



WRIGHT COUNTY PLANNING COMMISSION

INFORMATION FOR PUBLIC HEARING

Office of Planning and Zoning
Wright County Government Center
10 2nd Street NW Room 140
Buffalo, MN 55313-1185
(763) 682-7338

The Wright County Planning Commission is a seven member board appointed by the County Board of Commissioners. The Planning Commission conducts all public hearings pertaining to requests for amendments to the Wright County Zoning Ordinance, zoning district changes, conditional use permits and platting of property. Only on conditional use permits is the Planning Commission the final authority; on other matters, the Commission is the advisory to the County Board.

For technical information and advice, the Planning Commission relies on the staff of the Planning and Zoning Office. Staff cannot predict decisions by the Commission before the hearing. Staff will assist the applicant in deciding what information to present to the Planning Commission, and will create a slide presentation for the applicant prior to the hearing.

All supplementary information for the hearing (narratives, photos, soil borings, updated site plans, surveys etc.) must be submitted for an application to be complete. Changes in state law make it impossible for staff to accept incomplete applications except in unique circumstances. Petitions that are deficient of information cannot be placed on the Planning Commission agenda. If the Planning Commission or the County Board denies the application it cannot be resubmitted for a period of six (6) months from the date of said order of denial.

Remember, the "burden of proof" is upon the applicant to ensure that their proposal conforms to the Wright County Ordinances and the Wright County Comprehensive Plan. They must also ensure it will not harm the public health, safety or welfare.

**PROCESS TO APPLY FOR PUBLIC HEARING BEFORE THE WRIGHT
COUNTY PLANNING COMMISSION:**

1. Due to the wide variety of proposals we receive, it is essential to discuss your proposal with a staff member of the Planning and Zoning Office before obtaining and filling out a Planning Commission application.
2. Fill out the application and set up a meeting with a staff member to review it. They will determine if there is enough information to place your item on the next agenda. **Applications will not be accepted without Zoning Administrator approval.** If there are no problems, the item will be placed on the next available meeting.
3. Attend the appropriate Township meeting to explain the proposal to the Town Board (contacts and meeting dates are attached). **The Wright County Planning Commission will not act on any petition without a Township recommendation.**
4. Due to the wide variety of proposals our office receives, it is hard to specify exactly what supplemental documents are required. At a minimum, applications must be accompanied by a site plan, sketch plan, certificate of survey, or a copy of the plat. A site plan should consist of the following:
 - Dimensions of property, proposed structure, front and side setbacks.
 - Location and use of adjacent property.
 - Highway, road or street names.
 - North direction.
 - Proposed parcel divisions or lots.
 - Any other pertinent data.

**Depending on the project, additional items (narrative, description, floor plans, photos, grading plans, septic sites/soil borings) may also be required.
5. Building Inspector approval may be required for a change of use for existing buildings or relocated buildings, and may require architectural or engineered plans.
6. A Sewer Certificate of Compliance may be required on the individual sewage treatment system if the Planning and Zoning Office is unable to determine if the system is in compliance per Minnesota State Rules Chapter 7080, or if the site is located within lakeshore.
7. If applicable, the site must be staked off before the Planning Commission makes a site inspection.
8. Applicant must be present at the hearing or have representation. Failure to appear may be grounds for dropping an item. Requests for continuances will not be accepted by telephone except in emergency situations.
9. Any further questions should be directed to the Zoning Administrator or staff's attention. (Phone: (763) 682-7338)

FEE _____ Checks payable to: Wright County Treasurer

No refund after first public hearing – and only 70% of fee will be refunded after any internal review/site inspection or notices have been sent. When the Board determines that continuation of a hearing is required, due to the complex nature of any matter, or lack of adequate preparation by an applicant, a \$50.00 renotification fee may be required.

Return Before _____ For Hearing On _____



WRIGHT COUNTY PLANNING COMMISSION APPLICATION

Office of Planning and Zoning
Wright County Government Center
10 2nd Street NW Room 140
Buffalo, MN 55313-1185
(763) 682-7338

DATE _____ TAX PARCEL #(s) _____

TOWNSHIP NAME _____ PRESENT ZONING DISTRICT _____

APPLICANT _____ PHONE _____
Last name First Middle Initial

MAILING ADDRESS _____
Street City State Zip

PROPERTY OWNER _____ PHONE _____
(If other than Applicant) Last name First Middle Initial

PROPERTY ADDRESS _____
Street City State Zip

DESCRIBE NATURE OF REQUEST (attach extra sheets as necessary) _____

The information in this application is true and correct to the best of my knowledge and ability. I understand and agree that, even if this application is accepted as complete, the Planning Commission or Office of Planning and Zoning may require additional property descriptions, property surveys, site plans, building plans, and other information either before or after this request receives a public hearing. I understand that this application may be dismissed or denied if I do not supplement my application as requested. I understand that there is no refund of fees after the first public hearing, and only 70% of the fees will be refunded after any internal review has taken place or notices have been sent.

