



2010

# Zoning Office Survey Summary

Minnesota Association of County  
Planning and Zoning Administrators  
125 Charles Avenue  
Saint Paul, MN 55103  
[www. macpza.org](http://www.macpza.org)

## Section 1: Introduction

The 2010 Minnesota Association of County Planning and Zoning Administrators (MACPZA) Zoning Office Survey was conducted during February and March 2011, and compiled during March and April 2011. County planning and zoning offices were e-mailed an initial survey; those not responding were e-mailed reminders.

Out of 87 Minnesota counties, 80 are members of MACPZA. A total of 54 member counties in the state returned a completed survey, as seen in Table 1.1: County Response. The response rate for this survey was 67.5 percent.

**Table 1.1: County Responses**

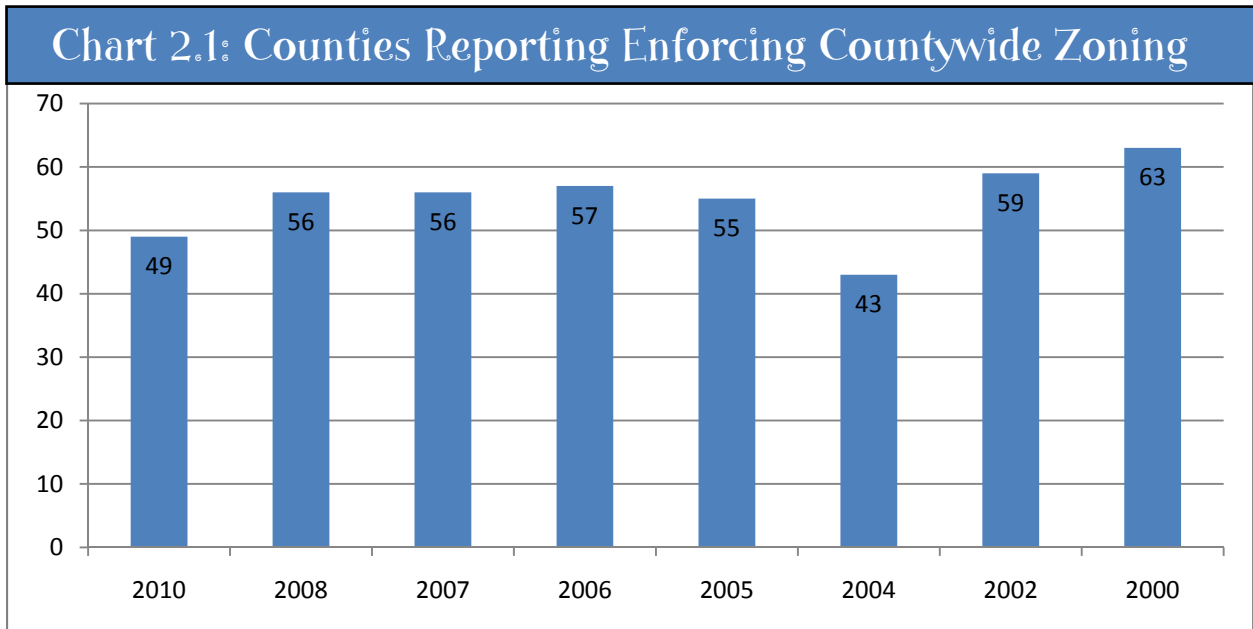
Aitkin	Crow Wing	Kandiyohi	Murray	Stearns
Benton	Dodge	Lac qui Parle	Nicollet	Stevens
Big Stone	Douglas	Lake of the Woods	Olmsted	Todd
Blue Earth	Faribault	Lincoln	Otter Tail	Traverse
Brown	Fillmore	Marshall	Pipestone	Wadena
Carlton	Freeborn	Martin	Polk	Watonwan
Carver	Grant	McLeod	Redwood	Wilkin
Cass	Hubbard	Meeker	Renville	Wright
Chisago	Isanti	Mille Lacs	Rice	Yellow Medicine
Clay	Itasca	Morrison	Rock	
Clearwater	Jackson	Mower	St. Louis	

Wherever possible, the data collected in the 2010 survey is compared to data collected from 2000 through 2008.\* 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.

\* In 2008, the MACPZA Board of the Directors decided to conduct the survey every two years rather than annually, thus there was no data collected in 2009 for comparison.

## Section 2: County Planning and Zoning Program Data

Of the responses received, a total of 49 counties reported enforcing countywide zoning in 2008, as seen 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 33 counties have adopted their own zoning ordinances. A small number of counties reported that some townships have adopted their own zoning ordinances only related to specific uses (mining and feedlots).

Out of the 174 townships with zoning ordinances, counties report that 143 townships are enforcing zoning in counties, as seen in Table 2.1: Townships Enforcing Zoning in Counties.

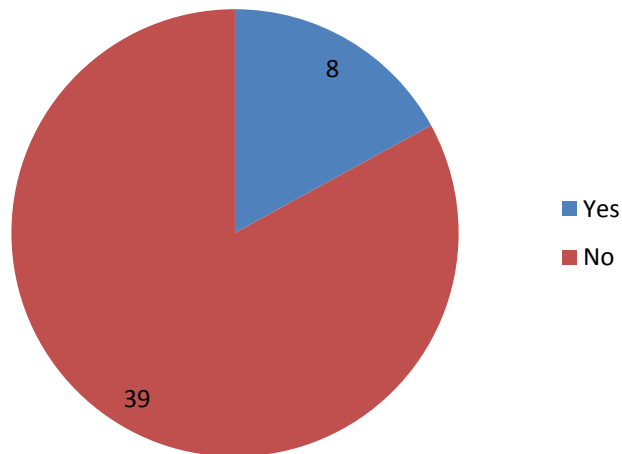
**Table 2.1: Townships Enforcing Zoning in Counties**

Year	Number of Townships	In Number of Counties
2010	143	33
2008	191	34
2007	238	31
2006	151	31
2005	167	16
2004	128	18
2003	201	34
2002	202	33
2001	238	36
2000	214	32

This variability may be an indication of county reporting changes rather than changes in township zoning.

Counties were to report any joint city/county and/or township/county planning agreements. 8 counties reported a joint planning agreement, as seen in Chart 2.2: Counties Reporting Joint Planning Agreements. This is the first year this question was included in the Zoning Office Survey.

