

Section 3: Administration

SECTION 3:

- 3.01 Appeals and the Board of Zoning Appeals
- 3.02 Duties of the Planning Commission in Zoning Administration
- 3.03 Zoning and Comprehensive Plan.

3.01 Appeals and the Board of Zoning Appeals.

- Subd. 1.** A Board of Zoning Appeals is hereby established, which shall consist of the City Council of Maple Lake, vested with such administrative authority as hereinafter provided.
- Subd. 2.** The Board of Zoning Appeals shall act upon all questions as they may arise in the administration of this Ordinance, including the interpretation of zoning maps, and it shall hear and decide appeals from and review any order, requirement, decision, or determination made by such an administrative official charged with enforcing the Ordinance. Such appeal may be taken by any person, firm, or corporation aggrieved or by an officer, department, board or bureau of the City. The conditions for the issuance of a variance are as indicated in Section 12 (Variance) of this Ordinance. No use variances shall be issued by the Board of Zoning Appeals.
- Subd. 3.** Hearings by the Board of Zoning Appeals shall be held within such time and upon such notice to interested parties as is provided in this Ordinance and its adopted rules for the transaction of its business. The board shall, within a reasonable time, make its order deciding the matter and shall serve a copy of such order upon the appellant or petitioner by mail. Any party may appear at the hearing in person or by agent or attorney.
- Subd. 4.** The Board of Zoning Appeals may reverse or affirm wholly or partly, or may modify the order, requirement, decision, or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct the issuance of a permit. The reasons for the Board's decision shall be stated. The decision of such board shall not be final and any person having an interest affected by such decision shall have the right to appeal to district court in the county in which the land is located on questions of fact and law. A majority vote of four-fifths of the Board of Zoning Appeals shall be necessary to reverse any decision of an administrative office of the City or to decide in favor of the applicant.

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- 3.02 Duties of the Planning Commission in Zoning Administration.** The Planning Commission shall provide assistance to the City Council and Zoning Administrator in the administration of this Ordinance and the recommendation of the Planning Commission shall be advisory in nature. Specifically, the Planning Commission shall review, hold public hearings, and make recommendations to the City Council on all applications for conditional use permits and zoning amendments using the criteria in Sections 10 (Conditional Use Permits) and 13 (Zoning Amendments).
- 3.03 Zoning and Comprehensive Plan.** Any change in zoning granted by the governing body shall automatically amend the Comprehensive Plan in accordance with said zoning change.