



PLANNING COMMISSION MEETING AGENDA

City of New Prague

Wednesday, January 22, 2025 at 6:30 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- [a.](#) November 20, 2024, Planning Meeting Minutes
December 18, 2024, Planning Meeting Minutes

3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

Speakers limited to 5 minutes

4. OLD BUSINESS

- a. None

5. NEW BUSINESS

- [a.](#) Request for an Amendment to Conditional Use Permit #C8-2004 & Variance #V1-2025 - Allow an Outdoor Dining Area and Pergola in the North Front Yard at 825 1st St. SE
JPV Properties LLC
(Public Hearing Required)
- [b.](#) Request for Interim Use Permit I1-2025 - Allow a Dog Grooming Business at 100 2nd Ave. SW
Fancy Bones Pet Salon & Boutique
(Public Hearing Required)
- [c.](#) Comprehensive Plan Amendment - Water System Modeling & Study
City of New Prague - applicant
(Public Hearing Required)

6. MISCELLANEOUS

- [a.](#) General Mill Redevelopment Discussion - New Prague Mill, LLC & Cypress Rail
- [b.](#) Unified Development Code Discussion - Bolton & Menk
- [c.](#) Monthly Business Updates

7. ADJOURNMENT

*Anyone speaking to the Planning Commission
shall state their name and address for the record.
Thank you.*

THE PURPOSE OF THE ZONING ORDINANCE IS TO PROMOTE THE HEALTH, SAFETY, ORDER, CONVENIENCE AND GENERAL WELFARE, BY REGULATING THE USE OF LAND, THE LOCATION AND USE OF BUILDINGS AND THE ARRANGEMENT OF BUILDINGS ON LOTS, AND THE DENSITY OF POPULATION IN THE CITY OF NEW PRAGUE.

Meeting Minutes
New Prague Planning Commission
Wednesday, November 20th, 2024

1. Call Meeting to Order

The meeting was called to order at 6:32 p.m. by Chair Dan Meyer with the following members present: Brandon Pike, and Jason Bentson. Absent were Ann Gengel and Shawn Ryan.

City Staff Present: Ken Ondich – Planning / Community Development Director and Kyra Chapman – Planner

2. Approval of Meeting Minutes
A. October 23rd, 2024 Regular Meeting

A motion was made by Pike, seconded by Bentson, to approve the October 23rd regular meeting minutes. Motion carried (3-0).

3. OLD BUSINESS

A. None.

4. NEW BUSINESS

A. Request for Amend Conditional Use Permit #C2-2022 for the Existing Fence Gate to Remain – Community Baptist Church located at 500 10th Ave NE

Planner Chapman explained that Community Baptist Church is requesting an amendment to Conditional Use Permit #C2-2022 to allow the existing southern fence gate to remain. Two years ago, New Prague City Council formally approved Conditional Use Permit #C2-2022 to allow the expansion of a religious institution with the addition of four athletic fields, pavilion and playground at the Community Baptist Church. When #C2-2022 was first approved, 14 conditions were added, related to fencing, refuse, field use, lighting, and parking. Currently, condition #6 is not being met. Condition #6 states that “at least one overlapping opening in the southern fenced area must be provided for pedestrian access.” The existing southern gate fence along 3rd St NE is unlocked and flush with the gate and is not overlapping. The reason staff first wrote condition #6 is so that people could quickly and easily access the field or street. Staff recommends that no lock should be fastened to the southern gate to maintain accessibility. Furthermore, staff recommend that two signs should be posted on the fence (inside and outside) near the southern gate that say something along the lines of “this gate is unlocked at all times for public accessibility.”

A motion was made by Pike, seconded by Bentson to open the public hearing (3-0). The public hearing opened at 6:39pm.

Dave Pautz, project leader from 14285 310th Lane, inquired on the purpose of having signage on the fence.

Planning / Community Development Director Ondich stated that the purpose of maintaining the unlocked southern gate would allow people to enter or exit the fields during emergency situations. The signage would help people easily identify the gate in those circumstances.

Pautz explained that the fields are private property but public only when they open them to such use. The signage would create a more inviting situation.

Planner Chapman explained that the signage could say something about being accessible during authorized times.

John Stephens, Pastor at Community Baptist Church and residing at 209 8th Ave NW mentioned that they are more private than public. The fields are currently utilized by soccer leagues and invited guests. The Community Baptist Church is not against people occasionally using it but want to find a balance between the leagues and the public.

Planning / Community Development Director Ondich stated that a condition could be added to require that the southern gate remain unlocked.

Bentson suggested there could be signage on the fence that says emergency exit.

Pike inquired on the fields usage in the winter.

Stephens replied that there is no established rental use currently.

Pike responded that if the fields were utilized in the winter, snow should be cleared around the fence gate so that it is easy to open.

A motion was made by Pike, seconded by Bentson to recommend approval of #C2-2022 with the removal of proposed Condition #3 and adding a condition that states that the southern fence gate along 3rd St NE must remain unlocked at all times. The following findings are:

- A. The fence gate will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because the site is simply allowing the fence gate to remain which does not place any burden on parks, schools, streets or other public facilities.
- B. The fence gate will be sufficiently separated from the adjacent residential homes to the south as it will be separated by 3rd Street NE and it will act as a screening method.
- C. The existing fence with the church will have an appearance similar to a city park which will not have an adverse effect upon the adjacent residential properties as parks are commonly found in residential neighborhoods.

- D. The fence gate is reasonably related to the overall needs of the City and to existing land use, as residential zoning districts allow fencing as a permitted use.
- E. The fence gate is consistent with the purposes of the Zoning Ordinance and the purposes of the RL90 Single Family Zoning District as the proposed use is specifically listed as a permitted accessory use.
- F. The fence gate is not in conflict with the Comprehensive Plan of the City because religious institutions are listed as a Conditional Use while fences are a permitted accessory use.
- G. The existing fence gate will not generate any additional traffic above what exists at the site today.
- H. Adequate utilities, access roads, drainage and necessary facilities have been provided to the site.

And with the following conditions:

- 1. All original conditions of the Conditional Use Permit approval from 1988 to remain.
- 2. All original conditions of the Conditional Use Permit approval from 2022 to remain except for condition #6 which will be removed in its entirety.
- 3. The southern fence gate along 3rd St NE must be unlocked at all times for pedestrian access.

Motion carried (3-0).

B. Request for Variance V9-2024 for a 180 sq ft Freestanding Sign – New Prague Mill, LLC located at 100 2nd Ave SW

Planner Chapman explained that the New Prague Mill LLC is requesting to have a 180 sq ft freestanding sign, which is 80 sq ft above the maximum sign square footage in the I1-Light Industrial District. The old mill at 100 2nd Ave SW is currently occupied by Faith, Recovery & Music, and 2 If By Sea Tactical Firing Range among other users. In September, interim use permit I2-2024 was approved to allow exterior storage of vehicles and recreational equipment under the canopy until 10/7/2027. It's anticipated that more tenants will reside in the building as time goes on. As such, the applicant intends to install a 30' tall freestanding sign that has a maximum surface area of 180 sq ft. The sign would be located on the northeastern corner of the property near the intersection of Main St W and 2nd Ave SW facing east and west. The sign would consist of an electronic sign (6' x 13'), tenant name slots (10' x 8'), and sign header (22 sq ft). In the I1-Light Industrial District, electronic signs are permitted, and freestanding signs cannot exceed 100 sq ft, and they may not be taller than 30' and must be 10' away from property lines. Staff recommends approval of the variance because if the property was located in the B1, B2, B3 District, they would be allowed a 200 sq ft sign if their building floor area is between 50,000 sq ft to 100,000 sq ft. (The subject property has a floor area of 59,484 sq ft.) The new Comprehensive plan has identified this property as Business Flex since the site is currently utilized for commercial purposes and the sign would accommodate the large size of the site (5.83 acres). However, other staff members have concerns regarding the aesthetics of the sign especially since it will be across from POPS. Due to these concerns, planning staff recommend a condition that requires that the electronic sign cannot change more than once per every 10 seconds.

Meyer inquired if the High School sign would be similar in size to the proposed sign. Planner Chapman responded that the proposed sign at the mill would be larger than the school sign. The brick around the high school sign does not calculate toward the sign square footage. Only text and design of the sign counts toward the square footage of the sign.

Pike noted that the subject site is very close to the B1-Central Business District, where there are strict design standards. Furthermore, the B1 District does not allow electronic signs.

Planning / Community Development Director Ondich stated that although it is close to the B1 District, the property is zoned I1-Light Industrial and standards within that district must be followed.

Pike was not concerned so much about the size of the sign but rather the light of the sign. There isn't that much light like that on Main Street.

Planning / Community Development Director Ondich observed that the mill is the only industrially zoned property in Main Street, making it very unique. Until the Unified Development Code is adopted, the City is in an interim period.

Rick Kaun, a co-owner of the property, mentioned that the sign would be facing east and west along Main Street so individuals at POPS will not be looking directly at it. The purpose of the sign orientation is so that it is visible for those driving through town. The old mill is a low point on Main Street, therefore, he would like to maximize the height for street visibility. He would rather not have a huge sign on the building.

Bill Gibson, a co-owner of the property, said they will likely get more tenants in their building with the sign. Furthermore, they want to attract people to their property. They don't want their building to remain empty.

A motion was made by Bentson, seconded by Pike to recommend approval of V9-2024 to the City Council with the following findings:

- A. The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because freestanding and electronic variable message sign are a permitted use in the I1-Light Industrial Zoning District.
- B. The proposed variance to allow freestanding signage is in harmony with the general purposes and intent of the Comprehensive Plan because freestanding signage is a permitted use in the I1-Light Industrial Zoning District.
- C. The applicant proposes to use the property in a reasonable manner by adding an additional 80 sq. ft. of freestanding signage over the typical ordinance allowed limit on a very large 5.83 acre site.

- D. Unique circumstances apply to this property over which the applicant had no control, and which do not generally apply to other properties nearby because the property very large (5.83 acres), therefore the bigger sign would help accommodate the large building size and the property is currently zoned as industrial rather than commercially zoned, which would better fit their current use.
- E. The variance does not alter the essential character of the neighborhood because freestanding signs are a permitted use in the I1 Light Industrial Zoning District as well as the B1 Central Business and B3 Highway Commercial Districts, which abut the property.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would adequately display the tenants that reside within the building and advertise community events so that it is legible for those who are walking or driving by.

And with the following conditions:

1. The electronic variable message sign cannot change more than once per ten (10) seconds.
2. The sign must be located outside the landscaping easement in the northeast corner.
3. The placement of the sign is allowed as shown on a site plan with the specific date.

Motion carried (3-0).

5. Miscellaneous

A. Unified Development Code

Planning / Community Development Director Ondich explained that the City hired Bolton & Menk to write the Unified Development Code. The kickoff meeting with staff will begin in the first or second week of December. The Planning Commission will be actively involved in the process and will likely result in bimonthly meetings based on certain topics related to the rewrite. The Unified Development Code is a complete rewrite of the Zoning Ordinance and Subdivision Ordinance based off the Comprehensive Plan. It will take about a year to complete.

B. Monthly Business Updates

Planning / Community Development Director Ondich mentioned that two new home permits were issued in the month of October. So far in 2024, there have been 9 single family home permits issued. Keyland Homes is currently working on concept plans for their residential development. FJ Construction was issued a building permit for the new 2 If by Sea Tactical Gun Range. A foundation permit was applied for to construct the 54-unit Ebert apartment building on November 20th. At the November 18th Council meeting, the tax abatement for the 166 unit apartment building near Raven Stream Village neighborhood was not formally approved nor denied. If it were approved, they would need to do platting and rezoning. Many businesses are in support of the apartments because it would provide

housing for their employees. Several employees in town can't find housing, therefore, many end up leaving New Prague.

6. Adjournment

A motion was made by Pike, seconded by Benston, to adjourn the meeting at 7:35 pm. Motion carried (3-0).

Respectfully submitted,



Kyra J. Chapman
Planner

Meeting Minutes
New Prague Planning Commission
Wednesday, December 18th, 2024

This meeting was cancelled due to a lack of quorum.

Respectfully submitted,



Kyra J. Chapman
Planner



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KYRA CHAPMAN - PLANNER
SUBJECT: REQUEST FOR AN AMENDMENT TO CONDITIONAL USE PERMIT #C8-2004 TO ALLOW ADDITIONAL OUTDOOR SEATING FOR FOOD AND DRINKING SERVICES AND A VARIANCE #V1-2025 TO REQUEST A PERGOLA IN THE FRONT YARD OF 825 1ST ST SE, AS PROPOSED BY JPV PROPERTIES LLC.
DATE: JANUARY 7, 2025

Background

In December 2024, JPV Properties LLC purchased the property at 825 1st St SE, which was most recently where Smoke & Fire operated. The property owner intends to run a Class III restaurant at the location with a new outdoor patio on the north side of the existing building. To accommodate the new patio, JPV Properties LLC is requesting an amendment to conditional use permit C8-2004 for the 20’ x 40’ 7” patio, which would consist of a 12’ x 40’ 7” pergola, firepit, and two garage doors. The applicant is also requesting a variance to allow the pergola to be located in the front of their building. All the new amenities would help attract customers to the business.

The property has received conditional use permits in the past. In 2004, Extreme Investors of New Prague and Marv and Kim Deutch applied for a conditional use permit to construct a multi-tenant commercial facility (strip mall) and a restaurant on Lots 1 and 2 of East Town Plaza. In 2006, C8-2004 was reopened to request a southern building addition to provide more space at the restaurant for the bar area, freezer, pool tables/darts as well as enclosure the garbage/recycling area. The conditional use permit was reopened again in 2008 to include a screened porch on the east side of the property and to allow eating and drinking at their existing outdoor patios (south and east of the property). The applicant does not intend to utilize the existing south and east patio areas. The east patio is too narrow for customers or employees to easily pass tables, and the south patio has an undesirable view of the parking lot and refuse enclosure.

Legal Description

Lot 2, Block 1, East Town Plaza, LeSueur County, Minnesota

Street Location

JPV Properties LLC – Request to re-open CUP # C8-2004 - Additional outdoor seating for food and drinking services
1/22/25 Planning Commission meeting
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The street location of this property is 825 1st St SE New Prague, MN 56071.

Lot Size

The property, owned by JPV Properties LLC of New Prague, is on a parcel of land that consists of 1.5 Acres.

Zoning

Property 825 1st St SE is zoned B-2 Community Commercial District and within that district Restaurants Class I, II, and III (Fast Food, Sit Down Without Liquor/Entertainment, and Sit Down With Liquor/Entertainment) are a permitted use. Outdoor seating for food service business and drinking establishments are listed as a conditional use and must follow section 733 of the Zoning Ordinance. Any additional changes made to the existing conditional use permit requires an amendment.

Pergolas are considered accessory buildings and structures and thus must follow section 711 of the Zoning Ordinance. The Zoning Ordinance states that accessory structures cannot exceed the height of the principal building and that they must be placed to the rear of the principal building subject to building and fire zone regulations. The property does not have a rear yard. Instead, the property has two front yards (north and south) and two side yards (east and west). The applicant is requesting a variance to allow a 12' x 40' 7" pergola to be located 10' away from the north property line. In the site plan, the pergola appears to be slightly outside the fenced in area on three sides. The pergola may encroach into the 10' drainage and utility easement as long as the footings are outside the easement. Eaves are permitted encroachments.

In Business Districts, accessory structures (pergolas) must be a minimum of 6' away from the principal building, otherwise it is considered an integral part of the structure, and therefore, would have to meet district setbacks. The proposed pergola will be approximately 6' away from the principal building.

The gas-powered fire pit will be located in the middle of the outdoor patio area. Gas-powered fire pits do not have setback requirements.

The existing monument sign along Main St E/TH19 will be removed to make room for the patio area. If the property owner ever intends to construct a new monument sign, they will need to follow Zoning Ordinance 718 (3)(C).

Although the fenced-in patio is 10' away from the north property line, the patio is very far away from the street of TH19. There is a huge right-of-way between the actual highway to the fenced-in patio, lessening the visual impact. The fenced-in patio would be about 19' from the sidewalk in the MnDOT TH19 right-of-way or approximately 48' from the actual street. It's not like typical residential properties that are usually 12' away from the property line to the actual road.

Outdoor Seating Performance Standards

Restaurants and drinking establishments that provide outdoor seating must follow the performance standards found in section 733 of the Zoning Ordinance, which is as follows:

733 Outdoor Seating for Restaurants and Drinking Establishments

1. Restaurants, drinking establishments, and restaurants, may provide outdoor seating for their patrons with an approved Conditional Use Permit provided that the following requirements are met:
2. For all establishments:
 - A. The seating shall be located on private property and outside of any recorded easement areas and demonstrated on a site plan.
 - B. The seating shall consist of good quality patio or café type furniture that enhances the appearance of the business.
 - C. No beverages or food shall be served to persons outside of the designated outdoor seating area.
 - D. The seating area, if not slab on grade, shall be subject to applicable setback requirements.
 - E. The seating area shall have a permanent surface of concrete, asphalt, wood or other fabricated construction material.
 - F. The seating shall be located so as not to compromise safety. Seating shall not obstruct the entrance or any required exits or be located on landscaping or parking areas. If located on private sidewalks or walkways, it shall be located so as to leave a minimum of a four foot (4') wide passageway for pedestrians. Applicable building and fire codes for ingress and egress shall be met.
 - G. No additional parking is required for 30 outdoor seats or less. Any additional seating over 30 seats shall provide required parking based on one space per three seats.
 - H. The outdoor seating area shall be subordinate to the principal use and shall not exceed 40 percent of the square footage of the principal use building space.
 - I. Noises on the outdoor seating area shall be subject to City Code Section 92.18(S).
 - J. Lighting shall be permitted to the extent that it only illuminates the designed area. Lighting must otherwise meet the standards listed in Section 704 of this Ordinance for Glare.
 - K. The business owner or designated person shall inspect the premises on a daily basis including all adjacent streets, sidewalks, alleys, parking areas and sidewalks within 100 feet and remove all litter. Appropriate receptacles for rubbish, garbage, cigarette paraphernalia, etc. must be provided in close proximity to the outdoor seating area.
 - L. Additional conditions may be imposed by the City and listed on the approved conditional use permit including but not limited to hours of outdoor seating area use and additional screening or buffering to residential zoned or used areas.
 - M. No external music, live or recorded, shall be allowed after 10:00PM. It also shall not be audible from a distance of more than 50' from the edge of the defined patio area at any time.
3. For establishments with liquor licenses the following regulations apply in addition to those listed above:
 - A. The seating shall be located in a compact and contiguous location to the principal structure. No alcoholic beverages shall be served or consumed in an outdoor seating area unless the liquor license approved by the City specifies the compact and contiguous location.
 - B. The outdoor seating area shall be defined with the use of landscaping and permanent attractive fencing which is a minimum of four feet in height with at least 50 percent

- opacity that contains the tables and chairs for the use as demonstrated on a site plan. It shall also prohibit the free passage of any person or substance from the area.
- C. No alcoholic beverages shall be served to persons outside of the designated outdoor seating area or those not seated at tables. Signage shall be posted that restricts consumption of alcohol outside of the designated outdoor seating area as approved by the Conditional Use Permit.
- D. Bars are prohibited in outdoor seating areas (with the exception of a service bar for the exclusive use of the establishment’s employees).
- E. Patrons shall only access the outdoor seating area through the interior of the main building and seated by wait staff if at full service restaurants. No other ingress or egress shall be allowed other than required emergency exits.

The Zoning Ordinance requires that the outdoor patio space must be outside the drainage and utility easements. There is a 10’ easement to the north and approximately 93’ 6” easement to the east. The footings of the pergola and the outdoor patio area must be located outside all drainage and utility easements; however, eaves of the pergola are a permitted encroachment.

The fence that will surround the patio area must be a minimum of 4’ tall that has an opacity of at least 50%.

Plans show that patrons will be able to enter the fenced in patio by first going through the restaurants. Customers will be able to access the patio by going through the restaurant and utilizing the northern doors or the two garage doors. There is an emergency exit on the east side of the fence, leading to the existing sidewalk. Customers may not enter from the emergency exit.

Parking

According to section 733 (2) (G) of the Zoning Ordinance, no additional parking will be required for 30 outdoor seats or less. Any additional seating above 30 will require one parking stall per three seats. The diagram they provided on 1/3/25 shows a total of 30 outdoor seats, therefore, no additional parking is needed.

Neighborhood Conditions

North – Greenway Park, RL90- Single Family Residential District, B2-Community Commercial District

South – B2-Community Commercial District, RM-Medium Density Residential District (PUD)

East – B2-Community Commercial District, RH-High Density Residential District

West – RL90- Single Family Residential District, RM-Medium Density Residential District (PUD), RH-High Density Residential District

There are a few businesses in the B-1 and B-2 Zoning District that have outdoor patio areas approved through a conditional use permit. For instance, there is 1319 Woodfire Tavern at 125 E Main St, Local 105 at 105 Main St E, Outlaw Saloon at 103 Main St W, Sugar Rose Bakeshop at 120 Main St W, and Giesenbrau Bier Co. at 1306 1st St NE.

Relatively close to the subject property, Giesenbrau Bier Co. was approved through conditional use permit #C3-2016 (as amended), allowing outdoor seating for dining and drinking. Their outdoor patio is located in the front yard along Main St E/TH 19. A variance was not needed because no accessory structure was being proposed. Giesenbrau Bier Co. has sunshade sails attached to their building and fence, providing shade for their customers, serving a similar purpose as a pergola. In other words, the proposed pergola at 825 1st St SE will not drastically change the look of the neighborhood.



Giesenbrau Bier Co. Patio - Looking North from TH19/Main St – Google Street View

Staff Comments

Utilities General Manager Bruce Reimers, Public Works Director Matt Rynda, Police Chief Tim Applen were solicited for comment, but none were received at the time of this report.

City Engineer Chris Knutson stated on 1/3/25 that there are no stormwater concerns since it’s a fairly small area and right next to the pond. He’d like to see how the applicant intends to address grading in the area. There is a steep sidewalk (probably non-compliant) on the east side and the FFE of the building will likely be quite a bit higher than existing ground. As a suggestion, he recommended that the applicant consider connecting the two patio areas with a new walk and constructing new steps leading down to the sidewalk along Main Street. Alternatively, he recommends removing it and connecting it to the existing sidewalk along the parking lot. He is not sure they can get that walk complaint otherwise.

