

Boone County Area Plan Commission (APC)
December 4, 2024 - 7:00 PM
Lamar Meeting Room – Boone County Government Building

Members Attending: Dan Fry, Dustin Plunkett, John Merson, Carol Cunningham, Jay Schaumberg, Kasey Copeland and Tad Braner

Members Absent: None

Staff Attending: Deborah Luzier (Planning Director), Ashley Elliott (Administrative Assistant) and Bob Clutter (Attorney for the Boone County BZA and APC)

A. Administrative Issues

1. John Merson opened the meeting at 7:00pm by leading the Pledge of Allegiance. Introductions followed.

2. **Determination of Quorum:** 7 of 7 members present

3. Approval of the Agenda:

None at this time.

4. Approval of Minutes for November 6, 2024:

Jay Schaumberg made a motion to adopt the minutes with the modifications that the 3rd to last sentence be deleted to the minutes from November 6, 2024, meeting.

Dan Fry seconded the motion. Motion carried 7-0.

A. Old Business Public Hearings:

None at this time.

B. New Business Public Hearings:

1. 24CO-16-251 Zoning Amendment for Fee Schedule

Deborah Luzier explained that the current Zoning Ordinance contains the application fees and building permit fees within the Ordinance and that's an ineffective way to manage your fees because if you want to change the fees you have to go through the Ordinance Amendment process to make that happen. She stated that she has her other communities adopt the fee schedule separate from the Zoning Ordinance then that the fee schedule can be amended through the Commissioner's to establish fees in a separate Ordinance. What was advertised for this petition was to separate the fees from the Zoning Ordinance and what she is proposing is to change the fees, bringing them up to date to reflect the true

cost of services, having the BZA and APC meetings and lump that into the fee schedule that we would be adopting separately. Deborah put together a proposed fee schedule for the board for consideration and discussion, which is shown below.

Proposed Fee Schedule Amendment

Building Permit Fees		
Base Fee	Applies to all permits. Base fee includes up to 2 hours of structural plan review as well as file processing, scheduling inspections, and other administrative time.	\$160
Structural Review	Additional structural review beyond 2 hours of time is billed hourly (15-min increments).	\$45/hour
Site Plan Review	When site plan review is required, it is billed at the Planner's current hourly rate (15-min increments). (Site plan reviews typically take 15-30 minutes).	\$150/hour
Inspections	Inspection cost is based on the inspector's hourly rate and includes travel time. Applicant is only charged for the inspections required for their project.	
	Temporary Electric	\$45
	Footing	\$45
	Under Slab	\$45
	Foundation	\$45
	Rough-in Full (HVAC, plumbing, electric, framing)	\$90
	Rough-in Single Trade	\$45
	Insulation and Energy Efficiency	\$70
	Final	\$45
Final requiring Certificate of Occupancy	\$90	
Reinspection Fee & Additional Inspections	The cost of the applicable inspection will be assessed for re-inspections and when additional unanticipated inspections are required. Fees are to be paid prior to receiving the Certificate of Occupancy or before the inspector will be dispatched to perform the reinspection, whichever is applicable.	
Electrical Upgrade	<i>(unchanged)</i> Electrical service upgrade only	\$65
Signs	\$100 plus required inspections	
Demolition	<i>(unchanged)</i> Permit involving the review of utility/septic/well disconnections	\$100
FINE – Starting Work Without Permit	<i>(unchanged)</i> 1X the permit fee (this is in addition to the cost of the permit itself)	
FINE – Construction Error requiring Variance	<i>(unchanged)</i> 5X the permit fee (this is in addition to the cost of the Variance application fee)	

Logistics: A fee worksheet will be used to calculate the applicable permit fee. The worksheet will be itemized (like the above table) so that the applicant understands how fees are assessed as well as the type and quantity of inspections required for the particular type of structure.

Example of Typical Fees: new home - \$618, Pole barn with electricity - \$333; Interior remodel - \$340; Residential addition (bedroom with ensuite bathroom) - \$535.

