

CHARTER TOWNSHIP OF WATERFORD
5200 CIVIC CENTER DRIVE
WATERFORD, MI 48329
MARCH 8, 2010, 6:30 PM
- A G E N D A -

APPROVE AGENDA -
APPROVE MINUTES -
APPROVE BILL PAYMENT -

ANNOUNCEMENTS:

1. Township offices will be closed Friday, April 2 in observance of Good Friday

AWARDS & PRESENTATIONS:

1. Waterford Seniors present Appreciation Award to Trustee David Kramer
2. Waterford Beautification Committee presents "Gateway Sign" concept

REPORTS:

1. Treasurer Dept, January 2010
2. Treasurer Dept 4th Quarter Financial report
3. Department of Public Works Annual Report for 2009

OLD BUSINESS:

1. Public Hearing for 2010-2014 Community Park, Recreation, Open Space & Greenway Plan

NEW BUSINESS:

1. Class C Liquor License transfer, 4195 Dixie
2. Water & Sewer utility bill printing contract extension
3. Appoint Stanley Cumberworth, Dennis Griffin, Ted Taylor, Matt Ray, Steve Reno, Sandra Werth and Trustee Bette O'Shea to the new, 7-member Planning Commission
4. Appoint Ellie Pinner, Colleen Murphy, Ralph Woznick, Garry Crake, David Zuelke, Steven Reno and Trustee David Maloney to the new, 7-member Zoning Board of Appeals
5. Approve fee schedule for Community Planning and Development
6. Appoint Trustee David Maloney to Parks and Recreation Board
7. Citizen request to address

EXECUTIVE SESSION:

1. Union negotiations

Betty Fortino, Clerk

IN CONFORMANCE WITH THE AMERICANS WITH DISABILITIES ACT, LARGE-PRINT AGENDAS AND MINUTES ARE AVAILABLE UPON REQUEST. BARRIER-FREE PARKING AND ACCESS ARE ALSO AVAILABLE AT TOWN HALL. MINUTES ARE AVAILABLE UPON REQUEST AT THE CLERK'S DEPARTMENT, AND ON THE TOWNSHIP'S WEB SITE.

Minutes of the Waterford Township Board Meeting, held March 8, 2010 at 6:30 PM in Town Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan 48329.

BOARD MEMBERS PRESENT:

Carl W. Solden, Supervisor
Betty Fortino, Clerk
Margaret Birch, Treasurer
Heather M. Coats, Trustee
David Kramer, Trustee
David Maloney, Trustee

ABSENT

Bette O'Shea, Trustee

OTHERS PRESENT:

Robert Sharrard
Tom Newcomb
Jeff James
Martin F Kuhn
Tom Middleton

Liz Lesnau
Derek Diederich
Terry Biederman
Joan Rogers
Daniel T McCaw

Donna Wall
Gary Wall
Stanley Kurzman

Supervisor Carl Solden called the meeting to order at 6:30 PM and asked for a moment of silence and then led the Pledge of Allegiance.

Moved by Maloney,
Supported by Birch, RESOLVED, to approve the agenda as printed.

Motion carried unanimously.

Moved by Birch,
Supported by Kramer, RESOLVED, to approve the February 22, 2010 minutes as printed.

Motion carried unanimously.

Moved by Maloney,
Supported by Birch, RESOLVED, to approve the payment of the bills for March 8, 2010 as presented. A list of the bills is attached to these minutes.

Motion carried unanimously.

Supervisor Solden made the following announcements:

1. Township offices will be closed Friday, April 2 in observance of Good Friday.

The Waterford Seniors presented Appreciation Award to Trustee David Kramer for his outstanding contribution to the Waterford Senior Center.

The Waterford Beautification Committee presented a "Gateway Sign" concept.

Moved, Fortino,
Supported by Kramer, RESOLVED, to endorse the "Gateway Sign" as presented by the Waterford Beautification Committee. With the appreciation of the Township Board.

Motion carried unanimously.

The following reports were presented:

1. Treasurer Dept, January 2010
2. Treasurer Dept, 4th Quarter Financial report
3. Department of Public Works Annual Report for 2009

Moved by Kramer,
Supported by Coats, RESOLVED, to receive the foregoing reports.

Motion carried unanimously.

A Public Hearing for 2010-2014 Community Park, Recreation, Open Space & Greenway Plan opened at 6:50 PM. The Public Hearing Closed at 6:52 PM. One resident spoke in favor of the program.

Clerk Fortino presented a Class C Liquor transfer request from Nabil Nannoshi of Sweet Water Dixie, Inc. All requirements have been met.

Moved by Maloney,

Supported by Fortino, RESOLVED, to approve the request to transfer ownership of 2009 Class C Licensed Business, located at 4195 Dixie, Waterford, MI 48329, Waterford Township, Oakland County, From WOO Corporation to Sweet Water Dixie, Inc. & request new entertainment permit.

Motion carried unanimously.

DPW Director, Terry Biederman, presented the following memo requesting Board Approval of the Utility Bill Printing Contact Extension for 2010:

The current DPW billing system was implemented in 1999 and allows DPW personnel to electronically transmit billing information to a third party service provider where bills are printed and mailed to customers with a return envelope. Bills are then mailed by customers to a lockbox where the funds are deposited automatically into the Township's bank. Converting to this system has saved the DPW hundreds of payment processing hours and increased revenue due to the efficiency of payment posting to our bank.

The current third party service provider, Lasertec of Sterling Heights, has been the successful bidder since inception of the billing format in 1999 and again in 2003 with bids below \$10,000. The current 2003 contract has language allowing for a contract extension if the current provider submits their desire in writing to extend the contract along with a price quotation.

Lasertec has submitted this request in writing and I have attached it for your review. Upon review of their request, it appears they are willing to maintain current pricing through 2010. The DPW has a very good working relationship with Lasertec and they are very familiar with our procedures and requirements ensuring smooth and efficient operation of the billing process.

I have also attached memos from DPW Administrative Superintendent Derek Diederich and Purchasing Agent Mike Shaw where they express their agreement that it is in the best interest of the Township to accept Lasertec's current proposal to remain as the service provider with no cost increase.

As a result, I am asking for Board approval to extend the Lasertec service agreement as outlined in their quotation through 2010. Thank you for your attention to this matter.

Moved by Maloney,

Supported by Birch, RESOLVED, to extend the Utility Bill Printing Contract Extension for 2010 with Lasertec with no cost increase as requested above.

Motion carried unanimously.

Supervisor Solden requested to appoint Stanley Cumberworth, Dennis Griffin, Ted Taylor, Matt Ray, Steve Reno, Sandra Werth and Trustee Bette O'Shea to the new, 7 member Planning Commission.

The new Zoning Ordinance adopted by the Township Board on February 22, 2010 established a new seven-member Planning Commission. The Township has been blessed with a group of citizens who served on the previous nine-member Planning Commission who are dedicated to achieving the Township's planning and zoning objectives and who deserve to continue serving their community as members of the Planning Commission. Of course, all nine citizens could not continue as members of a seven-member board. Therefore, two of the members, Ellie Pinner and Will Allen, were asked to continue their service as members of the expanded Zoning Board of Appeals. Ms. Pinner agreed to serve on the ZBA, while Mr. Allen opted to end his service on the Planning Commission and ZBA. The remaining seven individuals, Stanley Cumberworth, Dennis Griffin, Bette O'Shea, Matt Ray, Steve Reno, Ted Taylor, and Sandra Werth, will provide a diverse and balanced set of experiences and professional backgrounds who will continue to serve the Township ably and effectively as the new Planning Commission. According to Section 5-001.2 of the Zoning Ordinance, the terms have to be staggered so all members terms will not expire at the same time, thus;

I respectfully request the Township Board's approval of the appointments of Mr. Stanley Cumberworth and Mr. Dennis Griffin to one (1) year terms that will expire on March 31, 2011; Mr. Ted Taylor and Mr. Matt Ray to two (2) year terms that will expire on March 31, 2012; Mr. Steve Reno and Ms. Sandra Werth to three (3) year terms that will expire on March 31, 2013; and Township Trustee Bette O'Shea, term to be concurrent with her term of office...