Building Official Comments

Building Official Scott Sasse provided the following email message on 12/13/2024:

In reviewing the proposed outdoor patio at 825 1st SE , I have found that a few things will need to be looked in to. First we will require a report from a current MN licensed structural engineer detailing the addition of the overhead door openings in the northwest corner exterior wall of the building. An HVAC engineering report will be required to confirm if any adjustments will be needed in the HVAC system due to the 2- new large openings in the wall and how that could affect the existing ventilation parameters. The overhead doors will have to adhere to the U-factor/fenestration ratings of the current MN Energy code. Emergency exit out of patio area shall be labeled with “Emergency Exit Only” signage as well as out swinging gate with panic hardware installed according to MSBC 1010.1.10.1. An adjusted seating chart of the existing space maybe required to find an exact occupant load of the

building after the proposed changes. We'll need to confirm if the existing plumbing system is sufficient for the new occupant load.

MnDOT Comments

On 1/3/2025, Angela Piltaver from MnDOT stated that it appears that the plans are outside the MnDOT right-of-way. She is waiting for confirmation from their functional group lead since some sidewalks are located at the back of the MnDOT right-of-way. If it is not in the MnDOT right-of-way, there wouldn't be any comments on the minor encroachment of eaves into that space. Piltaver inquired about the drainage on the site. She wanted to know where it drains...Is there enough runoff storage for the stormwater pond?... Is there sufficient capacity for the increased runoff?

Variance Criteria

(To allow the pergola in the front yard.)

The Zoning Ordinance defines a variance as follows: A modification or variation of the provisions of this Ordinance where it is determined that by reason of unique circumstances relating to a specific lot, that strict application of the Ordinance would cause practical difficulties. Practical difficulties is a legal standard set forth in law that cities must apply when considering applications for variances. To constitute practical difficulties, all three factors of the test must be satisfied, which are reasonableness, uniqueness and essential character. The Zoning Ordinance's criteria addresses these standards.

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The requested variance is in harmony with the general purposes and intent of this Ordinance because accessory structures is a permitted accessory use in the B-2 Community Commercial Zoning District.)
- B. The variance is consistent with the comprehensive plan. (The requested variance is consistent with the comprehensive plan because a pergola is a permitted accessory use in the B-2 Community Commercial Zoning District.)
- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant will continue to use the property in a reasonable manner in that the variance is needed to allow the accessory structure to be in the front yard of the property, of which the property has two front yards.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the same zoning district because the property has two front and two side yards while some other properties in the B-2 District have rear yards.)

- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because surrounding land in the B-1 and B-2 District allow outdoor dining and the outward appearance of the site will not look drastically different from other businesses that have outdoor dining spaces.)
- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the pergola to be located in the front yard of 825 1st St SE, which does not have any rear yards as opposed to other properties that are not abutting two frontages.)
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (N/A – will be addressed as part of the conditional use permit review.)

Conditional Use Permit Findings

Section 505 of the Zoning Ordinance states that when granting a conditional use permit the City Council shall make the following findings:

- A. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed addition for outdoor seating for eating and drinking services will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area, as the additional areas will accommodate more areas for outdoor seating.)
- B. The use will be sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. (The restaurant is adjacent to business uses on its south and east sides, which are zoned in the same B2 Community Commercial Zoning District. The proposed patio will not cause concern to existing residential properties to the south, west, and north as they are separated by roads. Therefore, the patios will blend with the current structure and will be sufficiently compatible with residential homes in the area)
- C. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. (The proposed building addition and site will have a similar appearance and will blend with existing restaurants, buildings, and sites, the appearance of which have not had an adverse impact on adjacent residential property in the past.)

- D. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. (The restaurant use has already been established on the site for over 20 years and no new uses, as defined by the zoning ordinance, will be established as a result of the new outdoor patio for outdoor seating with eating and drinking services.)
- E. The use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use. (The use is consistent with the zoning ordinance because restaurants are specifically listed as a permitted use within the B2 Community Commercial Zoning District, and the proposed patio for eating and drinking is a conditional use and conforms to Outdoor Seating Performance Standards identified in the Outdoor Seating for Food Service Businesses and Drinking Establishments set forth in the zoning ordinance.)
- F. The use is not in conflict with the Comprehensive Plan of the City. (The use is not in conflict with the comprehensive plan because restaurants are specifically listed as permitted use within the B2 district while patios for eating and drinking are a conditional use, as well as the land use which the property is guided to in the Comprehensive Plan.)
- G. The use will not cause traffic hazard or congestion. (The proposed building addition will provide 30 additional seats in the outdoor dining area but under Outdoor Seating Performance Standards it states that no additional parking is required for thirty (30) outdoor seats or less. Any additional seating over thirty (30) seats shall provide required parking based on one (1) space per three (3) seats. In this case, no unreasonable traffic hazards or congestion will be created due to the additional seating.)
- H. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (Adequate utilities, access roads, drainage and necessary facilities have been provided.)

Staff Recommendation

Staff recommends approval of Variance #V1-2025 to allow the pergola to be in the front yard of the property and Amendment to Conditional Use Permit C8-2004 to allow an outdoor patio area for drinking/dining services in the B-2 Community Commercial District, located at 825 1st St SE, as proposed by JPV Properties, LLC, with the following findings for the Variance:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because accessory structures is a permitted accessory use in the B-2 Community Commercial Zoning District.
- B. The requested variance is consistent with the comprehensive plan because a pergola is a permitted accessory use in the B-2 Community Commercial Zoning District.

- C. The applicant will continue to use the property in a reasonable manner in that the variance is needed to allow the accessory structure to be in the front yard of the property, of which the property has two front yards.
- D. Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the same zoning district because the property has two front and two side yards while some other properties in the B-2 District have rear yards.
- E. The variance does not alter the essential character of the neighborhood because surrounding land in the B-1 and B-2 District allow outdoor dining and the outward appearance of the site will not look drastically different from other businesses that have outdoor dining spaces.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the pergola to be located in the front yard of 825 1st St SE, which does not have any rear yards as opposed to other properties that are not abutting two frontages.

And making the following findings to approve the Conditional Use permit:

- A. The proposed addition for outdoor seating for eating and drinking services will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area, as the additional areas will accommodate more areas for outdoor seating.
- B. The restaurant is adjacent to business uses on its south and east sides, which are zoned in the same B2 Community Commercial Zoning District. The proposed patio will not cause concern to existing residential properties to the south, west, and north as they are separated by roads. Therefore, the patios will blend with the current structure and will be sufficiently compatible with residential homes in the area.
- C. The proposed building addition and site will have a similar appearance and will blend with existing restaurants, buildings, and sites, the appearance of which have not had an adverse impact on adjacent residential property in the past.
- D. The restaurant use has already been established on the site for over 20 years and no new uses, as defined by the zoning ordinance, will be established as a result of the new outdoor patio for outdoor seating with eating and drinking services.
- E. The use is consistent with the zoning ordinance because restaurants are specifically listed as a permitted use within the B2 Community Commercial Zoning District, and the proposed new patio for eating and drinking is a conditional use and conforms to Outdoor Seating Performance Standards identified in the Outdoor Seating for Food Service Businesses and Drinking Establishments set forth in the zoning ordinance.

- F. The use is not in conflict with the comprehensive plan because restaurants are specifically listed as permitted use within the B2 district while patios for eating and drinking are a conditional use, as well as the land use which the property is guided to in the Comprehensive Plan.

The proposed building addition will provide 30 additional seats in the outdoor dining area but under Outdoor Seating Performance Standards it states that no additional parking is required for thirty (30) outdoor seats or less. Any additional seating over thirty (30) seats shall provide required parking based on one (1) space per three (3) seats. In this case, no unreasonable traffic hazards or congestion will be created due to the additional seating.

- G. Adequate utilities, access roads, drainage and necessary facilities have been provided.

And with the following conditions:

1. All original conditions of the Conditional Use Permit C8-2004 from 2004, 2006, and 2008 will remain.
2. Approval is subject to the site plan dated 1/3/2025 on file with the New Prague Planning Department which complies with the requirements of Section 733 of the Zoning Ordinance.
3. Before the Liquor License can be expanded to the proposed patio area, the following shall be completed:
 - a) All of the requirements and improvements associated with #C8-2004/V1-2025 must be completed and approved by City Staff.
 - b) The City Council must approve the expanded patio area as part of the applicant's liquor license.
4. The fencing around the outdoor patio must be a minimum of 4' tall and have an opacity of at least 50%.
5. Requirements listed by the Building Official must be met as well as any other applicable Building Codes.
6. A grading plan around the proposed new outdoor patio must be reviewed and approved by the City Engineer.
7. The south and east patios may not be utilized for eating/drinking purposes.
8. All recommendations of the New Prague Public Works Department, Utilities Department and MnDOT must be complied with prior to construction and occupation of the patio area.
9. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
10. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

Attachments

1. Aerial View of Subject Site – Dated 1/3/25
2. Zoomed-In View of Subject Site – Dated 1/3/25
3. Zoning District Map – Dated 1/3/25

JPV Properties LLC – Request to re-open CUP # C8-2004 - Additional outdoor seating for food and drinking services

1/22/25 Planning Commission meeting

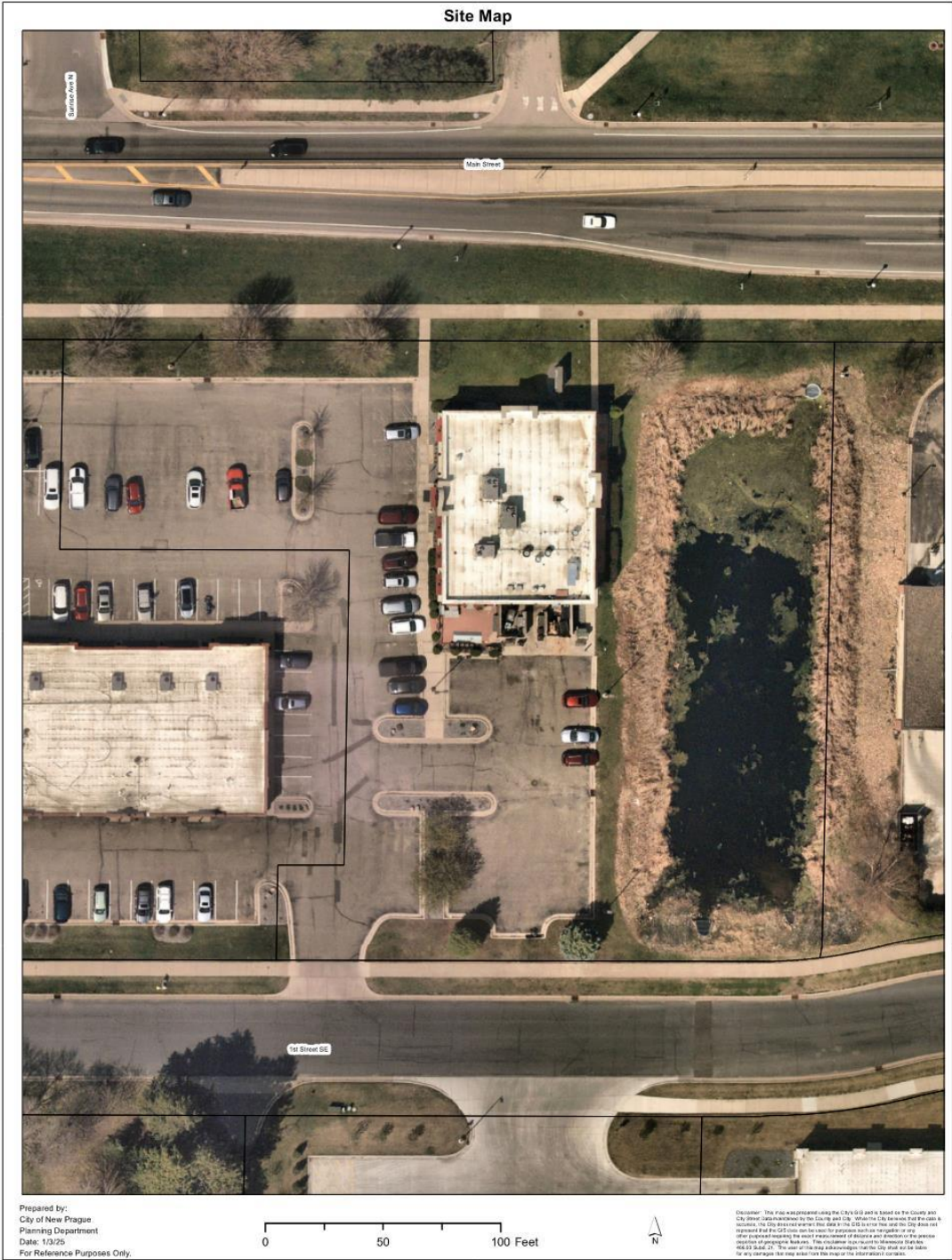
Page 10 of 18

4. Proposed Site Plan – Dated 1/3/25
5. Detailed View of Site Plan – Dated 1/7/25
6. Pictures – Dated 1/7/25



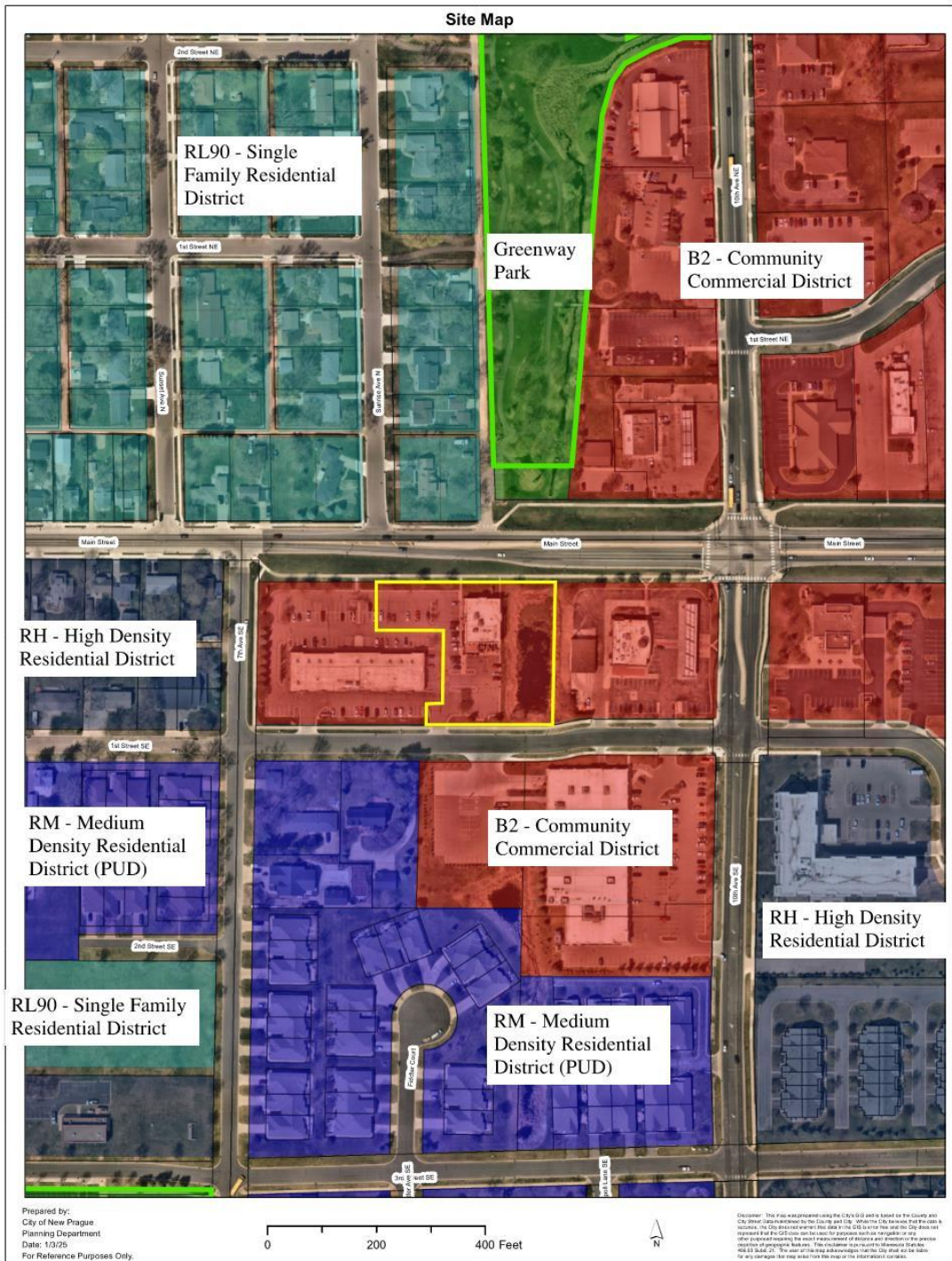
Aerial View of Subject Site

JPV Properties LLC – Request to re-open CUP # C8-2004 - Additional outdoor seating for food and drinking services
1/22/25 Planning Commission meeting
Page 12 of 18

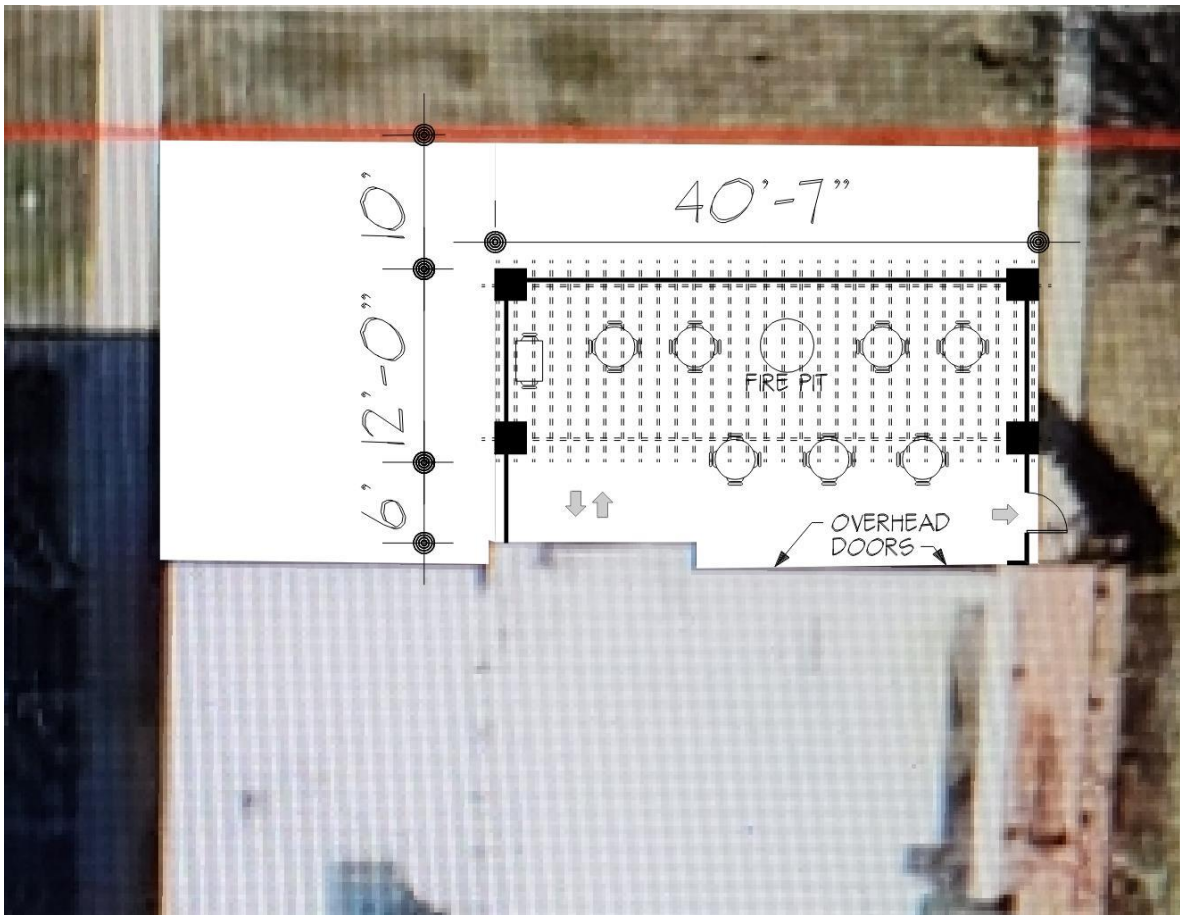


Zoomed-In Aerial View of the Subject Site

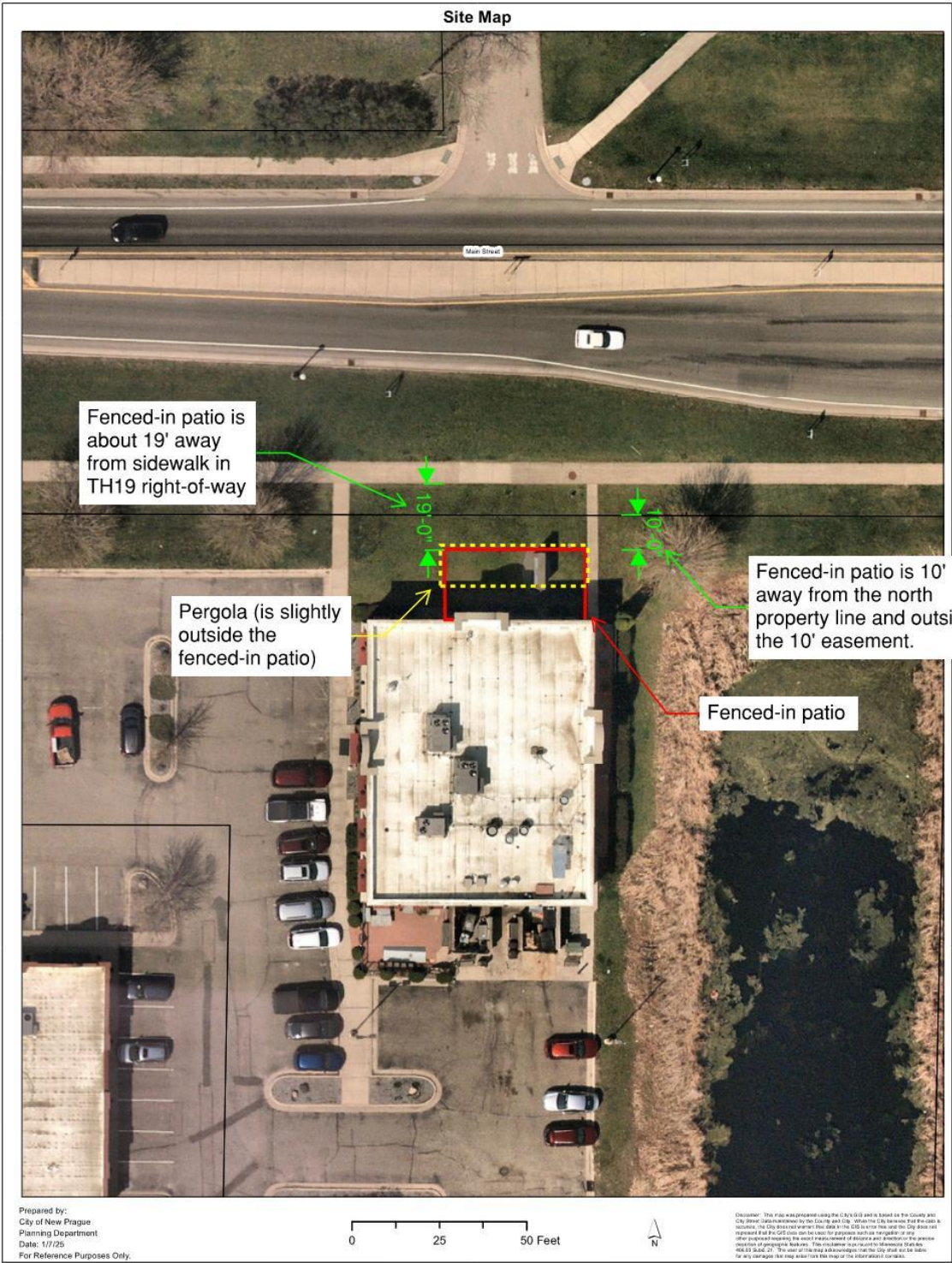
JPV Properties LLC – Request to re-open CUP # C8-2004 - Additional outdoor seating for food and drinking services
1/22/25 Planning Commission meeting
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Zoning Districts Surrounding the Subject Site



Proposed Site Plan – Looking North



Detailed View of the Site Plan



Looking South from TH19/Main St E



Looking Southwest from TH19/Main St E



Looking West from the Sidewalk on TH19/Main St E



Looking East from the Strip Mall Parking Lot



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KYRA CHAPMAN – PLANNER
SUBJECT: REQUEST FOR INTERIM USE PERMIT #I1-2025 TO ALLOW A DOG GROOMING BUSINESS IN THE I-1 LIGHT INDUSTRIAL ZONING DISTRICT AT 100 2ND AVE SW, AS PROPOSED BY FANCY BONES PET SALON & BOUTIQUE LLC.
DATE: JANUARY 15, 2025

Background

The New Prague Flouring Mill was first established in 1896 and was the main economic driver in the City, making New Prague a large manufacturer of flour for several years. However, in 2019 Miller Milling closed their business, later selling the property to current owners, New Prague Mill, LLC, who intend to repurpose the property for multiple tenant uses. The building is partially occupied by Faith, Recovery & Music, and 2 If By Sea Tactical Firing Range. It is also being used for warehousing purposes by MVE Biological Solutions, CVF Racing, Prime Look Home Remodeling, etc. In 2024 alone, four planning permits were approved: I1-2024 to allow a religious institution, I2-2024/C3-2024 for exterior storage of vehicles and recreational equipment, V6-2024 for driveway access on 2nd St SW, and V9-2024 for a 180 sq ft sign.

