



ADMINISTRATION / PERSONNEL COMMITTEE

420 N. Front St.


Suttons Bay, MI 49682

November 8, 2023 at 8:30 am

AGENDA

Call to Order

1. Reports (staff)
  - a. Treasurer Report
2. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
  - a. 2024 Fee Schedule
  - b. 2024 Proposed Budget
4. Status Update – Other Committees
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

|                                                                                   |                          |                                                                                                    |                          |
|-----------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------|--------------------------|
|  |                          | <h2 style="margin: 0;">VILLAGE OF SUTTONS BAY</h2> <h3 style="margin: 0;">REPORT VSB -2023-61</h3> |                          |
| Prepared:                                                                         | November 1, 2023         | Pages:                                                                                             | 1 of 2                   |
| Meeting:                                                                          | November 6 / 7 / 8, 2023 | Attachments:                                                                                       | <input type="checkbox"/> |
| Subject:                                                                          | Fee Schedule Changes     |                                                                                                    |                          |

**PURPOSE**

To discuss and consider changes to the 2024 fee schedule.

**OVERVIEW**

The fee schedule is adopted yearly and, in some cases, fees are required to be modified. The following fee increases have been recommended by our reviewing authority. The suggested changes are typically based on a comparison of review fees for other communities, the amount of time that is required to review an application and or plans etc.

Residential Land Use Permit Fee's

| Residential Use         | Current Fee                           | Proposed Fee                          |
|-------------------------|---------------------------------------|---------------------------------------|
| Single -Family Dwelling | \$50.00                               | \$100.00                              |
| Two-Family Dwelling     | \$100.00                              | \$150.00                              |
| Multi-Family Dwelling   | \$100 + \$20 per unit / per structure | \$150 + \$25 per unit / per structure |

Commercial / Industrial Land Use Permit Fee's

| Land Use Permit Fees | Current Fee | Proposed Fee |
|----------------------|-------------|--------------|
| Commercial           | \$100.00    | \$200.00     |
| Industrial           | \$100.00    | \$200.00     |

Sewer /Water Application Review Fee's

| Sewer /Water Application Fee | Current Fee | Proposed Fee |
|------------------------------|-------------|--------------|
| Sewer                        | \$0.00      | \$100.00     |
| Water                        | \$0.00      | \$100.00     |

Please see attached; Marina Fee Schedule Changes are attached to this report and have been recommended for approval.

*Please note: Previously approved increase of approximately \$33.33 / year for Short Term Rentals is reflected in the fee schedule.*

**RECOMMENDATION**

To approve all proposed fee increases for 2024.

Proposed Fee Schedule Changes for 2024

| Marina Fee Schedule                      | 2022                          | 2023                          | 2024 Proposed                 | Elk Rapids | Northport | Elmwood/<br>Clinch |
|------------------------------------------|-------------------------------|-------------------------------|-------------------------------|------------|-----------|--------------------|
| Main Marina Slip Rate up to 25 ft        | \$ 1,975.00                   | \$ 2,075.00                   | \$ 2,200.00                   |            |           |                    |
| Main Marina Slip Rate per ft over 25 ft  | \$ 79.00                      | \$ 83.00                      | \$ 88.00                      | \$ 94.00   | \$ 94.00  | \$ 110.00          |
| Seasonal Coal Dock Slip up to 25         | \$ 1,725.00                   | \$ 1,825.00                   | \$ 1,950.00                   |            |           |                    |
| Seasonal Coal Dock Slip per foot over 25 | \$ 69.00                      | \$ 73.00                      | \$ 79.00                      |            |           |                    |
| Day Use per Hour for boat, PWC or dinghy | \$ 3.00                       | \$ 3.00                       | \$ 5.00                       |            |           |                    |
| Transient up to 25 ft                    | \$ 34.00                      | \$ 34.00                      | \$ 37.00                      |            |           |                    |
| Transient over 25 ft per day             | \$ 34.00 plus \$1.00 per foot | \$ 34.00 plus \$1.00 per foot | \$ 37.00 plus \$1.00 per foot |            |           |                    |
| Waiting List Annual Fee                  | \$ 20.00                      | \$ 25.00                      | \$ 25.00                      |            |           |                    |
| Launch Fee Annual                        | \$ 30.00                      | \$ 40.00                      | \$ 40.00                      |            |           |                    |
| Launch Fee Each Occurrence               | \$ 5.00                       | \$ 5.00                       | \$ 5.00                       |            |           |                    |
| Launch Fee Commercial -each occurrence   | \$ -                          | \$ 10.00                      | \$ 10.00                      |            |           |                    |
| Commercial/Livery Annual 1st Trailer*    | \$                            | \$ 200.00                     | \$ 200.00                     |            |           |                    |
| Michigan Waterways Rate Scale over 42'   | E                             | E                             | F**                           | G***       | F         | G                  |
| * each additional Trailer \$25           |                               |                               |                               |            |           |                    |
| **\$37                                   |                               |                               |                               |            |           |                    |
| ***\$40                                  |                               |                               |                               |            |           |                    |



