in Effect										
	2005	2006	2007	2008	2010	2012	2014	2016	2020	2022
Ag Inspector	-	-	-	-	-	13	14	20	10	10
Biofuel	-	3	10	4	6	5	8	9	2	6
Building Code	-	-	-	-	-	9	14	11	13	13
Conservation	-	19	21	24	16	16	23	20	16	11
Countywide Zoning	-	-	-	-	-	47	53	56	48	47
Ethanol	-	5	11	7	6	6	9	8	3	5
Feedlot	40	43	59	52	41	43	46	50	47	42
Floodplain	51	48	64	65	50	50	60	60	55	50
Methane	-	2	5	1	5	5	7	4	2	0
POS Nonshoreland	23	27	35	36	39	35	43	47	29	30
POS Shoreland	31	36	37	43	44	36	46	51	38	39
SSTS	13	52	56	58	54	53	64	65	60	56
Solar Farms	-	-	-	-	-	-	-	-	50	42
Subdivision	-	-	-	-	-	45	59	60	57	54
Telecomms. Towers	52	52	67	-	49	45	55	56	54	50
Wild/Scenic River	17	22	31	31	22	24	31	29	23	28
Wind Towers/Turbines	-	41	47	55	46	43	54	58	54	50

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 2.5: Ordinances in Effect, Breakdown																	
	Ag Inspector	Biofuel	Building Code	Conservation	Countywide Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	SSTS	Solar Farms	Subdivision	Telecommunications Towers	Wild/Scenic River	Wind Towers/Turbines
Aitkin				C	C			C		C	C	C		C	C	C	
Beltrami										S	S	S		S	S	C	S
Benton			C		C	C	C	B		C	C	C	C	C	C		C
Big Stone	C				C		C	C		C	C	C	C	C	C	C	C
Brown				C	C		C	C		C	C	C	C	S	C	C	C
Carlton					C		C	C			C	C	C	C	C	C	C
Carver	S	C	C	B	C		C	C		C	C	C	C	C	C		C
Cass				C	C					C	C	S	C	S	C	C	C
Chippewa					C	C	C	C		C	C	C	C	C	C	C	C
Chisago			C		C			C			C	C	C	C	C	C	C

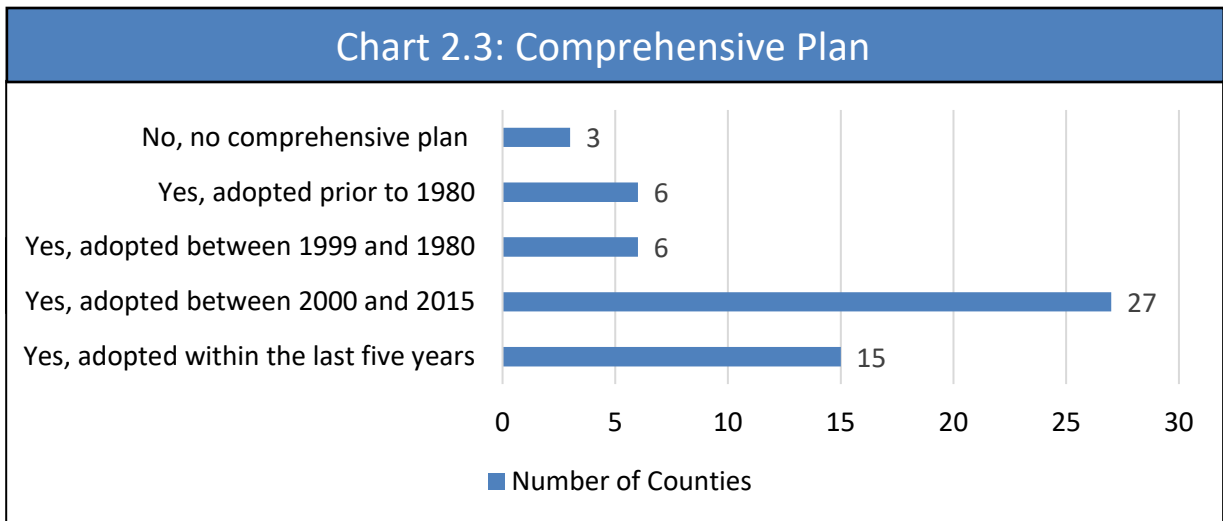
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	Ag Inspector	Biofuel	Building Code	Conservation	Countywide Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	SSTS	Solar Farms	Subdivision	Telecommunications Towers	Wild/Scenic River	Wind Towers/Turbines
Clay	S				C		C	C		C	C	S	S	C	C		S
Clearwater	S											S		S	S	S	S
Cook					C			C				S		S	S	C	S
Dodge		C			C		C	C				C	C	C	C		C
Douglas					C		C	S		C	C	C	C	S	C		C
Freeborn	C				C		C	C			C	C	C	C	C		C
Goodhue			C		C		C	C			C	C	C	C	C	C	C
Houston					C		C	C		C	C	C		C	C	C	C
Hubbard												C		C		C	
Isanti			C				C	C				C	S	S	C	C	C
Kanabec								S			S	S		S			
Kandiyohi			C		C			C				C	C	C			C
Lac qui Parle				C	C		C	C		C	C	C			C	C	C
Lake					C					C	C	C		C	C		C
Lake of the Woods					C			S				S		C	C		
Le Sueur	C				C		C	C				C	C	S	C		C
Lincoln	S				C		C	C		C	C	C	C	C	C		C
Lyon					S		C	C				C	C	C	C		C
Marshall	S						S	C				C		C	C	C	
Martin					C		C	S			C	C	C	C	C		C
Meeker			C	C	C		C	C		C	C	C	C	C	C	C	C
Mille Lacs												S					
Mower					C		C			S	S	S	C	S	C		C
Murray					C		C	C		C	C	C	S	S	C		S
Nicollet				C	C		C	C		C	C	C	C	C	C		C
Nobles					C		C	C				C	S	C	C		C
Norman					C			S				S	S	S	C	C	S
Olmsted			S		C		C	C		S	S	S	C	S	C		C
Pine								S		C	C	S	C	S	C	S	C
Pipestone					C		C	B				C	C	S	C		C
Red Lake							C	C				C					C
Renville	S	C			C		C	C		C	C	C	C	C	C	C	C
Rice		C	S	C	C	C	S	S		S	S	S	C	C	C	C	C
Roseau								S			S	S		C			
Sherburne			B		B		C	C		C	C	C	C	C	C	C	C
Stearns		C			C	C	C	C		S	S		C	S	C	C	C
Steele			S		S		S	S		S	S	S	C	S	C		C
Stevens					C		C	S			C	S	C	S			S
Todd				C	C		C	C				C	C	S	C		C
Wabasha			C	C	C		C	C				C		C	C	C	C
Wadena					C		C	S				C	C	S	C		C

