



2014

Zoning Office Survey Summary

Minnesota Association of County
Planning and Zoning Administrators
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Section 1: Introduction

The 2014 Minnesota Association of County Planning and Zoning Administrators (MACPZA) Zoning Office Survey was conducted during January and February, 2015 and compiled during March and April 2015. 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 64 member counties in the state returned a survey, as shown in Table 1.1: County Response. The response rate for this survey was 80.0 percent.

Table 1.1: County Responses

Aitkin	Cook	Hubbard	Lincoln	Pine	Todd
Becker	Cottonwood	Isanti	Lyon	Pipestone	Traverse
Benton	Crow Wing	Itasca	Marshall	Polk	Wabasha
Big Stone	Dodge	Jackson	McLeod	Red Lake	Wadena
Blue Earth	Douglas	Kanabec	Meeker	Renville	Waseca
Brown	Faribault	Kandiyohi	Mille Lacs	Rice	Wilkin
Carlton	Fillmore	Kittson	Murray	Sherburne	Winona
Carver	Freeborn	Koochiching	Nicollet	St. Louis	Wright
Cass	Goodhue	Lac qui Parle	Nobles	Stearns	Yellow Medicine
Chippewa	Grant	Lake of the Woods	Norman	Steele	
Clearwater	Houston	Le Sueur	Otter Tail	Stevens	

This survey took on average 27 minutes to complete, while 19 respondents indicated they were unsure of the time it took or did not respond for this question. Individual responses ranged from 5 minutes to 90 minutes.

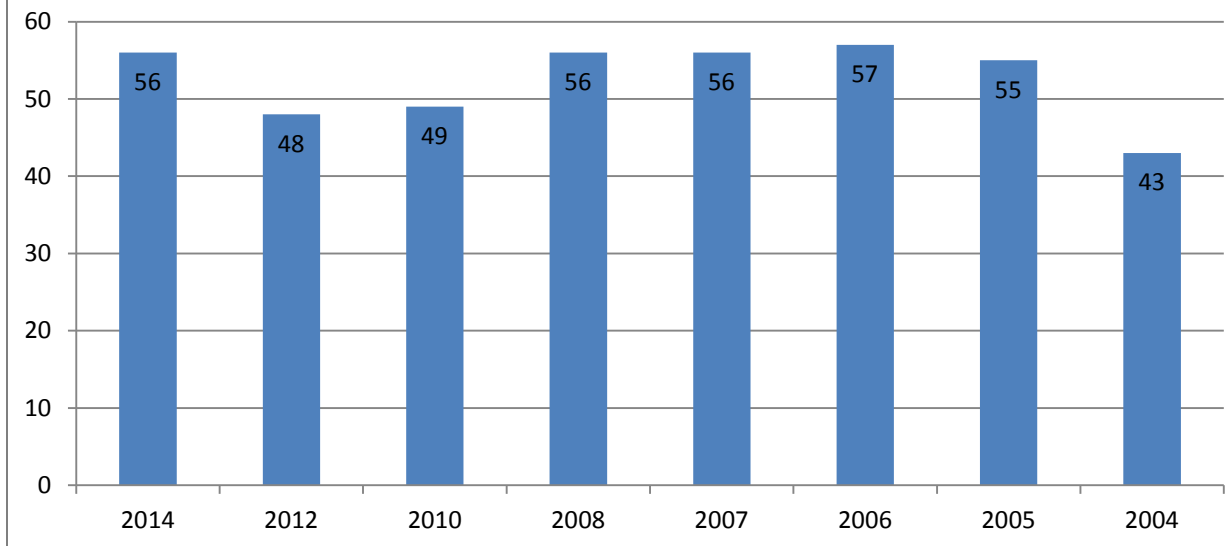
Wherever possible, the data collected in the 2014 survey is compared to data collected from 2004 through 2012.* However, this comparison will not be to an identical set of data because not every county responded to the survey each year. Also, the survey has been slightly modified over time. When you are reviewing this information, please keep in mind the information that is reported is based solely on the answers the responding counties provided.

* In 2008, the MACPZA Board of the Directors decided to change the frequency of the survey to every other year (previously it was conducted every year), thus there was no data collected in 2009 or 2011 for comparison.

Section 2: County Planning and Zoning Program Data

Of the responses received, a total of 56 counties reported enforcing countywide zoning in 2014, as shown in Chart 2.1: Counties Reporting Enforcing Countywide Zoning.

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 205 townships in 38 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), as shown in Table 2.1: Townships Enforcing Zoning in Counties.

Out of the 205 townships with zoning ordinances, counties report that 143 townships are enforcing zoning in counties. Several noted that some, but not all, of the townships in their county enforce their own. Additionally, a few noted that enforcement is sometimes shared depending on circumstances.

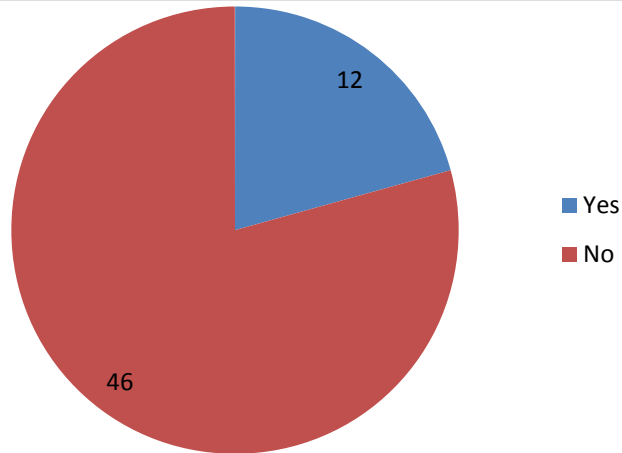
Table 2.1: Townships Enforcing Zoning in Counties

Year	Number of Townships	In Number of Counties
2014	205	38
2012	149	33
2010	143	33
2008	191	34
2007	238	31
2006	151	31
2005	167	16
2004	128	18

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. 12 counties reported a joint planning agreement, as shown 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

