**Hearing Notice on Adopting City Ordinance Code, LMC Model Form**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the* [*“Meetings, Motions, Resolutions, and Ordinances”*](https://www.lmc.org/resources/handbook-for-minnesota-cities-chapter-7-meetings-motions-resolutions-and-ordinances/) *chapter of the Handbook for Minnesota Cities.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

TO WHOM IT MAY CONCERN:

Minnesota Statutes Sections 415.02 and 415.021 authorize the city to codify its ordinances and print them in a book.

Notice is hereby given that the council of the City of \_\_\_\_\_, Minnesota, will meet at \_\_\_\_\_ p.m. on \_\_\_\_\_, to consider, and possibly adopt, a city code consisting of the general ordinances of the city as amended, restated, revised, updated, codified, and compiled in book form, including penalties for the violations of various provisions thereof, which shall constitute the “Code of Ordinances of the City of \_\_\_\_\_.” This Code of Ordinances will also adopt by reference certain statutes and administrative rules of the State of Minnesota as named in the Code of Ordinances.

The proposed Code of Ordinances shall consist of the following titles:

*Insert main headings from the Table of Contents here.*

In addition to the codification of existing ordinances, the Code of Ordinances will contain substantive amendments to the \_\_\_\_\_.

*Specify those portions of the Code of Ordinances that are new or substantially altered and for which notice of hearing must be given or published.*

*Note: Amendments to the zoning ordinance require ten days prior published notice of the hearing in the official newspaper and mailed notice to each owner of affected property and property within 350 feet of the property to which the amendment relates (Minn. Stat. § 462.357, subd. 3).*

*Adoption of a tobacco ordinance, such as the League’s model ordinance, does not require published notice, but does require written notice mailed at least 30 days before the hearing to each person licensed to sell tobacco products (Minn. Stat. § 461.19).*

*Increases in liquor license fees require notice of the proposed increases to be mailed to affected licensees at least 30 days before the date set for the hearing (Minn. Stat. § 340A.408, subd. 3a).*

*See Handbook chapter on Meetings, Motions, Resolutions, and Ordinances for more information about the requirements for providing notice of proposed ordinances and proposed ordinance amendments at least ten days before the city council meeting at which the proposed ordinance or proposed ordinance amendment is scheduled for a final vote.*

All prior ordinances, pertaining to the subjects treated in the Code of Ordinances, shall be deemed repealed from and after the effective date of the ordinance adopting the Code of Ordinances, except as they are included and re-ordained in whole or in part in the Code of Ordinances. This repeal shall not affect any offense committed or penalty incurred, or any right established prior to the effective date of this ordinance, nor shall this repeal affect the provisions of ordinances levying taxes; appropriating money; annexing or detaching territory; establishing franchises; granting special rights to certain persons; authorizing public improvements; authorizing the issuance of bonds or borrowing of money; authorizing the purchase or sale of real or personal property; granting or accepting easements, plat or dedication of land to public use; or vacating or setting the boundaries of streets or other public places; nor shall this repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Code of Ordinances.

The official copy of this Code of Ordinances shall be marked and be kept in the office of the city clerk.

The Code of Ordinances will be declared to be prima facie evidence of the law of the city, and will be received in evidence as provided by Minnesota Statutes by the courts of the State of Minnesota.

The ordinance adopting the Code of Ordinances, and the Code of Ordinances itself, shall take effect upon publication of the ordinance adopting the Code of Ordinances in the city’s official newspaper.

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CITY CLERK