



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, March 16, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

Log in information for city councilmembers, staff and members of the public:

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/356740949>

You can also dial in using your phone: Access Code: 356-740-949 | United States: +1 (872) 240-3311

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

The following agenda items are considered to be non-controversial and routine in nature. They will be handled with one motion of the City Council. Council members may request that specific items be removed from the Consent Agenda and be acted upon separately.

- a. Meeting Minutes
 - i. March 2, 2026 Special City Council Meeting Minutes
 - ii. March 2, 2026 City Council Meeting Minutes
- b. Claims for Payment: **\$1,372,827.18**
- c. Financial Summary Report
- d. Purchase of Equipment - Parks Department
- e. Resolution #CC-26-03-16-01 - Accepting a Donation of Batting Cages at Memorial Park Baseball Field to the City
- f. Large Assembly Permits: Dozinky Festival, Czech Out New Prague and Holiday Parade
- g. Appointment of Mitchell Sasse for Parks Maintenance Position

4. GOVERNMENT AGENCY UPDATES

5. PUBLIC FORUM

The public forum is intended to afford the public an opportunity to address comments, questions and concerns with the City Council. Each presenter will have no more than five (5) minutes to speak.

6. PUBLIC HEARING(S) – 6:00 PM

- a. Ordinance for Adoption: Ordinance #358 - Vacating Certain Easements in the Plat of New Prague Business Park 11th Addition

7. CITY ENGINEER PROJECTS UPDATE

- a. March 16, 2026

8. ORDINANCE(S) FOR INTRODUCTION

- a. None

9. ORDINANCE(S) FOR ADOPTION

- a. #359 - Unified Development Code (UDC)
b. Resolution #CC-26-03-16-02 - Approving Publication of Ordinance #359 by Title and Summary

10. RESOLUTIONS

- a. #CC-26-03-16-03 - Authorizing the Transfer and Closure of Ambulance Account, Fund 651

11. GENERAL BUSINESS

- a. City Hall Summer Hours Discussion
b. 2025 Police Department Annual Report
c. Selecting a Firm for IT Request for Proposal (RFP) Consultant
d. 2026 Ambulance Agreement

12. MISCELLANEOUS

- a. Budget Timeline
b. 2025 Ambulance Review
c. Meeting Minutes
i. February 10, 2026 Park Board Meeting Minutes
ii. February 11, 2026 EDA Board Meeting Minutes
d. Discussion of Items not on the Agenda

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

March 24	6:30 p.m. Golf Board
March 25	6:30 p.m. Planning Commission
March 30	3:30 p.m. Utilities Commission
April 6	6:00 p.m. City Council
April 8	7:30 a.m. EDA Board
April 14	6:00 p.m. Park Board
April 20	6:00 p.m. City Council



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, March 02, 2026 at 5:15 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Bruce Wolf

ABSENT

Councilmember Rik Seiler

Staff Present: City Administrator Joshua Tetzlaff, Finance Director Robin Pikal, Community Development Director Ken Ondich, Police Chief Tim Applen and Public Works Director Matt Rynda

Others Present: Scott Riggs (Kennedy & Graven), City Attorney

2. APPROVAL OF REGULAR AGENDA

3. GENERAL BUSINESS

a. Tikalsky Acres Development Agreement

Tetzlaff gave an overview of the memo in the special meeting packet.

Discussion was had concerning the Tikalsky Acres Development Agreement.

The City Council directed staff to work on options with Riggs to include possible collection, liens on any property owned by Mr. Kubes, park land dedication and the future water tower easement. Bass was appointed the Council rep. to work on the options with staff and Riggs.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

The meeting was adjourned at 5:49 p.m.

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, March 02, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Bruce Wolf

ABSENT

Councilmember Rik Seiler

Staff Present: City Administrator Joshua Tetzlaff, Finance Director Robin Pikal, Community Development Director Ken Ondich, Police Chief Tim Applen and Public Works Director Matt Rynda.

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Ryan, Seconded by Councilmember Wolf.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf

Motion carried (4-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf

Motion carried (4-0)

a. Meeting Minutes

i. February 17, 2026 City Council Meeting Minutes

b. Claims for Payment: **\$132,647.03**

c. Premises Permit Extension Request for Giesenbrau Bier Co.

d. Approval of 2026-2027 Liquor, Beer, Wine & Miscellaneous Licenses

4. GOVERNMENT AGENCY UPDATES

No update.

5. PUBLIC FORUM

No speakers present.

6. PUBLIC HEARING(S) – 6:00 PM

a. None

7. CITY ENGINEER PROJECTS UPDATE

No update.

8. ORDINANCE(S) FOR INTRODUCTION

Jeff Matzke, Community Planning Project Manager from Bolton & Menk, presented the Unified Development Code Ordinance.

Community Development Director Ken Ondich helped answer any questions.

Motion to approve the First Reading of Ordinance #359 - Unified Development Code

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf

Motion carried (4-0)

a. #359 - Unified Development Code (UDC)

9. ORDINANCE(S) FOR ADOPTION

a. None

10. RESOLUTIONS

a. #CC-26-03-02-01 - #V1-2026 to reduce frontage tree screening requirements and to permit planting trees within an easement on Lots 4 and 5, Block 2, New Prague Business Park 11th Addition
Community Development Director Ken Ondich presented Resolution #CC-26-03-02-01 and answered any questions.

Motion to approve Resolution #CC-26-03-02-01 - #V1-2026 to reduce frontage tree screening requirements and to permit planting trees within an easement on Lots 4 and 5, Block 2, New Prague Business Park 11th Addition

Motion made by Councilmember Wolf, Seconded by Councilmember Ryan.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf

Motion carried (4-0)

b. #CC-26-03-02-02 - Authorizing the Transfer and Closure of Account CIP 2009, Fund 395
Finance Director Robin Pikal presented the resolutions to close certain accounts and answered any questions.
City Administrator Joshua Tetzlaff helped answer any questions about the account resolutions.
Motion to approve Resolution #CC-26-03-02-02 - Authorizing the Transfer and Closure of Account CIP 2009, Fund 395
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

c. #CC-26-03-02-03 - Authorizing the Transfer and Closure of Account CIP 2022, Fund 421
Motion to approve Resolution #CC-26-03-02-03 - Authorizing the Transfer and Closure of Account CIP 2022, Fund 421
Motion made by Mayor Nickolay, Seconded by Councilmember Wolf.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

d. #CC-26-03-02-04 - Authorizing the Transfer and Closure of Account TH19-11th Ave Project, Fund 472
Motion to approve Resolution #CC-26-03-02-04 - Authorizing the Transfer and Closure of Account TH19-11th Ave Project, Fund 472
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

- e. #CC-26-03-02-05 - Authorizing the Transfer and Closure of Account CIP 2020-TH19 Project, Fund 418
Motion to approve Resolution #CC-26-03-02-05 - Authorizing the Transfer and Closure of Account CIP 2020-TH19 Project, Fund 418
Motion made by Mayor Nickolay, Seconded by Councilmember Wolf.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

- f. #CC-26-03-02-06 - Authorizing the Transfer and Closure of Rental Account, Fund 227
Motion to approve Resolution #CC-26-03-02-06 - Authorizing the Transfer and Closure of Rental Account, Fund 227
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

11. GENERAL BUSINESS

- a. First amendment to developer's agreement for Turek Estates
Community Development Director Ken Ondich presented the First amendment to the developer's agreement for Turek Estates and answered any questions.
Motion to approve the First amendment to developer's agreement for Turek Estates
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

- b. Future of City Hall
City Administrator Joshua Tetzlaff began the discussion on the Future of City Hall.
Discussion was had and no decisions were made.

12. MISCELLANEOUS

- a. Meeting Minutes
 - i. January 26, 2026 Utilities Commission Meeting Minutes
 - ii. January 27, 2026 Golf Board Meeting Minutes
 - iii. February 4, 2026 Planning Commission Meeting Minutes
- b. Discussion of Items not on the Agenda

13. ADJOURNMENT

Motion to adjourn the meeting at 7:29 p.m.
Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0)

ATTEST:

Joshua M. Tetzlaff
City Administrator

Charles L. Nickolay
Mayor

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
03/16/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$62.25	
ACME TOOLS	TRIPOD LIGHT REPAIR	\$30.25	
AMAZON CAPITAL SERVICES	MATT - APPAREL	\$1.97	
BEVCOMM	TELEPHONE	\$89.59	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$22.97	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$658.24	
NORTHLAND CHEMICAL CORP	MAGIC HAND CLEANER	\$60.17	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
STAR GROUP LLC.	OIL DRY	\$72.45	
ULINE	SHOVELS	\$69.49	
US BANK CREDIT CARD	PAPER ORDER	\$22.68	
VERIZON WIRELESS	TABLETS	\$78.03	
TOTAL:			\$1,184.69
<u>OTHER - TO BE REIMBURSED</u>			
US BANK CREDIT CARD	CREDIT - CODE READER	-\$175.20	
US BANK CREDIT CARD	CREDIT - INK	-\$12.95	
US BANK CREDIT CARD	CREDIT - INK	-\$69.99	
US BANK CREDIT CARD	CREDIT - SCANNER	-\$520.00	
TOTAL:			-\$778.14
<u>COUNCIL</u>			
CIVICPLUS LLC	CIVIC PLUS	\$10,143.00	
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$10,219.82
<u>ADMINISTRATION</u>			
ABDO	2025 AUDIT SERVICES	\$11,954.10	
AMAZON CAPITAL SERVICES	ENVELOPES	\$4.19	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$29.99	
BEVCOMM	TELEPHONE	\$72.25	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$16.59	
US BANK CREDIT CARD	TAX FORMS	\$78.56	
US BANK CREDIT CARD	WEB SERVICE BILLING	\$0.61	
VERIZON WIRELESS	TELEPHONE	\$49.93	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			\$12,214.72
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	SCALE COMPUTING	\$5,673.37	
US BANK CREDIT CARD	SCANNER	\$448.28	
TOTAL:			\$6,121.65
<u>ATTORNEY</u>			
SCOTT COUNTY ATTORNEY'S OFFICE	FEBRUARY COURT FINES	\$1,281.91	
TOTAL:			\$1,281.91
<u>PLANNING</u>			
BEVCOMM	TELEPHONE	\$43.45	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$88.40	
US BANK CREDIT CARD	GO TO MEETING	\$20.60	
US BANK CREDIT CARD	OFFICE SUPPLIES/ KEYS	\$66.37	
VERIZON WIRELESS	TELEPHONE	-\$84.77	
TOTAL:			\$134.05

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
03/16/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	\$6.99	
GRAINGER	CLEANING SUPPLIES	\$33.48	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$87.87	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$73.10	
MN DEPARTMENT OF LABOR & INDUSTRY	ANNUAL ELEVATOR OPERATOR	\$145.00	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$224.70	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,929.06	
NORTHLAND CHEMICAL CORP	PAPER ORDER	\$404.15	
US BANK CREDIT CARD	PAPER ORDER	\$123.22	
TOTAL:			\$4,314.20
<u>POLICE</u>			
AT&T MOBILITY	WIRELESS CELLS	\$576.11	
BEVCOMM	TELEPHONE	\$118.49	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$3.54	
IAPE INC	PROPERTY / EVIDENCE MEMBERSHIP	\$65.00	
NEW PRAGUE UTILITIES	POLICE FLOCK	\$42.54	
PETERSON COUNSELING AND CONSULTING	RETAINER FEE	\$300.00	
TARGET SOLUTIONS LEARNING	GUARDIAN TRACKING	\$1,047.90	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$100.00	
US BANK CREDIT CARD	CRYPTO TRAINING	\$300.00	
US BANK CREDIT CARD	POST LICENSE RENEWAL	\$270.00	
US BANK CREDIT CARD	SUPPLIES	\$19.50	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.07	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
TOTAL:			\$3,165.65
<u>FIRE</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$62.25	
ACME TOOLS	TRIPOD LIGHT REPAIR	\$30.25	
BEVCOMM	TELEPHONE	\$89.59	
JACOB KARTAK	EMT REFRESHER	\$150.00	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$22.97	
NEW PRAGUE RURAL FIRE ASSOCIATION	RADIOS	\$1,275.00	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$437.33	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$220.92	
NORTHLAND CHEMICAL CORP	MAGIC HAND CLEANER	\$60.16	
STAR GROUP LLC.	OIL DRY	\$72.45	
ULINE	SHOVELS	\$69.48	
US BANK CREDIT CARD	PAPER ORDER	\$22.68	
VERIZON WIRELESS	TABLETS	\$78.04	
TOTAL:			\$2,591.12
<u>BUILDING INSPECTOR</u>			
BEVCOMM	TELEPHONE	\$43.45	
US BANK CREDIT CARD	TRAINING	\$250.00	
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$370.27
<u>PUBLIC WORKS</u>			
AMAZON CAPITAL SERVICES	APPAREL	\$80.00	
TOTAL:			\$80.00

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
03/16/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$38.47	
ACE HARDWARE & PAINT	SUPPLIES	\$4.99	
AIRGAS USA LLC	CYLINDER RENTAL	\$6.20	
BEVCOMM	TELEPHONE	\$90.70	
CRAFCO INC	CRACK SEAL MATERIAL	\$12,841.18	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$133.24	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$563.31	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$250.80	
NORTHLAND CHEMICAL CORP	PAPER ORDER	\$260.25	
OESTREICH REPAIR	F-550 - TIRES	\$356.88	
O'REILLY AUTOMOTIVE INC	F-150 - STRUT	\$182.36	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICALS	\$110.00	
RIVER COUNTRY COOP	DIESEL	\$886.15	
RIVER COUNTRY COOP	DIESEL	\$3,025.84	
STAR GROUP LLC.	BRAKE CLEANER	\$6.98	
STAR GROUP LLC.	CHIPPER - GREASE GUN	\$12.36	
STAR GROUP LLC.	GRAPPLE - HOSE	\$92.63	
TRI-STATE BOBCAT	CHAINSAW	\$895.00	
US BANK CREDIT CARD	CUTTING FLUID / CHAINSAW PARTS	\$79.90	
US BANK CREDIT CARD	PAPER ORDER	\$135.64	
US BANK CREDIT CARD	RUBBER GLOVES	\$20.54	
VERIZON WIRELESS	TELEPHONE	\$79.36	
TOTAL:			\$20,072.78
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$7,052.36	
NEW PRAGUE UTILITIES	STREETLIGHTS - ELECTRIC	\$365.25	
NEW PRAGUE UTILITIES	STREETLIGHTS - ELECTRIC	\$146.09	
TOTAL:			\$7,563.70
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$4.99	
ACE HARDWARE & PAINT	SUPPLIES	\$59.95	
AMAZON CAPITAL SERVICES	SPRAYER PARTS	\$67.43	
AMAZON CAPITAL SERVICES	TRASH PICKERS /GLOVES	\$77.45	
BEVCOMM	TELEPHONE	\$35.46	
FASTENAL	SAFETY GLASSES	\$222.54	
GRAFFITI SOLUTIONS INC	GRAFFITI REMOVER	\$110.00	
GRAINGER	CEILING FANS	\$704.88	
GRAINGER	MOP HEADS	\$43.48	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$90.50	
MTI DISTRIBUTING INC	RETURNED MOWER PARTS	-\$351.08	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$443.93	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,915.94	
O'REILLY AUTOMOTIVE INC	AIR/ OIL FILTERS, OIL	\$115.60	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$155.00	
SHERWIN-WILLIAMS CO	PAINT	\$1,409.10	
SHERWIN-WILLIAMS CO	PAINT	\$171.00	
STAR GROUP LLC.	CHIPPER - GREASE GUN	\$18.53	
STAR GROUP LLC.	OIL, FILTER, BATTERY	\$100.10	
STAR GROUP LLC.	TRUCK BED COATING	\$142.40	
TODDS AUTO PARTS INC	AIR/ OIL FILTERS	\$622.73	
TODDS AUTO PARTS INC	BELT	\$199.68	
TODDS AUTO PARTS INC	FUEL CAP	\$11.49	
US BANK CREDIT CARD	PAPER ORDER	\$105.32	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$84.50	
ZORO TOOLS INC.	RUBBER GLOVES	\$88.56	
ZORO TOOLS INC.	SPRAYER PUMP	\$251.09	
TOTAL:			\$6,910.59

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
03/16/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>LIBRARY</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$19.98	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$702.32	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$217.15	
NIEMAN ROOFING INC.	ROOF REPAIR LIBRARY	\$375.00	
US BANK CREDIT CARD	PAPER ORDER	\$45.36	
TOTAL:			\$2,103.08
<u>UNALLOCATED</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			\$327.00
GENERAL FUND TOTAL:			\$77,877.09
FUND 424 - CAPITAL PROJECTS - CIP 2025			
HOLTMEIER CONSTRUCTION INC	2025 CIP PAY AP#7	\$3,602.68	
TOTAL:			\$3,602.68
FUND 425 - CAPITAL PROJECTS - POLICE STATION			
COMPUTER TECHNOLOGY SOLUTIONS	POLICE ADDITIONS	\$240,514.13	
MET-CON CONSTRUCTION, INC	POLICE STATION	\$815,276.49	
NEW PRAGUE UTILITIES	POLICE CONSTRUCTION	\$1,518.51	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$8,040.10	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$3,802.50	
TOTAL:			\$1,069,151.73

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
03/16/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 602 - ENTERPRISE - SANITARY SEWER			
ABDO	2025 AUDIT SERVICES	\$6,097.99	
ACE HARDWARE & PAINT	SUPPLIES	\$65.93	
AMAZON CAPITAL SERVICES	AIR PUMP	\$19.98	
BEVCOMM	TELEPHONE	\$90.70	
BEVCOMM	TELEPHONE/COMMUNICATIONS	\$119.90	
CL BENSEN CO. INC	FURNANCE FILTERS	\$3,222.24	
COMPUTER TECHNOLOGY SOLUTIONS	SCALE COMPUTING	\$461.25	
DEM-CON COMPANIES LLC	BIOSOLIDS DISPOSAL	\$301.74	
FLEXIBLE PIPE & EQUIPMENT	JET VAC - PARTS	\$164.96	
GOPHER STATE ONE CALL	LINE LOCATES	\$5.40	
JOE WAGNER	MWOA MEETING	\$440.00	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$312.33	
MN POLLUTION CONTROL AGENCY	ANNUAL WATER PERMIT	\$5,900.00	
NEON LINK	ONLINE PAYMENT FEES	\$200.49	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$25,430.15	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$346.72	
O'REILLY AUTOMOTIVE INC	PRESSURE SENSOR	\$64.13	
POLYDYNE INC	CLARIFLOC - CE-2469	\$3,772.00	
POLYDYNE INC	CLARIFLOC - CE2470	\$9,844.00	
RIVER COUNTRY COOP	DIESEL GEN #12	\$907.74	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
SALTCO	MONTHLY SALT FEE	\$1,028.93	
SMITH, JOSH	MNRW CONFERENCE	\$50.69	
STAR GROUP LLC.	V-BELT	\$72.84	
US BANK CREDIT CARD	FUEL SUPPLEMENT	\$82.15	
US BANK CREDIT CARD	MN RURAL WATER	\$745.80	
US BANK CREDIT CARD	PUMP -37 LIFT STATION	\$715.00	
US BANK CREDIT CARD	SCANNER	\$34.75	
US BANK EQUIPMENT FINANCE	COPIER LEASE - WWTP	\$75.00	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,584.27	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$207.41	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
ZORO TOOLS INC.	WALL MOUNT - ORGANIZER	\$108.89	
BOSS SUPPLY OF JANESVILLE INC	PUMP	\$14,000.00	
HOLTMEIER CONSTRUCTION INC	2025 CIP PAY AP#7	\$21,468.08	
TOTAL:			\$98,168.08
FUND 606 - ENTERPRISE - STORM UTILITY			
ABDO	2025 AUDIT SERVICES	\$482.76	
FLEXIBLE PIPE & EQUIPMENT	JET VAC - PARTS	\$70.69	
GOPHER STATE ONE CALL	LINE LOCATES	\$5.40	
NEON LINK	ONLINE PAYMENT FEES	\$24.22	
O'REILLY AUTOMOTIVE INC	PRESSURE SENSOR	\$27.49	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.76	
HOLTMEIER CONSTRUCTION INC	2025 CIP PAY AP#7	\$12,005.98	
TOTAL:			\$12,633.42
FUND 651 - ENTERPRISE - AMBULANCE			
ABDO	2025 AUDIT SERVICES	\$52.85	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$22.96	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$437.33	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$178.64	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:			\$701.98
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$1,262,134.98

Vendor Name	Net Invoice Amount
ABDO	
2025 AUDIT SERVICES	\$5,100.00
AIRGAS USA LLC	
CYLINDER RENTAL	\$20.40
AMAZON CAPITAL SERVICES	
ENVELOPES	\$4.20
FOLDERS	\$43.54
BEVCOMM	
TELEPHONE	\$167.74
TELEPHONE/COMMUNICATIONS	\$59.95
COMPUTER TECHNOLOGY SOLUTIONS	
COMPUTER SUPPORT	\$.00
OFFICE 365 / FIREWALL	\$.00
SCALE COMPUTING	\$2,029.50
FP MAILING SOLUTIONS	
POSTAGE	\$2,000.00
GOPHER STATE ONE CALL	
LINE LOCATES	\$10.80
GRAINGER	
CLEANING SUPPLIES	\$33.48
MOP HEADS	\$108.70
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$49.76
HOLTMEIER CONSTRUCTION INC	
2025 CIP PAY AP#7	\$15,529.81
LAKERS NEW PRAGUE SANITARY	
TRASH - ELECTRIC	\$34.41
TRASH - POWER PLANT	\$95.93
TRASH - WATER	\$34.41
NEON LINK	
ONLINE PAYMENT FEES	\$569.29
NEW PRAGUE UTILITIES	
ELECTRIC UTILITIES	\$4,377.56
SMMPA - NORTH SOFTNER	\$672.85
WATER PUMPING - E	\$12,938.34
WATER PUMPING - W/S/S	\$2,254.84
WATER UTILITIES	\$1,181.85
NORTHLAND CHEMICAL CORP	
MAGIC HAND CLEANER	\$120.33
O'REILLY AUTOMOTIVE INC	
BRAKE CLEANER	\$41.88
FUEL FILTER	\$72.52
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$372.60
STAR GROUP LLC.	
CHIPPER - GREASE GUN	\$9.26
US BANK CREDIT CARD	
APPA CONFERENCE	\$1,195.00
FUEL SUPPLEMENT	\$54.77
GLOVE & SLEEVE TESTING	\$84.05
MN RURAL WATER	\$1,001.17
OIL TESTING	\$14.51
PAPER ORDER	\$280.07
RAILWAY - HANDBOOK	\$75.00
RPZ - SOUTH TOWER	\$1,085.63
SCANNER	\$132.05
TAX FORMS	\$78.57

Vendor Name	Net Invoice Amount
TENT PARTS	\$77.21
WES CONTRACT	\$19.72
VERIZON WIRELESS	
IPADS	\$65.12
TELEPHONE	\$480.13
VETERAN SHREDDING	
CONTRACTED SERVICES	\$17.00
Grand Totals:	<u>\$52,593.95</u>

Vendor Name	Net Invoice Amount
ABDO	
2025 AUDIT SERVICES	\$2,647.55
ACUSHNET COMPANY	
GOLF MERCHANDISE	\$187.95
CLOTHING	\$779.91
GOLF MERCHANDISE	\$217.50
HEADWEAR	\$1,246.32
CLOTHING	\$8,309.26
GOLF MERCHANDISE	\$199.50
GOLF MERCHANDISE	\$664.51
GOLF MERCHANDISE	\$790.00
CLOTHING	\$102.87
HEADWEAR	\$343.40
GOLF MERCHANDISE	\$177.50
GOLF BALLS	\$4,512.98
GOLF MERCHANDISE - DISCOUNT	\$5.47-
CLOTHING - DISCOUNT	\$22.68-
SPECIAL ORDER	\$141.61
GOLF MERCHANDISE - DISCOUNT	\$4.05-
HEADWEAR - DISCOUNT	\$24.60-
SPECIAL ORDER	\$765.91
SPECIAL ORDER	\$222.50
SPECIAL ORDER - DISCOUNT	\$4.15-
CLOTHING - DISCOUNT	\$245.64-
GOLF MERCHANDISE - DISCOUNT	\$3.69-
GOLF MERCHANDISE - DISCOUNT	\$12.96-
GOLF MERCHANDISE - DISCOUNT	\$14.60-
CLOTHING - DISCOUNT	\$1.80-
HEADWEAR - DISCOUNT	\$6.60-
GOLF MERCHANDISE - DISCOUNT	\$3.25-
GOLF BALLS - DISCOUNT	\$87.43-
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$371.37
TELEPHONE	\$48.25
CM2 SUPPLY	
C02/NITROGEN TANK RENTAL	\$80.53
COMPUTER TECHNOLOGY SOLUTIONS	
SCALE COMPUTING	\$1,060.88
COMPUTER SUPPORT	\$1,100.80-
OFFICE 365 / FIREWALL	\$335.96-
COMPUTER SUPPORT	\$1,100.80
OFFICE 365 / FIREWALL	\$335.96
CONNELLY PLUMBING & HEATING INC	
WATER SOFTENER REPAIR	\$734.94
DAAS, JEFF	
BREAKOOM MATERIALS	\$208.66
ECOLAB PEST ELIMINATION	
AIR QUALITY / PEST CONTROL	\$378.21
GOLF PROFESSIONAL ENTERPRISES LLC	
FEBRUARY MANAGEMENT FEE	\$8,916.66
GRAINGER	
SAFETY SIGNS	\$73.71
SAFETY SIGNS	\$24.61
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$.97
HAWK ALARM SYSTEMS INC	
FIRE ALARM MONITORING	\$273.81

Vendor Name	Net Invoice Amount
HERMEL WHOLESALE	
PAPER PRODUCTS	\$41.50
HERTAUS FLOORS INC	
CLUBHOUSE CARPET	\$12,174.71
ILLINOIS CASUALTY COMPANY	
LIQUOR LIABILITY INSURANCE	\$1,115.00
LAKERS NEW PRAGUE SANITARY	
TRASH - GOLF CLUB	\$418.83
LAVONNE MUSIC	
MICROPHONE SYSTEM 3RD FLOOR	\$270.94
LAWSON PRODUCTS	
STAND, FUSES	\$74.42
MACH LUMBER INC	
CEILING TILE, BASE BOARD, CASING	\$772.17
MEI ELEVATOR SOLUTIONS	
ELEVATOR MAINTENANCE	\$73.11
NEW PRAGUE UTILITIES	
UTILITIES - ELECTRIC	\$1,719.55
UTILITIES - STORM SEWER	\$535.58
UTILITIES - WATER/SEWER	\$787.42
UTILITIES - ELECTRIC	\$35.99
UTILITIES - WATER/SEWER	\$46.81
QUILL CORPORATION	
OFFICE SUPPLIES	\$28.98
R & R PRODUCTS INC.	
SEALS, GASKETS, SCREWS, HOUSINGS	\$665.42
RETAINING RINGS, BRUSHES, STUDS	\$304.88
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$50.10
STAR GROUP LLC.	
CHIPPER - GREASE GUN	\$21.61
8 VOLT BATTERIES	\$907.14
BATTERY CORE CREDIT	\$146.31-
BATTERY SPRAY	\$24.47
HOSE REPAIR GOLF	\$139.54
HOSE REPAIR STREETS	\$106.73
SWANNIES GOLF APPAREL	
CLOTHING	\$2,721.86
US BANK CREDIT CARD	
GOLF RECEIPTS	\$1,536.55
INVENTORY	\$35.33
SCANNER	\$79.93
TAX FORMS	\$78.57
COGS	\$217.94
GOLF BUYERS CARD	\$20.43
VERIZON WIRELESS	
TELEPHONE	\$78.74
VERSATILE VEHICLES INC.	
BATTERY HOLD DOWN	\$106.86
VETERAN SHREDDING	
CONTRACTED SERVICES	\$8.50
Grand Total:	\$58,098.25

Unaudited Income Statement
Through January 31, 2026
Percent of year complete: 8.33%

Section 3, Item c.

	Prior Year 2025 Thru 1/31/2025	Actual Thru 1/31/2026	2025/2026 Variance YTD	Current Month 1/31/2026	2026 Adopted Budget	2026 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ (4,428,735)	\$ (4,428,735)	0.00%
Local Government Aid	\$ -	\$ -	\$ -	\$ -	\$ (1,189,668)	\$ (1,189,668)	0.00%
Licenses and permits	\$ (80,622.67)	\$ (4,899.57)	\$ 75,723.10	\$ (4,899.57)	\$ (262,735)	\$ (257,835)	1.86%
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ (382,552)	\$ (382,552)	0.00%
Charges for services	\$ (259.75)	\$ (3,990.01)	\$ (3,730.26)	\$ (3,990.01)	\$ (129,587)	\$ (125,597)	3.08%
Fines	\$ (982.10)	\$ (2,200.10)	\$ (1,218.00)	\$ (2,200.10)	\$ (25,000)	\$ (22,800)	8.80%
Interest Income	\$ (35,693.67)	\$ (36,037.28)	\$ (343.61)	\$ (36,037.28)	\$ (100,000)	\$ (63,963)	36.04%
Miscellaneous revenue	\$ (3,345.25)	\$ (183,435.62)	\$ (180,090.37)	\$ (183,435.62)	\$ (567,619)	\$ (384,183)	32.32%
Transfers In	\$ (3,333.37)	\$ (3,333.33)	\$ 0.04	\$ (3,333.33)	\$ (280,500)	\$ (277,167)	1.19%
TOTAL REVENUES	\$ (124,236.81)	\$ (233,895.91)	\$ (109,659.10)	\$ (233,895.91)	\$ (7,366,396.00)	\$ (7,132,500.09)	3.18%
EXPENSES							
Council	\$ 5,578.10	\$ 3,736.17	\$ (1,841.93)	\$ 3,736.17	\$ 73,017	\$ 69,281	5.12%
Administration	\$ 46,987.82	\$ 69,569.69	\$ 22,581.87	\$ 69,569.69	\$ 879,617	\$ 810,047	7.91%
Tech Network	\$ 12,954.53	\$ 14,478.39	\$ 1,523.86	\$ 14,478.39	\$ 182,421	\$ 167,943	7.94%
Elections	\$ 1,200.00	\$ -	\$ (1,200.00)	\$ -	\$ 20,970	\$ 20,970	0.00%
Assessor	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.00%
Attorney	\$ 982.10	\$ 7,412.70	\$ 6,430.60	\$ 7,412.70	\$ 84,000	\$ 76,587	8.82%
Engineer	\$ 1,065.00	\$ -	\$ (1,065.00)	\$ -	\$ 15,750	\$ 15,750	0.00%
Planning	\$ 27,034.65	\$ 33,506.63	\$ 6,471.98	\$ 33,506.63	\$ 404,796	\$ 371,289	8.28%
Government Building	\$ 9,159.82	\$ 26,168.54	\$ 17,008.72	\$ 26,168.54	\$ 85,181	\$ 59,012	30.72%
Police	\$ 251,366.89	\$ 321,573.11	\$ 70,206.22	\$ 321,573.11	\$ 2,516,390	\$ 2,194,817	12.78%
Fire	\$ 49,609.03	\$ 30,561.30	\$ (19,047.73)	\$ 30,561.30	\$ 298,892	\$ 268,331	10.22%
Building Inspector	\$ 29,922.94	\$ 44,381.95	\$ 14,459.01	\$ 44,381.95	\$ 380,392	\$ 336,010	11.67%
Emergency Management	\$ 2,265.78	\$ -	\$ (2,265.78)	\$ -	\$ 3,841	\$ 3,841	0.00%
Ambulance	\$ -	\$ 142.96	\$ 142.96	\$ 1,120.20	\$ 16,402	\$ 16,259	0.87%
Animal Control	\$ 3,900.00	\$ 4,305.95	\$ 405.95	\$ 4,305.95	\$ 15,750	\$ 11,444	27.34%
Public Works	\$ 9,035.62	\$ 16,031.50	\$ 6,995.88	\$ 16,031.50	\$ 139,232	\$ 123,201	11.51%
Streets	\$ 79,556.12	\$ 107,838.39	\$ 28,282.27	\$ 107,838.39	\$ 1,074,022	\$ 966,184	10.04%
Street Lights	\$ 7,981.24	\$ 7,153.20	\$ (828.04)	\$ 7,153.20	\$ 80,384	\$ 73,231	8.90%
Outdoor Swimming Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 13,197.14	\$ -	\$ (13,197.14)	\$ -	\$ 173,475	\$ 173,475	0.00%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,575	\$ 4,575	0.00%
Parks	\$ 49,401.98	\$ 52,723.07	\$ 3,321.09	\$ 52,723.07	\$ 706,019	\$ 653,296	7.47%
Park Board	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	0.00%
Library	\$ 5,942.96	\$ 2,069.30	\$ (3,873.66)	\$ 2,069.30	\$ 36,928	\$ 34,859	5.60%
Unallocated	\$ 12,862.29	\$ 533.05	\$ (12,329.24)	\$ 533.05	\$ 59,342	\$ 58,809	0.90%
TOTAL EXPENSES	\$ 620,004.01	\$ 742,185.90	\$ 122,181.89	\$ 743,163.14	\$ 7,366,396.00	\$ 6,624,210.10	10.08%
EXCESS REVENUES OVER EXPENSES	<u>\$ 495,767.20</u>	<u>\$ 508,289.99</u>	<u>\$ 12,522.79</u>	<u>\$ 509,267.23</u>	<u>\$ -</u>	<u>\$ (508,289.99)</u>	

Unaudited Income Statement
Through January 31, 2026
Percent of year complete: 8.33%

Section 3, Item c.

	Prior Year 2025 Thru 1/31/2025	Actual Thru 1/31/2026	2025/2026 Variance YTD	Current Month 1/31/2026	2026 Adopted Budget	2026 Budget Balance	% Actual compared to Budget
Ambulance							
REVENUES							
Rent	\$ (1,280.10)	\$ -	\$ 1,280.10	\$ -	\$ -	\$ -	#DIV/0!
Interest Income	\$ (333.18)	\$ -	\$ 333.18	\$ -	\$ -	\$ -	#DIV/0!
Other Income	\$ (416.67)	\$ -	\$ 416.67	\$ -	\$ -	\$ -	#DIV/0!
TOTAL REVENUES	\$ (2,029.95)	\$ -	\$ 2,029.95	\$ -	\$ -	\$ -	
TOTAL EXPENSES	\$ 4,267.35	\$ -	\$ (4,267.35)	\$ -	\$ -	\$ -	
EXCESS REVENUES OVER EXPENSES	\$ 2,237.40	\$ -	\$ (2,237.40)	\$ -	\$ -	\$ -	
EDA							
TOTAL REVENUES	\$ (727.84)	\$ (418.42)	\$ 309.42	\$ (418.42)	\$ (76,000.00)	\$ (75,582)	0.55%
TOTAL EXPENSES	\$ 3,950.85	\$ 6,430.82	\$ 2,479.97	\$ 6,430.82	\$ 76,000.00	\$ 69,569	8.46%
EXCESS REVENUES OVER EXPENSES	\$ 3,223.01	\$ 6,012.40	\$ 2,789.39	\$ 6,012.40	\$ -	\$ (6,012.40)	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ (321.30)	\$ (186.36)	\$ 134.94	\$ (186.36)	\$ (1,000)	\$ (814)	18.64%
TOTAL EXPENSES	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ (300)	0.00%
EXCESS REVENUES OVER EXPENSES	\$ (321.30)	\$ 113.64	\$ 434.94	\$ (186.36)	\$ (1,000.00)	\$ (1,113.64)	
WATER FUND							
TOTAL REVENUES	\$ (215,516.47)	\$ (145,392.13)	\$ 70,124.34	\$ (145,392.13)	\$ (2,274,864.00)	\$ (2,129,471.87)	6.39%
TOTAL EXPENSES	\$ 206,669.79	\$ 178,204.67	\$ (28,399.00)	\$ 178,204.67	\$ 1,766,915.00	\$ 1,588,710.33	10.09%
EXCESS REVENUES OVER EXPENSES	\$ (8,846.68)	\$ 32,812.54	\$ 41,725.34	\$ 32,812.54	\$ (507,949.00)	\$ (540,761.54)	
ELECTRIC FUND							
TOTAL REVENUES	\$ (883,966.54)	\$ (1,186,022.97)	\$ (302,056.43)	\$ (1,186,022.97)	\$ (10,691,428.00)	\$ (9,505,405.03)	11.09%
TOTAL EXPENSES	\$ 903,928.31	\$ 1,002,367.44	\$ 98,439.13	\$ 1,002,367.44	\$ 9,672,581.00	\$ 8,670,213.56	10.36%
EXCESS REVENUES OVER EXPENSES	\$ 19,961.77	\$ (183,655.53)	\$ (203,617.30)	\$ (183,655.53)	\$ (1,018,847.00)	\$ (835,191.47)	

Unaudited Income Statement
Through January 31, 2026
Percent of year complete: 8.33%

Section 3, Item c.