**Table 2.5: Ordinances in Effect, Breakdown**

	Ag Inspector	Biofuel	Building Code	Conservation	Countywide Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	SSTS	Solar Farms	Subdivision	Telecommunications Towers	Wild/Scenic River	Wind Towers/Turbines
Waseca		B		C	C	C	B	C			C	B	B	B	C		B
Watonwan					C		C	C		C	C	C	C	C	C	C	C
Wilkin	S				C		C	C		C	C	C	C	C	C		C
Winona					C		C	C		C	C	C	C	C	C	C	C
Wright			B		C		B	C		B	B	C	C	B	C	C	C
Yellow Medicine					C		C	C		C	C	C	C	C	C	C	C

Counties were also asked to identify whether they had adopted a comprehensive plan, and if so, when it was adopted. See Chart 2.3: Comprehensive Plan, below.



Note: There should have been an option added to this multiple-choice question to say “Yes, adopted between 2015 and 2020,” since this survey was gathering responses about 2022. Unfortunately, the option was not included, so there is a gap in the data.

The state building code is enforced by the county in 15 of the 57 counties who responded to this question.



## Section 3: Agricultural Zoning

47 counties reported having an agricultural zoning district and 10 do not. 41 counties indicated that they have a density standard in the agricultural zoning districts. 13 counties do not have a density standard.

Of the responding counties, 53 permit platting in the agricultural district. 3 do not.

19 counties reported having an Agriculture Preservation District.

11 counties reported adopting a right-to-farm

4 counties reported requiring right-to-farm notifications for non-farm developments in agriculture zoning

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

## Section 4: Permits and Fees

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

49 of the 53 counties who responded to the question reported requiring an SSTS permit for sewer work.

### SSTS Permits and Fees

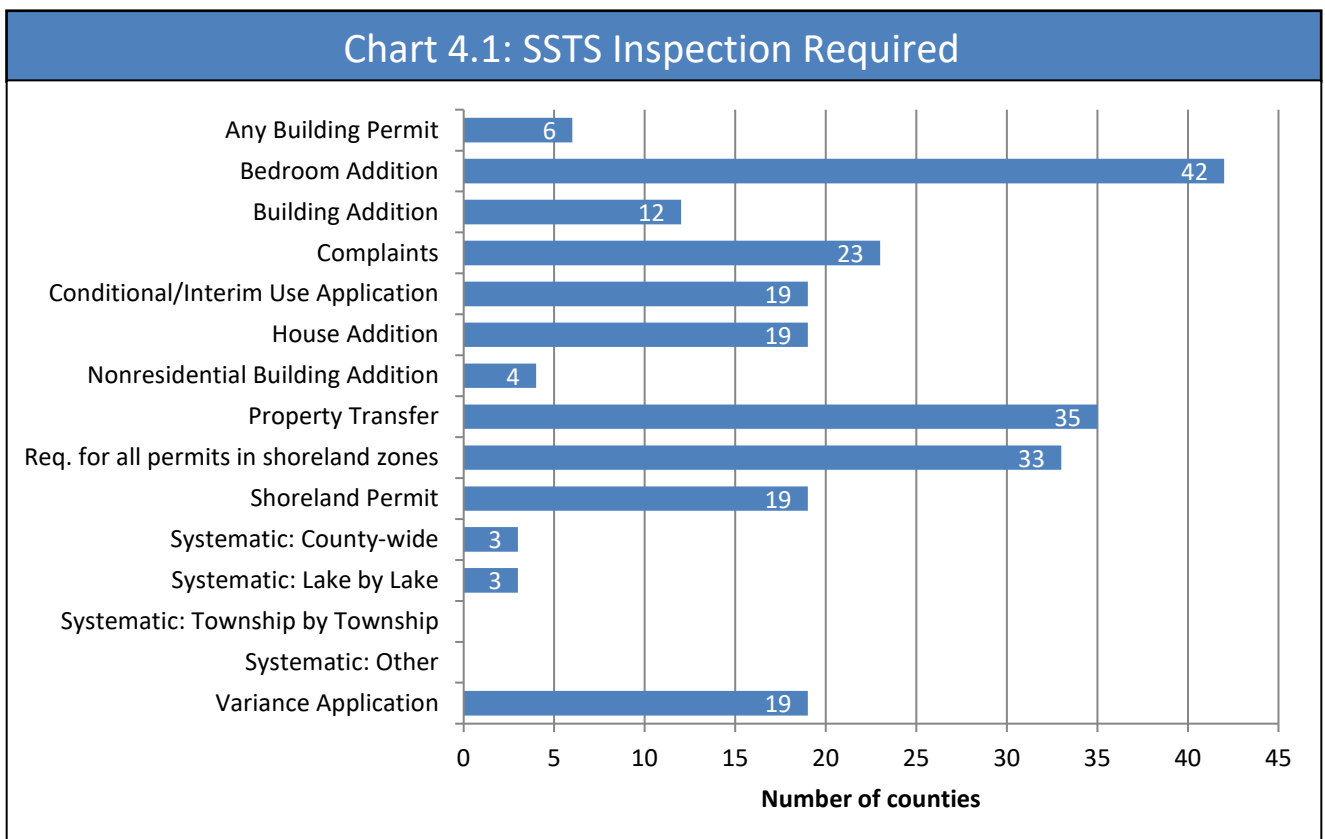
- For residential (individual) permits, 43 counties have a set fee amount, and 10 counties have a varying fee amount.
- For residential (contractor) permits, 36 counties have a set fee amount, and 10 counties have a varying fee amount.
- For commercial permits, 33 counties have a set fee amount, and 18 counties have a varying fee amount.

The fee for permit for residential (individual) varies between \$20 and \$3,050 (includes escrow).

The fee for permit for residential (contractor) varies between \$20 and \$3,050 (includes escrow).

The fee for permit for commercial varies between \$20 and \$6,000.

