



Development Process

Zoning Department

4107 W. Beyer Road | Rice Lake, MN 55803

Introduction

Welcome and thank you for choosing to develop within the City of Rice Lake. The City Council, staff, and commissions look forward to working with you as your project moves through the development process.

The City of Rice Lake strives to provide professional and technical expertise to guide the land use decisions of public officials, residents, and the development community to accomplish the City's vision and to ensure that the highest development standards are implemented consistently and fairly throughout the City. The Zoning Department will facilitate this process through the implementation of the Comprehensive Land Use Plan and the administration and enforcement of the City's Zoning and Subdivision Ordinances.

The Zoning Department is primarily responsible for processing and reviewing all land use and development applications and guiding residents, landowners, developers, and professional consultants through the development review process and assisting them in meeting the requirements of the City's Comprehensive Land Use Plan, Zoning and Subdivision Ordinances.

Depending on the size and complexity of the project, the review process can take from 60 up to 120 days. Some projects may not need Planning Commission and City Council consideration and can be administratively reviewed by staff, substantially shortening the review time required. The review of all applications can be expedited by:

1. Meeting with staff to introduce/discuss the project prior to preparing detailed plans.
2. Calling with questions as plans are being prepared.
3. Providing complete information according to the application submission checklist.
4. Working with staff to resolve problems early in the process.

Steps in the Development Review Process

The City of Rice Lake strives to provide commercial, industrial and residential customers with complete services while processing and scheduling applications, reviewing development plans, and conducting public hearings. The following outlines the general steps in the development review process, however not all steps may be needed for all applications.

1. Pre-submittal Informational Meeting

This is an informal meeting between the developer and zoning staff. This gives the developer an opportunity to present the project to staff and to determine what planning actions are required. The developer does not have to meet with staff prior to submitting the required applications, however, developers often do meet with staff to identify possible issues or concerns and discuss options to achieve the desired outcome. The pre-submittal meeting can also be useful in determining if the project has any unique situations that may require a third-party consultant be hired to assist in the review of the development. A general outline of potential fees associated with the development can also be reviewed and discussed.

2. Developer Submits Sketch Plan

The developer designs a preliminary concept for the proposed development. Usually this involves preparation of a site plan and identifying the proposed infrastructure improvements (i.e. sewer, water,

roads, stormwater treatment, etc.). The sketch plan submittal may also include preliminary architectural drawings of the proposed buildings or structures.

3. Developer Submits Application

The developer submits all pertinent applications to the Zoning Department including application fees and escrows. These applications may include a preliminary and/or final plat, conditional use permit, rezoning, variance, comprehensive land use plan amendment, or other applications as necessary. All applications and plans submitted at this step become public information and are available for public review.

4. Staff Review

Staff reviews the proposed development, comparing it to the City's Zoning and Subdivision Ordinances. Zoning Department staff will be the primary reviewers; however, the application may be reviewed by other affected City departments including building, administration, public works, fire, engineering or the city attorney. Other outside regulatory agencies such as St. Louis County, South St. Louis County Soil and Water District, and Minnesota Department of Natural Resources may also need to review the proposed development. This step will include meetings as needed with the developer and their design team to discuss the staff's review comments and to resolve any issues.

5. Planning and Zoning Staff Report and Recommendation Prepared

The Zoning Department will prepare Staff Reports which include descriptions and analysis of the project in regard to the Zoning and Subdivision Ordinances and the Comprehensive Land Use Plan, along with proposed conditions for approval.

6. Planning Commission Review

The Planning Commission is appointed by the City Council and is responsible for reviewing the applications consistent with the Zoning and Subdivision Ordinances and the Comprehensive Land Use Plan. The Planning Commission also obtains input from the public during public hearings. The Planning Commission makes a recommendation to the City Council who will then take final action regarding the application.

7. City Council Review and Decision

Including the mayor, there are five members of the City Council. City Council members are elected representatives of the community and have final approval authority over all development applications. Their decision regarding development applications are based on current City ordinances, staff reports, public input and information received throughout the process.

8. Preconstruction Meeting

After City Council approval of the development, and payment of all securities and cash fees, and the submittal of any required securities, certificates of insurance, and plat mylars, a preconstruction meeting may be required with the Zoning Department. City staff, the developer and their design team and contractors, as well as affected utility companies are invited to attend the meeting. The preconstruction meeting provides an opportunity for all parties to review the details of the project and the construction schedule, obtain contact information from project managers and ask questions.

9. Issuance of Permits

A building permit application and required plans may be submitted to the Building Department for a preliminary review prior to City Council approval. However, permits may not be issued for a development until the project is approved by the City Council and the plans and specifications meet the requirements of the International Building Code, International Fire Code, Zoning and Subdivision Ordinances and the requirements of the development contract.

10. Inspections

During each phase of the project the developer or their contractor is responsible for obtaining all required permits and scheduling the required inspections as needed with the appropriate City departments and staff.

Thank you again for choosing to develop and construct your project within the City of Rice Lake. We hope you find our development process accommodating and your experience working with the City a positive one. If you have any questions, please contact either of the following:

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