

TOWN OF PRAIRIE LAKE

Process for Appearing Before the Plan Commission

Q. What is the procedure for dealing with a request for a zoning change, a special exception, a variance or a subdivision/land division?

A. All of the above are dealt with first by the Plan Commission, then by the Town Board. The process would be that the applicant would:

- 1) first go to Barron County Zoning and obtain the necessary forms;
- 2) call the town office at (715)924-2580 to get on the agenda for the Plan Commission's meeting, usual date is the Thursday before the 2nd Tuesday (meeting is at 7 p.m. at the Meeting Room of Municipal Building located at 796 21st Street);
- 3) fill out the form from the county and put together any pertinent information regarding your request, which should include a map or sketch of the area involved and an explanation of why the requested action is necessary, and get it to the town clerk 10 days before the Plan Commission meeting along with a fee of \$20 for appearing, in addition to any additional fees that may be due for matters related to your request; (should your request for an appearance before the Plan Commission be made less than 10 days in advance, it may be considered on an individual basis with additional fees being charged if granted);
- 4) attend (either you or your agent) the Plan Commission meeting;

The matter is forwarded to the Town Board, with either a favorable or an unfavorable recommendation, for its review unless the Plan Commission needs further information or decides that an onsite visit is necessary which would then delay the matter until some specified time.

5) attend the Town Board meeting (not mandatory - at your discretion) which is held the 2nd Tuesday of the month, at the same time and location as the Plan Commission meeting, when your request will be acted upon and forwarded to the Barron County Board of Adjustment.

The Plan Commission recommends; the Town Board approves or disapproves; the final decision lies with the Barron County Zoning BOA except in the matter of re-zonings which the town may choose to re-visit if the county's ruling seeks to over-ride the town's findings.