	Prior Year 2025 Thru 1/31/2025	Actual Thru 1/31/2026	2025/2026 Variance YTD	Current Month 1/31/2026	2026 Adopted Budget	2026 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ (641,640.24)	\$ (313,812.66)	\$ 327,827.58	\$ (313,812.66)	\$ (3,954,365.00)	\$ (3,640,552.34)	7.94%
TOTAL EXPENSES	\$ 775,241.60	\$ 730,797.25	\$ (44,444.35)	\$ 730,797.25	\$ 4,371,342.00	\$ 3,640,544.75	16.72%
EXCESS REVENUES OVER EXPENSES	<u>\$ 133,601.36</u>	<u>\$ 416,984.59</u>	<u>\$ 283,383.23</u>	<u>\$ 416,984.59</u>	<u>\$ 416,977.00</u>	<u>\$ (7.59)</u>	
GOLF							
TOTAL REVENUES	\$ (135,625.49)	\$ (28,565.27)	\$ 107,060.22	\$ (28,565.27)	\$ (1,585,994.00)	\$ (1,557,428.73)	1.80%
TOTAL EXPENSES	\$ 87,960.59	\$ 62,502.61	\$ (25,457.98)	\$ 62,502.61	\$ 1,624,148.00	\$ 1,561,645.39	3.85%
EXCESS REVENUES OVER EXPENSES	<u>\$ (47,664.90)</u>	<u>\$ 33,937.34</u>	<u>\$ 81,602.24</u>	<u>\$ 33,937.34</u>	<u>\$ 38,154.00</u>	<u>\$ 4,216.66</u>	
STORM SEWER							
TOTAL REVENUES	\$ (37,936.67)	\$ (38,543.30)	\$ (606.63)	\$ (38,543.30)	\$ (456,619.00)	\$ (418,075.70)	8.44%
TOTAL EXPENSES	\$ 70,361.95	\$ 92,466.05	\$ 22,104.10	\$ 92,466.05	\$ 510,568.00	\$ 418,101.95	18.11%
EXCESS REVENUES OVER EXPENSES	<u>\$ 32,425.28</u>	<u>\$ 53,922.75</u>	<u>\$ 21,497.47</u>	<u>\$ 53,922.75</u>	<u>\$ 53,949.00</u>	<u>\$ 26.25</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

GENERAL FUND

ASSETS

101-10101	CLAIM ON CASH	(	282,688.25)	
101-10120	MONEY MARKET-FIRST BK & TRUST		392,141.04	
101-10125	4M		6,065,492.76	
101-10129	MONEY MARKET.STATE BANK - FUTU		133,752.00	
101-10201	PETTY CASH POLICE DEPT		100.00	
101-10450	INT. RECEIVABLE - INVESTMENTS		156,215.28	
101-10700	TAXES RECEIVABLE-DELINQUENT		24,363.51	
101-11500	ACCOUNTS RECEIVABLE		184,683.64	
101-11501	ACCOUNTS RECEIVABLE - FLEX	(	272.06)	
101-11521	BUSINESS LICENSE AR	(	3,400.00)	
101-11531	BANK CLEARING ACCT		220,174.67	
101-11535	CLEARING ACCOUNT - RURAL FIRE		13,341.52	
101-11536	CLEARING ACCOUNT-GENERAL		24.99	
101-11537	MISC PROPERTY MAINT		4,000.00	
101-12100	SPECIAL ASSESS. REC.-CURRENT		554.69	
101-12200	SPECIAL ASSESS. REC.-DELINQUEN		3,165.34	
101-13109	DUE FROM RETIREE/COBRA		13.80	
101-13200	DUE FROM OTHER GOVERNMENTS		84,283.69	
101-15501	PREPAID OTHER		1,352.37	
	TOTAL ASSETS			6,997,298.99

LIABILITIES AND EQUITY

LIABILITIES

101-20210	ACCOUNTS PAYABLE		391,154.82	
101-20800	DUE TO OTHER GOVERNMENTS		56.36	
101-20801	STATE SALES TAX		10.87	
101-20802	SC TRANSIT TAX	(	7.36)	
101-20803	LS TRANSIT TAX		.42	
101-21600	ACCRUED WAGES		147,088.75	
101-21701	ACCRUED FED-FICA/MED TAX	(	18.75)	
101-21703	ACCRUED PFMLA		1,975.10	
101-21706	INSURANCE PAYABLE		9,706.59	
101-21709	CHILD SUPPORT		1,910.32	
101-21711	ACCRUED PAYROLL INS DEDUCT	(	.98)	
101-21714	ACCRUED POLICE DUES		920.00	
101-21716	HSA EMPLOYEE AMOUNTS		11,631.44	
101-21800	ESCROW - BLDG PERMITS		63,468.00	
101-22202	DEFERRED REVENUE - ASSMNTS		4,549.11	
101-22206	DEFERRED REVENUE - AR		100.21	
101-22207	DEFERRED REVENUE - BP		29,233.15	
101-22210	DEFERRED REVENUE - TAXES		24,363.51	
	TOTAL LIABILITIES			686,141.56

FUND EQUITY

101-25311	COMMITTED: ATHLETIC FIELD		143,987.00	
101-25312	ASSIGNED: RENOV/REPL PUB FAC		1,153,279.00	
101-25313	ASSIGNED: ACQ OF EQUIP & VEHIC		413,120.00	
101-25314	COMMITTED: PUB FAC INFRAS		500,000.00	
101-25315	DESIGNATED WORKING CAPITA		100,000.00	
101-25999	COMMITTED: EMERG/DIASTER		100,000.00	

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
101-25300	UNDESIGNATED: FUND BALANCE	4,409,947.27	
	REVENUE OVER EXPENDITURES - YTD	(509,175.84)	
	BALANCE - CURRENT DATE	3,900,771.43	
	TOTAL FUND EQUITY		6,311,157.43
	TOTAL LIABILITIES AND EQUITY		6,997,298.99

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

WWTP

ASSETS

602-10101	CLAIM ON CASH	(	2,283,981.27)	
602-10106	DESIGNATED FOR MEMB REPLACEMEN		1,230,000.00	
602-10120	MONEY MARKET-FIRST BK & TRUST		580,165.19	
602-10125	MONEY MARKET-4M		8,278,256.00	
602-10126	MONEY MARKET-4M 2024 BOND		98,430.91	
602-11500	ACCOUNTS RECEIVABLE		13,088.24	
602-11710	CUSTOMER ACCOUNTS RECEIVABLE		279,025.09	
602-12300	SPECIAL ASSESS. REC.-DEFFERED		398,213.59	
602-15696	DEFERRED OUTFLOW - OPEB		2,723.00	
602-15699	GERF DEFERRED OUTFLOWS		51,169.00	
602-16100	LAND		56,980.00	
602-16200	BUILDINGS		27,968,735.61	
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(	13,111,528.44)	
602-16300	INFRASTRUCTURE		8,602,785.38	
602-16310	ACCUMULATED DEPRECIATION - INF	(	3,281,827.41)	
602-16400	EQUIPMENT		14,056,806.05	
602-16410	ACCUMULATED DEPRECIATION - EQU	(	9,615,507.99)	
602-16420	OFFICE EQUIPMENT		44,423.70	
602-16500	CONSTRUCTION-IN-PROGRESS	(	3,980.18)	
602-16504	SCADA UPGRADE		167,587.83	
602-16505	LIFT STATION REHAB/PUMP REPLAC		64,595.00	
602-16507	CIP 2025		605,650.06	
TOTAL ASSETS				34,201,809.36

LIABILITIES AND EQUITY

LIABILITIES

602-20210	ACCOUNTS PAYABLE		441,324.44	
602-20610	CP RETAINAGE PERCENTAGE	(	4,402.21)	
602-21500	ACCRUED INTEREST		309,561.06	
602-21650	ACCRUED WAGES-VAC & COMP		26,039.49	
602-21717	OPEB LIABILITY		21,328.00	
602-22000	DEPOSITS		50,544.05	
602-22296	OPEB DEFERRED INFLOW		5,796.00	
602-22299	GERF DEFERRED INFLOWS		147,060.00	
602-22500	BOND PAYABLE - CUR PORT		1,312,999.45	
602-23100	BONDS PAYABLE		2,643,254.26	
602-23101	PFA BOND PAYABLE		19,654,000.00	
602-23400	BOND PREMIUM		289,816.07	
602-23999	GERF PENSION LIABILITY		199,362.00	
TOTAL LIABILITIES				25,096,682.61

FUND EQUITY

602-25999	PRIOR PERIOD ADJUSTMENT	(	651,969.00)	
602-27200	FUND BALANCE-UNDESIGNATED		5,565,947.85	

UNAPPROPRIATED FUND BALANCE:

602-25300	FUND BALANCE-UNDESIGNATED		4,609,198.84	
	REVENUE OVER EXPENDITURES - YTD	(	418,050.94)	

BALANCE - CURRENT DATE				4,191,147.90
------------------------	--	--	--	--------------

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

	WWTP	
TOTAL FUND EQUITY		9,105,126.75
TOTAL LIABILITIES AND EQUITY		34,201,809.36

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

GOLF COURSE

ASSETS

603-10101	CLAIM ON CASH	(	451,769.21)	
603-10125	MONEY MARKET-4M		401,985.12	
603-10126	MONEY MARKET-4M 2024 BOND		22,913.13	
603-10200	PETTY CASH		2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R		9,906.16	
603-11530	CLEARING ACCOUNT		15.97	
603-14100	MATERIAL INVENTORY		102,752.18	
603-15696	DEFERRED OUTFLOW - OPEB		1,072.00	
603-15699	GERF DEFERRED OUTFLOWS		32,718.00	
603-16150	OTHER IMPROVEMENTS (LAND)		910,289.85	
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(	906,726.80)	
603-16200	BUILDINGS		1,106,686.15	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(	704,314.69)	
603-16400	EQUIPMENT		2,125,151.37	
603-16410	ACCUMULATED DEPRECIATION - EQU	(	1,254,148.35)	
TOTAL ASSETS				1,398,530.88

LIABILITIES AND EQUITY

LIABILITIES

603-20200	ACCOUNTS PAYABLE	(	4,323.26)	
603-20210	ACCOUNTS PAYABLE		127,492.42	
603-21500	ACCRUED INTEREST		7,694.45	
603-21650	ACCRUED WAGES-VAC & COMP		9,358.17	
603-21717	OPEB LIABILITY		8,398.00	
603-22000	DEPOSITS		51,191.04	
603-22001	DESIGNATED - JR GOLF FUND		20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND		648.12	
603-22201	DEFERRED REVENUE-MEMBERSHIP DU		100,305.20	
603-22202	DEFERRED REVENUE LEAGUE		1,070.00	
603-22203	DEFERRED REVENUE-RENTALS		2,325.00	
603-22206	DEFERRED REVENUE-DAILY CART FE		2,085.00	
603-22207	DEFERRED REVENUE-PRIVATE CART		7,720.00	
603-22208	DEFERRED REVENUE-DRIVING RANGE		1,870.00	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC		23,250.47	
603-22213	DEFERRED REVENUE-MEMBER CREDIT		21,543.33	
603-22296	OPEB DEFERRED INFLOW		2,282.00	
603-22299	DEFERRED (GERF) INFLOW		101,179.00	
603-22500	BOND PAYABLE - CUR PORT		64,000.00	
603-23110	BOND PAYABLE-2022 EQUIPMENT	(	90,000.00)	
603-23111	BOND PAYABLE-2024 EQUIPMENT		145,000.00	
603-23112	BOND PAYABLE-2025 EQUIPMENT		100,000.00	
603-23400	BOND PREMIUM		33,201.62	
603-23999	GERF PENSION LIABILITY		119,227.00	
TOTAL LIABILITIES				855,781.08

FUND EQUITY

603-25999	PRIOR PERIOD ADJUSTMENT	(	117,578.00)	
-----------	-------------------------	---	-------------	--

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

GOLF COURSE

UNAPPROPRIATED FUND BALANCE:			
603-25300	FUND BALANCE-UNDESIGNATED	694,265.14	
	REVENUE OVER EXPENDITURES - YTD	(33,937.34)	
	BALANCE - CURRENT DATE	660,327.80	
	TOTAL FUND EQUITY		542,749.80
	TOTAL LIABILITIES AND EQUITY		1,398,530.88

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

WATER

ASSETS

604-10101	CLAIM ON CASH	663,859.72
604-10125	MONEY MARKET-4M	1,472,480.28
604-10126	MONEY MARKET-4M 2024 BOND	108,957.72
604-10406	F.I.S.T. INVESTMENTS	926,224.40
604-10407	INVEST ALLOW-UNREALIZED LOS	(11,283.04)
604-11500	ACCOUNTS RECEIVABLE	3,394.58
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06
604-11525	ACCRUED REVENUE	113,702.55
604-11600	ALLOWANCE DOUBTFUL ACC'T	(4,000.00)
604-11710	CUSTOMER ACCOUNTS RECEIVABL	141,109.86
604-12100	SPECIAL ASSESS. REC.-CURRENT	111.05
604-12300	SPECIAL ASSESS. REC.-DEFFERED	673,456.40
604-14100	MATERIAL INVENTORY	118,004.06
604-15696	DEFERRED OUTFLOW - OPEB	2,308.00
604-15699	GERF DEFERRED OUTFLOWS	33,130.00
604-16100	LAND	79,519.50
604-16200	BUILDINGS	2,454,932.92
604-16201	WELLS, PUMPS & PUMP HOUSE	2,286,390.96
604-16202	WATER TREATMENT	68,116.88
604-16203	WATER TREATMENT EQUIPMENT	1,253,269.45
604-16211	ACCUM DEPR-PRODUCTION PLANT	(4,558,290.39)
604-16301	ELEVATED TOWER	1,988,569.68
604-16303	RESERVOIR	732,530.15
604-16304	DISTRIBUTION TO SYSTEM	8,099,391.30
604-16305	PRU VALVES	902.95
604-16306	MAIN STREET TREATMENT UPGRADE	215,848.13
604-16308	WATER METERS	1,134,853.29
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(5,034,529.28)
604-16312	ACCUM. DEPR-GENERAL PLANT	(303,391.22)
604-16314	SCADA	351,945.74
604-16401	BLDG IMPROVEMENT OFFICE	5,533.95
604-16402	DEFERRED MAINTENANCE CHARGE	24,794.02
604-16403	OFFICE FUNITURE & FIXTURES	35,536.41
604-16404	TRANSPORTATION/EQUIPMENT	264,699.45
604-16405	MISCELLANEOUS EQUIPMENT	39,308.45
604-16406	SHOP EQUIPMENT	1,417.62
604-16511	CIP 2024	5,318.72
604-16512	CIP 2025	814,396.90
604-16705	LEAD SERVICE LINE REPLACEMENT	29,128.65
604-16706	FILTER PALNT #3 REHAB	20,147.50
TOTAL ASSETS		14,252,457.37

LIABILITIES AND EQUITY

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

WATER

LIABILITIES

604-20210	ACCOUNTS PAYABLE		19,337.54
604-20610	CIP RETAINAGE	(	4,252.27)
604-21503	ACCRUED INTEREST		55,347.59
604-21650	ACCRUED WAGES-VAC & COMP		47,756.96
604-21712	DUE WATER TESTING PROGRAM		2,420.14
604-21717	OPEB LIABILITY		18,078.00
604-22000	DEPOSITS		26,285.20
604-22296	OPEB DEFERRED INFLOW		4,913.00
604-22299	DEFERRED (GERF) INFLOW		112,639.00
604-22500	BOND PAYABLE - CUR PORT		39,999.97
604-23400	BOND PREMIUM		364,589.84
604-23511	2011 CIP		15,321.00
604-23517	CIP 2014		40,000.00
604-23518	2020A - REFUNDING		116,569.44
604-23519	CIP 2020-2021		1,190,000.00
604-23520	2021 UTILITY BUILDING		365,000.00
604-23521	CIP 2022		225,000.00
604-23522	CIP 2023		415,000.00
604-23523	CIP 2024		780,000.00
604-23524	CIP 2025		485,000.00
604-23999	GERF PENSION LIABILITY		168,984.00
TOTAL LIABILITIES			4,487,989.41

FUND EQUITY

604-25999	PRIOR PERIOD ADJUSTMENT	(	274,691.48)
604-26730	RESERVED FOR INVESTMENT AL	(	.40)
604-27200	FUND BALANCE-UNDESIGNATED		8,784,269.11
604-28000	INVESTED IN UTILITY PLANT		1,287,688.93
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		(	32,798.20)
BALANCE - CURRENT DATE		(	32,798.20)
TOTAL FUND EQUITY			9,764,467.96
TOTAL LIABILITIES AND EQUITY			14,252,457.37

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

ELECTRIC

ASSETS

605-10101	CLAIM ON CASH	3,178,375.79
605-10125	MONEY MARKET-4M	1,846,579.30
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	152,188.37
605-10406	F.I.S.T. INVESTMENT	2,636,177.12
605-10407	INVEST ALLOW-UNREALIZED LOS	(32,113.28)
605-11500	ACCOUNTS RECEIVABLE	136,989.73
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACCOUNTS RECEIVABLE - SMMPA	217,972.25
605-11525	ACCRUED REVENUE	700,748.30
605-11530	CLEARING ACCOUNT	774.00
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	835,754.73
605-12100	SPECIAL ASSESS. REC.-CURRENT	1,124.28
605-14100	MATERIAL INVENTORY	949,320.35
605-15501	PREPAID OTHER	889.28
605-15696	DEFERRED OUTFLOW - OPEB	4,870.00
605-15699	GERF DEFERRED OUTFLOWS	100,865.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,792,791.38
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	(6,910,636.50)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	679,804.58
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,480,524.46
605-16307	LINE TRANSFORMERS	2,259,047.77
605-16308	SERVICES	548,524.77
605-16309	ELECTRIC METERS	1,104,911.36
605-16310	FIBER OPTIC	99,427.98
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,593,275.31)
605-16312	ACCUM DEPR - GEN PLANT	(1,809,592.75)
605-16313	LOAD MANAGEMENT	104,472.67
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,805,577.11
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	2,005,080.19
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	99,254.82
605-16505	JOB #1 (METER) LOAD CONTROL	(9,041.53)
605-16510	JOB #2 (URD) GIS MAPPING	30,169.29
605-16512	JOB #2 (SERV) GIS MAPPING	930.18
605-16514	JOB #2 (S.L.) GIS MAPPING	586.08
605-16516	JOB #3 (POLE) NE STREET RECONS	759.92
605-16517	JOB #3 (OH) NE STREET RECONS	8,669.68
605-16518	JOB #3 (URD) NE STREET RECONS	13,463.58
605-16519	JOB #3 (TRANS) NE STREET RECON	866.56
605-16520	JOB #3 (SERV) NE STREET RECONS	539.41
605-16522	JOB #3 (S.L.) NE STREET RECONS	28,348.33
605-16542	JOB #6 (URD) FEEDER #4 & #6	4,117.56
605-16543	JOB #6 (TRANS) FEEDER #4 & #6	359.80
605-16549	JOB #7 (OH) FEEDER #8	386.54
605-16550	JOB #7 (URD) FEEDER #8	173,979.68
605-16551	JOB #7 (TRAN) FEEDER #8	18,921.37

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

ELECTRIC

605-16552	JOB #7 (SERV) FEEDER #8	721.33	
605-16555	JOB #7 (FBR) FEEDER #8	3,045.57	
605-16558	JOB #8 (URD) INDUSTRIAL PARK	436.90	
605-16566	JOB #9 (URD) FUTURE GENERATION	234,353.51	
605-16568	JOB #9 (SERV) FUTURE GENERATIO	1,050,929.79	
605-16570	JOB #9 (S.L.) FUTURE GENERATIO	191.36	
605-16605	JOB #14 (OH) POLICE STATION	171.08	
605-16606	JOB #14 (URD) POLICE STATION	8,585.95	
605-16607	JOB #14 (TRANS) POLICE STATION	28,905.36	
605-16614	JOB #15 (URD)	177.25	
605-16615	JOB #15 (TRANS)	114.48	
605-16616	JOB #15 (SERV)	214.50	
605-16622	JOB #16 (URD) GREAT RIVER ENER	228.52	
605-16623	JOB #16 (TRANS) GREAT RIVER EN	189.19	
TOTAL ASSETS			22,028,259.47
LIABILITIES AND EQUITY			
LIABILITIES			
605-20200	ACCOUNTS PAYABLE-SMMPA	540,250.98	
605-20202	AP REFUSE	(.04)	
605-20204	AP OTHER	3,325.54	
605-20210	ACCOUNTS PAYABLE	183,897.60	
605-20801	STATE SALES TAX	.86	
605-20803	LS TRANSIT TAX	.06	
605-21650	ACCRUED WAGES-VAC & COMP	130,137.02	
605-21717	OPEB LIABILITY	38,143.00	
605-22000	DEPOSITS	102,015.83	
605-22001	ENERGY ASSISTANCE CONTRACTS	7,273.58	
605-22022	HOLDING FUNDS-DEPOSITS	950.00	
605-22296	OPEB DEFERRED INFLOW	10,366.00	
605-22299	DEFERRED (GERF) INFLOW	342,924.00	
605-23999	GERF PENSION LIABILITY	514,464.00	
TOTAL LIABILITIES			1,873,748.43
FUND EQUITY			
605-25999	PRIOR PERIOD ADJUSTMENT	(890,763.35)	
605-26300	CONTRIBUTED CAPITAL	(.19)	
605-26720	RESERVED FOR BONDS	321,700.00	
605-27200	FUND BALANCE-UNDESIGNATED	16,115,567.46	
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		184,172.86	
BALANCE - CURRENT DATE		184,172.86	
TOTAL FUND EQUITY			20,154,511.04
TOTAL LIABILITIES AND EQUITY			22,028,259.47

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

STORM WATER UTILITY

ASSETS

606-10101	CLAIM ON CASH	(	50,295.74)	
606-10120	MONEY MARKET-FIRST BK & TRUST		63,621.76	
606-10125	MONEY MARKET-4M		1,301,045.21	
606-10126	MONEY MARKET-4M 2024 BOND		58,291.63	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE		32,765.03	
606-15696	DEFERRED OUTFLOW - OPEB		398.00	
606-15699	GERF DEFERRED OUTFLOWS		7,488.00	
606-16300	INFRASTRUCTURE		8,780,679.02	
606-16310	ACCUMULATED DEPRECIATION - INF	(	4,582,139.41)	
606-16400	EQUIPMENT		29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	(	26,109.50)	
606-16423	CIP 2025		515,439.07	
TOTAL ASSETS				<u><u>6,130,478.64</u></u>

LIABILITIES AND EQUITY

LIABILITIES

606-20210	ACCOUNTS PAYABLE		1,338.33	
606-20610	CP RETAINAGE PERCENTAGE	(	1,658.23)	
606-21500	ACCRUED INTEREST		32,288.92	
606-21717	OPEB LIABILITY		3,114.00	
606-22296	OPEB DEFERRED INFLOW		846.00	
606-22299	GERF DEFERRED INFLOWS		21,520.00	
606-22500	BOND PAYABLE - CUR PORT		10,000.00	
606-23100	BONDS PAYABLE		1,842,595.34	
606-23400	BOND PREMIUM		190,011.04	
606-23999	GERF PENSION LIABILITY		29,175.00	
TOTAL LIABILITIES				2,129,230.40

FUND EQUITY

606-25999	PRIOR PERIOD ADJUSTMENT	(	36,253.00)	
UNAPPROPRIATED FUND BALANCE:				
606-25300	FUND BALANCE-UNDESIGNATED		4,091,490.27	
	REVENUE OVER EXPENDITURES - YTD	(	53,989.03)	
BALANCE - CURRENT DATE			4,037,501.24	
TOTAL FUND EQUITY				<u>4,001,248.24</u>
TOTAL LIABILITIES AND EQUITY				<u><u>6,130,478.64</u></u>

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

AMBULANCE

ASSETS

651-10101	CLAIM ON CASH	48,456.86	
651-10120	MONEY MARKET-FIRST BK & TRUST	13,007.81	
651-10125	MONEY MARKET-4M	141,518.96	
651-10127	MONEY MARKET.STATE BANK - 1206	5,653.96	
	TOTAL ASSETS		208,637.59

LIABILITIES AND EQUITY

LIABILITIES

651-20210	ACCOUNTS PAYABLE	541.17	
651-22200	DEFERRED REVENUE	1,280.10	
	TOTAL LIABILITIES		1,821.27

FUND EQUITY

651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
	UNAPPROPRIATED FUND BALANCE:		
651-25300	FUND BALANCE-UNDESIGNATED	44,926.75	
	REVENUE OVER EXPENDITURES - YTD	(750.58)	
	BALANCE - CURRENT DATE	44,176.17	
	TOTAL FUND EQUITY		206,816.32
	TOTAL LIABILITIES AND EQUITY		208,637.59

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

EDA

ASSETS

680-10101	CLAIM ON CASH	157,120.91	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,814.97	
680-10125	MONEY MARKET-4M	309,360.45	
	TOTAL ASSETS		492,296.33

LIABILITIES AND EQUITY

LIABILITIES

680-20210	ACCOUNTS PAYABLE	881.18	
	TOTAL LIABILITIES		881.18

FUND EQUITY

680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
	UNAPPROPRIATED FUND BALANCE:		
680-25300	FUND BALANCE-UNDESIGNATED	(105,317.42)	
	REVENUE OVER EXPENDITURES - YTD	(6,012.40)	
	BALANCE - CURRENT DATE	(111,329.82)	
	TOTAL FUND EQUITY		491,415.15
	TOTAL LIABILITIES AND EQUITY		492,296.33

CITY OF NEW PRAGUE
BALANCE SHEET
JANUARY 31, 2026

Section 3, Item c.

EDA-INDUSTRIAL PARK

ASSETS			
681-10101	CLAIM ON CASH	52,612.75	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,908.76	
681-10125	MONEY MARKET-4M	136,670.32	
681-16100	LAND	453,940.38	
TOTAL ASSETS			656,132.21
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
681-25300	FUND BALANCE	656,245.85	
	REVENUE OVER EXPENDITURES - YTD	(113.64)	
BALANCE - CURRENT DATE		656,132.21	
TOTAL FUND EQUITY			656,132.21
TOTAL LIABILITIES AND EQUITY			656,132.21



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATTHEW RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PURCHASE USED LIGHT DUTY PICKUP FOR PARKS DEPARTMENT
DATE: MARCH 10, 2026

This used vehicle would be a light duty pickup for the Parks Department. This truck would replace the 2008 F150.

We would like to purchase a used light duty pickup to not exceed the 2026 budget number of \$25,900.00. We have been told by many dealerships that they do not hold a used vehicle. So, by getting preapproval by the council we can purchase right away.

Recommendation

It is the recommendation of staff that the City Council authorize the purchase of a used light duty pickup not to exceed \$25,900.00.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: FOUNDRY HILL PARK BATTING CAGES – DONATION FROM NEW PRAGUE BASEBALL BOOSTER CLUB
DATE: MARCH 11TH, 2026

In 2023 and 2024, the City accepted donations from the New Prague Baseball Booster Club for two covered dugouts and two batting cages for Foundry Hill Park Baseball Field. The New Prague Baseball Booster Club asked the Park Board at their February 10th, 2026 meeting to discuss a donation of two batting cages for Memorial Park, with identical construction to that of Foundry Hill Park. Following discussion, the Park Board voted unanimously (7-0) at their March 10th meeting to recommend acceptance of the donated batting cages with a preferred location to have both batting cages “end to end” or alternately another layout where they are “stacked” as shown in the attached site plan. It is noted that the preferred location would require two recently planted trees to be moved.

If the donation is accepted by the City, the New Prague Baseball Booster Club has not yet stated when they would like to begin construction. The City will assist with in-kind labor preparing the site. The Booster Club will maintain the batting cages, including putting it up and taking it down seasonally.

Staff Recommendation

The Park Board recommends (7-0) that the City Council accept the donation of the batting cages at Memorial Park from the New Prague Baseball Booster Club by approving the attached resolution.

RESOLUTION NO. CC-26-03-16-01
A RESOLUTION ACCEPTING A DONATION OF BATTING CAGES AT MEMORIAL PARK BASEBALL FIELD TO THE CITY

WHEREAS, the City of New Prague is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
New Prague Baseball Booster Club	2 batting cages Memorial Park Valued at approximately \$16,000

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Recognition sign and acknowledgement on the City’s website.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and,

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, MINNESOTA AS FOLLOWS:

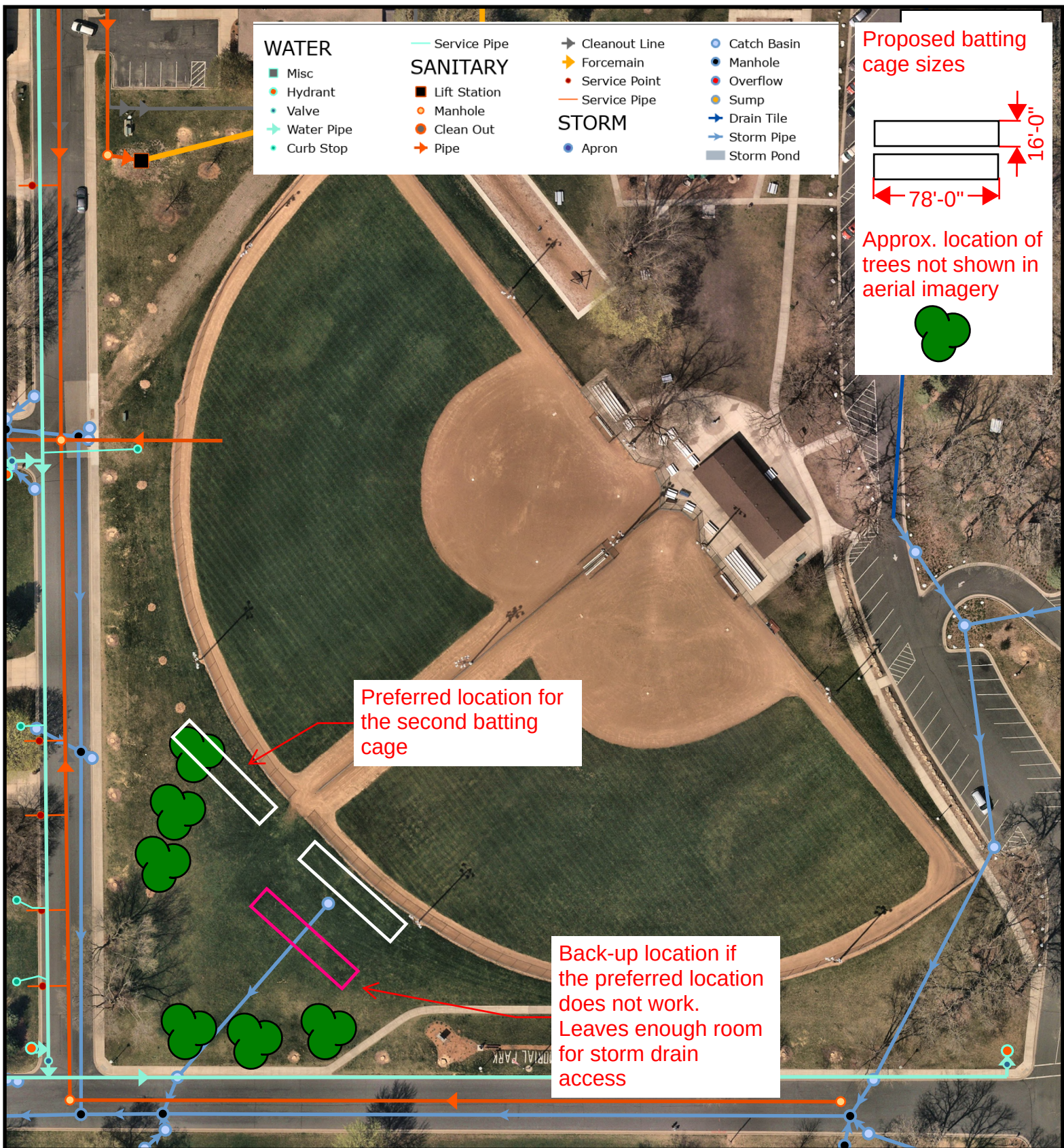
1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city’s receipt of the donor’s donation.

Passed by the City Council of New Prague, Minnesota this 16th day of March, 2026.

Mayor

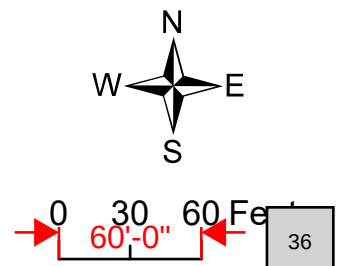
Attested:

City Administrator



City of New Prague Memorial Park - Batting Cages

Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey, locating of property pins, or another verifiable method. The City is not responsible for any inaccuracies or damages. Disclaimer provided pursuant to Minnesota Statutes 366.03 Subdivision 21. Map created January 2026.





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: NEW PRAGUE CHAMBER OF COMMERCE –
2026 DOŽÍNKY FESTIVAL
DATE: MARCH 11TH, 2026

Staff received an application from the New Prague Chamber of Commerce to host the 2026 Dožínky Festival from September 18th to 19th, 2026, along Main Street. On Friday the 18th, the event will be open from 9am-midnight, and on Saturday the 19th, it will be from 9am-5pm. The requested permit is similar to prior years with two exceptions: 1. they do not plan to utilize Memorial Park and 2. They are moving the stage from Central Ave. N. to the City Hall south parking lot for more capacity for a band that they are expecting to draw a larger crowd than normal.

There will be live music in the City Hall south parking lot on the large stage from 5pm-midnight on Friday, and music at the Snap Fitness parking lot from 10am-5pm on Saturday. On Main Street, there will be multiple food trucks and other vendors. All vendors will be responsible for their own electric and water. The Chamber of Commerce will sell beer. Near Strikeforce Bowling, there will be a farm animal petting area.

The Chamber of Commerce requested additional garbage receptacles from the City along Main Street. They also requested portable restrooms from the City for use by attendees, which is a change from past years.

The large assembly permit did not require Park Board approval, as it does not involve any City Parks. Staff recommends approval of the event by City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. The City of New Prague will provide additional garbage receptacles along Main Street to be used by the Chamber for garbage collection.
3. The City of New Prague will provide additional portable restroom facilities along Main Street to be used by the Chamber during the event.

4. The New Prague Chamber of Commerce shall provide for their own set up of the stages, crowd control, and parking attendance.
5. The New Prague Chamber of Commerce or any other vendor selling alcoholic beverages shall be limited to an area within the licensed premises, which is an area designated by barricades with controlled entry and exit points, for a specified time limit.
6. All glass containers are prohibited within the licensed premises, and the licensee agrees to notify all liquor establishments authorized to sell or otherwise dispense alcoholic beverages during the assembly that only plastic or aluminum containers shall be allowed.
7. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electric connections or portable generators will be required to be inspected by the State Electrical Inspector. Event holders should contact the New Prague Utilities Department to review the event requirements and any cost that may be incurred.
8. Live or recorded music must cease at midnight at the downtown stage.
9. State and County road closure permit applications must be completed, submitted to, and approved by, the appropriate State and County entities.
10. Main Street will be barricaded from 10th Ave E to TH 13/21 from 5pm on Friday, September 18th, until 5pm on Saturday, September 19th.

Staff Recommendation

Staff recommends approval of the Large Assembly Permit for the New Prague Chamber of Commerce for the Dožínky Festival on Friday, September 18th and Saturday, September 19th, 2026, on Main Street, with the conditions listed.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: NEW PRAGUE CHAMBER OF COMMERCE –
2026 CZECH OUT NEW PRAGUE
DATE: MARCH 11TH, 2026

Staff received an application from the New Prague Chamber of Commerce to host the 2026 Czech Out New Prague event at Memorial Park. They intend to host this on Thursday, August 6th, 2026, from 9am-9pm. There will be live music from 5pm-8:30pm.

Attendees will utilize the restrooms at Memorial Park, and the Chamber requests that the City provides additional trash cans. There will be food trucks selling food and beverages, and the Chamber will sell beer.

This was brought forth to the Park Board on the March 10th, 2026 meeting, and the Park Board made a unanimous motion (7-0) to recommend approval of the event to the City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event as it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 9am until 10pm on August 6th, 2026.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used for the event.
4. The New Prague Chamber of Commerce shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
5. Electrical provisions in the park and shelter areas are limited. Events that require large amounts of electricity may require service connections or a portable generator. All temporary electrical connections or portable generators will be required to be inspected by the State Electrical Inspector. Event holders should contact the New Prague Utilities Department to review the event requirements and any costs that may be incurred.

6. The New Prague Chamber of Commerce shall provide for their own set up of the stage, crowd control, and parking attendance.
7. The New Prague Chamber of Commerce and any other vendor selling alcoholic beverages shall be limited to an area within the licensed premises, which is to be designated by barricades with controlled entry and exit points, for the specified time limit of the event.
8. All glass containers are prohibited within the licensed premises, and the licensee agrees to notify all liquor establishments authorized to sell or otherwise dispense alcoholic beverages during the assembly that only plastic or aluminum containers shall be allowed.
9. Live and recorded music must cease by 10pm.

Staff Recommendation

The Park Board recommends approval of the Large Assembly Permit for the New Prague Chamber of Commerce for the Czech Out New Prague on Thursday, August 6th, 2026, at Memorial Park with the conditions listed.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: NEW PRAGUE CHAMBER OF COMMERCE – 2026 HOLIDAY PARADE
DATE: MARCH 11TH, 2026

The New Prague Chamber of Commerce is applying for a permit to host their annual holiday parade and tree lighting ceremony on December 4th, 2026, from 5pm-9pm. The event will take place on Main Street and Memorial Park. There will be music played at Memorial Park from 6pm-8pm.

This was brought forth to the Park Board on the March 10th, 2026 meeting, and the Park Board made a unanimous motion (7-0) to recommend approval of the event to the City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event as it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 5pm to 9pm on December 4th, 2026.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used by the Chamber.
4. The New Prague Chamber of Commerce shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
5. The New Prague Chamber of Commerce shall be allowed to utilize the bathrooms at the park during the event if they are still operating.
6. Electrical provisions in the park and shelter area are limited. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electrical connections or portable generators will be required to be inspected by the State Electrical Inspector. Event holders should contact the New Prague Utilities Department to review the event requirements and any costs that may be incurred.

7. The New Prague Chamber of Commerce shall provide for their own crowd control and parking attendance.
8. Live or recorded music must cease at 10pm or earlier.
9. State and County road closure permit applications must be completed, submitted to, and approved by, the appropriate State or County entities.

Staff Recommendation

The Park Board recommends approval of the Large Assembly Permit for the New Prague Chamber of Commerce for the Holiday Parade on Friday, December 4th, 2026, at Memorial Park with the conditions listed.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M TETZLAFF, CITY ADMINISTRATOR
FROM: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: HIRE MITCHELL SASSE FOR PARKS POSITION
DATE: MARCH 10, 2026

On January 14, 2026 we advertised for the street/parks position in the New Prague Times and the Times Extra for two (2) weeks each. We also advertised in several related organizations that offer free employment sites to their members. We received 25 applications and after reviewing all applications we interviewed 8 candidates.

Based on the application and interviews review process, staff recommend that Mitchell Sasse be hired for the Parks position with an effective start date of Monday March 23, 2026, and that his wage be placed at Pay Grade 2 Step 4 on the City’s Compensation Plan at \$31.05/hr.

Recommendation

Mayor and Council approval of the hiring of Mitchell Sasse to the Parks Department per the recommendations listed above.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: PUBLIC HEARING AND ADOPTION OF ORDINANCE #358 FOR VACATION OF CERTAIN EASEMENTS IN THE PLAT OF NEW PRAGUE BUSINESS PARK 11TH ADDITION, AS PROPOSED BY THE NEW PRAGUE ECONOMIC DEVELOPMENT AUTHORITY
DATE: MARCH 5TH, 2026

The New Prague Economic Development Authority (EDA) is in the process of selling the final two plots of land in the City's Industrial Park to Aventus Investments, LLC. Aventus Investments wishes to combine the two parcels of land to build a single 50,000 square foot multi-tenant industrial flex building. The proposed vacation of the easements between the two lots being purchased is contingent on the sale of the lots to Aventus Investments. Minor subdivisions (to combine lots) do not automatically vacate the easement between the two properties; therefore, an easement vacation is required.

At the February 17th Council meeting, a public hearing was scheduled for tonight's meeting, and the ordinance which would vacate the described drainage and utility easement was introduced. Since that meeting, a notice was published in the New Prague Times, and notices were mailed directly to utility companies to provide comment, if any, on the easement vacation request.

Staff does not believe there to be any public or private utility lines located within the easement being vacated at this time. As of writing this memo, staff has not received any comments regarding the vacation of this easement.

Staff Recommendation

Staff recommends holding the required public hearing. Subject to the comments received at the public hearing, staff also recommends adopting the ordinance titled "An Ordinance Vacating Certain Easements in the Plat of New Prague Business Park 11th Addition."

ORDINANCE #358

**AN ORDINANCE
VACATING CERTAIN EASEMENTS IN THE PLAT OF NEW PRAGUE BUSINESS
PARK 11TH ADDITION**

WHEREAS, the New Prague City Council previously passed Resolution #26-02-17-02 noting the City of New Prague’s interest in vacating certain drainage and utility easements as identified in the resolution and the exhibit to the resolution, pursuant to Section 12.06 of the New Prague City Charter, legally described as follows:

The 5’ drainage and utility easement adjacent to the west line of Lot 4, Block 2, NEW PRAGUE BUSINESS PARK 11th ADDITION, Scott County, Minnesota.

