

**ORDINANCE 2020-03  
CITY OF OTTERTAIL  
ORDINANCE AMENDING TITLE XV CHAPTER 151.114 PROCEDURES FOR  
NOTIFICATION**

**The Ottertail City Council hereby ordains the amendment of Chapter 151.114 Procedures of Notifications of the Ottertail City Code.**

**§ 151.114 NOTIFICATION PROCEDURES.**

(A) *Conditional use permit applications.* Written notice shall be sent to property owners of record within ~~one-quarter mile~~ **500 feet (Five Hundred Feet)** of the affected property or to the ten properties nearest the affected property, whichever will provide the greater number of owners. Written notice shall also be sent to the DNR. The written notice provided for the above shall be given not less than 14 days prior to the date City Council will consider the application, although failure of any property owner to receive notification shall not invalidate the proceedings.

(B) *Variance applications.* Written notice shall be sent to property owners of record within 500 feet of the affected property. Written notice shall also be sent to the DNR. The written notice provided for the above shall be given not less than 14 days prior to the date the City Council will consider the application, although failure of any property owner to receive notification shall not invalidate the proceedings.

(C) *Amendments.* Written notice of hearing for consideration of amendment(s) to the existing controls shall be given not less than 14 days prior to the hearing at which the amendment(s) will be considered.

(D) *Plats.* Written notice shall be sent to the property owners of record within ~~one-half mile~~ **500 feet (Five Hundred Feet)** of a proposed subdivision. The written notice provided for the above shall be given not less than 14 days prior to the date the City Council will consider the subdivision, although failure of any property owner to receive notification shall not invalidate the proceedings.

(E) *Copy.* A copy of approved amendments and plats and final decisions granting variances or conditional uses under local shoreland management controls must be sent to the Commissioner DNR and postmarked within ten days of final action.

Passed by the City Council of the City of Ottertail, Otter Tail County, Minnesota this 17th day of December, 2020 and effective from and after its passage and publication.

s/s \_\_\_\_\_  
Myron J. Lueders, Mayor

s/s \_\_\_\_\_  
Elaine Hanson, Clerk-Administrator

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