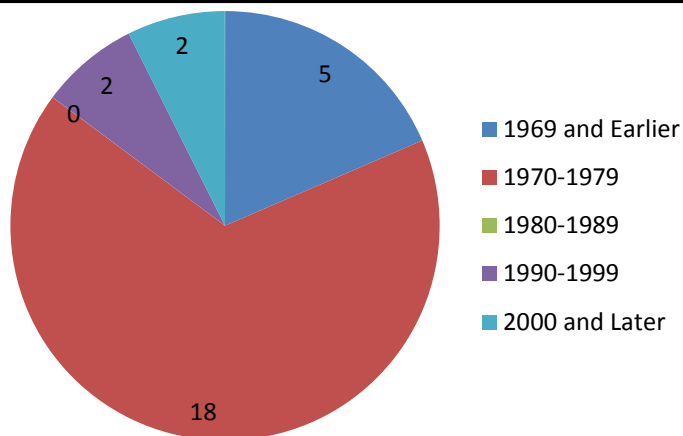


Those counties reporting joint planning agreements made the following descriptions of their agreements:

- Shoreland ordinance enforcement: 3 counties
- Planning and Zoning for a City: 3 counties
- Planning and Zoning Joint Jurisdiction: 2 counties
- SSTS permitting for a city: 2 counties
- e911: 1 county

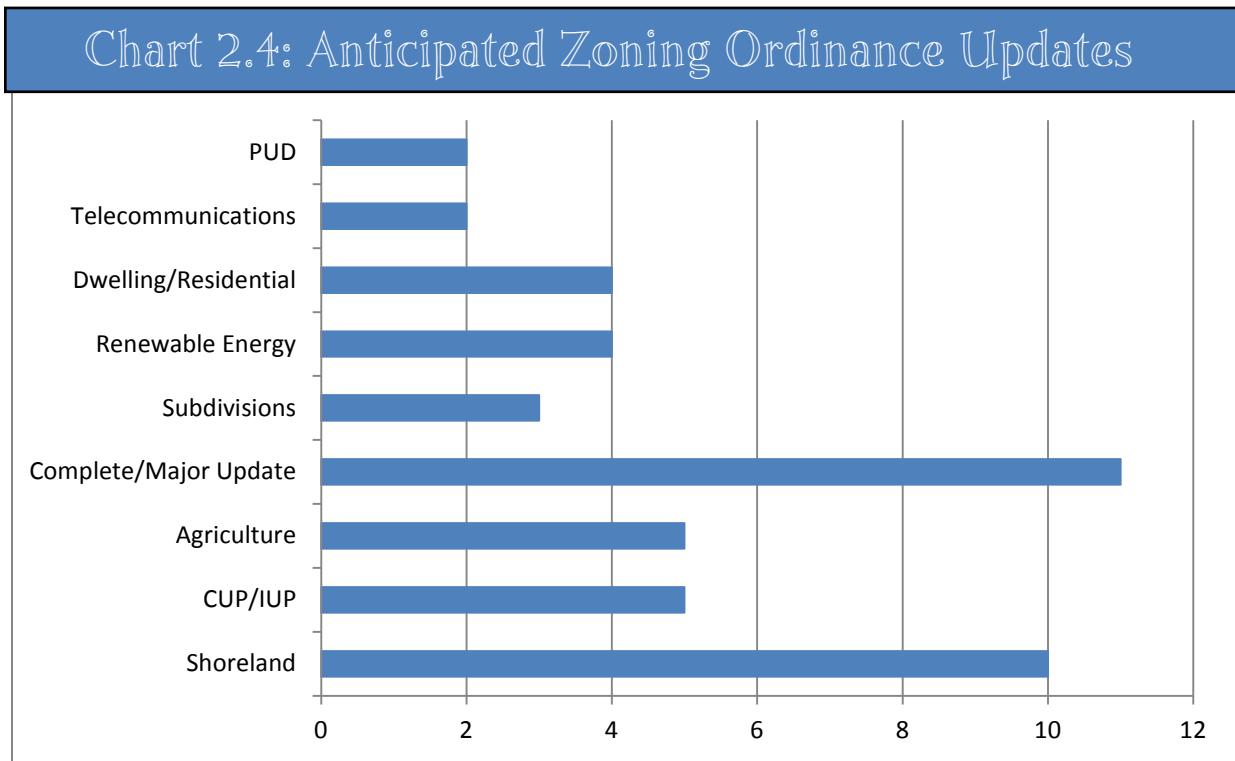
Counties reporting enforcing county wide zoning were asked to report the original ordinance adoption dates, as shown in Chart 2.3: Original Ordinance Adoption Dates.

Chart 2.3: Original Ordinance Adoption Dates



There are 47 counties that reported making major revisions to their ordinances in the past 10 years (since 2004). In addition, 30 counties are planning on revising their ordinances between 2015 and 2017. 2 counties report currently working on revisions to their ordinances to be put in effect soon.

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



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

Other responses include: Land alterations, Natural environment lake sizes, Closed Landfill Use, Definitions, RV use, Variance (2), Urban Expansion District creation, Tower Regulations, Rural Retail Tourism ordinance, Business, Industrial, Land use plan, Flood plain, Airport Zoning, Nonconforming Structures, Administrative (2), Gravel Pits, Feedlot Regulations, Logging, Commercial Cluster Density, Statute updates.

12 Counties reported that they made unanticipated ordinance updates in 2014.

These unanticipated updates concerned: Signs, Event Center use being made a conditional use on non-Riparian lots in the Shoreland Ordinance, towers and vehicular repair shops, added the Closed Landfill District, Grandfathering of quarries, addition of permitted conditional use in ag, allowing commercial in designated areas, solar (2), added language for closed landfill, added Shoreland rules, feedlot amendments, telecommunication towers and stormwater, Added Pet Crematorium, Brewery & Winery ordinance and zoning map to link to GIS map.

Counties reported having the following county ordinances in effect in 2014:

Table 2.2: County Ordinances

County Ordinance	2003	2004	2005	2006	2007	2008	2010	2012	2014
Ag Inspector	-	-	-	-	-	-	-	13	14
Biofuel	-	-	-	3	10	4	6	5	8
Building Code	-	-	-	-	-	-	-	9	14
Conservation	-	-	-	19	21	24	16	16	23
County Zoning	-	-	-	-	-	-	-	47	53
Ethanol	-	-	-	5	11	7	6	6	9
Feedlot	39	37	40	43	59	52	41	43	46
Floodplain	49	40	51	48	64	65	50	50	60
Methane	-	-	-	2	5	1	5	5	7
POS Nonshoreland	25	-	23	27	35	36	39	35	43
POS Shoreland	35	-	31	36	37	43	44	36	46
Shoreland	62	46	60	61	73	73	54	53	64
Solid Waste	25	-	13	18	28	24	50	46	58
SSTS	56	26	13	52	56	58	54	53	64
Subdivision	-	-	-	-	-	-	-	45	59
Telecommunications/Towers	46	26	52	52	67	-	49	45	55
Wild/Scenic River	19	-	17	22	31	31	22	24	31
Wind Towers	-	-	-	41	47	55	46	43	54

