



## **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.)**

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 \_\_\_\_\_ 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.

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: _____	
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 _____	

**PRELIMINARY  
WRIGHT COUNTY TOWNSHIP OFFICERS  
March, 2010 to March, 2011**

<u>Albion</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Debbie Uecker	2235 Co. Rd. 6 NW, Annandale Email: <a href="mailto:dmuecker@lakedalelink.net">dmuecker@lakedalelink.net</a>	320-963-4015 (H) 320-963-5667 (Hall)	2010
Board meets: 3 <sup>rd</sup> Tuesday @ 8:00 p.m.				
<u>Buffalo</u>				
Clerk/Treas	Ruth Jans	4933 Braddock Ave. NE, Buffalo Email: <a href="mailto:Buffalotownship@aol.com">Buffalotownship@aol.com</a>	763-682-2204 (H) 763-682-0428 (Hall)	2012
Board meets: 2nd Monday @ 7:00p.m.				
<u>Chatham</u>				
Clerk	Francis Munsterteiger	1295 27 <sup>th</sup> St. NW, Buffalo	763-682-6151 (H) 320-963-5799 (Hall)	2012
Board meets: 2 <sup>nd</sup> Tuesday @ 8:00 p.m.				
<u>Clearwater</u>				
Clerk	Jean Just	15015 State Hwy. 24, Clearwater Email: <a href="mailto:clearwatertwp@frontiernet.net">clearwatertwp@frontiernet.net</a>	320-558-4011 (hall) 320-558-6790 (fax)	2014
Board meets: 3 <sup>rd</sup> Tuesday @ 7:30 p.m.				
<u>Cokato</u>				
Clerk	Brad Morris	14987 30 <sup>th</sup> St. SW, Cokato Email: <a href="mailto:bmorris@centurylink.net/cokatwp@hutchtel.net">bmorris@centurylink.net/cokatwp@hutchtel.net</a>	320-286-2051 or 320-286-5406 320-286-2450 (fax)	2012
Board meets: 2 <sup>nd</sup> Monday @ 8:00 p.m.				
<u>Corinna</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk/ Treas.	Mary Barkley Brown	9801 Ireland Ave. NW, Annandale Email: <a href="mailto:cortwp@lakedalelink.net">cortwp@lakedalelink.net</a> Office hours: Mon., Tues., Thurs., Fri., 8:00a to 3:00p	320-274-8049(office) 320-274-3792 (fax)	Appointed
Board meets: 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday @ 7:00 p.m. Township Hall, 9801 Ireland Ave. NW, Annandale				
<u>Franklin</u>				
Clerk/Treas	Denise Olson	545 Elm Ave. E, Delano Email: <a href="mailto:olsond@netscape.com">olsond@netscape.com</a>	763-972-3741 (phone/ fax)	Appointed
Board meets: 1 <sup>st</sup> Monday @ 7:00 p.m. (except on Holiday, then following Tuesday @ 7:00 p.m.)				
<u>French Lake</u>				
Clerk	Roseanne Peterson	15460 Co. Rd. 37 NW, Annandale Email: <a href="mailto:erikinc@hutchtel.net">erikinc@hutchtel.net</a>	320-286-6163 (home)	2010
Board meets: 1 <sup>st</sup> Tuesday @ 7:00 p.m.				
<u>Maple Lake</u>				
Clerk	Dick Hogan	920 5 <sup>th</sup> St. NW, Maple Lake Email: <a href="mailto:r_hogan@charter.net">r_hogan@charter.net</a>	320-963-5336	Appointed
Board meets: 3 <sup>rd</sup> Tuesday @ 7:00 p.m.				
<u>Marysville</u>				
Clerk/Treas	Kathy Ronning	3733 Dempsey Ave. SW, Waverly Email: <a href="mailto:marystwp@lakedalelink.net">marystwp@lakedalelink.net</a>	763-658-4064 (hall) 763-658-4056 (fax)	Appointed
Board meets: Last Monday @ 7:00 p.m. (unless holiday/date change published/posted), 3733 Dempsey Ave. SW				

<u>Middleville</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Joey Berg	10423 10 <sup>th</sup> St. SW, Howard Lake Email: <a href="mailto:insbiscuit@yahoo.com">insbiscuit@yahoo.com</a>	320-543-3807 (hall) 320-286-5839 (home) 320-286-5785 (fax)	2012
Board meets: 2 <sup>nd</sup> Tuesday @ 7:30 p.m.				
<u>Monticello</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Nancy Kopff	8550 Edmonson Ave. NE, Monticello Email: <a href="mailto:monticellotownship@tds.net">monticellotownship@tds.net</a>	763-295-3422 (hall) 763-295-7765 (home)	Appointed
Board meets: 1 <sup>st</sup> & 3 <sup>rd</sup> Monday @ 8:00 p.m. Apr.-Sept.; and 7:00 p.m. Oct.-March				
<u>Rockford</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk/Treas	Rachelle L. McDougall	3039 Dague Ave. SE, Buffalo Email: <a href="mailto:rockfordtownship@rockfordtownship.net">rockfordtownship@rockfordtownship.net</a>	763-682-3499 (hall) 763-682-6256 (fax)	Appointed
Board meets: 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday Website: <a href="http://www.rockfordtownship.com">www.rockfordtownship.com</a>				
<u>Silver Creek</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Barb Krzmarcik	3827 134th St. NW, Monticello Email: <a href="mailto:silvercreektwp@tds.net">silvercreektwp@tds.net</a>	763-878-0141 (hall) 763-878-2550 (fax)	Appointed
Board meets: 3 <sup>rd</sup> Tuesday Website: <a href="http://www.silvercreektwp.com">www.silvercreektwp.com</a>				
<u>Southside</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk/Treas	Carmen Merrill	6423 Osborn Ave. NW, Annandale Email: <a href="mailto:cmerrill@southsidetownship.com">cmerrill@southsidetownship.com</a>	320-274-8602 (hall/fax)	Apptd.
Board meets: 1st Tuesday @ 7:00 p.m.				
<u>Stockholm</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Jody Selseth	15234 County Road 30 SW, Cokato E-mail: <a href="mailto:jsselseth@centurylink.net">jsselseth@centurylink.net</a>	612-270-3409 (cell) 320-286-5125 (hall)	2012
Board meets: 2 <sup>nd</sup> Monday @ 7:00 p.m.				
<u>Victor</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Sharon Glessing	8715 Grover Ave. SW, Waverly Email: <a href="mailto:sglessing@ll.net">sglessing@ll.net</a>	320-543-3702 (home)	2012
Board meets: 2 <sup>nd</sup> Monday @ 8:00 p.m. @ Victor Twp. Hall, 8718 90 <sup>th</sup> St. SW				
<u>Woodland</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Term Expires</u>
Clerk	Gloria Janikula	9065 Clementa Ave. SW, Montrose Email: <a href="mailto:woodland@lakedalelink.net">woodland@lakedalelink.net</a>	763-658-4252 (hall) or 763-658-4177	2012
Board meets: 2 <sup>nd</sup> Monday @ 7:00 p.m.				

Updated: 4-7-11