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APC & BZA Application Fees		
BZA Petitions	Special Exception, Variance	\$1,635
	Special Exception with Minor Residential Subdivision	\$2,310
	Use Classification requiring BZA Hearing	\$1,100
	Appeal of Director's Decision requiring BZA Hearing	\$1,100
APC Petitions	Subdivision Concept Plan	\$1,595
	Subdivision – Primary Plat	\$1,895
	Subdivision – Secondary Plat (or Plat Amendment)	\$2,785
	Development Plan (or Development Plan Amendment)	\$2,185
	Zone Map Change	\$2,045
	Zone Map Change & PUD District Ordinance	\$3,545

Inclusions: Fees are based on Planner/Staff hourly rates (\$150/\$25) and include...

- Planner/Staff time associated with pre-application discussions and processing the application.
- Planner time associated with reviewing the petition in detail in preparation for the TAC meeting.
- Planner time associated with attending the TAC meeting.
- Planner/Staff time associated with preparing PC/BZA Agenda and Staff Report.
- Planner/Staff time associated with attending PC/BZA meeting and Commissioner meeting where applicable.
- Cost of on-site notice placard (\$10).
- Planner/Staff time associated with issuing addresses.
- Planner time associated with coordinating GIS mapping and data entry.
- APC/BZA member compensation (\$55/member/meeting).

Deborah stated that after tonight's discussion she would like to continue this until the next APC meeting on January 8, 2025, to discuss further and if there are any processes that can be stream lined internally so applicants wouldn't have to pay some of these fees, also possibly setting up an alternate fee for a stream line process and look at Ordinances Amendments that can make things easier and cleaner based on the petitions.

Kasey Copeland made a motion to continue this until January 8, 2025, APC Meeting.

Dustin Plunkett seconded the motion. Motion carried 7-0.

C. Violations Report:

None at this time.

D. Administrative Matters:

1. Comprehensive Plan RFP – Bob Clutter explained the plan to possibly merge a Transportation Plan with the Highway Department and the Comprehensive Plan RFP. Deborah put together a revised timeline for merging the two together and the application deadline is in mid-January.
2. Director's Announcement's- Deborah reached out to Kaylee Jessie the Commissioner's Executive Administrator on the APC and BZA board appointments and terms.
3. John Merson noted this is Dustin Plunkett's last meeting and wanted to appreciate his time!
4. John Merson spoke about the PUD Committee meeting on November 25, 2024, and was under the impression that it was only supposed to be the PUD Committee, Deborah and possibly Bob, but it ended up being the Committee, Deborah, the 3 Commissioner's, the Merritt's and the Merritt's Attorney and ended up being a public meeting, which was not advertised as a public meeting. Deborah stated it doesn't have to be advertised since it wasn't a decision-making entity, it was just a work session group. Deborah commented she was unaware of the applicant and their Attorney would be attending until the meeting, but stated it made sense they were there so they could understand what the concerns were. Bob stated they asked when the Committee meeting was and he let them know, but didn't know they were coming. He figured Attorney Matt Price would so he could get a better understanding of what the concerns were and since there were a lot of language issues within the PUD. John mentioned for the sake of transparency that the people/public who make the effort to attend these meetings and get involved that they need to know that there is a work session. Deborah responded that the work session was announced at the last APC meeting, but also during a work session you don't engage public participation. They can attend and watch, but it's a group of the plan commission that's studying the project. John asked for clarification on the upcoming meeting about exactly the format because he considers the petitioners as members of the general public and is the general public allowed to speak at a meeting like this. Deborah stated she would defer this to Bob, but she feels that the applicants need to make the edits that the Committee requests from them, so it helps to have them present. Since it's a petition before the Plan Commission and there is a Plan Committee working on it and she doesn't feel that that is a public engagement forum. The public engagement forum is at a public hearing, because that keeps the process more transparent. Once finished with the Committee reviews then we would make it a public record and then the public can way in and voice their concerns at that point. Tad and John both stated

they felt they couldn't speak freely at the Committee meeting and would like to meet as a committee and be able to discuss this stuff with this Board. Deborah proposed for the next meeting that since a revised draft hasn't been provided that we just make the next meeting the Committee and not the applicant.

With no further business, Kasey Copeland made a motion to adjourn at 7:54pm.
Dustin Plunkett seconded the motion. Motion carried 7-0.