

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, December 17, 2025**

**1. Call Meeting to Order**

The meeting was called to order at 6:31 p.m. by Chair Dan Meyer.

The following members were present: Chair Dan Meyer, Ann Gengel, and Brandon Pike.

The following members were absent: Shawn Ryan and Jason Bentson.

The following City Staff were present: Planning and Community Development Director Ken Ondich, Planner Evan Gariepy.

**2. Public Invited to Be Heard on Matters Not on the Agenda**

A motion was made by Gengel, seconded by Pike, to open the meeting to public comments regarding items not on the agenda. Motion carried (3-0)

No public comments were given.

A motion was made by Pike, seconded by Gengel, to close the public comment period for items not on the agenda. Motion carried (3-0).

**3. Approval of Regular Agenda**

A motion was made by Pike, seconded by Gengel, to approve the December 17th, 2025, regular meeting agenda. Motion carried (3-0).

**4. Approval of Previous Meeting Minutes**

**A. November 19, 2025, Regular Meeting**

A motion was made by Pike, seconded by Gengel, to approve the November 19th, 2025, regular meeting minutes. Motion carried (3-0).

**5. NEW BUSINESS**

**A. Request for Variance #V9-2025 – Variance for Side Lot Line Setbacks at 114 4<sup>th</sup> St SW, as requested by KA Witt Construction, inc.**

Planner Gariepy presented the variance report.

The applicant was present. The Planning Commission had no questions regarding the variance.

A motion was made by Pike, seconded by Gengel, to recommend approval of Variance #V9-2025 to the City Council. Motion carried (3-0).

## **6. OLD BUSINESS**

### **B. Unified Development Code Public Hearing Follow Up**

Planning and Community Development Director Ondich presented the update for the UDC that was provided by Jeff Matzke of Bolton & Menk. This update primarily included information on sidewalks, B-1 Design Requirements, and tree preservation requirements. Ondich stated that this will be discussed again at a future Planning Commission once the updated UDC has been reviewed through again.

Ondich stated that Matzke is advising that the City amends its requirement for having sidewalks on both sides of the street for new residential developments. Matzke has stated that there are no other cities that require it. Ondich stated that there may be scenarios in which both sides of the street are required, such as within 2 blocks of the B-1 Zoning District, but otherwise only one side of the street in most residential neighborhoods will require a sidewalk as written in the suggested change.

Meyer stated that he could see neighborhoods that loop, such as Horseshoe Lane SE, not requiring sidewalks and should instead just make the road wider instead. Ondich stated he thinks this would increase traffic speeds if a road were made wider. Meyer stated he is in support of requiring sidewalks on both sides on collector and arterial streets. Meyer and Pike supported potentially requiring more sidewalks leading to parks and schools, and Ondich stated that they will have proposed language for this.

Ondich stated that developers do not like the proposed tree preservation language, but Bolton & Menk are pushing for including it. Ondich stated that, for Option 2, preliminary plats already identify significant trees, so it would not require additional arborist costs like Option 1 would.

Ondich stated that in the Raven Stream Village Development, homeowners cut down many of the landscaping trees after purchasing houses. Ondich stated that increasing the number of trees required to be planted on residential lots may be beneficial, as this would fall on the builders and the location of trees could be chosen by the purchasers, decreasing the chance of them getting cut down after purchase. Ondich stated he is in support of Option 2. Pike stated he is in support of it, and that requiring three trees per lot may result in more trees being planted than Option 1 anyway.

Ondich stated that having tree preservation language will benefit the City in obtaining redesignation as a Tree City USA.

Ondich stated that the proposed new B-1 design requirements would result in slightly more effort on City Staff for determining if proposed alternative materials are suitable, but that

applicants can obtain variances if they disagree with City Staff's decision. Ondich stated that financial issues have resulted in some buildings in B-1 falling into disrepair, and that this should help alleviate this. The Commissioners expressed support for the proposed amended B-1 design requirements.

Ondich stated that there is also a proposed change to allow clinics as a conditional use in the B3 Highway Business District, following an inquiry to open a clinic in a legal non-conforming residential house in the B3 District. He stated that veterinary clinics are already a conditional use. Meyer stated that developing residential buildings in prime locations that are zoned commercial is good, and is in support of the change.

## **7. Miscellaneous**

### **A. Monthly Business Updates**

Ondich presented the monthly business updates from November as information.

### **B. Ann Gengel's Last Meeting**

Staff and the Planning Commission thanked Ann Gengel for her contributions while serving as a Planning Commissioner.

## **8. Adjournment**

A motion was made by Pike, seconded by Gengel, to adjourn the meeting at 7:16 pm. Motion carried (3-0).

Respectfully submitted,



Evan C. Garipey  
Planner