2024

## Fee Schedule

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2024 SCHEDULE OF FEES

| NOTES                                                                                                       | SEWER FEES                                                                                                                                                                                                                                  |                          | TOTAL COST (PER UNIT) |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|
|                                                                                                             | System Development Fee                                                                                                                                                                                                                      |                          | \$5,000.00            |
| *See Note 1 & 2                                                                                             | Tap Fee                                                                                                                                                                                                                                     |                          | \$500.00              |
|                                                                                                             | Total Connection Fees                                                                                                                                                                                                                       |                          | \$5,500.00            |
| Please note: Total connection fees (per unit) are required to be paid at the time of application for sewer. |                                                                                                                                                                                                                                             |                          |                       |
| METER SIZE                                                                                                  | READY TO SERVE (MONTHLY FEE)                                                                                                                                                                                                                | CAPITAL FEE (MONTHLY)    | COMBINED COST         |
| 5/8" to 1"                                                                                                  | \$17.00                                                                                                                                                                                                                                     | \$24.25                  | \$41.25               |
| 1 ¼ " to 1 ½"                                                                                               | \$57.12                                                                                                                                                                                                                                     | \$81.48                  | \$138.60              |
| 2"                                                                                                          | \$105.06                                                                                                                                                                                                                                    | \$149.78                 | \$254.84              |
| 3"                                                                                                          | \$241.23                                                                                                                                                                                                                                    | \$344.06                 | \$585.29              |
| 4"                                                                                                          | \$433.50                                                                                                                                                                                                                                    | \$618.40                 | \$1,051.90            |
| NOTES                                                                                                       | WATER USAGE FEE (SEWER ONLY)                                                                                                                                                                                                                |                          | COST                  |
| Per 1,000 Gallons                                                                                           | Metered Water                                                                                                                                                                                                                               |                          | \$6.63                |
| MULTI-USE & MULTI-FAMILY                                                                                    | READY TO SERVE (MONTHLY FEE)                                                                                                                                                                                                                | CAPITAL CHARGE (MONTHLY) | COMBINED COST         |
| PER UNIT                                                                                                    | \$17.00                                                                                                                                                                                                                                     | \$24.25                  | \$41.25               |
| PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 1" METER SIZE PER EACH INDIVIDUAL UNIT                           |                                                                                                                                                                                                                                             |                          |                       |
| *PLEASE SEE NOTE #3                                                                                         |                                                                                                                                                                                                                                             |                          |                       |
| NOTES                                                                                                       | OTHER SEWER FEES                                                                                                                                                                                                                            |                          | TOTAL COST            |
| Per Gallon                                                                                                  | Holding Tank Waste                                                                                                                                                                                                                          |                          | \$0.06                |
| NON-VILLAGE USER RATE                                                                                       | Sewer and/or Water Monthly service charge, commodity charge, terminated service turn on fee, or any other charge relating to water and/or sewer services for Township parcels shall be 1.5 times the fees or charges for Village residents. |                          | 1.5 x RATE            |
| NOTES                                                                                                       | WATER FEES                                                                                                                                                                                                                                  |                          | TOTAL COST (PER UNIT) |
|                                                                                                             | System Development Fee                                                                                                                                                                                                                      |                          | \$3,000.00            |
|                                                                                                             | Tap Fee                                                                                                                                                                                                                                     |                          | \$500.00              |
|                                                                                                             | Total Connection Fees                                                                                                                                                                                                                       |                          | \$3,500               |
| Please note: Total connection fees (per unit) are required to be paid at the time of application for water. |                                                                                                                                                                                                                                             |                          |                       |
| METER SIZE                                                                                                  | READY TO SERVE (MONTHLY FEE)                                                                                                                                                                                                                | CAPITAL FEE (MONTHLY)    | COMBINED COST         |
| 5/8" to 1"                                                                                                  | \$9.58                                                                                                                                                                                                                                      | \$9.00                   | \$18.58               |
| 1 ¼ " to 1 ½"                                                                                               | \$28.95                                                                                                                                                                                                                                     | \$27.24                  | \$56.19               |
| 2"                                                                                                          | \$54.80                                                                                                                                                                                                                                     | \$51.54                  | \$106.34              |
| 3"                                                                                                          | \$139.50                                                                                                                                                                                                                                    | \$131.12                 | \$270.62              |
| 4"                                                                                                          | \$251.10                                                                                                                                                                                                                                    | \$236.89                 | \$487.99              |
| MULTI-USE & MULTI-FAMILY                                                                                    | READY TO SERVE (MONTHLY FEE)                                                                                                                                                                                                                | CAPITAL CHARGE (MONTHLY) | COMBINED COST         |
| PER UNIT                                                                                                    | \$9.58                                                                                                                                                                                                                                      | \$9.00                   | \$18.58               |