Moved by Kramer,

Supported by Birch, RESOLVED, to approve the Planning Commission appointments of Mr. Stanley Cumberworth and Mr. Dennis Griffin to one (1) year terms that will expire on March 31, 2011, Mr. Ted Taylor and Mr. Matt Ray to two (2) year terms that will expire on March 31, 2012, Mr. Steve Reno and Ms. Sandra Werth to three (3) year terms that will expire on March 31, 2013, and Township Trustee Bette O'Shea, term to be concurrent with her term of office.

Motion carried unanimously.

Supervisor Solden requested to appoint Ellie Pinner, Colleen Murphy, Ralph Woznick, Garry Crake, David Zuelke, Steven Reno and Trustee David Maloney to the new, 7-member Zoning Board of Appeals.

The new Zoning Ordinance adopted by the Township Board on February 22, 2010 established a new seven-member Zoning Board of Appeals. The Township has been blessed with a group of citizens who served on the previous five-member ZBA and provided the Township with a practical and balanced review of citizens' variance requests. Four of the five members, David Zuehlke, Garry Crake, Ralph Woznick, and Township Trustee David Maloney are willing to continue their service as members of the expanded Zoning Board of Appeals. Under the Michigan Zoning Enabling Act, one of the ZBA members must be a member of the Planning Commission. At their February 23, 2010 meeting, the Planning Commission recommended that Planning Commissioner Steve Reno be appointed as the Planning Commission representative on the ZBA. A copy of the Planning Commission's minutes from that meeting is attached for your information and review. I concur with the

Solden memo continued

Planning Commission and recommend Mr. Reno to serve on the ZBA. Also, Planning Commissioner Ellie Pinner was asked to serve on the ZBA and she agreed to serve on the ZBA. For the remaining ZBA opening, I am recommending Colleen Murphy.

Colleen Murphy is the owner of Murphy and Associates, a landscaping design and planning business in Waterford. She has worked over 20 years with both commercial and residential projects throughout Oakland County. She understands and meets zoning requirements in all her jobs. She is a member of the Waterford Beautification Council affiliated with the Waterford Area Chamber of Commerce volunteering much of her time to beautification projects for the betterment of Waterford.

These seven individuals, Garry Crake, David Maloney, Colleen Murphy, Ellie Pinner, Steve Reno, Ralph Woznick, and David Zuehlke, will provide a diverse and balanced set of experiences and professional backgrounds who will continue to serve the Township ably and effectively as the new Zoning Board of Appeals. According to Section 5-001.3 of the Zoning Ordinance, the terms have to be staggered so all members terms will not expire at the same time, thus;

I respectfully request the Township Board's approval of the appointments of Ms. Ellie Pinner and Ms. Colleen Murphy to one (1) year terms that will expire on March 31, 2011; Mr. Ralph Woznick and Mr. Garry Crake to two (2) year terms that will expire on March 31, 2012; Mr. David Zuehlke to a three (3) year term that will expire on March 31, 2013; Mr. Steve Reno as the Planning Commission representative with a ZBA term to be concurrent with his Planning Commission term that expires on March 31, 2013; and Township Trustee David Maloney, term to be concurrent with his term of office. Thank you.

Moved by Fortino,

Supported by Birch, RESOLVED, to approve the Zoning Board of Appeals appointments of Ms. Ellie Pinner and Ms. Colleen Murphy to one (1) year terms that will expire on March 31, 2011; Mr. Ralph Woznick and Mr. Garry Crake to two (2) year terms that will expire on March 31, 2012, Mr. David Zuehlke to a three (3) year term that will expire on March 31, 2013; Mr. Steve Reno as the Planning Commission representative with a ZBA term to be concurrent with his Planning Commission term that expires on March 31, 2013; and Township Trustee David Maloney, term to be concurrent with his term of office.

Motion carried unanimously.

Community Planning & Development Director, Robert Vallina submitted the following memorandum regarding the Community Planning and Development Fee Schedule Adjustments.

With the adoption of the new Zoning Ordinance, I have prepared a review and proposed adjustment of the fees charged for the services to be provided by the Community Planning and Development Department under the new Zoning Ordinance. This proposed fee schedule has been based on the attached analysis of the costs associated with each procedure. For the procedural services provided to individual citizen customers, the costs of the service not covered by the fees are paid for by Waterford's taxpayers. The benefits of development and redevelopment to all citizens, both by adding increased value to the Township's property tax base and by contributing to the community's quality of life, provide a rationale for citizens to carry some of the costs associated with the Township government's oversight of the planning and development process. However, there is a point where the citizens may be considered to be unfairly subsidizing the development efforts and variance requests of individuals; in other words, developers and citizens wishing to vary from the zoning ordinance need to pay a premium and their fair share of these services.

The attached analysis is presented in three sections. First, a brief explanation of how I analyzed the actual process service costs and the other communities I compared. Second, I evaluate the actual process service costs and the community cost comparison for each of the current Community Planning and Development Department services for which the Township charges fees, as well as provide a brief analysis of the fee recommendation for the process. Finally, I provide a comparative list of the current CPD fees and my recommendations for fees for each of the CPD processes under the new Zoning Ordinance.

The following is my recommended resolution and proposed fee schedule:

**RESOLUTION SETTING FEES
FOR THE
COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT**

WHEREAS, on February 22, 2010 the Township adopted a comprehensive amendment to the Zoning Ordinance; and

WHEREAS, the new Zoning Ordinance provides for an updated and expanded range of review procedures; and

WHEREAS, Section 5-002 of the Zoning Ordinance provides for a fee schedule to be established by resolution of the Township Board for such review procedures; and

WHEREAS, the Community Planning and Development Department is responsible for several of the Zoning Ordinance review procedures that will require fees to be assessed for services in association with these activities; and

NOW, THEREFORE, BE IT RESOLVED that on March 9, 2010, the following Community Planning and Development Department Fee Schedule shall become effective:

Vallina memo continued

COMMUNITY PLANNING & DEVELOPMENT FEE SCHEDULE

ZONING BOARD OF APPEALS **

Single Family Residential/Non-Profit Organizations	
First Variance	\$250.00
Additional Variances.....	\$100.00 each - max. \$550.00
Residential Developments & Non-Residential	
Application Fee.....	\$700.00
Residential Code Violations	
First Variance	\$432.00
Additional Variances.....	\$100.00 each
Non-Residential Code Violations	
Application Fee.....	\$882.00

** *Notification Fees for up to 25 notices are included with the total application fee. Any additional notices required after twenty-five will have a charge of 77 cents per notice added to the total application fee.*

SITE PLAN REVIEW

Change of Use Review	\$501.00
Minor Site Plan Review	\$1,170.00
Major Site Plan Review	\$1,488.00
Engineering Site Plan Review Fees.....	Per Engineering Division

REZONING **

Nonresidential Parcel Combination Creating Nonresidential Parcel Eligible for More Intensive Zoning District Within Same Zoning Class		No Fee
All Other Rezoning Requests.....		\$981.00

** *Notification Fees for up to 25 notices are included with the total application fee. Any additional notices required after twenty-five will have a charge of 77 cents per notice added to the total application fee.*

SPECIAL APPROVAL USE **

Special Approval Use Fee	
Special Approval portion	\$1,000.00
Site Plan Approval portion	\$1,409.00
Base Total of both portions	\$2,409.00
Special Approval – Domestic Small Livestock in Single Family Residential	\$200.00

Existing Special Approval Renewal Review.....	\$560.00
Engineering Site Plan Review Fees.....	Per Engineering Division

** *Notification Fees for up to 25 notices are included with the total application fee. Any additional notices required after twenty-five will have a charge of 77 cents per notice added to the total application fee.*

Vallina memo continued

PLANNED UNIT DEVELOPMENT **

Planned Unit Development Review Fee\$2,000.00
Engineering Review Fees Per Engineering Division

** *Notification Fees for up to 25 notices are included with the total application fee. Any additional notices required after twenty-five will have a charge of 77 cents per notice added to the total application fee.*

SPECIAL ACCOMMODATION USE **

Special Accommodation Use Review Fee\$1,488.00
Engineering Review Fees Per Engineering Division

