



Executive Summary

City Council Workshop

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

Summary:

After the workshop on October 13th, additional considerations were deemed necessary for the Council to consider. To clarify and strengthen requirements for appeal, the key areas staff are proposing to add to Chapter 1 include the scheduling of the hearing and evidence prerequisites.

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:
 - a. Filing requirements and deadlines
 - b. Scheduling and notification procedures
 - i. REVISION: Defines the hearing to be conducted at a regularly scheduled hearing (either workshop or business meeting).
 - c. Hearing format and evidentiary standards
 - i. REVISION: Requirements of testimony and evidence submission 7 days prior to the hearing.
 - ii. REVISION: All testimony and evidence shall be included in the published packet.
 - d. Council discretion in decision-making
 - e. Exceptions to the appeal process

Recommendation:

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