44 counties reported that SSTS inspection programs are run by county staff, 0 counties reported that SSTS inspections are privatized, and 8 counties reported that SSTS inspections are conducted both privately and by county staff. Chart 4.1 below shows the number of counties that require an SSTS inspection based on the corresponding activity:

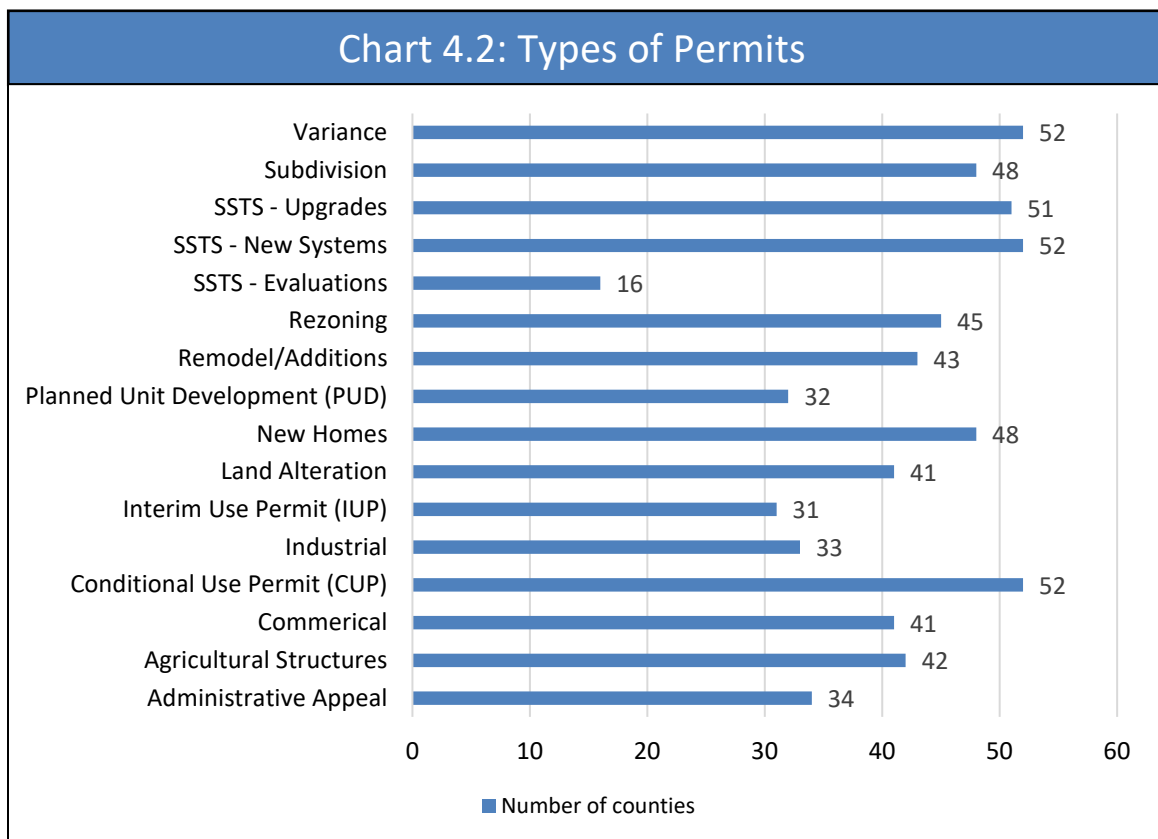


“Other” write-in responses included:

- “Bathroom addition”
- “For any land use change, the septic has to be proven compliant, but County Staff does not physically inspect on those occasions unless necessary”
- “Shoreland variance application”
- “Any new house permit”
- “Review for any septic system 20 years and older”
- “Property splits”

### General Permits and Fees

Counties were asked to report which permit types are currently utilized. See Chart 4.2, Types of Permits, below.



Comments included:

- “Administrative Appeal is only allowable through the Buffer Law”
- “SSTS Evaluations is only applied for additional site visits after first time”
- “County enforces the building code, building staff permit ag structures and building projects. Environmental Health department permits SSTS.”

Counties were asked to indicate how the fee for various types of permits is determined. See Table 4.1, Fee Determination Method by Permit.

**Table 4.1: Fee Determination Method by Permit**

	Exempt from Fees	Per Structure Cost-Based	Valuation-Based	Square Footage-Based	Flat Fee
Administrative Appeal	1	1	0	0	36
Agricultural Structures	4	5	4	8	26
Commercial	0	5	12	11	17
Conditional Use Permit	0	0	1	0	51
Industrial	1	5	9	9	16
Interim Use Permit	1	1	0	0	29
Land Alteration	2	1	0	1	39
New Homes	0	5	14	7	25
Planned Unit Development	0	4	0	1	27
Remodel/Additions	0	4	14	8	22
Rezoning	0	0	0	1	43
SSTS - Evaluations	5	1	0	1	16
SSTS - New Systems	0	1	0	2	50
SSTS - Upgrades	0	1	0	1	50
Subdivision	0	3	0	0	46
Variance	0	0	0	0	51

The fees reported in the survey are shown in Table 4.2. Data from counties that do not charge any additional fees for the corresponding permits were excluded when making this table to avoid impacting the average fee range of those that do. In 2022 and in years before, 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 below reflects only responses from counties who gave a flat fee rate or a range which could be averaged.

**Table 4.2: Average Fees**

	2006	2007	2008	2010	2012	2014	2016	2020	2022
Condit. Use Permit	\$200-300	\$200-300	\$200-300	\$400-500	\$400-500	\$400-500	\$400-500	\$458	\$500
PUD	\$500 & up	\$500 & up	\$300-400	\$500-600	\$500-600	\$400-500	\$500-600	\$709	\$632
Rezoning	\$300-400	\$300-400	\$300-400	\$400-500	\$400-500	\$400-500	\$400-500	\$505	\$578
SSTS Evaluations	\$91	\$0-100	\$0-100	\$100-200	\$0-100	\$0-100	\$100-200	\$247	\$208
SSTS New Systems	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$200-300	\$298	\$353
SSTS Upgrades	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$100-200	\$329	\$301
Subdivision	\$500+	\$500 & up	\$300-400	\$500-600	\$500-600	\$400-500	\$600-700	\$656	\$481
Variance	\$200-300	\$300-400	\$200-300	\$300-400	\$400-500	\$400-500	\$400-500	\$438	\$458
Admin. Appeal	\$0-100	\$0-100	\$200-300	\$400-500	\$300-400	\$300-400	\$400-500	\$529	\$509
Ag. Structures	\$0-100	\$0-100	\$0-100	\$0-100	\$0-100	\$0-100	\$0-100	\$85	\$152
Commercial	\$0-100	\$0-100	\$100-200	\$400-500	\$200-300	\$300-400	\$300-400	\$193	\$523
Industrial	\$0-100	\$0-100	\$100-200	\$500-600	\$200-300	\$300-400	\$300-400	\$151	\$530
Interim Use Permit	-	-	-	-	-	-	-	\$499	\$527
Land Alteration	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$100-200	\$135	\$164
New Homes	\$0-100	\$0-100	\$200-300	\$100-200	\$200-300	\$200-300	\$200-300	\$290	\$260
Other	\$0-100	\$0-100	\$0-100	-	-	-	-	-	-
Remodel/Additions	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200	\$100-200	\$100-200	\$183	\$206

Other common permit types and their average fees are included below. This question was first added to the survey in 2020. As above, the averages only include responses which were provided as a flat fee or as a range which could be averaged.

