



# Board of County Commissioners Agenda Request

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Agenda Item #

**Requested Meeting Date:** October 28, 2014

**Title of Item:** Board of Adjustment/Planning Commission per diem

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Terry Neff, Environmental Services Director		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> Raise the meeting per diem Board of Adjustment and Planning Commission members from \$35.00/meeting to \$50.00/meeting. Raise the cost of a variance, interim use and conditional use permit (CUP) application from \$600.00 to \$650.00.		
<b>Alternatives, Options, Effects on Others/Comments:</b> See attached memorandum for additional comments.		
<b>Recommended Action/Motion:</b> Approve raising per diem from \$35.00/meeting to \$50.00/meeting and raise cost of a variance, interim use and CUP application from \$600.00 to \$650.00.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ approximately \$75.00/meeting Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> The increase in meeting per diem would be offset by the increase in the application fee.		

**Aitkin County Environmental Services Planning and Zoning**  
**209 Second Street NW**  
**Room 100**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM**

**DATE:** October 17, 2014

**TO:** Aitkin County Board of Commissioners  
Nathan Burkett, County Administrator

**FROM:** Terry Neff, Environmental Services Director

**RE:** Board of Adjustment/ Planning Commission  
Meeting Per Diem

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The current meeting per diem for the Board of Adjustment (BOA) and Planning Commission (PC) is \$35.00 per meeting. This per diem was set at this level prior to the year 2001. In the Minnesota Association of Planning and Zoning Administrators annual report for the year 2012, the range of meeting per diems for PC members was \$30.00 to \$100.00, with the average being \$55.00. The average meeting per diem for BOA members was \$50.00.

As I am sure you are aware, these two Boards make difficult decisions with people's property and property rights in order to minimize the effects on the environment, neighboring properties, and property values. It has also been difficult to find citizens to serve on these Boards.

Therefore, in order to adjust the per diem to be in line with the state average and to help encourage more citizens to serve on these Boards, I propose we set the meeting per diem for the BOA and PC Board members at \$50.00 per meeting.

If the \$50.00 per diem per meeting is approved, this will increase the cost of a variance or conditional use permit by \$75.00 per meeting. To recover this cost, I propose we increase the fee for a variance, interim use and conditional use permit application from \$600.00 to \$650.00. The last time these fees were increased was in 2008.

If you have any questions, please contact me at 218-927-7342 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

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