



Committee Charter: Board of Adjustment

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

Purpose: To hold public hearings for applications for a Variance from the standards of the Wadena County Zoning Ordinance, Subdivision Ordinance, and Flood Plain Ordinance and make formal decisions to approve or deny the application.

Composition:

Name	Role/ Term
Citizen from District 1	Member – 3 year term
Citizen from District 2	Member – 3 year term
Citizen from District 3	Member – 3 year term
Citizen from District 4	Member – 3 year term
Citizen from District 5	Member – 3 year term

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
- 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 their home to the location of the meeting

Responsibilities:

- Hold Public Hearings to provide a forum for public input on and for review of information and facts involved with the granting or denial of an application for Variance
- Using standards outlined in the Wadena County Zoning Ordinance and MN Statute 394, develop Findings of Fact to support the decision to approve or deny an application for Variance

- Make a formal decision to approve or deny an application for Variance

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

Decision making: Quasi-judicial Board – all decisions made by the Board of Adjustment are final except that any decision may be appealed in District Court within 30 days of the date of the notification of denial or granting

Reporting: N/A

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