## Chart 2.2: Counties Reporting Joint Planning Agreements

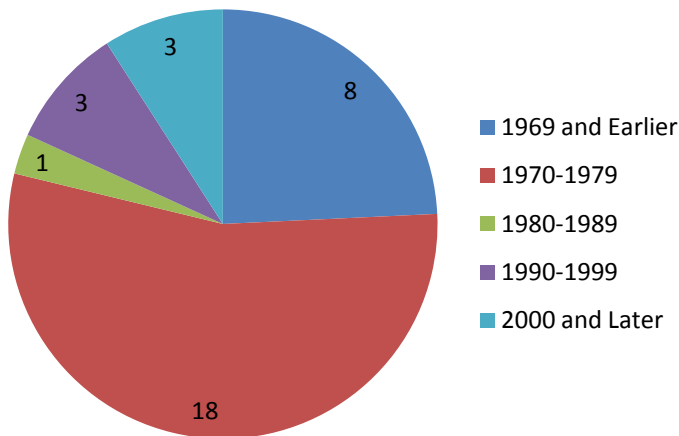


Those counties reporting joint planning agreements provided the following descriptions of the agreements:

- The county provides shoreland management for the city.
- Mesabi Mine planning
- City/county sanitation agreement
- Within a 2 mile radius of the city, permits are required from both the city and the county.
- City-county airport zoning agreement
- Consolidated zoning since the 1970s
- Joint permitting with the townships that have their own zoning ordinances.
- Two townships have the county do all the shoreland zoning within the townships.
- Orderly annexation agreements with a few cities in the county.

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.

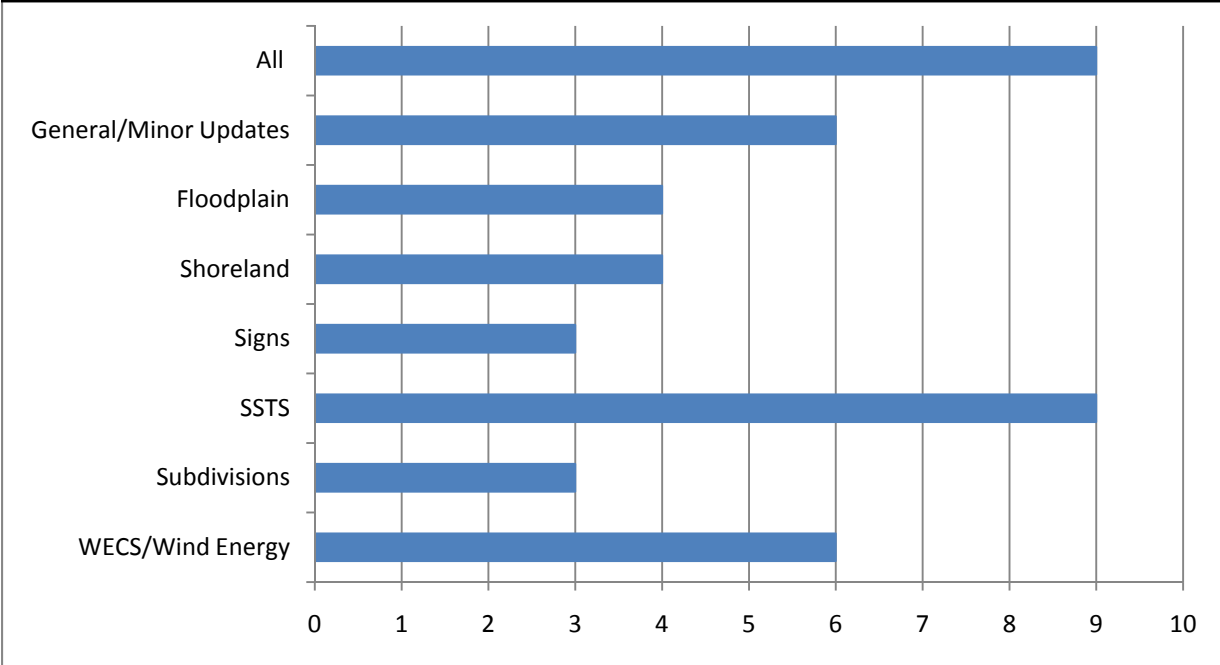
## Chart 2.3: Original Ordinance Adoption Dates



There are 47 counties that reported making major revisions to their ordinances since 2000. In addition, 24 counties are planning on revising their ordinances within the next two years. 3 counties report ongoing revisions to their ordinances.

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

## Chart 2.4: Anticipated Zoning Ordinance Updates



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

Other responses include: Ag District; Alternative Energy; Bluffs; Conditional Use; Density; Feedlots (2); Home Occupation (2); Interim Ordinance (2); Land Use; Lot Size; Mining and Extractions (2); NC Residence Expansion; Nonconformities (2); Non-farm Residential Growth; Nuisance; Permit Requirements for Decks; PUD; Resorts; Re-Zoning; Setbacks; Solid Waste; Stormwater; Unsure; Variance Review (2); Zoning Districts



