

# PUBLIC HEARING PROCEDURE

## DODGE COUNTY Environmental Services

22 6<sup>th</sup> Street East - Dept. 123

Mantorville, MN 55955

Phone: (507) 635-6272 or (888) 600-5169 Fax (507) 635-6193

**MEETING DATES, DEADLINE & LOCATION:** The Planning Commission generally meets on the first Wednesday of the month in the large conference room in the lower level of the courthouse annex. The Board of Adjustment meets as needed for variance requests. Below is a tentative meeting schedule.

When a complete application is submitted between the first and tenth (1<sup>st</sup> – 10<sup>th</sup>) of the month a public hearing will be planned for the second scheduled Planning Commission meeting. Applications turned in between the 11<sup>th</sup> and 31<sup>st</sup> of the month will be on the third scheduled Planning Commission Meeting. (Example: The public hearing date for an application received March 9<sup>th</sup> would be May 2<sup>nd</sup>; an application received March 12<sup>th</sup> would be on June 6<sup>th</sup>).

Partial Meeting Schedule – 2011	
Application Deadline	Meeting Date
Tuesday, May 10, 2011	Wednesday, July 6, 2011
Friday, June 10, 2011	Wednesday, August 3, 2011
Monday, July 11, 2011	Wednesday, September 7, 2011
Wednesday, August 10, 2011	Wednesday, October 5, 2011
Friday, September 9, 2011	Wednesday, November 2, 2011
Monday, October 10, 2011	Wednesday, December 7, 2011
Thursday, November 10, 2011	Wednesday, January 4, 2012

### REVIEW & NOTIFICATION:

- After the application is received the Environmental Services Office will provide a report to the Township for their review. You will receive a copy of the report along with a letter instructing you to contact the Township to find out when they will be discussing your request. **You are strongly encouraged to attend the Township's meeting so you are available to answer questions.** The Planning Commission will take into consideration their recommendation.
- Notices are published in the legal newspaper at least 10 days prior to the hearing date. The legal newspaper for 2011 is Star Herald. Notices are mailed to property owners within 1/4 mile of the property (sometimes a half mile depending on the type of request), or ten nearest property owners; whichever provides the greatest coverage. Notices are mailed to all property owners within 500 feet if property borders city limits. The applicant will also receive a copy of the notice.
- ◆ **It is necessary for you, or someone on your behalf, to be present at the public hearing to answer questions about the request. If there is no one present at the Public Hearing your request likely will be delayed.**
- ◆ When the public hearing portion of the meeting is finished the Planning Commission may vote on a recommendation to forward to the Board of

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Commissioners. The Board of Commissioners meet the following Tuesday. It is not necessary for you to stay for the remaining public hearings or attend the Board of Commissioner's meeting. You may contact the Environmental Services Office at 635-6272 the following Tuesday afternoon to find out if the request was approved.

**EXPIRATION & OTHER PERMITS:** Permits are valid for one year and may expire if no action is taken during that time. A zoning permit is required before beginning construction or moving a building onto the property. **After the fact permit the fee will be tripled.** Additional permits such as septic, new address or a driveway permit may also be needed.

**FEE:** The cost for a public hearing is:

Conditional Use/ Interim Use	\$500
Variance	\$600
After the Fact Variance	\$1800
Zoning Amendment	\$600
Subdivision	\$500 plus \$100 for each lot after the 3 <sup>rd</sup> lot
Filing Fee	\$46.00 is required for all recorded documents

Payment and the filing fee are due at the time of the application. The cost of the public hearing is non-refundable once the notice has been sent to the paper for publishing. If the application is withdrawn prior to submitting the notice for publishing a \$100 fee may apply. Please make check payable to Dodge County.

## **PLANNING STAFF:**

Melissa DeVetter, Zoning Administrator – [melissa.devetter@dodge.mn.us](mailto:melissa.devetter@dodge.mn.us)

Mary Greening, Administrative Assistant – [mary.greening@co.dodge.mn.us](mailto:mary.greening@co.dodge.mn.us)

**PLANNING COMMISSION MEMBERS:** Galen Johnson, Jon Balzum, Gene Hallaway, Harlan Buck, John Allen, Walter Wyttenbach & Richard Wolf.

**COUNTY WEB SITE:** [www.co.dodge.mn.us](http://www.co.dodge.mn.us)

TOWNSHIP	CLERK	PHONE	TWP MTG DATE
Ashland	Bettye Marquardt	374-2294	2nd Monday of the Month
Canisteo	Frank Wyatt	634-7275	2 <sup>nd</sup> Saturday of the Month
Canisteo Zoning	Andy Ness	365-8459	
Claremont	Don Yankowiak	528-2471	2 <sup>nd</sup> Tuesday of the Month
Concord	Teri Streiff	527-2125	2 <sup>nd</sup> Tuesday of the Month
Ellington	Teresa Linscott	527-2861	3 <sup>rd</sup> Tuesday of the Month
Hayfield	Harry Roberts	477-3212	2 <sup>nd</sup> Tuesday of the Month
Mantorville	Carol Allen	635-5580	1 <sup>st</sup> Monday of the Month
Milton	Madge Alberts	635-5625	1 <sup>st</sup> Tuesday of the Month
Ripley	Barb Peterson	583-7332	2 <sup>nd</sup> Thursday of the Month
Vernon	Judy McGowan	365-8473	3 <sup>rd</sup> Monday of the Month
Wasioja	Robert Scherger	374-6476	2 <sup>nd</sup> Monday of the month
Westfield	Julie Peterson	583-2525	1 <sup>st</sup> Monday of the month