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

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	S	S	S	S	S	S	S	S	S
Becker					C							C	S	C	C	C	C		
Benton			C		C			C		C	C	C	S	C	C	C			C
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			C
Brown		C		C	C	C	C	C	C	C	C	C	S	C	S	C	C	C	C
Carlton					C			C			S	C	S	S	S	C			C
Carver	S	C	S		C		S	C		S	S	C	S	S	S	C			C
Cass				C	C					B	B	C	S	B	B	C	C		
Chippewa					C		C	C			C	C	S	C	C	C	C	C	C
Clearwater	S											S	S	S	S				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
Cook					C			C				C	S	S	S	S	C	S
Cottonwood	S	S	C	C	C	S	C	C	S	S	C	C	S	S	C	C	C	C
Crow Wing				C	C			C		C	C	C	S	C	C	C		C
Dodge	S	C		C	C	C	C	C	C	S	S	C	S	S	C	C		C
Douglas				C	C		C	S		C	C	C	S	C	C	C		C
Faribault					C		C	C				C		C	S	C		S
Fillmore					C		S	C		S	S	S	C	S	S	B	C	S
Freeborn	S	C	C	C	C	C	C	C	C	S	S	C	S	S	S	C	C	C
Goodhue			S		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
Hubbard												S	S	S	S			
Isanti	S		C	C	C		C	C		C	C	C	S	C	C	C	C	C
Itasca				C	C			S		S	S	C	S	S	S	C	C	C
Jackson				C			C	C		C	C	C	S	C	S	C	C	C
Kanabec								S				S	S	S	S			
Kandiyohi			S	C	C			S		S	S	C		S	S	C		C
Kittson			S	C		S	C					S	S	S	C	S	S	S
Koochiching					C			S				S	S	S	S	C		
Lac qui Parle					C		C	C				C	S	C		C	S	C
Lake of the Woods					C			C				C	S	S	C			
Le Sueur	S				C		C	C		C	C	C	S	C	C	C	S	C
Lincoln					C		C	C		C	C	C	C	C	C	C		C
Lyon					C		C	C		C	C	C	S	C	C	C		C
Marshall							S	S				S		S				
McLeod				C	C		S	C	S	S	S	C	S	S	S	C		C
Meeker	C		S	C	C		C	S		C	C	C	S	C	S	C	C	C
Mille Lacs	S	C	S	C	C	C	C	C	C	S	S	C	S	S	C	C	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		S
Nobles					C		C	C		C	C	C	S	C	C	C		C
Norman					C		S	S				C	S	C	C	C	C	
Otter Tail								S		S	S	S	S	S	S	S	S	S
Pine								S		S	S	S	S	S			S	
Pipestone					C		C	C		C	C	S	S	C	S	C		C
Polk					C		C	C				C	S	C	C	C	C	C
Red Lake							S	S		S	S	S	S	S				S
Renville		C		C	C	C	C	C		C	C	C		C	C	C	C	C
Rice		C	S		C	C	S	S		S	S	C	S	S	C	C	C	C
Sherburne			C		C		B	C		C	C	C	S	C	C	C	C	
St. Louis					C		C	S		S	S	C	S	S	S	C	C	C
Stearns	S			C	C	C	C	C		S	S	C	S	S	S	C	C	C
Steele			S		C		S	S		S	B	C	S	S	S	C		C

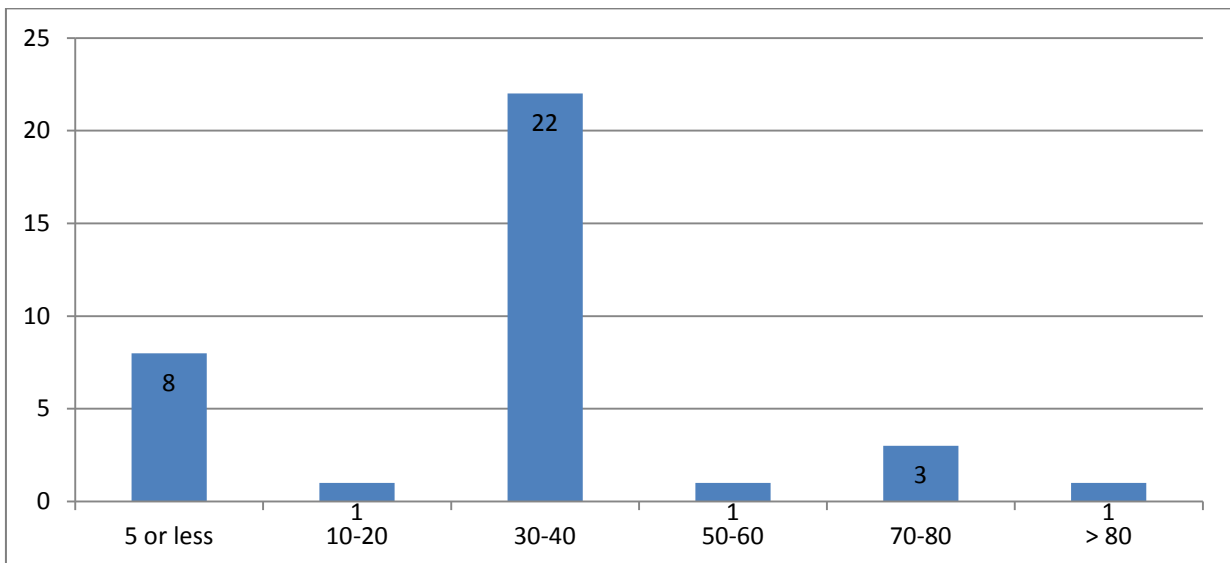
	Ag Inspector	Biofuel	Building Code	Conservation	County Zoning	Ethanol	Feedlot	Floodplain	Methane	POS Nonshoreland	POS Shoreland	Shoreland	Solid Waste	SSTS	Subdivision	Telecommunications/Towers	Wild/Scenic River	Wind Towers
Stevens							C	S				C	S	S	S			S
Todd	S				C		C	C		C	C	C	S	C	S	C		C
Traverse	S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

58 Counties reported having a comprehensive plan originally adopted between 1967 and 2011. Of the 6 responding counties that do not have comprehensive plans, 1 county reported plans to adopt a comprehensive plan in the next two years.