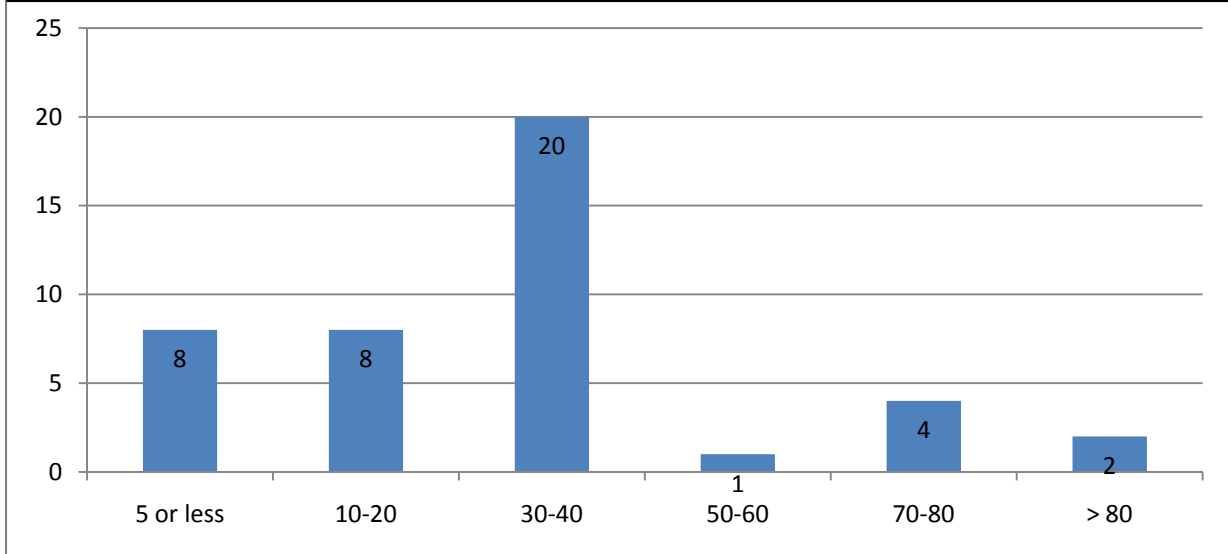
	Shoreland Management	Solid Waste	Flood plain Management	Feedlot Management	Wild/Scenic River	SSTS	Point of Sale Sewer Inspection: Shoreland	Point of Sale Sewer Inspection: Nonshoreland	Towers/Telecommunications Facilities	Windtowers	Methane Digester	Biofuel	Ethanol	Conservation
Crow Wing	C	S	C	C		C	C	C	C					
Dodge	C	S	C	C	C	S	B	B	C	C	C	C	C	C
Douglas	C	S	S	C		C	C	C	C					
Faribault	C	S	C	C		C	C	C	C	C				
Fillmore	C	S	C	C	C	C	C	C	C	C				
Freeborn	C	S	C	C	C	S	S	S	C	C	C	C	C	C
Grant	S	S	S			S	S		S	S				
Hubbard	S	S				S								
Isanti	C	S	C		C	C	C		C	C				
Itasca	C	S	C		C	S	S	S	C	C				C
Jackson	C	S	C	C		C	C	C	C	C				
Kandiyohi	C	S	S	S		S	S	S	C	C				
Lac qui Parle	C	S	C	C	S	C	C	C	C	C				C
Lake of the Woods	C	S				C								
Lincoln	C	C	C	C		C	C	C	C	C				
Marshall	S		S	S		S								
Martin	C		C	C		C	C	C	S	S				
McLeod	C	S	C	S	C	S	S	S	C	C	S			C
Meeker	C	S	S	C	C	C	C	C	C	C				C
Mille Lacs	C	S	C	C	C	S	S	S	C					
Morrison	C	S	C	C	C	C	C	C	C	C				
Mower	C	S	C	C		S	S	S		C				
Murray	C	S	C	C		C	C		C	S				C
Nicollet	S	S	C	C		C	C	C	C	S				
Olmsted	C	S	C	C	C	S	S	S	C	C	S	C	C	C
Otter Tail	S	S	S			S			S	C				
Pipestone	C	S	S	C		C	C		C	C				
Polk County	C	S	C	C	C	C			C	C				
Redwood	C	S	C	C	C	C			C	C				
Renville	C	S	C	C	C	C	C	C	C	C		C	C	C
Rice	C	S	C	S	C	S	S	S	C	C				C
Rock	C	S	C	C	C	C			C	C				
St. Louis	C	S	S	C		S	S	S	C	C				
Stearns	C	S	C	C	C	S	S	S	C	C			C	C
Stevens	C	S	S	C		S			C	S				
Todd	C		C	C		C	C	C	C					
Traverse	C	S	C	C		C	C	C	C	S				
Wabasha	C	S	C	S		S	C	C	C	S				
Wadena	C	S	S	C		C	C	C	C	C				
Watsonwan	C	S	C	C		C	C	C	C	C				
Wilkin	C	S	C			C	C	C	C	C				
Wright	C	S	C	B	C	C	B	B	C	C				
Yellow Medicine	C		C	C	C	C			C	C				

49 Counties reported having a comprehensive plan originally adopted between 1982 and 2010. Of the responding counties that do not have comprehensive plans, 1 county reported plans to adopt a comprehensive plan in the next two years.

52 Counties reported having subdivision regulations.

48 Counties reported having an Agricultural Zoning District. The agricultural district density standard in reporting counties ranged from 1 per 2.5 acres to 1 per 160 acres. The breakdown of the density standards in this range can be found in Chart 2.5: Agricultural District Density Standard. 3 counties reported having no agricultural district density standard.

### Chart 2.5: Agricultural District Density Standard



Of the responding counties, 35 counties permit platting in the agricultural district. The minimum lot size allowed in a plat in an agricultural district ranged from .40 acre to 5 acres. The maximum number of lots allowed in a plat in the agricultural district ranged from 1 per 40 to an unlimited number, with several responses making reference to the county's density standards.

12 Counties reported having an Agriculture Preservation District.

4 Counties reported adopting a right-to-farm ordinance, with adoption dates in 1998 (2), 1999, and 2005.

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

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

The state building code is enforced by the county in 12 of the 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

Of the reporting counties, 51 counties reported requiring an SSTS permit for sewer work.