** *Notification Fees for up to 25 notices are included with the total application fee. Any additional notices required after twenty-five will have a charge of 77 cents per notice added to the total application fee.*

SUBDIVISION REVIEW

Tentative Preliminary Plat\$642.00
Final Preliminary Plat\$642.00
Final Plat\$642.00

HARDSHIP PLANNED UNIT DEVELOPMENT REVIEW **

Hardship Planned Unit Development Review Fee\$1,000.00
Site Plan Review Fee\$1,394.00
Engineering Review Fees Per Engineering Division

** *Notification Fees for up to 25 notices are included with the total application fee. Any additional notices required after twenty-five will have a charge of 77 cents per notice added to the total application fee.*

TEMPORARY USE REVIEW

Annual Review Fee\$25.00
Single Event Review Fee\$10.00

TRANSIENT MERCHANT PLAN REVIEW

New Plan Processing Fee\$50.00
Existing Plan Processing FeeIncluded with license fee

RESOURCE MATERIALS

Zoning Ordinance (Paper Copy) includes Zoning Map\$20.00
Complete Master Plan (Paper Copy)\$50.00
Master Plan (Paper Copy)\$20.00
Master Plan Appendices (Paper Copy)\$30.00
Zoning Ordinance & Master Plan (CD) includes Zoning Map\$5.00
Zoning Certification Letter\$73.00

Vallina memo continued**SIGN REMOVAL**

Sign Removal Fee (commercial signs removed from public road right-of-way) \$161.00 per sign

ANALYSIS OVERVIEW**A. Actual Process Service Costs**

Each process conducted by the department has up to five different cost components associated with it. First, there are the wage and benefit costs associated with the time spent on each case by the clerical employees. Second, there are the wage and benefit costs associated with the time spent on each case by the planners. Third, there may be postage, mailing, and printing costs associated with an individual process. Fourth, there are sometimes additional tasks that require Township financial resources to complete, such as the cost of hearings before the Planning Commission or Zoning Board of Appeals, or storage for confiscated illegal signs. Fifth, there are overhead costs such as office space and equipment, electricity, heating/cooling, telephones, internet access, vehicle costs, and fuel costs. The fifth cost component is the most difficult to determine a proper allocation of costs between specific tasks, including those conducted daily on behalf of the general population. The time spent in attempting to track these costs would be counter-productive and not a wise use of taxpayer dollars. Therefore, it is my professional opinion that the only fair thing to do is to leave these costs out of any fee schedule evaluation and consider these costs to be assessed equally to all taxpayers.

I have attempted to provide an analysis of the other four cost components in relation to each of the planning processes for which the Township can charge fees. As part of this analysis, I have prepared a base average hourly rate for each group of employees working on these processes in my department: planners, clerical, and code enforcement officers. The following are the average wage/benefit rates:

Planners	\$57.28 per hour
Clerical	\$30.11 per hour
Code Enforcement Officers	\$40.02 per hour

I arrived at these average hourly rates by adding together the current annual wages and benefits for the employees in each grouping and then dividing the total by the annual work hours of 2,080. Since these are a close approximation of what the Township spends hourly on the various tasks associated with each process, I believe that these average hourly rates, multiplied by the average amount of time needed to complete the tasks, gives us a fair approximation of the actual cost of each procedural task.

B. Community Cost Comparison

In order to achieve a fair comparison of fees for services provided in a developed community with a population the size of Waterford's, I used the same mix of twelve nearby communities that are experiencing similar population size, redevelopment issues, governmental structure, or a combination of these factors. These communities are the

Vallina memo continued

cities of Auburn Hills, Farmington Hills, Novi, Rochester Hills, Royal Oak, Southfield, Sterling Heights, Troy, and Warren; and the Townships of Canton, Clinton, and West Bloomfield. Although each community may calculate their total fees on a slightly different basis than Waterford, the base fees in each of these communities are similar enough to provide a reasonable comparison.

COMMUNITY PLANNING AND DEVELOPMENT PROCEDURES FEE ANALYSIS**A. Zoning Board of Appeals****1. Actual Process Service Costs**

For variance requests to be heard before the Zoning Board of Appeals, there are nine to eleven steps involved in processing each case, counter consultation, file setup, agenda setup, case site visit, case analysis, case writeup, compiling of meeting materials for the ZBA, packet preparation/delivery, ZBA review. In those cases where variance requests are the result of code enforcement action, there are also two additional steps, investigation by code enforcement staff and clerical violation notice processing. Five of the steps are conducted by clerical staff; four by the staff planners; one by code enforcement staff; and the final step is completed by a combination of clerical, planners, and ZBA members.

a. Clerical Task Cost Calculation

Counter Consultation – Average time to complete task is 1 hour

File Research and Setup - Average time to complete task is 2 hours

Compiling of Meeting Materials for the ZBA - Average time to complete task is 1 hour

Packet Preparation/Delivery - Average time to complete task is 1 hour

Total clerical hours per ZBA case – 5 hours

Clerical cost per case – 5 hours x \$30.11 hourly rate = \$150.55

For Variance Requests Resulting from Code Enforcement Violations:

Clerical Violation Notice Processing - Average time to complete task is 1.5 hours

Clerical cost per violation variance – 1.5 hours x \$30.11 = \$45.17

b. Planner Task Cost Calculation

Agenda Setup - Average time to complete task is 2 hours

Case Site Visit - Average time to complete task is 1 hour

Residential Case Analysis - Average time to complete task is 1 hour

Non-residential Case Analysis – Average time to complete task is 3 hours

Residential Case Writeup - Average time to complete task is 2 hours

Non-residential Case Writeup – Average time to complete task is 4 hours

Total planner hours per residential ZBA case – 6 hours

Planner cost per residential case – 6 hours x \$57.28 hourly rate = \$343.68

Total planner hours per non-residential ZBA case – 10 hours

Planner cost per non-residential case – 10 hours x \$57.28 hourly rate = \$570.28

Vallina memo continued

For Variance Requests Resulting from Code Enforcement Violations:

Planner Violation Review and Analysis - Average time to complete task is 1 hour

Planner cost per violation variance – 1 hour x \$57.28 = \$57.28

c. Code Enforcement Task Cost Calculation

Investigation and Violation Notification Preparation by Code Enforcement Staff -

Average time to complete task is 2 hours

Code Enforcement Cost per Violation Case – 2 hours x \$40.02 = \$80.04

d. Postage and Printing

The typical ZBA case requires a mailed notification to the subject property, a notification to the property owners and residents within 300 feet of the subject property, and a mailed notification to be sent to the applicant. The typical case deals with a subject property that is surrounded by five other properties under separate ownership. The cost of printing and postage for a typical case is comprised of:

1 First Class Mail Notification to Applicant =	\$0.44
25 First Class Mail Notifications x 44 cent stamp =	\$11.00
26 sheets of paper x \$0.03 =	\$0.78
26 envelopes x \$0.30 =	\$7.80
Total =	\$20.02

For those cases with more than twenty-five notifications, the cost per notification is \$0.77.

e. Additional Tasks

ZBA Review – The average time of the meeting is one hour. An average of five cases is anticipated per meeting, so the average meeting cost per case is one fifth the total. The cost breakdown for the meeting is:

7 ZBA Board Members x \$60.00 =	\$420.00
2 Planners x \$57.28 x 1 =	\$114.56
1 Clerical x \$30.11 x 1 =	\$30.11
Total =	\$564.67
Per case share =	\$112.34

f. Total ZBA Process Service Cost

For Regular Residential ZBA Cases:

<i>Clerical ZBA Task Cost Total</i>	\$150.55
<i>Planner ZBA Task Cost Total</i>	\$343.68
<i>Base Postage and Printing ZBA Task Cost Total</i>	\$20.02
<i>Additional ZBA Tasks Cost Total</i>	\$112.34
Total ZBA Process Cost	\$626.59

For Regular Non-residential ZBA Cases:

<i>Clerical ZBA Task Cost Total</i>	\$150.55
<i>Planner ZBA Task Cost Total</i>	\$570.28
<i>Base Postage and Printing ZBA Task Cost Total</i>	\$20.02
<i>Additional ZBA Tasks Cost Total</i>	\$112.34
Total ZBA Process Cost	\$853.19

Vallina memo continued

For ZBA Cases Resulting from Code Enforcement Action the following costs are added:

<i>Additional Clerical ZBA Task Cost Total</i>	\$45.17
<i>Additional Planner ZBA Task Cost Total</i>	\$57.28
<i>Code Enforcement ZBA Task Cost Total</i>	\$80.04
<i>Total Additional Process Costs</i>	\$182.49

2. Community Cost Comparison

- The range for residential fees is \$75 to \$700.
- The average for residential fees is \$206.
- The range for non-residential fees is \$150 to \$700.
- The average for non-residential fees is \$346.
- Only two other communities besides Waterford charge a separate ZBA fee for variance requests which are a code enforcement violation appeal. The range is \$250 to \$800 and the average is \$480.