2024 SCHEDULE OF FEES

| PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 1" METER SIZE PER EACH INDIVIDUAL UNIT             |                                                                                                                                                                                                                                                                                          |                                       |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| *PLEASE SEE NOTE #3                                                                           |                                                                                                                                                                                                                                                                                          |                                       |
| METER TYPE / NOTES                                                                            | OTHER WATER FEES                                                                                                                                                                                                                                                                         | COST                                  |
| Metered Water                                                                                 | Per 1,000 gal.                                                                                                                                                                                                                                                                           | \$2.95                                |
| Irrigation Meter                                                                              | Monthly Fee                                                                                                                                                                                                                                                                              | \$5.00                                |
| PLEASE NOTE: THE CUSTOMER IS RESPONSIBLE FOR THE COST OF THE METER, ASSEMBLY AND INSTALLATION |                                                                                                                                                                                                                                                                                          |                                       |
| Analysis                                                                                      | Water Quality Analysis                                                                                                                                                                                                                                                                   | \$65.00 + COST OF THE TEST            |
| TURNING ON & TURNING OFF WATER                                                                |                                                                                                                                                                                                                                                                                          | COST                                  |
| During working hours - less than 72 hour notice                                               |                                                                                                                                                                                                                                                                                          | \$60.00                               |
| During non-working hours - emergency calls                                                    |                                                                                                                                                                                                                                                                                          | \$90.00                               |
| Seasonal Off/On - with 72 hour advance notice.                                                | EACH SERVICE                                                                                                                                                                                                                                                                             | Off \$25/ On \$25.00                  |
| Turn Off/On Fee - water service failure to pay                                                | EACH SERVICE                                                                                                                                                                                                                                                                             | Off \$25/ On \$25.00                  |
| Turn on Fee - sewer only customer minimum fee                                                 | EACH SERVICE                                                                                                                                                                                                                                                                             | \$250.00                              |
| Late Penalty Fee                                                                              |                                                                                                                                                                                                                                                                                          | 10%                                   |
| Bulk Water Purchase                                                                           |                                                                                                                                                                                                                                                                                          | \$50.00 plus \$5.90 per 1,000 gallons |
| WATER & SEWER NOTES                                                                           |                                                                                                                                                                                                                                                                                          |                                       |
| NOTE #1                                                                                       | If the actual tap installation cost exceeds the minimum tap fee of \$500.00, the property owner will be required to pay the additional costs on an actual time and material.                                                                                                             |                                       |
| NOTE #2                                                                                       | The Village is responsible for installing the service pipe from the main to property line.                                                                                                                                                                                               |                                       |
|                                                                                               | The property owner is responsible for installing the building pipe.                                                                                                                                                                                                                      |                                       |
|                                                                                               | Services over a 1" in size will have an additional fee based on an additional time and material charge.                                                                                                                                                                                  |                                       |
| NOTE #3                                                                                       | For buildings with businesses, and no residential units billing for the RTS/CAP charges would be per connection size, regardless of the number of businesses.                                                                                                                            |                                       |
|                                                                                               | For buildings with both businesses and residential units, billing for RTS/CAP charges would be one at the 1" connection rate for one less than the number of residential units and one at the connection size rate for the rest of the building, regardless of the number of businesses. |                                       |
| EXAMPLES                                                                                      | # OF UNITS                                                                                                                                                                                                                                                                               | COST                                  |
| SINGLE FAMILY HOUSE                                                                           | 1                                                                                                                                                                                                                                                                                        | UNIT RATE                             |
| DUPLEX                                                                                        | 2                                                                                                                                                                                                                                                                                        | UNIT RATE                             |
| APARTMENT BUILDING (4-UNITS)                                                                  | 4                                                                                                                                                                                                                                                                                        | UNIT RATE COST PER UNIT               |
| BUILDING WITH 1" METER & 5 BUSINESSES                                                         | 1                                                                                                                                                                                                                                                                                        | UNIT RATE                             |
|                                                                                               |                                                                                                                                                                                                                                                                                          |                                       |

