

**Peninsula Township Board
Study Session
February 28, 2018
9:00 am
Township Office Conference Room**

1. **Call to Order** by Supervisor Manigold at 9:00 am
2. **Pledge**
3. **Roll Call** Present: Manigold, Bickle, Achorn, Wunsch
Absent: Westpahl, Sanders and Whal
Also present; Gordon Hayward, Planning and Zoning, Christina Deeren, Zoning Administrator, Jennifer Hodges, GFA, Monnie Peters, Nancy Heller
4. **Approve Agenda**
Motion to approve the agenda as presented by Wunsch, with a second by Bickle.

Passed Unam
5. **Conflict of Interest** None
6. **Business**
 - a. Continuation of Study Session Development Application Procedures
 1. Introduce Flow Chart for Escrow Project Accounts, including: process for setting up escrow accounts; escrow check and/or application check process; application processing.
 2. Review of Proposed Planning and Zoning Fee Schedule changes based on actual costs to process.

Bickle: Last study session, we talked about the request going before the Planning Commission to replenish the funds for Vineyard Ridge and 81. Please update status on whether this had been approved by the PC.

Hayward: Informed the Board that letters would be going out later today to the applicants. Because the Township Board did direct Hayward to send out the letters, the PC did not have to approve the request since the Ordinance states the Town Board has the authority to approve.

Bickle: Please copy this information to the Supervisor's Office, Clerk's Office and Office Manager. He reminded Hayward to ask Attorney for a list of items that we can and cannot charge to the escrow.

Achorn: Requested information on the date that she may begin charging an escrow account the Attorney.

Hayward: Introduced the flow chart for escrow project accounts and gave a brief description of the steps. (He used an example chart from the Library). Portions of the chart are currently used and other portions of the chart are newly developed procedures to be implemented.

An open forum followed with discussion ranging from data on the flow chart; suggestions to improve the chart; the importance on copying Offices on the information being received; the

amounts projected for the projects; and with setting up and identifying the T&A accounts on the documents. The Planning Department will keep real time in the accounting of these accounts. Planning will make sure that the escrow accounts do not drop below 20% of the original estimated cost.

Bickle: The Treasurer's Office will open separate escrow accounts for each project to keep a better record of these escrows; in the past, all funds previously deposited have gone into one account. One department, either Planning or Zoning, needs to keep track of the accounting of these records, and we need to establish which of these departments is going to be in charge of this duty.

Manigold: Suggested to change it to the Planning Department. Fee schedule changes should be approved by the first of April by the Board along with approval of the application check process to set up escrow accounts.

2. Planning and Zoning Fee Schedule changes.

Hayward: The concept of the fee schedule is to handle as many things through the fee schedule as we can instead of using the Trust and Agency accounts. It is important that our fee structure is reasonable and accurate in terms of staff time from the Planning and Zoning Departments to process each application. Explained the new charges compared to the old fee schedule that has not been updated in several years. The amounts were established based on the Zoning Administrator's and Planner's estimated cost of review and processing applications.

Achorn: These increases are based on the projected staff time involved for reviewing, processing and completing applications?

Hayward: These increases include staff time and anything else that we know or foresee. Attorney time will be built into the fee structure rather than built into an escrow.

Achorn: When an invoice comes into our office from the Attorney how will we know that the cost will be built into this and how do we know which application it is related to?.

Hayward: If we don't know, then we will have to figure out what the invoice is for.

Achorn: That is where the confusion arises-- we are getting invoices but we do not know what they relate to and if we are supposed to be getting money in advance or if a permit fee is covering these costs.

Hayward: If it is a private road permit we know that there will be two charges a plan review by the Engineer and the Attorney. We will try to break down the proposed fee and give that to your department so that you are aware of the fees being charged and associated to each application.

Achorn: Requested that the Treasurer's Office get the pre-estimates, just like escrow information.

Hayward: We will try to break down the proposed fees for your Offices. Rather than putting everything in an escrow, I wanted to put things that were reasonably calculated into the fee structure.

Achorn: We need to have this information in advance. When a permit application comes in, Susan keeps a detailed list of the permit numbers. The permit number must be connected to any

anticipated bills that we will be receiving at a later time. We need to know this in advance to make it easier to keep track of them.

Hayward; That makes sense.

Open discussion of the fees and how the increases were determined by the Planning and Zoning Departments followed. Clarification of how these fees will work and what will be charged to the applicants. Planning and Zoning will determine which fees will need to be charged to the applicant at the time of the initial review of the application. All of the proposed numbers are tentative and can be changed if they do not reflect the real cost of the application review process. Suggestions were made to clarify some of these charges so that noting is misleading in the chart. Concerns were brought up that we collect enough money to cover the cost associated with the application process and that additional money is not being spent by the taxpayers to cover expenses associated with permits.

Hodges: Suggested that additional cost should be added in the event that there are more reviews being conducted on the same application. You can limit this by how many submission reviews you require. If you are on the third submission then the fees will not cover these further reviews, additional fees should be required.

Hayward: Instead of one fee we may need to build in a two tier system. For example, we have a major and minor review process.

Heller: The large event permit fee is not enough. How many open public hearings have to be done along with the publications for these hearings; the current fee cannot cover the cost of these hearings.

The large event permit fee was discussed in an open forum, and changes that need to be made not only to the cost but also decreasing this from 250 people to a lesser amount of people allowed.

Manigold: We need to review the minutes that were provided by the Clerk along with the flow charts and the fee schedule. We should put this on the next agenda. The agenda for the next meeting will be on the budget so this may need to wait until the budget is done then we can flip back to these issues.

Motion to adjourn by Wunsch and seconded by Bickle.

Passed Unam

Adjournment: 10:24 a.m.