The 5’ drainage and utility easement adjacent to the east line of Lot 5, Block 2, NEW PRAGUE BUSINESS PARK 11th ADDITION, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

(with such easements hereinafter referred to as the “Property”); and

WHEREAS, a public hearing to consider the vacation of the Property was held on the 16th day of March, 2026, before the City Council in the City Hall located at 118 Central Avenue North, New Prague, Minnesota, after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 18th day of February and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation, or public body owning or controlling easements contained upon the Property proposed to be vacated, reserves the right to continue the same or to enter upon such Property, way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation of the Property will benefit the public interest because the Property will no longer be used for easement purposes as the property is being combined and a structure will be constructed over the area.

WHEREAS, a majority of all members of the City Council concur in this ordinance;

NOW, THEREFORE, THE CITY OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA, ORDAINS:

SECTION 1. An uncodified City ordinance is adopted pursuant to Chapter 12.06 of the New Prague City Charter to provide as follows:

Subdivision 1. The recitals set forth in this Ordinance are incorporated into and made a part of this Ordinance.

Subdivision 2. The City controls the dedicated Property located in Scott County, Minnesota, with the legal description of the Property being as follows:

The 5' drainage and utility easement adjacent to the west line of Lot 4, Block 2, NEW PRAGUE BUSINESS PARK 11th ADDITION, Scott County, Minnesota.

The 5' drainage and utility easement adjacent to the east line of Lot 5, Block 2, NEW PRAGUE BUSINESS PARK 11th ADDITION, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 3. The City Council has determined that vacation of the Property will further the public interest and welfare.

Subdivision 4. As provided by Section 12.06 of the New Prague City Charter, the City Council authorizes and grants the vacation of the Property such that the Property described as follows is hereby vacated:

The 5' drainage and utility easement adjacent to the west line of Lot 4, Block 2, NEW PRAGUE BUSINESS PARK 11th ADDITION, Scott County, Minnesota.

The 5' drainage and utility easement adjacent to the east line of Lot 5, Block 2, NEW PRAGUE BUSINESS PARK 11th ADDITION, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 5. The Mayor and City Administrator, staff, and consultants are hereby authorized and directed to sign all documents or take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Ordinance.

SECTION 2. This ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter, and pending approval of the lot combination and sale of Lots 4 and 5, Block 2, New Prague Business Park 11th Addition to Aventus Investments, LLC.

Introduced to the City Council of the City of New Prague, Minnesota, the 17th day of February, 2026.

Adopted by the Council this 16th day of March, 2026.

EFFECTIVE DATE: Immediately upon its publication in the March 26th, 2026 New Prague Times, pending the lot combination and sale of Lots 4 and 5, Block 2, New Prague Business Park 11th Addition, to Aventus Investments, LLC.

Charles L. Nickolay, Mayor

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2026.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2026.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Evan C. Gariepy
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: March 11, 2026

RE: Project Updates

See below for updates on current SEH Projects for the City of New Prague.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor has not completed all closeout repairs. The bonding agency has been contacted for assistance. The Contractor has responded to recent requests for closeout and indicated their subcontractor is preparing a plan to complete lining of leaking service connections. They have also been notified of needed pavement repairs.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

A pay application is included in the council packet. A walkthrough and punch list will be prepared in April.

LEAD SERVICE LINE REPLACEMENTS

2025 Project (Phase 1)

The contractor has completed basement inspections to confirm work needed to complete connections to meters. Work will likely start in early April.

2026 Project (Phase 2)

An open house for residents was held last week. SEH is contacting homeowners to gather information on existing services. Plans will be sent to the Minnesota Department of Health at the end of March.

2026 STREET IMPROVEMENT PROJECT

A 50% review meeting will be held today. An open house will be held later this month. Plans will be completed in time for the April 6th council meeting. Bidding will be dependent on potential LRIP grant award.

ALTON AVENUE FEASIBILITY STUDY

A review meeting will be held tomorrow to review concept layouts. Traffic counts were completed last month.

cdk

x:\ko\newpr\common\council meetings\020226 cc project updates.docx



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ADOPTION OF ORDINANCE #359 REPEALING CHAPTERS 150 THROUGH 153 OF THE NEW PRAGUE CITY CODE AND REPLACING THOSE CHAPTERS WITH A NEW CHAPTER 150 TITLED UNIFIED DEVELOPMENT CODE REGARDING ZONING, SUBDIVISION, FLOODPLAIN AND BUILDING REGULATIONS AND APPROVE RESOLUTION FOR SUMMARY PUBLICATION
DATE: MARCH 12TH, 2026

As the City Council is aware, City staff has been working with Bolton & Menk as a consultant to prepare the “Unified Development Code” which consolidates and updates the City’s zoning, subdivision, floodplain and building regulations.

At the City Council meeting on March 2nd, Bolton & Menk presented a summary of the past 15 months that they have been assisting the City with the writing of the Unified Development Code which includes numerous public meetings, an online survey, public input at Czech Out New Prague, a joint City Council / Planning Commission work session and a public hearing at the November Planning Commission Meeting.

While the formatting of the Unified Development Code is all new, it does not contain entirely new language as the sections relating to building regulations and floodplain regulations were incorporated as previously written and some language of the existing zoning ordinance and subdivision ordinance was retained. Various new graphics and tables were added throughout. Bolton & Menk’s memo highlights the major changes due to the length of the UDC (270 pages).

The City Council approved the first reading and introduction of the ordinance on March 2nd, 2026.

Due to the length of the ordinance, staff recommends approval of the attached resolution to publish the ordinance by summary. Approval of this resolution requires a 4/5th vote of the council (M.S. 412.191, Subd. 4).

Recommendations

1. Staff recommends that the City Council conduct a second reading and adopt Ordinance #359 for the Unified Development Code.
2. Staff also recommends approval of the attached resolution to publish a summary versus the full ordinance document.

**ORDINANCE NO. 359
CITY OF NEW PRAGUE**

**AN ORDINANCE REPEALING CHAPTERS 150 THROUGH 153 OF THE NEW
PRAGUE CITY CODE AND REPLACING THOSE CHAPTERS WITH A NEW
CHAPTER 150 TITLED UNIFIED DEVELOPMENT CODE REGARDING ZONING,
SUBDIVISION, FLOODPLAIN AND BUILDING REGULATIONS**

**THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, SCOTT AND LE SUEUR
COUNTIES, MINNESOTA ORDAINS:**

SECTION 1. Chapters 150 through 153 of the City Code of the City of New Prague are hereby repealed in their entirety.

SECTION 2. The City Code of the City of New Prague is hereby amended by replacing Chapters 150 through 153 with a new Chapter 150 known as the Unified Development Code pertaining to zoning, subdivision, floodplain and building regulations attached as Exhibit A.

SECTION 3. This Ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the New Prague City Charter.

Introduced to the city council of the city of New Prague, Minnesota, the 2nd day of March, 2026.

The required 10 days posted notice was completed on the city website and city hall bulletin board on or before March 3rd, 2026.

Passed by the city council of the city of New Prague, Minnesota, the 16th day of March, 2026 and to be published on the 26th of March, 2026.

Mayor

City Administrator

EXHIBIT A

See attached Unified Development Code.

Unified Development Code

City of New Prague
March 2026



TABLE OF CONTENTS

SECTION 1	TITLE, PURPOSE, AND INTENT	3
§ 1.001	TITLE	3
§ 1.002	INTENT AND PURPOSE.....	4
SECTION 2	GLOSSARY AND RULES OF INTERPRETATION.....	6
§ 2.001	RULES AND DEFINITIONS	6
SECTION 3	ADMINISTRATION.....	39
§ 3.001	GENERAL PROVISIONS.....	39
§ 3.002	ADMINISTRATION.....	44
§ 3.003	VIOLATIONS AND PENALTIES.....	73
§ 3.004	FILING AND RECORDING	74
§ 3.005	MINOR SUBDIVISIONS	76
§ 3.006	PRELIMINARY PLAT	77
§ 3.007	FINAL PLAT	83
SECTION 4	ZONING DISTRICTS	92
§ 4.001	ZONING DISTRICTS	92
§ 4.002	ZONING MAP	93
§ 4.003	ZONING DISTRICT PURPOSES	94
§ 4.004	FLOODPLAIN REGULATIONS	96
SECTION 5	ALLOWED USES AND PERFORMANCE STANDARDS.....	108
§ 5.001	USE CHART	108
§ 5.002	PROHIBITED USES IN ALL ZONING DISTRICTS	112
§ 5.003	PERFORMANCE STANDARDS.....	113
	(A) Existing Farm Operations.....	113
	(B) Exterior Storage.....	113
	(C) Above Ground Bulk Storage (Liquid).....	116
	(D) Dwelling Units Prohibited.....	116
	(E) Glare.....	116
	(F) Home Occupations.....	116
	(G) Bed And Breakfast Inns	119
	(H) Commercial Towers And Antennas.....	119
	(I) Outdoor Wood-Fired Boilers.....	129
	(J) Second Kitchen In A Single Family Dwelling.....	130
	(K) Outdoor Seating For Restaurants And Drinking Establishments	131

	(L) Apartments Located Above The First Floor	133
	(M) Brewpubs.....	133
	(N) Small Breweries And Breweries.....	134
	(O) Distilleries And Micro-Distilleries.....	134
	(P) Clinics.....	134
	(Q) Healthcare Facilities.....	135
	(R) Indoor Firing Ranges.....	135
	(S) Cannabis Businesses.....	137
	(T) Sacred Communities And Micro-Unit Dwellings.....	137
	(U) Miscellaneous	137
	(V) Traffic Impact Study Guidelines and Process.....	137
SECTION 6	DEVELOPMENT, CHARACTER AND BUILDING STANDARDS	160
§ 6.001	DIMENSIONAL STANDARDS CHART	160
§ 6.002	CHARACTER AND BUILDING STANDARDS	161
	(A) General Building Regulations.....	161
	(B) Screening.....	162
	(C) Fencing.....	165
	(D) Permitted Encroachments.....	167
	(E) Accessory Buildings And Structures.....	168
	(F) Accessory Dwelling Units.....	169
	(G) Relocating Structures.....	170
	(H) Manufactured Homes	171
	(I) Off-Street Parking And Loading	171
	(J) Signs.....	179
	(K) Restaurants And Drinking Establishments.....	185
	(L) Drive-Thru Businesses	186
	(M) Car Washes.....	186
	(N) Fuel Stations.....	187
	(O) Access Spacing And Driveways.....	188
	(P) Land Alterations	192
	(Q) Building Design Requirements.....	193
	(R) Commercial Building Design For The B-1 District.....	193
	(S) Land And Water Preservation.....	195
	(T) Swimming Pools.....	238
	(U) Residential Erosion Control, Turf Establishment, And Tree Requirements For New Single Family Residential Construction.....	240
	(V) Tree Preservation.....	243
§ 6.003	SUBDIVISION DESIGN STANDARDS	248
SECTION 7	EFFECTIVE DATE.....	267

SECTION 1 TITLE, PURPOSE, AND INTENT

§ 1.001 TITLE

- (A) This Ordinance shall be known, cited, and referred to as the New Prague Unified Development Code (UDC), except as referred to herein, where it shall be known as this Ordinance.

§ 1.002 INTENT AND PURPOSE

(A) This Ordinance is adopted for the purpose of:

- (1) Protecting the public health, safety, comfort, convenience, and general welfare.
- (2) Dividing the area in the City into zones and districts regulating therein the location, construction, reconstruction, alteration, and use of structures and land.
- (3) Promoting orderly development of the residential, business, industrial, recreational, and public areas.
- (4) Regulating the subdivision or platting of land in the City of New Prague which is located in Scott County and Le Sueur County, Minnesota. The Minnesota Statutes authorizes municipalities to regulate the subdivision and platting of land pursuant to Minnesota Statutes Section 462.358.
- (5) Safeguarding the best interests of the City and to assist a subdivider in harmonizing a subdivider's interests with those of the City at large.
- (6) Provide for and guide the orderly, economic, and safe development of land, urban services, and facilities.
- (7) Encourage well planned, efficient, and attractive subdivisions by establishing adequate standards for design and construction.
- (8) Facilitate adequate provision for streets, transportation, City water, City sewer, storm drainage, schools, parks, playgrounds, and other public services and facilities.
- (9) Assure that a reasonable portion of any proposed subdivision is dedicated to the public or preserved for public use as streets, parks, roads, sewers, electric, gas, water facilities, storm water drainage, and holding areas or ponds, and similar utilities and improvements.
- (10) Assure that public improvements are constructed to adequate standards.
- (11) Place the cost of improvements against those benefiting from their construction.
- (12) Secure the rights of the public with respect to public land and waters.
- (13) Assure that new subdivisions are consistent with the Comprehensive Plan and overall development objectives of the City.
- (14) Achieve a more secure tax base.
- (15) Set the minimum requirements necessary to protect the public health, safety, and general welfare.
- (16) Conserving and developing the natural resources in the City.

- (17) Providing for the compatibility of different land uses and the most appropriate use of land throughout the City.
- (18) Providing for the administration of this Ordinance and defining the powers and duties of the administering officer as provided hereinafter.
- (19) Prescribing penalties for the violation of the provisions in this Ordinance or any amendment thereto.

SECTION 2 GLOSSARY AND RULES OF INTERPRETATION

§ 2.001 RULES AND DEFINITIONS

Rules

- (A) The language set forth in the text of this Ordinance shall be interpreted in accordance with the following rules of construction:
- (1) The singular number includes the plural, and the plural the singular.
 - (2) The present tense includes the past and future tenses, and the future the present.
 - (3) The word "building" includes structure and dwelling.
 - (4) The word "person" includes individual, corporation, co-partnership, and association.
 - (5) The word "shall" is mandatory, and the word "may" is permissive.
 - (6) All measured distances expressed in feet shall be to the nearest tenth of a foot.
 - (7) In the event of conflicting provisions, the more restrictive provisions shall apply.
 - (8) In the event that there is a word contained in this Ordinance which does not have a corresponding definition contained in Section 2.001 of this Ordinance, then the definition as stated in the Black's Law Dictionary shall prevail as the definition.

Definitions

Access Way - A public or private right-of-way across a block or within a block to provide non-vehicular access, to be used by the general public.

Accessory Dwelling Unit (ADU) - A smaller, independent residential dwelling unit located on the same lot as a single-family or two-family dwelling.

ADU, Attached - An accessory dwelling unit which involves an addition to the principal structure on a property to allow for the new secondary unit.

ADU, Detached - An accessory dwelling unit which is separate from the principal structure.

Accessory Use or Structure - A use or structure, or portion of a structure, subordinate to and serving the principal use or structure on the same lot.

Adjacent - To be separated by common property lines, lot lines, or an alley; abutting, adjoining, contiguous, or touching.

Agriculture - The term "agricultural" means the art or science of cultivating the soil and activities incident thereto; the growing of soil crops in the customary manner on open tracts of land; the accessory raising of livestock and poultry; farming. The term shall include incidental retail selling by the producer of products raised on the premises, provided that space necessary for parking of vehicles of customers shall be furnished off the public right of way.

Alley - Any dedicated public way affording a secondary means of vehicular access to abutting property and not intended for general traffic circulation.

Alterations - Any change, addition, or modification in construction or type of occupancy, any change in the structural members of a building, such as walls or partitions, columns, beams, or girders, the consummated act of which may be referred to herein as "altered" or "reconstructed."

Antenna - Any structure or device used for the purpose of collecting or transmitting electromagnetic waves including but not limited to directional antennas, such as panels, microwave dishes, satellite dishes, and omni-directional antennas, such as whip antennas.

Applicant - Any person or representative who wishes to obtain a building permit, zoning, subdivision approval, or a permit to allow land-disturbing activities. Applicant also means that person's agents, employees, and others acting under this person's direction. Consent shall be required from the fee owner of the premises.

Assisted Living Facility - A residential facility with individualized services, which may include the following services: the provision of supervision and minimal assistance with independent living skills such as social and recreational opportunities, assistance with transportation,

arranging for meetings and appointments, arranging for medical and social services, providing reminders to residents to take medications that are self-administered or providing storage for medications if requested, provision of assistance in the preparation and administration of medications other than injectables, the provision of therapeutic diets, taking vital signs, or providing assistance in dressing, grooming, bathing or with walking devices. Such facilities may also provide other services such as transportation and routine health and wellbeing services including but not limited to medical care and counseling, 24 hour oversight and providing living and sleeping facilities, meal preparation, laundry services, and room cleaning.

Automobile Repair, Major - Engine rebuilding or major reconditioning of worn or damaged motor vehicles or trailers; collision services including body, frame of fender straightening or repairs; and overall painting of vehicles.

Automobile Repair, Minor - The replacement of any part or repair of any part which does not require the removal of the engine head or pan, engine transmission or differential, and may include incidental body and fender work, minor painting, and upholstering service when said service above stated is applied to passenger automobiles and trucks not in excess of 12,000 pounds gross weight.

Barrel - A cylindrical container that can store approximately 31.5 U.S. liquid gallons.

Basement - A portion of a building located partly underground but having half or more of its floor to ceiling height below the average grade of the adjoining ground.

Bed and Breakfast Home - A house, or portion thereof, where short-term lodging rooms and meals are provided. The operator of the home shall live on the premises.

Bed and Breakfast Inn - A house, or portion thereof, where short-term lodging rooms and meals are provided. A resident manager must occupy the site when guests are present.

Best Management Practices (BMPs) - Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies. Techniques proven to be effective in controlling runoff, erosion, and sedimentation including those documented in the Minnesota Construction Site Erosion and Sediment Control Planning Handbook (BWSR, 1988); Protecting Water Quality in Urban Areas (MPCA, 2000); the Minnesota Urban Small Sites BMP Manual (Metropolitan Council 2001); and other sources as approved by the City as such documents may be amended, revised, or supplemented.

Block - An area of land within a subdivision that is entirely bounded by streets, by streets and the exterior boundary or boundaries of the subdivision, or by a combination of the above with a river, lake, or park.

Bluff - A topographical feature such as a hill, cliff, or embankment in which the average grade of any portion of the slope is 30% or greater and there is at least a 25-foot rise in elevation.

Bluff Face - The area between the toe of the bluff and the top of the bluff.

Bluff Impact Zone - A 25-foot zone at the top of a bluff.

Bluff Overlay District - The Overlay District shown on the map: “Bluff Overlay District of the Scott WMO” where potential bluffs exist. This map is located in the office of the Scott WMO.

Bluff, Toe of - The lower side of a bluff where the average slope levels off to 18% or less.

Bluff, Top of - The point on a bluff where there is, as visually observed, a clearly identifiable break in the slope, from steeper to gentler slope above. If no break in slope is apparent, the top of the bluff shall be determined as the highest end of a 50-foot segment that exceeds 18% slope.

Boarding House (Rooming or Lodging) - A building other than a motel or hotel where, for compensation and by prearrangement for definite periods, meals or lodgings are provided for three (3) or more persons, but not to exceed 20 persons.

Board - The Board of Zoning Appeals.

Board of Adjustment and Appeals – The New Prague City Council shall act as the Board of Adjustment and Appeals.

Boulevard - A portion of the street right-of-way between the curb line and the property line.

Brewery - A facility that annually produces more than 20,000 but less than 250,000 barrels of malt liquor.

Brewery, Small - A facility that annually produces no more than 20,000 barrels of malt liquor.

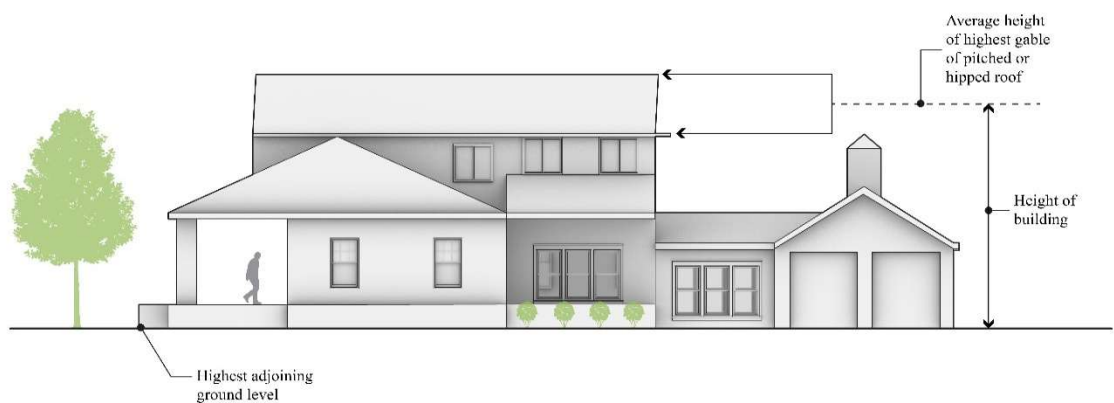
Brewpub - A restaurant (as that term is defined in Minnesota Statutes, Section 340A.101) operated on the same premises as a small brewery whose malt liquor on- or off-sale retail sales per calendar year may be limited by MN State Statute but in no case exceeds 3,500 barrels annually. A brewpub is not a Drinking Establishment.

Buffer - Land area used to visibly separate one (1) area from another or to shield or block noise, lights, or other nuisances; or an area of natural, unmaintained, undisturbed vegetated ground cover abutting or surrounding a watercourse, public waters wetland, or wetland.

Buildable Land - The net land area available for development determined by taking the gross land area in its pre-development condition and subtracting all delineated wetlands, rights-of-way, easements, and floodplain areas.

Building - Any structure, either temporary or permanent, having a roof, and used or built for the shelter or enclosure of persons, animals, chattels, or property of any kind. This shall include tents, awnings, or vehicles situated on private property and used for purposes of a building.

Building Height - The vertical distance measured from the established grade to the highest point of the roof surface for flat roofs, to the deck line of mansard roofs, and to the average height between eaves and ridge for gable, hip, and gambrel roofs.



Building Line - A line parallel to the street right of way line at any story level of a building and representing the minimum distance which all or any part of the building is set back from said right of way line.

Building, Main or Principal - A building in which is conducted the principal use of the lot on which it is situated.

Building Setback Line - A line parallel to the street right-of-way line at any story level of a building and representing the minimum distance which all or any part of the building is set back from said right-of-way line.

Bulk Storage, Liquid – Storage of oil, gasoline, liquid fertilizer, chemicals, and similar liquids over 1,100 gallons.

Business - Any occupation, employment, or enterprise wherein merchandise is exhibited or sold, or where services are offered for compensation.

BWSR - The Minnesota Board of Water and Soil Resources.

Cannabis Business - Has the same meaning as M.S. §342.01.

Cannabis Cultivation Business - A business with a cannabis cultivator license, medical cannabis cultivator license, or cultivation endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Delivery Business - A business with a cannabis delivery service license or delivery service endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Event Organizer - A business with a cannabis event organizer license or event organization endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Manufacturing Business - A business with a cannabis manufacturer license or manufacturing endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Retail Business - A business with a cannabis retailer license, medical cannabis retailer license, lower-potency hemp edible retailer license, or retail endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Testing Business - A business with a cannabis testing facility license or testing endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Transportation Business - A business with a cannabis transporter license or transportation endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis Wholesaling Business - A business with a cannabis wholesaler license or wholesaling endorsement from the State of Minnesota Office of Cannabis Management.

Carport - A permanent roofed structure permanently open on at least two sides, designed for or occupied by private passenger vehicles. Carports shall be prohibited.

Car Wash - A building or area that provides facilities for washing and cleaning motor vehicles, which may use production line methods with a conveyor, blower, or other mechanical devices, and which may employ some hand labor.

Cellar - That portion of a building having more than one-half (1/2) of the floor-to-ceiling height above the average grade of the adjoining ground. The cellar shall not be counted as a story for purposes of height limitations.

Certificate of Survey - A document prepared by a licensed professional engineer or licensed professional land surveyor which precisely describes area, dimensions, and locations of a parcel or parcels of land.

City - The City of New Prague.

Clear-Cutting - The entire removal of a stand of vegetation.

Clinic - Any establishment where human patients are examined, diagnosed, or treated by licensed practitioners, and does not involve overnight stays. For this purpose, a licensed practitioner includes physicians, dentists, osteopaths, chiropractors, optometrists, psychologists, therapists, and physical therapists.

Commercial Wireless Telecommunication Services - Licensed commercial wireless telecommunication services including cellular, personal communication services (PCS), specialized mobile radio (SMR), enhanced specialized mobilized radio (ESMR), paging, and similar services that are marketed to the general public.

Common Interest Community (CIC) - A method of allocating the ownership of land and structures in a development as regulated by the Minnesota Condominium Act (Minnesota Statutes Chapter 515).

Community Center - A place, structure, area, or other facility used for and providing religious, fraternal, social, or recreational programs generally open to the public and designed to accommodate and serve significant specific segments of the community.

Comprehensive Plan - A compilation of goals, policy statements, standards, programs, and maps for guiding the physical, social, and economic development of the City and its environment and includes any unit or part of such plan separately adopted and any amendment to such plan or parts thereof.

Concept Plan - A sketch drawing or map which depicts a proposed subdivision by showing proposed lots, streets, use, relationship to surrounding area, generalized natural features, easements, and any requested zoning change and other information required by this Ordinance for review by the City.

Conditional Use - A use classified as conditional generally may be appropriate or desirable in a specified zone but requires special approval because if not carefully located or designed it may create special problems such as excessive height, bulk, or traffic congestion.

Condominium - A form of individual ownership within a multi-family building with joint responsibility for maintenance and repairs of the common property. In a condominium, each apartment or townhouse is owned out-right and each owner also owns a share of the land and other common property.

Construction Activity - A disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and the movement of sediment into surface waters or drainage systems.

Conveyance - The sale, trading, donation, offer of sale, or other transfer of land.

Cooperative - A multi-unit development operated for and owned by its occupants. Individual housing units are not owned outright as in a condominium, but owners own shares in a total enterprise.

County - Scott and Le Sueur Counties in Minnesota.

Curb Elevation - The grade elevation established per the approved utility plans of the curb in front of the center of the building. Where no curb level has been established, the City Engineer shall determine a curb level or its equivalent for the purpose of this Ordinance.

Day Care Facility - Any state licensed facility, public or private, which for gain or otherwise regularly provides one (1) or more persons with care, training, supervision, habitation, rehabilitation, or developmental guidance on a regular basis, for periods of less than 24 hours per day. Day care facilities including but not limited to family day care homes, group family day care homes, day care centers, day nurseries, nursery schools, daytime activity centers, day treatment programs, and day services as defined by Minnesota Statutes Chapter 245A.

Day Care Facility, In-home - Any state licensed facility where childcare is provided in the principal residence as regulated by Minnesota Statute.

Dead Storage - The permanent pool volume of a water basin, or the volume below the runout elevation of a water basin.

Design Standards - The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum, or maximum dimensions of such features as right-of-way and blocks as set forth in this Ordinance.

Detention Basin - Any natural or manmade depression for the temporary storage of stormwater runoff.

Development - The construction of any public improvement project, infrastructure, structure, street, or road; or the subdivision of land.

Dewatering - The removal of water for construction activity.

Distillery - A facility that produces ethyl alcohol, hydrated oxide of ethyl, spirits of wine, whiskey, rum, brandy, gin, or other distilled spirits, including all dilutions and mixtures thereof, for nonindustrial use.

Drain or Drainage - Any method for removing or diverting water from waterbodies, including excavation of an open ditch, installation of subsurface drainage tile, filling, diking, or pumping.

Drinking Establishment - A commercial establishment that derives the majority of its gross sales from the sale and dispensing of alcoholic beverages which are consumed on the premises.

Drive-thru Business - An establishment that, by design of physical facilities or by service or packaging procedures, encourages or permits customers to receive a service or obtain a product while in a motor vehicle on the premises.

Driveway - An area designed to provide vehicular access to a parking area or structure contained on the subject property.

Dwelling, Attached - A dwelling unit which is joined to another dwelling or building at one (1) or more sides by a party wall or walls.

Dwelling, Detached - A dwelling unit which is entirely surrounded by open space on the same lot with no common party walls.

Dwelling Unit - A residential building or portion thereof intended for occupancy by a single family but not including hotels, motels, boarding or rooming houses, or tourist homes. There are two (2) principal types, single-family and multiple family, which is grouped into two-family, duplex, twinhome, townhouse, and apartment groups.

Single-Family - A building in which a single housekeeping unit is maintained or intended to be maintained. A state licensed residential facility or assisted living facility serving six (6) or fewer persons, a licensed day care facility serving 12 or fewer persons, and a licensed group family day care facility to serve 14 or fewer children shall be considered a permitted single family residential use of property for the purposes of zoning in accordance with Minnesota Statutes 462.357 Subd 7.

Two Family Dwelling or Duplex - A building in which two (2) housekeeping units are maintained or intended to be maintained.

Twinhome - A building designed exclusively for or occupied exclusively by no more than two (2) families living independently of each other with each unit located on a separate, single parcel of record, with the party wall separating the units acting as a dividing line.

Townhouse - A residential building containing two (2) or more dwelling units with at least one (1) common wall, each unit so oriented as to have all exits open to the outside.

Apartment or Multi-Family - A room or suite of rooms with cooking facilities available which is occupied as a residence by a single family, or a group of individuals living together as a single family unit. This includes any unit in buildings with more than two (2) dwelling units. A state licensed residential facility serving from seven (7) through 16 persons or a licensed day care facility serving from 13 through 16 persons shall be considered a permitted multifamily residential use of property for purposes of zoning.

Easement - A grant by an owner of land for a specific use to persons or agencies other than the owner.

Efficiency Unit (Studio) - A dwelling unit with one (1) primary room which functions as a living room, kitchen, and bedroom.

Energy Dissipation - Methods employed at pipe outlets or along pipe alignments to prevent erosion including but not limited to concrete aprons, riprap, collars, splashguards, and gabions.

Engineer - The person or persons, individual or corporate, designated from time to time by the City Council as the City Engineer.

Entertainment and Amusement Facilities - A facility which is designed for the entertainment of people, in which the audience may participate either passively as in watching, or actively, in an activity. Examples of entertainment and amusement facilities include movie theatres, bowling alleys, art galleries, comedy clubs, and museums. This would not include uses as defined in this Ordinance as Physical Recreation or Training, or Commercial Recreation uses.

Erosion - The progressive wearing away of the ground surface as a result of wind, flowing water, ice movement, or land disturbing activities.

Erosion Control - Methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.

Essential Services - The erection, construction, alteration, or maintenance by private or public utilities, or municipal departments of underground, surface, or overhead services such as telephone, gas, electrical, steam, hot water, communication, or water and sewage transmission and collection systems, and the equipment, appurtenances, and related structures necessary for furnishing of adequate service by such private or public utilities or municipal departments. Essential services does not include personal wireless service antennas or support structures.

Excavation - Any breaking of ground, except common household gardening and ground care.

Exterior Storage (Includes Open Storage) - The storage of goods, materials, equipment, manufactured products, and similar items not fully enclosed by a building. It shall also include the keeping of recreational vehicles or recreational equipment for personal use of the property owner or resident in a residential zoning district.

Expansion - A structural alteration, change, or addition that is made outside of an original building, or any change that creates an addition to the building's occupancy or parking demand; the growth of something, either material or immaterial.

Family - An individual, or two (2) or more persons related by blood, marriage, or adoption, or a group of not more than four (4) persons not so related, living together as a single housekeeping unit using common cooking and kitchen facilities.

Farm - A tract of land which is principally used for agricultural activities such as the production of cash crops or livestock or poultry farming. Such farms may include agricultural dwelling and accessory buildings and structures necessary to the operation of the farm.

Farm Animals - Those animals commonly associated with a farm or performing work in an agricultural setting. Farm animals including but not limited to members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, roosters, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, bees, and other animals associated with a farm, ranch, or stable.

Farm Implement Dealer - A retail business specializing in the sale of agricultural machinery and equipment.

Fence - Any partition, structure, wall, or gate erected as a divider marker, barrier, or enclosure and located along the boundary or within the required yard.

Fill - The deposit of soil or other earth material by artificial means.

Final Plat - The final map, drawing, or chart on which the subdivider’s plan of subdivision is presented to the City Council for approval and which, if approved and properly executed, will be submitted to Scott County or Le Sueur County (depending on the jurisdiction) for recording in public records.

Financial Institution - Any building wherein the primary occupation is concerned with such federal or state-regulated businesses as banking, savings and loans, loan companies, and investment companies.

Flood - A temporary rise in stream flow or stage that results in inundation of normally dry areas.

Flood Frequency - The average frequency, statically determined, for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

Flood Fringe - That portion of the flood plain outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the Flood Insurance Study for the City of New Prague.

Flood Plain - The areas adjoining a watercourse which have been or hereafter may be covered by the regional flood.

Flood-Proofing - A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

Floodway - The channel of the watercourse and those portions of the adjoining flood plain which are reasonably required to carry and discharge the regional flood.

Floor Area - The sum of the horizontal areas of each story of the building measured from the exterior faces of the exterior walls. The floor area measurement is exclusive of areas of basements, unfinished attics, attached garages, breezeways, and enclosed and unenclosed porches.

Frontage - That boundary of a lot which abuts an existing or dedicated public street.

Frontage Road - A local road or street auxiliary to and located on the side of a highway for service to abutting property and adjacent areas and for control of access.

Fuel Station - An establishment where the principal use is the sale of gasoline or any other automobile engine fuel (stored only in underground tanks), propane, kerosene, motor oil, lubricants, grease, or electric energy for electric vehicles or minor accessories, directly to the public on the premises. In addition, household and convenience items, food, or other miscellaneous retail goods commonly associated with the same also may be sold.

Funeral Home - A business that provides burial and funeral services for the deceased and their family members. These services may include a prepared wake and funeral, and the provision of a chapel for the funeral.

Garage, Private - An accessory building or accessory portion of the principal building which is intended for and used to store the private passenger vehicles of the family or family's resident upon the premises. A garage shall not include a carport.

Garage, Public - Any building or premises, except those used as a private or storage garage, used for equipping, repairing, hiring, selling, or storing motor driven vehicles.

General Welfare - As defined in Minnesota Statutes, Section 103D.011, Subdivision 24.

Governing Body - City Council of New Prague.

Grade - The average of the finished level at the center of the exterior walls of the building; or the slope of a road, street, or other public way, specified in percentage terms.

Hardship, Undue - As set forth in Minnesota Statutes, Section 462.357, Subdivision 6.

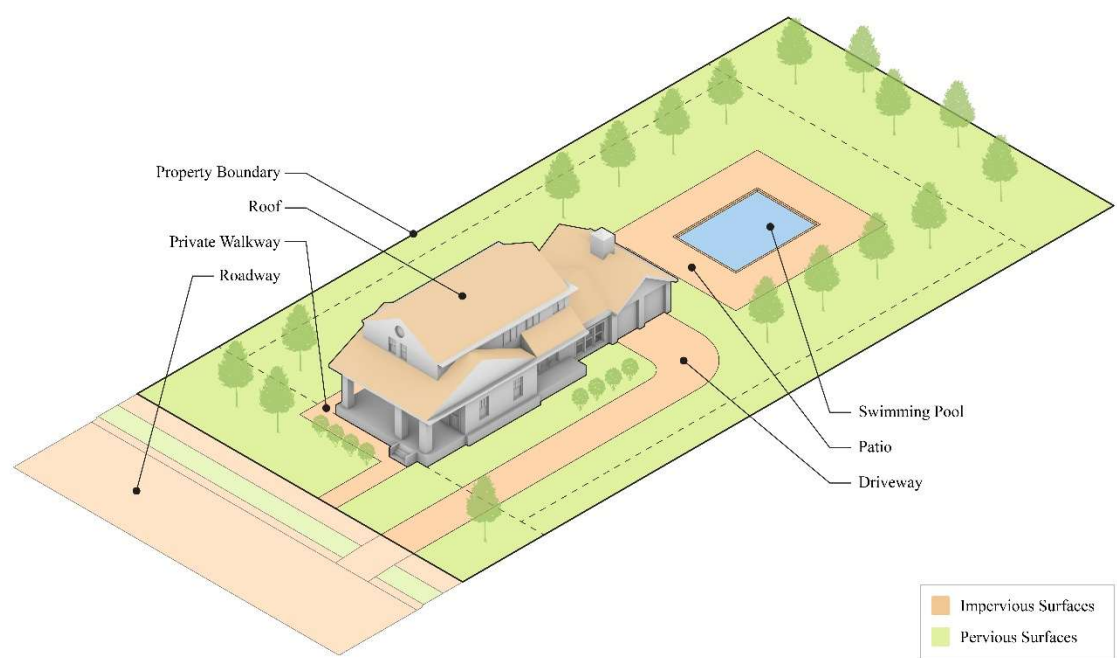
Health Care Facility - An institution providing health services primarily for human in-patient medical or surgical care for the sick and injured and including related facilities such as laboratories, out-patient, departments, training facilities, central services facilities, and staff offices that are an integral part of the facilities.

Home Occupation - Any gainful occupation or profession engaged in by the occupant of a dwelling at or from the dwelling when carried on within a dwelling unit that is clearly a customary, incidental, and secondary use of a residential dwelling unit and does not alter the exterior of the property or affect the residential character of the neighborhood. Such uses include

professional offices, minor repair services, photo or art studies, dressmaking, barber shops, beauty shops, or similar uses, but does not include automotive repair.

Hotel - A building which provides a common entrance, lobby, halls, and stairway and in which 20 or more people can be, for compensation, lodged with or without meals.

Impervious Surface - A constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include but are not limited to rooftops, sidewalks, patios, driveways, decks, parking lots, storage areas, concrete, asphalt, or gravel roads.



Indoor Athletic Facility - An indoor facility, without seating for spectators, that provides accommodations for a variety of individual, organized, or franchised sports including but not limited to basketball, ice hockey, wrestling, soccer, tennis, volleyball, racquetball, or handball. Such facility may also provide other regular organized or franchised events, health and fitness club facilities, swimming pool, snack bar, restaurant, retail sales of related sports, health or fitness items, and other support facilities.

Indoor Firing Range - A totally enclosed building that is equipped for the practice of shooting firearms at targets, including archery, where no activity associated with shooting is conducted outside the building and which is designed so that projectiles fired from firearms at targets are

prevented, by means of backstops, berms, or other barriers from going beyond the walls of the facility.

Industry, Heavy - A use engaged in the basic processing and manufacturing of materials or products predominately from extracted or raw materials.

Industry, Light - A use engaged in the manufacture, predominately from previously prepared materials, of finished products or parts.

Infiltration Area - A stormwater retention method for the purpose of reducing the volume of stormwater runoff by transmitting a flow of water into the ground through the earth's surface.

Infrastructure - The system of public works for a county, state, or municipality including but not limited to structures, roads, bridges, culverts, sidewalks, stormwater management facilities, conveyance systems, pipes, pump stations, sanitary sewers, interceptors, hydraulic structures, permanent erosion control, stream bank protection measures, water lines, gas lines, electrical lines, associated facilities, phone lines, and supporting facilities.

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

Junk Yards/Salvage Yards - An open area where waste or used or secondhand materials are bought and sold, exchanged, stored, baled, packed, disassembled, or handled including but not limited to scrap iron and other metals, paper, rags, rubber tires, and bottles.

Kennel, Commercial - Any lot or premises on which more than three (3) dogs, cats, or other household pets are either permanently or temporarily boarded, bred, or sold.