3. ZBA Fee Analysis

The principal factor to consider for revising the ZBA fees is the level at which the fee should be set. Unlike most of the other processes discussed in this memo where someone is looking to develop or redevelop property in accordance with the Township's Zoning Ordinance, a person or company who decides to use this process is asking for an opportunity to not have to abide by that Ordinance. It is important for the Township Board to decide whether the citizens of this Township should subsidize someone's request to vary from Township law. I believe that for the ZBA process, it is critical to continue to minimize if not eliminate subsidies from the general public.

Eliminating the subsidy completely continues to be the most difficult for the existing residential and non-profit organization level of variance request. I propose a revision to the residential ZBA fee structure so that the base fee for the first variance is raised from \$150 to \$250, with each additional variance to cost \$100 each until a maximum fee of \$550 is reached.

I propose a revision to the ZBA fee for residential developments and all non-residential variance requests from \$525 to \$700. This proposed revision does not exceed the range of compared communities and also covers most of the actual processing costs for such variance requests. Variance requests from businesses can have a substantial negative impact on the aesthetics of the Township's commercial corridors and the surrounding residential neighborhoods, so subsidizing these types of variance requests can send the wrong message that the Township is not intent on cleaning up its image by striving to adhere more closely to its ordinances.

I also propose that the fee schedule allow for a postage charge of 77 cents per notification above the twenty-five notifications provided for in the base fee. This will enable the Township to recover the costs of postage and printing for those cases where there are more than twenty-five property owners to be notified. This will be

Vallina memo continued

especially helpful in situations where the applicant's property neighbors include a multiple family or condominium development.

Finally, I propose that all variance requests resulting from a code enforcement violation are charged an additional \$182 above and beyond the applicable ZBA fees to continue sending the message that anyone caught violating the Township's ordinances shall not be subsidized by Township citizens for trying to address the violation before the ZBA.

B. Site Plan Review**1. Actual Process Service Costs**

For site plan reviews done administratively, there are eleven to sixteen steps involved in processing each case, pre-application consultation, application and working file setup, clerical case processing, conceptual site plan review, engineering staff review and analysis, first review consultation, revised site plan review, revised review consultation, final site plan review, site plan approval processing, and site plan enforcement. In addition, when the site plan requires Planning Commission review there are four additional steps, conceptual Planning Commission review, final Planning Commission review, preparation of staff memos to the Planning Commission, compiling of meeting materials for the Planning Commission, and packet preparation/delivery. Four of the steps are conducted by clerical staff; eight by the staff planners; one by code enforcement staff; one by engineering staff; and two are completed by a combination of clerical, planners, and Planning Commission members.

a. Clerical Task Cost Calculation

Application and Working File Setup - Average time to complete task is 1 hour

Clerical Case Processing - Average time to complete task is 4 hours

Compiling of Meeting Materials for the Planning Commission - Average time to complete task is 2 hours

Packet Preparation/Delivery - Average time to complete task is 2 hours

Total clerical hours per site plan review case – 9 hours

Clerical cost per site plan review case – 9 hours x \$30.11 hourly rate = \$270.99

b. Planner Task Cost Calculation

Pre-Application Consultation and Research - Average time to complete task is 2 hours

Conceptual Plan Review - Average time to complete task is 4 hours

First Review Consultation - Average time to complete task is 1 hour

Preliminary Plan Review - Average time to complete task is 2 hours

Revised Review Consultation - Average time to complete task is 1 hour

Final Site Plan Review - Average time to complete task is 1 hour

Site Plan Approval Processing - Average time to complete task is 1 hour

Planning Commission Staff Memo Preparation – Average time to complete task is 5 hours

Total planner hours per site plan review case – 6 hours

Planner cost per site plan review case – 23 hours x \$57.28 hourly rate =

\$1,317.44

Vallina memo continued

c. Code Enforcement Task Cost Calculation

Site Plan Enforcement - Average time to complete task is 2 hours

Code Enforcement Cost per Site Plan Review Case – 2 hours x \$40.02 = \$80.04

d. Postage and Printing

The typical site plan review case requires a minimal amount of mailed correspondence, on average three letters. The cost of printing and postage for a typical case is comprised of:

3 First Class Mail Notifications x 44 cent stamp =	\$1.32
6 sheets of paper x \$0.03 =	\$0.18
3 envelopes x \$0.30 =	\$0.90
Total =	\$2.40

e. Additional Tasks

Engineering Staff Review and Analysis – The Building and Engineering Department determines their portion of the site plan fees after the initial site plan is submitted to them for their review.

Conceptual Planning Commission Review – The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

Final Planning Commission Review - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

f. Total Site Plan Review Process Service Cost

For Site Plan Review Cases (Not Including Engineering Fees set by Building and Engineering):

<i>Clerical Site Plan Review Task Cost Total</i>	\$270.99
<i>Planner Site Plan Review Task Cost Total</i>	\$1,317.44
<i>Code Enforcement Site Plan Review Task Cost Total</i>	\$80.04
<i>Base Postage and Printing Site Plan Review Task Cost Total</i>	\$2.40
<i>Total CPD Minor Site Plan Review Process Cost</i>	\$1,670.87
 <i>Additional CPD Site Plan Review Tasks Cost Total</i>	 \$454.78
<i>Total CPD Major Site Plan Review Process Cost</i>	\$2,125.65

Vallina memo continued**2. Community Cost Comparison**

- The range for administrative review fees is \$246 to \$2,500.
- The average for administrative review fees is \$938.
- The range for Planning Commission review fees is \$600 to \$3,500.
- The average for Planning Commission review fees is \$1,130.

3. Site Plan Review Fee Analysis

Unlike subsidizing ZBA requests for varying from Township ordinances, the people of the community do benefit from property improvements and business developments. Therefore, it stands to reason to allow for a level at which the community supports site plan review through their general taxes. Although there is no simple scientific way in which to measure personal benefit vs. community benefit, I would recommend a 70/30 split. Therefore, for both the minor site plan review and the major site plan review, I am recommending that the CPD portion of the fee for each be set at 70% of the total cost for each process. This portion of the fee would then be added to the engineering fee portion determined by the Building and Engineering Department for the total site plan review fee. Since there is substantially less time involved in conducting change of use plan reviews, I am also recommending that the CPD portion of the fee for the change of use site plan review be set at 30% of the minor site plan review process cost.

