



## **WRIGHT COUNTY PLANNING COMMISSION**

### **INFORMATION FOR PUBLIC HEARING**

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

DATE \_\_\_\_\_ TAX PARCEL #(s) \_\_\_\_\_

TOWNSHIP NAME \_\_\_\_\_ PRESENT ZONING DISTRICT \_\_\_\_\_

APPLICANT \_\_\_\_\_

Last name First Middle Initial

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

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: _____
<b>TYPE OF ZONING REQUEST:</b> (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: _____	
<b>TOWNSHIP BOARD</b> approval/denial is required before Planning Commission will act (contacts and meeting dates are enclosed).	
_____ Date Approved   _____ Date Denied	
<b>APPLICATION IS COMPLETE</b> (Zoning Administrator must date & initial before it is considered complete) _____	
Date/ Initial	
<b>NOTES:</b> _____	
<b>APPLICATION FILED DATE</b> _____ <b>HEARING DATE</b> _____	
<b>60 DAY EXPIRATION DATE</b> _____ <b>120 DAY EXPIRATION DATE</b> _____	
<b>FEE \$</b> _____ Checks payable to: Wright County Treasurer <b>RECEIPT #</b> _____ <b>DATE</b> _____	

<u>Hearing Date</u>	<u>Application Cut-Off Date</u>
<u>January 16, 2020</u>	<u>December 26, 2019</u>
<u>February 13, 2020</u>	<u>January 23, 2020</u>
<u>March 12, 2020</u>	<u>February 20, 2020</u>
<u>April 16, 2020</u>	<u>March 26, 2020</u>
<u>May 7, 2020</u>	<u>April 16, 2020</u>
<u>May 28, 2020</u>	<u>May 7, 2020</u>
<u>June 18, 2020</u>	<u>May 28, 2020</u>
<u>July 9, 2020</u>	<u>June 18, 2020</u>
<u>July 30, 2020</u>	<u>July 7, 2020</u>
<u>August 20, 2020</u>	<u>July 30, 2020</u>
<u>September 17, 2020</u>	<u>August 27, 2020</u>
<u>October 15, 2020</u>	<u>September 24, 2020</u>
<u>November 12, 2020</u>	<u>October 22, 2020</u>
<u>December 10, 2020</u>	<u>November 19, 2020</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](mailto:stacy.marquardt@co.wright.mn.us)

## WRIGHT COUNTY TOWNSHIP CONTACTS

**Albion**  
Clerk                      Name                      Address                      Phone  
                                 Debbie Uecker            2235 Co. Rd. 6 NW, Annandale            612-716-0465 (clerk c#)  
                                 Email: [dmuecker@windstream.net](mailto:dmuecker@windstream.net)            320-963-4015 (home)  
Board meets: 3<sup>rd</sup> Tuesday @ 7:00 p.m.            320-963-5667 (hall)

**Buffalo**  
Clerk/Treas            Mark Hoffmann            4567 40<sup>th</sup> St. NE, Buffalo            763-267-3712 (clerk c#)  
                                 Email: [Buffalotownship@aol.com](mailto:Buffalotownship@aol.com)            763-682-0428 (hall)  
Board meets: 2<sup>nd</sup> Monday @ 7:00 p.m.

**Chatham**  
Clerk/Treas            Jim Bischoff            PO BOX 122, Buffalo            612-237-7996 (clerk c#)  
                                 Email: [townshipclerk60@gmail.com](mailto:townshipclerk60@gmail.com)            320-963-5799 (hall)  
Board meets: 2<sup>nd</sup> Tuesday @ 7:00 p.m.

**Clearwater**  
Clerk/Treas            Jean Just            15015 State Hwy 24 Clearwater            320-980-0302 (clerk)  
                                 Email: [clearwatertwp@frontiernet.net](mailto:clearwatertwp@frontiernet.net)            320-558-4011 (hall)  
Board meets: 2<sup>nd</sup> Monday @ 7:30 p.m.            320-558-6790 (fax)

**Cokato**  
Clerk                      Brad Morris            14987 30<sup>th</sup> St. SW, Cokato            320-286-2051 (clerk) or  
                                 Email: [bmorris@centurylink.net](mailto:bmorris@centurylink.net) / [cokatotwp@centurylink.net](mailto:cokatotwp@centurylink.net)            320-286-5406  
Board meets: 2<sup>nd</sup> Monday @ 8:00 p.m.            320-286-5876 (fax)

**Corinna**  
Clerk/Treas            Mary Barkley-Brown            9801 Ireland Ave. NW, Annandale            320-274-8049 (hall)  
                                 Email: [clerk@corinnatownship.com](mailto:clerk@corinnatownship.com)            320-274-3792 (fax)  
Dep. Clk/Trs.            Jean Just            9801 Ireland Ave. NW, Annandale

Office Hours: Mon., Tues., Thurs., Fri, 8:00 a.m. to 3:00 p.m.  
Board meets: 1<sup>st</sup> & 3<sup>rd</sup> Tuesday @ 7:00 p.m. Township Hall, 9801 Ireland Ave. NW, Annandale  
Planning Commission: 1<sup>st</sup> Thursday of each month @ 7:00 p.m.