Table 4.3: Additional Permit Types and Average Fee		
	2020	2022
After-the-Fact Variances	\$851	\$758
Feedlots	\$287	\$255
Interim Use Permits (IUP)	\$542	\$530
Mining	\$585	\$512
Shoreland Alteration	\$155	\$185
Signs/Billboards	\$171	\$195
Site Inspections	\$64/hour	\$146/hour
Solar Gardens*	\$452	\$597
Telecomm./Cell Towers	\$434	\$583
Wind Turbines/Towers (Commercial)	\$469	\$490
Wind Turbines/Towers (Non-Commercial)	\$592	\$397

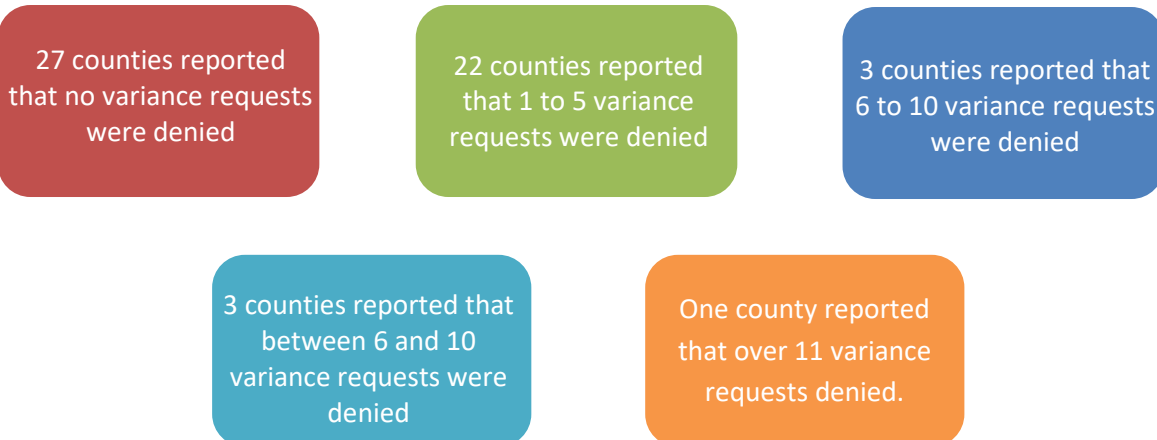
Note: These numbers vary year by year based on the amount of detail given by the responding MACPZA counties, as well as which counties responded to this question each year.

Other answers to this question included:

- “Zoning amendment: \$400, Deck/platform: \$100, Privy: \$150, Short-term rental: \$300 - \$500”
- “Commercial pesticide test is \$25/test and \$500 atf land use permits”
- “Wetland: \$50 - \$1,000”

### Variance Requests

Counties were asked to report on the number of variance requests that were denied in 2022. 53 counties responded with the following:



## Section 5: Zoning Office Administration

11 counties reported that they have a separate P&Z Services/Zoning Services office

25 counties reported that they are located in the county Environmental Services Department

17 counties reported they are in another office

Other locations included Physical Development, Watershed Office, Land Use Management, and a combined Planning and Zoning/Emergency Management.

Vehicles are provided for 41 of the 53 counties that responded. 6 counties reported having some kind of carpool available. Of the 47 counties that responded that they receive mileage reimbursement: 42 counties use the federal/IRS reimbursement rate, 1 county uses \$.655/mile, and 1 county uses \$.53/mile. Other responses clarified that the IRS rate is used only when a personal vehicle must be used because a county vehicle is not available.

The responsibilities of county planning and zoning offices vary greatly across the state; see Table 5.1: Planning and Zoning Office Responsibilities.

	2005	2006	2007	2008	2010	2012	2014	2016	2020	2022
Agricultural Inspection	26	26	30	28	19	16	27	26	25	18
Aquatic Invasive Species	-	-	-	-	-	-	-	-	30	24
Buffer Enforcement	-	-	-	-	-	-	-	-	44	31
Emergency Management	-	-	-	-	-	3	5	4	7	4
Feedlots	36	31	41	35	27	29	34	35	35	27
Floodplain Management	-	-	-	-	-	-	-	-	53	48
GIS Mapping	-	-	-	-	-	-	-	-	15	13
Household Hazardous Waste	36	29	35	32	26	27	31	37	30	34
Lake Improvement Districts	-	-	-	-	-	-	-	-	5	8
Noxious Weeds	-	-	-	-	-	-	-	-	25	24
Parks	9	9	8	11	6	8	6	8	6	5
Planning & Zoning	61	53	61	60	45	49	58	59	57	53
Shorelands	-	-	-	-	-	-	-	-	58	51
Soil and Water Conservation	-	-	-	-	-	-	-	-	6	5
Recycling	37	26	32	30	26	28	31	36	32	35
Septic Inspections	56	48	57	55	43	45	53	56	51	46
Solid Waste	37	29	37	32	29	29	35	38	35	36
Water Planning	28	25	30	33	21	24	29	30	29	27
Wetlands	31	30	30	29	22	20	29	32	29	26

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

Other responsibilities that were reported include legal drainage systems, building code, regional railroad, economic development, passport acceptance, and E911 addressing.

## Section 6: Planning Commission & Board of Adjustment

### Planning Commission

52 responded that they have a Planning Commission. The size of each Commission ranged from 3 to 11 members. 7 members was the most common response.

51 counties reported paying a per diem to planning commission members, ranging from \$25/meeting to \$180/meeting. The average was \$74/meeting.

50 counties reported that they reimburse mileage for the county planning commission members. 49 counties reported paying the federal/IRS imbursement rate. 1 county pays "IRS plus." 1 county does not provide mileage reimbursement.