C. Rezoning**1. Actual Process Service Costs**

For rezoning requests, there are ten steps involved in processing each case, pre-application consultation, application and working file setup, clerical case processing, rezoning staff review and analysis, public hearing notice preparation and publication, compiling of meeting materials for the Planning Commission, packet preparation/delivery, Planning Commission public hearing, Township Board public hearing, and preparation of rezoning legal notification. Six of the steps are conducted by clerical staff; two by the staff planners; one completed by a combination of clerical, planners, and Planning Commission members; and one completed by the planners and the Township Board.

a. Clerical Task Cost Calculation

Application and Working File Setup - Average time to complete task is 1 hour

Clerical Case Processing - Average time to complete task is 1 hour

Public Hearing Notice Preparation and Publication - Average time to complete task is 5 hours

Compiling of Meeting Materials for the Planning Commission - Average time to complete task is 2 hours

Packet Preparation/Delivery - Average time to complete task is 2 hours

Preparation of Rezoning Legal Notification - Average time to complete task is 1 hour

Total clerical hours per rezoning case – 12 hours

Clerical cost per rezoning case – 12 hours x \$30.11 hourly rate = \$361.32

Vallina memo continued

b. Planner Task Cost Calculation

Pre-Application Consultation - Average time to complete task is 1 hour
 Rezoning Staff Review and Analysis - Average time to complete task is 5 hours
 Total planner hours per rezoning case – 6 hours
 Planner cost per rezoning case – 6 hours x \$57.28 hourly rate = \$343.68

c. Postage and Printing

The typical rezoning case requires a mailed notification to the subject property, a notification to the property owners and residents within 300 feet of the subject property, and a mailed notification to be sent to the applicant. The typical case deals with a subject property that is surrounded by five other properties under separate ownership. The cost of printing and postage for a typical case is comprised of:

1 First Class Mail Notification to Applicant =	\$0.44
25 First Class Mail Notifications x 44 cent stamp =	\$11.00
26 sheets of paper x \$0.03 =	\$0.78
26 envelopes x \$0.30 =	\$7.80
Total =	\$20.02

For those cases with more than twenty-five notifications, the cost per notification is \$0.77.

d. Additional Tasks

Planning Commission Public Hearing - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3 =	\$171.84
1 Clerical x \$30.11 x 3 =	\$90.33
Total =	\$682.17
Per case share =	\$227.39

Township Board Meetings - The attendance of the assigned planner at the Board meeting to answer questions on the case is the principal cost of this task. The typical required attendance is about a half hour for two Board meetings. The cost breakdown is:

1 Planner x \$57.28 x 0.5 =	\$28.64
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e. Total Rezoning Process Service Cost

For Rezoning Cases:

<i>Clerical Rezoning Task Cost Total</i>	\$361.32
<i>Planner Rezoning Task Cost Total</i>	\$343.68
<i>Base Postage and Printing Rezoning Task Cost Total</i>	\$20.02
<i>Additional Rezoning Tasks Cost Total</i>	\$256.03
Total Rezoning Process Cost	\$981.05

Vallina memo continued**2. Community Cost Comparison**

- The range for rezoning fees is \$750 to \$1,800.
- The average for rezoning fees is \$1,161.

3. Rezoning Fee Analysis

The Township's current rezoning fee structure is below the average of the communities evaluated; the average fee from the evaluated communities is 32% higher than the Township's fees for rezoning requests that do not conform to the Master Plan. With the adoption of the new Zoning Map, the zoning for properties has been aligned with the Master Plan. Therefore, I recommend that the rezoning fee for all rezoning requests that do not conform to the Master Plan be raised from the current \$765 to \$981 to recover the full processing costs for such requests.

I anticipate that there will be one type of nonresidential rezoning activity that the Township will want to encourage. Since each class of nonresidential zoning (Office, Commercial, and Higher Intensity) correlates intensity of use with the minimum zoning lot area, there will be situations where property owners will assemble two or more zoning lots and combine them and create a single, larger zoning lot. At the point that such larger zoning lots created in such a fashion conforms to the lot area and lot width requirements of a more intensive zoning district within the same class (*for example: There are three adjoining zoning lots each with a lot area of 9,100 sq. ft. and zoned C-2, Small Business. If these are combined into a single zoning lot, the lot area would be 27,300 sq. ft. This new zoning lot would then conform to the minimum lot area of 24,000 sq. ft. for C-3, General Business.*), I am recommending that the Township initiate the rezoning process at no charge to the property owner.

D. Special Approval Use**1. Actual Process Service Costs**

For special approval use requests, there are twenty-one steps involved in processing each case, pre-application consultation, application and working file setup, clerical case processing, conceptual special approval plan review, first review consultation, revised special approval plan review, public hearing notice preparation and publication, Planning Commission public hearing, preparation of Special Approval certification and notification, conceptual site plan staff review, engineering staff review and analysis, first review staff consultation, revised site plan staff review, revised review staff consultation, preparation of staff memos to the Planning Commission, compiling of meeting materials for the Planning Commission, packet preparation/delivery, preliminary Planning Commission review, final Planning Commission review, site plan approval processing, and site plan enforcement. Six of the steps are conducted by clerical staff; ten by the staff planners; one by code enforcement staff; one by engineering staff; and three are completed by a combination of clerical, planners, and Planning Commission members.

Vallina memo continued

a. Clerical Task Cost Calculation

Application and Working File Setup - Average time to complete task is 2 hours
 Clerical Case Processing - Average time to complete task is 4 hours
 Public Hearing Notice Preparation and Publication - Average time to complete task is 5 hours
 Preparation of Special Approval Certification and Notification - Average time to complete task is 1 hour
 Compiling of Meeting Materials for the Planning Commission - Average time to complete task is 2 hours
 Packet Preparation/Delivery - Average time to complete task is 2 hours
 Total clerical hours per special approval case – 16 hours
 Clerical cost per special approval case – 16 hours x \$30.11 hourly rate = \$481.76

b. Planner Task Cost Calculation

Pre-Application Consultation - Average time to complete task is 2 hours
 Conceptual Special Approval Plan Review - Average time to complete task is 2 hours
 First Review Consultation - Average time to complete task is 1 hour
 Revised Special Approval Plan Review - Average time to complete task is 1 hour
 Conceptual Site Plan Staff Review - Average time to complete task is 4 hours
 First Review Staff Consultation - Average time to complete task is 1 hour
 Revised Site Plan Staff Review - Average time to complete task is 2 hours
 Revised Review Staff Consultation - Average time to complete task is 1 hour
 Planning Commission Staff Memo Preparation - Average time to complete task is 5 hours
 Site Plan Approval Processing - Average time to complete task is 1 hour
 Total planner hours per special approval case – 20 hours
 Planner cost per special approval case – 20 hours x \$57.28 hourly rate = \$1,145.60

c. Code Enforcement Task Cost Calculation

Site Plan Enforcement - Average time to complete task is 2 hours
 Code Enforcement Cost per Special Approval Case – 2 hours x \$40.02 = \$80.04

d. Postage and Printing

The typical special approval case requires a mailed notification to the subject property, a notification to the property owners and residents within 300 feet of the subject property, and a certified mail notification to be sent to the applicant. The typical case deals with a subject property that is surrounded by five other properties under separate ownership. The cost of printing and postage for a typical case is comprised of:

1 First Class Mail Notification to Applicant =	\$0.44
25 First Class Mail Notifications x 44 cent stamp =	\$11.00
26 sheets of paper x \$0.03 =	\$0.78
26 envelopes x \$0.30 =	\$7.80
Total =	\$20.02

For those cases with more than twenty-five notifications, the cost per notification is \$0.77.

Vallina memo continued

e. Additional Tasks

Engineering Staff Review and Analysis - The Building and Engineering Department determines their portion of the site plan fees after the initial site plan is submitted to them for their review.

Planning Commission Public Hearing - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

Preliminary Planning Commission Review - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

Final Planning Commission Review - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

f. Total Special Approval Use Process Service Cost

For Special Approval Use Cases (Not Including Engineering Fees set by Building and Engineering):

<i>Clerical Special Approval Use Task Cost Total</i>	\$481.76
<i>Planner Special Approval Use Task Cost Total</i>	\$1,145.60
<i>Code Enforcement Special Approval Use Task Cost Total</i>	\$80.04
<i>Base Postage and Printing Special Approval Cost Total</i>	\$20.02
<i>Additional Special Approval Use Tasks Cost Total</i>	\$682.17

CPD Special Approval Use Portion of Process Cost	\$1,120.00
CPD Final Site Plan Review Portion of Process Cost	\$1,409.00
Total Special Approval Use Process Cost	\$2,409.59

Vallina memo continued**2. Community Cost Comparison**

- The range for special approval fees is \$165 to \$1,800.
- The average for special approval fees is \$960.

3. Special Approval Use Fee Analysis

The concept of special approval use centers around uses that are acceptable within a specified zoning district but are intended to be limited in nature. Careful consideration by the Planning Commission is given to whether the proposed use fits the character and environment of a given area. The Planning Commission has been given the power to approve or deny such uses based on their consideration. In order to continue the effectiveness of the Township's zoning, while special approval uses should not necessarily be discouraged, the citizens of the Township should not subsidize special approval requests.