The applicant, Fancy Bones Pet Salon & Boutique LLC, is requesting an interim use permit to allow their dog grooming business to occur within the old mill. They would occupy 638.43 sq ft of a former locker room area for the mill staff. The tenant space would be west of where Faith, Recovery & Music inhabits. Fancy Bones Pet Salon & Boutique would like to have two grooming tables for their two groomers. There will also be one grooming tub based on plumbing currently provided in the space. They do not anticipate hiring additional groomers because they would like to keep their business small and personable. However, there is a possibility that a receptionist could be hired if needed.

Legal Description

Parcel 1:

Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:

Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:

Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.

Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.

Parcel 5:

Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.

Parcel 6:

Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees 00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

Neighborhood Conditions

North – Central Business District / Main Street

South – I-1 Light Industrial Zoned properties and to the southeast are some residential dwellings separated by public roads from the subject site.

East – Mach Lumber which is zoned I-1 Light Industrial and single-family homes further east

West – Union Pacific Railroad and beyond that is the B-3 Highway Commercial Zoning District and TH13/21.

Overall, the former mill property is very unique in that it is surrounded by many different zoning districts. It is also unique in that it is an industrial property located essentially in the downtown area which is evidenced by the many nearby bars/restaurants and other similar uses.

Applicant’s Statement

The applicant, MacKenzie Vlasak, provided the following statement on 1/9/2025:

*“Fancy Bones Pet Salon & Boutique was founded by Katelyn Brokl and MacKenzie Vlasak, established dog groomers with a clientele largely based in New Prague and the surrounding areas, making this location ideal for both accessibility and convenience. The space we’ve chosen is not only easy to find but also housed in a historic building integral to New Prague's charm. By bringing clients to this space, we’ll contribute to preserving and showcasing a piece of the town’s history that they might not have experienced otherwise. Other potential locations failed to meet essential requirements such as adequate space, electrical and plumbing infrastructure, as well as a suitable layout. This building, however, checked every box and the owners and staff have all been extremely helpful and easy to work with further solidifying our confidence in this choice. Additionally, its central location, familiarity within the community, and ample safe parking for our clients and their pets make it the ideal choice. We knew immediately when touring this space that it was the perfect fit for *Fancy Bones* and we believe it will not only allow us to thrive but also enhance the community experience.”*

Lot Size

The New Prague Mill property is approximately 253,955 sq ft (5.83 acres) in total. Fancy Bones Pet Salon & Boutique LLC is proposing to utilize only 638.43 sq. ft. of the former mill office area, which has been vacant for many years.

Zoning

This property is currently zoned I-1 Light Industrial District. However, in the Future Land Use Map of the Comprehensive Plan, the property is guided as “Downtown Flex”. Although the exact requirements for the downtown flex district have not been determined yet, dog grooming (retail/service establishments) will likely be included. As of recent, the City is working with consultant, Bolton & Menk, to develop a Unified Development Code (UDC), which would update the Zoning Ordinance and the Subdivision Ordinance. For the time being, staff recommend allowing the Interim Use Permit (IUP) request for the dog grooming business to occur until the UDC is complete and adopted. It’s anticipated that the UDC will be complete by the end of 2025 or the beginning of 2026.

Interim Uses are listed under the I-1 Light Industrial Zoning District as: “Other temporary uses subject to Section 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety and welfare.”

Section 302 of the Zoning Ordinance defines Interim Uses as follows:

A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

Parking

For retail stores and service establishments, they require 1 parking stall for every 300 square feet of floor space and outdoor sales space. The applicant will inhabit 638.43 sq ft.

638.43 sq ft / 300 sq ft = 2.13 parking stalls

A minimum of 2 parking spaces are needed.

The past interim use permit I1-2024 for Faith, Recovery, & Music required a minimum number of 10 parking stalls. C5-2023 and V4-2023 for 2 If By Sea Tactical’s firing range required a minimum of 24 parking stalls.

The previously reviewed and approved plan of 52 striped parking stalls for the existing paved parking area was part of the approval of Conditional Use Permit #C5-2023 for the indoor firing range in another portion of the building. It was noted, however, that two additional parking spaces (above the 52 on the drawing) were provided in front of the indoor firing range area and Faith, Recovery, & Music and that the previously approved use only required 24 and 10 parking spaces, leaving 18 of the spaces available for other uses. **Based on this, the proposed use would only utilize 2 of the 18 available spaces not dedicated to any other use, meaning there is ample parking available. Staff does note that the paved parking plan must follow the conditions of C5-2023.**

The proposed parking lot must follow Section 717 of the Zoning Ordinance, detailing the standards to parking stall dimensions, setbacks, and minimum stall requirement. The parking lot must be striped in white or yellow paint no less than 4’ wide. For a 90-degree angled parking lot, the parking stalls must be 9’ wide, 20’ deep, and a minimum lot drive aisle width of 24’ (for two-way traffic).

Public Works /Utilities / Police / Engineering Comments

Public Works, Utilities, Police, and Engineering were not solicited for new comments regarding this interim use permit application review.

Building Official Comments

Building Official Scott Sasse stated that an HVAC engineer will need to provide plans on how ventilation will address code minimums to ventilate for dog grooming. There is a small amount of plumbing to be done.

WAC/SAC Fees

2011

In 2011, Conagra Mills, the property owner at the time was doing an industrial/office alteration for a portion of their building. The space that Fancy Bones Pet Salon & Boutique would be inhabiting was originally a men’s locker room and parts room. The men’s locker room had 41 lockers and the REU credits was calculated by 1 credit per 14 lockers.

41 lockers / 14 lockers per REU = 2.93 credits

2025

The City uses the Metropolitan Council 2025 SAC manual for determining credits and charges when uses change in buildings.

Animal Grooming for 4 grooming stations is 1 WAC/SAC unit. There are 2 proposed grooming stations, therefore, 2 / 4 stations = 0.5 credits

Animal washing for 1 tub is 1 WAC/SAC unit. 1 proposed tub / 1 tub = 1 credit

This means that it is 1.5 units for the total.

The locker rooms were originally 2.93 units. **Difference:** 2.93 units -1.5 units = **1.43 units**

No units are owed for this proposed project. 1.43 units can be used towards future tenant spaces.

Interim Use Permit Criteria

The City Council may consider an interim use permit for a use which is not specifically listed in this Ordinance as an interim use within the affected district and may grant a permit provided such interim use, after review by the Planning Commission and the City Council, is found to otherwise meet the criteria for granting an interim use permit within the affected district. The City Council shall make the following findings in order to approve an interim use:

- A. The proposed interim use will utilize property where it is not reasonable to utilize it in a manner provided for the City’s Comprehensive Plan and Zoning Ordinance. (The proposed interim use for a dog grooming business will utilize property in a reasonable manner not currently allowed by its existing zoning within the I-1 Light Industrial Zoning District, but which is guided as “downtown flex” in the 2024 Comprehensive Plan Update and of which exact requirements have not yet been determined.)
- B. The proposed interim use is presently acceptable but, given anticipated development, will not be acceptable in the future. (The proposed dog grooming business is acceptable since it will likely be rezoned to “downtown flex” within the next couple of years which may include retail and service establishments as either permitted or conditional, therefore, it would no longer need the “interim” label.)
- C. The proposed use will not hinder permanent development of the site. (The proposed dog grooming business will not hinder permanent development of the site as it is utilizing and

repurposing the space within the existing building and identified to become “downtown flex” in the 2024 Comprehensive Plan after the Unified Development Code is adopted.)

- D. The proposed use will not adversely impact implementation of the Comprehensive Plan for the area. (The proposed dog grooming will not adversely impact implementation of the Comprehensive Plan because it identifies the property as “downtown flex” in the 2024 Comprehensive Plan.)
- E. The proposed use will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare. (The proposed dog grooming business will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare as it is utilizing existing space in the building and will have adequate off-street parking.)
- F. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed dog grooming business will not create an excessive burden on existing parks, schools, street and other public facilities as it is utilizing space in an existing building.)
- G. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (Adequate utilities, access roads, drainage and necessary facilities exist for the proposed dog grooming business.)
- H. The date or event that will terminate the use has been identified with certainty. (The proposed dog grooming business shall cease to operate at the site on 1/1/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses, including dog groomers, are either a permitted or conditional use in said zoning district.)
- I. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future. (The proposed dog grooming business will not impose additional costs on the public if it is necessary for the public to take the property in the future.)

In permitting a new interim use, the City Council may impose, in addition to the standards and requirements expressly specified by this Ordinance, additional conditions which the City Council considers necessary to protect the best interest of the surrounding area or the community as a whole. Any City Council approval of an interim use shall be subject to the following conditions:

- A. Except as otherwise authorized by this section, an interim use shall conform to this Ordinance as if it were established as a conditional use.
- B. The date or event that will terminate the interim use shall be identified with certainty. The City Council may require the applicant to deposit a cash amount with the City, or provide some other form of security, to ensure compliance.

- C. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
- D. Other conditions as the City Council deems reasonable and necessary to protect the public interest and to ensure compliance with the standards of this Ordinance and policies of the Comprehensive Land Use Plan.

Staff Recommendation

Staff recommends approval of Interim Use Permit #I1-2025 to allow a dog grooming business in the I-1 Light Industrial District, located at 100 2nd Ave SW, as proposed by Fancy Bones Pet Salon & Boutique LLC, with the following findings:

- A. The proposed interim use for a dog grooming business will utilize property in a reasonable manner not currently allowed by its existing zoning within the I-1 Light Industrial Zoning District, but which is guided as “downtown flex” in the 2024 Comprehensive Plan Update and of which exact requirements have not yet been determined.
- B. The proposed dog grooming business is acceptable since it will likely be rezoned to “downtown flex” within the next couple of years which may include retail and service establishments as either permitted or conditional, therefore, it would no longer need the “interim” label.
- C. The proposed dog grooming business will not hinder permanent development of the site as it is utilizing and repurposing the space within the existing building and identified to become “downtown flex” in the 2024 Comprehensive Plan after the Unified Development Code is adopted.
- D. The proposed dog grooming will not adversely impact implementation of the Comprehensive Plan because it identifies the property as “downtown flex” in the 2024 Comprehensive Plan.
- E. The proposed dog grooming business will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare as it is utilizing existing space in the building and will have adequate off-street parking.
- F. The proposed dog grooming business will not create an excessive burden on existing parks, schools, street and other public facilities as it is utilizing space in an existing building.
- G. Adequate utilities, access roads, drainage and necessary facilities exist for the proposed dog grooming business.

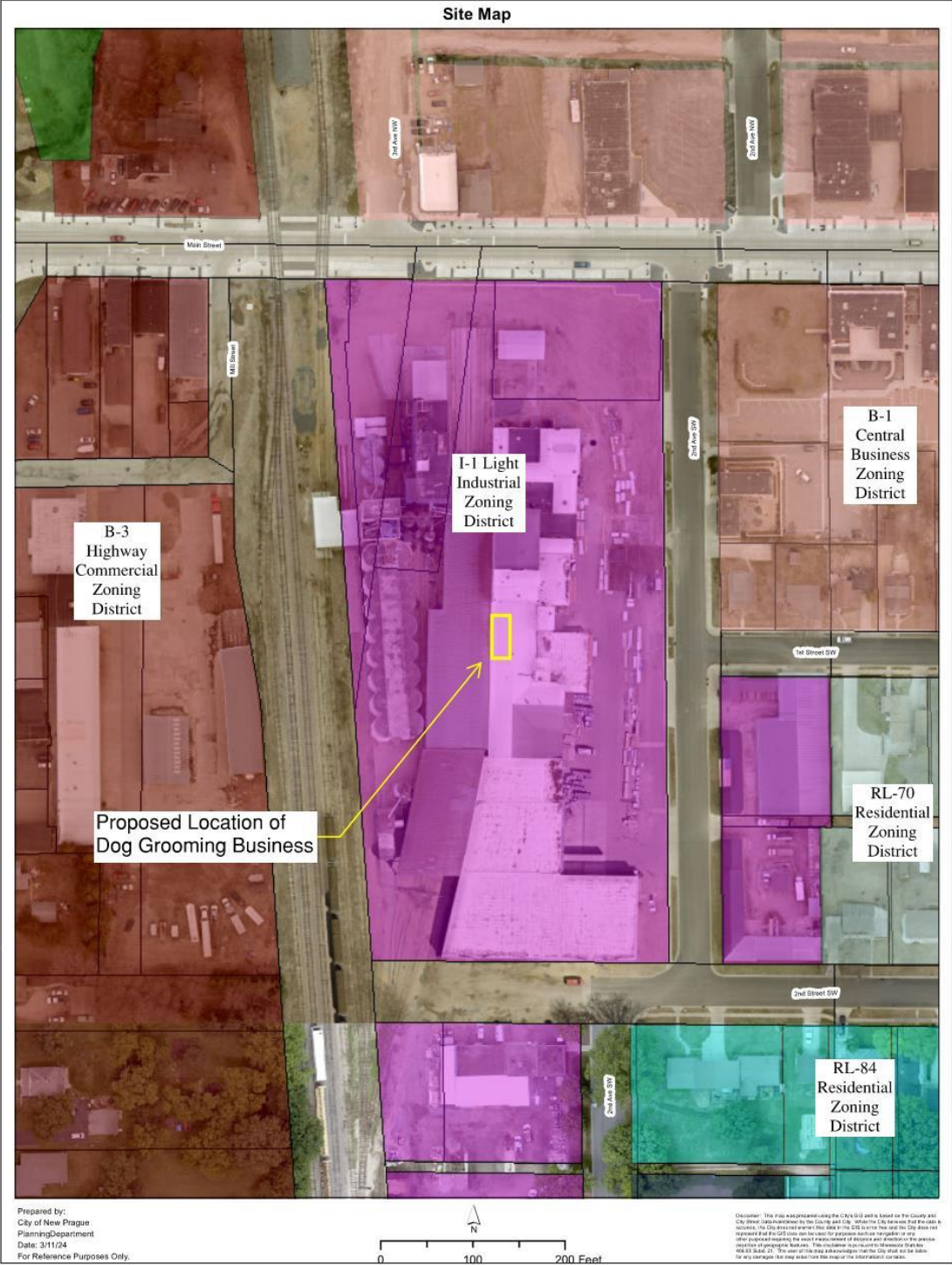
- H. The proposed dog grooming business shall cease to operate at the site on 1/1/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses, including dog groomers, are either a permitted or conditional use in said zoning district.
- I. The proposed dog grooming business will not impose additional costs on the public if it is necessary for the public to take the property in the future.

And with the following conditions:

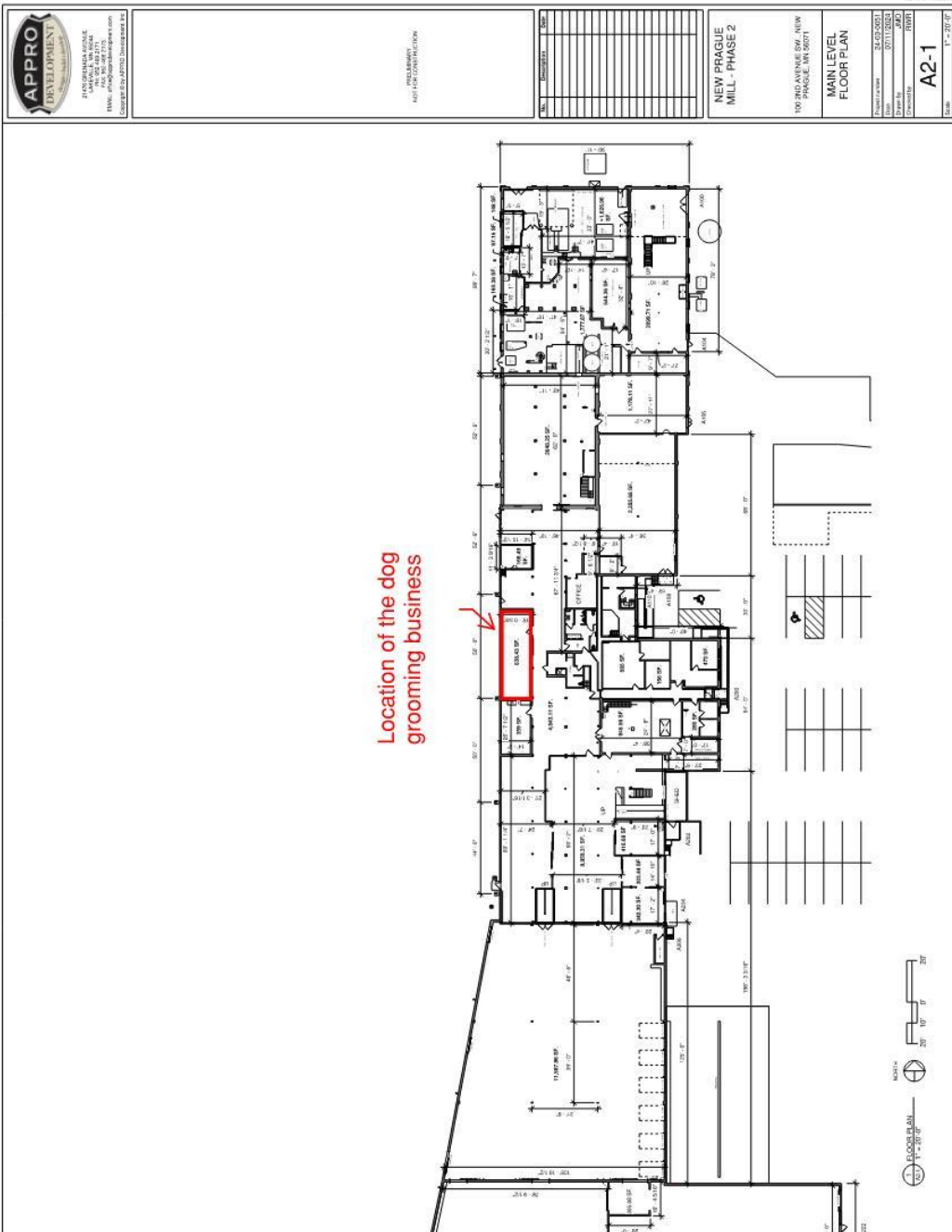
1. The proposed dog grooming business shall cease to operate at the site on 1/1/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses, including dog groomers, are either a permitted or conditional use in said zoning district.
2. Except as otherwise authorized by the Zoning Ordinance, this interim use shall conform to this Ordinance as if it were established as a conditional use.
3. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
4. Approval is in general accordance with the area indicated on the floor plan included in the staff report (undated) on file with the Planning Department.
5. At least 2 off-street parking spaces, including required accessible space(s), must be available for the proposed use.
6. All building and site signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
7. All lighting must conform to Section 704 of the Zoning Ordinance.
8. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.
9. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city’s professional consultants in accordance with established rates.
10. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