Land Disturbing or Development Activities - Any change of the land surface including removing vegetative cover, excavating, filling, grading, stockpiling soil, and the construction of any structure that may cause or contribute to erosion or the movement of sediment into water bodies. The use of land for new and continuing agricultural activities shall not constitute a land disturbing activity under this Ordinance.

Landlocked Basin - A basin that does not have a natural outlet at or below the existing 100-year flood design elevation as determined using the Simplified Hydrologic Yield Method or other acceptable hydrologic analysis method identified in the Surface Water Management Plan, as amended.

Landscaping - Planting trees, shrubs, and turf covers such as grasses and shrubs. Landscaping shall also include native landscapes as defined by Minnesota Statutes 412.925.

Loading Space - An off-street space on the same lot with a building or group of buildings, for temporary parking of a commercial vehicle while loading and unloading merchandise or materials.

Local Government Unit (LGU) - The City of New Prague, Minnesota.

Local Water Plan - The City of New Prague’s Surface Water Management Plan, as amended.

Lot - A parcel or portion of land in a subdivision or plat of land, separated from other parcels or portions by description as on a subdivision or record of survey map, for the purpose of sale or lease or separate use thereof.

Lot of Record - Any lot which is one (1) unit of a plat heretofore duly approved and filed, or one (1) unit of an auditor's Subdivision or a Registered Land Survey that has been recorded in the office of the County Recorder.

Lot Area - The area of a lot in a horizontal plane bounded by the lot lines.

Lot, Corner - A lot situated at the junction of, and abutting on, two (2) or more intersecting streets.

Lot Coverage - The area of the lot occupied by the principal buildings and accessory buildings.

Lot Depth - The mean horizontal distance between the front lot line and the rear lot line of a lot.

Lot, Double Frontage - A lot having frontage on two (2) streets.

Lot Line - The property line bordering a lot except that where any portion of a lot extends into the public right of way shall be the lot line for purposes of this Ordinance.

Lot Line, Front - That boundary of a lot which abuts an existing or dedicated public street, and in the case of a corner lot it shall be the shortest dimension on a public street. If the dimensions of a corner lot are equal, the front line shall be designated by the owner and filed with the County Recorder.

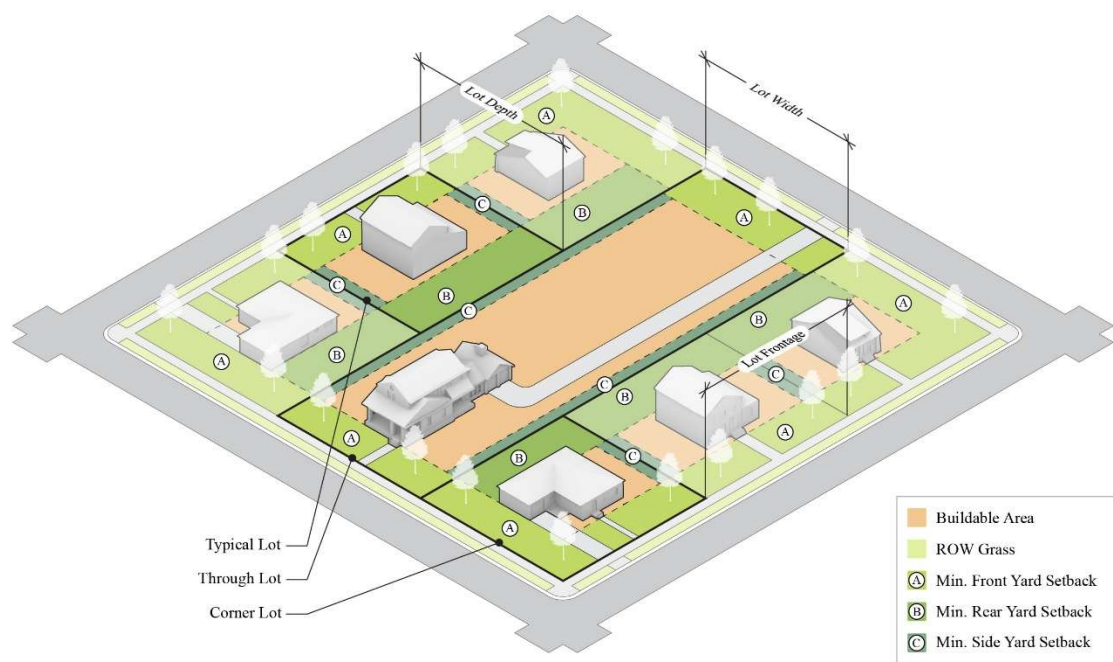
Lot Line, Rear - That boundary of a lot which is opposite the front lot line. If the rear line is less than 10 feet in length, or if the lot forms a point at the rear, the rear lot line shall be a line 10 feet in length within the lot, parallel to, and at the maximum distance from the front lot line.

Lot Line, Side - Any boundary of a lot which is not a front lot line or a rear lot line.

Lot, Substandard - A lot or parcel of land for which a deed has been recorded in the office of the County Recorder upon or prior to the effective date of this Ordinance which does not meet the minimum lot area, structure setbacks, or other dimensional standards of this Ordinance.

Lot, Through - Any lot other than a corner lot that abuts more than (1) street or street right-of-way. On a through lot, all property lines abutting the street right-of-way shall be considered the front lines.

Lot Width - The horizontal distance measured at the front building setback line of a lot.



Low Floor Elevation - The finished surface elevation of the lowest floor of a structure.

Lower-Potency Hemp Edible Retailer - A business with a lower-potency hemp edible retailer license from the Office of Cannabis Management.

Lower-Potency Hemp Edible Manufacturer - A business with a lower-potency hemp edible manufacturer license from the Office of Cannabis Management.

Mail Services - A commercial business which conducts the retail sale of stationery products, provides packaging and mail services (both U.S. Postal and private service), and provides mailboxes for lease.

Major Watershed - One (1) of the 87 major watershed units delineated by the map titled State of Minnesota Watershed Boundaries, 1979, produced by the Minnesota Department of Natural Resources as included in the Wetland Conservation Act Minnesota Part Rules Chapter 8420.

Malt Liquor - Any beer, ale, or other beverage made from malt by fermentation and containing not less than one-half of 1% alcohol by volume.

Manufactured/Modular Home - A factory built, single-family structure that is manufactured under the authority of the Federal Manufactured Construction and Safety Standards, is

transportable in one (1) or more sections, and is used as a place of human habitation, but is not constructed with a permanent hitch or other device allowing transport of the unit other than for the purpose of delivery to a permanent site, and which does not have wheels or axles permanently attached to its body or frame.

Manufactured/Modular Home Park - Any site, lot, field, or tract of land under single ownership, designated, maintained, or intended for the placement of two (2) or more occupied homes. It shall include any buildings, structures, vehicles, or enclosures intended for use as part of the equipment of such mobile/manufactured home park.

Manufacturing, Light - Fabrication, processing, or assembly employing substantially noiseless and inoffensive power sources, utilizing hand labor or quiet machinery and processes, and free from neighborhood disturbing agents, such as odors, gas, fumes, smoke, cinders, flashing or excessively bright lights, excessive refuse matter, electromagnetic radiation, heat, or vibration.

Manufacturing, Heavy - All manufacturing, compounding, processing, packaging, treatment, or assembly of products and materials that may emit objectionable and offensive influences beyond the lot on which the use is located. Such uses include but are not limited to the following: sawmill, refineries, commercial feedlots, acid, cement, explosives, flour, seed and grain milling or storage, meat packing, slaughter houses, coal or tar asphalt distillation, rendering of fat, grease, lard or tallow, alcoholic beverages, poisons, exterminating agents, glue, lime, gypsum, plaster, tanneries, automobile parts, paper and paper products, glass, chemicals, plastics, crude oil and petroleum products or the storage thereof, electric power generation facilities, vinegar works, junkyard, auto reduction yard, foundry, forge, casting of metal products, rock stone, or cement products.

Metes and Bounds Description - A description of real property which is not described by reference to a lot or block shown on a map, but is described by starting at a known point and describing the bearing and distances of the lines forming the boundaries of the property or delineates a fractional portion of a section, lot, or area by describing lines or portions thereof.

Micro-distillery - A facility that produces ethyl alcohol, hydrated oxide of ethyl, spirits of wine, whiskey, rum, brandy, gin, or other distilled spirits, including all dilutions and mixtures thereof, for nonindustrial use not to exceed 40,000 proof-gallons per calendar year.

Mini Storage/Self-Service Storage Facility - A building consisting of individual, small, self-contained units that are leased or owned for the storage of business or household goods.

Mining - The extraction of sand, gravel, rock, soil, or other material from the land in the amount of 1,000 cubic yards or more and the removal thereof from the site. The only exclusion from this definition shall be removal of materials associated with construction of a building, provided such removal is an approved item in the building permit.

Minnesota Pollution Control Agency (MPCA) - The State organization responsible for the NPDES/SDS permitting system.

Motel - A building or group of detached, semi-detached, or attached buildings containing guest rooms or dwellings, with garage or parking space conveniently located to each unit, and which is designed, used, or intended to be used primarily for the accommodation of automobile transients.

Motor Home or Recreation Vehicle - Any vehicle mounted on wheels and for which a license would be required if used on highways, roads, or streets, and so constructed and designed as to permit occupancy thereof for dwelling or sleeping purposes and used for recreational purposes.

Motor Vehicle and Recreational Equipment Sales - The sale of new or used automobiles, trucks, motorcycles, recreational vehicles and equipment, boats, and marine sales, which involve open and outdoor sales and display areas.

Natural Waterway - A natural passageway on the surface of the earth so situated and having such a topographical nature that surface or percolating water flows through it from other areas before reaching a final ponding area.

Non-Conforming Lot - A lot of record, lawfully existing on the effective date of this Ordinance, which does not comply with one (1) or more of the lot area or lot width regulations applicable in the zoning district in which it is located because of the adoption of or an amendment to the regulations set forth in this Ordinance.

Non-Conforming Structure - A structure, or portion thereof, lawfully existing on the effective date of this Ordinance, which currently is not allowed, or which does not comply with one (1) or more of the regulations applicable in the zoning district in which it is located because of the adoption of or an amendment to the regulations set forth in this Ordinance.

Non-Conforming Use - A use of land or structures, lawfully existing on the effective date of this Ordinance, which currently is not allowed, or which does not comply with one (1) or more of the regulations applicable in the zoning district in which it is located because of the adoption of or an amendment to the regulations set forth in this Ordinance.

Non-Point Source - Nutrient and pollution sources not discharged from a single point, e.g. runoff from agricultural fields, feedlots, or urban streets.

Normal Water Level (NWL) - For a reservoir with a fixed overflow, the normal water level (NWL) is the lowest crest level of that overflow. For a reservoir whose outflow is controlled wholly or partly by movable gates, siphons, or other means, it is the maximum level to which water may rise under normal operating conditions, exclusive of any provision for flood storage. For a closed depression wetland, it is the maximum level to which the water may rise under normal precipitation conditions exclusive of any provision for flood storage.

NPDES - National Pollutant Discharge Elimination System (NPDES) This permitting system is managed by the Minnesota Pollution Control Agency (MPCA).

NRCS - The Natural Resource Conservation Service.

NURP - The Nationwide Urban Runoff Program developed by the Environmental Protection Agency to study storm water runoff from urban development.

Nursery, Landscape - A business growing and selling trees, flowering and decorative plants and shrubs and which may be conducted within a building or without, for the purpose of landscape construction.

Nursing Home - A building with facilities for the care of children, the aged, infirm, or place of rest for those suffering from bodily disorder. Said nursing home shall be licensed by the Minnesota Department of Health.

Obstruction - Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory flood plain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting the debris carried by such water.

Office Use - A facility in which the handling of information or the performing of administrative services is conducted as a principal building use. This includes services provided to persons both on-site and off-site on a walk-in or appointment basis.

Off-Sale - The sale of alcoholic beverages in original packages for consumption off the licensed premises only.

On-Sale - The sale of alcoholic beverages by the glass for consumption on the licensed premises only.

Ordinary High Water Mark (OHW) - A mark delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape. The ordinary high water mark is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial.

Open Sales Lot (Exterior Storage) - Any property occupied for the purpose of buying and selling any goods, materials, or merchandise, and for the storing of items under the open sky prior to sale.

Outdoor Seating - A commercial seating area for business patrons which is not located in an "Indoor Area" as defined by Minnesota Statute Section 144.413 Subdivision 1a.

Outdoor Wood-Fired Boiler - A fuel burning device designed: (1) to burn primarily wood by hand-firing; (2) not to be located inside structures ordinarily occupied by humans; and, (3) to heat spaces or water by the distribution through pipes of a fluid heated in the device, typically water. Examples of common uses of outdoor wood-fired boilers include residential or commercial space heating, heating of domestic hot water, and heating of water for swimming pools, hot tubs, or whirlpool baths.

Outlot - A lot remnant or parcel of land that is part of a larger unified development that is intended to remain as open space or as another use not containing buildings or structures. No building permits will be issued by the City for a lot or parcel meeting this definition.

Owner - Any individual, firm, association, partnership, corporation, trust, or any other legal entity having proprietary interest in the land.

Parcel - A parcel of land designated by plat, metes and bounds, registered land survey, auditors' subdivision, or other accepted means and separated from other parcels or portions by its designation.

Parking Space - A suitably surfaced and permanently maintained area on privately owned property either within or outside of a building of sufficient size to store one (1) standard automobile.

Parks, Playgrounds, and Open Space - Public lands and local open spaces in the City dedicated and owned by the City that are reserved for recreation or conservation purposes.

Partially Land-locked Basin - A stormwater storage area that discharges only for events larger than the two-year design event. The two-year design event is a 24-hour rainfall using type II distribution.

Pedestrian Way - A public or private right of way across or within a block, to be used by pedestrians.

Permitted Use - A public or private use which of itself conforms with the purposes, objectives, requirements, regulations, and performance standards of a particular zoning district.

Permittee - The person or political subdivision in whose name a permit is issued pursuant to these Ordinances.

Person - Any individual, trustee, partnership, unincorporated association, limited liability company, or corporation.

Personal Wireless Services - Commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services.

Physical Recreation or Training - A business that provides physical exercise, training, or recreation equipment or space for use on site. Health and fitness centers and clubs, dance studios, karate facilities, and gymnastics facilities shall be considered examples of such use. Training or self-improvement shall be an important component of the activity, which is differentiated from commercial recreation uses, where sports are the predominate activity.

Planning Commission - The Planning Commission of New Prague appointed by the City Council.

Planned Unit Development (PUD) - A development of land that is under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages. The development may include streets, circulation ways, utilities, buildings, open spaces, and other site features and improvements.

Plat - The drawing or map of a subdivision prepared for filing of record pursuant to Minnesota Statutes Chapter 505 and containing all elements and requirements set forth in applicable local regulations adopted pursuant to Minnesota Statutes Section 462.358 and Chapter 505.

Plat, Ghost - A subdivision or resubdivision concept plan illustrating possible future lot layout, street networks, and utility systems for oversized lots, outlots, or undeveloped land adjoining a plat.

Political Subdivision - A County, City, town, school district, or other local government jurisdiction to which the state provides state aids or on which the state imposes state mandates.

Practical Difficulty – Practical difficulties as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to inadequate access to direct sunlight for solar energy systems.

Preliminary Plat - The preliminary map, drawing, or chart indicating the proposed layout of the subdivision to be submitted to the Planning Commission and the City Council for their consideration, including required data.

Principal Structure or Use – A structure or use which determines the predominant use as contrasted to accessory use or structure.

Property Line - The legal boundaries of a parcel of property which may also coincide with a right of way line or a road, cartway, and the like.

Property Owner - Any person, association, or corporation having a freehold estate interest, leasehold interest extending for a term, or having renewal options for a term in excess 1 year, a

dominant easement interest, or an option to purchase any of same, but not including owners of interests held for security purposes only.

Public Building - Any building held, used, or controlled exclusively for public purposes by any department or branch of government, state, county, or municipality without reference to the ownership of the building or the realty upon which it is situated. A building belonging to or used by the public for the transaction of public or quasi-public business. For the purposes of this definition, a public building does not include a building located within a city park.

Protective Covenant - A contract entered into between private parties which constitutes a restriction of the use of a particular parcel of property.

Public Health - As defined in Minnesota Statutes, Section 103D.011, Subdivision 23.

Public Improvement Project - A public road or utility project that provides a common benefit to the community including but not limited to, collector and arterial roads and trunk stormwater facilities and is included in an approved Capital Improvement Plan or Transportation Plan.

Public Land - Land owned or operated by municipal, school district, county, state, or other governmental units.

Public Utility - Any person, firm, corporation, municipal department, board, or commission duly authorized to furnish and furnishing under Federal, State or Municipal regulations to the public: gas, steam, electricity, sewage disposal, communication, transportation, or water, including buildings used by said persons, municipal entities, or corporations.

Public Waters Wetlands - All Type 3, 4, and 5 wetlands, as defined in United States Fish and Wildlife Service Circular No. 39 (1971 edition), not included within the definition of public waters, that are 10 or more acres in size in unincorporated areas or two and one half (2 ½) or more acres in incorporated areas.

Quasi-Public Organization - A service organization that is established to provide the community and its residents with supplemental services and needs. Examples of these organizations include but are not limited to Kiwanis, Rotary, Elks, Masons, VFW, and Woman's Club.

Reach - A longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two (2) consecutive bridge crossings would most typically constitute a reach.

Recreation, Commercial - Includes all uses such as tennis courts, ball fields, picnic areas, and the like that are commonly provided for the public at parks, playgrounds, community centers, and other sites owned and operated by a private enterprise for the purpose of providing recreation.

Recreation, Public - Includes all uses such as tennis courts, ball fields, picnic areas, and the like, including accessory structures, that are commonly provided for the public at parks, playgrounds,

community centers, and other sites owned and operated by a unit of government for the purpose of providing recreation.

Recreational Equipment - Recreational equipment shall include but not limited to boats, boat trailers, boat lifts and rail systems, general purpose trailers, travel trailers, camping trailers, truck toppers, fish houses, utility trailers, jet skis, all-terrain vehicles, motorbikes, go-carts, and snowmobiles. Recreational equipment does not include recreational vehicles as defined by this Ordinance.

Recreational Vehicle - A motor vehicle self-propelled on its own chassis and designed or used for recreational, amusement or sporting purposes. The term recreational vehicle includes but is not limited to motor homes and converted trucks or buses, but excluding motor vehicles designed for commercial, industrial, or agricultural use.

Recycling Center - A facility that is not a junkyard, which recoverable resources, such as newspapers, glassware, and metal cans are collected, stored, flattened, crushed, or bundled, within a completely enclosed building.

Redevelopment - The rebuilding, repair, or alteration of a structure, land surface, or facility that creates less than one (1) acre of new impervious surface, involves greater than one (1) acre of land disturbance, and for which over 50% of the parcel involved is disturbed by a land disturbing activity. For the purposes of this Ordinance, if an activity creates more than one (1) acre of new or additional impervious surface, the activity is considered new development and exceptions in this Ordinance for redevelopment do not apply to the increased (new) impervious surface.

Regional Flood - A flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 100 year recurrence interval. Regional flood is synonymous with the term "base flood" used in the Flood Insurance Study.

Registered Land Survey - A survey map of land as described by a duly registered land surveyor by the State of Minnesota.

Regulatory Flood Protection Elevation - An elevation no lower than one (1) foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments in the flood plain that result from designation of a floodway.

Religious Institution - A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which is maintained and controlled by a religious body, organized to sustain public worship.

Research Facility - A facility where the primary activity is the discovering, interpreting, and the development of methods and systems for the advancement of human knowledge on a wide variety of scientific matters.

Restaurant - Restaurants are divided into three (3) classes. If a restaurant offers services which cause it to meet the definition of more than one (1) restaurant class, the restaurant shall be classified as the highest classification, regardless of the amount of the various uses involved.

Class I (Fast Food) - An establishment that offers quick food service of items already prepared, prepackaged, or quickly served. Orders are not generally taken at the customer's table but at an order/pickup counter or at a drive-thru window. Food may be consumed on site or carried out.

Class II (Sit Down Without Liquor/Entertainment) - An establishment whose principal business is the selling of unpackaged food to the customer in a ready-to-consume state, in individual servings, or in non-disposable containers, and where the customers consume these foods while seated at tables or counters located within the building, and which does not serve alcoholic beverages or provide live entertainment.

Class III (Sit Down With Liquor/Entertainment) - An establishment whose principal business is the selling of unpackaged food to the customer in a ready-to-consume state, in individual servings, or in non-disposable containers, and where the customers consume these foods while seated at tables or counters located within the building, and which does serve alcoholic beverages / on-sale liquor or provide live entertainment.

Retail and Service Establishment - Stores and shops selling personal services or goods for final consumption or the provision of services to the general public that produces minimal off-site impacts.

Retail Center (Strip Mall) - A commercial area containing one (1) or more retail establishments with a total building in excess of 5,000 square feet.

Retention - The prevention of direct discharge of stormwater runoff into receiving water or conveyance networks; examples include systems that discharge through percolation, exfiltration, infiltration, and evaporation processes that generally have residence times of less than 3 days.

Right-of-Way - An area or strip of land, either public or private, on which an irrevocable right of passage has been recorded for the use of vehicles, pedestrians, or both. Right-of-way includes the driving surface of a street and adjacent boulevard.

Runoff - Rainfall, snowmelt, or irrigation water flowing over the ground surface.

Satellite Dish Antenna - A device incorporating a reflective surface that is solid, open mesh, or bar configured and is in the shape of a shallow dish, cone, horn, or cornucopia. Such device is used to transmit or receive radio or electromagnetic waves between terrestrially and orbitally based uses. This definition shall include but not be limited to what are commonly referred to as satellite earth stations, TVROs (television, receive only), and satellite microwave antennas.

School - A building used for an elementary school, middle school (junior high school), secondary (senior high school), or higher education which meets all the requirements of compulsory education laws of the state of Minnesota, and not providing residential accommodations.

School, Private - Any building or group of buildings, not operated by a public agency or unit of government, the use of which meets compulsory education laws of the state of Minnesota, for elementary school, middle school (junior high school), secondary (senior high school), or higher education and which use does not secure the major part of its funding directly from any governmental source.

School, Public - Any building or group of buildings, the use of which meets compulsory education laws of the state of Minnesota, for elementary school, middle school (junior high school), secondary (senior high school), or higher education and which secures all or the major part of its funding from governmental sources and is operated by a public agency or governmental unit.

Scott SWCD- The Scott Soil and Water Conservation District.

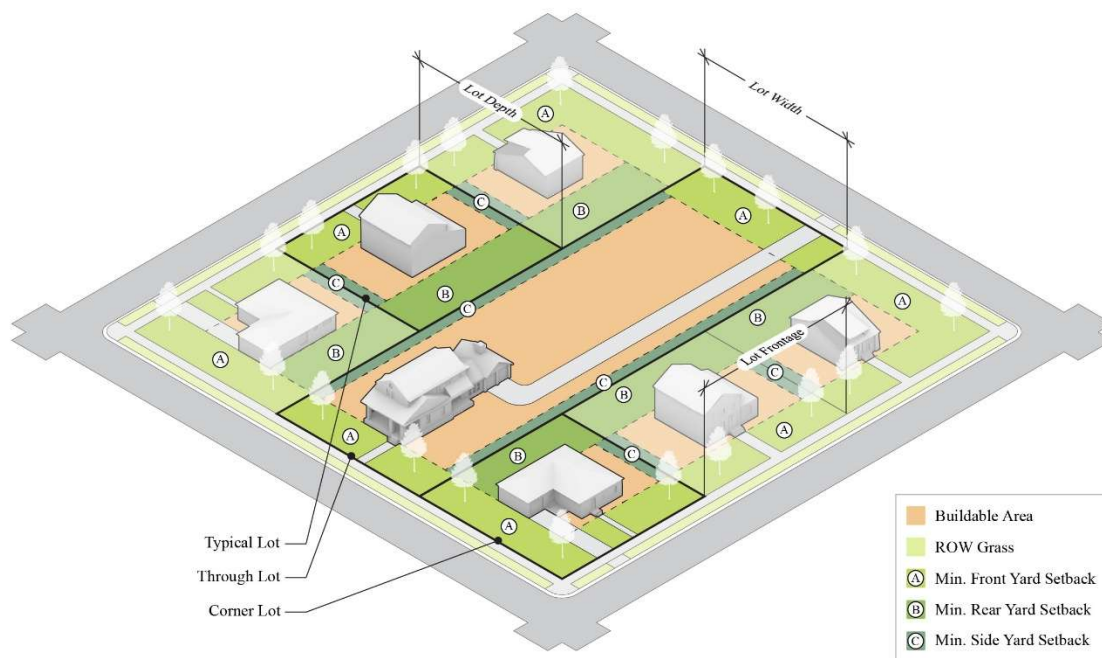
Screening - A device or materials used to conceal one (1) element of a development from other elements or from adjacent or contiguous development. Screening may include walls, berms, or plantings.

Seasonal Produce Stand - A temporary use for the purposes of selling seasonal produce.

Sediment - The solid mineral or organic material that is in suspension, is being transported, or has been moved from its original location by erosion and has been deposited at another location.

Sedimentation - The process or action of depositing sediment.

Setback - The minimum distance between the building line and related front, side, and rear setback lines.



Setback Line – The minimum distance by which any building or structure must be separated from a lot line.

Shoreland District - Consists of land located within a floodplain, within 1,000 feet of the OHW of a public water or public waters wetland, or within 300 feet of a stream or river.

Short-Term Rental - A rental dwelling or rental dwelling unit that is offered to transient guests for a period of less than 30 consecutive days.

Sight Triangle – A triangular area at an intersection of roadways, driveways, or alleys that must be kept free of obstructions to provide drivers an unobstructed view of other traffic and potential hazards.

Sign - Any letter, word, symbol, poster, picture, statuary, reading matter, or representation in the nature of advertisement, announcement, message, or visual communication, whether painted, posted, printed, affixed, or constructed, including all associated brackets, braces, supports, wires, and structures, which is displayed for informational or communicative purposes.

Sign, Banner - A temporary sign typically made of cloth, plastic, or vinyl materials. Banner signs shall not be considered as permanent signage.

Sign, Billboard - A sign structure with a surface area over 100 square feet per surface that identifies or communicates a commercial or non-commercial message.

Sign, Building - A sign attached to the outside of a building wall, roof, canopy, or awning.

Sign, Commercial Speech - Speech or graphics advertising a business, profession, commodity, service, or entertainment.

Sign, Electronic Variable Message - Signs whose message may be changed at reasonable intervals as determined by this Ordinance by electronic process or remote control and whose movement is the periodic changing of information against a solid, colorless background, engineered for maximum legibility and readability, and having a constant light level and glare reduced screens.

Sign, Freestanding - A sign supported by one (1) or more upright poles, columns, or braces, placed in or on the ground and not attached to any building or structure.

Sign, Monument - Any freestanding sign with its sign face mounted on the ground or mounted on a base at least as wide as the sign and solid from the grade to the top of the sign structure and is typically encased or supported by masonry materials.

Sign, Non-Commercial Speech - A sign that contains a non-commercial message. Examples of non-commercial messages include but are not limited to messages concerning political, religious, social, ideological, public service, and informational topics.

Sign, Off-Premise - A commercial speech sign which directs the attention of the public to a business not on the same lot or site where such a sign is located.

Sign, Portable - A non-permanent sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported including but not limited to signs designed to be transported by means of wheels, balloons used as messages, umbrellas used for messages, and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicles are used in the normal day-to-day operations of the business. This definition does not include those defined in this Ordinance as sandwich boards.

Sign, Projecting - A sign that projects from the wall of a face of a building or structure, including an awning, canopy, or marquee.

Sign, Reader board - A sign having a message not permanently affixed to the sign face and the copy is manually changed.

Sign, Sandwich Board - A freestanding temporary sign, with no moving parts or flashing lights, no larger than eight (8) square feet total sign size per side (no taller than four (4) feet from grade); displayed outside an establishment during business hours. It is not intended as permanent business signage.

Sign, Temporary - A non-permanent sign erected, affixed, or maintained on-premise for a limited period of time.

Sign, Window - A sign posted, painted, placed, or affixed in or on a window exposed to public view.

Site - A lot, or group of adjacent lots intended, designated, or approved to function as an integrated unit, that is proposed for development in accordance with the provisions of this Ordinance and is in a single ownership or has multiple owners, all of whom execute a joint application for development. The joint application for development includes but is not limited to Conditional Use Permit Applications and Planned Unit Development Applications.

Solar Structure - A structure designed to utilize solar energy as an alternate for, or supplement to, a conventional energy system.

Solar Structure, Roof Mounted - A solar structure where the panels are mounted to a house or other building.

Stabilized - The exposed ground surface that has been covered by staked sod, erosion control blanket, riprap, mulch, wood fiber blanket, or other material that prevents erosion from occurring. Grass seeding alone is not stabilization.

Standard - A preferred or desired level of quantity, quality, or value.

Stormwater Detention Pond - A natural or created ponding area that provides temporary storage of excess stormwater for the purpose of attenuating the peak rate of runoff by controlling the rate of pond discharge. Ponding areas that drain completely between storm events are dry detention ponds. Ponding areas that provide temporary storage in combination with a permanent wet pool are wet detention ponds.

Stormwater Management Plan - A plan for the permanent management and control of runoff prepared and implemented in accordance with the standards set forth in this Ordinance.

Stormwater Pollution Prevention Plan (SWPPP) - A plan of BMPs or equivalent measures designed to control runoff and erosion and to retain and control sediment on site during the period of land disturbing activities in accordance with the standards set forth by the MPCA and this Ordinance.

Stormwater Quality Pond - A created ponding area per W. W. Walker (1987) criteria that provides a permanent pool for the purpose of sediment and pollutant removal to reduce water quality impacts of urban development.

Stormwater Retention Pond - A natural or created ponding area that provides permanent storage of excess stormwater for the purpose of attenuating the peak volume of runoff, from which the only release of flow is by infiltration or evaporation.

Story - That portion of a building included between the surface of any floor and the surface of the floor next above, including below ground portions of earth sheltered buildings.

Street - A public right of way which affords primary means of access to abutting property, and shall also include avenue, highway, road, or boulevard.

Street, Arterial (Minor) - A street that has a primary function of carrying larger volumes of traffic at higher speeds, typically from one part of the City to another, or from one City to another, and is intended to provide for the collection, distribution, and mobility of traffic. Access is limited to this type of street in order to preserve the mobility function.

Street, Arterial (Principal) - A street that has a primary function of carrying large volumes of traffic from one City to another, that typically serves longer trips, and is intended to provide for the mobility of traffic and not land access; hence direct access to property is not intended and regulation of access is limited in order to preserve the ability of the roadway to accommodate the mobility function. Access is typically provided by grade separated interchanges or ramps.

Street, Collector - A street that carries traffic from local streets to minor arterials and serves a dual function of providing both mobility and land access. Collector streets provide principal access to residential neighborhoods and development centers and may also serve land access to commercial developments. Access spacing is limited in order to balance the street's function of providing both mobility and land access.

Street, Cul-de-Sac - A local street with only one (1) outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

Street, Half - A public right-of-way having only half the required width.

Street, Local - A street which is used primarily for access to abutting properties and for local traffic movement. Local streets generally connect to collector streets or other local streets.

Street Pavement - The wearing or exposed surface of the roadway used by vehicular traffic.

Street, Private - A street serving as vehicular access to two (2) or more parcels of land which is not dedicated to the public and is owned and maintained by one (1) or more private parties.

Street Width - The width of the right-of-way, measured at right angles to the centerline of the street.

Structure - Anything constructed, the uses of which requires permanent location on the ground or attached to something having a permanent location on the ground.

Structural Alteration - Any change in the supporting members of a building such as bearing walls, columns, beams, or girders, or any change in the roof or in any exterior walls.

Subdivide - The division of a lot, parcel, or tract of land by dividing it into two (2) or more parcels or the adjustment of lot lines by the relocation of a common boundary.

Subdivider - Any individual, firm, association, syndicate, partnership, corporation, trust, or other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this Ordinance.

Subdivision - The division or re-division of a lot, tract, or parcel of land into two (2) or more lots either by plat or by metes and bounds description.

Surface Water - All streams, lakes, ponds, marshes, wetlands, reservoirs, spring, rivers, drainage systems, waterways, watercourses, and irrigation systems, whether natural or artificial, public, or private.

Surface Water Management Plan - The City of New Prague's Surface Water Management Plan which was prepared to meet requirements of the Scott Watershed Management Organization. Adopted and implemented in accordance with Minnesota Statutes, Section 103B.231 and Minnesota Rules Chapter 8410 for Local Water Management.

Swimming Pool - Any outdoor permanent or temporary structure located in or above ground intended for swimming, wading, or recreational bathing and contains, or is capable of containing, water over 24 inches at any point, or has a surface area exceeding 150 square feet (14 foot diameter).

Taproom - An area for the on-sale consumption of malt liquor produced by the brewer for consumption on the premises of or adjacent to one (1) brewery location owned by the brewer. A taproom may also include sales for off-premises consumption of malt liquor produced at the brewery location or adjacent to the taproom and owned by the brewer for off-premises consumption, packaged subject to MN Statute 340A.301, subdivision 7(b), or its successor. A taproom is not a Drinking Establishment.

Temporary Use - A building permitted to exist during periods of construction of the main building or use, or for special events.

Tower - Any ground or roof mounted pole, spire, structure, or combination thereof taller than 15 feet, including supporting lines, cables, wires, braces, and masts, intended primarily for the purpose of mounting an antenna, meteorological device, or similar apparatus above grade.

Tract - A defined area of land, similar to a lot or parcel, that is occupied or will be occupied by a building and its accessory buildings, together with such open spaces as are required under the provisions of the current City zoning regulations, having not less than the minimum area required by said zoning regulations for a building site in the district in which such lot is situated and having its principal frontage on a street.

Unit Lots - Lots created from the subdivision of a two-family dwelling, multi-family dwelling, or common interest community having different minimum lot size requirements than the conventional base lot within the zoning district.

Unlicensed Wireless Services - The offering of telecommunications services using duly authorized devices, which do not require individual licenses; direct-to-home satellite services are excluded from this definition.

Usable Open Space - The open space required to be provided for Multiple Family Buildings in the RM and RH District. Such open space shall not have a dimension of less than 20 feet. That required portion of a lot at ground level, unoccupied by buildings, and available to all the occupants of the building. This space of minimum prescribed dimensions shall not be devoted to service driveways or off-street parking space and/or loading berths but shall be usable for greenery, recreational space, and other leisure activities normally carried on outdoors.

Use - The purpose or activity for which the land or building thereon is designated, arranged, or intended, or for which it is occupied, utilized, or maintained.

Variance - 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.

Veterinary Clinic - A clinic operated by a licensed veterinarian exclusively for the diagnosis, treatment, correction, relief, or prevention of animal disease, deformity, defect, injury, or other physical or mental conditions; the performance of obstetrical procedures for animals, including determination of pregnancy and correction of sterility or infertility; and the rendering of advice or recommendations with regard to any of the above.

Warehouse and Distribution - A use engaged in storage, wholesale, and distribution of manufactured products, supplies, and equipment, but excluding bulk storage of materials that are flammable or explosive or that create hazardous or commonly recognized offensive conditions.

Water Basin - An enclosed natural depression with definable banks capable of containing water that may be partly filled with public waters.

Water Body - All surface waters, water basins, watercourses, and wetlands as defined in this Ordinance.

Watercourse - Any natural or improved stream, river, creek, ditch, channel, culvert, drain, gully, swale, or wash in which waters flow continuously or intermittently in a definite direction.

Waters of the State - All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural, or artificial, public, or private, which are contained within, flow through, or border upon the state or any portion thereof.

Wellhead Protection Plan - A document that provides for the protection of a public water supply, submitted to the Minnesota Department of Health, is implemented by the public water supplier, and complies with: A) the wellhead protection elements specified in the Federal Safe Drinking

Water Act, United States Code, title 42, Chapter 6A, Subchapter XII, Part C, Section 300h-7; and B) Minnesota Rules Parts 4720.5200 to 4720.5290.

Wetland - Any wetland as defined in Minnesota Statutes Section 103G.005, subdivision 19.

Highly Susceptible Wetland Type - A wetland characterized as a sedge meadow; open or coniferous bog; calcareous fen; low prairie; coniferous or hardwood swamp; or seasonally flooded wetland.

Moderately Susceptible Wetland Type - A wetland characterized as shrub-carr, alder thicket, fresh wet meadow not dominated by reed canary grass, or shallow or deep marsh not dominated by reed canary grass, cattail, giant reed, or purple loosestrife.

Slightly Susceptible Wetland Type - A wetland characterized as a floodplain forest; fresh wet meadow dominated by reed canary grass; or a shallow or deep marsh dominated by reed canary grass, cattail, giant reed, or purple loosestrife.

Least Susceptible Wetland Type - A wetland characterized as a gravel pit, cultivated hydric soil, dredged material or fill, or material disposal site.

Wetland Conservation Act (WCA) - The Minnesota Wetland Conservation Act of 1991.

Yard - A required open space on a lot which is unoccupied and unobstructed by a structure from its lowest level to the sky except as permitted in this Ordinance. The yard extends along the lot line at right angles to such lot line to a depth or width specified in the setback regulations for the zoning district in which such lot is located.

Yard, Rear - The portion of the yard on the same lot with the principal building located between the rear line of the building and the rear lot line and extending for the full width of the lot, and on a corner lot located opposite the front yard with the narrowest frontage.

Yard, Side - The yard extending along the side lot line between the front yard and rear yard to a depth or width required by setback regulations for the zoning district in which such lot is located.

Yard, Front - A yard extending along the full width of the front lot line between side lot lines and extending from the abutting street right-of-way line to depth required in the setback regulations for the zoning district in which such lot is located. For lots that abut more than one (1) street such as corner and through lots, there may be more than one (1) front yard for purposes of calculating setbacks. Front yard setbacks shall apply to all yard spaces adjacent to a street right-of-way.

Zero Lot Line - A type of residential development that allows one (1) of the sides of the principal structure to be located immediately adjacent to the side lot line.

Zoning Administrator - The duly appointed person charged with enforcement of this Ordinance as defined in Section 3.002 (A).

Zoning Amendment - A change authorized by the City either in the allowed use within a district or in the boundaries of a district.

Zoning District - An area or areas within the limits of the City for which the regulations and requirements governing use are uniform as defined by this Ordinance.

SECTION 3 ADMINISTRATION

§ 3.001 GENERAL PROVISIONS

(A) Application of this Ordinance

- (1) This Ordinance shall be applicable to all lands and waters within the corporate limits of New Prague, Minnesota.
- (2) In their interpretation and application, the provisions of this Ordinance shall be held to the minimum requirements for the promotion of public health, safety, and welfare.
- (3) All references to statutes, regulations, or other documents in this Ordinance shall be construed to include such provisions as amended from time to time.
- (4) No part of the yard or open space required for a given building shall be included as a part of the yard or other space required for another building, and no lot shall be used for more than one (1) principal building.
- (5) Each new occupied building shall be required to connect to the City utilities.
- (6) Where the conditions imposed by any provision of this Ordinance are either more restrictive or less restrictive than comparable conditions imposed by any other law, ordinance, statute, resolution, or regulation of any kind, the regulations which are more restrictive or which impose higher standards or requirements shall prevail.
- (7) Except as in this Ordinance specifically provides, no structure shall be erected, converted, enlarged, reconstructed, or altered; and no structure or land shall be used for any purpose or in any manner which is not in conformity with this Ordinance. Temporary buildings that are used in conjunction with construction work, including trailers and manufactured/mobile homes used as offices and for tool storage, may be permitted in any district during the period that construction is taking place, but such temporary buildings shall be removed within 30 days after completion of construction work.
- (8) No building permit for new developments including new standalone structures shall be issued on land described by metes and bounds. This shall not apply to building expansions or remodels.
- (9) All international, federal, state, county, and other official monuments, benchmarks, triangulation points, and stations shall be preserved in their precise locations; and it shall be the responsibility of the applicant to insure that these markers are maintained in good condition during the following construction and development. All section, one-quarter section, and one-sixteenth section corners shall be duly described and tied.

