

# PUBLIC HEARING PROCEDURE

**Dodge County Environmental Services**

**721 Main St N - Dept. 123**

**Mantorville, MN 55955**

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

**MEETING DATES, DEADLINE & LOCATION:** The Planning Commission generally meets on the first Wednesday of the month in Conference Room B in the south wing of the Government Services Building in Mantorville, MN. Listed below are the application submittal deadlines for the public hearing meeting.

When an application is submitted and deemed completed by Zoning staff 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 10<sup>th</sup> would be May meeting; an application received March 11<sup>th</sup> would be on June meeting).*

Meeting Schedule – 2024	
Application Deadline	Meeting Date
Friday, November 10 <sup>th</sup> , 2023	Wednesday, January 3 <sup>rd</sup> , 2024
Monday, December 11 <sup>th</sup> , 2023	Wednesday, February 7 <sup>th</sup> , 2024
Wednesday, January 10 <sup>th</sup> , 2024	Wednesday, March 6 <sup>th</sup> , 2024
Friday, February 9 <sup>th</sup> , 2024	Wednesday, April 3 <sup>rd</sup> , 2024
Monday, March 11 <sup>th</sup> , 2024	Wednesday, May 1 <sup>st</sup> , 2024
Wednesday, April 10 <sup>th</sup> , 2024	Wednesday, June 5 <sup>th</sup> , 2024
Friday, May 10 <sup>th</sup> , 2024	Wednesday, July 3 <sup>rd</sup> , 2024
Monday, June 10 <sup>th</sup> , 2024	Wednesday, August 7 <sup>th</sup> , 2024
Wednesday, July 10 <sup>th</sup> , 2024	Wednesday, September 4 <sup>th</sup> , 2024
Friday, August 9 <sup>th</sup> , 2024	Wednesday, October 2 <sup>nd</sup> , 2024
Tuesday, September 10 <sup>th</sup> , 2024	Wednesday, November 6 <sup>th</sup> , 2024
Thursday, October 10 <sup>th</sup> , 2024	Wednesday, December 4 <sup>th</sup> , 2024

## **REVIEW & NOTIFICATION:**

- **The applicant must attend a Township meeting and address the proposed project in front of the Township Board.** The Township meeting attendance sheet (see pg.3) must be filled, signed, and sent to Environmental Services Office. In some cases, it will be required to attend a City Council meeting and have the City Council attendance sheet (see pg.4) filled, signed, and sent to Environmental Services Office. After the application is received, the Environmental Services Office will provide a report to the Township, applicant, and if applicable the city, for their review and comment. 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 2024 is DCI. 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 will likely be delayed.**

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- ◆ When the public hearing portion of the meeting is finished the Planning Commission may vote on a recommendation that will be forward to the County Board of Commissioners. The County Board of Commissioners meets the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of the month. It is not necessary for you to stay for the remaining public hearings or attend the Board of Commissioner's meeting.

**EXPIRATION & OTHER PERMITS:** CUP/IUP are valid for two years and will expire if no action is taken during that time. Zoning permits expire within one year if the structure is not started. A zoning permit is required before beginning construction or moving a building onto the property. **An after the fact permit will be charged a tripled fee.** 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	\$500.00
Solar Garden	\$1,500.00
Variance	\$600.00
After the Fact Variance	\$1800.00
Zoning Amendment	\$2000.00
After the Fact Fees	3 X the regular application fee
Subdivision	\$500.00 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 is submitted. The application fee is non-refundable. Please make checks payable to **Dodge County.**

**ZONING STAFF:**

Catherine Grondin, Zoning Administrator – [catherine.grondin@co.dodge.mn.us](mailto:catherine.grondin@co.dodge.mn.us)  
 Samantha Johnson, Environmental Admin. Tech. – [samantha.johnson@co.dodge.mn.us](mailto:samantha.johnson@co.dodge.mn.us)  
 Elizabeth Harbaugh, SSTS Program Manager – [elizabeth.harbaugh@co.dodge.mn.us](mailto:elizabeth.harbaugh@co.dodge.mn.us)

**PLANNING COMMISSION MEMBERS:** Darren Durst, Beth Davis, Grant Eler, Joshua Toquam, Jim Checkel, Kevin Asprey and Greg Klevos.

**COUNTY WEB SITE:** [dodgecountymn.gov](http://dodgecountymn.gov)

TOWNSHIP	CLERK	PHONE	TWP MTG DATE
Ashland	Charlott Wilhelm	951-5459	2 <sup>nd</sup> Monday of the Month
Canisteo	Frank Wyatt	634-7275	1 <sup>st</sup> Tuesday of the Month
Claremont	Don Yankowiak	528-2471	2 <sup>nd</sup> Tuesday of the Month
Concord	Mike Jones	273-3903	2 <sup>nd</sup> Thursday of the Month
Ellington	Whitney Killo	475-1471	3 <sup>rd</sup> Tuesday of the Month
Hayfield	Karen Johnson	951-9973	2 <sup>nd</sup> Tuesday (April-Nov), 2 <sup>nd</sup> Saturday (Dec-March)
Mantorville	Carol Allen	635-5580	1 <sup>st</sup> Monday of the Month
Milton	Tim Geise	951-1725	1 <sup>st</sup> Monday of the Month
Ripley	Patricia Simonette	951-0419	1 <sup>st</sup> Thursday of the Month
Vernon	Wendy Edgar	251-7621	3 <sup>rd</sup> Monday of the Month
Wasioja	Robert Scherger	374-6476	2 <sup>nd</sup> Monday of the month
Westfield	John Fouarge	208-3759	1 <sup>st</sup> Monday of the month

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721 Main Street North • DEPT 123 •

MANTORVILLE, MN 55955

507-635-6272

### **Township meeting attendance sheet CUP/IUP/ZA Application**

**Applicant:** \_\_\_\_\_

CUP # \_\_\_\_\_     IUP # \_\_\_\_\_     ZA # \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Comments:**

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**Township Board member**

**Printed name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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Applicant: \_\_\_\_\_

CUP # \_\_\_\_\_  IUP # \_\_\_\_\_  ZA # \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Comments:

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City Council member

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_