Attachments

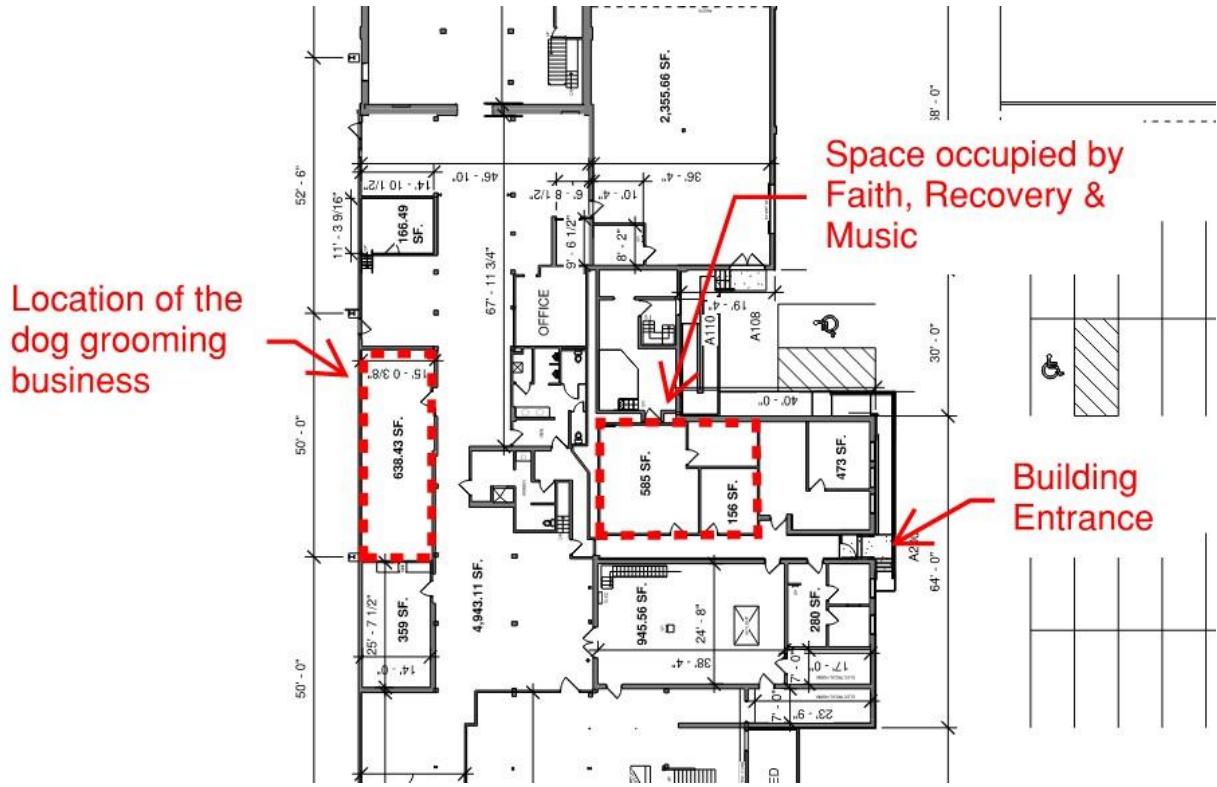
1. Zoning – Undated
2. Tenant Space in the Mill – Undated
3. Detailed View of the Tenant Space – Undated
4. Previously Approved Parking Lot Diagram – Dated 3/9/23
5. Google Street View – Dated August 2023
6. Exterior Building Pictures – Dated 1/9/2025
7. Existing Tenant Space Pictures – Dated 1/9/2025



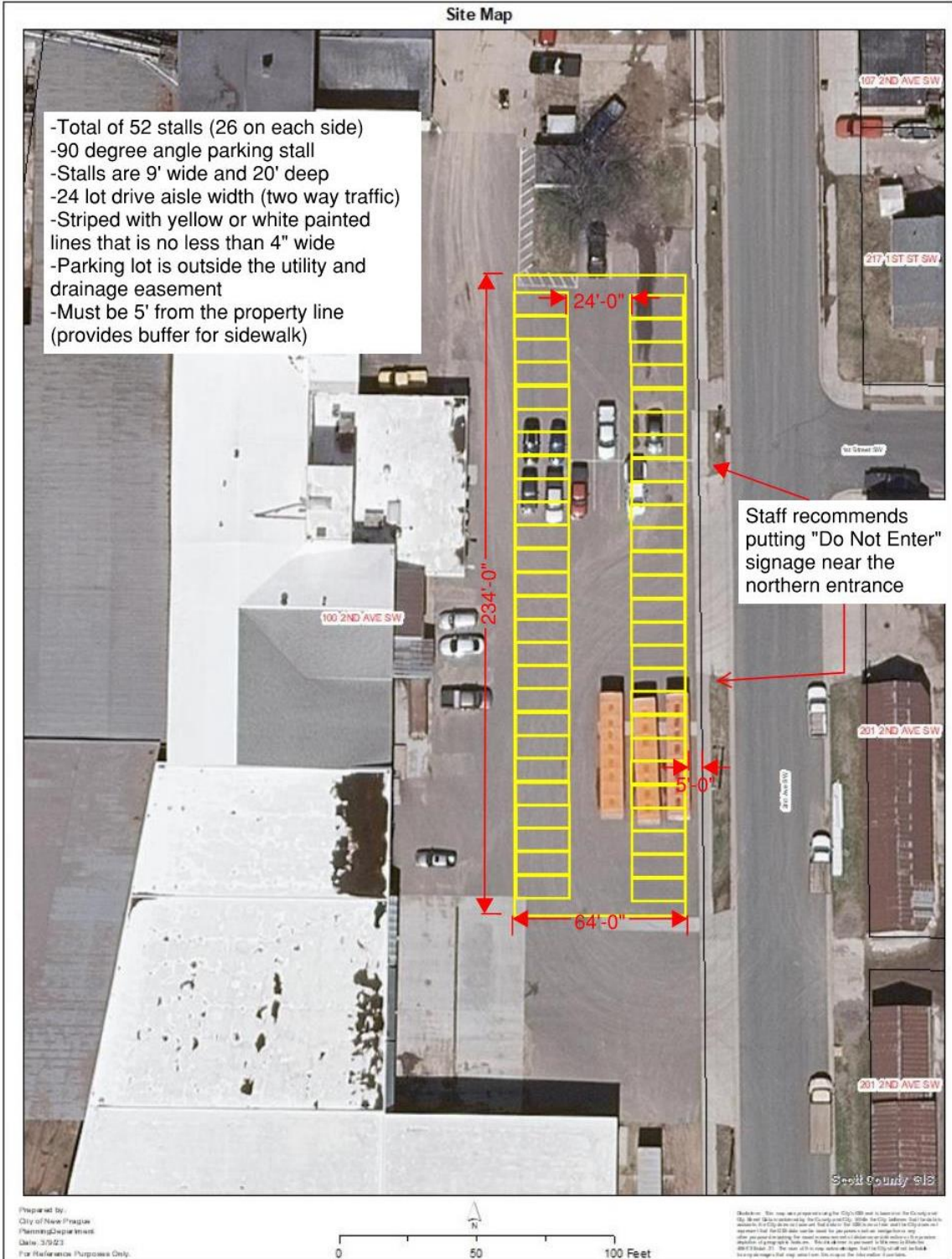
Zoning Districts of Subject and Neighboring Properties



Location of the Proposed Tenant Space in the Mill (Looking North)



Detailed View of the Tenant Space



Previously Approved Parking Lot Layout Per CUP #C5-2023 – (24 stalls for the firing range, 10 spaces for religious insitution) – Parking stalls are planned to be striped in an alterante fashion



Google Street View from August 2023 Looking at Office Entrance



Looking Southwest Towards the Office Entrance and Accessible Ramp



Looking West Towards the Office Entrance



Looking North Along 2nd Ave SW



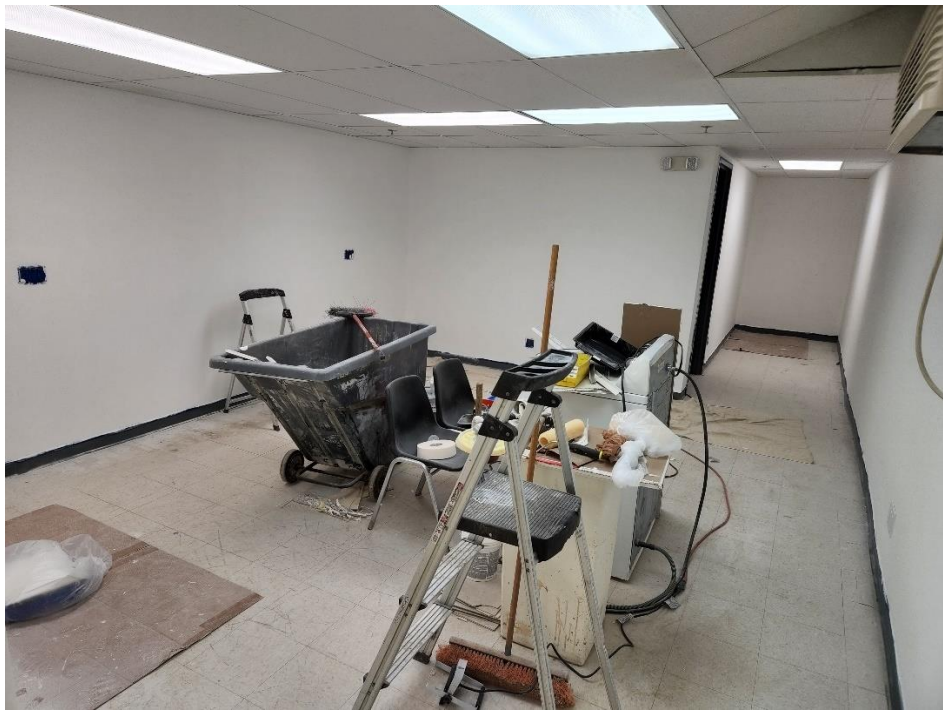
Looking South Towards 2 If By Sea Tactical Indoor Shooting Range



Pictures of Existing Tenant Space for the Proposed Dog Grooming Business – Bath Area



Pictures of Existing Tenant Space for the Proposed Dog Grooming Business – Reception/Grooming Area



Pictures of Existing Tenant Space for the Proposed Dog Grooming Business – Reception/Grooming Area



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: COMPREHENSIVE PLAN AMENDMENT – WATER SYSTEM MODELING & STUDY - PUBLIC HEARING
DATE: JANUARY 3, 2025

As the Planning Commission is aware, the City Council adopted the new Comprehensive Plan at the October 21st, 2024 City Council meeting. As discussed, it was known that within a few months the plan would need to be amended to add in the Water System Modeling and Study as an appendix.

The New Prague Utility Commission adopted the Water System Modeling and Study at their meeting on November 25th. Staff is recommending that the Water System Modeling and Study be added to the new comprehensive plan as an appendix, similar to the Sanitary Sewer Feasibility Study.

Staff Recommendation

I recommend that the City Council hear the presentation and hold the required public hearing. I also recommend that the Planning Commission forward a recommendation for approval to the City Council regarding the amendment to the Comprehensive Plan.

MEMORANDUM

Date: October 22, 2024
 To: Bruce Reimers – New Prague Municipal Utilities
 From: Mitchell Swanson, P.E.
 Subject: Water System Modeling and Study - Summary
 New Prague Municipal Utilities – New Prague, Minnesota
 Project No.: 0M1.133584

The purpose of this memo is to summarize key points of the Water System Model and Study report which provides New Prague Municipal Utilities with relevant information regarding its water distribution system and recommendations for future improvements associated with the growing community. The report examined the existing 2024 water distribution system and the future 2044 water distribution system. Planned growth areas are based on the city’s Comprehensive Plan. Population projections resulted in the following water demand projections.

Table 2.1 – Water Demands			
Year	Population Projection	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2024	8,768	0.833 (579 gpm)	1.749 (1,215 gpm)
2044	14,125	1.342 (932 gpm)	2.818 (1,957 gpm)

I. Design Criteria

Design requirements include the water supply wells’ firm pumping capacity being equal to the maximum daily demand of the city. Firm pumping capacity is the total pumping capacity with the largest well out of service. Storage capacity requirements involve equalization storage for average daily demand and additional storage for fire protection. Pressure throughout the distribution system should stay above 35 psi during average daily demands and above 20 psi during maximum daily demands. Fire flow capacities should be 1,000 gpm for residential areas and 3,500 gpm is considered adequate for commercial and industrial areas; however, the fire marshal and ISO should be consulted to verify required capacities for insurance purposes. A water model of the existing and future system was developed to evaluate pressure and fire flow throughout the system.

II. Existing System Evaluation

The Public Utility operates the supply wells seen below in Table 3.1. The firm capacity of the wells is 2,410 gpm or 3.47 MGD. The existing distribution system’s storage capacity was reviewed and determined to be deficient by 0.25 MG. Model results of the existing system show that pressures are within the recommended range and fire flows were above 1,000 gpm, except for the southwest pressure zone. Recommendations for the existing system are to add additional storage for fire flow capacity and improve fire flows to the southwest zone with larger pumps, a fire pump, or looping the southwest and southeast zones together. Looping is not anticipated to occur until the city has growth on the south side.

Table 3.1 – Supply Well Summary				
Well No.	Feeds	Aquifer	Year Constructed	Capacity (gpm)
1	WTP No. 1	Tunnel City	1925	510
2	WTP No. 1	Tunnel City	1938	400
3	WTP No. 1	Tunnel City	1948	500
4	WTP No. 2	Mt. Simon	1988	500
5	WTP No. 3	Tunnel City	2002	500
6	WTP No. 3	Mt. Simon	2007	1,000
Total Capacity:				3,410 gpm (4.91 MGD)
Firm Capacity:				2,410 gpm (3.47 MGD)

III. Future System Evaluation

The future system assumes that Water Treatment Plant No. 2 is decommissioned. Well No. 4 is a Mt. Simon well, in 2021, the DNR limited the construction of new Mt. Simon wells; therefore it is recommended this well be maintained. It was not, however, used in the following evaluation. Topographic maps were used to delineate pressure zone boundaries.

Evaluating the storage capacity showed that the future system requires 1.0 MG of additional storage capacity. Based on the maximum daily demands shown above, the recommended firm pumping capacity is 1,957 gpm.

Treatment Plants No. 1 and No. 3 meet the capacity of future maximum daily demand; however, if the largest well is out of service, the capacity of Treatment Plant No. 3 drops to 500 gpm. This results in the treatment plants pumping 1,500 gpm, which is less than the maximum daily demand. It is therefore recommended that an additional well be installed near Water Treatment Plant No. 3 with a minimum capacity of at least 500 gpm.

While Water Treatment Plant No. 1 may be maintained, it is prudent to keep land north of Water Treatment Plant No. 3 for expansion purposes when Treatment Plant No. 1 is eventually decommissioned. When Treatment Plant No. 1 is decommissioned, additional wells need to be added to Treatment Plant No. 3 with a minimum combined capacity of 1,500 gpm to meet future maximum daily demands and replace the wells supplying Treatment Plant No. 1. The capacity of Treatment Plant No. 3 would also need to be expanded by an additional 1,000 gpm for a total capacity of 2,000 gpm.

The model of the future system showed pressures were in the desired range and all fire flow capacities were above 1,000 gpm.

IV. Opinion of Probable Cost

The cost estimates provided in this section are preliminary cost estimates using 2024 costs. Water supply, storage, and treatment improvement costs should be evaluated during the preliminary engineering of each item.

Table 5.1 shows probable costs for water supply and storage improvements. While maintaining Treatment Plant No. 1 would save capital costs compared to expanding Treatment Plant No. 3, there is additional risk when using a facility that is over 84 years old and supply wells that are over 76 to 99 years old. As improvements are made, the condition and capacity of Treatment Plant No. 1 and the associated wells should be evaluated to determine the long-term viability of the supply and treatment. The land north of Water Treatment Plant No. 3 should be kept for expansion purposes when Treatment Plant No. 1 is eventually decommissioned.

While constructing a ground storage tank in the form of a clearwell would save capital costs, there are additional operation and maintenance costs associated with pumps required to pump the water into the distribution system and associated power consumption. The clearwell could be the site of the future Treatment Plant No. 3 expansion when Treatment Plant No. 1 is decommissioned. The storage tank costs utilized for this report should be re-evaluated at the time of design to ensure it is sized correctly and that the proper reservoir is constructed.

Table 5.1 – Opinion of Probable Cost – Water Supply and Storage		
Item	Cost Estimate – Clearwell	Cost Estimate – Water Tower
Construct 1,000 gpm Well	\$1,200,000	\$1,200,000
0.5 MG Tower – South Zone	\$3,750,000	\$3,750,000
Alternative: 0.5 MG Clearwell ⁽¹⁾ – Water Treatment Plant No. 3	\$2,000,000	-
Alternative: 0.5 MG Tower – Water Treatment Plant No. 3	-	\$4,250,000
Subtotal	\$6,950,000	\$9,200,000
25% Contingency	\$1,750,000	\$2,300,000
20% Admin/Engineering/Legal	\$1,750,000	\$2,300,000
TOTAL	\$9.5M – \$11.5M	\$12.5M – \$15M
⁽¹⁾ Ground storage tanks and clearwells have additional O&M costs associated with pump maintenance and power consumption compared to elevated storage tanks.		

Table 5.2 provides probable cost opinions to install the future watermains and includes mobilization, street restoration, and other associated costs; however, they do not account for smaller diameter lateral watermains and service lines to homes and businesses associated with future developments.

Table 5.2 – Opinion of Probable Cost - Watermain		
Watermain Size	Linear Feet	Cost Estimate
6-inch	1,480	\$140,000
8-inch	309,220	\$29,380,000
10-inch	116,660	\$11,670,000
12-inch	23,720	\$2,500,000
16-inch	160	\$30,000
Subtotal		\$43,720,000
25% Contingency		\$10,000,000
20% Admin/Engineering/Legal		\$10,000,000
TOTAL		\$60M – \$65M

Table 5.3 provides cost opinions for the expansion of the 10th Ave. booster station improvements and additional PRV stations. The 10th Ave. booster station improvements involve replacing the existing pumps with slightly larger pumps, removing the pressure tank, adding fire pumps, replacing pipe and valves, and electrical improvements. The PRV station costs include the structure, pressure reducing valve, piping, and isolation valves.

Table 5.3 – Opinion of Probable Cost –Booster Station, and PRV	
Item	Cost Estimate
10 th Ave. Booster Station Improvements	\$500,000
PRV Structure and Valve (approx. \$60,000 each)	\$250,000
Subtotal	\$750,000
25% Contingency	\$200,000
20% Admin/Engineering/Legal	\$200,000
TOTAL	\$1M – \$1.5M

If Water Treatment Plant No. 1 is decommissioned, then Treatment Plant No. 3 should be expanded to increase its capacity by 1,000 gpm. Table 5.4 provides cost opinions for the expansion of Water Treatment Plant No. 3. This includes additional building space, filter equipment, and electrical equipment.

Table 5.4 – Opinion of Probable Cost – Water Treatment Expansion	
Item	Cost Estimate
Water Treatment Plant No. 3 Expansion	\$10,000,000
Subtotal	\$10,000,000
25% Contingency	\$2,500,000
20% Admin/Engineering/Legal	\$2,500,000
TOTAL	\$13.5M – \$16.5M

V. Phase Implementation

Planning for significant infrastructure requires a robust capital improvements plan (CIP) to couple proper timing of new and replacement system components with the ability to absorb associated costs. A three-phase approach is recommended to balance financial preparedness with the needs described in this report. Note an updated rate study is often necessary to align income with proposed system improvement expenditures.

Phase I includes the construction of a supply well and clearwell at Water Treatment Plant No. 3 and the expansion of the water distribution system in the immediate five-year horizon. In the following 10 years, the city should plan to address Phase II, which includes additional storage needs and further expansion of the distribution system. This sequencing allows the funding source time to build adequate funds. Phase III includes any improvements to the distribution system that remain after 15 years. This phasing assumes Treatment Plant No. 1 is maintained and an expansion of Treatment Plant No. 3 is not required until after this phasing sequence.

Note that increasing pipe size in the network is a substantial part of the future need. It is typically most efficiently accomplished by incorporating it into future street reconstruction projects to the extent possible. Pipe sizing in growth areas can simply incorporate recommended diameters as part of the initial street and municipal infrastructure construction. Storage and pressure boost components may need to be accelerated to permit growth in certain areas.

Table 6.1 – Recommended Phasing of Water System Improvements	
Phase I - Supply Well, Clearwell, and Water Distribution Expansion	\$25M
Phase II - Additional Tower and Further Distribution Expansion	\$25M
Phase III - Remaining Improvements to Distribution System	\$25M
Total Anticipated Probable Costs Over Next 20+/- Years	\$75M

Water System Modeling and Study

New Prague Municipal Utilities | New Prague, Minnesota

OM1.133584
October 22, 2024



Real People. Real Solutions.

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Certification

Water System Modeling and Study

For

New Prague Municipal Utilities
New Prague, Minnesota
0M1.133584

October 2024

PROFESSIONAL ENGINEER

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: *Mitchell Swanson*

Typed or Printed Name: Mitchell Swanson

Date: 10/22/2024 License Number: 57833

Reviewed by:

Signature: *D. Joseph Duncan*

Typed or Printed Name: D. Joseph Duncan, P.E.

Date: 10/22/2024 License Number: 26100

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I. INTRODUCTION

A. PURPOSE

The purpose of this report is to provide New Prague Municipal Utilities with relevant information regarding their water distribution system and recommendations for future improvements associated with the growing community. Recommendations are based on input from utility staff and an evaluation of water system requirements in accordance with the current recommended design practices. New Prague Municipal Utilities may utilize the information gathered in this report to establish priorities, plan, fund, and implement future water system improvements.

This study evaluates the following:

- The existing distribution system and recommended improvements
- A future system for planned growth areas and needed improvements

B. REPORT ORGANIZATION

This report is structured in six sections to adequately address New Prague Municipal Utilities' existing water system and future needs. Section I is the introduction; Section II describes the design criteria used to evaluate the system; Section III outlines the existing water system and the ability of the current water system to meet existing water demands and performance requirements; Section IV presents an evaluation of the proposed future water system and the ability of the proposed water system to meet future water demands and performance requirements; Section V presents 2024 cost estimates for the proposed improvements; and Section VI outlines a schedule for the phasing of the proposed improvements.

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II. WATER SYSTEM DESIGN CRITERIA

A. GENERAL

This section develops the performance criteria under which the water system will be evaluated and designed. This involves an evaluation of historical water use, water supply, and storage requirements, required fire flows, and distribution system pressure requirements. This section will form the design basis of the Water System Study. A water model of the New Prague Public Utilities water distribution system was developed to simulate the performance of the water distribution system. The water model will be instrumental in identifying issues with the existing distribution system and expanding the system for future developments in the city.

B. DESIGN PERIOD

Typically, water systems and the infrastructure are designed for a 20-year design period, as there are significant capital improvements required to improve hydraulic capacity, efficiency, or replace process components. Therefore, the design period for this study will go through 2044.

This plan should be revisited and updated as necessary to ensure that the system implementation is keeping pace with development, forecasted populations, and water demands. Generally, every 10 years the recommendations and capital improvements should be refined based on new data and population projections.