The fee for permit for residential (individual) varies between \$25 and \$505.\*

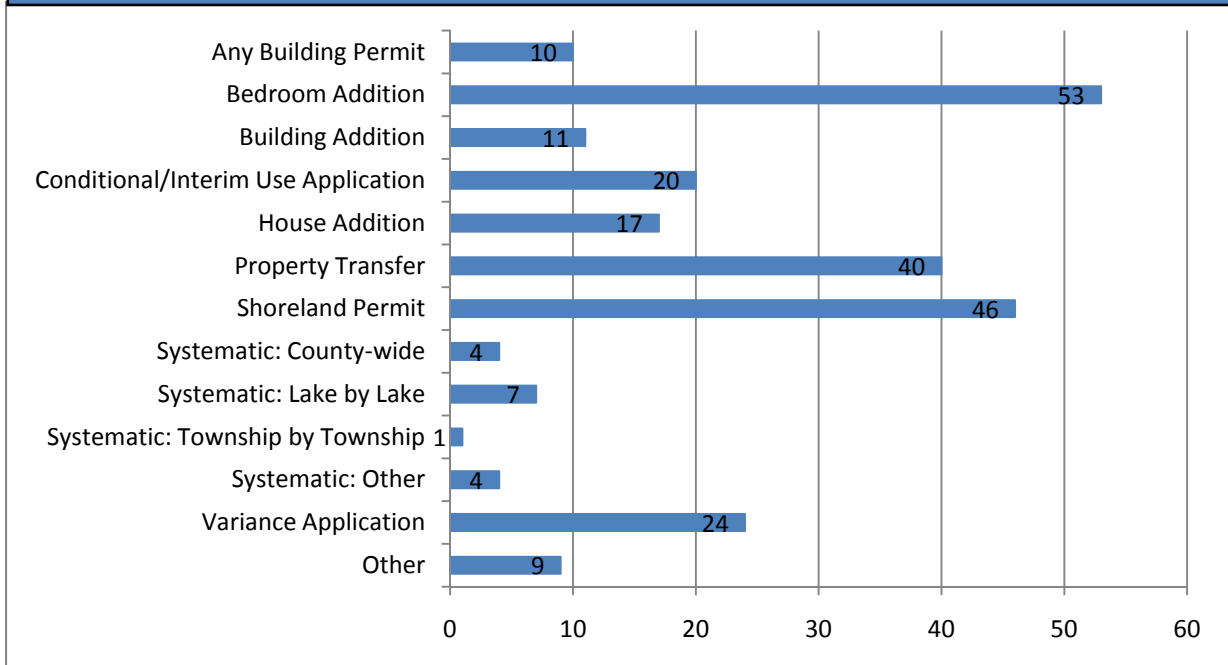
The fee for permit for residential (contractor) varies between \$25 and \$505.\*

The fee for permit for commercial varies between \$25 and \$500.\*

\*Note: One county reported a range with a high end of \$1500 for all three categories

Reporting counties require an SSTS inspection under a variety of circumstances. 43 Counties reported that SSTS inspection programs are run by county staff and 9 counties reported that SSTS inspection programs are privatized.

### Chart 3.1: SSTS Inspection Required



Other responses included: Addition of water using devices; Plumbing changes; Direct Discharge Elimination Program; Complaint investigation; Compliance verification; TMDL; Addition of running water to a shop or garage structure; Building addition is larger than 800 square feet; Non-shoreland permits

## Land Use and Building Permits

The fee for land use and building permits varies considerably, with most counties assessing a fee based on the value of the project. Many counties also institute a minimum fee as shown in Table 3.1.

**Table 3.1: Average Fees**

	2002	2003	2004	2005	2006	2007	2008	2010
<b>Rezoning</b>	\$368	\$368	\$429	\$200	\$300-400	\$300-400	\$300-400	\$400-500
<b>Variance</b>	\$245	\$245	\$279	\$302	\$200-300	\$300-400	\$200-300	\$300-400
<b>Subdivision*</b>	\$347	\$347	\$468	\$482	\$500 & up	\$500 & up	\$300-400	\$500-600
<b>Conditional Use Permit</b>	\$274	\$274	\$316	\$329	\$200-300	\$200-300	\$200-300	\$400-500
<b>PUD*</b>	\$326	\$326	\$402	\$428	\$500 & up	\$500 & up	\$300-400	\$500-600
<b>SSTS New Systems</b>	**	**	**	\$130	\$0-100	\$0-100	\$0-100	\$100-200
<b>Upgrades</b>	**	**	**	\$62	\$0-100	\$0-100	\$0-100	\$100-200
<b>Evaluations</b>		**	**	**	\$91	\$0-100	\$0-100	\$100-200
<b>BUILDING/LAND USE PERMITS:</b>								
<b>New Homes*</b>	**	**	**	\$400	\$0-100	\$0-100	\$200-300	\$100-200
<b>Remodel/Additions*</b>	**	**	**	\$95	\$0-100	\$0-100	\$100-200	\$100-200
<b>Agricultural Structures*</b>	**	**	**	\$55	\$0-100	\$0-100	\$0-100	\$0-100
<b>Other**</b>	**	**	**	\$60	\$0-100	\$0-100	\$0-100	see below
<b>Commercial*</b>	**	**	**	\$157	\$0-100	\$0-100	\$100-200	\$400-500
<b>Industrial</b>	**	**	**	\$85	\$0-100	\$0-100	\$100-200	\$500-600
<b>Administrative Appeal</b>	**	**	**	\$259	\$0-100	\$0-100	\$200-300	\$400-500
<b>Land Alteration</b>	**	**	**	\$128	\$0-100	\$0-100	\$0-100	\$100-200

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

\*Under each of these categories, many counties did not provide a range of average fees, but provided the formula used to determine the fee. Please see the corresponding category below for additional information.

**Subdivision:** 25 counties reported a base fee + a per lot fee. The base fees ranged from \$175 to \$1175 and the per lot fees ranged from \$10 to \$200.

**PUD:** 12 counties reported a per lot fee, ranging from \$20-\$385.

**New Homes:** 8 counties reported a formula based on square footage, ranging from \$0.06 - \$10/square foot with a minimum fee range of \$25-\$100; 5 counties reported a formula based on valuation at a rate of 1/\$1000 value; and 4 counties reported using the UBC schedule to determine the fee.

**Remodel/Additions:** 7 counties reported a formula based on square footage, ranging from \$0.06 - \$10/square foot with a minimum fee range of \$25-\$50; 5 counties reported a formula based on valuation at a rate of 1/\$1000 value; and 5 counties reported using the UBC schedule to determine the fee.

**Agricultural Structures:** 5 counties reported a formula based on square footage, ranging from \$0.025 - \$0.05/square foot; 6 counties reported a formula based on valuation at a rate of 1/\$1000 value; and 3 counties reported that agricultural structures are exempt.

**Commercial:** 4 counties reported a formula based on square footage, ranging from \$0.06 - \$15/square foot; 8 counties reported a formula based on valuation at a rate of 1/\$1000 value; and 5 counties reported using the UBC schedule to determine the fee.

