

PENINSULA TOWNSHIP

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

AGENDA

A quorum of the Township Board and/or Planning Commission may be present.

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Approve Agenda**
5. **Conflict of Interest**
6. **Business**
 - a. Continuation of Study Session Development Application Procedures
 1. Introduce Flow Chart for Escrow Project Accounts, process for setting up escrow accounts, escrow check and/or application check process, application processed
 2. Planning and Zoning Fee Schedule changes
7. **Adjournment**

Brenda DeKuiper, Deputy Clerk
Peninsula Township

Posted: February 27, 2018, 8:30 am

PENINSULA TOWNSHIP ADOPTED PERMIT FEES			
	2-28-2018 DRAFT	Current	Proposed
LAND USE PERMIT			
New Dwelling		\$100.00	\$150.00
Addition	Including garage, pool, car port	\$75.00	\$100.00
Sign Permit	New or replacement		\$75.00
Demolition		\$0.00	\$50.00
Accessory Structure	shed, porch, deck, fence etc.	\$75.00	\$75.00
Agricultural Buildings	Including roadside stands	\$75.00	\$100.00
Multi-Family	Per dwelling unit	\$65.00	\$100.00
Commercial	First 1000 sq. ft. of parcel area	\$100.00	\$100.00
	plus \$25 per additional full 1000 sq. ft.	Plus	Plus
OTHER PERMITS			
Home Occupations	Renewal/Replacement - New Fee	\$75.00	\$75.00
Private Road plus Stormwater PMT.	includes plan review by attorney	\$500.00	\$350.00
Barn Storage		\$75.00	\$75.00
Farm Processing		\$75.00	\$150.00
ZONING BOARD OF APPEALS			
Sign Review	Requires ZBA site visit		\$375.00
Variance		\$375.00	\$1,000.00
Appeal		\$100.00	\$1,320.00
SPECIAL MEETINGS			
ZBA Special			\$850.00
Planning Commission Special		\$1,200.00	\$1,200.00
PLANING DEPARTMENT			
Concept Review	SUP - PUD -		\$200.00
SUP, SUP/PUD, REZONING	Base Rate 0-5 acres	\$730.00	\$730.00
Escrow Fee in addition to be determined by Planning and Zoning Departments	6-40 acres	\$920.00	\$920.00
	41/100 acres	\$1,280.00	\$1,280.00
	100 acres or more	\$1,550.00	\$1,675.00
PUD/Condominium/Subdivision	Area Fee times 1.5		Area Fee x 1.5
STORM WATER PERMIT			
	Minor review		\$100.00
Escrow Fee in addition	Major Review Plus Escrow		\$100.00
Assessing Department Fees			
Land Division	2 splits	\$195.00	
Request for Label Lists	Includes Attorney review 3/more splits	\$225.00	\$350.00
			\$25.00
SUP Amendment	1/2 Original Fee	1/2 Fee	1/2 Fee
Communication Tower	Additional / replacement Antennae	\$750.00	\$750.00
Professional Review Escrow Fee		\$4,500.00	\$4,500.00
Large Event Fee			\$250.00
PENALTY FEE			
Construction Begun with No Permit the Regular Fee is Doubled		Reg. Fee X 2	Reg. Fee X 2

**Zoning Board of Appeals
Fee Schedule**

Current Fee for ZBA (Regular Meeting):		\$375.00
Current Fee for ZBA Special Meeting:		\$850.00
Zoning Board of Appeals Members:	Chair	\$90.00
Per meeting	Members: \$80.00 each (x4)	\$320.00
	Zoning Administrator	<u>\$80.00</u>
		\$490.00
Zoning Board of Appeals Site Visit: (Requested of all 7 members @ \$40.00 each): \$120.00		
Publication for Record Eagle (average): \$120.00		
Mailings: Notification of residents within 300 feet estimate 20 mailings \$10.00		
Court Recorder (Per Meeting): <u>\$120.00</u>		
Actual cost for each meeting: \$860.00		

The above cost does not include staff time for preparing documents for hearings

Approximant time to prepare documents for Zoning Board of Appeals Case: 4 hours of staff time @ \$25.00 = \$100.00	\$960.00
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Request:

Increase fee for Regular Meeting from \$375.00 to \$1,000.00

Increase fee for Special Meeting from \$850.00 to \$1,320.00

PROCESS FOR SETTING UP ESCROW ACCOUNTS

Application with the Owner Name and Parcel Number is received by the Planning/Zoning Department for a project needing an escrow account or more than one account. (ExStormwater)

The Zoning Administrator or Planner estimates the costs of reviewing the application and the cost of any qualified professional planner, engineers, attorneys or other professional that may be needed to review the application and/or participate in the review process or appeal.

ZA/Planner gets escrow fund names from the Treasurer and Vendor numbers from the Clerk for each Vendor who will be invoicing the Township.

The Treasurer establishes an escrow account in the name of the Owner/Applicant with reference numbers in coordination with the Township Clerk and Planning and Zoning Department

Name of project, type of escrow and required amount/s is entered into the Planning or Zoning application forms and the estimated amount of the escrow payment. A letter is attached addressed to the Owner/Applicant (with the analysis attached) along with a request for a check, or money order for the estimated escrow amount.

The Escrow Account Record is created by Planning /Zoning Department

Applicant and Vendors are informed of the account numbers and vendor numbers to use for invoices as part of the application review process.

ESCROW CHECK AND/OR APPLICATION CHECK IS PROCESSED

When the Escrow Fee is received from the Owner/Applicant, the amount of the check is entered into the Planning Department Escrow Account Record. It will contain the General Ledger number from the Clerk and the Trust and Agency account name/number from the Treasurer.

Planning/Zoning confirms that the Names and numbers on the check conform to those established by the Treasurer and Clerk or they are added to the check or money order. Any inconsistencies are resolved at this step.

The check is given to the Office Manager who records it in.

The check is transferred to the Treasurer.

APPLICATION IS PROCESSED

As invoices from vendors are received by the Planning and Zoning Department or given to the department by the Office Manager or Township Clerk, the data is entered in the Planning Department Escrow Account Record and the General Ledger number and Trust and Agency name and numbers are noted on the Invoice.

A copy of the Invoice is given to the Treasurer and the Invoice is given to the Clerk.

Periodic reconciliation of the various files takes place between the Township Clerk, Treasurer and Planning and Zoning Department.

If less than 20% of the Initial Escrow Fee remains in the Planning Department Escrow Account Record after subtracting the vendor invoice, the Staff will make an estimated Additional Escrow Fee needed to complete the review process.

When the Additional Escrow Fee is received Staff will enter the data in the Escrow Account Record using the same procedure as the Initial Escrow Fee and the check is processed in the same manner as the original escrow check.

Following final action on the application or the final decision by the Zoning Board of Appeals and confirmation that there are no outstanding invoices, a check for the balance in the Escrow Account will be sent to the Owner/Applicant. If there are actual costs incurred by the township in excess of the amount held in escrow a bill for the excess amount will be sent to the Owner/Applicant, and when received, the issuance of any permit or the release of a final decision by the Zoning Board of appeals can be issued.