

Casco Township Board
Minutes Special Meeting
March 23, 2017 @ 1:00pm

Approved 4/17/17

Call to Order: Overhiser called meeting to order at 1:00pm.

Present: Overhiser, Graff, Brenner, Macyauski & Alfred Ellingsen

Absent: Winfrey

Reason for Meeting: Discussion of fee schedule

Alfred's presentation: Alfred stated he feels we are way behind the other townships for our fees based on how much actual cost involving of issuing the permit and what we get. We make a relatively decent amount of money on the permit fees over the years if you look at the yearly visualization of the fee schedule and the amount of money that was given in basically the number of permits were written. We are way behind the other townships surrounding us, in that respect, we set up a basic fee. This is a fee schedule that I wrote for Saugatuck about 10 years ago, it is a sliding scale but the difference between say a \$100,000.00 house that we have a fee schedule for now is approximately \$350.00 for as it would be now \$405.00 under the new fee schedule, so were gaining about \$50 - \$55. There are other things that are in here that besides the building portion where we make a little extra on the zoning parts and the planning commission, as you and I discussed this morning Allan, we should equal the cost out for the planning commission meetings and know that is usually losing money specially if you should have to put a notice in the paper, same with ZBA. When the ZBA was \$25.00 per 20 years ago, would have paid per diem unless somebody was making more money then I think they were. This is a Consolidated Fee Resolution schedule what I consider the current costs to consolidate doing work for the planning commission or the ZBA and so on.

The following Consolidated Fee Resolution:

The board discussed the Consolidated Fee Resolution that Alfred presented to the board and they agreed to make some changes, those changes are in black and the things to omit have a strike thru them.

Article I – General Provisions

1.2 **Title.** This RESOLUTION shall be known and may be referred to as the Casco Township Consolidated Fee Resolution.

1.2 **Purpose.** This is a Resolution to establish and require the payment of fees for administrative expenses incurred by the Township of Casco, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Casco; as allowed or provided by federal, state, county, or local law or ordinance.

1.3 **Definition.** For purposes of this Resolution, the following words and phrases in this section have the following meanings:

Applicant. – Any person who requests, or is required by law to receive from the township any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established.

Fees. – Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this Resolution; fee schedules which are a part hereof.

Inspection / Review Escrow. – Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

Township. – Township of Casco, including its officers, employees, boards, commissions, agents, and professional consultants.

Article II – Fee and Escrow Regulations

- 2.1 **Time of Payment.** Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.
- 2.2 **Non-Payments.** No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment, must be finally paid by the payer bank and unconditionally credited to the township's account for fees or escrow to be considered paid.
- 2.3 **Duplicate of Escrow.** Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another government agency for the same service and that the other government agency's inspection and/or review will satisfy the purpose for which the township inspection and/or review is required.
- 2.4 ~~**Duplication and Escrow.**~~ **Annual Review of Fees.** The fees set forth in the schedule of Resolution are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.
- 2.5 **Additional Escrow.** The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost or providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for excess costs which shall be paid prior to any further inspection or review by the township.

2.6 **Refunds of Escrow.** Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project and responsibilities, no fees shall be required to be paid.

2.7 **Waiver of Fees.** ~~Where an applicant~~ A Township official, agent, or employee making a request for receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

2.8 **Reduction of Fees.** Fees established pursuant to this resolution may be waived or reduced by the Casco Township Board in accordance with this section.

A. Fees may be waived or reduced by the township board if any of the following conditions exist:

1. ~~If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.~~
2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
4. Any other reason as determined by the township board in its sole discretion.

Article III – Interpretation and Effective Date

3.1 **Repeater.** Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with the provisions of this Resolution are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.

3.2 **Severability.** If any section, paragraph, clause, provision, or schedule of this Resolution is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

3.3 **Effective Dates.** This Resolution shall take effect: March 2017

Schedule I

A. Rezoning \$1,200.00 plus \$10 per acre for each acre per application

Each parcel as it appears on township tax rolls will be considered a separate application for purpose of determining fees.

B. Zoning Board of Appeals – ½ for multiples ~~\$400~~ **\$700**

C. Tax Description Change – combining parcels

- | | | |
|----------------------------|------------|------------|
| 1. Other (Per Description) | 1 to 5 | \$ 40 each |
| | 6 to 15 | \$ 30 each |
| | 16 to 30 | \$ 15 each |
| | 31 or more | \$ 5 each |

This includes all plats, condominiums, lot splits, and acreage divisions

2. Section Land Divisions \$150 for first parcel plus \$25/additional parcel

- D. Boundary Line Adjustments \$100

This includes compliant movement of a lot line in a platted subdivision which the Township Board must approve or adjustment of a lot line for metes and bounds survey which may be administratively approved by the Zoning Administrator.