**Table 6.1: Planning Commission**

	2005	2006	2007	2008	2010	2012	2014	2016	2020	2022
<b>Average # of Planning Commissioners</b>	10	7.7	8	8	7	7	7	7	7	7
<b>Average Planning Commission Per Diem</b>	\$43	\$50	\$52	\$50	\$50	\$50	\$60	\$60	\$66	\$74
<b># of Counties Reporting Mileage Reimbursement</b>	51	56	57	50	37	44	15	46	56	50

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

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

3 counties reported that the planning commission meets twice per month.

18 counties reported that the planning commission meets as needed.

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

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

4 counties reported that the time of the meeting varies.

Of 52 responding counties, 28 reported that audio-only is recorded at these meetings. 20 counties record audio and video, and 4 counties do not record at all aside from written meeting minutes.

### Board of Adjustment

53 counties responded that they had a Board of Adjustment. The size of the Boards ranged 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 \$180. The average per diem for a member of the Board of Adjustment is \$77 per meeting.

51 counties reported that they reimburse mileage for the Board of Adjustment. 50 counties reported paying the federal/IRS imbursement rate. 2 counties reported paying more than the federal rate. 1 county does not pay mileage reimbursement.

**Table 6.2: Board of Adjustment**

	2005	2006	2007	2008	2010	2008	2012	2014	2016	2020	2022
Average # Board of Adjustment Members	4.9	4.9	5	5	5	5	5	5	5	5	5
Average Board of Adjustment Per Diem	\$44	\$50	\$50	\$50	\$50	\$50	\$55	\$62	\$57	\$66	\$77
# of Counties Reporting Mileage Reimbursement	51	56	56	56	41	56	45	46	51	52	51

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

25 counties reported that the Board of Adjustment meets once per month.

2 counties reported that the Board of Adjustment meets twice per month.

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

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

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

4 counties reported that the meeting time varies.

21 counties reported that the Board of Adjustment requires onsite visits; 27 counties reported that the Board of Adjustment does not require onsite visits. 5 counties responded that the Board does onsite visits as needed.

Of 53 responding counties, 28 reported that audio-only is recorded at Board of Adjustment meetings. 19 counties record audio and video, and 6 counties do not record at all aside from written meeting minutes.

#### **Combined Planning Commission and Board of Adjustment**

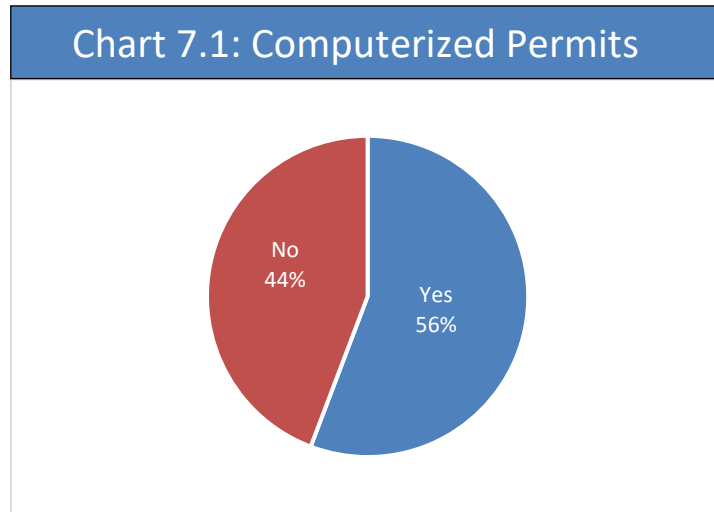
21 counties reported that they have a combined Planning Commission and Board of Adjustment (single committee).

The numbers of the combined group varied. Responses included: 5 members, 6 members, 7 members, 8 members, 9 members, and several combinations that included non-voting/ex-officio members. There was one response with “2 PC members, 1 member at large.”



## Section 7: Computer Programs and Technology

Counties were asked whether they use a computerized permit program. See the results below in Chart 7.1: Computerized Permits.



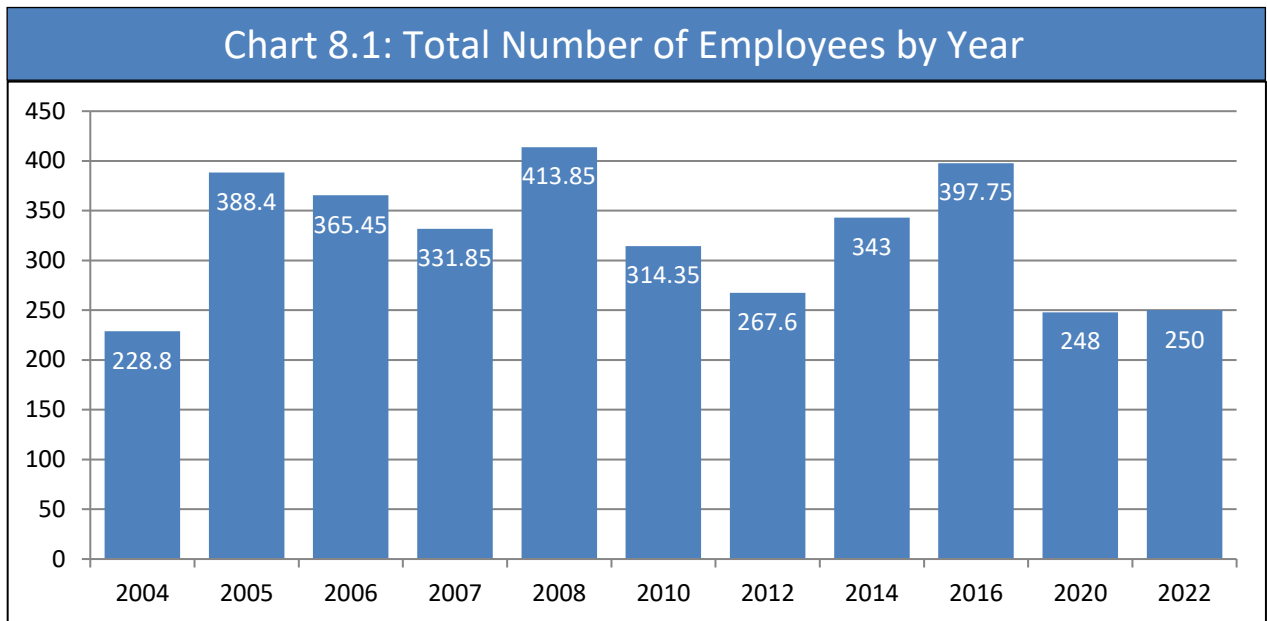
Counties were also asked whether they use a geographic information system (GIS) in land-use and environmental decision-making. Of 52 total responses, 50 counties use GIS and 2 do not.

