

BARTON HILLS VILLAGE

A RESOLUTION ESTABLISHING A ZONING AND ESCROW FEE STRUCTURE

WHEREAS, the Village of Barton Hills is authorized by the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and other applicable laws, to regulate land use and development within its corporate limits; and

WHEREAS, Section 3.07 of the Village Zoning Ordinance specifically states:

“The Board of Trustees shall establish a schedule of fees, charges, and expenses, and a collection procedure, for all zoning and building permits and certificates, certificates of occupancy, appeals, and other matters pertaining to the zoning ordinance”; and

WHEREAS, Section 3.07 of the Village Zoning Ordinance specifically states:

“The schedule of fees shall be posted in the Village office and may be altered or amended only by the Board of Trustees”; and

WHEREAS, Section 3.07 of the Village Zoning Ordinance specifically states that:

“No permit, certificate, special use approval, or variance shall be issued unless such costs, charges, fees, or expenses have been paid in full, and no action may be taken on proceedings before the ZBA unless the required fees have been paid in full”; and

WHEREAS, the costs of administering zoning applications and ensuring compliance with zoning ordinances should be paid for by the affected property owner, and not proportionately by all property owners; and

WHEREAS, the establishment of a zoning invoicing policy will provide a transparent and efficient mechanism for the recovery of those costs.

NOW, THEREFORE, BE IT RESOLVED:

1. BARTON HILLS ZONING AND ESCROW FEE SCHEDULE IS:

| Type of Zoning Project | BHV Administration Fee | Planner Fee | Engineering Fee | Attorney Fee | Escrow Amount |
|---|------------------------|----------------|-----------------|--------------|---------------|
| Zoning Compliance Permit | \$125 | \$120-\$155/hr | \$150-\$200/hr | \$275/hr | \$500 |
| Pre- Application Meeting | \$125 | | | | \$500 |
| New Build or Renovation up to 5,000 sq ft | \$500 | | | | \$1,500 |
| New Build or Renovation >5,000 sq ft | \$750 | | | | \$3,000 |
| Land Division or Combination | \$250 | | | | \$1,000 |
| Variance: Residential | \$500 | | | | \$1,000 |
| Variance: Non Residential | \$750 | | | | \$2,000 |
| Special ZBA or Trustee Meeting | \$950 | | | | N/A |
| Public Hearing Publication | \$50 | | | | |
| Mailbox Replacement | \$60 | | | | |

2. BARTON HILLS VILLAGE ZONING FEE INVOICE POLICIES ARE:

- At no charge to the property owner, the Village's Deputy Clerk will respond to basic questions, and provide BHV's Zoning Ordinance, Fee Structure, and zoning-related forms. She will also provide basic administrative support such as scheduling meetings and documentation retention.
- The Administration Fee must be paid, and Escrow Account funded, prior to any Zoning-related meeting and/or the acceptance of any type of zoning project application.
- Property owners (including the BHMC and BHCC) will be invoiced for use of the Village's outsourced Zoning Administration whenever a discussion is initiated with the Village's Planner, Engineer, or Attorney and/or the attendance of one or more of these professionals is/are requested for a meeting.
- Any failure to pay an invoice, or replenish an escrow account, by the due date will result in a stop work order, and no further meetings will occur with BHV Zoning Administration professionals. Such restrictions will be lifted upon receipt of payment/replenishment.

3. SEVERABILITY: Should any section, paragraph, sentence, clause, or phrase of this Resolution be declared unconstitutional or invalid for any reason, the remainder of the Resolution shall not be affected thereby.

4. EFFECTIVE DATE: This Resolution shall become effective immediately upon its adoption.

Motion made by

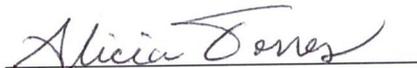
Seconded by

Ayes:

Nays:

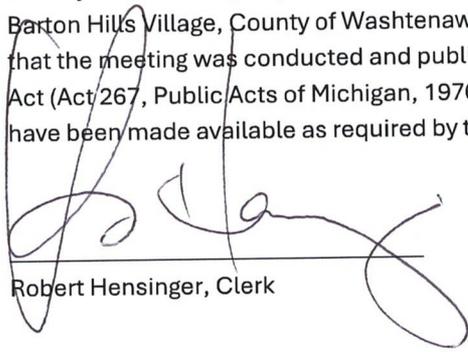
Abstentions:

Resolution declared adopted.



Alicia Torres, President

I certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of Barton Hills Village, County of Washtenaw, State of Michigan, at a regular meeting held on October 13, 2025; that the meeting was conducted and public notice of the meeting was given pursuant to the Open Meetings Act (Act 267, Public Acts of Michigan, 1976); and that the minutes of the meeting were kept and will be or have been made available as required by the Act.



Robert Hensinger, Clerk