

Personnel Update:

Administrator Janik stated that Electrical Inspector Ted Klumpp will retire in February, and Building Official Paul Hunter plans to retire in April. It is on the Board of Commissioners' agenda to fill both vacancies.

Deadline/Timeline for Appeals to the Construction Board of Appeals:

Janik said that he has found out the State does not have a deadline date for an appeal but that counties can establish one and he suggests that we should have an appeal date on a timeline. As it is right now, someone can decide to appeal something from 10 years ago. Hunter said after discussion and legal counsel reviews, he feels that 90 days would be enough time.

Handouts titled "Procedure for Construction Board of Appeals Meetings" and "County Construction Board of Appeals Procedural Rules" (see the links below) were provided by Weber and discussion regarding their content followed.

https://www.leelanau.gov/downloads/2020_procedure_for_construction_board_of_appeals_meetings.pdf

https://www.leelanau.gov/downloads/2020_cba_procedural_rules.pdf

MOTION BY SOUTAS-LITTLE TO RECOMMEND TO THE BOARD OF COMMISSIONERS TO APPROVE THE ADDITION OF A 90-DAY DEADLINE FOR APPEALS, TO THE PROCEDURE FOR BOTH CONSTRUCTION BOARD OF APPEALS MEETINGS AND CONSTRUCTION BOARD OF APPEALS PROCEDURAL RULES.

Discussion – none.

AYES – 2 (SOUTAS-LITTLE, BUNEK)

NO – 0

RECOMMENDATION CARRIED.

Single Permit Fee for Affordable Houses:

Weber said they used the notes and suggestions from the last meeting to define minimums that people would need to meet for these types of permits. Weber discussed the Affordable Housing Permit Fee Policy handout (link below).

https://www.leelanau.gov/downloads/2020_affordable_housing_permit_fee_policy.pdf

Weber answered questions from Committee Chairman Bunek and Commissioner Soutas-Little. Discussion continued regarding the requirements and how the percentage off the total cost would work if not all requirements were met. Weber stated that when you take percentage off the total that one of those permits will basically be given for free.

Janik asked how many permits would fall into this per year and Hedgcock responded it would be a very low percentage; probably less than 10%, maybe 5%. Weber said there is a whole different formula for modular construction.

Janik said so with very few houses that would qualify, there would be virtually no impact on their budget. Could you make it lower; is a flat fee possible? Bunek said the purpose is incentive to bring new builds and younger people to move in and be able to work in the community. Discussion continued.

Soutas-Little thanked Hunter for his work with the County and wished him well in his upcoming retirement. Soutas-Little left the session at 9:43 a.m.

After-the-Fact Permit Fee:

https://www.leelanau.gov/downloads/2020_afterthefact_permit_penalty_policy.pdf

Hunter gave an example of a project that was discovered where the homeowner built an addition and additional story, including plumbing, electric, bathroom, duct work, and drywall – all with no permits. He said it's not common, but does happen and Weber stated that probably more in the past year since people have been stuck at home during Covid. Hunter said that many other counties charge \$150.00 for an After-the-Fact Permit Fee and he said this policy would let people know if you do this, it's going to cost you. Janik asked if this is a \$150.00 fee for every permit, or one time? Hunter said it could potentially be added to each and Hedgcock added yes, depending on the scope of what it is. If a second story had added heating, plumbing and electrical, these are high safety issues on a second story and he would suggest adding the fee to each of the permits.

Discussion continued regarding the information being added to each permit and website.

Soutas-Little returned to the meeting at 9:48 a.m.

Soutas-Little commented about the language on the policy saying 'shall' to 'may' be assessed. Hunter said they would make a mock-up of a permit application so Commissioners can see how they will look.

MOTION BY BUNEK TO RECOMMEND THE BOARD OF COMMISSIONERS TO APPROVE THE ADDITION OF THE AFTER-THE-FACT FEE TO THE BUILDING PERMITS AS A LINE ITEM CHANGING THE WORD SHALL TO MAY.

Discussion – none.

AYES – 2 (BUNEK, SOUTAS-LITTLE)

NO – 0

RECOMMENDATION CARRIED.

Janik said both the 90-day deadline and after-the-fact permit fees will be added to the January 12, 2021, Board of Commissioners meeting agenda.

Discussion Items:

None.

Board Member Comment:

None.

Public Comment:

None.

Motion to Adjourn:

Meeting adjourned by Committee Chairman Bunek at 9:53 a.m.

William J. Bunek, Committee Chairman
Building Safety Committee

Alison Middleton, Deputy County Clerk for
Michelle L. Crocker, Leelanau County Clerk