



BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, March 7, 2023

9:45 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- | | | |
|----------|--|------|
| 1 | 2022 P&Z Recap
<i>Adam Ossefoort, SWCD/PZ Division Director</i> | 9:45 |
| 2 | Discussion of ARPA/CSLFRF Funds - ARPA Committees
<i>Commissioners</i> | 9:50 |

Todd County Planning and Zoning Department

Annual Report of Activities 2022

Permit Workload

2022 was a busy year with permitting. Nearly all categories of permitting were above the 10 year average. Variance and feedlot permits were below average. Viewing the last 10 years, most types of permits have seen an upward trend. 2020 and 2021 were exceptionally high and COVID may have played a role in that. 2022 has come down to a more normal level.

Permit Activity	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Land Use Permit (Building Permits)	320	344	358	335	392	365	332	414	399	391
Acreage Cluster Requests	3	5	6	2	3	1	1	1	4	3
Feedlot Permits	5	7	8	8	14	6	3	1	2	3
Mining & Excavating Permits	2	5	3	10	11	6	2	2	3	17
Non-Conforming Building Permit requests	5	2	0	5	10	10	8	9	15	8
Plat Applications	5	6	7	9	4	5	3	8	8	7
Rezoning Requests	2	2	1	9	3	3	1	8	6	4
Shore land Alteration Permits	25	53	48	21	41	52	40	58	89	61
SSTS – septic system designs	129	139	142	133	123	145	124	148	185	147
Administrative Variance Permits	3	8	7	4	11	17	6	10	3	15
RV Permits	5	4	6	7	10	4	8	9	13	7
Conditional Use Applications - Planning Commission Cases (some cases >1 meetings)	30	27	16	30	17	23	14	20	24	28
Variance Applications - Board of Adjustment Cases (some cases >1 meetings)	25	31	22	38	28	36	26	49	22	14
Total Permit Activity	559	633	624	611	667	673	568	710	734	667

Planning Commission and Board of Adjustment

The BOA addressed only 14 variance applications throughout the year. In June, a month that should traditionally be busy for the BOA, we didn't even hold a meeting due to no applications. The reduced activities could be for a variety of reasons. One reason may be that staff works more closely with land owners than before to really give guidance to the application and variance process. When land owners are well educated, they can make informed decision to apply or not. There were no changes to the Board in 2022.

The PC addressed 28 applications throughout the year including CUPs, rezoning requests, and platting requests. There was a change to the Board when long time member Mike Wiener step down. Vice-Chair Jim Pratt move to Chair and Ken Hovet was elected as the new Vice-Chair. Roger Hendrickson was appointed to fill Mike's vacancy and recently George Sutton was appointed to fill the alternate role.

Enforcement policy – P&Z continued to work on violations that had been assessed in the past but also sent violation notices to other long-time violations. P&Z was able to resolve or find a path to resolution for all new violations except for one. We have also started to work closely with the County Attorney's Office to address long time violations.

Property splits and line adjustments – Planning and Zoning Staff processed 50 property splits, 32 combining parcels, and 30 property line adjustment applications in 2022. This is more than double the normal amount of applications. A \$50 application fee was implemented for 2023.

Low-Income Cost Share – 5 new replacement systems were cost shared using MPCA and BWSR funds. This was the first year BWSR provided additional funds that weren't in the form a competitive grant application. Even with the additional funds, we were able to only fund 5 because the cost has increased so much.

The low interest loan program is still available. 10 systems were installed with the use of loan funds in 2022. The loan agreement was recently extended out for another year with another \$150,000 available for loans.

Staff

2022 was a very challenging year for staff changes. Jacob Nosbush left the County in April and long time staff member Chris Arens retired in May. Jamie Christenson moved from P&Z Specialist to Land Use Planner and Sue Bertrand was hired in May to fill the P&Z Specialist role. Kevin McKelvey was hired in July to round out the full staff.

We also had a summer intern that worked on a culvert inventory on Township Roads.

Additional Accomplishments

- Several articles were written and submitted to local papers on P&Z issues.
- Fee schedules and office forms were reviewed. Changes made to fee schedule.
- Continued improvement to daily procedures and application processes.
- Nearing the finish line of having all old documents moved to an electronic form.
- All staff are trained and we continue to become for efficient.
- Navigated through a major shift in P&Z Staff.

Financial Summary – 2022

Department permit fee income was favorable compared to past years.

2014 - \$101,594

2015 - \$90,987

2016 – \$121,794

2017 - \$119,837

2018 - \$117,227

2019- \$101,756

2020- \$146,248.78

2021- \$145,555.80

2022- \$148,126.37 *Some permit fee increases were implemented this year

P&Z continues to receive State funding for shoreland implementation and the septic program. These funds assist to offset staff time to implement these programs.