No application for a Conditional Use Permit shall be resubmitted for a period of six months from the date of said order of denial. Conditional Use Permits shall be valid for six months unless otherwise specified. All conditions in a Conditional Use Permit shall be commenced within six months and shall be complied with within one year unless otherwise specified.

I have read the application materials and agree to follow the policies and procedures of the Wright County Planning Commission and I consent, in the event a site inspection is requested, to the public entering my property pursuant to the Minnesota Open Meeting Law.

APPLICANT SIGNATURE _____ DATE _____

PROPERTY OWNER'S SIGNATURE _____ DATE _____
(If other than Applicant)

****Office Use Only****	Application Number: _____
TYPE OF ZONING REQUEST: (check all that apply)	
1. <input type="checkbox"/> Land Alteration Permit 2. <input type="checkbox"/> Mining 3. <input type="checkbox"/> Conditional Use Permit; Type _____	
4. <input type="checkbox"/> Rezoning; Proposed Zoning District _____ 5. <input type="checkbox"/> Subdivision; Type _____ 6. <input type="checkbox"/> Text Amendment	
7. <input type="checkbox"/> Homestead Business 8. <input type="checkbox"/> Other _____	
Has this property been involved in a request to rezone, obtain a variance, or a conditional use permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: _____ Type of request: _____	
TOWNSHIP BOARD approval/denial is required before Planning Commission will act (contacts and meeting dates are enclosed). _____ Date Approved _____ Date Denied	
APPLICATION IS COMPLETE (Zoning Administrator must date & initial before it is considered complete) _____ Date/ Initial	
NOTES: _____	
APPLICATION FILED DATE _____ HEARING DATE _____	
60 DAY EXPIRATION DATE _____ 120 DAY EXPIRATION DATE _____	
FEE \$ _____ Checks payable to: Wright County Treasurer RECEIPT # _____ DATE _____	

<u>Hearing Date</u>	<u>Application Cut-Off Date</u>
<u>January 14, 2016</u>	<u>December 24, 2015</u>
<u>February 11, 2016</u>	<u>January 21, 2016</u>
<u>March 17, 2016</u>	<u>February 25, 2016</u>
<u>April 14, 2016</u>	<u>March 24, 2016</u>
<u>May 12, 2016</u>	<u>April 21, 2016</u>
<u>June 9, 2016</u>	<u>May 19, 2016</u>
<u>June 30, 2016</u>	<u>June 9, 2016</u>
<u>July 21, 2016</u>	<u>June 30, 2016</u>
<u>August 18, 2016</u>	<u>July 28, 2016</u>
<u>September 8, 2016</u>	<u>August 18, 2016</u>
<u>September 29, 2016</u>	<u>September 8, 2016</u>
<u>October 20, 2016</u>	<u>September 29, 2016</u>
<u>November 17, 2016</u>	<u>October 27, 2016</u>
<u>December 15, 2016</u>	<u>November 23, 2016</u>

***Note:** In order for an application to be considered complete, all required information, along with the application fee, must be submitted and accepted by the Planner no later than the above referenced cut-off date. A pre-application meeting may also be required prior to application submittal. To schedule an appointment, please contact:

Stacy Marquardt, Planner
 Phone: 763-682-7337
 Email: stacy.marquardt@co.wright.mn.us