I propose a revision to the Special Approval fee from \$835 to \$1,000. This fee amount is within the fee range of the communities compared and is slightly over the average. For those Special Approval cases that require site plan review in conjunction with a special approval review, I am recommending the fee for the site plan review portion of the process be raised from \$1,048 to \$1,409.

I am also recommending that the review fee for renewal consideration of existing Special Approval cases be revised from \$417 to \$560. I am proposing this renewal fee at just over 50% of the full fee since most of the review work was completed during the initial review.

For Special Approval requests involving the keeping and raising of domestic small livestock on single-family residential zoning lots, I am recommending a review fee that is 20% of the full review fee. Since such requests involve established single-family residential properties and the scope of the review is comparatively minor, I believe that a lower fee for such requests is warranted.

As with the other processes, I recommend the new postage charge of 77 cents per notification above the twenty-five notifications provided for in the base fee.

E. Planned Unit Development

The planned unit development (PUD) process is new to the Township. While this means that we do not have data on the costs involved in the Township procedures, other communities have had PUD processes for years. The PUD process is extensive and will involve the staff planners, the engineering staff, the clerical staff, the Planning Commission, and the Township Board. Five of the communities evaluated possess a PUD process. The fees for such a process range between \$1,000 and \$5,300. The average fee is \$2,863. Until the Township has processed a few PUDs and determined the actual costs for conducted such a process, I recommend that a \$2,000 fee, in addition to the engineering review fees established for the Building and Engineering Department, be established for the PUD review process. As with the other processes, I recommend the new postage charge of 77 cents per notification above the twenty-five notifications provided for in the base fee.

Vallina memo continued**F. Special Accommodation Use**

The special accommodation use process was established under the previous version of the Zoning Ordinance as a statutory requirement to authorize the grant of relief in order to provide equal housing opportunities particularly suited to the needs of persons entitled to reasonable accommodation under law and to encourage innovation in land use and variety in design and layout. While the process has never been used, the Township has also never established a fee for use of this process. Since the process will likely involve a workload comparable to the major site plan review process and involve the staff planners, the clerical staff, the Planning Commission, and the Township Board, I am recommending a fee of \$1,488, in addition to the engineering review fees established for the Building and Engineering Department. As with the other processes, I recommend the new postage charge of 77 cents per notification above the twenty-five notifications provided for in the base fee.

G. Subdivision Review**1. Actual Process Service Costs**

For subdivision review requests, there are eleven steps involved in processing each case, pre-application consultation, application and working file setup, clerical case processing, tentative preliminary plat staff review, compiling of meeting materials for the Planning Commission, packet preparation/delivery, tentative preliminary plat Planning Commission review, tentative preliminary plat Township Board review, final plat staff review, final plat Township Board review, and plat improvements enforcement. Four of the steps are conducted by clerical staff; three by the staff planners; one by code enforcement staff; one is completed by a combination of clerical, planners, and Planning Commission members; and two are completed by the planners and the Township Board.

a. Clerical Task Cost Calculation

Application and Working File Setup - Average time to complete task is 2 hours
 Clerical Case Processing - Average time to complete task is 4 hours
 Compiling of Meeting Materials for the Planning Commission - Average time to complete task is 2 hours

Packet Preparation/Delivery - Average time to complete task is 2 hours

Total clerical hours per subdivision review case – 10 hours

Clerical cost per subdivision review case – 10 hours x \$30.11 hourly rate = \$301.10

b. Planner Task Cost Calculation

Pre-Application Consultation - Average time to complete task is 2 hours

Tentative Preliminary Plat Staff Review - Average time to complete task is 6 hours

Final Plat Staff Review - Average time to complete task is 3 hours

Total planner hours per subdivision review case – 11 hours

Planner cost per subdivision review case – 11 hours x \$57.28 hourly rate = \$630.08

Vallina memo continued

c. Code Enforcement Task Cost Calculation

Plat Improvements Enforcement - Average time to complete task is
 Code Enforcement Cost per Plat Improvements Case – 6 hours x \$40.02 =
 \$240.12

d. Postage and Printing

The typical subdivision plat review case requires a minimal amount of mailed correspondence, on average three letters. The cost of printing and postage for a typical case is comprised of:

3 First Class Mail Notifications x 44 cent stamp =	\$1.32
6 sheets of paper x \$0.03 =	\$0.18
3 envelopes x \$0.30 =	\$0.90
Total =	\$2.40

e. Additional Tasks

Tentative Preliminary Plat Planning Commission Review - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

Tentative Preliminary Plat Township Board Review:

1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$262.17

Final Plat Township Board Review:

1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$262.17

f. Total Subdivision Review Process Service Cost

For Subdivision Review Cases:

<i>Clerical Subdivision Review Task Cost Total</i>	\$301.10
<i>Planner Subdivision Review Task Cost Total</i>	\$630.08
<i>Code Enforcement Subdivision Review Task Cost Total</i>	\$240.12
<i>Postage and Printing Subdivision Review Task Cost Total</i>	\$2.40
<i>Additional Subdivision Review Tasks Cost Total</i>	\$751.73
<i>Total Subdivision Review Process Cost</i>	\$1,925.43

Vallina memo continued**2. Community Cost Comparison**

Only five other communities out of the ones evaluated, Canton Township, Farmington Hills, Troy, Warren, and West Bloomfield Township, charges department fees for subdivision developments. Canton Township charges \$3,000 plus \$30 per lot/acre for the tentative preliminary plat approval step, \$1,500 plus \$15 per lot/acre for the final preliminary plat approval step, and \$1,500 plus \$75 per lot/acre for the final plat approval step. Farmington Hills charges \$745 plus \$4.60 per lot/acre for the tentative preliminary plat approval step and \$285 plus \$1.50 per lot/acre for the final preliminary plat approval step. Troy charges \$1,000 plus \$10 per lot/acre for the tentative preliminary plat approval step, \$100 plus \$10 per lot/acre for the final preliminary plat approval step, and \$100 plus \$10 per lot/acre for the final plat approval step. Warren charges \$750 plus \$30 per acre over 5 acres for the tentative preliminary plat approval step and \$750 plus \$30 per acre over 5 acres for the final preliminary plat approval step. West Bloomfield charges \$2,500 plus \$100 per lot/acre for their subdivision review process. The other communities generally hire planning consultants to perform these reviews, sending an invoice through the community to the developer.

3. Subdivision Review Fee Analysis

Because of the scarcity of large parcels for subdivision development and the speedier condominium processes available to developers, subdivision development in the Township has been at zero for over a decade. I am comfortable with continuing to recommend a fee for the full CPD process cost, split evenly between the three plat reviews. If a developer ever does consider a subdivision development, it will involve land that is generally environmentally-sensitive in nature. I believe that the full cost of reviewing these cases should be paid by the applicant since the Township's citizens receive little value from developing these types of parcels. Therefore I propose that the review fees for the Tentative Preliminary Plat review, Final Preliminary Plat review, and Final Plat review are all revised from \$507 to \$642.

H. Hardship Planned Unit Development**1. Actual Process Service Costs**

For hardship planned unit development review requests, there are seventeen steps involved in processing each case, pre-application consultation, application and working file setup, clerical case processing, planning staff review and analysis, public hearing notice preparation and publication, Township Board public hearing, conceptual site plan staff review, first review staff consultation, revised site plan staff review, revised review staff consultation, preparation of staff memos to the Planning Commission, compiling of meeting materials for the Planning Commission, packet preparation/delivery, preliminary Planning Commission review, final Planning Commission review, site plan approval processing, and site plan enforcement. Six of the steps are conducted by clerical staff; six by the staff planners; one by code enforcement staff; three by a combination of clerical, planners, and Planning Commission members; and one completed by the planners and the Township Board.

