

TO: Mayor and City Council  
FROM: David Chanski, City Administrator  
RE: City Code  
DATE: August 1, 2023

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### **Background**

Throughout the year, the City Council has discussed updating the City Code, which can essentially be divided between the zoning code and the general government/administrative code. While most of the City Council's discussion has been around updating the zoning code, there have been some discussion around updating the rest of the code as well. In February, the City Council received a presentation from Jennifer Haskamp of Swanson Haskamp Consulting on what a zoning code update would look like. Jennifer was the consultant who wrote the City of Brainerd's new zoning code.

### **Council Discussion**

Staff is seeking direction whether the City Council would indeed like to include a City Code update in the 2024 budget. As mentioned above, such an update would be split up with a planning consultant doing the zoning code piece (estimated 18-month timeline to complete) and the City Attorney in conjunction with staff updating the remainder (timeline uncertain).

A full zoning code update (including a Comprehensive Plan review) will likely cost around \$125,000. Staff has requested a cost estimate from the City Attorney to conduct a review/update on the remainder of the Code, but such an estimate hasn't been provided as of the writing of this memo. However, staff estimates it will be in the \$25,000 range.

Staff recommends paying for both updates out of the Capital Fund.