**\*\*Other responses and the corresponding fee ranges reported:**

- Access permit: \$200
- After the fact building permit: \$250-\$500 or double the fee
- After the fact CUP variances: \$1000
- Floodplain: \$100
- Grain bin: \$25-\$500 or \$0.0025/bushel - \$0.005/bushel
- House demolition permit: \$500
- Interim Use: \$125-\$300
- Lot line adjustment: \$200
- Mining: \$450-\$600
- Move in house inspection: \$250
- Ordinance amendment: \$500
- Rural home-based business: \$200
- Shoreland: \$100
- Signs: \$20-\$30+ \$0.10/square foot
- Telecommunication towers: \$200-\$4000
- Tree clearing: \$200
- Wind towers: \$35 - \$1000
- Special meeting: \$1000
- Well permits: \$50-\$250
- Decks: \$75-\$125
- Feedlot: \$25-\$2000
- Land application of septage: \$150-\$250
- Bed and Breakfast: \$250
- EAW: \$300
- Home Occupation: \$50

## Section 4: Zoning Office Administration

19 counties reported that they are located in an independent office.

23 counties reported that they are located in the county environmental office.

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

Other locations reported were: Water and Land Office (2); Land and Resource Management Office; Planning & Community Development; Public Health & Environment; Department of Development; Land Services Department; Central Administration.

Vehicles are furnished for 40 of the reporting offices. When a department vehicle is not provided or is not available, most of the responding counties have access to the county car pool. 18 counties reported using a personal vehicle when a department or county vehicle is not provided or is not available. The average reimbursement rate for mileage in 2010 was \$0.69, with a majority of the reporting counties using the 2010 federal reimbursement rate (\$0.50).

The responsibilities of county planning and zoning offices vary greatly across the state, as evidenced by the number of counties reporting the following responsibilities as shown in Table 4.1: Planning and Zoning Office Responsibilities.

**Table 4.1: Planning and Zoning Office Responsibilities**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2010
<b>Planning &amp; Zoning</b>	68	72	68	64	47	61	53	61	60	45
<b>Feedlots</b>	41	45	42	37	27	36	31	41	35	27
<b>Wetlands</b>	33	36	33	31	24	31	30	30	29	22
<b>Septic</b>	60	63	61	59	43	56	48	57	55	43
<b>Water Planning</b>	36	38	35	32	24	28	25	30	33	21
<b>Agricultural Inspection</b>	25	27	30	27	22	26	26	30	28	19
<b>Solid Waste</b>	44	48	40	41	29	37	29	37	32	29
<b>Household Hazardous Waste</b>	39	48	43	41	27	36	29	35	32	26
<b>Recycling</b>	38	45	40	38	27	37	26	32	30	26
<b>Parks</b>	8	7	6	5	7	9	9	8	11	6

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:

ARMER Migration  
 Building code  
 County Surveyor  
 Demolition landfill  
 Drainage  
 E911 (2)

Emergency management (3)  
 Flood plain  
 Food, beverage, and lodging (2)  
 GIS (3)  
 Lake Improvement Districts (2)  
 Landfill operations

Right of way  
 Shoreland  
 Water lab  
 Wells

## 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.

The per diem for planning commission members ranged from \$25 to \$100. The average per diem for a member of the county planning commission is \$50.

37 counties reported that they reimburse mileage for the county planning commission. The average reimbursement rate is \$0.49 per mile, with most counties reporting using the 2010 federal reimbursement rate (\$0.50).

**Table 5.1: Planning Commission**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2010
Planning Commissioners	7.9	8.3	8.2	8.1	-	10	7.7	8	8	7
Planning Commission Compensation	\$39	\$40	\$41	\$41	-	\$43	\$50	\$52	\$50	\$50
Reimburse Mileage	66	69	56	52	-	51	56	57	50	37

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

31 counties report that the planning commission meets once per month.

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

7 counties report that the planning commission meets as needed.

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

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

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

36 counties reported that they videotape or record planning commission meetings; 8 counties indicated that they do not videotape or record planning commission meetings.

### 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.

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 \$50.

41 counties reported that they reimburse mileage for the board of adjustment. The average reimbursement rate is \$0.50 per mile, with most counties reporting using the federal reimbursement rate (\$0.50 in 2010).

**Table 5.2: Board of Adjustment**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2010
<b>Board of Adjustment Members</b>	5	4.9	5.9	4.7	-	4.9	4.9	5	5	5
<b>Board of Adjustment Compensation</b>	\$36	\$40	\$41	\$42	-	\$44	\$50	\$50	\$50	\$50
<b>Reimburse Mileage</b>	61	67	58	52	-	51	56	56	56	41

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

22 counties report that the board of adjustment meets once per month.

2 counties report that the board of adjustment meets twice per month.

20 counties report that the board of adjustment meets as needed.

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

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

No counties reported both daytime and evening board of adjustment public hearings.

25 counties reported that the board of adjustment requires onsite visits; 19 counties reported that the board of adjustment does not require onsite visits.