61 Counties reported having subdivision regulations, while 3 counties reported not having them.

53 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 80 acres. The breakdown of the density standards in this range can be found in Chart 2.5: Agricultural District Density Standard. 5 counties reported having no agricultural district density standard. 23 counties did not supply their density standard.

Chart 2.5: Agricultural District Density Standard



Of the responding counties, 37 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 from 1 per 40 to an unlimited number, with several responses making reference to the county's density standards.

14 Counties reported having an Agriculture Preservation District.

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

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

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

The state building code is enforced by the county in 13 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.

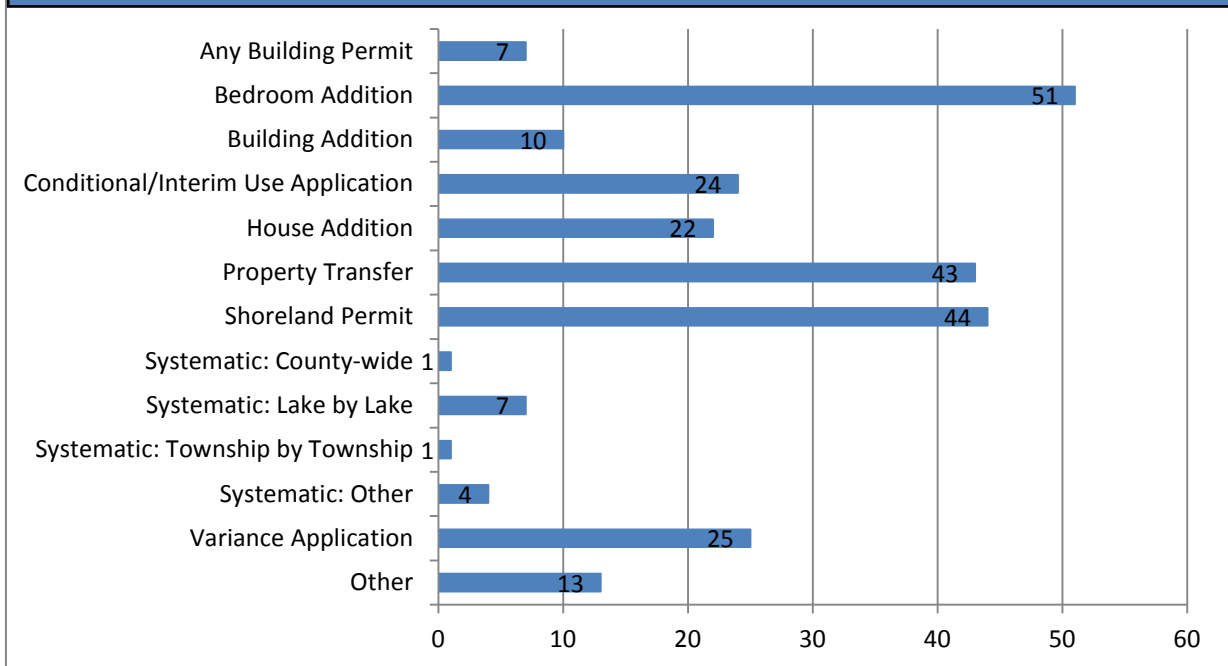
The fee for permit for residential (individual) varies between \$20 and \$1500

The fee for permit for residential (contractor) varies between \$25 and \$500.

The fee for permit for commercial varies between \$20 and \$1200.

The 51 reporting counties that require an SSTS inspection are required to under a variety of circumstances. 45 Counties reported that SSTS inspection programs are run by county staff and 17 counties reported that SSTS inspection programs are privatized.

Chart 3.1: SSTS Inspection Required



Other responses included: Complaint; TMDLs; Direct Discharge Elimination; We do systematic inspections but owners have option to opt out; Bathroom Additions; for a building permit, or property transaction, inspection or proof of maintenance is required; New construction of an SSTS; Subdivisions; Any home addition greater than 800 square feet; Bedroom addition in ag zones, any permit in shorelands zones; Public Health Nuisance Complaints; Any time the department deems appropriate.

Land Use and Building Permits

The fee for land use and building permits varies considerably. The averages of fees reported in the survey are shown in Table 3.1.

Table 3.1: Average Fees

	2004	2005	2006	2007	2008	2010	2012	2014
Conditional Use Permit	\$316	\$329	\$200-300	\$200-300	\$200-300	\$400-500	\$400-500	\$400-500
PUD*	\$402	\$428	\$500 & up	\$500 & up	\$300-400	\$500-600	\$500-600	\$400-500
Rezoning	\$429	\$200	\$300-400	\$300-400	\$300-400	\$400-500	\$400-500	\$400-500
SSTS Evaluations	-	-	\$91	\$0-100	\$0-100	\$100-200	\$0-100	\$0-100
SSTS New Systems	-	\$130	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200
SSTS Upgrades	-	\$62	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200
Subdivision*	\$468	\$482	\$500 & up	\$500 & up	\$300-400	\$500-600	\$500-600	\$400-500
Variance	\$279	\$302	\$200-300	\$300-400	\$200-300	\$300-400	\$400-500	\$400-500
Administrative Appeal	-	\$259	\$0-100	\$0-100	\$200-300	\$400-500	\$300-400	\$300-400
Agricultural Structures*	-	\$55	\$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
Industrial*	-	\$85	\$0-100	\$0-100	\$100-200	\$500-600	\$200-300	\$300-400
Land Alteration	-	\$128	\$0-100	\$0-100	\$0-100	\$100-200	\$100-200	\$100-200
New Homes*	-	\$400	\$0-100	\$0-100	\$200-300	\$100-200	\$200-300	\$200-300
Other**	-	\$60	\$0-100	\$0-100	\$0-100	see below	see below	see below
Remodel/Additions*	-	\$95	\$0-100	\$0-100	\$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.

*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.

Agricultural Structures: 4 counties reported a formula based on square footage; 8 counties reported a formula based on valuation; 4 counties reported a formula that varies based on cost of construction and/or size of structure; 8 counties reported flat fees for structures, many based on their size; and 4 counties reported that agricultural structures are exempt.

Commercial: 7 counties reported a formula based on square footage, ranging from \$0.05 - \$1/square foot; 8 counties reported a formula based on valuation; and 3 counties reported using the UBC schedule to determine the fee.

