



Administration

201 1st Street NE, Suite 9, Austin, MN 55912
Phone: (507) 437-9549 Fax: (507) 437-9458

Planning Commission and Board of Adjustment

Board appointed members serve on both the Planning Commission and Board of Adjustment. Individuals are appointed for a 3-year term effective January 1 – December 31.

Planning Commission: The Planning Commission (PC) is comprised of 6 members – 5 members of the general public and 1 non-voting member position held by a County Commissioner. This is an advisory position to the County Board concerning comprehensive planning, zoning, subdividing and platting, and other matters of a general planning and zoning nature. The Planning Commission meets the last Tuesday evening generally every month at 5:30 p.m. Site committee member's attendance is required periodically throughout the year usually on a Wednesday afternoon at 1:00 p.m.

Board of Adjustment: The Board of Adjustment (BOA) is comprised of 5 appointed members of the general public. The BOA is vested with the authority as provided for in MN Statutes 394.27. The BOA shall have the exclusive power to hear and decide appeals and variances from the Mower County Zoning Ordinance. BOA meetings are held on the third Wednesday of each month when an application is received. Meetings are held at 1:00 pm. in the afternoon.

Members are eligible for per diem and mileage as annually set by the County Board.

Training materials and workshop opportunities will be provided by the County.

Both Planning Commission and Board of Adjustment members may be required to read large amounts of documents or research material. Members also may deal with complex and controversial subjects. Preferred applicants must be respectful of people who may disagree or even criticize you. In all cases a preferred applicant must be fair to everyone and open to new possibilities.

Through this service, civic-minded residents become involved in their local government and make recommendations to the County Board. The County, in turn, benefits from the knowledge, expertise, and experience of residents.

For more information pertaining to the Roles and Responsibilities of the Planning Commission and Board of Adjustment please reference the ordinances at <https://www.co.mower.mn.us/DocumentCenter/View/3909/ZA-PC-BOA-Duties-and-Roles>



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Application **for Appointment to Committee/Board/Commission**

Position applying for: Planning Commission/Board of Adjustment
<i>Applicant name:</i> _____ Last First Middle

General Information

Street Address or Rural Route and Box Number		Home Phone/Cell Phone	
City	State	Zip Code	Phone
Township	Email Address		

Education

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Are you fluent in a language other than English, including sign language? If so, specify _____

Applicable Work Experience: Please list all applicable work experience that may prove beneficial in the position you are volunteering for.

For additional work experience, use blank paper and enclose with this application.

Licenses

List applicable Licenses, Certifications, or Registrations:

Volunteer or Community Service (Attach additional sheets if needed)

REFERENCES: Please list professional references (other than friends or relatives) who are familiar with your work and educational qualifications

Name		Name	
Phone	Relationship	Phone	Relationship

Background Information: Use additional sheet(s) if necessary

1. What is your reason for desiring to serve on this Mower County Committee/Board/Commission? _____

2. What are the most important characteristics for service and decision making on this Committee/Board/Commission?
 Explain: _____

3. What do you hope to achieve by serving on this Committee/Board/Commission? _____

4. What are some areas this Committee/Board/Commission touches on that you would like to see improved? _____

5. Are there any concerns you have about serving on this Committee/Board/Commission? _____

Please return to: *Mower County Administration*
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NOTES AND CONDITIONS

- Each of the following items becomes part of your application record by your signature. Be sure to understand these notes and conditions before signing.
1. If offered a position on the Mower County committee/board/commission, I understand that I will be required to follow the behavioral ground rules established by the County as well as directives of the County Board of Commissioners.
 2. I understand that false or misleading information given on my application or in an interview(s) may result in disqualification from serving on a committee/board/commission. I attest that, to the best of knowledge, the information provided in this application is true and correct.
 3. Mower County reserves the right to change its policies without notice as the County deems appropriate.

Please Read: I understand that some committees may require me to do large amounts of outside reading and research at times. I understand that I may deal with complex and controversial subjects. I am willing and able to be respectful of people who may disagree with me or even criticize me at time. In all cases, I am willing to be fair to everyone and open to new possibilities.

I CERTIFY that all statements made on this application are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from service to the County in dismissal from a board/committee/commission. My signature AUTHORIZES Mower County to secure any time information needed to complete a criminal background check. It also authorizes collection of any employment-related information deemed necessary from former employers or personal references.

Date	Applicant's Signature
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