## Section 8: Employees, Salaries, & Finances

### Employees

A total of 225 full-time employees were reported in the survey. The average for full-time only is 4.3 employees per county carrying out zoning activities, with responses ranging from 1 FTE dedicated to P&Z activities up to 16 FTE. A total of 25 part-time employees were reported with varying levels of full-time equivalency.

The employee count in Chart 8.1: Total Number of Employees by Year includes **both** full and part-time staff.



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

### Salary and Benefits

48 counties responded to questions about salaries in their office. The average (mean) annual salary reported for the planning and zoning administrator was \$91,825 while the median was \$89,980. The range varied from \$44,500 to \$160,000. The table below illustrates more detail of the respondents:

**Table 8.1: P&Z Administrator Annual Salary**

P&Z Admin Salary	\$40-49K	\$50-59K	\$60-69K	\$70-79K	\$80-89K	\$90-99K	\$100K +
# Counties Responded	2	0	0	9	13	12	12

15 counties reported having an Assistant Zoning Administrator position. The salaries reported for the Assistant Zoning Administrator ranged from \$46,000 to \$119,000.

Counties were asked which of the following positions are employed their office. See the results in table 8.2: Position Titles. The number of counties currently employing an individual with the title is shown in the right column.

Table 8.2: Position Titles	
Position Title	# of Counties
AIS Program Coordinator	13
Building Inspector/Official	8
Environmental Health Specialist	2
Environmental Services Technician	18
Feedlot Technician	15
Health Officer	0
Health & Hazardous Waste Technician	1
Land/Resource Inspector	0
Land Management Technician	2
Land Service Specialist	2
Natural Resources Specialist	1
Natural Resources Manager	0
Office/Administrative Assistant	32
Office/Administrative Coordinator	3
Office/Administrative Manager	4
P&Z Technician	9
Permitting Clerk/Intake Staff	3
Resource/Recycling Coordinator	3
Resource Specialist	1
Solid Waste Officer/Administrator	14
Solid Waste Technician	3
SSTS Inspector/Technician	14
Stormwater/Enforcement Officer	1
Support Technician	1
Survey/Planning Coordinator	2
Technical Resource Specialist	0
Water Planner	9
Water Resources Technician	1
Wetland Inspector	0
Wetland/Compliance Officer	2
Wetlands/Land Use Specialist	5
Zoning Inspector/Technician	2

**Other answers included:** Clerical Staff (various titles), County Planner, Deputy Zoning Administrator, Director, Environmental Specialist, Environmental Director, Environmental Health Inspector, Environmental Health Supervisor, Environmental Office Manager,

Environmental Services Director, Feedlot Program Administrator, GIS Staff (various titles), Land & Resource Management Director, Land Management Permit Assistant, Land Management Planner, Land Use Analyst, Land Use Manager, Land Use Permits Specialist, Land Use Planner, Land Use Planning Assistant, Lead Secretary, Planner, Planning & Analysis Division Supervisor, Planning & Zoning Technical Writer, Planning & Zoning Specialist, Principal Planner, Senior Land Use Planner, Senior Planner, SSTS Program Manager & Environmental Program Manager, Technical Clerk, Wetland and Solid Waste Program Lead, Zoning & Solid Waste Support Specialist, Zoning Administrator, Zoning Coordinator.

Counties were asked to report the salaries of their technicians. The average salary was \$60,316. The median salary was \$58,000, with a range of \$39,500 to \$100,000.

Counties were also asked to report the salaries of their clerical and/or administrative staff. The average salary was \$51,893. The median salary was \$49,491 with a range of \$35,400 to \$108,000.

Counties were asked to respond to questions about health, dental, and life insurance benefits. The results are indicated below in Table 8.3: Reported Benefits (Insurance Premiums).

Table 8.3: Reported Benefits (Insurance Premiums)			
	50% or less of insurance premium paid by co.	More than 50% insurance premium paid by co.	The County does not offer this benefit
Health Ins.	10	39	0
Dental Ins.	21	16	9
Life Ins.	17	26	2

37 counties reported the county offers a “cafeteria plan” benefit set, 13 reported they do not. 35 counties reported having a formal policy on severance pay, while 5 counties reported that severance pay is negotiated.

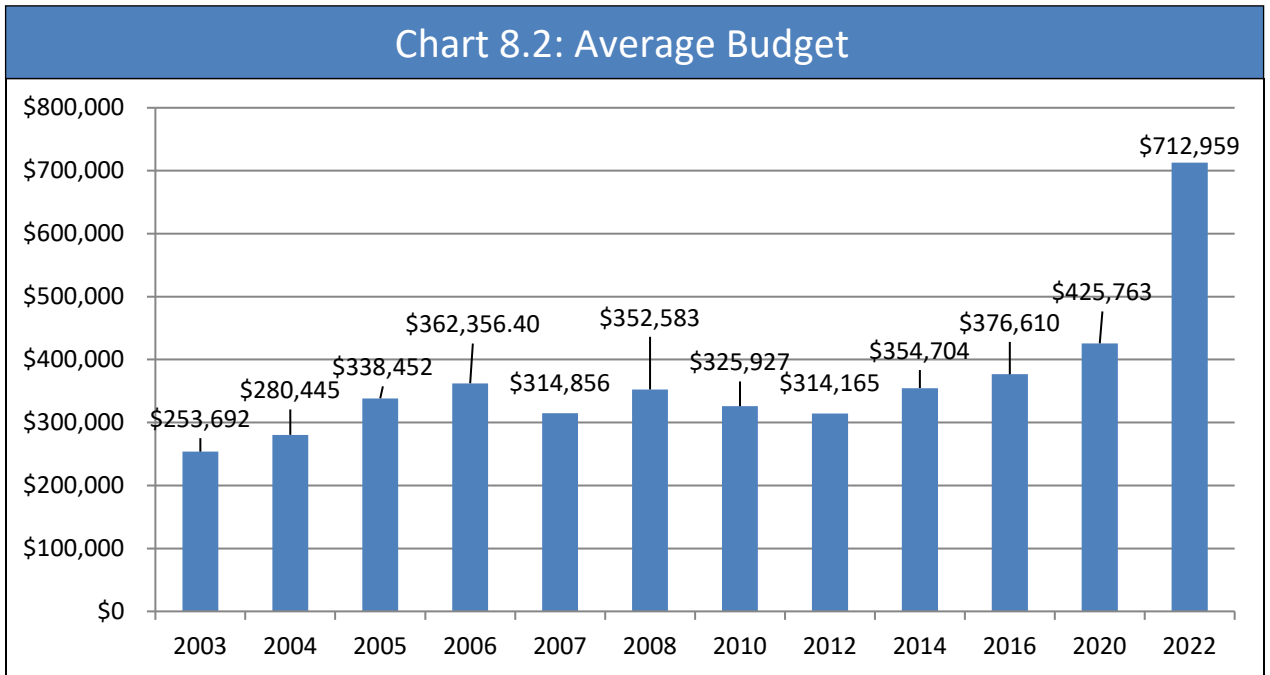
### Finances

Fee revenue varies greatly among counties, as shown in Table 8.4: Reported Fee Revenue.