Industrial: 4 counties reported a formula based on square footage, ranging from \$0.06 - \$1/square foot; 8 counties reported a formula based on valuation; and 3 counties reported using the UBC schedule to determine the fee. 4 counties reported commercial and industrial fees being the same.

New Homes: 9 counties reported a formula based on square footage, ranging from \$0.06 - \$10/square foot; 8 counties reported a formula based on valuation; and 3 counties reported using the UBC schedule to determine the fee.

PUD: 30 reported fees ranging from \$75 to \$1425. 5 counties reported an additional per lot fee, ranging from \$10-\$127. 5 counties reported having no PUD fees.

Remodel/Additions: 7 counties reported a formula based on cost of construction; 16 counties reported a formula based on square footage; 8 counties reported a formula based on valuation at a rate of \$1/\$1000 value; and 1 county reported using the UBC schedule to determine the fee.

Subdivision: 31 counties reported a base fee + a per lot fee. The base fees ranged from \$40 to \$1200 and the per lot fees ranged from \$10 to \$200.

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

- Decks: \$75.00 to \$125.00
- \$600 Compliance Inspection Existing System if not done by private sector
- Admin Fees: \$50
- Building Permits for Est. Cost of Construction
- E911 Sign: \$75
- Access Permit: \$4200
- Mining: \$100-1000
- Sign: \$50
- Interim Use Permits: \$375.00
- Special meeting: \$1,000
- Wetland Fees: \$75-\$300
- Floodplain Permit: \$100
- ATF Permits double
- Holding Tank: \$300
- \$1 to \$25,000 = \$25.00, plus \$25 if property in Shoreland
- Commercial wind turbine: \$10 per ft
- Interim Use: \$125
- Ordinance amendment: \$550
- Shoreland permits: \$100-\$250
- Wetland Review- banking plan: \$1050
- Telecommunication Tower: \$500
- retaining walls: \$50
- Cell Tower/WECC: \$700.00
- Operation Permit for Holding Tanks: \$25
- WCA replacement plan review: \$385
- Bed & Breakfast or Rural Home Based Business: \$200 each
- Solar Permit: \$50-1000
- After-the-Fact permit: 4x normal fee
- Sign Permit: \$6+\$0.25/sq.ft.
- Hauler fees: \$50
- After the Fact Penalty: \$1500, or 10% of project value, whichever is greater
- Special meeting of the Planning Commission: \$1,546
- \$25,001 - \$50,000 = \$50.00, plus \$25 if property in Shoreland
- Non-commercial wind turbine: \$5 per ft
- After the fact Variance: \$1000
- Ordinance amendment: \$450

- Wetland review – delineation: \$350
- Commercial WECS: \$500
- fence over 6 feet: \$50
- Septic Loan Application Fee: \$175
- Communication Towers: \$630
- CUP for "Frac" mining: \$750
- Administrative plats: \$200
- Zoning amendment fee: \$250
- Adult business license: \$570
- Telecommunications: \$2,046 if less than 200 feet in height, \$4,046 for 201 feet in height or greater
- \$50,001 - \$100,000 = \$100.00, plus \$25 if property in Shoreland
- Telecommunication tower: \$5 per ft
- After the fact permit: 3X permit fee plus \$150 penalty
- IUP permit: \$450
- Wetland review- replacement plan: \$150
- pools over 5,000 gal: \$50
- Deck: \$85; Fence: \$55; E911 sign: \$55
- Plat: \$350 base fee + \$20/lot
- Recycling facility license: \$50
- Windtowers: \$1,046 per tower up to 5, then \$750 per tower over 5
- \$100,001 + = \$1.00/\$1,000, plus \$25 if property in Shoreland
- special hearing: \$1000
- non-commercial signs: \$50
- Advertising sign: \$90
- Over \$100000: \$50
- Adult use manager license: \$150/yr

Variance Requests

Counties were asked to report on the number of variance requests that were denied in 2014:

23 counties reported that no variance requests were denied

21 counties reported that 1 to 5 variance requests were denied

1 county reported that 6 to 10 variance requests were denied

3 counties reported that 11 to 15 variance requests were denied

1 county reported that 10% of the total variance requests were denied

1 county reported that 50% of the total variance requests were denied

Section 4: Zoning Office Administration

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

21 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: Public Health & Environment, SWCD (3), Land Services (2), Land Use Management (2), Public Works (2), Soil and Water Conservation District, Water and Land, Highway Department, Land and Resource Management Office.

Vehicles are furnished for 52 of the reporting offices. 4 counties reported having carpools available. 12 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 2014 was \$0.57, with the vast majority of the reporting counties using the 2014 federal reimbursement rate (\$0.575). 9 counties reported no mileage reimbursement offered.

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.

Table 4.1: Planning and Zoning Office Responsibilities

	2003	2004	2005	2006	2007	2008	2010	2012	2014
Agricultural Inspection	27	22	26	26	30	28	19	16	27
Emergency Management	-	-	-	-	-	-	-	3	5
Feedlots	37	27	36	31	41	35	27	29	34
Household Hazardous Waste	41	27	36	29	35	32	26	27	31
Parks	5	7	9	9	8	11	6	8	6
Planning & Zoning	64	47	61	53	61	60	45	49	58
Recycling	38	27	37	26	32	30	26	28	31
Septic	59	43	56	48	57	55	43	45	53
Solid Waste	41	29	37	29	37	32	29	29	35
Water Planning	32	24	28	25	30	33	21	24	29
Wetlands	31	24	31	30	30	29	22	20	29

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:

SWCD (4)	Shoreland (2)	Snowmobile Trails
AIS (8)	Food, Beverage, and Lodging	Economic Development
Building	Education Activities	GIS (2)
Code/Inspections/Permits (5)	Water/Lake Plan (2)	Passport Acceptance
Environmental Health	River/Floodplain Management (2)	All Addresses
Airport Zoning	Other Grant-Writing	
Conservation Programs	Public & Courthouse Safety	

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 \$40 to \$150. The average per diem for a member of the county planning commission is \$60.

15 counties reported that they reimburse mileage for the county planning commission. The average reimbursement rate is \$0.567 per mile, with all but 2 counties reporting using the 2014 federal reimbursement rate (\$0.575).

