

**ORDINANCE NO. 339**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING  
DRIVEWAY DESIGN STANDARDS AND FEES ESTABLISHED BY FEE SCHEDULE**

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

**SECTION 1. AMENDMENT.** The Maple Plain City Code Section 10-453 is hereby amended as set forth below to add the underlined language as follows:

**Section 10-453. – Definitions**

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*Development* means any manmade change or unimproved real estate, including, but not limited to, buildings and other structures, mining, dredging, filling, grading, paving, excavation, drilling operations, or storage of materials or equipment.

*Driveway* means a path which provides local access to a building and is designed for and used by vehicles.

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*Outdoor storage/storage yards* means an outside area where equipment, vehicles, trailers or material relating to the principal use of the parcel of land is stored. This includes semi-trucks and trailers. The stored items are not for sale or display but are used in the everyday operation of the principal use.

*Parking facility* means an outside area, designed and used for the storage of at least one automobile, which has adequate access to a street or alley.

**SECTION 2. AMENDMENT.** The Maple Plain City Code Section 10-635 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 10-635. – Design standards.**

- (a) All off-street automobile parking facilities shall be designed with appropriate means of vehicular access to a street or alley as well as maneuvering areas. No driveway or curb cuts in any district shall exceed 25 feet in width. All newly constructed driveways or curb cuts shall have a five-foot minimum setback from the property line. A driveway permit is required for all newly constructed, expanded, or reconstructed driveways or curb cuts. An application hereunder shall be filed with the City Administrator upon an official application form. The

application shall be accompanied by a fee established in the City fee schedule  
~~and detailed plans and detailed plans shall be submitted to the proper official for approval for all curb cuts or driveway openings before a permit may be obtained therefor.~~

- (b) Parking areas shall be paved with an asphaltic or concrete surfacing, afford adequate drainage, and shall have bumper guards where needed.
- (c) Parking areas shall be used for parking only and no sales, dead storage, repair work, dismantling, or servicing of any kind shall be permitted in the areas.
- (d) If lighting is provided, it shall be arranged to reflect away from any residences and also from any public street or highway.
- (e) Except in the case of single-family, two-family, and townhouse dwellings, parking areas shall be designed so that circulation between parking bays or aisles occurs within the designated parking lot and does not depend upon a public street.
- (f) All open commercial and industrial off-street parking areas shall not be located in any open space established to separate or buffer the parking area from abutting residential districts.
- ~~(g) — Where parking space cannot be reasonably provided on the same lot with the principal use, the Council may permit the space to be located on other off-street property in a similar or heavier zoning category, located within 500 feet of the permitted use, measured along lines of public access.~~
- ~~(h)~~(g) For any and all use of structures not specifically provided for, the parking spaces as the City Council shall determine to be necessary shall be required, considering all the parking generating factors involved.

**SECTION 3. AMENDMENT.** The Maple Plain City Code Chapter 10 Article 3 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 10-416. – General requirements; definitions.**

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- (h) *Minor subdivision (conveyance by metes and bounds).*

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- (3) *Application requirements.* A request for a minor subdivision shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution of the City Council~~ in the City fee schedule. The application shall also be accompanied

by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully explaining the purpose of the proposal, and including any proposed development and use.

**SECTION 4. AMENDMENT.** The Maple Plain City Code Chapter 10, Article 4 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 10-479. – Intent and procedure.**

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- (c) *Application requirements.* A site plan application shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the Planner, fully describing the proposed site plan and improvements, together with a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the City Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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**Section 10-480. – Variance; appeals.**

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- (e) *Application requirements.* A variance and/or appeal application shall be filed with the City Administrator on an official application form provided by the City. The following appeal shall be filed not later than 30 days after the applicant has received a written notice from the Zoning Administrator or the appeal shall be considered void. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the Administrator, fully describing the proposed request. For variances requiring site improvements of any kind, a full set of plans following section 10-479 shall be submitted as part of the review process. The applicant shall also submit a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the Administrator. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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## **Section 10-481. – Amendments; rezoning.**

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- (c) *Application requirements.* A text amendment or map rezoning application shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully describing the amendment, together with a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the City Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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## **Section 10-482. – Conditional use permits.**

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- (e) *Application requirements.* A request for a conditional use permit shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully explaining the purpose of the proposal, and including any proposed development. For conditional use permits requiring site improvements of any kind, a full set of plans following section 10-479 shall be submitted as part of the review process. The applicant shall also submit a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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## **Section 10-546. – Planned unit developments.**

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- (d) *Stage review process.*

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- (2) *General plan.* Upon completion of the sketch plan, the applicant may then proceed to a general plan of development for consideration by the Planning Commission and City Council.

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- g *Application requirements.* An application shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully describing the proposed PUD. A set of mailing labels of all property owners located within 350 feet of the site shall be provided for the public hearing. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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**Section 10-602. – General fencing, screening, landscaping, and storage.**

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(b) *Fencing.*

A ~~zoning fence~~ permit is required for all residential fences within the City. A zoning permit is required for all commercial fences within the City. A building permit and other applicable permits will be required in addition to ~~the~~ a fence/zoning permit for fences greater than six feet in height. An application for a permit hereunder shall be filed with the City Administrator upon an application form furnished by the City. The permit fee shall be in an amount established ~~by City Council resolution~~ in the City fee schedule.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted by the City Council of the City of Maple Plain this \_\_\_\_\_ day of \_\_\_\_\_,  
2025.

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Julie Maas-Kusske, Mayor

ATTEST:

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Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.