Another tool that is useful for water use planning purposes is the Minnesota Department of Natural Resources (DNR) Water Supply Plan (WSP). The WSP is required every 10 years by each community serving more than 1,000 people. The WSP must be approved by the DNR, and the Metropolitan Council as required by law. Since the WSP is also required every 10 years, it is recommended the utility review this study and its proposed improvements when preparing the WSP. New Prague’s last WSP was done in 2019, so the next one will be due in 2029.

C. PLANNING AREA

The utility provided planned growth areas as shown in the city’s Comprehensive Plan and a future land use map to define the planned growth areas.

D. POPULATION AND WATER DEMAND

Historical water demand was provided by the utility and reviewed in the 2019 Water Supply Plan. The WSP shows an average per capita demand of 95 gallons per capita per day to account for all residential, commercial, and industrial flows. This per capita demand is used with the population projections to project future average daily demands. The WSP shows an average peaking factor of 2.1 for the last five years of data, this is used to predict maximum daily demands from average daily demand projections. The 2019 WSP also showed that demand is typically 65% for residential and 35% for commercial and industrial use.

Future projections for water usage are based on New Prague’s 2019 Water Supply Plan’s growth rate for future projections of approximately 2.4% annually. The latest population estimate from the Minnesota State Demographics Center’s population estimates for the City of New Prague was used as a starting population for the projections. The latest population estimate was for 2022, as seen in the projection table below. These projections are used to

determine future water use and go through 2044 for the 20-year design period. The current 2024 average daily demands are estimated at 0.833 MGD with maximum daily demands of 1.749 MGD. Future 2044 average daily demand is estimated at 1.342 MGD with a maximum daily demand of 2.818 MGD. Population projections and the associated water demands are summarized in Table 2.1.

Table 2.1 – Water Demands			
Year	Population Projection	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2022	8,340	0.792	1.664
2023	8,552	0.812	1.706
2024	8,768	0.833 (579 gpm)	1.749 (1,215 gpm)
2025	8,990	0.854	1.793
2026	9,216	0.876	1.839
2027	9,447	0.897	1.885
2028	9,683	0.920	1.932
2029	9,924	0.943	1.980
2030	10,170	0.966	2.029
2035	11,473	1.090	2.289
2040	12,898	1.225	2.573
2044	14,125	1.342 (932 gpm)	2.818 (1,957 gpm)

It is important to consider changing trends in the amount of growth expected in the industrial and commercial sectors. The 95 gallons per capita per day includes commercial and industrial flows based on when the City of New Prague maintains the current distribution of 65% residential use and 35% commercial use; however, if the ratio changes, then demand projections will need to be updated.

E. WATER SYSTEM REQUIREMENTS

1. Water Supply Requirements

A general engineering practice to determine the required water supply capacity is to ensure that the firm pumping capacity of the wells is sufficient to meet the maximum daily demand. Firm capacity is defined as the sum capacity of all wells, with the largest well out of service.

2. Storage Requirements

The principal purpose of storage is to provide the ability to equalize pumping rates during periods of variable rate demand and to provide water for emergency fire service. Adequate storage allows a reduction in the size of the pumps required to supply a community because peak demands are diminished by the reserve provided in storage. Storage is typically provided in elevated tanks for communities the size of New Prague, to provide storage and a pressure source while the wells are not pumping. A good rule of thumb is to have sufficient storage so that average daily demand turns over the water within a couple of days to prevent freezing during the winter season.

The primary reasons for providing water storage are as follows:

- To equalize pressure in the distribution system.
- Provide water for fire protection.
- Other emergency reserve requirements (pump failure, power failure, etc.)

The typical design approach is to consider the recommended minimum storage volume for each storage component of equalization, fire demand, and emergency reserve, then sum the equalization volume and the larger volume of fire protection or emergency volume, as it is unlikely that water would be required for multiple emergencies at any given time. Storage for equalization is recommended to equal average daily demand. Storage for fire protection depends on zoning with a standard for residential areas being 3,500 gpm for 3 hours based on the International Organization for Standardization (ISO) Public Protection Classification grading for insurance purposes. Storage for emergency use is recommended to be equal to 60 percent of the average daily demand; however, emergency storage recommendations may be mitigated with backup generators.

3. Watermain Sizing Requirements

Ten States Standards recommends a minimum watermain size of 6 inches for providing fire protection and serving fire hydrants, with larger mains required, if necessary. In addition, velocities in long watermain segments should be between 2 and 10 feet per second (fps) with average flows less than 5 fps, with 10 fps being acceptable during emergency withdrawals for short durations.

4. Pressure Requirements

Water pressures are subject to individual preference. What some may view as adequate pressure may be viewed as too much or too little pressure. Municipalities are challenged with balancing pressure with demand and capacity of the system along with the conservation of water. Typically, higher pressures equate to higher flow rates but increase the volume of water lost through cracked and broken pipes.

Ten States Standards recommends the minimum working pressure in the distribution system to be 35 psi with normal working pressures ranging from 60 to 80 psi. The Minnesota Department of Health (MDH), along with Ten States Standards, requires the system to maintain a minimum pressure of at least 20 psi at ground level at all points in the distribution system under all flow conditions. This ensures there is adequate water pressure in the event of a long-term power failure or during an emergency.

5. Fire Flow Recommendations

Recommended available fire flow is determined by the International Organization for Standardization (ISO) and varies based on building size and occupancy. The minimum recommended fire flow for residential areas is 1,000 gpm; however, dead-end watermains and small-diameter watermains may not be able to achieve these flow rates. Generally, a fire flow of 3,500 gpm is considered adequate for commercial and industrial areas; however, the fire marshal and ISO should be consulted to verify the actual required fire flow for insurance purposes.

F. WATER DISTRIBUTION MODEL

A water model for the New Prague Public Utility’s water distribution system was developed using Innowyze’s InfoWater Pro 2024 water modeling program. The model is used to identify problem areas in the existing system and to show the impacts of future improvements to the system. Possible issues with the existing system include areas with pressures above or below the recommended pressure levels, pipes with high velocities or headloss, and inadequate fire flow protection. The existing system’s performance is discussed in Section III and the proposed future system’s performance is discussed in Section IV. The models are used to create distribution system maps, pressure maps of average daily demands and maximum daily demands, and maximum daily demand’s fire flow maps as provided in Section III and Section IV. The water model may be used as a tool to evaluate whether additional infrastructure is required in the distribution system.

III. EXISTING WATER SYSTEM

A. GENERAL

The New Prague water system consists of six (6) active wells, three (3) water treatment plants, two (2) elevated storage tanks, two (2) booster stations, one (1) pressure reducing valve (PRV), and a system of trunk and lateral watermains varying in sizes from 6 inches to 16 inches. There is also one (1) ground storage tank that is not utilized. The New Prague water system consists of three (3) pressure zones - there are two small pressure zones located on separate hills, and both are fed through booster stations from the main pressure zone. The pressure zones are separated by the booster stations, closed valves, and the PRV. The existing watermain distribution system and major water system infrastructure are presented in Figure 3.1.

B. WATER SUPPLY

The Public Utility supplies drinking water from six groundwater wells. Wells 1, 2, 3, and 5 draw water from the Tunnel City (previously called the Franconia Ironton Galesville FIG) Aquifer. Wells 4 and 6 draw water from the Mt. Simon Aquifer. Wells 1, 2, and 3 send water to Water Treatment Plant No. 1. Well No. 4 sends water to Water Treatment Plant No. 2. Wells 5 and 6 send water to Water Treatment Plant No. 3. Table 3.1 summarizes the wells and their capacity. The typical life span for a municipal well is approximately 40 to 60 years without significant rehabilitation. Wells 1, 2, and 3 have exceeded the typical life span and Well No. 4 is approaching the lower end of a typical life span.

Table 3.1 – Supply Well Summary				
Well No.	Feeds	Aquifer	Year Constructed	Capacity (gpm)
1	WTP No. 1	Tunnel City	1925	510
2	WTP No. 1	Tunnel City	1938	400
3	WTP No. 1	Tunnel City	1948	500
4	WTP No. 2	Mt. Simon	1988	500
5	WTP No. 3	Tunnel City	2002	500
6	WTP No. 3	Mt. Simon	2007	1,000
Total Capacity:				3,410 gpm (4.91 MGD)
Firm Capacity:				2,410 gpm (3.47 MGD)

Firm well capacity is defined as the total pumping capacity of the wells with the largest well out of service. New Prague’s firm well capacity is 2,310 gpm or 3.33 MGD, which exceeds the city’s existing maximum daily demand of 1.749 MGD. Therefore, New Prague’s Municipal Utilities has sufficient supply well capacity and no additional supply wells are needed for the existing system.

C. WATER STORAGE FACILITIES

The Public Utility has two active storage tanks, both are 0.5 MG each for a total of 1.0 MG. There is also a 0.5 MG ground storage tank that is not currently in use.

Water storage requirements for the Public Utility using the approach described in Section II are summarized in Table 3.2. This analysis shows New Prague’s existing system is deficient by 0.25 MG.

Table 3.2 – Existing System Storage Evaluation		
		Current System
Fire Demand (gpm)		3,500
Maximum Daily Demand (gpm)	+	1,215
Total Coincident Demand (gpm)	=	4,715
Firm Supply (gpm) ⁽¹⁾	-	2,410
Withdrawal from Storage (gpm)	=	2,305
Fire Flow Duration (minutes)	x	180
Firefighting Storage (MG)	=	0.41
Equalizing Storage (average daily demand)	+	0.83
Total Storage Required (MG)	=	1.25
Available Storage (MG)	-	1.00
Storage Deficit (MG)	=	0.25
⁽¹⁾ Assumes existing firm capacity with all existing wells included, excluding the highest capacity well.		

D. WATER TREATMENT FACILITIES

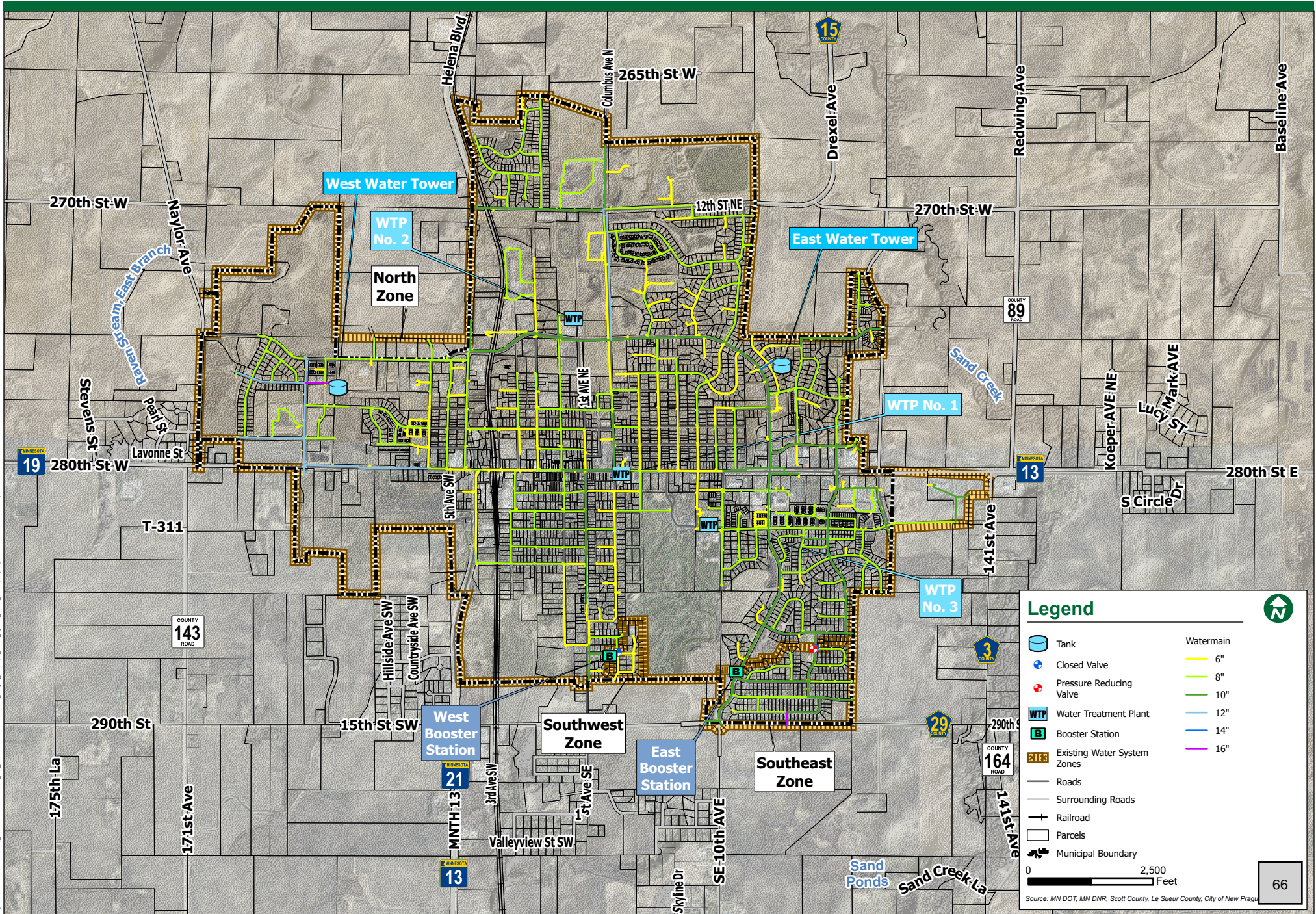
The Public Utility treats raw water at three (3) water treatment plants. Water Treatment Plant No. 1, the Main Street plant, is a pressure filter system with a capacity of 1,000 gpm that treats water from Wells 1, 2, and 3. Water Treatment Plant No. 2, the north plant, is a gravity filter system with a capacity of 500 gpm that treats water from Well No. 4. Water Treatment Plant No. 3, the south plant, is a gravity filter system with a capacity of 1,000 gpm that treats water from Wells 5 and 6. The water treatment plants have a combined total capacity of 2,500 gpm. Assuming the largest well is out of service, Water Treatment Plant No. 3 has a firm capacity of 500 gpm, making the firm capacity of all treatment plants 2,000 gpm. This shows that the treatment capacity of the facilities exceeds the current maximum daily demand.

Water Treatment Plant No. 1 was built in 1940, Plant No. 2 was built in 1988, and Plant No. 3 was built in 2002. Treatment facilities generally require improvement projects every 20 years to replace equipment and major improvements every 40 years to rehabilitate or improve structures. Treatment Plant No. 1 is over 80 years old, Treatment Plant No. 2 is nearing 40 years, and Plant No. 3 just passed 20 years of age. Water Treatment Plant No. 1 had an improvements project in the last 10-years. Treatment Plant No. 2 is in line with needing major improvements and Treatment Plant No. 3 with an improvement project to replace aging equipment.

E. WATER DISTRIBUTION SYSTEM

The existing distribution system consists of watermains varying from 6 to 16 inches in diameter. The existing system is split into three pressure zones. The static high-water level is 1,159.5 feet above mean sea level for the main north pressure zone. The other two zones are small zones fed by booster stations from the north zone and contain pressure tanks to maintain the desired pressures for those zones. The southeast pressure zone has a pressure reducing valve (PRV) that allows water to flow back into the main pressure zone should pressure in the main zone drop below the pressure setting of the PRV.

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Map Document: I:\GIS\Projects\2024\New_Prague_Municipal_Utilities_System_Model_Book2.aprx | User: mnt\mshahar | Date Saved: 10/17/2024 1:53 PM

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F. EXISTING SYSTEM WATER MODEL

The existing system water model was developed to simulate the existing average daily demands and maximum daily demands. Figure 3.1 shows a map of the existing system’s watermain sizes and major water system infrastructure.

1. Model Development

Watermain and water infrastructure were imported or otherwise added to the model. The distribution system network was reviewed for proper connections between the watermain, and the Public Utility was contacted to verify questionable intersections where the watermain may cross over instead of connecting. Tank water levels and pump settings were entered into the model elements.

Water demand was entered by providing specific demand to top users throughout the distribution system. The remaining demand was distributed between residential users and commercial/industrial users based on the land use map.

The model was then calibrated in comparison to hydrant tests that were conducted on June 25, 2024. Calibration results show that the model is a good approximation of the Public Utility’s water distribution system. Once the model was calibrated, the existing system was analyzed for pressure, fire flow, pipe headloss, and flow velocities.

2. Model Results

The model shows pressures within the desired pressure range throughout the system for both average daily demand and maximum daily demand. Pressure results are summarized in Table 3.3. Figures 3.2 and 3.3 show the average daily demand pressure and maximum daily demand pressure for the existing system, respectively.

Table 3.3 – Existing System – Pressure Results		
Pressure Zone	Pressures (psi)	
	Average Daily Demand	Maximum Daily Demand
North (Main) Zone	49 - 89, Avg. 70 ±7	43 - 83, Avg. 63 ±7
Southwest Zone	52 - 63, Avg. 56 ±3	47 - 58, Avg. 51 ±3
Southeast Zone	61 - 82, Avg. 71 ±5	57 - 77, Avg. 67 ±5

Available fire flow in the main north zone and southeast are over 1,000 gpm for all hydrants. The southwest zone consists of only six hydrants, four of which are below 1,000 gpm. Available fire flow results are summarized in Table 3.4. Figure 3.4 displays the maximum daily demand fire flow of the existing system.

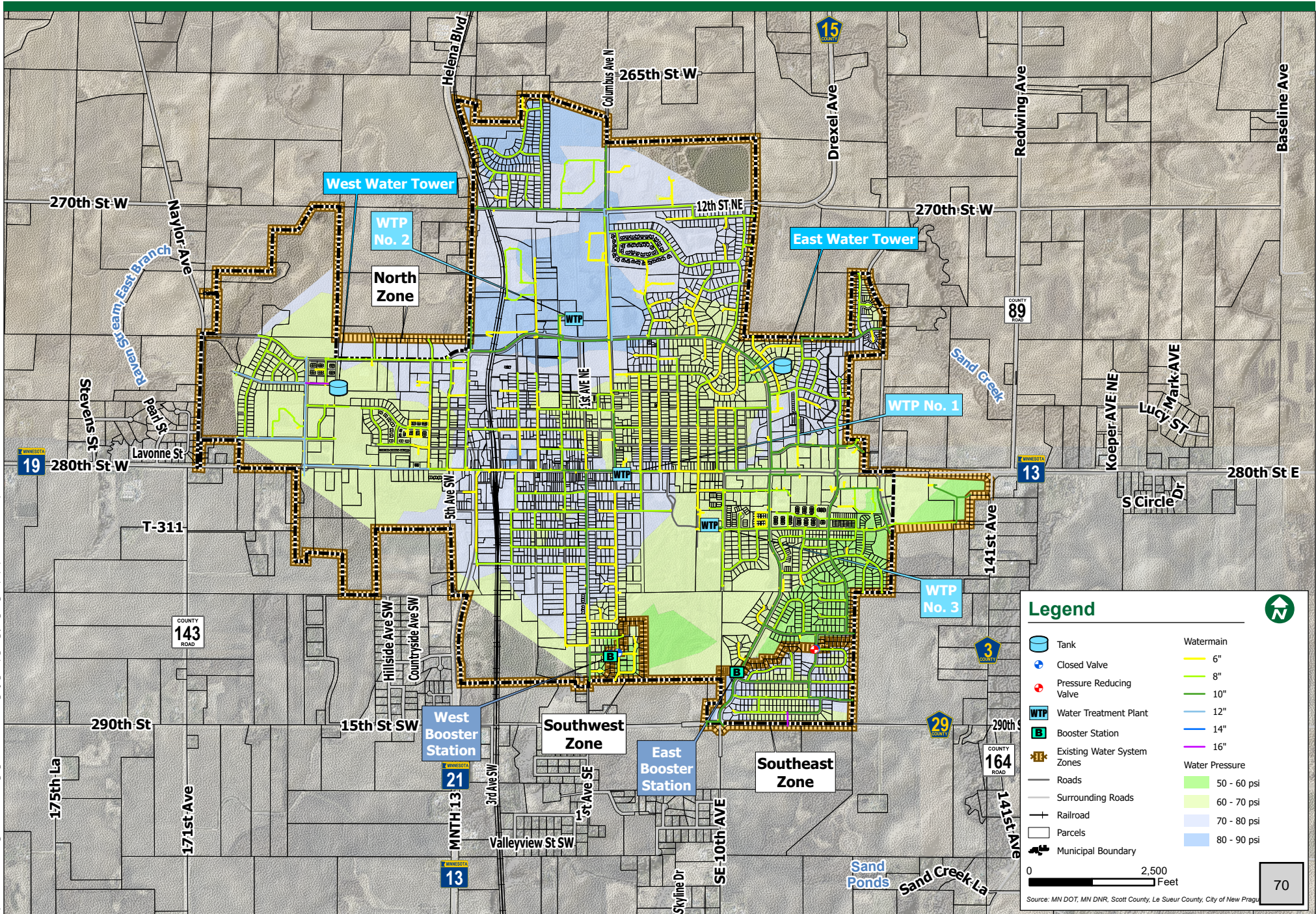
Table 3.4 – Existing System – Fire Flow Results	
Pressure Zone	Fire Flow
	Maximum Daily Demand
North (Main) Zone	1,000 - 5,000+, Avg. 3,400 ±1,100
Southwest Zone	700 - 1,700, Avg. 1,000 ±300
Southeast Zone	1,300 - 4,900, Avg. 2,400 ±700

Flow velocities are within acceptable ranges during maximum daily demands. There is elevated head loss, greater than 10-ft/1,000-ft headloss, along the discharge line of Water Treatment Plant No. 3 during maximum daily demands with all three pumps running. However, this is not the typical operation of the system, and elevated headloss for short periods of time is acceptable.