Table 5.1: Planning Commission

	2003	2004	2005	2006	2007	2008	2010	2012	2014
Average # of Planning Commissioners	8.1	-	10	7.7	8	8	7	7	7
Average Planning Commission Per Diem	\$41	-	\$43	\$50	\$52	\$50	\$50	\$50	\$60
# of Counties that Reimburse Mileage	52	-	51	56	57	50	37	44	15

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

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

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

5 counties report that the planning commission meets as needed.

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

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

1 county reported both daytime and evening planning commission public hearings.

41 counties reported that they videotape or record planning commission meetings. Of those counties, 8 counties specified audio-only recording. 7 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 \$150. The average per diem for a member of the board of adjustment is \$62.

46 counties reported that they reimburse mileage for the board of adjustment. The average reimbursement rate is \$0.57 per mile, with most counties reporting using the federal reimbursement rate (\$0.575 in 2014).

Table 5.2: Board of Adjustment

	2003	2004	2005	2006	2007	2008	2010	2008	2012	2014
Average # Board of Adjustment Members	4.7	-	4.9	4.9	5	5	5	5	5	5
Average Board of Adjustment Per Diem	\$42	-	\$44	\$50	\$50	\$50	\$50	\$50	\$55	\$62
# of Counties that Reimburse Mileage	52	-	51	56	56	56	41	56	45	46

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

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

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

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

18 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.

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

24 counties reported that the board of adjustment requires onsite visits; 32 counties reported that the board of adjustment does not require onsite visits.

Combined Planning Commission and Board of Adjustment:

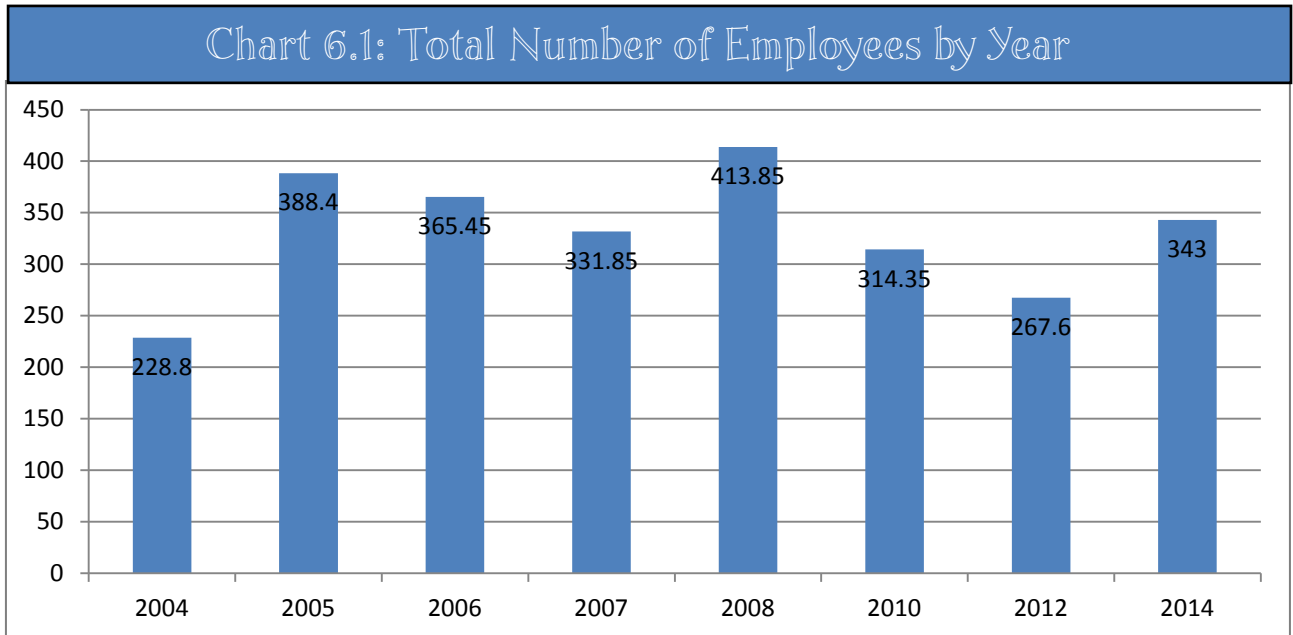
14 counties reported that they have a combined planning commission and board of adjustment (single committee).

- The average size for a combined planning commission and board of adjustment is 7 members (responses ranged from 5 to 17 members).
- The average per diem is \$64 (responses ranged from \$40 to \$150).
- 15 counties reported that mileage is reimbursed, with an average reimbursement rate of \$0.567 per mile.
- 10 counties report that the combined planning commission and board of adjustment meet once per month, while 2 counties report meeting twice per month.
- 7 counties report that public hearings take place during daytime hours, while 11 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 338.9 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, not just FTE. The average is 6 employees per county carrying out zoning activities, with responses ranging from 1 to 30 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 \$68,783. The salaries reported ranged from \$25,000 to \$117,520. Counties were also asked to report the salary range for the position of planning and zoning administrator. The average minimum in the range was \$55,173 and the average maximum salary in the range was \$75,534. Minimum salaries reported ranged from \$26,000 to \$78,000 and maximum salaries ranged from \$40,000 to \$117,520.

19 counties reported having an assistant zoning administrator. The salaries reported for the assistant zoning administrator ranged from \$22,000 to \$84,305.

26 counties provided the title and/or salary of their technicians. The reported salaries ranged from \$29,078 to \$79,227. The FTE salaries reported in this section of the survey represent a variety of job titles:

Compliance Office
Wetland Specialist
Zoning Technician
Feedlot Technician
Zoning & ES Inspector
Land Management Planner
Environmental Resource Specialist

Land Service Specialist
Zoning Assistant
Environmental Specialist
Technician
Water Protection Specialist
Specialist
Zoning Officer

E911 Coordinator
Water Plan/Recycling/Wetlands
Coordinator
Zoning & ES Technician
Land Management Permit Tech.
Environmental Assistant
Permit Technician

Environmental Office
Zoning Specialist
Water Resources Specialist

SSTS Inspector
Feedlot/Ag Inspector
GIS Coordinator

Planning & Zoning Tech.
Building Official
Planner

Participating counties reported an average FTE salary of \$35,308 for clerical staff. The reported salaries ranged from \$68,000 to \$48,431. The FTE salaries reported in this section of the survey represent the following job titles:

-Office Support Specialist
-Clerk
-Intake Clerk
-Administrative Assistant

-Office Manager
-Assistant Environmental Health Officer
-Planning Assistant

-Office Tech
-Permit Technician

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.