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

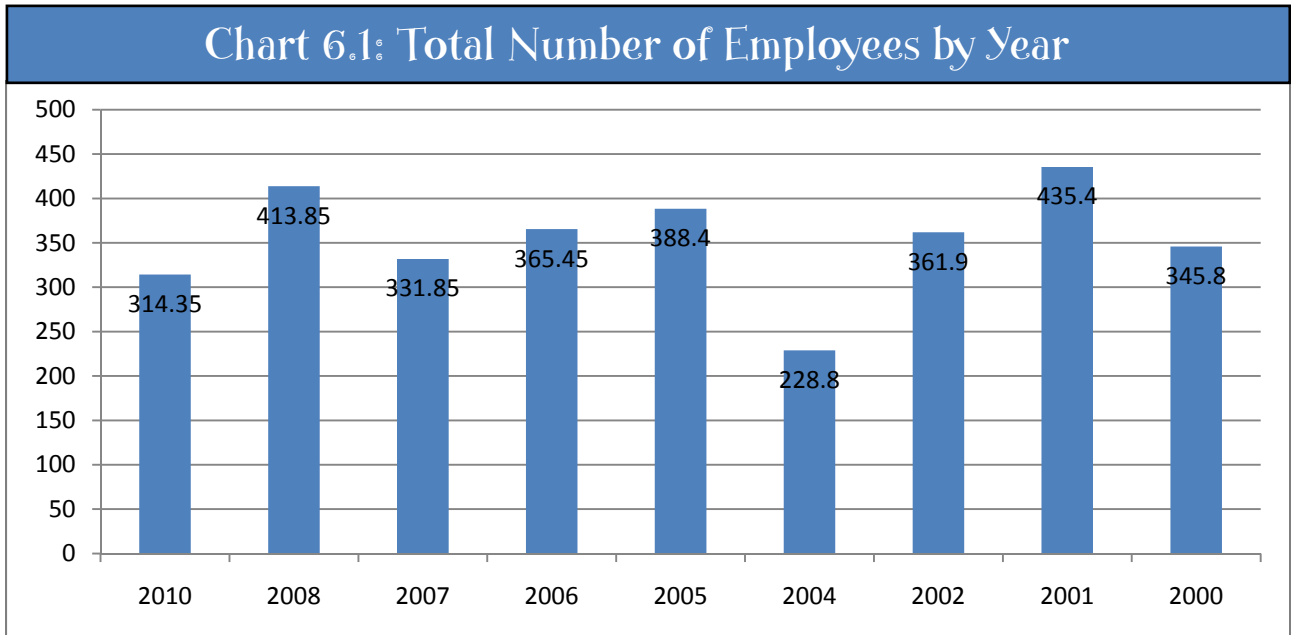
8 counties reported that they have a combined planning commission and board of adjustment.

- The average size for a combined planning commission and board of adjustment is 6 members (responses ranged from 5 to 11 members).
- The average per diem is \$57.50 (responses ranged from \$30 to \$80).
- All 8 counties reported that mileage is reimbursed, with an average reimbursement rate of \$0.50 per mile.
- 6 counties report that the combined planning commission and board of adjustment meet once per month, while 2 counties report meeting as needed.
- 4 counties report that public hearings take place during daytime hours, while 3 counties report that public hearings take place at night; 1 county reported holding both daytime and evening public hearings.

# Section 6: Employees, Salaries, & Finances

## Employees

A total of 314.35 FTE employees were reported in the survey. This employee count in Chart 6.1: Total Number of Employees by Year includes both full and part-time staff. The average is 7 employees per county carrying out zoning activities, with responses ranging from 1 to 35 employees.



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

## Salary and Benefits

The average full-time equivalent salary reported for the planning and zoning administrator was \$64,594.98. The salaries reported ranged from \$33,000 to \$88,000. Counties were also asked to report the salary range for the position of planning and zoning administrator. The average minimum in the range was \$50,095.57 and the average maximum salary in the range was \$72,684.96. Minimum salaries reported ranged from \$32,000 to \$78,146 and maximum salaries ranged from \$44,000 to \$103,201.

22 counties reported having an assistant zoning administrator, with an average salary of \$43,526.01. The salaries reported for the assistant zoning administrator ranged from \$2407.50 to \$60,320.

Participating counties reported an average FTE salary of \$45,355.12 for technicians. The reported salaries ranged from \$31,885.79 to \$68,000. The FTE salaries reported in this section of the survey represent a variety of job titles:

Assistant Building Inspector	Environmental Specialist	Land Management Technician
Assistant Environmental Health	Feedlot Administrator	Land Service Specialist
Building Official	Feedlot Technician	Land Use Specialist
Code Enforcement Officer	Field Resource Specialist	Land Use Technician
Enforcement Officer	Inspector	Permit Technician
Environmental Health Specialist	SSTS Technician	Planner

Planner I	Sanitation Technician	Wetland Specialist
Planner II	Solid Waste/Recycling Officer	Zoning Technician
Planning & Zoning Coordinator	Technician	
Resource & Recycling Coordinator	Technician II	

Participating counties reported an average FTE salary of \$34,451.89 for clerical staff. The reported salaries ranged from \$7000 to \$52,000. The FTE salaries reported in this section of the survey represent two job titles:

Administrative Assistant  
Office Assistant

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.

<b>Table 6.1: Reported Benefits</b>				
	<b>50% or less of the insurance premium is paid by the county</b>	<b>More than 50% of the insurance premium is paid by the county</b>	<b>N/A</b>	<b>The County does not offer this benefit</b>
<b>Health Insurance</b>	16	28	4	0
<b>Dental Insurance</b>	14	13	9	8
<b>Life Insurance</b>	13	22	5	2

23 Counties reported the county offers a “cafeteria plan” benefit set.

30 counties reported having a formal policy on severance pay, while 12 counties reported that severance pay is negotiated.

