



REZONING PROCEDURES

City of Oronoco

Step 1. Completed Petition and attachments are submitted to City Administrator allowing for publishing and notice requirements prior to the regular Planning & Zoning meeting, at which time the public hearing on the matter will be held.

All required information must be received before the application will be placed on a Planning & Zoning meeting agenda for recommendation by the P&Z Commission.

NOTE: If there is insufficient time to allow for proper notice and publishing for a Public Hearing, the City Administrator may allow for concept presentation to be included on an agenda for a first P&Z meeting where the only allowable action is for the P&Z Commission to schedule a Public Hearing. A second P&Z meeting will be necessary for the Public Hearing and determination of the P&Z Commission's recommendation.

- Planning & Zoning Meeting Dates: the second Thursday of every month. *(The meeting will be rescheduled if it falls on a holiday. Please check the website for information.)*

Filing Requirements

1. Completed application for Rezoning;
2. Completed Planning & Zoning Briefing Document;
3. Paid fee pursuant to current Fee Schedule
4. Legal description of property to be rezoned;
5. Dependent on the proposed use of the property, one of the following will be required:
 - a. Single Family: Preliminary Plat Application
 - b. Planned Unit Development (PUD): Planned Unit Development Application
 - c. Multi-Family Residential, Commercial, Industrial, or Institutional Buildings: Conceptual plans/drawings

Step 2. City Staff is responsible for the following:

- a. Publish Public Hearing Notice at least ten (10) days prior to the Planning & Zoning meeting (at which time the item will be heard);
- b. Public Hearing Notice mailed at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet of proposed rezone property;
- c. Notify Applicant and Planning & Zoning of the Notice of Public Hearing.

- d. Notify Applicant and Planning & Zoning of Staff Report (resident comments) at least three (3) days prior to hearing.

- Step 3. Planning Commission holds public hearing and recommends either approval or denial to the City Council.
 - The applicant or an authorized representative must be present at the public hearing;
 - A rezoning decision must follow the 60 day rule.
 - No application for rezoning that has been denied shall be resubmitted for a period of twelve (12) months unless all the reasons for the denial have been rectified.
- Step 4. Rezoning Petition is placed on City Council agenda with Staff Report; Planning & Zoning recommendations noted.
- Step 5. Council acts on petition either approving, denying, or referring it back to Planning & Zoning.
- Step 6. Written notice is sent to the applicant informing him/her of approval or denial. If the request is denied, reason for must be given.
- Step 7. If approved, Council directs staff to draft Ordinance Amendment.
- Step 8. Ordinance Amendment is placed on next City Council agenda (approximately two weeks after initial Council approval).
- Step 9. City Council adopts Ordinance.
- Step 10. Upon adoption by City Council, Amended Ordinance is published in official newspaper. *The publication date becomes the effective date of the ordinance.*

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