Table 6.1: Reported Benefits

	50% or less of the insurance premium is paid by the county	More than 50% of the insurance premium is paid by the county	N/A	The County does not offer this benefit
Health Insurance	7	42	5	1
Dental Insurance	13	15	15	12
Life Insurance	10	30	12	3

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

35 counties reported having a formal policy on severance pay, while 19 counties reported that severance pay is negotiated.

Finances

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

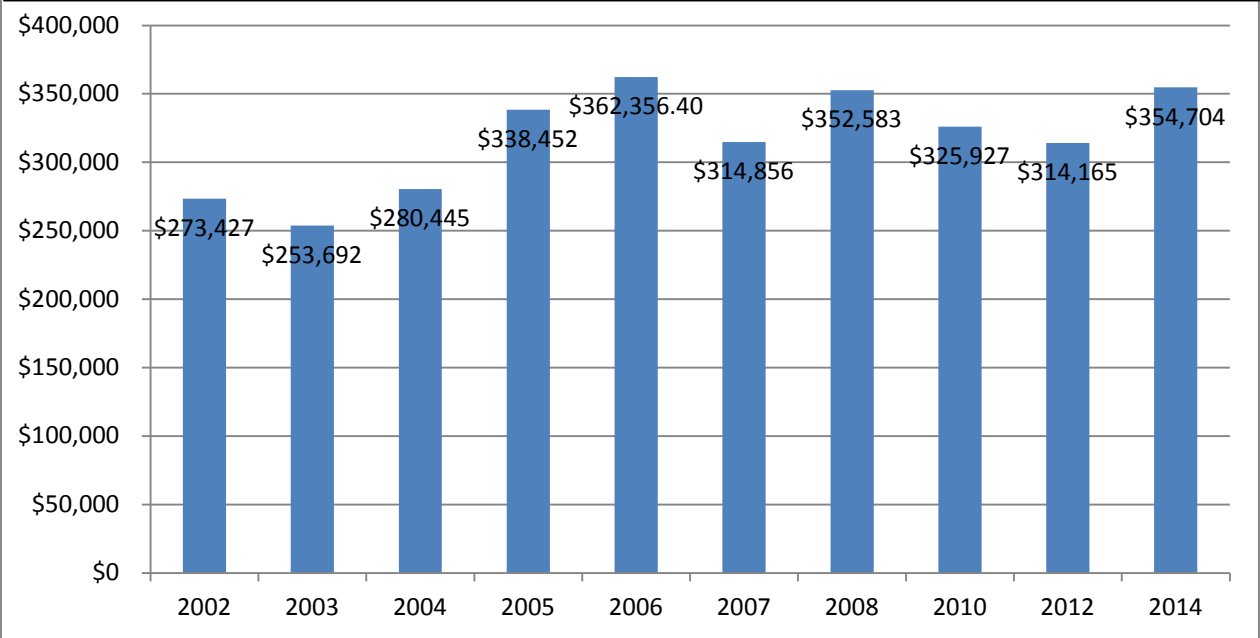
Table 6.2: Reported Fee Revenue

	2003	2004	2005	2006	2007	2008	2010	2012	2014
Fee Revenue Range	\$0 - \$904,042	\$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
Average	\$161,911	\$138,918	\$172,086	\$155,539	\$132,124	\$130,892	\$90,431	\$132,236	\$128,920

Note: These numbers vary year by year based on the amount and detail given by the responding MACPZA counties. One county reported a number that included NRBG grants, which then totaled \$2,736,000, but has been excluded. 14 of the 47 responding counties had fee revenue \$100,000 or greater.

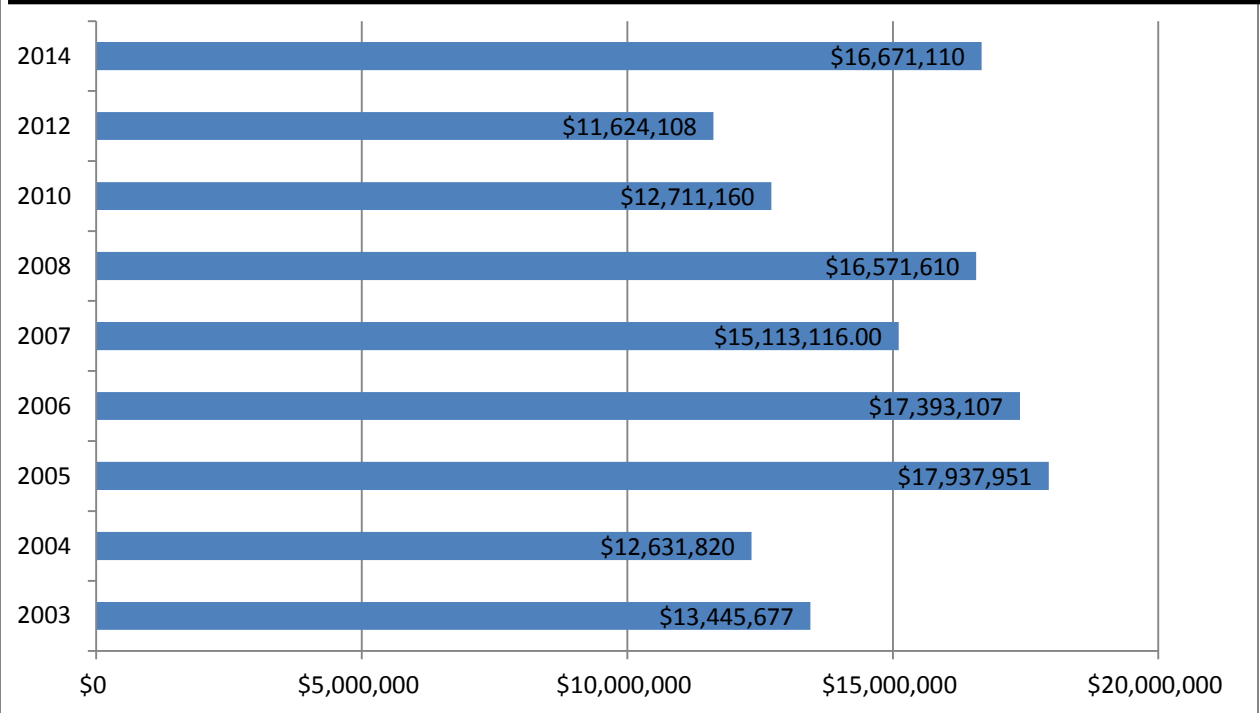
Similar to fee revenue, planning and zoning budgets vary considerably. The average reported budget for 2014 was \$354,704. Reported budgets ranged from \$8,000 to \$3,025,000.