WRIGHT COUNTY TOWNSHIP CONTACTS

<u>Township</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>
<u>Albion</u>			
Clerk	Debbie Uecker Email: dmuecker@lakedalelink.net	2235 Co. Rd. 6 NW, Annandale	320-963-4015 (home) 320-963-5667 (hall)
Board meets: 3 rd Tuesday @ 7:00 p.m.			
<u>Buffalo</u>			
Clerk/Treas	Thomas Kleist Email: Buffalotownship@aol.com	3405 56 th St. NE, Buffalo	763-682-6811 (home) 763-682-0428 (hall)
Board meets: 2 nd Monday @ 7:00 p.m.			
<u>Chatham</u>			
Clerk/Treas	Jim Bischoff Email: mbisch1@msn.com	2056 Baker NW, Buffalo	763-684-1402 (home) 320-963-5799 (hall)
Board meets: 2 nd Tuesday @ 7:00 p.m.			
<u>Clearwater</u>			
Clerk/Treas	Jean Just Email: clearwatertwp@frontiernet.net	13874 Ireland Ave NW	320-558-4011 (hall) 320-558-6790 (fax)
Board meets: 2 nd Monday @ 7:30 p.m.			
<u>Cokato</u>			
Clerk	Brad Morris Email: bmorris@centurylink.net / cokatotwp@centurylink.net	14987 30 th St. SW, Cokato	320-286-5406 320-286-2450 (fax)
Board meets: 2 nd Monday @ 8:00 p.m.			
<u>Corinna</u>			
Clerk/Treas	Mary Barkley-Brown Email: clerk@corinnatownship.com	9801 Ireland Ave. NW, Annandale	320-274-8049 (hall) 320-274-3792 (fax)
Dep. Clk/Trs.	Jean Just	13874 Ireland Ave. NW, Annandale	
Office Hours: Mon., Tues., Thurs., Fri, 8:00 a.m. to 3:00 p.m.			
Board meets: 1 st & 3 rd Tuesday @ 7:00 p.m. Township Hall, 9801 Ireland Ave. NW, Annandale			
Planning Commission: 1 st Thursday of each month @ 7:00 p.m.			
<u>Franklin</u>			
Clerk/Treas	Stephanie Russek Email: franklintwnshp@gmail.com Email: eprussek@frontiernet.net	114 Oak Ridge Dr., Delano	763-972-3741 (hall) 763-972-6174 (fax)
Dep. Clk/Trs.	Renee Olson		763-639-4245 (home)
Board meets: 1 st Monday @ 7:00 p.m. (except on Holiday, then following Tuesday @ 7:00 p.m.)			
<u>French Lake</u>			
Clerk	Breanna Chapman Email: frenchlaketwpclerk@outlook.com	16996 45 th Street NW, South Haven	320-583-0157 (home)
Board meets: 1 st Tuesday @ 7:00 p.m.			
<u>Maple Lake</u>			
Clerk	Dick Hogan Email: r_hogan@charter.net	920 5 th St. NW, Maple Lake	320-963-5336
Board meets: 3 rd Tuesday @ 7:00 p.m.			
<u>Marysville</u>			
Clerk/Treas	Deb Uecker Email: marysvilletownship@gmail.com	3733 Dempsey Ave. SW, Waverly	612-716-0465 (home) 763-658-4064 (hall) 763-658-4056 (fax)
Board meets: Last Monday @ 7:00 p.m.			

<u>Township</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>
<u>Middleville</u>			
Clerk	Joey Berg Email: insbiscuit@yahoo.com	10423 10 th St. SW, Howard Lake	320-543-3807 (hall) 320-286-5839 (home) 320-543-3807 (fax)

Board meets: 2nd Tuesday @ 7:00 p.m.

<u>Monticello</u>			
Clerk	Nancy Kopff Email: monticellotownship@tds.net	1490 75 th St NE, Monticello	763-295-3422 (hall) 763-295-7765 (home)

Board meets: 1st & 3rd Monday @ 7:00 p.m. November - March; 8:00 p.m. April - October

<u>Rockford</u>			
Clerk/Treas	Rachelle L. McDougall Email: rockfordtownship@rockfordtownship.net	3039 Dague Ave. SE, Buffalo	763-682-3499 (hall) 763-682-6256 (fax)

Board meets: 1st & 3rd Tuesday @ 7:00 p.m.

<u>Silver Creek</u>			
Clerk	Nancy Betzler Email: silvercreektwp@tds.net	3827 134th St. NW, Monticello	763-878-0141 (hall) 763-878-2550 (fax)

Planning Commission meets: 1st Tuesday @ 7:00 p.m. (Twp deadline 3 weeks prior)

<u>Southside</u>			
Clerk/Treas	Carmen Merrill Email: cmerrill@southsidetownship.com	1208 Lakeview Pkwy Buffalo	320-274-8602 or 612-396-9597 (clerk)

Board meets: 1st Tuesday @ 7:00 p.m.

<u>Stockholm</u>			
Clerk	Jody Selseth Email: stockholmtwp@gmail.com	8277 Co. Rd. 30 SW, Cokato	320-286-5125 (hall) 612-270-3409 (clerk)

Board meets: 2nd Monday @ 7:00 p.m.

<u>Victor</u>			
Clerk	Sharon Glessing Email: sglessing@centurylink.net	8715 Grover Ave. SW, Waverly	320-543-3702 (clerk)

Board meets: 2nd Monday @ 8:00 p.m

<u>Woodland</u>			
Clerk	Gloria Janikula Email: woodland.township@gmail.com	9065 Clementa Ave. SW, Montrose	763-658-4252 (hall) 763-658-4177 (home)

Board meets: 2nd Monday @ 7:00 p.m.