- (10) Where adjoining structures existing at the time of adoption of this Ordinance have a different setback from that required, the front setback of a new structure shall conform to the average prevailing setback in the immediate vicinity as determined by the Zoning Administrator.
- (11) A 50% increase in height over the requirements of the zoning district is permitted for barns, silos, and other structures on farms; to church spires, belfries, cupolas, and domes; monuments; chimneys and smokestacks; flag poles; public and semipublic utility facilities; transmission towers of commercial and private radio broadcasting stations; television antennae; and grain elevators. Uses exceeding the district height limitation by more than 50% shall require a Variance.
- (12) No cellar, garage, tent, trailer, basement with unfinished structure above, or accessory building, not including ADUs, shall at any time be used as a dwelling unit in excess of 14 days.
- (13) In the event that land is annexed into the City, the City shall assign a zoning district consistent with the Comprehensive Land Use Plan. In the event land not identified in the Comprehensive Plan is annexed, the property shall be identified as Single Family Residential (and R-1 Zoning District) until the Planning Commission reviews and provides recommendation to the Council who shall approve an appropriate zoning district through the rezoning procedure established in Section 3.002 (D).

(B) Separability

It is hereby declared to be the intention that several provisions of this Ordinance are separable in accordance with the following:

- (1) If any court of competent jurisdiction shall judge any provisions of this Ordinance to be invalid, such judgment shall not affect any other provisions of this Ordinance not specifically included in said judgment.
- (2) If any court of competent jurisdiction shall judge invalid the application of any provision of this Ordinance to a particular property, building, or structure, such judgment shall not affect other property, buildings, or structures.

(C) Nonconforming Uses and Structures

It is the intent of this Ordinance to permit legal nonconforming lots, structures, or uses to continue until they are removed but not to encourage their survival.

It is recognized that there exists within the district established by this Ordinance and subsequent amendments, lots, structures, and uses of land and structures which were lawful before this Ordinance was passed or amended, which would be prohibited, regulated, or restricted under the terms of this Ordinance or future amendments.

Such uses are declared by this Ordinance to be incompatible with permitted uses in the districts involved. It is further the intent of this Ordinance that nonconformities shall not be enlarged upon, expanded, extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.

- (1) Any nonconforming use of a structure, nonconforming use of land, or a nonconforming use of a structure and land existing at the time of the adoption of this Ordinance may be continued including through repair, replacement, restoration, maintenance, or improvement but not including expansion, except those required by law or Ordinance.
- (2) Nothing in this Ordinance shall prevent the placing of a structure in safe condition when said structure is declared unsafe by the Building Inspector.
- (3) When any lawful nonconforming use of any structure or land in any district is discontinued for a period of more than 1 year or is changed to a conforming use, any future use of said structure or land shall be in conformity with the provisions of this Ordinance.
- (4) When any lawful nonconforming use of any structure or land in any district is damaged by wind, fire, flood, explosion, earthquake, war, riot, or other similar peril to the extent of greater than 50% of its estimated market value as indicated in the records of the County Assessor at the time of the damage and no building permit has been applied for within 180 days of the date of when the property is damaged, it shall not be reconstructed except in conformity with the provisions of this Ordinance. When a nonconforming structure in the shoreland district with less than 50% of the required setback from the water is destroyed by fire or other peril to greater than 50% of its estimated market value, as indicated in the records of the county assessor at the time of damage, the structure setback may be increased if practicable and reasonable conditions are placed upon a zoning or building permit to mitigate created impacts on the adjacent property or water body. In the event that a building permit is applied for within 180 days of the date of destruction, the City may impose reasonable conditions upon the building permit in order to mitigate any newly created impact on adjacent properties or water bodies.
- (5) A lawful nonconforming use of a structure or parcel of land may not be changed to a similar nonconforming use or to a more restrictive nonconforming use.
- (6) Alterations may be made to a building containing lawful nonconforming residential units in a non-residential district when they will improve the livability thereof, provided they will not increase the number of dwelling units or extend outside of the original building with the exception of a garage or a free standing deck in instances where none previously existed.

- (7) Expansion of an existing principal building found to be nonconforming only by reason of height and yard setback in which a permitted use is conducted may be allowed provided the expansion does not create a new nonconformance. Furthermore, expansions in these instances shall not be allowed to any part of the building that is within a setback that is not currently being met.
- (8) Shoreland Lots. Nonconforming shoreland lots of record shall be regulated by the City as set forth in Minnesota Statutes Section 462.357, Subdivision 1e (e)(f).

(D) Nonconforming Lots

- (1) Buildable conditions. Any property which does not conform with the lot area, lot depth, or lot width requirements of the zoning district in which the property is located shall not be a buildable lot unless the property qualifies under one of the provisions in this section. The requirements outlined herein are intended to define the conditions under which a nonconforming property may be developed without a Variance. Development on nonconforming property which does not comply with these criteria may only be considered after application for, and approval of, appropriate Variances.
- (2) Purpose. The purpose of regulating development on substandard property is to coordinate development to ensure environmentally sensitive development, ensure compatibility with surrounding existing development, and to allow for combination of property to the extent possible.
- (3) Existing structure. A parcel which does not conform with the lot area or lot width requirements of the zoning district in which the parcel is located shall not be a buildable lot unless the parcel already contains an occupiable structure.
- (4) Combine lots. A structure on a parcel which does not meet the area or width requirement of this Ordinance shall not be expanded or enlarged unless the parcel is combined with one (1) or more abutting lots or parcels to create a lot meeting the requirements of this Ordinance.
- (5) Lot of record; generally. A lot of record is buildable only subject to the following requirements:
 - (a) A lot of record as of the adoption of the Ordinance, in the R-1, R-2, or R-3 district which does not meet the area or the width requirements of this Ordinance may be utilized for single-family detached dwelling purposes if the dimensions of its area and width are at least 67% of the requirements of this Ordinance.
 - (b) Any single-family detached dwelling which exists as of the effective date of the Ordinance from which this section is derived, on any nonconforming lot located in the R-1, R-2, or R-3 district which is later destroyed by fire or other natural disaster may be rebuilt if a building

permit for reconstruction is issued within 180 days of its destruction and if the building otherwise conforms with the provisions of this Ordinance. This provision allows a structure to be rebuilt as long as it maintains setbacks, lot coverage, impervious surface, and other applicable provisions. If the newly proposed structure does not meet these previously established standards, a Variance will be required.

- (c) Two (2) or more contiguous nonconforming lots of record under single ownership shall be considered to be one (1) parcel for the purpose of this Ordinance, and no portion of the parcel shall be used or sold separately unless each separate parcel can meet the lot area and lot width requirements.
- (d) Two (2) or more nonconforming lots of record under single ownership separated by a private road or driveway may be combined and used as a single buildable lot under the following circumstances:
 - 1. The property owner must apply to the City for approval of a lot combination.
 - 2. The property owner must file a deed restriction or covenant with the County Recorder in a form acceptable to the City Attorney. This deed restriction or covenant must include provisions that restrict the resubdivision of the lot.
 - 3. There must be an existing principal structure on one (1) lot.
 - 4. The location of the principal structure on the lot must preclude the ability to construct a legal accessory structure on that lot.
 - 5. Any structures on the combined lots must meet the minimum setbacks of the use district in which it is located.
 - 6. In those cases where a detached accessory structure is to be located on the portion of the lot which is separated from the principal structure by the private road or driveway and there are existing residential structures adjacent to or in close proximity to the proposed structure, the Planning Commission shall hold a public hearing on the request upon receipt of an application and following the Zoning Administrator notifying all property owners within 350 feet of the outer boundaries of the property in question. In evaluating the application, the Planning Commission shall not apply the criteria for Variances but instead shall determine whether the design and location of the detached accessory structure is compatible with the surrounding properties in terms of architecture, buildings materials, and placement on the lot.

§ 3.002 ADMINISTRATION

(A) Enforcing Officer

The City Council shall appoint a Zoning Administrator. The Zoning Administrator shall enforce this Ordinance and shall perform the following duties:

- (1) Determine if applications comply with the terms of this Ordinance.
- (2) Conduct inspections of buildings and use of land to determine compliance with the terms of this Ordinance.
- (3) Maintain permanent and current records of this Ordinance including but not limited to maps, amendments, Conditional Use Permits, Interim Use Permits, Variances, appeals, and applications.
- (4) Receive, file, and forward all applications for appeals, Variances, Conditional Use Permits, Interim Use Permits, and amendments to the designated official bodies.
- (5) Institute in the name of the City of New Prague any appropriate actions for proceedings against a violator as provided for in this Ordinance.

(B) Appeals and the Board of Adjustment and Appeals

- (1) A Board of Adjustment and Appeals shall be established for the City of New Prague.
- (2) The Board of Adjustment and Appeals shall consist of the New Prague City Council. The Board shall provide for a record of its proceedings, which shall include the minutes of its meetings, its findings, and the action taken on each matter heard by it, including the final order.
- (3) The Board shall act upon all questions as they may arise in the administration of this Ordinance, including the interpretation of zoning maps, and it shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcing this Ordinance. Such appeal may be taken by any person aggrieved or by any officer, department, board, or bureau of a town, municipality, county, or state.
- (4) Hearings by the Board of Adjustment and Appeals shall be held within a reasonable time and upon such notice to interested parties as is provided in this Ordinance. The Board shall make its order deciding the matter and shall serve a copy of such order upon the appellant or petitioner by mail. Any party may appear at the hearing in person or by agent or attorney.
- (5) The Board may reverse or affirm wholly or partly, or may modify the order, requirement, decision, or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the officer from whom the

appeal was taken and may issue or direct the issuance of a permit. The reasons for the Board's decision shall be stated. The decision of the Board shall be final.

(C) Planning Commission

- (1) The City Council shall establish a Planning Commission, pursuant to M.S. Chapter 462 and City Code Chapter 30, which shall consist of five (5) members appointed by the City Council from the citizens. The City Council shall appoint one (1) of its members and may appoint up to two (2) Council Members to serve on the Commission with voting privileges. The two (2) Council members shall only be considered for appointment when citizen applicants are not available. When citizen applicants become available during times in which two (2) Council Members have been appointed, the most recently appointed Council Member will relinquish their seat.
- (2) The Commission shall elect a chairperson from among its members and may create and fill such other offices as it may determine is necessary to conduct business. The City shall provide a secretary for the purpose of taking minutes.
- (3) The Commission shall hold a regular meeting each month and adopt rules for the transaction of business along with keeping public records of any resolutions, transactions, findings, and recommendations of the Commission.
- (4) The Planning Commission shall provide recommendation to the Council and Zoning Administrator in the administration of this Ordinance, and the recommendation of the Planning Commission shall be advisory in nature. Specifically, the Planning Commission shall review, hold public hearings, and make recommendations to the City Council on all applications for zoning amendments, Variances, Conditional Use Permits, and Interim Use Permits using the criteria in Section 3.002 (E), (F), and (G) of this Ordinance. The Planning Commission shall also review and provide recommendation to the City Council on Comprehensive Plan amendments.

(D) Zoning Amendments

- (1) Criteria for Granting Zoning Amendments.

The City Council may adopt amendments to this Ordinance and zoning map in relation both to land uses within a particular district or to the location of a district line. Such amendments shall not be issued indiscriminately but shall only be used as a means to reflect changes in the goals and policies of the City as reflected in the Comprehensive Plan or changes in conditions in the City.

- (2) Types of Amendments.
 - (a) A change in a district's boundary (rezoning).
 - (b) A change in a district's regulations.

(c) A change in any other provision of this Ordinance.

(3) Initiation of Proceedings.

Proceedings for amending this Ordinance shall be initiated by at least one (1) of the following three (3) methods:

(a) By petition of an owner or owners of property which is proposed to be rezoned, or for which district regulation changes are proposed.

(b) By recommendation of the Planning Commission.

(c) By action of the City Council.

(4) Required Exhibits for Rezoning or District Regulation Changes Initiated by Property Owners.

(a) A preliminary building, site development plan, and boundary survey of the property.

(b) Evidence of ownership or enforceable option on the property.

(c) Additional information as required by the Zoning Administrator.

(5) Procedure.

The procedure for a property owner to initiate a rezoning or district regulation change applying to their property is as follows:

(a) The property owner or their agent shall meet with the Zoning Administrator to explain the situation, learn the procedures, and obtain an application form.

(b) The applicant shall file the completed application form together with the required exhibits with the Zoning Administrator and shall pay a filing fee as established by the City Council.

(c) The Zoning Administrator shall transmit the application and required exhibits to the Planning Commission and shall notify all property owners within the affected zone and within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.

(d) The Zoning Administrator shall set the date for a public hearing and shall have notices of such hearing published in the legal newspaper at least once, not less than 10 days and not more than 30 days prior to said hearing. The City Council may waive the mailed notice requirements for a City-wide amendment to the Unified Development Code initiated by the Planning Commission or City Council.

- (e) The Planning Commission shall hold the public hearing and then shall recommend to the City Council within 30 days approval, denial, or conditional approval.
- (f) The City Council shall act upon the application within 30 days after receiving the recommendation of the Planning Commission.
 - 1. In the event the proposed rezoning is from residential to either commercial or industrial, the zoning amendment shall require the affirmative vote of two-thirds of the members of the City Council.
 - 2. Other rezonings shall require a majority vote of the members of the City Council
- (g) No application of a property owner for an amendment to the text of the Unified Development Code or the zoning map shall be considered by the Planning Commission within the 1 year period following a denial of such request, except the Planning Commission may permit a new application, if in the opinion of the Planning Commission, new evidence or a change of circumstances warrant it.
- (h) An amendment to this Unified Development Code or the zoning map shall be construed as an amendment to the Comprehensive Plan and its map.

(E) Conditional Use Permits

The purpose of a Conditional Use Permit is to provide the City with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health, and safety. In making the determination of whether or not the conditional use is to be allowed, the City may consider the nature of the adjoining land or buildings, the effect upon traffic into and from the premises, or on any adjoining roads, and all other or further factors as the City shall deem a prerequisite of consideration in determining the effect of the use on the general welfare, public health, and safety.

(1) Criteria for Granting Conditional Use Permits

In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use on the Comprehensive Plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- (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.
- (b) The use will be sufficiently compatible, 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.

- (c) The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.
- (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.
- (e) The use is consistent with the purposes of the Unified Development Code and the purposes of the zoning district in which the applicant intends to locate the proposed use.
- (f) The use is not in conflict with the Comprehensive Plan of the City.
- (g) The use will not cause traffic hazards or congestion.
- (h) Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided.

(2) Additional Conditions

The City Council may consider a Conditional Use Permit for a use which is not specifically listed in this Ordinance as a conditional use within the affected District and may grant a permit provided such new use, after careful review by the Planning Commission and the City Council, is found to otherwise meet the criteria for granting a conditional use within the affected District.

In permitting a new conditional use or in the alternative of an existing conditional use, the City Council may impose, in addition to these 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. These conditions may include but are not limited to the following:

- (a) Increasing the required lot size or yard dimension.
- (b) Limiting the height, size, or location of buildings.
- (c) Controlling the location and number of vehicle access points.
- (d) Increasing the street width.
- (e) Increasing the number of off-street parking spaces required.
- (f) Limiting the number, size, location, or lighting of signs.
- (g) Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- (h) Designation sites for open space.

The Zoning Administrator shall maintain a record of all Conditional Use Permits issued including information on the use, location, conditions imposed by the City Council, time limit review dates, and such other information as may be appropriate.

(3) Special Conditions for Public and Institutional Uses

Because of the potential for neighborhood impacts, a CUP shall not be issued for any proposed use that will result in the loss of one (1) or more single-family homes unless the City determines that the new use will have minimal adverse impact on and will be compatible with the neighborhood. Uses which propose to remove single-family dwellings shall be subject to all of the following requirements:

- (a) Setbacks. Where a facility abuses residential use and there is no intervening street, the side yard setback shall be at least twice that required for the residential use. Where the use shares frontage with single-family residences on the same side of the street, the front-yard setback shall be the same or greater than the established residential setback.
- (b) Traffic increase. A traffic study shall be required at the discretion of the City.
- (c) Neighborhood compatibility. The removal of single-family homes shall not change the character of the neighborhood. Wherever housing is removed it shall be replaced by a use that is compatible in size, scale, orientation (e.g. orientation to the street), and architectural character with immediately adjacent properties. Properties which are directly across the street from housing shall be replaced by a building or buildings that are architecturally compatible, in scale with, and oriented consistently with existing housing units. Properties which are directly across from or adjacent to a park or open space shall implement green space, yards, and/or landscaped parking lots to retain the character of the neighborhood, without significantly altering neighborhood patterns.
- (d) Landscaping and buffering. Wherever a parking lot abuts or is across the street from a residential area, there shall be a landscaped buffer yard at least 15 feet in width. Screening and buffering shall be required in accordance with Section 6.002 (B) of this Ordinance except that fences shall not be permitted along street frontages.
- (e) Other impacts. Exterior lighting, noise, or drainage impacts on adjoining properties which are significantly greater than the pre-existing use.
- (f) Comprehensive Plan consistency. The project shall be consistent with the City's Comprehensive Plan.

- (g) Neighborhood involvement. Uses which propose to remove single-family dwellings shall require neighborhood involvement.
 - 1. After the formal application is submitted and accepted as complete for review by the City, but before the request is reviewed by the Planning Commission, the City requires the applicant to hold a neighborhood informational meeting.
 - 2. The applicant shall schedule the meeting and send out meeting notices to property owners and their tenants within 350 feet of the property proposed for development.
 - 3. The applicant shall send out meeting notices to property owners and their tenants at least 10 days prior to the scheduled meeting date.
- (4) Required Exhibits for Conditional Use Permits.
 - (a) A certificate of survey of the property, if required by the Zoning Administrator.
 - (b) A preliminary site development plan which includes a utility plan, grading and erosion control plan, a lighting plan, a signage plan, and a landscaping plan. Grading and erosion control plans and utility plans shall be prepared by a professional engineer licensed in the State of Minnesota.
 - (c) Evidence of ownership or enforceable option on the property.
 - (d) A noise or traffic study may be required at the discretion of the City.
 - (e) Proposed building elevations may be required at the discretion of the City.
 - (f) Additional information as required by the Zoning Administrator.
- (5) Procedure
 - (a) The property owner or their agent shall meet with the Zoning Administrator to explain their situation, learn the procedures, and obtain an application form.
 - (b) The applicant shall file the completed application form together with the required exhibits with the Zoning Administrator and shall pay a filing fee as established by the City Council.
 - (c) The Zoning Administrator shall transmit the application to the Planning Commission and shall notify all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.

- (d) The Zoning Administrator shall set the date for a public hearing and shall have notice of such hearing published at least once in the legal newspaper, not less than 10 days and not more than 30 days prior to said hearing.
 - (e) The Planning Commission shall hold the public hearing and then shall study the application to determine possible adverse effects of the proposed conditional use and to determine what additional requirements may be necessary to reduce such adverse effects. The Planning Commission shall recommend approval, denial, or conditional approval to the City Council.
 - (f) The City Council shall take appropriate action on the request for a Conditional Use Permit after receiving the recommendations by the Planning Commission. If it grants the Conditional Use Permit, the City Council may impose conditions it considers necessary to protect the public health, safety, and welfare and such conditions may include a time limit for the use to exist or operate.
 - (g) No application of a property owner for a conditional use shall be considered by the within a 1 year period following a denial for such a request, except the City may permit a new application if in its opinion new evidence or a change in circumstances warrant it.
- (6) Termination of Conditional Use
- (a) An approved Conditional Use Permit shall terminate upon the occurrence of any of the following events:
 - 1. Any violation of the conditions under which the conditional use was approved.
 - 2. A change in this Ordinance which would render the conditional use non-conforming.
 - 3. The conditional use has been discontinued for at least 1 year.
- (7) Suspension or Revocation
- (a) The City Council may suspend or revoke a Conditional Use Permit upon the failure of the permittee, owner, operator, tenant, or user to comply with the provisions of this Code, state, or federal laws or regulations, or any condition established at the time of approval of the Conditional Use Permit.
 - (b) The City Council may suspend or revoke a Conditional Use Permit 1 year after approval if the proposed use has not commenced or a building permit for a structure to support the conditional has not been issued. An applicant and/or owner may apply to the Zoning Administrator for no more than one

(1) time extension of up to 6 months for an unused Conditional Use Permit.

- (c) A suspension or revocation of a Conditional Use Permit must be preceded by written notice to the permittee and a hearing. The notice must provide at least 10 days' notice of the time and place of the hearing and must state the nature of the violations.

(F) Interim Use Permits

Purpose. An interim use is a use not currently allowed by this Ordinance, which may be allowed as a temporary use of property until an established date, until the occurrence of a particular event, or until the zoning regulations no longer allow it. The City Council may approve an interim use of property as defined and authorized by Minnesota Statutes Section 462.3597.

(1) Criteria for Granting Interim Use Permits

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 Unified Development Code.
- (b) The proposed interim use is presently acceptable but, given anticipated development, will not be acceptable in the future.
- (c) The proposed use will not hinder permanent development of the site.
- (d) The proposed use will not adversely impact implementation of the Comprehensive Plan for the area.
- (e) The proposed use will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety, and welfare.
- (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.
- (g) Adequate utilities, access roads, drainage, and necessary facilities have been or will be provided.
- (h) The date or event that will terminate the use has been identified with certainty.

- (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.

(2) Conditions

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 deem 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.

(3) Procedure

- (a) The property owner or their agent shall meet with the Zoning Administrator to explain their situation, learn the procedures, and obtain an application form.
- (b) The applicant shall file the completed application form together with the required exhibits with the Zoning Administrator and shall pay a filing fee as established by the City Council.
- (c) The Zoning Administrator shall transmit the application to the Planning Commission and shall notify all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.
- (d) The Zoning Administrator shall set the date for a public hearing and shall have notice of such hearing published at least once in the legal newspaper, not less than 10 days and not more than 30 days prior to said hearing.

- (e) The Planning Commission shall hold the public hearing and then shall study the application to determine possible adverse effects of the proposed Interim Use and to determine what additional requirements may be necessary to reduce such adverse effects. The Planning Commission shall recommend approval, denial, or conditional approval to the City Council.
 - (f) The City Council shall take appropriate action on the request for an Interim Use Permit after receiving the recommendations by the Planning Commission. If it grants the Conditional Use Permit, the City Council may impose conditions it considers necessary to protect the public health, safety, and welfare and such conditions may include a time limit for the use to exist or operate.
 - (g) No application of a property owner for an interim use shall be considered by the City within a 1 year period following a denial for such a request, except the City may permit a new application if in its opinion new evidence or a change in circumstances warrant it.
- (4) Termination of Interim Use
- An approved Interim Use Permit shall terminate upon the occurrence of any of the following events:
- (a) The termination date or termination event specified in the Interim Use Permit.
 - (b) Any violation of the conditions under which the interim use was approved.
 - (c) A change in the Unified Development Code which would render the interim use non-conforming.
 - (d) The interim use has been discontinued for at least 1 year.
- (5) Suspension or Revocation
- (a) The City Council may suspend or revoke an Interim Use Permit upon the failure of the permittee, owner, operator, tenant, or user to comply with the provisions of this Code, state or federal laws or regulations, or any condition established at the time of approval of the Interim Use Permit.
 - (b) The City Council may suspend or revoke an Interim Use Permit one year after approval if the proposed use has not commenced or a building permit for a structure to support the interim use has not been issued. An applicant and/or owner may apply to the Zoning Administrator for no more than one (1) time extension of up to 6 months for an unused Interim Use Permit.
 - (c) A suspension or revocation of an Interim Use Permit must be preceded by written notice to the permittee and a hearing. The notice must provide at

least 10 days' notice of the time and place of the hearing and must state the nature of the violations.

(G) Variances

(1) Criteria for Granting Variances.

A Variance to the provision of the Unified Development Code may be issued by the City Council to provide relief to the landowner in those cases where this Ordinance imposes practical difficulties to the property owner in the use of their land. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. No Variances shall be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. A Variance may be granted only in the event that all of the following circumstances exist:

- (a) The Variance is in harmony with the general purposes and intent of this Ordinance.
- (b) The Variance is consistent with the Comprehensive Plan.
- (c) The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance and the City Code.
- (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.
- (e) The Variance does not alter the essential character of the neighborhood.
- (f) That the Variance requested is the minimum Variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties.
- (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.

(2) Required Exhibits for Variances.

- (a) A survey of the property prepared by a land surveyor registered in the State of Minnesota if required by the Zoning Administrator
- (b) A preliminary building / site development plan showing the location of proposed structures for which a Variance is being requested.
- (c) Evidence of ownership of the property or enforceable option to purchase the property.
- (d) A narrative of the Variance request.
- (e) Additional information as required by the Zoning Administrator.

(3) Procedures

The procedures for obtaining a Variance from the regulations of this Ordinance are as follows:

- (a) The property owner or their agent shall meet with the Zoning Administrator to explain their situation, learn the procedures, and obtain an application form.
- (b) The applicant shall file the completed application form together with the required exhibits with the Zoning Administrator and shall pay a filing fee as established by the City Council.
- (c) The Zoning Administrator shall transmit the application to the Planning Commission and shall notify all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.
- (d) The Zoning Administrator shall set the date for a public hearing and shall have notice of such hearing published at least once in the legal newspaper, not less than 10 days and not more than 30 days prior to said hearing.
- (e) The Planning Commission shall hold the public hearing and then shall recommend to the City Council within 30 days approval, denial, or conditional approval.
- (f) No application of a property owner for a Variance shall be considered by the City within a 6 month period following a denial for such a request, except the City may permit a new application if in its opinion new evidence or a change in circumstances warrant it.
- (g) A violation of any condition set forth in granting a Variance shall be a violation of this Ordinance and automatically terminates the Variance.

(4) Suspension or Revocation

- (a) The City Council may suspend or revoke an approved Variance upon the failure of the permittee, owner, operator, tenant, or user to comply with the provisions of this Code, state or federal laws or regulations, or any condition established at the time of approval of the Variance.
- (b) The City Council may suspend or revoke an approved Variance 1 year after approval if the proposed use has not commenced or a building permit for a structure to support the conditional has not been issued. An applicant and/or owner may apply to the Zoning Administrator for no more than one time extension of up to 6 months for an unused Variance.
- (c) A suspension or revocation of an approved Variance must be preceded by written notice to the permittee and a hearing. The notice must provide at least 10 days' notice of the time and place of the hearing and must state the nature of the violations.

(H) Enforcement

- (1) Enforcing Officer. It shall be the duty of the Zoning Administrator and Building Official to cause the provisions of the Unified Development Code to be properly enforced through the proper legal channels.
- (2) Building Permit. No person shall construct, alter, demolish, or move any kind of structure or building or part thereof without first obtaining a building permit from the City.
- (3) Surveys.
 - (a) No person shall construct a new dwelling unit or new commercial or industrial structure on a property without submitting a certificate of survey prior to the commencement of any construction. The survey shall be approved by the Zoning Administrator, shall be in conformance with any approved grading plans for the subdivision in which the property is located, and shall comply with all provisions of the Unified Development Code. The certificate of survey shall be prepared by a land surveyor licensed in the State of Minnesota, and shall include the following information: legal description, boundary lines of the property, lot dimensions, scale, north arrow, existing spot elevations around the perimeter of the property and within the property, location and elevation of proposed dwelling unit or commercial structure, proposed elevations of property, easements of record, location of wetlands, trees, all other existing and proposed conditions on the property, and any other information necessary to establish compliance with the Unified Development Code or the availability of adequate utility capacity.
 - (b) No final foundation inspection will be performed or framing will be allowed by the City for a dwelling unit or commercial or industrial

structure unless the building permit holder has submitted and the Building Official has approved written verification by a registered land surveyor that the actual foundation elevation matches the approved foundation elevation within the acceptable tolerances of -0.2 feet and +0.5 feet.

- (c) No final certificate of occupancy for a dwelling unit or commercial or industrial structure will be issued by the City unless written verification by a registered land surveyor that the final (or as-built) grades for the site are consistent with the approved grading plan that has been submitted to the Building Official for approval. The permit holder must also submit written verification to the Building Official that the subject site contains the amount of topsoil required under Section 6.002 (U) of this Ordinance prior to issuance of a final certificate of occupancy. The topsoil amount verification does not need to be by a registered land surveyor.
- (4) **Site Plans.** A site plan shall be submitted with all building permit applications which result in an expansion of a structure, or for construction of any accessory building. The site plan shall be approved by the Zoning Administrator and shall comply with all provisions of this Ordinance. The site plan shall include the following information: legal description, boundary lines of the property, lot dimensions, north arrow, the size and location of existing structures, the size and location of proposed structures. In the event that the Zoning Administrator cannot verify all provisions of the Unified Development Code are being met based on the submitted site plan, the Zoning Administrator may require submittal of a certificate of survey and/or plans prepared by a professional engineer licensed in the State of Minnesota to verify items including but not limited to property lines, setbacks, grades, and utility locations.
- (5) **Review of Survey or Site Plan.** Upon receipt of any survey or site plan, the Zoning Administrator shall review it to determine whether it is in proper form, contains all of the required information, shows compliance with this and all other Ordinances of the City, and demonstrates the adequacy of utility service. The City shall inform the applicant as to any defect in form or required information, any violation of any provision of this or any other Ordinance, or the inadequacy of any utility, and any changes which would make the plan acceptable.
- (6) **State and Federal Permits.** Prior to the granting of a building permit, the Zoning Administrator shall determine that the applicant has obtained all necessary state and federal permits.
- (7) **Fees**
 - (a) The fees for a building permit, rezoning, Variance, amendment, Conditional Use Permit, or Interim Use Permit shall be established by the City Council. The City Council may review and revise the fee schedule periodically. The Zoning Administrator shall issue a building permit only

after the fee has been paid and a determination has been made that the building plans, together with the application, comply with the terms of the Unified Development Code.

- (b) Any person filing a petition for an amendment to the Unified Development Code, requesting a Variance, CUP, rezoning, IUP, etc., or requesting a change in regulations within any use district shall pay the prescribed fees according to the fee schedule before any work proposed may commence. The fee is payable at the time of filing a petition and is not refundable.
- (c) Municipal corporations and the City of New Prague shall be exempt from the fee requirements as prescribed by this Ordinance.

(I) Planned Unit Development (PUD) Overlay District

- (1) Purpose. The purpose of the Planned Unit Development (PUD) district is to offer an alternative to development as outlined in the residential, commercial, and industrial zoning districts. The PUD district provides for greater flexibility in the development and redevelopment process as compared to development under the definitive and precise requirements of the conventional zoning districts. The PUD district requires that the particular land to be developed can offer greater value to the City and can better meet the City's health, welfare, and safety requirements as a PUD than if that same land were to be developed as a conventional development. The PUD process provides for a joint planning/design effort by developers and City officials. A PUD may be multipurpose in nature so that not only may it be residential, commercial, or industrial, but also it may contain a combination of these uses. It is not the intent of this division to allow for reductions or waivers to the standard zoning district requirements solely for the purpose of increasing overall density, allowing the use of private streets, or allowing development that otherwise could not be approved, instead the purpose is to produce developments which provide additional benefits to the City.
- (2) Overlay. The PUD overlay district is a district that encompasses one (1) or more underlying zoning districts and that imposes additional requirements above that required by the underlying zoning district. All of the provisions of this Ordinance applicable to the original district within which the PUD is established shall apply to the PUD except as otherwise specifically provided in the approved final PUD plan.
- (3) Findings. The City Council finds that the City and its residents will benefit by creating a process which permits PUD developments which will allow for greater flexibility in the development of a parcel or property by tailoring the development to the site and neighborhood. Such benefits include but are not limited to:

- (a) Providing a flexible approach to development which is in harmony with the purpose and intent of the City's Comprehensive Plan and this Ordinance.
 - (b) More creative, efficient, and effective use of land, open space, and public facilities through mixing of land uses.
 - (c) Creating a sense of place and providing more interaction among people.
 - (d) Increasing economic vitality and expand market opportunities.
 - (e) Supporting long-term economic stability by strengthening the tax base, job market, and business opportunities.
 - (f) Increasing transportation options, such as walking, biking, or busing.
 - (g) Providing opportunities for life cycle housing to all ages.
 - (h) Providing more efficient and effective use of streets, utilities, and public facilities that support high quality land use development at a lesser cost.
 - (i) Enhanced incorporation of recreational, public, and open space components in the development which may be made more usable and be more suitably located than would otherwise be provided under conventional development procedures. The PUD district also encourages the developer to convey property to the public, over and above required dedications.
 - (j) Preserving and enhancing desirable site characteristics and open space and protection of sensitive environmental features including but not limited to steep slopes, wetlands, and trees. Where applicable, the PUD may also encourage historic preservation and the re-use and redevelopment of existing buildings.
 - (k) High quality of design compatible with surrounding land uses, including both existing and planned.
- (4) Flexibility. Approval of a PUD may allow the following:
- (a) Within a comprehensive site design concept, a mixture of land uses, housing types, and densities.
 - (b) Sensitivity. Through the departure from the strict application of required setbacks, yard areas, lot sizes, minimum house sizes, minimum requirements, and other performance standards associated with traditional zoning, PUDs can maximize the development potential of land while remaining sensitive to its unique and valuable natural characteristics.

- (c) Efficiency. The consolidation of areas for recreation and reductions in street lengths and other utility-related expenses.
- (d) Density transfer. The project density may be clustered, basing density on number of units per acre versus specific lot dimensions.
- (e) District integration. The combination of uses which are allowed in separate zoning districts, such as:
 - 1. Mixed residential allows both densities and unit types to be varied within the project.
 - 2. Mixed residential with increased density acknowledging the greater sensitivity of PUD projects; regulation may provide increased density on the property if a PUD is utilized.
 - 3. Mixed land uses with the integration of compatible land uses within the project.
- (5) Allowed Uses. Uses allowed within a PUD district are limited to those uses allowed in the underlying zoning unless deviations are specifically set forth in the PUD plan. Performance standards for each PUD shall be as provided in the underlying zoning district unless deviations are specifically set forth in the PUD plan. All use and performance standard deviations shall become permitted upon approval of the final PUD plan by the City Council.
- (6) Review Standards. The City shall consider a proposed PUD district from the point of view of all standards and purposes of the comprehensive land use plan to achieve a maximum coordination between the proposed development and the surrounding uses, the conservation of woodland, and the protection of health, safety, and welfare of the City and residents of the PUD. To these ends, the City Council shall consider the location of the buildings, compatibility, parking areas, and other features with respect to the topography of the area and existing natural features such as streams and large trees; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the adequacy and location of green areas; the adequacy, location, and screening of parking areas; and such other matters as the City Council may find to have a material bearing upon the stated standards and objectives of the comprehensive land use plan. In reviewing a PUD plan, the City Council must also consider the compatibility of the development with the shoreland and floodplain overlay district requirements.
- (7) Minimum PUD Eligibility Requirements.
 - (a) Minimum size requirement. In order to utilize a PUD, the proposed site shall consist of a parcel or contiguous parcels of land in common ownership 10 acres or more in size. An owner of a tract of land less than

10 acres may apply to the City Council for an exception to the 10 acre requirement in subsection (b) below.

- (b) Exception to 10 acre requirement. An applicant seeking an exception to the 10 acre requirement shall, prior to submission of a preliminary PUD plan, submit a concept plan for review and approval by the City Council pursuant to the procedure for concept plans set forth in this Ordinance. The City Council shall decide, based upon the criteria set forth below, whether to authorize the City Staff to accept and process an application for a preliminary PUD plan for the proposed project:
 - 1. The proposed project meets all other criteria for a PUD except the acreage requirement.
 - 2. There are unique circumstances that prohibit the applicant from assembling 10 contiguous acres.
 - 3. The proposed project is consistent with the goals and objectives of the Comprehensive Plan.
 - 4. The applicant intends to provide for greater parks, open space, trails, or public areas than required by this division.
- (c) Additional requirements. The City may impose additional restrictions or requirements on land developed under the PUD process. The requirements shall be set forth in the final PUD plan approved by the City Council. The City Council shall make specific findings that the restrictions or requirements being imposed furthers, addresses, promotes, or protects the general welfare, public safety, aesthetics, neighborhood character, environmental features, or property values. These additional requirements may include but are not limited to traffic, traffic signals, parking, buffer yards, landscaping, noise, lighting, hours of operation, architectural design, and off-site road and utility improvements.

(8) PUD Submission Requirements

- (a) Concept Plan.
 - 1. An applicant may choose to submit a concept plan to the Zoning Administrator prior to submission of a preliminary plat. The purpose of such a concept plan is to inform the applicant of the procedural requirements and minimum standards of this Ordinance, and the requirements or limitations imposed by this Unified Development Code or City plans or policies. The Zoning Administrator, along with other City Staff, will review the concept plan and discuss any foreseeable problems or issues with the applicant. These discussions of the concept plan shall be advisory

and are not binding in regard to any subsequent plat review. The Zoning Administrator, notably in the case of multi-phased plats, shall have the authority to refer the concept plan to the Planning Commission or City Council for informal, nonbinding review and comment.

2. An application for review of a concept plan shall include but not be limited to the following:
 - a. A completed application on the form provided by the City which shall include the name, address and telephone number of the subdivider and the property owner, the location of the property, a description of the proposed subdivision, and a working name for the proposed subdivision.
 - b. The required filing fees as established by the City Council and set forth in the City fee schedule.
 - c. A digital copy of the concept plan at a scale not less than one (1) inch equals 100 feet.
 - d. Concept plan showing the following:
 - i. Plat boundary.
 - ii. North arrow.
 - iii. Scale.
 - iv. Street layout on and adjacent to plat.
 - v. Designation of land use and current or proposed zoning.
 - vi. Significant topographical or physical features.
 - vii. General lot locations and layout.
 - viii. The City may request any other information deemed necessary to determine the impact of the proposed PUD on the health, safety, and welfare of the property in the City and City residents.

(b) Preliminary PUD Plan

1. Required. A preliminary PUD plan is required before an applicant can apply for a final PUD plan and before the proposed development can proceed. The preliminary PUD plan shall show the basic intent and the general nature of the entire development.