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 .75 and 35 years of experience in planning and zoning.

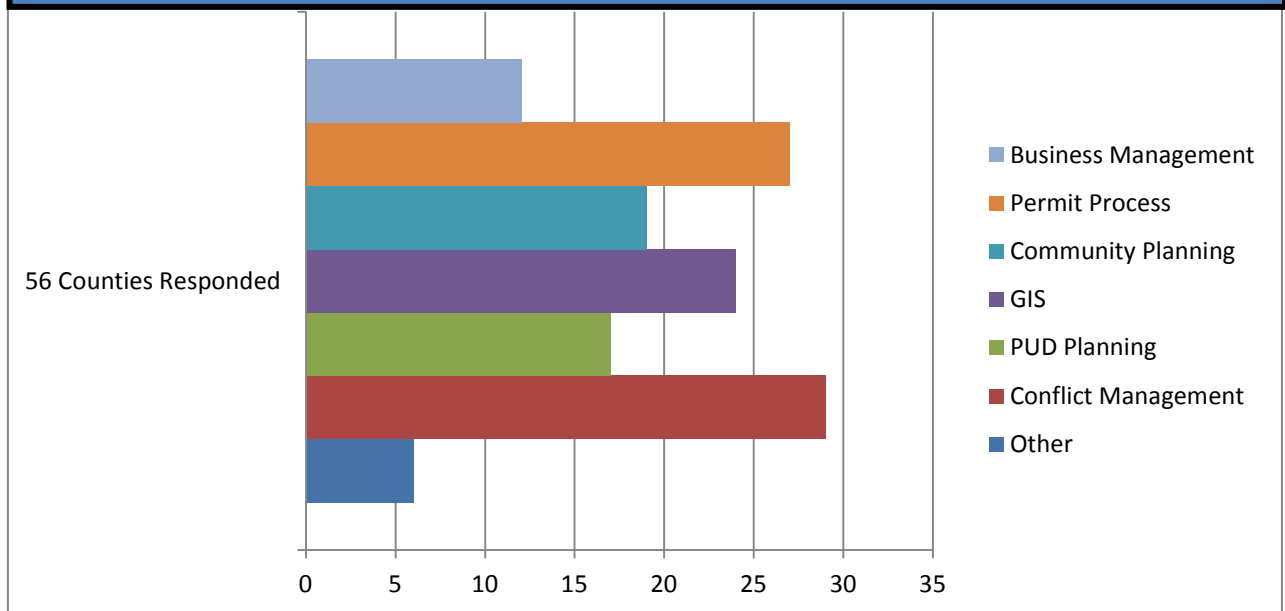
Table 7.1: Average Education and Years of Experience

	2003	2004	2005	2006	2007	2008	2010	2012	2014
Avg. Years of Education	16	15.8	16	16	16	15.7	13	12	15.9
Avg. Years of Experience	12	13.5	14	13.6	17.5	14.5	15	16	16.5

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:

-Renewable Energy

-Subdivisions & Platting

-Land Use

-Archive/Data Management

-Planning Commission Responsibilities

-Proper Meeting Management

Section 8: Future Directions, Issue Identification, & Trends

Annexation and Subdivision Authority

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

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

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

15 Counties reported that there are cities in the county that extend subdivision authority outside municipal boundaries, with distances of .5 mile (1), 1 mile (2), 2 miles (10), and into the township.

Community Septic Systems

4 Counties reported that the county owns community septic systems; 52 Counties reported that the county does not own community septic systems.

Conservation Easements

14 Counties reported that the county holds conservation easements; 41 Counties reported that the county does not hold conservation easements.

Enforcement

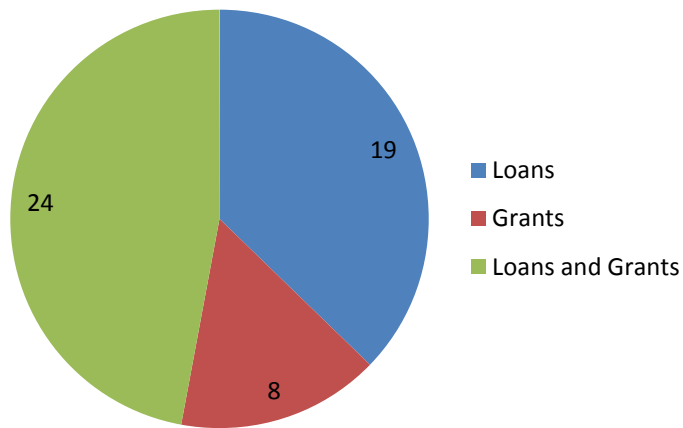
Counties were asked to report any innovative ideas or efficiencies the county has developed and implemented to aid in enforcement. The following responses were received:

- Field staff have citation authority.
- We use an after-the-fact permit fee of 4xs the normal fee and a \$500 ATF variance application fee.
- The Assessor's department regularly updates our office on non-permitted structures.
- Record Violation Reports and Abatement Orders in minor violations in lieu of bringing them to court.
- Working on new ordinance to allow more flexibility and use of an administrative fee.
- County just adopted citation authority.
- Require 50' buffer plan with Variance, CUP, Subdivision and Zoning Permits.

Section 9: Computer Programs & Technology

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



Specific responses included:

SSTS: 8 counties

USDA: 2 counties

Clean Water grant: 6 counties

(Ag)BMP: 18 counties

BWSR: 1 county

SWCD: 1 county

MPCA: 10 counties

Region 5: 2 counties

County Loan Program: 3 counties

AEOA: 1 county

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
County	23	25
Soil and Water Conservation District	22	29
Watershed District	2	0
Other	1	1

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

22 counties report the use of a computerized permit program. 33 counties reported that they did not use a computerized permit program. Specific computer programs that were reported by responding counties include:

RT Vision (5)	City View (2)
Computer Profession Unlimited	Microsoft Access (10)
Microsoft Dynamics CRM (2)	AS 400
Arc Map, Auto CAD & Sketchup	ESP

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

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

There was 1 additional comment and/or information provided by survey respondents.

Section 10: Other Information Respondents Wished to Share

- From Polk County: "County is currently involved with 2 boundary commissions to resolve property line issues; it has been an interesting process"