



Executive Summary

City Council Workshop

AGENDA ITEM: City Council Appeals Hearing Policy

PREPARED BY: Kevin Larson, Assistant City Administrator

RECOMMENDED ACTION: Discussion

Summary:

After the workshop on October 13th, additional considerations were deemed necessary for the Council to consider an appeals hearing policy. City staff have drafted a new City Council Appeals Hearing Policy to establish a clear and consistent process for handling appeals brought before the City Council. The proposed policy provides a transparent framework to ensure fairness, due process, and clarity for both the Council and appellants during appeal hearings.

Key Policy Components:

- All appeal-related materials, including the appellant's written statement, evidence, and the City's staff report, must be submitted to the City Clerk no later than seven (7) calendar days prior to the scheduled hearing. These materials will then be included in the official Council agenda packet and published prior to the meeting to allow for public review.
- The policy outlines the step-by-step hearing procedure, including staff presentation, appellant testimony, Council questioning, deliberation, and final decision.
- The Council will make a ruling by motion and provide written notice and direction for next steps following the hearing.

Resolution Summary:

The accompanying resolution formally adopts the City Council Appeals Hearing Policy and directs staff to implement it as part of the City's administrative procedures. Once approved, the policy will be published on the City's website.

Recommendation:

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