2024 SCHEDULE OF FEES

| PLANNING COMMISSION APPLICATION FEES                                     |                 | MARINA SLIP FEES                                                       |                           |
|--------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------|---------------------------|
| Site Plan Review Level A                                                 |                 | Seasonal Main Marina Slip Vessels up to 25 ft                          | \$2,200.00                |
| < 5,000 sq ft addition                                                   | \$500.00        | Seasonal Main Marina Slip, per foot over 25 ft                         | \$89.00                   |
| < 5,000 sq ft use permitted by right. See exceptions ZO Section 14-4 (3) | \$500.00        | Seasonal Coal Dock Slips Vessels up to 25 ft                           | \$1,950.00                |
| Amendment to Level A                                                     | \$250.00        | Seasonal Coal Dock Slips per foot over 25 ft                           | \$79.00                   |
| Site Plan Review Level B                                                 |                 | Day Use Slip, per hour for boat, pwc, or dinghy                        | \$5.00                    |
| > 5,000 sq ft (SUP, PUD, Site Condominiums) Section 14-4                 | \$1,000.00      | Transient Slip, vessels up to 25 ft overall length per day             | \$37.00                   |
| Amendment to Level B                                                     | \$500.00        | Transient Slip vessels > 25 ft overall length per day                  | \$37.00 + 1.00 per ft     |
| (See Note 7)                                                             |                 | Transient pre-season rate: 4-15 thru 6-15                              | Discount 25%              |
| <b>MEETING FEES</b>                                                      |                 | Transient Post Season rate: 9-15 thru 10-15                            | Discount 25%              |
| Conceptual Review                                                        | \$100.00        | Waiting List Fee, annual                                               | \$25.00                   |
| Zoning Board of Appeals                                                  | \$500.00        | Pump Out Services                                                      | \$10.00                   |
| Petition for Master Plan Amendment                                       | \$2,500.00      | Launch Fee Annual                                                      | \$40.00                   |
| Request for Zoning Ordinance Amendment                                   | \$1,000.00      | Commercial/Livery Launch Fee Annual                                    | \$200.00<br>(See Note #8) |
| Request for Map Amendment                                                | \$1,000.00      | Recreational Per Launch Fee                                            | \$5.00                    |
|                                                                          |                 | Commercial Per Launch Fee                                              | \$10.00                   |
| Request for Annexation                                                   | \$1,000.00      | <b>MARINA SEASONAL SLIP REFUND PERCENTAGE</b>                          |                           |
| See Note 7                                                               |                 | January 1-February 28                                                  | 100%                      |
| <b>RESIDENTIAL LAND USE PERMITS</b>                                      |                 | March 1 to May 14                                                      | 75%                       |
| Single Family Dwelling                                                   | \$100.00        | May 15-May 31                                                          | 50%                       |
