



THE ROLE OF A BOARD OF ADJUSTMENT MEMBER

The Board of Adjustment's most frequent task is to review variance requests from the public on applications that will alter their property in a manner that deviates from the Zoning Ordinance. They are also sometimes asked to hear appeals to administrative decisions or interpretations that were based on the Zoning and Subdivision Ordinances.

In reviewing variance applications, Board of Adjustment members are required to make decisions based on criteria set forth in the County's Zoning Ordinance, which implements the limits on the County's authority to grant variances imposed by State statute. In applying these criteria from the Ordinance, the Board must consider the written materials submitted by the applicant and by members of the public and must consider the testimony presented during the public hearing on the request. The written materials and the testimony become the "record" on which you must make findings about the nature of the request. Those findings must then be applied to the law, which is the variance criteria set forth in the Ordinance as adopted by the County Board.

Accordingly, it is critically important that Board members are able to make findings accurately based on the record presented to the Board and then faithfully apply the variance criteria from the Ordinance to those findings. The Board of Adjustment is not making new policy, but applying policy already set forth through the Ordinance.

The criteria below are required to be examined for approval of all variance requests.

- a) Is the request keeping with the harmony and intent of the Zoning Ordinance and other land use controls?
- b) Is the request compatible with the County Comprehensive Land Use Plan?
- c) Is the request to use the property in a reasonable manner, but not permitted by the zoning ordinance?
- d) Is the request due to a difficulty that is unique to this property and not created by this landowner?
- e) If granted, does the proposal maintain the essential character of the locality or neighborhood.
- f) Is the request due to other reasons and not because it is the most economical option?



Planning and Zoning Administration
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SHERBURNE COUNTY BOARD OF ADJUSTMENT MEMBER APPLICATION

This Board approves variances to the Zoning Ordinance as defined by Minnesota Statutes and hear appeals to administrative decisions made by the Zoning Administrator. Responsibilities include reviewing application files, visiting the project site, and attending a public hearing for the variance or the appeal.

The Board is paid a per diem plus mileage. Members shall serve a term of three years. The Board meets once a month on the 2nd Thursday of each month at 6:00 PM at the Sherburne County Government Center, 13880 Business Center Drive, Elk River, MN

Please fill out the entire application and provide a signature below:

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: Home: _____ Work/Cell: _____

E-MAIL ADDRESS: _____

TOWNSHIP: _____

OCCUPATION: _____

EMPLOYER: _____

Are you currently a year-round resident of Sherburne County? Yes ___ No _____

How long have you been a Sherburne County Resident? _____

Are you able to attend the meetings on the 2nd Thursday of each month? Yes ___ No ___

Have you attended a Board of Adjustment Meeting? Yes _____ No _____

Is there a particular issue you would like to see addressed by the Zoning Board of Adjustment ?

Have there been any recent decisions made by the Board of Adjustment that you have strongly agreed or disagreed with and why?

Are you familiar with Sherburne County’s Zoning Ordinance? Yes _____ No _____

Have you served on other boards or commission? Yes _____ No _____

If yes, please list which one (s):

What education, work and/or practical experience do you possess that may be relevant to serving on this board?

Explain what you believe is the role of a Board of Adjustment member:

When do you believe a variance should be granted:

How would you base your approval or denial of an appeal request?

Why are you interested in being appointed to this position?

Are there any potential conflicts of interest for you to serve on a board in Sherburne County?

Yes _____ No _____ If yes, please list:

Please list three local references (name and phone number) who would vouch for you.

Signature

Date

The above information I have provided is accurate. I have read and understand the requirements to serve as a member of the Sherburne County Board of Adjustment.