2. Application for preliminary PUD plan approval. An application for preliminary PUD plan approval shall be on a form provided by the City and shall include all of the following information:
 - a. The name, address, telephone number, and email address of the applicant and property owner, if different.
 - b. The comprehensive land use plan designation of the property in question.
 - c. The zoning districts in which the PUD is proposed to be located.
 - d. All information required for consideration and approval of a preliminary plat if a plat is necessary.
 - e. A general development plan including the following:
 - i. Site conditions and existing development on the subject property and immediately adjacent properties.
 - ii. General location of residential and nonresidential land uses with approximate type and intensities of development
 - iii. Overall maximum PUD density range.
 - iv. The proposed type, size, and location of all dwelling units if dwelling units are proposed.
 - v. The general size, location, and use of any proposed non-residential buildings on the site.
 - vi. All public streets, entrance and exit drives, and walkway locations.
 - vii. Parking areas.
 - viii. Landscaped areas.
 - ix. Parks and open spaces, public plazas, and common areas.
 - x. Site dimensions.
 - xi. Generalized drainage and utility plans.
 - xii. Any other information the City may request to determine whether the proposed project meets the requirements of this division.

- xiii. A narrative explaining how the PUD will meet the stated purposes and objectives of this division.
 - f. Generalized phasing plan for the project, including the geographical sequence of construction and the number of dwelling units or square footage of nonresidential property to be constructed in each phase.
 - g. If determined necessary by the City Administrator, City Council, or City's Traffic Impact Study Guidelines, a traffic study containing, at a minimum, the total and peak hour trip generation from the site at full development, the effect of this traffic on the level of service of nearby and adjacent streets and intersections, and total parking requirements.
 - h. A statement showing how the PUD will meet the stated purposes and objectives of this division.
 - i. If deemed necessary by the Zoning Administrator or City Council, a market study prepared within the 6 months prior to the application identifying the market area of the project and the demand trends within the area.
3. Procedure for approval of a preliminary PUD plan.
- a. The application shall be submitted to the Zoning Administrator. The application shall be reviewed by the City Staff and a report concerning the application shall be submitted to the Planning Commission for its consideration within 30 days of receipt of all material required by this division for review of the application.
 - b. The Planning Commission shall hold a public hearing. The Planning Commission may continue the public hearing, if necessary. The Planning Commission shall make a recommendation on the preliminary PUD plan to the City Council within 60 days of the date a complete application, including all of the necessary submittals and application fee as identified in the City fee schedule, was received by the City. If the Planning Commission fails to make a recommendation within the 60-day period, the City Council may then consider the preliminary PUD plan without the Planning Commission's recommendation.
 - c. The City Council may approve the preliminary PUD plan in whole or in part, may approve the preliminary PUD plan subject to conditions, may deny the preliminary PUD plan, or may

continue consideration of the preliminary PUD plan for further investigation at a later date.

- d. The City Council shall render a decision regarding the preliminary PUD plan application within 60 days of a complete application unless the timeline is extended as authorized under MN State Statute 15.99. The City Council shall approve a resolution including findings of fact for the basis of its decision.
 - e. No application of a property owner for a preliminary PUD shall be considered by the City within a 1 year period following a denial for such a request, except the City may permit a new application if in its opinion new evidence or a change in circumstances warrant it.
 - f. Effect of approval by the City Council of a preliminary PUD plan. City Council approval of the preliminary PUD plan with or without modification shall constitute zoning approval as well as permission to file the application for a final plan or plans. The approved preliminary PUD plan shall serve as the basis for all future development within the project area unless substantially modified according to the same procedures required for initial approval; however, such preliminary PUD plan approval shall not constitute permission to initiate site improvement or building construction. Such activities must await final PUD plan and building permit approvals.
4. Zoning map amended. The official zoning map of the City shall be revised to incorporate the new PUD overlay designation.

(c) Final PUD Plan

- 1. Requirements. The final PUD plan conveys essentially the same information as the approved preliminary PUD plan in a more specific and complete manner. The approved final PUD plan is the permanent public record of the PUD, may consist of all or a portion of, but no more than, the area encompassed by the preliminary PUD plan, and shall include revisions of the preliminary PUD plan as directed by the Planning Commission or City Council. The final PUD plan shall implement the development objectives established by the approved preliminary PUD plan and may be submitted in project stages with separate final PUD plans for portions of the PUD.
- 2. Application for a final PUD plan. The final PUD plan, consisting of the entire site or at a minimum the first phase of the total

development, shall be submitted for approval within 12 months after City Council approval of a preliminary PUD plan unless a written request for a time extension is submitted by the applicant and approved by the City Council. The application for final PUD plan approval shall be on a form provided by the City and shall include all of the following information:

- a. The name, address, telephone number and email address of the applicant and property owner, if different.
- b. A detailed site plan, drawn to scale and suitable for recording, showing the location of all structures, including their placement, size, and type as well as streets, parking areas and stall arrangement, walkways and other pedestrian facilities, parking calculations, and open space, including plazas and commons. The site plan shall conform to the approved preliminary PUD plan.
- c. A final plat which meets the requirements of the City subdivision regulations, if required.
- d. A landscape plan showing the location, size, and species of all plant materials, a landscaping irrigation system plan, and all other non-vegetative landscaped features.
- e. A utility plan showing the location and size of all on-site utilities and easements as well as stormwater runoff calculations for both the predevelopment and post-development conditions of the site.
- f. Building plans at a level of detail necessary to allow parking calculations to be made.
- g. Building elevation drawings showing architectural details and proposed building materials.
- h. Any deed restrictions, covenants, agreements, and articles of incorporation and bylaws of any proposed homeowners' associations or other documents or contracts which control the use or maintenance of property covered by the final PUD plan.
- i. A final phasing plan, if phasing is proposed, indicating the geographical sequence and timing of the development of the plan or portions thereof, including the estimated date of beginning and completion of each phase.

- j. Any other information which the City in its sole discretion may require to fully illustrate and document the intention and character of the final PUD plan.
3. Procedure for approval of a final PUD plan.
 - a. The application shall be reviewed by the City Staff and a report concerning the application shall be submitted to the City Council for its consideration.
 - b. The City Council shall render a decision regarding the final PUD plan application. The City Council shall adopt a resolution including findings of fact for the basis of its decision within 60 days of a complete application unless timeline is extended as authorized under MN State Statute 15.99.
 4. Conditions of approval by the City Council for a final PUD plan. Any final PUD plan approved by the City Council is deemed a conditional approval and shall not be valid until all of the following requirements are met:
 - a. Development agreement. The City and developer of a PUD shall execute a development agreement which shall incorporate the resolution approving the final PUD plan and all conditions set forth in the resolution approving the final PUD plan. The development agreement shall require the developer to provide an irrevocable letter of credit provided by a financial institution and approved as to form by the City Attorney. The letter of credit shall reference the development agreement and be in an amount sufficient to ensure the provision or development of improvements called for by the development agreement.
 - b. Operating and maintenance requirements for common areas. If certain land areas or structures within the PUD are designated for recreational use, public plazas, open areas, or service facilities, the owners of such lands shall execute appropriate documents in a form acceptable to the City which ensure the continued operation and maintenance of such areas or facilities. These common areas may be placed under the ownership and control of the property owner; or of homeowners' association, if all of the following conditions are met:
 - i. The homeowners' association must be established prior to the sale of any property in the PUD.
 - ii. Membership must be mandatory for each owner and successive buyer.

- iii. The open space restrictions must be permanent.
 - iv. The association must be responsible for liability insurance, taxes, and maintenance.
 - v. The landowner must pay its pro rata share of an assessment levied by the association, and that share, if unpaid, must become a lien on the property owned by the landowner.
 - vi. The association must be able to adjust the assessment to meet changed needs.
5. Effect of approval by the City Council of a final PUD plan.
- a. Effect of final PUD approval. Except if an amendment has been approved as set forth in Section 3.002 (I) (8) (d), no building permit shall be issued, nor shall any development occur on land which does not conform to the approved final PUD plan.
 - b. Review. If substantial development has not occurred within 12 months after approval of the final PUD plan, the City Council may instruct the Planning Commission to initiate rezoning to the original zoning district. It shall not be necessary for the City Council to find that the rezoning to the PUD overlay district was in error. The applicant may submit a request for a time extension in writing. The City Council may suspend or revoke a final PUD 1 year after approval if the proposed use has not commenced or a building permit for a structure to support the final PUD has not been issued. An applicant and/or owner may apply to the Zoning Administrator for no more than one (1) time extension of up to 6 months for an unused Variance.
 - c. Changes in official controls. Upon approval by the City Council of a final PUD plan, the subject area shall be governed by the conditions, provisions, and restrictions of the approved final PUD plan and development agreement. For 2 years following final PUD plan approval, unless the developer and the City agree otherwise, no amendment to the City's Comprehensive Plan or Unified Development Code shall apply to or affect the use, development density, lot size, lot layout, or dedication required or permitted by the approved final PUD plan.
- (d) Amendments. Development of land which does not conform to the approved preliminary or final PUD plan shall only be allowed after one (1) of the following occurs:

1. Minor amendments.
 - a. Minor amendments to a preliminary or final PUD plan include but are not limited to:
 - i. Increases in conformity with this division's requirements.
 - ii. Decreases in residential density, leasable floor area, building height, impervious surface, or required parking, provided such decreases have a minimal impact on the overall character of the approved final PUD plan as determined by the Zoning Administrator.
 - iii. Minor building additions and floor plan modifications that do not increase parking requirements or reduce usable open space.
 - iv. Changes that are specified as minor amendments in the approved development agreement.
 - b. Minor amendments to a preliminary or final PUD plan require approval by the City Council. Minor amendments may be authorized administratively if the Zoning Administrator determines the amendments will have a minimal impact on the overall character of the approved final PUD plan and does not require the adjustment or relocation of property lines.
2. Major amendments.
 - a. Major amendments to a preliminary or a final PUD plan include but are not limited to:
 - i. Changes in approved use classifications.
 - ii. Changes to the approved final plat.
 - iii. Increases in residential density, leasable floor area, building height, or required parking.
 - iv. Reductions in usable open space.
 - v. Any changes that are anticipated to result in off-site impacts as determined by the Zoning Administrator.
 - b. Major amendments to a preliminary or a final PUD plan may be made only after a public hearing conducted by the Planning Commission which must be preceded by notice to all property owners within 500 feet of the subject property. Major

amendments become effective only after adoption by the City Council by Ordinance and recording as amendments to the final PUD plan. The development agreement may also be amended if necessary.

- (e) Vote approving PUD. The approval of a preliminary PUD plan, a final PUD plan, and minor or major amendments shall require an affirmative vote of two-thirds of all the members of the City Council. The approval of minor amendments which the Zoning Administrator has determined to require the approval of the City Council will require a majority vote of all the members of the City Council.
- (f) Fees and reimbursements for City costs. Fees for a PUD shall be set by the City Council in the City fee schedule. PUDs shall also be subject to reimbursements for City costs, including enforcement, engineering, consulting, and legal fees.

(J) Traffic Impact Studies

Traffic Impact Studies are used to evaluate the interaction between existing transportation infrastructure and proposed land development projects. The basic premise is that land development generates new traffic that will travel on the adjacent roadway systems and that the amount of traffic and the relative impact to the system is predictable.

The need for a Traffic Impact Study for a proposed development will be determined based on the City’s adopted Traffic Impact Study Guidelines and Process as identified in the UDC, as amended. This document identifies trigger points at which a Traffic Impact Study will be required, and if required, what steps must be included in the analysis. Proposed development that will impact the surrounding transportation system below an unacceptable level of service may be denied by the City or mitigation measures may be required which will improve the level of service to an acceptable level.

(K) Administrative Permits

- (1) An administrative permit shall be required for the following activities:
 - (a) Fences.
 - (b) Accessory structures under 200 square feet.
 - (c) Solar energy system that does not require a building permit.
 - (d) Other activities as identified by this Unified Development Code.
- (2) An application for an administrative permit shall be filed with the Zoning Administrator and shall include the following:
 - (a) Complete application form.

- (b) Application fee.
 - (c) Project description. A written summary of the proposed use or activity.
 - (d) Proposed site plan.
 - (e) Other information as required by the Zoning Administrator.
- (3) Review and Approval
- (a) The Zoning Administrator shall review the application for completeness and conformance with applicable zoning requirements.
 - (b) The Zoning Administrator may approve, approve with conditions, or deny the application. Conditions may be imposed to ensure compliance with zoning standards and to mitigate potential impacts.
- (4) Expiration
- (a) The Zoning Administrator may suspend or revoke the permit 1 year after approval if the proposed use has not commenced. An applicant and/or owner may apply to the Zoning Administrator for no more than one (1) time extension of up to 6 months for an unused administrative permit.

§ 3.003 VIOLATIONS AND PENALTIES

- (A) Violation of any provisions of this Ordinance shall be a misdemeanor.
- (B) In the event of a violation or a threatened violation of this Ordinance, the City Council, or any member thereof, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, correct, or abate such violations or threatened violations and it is the duty of the City Attorney to institute such action.
- (C) Any taxpayer may institute mandamus proceedings in District Court to compel specific performance by the proper official or officials of any duty required by this Ordinance.

§ 3.004 FILING AND RECORDING

(A) Restrictions on Filing and Recording Conveyances

Upon the adoption of this Ordinance, no conveyance of land to which this Ordinance is applicable shall be filed or recorded, and no building permit shall be issued for construction or alteration on any property, if the land is described in the conveyance is by metes and bounds, or by reference to an unapproved registered land survey, or to an unapproved plat made after the effective date of this Ordinance. The foregoing provisions do not apply to a conveyance if the land described:

- (1) Was a separate parcel of record April 1, 1945, or the date of adoption of subdivision regulations under Laws 1945, Chapter 287, whichever is the latter, or
- (2) Was the subject of a written agreement to convey entered into prior to such time, and the instrument showing the agreement to convey was recorded in the office of the Registrar of Deeds within 1 year of such agreement, or
- (3) Was a separate parcel of not less than two and one half (2 ½) acres in area and 150 feet in width on January 1, 1966, or
- (4) Was a separate parcel of not less than five (5) acres in area and 300 feet in width on July 1, 1980, or
- (5) Is a single parcel of commercial or industrial land of not less than five (5) acres and having a width of not less than 300 feet and its conveyance does not result in the division of the parcel into two (2) or more lots or parcels, any one (1) of which is less than five (5) acres in area or 300 feet in width, or
- (6) Is a single parcel of residential or agricultural land of not less than 20 acres and having a width of not less than 500 feet and its conveyance does not result in the division of the parcel into two (2) or more lots or parcels, any one (1) of which is less than 20 acres in area or 500 feet in width.

In any case in which compliance with the foregoing restrictions will create an unnecessary hardship and failure to comply does not interfere with the purpose of the subdivision regulations, the City Council may waive such compliance by adoption of a resolution to that effect, and the conveyance may then be filed or recorded.

(B) Concept Plan

In order to ensure that all subdividers are informed of the procedural requirements and minimum standards of this Ordinance and the requirements or limitations imposed by other City Ordinances, prior to the filing of a preliminary plat, all subdividers shall present a concept plan to the City. The application fee shall be as indicated on the official City fee schedule.

- (1) Contents of plans. Concept plans shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout, proposed general lot layout including outlots and park dedication, and any zoning changes.
- (2) Informal consideration. Such concept plans will be considered as submitted for informal review and discussion between the subdivider, Zoning Administrator, and the Planning Commission. Submission of a concept plan shall not constitute formal filing of a plat with the Community Development Department. The Planning Commission shall also review the concept plan at a regularly scheduled meeting and provide comment unless the developer requests otherwise. Any comments or recommendations for modifications made by Zoning Administrator or the Planning Commission are advisory only and shall not constitute approval or a commitment to approve. No formal action will be taken by the Planning Commission or the City Council during concept plan review.
- (3) Modifications. As soon as may be practical on the basis of a concept plan, the Zoning Administrator will informally advise the subdivider of the extent to which the proposed subdivision conforms to the design standards of this Ordinance and will discuss possible plan modifications that are necessary to secure conformance.
- (4) The Zoning Administrator may determine that concept plan review with the Planning Commission is not necessary because of a small number of lots, no public land dedication, or other reasons at the discretion of the Zoning Administrator.

§ 3.005 MINOR SUBDIVISIONS

- (A) Application. A minor subdivision shall constitute any of the following:
- (1) The addition of a parcel of land to an abutting parcel.
 - (2) The division of a lot from a larger tract of land that creates no more than two (2) lots out of the original lot. The parcels of land must not have been part of a minor subdivision within the last 5 years.
 - (3) The division of a base lot upon which a two family dwelling, townhouse, four-plex, or any other multi-family unit which is a part of a recorded plat where the purpose of the division is to permit individual private ownership of a single dwelling unit within the structure. The newly created property lines must not cause any of the unit lots or the structure to be in violation of this Ordinance.
 - (4) The consolidation of two (2) or more platted lots into one (1) parcel.
- (B) Contents and data required.
- (1) Certificate of survey. The requested minor subdivision shall be prepared by a professional land surveyor in the form of a certificate of survey. The survey shall contain a legal description for the parcels to be created. An electronic version of the survey shall be submitted to the Zoning Administrator.
 - (2) Property description and submission information. The data and supporting information detailing the proposed minor subdivision shall be the same as required for a preliminary plat as described in Section 3.006 (B) of this Unified Development Code. Exceptions may be granted by the Zoning Administrator in writing.
- (C) Design standards. The minor subdivision must conform to all design standards as specified in Section 6.003 of this Unified Development Code. Any proposed deviation from the design standards shall require the processing of a Variance request.
- (D) Processing.
- (1) If the minor subdivision involves property which has been previously platted, or the property is greater than 10 acres in total area, the Zoning Administrator may administratively approve the application, provided that it complies with applicable provisions of this Ordinance.
 - (2) In all other instances, the procedures for review and approval of plats set forth in this chapter must be followed, including approval by the City Council.
- (E) Filing. The Zoning Administrator shall be authorized to stamp and sign the deed or registered land survey as meeting the requirements of the City. The survey or deed shall be filed and recorded at the Office of the County Recorder within 30 days of approval.

§ 3.006 PRELIMINARY PLAT

Pursuant to Minnesota Statutes Section 462.358, an application for a preliminary plat shall be approved or denied by the City Council within 120 days from the date of its official and complete submission, as approved by Zoning Administrator. All findings to support the decision of the City Council to approve or deny the application must be approved and adopted by the City Council within that 120-day period unless an extension of the review period has been agreed to by the subdivider.

(A) Procedure.

- (1) **Filing.** An electronic copy of the preliminary plat shall be filed with the Zoning Administrator at least 3 weeks prior to the regular Planning Commission meeting, at which time the plat is to be considered, together with the fully completed application, proof of ownership or ownership interest (option, etc.), and application fee. When a proposed subdivision is outside of the City limits, an abstracter's certified property certificate showing the property owners within 350 feet of the outer boundary of the proposed subdivision must be submitted.
- (2) **Variances.** Any necessary applications for Variances from the provisions of this or other applicable code provisions must be filed with the Zoning Administrator before the preliminary plat will be considered complete and officially filed.
- (3) **Application fee.** The application fee shall be as set by the City Council, to be used for the expenses of the City in connection with the approval or disapproval of said plans.
- (4) **Rezoning.** If the property must be rezoned for the intended use, an application for rezoning, pursuant to the procedure in the Unified Development Code, must be filed with the preliminary plat application.
- (5) **Review by the Zoning Administrator.** Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Zoning Administrator and other appropriate Department Directors shall examine the plat for compliance with this Ordinance and other Ordinances of the City. The Zoning Administrator will submit a written report to the Planning Commission incorporating all pertinent comments.
- (6) **Review by the Planning Commission.**
 - (a) The Planning Commission shall conduct a public hearing to accept public input on the proposed preliminary plat at its first regular meeting after the application has been filed in accordance with the procedure outlined above. Notice of said hearing shall be published in the official City newspaper at least 10 days prior to the hearing. Mailed notice of this hearing shall be sent to surrounding property owners within 350 feet, each

utility company, the City Attorney, City Engineer, and to the following, if appropriate:

1. Minnesota Department of Transportation if the proposed subdivision includes land abutting an established or proposed trunk highway.
 2. County Engineer if the proposed subdivision includes land abutting a county or county state-aid highway.
 3. Department of Natural Resources if the proposed subdivision adjoins a water of the state.
- (b) The Planning Commission shall consider the preliminary plat together with the reports from the Zoning Administrator and consultants and public input. The Planning Commission shall formulate a recommendation concerning the preliminary plat within 30 days of the conclusion of the public hearing, and shall promptly transmit it to the City Council together with one (1) copy of the application and the staff report. If no recommendation is received by the Planning Commission within 30 days of the conclusion of the public hearing, the City Council may take action without a recommendation.
- (7) Review by the Park Board. The Park Board shall make a recommendation to the Planning Commission and City Council as to the location, size, and type of park improvements and sidewalk/trail systems proposed. If the City Council grants approval of the preliminary plat prior to review by the Park Board, such approval shall be contingent on review by the Park Board.
 - (8) Action by the City Council. The recommendations of the Planning Commission and Park Board on the preliminary plat shall be considered by the City Council, and the City Council shall approve, disapprove, or conditionally approve the preliminary plat. If the City Council disapproves said plan, the grounds shall be set forth in the proceedings of the City Council and reported to the subdivider. The City Council shall also act on the approval or disapproval of any Variances requested by the subdivider and the method of financing and constructing the required public improvements. Notice of the action(s) taken by the City Council shall be forwarded to the subdivider.
 - (9) Term of approval. Approval of the preliminary plat shall be effective for a period of 12 months unless an extension up to 6 months is granted by the City Council. The subdivider may file a final plat limited to such portion of the preliminary plat as the subdivider proposes to record and develop at the time, provided that such portion conforms to all requirements of this Ordinance. If some portion of the final plat has not been submitted for approval within 12 months, a new application

for preliminary plat approval must be submitted along with an application fee for review.

- (10) Preliminary approval. Approval of the preliminary plat shall not be construed to be approval of the final plat. Subsequent approval will also be required of the engineering proposals pertaining to water supply, storm drainage, sewage disposal, grading, gradients, and roadways widths by the Public Works Department, City Engineer, and other governmental agencies having jurisdiction prior to the approval of the final plat by the City.
- (11) Drainage. No plat will be approved for a subdivision which is subject to periodic flooding, that contains poor drainage facilities, and would make adequate drainage to the streets and lots impossible. However, if the subdivider agrees to make improvements that will, in the opinion of the City Engineer, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. Subdivisions along any waterway must show the 100-year flood line on the preliminary plat.

(B) Data Required for Preliminary Plat

Any owner desiring to subdivide a piece of land in the City shall submit to the Community Development Department a digital copy of the preliminary plat, a completed application, the application fee as identified in the City fee schedule, and written documents containing the following information:

- (a) Identification and description.
- (b) The name of the proposed subdivision. Said subdivision name shall not duplicate or nearly duplicate the name of any other subdivision in the county unless the proposed subdivision is an addition to an existing subdivision.
- (c) The legal description of the land contained within the subdivision, including the total acreage of the proposed subdivision.
- (d) The names, addresses, and telephone numbers of all owners of the property.
- (e) An indication as to which parcels are registered or abstract property.
- (f) The name, address, telephone number, professional license number, and seal of the professional land surveyor or engineer who made, or under whose supervision was made, the survey of the proposed subdivision.
- (g) The date of the survey and revision dates for all subsequent submissions.
- (h) A graphic scale or plat, not less than one (1) inch equal to 100 feet.
- (i) Existing and proposed covenants, easements, liens, or encumbrances.

- (j) Elevation benchmarks used for the topographic survey, which match the applicable county's coordinates.
 - (k) Reference to the coordinate system used for the survey.
 - (l) Survey shall be prepared by a land surveyor registered in the State of Minnesota.
- (2) Existing conditions.
- (a) A vicinity map at a scale acceptable to the Community Development Department showing the relationship of the proposed subdivision to adjacent properties, roads, rights-of-way, and other property and subdivisions within 500 feet of the proposed subdivision, and the relation of the plat to the surrounding zoning districts.
 - (b) All existing monuments and markers found and set.
 - (c) The location, names, and widths of all existing streets, roads, and easements within the proposed subdivision and adjacent thereto.
 - (d) The approximate boundaries of all areas subject to inundation or storm water overflow, and the location, width, and direction of flow of all watercourses.
 - (e) The approximate location of tree cover and general identification of size and types thereof.
 - (f) The location and size when ascertainable of all existing structures, wells, overhead and underground utilities, railroad lines, municipal boundaries, section lines, township lines, and other important features existing upon, over, or under the land proposed to be subdivided.
 - (g) The location of soil test holes, together with data regarding soil bearing qualities, etc., attesting to the suitability of soils for the specific uses proposed in the subdivision.
 - (h) North arrow and scale.
 - (i) Existing contours, at two-foot intervals if required by the Planning Commission for a zero to 5% slope: five-foot intervals for slopes exceeding 5% up to 30%: 10-foot intervals for slopes in excess of 30%; and spot elevations to determine the general slope of the land, and high and low points thereof. Said contours and elevations shall be based upon a datum acceptable to the City Engineer.
 - (j) Areas in the plat which have been designated as wetlands or floodplains by the Department of Natural Resources.

- (3) Proposed conditions.
- (a) The boundaries of all blocks and lots within the proposed subdivision, together with the numbers and letters proposed to be assigned each lot and block.
 - (b) The total number of proposed lots and outlots with a table of their sizes that includes a listing of the minimum, maximum, and average sizes.
 - (c) The layout of proposed streets showing right-of-way widths, centerline grades of streets, and proposed street names.
 - (d) The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the preliminary map or on the vicinity map, as appropriate.
 - (e) Provisions for surface water disposal, ponding, drainage, and flood control.
 - (f) Where the subdivider owns property adjacent to that which is being proposed for subdivision, the subdivider must submit a sketch plan or ghost plat of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision. In any event, all subdivisions must relate well with existing or potential adjacent subdivisions.
 - (g) Proposed pad elevations on each lot. Pad elevations shall ensure a 2% minimum grade from the structure and along all drainage ways.
 - (h) Minimum front, side, and rear setback lines on each lot. When lots are on a curve, the width of the lot at the building setback line shall be shown.
 - (i) Minimum building setbacks to wetlands as specified in the City's Unified Development Code.
 - (j) The location, size, and proposed improvements for proposed parks, playgrounds, and public open spaces; or other special uses of land to be considered for dedication to public use or to be reserved by deed of covenant for the use of all property owners in the subdivision and any conditions of such dedication or reservation.
 - (k) Proposed right-of-way widths of any alleys, pedestrian ways, trails, drainage easements, utility easements, and wetland or conservation easements.
 - (l) Preliminary utility plan including the proposed sizes and locations of water, sanitary sewer, and storm water facilities. Utility plans shall be prepared by a professional engineer licensed in the State of Minnesota.

- (m) Preliminary grading and drainage plan which shows existing and proposed contours, including the types of buildings proposed to be constructed on the lots, i.e. FB = Full Basement, SE L/O = Split Entry Lookout, SE W/O = Split Entry Walkout, or FB W/O – Full Basement Walkout. Grading plans shall be prepared by a professional engineer licensed in the State of Minnesota.
- (4) Supplemental information. Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the Community Development Department, consultants, advisory bodies, or the City Council. If zoning changes are contemplated, the proposed zoning plan for the area, including dimensions, shall be shown. Such proposed zoning plan shall be for information only and shall not vest any rights in the subdivider.

§ 3.007 FINAL PLAT

(A) Procedure for Submittal and Review

The procedure for submittal and review of the final plat shall be as follows:

- (1) **Filing.** The final plat shall be submitted, along with an application for approval of the final plat and the application fee, as established in the City fee schedule, at least 3 weeks prior to a Planning Commission meeting at which consideration is requested. The final plat shall be reviewed separately from the preliminary plat unless the City agrees to review the preliminary and final plats simultaneously. The final plat shall incorporate all changes, modifications, and revisions required by the City during the preliminary plat review process. Otherwise, the final plat must conform to the preliminary plat. If the final plat is not submitted within 12 months of the date that the City Council approved the preliminary plat, the approval of the preliminary plat shall be considered void unless time has been extended by the City Council.
- (2) **Compliance with laws.** All final plats shall comply with the provisions of Minnesota Statutes, the requirements of this Ordinance, and the City Code.
- (3) **Certification.** The subdivider shall submit with the final plat a current abstract of title, title opinion, registered property certificate, or other such evidence as the City Attorney may require showing title or control in the subdivider's name.
- (4) **No monies owing.** The subdivider shall submit with the final plat application, certification to the City that there are no delinquent property taxes, special assessments, or City utility fees due upon any of the parcels of land to which the subdivision application relates.

(B) Review of Final Plat

- (1) **Staff review.** The City shall refer copies of the final plat to the City Engineer, for review of engineering standards and specifications, and to utility companies. The abstract of title, title opinion, registered property report, or other such evidence of ownership shall be submitted to the City Attorney for examination and report. The subdivider shall reimburse the City for the fees of the City Engineer and City Attorney.
- (2) **Review by other agencies.** Review by all other appropriate agencies that have jurisdiction within or adjacent to the final plat is required. Agencies may include but are not limited to the Minnesota Pollution Control Agency, Scott and Le Sueur County Highway Engineers, Scott and Le Sueur County Soil and Water Conservation Districts, the Army Corps of Engineers, the Minnesota Department of Transportation, and the Department of Natural Resources.

- (3) Review by the Planning Commission. A recommendation of approval, approval with conditions, or denial of the final plat will be forwarded to the City Council after the meeting of the Planning Commission at which such plat was considered.
- (4) Action by the City Council.
 - (a) After review of the final plat by the Planning Commission, such final plat, together with the recommendations of the Planning Commission, shall be submitted to the City Council for action. If approved, the final plat shall be approved by resolution, which resolution shall provide for the City's acceptance of all streets, alleys, easements or other public ways, parks, or other open space dedicated for public purposes. If disapproved, the grounds shall be set forth in a City Council resolution, and the resolution shall be provided to the subdivider.
 - (b) No final plat shall be approved that:
 - 1. Does not conform to the preliminary plat.
 - 2. Does not meet the design standards and engineering specifications set forth in this Ordinance.
 - 3. Does not have the required documents calling for means to finance the public improvements as well as other required data.
- (5) Recording. If the final plat is approved by the City Council, the subdivider shall record it with the County Recorder's Office within 120 days after the date of approval; otherwise the approval shall be considered void unless the Council grants an extension.
- (6) Recording final plats of multi-phased plats. If a subdivider plans to develop a subdivision in stages over a period of time, the City Council must approve a staging plan for the development of the subdivision. The staging plan must be submitted as part of the final plat application. The approved staging plan will be incorporated into the development agreement. Future phases of the subdivision must be platted as outlots on the final plat. If a subdivision is final platted in stages, all stages must be final platted into lots and blocks, not outlots, within three years after the approval of the preliminary plat unless otherwise provided in the development agreement. Failure to obtain final plat approval for all phases of the subdivision within the three-year period or within the timelines of the approved staging plan shall render the remaining stages of the original preliminary plat void.

(C) Contents of Final Plat

When a final plat is approved, it shall include the following:

- (1) Name of plat.
- (2) Financial security to ensure completion of improvements, as provided for in this Ordinance.
- (3) Evidence that ground water control is at least five (5) feet below the level of finished grades of plan in order to avoid any ground water problems.
- (4) Any supplemental engineering data required by the City Engineer.
- (5) Data required by the County Surveyor.
- (6) Accurate angular and lineal dimensions for all lines, angles, and curvatures used to describe boundaries, streets, easements, areas to be reserved for public use, and other important features.
- (7) Dimensions of lot lines shown in feet and hundredths.
- (8) When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the width of the building setback lines shall be shown.
- (9) All lots and blocks must be clearly numbered, shown in the center of each area.
- (10) True angles and distances tied to the nearest established street line or official monuments (not less than three (3)) which shall be accurately described on the plat.
- (11) City, county, or section lines that are accurately tied to the lines of the subdivision by distances and angles.
- (12) Complete curve data, including radii, internal angles, points and curvatures, tangent bearings, and lengths of all arcs.
- (13) Accurate location of all monuments. A permanent marker shall be deemed to be a steel rod or pipe, three-fourths ($\frac{3}{4}$) inch or larger in diameter extending at least 14 inches below the finished grade. In situations where conditions prohibit the placing of markers in locations prescribed above, offset markers shall be shown on the final plat, together with accurate interior angles, bearings, and distances.
- (14) Certification by a registered land surveyor to the effect that the plat represents a survey made by them and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.
- (15) Notarized certification by the owner, and by any mortgage holder of record, of the adoption of the plat and the dedication of streets, alleys, parks, public open space, and easements and other public areas.

- (16) A statement dedicating all easements, streets, alleys, parks, public open spaces, and other public areas not previously dedicated.
- (17) Approval by signature of the chairperson and secretary of the Planning Commission, Mayor, City Administrator, City Attorney, and applicable county and state officials.
- (18) Scale of the plat.
- (19) Total acreage of the plat.
- (D) Supplementary Documents

The following shall also be provided to the City:

- (1) Electronic copies of the recorded plat in a format as required by City Staff.
- (2) A complete set of subdivision development plans containing plans and specifications to construct the required public improvements and to make the subdivision suitable for development, which conform to the City requirements. These documents will be reviewed in full by the City Engineer and City Attorney at the subdivider's expense.
- (3) A certified copy of the plat evidencing filing of the plat with the county within 90 days after approval by the City Council. No building permits will be approved by the City for construction of any structure on any lot in the plat until the City has received evidence of the plat being recorded from Scott County or Le Sueur County, depending on the location of the plat.
- (4) A complete set of electronic as-built construction drawings for any public improvements constructed in the subdivision shall be furnished to the City within 120 days after the construction is complete and approved by the City.
- (5) Copies of any protective or restrictive covenants, including homeowners' association covenants affecting the subdivision or any part thereof.
- (6) Upon adoption and filing of a final plat, the Community Development Department shall prepare a street address map and distribute it to the subdivider, utility companies, the Police Department, and the counties.
- (7) Financial Security as approved by the City Attorney, in a sum of 125% of the engineer's estimate or actual bid if available, for the cost of all improvements to be furnished and installed by the subdivider which have not been completed prior to approval of the plat, shall be deposited with the City to be held in escrow. In lieu of making the escrow deposit, the subdivider may furnish a bank letter of credit or performance bond with corporate surety. The bond or letter of credit must be approved as to form by the City Attorney. If the improvements are to be completed by the City pursuant to a public improvement project, the financial

security shall also include the first year's assessments. The City may reimburse itself out of the financial security for any cost and expenses incurred by the City for completion of the work in case of default of the subdivider and for any damages sustained on account of any breach thereof. The City may release a portion of the financial security as public utility and street improvements are approved by the City Engineer, as grading and erosion control has been certified and signed by the subdivider's engineer, or as the first year's assessments are paid. Upon completion of the work and termination of any liability, the balance of the remaining financial security must be refunded to the subdivider.

(E) Effect of Subdivision Approval

For 1 year following preliminary plat approval and for 2 years following final plat approval, unless the subdivider and the City agree otherwise, no amendment to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout, or dedication required or permitted by the approved application. Thereafter, the City may extend the period by agreement with the subdivider and subject to all applicable performance conditions and requirements, or it may require submission of a new application unless substantial physical activity and investment has occurred in reasonable reliance on the approved application and the subdivider will suffer substantial financial damage as a consequence of a requirement to submit a new application. In connection with a subdivision involving planned and staged development, the City Council may, by resolution or agreement, grant the rights referred to herein for such periods of time longer than 2 years which it determines to be reasonable and appropriate.

(F) Grounds for Denial of Subdivision Proposal

- (1) Purpose. Any preliminary plat of a proposed subdivision deemed premature for development shall be denied by the City Council.
- (2) Conditions establishing subdivisions premature for development. A subdivision may be deemed premature for development should any of the conditions set forth in the provisions which follow exist:
 - (a) Lack of adequate drainage. A condition of inadequate drainage shall be deemed to exist if:
 1. Surface or subsurface water retention and runoff are such that it constitutes a danger to the structural security of the proposed structures.
 2. The proposed subdivision will cause pollution of water sources or damage from erosion and siltation on downhill or downstream land.

3. The proposed site grading and development will cause harmful and irreparable damage from erosion and siltation on downhill or downstream land.
4. Factors to be considered in making these determinations may include but are not limited to:
 - a. Average rainfall for the area.
 - b. The relation of the land to floodplains.
 - c. The nature of soils and subsoils and their ability to adequately support surface water runoff and waste disposal systems.
 - d. The slope of the land and its effect on effluents.
 - e. The presence of streams as related to effluent disposal.
- (b) Lack of adequate water supply. A proposed subdivision shall be deemed to lack an adequate water supply if it, if developed to its maximum permissible density, does not have adequate sources of water to serve all of the lots without causing an unreasonable depreciation of existing water supplies for surrounding areas.
- (c) Lack of adequate streets or highways to serve the subdivision. A proposed subdivision shall be deemed to lack adequate streets or highways to serve the subdivision when:
 1. Streets that currently serve the proposed subdivision or streets that are proposed to serve the subdivision are of such a width, grade, stability, site distance, and condition that an increase in traffic volume generated by the proposed subdivision would create a hazard to public safety and general welfare and, when with due regard to the advice of the county or state, said streets are inadequate for the intended use.
 2. The traffic volume generated by the proposed subdivision as calculated by the City Engineer and subject to generally accepted generation computation formulas and design standards would create unreasonable highway congestion at the time of the application or proposed for completion within the next 2 years.
- (d) Lack of adequate waste disposal systems. A proposed subdivision shall be deemed to lack adequate waste disposal systems if there is inadequate sewer capacity in the present system to support the subdivision if developed to its maximum permissible density after reasonable sewer capacity is reserved for schools, planned public facilities, and commercial and industrial development projected for the next 5 years. Expected

wastewater generation rates applicable to a proposed subdivision shall be based on generally accepted generation computation formulas as assigned by the City Engineer.

- (e) Lack of adequate City support facilities. A proposed subdivision shall be deemed to lack adequate support facilities, such as parks and recreational facilities and police, fire, and ambulance protection and services when said support facilities are reasonably expected to be necessitated by the subdivision and cannot be reasonably provided for within the next 5 fiscal years.
 - (f) Inconsistency with the Comprehensive Plan. A proposed subdivision shall be deemed premature if it is found to be inconsistent with the purposes, objectives, and recommendations of the duly adopted Comprehensive Plan, as may be amended from time to time.
 - (g) Inconsistency with environmental protection policies. A proposed subdivision shall be deemed premature if it is found to be inconsistent with environmental protection policies set forth within the City, state, and federal rules and regulations, as may be amended.
- (3) Burden of establishing. The burden shall be upon the subdivider to show that the proposed subdivision is not premature.

(G) Variances and Waivers

When necessary, the City Council, upon recommendation by the Planning Commission, may authorize Variances to the non-procedural requirements of this Ordinance in those cases where this Ordinance imposes unusual hardship to the subdivider in the use of their land. Unusual hardship includes but is not limited to inadequate access to direct sunlight for solar energy systems. Such Variances shall be requested by the subdivider in writing at the time of the application for preliminary plat approval, and the grounds for such Variances shall be stated by the subdivider. A Variance may be granted only if the City Council finds that all of the circumstances detailed in Section 3.002 (G) exist.