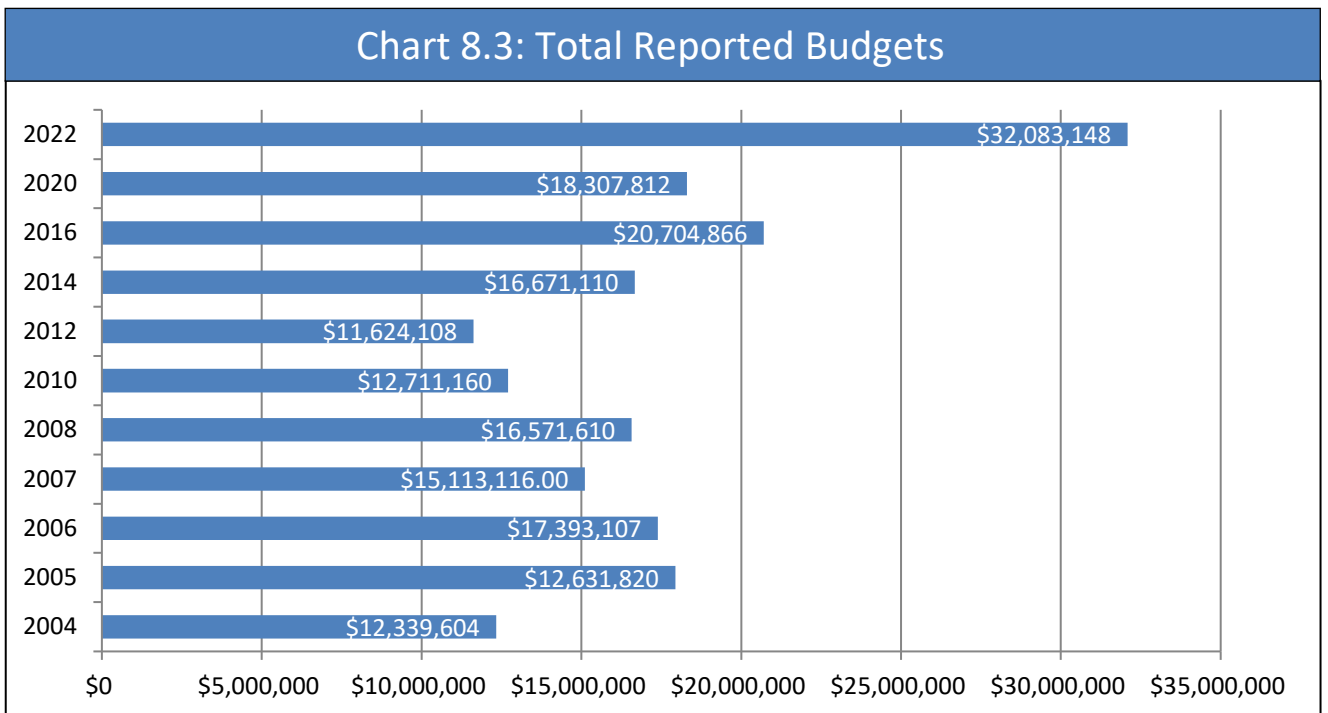
Table 8.4: Reported Fee Revenue									
	2006	2007	2008	2010	2012	2014	2016	2020	2022
Range	\$500 - \$476,499	\$900 - \$415,046	\$450 - \$775,000	\$1,700 - \$402,723	\$2,100 - \$562,000	\$200 - \$988,686	\$1,000- \$1,386,487	\$1,000- \$1,000,000	\$400 - \$1,451,423
Average	\$155,539	\$132,124	\$130,892	\$90,431	\$132,236	\$128,920	\$170,487	\$129,662	\$196,866

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties. For 2022, numbers indicate values from 44 responding counties. The median for 2022 was \$60,000.

Similar to fee revenue, planning and zoning budgets vary considerably. The average reported budget for 2022 was \$601,890.



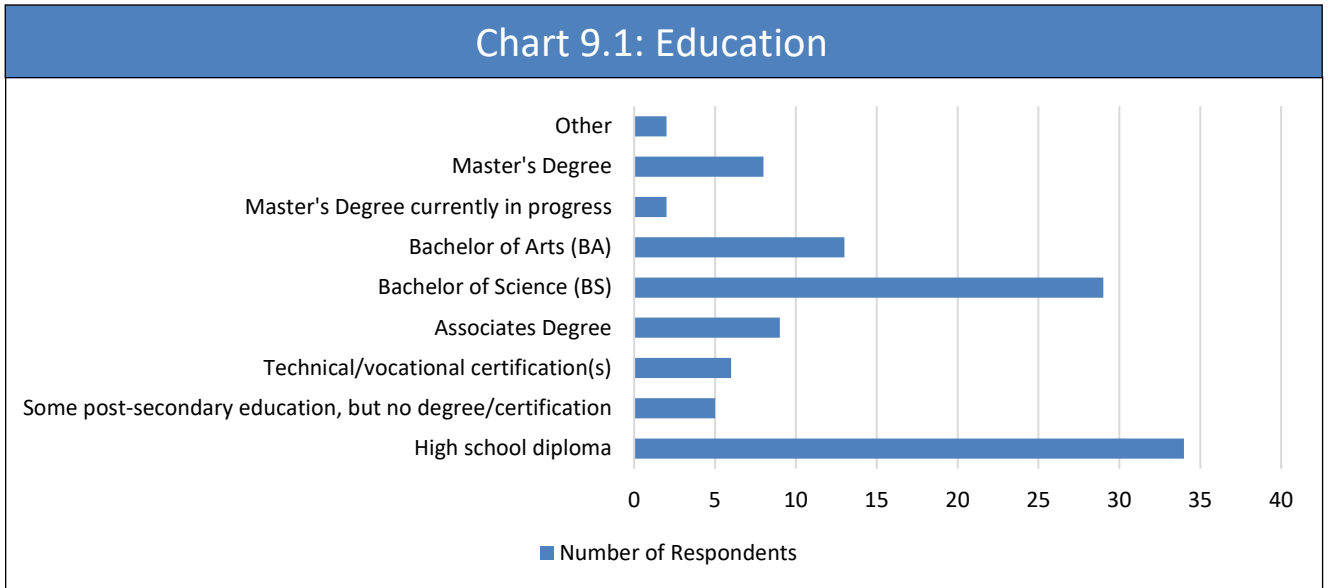
Note: These numbers vary year by year based on the number of responses and detail given by the responding MACPZA counties.