**Franklin**  
Clerk/Treas            Stephanie Russek            8735 County Road 16, SE, Delano (hall)            763-972-2017 (hall)  
                                 Email: [franklintwnshp@gmail.com](mailto:franklintwnshp@gmail.com)            763-923-4284 (cell)  
Dep. Clk/Trs.            Renee Olson            763-639-4345  
Board meets: 1<sup>st</sup> Monday @ 7:00 p.m. (except on Holiday, then following Tuesday @ 7:00 p.m.)

**French Lake**  
Clerk                      Breanna Chapman            3133 County Road 3 NW, Annandale            320-583-0157 (clerk)  
                                 Email: [FrenchLakeTwpClerk@outlook.com](mailto:FrenchLakeTwpClerk@outlook.com)  
Board meets: 1<sup>st</sup> Tuesday @ 7:00 p.m.

**Maple Lake**  
Clerk                      Esther Doran            6298 Bishop Ave NW, Buffalo, MN 55313            320-963-3927 (hall)  
                                 Email: [clerk.maplelaketownship@gmail.com](mailto:clerk.maplelaketownship@gmail.com)  
Board meets: 3<sup>rd</sup> Tuesday @ 7:00 p.m.

**Marysville**  
Clerk/Treas            Deb Uecker            2235 County Road 6 NW, Annandale            612-716-0465 (clerk c#)  
                                 Email: [marysvilletownship@gmail.com](mailto:marysvilletownship@gmail.com)            763-658-4064 (hall)  
                                 763-658-4056 (fax)  
Board meets: Last Monday @ 7:00 p.m.

<b><u>Middleville</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk	Joey Berg Email: <a href="mailto:middlevilleclerk@gmail.com">middlevilleclerk@gmail.com</a>	10423 10 <sup>th</sup> St. SW, Howard Lake	612-247-4348 (clerk c#) 320-286-5839 (home)

Board meets: 2<sup>nd</sup> Tuesday @ 7:00 p.m. 320-543-3807 (hall)  
320-543-3807 (fax)

<b><u>Monticello</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk	Cathy Shuman Email: <a href="mailto:monticellotownship@tds.net">monticellotownship@tds.net</a>	8550 Edmonson Ave. NE, Monticello	763-295-3422 (hall) 612-812-9198 (clerk c#)

Board meets: 1<sup>st</sup> & 3<sup>rd</sup> Monday @ 7:00 p.m.

<b><u>Rockford</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk/Treas	Rachelle L. McDougall Email: <a href="mailto:rockfordtownship@yahoo.com">rockfordtownship@yahoo.com</a>	3039 Dague Ave. SE, Buffalo	763-682-3499 (hall) 763-682-6256 (fax)

Board meets: 1<sup>st</sup> & 3<sup>rd</sup> Tuesday @ 7:00 p.m.

<b><u>Silver Creek</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk	Nancy Betzler Email: <a href="mailto:silvercreektwp@tds.net">silvercreektwp@tds.net</a>	3827 134 <sup>th</sup> St. NW, Monticello	763-878-0141 (hall) 763-878-2550 (fax)

Board meets: 1<sup>st</sup> Tuesday @ 7:00 p.m. (Twp deadline 3 weeks prior)

<b><u>Southside</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk/Treas	Carmen Merrill Email: <a href="mailto:cmerrill@southsidetownship.com">cmerrill@southsidetownship.com</a>	1208 Lakeview Pkwy, Buffalo	320-274-8602 (hall)

Board meets: 1<sup>st</sup> Tuesday @ 7:00 p.m.

<b><u>Stockholm</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk	Jody Selseth Email: <a href="mailto:stockholmtwp@gmail.com">stockholmtwp@gmail.com</a>	16233 County Road 30 SW, Cokato	612-270-3409 (clerk) 320-286-5123 (hall) 320-286-5125 (fax)

Board meets: 2<sup>nd</sup> Monday @ 7:00 p.m.

<b><u>Victor</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk	Sharon Glessing Email: <a href="mailto:sglessing@centurylink.net">sglessing@centurylink.net</a>	8715 Grover Ave. SW, Waverly	320-543-3702 (clerk) 320-543-3577 (hall)

Board meets: 2<sup>nd</sup> Monday @ 8:00 p.m.

<b><u>Woodland</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>
Clerk	Gloria Janikula Email: <a href="mailto:woodland.township@gmail.com">woodland.township@gmail.com</a>	9065 Clementa Ave. SW, Montrose	763-658-4177 (clerk) 763-658-4252 (hall)

Board meets: 2<sup>nd</sup> Monday @ 7:00 p.m.