



Committee Charter: Planning Commission

Overview: Formed in 1971 under MN Statute 394 as it pertains to the adoption of Zoning and the development of a Planning Commission

Purpose: To hold public hearings for the following: Conditional Use Permit Applications, Rezoning, & Platting. Development of Ordinance amendments and updating of the County Comprehensive Plan.

Composition:

| Name | Role/ Term |
|---------------------|-------------------------------|
| Citizen District 1 | Member – 3 year term |
| Citizen District 2 | Member – 3 year term |
| Citizen District 3 | Member – 3 year term |
| Citizen District 4 | Member – 3 year term |
| Citizen District 5 | Member – 3 year term |
| County Commissioner | Non-voting Member - appointed |

Membership:

- Each citizen member appointed holds a dual seat on the Board of Adjustment & the Planning Commission
- One member from each Commissioner’s District
- Member solicitation by the Commissioner from their district
- County Board approval and appointment of candidate
- One County Commissioner appointed by the Board Chair at the first of the year
- Terms are for 3 years, no term limits, and terminate in staggered years to assure experienced members are always part of the Board
- Members receive a per diem set by the Wadena County Board of Commissioners for participation in each meeting
- Members receive mileage to and from the site of the meeting location

Responsibilities:

- Hold Public Hearings to provide a forum for public input on and for review of information and facts involved with the approval or denial of an application for Conditional Use, Rezoning, or Plat and make a recommendation, based on their findings, to the County Board of Commissioners, so the County Board may make an informed decision on the outcome

- Develop Findings of Fact based on the information provided at the hearing which support a recommendation to approve or deny and application as listed above
- Review and/or write proposed amendments to the County Zoning, Sub-division and Flood Plain & EAW Ordinances and provide a public hearing to take comments and input from the citizens of Wadena County and then make a recommendation to the County Board of Commissioners for final approval or denial of the proposals

Meeting schedule: 3rd Thursday of each month – special meetings may be called by the Chair

Decision making: Recommendations to County Board

Reporting: Reports to the County Board of Commissioners

Annual review:

Charter: Review and update annually

Goals:

- Perform the duties outlined in MN Statute 394 and the Wadena County Zoning Ordinance to the best of their ability
- Ensure the intent of the County Comprehensive plan is upheld in all decision making processes