

<b>Board</b>	<b>Application Acceptance Week</b>	<b>2023 Meeting Date</b>	<b>County Board Tentative Date</b>
PAC	Dec 5-9	Monday Jan 9*	Jan 17
		*MLK day 3rd Mon	
BOA	Dec 19-23	Monday Jan 23	NA
PAC	Jan 16-20	Monday Feb 13*	Feb 21
		*President's day 3rd Mon	
BOA	Jan 30-Feb 3	Monday Feb 27	NA
PAC	Feb 20-24	Monday Mar 20	April 4
BOA	Feb 27-Mar 3	Monday Mar 27	NA
PAC	Mar 20-24	Monday April 17	May 2
BOA	Mar 27-Mar 31	Monday April 24	NA
PAC	April 17-21	Monday May 15	June 6
BOA	April 24-28	Monday May 22	NA
PAC	May 22-26	Monday June 19	TBD
BOA	May 29-June 2	Monday June 26	NA
PAC	June 19-23	Monday July 17	TBD
BOA	June 26-June 30	Monday July 24	NA
PAC	July 24-28	Monday Aug 21	Sept 5
BOA	July 31-Aug 4	Monday Aug 28	NA
PAC	Aug 21-25	Monday Sept 18	Oct 2
BOA	Aug 28-Sept 1	Monday Sept 25	NA
PAC	Sept 18-22	Monday Oct 16	Nov 7
BOA	Sept 25-29	Monday Oct 23	NA
PAC			
Joint Meeting	Oct 16-20	November 13	Nov 21
BOA			
PAC			
Joint Meeting	Nov 20-24	December 18	Jan 2
BOA			

Anyone interested is invited to attend. Agenda items may be subject to cancelation or rescheduling. Please contact Land Use Management at (651)385-3104, or visit us on the web at [www.co.goodhue.mn.us](http://www.co.goodhue.mn.us) for the most current agenda.

## HOW DOES THE PROCESS WORK?

Please review the instructions in this application and contact the LUM Department to request an appointment to discuss requirements and the review process before submitting the application and fees. The assigned staff will review the application in accordance with the Goodhue County Comprehensive Plan, the Ordinance, and department policies and set a hearing date to consider whether to grant the request.

### **Step 1.** Request application and **discuss circumstances with staff.**

### **Step 2.** File application (See Attached Calendar for Schedule) this must include all of the following:

- a. **Application:** A completed application form with the required filing fee
- b. **Property Description:** A full, recordable property description (Contact the recorder's office for a copy)
- c. **Site Plan:** A complete site plan (see Goodhue County Zoning Ordinance for requirements of a site plan <http://co.goodhue.mn.us/DocumentCenter/View/2428> page 63)
- d. **Township Signature** of acknowledgement

Upon review, projects may require other information concerning the property or adjoining property as determined by the Zoning Administrator and/or Building Department that demonstrate compliance with the Goodhue County zoning ordinance and state building code.

## A SUMMARY OF THE PUBLIC HEARING PROCESS:

The Zoning Administrator requests that applicants familiarize themselves with the procedure for public hearings, which are listed below.

**Hearings.** A public hearing may be held on any matter before the Board of Adjustment or Planning Advisory Commission at either a Regular or a Special Meeting. The Board or Commission may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings. The procedure for such public hearings shall be as follows:

1. A description of the issue by Zoning Administrator along with the Planning Department's recommendation.
2. A presentation of the proposal by the project sponsor or applicant.
3. Public comments from opponents and proponents of the proposal.
4. The project sponsor or applicant will be given a period within which to clarify any questions raised in previous testimony.
5. Discussion by the Board or Commission on the matter.
  - Conditions: The Board of Adjustment may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
  - Conditions: The Planning Commission shall attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of the Goodhue County Zoning Ordinance
6. Decision approval, disapproval, or modification
  - a. PAC: The Planning Commission shall make its decision upon the application and forward its recommendations to the County Board.
  - b. BOA: In the case of variances, the determination of the Board of Adjustment shall be final except that appeals therefrom may be taken.

### **Opportunities for Appeals:**

Decisions relating to actions taken in regards to the Goodhue County Zoning Ordinance pursuant to MN Statutes Chapter 394 and the provisions of sections 394.21 to 394.37 may be reviewed upon request for appeal. An appeal shall stay all proceedings in furtherance of the action appealed from unless a stay would cause imminent peril to life or property.

1. An appeal to any order, requirement, decision or determination made by any administrative official charged with enforcing any adopted ordinance, shall be filed with the Board of Adjustment within thirty (30) days, after receipt of notice of the decision. See ARTICLE 5, SECTION 4 of this Ordinance for appeals application process.
2. An appeal from decisions of the Board of Adjustment decision in granting variances or in hearing appeals shall be filed with the Goodhue County District Court within thirty (30) days, after receipt of notice of the decision.
3. An appeal from decisions of the County Board relating to actions taken in regards to the Goodhue County Zoning Ordinance shall be filed with the MN Court of Appeals within thirty (30) days, after receipt of notice of the decision.

**Expiration:** Variance and Conditional/ Interim Use Permit decisions shall expire and be considered null and void one (1) year after the Board's final decision to grant the permit if no permit for construction has been issued. One (1) administrative extension of up to one (1) year may be granted by the Zoning Administrator upon written request of the property owner, provided there is reasonable cause for the request and further provided that the written request is made no less than thirty (30) days prior to expiration of the permit.

Please see the Goodhue County Zoning Ordinance for more detailed information:

<http://co.goodhue.mn.us/DocumentCenter/View/2428>