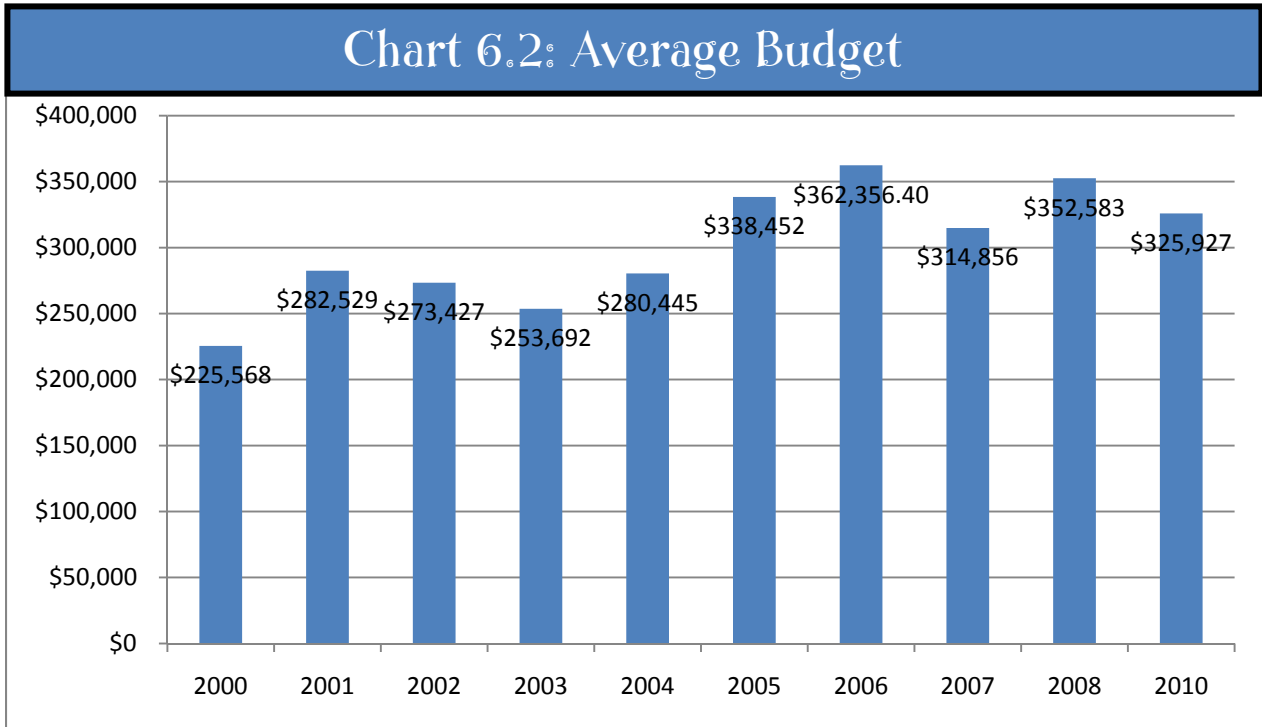
**Finances**

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

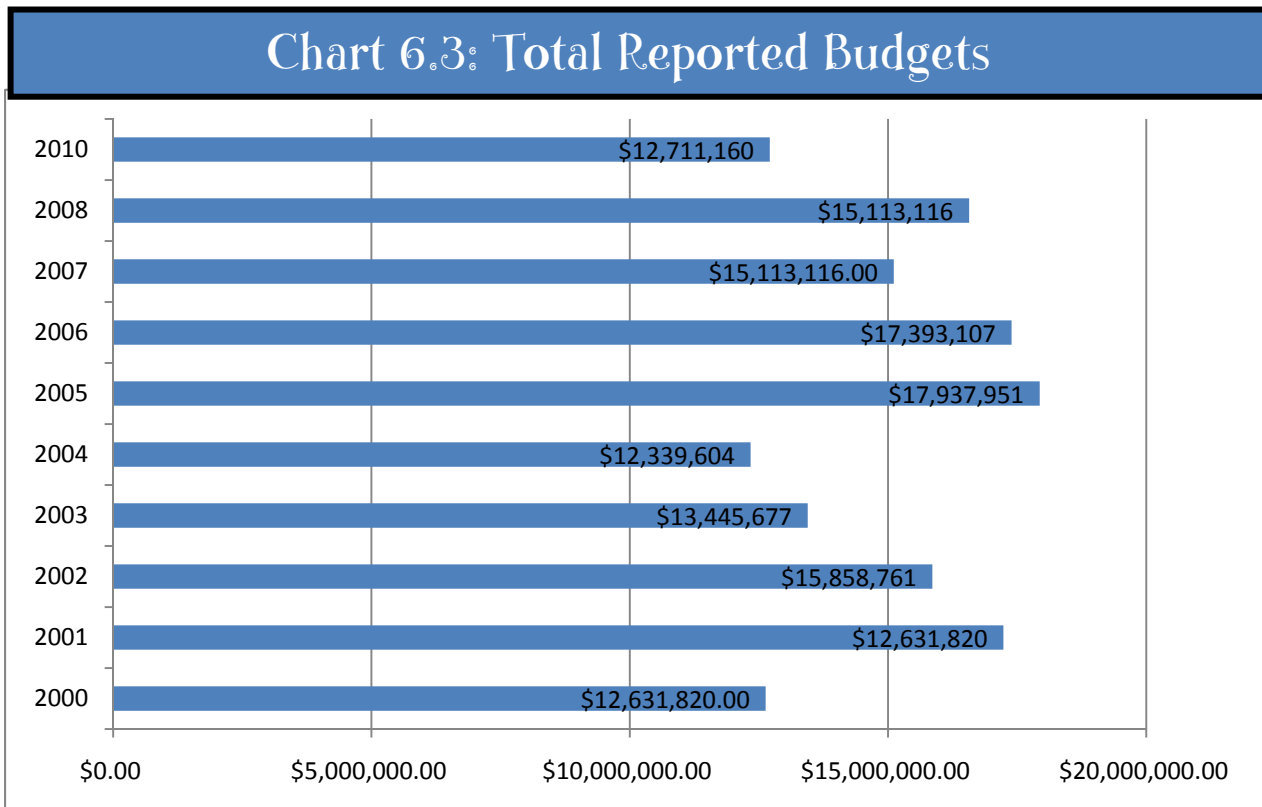
<b>Table 6.2: Reported Fee Revenue</b>									
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2010</b>
<b>Fee Revenue Range</b>	\$0 - \$716,985	\$0 - \$772,372	\$0 - \$904,042	\$4,750 - \$960,165	\$500 - \$942,300	\$500 - \$476,499	\$900 - \$415,046	\$450 - \$775,000	\$1700 - \$402,723
<b>Average</b>	\$78,753	\$116,932	\$161,911	\$138,918	\$172,086	\$155,539	\$132,124	\$130,892	\$90,431

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

Similar to fee revenue, planning and zoning budgets vary considerably. The average reported budget for 2010 was \$325,927.17. Reported budgets ranged from \$8000 to \$1,280,000.



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, 2 year Vocational or Associate Degree, Bachelor Degree, and Masters Degree. Respondents also reported between 1 and 35 years of experience in planning and zoning.

