



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator</i>	Meeting Date: <i>February 3, 2026</i>	Item Name: <i>Community Development</i>
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OVERVIEW

The City Council and Planning Commission have had ongoing discussions regarding large projects related to community development. The City Council should engage in further discussion on the items outlined below to determine appropriate timelines, priorities, and the overall appetite and philosophy for future community development initiatives.

Online Codification and Record Keeping

As part of the budgeting process, the Council approved \$10,000 in the Capital Improvement Plan (CIP) to utilize Municode (the City's website provider) to host the City Code on an easy-to-use online platform and to incorporate future code updates and amendments.

With this, staff will be implementing Laserfiche, a records management system that will allow staff to better organize and access property files, land use records, and other administrative documents subject to data retention requirements. The goal of implementing these systems now is to simplify future code updates, improve user navigation, and enhance internal recordkeeping practices.

In the future, staff anticipates proposing the use of a professional digitization service to convert all existing property files into Laserfiche, ensuring consistent record retention and easier staff access.

Zoning Code Revision

A comprehensive zoning code revision was originally budgeted for 2025 using cash reserves. During the 2026 budgeting process, the Council determined that due to the depletion of cash reserves and budget restraints, this project should be postponed. During that discussion, it was also identified that the Planning Commission, in coordination with staff, could begin providing recommendations to the Council for incremental zoning code updates that could be addressed over the next year or so without a consultant.

Staff believes it would be beneficial for the Council to schedule a joint meeting with the Planning Commission by mid-year to discuss various zoning code issues and establish priorities for which provisions should be addressed first. The Planning Commission would then use the Council's direction to develop recommendations for ordinance amendments. The Council would subsequently proceed through the adoption process with staff and legal counsel.

After completing targeted in-house zoning code revisions, the Council can determine whether a consultant is still needed to complete a full zoning code rewrite related to land use, or whether the amendments made sufficiently address the City's needs. A full consultant-led zoning code update would likely cost approximately \$120,000.

Comprehensive Plan Update

A comprehensive plan is meant to be a working document that results in enhancements to Breezy Point, and helps provide a blueprint for action that provides direction and assists decision makers with short and long-range choices.

During the conversations regarding the zoning code revision, it was also discussed that the City will need to update its comprehensive plan as it relates to land use. As a general practice, most communities update or review their comprehensive plan at least once every 5-10 years. Metro area communities are required to update theirs every 10 years by law. A common benchmark is for Greater MN is around 5-10 years or when local conditions prompt more frequent updates.



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The City's most recent comprehensive plan update was adopted in 2020. As a result, the City will likely want to undertake a review within the next five years. This type of comprehensive plan review or rewrite is a large and time-consuming effort, typically taking approximately two years to complete. The Council should discuss this item and its potential timeline in order to plan appropriately for future budgeting and resource allocation.

Tax Assistance

Recent activity has prompted discussion regarding the potential use of tax assistance tools to support private development, particularly housing. As this is a new topic since I've been here, I think it is important for the Council to engage in a high-level discussion to clarify whether the use of such tools aligns with Council priorities and long-term vision. This is especially timely, as the City is likely to receive an application for tax assistance in the near future.

To support future decision-making, staff anticipates engaging a qualified advisor at a later date to provide education and respond to Council questions regarding available tax incentive tools, including Tax Increment Financing (TIF) and tax abatement. However, at this time, staff is seeking Council discussion and direction regarding its overall philosophy and appetite for utilizing tax assistance programs or incentives to support private development.