3. RECOMMENDED SYSTEM IMPROVEMENTS

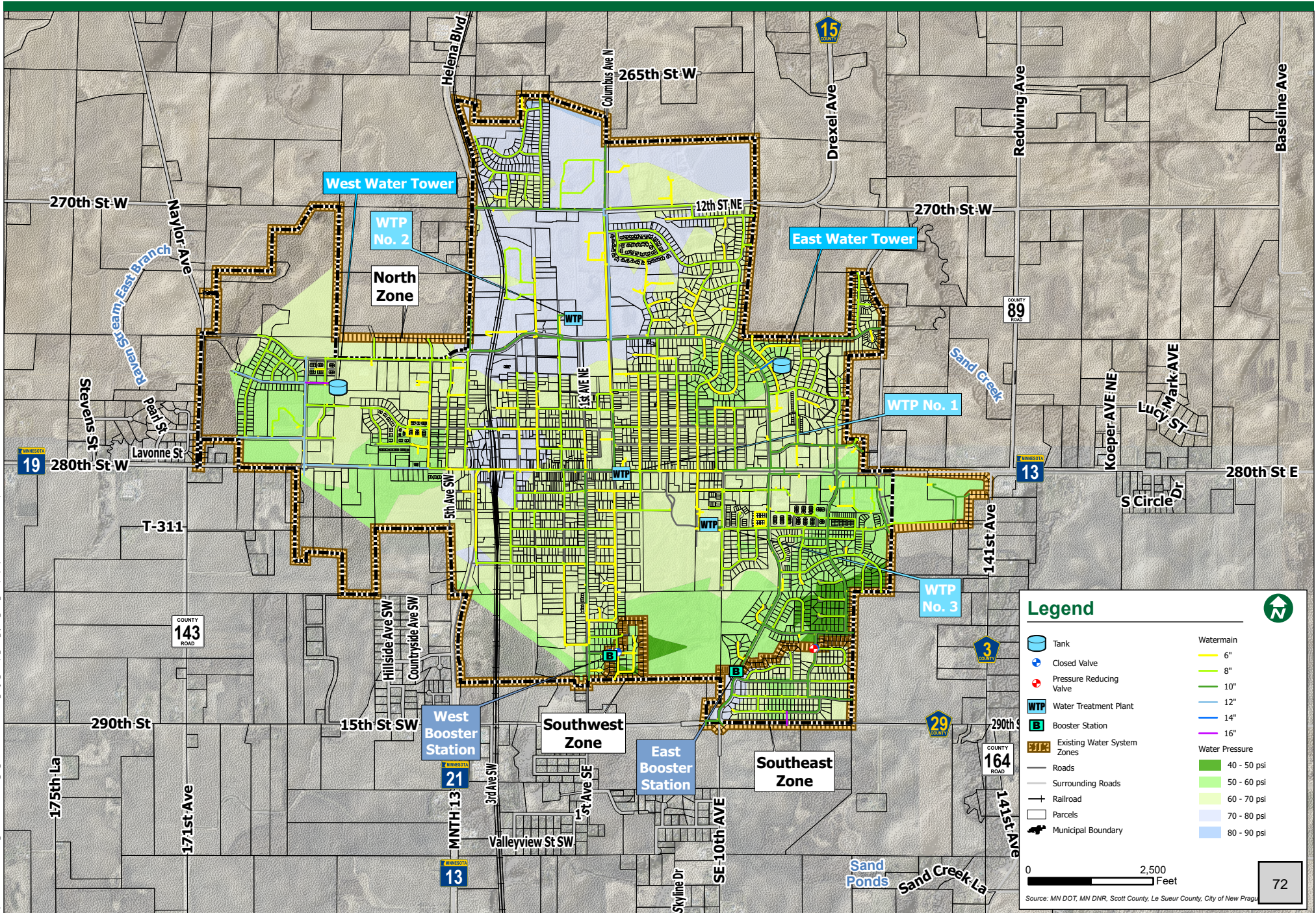
The model shows pressures throughout the distribution system are within acceptable ranges. Fire flow results show a few hydrants with fire flows below 1,000 gpm, all of which are in the southwest zone. Fire flows in the southwest zone could be improved by larger booster station pumps, the addition of a fire pump, or the consolidation of the southwest and southeast pressure zones into a combined southern pressure zone.

The storage analysis shows that the Public Utility is deficient by 0.25 MG in order to provide sufficient water for average daily demands and have additional storage for fire protection or other emergencies.



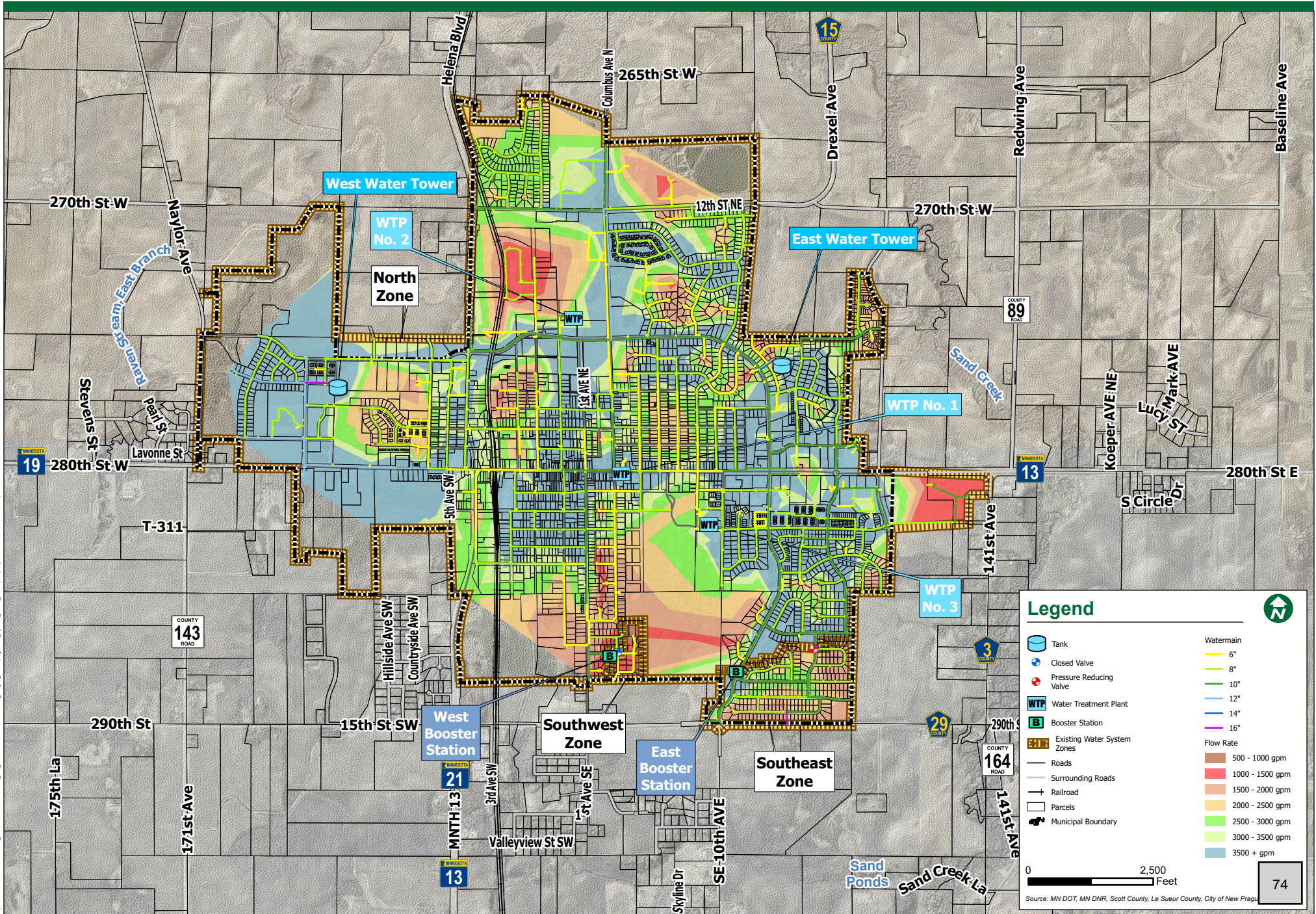
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IV. FUTURE WATER SYSTEM

A. GENERAL

This section details the proposed future water system for New Prague’s planned growth areas and the infrastructure required to serve the proposed demand. The proposed improvements are based on the projected water demands and design criteria discussed in Section II.

The future water model assumes that Water Treatment Plant No. 2 is decommissioned due to the age of the facility. The wells associated with this treatment plant may have a raw watermain installed to route the raw water to Water Treatment Plant No. 1 or No. 3, or the well may be sealed and abandoned. This report assumes that Well No. 4 and the ground storage tank near Water Treatment Plant No. 2 are not used. Well No. 4 is a Mt. Simon well, in 2021 the DNR limited the construction of new Mt. Simon wells; therefore, it is recommended this well be maintained.

By evaluating topographic maps and the proposed growth areas, it was determined that the two small pressure zones may be joined, along with the southern growth area, to make a two-pressure zone system. Therefore, the future system consists of the main north pressure zone and a south pressure zone. A topographic map showing the proposed break-line between the pressure zones is provided in Figure 4.1.

B. WATER SUPPLY

Recall that it is desirable to maintain a firm well capacity (capacity with the largest well out of service) greater than the projected maximum daily demand. The utility’s recommended firm capacity for the future system is 2.818 MGD or approximately 1,957 gpm.

As stated above, the status of well no. 4 needs further consideration. Since the city has multiple wells and multiple treatment plants it is important to look at the capacities of each treatment plant along with the capacity of the associated wells. Water Treatment Plant No. 1 has a capacity of 1,000 gpm, the associated wells have a total capacity of 1,410 gpm and a firm capacity of 900 gpm. Water Treatment Plant No. 3 has a capacity of 1,000 gpm, the associated wells have a total capacity of 1,500 gpm and a firm capacity of 500 gpm. The capacity of the treatment plants combined exceeds the future maximum daily demand. However, if the largest well is out of service the capacity of Treatment Plant No. 3 drops to 500 gpm. This results in the treatment plants having a firm pumping capacity of 1,500 gpm, which is less than the maximum daily demand. Therefore, it is recommended that an additional well be installed near Water Treatment Plant No. 3 with a minimum capacity of 500 gpm.

Alternatively, Treatment Plant No. 1 and No. 2 may be decommissioned and Treatment Plant No. 3 expanded to meet future maximum daily demands. In this case, Wells No. 1, No. 2, and No. 3 are decommissioned and the status of Well No. 4 needs further consideration. Wells No. 5 and No. 6 have a firm capacity of 500 gpm, therefore, additional supply wells with a combined capacity of 1,500 gpm are recommended to be added to the future system. This would give the future system a firm capacity of 2,000 gpm and a total capacity of 3,000 gpm at Treatment Plant No. 3.

While Water Treatment Plant No. 1 may be maintained, it is prudent to keep land north of Water Treatment Plant No. 3 for expansion purposes when Treatment Plant No. 1 is eventually decommissioned.

C. WATER STORAGE FACILITIES

Water storage requirements for the proposed future system using the approach described in Section II are summarized in Table 4.1. This analysis shows that New Prague’s proposed future system requires an additional 1.0 MG to be distributed between both pressure zones. Factors to consider when identifying locations for a water tower are higher elevation points, nearby large-diameter watermain, and city-owned land.

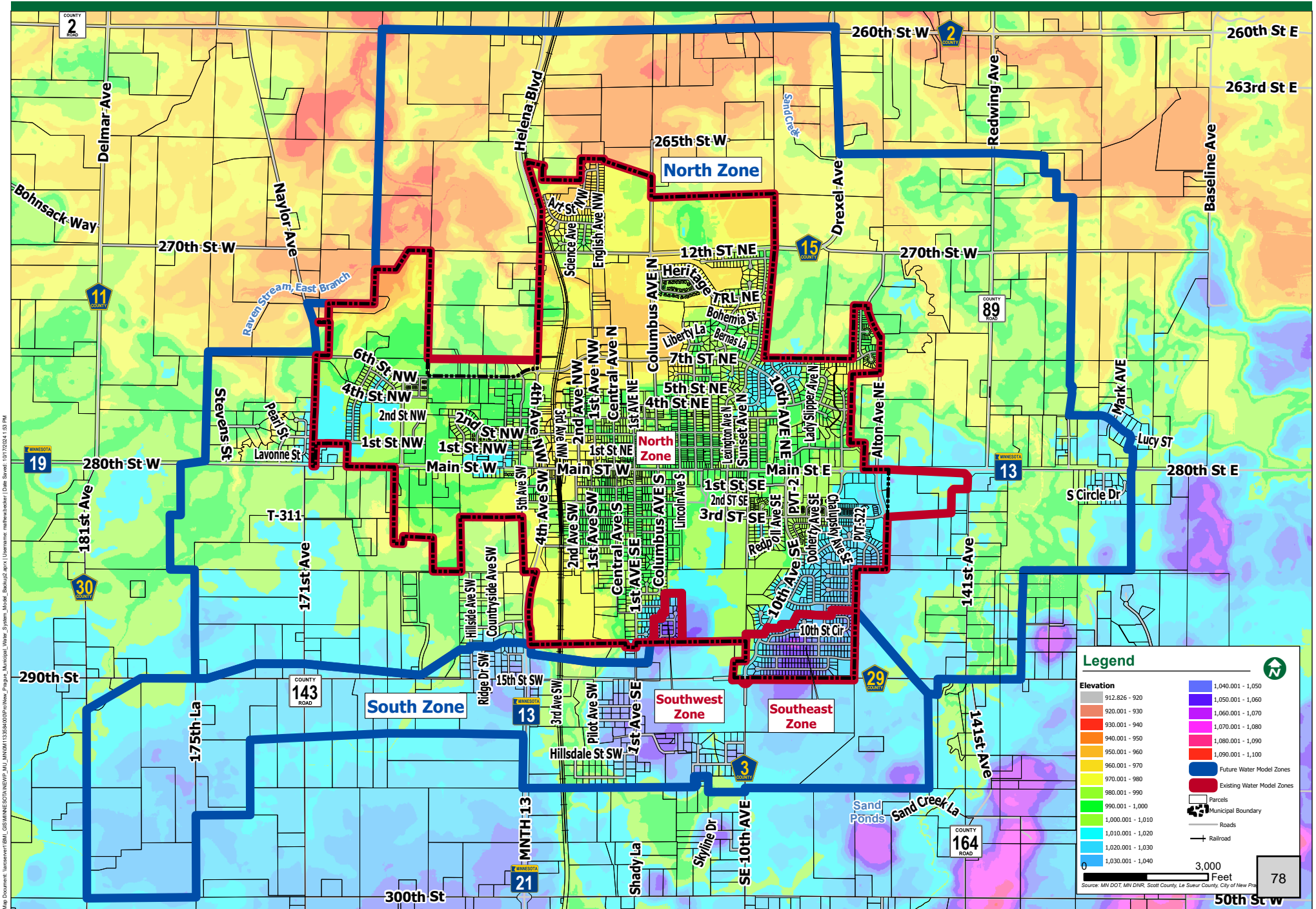
Table 4.1 – Current System Storage Evaluation		
		Current System
Fire Demand (gpm)		3,500
Maximum Daily Demand (gpm)	+	1,957
Total Coincident Demand (gpm)	=	5,457
Firm Supply (gpm) ⁽¹⁾	-	2,000
Withdrawal from Storage (gpm)	=	3,457
Fire Flow Duration (minutes)	x	180
Firefighting Storage (MG)	=	0.62
Equalizing Storage (average daily demand)	+	1.34
Total Storage Required (MG)	=	1.96
Available Storage (MG)	-	1.00
Storage Deficit (MG)	=	0.96
⁽¹⁾ Assumes a future firm capacity of 2,000 gpm with new wells and excludes the highest capacity well.		

D. WATER TREATMENT FACILITIES

The future system assumes that Water Treatment Plant No. 2 is decommissioned. As stated above in Section IV. B. Water Treatment Plant No. 3 needs an additional supply well in order to meet firm pumping capacity recommendations while maintaining Treatment Plant No. 1. However, if Treatment Plant No. 1 is decommissioned Treatment Plant No. 3 not only needs additional wells, but an expansion to increase the capacity of the treatment plant itself. The capacity should be increased by an additional 1,000 gpm, to a total of 2,000 gpm, to meet future maximum daily demands if Treatment Plant No. 1 is decommissioned.

E. WATER DISTRIBUTION SYSTEM

The future distribution system consists of watermains varying from 6 to 16 inches in diameter. The system is split into two pressure zones. The static high-water level is 1,159.5 feet above mean sea level for the main north pressure zone, and 1,180.0 feet above mean sea level for the south pressure zone. The south zone is fed by the southwest 10th Ave. booster station. The pressure tank in the booster station is assumed to be removed since the south zone will have an elevated storage tank. Each pressure zone has at least one water tower. Multiple pressure reducing valves (PRV) allow water to flow back into the north pressure zone should pressure in the main zone drop below the pressure setting of the PRVs.



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F. FUTURE SYSTEM WATER MODEL

The future system water model was developed to simulate the anticipated average daily demands and maximum daily demands. Figure 4.2 shows a map of the future system’s watermain sizes and major water system infrastructure.

1. Model Development

Future growth areas were added to the existing system. Infrastructure improvements were incorporated into the future system. The future system assumes a water tower to be installed near Water Treatment Plant No. 3 and a tower in the south pressure zone. Table 4.2 shows the anticipated demands of the north and south pressure zones. Based on the demand of the south zone, it is recommended that the tower for this zone be 0.50 MG to provide for average daily demands and some fire protection.

Table 4.2 – Future System Demand		
	Average Daily Demand (MGD)	Maximum Daily Demand (MGD)
Future North Zone	1.131	2.376
Future South Zone	0.211	0.442
TOTAL	1.342	2.818

The future system assumes the expansion of the southeast 10th Ave. booster station to manage future flows. Figure 4.2 shows an optional secondary booster location as a redundant supply source to the south pressure zone.

Watermain routes were added based on sanitary sewer routes shown in the 2024 Sanitary Sewer System Feasibility Study and parcel data. All small-diameter watermains of 4 inches and less were upsized to a minimum of 6 inches, and a new watermain was added at a minimum of 8 inches. The watermain near Water Treatment Plant No. 3 was increased to 16 inches to manage the flow for the entire system at peak flows and help provide fire flows to the north and south pressure zones. The 16-inch watermain was then extended until it tees with 12-inch trunk watermains along 3rd St SE, a 16-inch also branches off to the proposed water tower near Treatment Plant No. 3. A network of 12-inch trunk watermains extend to the existing water towers and 10th Ave. booster station. Several 10-inch watermains loop throughout the system.

2. Model Results

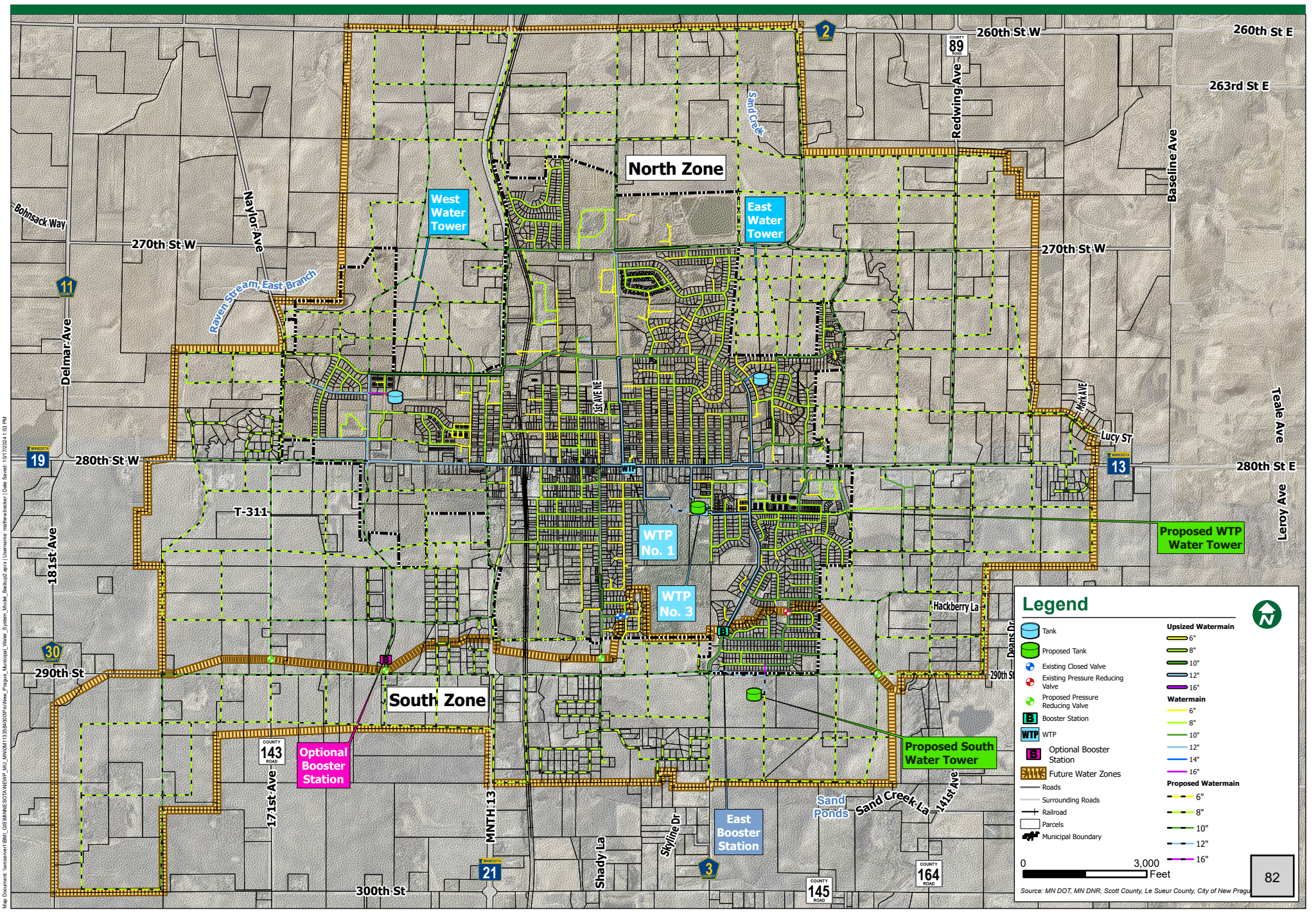
The model shows pressures within the desired pressure range throughout the system for both average daily demand and maximum daily demand. Pressure results are summarized in Table 4.3. Figures 4.3 and 4.4 show the average daily demand pressure and maximum daily demand pressures for the future system, respectively.

Table 4.3 – Future System – Pressure Results		
Pressure Zone	Pressures (psi)	
	Average Daily Demand	Maximum Daily Demand
North (Main) Zone	49 - 94, Avg. 70 ±7	42 - 86, Avg. 63 ±7
South Zone	51 - 80, Avg. 62 ±6	45 - 73, Avg. 55 ±6

Available fire flow in the main north zone is over 1,000 gpm for all hydrants, since small diameter watermains are increased. Fire flows in the south zone are also above 1,000 gpm with the addition of an elevated storage tank. The results for the north zone had the booster station off, as it was noted that fire flows upstream of the booster station, on the hydrants along Fairway Drive Southeast, were reduced with the booster station active. It is unlikely to have multiple fires simultaneously, so the available fire flow for the north zone is better represented with the booster station's fire pump off. Available fire flow results are summarized in Table 4.4. Figure 4.5 displays the maximum daily demand fire flow of the future system.