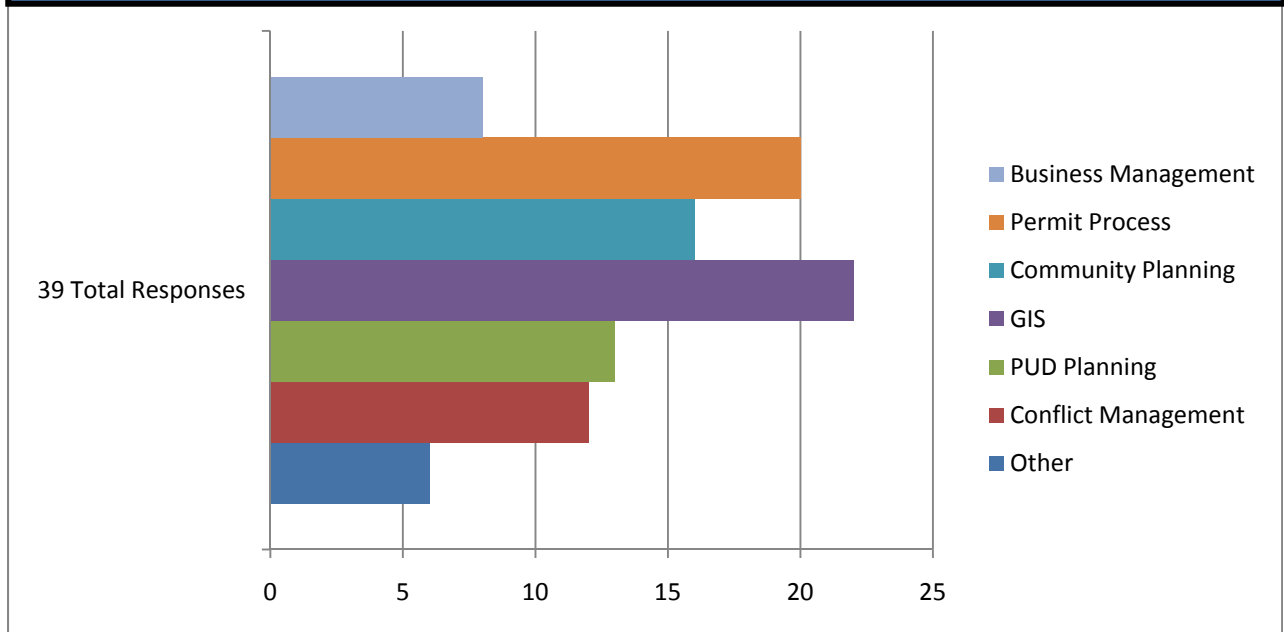
**Table 7.1: Average Education and Years of Experience**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2010
Years of Education	16	15	16	16	15.8	16	16	16	15.7	13
Years in Planning & Zoning	12	13	13	12	13.5	14	13.6	17.5	14.5	15

### 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:

- Board member training
- Ex parte communication
- Gravel pit reclamation standards
- Proper legal process
- Public hearing process dos and don'ts
- Revamping your zoning ordinance
- Variations

## Section 8: Future Directions, Issue Identification, & Trends

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

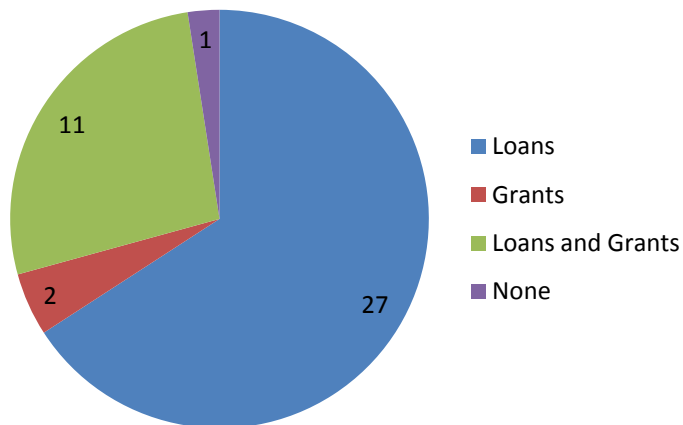
13 counties report that there are no orderly annexation agreements between townships and cities in the county

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

13 Counties reported that there are cities in the county that extend subdivision authority outside municipal boundaries, with distances of .5 mile (2), 1 mile (3), 2 miles (5), and into the township. One county reported an unknown distance

Counties were asked about the funding mechanisms are available to pay the costs of subsurface sewage treatment system upgrade or replacement.

**Chart 8.1: Funding Mechanisms for SSTS Upgrade or Replacement**



Specific responses included:

Ag low interest loan program  
 AgBMP Loan Program (14)  
 BWSR Grants  
 Clean Water Legacy Grants  
 County Community Action  
 Group grants & loans  
 County low interest loans (7)  
 Grants (4)  
 HLWD Grant  
 Lending Institutions (2)

Loans (unspecified) (2)  
 Low income grant program  
 Low interest loans  
 (unspecified) (9)  
 MPCA Clean Water  
 Partnership Loan Funds  
 None available  
 Permit fees  
 Private loans  
 Regional loan program (2)

Rural housing grants and  
 loans  
 Shoreland grant  
 SWCD Grants  
 SWCD low interest loans (2)  
 TMDL Cost Share (2)  
 USDA rural grants  
 Water plan grants  
 Watershed funds  
 Watershed loans (2)

17 counties reported that water planning has resulted in the adoption of ordinances.

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 powers.
- We have a Solid Waste Deputy position that is shared between our department and the Sheriff. The position aids in enforcement in zoning, building, solid waste, wetlands and septic. It has been a huge help in our enforcement efforts.
- Administrative penalties
- 3 tier enforcement process with documented inspection reports and narratives.
- On-site campground reviews are conducted with the sanitarian from the local Public Health Agency
- The use of GIS

## Section 9: Computer Programs & Technology

20 counties report the use of a computerized permit program. 15 counties reported that they did not use a computerized permit program. Specific computer programs that were reported by responding counties include:

Acella	MCIS Assessor Records
AS400	Microsoft Access (5)
Building Permits	Municipal Software
City View (2)	Northern Software
Custom Program (6)	Pro West (2)
CRM/XRM	Rardox Program
ESP (2)	RT Vision (2)
Gov Logic (2)	Schneider

3 of the responding counties reported they are currently transitioning to a new and/or different system.

53 of the responding counties reported using a geographic information system in land use and environmental decision-making. Only 7 of the responding counties report that they do not use a geographic information system.

## Section 10: Other Information Respondents Wished to Share

There were no additional comments and/or information provided by survey respondents.

### Survey Information

This survey took on average 29 minutes to complete with 1 respondent noting that time period included interruptions. Individual responses ranged from 5 minutes to 2 hours. It is our goal to make this effort as timely and informative a process as possible. Thank you for your participation.