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

## Section 9: Education

Respondents were asked to select all certifications, degrees, or levels of education that they had achieved. The results are below in Chart 9.1: Education. See also Table 9.1: Average Years of Experience.



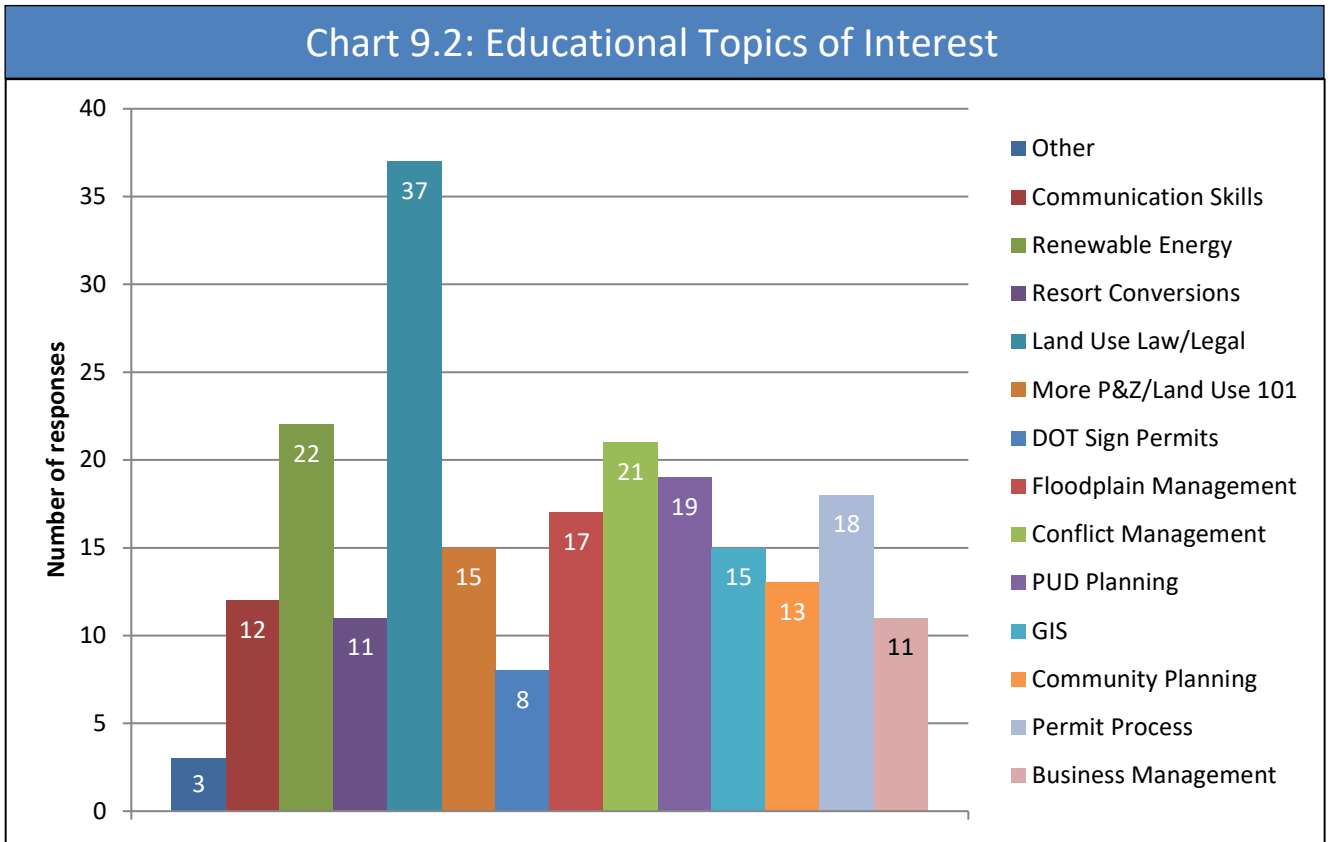
**Table 9.1: Average Years of Experience**

	2006	2007	2008	2010	2012	2014	2016	2020	2022
<b>Avg. Years of Experience</b>	13.6	17.5	14.5	15	16	16.5	17.3	18	17.2

Note: 2022 median is 19.

## Educational Topics of Interest

Educational topics of interest expressed by respondents are noted on Chart 9.2.



Other educational topics of interest included:

- Online permitting
- Bluff regulations
- Processes other counties have gone through for solar and wind energy site permitting when the State is not responsible
- County Zoning Administrators' responsibility for commercial property and handicapped enforcement

## Section 10: Supplemental Issues and Trends

### Annexation and Subdivision Authority

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

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

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

### Community Septic Systems

7 counties reported that the county owns community septic systems; 45 counties reported that the county does not own community septic systems.

### Conservation Easements

14 counties reported that the county holds conservation easements; 36 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:

- “GIS enforcement layer for staff safety if there are landowner issues.”
- “ChangeFinder app when we do Eagleview flights.”
- “Work with the taxpayers first.”
- “Posting a list of zoning violators on the county website.”
- “Board has allotted time from county attorney budget to P&Z issues.”
- “Enforcement policy manual.”
- “Reduced after-the-fact permit fees if corrected within 15 days of notice of violation letter date (borrowed from Morrison County).”
- “Property tax assessment process.”

### Funding Mechanisms

Counties were asked to report what funding mechanisms are available to pay for the costs of subsurface sewage treatment system (SSTS) upgrades or replacements. The results are below in Table 10.1: Funding Options for SSTS Improvements.

	Number of Counties
Loans	7
Grants	6
Loans & Grants	37
None of the Above	1



## **Water Planning Activities**

Counties were asked to identify the lead entity for water planning activities in their county. 16 respondents indicated that the lead entity was the county itself, while 30 listed the Soil and Water Conservation District (SWCD) as the lead. 4 respondents identified the Watershed District and 1 county has a County Planning & Water Department which takes the lead.

Respondents were also asked whether water planning activities resulted in any new ordinances in the past two years. 3 responded yes and 48 responded no.