(H) Fees and Cost

- (1) Application Fee. To defray administrative costs of processing applications under this Ordinance, an application fee for each application shall be paid by all applicants in accordance with the official fee schedule adopted by the City Council.
- (2) Reimbursement of Costs. In addition to the application fee, the applicant shall also pay an administrative fee deposit in the amount determined by the Community Development Department and sign an agreement on a form provided by the City agreeing to reimburse the City for all of its costs, including staff and consulting time which includes engineering, planning, legal, administrative, and

inspection expenses and material costs incurred by the City in processing the application. The hourly rate for staff time shall be determined by the City Council and the rate for consulting time shall be at the actual rate charged to the City by the consultant. Payment of the application fee, the administrative fee deposit, and execution of the reimbursement agreement shall be required prior to an application being considered filed, complete, and subject to processing. If the Zoning Administrator determines that the administrative fee deposit will not be sufficient to fully reimburse the City for its expenses, they may require the applicant to make a supplemental deposit in an amount deemed necessary to reimburse the City for all of its costs. If the applicant fails to submit the supplemental deposit within a reasonable time, the City may suspend processing the application until the deficiency is corrected or deny the application.

- (3) Reimbursement in Full Required. Upon the termination of the application, by an approval, denial, withdrawal, or any other means, all costs incurred by the City shall be immediately payable by the applicant. Any deposit in excess of the City's costs shall be refunded to the applicant. No permits shall be issued, no construction or development shall commence, and no use of property shall be made until all fees and costs are paid in full. In the event that payment of costs is not made within a reasonable time after demand, the City Council or the Zoning Administrator may take such steps as are available to the City under law to collect the unreimbursed amounts, including collection costs. The steps the City may take to recover its costs include but are not limited to placing the amount on the person's property as a service charge pursuant to Minnesota Statutes Section 366.011 and 366.012 and also pursuant to City Code 92.03, or taking such other action as may be deemed appropriate to obtain full reimbursement for the City for all costs it incurs related to the application.
- (4) Trunk area charges. All unplatted land shall be charged water, sanitary sewer, and storm sewer trunk area charges calculated based on the current rate listed in the Official Fee Schedule.

(I) Compliance Required

- (1) Conditions for recording. No plat of any subdivision shall be entitled to record in the County Recorder's Office or have any validity until the plat thereof has been prepared, approved, and acknowledged in the manner prescribed by this Ordinance.
- (2) Building permits. No building permits will be issued by the City for the construction of any building, structure, or improvement to the land or to any lot in a subdivision, as defined herein, until all requirements of this Ordinance have been fully complied with.

(J) Violations

- (1) Sale of lots from unrecorded plats. It is unlawful for any person to sell, trade, or convey, or offer to, any lot or parcel of land as a part of, or in conformity with, any plan, plat, or replat of any subdivision or area located within the jurisdiction of the City unless the plan, plat, or replat has been recorded in the Office of the Le Sueur or Scott County Recorder, depending on the location of the plat.
- (2) Receiving or recording unapproved plats. It is unlawful for any person to receive or record in any public office any plans, plats, or replats of land laid out in building lots and street rights-of-way, alleys, or other portions of the same intended to be dedicated to public or private use, or for the use of purchasers or owners of lots fronting on or adjacent thereto, and located within the City, unless the same shall bear thereon, by endorsement or otherwise, the review of the Planning Commission and the approval of the City Council.
- (3) Misrepresentation as to construction, supervision, or inspection of improvements. It is unlawful for any person, owning an addition or subdivision of land within the City, to represent that any improvements upon any of the street rights-of-way, alley, or avenues of the addition or subdivision, or any utility in the addition or subdivision have been constructed according to the plans and specifications approved by the City Council, or have been supervised or inspected by the City, when such improvements have not been so constructed, supervised, or inspected.
- (4) Violation a misdemeanor. Every person who violates a section, subdivision, paragraph, or provision of this Ordinance when they perform an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be punished as for a misdemeanor except as otherwise stated in specific provisions hereof.

SECTION 4 ZONING DISTRICTS

§ 4.001 ZONING DISTRICTS

The zoning districts are so designed as to assist in carrying out the intent and purposes of the Comprehensive Plan which has the purpose of protecting the public health, safety, convenience, and general welfare. For the purposes of this Ordinance, the City of New Prague is hereby divided into the following zoning districts.

R-1	Single Family Residential District
R-2	Single Family Residential District
R-3	Single Family Residential District
RM	Medium Density Residential District
RH	High Density Residential District
B-1	Central Business District
B-2	Community Commercial District
B-3	Highway Commercial District
I-1	Light Industrial and Business Park District
WD	West Downtown Overlay
PUD	Planned Unit Development Overlay

The following procedure shall apply for establishing zoning in areas annexed to the City:

- (1) Interim zoning. Upon annexation, and until permanent zoning is adopted as provided below, each parcel of annexed land shall be automatically zoned as R-1 Single Family Residential District until permanent zoning is adopted.
- (2) Permanent zoning. Within a reasonable time after annexation, permanent zoning shall be established by the City for all annexed areas, according to the procedures set forth in this Ordinance.

§ 4.002 ZONING MAP

The zoning map is a graphic representation of locations of all zoning districts within the City as adopted by specific Ordinances. It also shows future designations for those areas lying outside the City limits as guided by the Comprehensive Plan.

§ 4.003 ZONING DISTRICT PURPOSES

- (A) R-1 Single Family Residential District
 - (1) This district is intended for detached single-family, low-density development in developed and developing areas of the City that are predominantly residential in character.
- (B) R-2 Single Family Residential District
 - (1) This district is intended to allow existing and infill attached and detached single-family, low-density development in previously platted areas of the community.
- (C) R-3 Single Family Residential District
 - (1) This district is intended to allow existing and infill detached single family residences in areas historically platted for small lots.
- (D) RM Medium Density Residential District
 - (1) This district is intended for single family attached two (2) to eight (8) unit residences at medium densities of up to 12 units per acre in areas appropriate for buffering single family districts from business and industrial districts and major roadways.
- (E) RH High Density Residential District
 - (1) This district is created to allow high density multi-family dwellings of up to 32 units per acre. This district is located in areas of transition, lower density residential areas, and nonresidential areas. Densities higher than 32 units per acre shall be established with a Planned Unit Development.
- (F) B-1 Central Business District
 - (1) The purpose of this district is to encourage the continuation of a viable downtown area by allowing retail, service, office, and entertainment facilities, as well as public and semi-public uses. In addition, residential uses will be allowed to locate above the commercial establishments. Any use in this district shall not be required to provide off-street parking.
- (G) B-2 Community Commercial District
 - (1) This district is established to accommodate the type of businesses that are oriented to the traveling public and require highway access. To minimize unmanageable strip development, common access drives and frontage roads should be integrated into site plans and platting.
- (H) B-3 Highway Commercial District

- (1) This district is established to accommodate the type of businesses that are oriented to the traveling public and require highway access. This district is intended to allow existing businesses and redevelopment/infill of certain types of businesses but not encourage expansion of the overall zoning boundary of the district.
- (I) I-1 Light Industrial and Business Park District
- (1) This district is intended to provide for industrial and business uses for activities that, because of their nature, are not well suited for close proximity to residential areas of the community. Existing industry that is located close to residential areas is allowed to continue and must meet certain performance criteria when applicable. Light Industrial and Business Park areas allows for a mix of light industrial, office, research and development, and limited service uses.
- (J) WD West Downtown Overlay
- (1) *Purpose.* The purpose of the West Downtown Overlay is to provide a special designation for properties on the western fringe of the historical and recognized downtown area. Future redevelopment, possibly assisted in part by available city programs, should encourage the use of this area as a mixed-use transition from the downtown to nearby park, open space, and residential uses which are compatible with the purposes of the B-1 downtown. New development and redevelopment in the West Downtown Overlay will only be permitted if it conforms to the uses allowed in the B-1 zoning district and conditions outlined in this
 - (2) *Permitted uses.* Uses, whether commercial or residential, legally existing on (date of UDC adoption), may continue. The intent of this provision is to allow existing uses to remain and be maintained. To meet this intent, the following work is permitted:
 - (a) Work required bringing existing structures into compliance with current building code.
 - (b) Interior structural remodeling.
 - (3) *Redevelopment of existing structures and uses.* Redevelopment of properties within the West Downtown Overlay shall only be permitted if the property complies with the B-1 zoning district land uses and performance standards unless an interim use permit shall be considered for a land use or variance for performance standards.
 - (4) *Parking.* Required parking within the West Downtown Overlay shall be located onsite unless approved by a specific parking plan approved through a conditional use permit or interim use permit.
 - (5) *Dimensional standards.* Dimensional standards for uses in existence on (date of UDC adoption), in the B-1 zoning district shall be applicable.

§ 4.004 FLOODPLAIN REGULATIONS

(A) Statutory Authorization and Purpose

- (1) Statutory authorization. This floodplain chapter is adopted pursuant to the authorization and policies contained in M.S. Ch. 103F; Minn. Rules, Parts 6120.5000 through 6120.6200; the rules and regulations of the National Flood Insurance Program (NFIP) in 44 CFR §§ 59 through 80; and the planning and zoning enabling legislation in M.S. Ch. 462.
- (2) Purpose
 - (a) This chapter regulates development in the flood hazard areas of the City of New Prague. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this chapter to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
 - (b) This chapter is adopted in the public interest to promote sound land use practices, and floodplains are a land resource to be developed in a manner which will result in minimum loss of life and threat to health, and reduction of private and public economic loss caused by flooding.
 - (c) This chapter is adopted to maintain eligibility in the National Flood Insurance Program.
 - (d) This chapter is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits, and enhance community and economic development.
- (3) Abrogation and greater restrictions. It is not intended by this chapter to repeal, abrogate, or impair any existing easements, covenants, or private agreements. The standards in this chapter take precedence over any less restrictive, conflicting local laws, Ordinances, or codes. All other Ordinances inconsistent with this chapter are hereby repealed to the extent of the inconsistency only.
- (4) Warning and disclaimer of liability. This chapter does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. Not all flood risk is mapped. Larger floods do occur and the flood height may be increased by man-made or natural causes, such as ice jams or bridge openings restricted by debris. This chapter does not create liability on the part of the City of New Prague or its officers or employees for any

flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

(Ord. 349, 5-20-24) REMOVE AFTER UDC ADOPTION

(B) Definitions

Unless specifically defined, words or phrases used in this chapter must be interpreted according to common usage and so as to give this chapter its most reasonable application.

Base Flood - The flood having a 1% chance of being equaled or exceeded in any given year. BASE FLOOD is synonymous with the term “regional flood” used in Minn. Rules, Part 6120.5000.

Base Flood Elevation (BFE) - The elevation of the base flood, regional flood, or 1% annual chance flood. The term BASE FLOOD ELEVATION is used in the flood insurance study.

Development - Any man-made change to improved or unimproved real estate including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of materials or equipment.

Farm Fence - An open type of fence of posts and horizontally run wire, further specified in M.S. § 344.02, Subd. 1(a) through 1(d).

Flood Fringe - The portion of the 1% annual chance floodplain located outside of the floodway.

Flood Insurance Rate Map (FIRM). An official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a digital flood insurance rate map (DFIRM).

Floodplain - The beds, channel and the areas adjoining a wetland, lake or watercourse, or other source which have been or hereafter may be inundated by the base flood.

Floodway - The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which must be reserved to carry or store the base flood discharge without cumulatively increasing the water surface elevation more than one-half foot.

Manufactured Home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term MANUFACTURED HOME does not include the term “recreational vehicle.”

Recreational Vehicle - A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a

permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Those vehicles not meeting this definition shall be considered a structure for the purposes of this chapter. For the purposes of this chapter, the term RECREATIONAL VEHICLE is synonymous with the term “travel trailer/travel vehicle.”

Regulatory Flood Protection Elevation (RFPE) - An elevation no lower than one foot above the elevation of the base flood plus any increases in water surface elevation caused by encroachments on the floodplain that result from designation of a floodway. These increases in water surface elevations are typically identified in the floodway data tables, found in the flood insurance study.

Structure - A roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Recreational vehicles not considered travel-ready, as detailed in Section 4.004(D)(3)(j), shall also be considered a nonconforming STRUCTURE for the purposes of this chapter.

Substantial Damage - Damage of any origin sustained by a structure where the cost of restoring the structure to its before-damaged condition would equal or exceed 50% of the market value of the structure before the damage occurred.

Substantial Improvement - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the start of construction of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official, and which are the minimum necessary to assure safe living conditions.
- (2) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure's continued designation as a “historic structure.” For the purpose of this chapter, “historic structure” is defined in 44 CFR § 59.1.

(Ord. 349, passed 5-20-24) REMOVE AFTER UDC ADOPTION

(C) Jurisdictions and Districts

- (1) Lands to which Ordinance applies. This chapter applies to all lands under the jurisdiction of the City of New Prague within the floodplain, shown as Zones A or AE on the Flood Insurance Rate Map panels referenced in division (2) of this section.
 - (a) The standards imposed in this overlay district are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.

- (b) Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions (as illustrated in Figure 1), the base flood elevation (BFE) shall be the governing factor in locating the outer boundaries of the 1% annual chance floodplain.
 - (c) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the city and to submit technical evidence.
- (2) Incorporation of maps by reference. The following maps together with all attached material are hereby adopted by reference and declared to be a part of the official zoning map and this chapter:
 - (a) Flood insurance studies.
 - 1. Flood Insurance Study for Scott County and Incorporated Areas, dated February 12, 2021.
 - 2. Flood Insurance Study for Le Sueur County and Incorporated Areas, dated July 17, 2024.
 - (b) Flood Insurance Rate Map panels.
 - 1. Scott County Panel 27139C0280E, dated February 12, 2024.
 - 2. Scott County Panel 27139C0290E, dated February 12, 2024.
 - 3. Scott County Panel 27139C0295E, dated February 12, 2024.
 - 4. Le Sueur County Panel 27079C0086E, dated July 17, 2024.
 - 5. Le Sueur County Panel 27079C0087E, dated July 17, 2024.
 - 6. Le Sueur County Panel 27079C0089E, dated July 17, 2024.
 - 7. Le Sueur County Panel 27079C0091E, dated July 17, 2024.
 - 8. Le Sueur County Panel 27079C0093E, dated July 17, 2024.
 - 9. Le Sueur County Panel 27079C0100E, dated July 17, 2024.
 - (c) These materials are prepared by the Federal Emergency Management Agency and are on file at New Prague City Hall.
- (3) Annexations. The Flood Insurance Rate Map panels referenced in division (2) may include floodplain areas that lie outside of the corporate boundaries of the City of New Prague at the time of adoption of this chapter. If any of these floodplain land areas are annexed into the City of New Prague after the date of adoption of this chapter, the newly annexed floodplain lands will be subject to the provisions of this chapter immediately upon the date of annexation. Annexations

into panels not referenced in division (2) require Ordinance amendment in accordance with Section 4.004(H).

(Ord. 349, passed 5-20-24)

(D) Permitted Activities and Standards in the Floodplain District

- (1) Permitted activities. A permit must be obtained from the Zoning Administrator to verify compliance with all applicable standards outlined in this chapter prior to the following uses or activities:
 - (a) Any addition, modification, rehabilitation, repair, or alteration to a nonconforming structure as specified in Section 4.004(E). Normal maintenance and repair also require a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in Section 4.004(B).
 - (b) Any use that requires fill, excavation, storage of materials, or placement of anything that may cause a potential obstruction, as well as any other form of development as defined in Section 4.004(B).
- (2) Activities not requiring a permit. Certain uses or activities may be exempt from obtaining a permit, such as planting a garden, farming, or other obviously insignificant activities such as putting up a mailbox or flagpole. Farm fences, as defined in Section 4.004(B), are not considered to be an obstruction, and as such, do not require a permit. A local permit is not required if a public waters work permit has been obtained from the Department of Natural Resources unless a significant area above the ordinary high-water level is also to be disturbed. The continuation of existing uses, when the associated activities do not encroach further on the regulatory floodplain or trigger associated standards in this chapter, do not require a permit.
- (3) Minimum development standards.
 - (a) All development must:
 1. Be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
 2. Be constructed with materials and equipment resistant to flood damage.
 3. Be constructed by methods and practices that minimize flood damage.

4. Be reasonably safe from flooding and consistent with the need to minimize flood damage.
 5. Be assured to provide adequate drainage to reduce exposure to flood hazards.
 6. Not be detrimental to uses in adjoining areas.
 7. Not adversely affect the efficiency or restrict the flood carrying capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- (b) Buildings and structures. No new structures, such as buildings or accessory structures, may be permitted in the regulatory floodplain. Modifications and alterations of nonconforming structures are subject to the standards in Section 4.004(E).
- (c) Subdivisions. All new lots must be able to accommodate for a building site with a natural grade outside of the floodplain. All subdivisions must have vehicular access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation (RFPE).
- (d) Encroachment analysis. Development in the following areas requires hydrologic and hydraulic analysis performed by a professional engineer or using other standard engineering practices (e.g. projects that restore the site to the previous cross-sectional area).
1. In a floodway, development may not result in any of the following during the 1% annual chance flood: cause a stage increase of 0.00 feet or greater, obstruct flood flows, or increase velocities.
 2. In areas where a floodway has not been delineated, development may not allow stage increases more than one-half foot at any point during the 1% chance flood. This evaluation must include the cumulative effects of previous encroachments. A lesser water surface elevation increases than one-half foot is required if, due to the water surface level increase, increased flood damages would potentially result.
- (e) Fences not meeting the definition of farm fences are not permitted.
- (f) Transportation facilities. Railroad tracks, roads, and bridges must be elevated to the regulatory flood protection elevation (RFPE) where such facilities are essential to the orderly functioning of the area, or where failure or interruption would result in danger to public health or safety. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not

endanger the public health or safety. All public transportation facilities should be designed to minimize increases in flood elevations.

- (g) Public utilities. All utilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be elevated and/or floodproofed to the regulatory flood protection elevation (RFPE), be located and constructed to minimize or eliminate flood damage, and be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. All public utilities should be designed to minimize increases in flood elevations. New solid waste management facilities, as defined in Minn. Rules, Part 7035.0300, are prohibited. Water supply systems are subject to the provisions in Minn. Rules, Part 4725.4350.
- (h) Potential pollutants. Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life, as well as those likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in M.S. § 115.01, are prohibited.
- (i) Land alterations. In areas within 25 feet of the ordinary high-water level, land alterations shall be restricted to:
 - 1. The minimum required to accommodate beach and access areas, not to exceed a volume greater than ten cubic yards.
 - 2. The minimum required to accommodate for public utilities, roads, railroad tracks, bridges, and shoreline stabilization projects to correct an identified erosion problem, as verified by a qualified resource agency or the Zoning Administrator.
- (j) Recreational vehicles must be travel-ready, meeting the following criteria:
 - 1. The vehicle must be fully licensed.
 - 2. The vehicle must be ready for highway use, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities.
 - 3. No permanent structural type additions may be attached to the vehicle.
- (k) Private, on-site water supply, individual sewage treatment systems, and other service facilities shall be subject to applicable provisions detailed in division (3)(j) of this section. Replacement of on-site sewage treatment systems are to be constructed to avoid impairment to them or contamination from them during times of flooding, shall not be located in

a designated floodway, and are subject to the provisions in Minn. Rules, Part 7080.2270. No new private service facilities may be permitted in the regulatory floodplain.

(Ord. 349, passed 5-20-24) REMOVE AFTER UDC ADOPTION

(E) Nonconformities

- (1) Continuance of nonconformities. A use, structure, or occupancy of land which was lawful before the passage or amendment of this chapter, but which is not in conformity with the provisions of this chapter, may be continued subject to the following conditions:
 - (a) Within the floodway, or where the floodway has not been delineated, any expansion or enlargement of uses or structures is prohibited.
 - (b) Any addition, modification, rehabilitation, repair, or alteration shall be in conformance with the provisions of this chapter, shall not increase the flood damage potential, or increase the degree of obstruction to flood flows, and where applicable, must be protected to regulatory flood protection elevation (RFPE).
 - (c) If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in division (3) of this section, it may not be reconstructed except in conformity with the provisions of this chapter.
 - (d) If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this chapter.
- (2) Standards for modifications and alterations of nonconforming structures. In addition to the standards identified in Section 4.004(D)(3), the following standards and procedures apply to additions, modifications, rehabilitations, repairs, alterations, or maintenance of nonconforming structures:
 - (a) All structures, including manufactured homes, must be elevated on fill so that the lowest floor of the lowest enclosed area (including basement) is at or above the regulatory flood protection elevation (RFPE). The finished fill elevation shall be at or above the elevation associated with the base flood plus any stage increases that result from designation of a floodway. Fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the Zoning Administrator.
 - (b) Electrical, heating, ventilation, ductwork, plumbing, air conditioning equipment, and other service facilities are designed and/or located so as to

prevent water from entering or accumulating within the components during conditions of flooding.

- (3) Substantial improvement and substantial damage determinations. Prior to issuing any permits for additions, modifications, rehabilitations, repairs, alterations, or maintenance to nonconforming structures, the Zoning Administrator is required to determine if such work constitutes substantial improvement or repair of a substantially damaged structure. A determination must be made in accordance with the following procedures:
 - (a) Estimate the market value of the structure. In the case of repairs, the market value of the structure shall be the market value before the damage occurred and before any restoration or repairs are made.
 - (b) Estimate the cost of the project. The property owner shall accommodate for inspection, and furnish other documentation needed by the Zoning Administrator to evaluate costs.
 1. Improvement costs shall be comprised of the market rate of all materials and labor, as well as the costs of all ordinary maintenance and upkeep carried out over the past one year.
 2. Costs to repair damages shall be comprised of the market rate of all materials and labor required to restore a building to its pre-damaged condition regardless of the work proposed, as well as associated improvement costs if structure is being restored beyond its pre-damaged condition.
 - (c) Compare the cost of the improvement, repairs, or combination thereof to the estimated market value of the structure and determine whether the proposed work constitutes substantial improvement or repair of a substantially damaged structure, as defined in Section 4.004(B).
 - (d) Based on this determination, the Zoning Administrator shall prepare a determination letter and notify the property owner accordingly. Structures determined to be substantially damaged or substantially improved may not be reconstructed except in conformity with the provisions of this chapter.

(Ord. 349, passed 5-20-24) REMOVE AFTER UDC ADOPTION

(F) Administration

- (1) Duties. A Zoning Administrator or other official must administer and enforce this chapter.
 - (a) Permit application requirements. Permit applications must be submitted to the Zoning Administrator. The permit application must include the following, as applicable:

1. A site plan showing all existing or proposed buildings, structures, service facilities, potential obstructions, and pertinent design features having an influence on the permit.
 2. Location and detail of grading, fill, or storage of materials.
 3. Copies of any required local, state, or federal permits or approvals.
 4. Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.
- (b) Recordkeeping. The Zoning Administrator must maintain applicable records in perpetuity documenting:
1. Encroachment analysis, as detailed in Section 4.004(D)(3)(d).
 2. Final elevations, as applicable, detailing the elevation to which structures and improvements to structures are constructed or floodproofed. Elevations shall be determined by an engineer, architect, surveyor, or other qualified individual, as approved by the Zoning Administrator.
 3. Substantial damage and substantial improvement determinations, as detailed in Section 4.004(E)(3), including the cost of improvements, repairs, and market value.
 4. All variance actions, including justification for their issuance, and must report such variances as requested by the Federal Emergency Management Agency.

(2) Variances.

- (a) An application for a variance to the provisions of this chapter will be processed and reviewed in accordance with M.S. § 462.357, Subd. 6(2) and this section.
- (b) Variances must not be issued within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- (c) Variances from the provisions in this chapter may only be issued by a community upon:
 1. A showing of good and sufficient cause.
 2. A determination that failure to grant the variance would result in exceptional hardship to the applicant.
 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or

victimization of the public, or conflict with existing local laws or Ordinances.

- (d) Variances from the provisions in this chapter may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (e) Variances must be consistent with the general purpose of these standards and the intent of applicable provisions in state and federal law.
- (f) Though variances may be used to modify permissible methods of flood protection, no variance shall permit a lesser degree of flood protection than the regulatory flood protection elevation (RFPE).
- (g) The Zoning Administrator must notify the applicant for a variance that:
 - 1. The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage.
 - 2. Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.
- (3) Notifications for watercourse alterations. Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to M.S. § 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to FEMA.
- (4) Notification to FEMA when physical changes increase or decrease base flood elevations. Where physical changes affecting flooding conditions may increase or decrease the water surface elevation of the base flood, the City of New Prague must notify FEMA of the changes in order to obtain a letter of map revision (LOMR), by submitting a copy of the relevant technical or scientific data as soon as practicable, but no later than six months after the date such supporting information becomes available. Within areas where the floodway has not been delineated, a map revision is only required if development results in stage increases greater than one-half foot.
- (5) Notifications to the Department of Natural Resources.
 - (a) All notices of public hearings to consider variances or conditional uses under this chapter must be sent via electronic mail to the Department of Natural Resources respective area hydrologist at least ten days before the hearings. Notices of hearings to consider subdivisions/plats must include copies of the subdivision/plat.

- (b) A copy of all decisions granting variances and conditional uses under this section must be sent via electronic mail to the Department of Natural Resources respective area hydrologist within ten days of final action.

(Ord. 349, passed 5-20-24) REMOVE AFTER UDC ADOPTION

(G) Penalties and Enforcement

- (1) Uses in violation of the chapter. Every structure, fill, deposit, or other use placed or maintained in the floodplain in violation of this chapter shall be considered a public nuisance.
- (2) Civil remedies. The creation of a public nuisance may be enjoined and the maintenance of a public nuisance under this chapter may be abated by an action brought by the City of New Prague or the Department of Natural Resources.
- (3) Enforcement. Violation of the provisions of this chapter constitutes a misdemeanor and is punishable as defined by law. The Zoning Administrator may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance. The City of New Prague must act in good faith to enforce these official controls and to correct chapter violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

(Ord. 349, passed 5-20-24) REMOVE AFTER UDC ADOPTION

(H) Amendments

- (1) Ordinance amendments. Any revisions to the floodplain maps by the Federal Emergency Management Agency or annexations of new map panels require an Ordinance amendment to update the map references in Section 4.004(C)(2).
- (2) Required approval. All amendments to this chapter must be submitted to the Department of Natural Resources (DNR) for review and approval prior to adoption, for compliance with state and federal rules and requirements. The floodplain chapter shall not be considered valid until approved.

(Ord. 349, passed 5-20-24) REMOVE AFTER UDC ADOPTION

SECTION 5 ALLOWED USES AND PERFORMANCE STANDARDS

§ 5.001 USE CHART

(A) Key: P = Permitted Use, C = Conditional Use, A = Accessory Use

Use	R-1	R-2	R-3	RM	RH	B-1	B-2	B-3	I-1
Above Ground Bulk Storage (Liquid)							C	C	C
Accessory buildings	A	A	A	A	A				A
Accessory uses	P	P	P	P	P				
Accessory dwelling unit	P	P	P						
Any house or other principal structure moved onto a lot	C	C	C	C	C	C	C	C	C
Apartments				P, *1	P	P/C, *2, *3	C, *4	C, *4	
Assisted living facility	P	P	P	P	P				
Auto repair, major							C	C	P
Auto repair, minor						C	C	C	P
Automobile parking lots, parking garages, bus stations						P	C	C	
Bed and breakfast inns	C	C	C	C	C	C	C	C	
Billboard signs									P
Breweries									P
Brewpubs						P	P	P	
Small breweries						C	C	C	P
Cannabis cultivation business									C
Cannabis delivery business						P	P	P	
Cannabis event organizer						P	P	P	C
Cannabis manufacturing business									C
Cannabis retail business						P	P	P	C, *6
Cannabis testing business									C
Cannabis wholesale business									C
Lower-potency hemp edible retailer						P	P	P	C, *6

Use	R-1	R-2	R-3	RM	RH	B-1	B-2	B-3	I-1
Carwashes							C	C	P
Clinics						P	P	C	
Day care facilities						P	P		
Day care facilities, in-home	P	P	P	P	P				
Distilleries or micro distilleries									C
Drinking establishments						P	C		
Drive-thru businesses							P	P	
Educational buildings and uses including primary and secondary public and private schools and institutions for higher education	C	C	C	C	C				
Electric vehicle charging stations	A	A	A	A	A	A	A	A	A
Entertainment and amusement facilities						P	C	C	
Essential services	P	P	P	P	P	P	P	P	P
Essential services structures	C	C	C	C	C	C	C	P	P
Exterior storage							C	C	C
Farm implement dealers								C	
Fences	A	A	A	A	A	A	A	A	A
Financial institutions, including drive-through facilities							P	P	P
Firing range, indoor									C
Fuel stations						C	C	C	C
Funeral homes							C		
Gardening, where no sale of products is conducted	A	A	A	A	A				
Health care facilities			C				C		
Home occupations	P	P	P	P	P				
Hotels/Motels						P	P	P	
Indoor athletic facilities							C	P	P
Industry, light									P
Industry, heavy									C
Kennel, commercial								C	

Use	R-1	R-2	R-3	RM	RH	B-1	B-2	B-3	I-1
Landscape nurseries and garden supply store							C	P	
Landscaping and landscaping features	A	A	A	A	A				
Lumberyards								C	
Mail services						P	P	P	P
Manufactured/Modular home parks		C	C	C	C	C	C	C	
Manufactured home sales								C	
Manufacturing, light								C	P
Manufacturing, heavy									C
Motor vehicle and recreation equipment sales							C	C	
Nursing homes	C	C	C	C	C				
Office uses						P	P	P	P
Off-street parking serving the property	A	A	A	A	A				
Outdoor seating for food service businesses and drinking establishments						C	C	C	
Physical recreation or training						P	P	P	C
Public building or utility	C	C	C	C	C	C	C	P	P
Quasi-public organizations						P	C	C	C
Recreation, commercial						C	C	C	C
Recreation, public	P	P	P	P	P	P	P	P	P
Recycling centers									C
Religious institution	C	C	C	C	C	C	C	C	
Research facilities									P
Residential recreation equipment	A	A	A	A	A				
Restaurants						P	P	P	
Retail establishments and service establishments						P	P	P	C, *5
Seasonal produce stands						P	P	P	
Self-storage								C	C

Use	R-1	R-2	R-3	RM	RH	B-1	B-2	B-3	I-1
Single family dwelling units	P	P	P	P	P				
Short term rental	P	P	P	P	P	P			
Solar structure, roof mounted	P	P	P	P	P	P	P	P	P
Strip Mall							C		
Temporary buildings/uses							P	P	
Temporary signs						A	A	A	A
Townhouses				P, *1	P				
Two family dwelling units and twinhomes		P	P	P	P				
Uses incidental to the principal uses such as off-street parking and loading and unloading areas, interior storage of merchandise.						A	A	A	A
Veterinary clinics							C	C	
Warehouse and distribution								C	P
*1 Up to eight (8) attached units									
*2 Containing five (5) or less units, and subject to the requirements of 5.003 L									
*3 containing more than five (5) units, and subject to the requirements of 5.003 L									
*4 must be located above the first floor of a building									
*5 must be accessory to the principal use within a building provided that the area used for retail sales does not exceed 30% of the gross floor area of the building for single tenant buildings and does not exceed 30% of any tenant space for multi-tenant leased buildings. Maximum retail space shall in no case exceed 5,000 square feet.									
*6 Cannabis retail businesses and Lower-Potency hemp edible retailers may not exceed 30% of the gross floor area of the building or 5,000 sq ft; whichever comes first.									
Interim Uses in the B-1, B-2, B-3, and I-1 Districts: Other temporary uses subject to Section 3.002 (F) of the Unified Development Code 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.									

§ 5.002 PROHIBITED USES IN ALL ZONING DISTRICTS

- (A) Crematoriums
- (B) Manufacturing of explosives
- (C) Mining operations
- (D) Livestock feeding yards, slaughterhouses, or processing plants
- (E) Outdoor wood-fired boiler
- (F) Sanitary landfills
- (G) Any use that creates an excessive odor, noise, air, or environmental pollution problem.

§ 5.003 PERFORMANCE STANDARDS

Purpose. The performance standards established in this section are designed to encourage a high standard of development by providing assurance that neighboring land uses will be compatible. The performance standards are designed to prevent and eliminate those conditions that cause blight or are detrimental to environment. All future development in all districts shall be required to meet these standards, and the standards shall also apply to existing development where so stated.

Before any building permit is approved, the Zoning Administrator shall determine whether the proposed use will conform to the performance standards. The applicant or landowners shall supply data necessary to demonstrate such conformance. Such data may include a description of equipment to be used, hours of operation, method of refuse disposal, and type and location of exterior storage.

(A) Existing Farm Operations

- (1) All farms currently in existence will be permitted to continue operation subject to the following conditions.
 - (a) Any new private stable or other new building in which farm animals are kept shall be a minimum distance of 200 feet or more from any other occupied lot in a Residential District, and shall require a Conditional Use Permit.
 - (b) The owner of any roadside stand shall be required to apply for a Conditional Use Permit.
 - (c) All properties are prohibited from keeping, maintaining, or harboring any Farm Animals as defined by this Ordinance.

(B) Exterior Storage

In residential districts, except as specifically provided for by this section, all materials and equipment shall be stored within a building.

- (1) Exceptions.
 - (a) Laundry drying equipment such as clothesline poles.
 - (b) Children's play equipment such as swing sets and sandboxes.
 - (c) Construction and landscaping materials and equipment currently being used on the premises.
 - (d) Agricultural equipment and materials if these are used or intended for use on the premises.
 - (e) Off-street parking of passenger motor vehicles.

1. Parking of passenger vehicles must be on an improved bituminous surface if located in the front or side yard. Parking of passenger vehicles is permitted on an unimproved surface in the rear yard if the vehicle meets accessory structure setbacks of the district.
- (f) Firewood piles, provided they are kept or stored as follows:
1. In neat and secure stacks (maximum of four (4) stacks), each of which shall be no higher than five (5) feet. The total volume of all stored wood shall not exceed five (5) feet high by 10 feet wide by 25 feet long.
 2. Stacks shall not be closer than six (6) feet from side property lines and six (6) feet from rear property lines unless screened by a solid fence or wall.
 3. The wood shall not be stored or kept in any front yard.
- (g) Recreational Vehicles and Recreational Equipment, as defined in Section 2.001, may be parked or stored outside in a residential district provided that:
1. The items are immediately operable, without need of repair, and are currently licensed and/or registered to the owner or occupant of the premises upon which they are stored.
 2. A principal structure must first be located on the lot where the items are stored.
 3. The items are parked or stored outside of a required minimum front yard setback and if parked or stored within a public utility easement are subject to removal at any time for required utility work within the easement.
 4. During periods of seasonal use which are defined as April 1 through October 31 for summer use items (which includes but is not limited to boats, personal watercrafts, and similar items that are only able to be used in warm weather months) and November 1 through March 31 for winter use items (which includes but is not limited to snowmobiles, fish houses, and similar items that are only able to be used in cold weather months), the items may be located completely on an established and paved driveway within the required minimum front yard setback, provided that:
 - a. The item is kept entirely on the vehicle owner's property.
 - b. The item does not obstruct the public sidewalk or public right of way.

- c. Recreational vehicles and recreational equipment used for a habitable space for camping purposes are allowed to be stored year-round on an established and paved driveway within the minimum front yard setback.
- 5. The item must be parked on a concrete, bituminous, or gravel surface. Gravel parking areas are not acceptable for driveways used for vehicle parking with the exception that items defined specifically as Recreational Equipment, up to 20 feet in length, are permitted to be parked on lawn, turf, or other similar surface subject to being parked outside of a minimum front yard setback area.
- 6. Items parked outside of an enclosed building within a residential district may not exceed 40 feet in length, except as follows:
 - a. Items greater than 40 feet in length may be parked at a residential location for a period not to exceed 8 hours.
 - b. Extended outdoor storage of items greater than 40 feet in length may be permitted by Conditional Use Permit. In these cases, the applicant shall demonstrate that the item is limited from the view of neighboring dwellings through screening or setback from neighboring dwellings or a combination thereof.

(2) Refuse

- (a) In all districts, all waste material, debris, refuse, or garbage shall be kept in an enclosed building or property, contained in a closed container designed for such purposes. All dumpsters, garbage containers, or refuse bins that are stored outside shall be screened from view. Acceptable methods of screening include enclosures made of wood fencing material, brick, or a combination thereof. Enclosure height shall be a minimum of five (5) feet for business and industrial districts. Gates and doors which allow access to the refuse containers shall have a latching mechanism which keeps them closed or locked when not in use.
- (b) Passenger vehicles in an inoperative state shall not be parked in residential districts for a period exceeding 7 days. "Inoperative" shall mean incapable of movement under the vehicle's own power and in need of repairs. All passenger vehicles shall be currently licensed.
- (c) All exterior storage material not included as a permitted use, accessory use, conditional use, or otherwise permitted by provisions of this Ordinance, shall be considered to be refuse and must be removed.

- (d) All platted vacant lots must be maintained in a reasonable manner with the grass cut on a regular basis and noxious weeds controlled in accordance with Chapter 92 of the City Code. The owner of vacant land shall be responsible for keeping such land free of refuse.

(C) Above Ground Bulk Storage (Liquid)

- (1) All uses associated with the above ground bulk storage of oil, gasoline, liquid fertilizer, chemicals, and similar liquids shall require a Conditional Use Permit in order that the City Council may have assurance that fire, explosion, or water or soil contamination hazards are not present that would be detrimental to the public health, safety, and, general welfare.
- (2) The City Council may require the development of diking around said tanks. Diking shall be suitably sealed and shall hold a leakage capacity equal to 115% of the tank's capacity.

(D) Dwelling Units Prohibited

No basement, garage, tent, trailer, recreational vehicle, or accessory building shall be used as a permanent dwelling, unless the dwelling is a permitted accessory dwelling unit. The basement portion of a finished home or apartment may be used for normal eating and sleeping purposes provided it is properly damp-proofed, has suitable fire protection and exits, and is otherwise approved by the City Building Inspector.

(E) Glare

- (1) In all districts, all lighting shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets.
- (2) Direct or sky reflected glare, whether from floodlights or from high temperature processes such as combustion or welding, shall be hooded or controlled in some manner so as not to light adjacent property.
- (3) Bare light bulbs shall not be permitted in view of adjacent property or public right of way.
- (4) Any light or combination of lights which cast light on a public street shall not exceed one (1) foot candle as measured from the centerline of said street. Any light or combination of lights which cast light on residential property shall not exceed four tenths (0.4) of a foot candle, as measured from said property.

(F) Home Occupations

- (1) Purpose. The purposes of these home occupation provisions are in recognition of:
 - (a) The need to protect market value of existing residential properties.

- (b) The need to guarantee existing residential property owners' freedom from excessive noise, excessive traffic, nuisances, fire hazards, and other possible adverse effects from commercial-type activities being conducted in residential areas.
 - (c) The need of some citizens to use their place of residence for limited commercial type activities to produce or supplement personal or family income.
 - (d) The fact that certain limited home occupational uses can be useful to both the community as well as the residential proprietor.
 - (e) The fact that the nature of the investment or operation of some activities have a pronounced tendency once started to rapidly increase beyond the limits permitted and thereby impair the use and value of residentially zoned areas for residential purposes.
 - (f) The City's obligation to protect the integrity of its residential areas from activities which detract from the residential character of a neighborhood and infringe upon the rights of neighborhood residents.
- (2) General Standards for Applicability. The following regulations and requirements shall apply to all home occupations within the City:
- (a) Home occupations shall be conducted entirely within the dwelling unit or accessory structure. The area used for the home occupation shall not exceed 25% of the gross floor area of the building in which it is located.
 - (b) The home occupation shall in no way cause the residential appearance or character of the premises to differ from the surrounding residential area.
 - (c) Home occupations shall not be conducted in such a manner as to produce noise, dust, vibration, glare, smoke, smells, electrical interferences, fire hazards, traffic, or any other nuisance not typically experienced in the zoning district where the property is located.
 - (d) The home occupation shall not result in or cause vehicular traffic that will create a nuisance to abutting properties or be detrimental to the residential character of the neighborhood.
 - (e) No outside storage of materials, goods, supplies, or equipment related to the operation of the home occupation shall be allowed.
 - (f) Retail sales, on premises, shall be prohibited except for the retail sales of merchandise or products used in connection with and incidental to other permitted home occupations. Examples include but are not limited to a single-chair hair salon selling shampoo, or a piano teacher selling a music book.