Vallina memo continued

a. Clerical Task Cost Calculation

Application and Working File Setup - Average time to complete task is 2 hours
 Clerical Case Processing - Average time to complete task is 4 hours
 Public Hearing Notice Preparation and Publication - Average time to complete task is 5 hours
 Compiling of Meeting Materials for the Planning Commission - Average time to complete task is 2 hours
 Packet Preparation/Delivery - Average time to complete task is 2 hours
 Total clerical hours per plan approval use case – 15 hours
 Clerical cost per HPUD case – 15 hours x \$30.11 hourly rate = \$451.65

b. Planner Task Cost Calculation

Pre-Application Consultation - Average time to complete task is 2 hours
 Planning Staff Review and Analysis - Average time to complete task is 6 hours
 Conceptual Site Plan Staff Review - Average time to complete task is 4 hours
 First Review Staff Consultation - Average time to complete task is 1 hour
 Revised Site Plan Staff Review - Average time to complete task is 2 hours
 Revised Review Staff Consultation - Average time to complete task is 1 hour
 Planning Commission Staff Memo Preparation - Average time to complete task is 7 hours
 Site Plan Approval Processing - Average time to complete task is 1 hour
 Total planner hours per plan approval use case – 24 hours
 Planner cost per plan approval use case – 24 hours x \$57.28 hourly rate = \$1,374.72

c. Code Enforcement Task Cost Calculation

Site Plan Enforcement - Average time to complete task is 2 hours
 Code Enforcement Cost per Site Plan Review Case – 2 hours x \$40.02 = \$80.04

d. Postage and Printing

The typical hardship planned unit development review case requires a minimal amount of mailed correspondence, on average two public hearing notifications and three letters. The cost of printing and postage for a typical case is comprised of:

5 First Class Mail Notifications x 44 cent stamp =	\$2.20
8 sheets of paper x \$0.03 =	\$0.24
5 envelopes x \$0.30 =	\$1.50
Total =	\$3.94

e. Additional Tasks

Township Board Meetings - The attendance of the assigned planner at the Board meeting to answer questions on the case is the principal cost of this task. The typical required attendance for a hardship planned unit development case is about a half hour for one Board meeting. The cost breakdown is:

1 Planner x \$57.28 x 0.5=	\$28.64
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Preliminary Planning Commission Review - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

Vallina memo continued

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

Final Planning Commission Review - The average meeting time is two hours. There is an average of three cases heard per meeting, so the average meeting cost per case is one third the total. The cost breakdown for the meeting is:

7 Planning Commissioners x \$60.00 =	\$420.00
1 Planner x \$57.28 x 3=	\$171.84
1 Clerical x \$30.11 x 3=	\$90.33
Total =	\$682.17
Per case share =	\$227.39

f. Total Hardship Planned Unit Development Review Process Service Cost

For Hardship Planned Unit Development (HPUD) Review Cases:

<i>Clerical HPUD Review Task Cost Total</i>	<i>\$451.65</i>
<i>Planner HPUD Review Task Cost Total</i>	<i>\$1,374.72</i>
<i>Code Enforcement HPUD Review Task Cost Total</i>	<i>\$80.04</i>
<i>Postage and Printing HPUD Review Task Cost Total</i>	<i>\$3.94</i>
<i>Additional HPUD Review Tasks Cost Total</i>	<i>\$483.42</i>
<i>Total HPUD Review Process Cost</i>	<i>\$2,393.77</i>

a. Community Cost Comparison

None of the communities evaluated charges a separate fee for a hardship planned unit development type process.

b. Hardship Planned Unit Development Review Fee Analysis

The Township currently does not possess an HPUD review fee. This process has only been used occasionally; however the work involved in processing such an application can be rather extensive as an applicant is requesting the opportunity to not have to abide by the use restrictions in the Zoning Ordinance. Therefore, I am recommending that the Township Board establish a fee for processing such cases. HPUD requests should not be encouraged by an unusually low fee. In order to continue the effectiveness of the Township's zoning, I am proposing an HPUD review fee of \$1,000 and a site plan review fee of \$1,394.

I. Temporary Use Review

This is a new process established under the new Zoning Ordinance to provide an administrative review and permitting process for the conduct of temporary uses on commercial properties, such as grand openings, sidewalk sales, and temporary signage. The Zoning Ordinance provides for the Zoning Official to permit grand opening and private not-for-profit event uses and temporary signage for up to 14 days and all other

Vallina memo continued

temporary uses and temporary signage for three days each calendar month. This process is intended to streamline and simplify the permitting process for such events while also creating a database of approved events to enable code enforcement personnel an effective means to fairly enforce the Zoning Ordinance as it pertains to such events. Therefore, I am recommending that the fee for the temporary use review be established at two levels. First, if a business conducts only a single event during a calendar year, or if they conduct such events on an ad hoc and unplanned schedule, I recommend a \$10 single event review fee. For businesses that establish a planned multi-event schedule for a calendar year, I recommend a \$25 annual review fee.

J. Transient Merchant Plan Review

Under the Township's business licensing requirements, the Zoning Official must conduct a review of the zoning of the property upon which a transient merchant proposes to conduct their temporary operation as well as review a basic site plan to ensure that the transient merchant complies with all requirements of the general ordinance and zoning ordinance. This review is more intensive for new transient merchants. For transient merchants who return to the same location each year, the review is minimal. The review process for transient merchant plans was not in the previous version of the Zoning Ordinance. The new Zoning Ordinance does provide for a transient merchant review process that provides for a simple confirmation review of an existing plan for returning transient merchants during the license process. Therefore, I am recommending that for new transient merchants and for returning transient merchants submitting a substantially revised plan, a new plan processing fee of \$50 be established and added to the current transient merchant license fee. For returning transient merchants using a plan approved in previous years, I recommend that this simple review does not require any additional fee and the cost of such reviews can be covered through the license fee.

K. Resource Materials

I recommend that the fees charged for purchasing paper and CD copies of the Zoning Ordinance and Master Plan remain unchanged.

L. Zoning Certification Requests**1. Actual Process Service Costs**

Zoning certifications of particular parcels are requested by lending institutions to verify that existing uses and structures on a subject property are in conformance with community ordinances and provides assurance that they are not risking their financial investment in a nonconforming property. Such certifications take on average one and a half hours of staff research and document preparation time. In 2006, 28 such certifications were requested; in 2007, 27 were requested; in 2008, 19 were requested; in 2009, 7 were requested; and so far in 2010 three have been requested.

Vallina memo continued

a. Clerical Task Cost Calculation

Certification Letter Preparation and Mailing - Average time to complete task is ½ hour

Total clerical hours per zoning certification letter – ½ hour

Clerical cost per zoning certification letter – ½ hour x \$30.11 hourly rate = \$15.05

b. Planner Task Cost Calculation

Planning Staff zoning certification letter research - Average time to complete task is 1 hour

Total planner hours per zoning certification request – 1 hour

Planner cost per zoning certification request – 1 hour x \$57.28 hourly rate = \$57.28

c. Postage and Printing

The typical zoning certification request requires a minimal amount of mailed correspondence, on average one letter. The cost of printing and postage for a typical request is comprised of:

1 First Class Mail Notification x 44 cent stamp =	\$0.44
2 sheets of paper x \$0.03 =	\$0.06
1 envelope x \$0.30 =	\$0.30
Total =	\$0.80

d. Total Zoning Certification Request Cost

For zoning certification requests:

<i>Clerical Task Cost Total</i>	<i>\$15.05</i>
<i>Planner Task Cost Total</i>	<i>\$57.28</i>
<i>Postage and Printing Cost Total</i>	<i>\$0.80</i>
<i>Total Zoning Certification Request Cost</i>	<i>\$73.12</i>

2. Community Cost Comparison

Four of the communities evaluated, Canton Township, Farmington Hills, Royal Oak, and Sterling Heights charges a separate fee for processing zoning certification requests. The range of the fees is \$50 to \$100, with an average of \$76.

3. Zoning Certification Processing Fee Analysis

The Township currently does not charge for processing zoning certification requests. However, \$2,044 of Township staff time in 2006 was taken processing such requests, \$1,971 in 2007, and \$1,389 in 2008, \$512 in 2009, and \$219 so far in 2010. It is my professional opinion that such costs should be paid for by the requesting agency and not by the citizens of Waterford. Therefore, I am recommending that the Township Board establish a \$73 fee for processing such requests.

