



CITY COUNCIL MEETING

AGENDA ITEM

Prepared By: <i>Allie Polsfuss, City Administrator and Jerry Bohnsack</i>	Meeting Date: <i>9/2/2025</i>	Item Business	Item Name: <i>Zoning Code Revision Discussion</i>
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COUNCIL ACTION REQUESTED

Discuss and provide direction on the Zoning Code Update.

BACKGROUND

The City of Breezy Point had initiated the process of updating its zoning code. Below is a summary of the timeline to date.

- **1/3/2023** – City Council directed staff to begin gathering information on updating the zoning code.
- **2024 Budget** – \$125,000 of capital funds (not levy dollars) allocated for a comprehensive update.
- **4/1/2024** – City Council approved the Zoning Code Update RFP.
- **6/4/2024** – HKGi selected as lead consultant; contract approved for \$120,000 (see Attachment A).
- **End of 2024** – Project placed on hold due to staff turnover.

OVERVIEW

Staff has been in conversations regarding the contract for these services and is requesting the City Council have a discussion on if this is still a priority for them. Some items to consider:

- The financial impact of the project.
- The appetite of the Council and Planning Commission to undergo this project in 2026. It is about an 18 month completion timeline.
- The prioritization of the project and if the funds budgeted could be better spend on more impactful projects items (*examples include: digitization of files, codification of existing code, comp plan update, etc.*)
- Jerry Bohnsack’s thoughts and opinions on the City’s current zoning code and if the project would solve the issues that the current code presents.
- A comprehensive plan update will be necessary in the near future which could impact any updates made to the zoning code.
- Staff has confirmed they are able to withdraw from the contract and only pay for services rendered (about \$14,000.)

FINANCIAL IMPACT

To date, approximately **\$14,000** has been spent on preliminary work. The 2026 preliminary levy includes \$85,000 in the CIP levy to complete the project. Options for discussion may include:

- **Option 1** – Continue budgeting \$85,000 for the project (*no levy change*).
- **Option 2** – Reallocate \$40,00-\$60,000 to capital reserves (*reduces levy to between 9- 9.7%*)
- **Option 3** – Remove project funding entirely (*reduces levy to about 8%*.)

STAFF RECOMMENDATION

Staff requests discussion from Council regarding Zoning Code Update and how to reflect that decision in the 2026 budget.