Table 4.4 – Future System – Fire Flow Results	
Pressure Zone	Fire Flow
	Maximum Daily Demand
North (Main) Zone	1,100 - 5,000+, Avg. 4,200 ±1,000
South Zone	1,000 - 5,000+, Avg. 3,800 ±1,300

Flow velocities are within acceptable ranges during maximum daily demands. Again, there is elevated head loss, above 10-ft/1,000-ft headloss, at the discharge line of Water Treatment Plant No. 3 during maximum daily demands with the pumps running. However, this is not the typical operation of the system and elevated headloss for short periods of time is not a concern.



Legend

- Tank
- Proposed Tank
- Existing Closed Valve
- Existing Pressure Reducing Valve
- Proposed Pressure Reducing Valve
- Booster Station
- WTP
- Optional Booster Station
- Future Water Zones
- Roads
- Surrounding Roads
- Railroad
- Parcels
- Municipal Boundary

Upsized Watermain

- 6"
- 8"
- 10"
- 12"
- 16"

Watermain

- 6"
- 8"
- 10"
- 12"
- 14"
- 16"

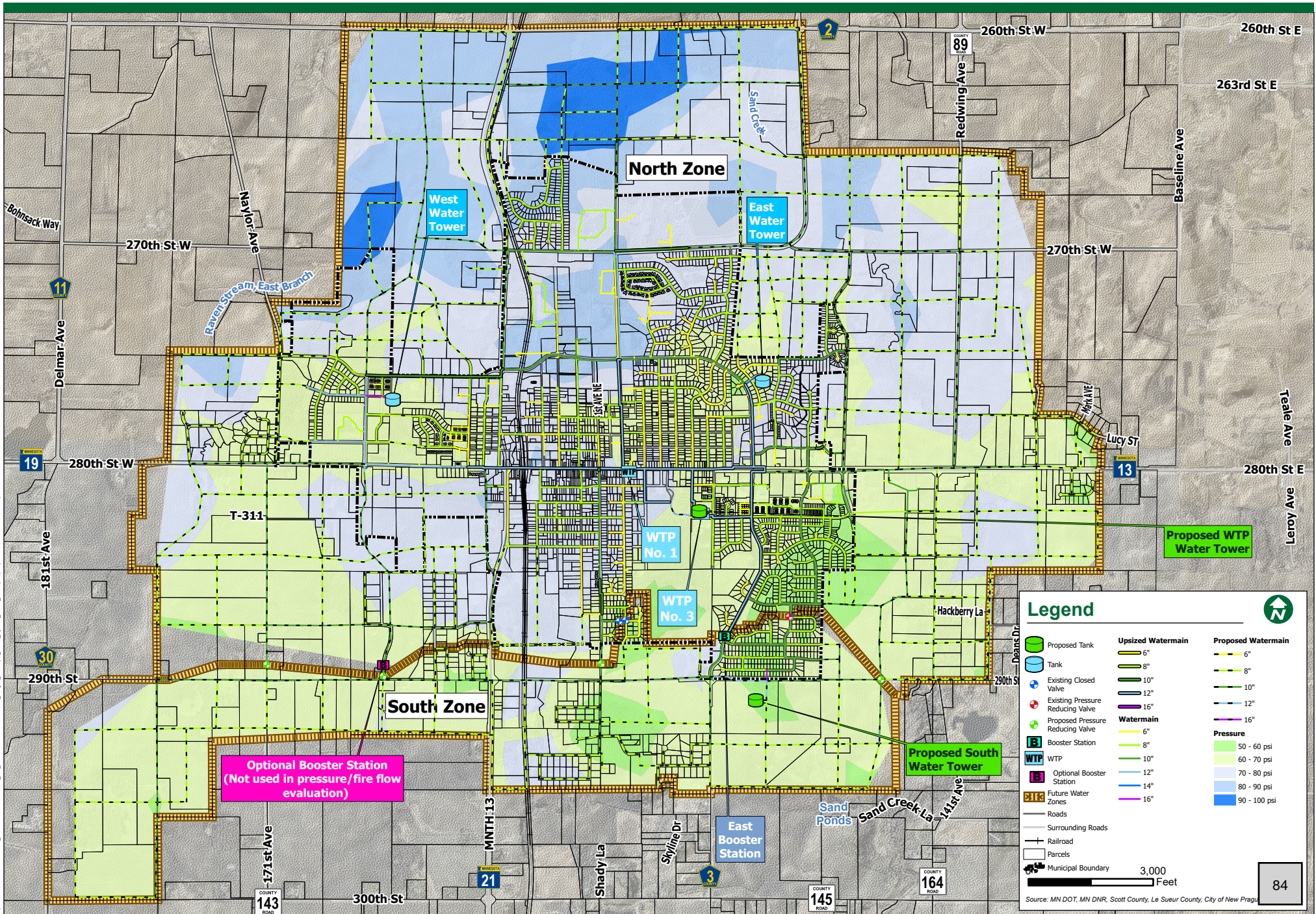
Proposed Watermain

- 6"
- 8"
- 10"
- 12"
- 16"

0 3,000 Feet

Source: MN DOT, MN DNR, Scott County, Le Sueur County, City of New Prague

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Optional Booster Station
(Not used in pressure/fire flow evaluation)

Legend

- Proposed Tank
- Tank
- Existing Closed Valve
- Existing Pressure Reducing Valve
- Proposed Pressure Reducing Valve
- Booster Station
- WTP
- Optional Booster Station
- Future Water Zones
- Roads
- Surrounding Roads
- Railroad
- Parcels
- Municipal Boundary

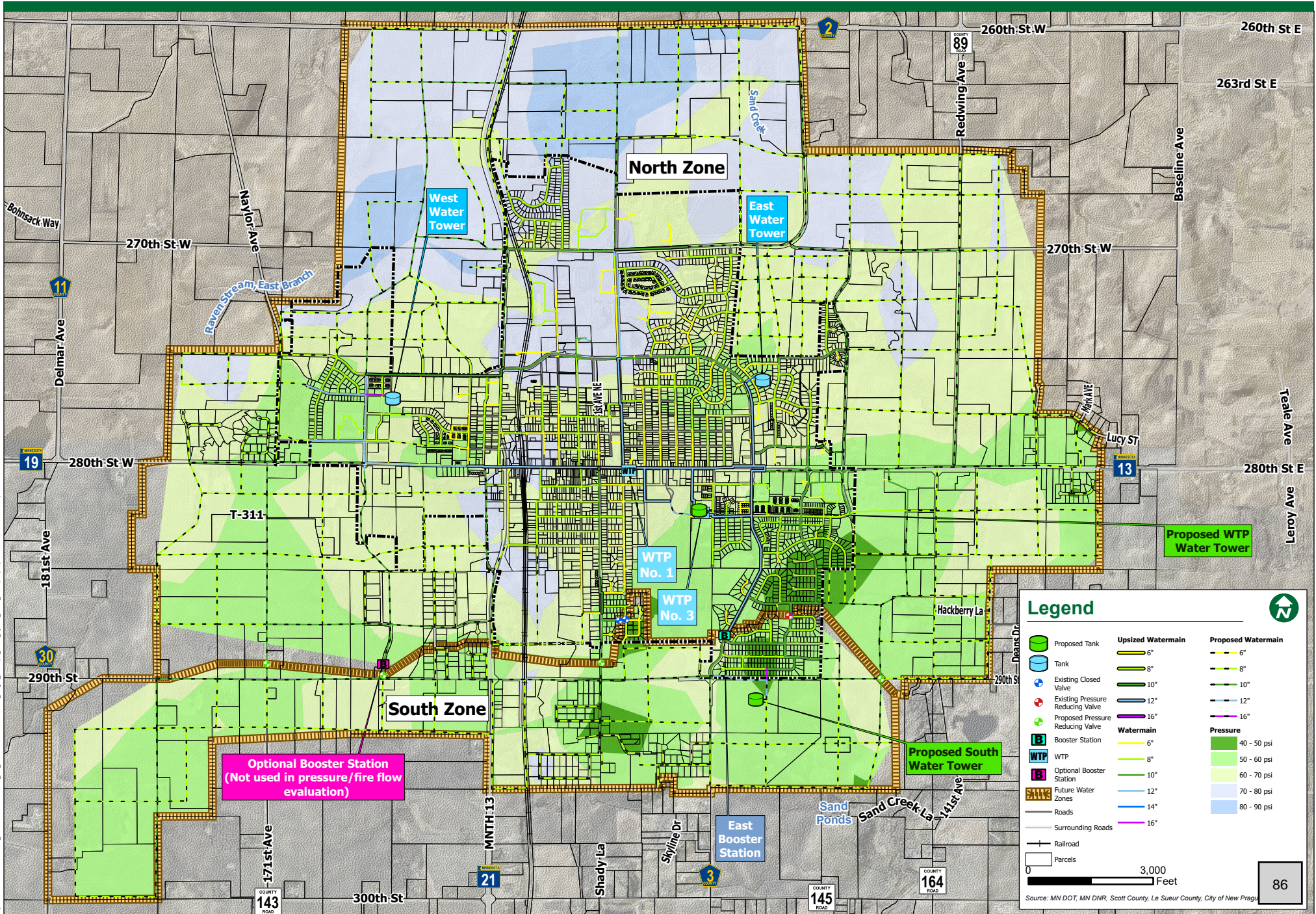
Upsized Watermain	Proposed Watermain
6"	6"
8"	8"
10"	10"
12"	12"
16"	16"

Pressure
50 - 60 psi
60 - 70 psi
70 - 80 psi
80 - 90 psi
90 - 100 psi

Scale: 3,000 Feet

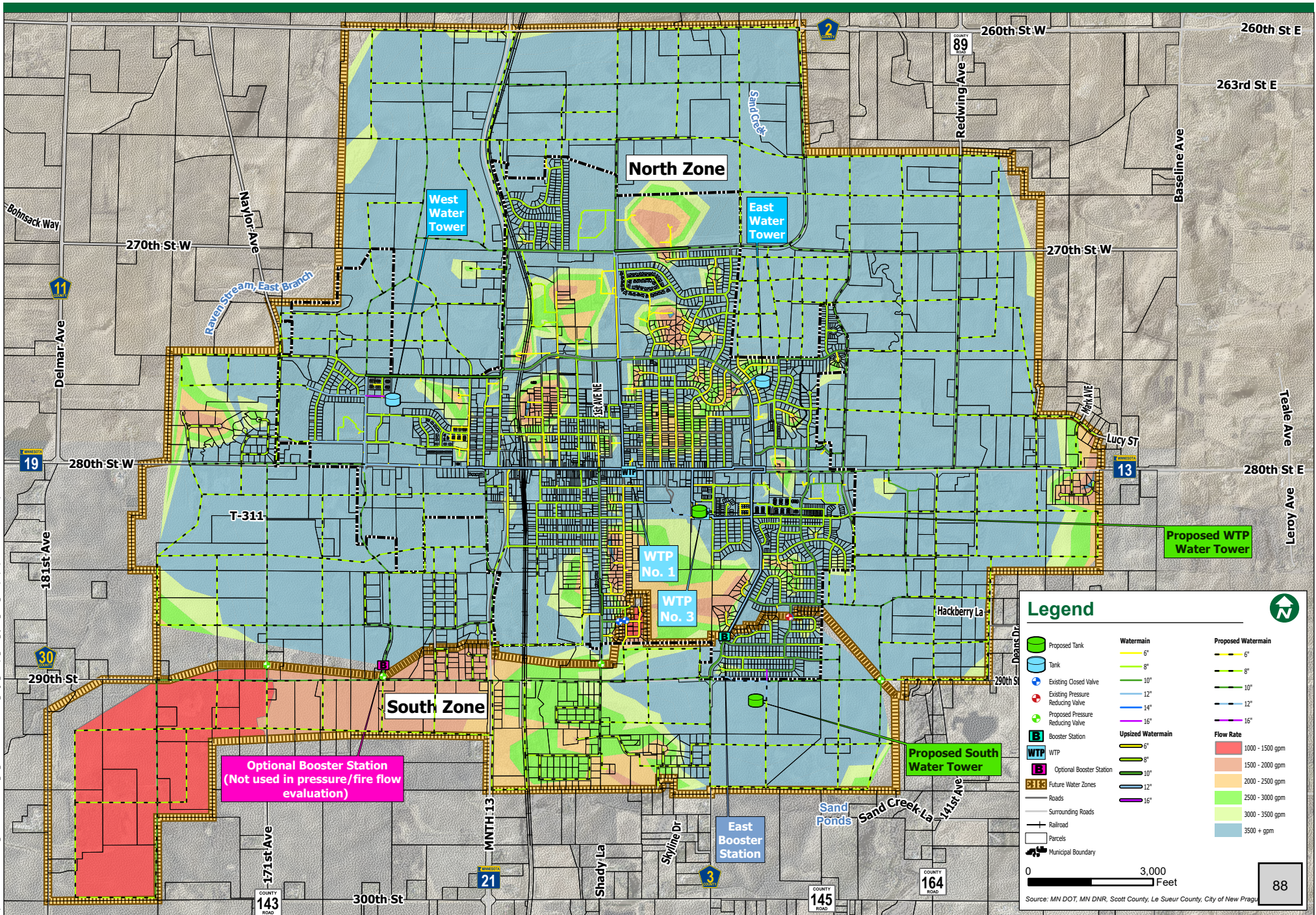
Source: MN DOT, MN DNR, Scott County, Le Sueur County, City of New Prague

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V. OPINION OF PROBABLE COST

A. GENERAL

This section presents the general cost estimates for the water system improvements. The cost estimates provided in this section are preliminary cost estimates using 2024 costs. Water supply, storage, and treatment improvement costs should be evaluated during the preliminary engineering of each item.

B. COST ESTIMATES

Below are the opinions of probable construction costs based on estimated construction costs for 2024. Table 5.1 provides probable cost opinions for water supply and water storage recommendations.

While maintaining Treatment Plant No. 1 would save capital costs overall, there is additional risk the utility would be taking when using a facility that is over 84 years old and supply wells that are over 76 to 99 years old. As improvements are made, the condition and capacity of Treatment Plant No. 1 and the associated wells should be evaluated to determine long term viability of the supply and treatment. The land north of Water Treatment Plant No. 3 should be kept for expansion purposes when Treatment Plant No. 1 is eventually decommissioned.

While constructing a ground storage tank in the form of a clearwell would save capital costs, there is additional operation and maintenance costs associated with pumps required to pump the water into the distribution system and associated power consumption. Additional pumps would be necessary to transfer the water from the clearwell to the distribution system. The clearwell could be the site of the future Treatment Plant No. 3 expansion for when Treatment Plant No. 1 is decommissioned. The storage tank costs utilized for this report should be re-evaluated at the time of design to ensure it is sized correctly and that the proper reservoir is constructed.

In the event Treatment Plant No. 1 is decommissioned, the cost to route the wells to Treatment Plant No. 3 is approximately \$300,000 for 3,100 feet of 8-inch watermain for each well, rerouting the wells would have additional electrical costs for remote panels. The estimated cost to seal and abandon Well No. 1, No. 2, and No. 3 is \$250,000 total. Based on rough cost estimates and the age of the wells, it is deemed more cost-effective to seal and abandon these wells and construct new wells.

The cost to install raw watermain from Well No. 4 near Water Treatment Plant No. 2 to Treatment Plant No. 3 is approximately \$720,000 for 7,500 feet of 8-inch watermain. The cost to install raw watermain from Well No. 4 to Water Treatment Plant No. 1 is approximately \$450,000 for 4,700 feet of 8-inch watermain

Table 5.1 – Opinion of Probable Cost – Water Supply and Storage		
Item	Cost Estimate – Clearwell	Cost Estimate – Water Tower
Construct 1,000 gpm Well	\$1,200,000	\$1,200,000
0.5 MG Tower – South Zone	\$3,750,000	\$3,750,000
Alternative: 0.5 MG Clearwell ⁽¹⁾ – Water Treatment Plant No. 3	\$2,000,000	-
Alternative: 0.5 MG Tower – Water Treatment Plant No. 3	-	\$4,250,000
Subtotal	\$6,950,000	\$9,200,000
25% Contingency	\$1,750,000	\$2,300,000
20% Admin/Engineering/Legal	\$1,750,000	\$2,300,000
TOTAL	\$9.5M – \$11.5M	\$12.5M – \$15M
⁽¹⁾ Ground storage tanks and clearwells have additional O&M costs associated with pump maintenance and power consumption compared to elevated storage tanks.		

Table 5.2 provides probable cost opinions to install the future watermain as seen in Figure 4.2 - Future Water System Map. These cost opinions include mobilization, street restoration, and other associated costs for installing the watermain; however, they do not account for smaller diameter lateral watermain and service lines to homes and businesses associated with future developments.

Table 5.2 – Opinion of Probable Cost - Watermain		
Watermain Size	Linear Feet	Cost Estimate
6-inch	1,480	\$140,000
8-inch	309,220	\$29,380,000
10-inch	116,660	\$11,670,000
12-inch	23,720	\$2,500,000
16-inch	160	\$30,000
Subtotal		\$43,720,000
25% Contingency		\$10,000,000
20% Admin/Engineering/Legal		\$10,000,000
TOTAL		\$60M – \$65M

Table 5.3 provides cost opinions for the 10th Ave. booster station improvements and additional PRV stations. The 10th Ave. booster station improvements involve replacing the existing pumps with slightly larger pumps, removing the pressure tank, adding fire pumps, replacing pipe and valves, and electrical improvements. The PRV station costs include the structure, pressure reducing valve, piping, and isolation valves.

Table 5.3 – Opinion of Probable Cost – Booster Station, and PRV	
Item	Cost Estimate
10 th Ave. Booster Station Improvements	\$500,000
PRV Structure and Valve (approx. \$60,000 each)	\$250,000
Subtotal	\$750,000
25% Contingency	\$200,000
20% Admin/Engineering/Legal	\$200,000
TOTAL	\$1M – \$1.5M

If Water Treatment Plant No. 1 is decommissioned, then Treatment Plant No. 3 should be expanded to increase its capacity by 1,000 gpm. Table 5.4 provides cost opinions for the expansion of Water Treatment Plant No. 3. This includes additional building space, filter equipment, and electrical equipment.

Table 5.4 – Opinion of Probable Cost – Water Treatment Expansion	
Item	Cost Estimate
Water Treatment Plant No. 3 Expansion	\$10,000,000
Subtotal	\$10,000,000
25% Contingency	\$2,500,000
20% Admin/Engineering/Legal	\$2,500,000
TOTAL	\$13.5M – \$16.5M

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VI. IMPLEMENTATION

A. GENERAL

Planning for significant infrastructure requires a robust capital improvements plan (CIP) to couple proper timing of new and replacement system components with the ability to absorb associated costs. A three-phase approach is recommended to balance financial preparedness with the needs described in this report. Note an updated rate study is often necessary to align income with proposed system improvement expenditures.

B. PHASING OF IMPROVEMENTS

Phase I includes the construction of a supply well and clearwell at Water Treatment Plant No. 3 and the expansion of the water distribution system in the immediate five-year horizon. In the following ten years, the city should plan to address Phase II, which includes additional storage needs and further expansion of the distribution system. This sequencing allows the funding source time to build adequate funds. Phase III includes any improvements to the distribution system that remain after fifteen years. This phasing assumes Treatment Plant No. 1 is maintained and an expansion of Treatment Plant No. 3 is not required until after this phasing sequence.

Note that increasing pipe size in the network is a substantial part of the future need and is typically most efficiently accomplished by incorporating it into future street reconstruction projects to the extent possible. Pipe sizing in growth areas can simply incorporate recommended diameters as part of the initial street and municipal infrastructure construction. Storage and pressure boost components may need to be accelerated to permit growth in certain areas.

Table 6.1 – Recommended Phasing of Water System Improvements	
Phase I - Supply Well, Clearwell, and Water Distribution Expansion	\$25M
Phase II - Additional Tower and Further Distribution Expansion	\$25M
Phase III - Remaining Improvements to Distribution System	\$25M
Total Anticipated Probable Costs Over Next 20+/- Years	\$75M

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118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: GENERAL MILL REDEVELOPMENT DISCUSSION – BILL GIBSON & RICK KAUN OF NEW PRAGUE MILL, LLC AND CYPRESS RAIL
DATE: JANUARY 15, 2025

Bill Gibson and Rick Kaun, Representatives from New Prague Mill, LLC, will be in attendance to have a general discussion of continued redevelopment of the former Mill property downtown. Specifically, they would like to discuss their thoughts and ideas for the west side of the site which includes new discussion regarding the area previously approved for exterior storage via IUP #I2-2024. This specific inquiry is in regards to a company call “Cypress Rail” which is in regards to rail car repair that they would like to do on the site. Cypress Rail will be present to provide a concept overview at the meeting.