Vallina memo continued

M. Signs Confiscated from Right-of-Way

1. Actual Process Service Costs

For the inspection and removal of illegal signs placed in the road right-of-way, there are three steps involved in processing each case, investigation and removal of the illegal sign by code enforcement staff, clerical violation notice processing, and administration of sign storage and disposal by code enforcement staff. One of the steps is conducted by clerical staff and two by code enforcement staff.

a. Clerical Task Cost Calculation

Clerical Violation Notice Processing - Average time to complete task is
 Total clerical hours per sign removal case – 1 hours
 Clerical cost per sign removal case – 1 hours x \$30.11 hourly rate = \$30.11

b. Code Enforcement Task Cost Calculation

Investigation and Removal of the Illegal Sign by Code Enforcement Staff - Average time to complete task is 1 hour
 Administration of Sign Storage and Disposal by Code Enforcement Staff - Average time to complete task is 1 hour
 Code Enforcement Cost per Sign Removal Case – 2 hours x \$40.02 = \$80.04

c. Postage and Printing

A sign removal case would require a minimal amount of mailed correspondence, on average one certified letter notifying the owner of the fee amount to be paid before can be picked up. The cost of printing and postage for a typical case is comprised of:

1 First Class Mail Notification =	\$0.44
1 sheet of paper x \$0.03 =	\$0.03
1 envelope x \$0.30 =	\$0.30
Total =	\$0.77

d. Additional Tasks

Every confiscated sign must be stored in a secured and maintained location paid for by the Township until the fee is paid and the sign returned. If the fee is not paid within a certain timeframe, then the Township must pay for disposal costs. For storage and disposal, a flat charge of \$50.00 is proposed to cover costs in this area.

e. Total Sign Confiscation Process Service Cost

For Sign Confiscation Cases:

<i>Clerical Sign Confiscation Task Cost Total</i>	\$30.11
<i>Code Enforcement Sign Confiscation Task Cost Total</i>	\$80.04
<i>Postage and Printing Sign Confiscation Task Cost Total</i>	\$0.77
<i>Additional Sign Confiscation Tasks Cost Total</i>	\$50.00
<i>Total Sign Confiscation Process Cost</i>	\$160.91

2. Community Cost Comparison

None of the communities reviewed appear to charge a fee for right-of-way sign removal.

Vallina memo continued

3. Right-of-Way Sign Confiscation Fee Analysis

I propose a revision to the sign removal fee from \$115 to \$161.

III. COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT FEE ADJUSTMENT RECOMMENDATIONS – MARCH 2010

<u>REVIEW FEES</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<u>Zoning Board of Appeals</u>		
Single Family Residential/ plus \$100	<i>\$150 for the first variance,</i>	\$250 for the first variance,
Non-Profit Organizations maximum	<i>plus \$75 for each additional variance, maximum fee is \$375, plus 63 cents each for each notification above seven five</i>	for each additional variance, fee is \$550, plus 77 cents for notification above twenty- five
Residential Developments and Non-Residential five	<i>\$525 plus 63 cents for each notification above seven</i>	\$700 plus 77 cents for each notification above twenty-
Residential Code Violations plus \$100	<i>\$278 for the first variance, plus \$75 for each additional variance, plus 77 maximum fee is \$503, plus 63 cents above for each notification above seven</i>	\$432 for the first variance, for each additional variance, cents for each notification twenty-five
Non-Residential Code Violations notification	<i>\$653 plus 63 cents for each notification above seven</i>	\$882 plus 77 cents for each above twenty-five
<u>Site Plan Review</u>		
Change of Use Review	<i>\$441</i>	\$501
Minor Site Plan Review	<i>\$882</i>	\$1,170
Major Site Plan Review	<i>\$1,264</i>	\$1,488
Engineering Site Plan Review Fees	<i>Per Engineering Division</i>	Per Engineering Division
<u>Rezoning</u>		
Requests to Conform with Master Plan	<i>\$400 plus 63 cents for each notification above twenty-five</i>	n/a
Nonresidential Parcel Combination Creating Nonresidential Parcel Eligible for More Intensive Zoning District Within Same Zoning Class	<i>n/a</i>	No Fee
All Other Rezoning Requests	<i>\$765 plus 63 cents for each notification above twenty-five</i>	\$981 plus 77 cents for each notification above twenty-
five		

Vallina memo continued

Special Approval Use

Special Approval Use – Animals in Single Family Residential Special Approval Use Fee be divided	\$835 <i>Total base fee of \$1, 883, to be divided into two phases, \$835 for special special approval review plus 63 cents for each cents for each notification above twenty-five, \$1,048 five, \$1,409 for the site plan review portion portion of the of the process</i>	\$200 Total base fee of \$2,409, to into two phases, \$1,000 for approval review plus 77 notification above twenty- five, \$1,409 for the site plan review process
Existing Special Approval Renewal Review notification	<i>\$417 plus 63 cents for each notification above twenty-five Per Engineering Division</i>	\$560 plus 77 cents for each above twenty-five Per Engineering Division
Engineering Site Plan Review Fees		

REVIEW FEES

CURRENT

PROPOSED

Planned Unit Development

Planned Unit Development Review Fee	<i>n/a</i>	\$2,000 plus 77 cents for each notification above twenty- five
Engineering Site Plan Review Fees	<i>n/a</i>	Per Engineering Division
<u>Special Accommodation Use</u>		
Special Accommodation Use Fee	<i>n/a</i>	\$1,488 plus 77 cents for each notification above twenty- five
Engineering Site Plan Review Fees	<i>n/a</i>	Per Engineering Division

Subdivision Review

Tentative Preliminary Plat	\$507	\$642
Final Preliminary Plat	\$507	\$642
Final Plat	\$507	\$642

Hardship Planned Unit Development Review

Hardship Planned Unit Development Review Fee	<i>n/a</i>	\$1,000
Site Plan Review Fee	<i>n/a</i>	\$1,394
Engineering Site Plan Review Fees	<i>n/a</i>	Per Engineering Division

Temporary Use Review

Annual Review Fee	<i>n/a, currently no fee</i>	\$25
Single Event Review Fee	<i>n/a, currently no fee</i>	\$10 per request

Transient Merchant Plan Review

New Plan Processing Fee	<i>n/a, currently no fee</i>	\$50 in addition to license fee
Existing Plan Processing Fee	<i>n/a, currently no fee</i>	Included with license fee

Vallina memo continued

Resource Materials

Zoning Ordinance (Paper Copy)		
includes Zoning Map	\$20	\$20
Complete Master Plan (Paper Copy)	\$50	\$50
Master Plan (Paper Copy)	\$20	\$20
Master Plan Appendices (Paper Copy)	\$30	\$30

Vallina Memo continued

Zoning Ordinance & Master Plan (CD)		
includes Zoning Map	\$5	\$5

Zoning Certification Request

Zoning Certification Request		
Processing Fee	<i>n/a, currently no fee</i>	\$73 per request

Sign Removal

Sign Removal Fee	<i>\$115 per sign</i>	\$161 per sign
(commercial signs removed from public road right-of-way)		

Moved by Maloney,
Supported by Coats, RESOLVED, to approve new Community Planning and Development Fee Schedule Adjustments, as shown above, effective March 9, 2010.

Motion carried unanimously.

Supervisor Solden submitted the following memo requesting that Trustee David Maloney be appointed to the Parks and Recreation Board.

I respectfully request the Township Board's approval to appoint Trustee David Maloney to the Parks and Recreation Board to fill the term left vacant by the passing of Trustee Ken Hempstead. The term is concurrent with his term as trustee. Thank you.

Moved by Fortino,
Supported by Kramer, RESOLVED, to appoint Trustee David Maloney to the Parks and Recreation Board, concurrent with term as Trustee.

Motion carried unanimously.

Moved by Coats,
Supported by Kramer, RESOLVED, to adjourn to Executive Session at 6:58 PM to discuss Union
Negotiations. Roll call was taken.

Motion carried unanimously.

Betty Fortino, Clerk

Carl W. Solden, Supervisor