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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** 2050 Comprehensive Plan Scope and Budget Discussion  
**DATE:** February 23, 2025

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**OVERVIEW:**

Every ten years the city updates its comprehensive plan in accordance with regional policies. The current 2040 Comprehensive Plan is available on the city's website and shows the extent of the requirements and data necessary.

This summer we will begin working with the 2050 Comprehensive Plan. With the updated plan there are two new sections. The updates to this plan will be completed by December 2028. The details of the plan, as seen in the attached, are extensive and require coordination with not only Council but all the Commissions and our city planning and engineering team.

Currently the "up to" cost is at roughly \$110,000. We will be reimbursed with \$40,000 by Met Council for this plan. The current amount is based on the Scope of Work Draft attached. This amount will be dependent on Council actions and decisions. If Council votes to make significant changes, the amount will increase to meet those planning and engineering needs for the document and Met Council approvals.

**What can and will impact our budget?****Keeping the plan drafting timeline as short as possible with minimal starts/stops.**

- If the staff struggle to get attendance at meetings, does not have productive meetings and end up delaying topics or information, our timeline will be extended. HKGi will do what they can to keep us on track, but that is ultimately dependent on the actions of the city.

### **Sticking to existing MUSA lines.**

- If we make significant changes to the MUSA area, this will, require new calculations and engineering reviews. This will increase costs.
- Staff recommends keeping the boundaries as defined in the 2040 Plan.

### **Impact of changes.**

- If the City creates a plan that is not consistent with, or conforming to, regional system plans and policy, additional time and effort will be needed to justify the City's position to get authorization from Met Council to put the plan into effect. This will increase costs.
- Adding elements or topics that go over and above the Met Council's minimum requirements would take additional time, effort, and expense. For example, some cities end up doing a whole chapter on sustainability or incorporating in small area plans or corridor plans for certain areas of the city. This will increase costs.
- There are a handful of properties that need to be updated in zoning and land use designations. These are anticipated as part of the scope and current cost.
- If significant changes are made to future land use new calculations will be required as well as work with Met Council. This could increase costs.

### **Joint Meetings.**

The more Staff can host group meetings and meetings stay productive we can reduce costs. Staff will look to group Council, EDA, Planning and Park to prevent multiple meetings on the same topics and ensure we are moving forward together. This will aid in reducing costs.

### **Staying with HKGi and HAA.**

The city is not required to bid this project out as it is a professional service. HKGi was the organization that completed the 2040 Plan and currently holds all of the data required for the plan. As there are a couple of sections that will require changes, much of their work will be updating and not creating. Additionally, as Hakanson is our current engineering firm, they hold the water and wastewater data important to this update.

Starting with new firms will increase the cost as we would be requesting them to begin new modeling for data.

### **Community engagement.**

- Community engagement efforts are utilized during the creation of the Comp Plan. Community engagement events are important but expensive as they often include a good deal of front-end preparation, and time to attend or facilitate the events. Because this is such an important part of the process, it is not uncommon to see community engagement take up roughly 25-30% of a comp plan project budget.
- In order to keep things affordable but still provide opportunities for community input, cities have considered in-person events vs. online opportunities, and staff-led events vs. those that are consultant-attended. Staff will monitor engagement and take any opportunities in-house that we can. This will reduce costs.

### **DISCUSSION:**

Are there any specific issues that Council would like Staff to review as it relates to the Comprehensive Plan?

Any specific engagement steps beyond events, online, newsletter, social media that you would like to see?

Comments/Concerns/Thoughts?

### **Attachments:**

- HKGi St. Francis Comprehensive Plan Update Scope of Work – DRAFT
- Local Planning Handbook, St. Francis 2050 Requirement Checklist