



Executive Summary

City Council Workshop

AGENDA ITEM:	Ordinance No. 338 – Amendment to Maple Plain City Code Chapter 1
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION:	Discussion

Summary:

This ordinance amendment introduces two new sections to Chapter 1 of the Maple Plain City Code:

1. **Section 1-19 – General Fee**

Establishes a default fee structure for permits when no specific fee is otherwise defined in the Code. This ensures consistency and clarity in fee application by referencing the City’s adopted fee schedule.

2. **Section 1-20 – Appeal Procedure**

Creates a standardized appeal process for individuals adversely affected by decisions or conditions imposed by City boards, departments, officers, or employees—where no other appeal process is specified. It outlines:

- Filing requirements and deadlines
- Scheduling and notification procedures
- Hearing format and evidentiary standards
- Council discretion in decision-making
- Exceptions to the appeal process

Reasons for Recommendation:

- **Clarity and Consistency:** The general fee provision eliminates ambiguity when a permit fee is required but not explicitly listed.
- **Transparency and Fairness:** The appeal procedure provides a clear, accessible path for residents and applicants to challenge decisions, promoting procedural fairness.
- **Administrative Efficiency:** Codifying these processes reduces confusion and ensures uniform handling of fees and appeals across departments.

- **Legal Safeguards:** The exceptions clause protects the City from duplicative or inappropriate appeals, especially in legal proceedings or where other processes exist.

Policy Citations:

- **Maple Plain City Code Chapter 1 (Amended)**

This item is referred to the City Council for consideration and adoption at the next regular meeting.