



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.)

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) _____ Attach legal description

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) _____

APPLICANT SIGNATURE _____ DATE _____

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

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 (6) months unless otherwise specified. All conditions in a Conditional Use Permit shall be commenced within six (6) months and shall be complied with within one (1) year unless otherwise specified.

*****Office Use Only*****

TYPE OF ZONING REQUEST: (check all that apply)

- 1. Land Alteration Permit
- 2. Mining
- 3. Conditional Use Permit; Type _____
- 4. Rezoning; Proposed Zoning District _____
- 5. Subdivision; Type _____
- 6. Text Amendment
- 7. Homestead Business
- 8. Other _____

Has this property been involved in a request to rezone, obtain a variance, or a conditional use permit? Yes 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: _____

60 DAY EXPIRATION DATE _____ 120 DAY EXPIRATION DATE _____

HEARING DATE _____

FEE \$ _____ Checks payable to: Wright County Treasurer RECEIPT # _____ DATE _____

PLANNING COMMISSION ACTION

This ____ day of _____ 20____ The Wright County Planning Commission _____ approves _____ denies request.

ZONING ADMINISTRATOR'S SIGNATURE _____ DATE _____

Any aggrieved person or persons, any Department, Board, and Commission of the jurisdiction or of the State shall have the right to appeal within 30 days after receipt of notice of the decision, to the district court in the County in which the land is located on questions of law and fact.

WRIGHT COUNTY TOWNSHIP CONTACTS
March, 2009 to March, 2010

<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: dmuecker@lakedalelink.net	320-963-4015 (H) 320-963-5667 (Hall)	2010
Board meets: 3 rd Tuesday @ 8:00 p.m.				
<u>Buffalo</u>				
Clerk/Treas	Ruth Jans	4933 Braddock Ave. NE, Buffalo Email: Buffalotownship@aol.com	763-682-2204	2010
Board meets: 1 st Tuesday @ 7:00 p.m.				
<u>Chatham</u>				
Clerk/Treas	Francis Munsterteiger	1295 27 th St. NW, Buffalo	763-682-6151 (H) 320-963-5799 (Hall)	2010
Board meets: 2 nd Tuesday @ 8:00 p.m.				
<u>Clearwater</u>				
Clerk	Sharon R. Lee	15015 State Hwy. 24 NW, Clearwater Email: clearwatertwp@frontiernet.net	320-558-4011 (hall) 320-558-6790 (fax)	2010
Board meets: 3 rd Tuesday @ 7:30 p.m.				
<u>Cokato</u>				
Clerk	Brad Morris	14987 30 th St. SW, Cokato Email: morris@xtratyme.com / cokatwp@hutchtel.net	320-286-2051 or Fax# 3230-286-2450	2010
Board meets: 2 nd Monday @ 8:00 p.m.				
<u>Corinna</u>				
Deputy Clerk/Treas	Mary Barkley-Brown	9801 Ireland Avenue NW, Annandale Email: cortwp@lakedalelink.net	320-274-8049 (office) 320-274-3792 (fax)	Appointed
Office hours: Mon., Tues., Thurs., Fri., 8:00a to 3:00p				
P&Z Admin.	Mary Brown	12274 Greer Ave. NW, Maple Lake	320-274-8049 or 320-963-5810	Appointed
Board meets: 1 st & 3 rd Tuesday @ 7:00 p.m. Township Hall, 9801 Ireland Ave. NW, Annandale Planning Commission: 4 th Thursday of each month @ 7:00 p.m.				
<u>Franklin</u>				
Clerk/Treas	Denise Olson	545 Elm Ave. E, Delano Email: olsond@netscape.com	763-972-3741 (phone/fax)	Appointed
Board meets: 1 st 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: erikinc@hutchtel.net	320-286-6163 (home)	2010
Board meets: 1 st Tuesday @ 7:00 p.m.				
<u>Maple Lake</u>				
Clerk	Dick Hogan	920 5 th St. NW, Maple Lake Email: r_hogan@charter.net	320-963-5336	Appointed
Board meets: 3 rd Tuesday @ 7:00 p.m.				
<u>Marysville</u>				
Clerk/Treas	Dorothy Rahn	1594 Co. Rd. 8 SW, Waverly Email: marystwp@lakedalelink.net	763-658-6171 (home) 763-658-4064 (hall) 763-658-4056 (fax)	Appointed
Board meets: 4 th Tuesday (unless holiday/date change published/posted),				

TOWNSHIP CONTACTS

2009-2010

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<u>Middleville</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Expires</u>
Clerk	Joey Berg	10423 10 th St. SW, Howard Lake Email: insbiscuit@yahoo.com	320-543-3807 (hall) 320-286-5839 (home) 320-286-5785 (fax)	2010
Board meets: 2 nd Tuesday @ 7:30 p.m.				
<u>Monticello</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Expires</u>
Clerk	Nancy Kopff	8550 Edmonson Ave. NE, Monticello Email: monticellotownship@tds.net	763-295-3422 (hall) 763-295-7765 (home)	Appointed
Board meets: 1 st & 3 rd Wednesday @ 7:00 p.m. Nov-Mar; 8:00 p.m. Apr-Oct.				
<u>Rockford</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Expires</u>
Clerk/Treas	Rachelle L. McDougall	3039 Dague Ave. SE, Buffalo Email: rockfortwp@charterinternet.com	763-682-3499 (hall) 763-682-6256 (fax)	Appointed
Board meets: 1 st & 3 rd Tuesday				
Website: www.rockfordtownship.com				
<u>Silver Creek</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Expires</u>
Clerk	Sandy Forsman	3827 134th St. NW, Monticello Email: silvercreektwp@tds.net	763-878-0141 (hall) 763-878-2550 (fax)	Appointed
Board meets: 3 rd Tuesday				
Website: www.silvercreektwp.com				
<u>Southside</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Expires</u>
Clerk/Treas	Carmen Merrill	6423 Osborn Ave. NW, Annandale Email: cmerrill@southsidetownship.com	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	Diane Johnson	PO Box 744, Cokato Email: diane@bonniemohr.com	320-286-5087 or 320-864-6642	2010
Board meets: 2 nd Monday @ 7:30 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: sglessing@ll.net	320-543-3702 (home)	2010
Board meets: 2 nd Monday @ 8:00 p.m. @ Victor Twp. Hall, 8718 90 th 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: woodland@lakedalelink.net	763-658-4252 (hall) or 763-658-4177	2010
Board meets: 2 nd Monday @ 7:00 p.m.				