~~E. Special Meeting Request~~ _____

- F. Special Land Use – plus appropriate fees from Schedule II **\$700 plus**
 site plan review **\$150**

- G. Signs Permit – all required by Zoning Ordinance \$1.50 per sq. ft. x number of sides

- H. Home Occupation Permit \$50 per year (renewable annually)

- I. Pond Permit \$125 (one time issue)

- J. Private Road Permit

- | | |
|--|------------------------|
| 1. Land Division | \$125 (one time issue) |
| 2. Site Condominium, PUD, Multiple or mobile | \$350 (one time issue) |

- K. Temporary Use Permit – 6-month duration - \$200

- L. Building Permit Fees – see Schedule of Building Permit Fees below

- M. Zoning Permit \$50

Schedule II

1. Site Plan Review

Added to all the fees below ~~will~~ **shall** be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. An escrow fund shall be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

- A. Commercial, Office, Industrial, or Institutional

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|------------------|------------------|-----------------|
| 1. Preliminary | \$450 | \$700.00 |
| 2. Detailed Plan | \$900 | \$700.00 |

3.	Minor projects greater than 1000 sq. ft.	\$600	\$700.00
4.	Minor uses (B&B, Day Care)	\$150	
B. Multiple or Mobile Home			
1.	Preliminary	\$450	\$700.00
2.	Omitted detailed plan		
C. Condominium (site condo not included)			
1.	Private Road (if applicable)	\$35 per unit	
2.	Tax Description Change	See Schedule I	
D. Site Condominium			
1.	Conceptual	\$250	\$700
2.	Preliminary	\$1000	\$700
3.	Final Approval	\$250	\$700
	a. Tax Description Change		
E.	Administrative Site Plan Review (when applicable)	\$350	
F.	Amend previously approved site plan	\$150	\$700
I. <u>Plat Review</u>			
A.	Conceptual (sketch plan)	\$350	\$750 plus \$10 per acre
B.	Tentative Preliminary		\$750 plus \$45 per lot
C.	Final Preliminary		\$750 plus \$45 per lot
D.	Engineering		Actual Cost
E.	Final Plat		
	1. Tax Description Change		See Schedule I
II. <u>Planned Unit Development</u>			
A.	Preliminary	\$650	\$700.00
B.	Detailed	\$900	\$700.00
III. <u>Landscape Plan</u> omit			
IV. <u>Additional Fees</u>			
Each review listed in I above entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional (revision 2, 3, etc.) will require an additional fee equal to 50% 100% of the initial fee for that stage.			
V. <u>Construction Inspection</u>			
			\$50/inspection

Any site improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.

Schedule of Building Permit Fees

Residential on-site construction: Single family, duplexes, additions

\$50 Base fee plus
\$10 per thousand to \$10,000 plus
\$3.00 per thousand to \$100,000 plus
\$2.00 per thousand over \$100,000

Manufactured dwellings: Singlewide, doublewide and modular

\$50 Base fee plus
\$5.00 per thousand to \$10,000 plus
\$2.00 per thousand to \$100,000 plus
\$1.00 per thousand to \$100,000
(includes 4 inspections and plan review)

Garages, pole barns, and storage buildings

\$50 Base fee plus
\$1.00 per hundred to \$10,000 plus
\$2.00 per thousand over \$10,000
(includes 3 inspections)

Residential remodeling

Same fee as residential on-site construction

Demolition and moving of a building

Flat fee \$50

Commercial, industrial, and other residential construction

\$50 Base fee plus
\$5.00 per thousand to \$10,000 plus
\$3.00 per thousand to \$250,000 plus
\$4.00 per thousand to \$250,000
(3 inspections; plan review separate fee based on time spent)

All project values declared on the permit application will be compared to the "Bureau of Construction Code Square Foot Construction Cost Table" and will be adjusted if found to be Substantially lower than the table indicates.

If project is begun before a building permit is issued a \$100 investigation fee will be added to the Permit fee.

If additional inspections are necessary, they will be billed to the permit holder at \$50 per Inspection. The Certificate of Compliance **will not** be issued until all fees are paid.

Judy made motion to adjourn. Paul supported.

Meeting adjourned at 3:23pm

Respectively submitted by,
Cheri Brenner, Township Clerk