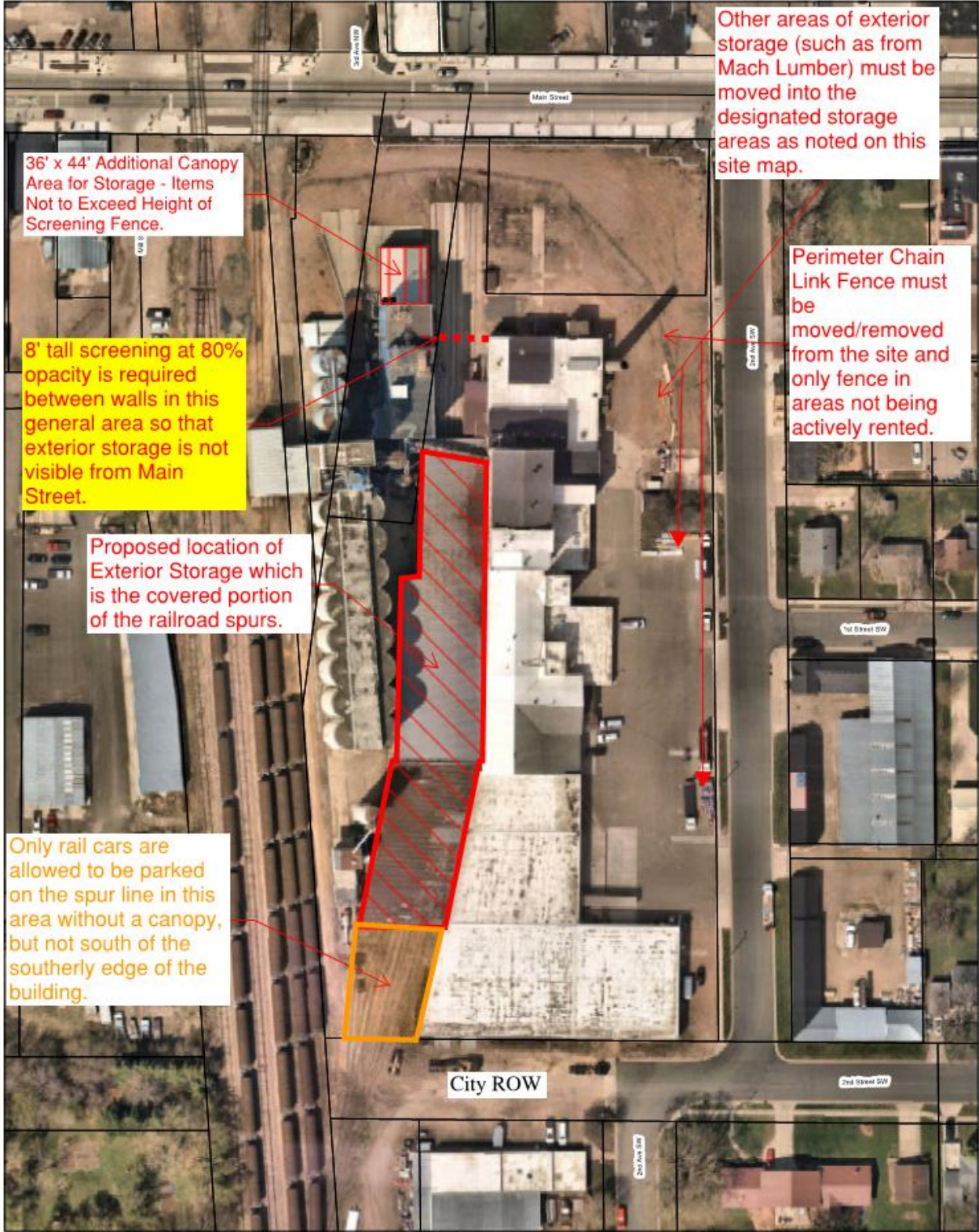
As a reminder, while the former Mill property is zoned I-1 Light Industrial, it is guided as “Downtown Flex” in the Comprehensive Plan which would have the zoning the same as the rest of the downtown area. The exact zoning requirements for the “Downtown Flex” zone will be written as part of the UDC update.

Additionally, they wanted to talk about offering tours to you as Planning Commissioners to get a firsthand look at the facility.

Staff Recommendation

I recommend that the Planning Commission have a general discussion with Mr. Gibson and Mr. Kaun regarding the former Mill property.

Site Map 9/30/24



36' x 44' Additional Canopy Area for Storage - Items Not to Exceed Height of Screening Fence.

8' tall screening at 80% opacity is required between walls in this general area so that exterior storage is not visible from Main Street.

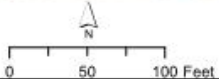
Proposed location of Exterior Storage which is the covered portion of the railroad spurs.

Only rail cars are allowed to be parked on the spur line in this area without a canopy, but not south of the southerly edge of the building.

Other areas of exterior storage (such as from Mach Lumber) must be moved into the designated storage areas as noted on this site map.

Perimeter Chain Link Fence must be moved/removed from the site and only fence in areas not being actively rented.

Prepared by:
City of New Prague
Planning Department
Date: 9/30/24
For Reference Purposes Only.



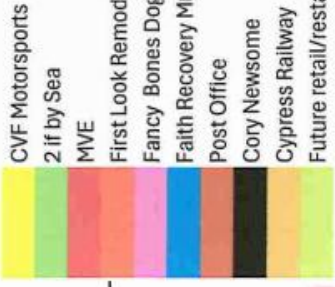
Disclaimer: This map was prepared using the City's GIS and is based on the County and City Street Data maintained by the County and City. While the City believes that this data is accurate, the City does not warrant that data is the GIS or other data and the City does not warrant that the GIS data can be used for purposes such as navigation or any other application requiring the most accurate and up-to-date information. The accuracy of geographic features is not guaranteed. This disclaimer is provided to Minnesota Statutes, Section 66B.02, Subd. 2. The user of this map acknowledges that the City shall not be liable for any damages that may arise from the use of the information contained herein.

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Mill layout.png

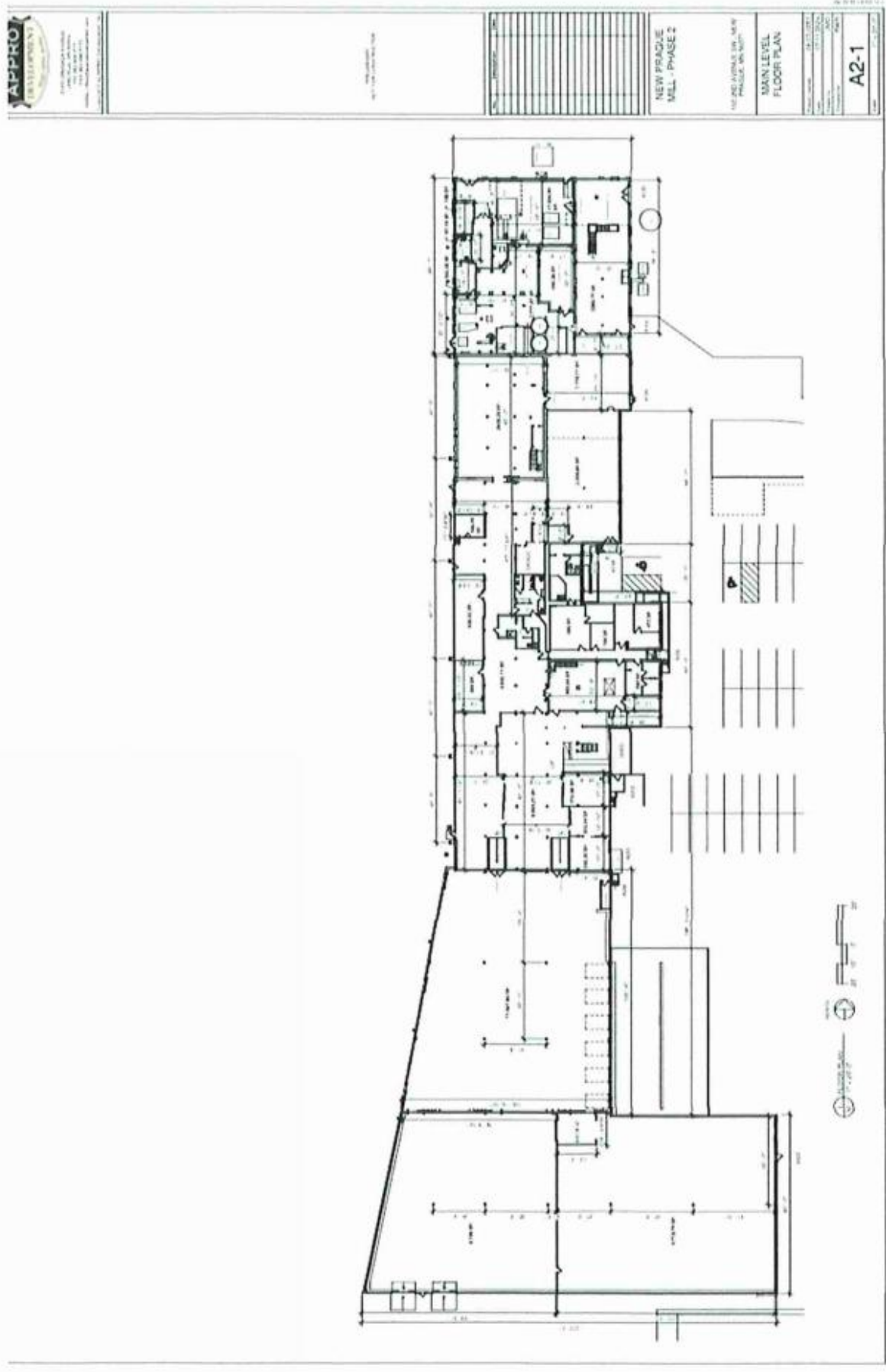
New Prague Mill renters

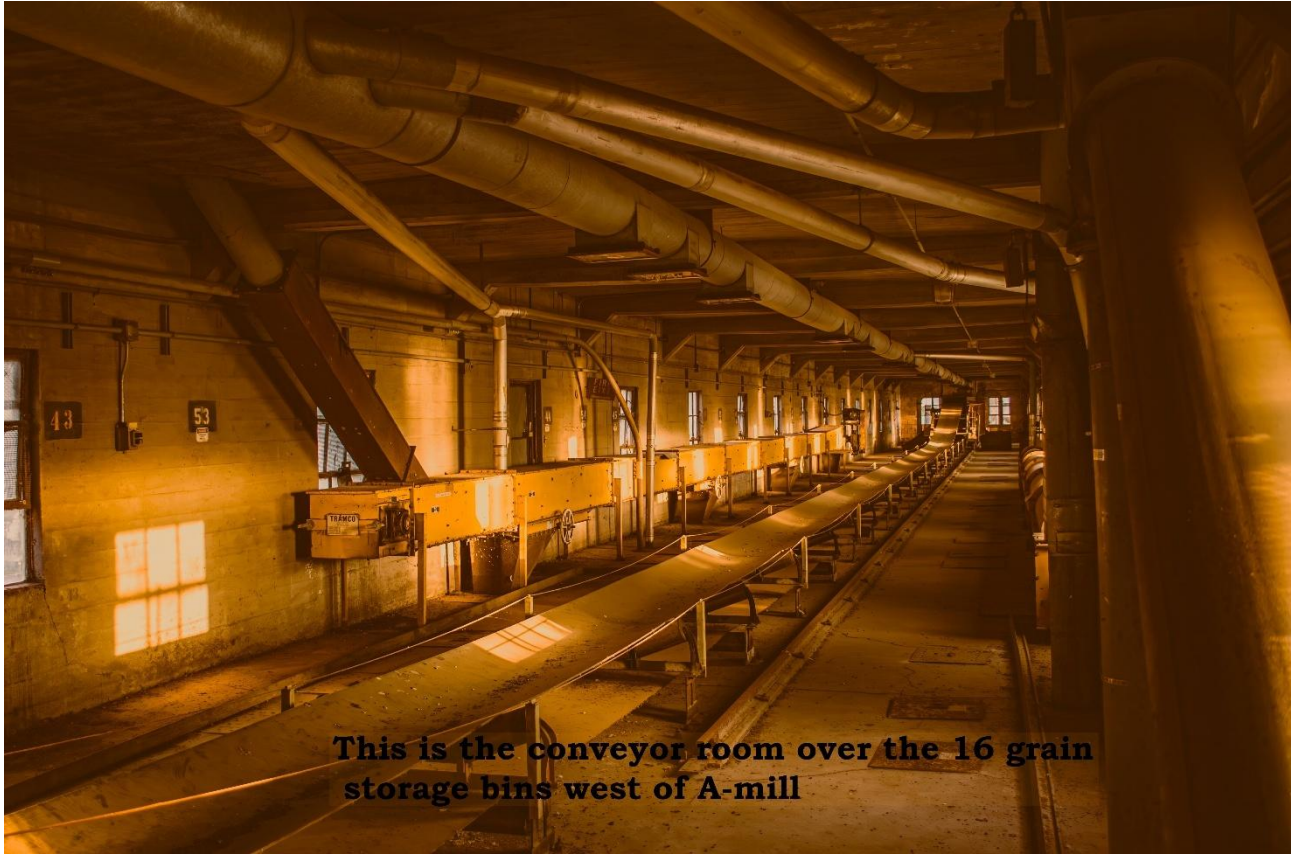
- CVF Motorsports
- 2 if by Sea
- MVE
- First Look Remodeling
- Fancy Bones Dog Grooming
- Faith Recovery Music
- Post Office
- Cory Newsome
- Cypress Railway
- Future retail/restaurant



Handwritten in pink: MVE, CVF, 2 if by Sea, First Look, Faith Recovery, Post Office, Cory Newsome, Cypress Railway, Future retail/restaurant







This is the conveyor room over the 16 grain storage bins west of A-mill

Date: January 22, 2025
To: New Prague Planning Commission
From: Jeff Matzke, Senior Planner, Bolton & Menk
Subject: Unified Development Code Discussion

I. Goals of a New Unified Development Code

The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. The last extensive updates to the Zoning Code and Subdivision Code were in 2000 and 2010 respectively. Following the recent adoption of the New Prague 2045 Comprehensive Plan the related next step for the community is to ensure the subdivision and zoning codes are consistent with the identified long-range strategies in the plan. The creation of a unified development code will support the city in meeting current objectives while fostering future development through review of the following items identified by the City:

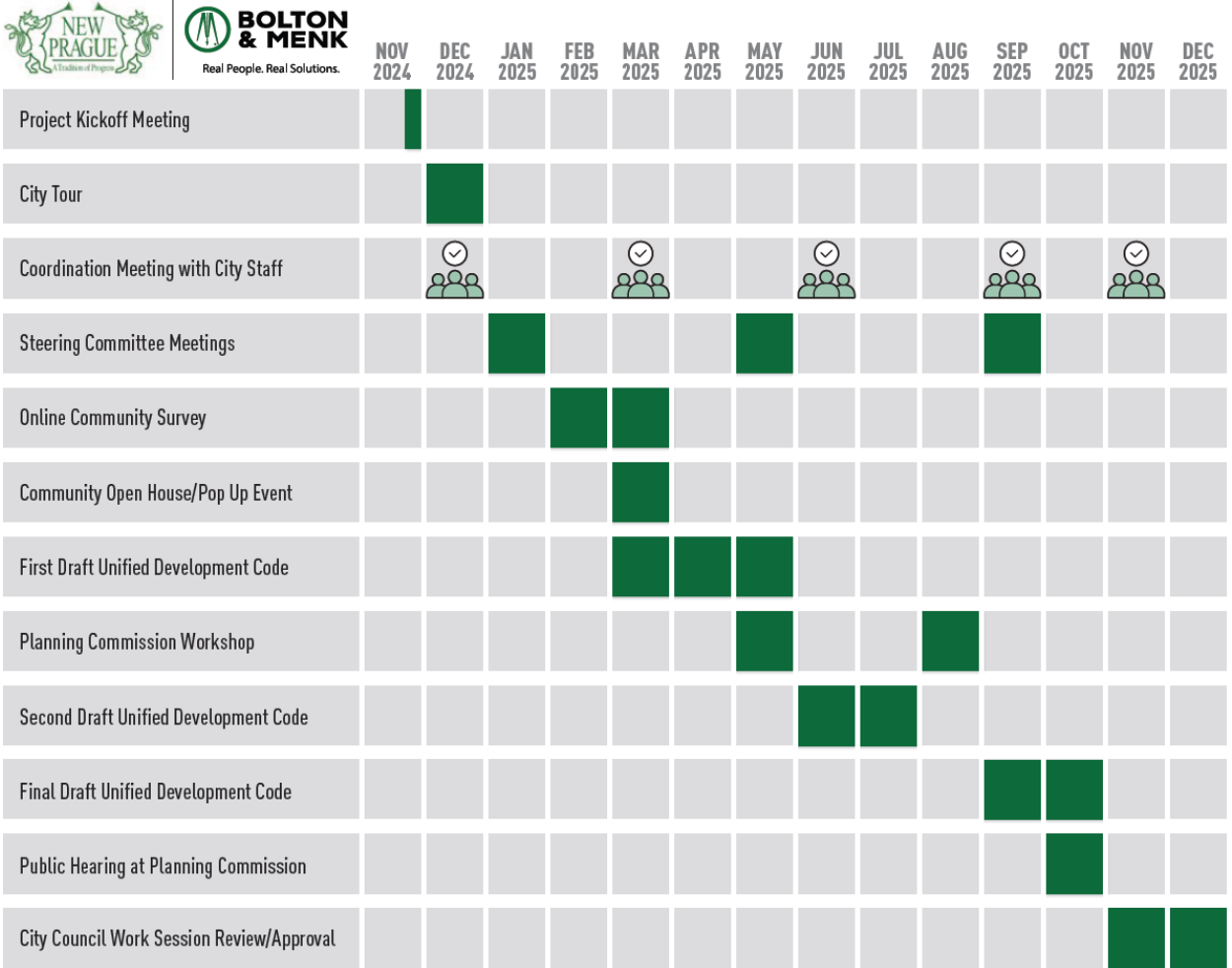
- Industry standards for commercial, industrial, and residential development
- Existing development pattern of New Prague
- Future market and urban development changes
- Ordinance clarity, including as many tables, figures, and visual illustrations as possible, for equitable administration
- Ensure legal compliance

II. Project Schedule

Starting in December 2024 Bolton Menk began the process with the City for drafting the UDC. This process includes research of industry standards and other community ordinances, public engagement opportunities, as well as discussions with City Staff and City Officials. Since the project involves the Subdivision and Zoning Code, the Planning Commission will be the advisory body for the project due to experience with the use of these codes in the New Prague community.

Bolton and Menk has already meet with City Staff to kick off the project discussion as well as conduct a city tour to highlight some of the key areas of New Prague's recent development and gain a better understanding of the community goals. The balance of the project is scheduled over the course of 2025 and will include community outreach through an online survey and mapping tool, review of existing codes and city polices, drafting of the new UDC ordinances, multiple

reviews and discussions of these draft ordinances with the Planning Commission, a public hearing, and final review and adoption of the UDC by the City Council. The following is the project schedule which may be adjusted throughout the project based on meeting schedules and the overall needs of New Prague.



Community Survey: We will create and provide a link to an online survey and website information to gather input from the general public on code-related issues and draft ordinances. We’ll work with the City to push out the survey/webpage link on the city’s website and city social media or elsewhere.

Public Engagement Meeting: We’ll host one public engagement event to garner public input on the subject. This can be at the onset of the project to identify issues, or it can also be scheduled after a draft ordinance has been prepared. If possible, (and this would be recommended) the meeting can also be modified to be at a community event and provide an opportunity for more input by meeting community members where they are.

Planning Commission Updates: We will attend multiple regular Planning Commission meetings to review options and potential revisions and to receive feedback.

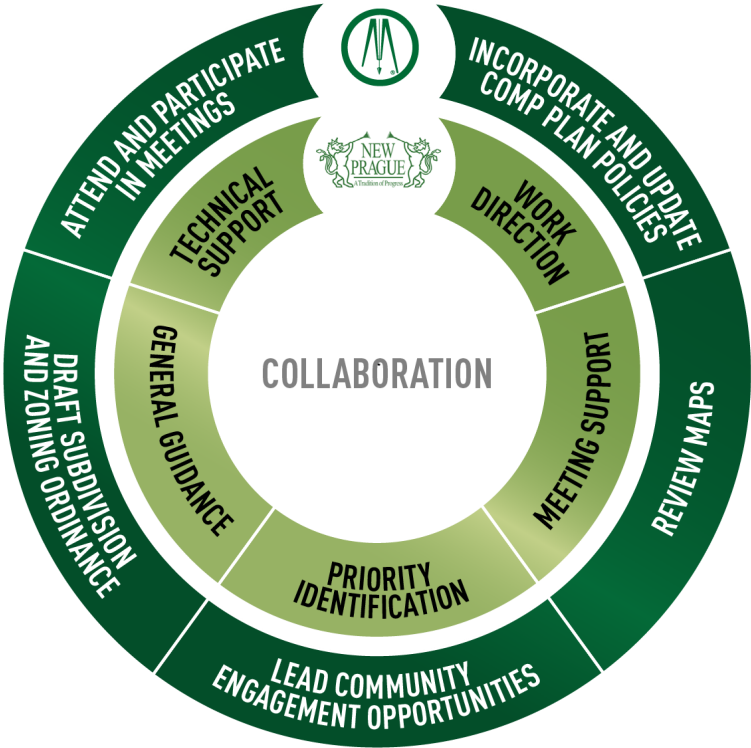
III. Draft UDC Ordinance

Research Existing Ordinances: We'll review industry standards, MN State Statues, and several different ordinances to provide some ideas and concepts for consideration of code updates. We will also review the recently adopted 2045 Comprehensive Plan, existing ordinance language, and listed code issues identified by City Staff and the Planning Commission.

Draft Ordinance: Draft code language addressing various sections of the new UDC ordinance will be created. This language will be provided to staff and the Planning Commission for review and comments.

IV. Deliverables

Our workplan includes the development of an easy-to-understand and organized Unified Development Code with graphical representations where possible. A City webpage devoted to the ordinance updates would also be created to educate community members on the project and garner feedback. Throughout the year of 2025, Bolton and Menk will work in collaboration with the City of New Prague to develop an effective and user-friendly Unified Development Code to support the City's motto "A Tradition of Progress".



V. Discussion

As we get this project kicked off, we would like to hear from the Planning Commission regarding your thoughts about current regulations and observations in the City. Some questions to consider include the following:

- What Architectural Design Standards does the community desire in commercial and industrial areas? In the Central Business (downtown) Zoning District? What design options do you find lacking in the current ordinance?
- The Old Mill area has potential for redevelopment/reorganization. What ideas does the Planning Commission envision for this area? How could the UDC ordinance encourage incorporation of this area into west downtown?
- Residential clustering development has been identified in the 2045 Comprehensive Plan as an action item to consider. Would the City desire a clustering ordinance to incentivize more compact/environmentally friendly development?
- What considerations should we envision as we study options for PUD regulations?
- Any environmental conditions such as tree preservation and wetlands/stormwater management or street/utility design standard issues that arise during the subdivision review process?
- Older residential lots in New Prague appear to have a variety of non-conformities to current code (lot size, setbacks, etc.) What comments does the Planning Commission have regarding codes to provide flexible standards for these properties to decrease the need for variances?
- What thoughts does the Planning Commission have regarding Accessory Dwelling Units (ADUs) and Short-Term Rentals (less than 14 days)?
- A more involved and longer application process can inhibit residential/commercial development. How does the Planning Commission feel about the current balance of City Staff/Administrative approvals vs. Planning Commission/City Council actions required for various subdivision and zoning applications?
- What engagement opportunity does the Planning Commission recommend to involve community members?

VI. Planning Commission Action

No formal action is required of the Planning Commission at this time. Additional discussions will be scheduled to review draft code language, and a public hearing will be scheduled at a future Planning Commission meeting along with a request for formal action. Bolton & Menk along with City Staff would like the Planning Commission to offer feedback on the scheduled tasks as well as main topics of interest in the code updates.

January 2025 EDA Business Updates:

- **0 new home permits** were issued in December (0 single family home and 0 townhome units). 10 residential home permits were issued in 2024 (10 single family, 0 townhomes, 0 apartment units). The 54-unit apartment building at 102 Chalupsky Ave. SE will show up on the 2025 listing as only a footing and foundation permit was issued for it in 2024.
- A building permit was issued for minor alterations at CVF Racing at **618 6th Street NW**. This permit allowed them to move into the former Bevcomm space in the building.