

DATE: March 19, 2014

TO: Saint Paul City Council

FROM: Diane Wanner, District Council Coordinator

SUBJECT: An Ordinance Creating Chapter 95 of the Saint Paul Administrative Code To Establish a Procedure to Amend District Council Boundaries.

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**RECOMMENDATION:**

The District Council Boundary Change Procedure Advisory Group, comprised of staff representatives from City Council offices, the Planning and Economic Development Department, the Saint Paul City Attorney's Office and several district councils, recommends an ordinance creating Chapter 95 of the Saint Paul Administrative Code to establish a procedure to amend district council boundaries.

**BACKGROUND:**

On March 20, 2013, the Saint Paul City Council approved a district council boundary change involving moving the South Como area from District 6 Planning Council to District 10 Como Community Council. In the resolution approving this change, the City Council recognized that there is currently no formal, established procedure for considering district council (planning district) boundary changes. To meet this need for future boundary change requests, the City Council called for a moratorium on future planning district boundary changes until the City Council has established by ordinance a formal procedure.

**DEVELOPMENT OF DRAFT ORDINANCE:**

A District Council Boundary Change Procedure Advisory Group, comprised of staff representatives from City Council offices, the Planning and Economic Development Department, the Saint Paul City Attorney's Office and several district councils, was formed to ensure that representatives from city government and district councils played a role in developing a formal district council boundary change procedure. The group held four meetings between September 2013 and March 2014. The group's tasks were:

1. To develop initial draft ordinance language for the boundary change procedure, using the existing informal procedure as a starting point. The current procedure language is attached.
2. To recommend changes to the initial draft ordinance language based on input submitted in writing by city and district council stakeholders.

**RECOMMENDED APPLICATION FEE:**

The recommended application fee of \$800 for amending district council boundaries was developed in conjunction with a recommendation of the Planning and Economic Development Department based on an analysis of fees for a variety of applications for city services. These documents are provided with this memo as additional background information.