

City of Wahkon

Zoning Amendment Application and Review Process

Definition: A zoning amendment is a zoning adjustment that permits a change of district requirements where an individual or a group of properties are both harshly and uniquely burdened by the strict interpretation of the Ordinance.

Timeline: Zoning amendment applications will be reviewed by City staff and/or the City's planning consultant and discussed in a public hearing by the Board. Minnesota State Statute 15.99 allows communities a timeframe of 60 days to review planning applications. If necessary, a City can extend the review period for an additional 60 days. The 60 day timeframe does not start until a planning application is deemed complete. This information includes a completed planning application, site plan, and fees paid in full.

Zoning Amendment Procedure:

Typical Timeframe 30-45 days

Step 1 Complete the Zoning Amendment Application. Fill out the Zoning Request Application and select the "Rezoning" Application.

Step 2 Pay application fee. The application fee is due prior to the application being heard by the Board.

Step 3 Provide purpose of application. Provide in written text the purpose of the application. Include the reason for the zoning amendment request. Please refer to Section 1001-03 Subd. 2 of the Zoning Ordinance for more information pertaining to zoning amendment requests.

Step 4 Application Meeting. An application meeting will be required as part of the zoning amendment process. This meeting will take place within the first 15 days of the completed application. The purpose of this meeting is to review the application, discuss possible conditions and review the planning report.

Step 5 Staff Report. City staff and/or the City's planning consultant will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances and policies, and providing a recommendation to the Board.

Step 6 Board Public Hearing and Council Action. All planning applications require a public hearing before the Board. The Board has the authority to recommend approval or denial of an application to the City Council. Once the Board makes a recommendation on a planning application, the public hearing is closed. At that time, the City Council will take formal action on the planning application.