| Residential Additions                                                    | \$50.00         | June 1 -June 30                                                        | 25%                       |
| Residential Garages                                                      | \$50.00         | July 1 -end of the season                                              | NO REFUND                 |
| Assessory/Incidental Uses                                                | \$50.00         | Michigan State Waterways Rate-Scale F. All 42' docks min of 40' charge |                           |
| Two Family (Duplex) Dwelling                                             | \$150.00        | <b>Civil Infraction Fines-Local Ordinance</b>                          |                           |
|                                                                          |                 | 1st Offense                                                            | \$100.00                  |
|                                                                          |                 | 2nd Offense                                                            | \$250.00                  |
|                                                                          |                 | 3rd Offense                                                            | \$500.00                  |
|                                                                          |                 | <b>PARK FACILITY RESERVATIONS</b>                                      |                           |
| NSF Fee -Returned Check                                                  | Fee Per Statute | Bahle Hut /Per Day (See Note 4)                                        | \$100 + \$100 Deposit     |
|                                                                          |                 | North Park                                                             | (See Note 5)              |



Schedule of Fees (cont)

| OTHER PERMIT FEES                           |                      | OTHER PERMITS                  |                                       |
|---------------------------------------------|----------------------|--------------------------------|---------------------------------------|
| Failure to Permit                           | 2 x the required fee | Sewer Water Application Fee    | \$100.00                              |
| Sign Permit                                 | \$50.00              | Curb Cut /Driveway Application | \$50.00                               |
| Commercial/Industrial LUP                   | \$200.00             | Mass Gathering Application     | \$100.00                              |
| No structure yet uses that require a permit | \$50.00              | Short Term Rental Application  | \$600.00 /3 yr term. Amended 10-16-23 |
| Home Occupation Permit                      | \$100.00             | <b>DOCUMENT FEES</b>           |                                       |
| Land Division/Boundary Adjustment           | \$250.00             | Master Plan or Recreation Plan | \$30.00                               |
| Mileage Fees                                | IRS Reimbursement    | Zoning Ordinance               | \$30.00                               |
|                                             |                      | (See Note 6 & 7)               |                                       |

| NOTES CONTINUED |                                                                                    |
|-----------------|------------------------------------------------------------------------------------|
| NOTE #4         | NOTE: Fee is waived for Suttons Bay Schools during regular scheduled school        |
| NOTE #5         | No Fee - Reservations Required                                                     |
| NOTE #6         | Mailing cost are in addition to Document Fees                                      |
| NOTE #7         | Escrow Fees pursuant to ZO Section 14.2(F) shall apply as indicated                |
| NOTE # 8        | After initial purchase of \$200, additional passes may be added for \$25 per pass. |