

CONDITIONAL USE PERMIT HEARING PROCEDURE

When you apply for a conditional use permit the following public hearing procedure will be followed.

You will be notified by mail of the exact date, time and place of the hearing. Hearings are currently held in the Commissioners Room of the Douglas County Courthouse, 305 8th Avenue West, Alexandria, Minnesota 56308.

You will be requested to appear in front of the County Planning Advisory Commission. At that time your application will be read, the Commission will then ask questions regarding your application. You, the applicant, will then have an opportunity to present your application and the reason or reasons you need a conditional use permit.

The applicant must be able to show that:

1. Certain conditions as detailed in the zoning ordinance exist i.e. this is an allowed conditional use.
2. The proposed use or development conforms to the Comprehensive Land Use Plan of the County.
3. The proposed use is compatible with the existing neighborhood.

The hearing will then be opened to the public. The Commission will hear views from the public for and against your application. The Commission will then ask the Town Board for their opinion. The Hearing will then be closed to the public.

The Commission will then have three options:

1. Approve
2. Disapprove
3. Table for more information and/or viewing

If your application is tabled for viewing, the Commission will view your property/application. The date and time for this viewing will be determined. They will then make a decision for approval or disapproval. That decision will then be forwarded to the Douglas County Board of Commissioners as a recommendation at their next scheduled meeting.

The County Board will then make the final decision as to approval or disapproval.

The minimum time period for this process is six weeks.

If your application is denied you have two options:

1. Wait one year and reapply.
2. File with the Court of Appeals within 60 days of denial.