- (g) The home occupation shall not employ any person who is not a resident of the home.
 - (h) No more than one (1) home occupation per residence shall be allowed and it must be conducted by the occupant.
 - (i) For home occupations that involve classes or instruction, there shall be no more than four (4) students or pupils in the dwelling unit or on the premises at any given time.
 - (j) Home occupations that attract customers, clients, or students to the premises shall not be allowed in apartment dwelling units.
 - (k) Signs related to home occupations shall comply with Section 6.002 (J) of this Ordinance.
- (3) The following uses and other uses similar in character shall not be considered to be conducted as home occupations:
- (a) Vehicle engine repair.
 - (b) Vehicle body work.
 - (c) Veterinary hospital.
 - (d) Commercial kennel.
- (4) Garage Sales. Garage sales shall not be considered an unlawful home occupation under this Section, provided that all requirements of this subsection 4 are met. A garage sale is defined as the sale of secondhand goods where all of the following requirements are met:
- (a) The sale is held on property occupied as a dwelling by the seller or owned, rented, or leased by a charitable or political organization.
 - (b) The items offered for sale are owned by the occupant or family or friends of such occupant.
 - (c) The sale does not exceed a period of 72 consecutive hours.
 - (d) None of the items offered for sale shall have been purchased for resale or received on consignment for purpose of resale.
 - (e) Any retail sale event that does not meet the above definition of garage sale and does not otherwise meet the express exception in Section 5.003 (F) (2) (f) above shall be considered an unlawful use in all residential districts. Additionally, a garage sale shall occur no more than three (3) times within 1 calendar year per property. Participation in the annual City-wide garage sale event that takes place in May of each year shall not count toward the limitation in the previous sentence.

- (5) Cannabis businesses and hemp businesses shall not be permitted as home occupations.

(G) Bed and Breakfast Inns

(1) Purpose:

The purpose of this section is to have predefined standards in place for the permitting and operation of a bed and breakfast inn.

(2) General Standards.

The following regulations shall apply to bed and breakfast inns located in the City:

- (a) A resident manager must occupy the site when guests are present.
- (b) Building Codes. The bed and breakfast inn shall meet all applicable housing, building, and fire codes as required by the State of Minnesota. The inn shall be subject to inspection by the City Building Inspector.
- (c) Allowed Number of Rooms. The maximum number of guest rooms allowed is eight (8).
- (d) Parking. Parking shall be in accordance with Section 6.002 (I) of this Ordinance.
- (e) Signs. Signs may be permitted in accordance with Section 6.002 (J) of this Ordinance.
- (f) Rental Period. No guest shall be permitted to rent accommodations or remain in occupancy for a period in excess of 30 total days within any 90-day period.
- (g) Annual Review. Any Conditional Use Permit issued for a bed and breakfast home shall be reviewed by the Planning Commission on an annual basis.
- (h) License. A bed and breakfast license must be obtained from the City.

(H) Commercial Towers and Antennas

(1) Purpose:

In order to accommodate the communication needs of residents and businesses while protecting the public health, safety, and general welfare of the community, the City Council finds that these regulations are necessary to:

- (a) Provide for the appropriate location and development of towers and antennas to accommodate the communication needs of the residents and businesses in the City.

- (b) Maximize the use of approved towers and buildings to accommodate new personal wireless service antennas in order to reduce the number of new towers necessary to serve the community.
 - (c) Ensure antennas and towers are designed, located, and constructed in accordance with all applicable Ordinance requirements to avoid potential damage to adjacent properties from tower failure and weather-related occurrences through structural standards and setback requirements.
 - (d) Require antennas and tower sites to be secured in order to discourage trespassing and vandalism.
 - (e) Require tower equipment to be screened from the view of persons located on properties contiguous to the site or to be camouflaged in a manner to complement existing structures to minimize adverse visual effects of antennas and towers.
 - (f) Utilize business, industrial, and public land, buildings, and structures for wireless communications whenever possible and/or appropriate.
- (2) General Requirements:
- (a) Freestanding commercial towers shall conform to all applicable provisions of this Ordinance and shall be allowed only with an approved Conditional Use Permit in the I1, Light Industrial and Business (B-1, B-2, and B-3) Districts, and with an approved Conditional Use Permit in the following R-1 Zoning District locations:
 - 1. Religious institution sites, when architecturally integrated into steeples or bell towers.
 - 2. In park sites, if found to be compatible with the nature, size, and character of the park, as recommended by the Park Board. All revenues generated through the lease of a City park for wireless telecommunications towers and antennas will be transferred to the park fund.
 - 3. Government, school, and public utility sites.
 - (b) Antennas mounted on roofs, walls, and water towers are permitted uses in the following districts:
 - 1. R-1, R-2, R-3 Single Family Residential Districts. RM, Medium Density Residential, and RH, High Density Residential District.
 - 2. B-1, Central Business District, B-3 Highway Commercial District.
 - 3. I-1, Light Industrial and Business Park District.

- (c) Antenna co-locations are permitted uses on existing monopoles in the following districts:
 - 1. R-1 Single Family Residential District.
 - 2. I-1, Light Industrial and Business Park District.
- (d) Amateur radio towers are permitted uses in the R-1, R-2, R-3 Districts and the RM District, and shall conform to the following standards:
 - 1. Towers supporting amateur radio antennas and conforming to all applicable provisions of this Ordinance shall be allowed only in the rear yard of residentially zoned parcels.
- (3) Tower Performance Standards:
 - (a) Lighting: Commercial towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other federal or state authority for a particular tower. When incorporated into the approved design of the tower for camouflage purposes, light fixtures used to illuminate parking lots or other similar areas may be attached to the tower.
 - (b) Signs and Advertising: No signage, advertising, or identification of any kind intended to be visible from the ground or other structures is permitted, except applicable warning and equipment information signage required by the manufacturer or by federal, state, or local authorities.
 - (c) Interference with Public Safety Telecommunications: No new or existing telecommunications service shall interfere with public safety telecommunications.
 - (d) Permit Required: No person, firm, or corporation shall erect, construct in place, re-erect, replace, or make structural repairs to any tower without making application for and receiving an approved Conditional Use Permit, when applicable. In all cases, review by the City for all required permits shall be necessary. The City may, in its discretion, condition approval of a Conditional Use Permit on the owner of the tower facilities entering into an agreement with the City under the terms of which the owner agrees to remove, at the owner's expense, all towers and associated facilities following owner's cessation of operations at the site.
 - (e) Building Code Compliance: All towers, antennas, and accessory structures shall be in compliance with the State Building Code and shall obtain necessary permits.
 - (f) Structural Design: Structure design, mounting, and installation of the tower and antenna shall be in compliance with the manufacturer's

specifications. The plans shall be approved and certified by a structural engineer licensed in the State of Minnesota. In addition, communication towers shall be designed structurally, electrically, and in all respects, to accommodate both the applicant's antennas and comparable antennas for at least two (2) additional users, if the tower is over 100 feet in height, and at least one (1) additional user if the tower is over 60 feet in height. Towers must be designed to allow for future rearrangement of antennas upon the tower and to accept antennas mounted at various heights.

- (g) Electrical Grounding: Towers and antennas shall be grounded for protection against a direct strike by lightning and shall comply, as to electrical wiring and connections, with all applicable provisions of all state codes.
- (h) City Review: The Community Development Department is authorized to employ, on behalf of the City, an independent technical expert to review technical materials submitted by the applicant, or to determine if additional information is necessary. The applicant shall pay the cost of such review or independent analysis.
- (i) Location: No tower shall be located within any utility or drainage easement.
- (j) Insurance: The tower, antenna, accessory structure, and associated equipment shall be insured against injury or property damage caused by structural failure of the tower or associated equipment.
- (k) Landscape Bond Requirements: The owner shall guarantee the growth and maintenance of all plants for a minimum of two (2) growing seasons. The guarantee period will not begin until a final landscape inspection has occurred.
- (l) Construction Bond Requirements: A construction bond shall be posted with the City prior to the issuance of a building permit. The bond shall ensure the installation of the tower.
- (m) Abandoned or Unused Tower or Antennas or Portions of Towers: All abandoned or unused towers and associated facilities shall be removed within 6 months of the cessation of operations at the site unless an extension is approved by the City. In the event that a tower is not removed, the tower and associated facilities may be removed by the City and the costs of removal assessed against the owner of the tower. After the facilities are removed, the site shall be restored to its original or an improved state.

(4) Design Standards:

- (a) Proposed or modified towers and antennas shall meet the following requirements:
 - 1. Towers, antennas, and antenna cables shall be designed to blend into the surrounding environment to the maximum extent possible as determined by the City through the use of building materials, colors, texture, screening, landscaping, and other camouflaging architectural treatment, except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration.
 - 2. Communication towers shall be of a monopole design.
 - 3. A galvanized finish shall be used on the tower, except in instances where the color is dictated by federal or state authorities such as the Federal Aviation Administration.

(5) Height Restrictions:

- (a) The height of towers shall be determined by measuring the vertical distance from the tower's point of contact with the ground or rooftop to the highest point of the tower, including all antennas or other attachments. When towers are mounted upon other structures, the combined height of the structure at the tower's point of attachment and tower must meet the height restrictions of this Section.
- (b) The maximum heights for towers are as follows:
 - 1. In residential zoning districts, the maximum height of any commercial tower, including all antennas and other attachments, shall not exceed 200 feet.
 - 2. In residential zoning districts, amateur radio antennas are a permitted use if 50 feet or less in height. Amateur radio antennas in excess of 50 feet require a Conditional Use Permit, provided that such height is technically necessary to receive and broadcast amateur radio signals. They shall be in accordance with the preemption ruling PRB1 of the Federal Communications Commission.
 - 3. In the I-1 Light Industrial and Business Park District, the maximum height of any commercial tower, including all antennas and other attachments, shall not exceed 200 feet.
- (c) The maximum height of antennas attached to a structure and not freestanding is 15 feet.

(6) Setbacks:

- (a) Towers, accessory buildings, and their related equipment shall conform to the following setback requirements:
 - 1. Commercial towers in the Industrial zoning district shall be set back 50% of the height of the tower, from all property line lines.
 - 2. For residentially zoned property, towers shall maintain property line setbacks equal to two (2) times the height of the tower from residentially zoned property lines.
 - 3. Towers shall only be allowed in the rear yard.
 - 4. Accessory utility buildings and equipment shall meet the minimum accessory use location and setback requirements of the underlying zoning district.
- (7) Accessory Utility Buildings:
 - (a) All utility buildings and structures accessory to a tower or antenna shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements for accessory structures of the underlying zoning district. In the B-1 District, accessory structures and utility buildings shall be architecturally designed to blend in with the surrounding environment and shall only be allowed in rear yards and shall maintain a minimum five (5) foot property line setback
 - (b) Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood.
- (8) Antennas Mounted on Roofs, Walls, and Existing Towers:
 - (a) The placement of personal wireless service antennas on roofs, walls, and existing towers may be approved by the City, without a Conditional Use Permit, provided the antennas meet the requirements of this Ordinance, with a building permit approved by the appropriate City Staff. In addition to the submittal requirements required elsewhere in this Ordinance, an application for a building permit for antennas to be mounted on an existing structure shall be accompanied by the following information:
 - 1. A site and building plan showing the location of construction of the antennas and the proposed method of attaching them to the existing structure, and documenting that the request meets the requirements of this Ordinance.

2. Certification by a qualified and licensed professional engineer indicating the existing structure or tower's ability to support the antenna.

(9) Landscaping and Security Fencing:

- (a) The following requirements shall govern landscaping and fencing surrounding towers and accessory structures supporting towers and antennas, within all zoning districts:
 1. Where adequate vegetation is not present, all towers and mechanical equipment facilities shall be landscaped around its perimeter. Landscaping shall consist of trees that are opaque year round, and are a minimum of six (6) feet in height and four (4) feet in diameter at time of planting, and placed 10 feet on center, except that no landscaping is required at the entrance to the tower facility.
 2. Existing mature tree growth and natural landforms on the site shall be preserved to the maximum extent possible. Where natural vegetation around the perimeter of the site would provide an adequate visual screen, an undisturbed buffer may be utilized.
 3. A chain link or wood fence, a minimum of six (6) feet in height, shall surround the perimeter of the tower and mechanical equipment area. If equipment is housed within a completely enclosed building, fencing is not required. Fencing shall meet the City's fencing requirements under Section 6.002 (C) of this Ordinance.
 4. Landscaping and fencing requirements may be waived by the City Council, if it is found to not be necessary.
 5. Amateur radio towers are exempt from the landscaping requirements.

(10) Co-Location Requirement:

- (a) A proposal for a new personal wireless communication service tower shall not be approved unless it can be documented by the applicant that the communications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within a one (1) mile radius of the proposed tower due to one (1) or more of the following reasons:
 1. The planned equipment would exceed the structural capacity of the existing or approved tower or building as documented by a qualified and licensed structural engineer licensed in the State of Minnesota, and the existing or approved tower cannot be

reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.

2. Existing or approved towers and buildings within a one (1) mile radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified radio frequency engineer.
3. The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified and licensed engineer.
4. Other unforeseen reasons that make it unfeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.
5. The applicant must demonstrate that a good faith effort to co-locate on existing towers and structures was made, but an agreement could not be reached.

(11) Existing and Damaged Towers and Antennas:

- (a) Towers, antennas, and tower accessory buildings in existence as of the date of adoption of this Section which do not conform to or comply with this Ordinance are subject to the following provisions:

1. When any lawful non-conforming tower is damaged or destroyed by wind, fire, flood, explosion, earthquake, war, riot, or other similar peril to the extent of greater than 50% of its estimated market value as indicated in the records of the county assessor at the time of damage and no building permit has been applied for within 180 days of when the tower is damaged, it shall not be reconstructed except in conformity with the provisions of this Ordinance.

(12) Submittal Requirements:

- (a) The following shall be required for both Building Permits and Conditional Use Permits for towers and their antennas:

1. A report from a qualified and licensed structural engineer licensed in the State of Minnesota which does the following:
 - a. Describes the tower height and design including a cross section and elevation.

- b. Documents the height above grade for all potential mounting positions for co-located antennas and the minimum separation distances between antennas.
 - c. Describes the tower's capacity, including the number and type of antennas that it can accommodate.
 - d. Describes information on non-interference.
 - e. Documentation that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower.
2. A certificate of survey and documentation which describes the following:
- a. All existing conditions on the subject parcel.
 - b. All proposed features relating to the tower location, including the tower, fencing, accessory structures, and driveways.
 - c. Landscaping and/or screening plans,
 - d. Legal description of the property,
 - e. Any additional information as deemed necessary by the Community Development or Building Department.
3. Before the issuance of a building permit, the following supplemental information shall be submitted:
- a. Confirmation that the proposed tower complies with the requirements of the Federal Aviation Administration, Federal Communications Commission, and any appropriate state review authority or that the tower is exempt from those regulations.
 - b. A report from a qualified professional engineer licensed in the State of Minnesota which demonstrates the tower's compliance with the State and City structural and electrical, but not radio frequency, standards.
 - c. Any additional information as deemed necessary by the Community Development or Building Department.

(13) Exemptions:

- (a) The following antennas are exempt from the requirements under this Section except as otherwise provided in Subsection (b), (c) & (d) of this Section:

1. Satellite earth station antennas that are two (2) meters or less in diameter and located or proposed to be located in a Business or Industrial District.
 2. Antenna designed to receive signals as follows:
 - a. Antennas that are one (1) meter or less in diameter and that are designed to receive direct broadcast satellite service, including direct-to-home satellite services.
 - b. Antennas that are one (1) meter or less in diameter and that are designed to receive video programming services via multipoint distribution services, including multi-channel multipoint distribution services, instructional television fixed services, and local multipoint distribution services or
 - c. Antennas designed to receive television broadcast signals.
- (b) Residential District Standards. Satellite earth station antennas in excess of one (1) meter in diameter and antennas designed to receive direct broadcast services or multi-channel multipoint distribution services in excess of one (1) meter in diameter may be allowed as a conditional use within the residential zoning districts of the City and, in addition to the requirements of this Section, shall comply with the following standards:
1. The lot on which the antenna is located shall be of sufficient size to ensure that an obstruction-free receive window can be maintained within the limits of the property ownership.
 2. Except where the antenna is screened by a structure exceeding the antenna height, landscape buffering and screening shall be maintained on all sides of the antenna in a manner in which growth of the landscape elements will not interfere with the receive window.
 3. The antenna is not greater than three (3) meters in diameter.
 4. The Conditional Use Permit provisions of this Section are considered and determined to be satisfied.
- (c) Business District Standards. Satellite earth station antennas in excess of two (2) meters in diameter and antennas designed to receive direct broadcast services or multichannel multipoint distribution services in excess of one (1) meter in diameter are allowed as a conditional use within the B-1, B-2, and B-3 districts of the City and, in addition to the requirements of this Section, shall comply with the following standards:

1. The lot on which the antenna is located shall be of sufficient size to ensure that an obstruction-free transmit-receive window or windows can be maintained within the limits of the property ownership.
2. Except where the antenna is screened by a structure exceeding the antenna height, landscape buffering and screening shall be maintained on all sides of the antenna in a manner in which growth of the landscape elements will not interfere with the transmit-receive window.
3. The Conditional Use Permit provisions of this Section are considered and determined to be satisfied.

(d) Industrial District Standards. Satellite earth station antennas in excess of two (2) meters in diameter and antennas designed to receive direct broadcast services or multichannel multipoint distribution services in excess of one (1) meter in diameter may be allowed as a conditional use within the I-1 District of the City and, in addition to the requirements of this Section, shall comply with the following standards:

1. The lot on which the antenna is located shall be of sufficient size to ensure that an obstruction-free transmit-receive window or windows can be maintained within the limits of the property ownership.
2. Except where the antenna is screened by a structure exceeding the antenna height, landscape buffering and screening shall be maintained on all sides of the antenna in a manner in which growth of the landscape elements will not interfere with the transmit-receive window.
3. The Conditional Use Permit provisions of this Section are considered and determined to be satisfied.

(I) Outdoor Wood-Fired Boilers

(1) Purpose:

It is generally recognized that the types of fuel used, the scale of, and the duration of burning by outdoor wood burning boilers create noxious and hazardous smoke, soot, fumes, odors, and air pollution, can be detrimental to citizens' health, and can deprive neighboring residents of the enjoyment of their property or premises. Therefore, with the adoption of this article, it is the intention of the City to establish and impose restrictions upon the construction and operation of outdoor wood burning boilers within the limits of the City for the purpose of securing and

promoting the public health, comfort, convenience, safety, welfare and prosperity of the City and its inhabitants.

(J) Second Kitchen in a Single-Family Dwelling

(1) Purpose:

The purpose of this section is to establish use and development regulations for a second kitchen within a single-family residence. These regulations are adopted for the following purposes:

- (a) To allow City residents to have a second kitchen within a single-family dwelling unit for use by the family residing within the dwelling unit for the purpose of entertaining, recreation, or convenience, which is accessory to the first kitchen within the dwelling unit.
- (b) Approval of a second kitchen within a single-family dwelling unit shall not be the approval of a second dwelling unit or accessory dwelling unit.

(2) Development Standards - Permitted Use:

- (a) A second kitchen in a single family residence (dwelling unit) may be allowed in the R-1, R-2 R-3, RM, and RH Residential Zones if all of the following requirements are met:
 - 1. The residence shall have only one (1) front entrance.
 - 2. The residence shall have only one (1) address.
 - 3. The residence shall have no more than one (1) electrical meter.
 - 4. A second kitchen shall exist only as part of the primary structure and shall not be installed in an accessory building/structure.
 - 5. Construction of any such kitchen shall meet standards of the current building codes adopted by the City.
- (b) A single-family dwelling unit may be permitted up to two (2) kitchens in addition to a kitchen permitted as part of an approved accessory dwelling unit.
- (c) A second kitchen shall not be established in a single-family residential structure which contains an attached accessory dwelling, whether or not such accessory dwelling was established legally.

(K) Outdoor Seating for Restaurants and Drinking Establishments

- (1) Restaurants may provide outdoor seating for their patrons with an approved administrative 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) No beverages or food shall be served to persons outside of the designated outdoor seating area.
 - (c) The seating area, if not slab on grade, shall be subject to applicable setback requirements.
 - (d) The seating area shall have a permanent surface of concrete, asphalt, wood, or other fabricated construction material.
 - (e) 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 (4) foot wide passageway for pedestrians. Applicable building and fire codes for ingress and egress shall be met.
 - (f) No additional parking is required for 30 outdoor seats or less. Any additional seating over 30 seats shall provide required parking based on one (1) space per three (3) seats.
 - (g) The outdoor seating area shall be subordinate to the principal use and shall not exceed 40% of the square footage of the principal use's building space.
 - (h) Noises on the outdoor seating area shall be subject to City Code Section 92.18 (S).
 - (i) Lighting shall be permitted to the extent that it only illuminates the designed area. Lighting must otherwise meet the standards listed in Section 5.003 (E) of this Ordinance for Glare.
 - (j) 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.
 - (k) Additional conditions may be imposed by the Zoning Administrator and listed on the approved administrative permit including, but not limited, to

hours of outdoor seating area use and additional screening or buffering to residential zoned or used areas.

- (l) 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 feet from the edge of the defined patio area at any time.
 - (m) Pet dogs may be permitted within outdoor patio areas of dining and drinking establishments, provided that the establishment obtains a permit and meets the standards listed in City Code Section 90.14.
- (3) For establishments with liquor licenses, the following regulations apply in addition to those listed above:
- (a) A Conditional Use Permit is required for outdoor seating for a restaurant or drinking establishment with a liquor license.
 - (b) 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.
 - (c) The outdoor seating area shall be defined with the use of landscaping and permanent approved fencing which is a minimum of four (4) feet in height with at least 50% 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.
 - (d) 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.
 - (e) Bars are prohibited in outdoor seating areas, with the exception of a service bar for the exclusive use of the establishment's employees.
 - (f) 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.

(L) Apartments Located Above the First Floor

Apartments located above the first floor of a building used or zoned for business purposes shall meet the following minimum requirements:

- (1) In the B-1 Commercial Zoning District, street level, first floor dwelling units (apartments) shall be permitted under the following circumstances:
 - (a) Adequate onsite parking is available.
 - (b) The dwelling unit is not along Main Street.
 - (c) The dwelling unit is not within 40 feet of the frontage on a side street of Main Street.
- (2) Off-street parking spaces must be provided for each unit as provided for in Section 6.002 (I) of this Ordinance.
- (3) There must be security lighting that illuminates the parking area and entries to the units.
- (4) There must be an appropriate area for trash receptacles, and the designated area must meet the requirements of Section 5.003(B).

(M) Brewpubs

Brewpubs are a permitted use in the B-1, B-2, and B-3 Commercial Zoning Districts with the following minimum requirements:

- (1) Brewpubs must be accessory to a small brewery.
- (2) Brewpubs are limited to the production of no more than 3,500 barrels annually.
- (3) The brewing process and equipment is not required to be located in the same building as the restaurant; however, it must be located on the same premises as the small brewery.
- (4) No exterior storage of brewery related items is allowed including but not limited to brewing equipment, product, raw materials, or waste materials.
- (5) The Municipal Utility Department must review and approve facility plans to determine that appropriate utilities are available to the premises and that wastewater generated will not be a detriment to the waste water treatment plant. The Waste Water Department may require a sampling point on the premises for processed water and regular sampling by a certified lab acceptable to the City to determine appropriate treatment. Treatment must be undertaken by the owner of the premises when required by the Waste Water Department.
- (6) Brewpubs must comply with all applicable provisions of the law and obtain all required licenses.

- (7) Brewpubs must meet the standards in Unified Development Code Section 6.002 (K).

(N) Small Breweries and Breweries

- (1) In every district where the use is conditional or permitted, the small brewery or brewery:
 - (a) Must comply with all applicable provisions of law and obtain all required licenses.
 - (b) Must meet the performance standards in Unified Development Code Section 6.002 (K).
 - (c) The Municipal Utility Department must review and approve facility plans to determine that appropriate utilities are available to the premises and that wastewater generated will not be a detriment to the waste water treatment plant. The Waste Water Department may require a sampling point on the premises for processed water and regular sampling by a certified lab acceptable to the City to determine appropriate treatment. Treatment must be undertaken by the owner of the premises when required by the Waste Water Department.
- (2) Small breweries are a conditional use in the B-1, B-2, and B-3 Commercial Zoning Districts with the following minimum requirements:
 - (a) Small breweries are limited to the production of no more than 20,000 barrels annually.
 - (b) No exterior storage of brewery related items is allowed including but not limited to brewing equipment, product, raw materials, or waste materials.
 - (c) Every small brewery in a commercial zoning district must provide for consumption on the premises at a Taproom that is open for retail consumption at least 10 hours a week.
- (3) Small breweries and breweries are a permitted use in the I-1 Light Industrial and Business Park Zoning District and may have a Taproom, but may not have a restaurant (as that term is defined in the Unified Development Code and Minnesota Statutes, Section 340A.101).

(O) Distilleries and Micro-Distilleries

In every district where the use is permitted, the Distillery or Micro-Distillery:

- (1) Must comply with all applicable provisions of law and obtain all required licenses.

- (2) Must not be located next to or adjacent to R-1, R-2, or R-3 Residential Zoned properties.
- (3) The Municipal Utility Department must review and approve facility plans to determine that appropriate utilities are available to the premises and that wastewater generated will not be a detriment to the waste water treatment plant. The Waste Water Department may require a sampling point on the premises for processed water and regular sampling by a certified lab acceptable to the City to determine appropriate treatment. Treatment must be undertaken by the owner of the premises when required by the Waste Water Department.
- (4) No exterior storage of distillation related items is allowed including but not limited to equipment, product, raw materials, or waste materials.

(P) Clinics

- (1) Shall follow all Minnesota Department of Health program rules specific to detoxification programs and chemical dependency treatment programs, as applicable. If detoxification programs and chemical dependency treatment programs are on site, a security guard must be on site during all business hours.
- (2) Clinics in the B-1 Central Business District that have more than 50 patients per day are required to provide an off-street parking area that provides a minimum number of parking spaces equal to the number of employees on the largest shift.

(Q) Healthcare Facilities

- (1) Shall not have any emergency vehicle access adjacent to or located across the street from any residential use.
- (2) Shall follow all Minnesota Department of Health program rules specific to detoxification programs and chemical dependency treatment programs, if applicable. If detoxification programs and chemical dependency treatment programs are on site, a security guard must be on site during all business hours.

(R) Indoor Firing Ranges

In every district where the use is permitted or conditional, the Indoor Firing Range:

- (1) Shall not be located on any lot directly adjacent to an existing Residential Zoning District or any public park property.
- (2) Shall not be located within 500 lineal feet, measured from building to building, of any religious institution, school, or establishment licensed to dispense intoxicating or non-intoxicating beverages.
- (3) The use, occupancy, and construction of the building shall conform to the Minnesota State Building Code.

- (4) The building and method of operation shall conform with the applicable Minnesota Pollution Control Agency, Environmental Protection Agency, and OSHA standards for indoor ventilation, emissions into the atmosphere, indoor sound levels, lead containment, and outside noise standards.
- (5) The design and construction of the firing range shall completely confine all ammunition rounds within the building and in a controlled manner. The design and construction of the firing range shall be certified by a registered engineer in the State of Minnesota. The certified plans shall include the specifications and construction of the bullet trap(s), ceilings, exterior and interior walls, and floors. The certified plans shall state what type and caliber of ammunition the range is designed to totally confine.
- (6) No ammunition shall be used in the range that exceeds the certified design and construction specifications of the firing range.
- (7) A written log of range users shall be maintained by the range operator and available for inspection by the City at any and all times. The name and address of the user shall be verified by photo identification. The log shall but is not limited to the name, address and phone number of the range user, and the time and date the user was in the range.
- (8) Firearms shall not be stored on the premises when the range is closed for business, unless they are stored in a secured vault.
- (9) On-site supervision shall be supplied at all times by an adult with credentials as a range operator. The range operator shall be responsible for the conduct of their place of business and the conditions of safety and order in the place of business and on the premises.
- (10) The applicant shall provide and maintain proof of liability insurance which shall require the insurer notify the Zoning Administrator in writing within 10 business days of cancellation of the policy, a change in the limit of the policy, and/or a change in policy ownership. Said policy shall be available for inspection by the Zoning Administrator or designee at all times.
- (11) On site instruction shall be given only by Certified Firearms Instructors. Current certificates for firearms instructors shall be on display in a conspicuous location in the premises and available for public inspection at all times.
- (12) An outside security plan for the general grounds shall be submitted to the Zoning Administrator or designee for review and approval.
- (13) The transport of firearms on the premises, to the premises, and from the premises shall conform to State Law.

- (14) Minors shall not be allowed in the range unless accompanied by an adult at all times. This provision shall not be interpreted to prohibit minors from participating in a firearm safety class which is supervised by an adult instructor.
- (15) Indoor firing ranges shall not sell or dispense intoxicating or non-intoxicating liquors, nor shall they be located in a building which contains a business that sells or dispenses intoxicating or non-intoxicating liquors.
- (16) Hours of operation are limited to 7am to 10pm.
- (17) The Planning Commission and City Council reserve the authority to review or modify the performance standards for the range.
- (S) Cannabis Businesses
 - (1) Cannabis businesses may not be located within 250 feet of a school as established in City Code Section 121.14 (H).
- (T) Sacred Communities and Micro-Unit Dwellings
 - (1) Sacred Communities and Micro-Unit Dwellings shall be permitted in accordance with Minnesota Statute 327.30 as it may be amended.
- (U) Miscellaneous
 - (1) Opt-Out of Minnesota Statutes, Section 462.3593: Pursuant to authority granted by Minnesota Statutes, Section 462.3593, Subdivision 9, the City of New Prague opts-out of the requirements of Minn. Statutes Section 462.3593, which defines and regulates Temporary Family Health Care Dwellings.
- (V) Traffic Impact Study Guidelines and Process
 - (1) Introduction.
 - (a) Traffic Impact Studies are utilized to evaluate the interaction between existing transportation infrastructure and proposed land development projects. The basic premise is that land development generates new traffic that will travel on the adjacent highway system and that the amount of traffic and the relative impact to the system is predictable.
 - (b) The following guidelines are intended to provide an understanding of the process through which a Traffic Impact Analysis is developed and submitted within the City of New Prague, as well as an understanding of the technical requirements of the deliverables to be provided. The procedures contained in this document are provided to:
 - 1. Assist developers through an approval process by outlining the requirements and level of detail of traffic analysis that is expected based on the type and intensity of the proposed development,

2. Standardize the types and details of analysis required in the assessment of traffic impacts for developments with similar levels of size and intensity,
3. Encourage consistency in the preparation and review of a traffic impact study through standardization of reports.

(2) Purpose of Traffic Impact Study

- (a) A Traffic Impact Study is a specialized engineering study that determines the potential traffic impacts of a proposed traffic generator.
- (b) The goals of a Traffic Impact Study are as indicated below:
 1. Identify potential adverse impacts to the existing transportation system and to proposed developments such as:
 - a. On-site congestion and or congestion on adjacent roadways
 - b. Inadequate access capacity
 - c. Crash experience / crash expectancy
 2. Assist public and private sector entities in identifying and resolving issues related to the location of driveways, public streets, traffic controls (i.e. signals, signs, striping) and other transportation facilities that are requested.
 3. Assist in long term planning such that the extension and growth of the transportation system may occur in a manner that is comprehensive in nature and supportive of public good.

(3) Need for Traffic Impact Study

- (a) In general, a comprehensive traffic impact study is required if any of the following conditions are expected:
 1. The development will generate 100 or more new a.m. or p.m. peak hour vehicle trips.
 2. The development will generate 750 or more new daily vehicle trips.
 3. New development traffic will substantially affect an intersection or roadway segment already identified as operating at an unacceptable level of service.
 4. The development would likely create a hazard to public safety.

5. The location of the development is in an environmentally or otherwise sensitive area, or in an area which is likely to generate public controversy.
 6. The development will substantially change the off-site transportation system or connections to it.
- (b) Certain types of development, because of their size, nature, or location, are less likely to result in traffic impacts and therefore do not require the investment of time or effort in conducting a comprehensive traffic analysis. When a development is staged or phased over time, the City requires that a Traffic Impact Study be completed based on the impacts of the final phase or build out. At a minimum, all development projects will need to prepare some documentation such as driveway/access locations, showing consistency with the New Prague Comprehensive Plan, and compliance with the access spacing guidelines which are part of the New Prague Zoning Ordinance.

Table 1 - Level of Analysis Required

Minimal Analysis	Comprehensive Analysis
<i>Used when development has all of the following:</i>	<i>Used when development has all of the following:</i>
Low Traffic Generation	High Traffic Generation
Access onto Local Streets	Access to Collector or Arterial Streets
Sufficient Reserve Capacity on Existing System	Insufficient Reserve Capacity on Existing System
<i>Required Information:</i>	<i>Required Information:</i>
Driveway & Access Location	All of the Requirements under the Minimal Analysis, Plus:
Driveway Design	Traffic Impact Analysis/Study
Consistency with Comp Plan and Zoning Ordinance	Identification of Mitigation Strategies
	Safety Analysis

- (c) The number of peak hour trips generated should be estimated using the ITE Trip Generation Handbook (8th Edition or most current publication). Some examples of the size of development generating 100 peak hour trips are included in Table 2 and a more detailed discussion of the trip generation is in Section 5.003 (V) (6) (c).

Table 2 – Development Sizes Generating 100 A.M. or P.M. Peak Hour Trips

Type of Development	Threshold
Single Family Residential	90 units
Condominium / Townhome	190 units
Apartments	140 units
Office	45,000 square feet
Medical / Dental Office	22,000 square feet
Light Industrial / Warehousing	93,000 square feet / 145,000 square feet
Shopping Center / Strip Mall	6,000 square feet
24-hour Convenience Store	1,900 square feet
Gas Station	7 single pumps
Sit Down Restaurant	5,400 square feet

Fast Food (with drive-thru)	2,000 square feet
-----------------------------	-------------------

Source: ITE Trip Generation, 8th Edition

- (d) The City of New Prague, at its discretion, may require that a Traffic Impact Study be prepared for any development, regardless of size, if there are concerns over safety, operational issues, or if located in an area heavily impacted by traffic.
- (4) Policy
 - (a) The City of New Prague hereby adopts the quality of traffic operations as the key performance measure for the road system within the City. The Highway Capacity Manual estimates the quality of traffic flow in letter grades, referred to as Levels of Service. A and B represent uncongested conditions, C and D are approaching congestion, and E and F are very congested
 - (b) The City of New Prague hereby established, as a citywide target, a Level of Service (LOS) “C” on all roads and intersections within the City. Overall intersection LOS should satisfy the specified LOS target. In addition, the LOS for individual intersection approaches and/or traffic movements should satisfy the LOS goals. In accordance with this target of LOS C, the performance goals and strategies developed within Traffic Impact Studies should adopt Levels of Service objectives in accordance with Table 3. To summarize, Table 3 indicates that:
 - (c) When the LOS without development is LOS A, B or C, the minimum acceptable projected LOS shall be LOS C.
 - (d) When the LOS without development is LOS D, E, or F, the minimum acceptable projected LOS shall be equal to the LOS without development.

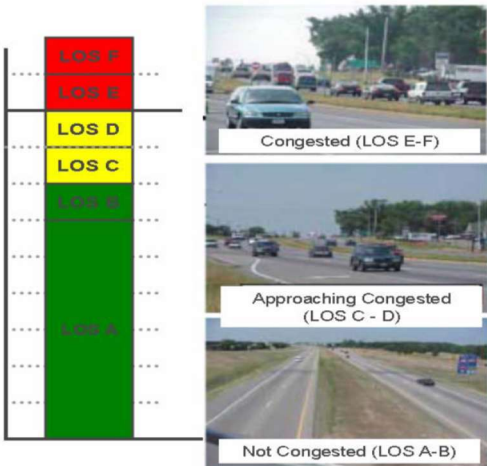


FIGURE 1
Level of Service Thresholds of Congestion

Table 3 - Level of Service Required

	Level of Service Without Development						
		A	B	C	D	E	F
Projected Level of Service	A	N.A.					
	B	B	N. A				
	C	C	C	N. A			
	D	C	C	C	N.A.		
	E	C	C	C	D	N.A.	
	F	C	C	C	D	E	N. A

(5) Early Coordination Meeting

- (a) To determine the need for and scope of a Traffic Impact Study in the City of New Prague, early coordination between the developer, the City, and any other affected roadway authorities is critical. The coordination will provide an opportunity to discuss the following key points before initiating a traffic study:
- Existing known delay (level of service) or safety issues
 - Study area definition including key intersection and roadways that will be affected
 - Traffic data needs and requirements
 - Proposed development land uses
 - Traffic forecast assumptions (background growth, other planned developments, or roadway network improvements)
 - Development schedule and/or phasing of site occupancy
 - Need for involvement from other governmental agencies (MnDOT, Scott or LeSueur Counties, and Helena or Lanesburgh Townships).
 - Study schedule
 - Review process
 - Relationship of Traffic Impact Study to City approval

(6) Traffic Impact Study Process

- (a) A Traffic Impact Study includes a comprehensive analysis of both operational and safety impacts of the proposed development. Documentation of both conditions provides the necessary information to determine appropriate mitigation strategies, provides additional justification for the improvements, and begins the discussion of potential cost sharing alternatives. The basic process, summarized in Figure 2, includes:
1. Documentation of existing, pre-development conditions
 2. Estimation of site traffic generation
 3. Documentation of expected post development conditions
 4. Comparison of pre and post development conditions to determine operational and safety impacts caused by site generated traffic and if the performance measure thresholds have been exceeded.

(b) Operational Analysis

1. The following are the key steps in the process through which a Traffic Impact Study is developed including the expected methodologies required by the City of New Prague.

a. Step 1 – Identify Key Locations and Scenarios

The identification of key locations includes determining intersections, driveways, and roadway segments that may be impacted by the proposed development. The minimum study area will be determined by development type and size as shown in Table 4. For example, a moderate size development (500-999 peak hour site generated trips) would require all site access drives and all signal controlled and non-controlled intersections within one half mile of the development be analyzed as part of the Traffic Impact Study. The City of New Prague may require expansion of the study area when the minimum study areas identified in Table 4 do not provide sufficient information to meet the goals of the Traffic Impact Study Guidelines.

Study Years and Scenarios

The Traffic Impact Study always begins with documentation of the existing conditions. The number of additional analysis of future years is determined by project type and size in accordance with the criteria in Table 4.

Generally, small developments will require documenting conditions in the year of opening. Moderate size developments add an analysis of conditions five years after the opening. Large developments and those of regional significance require consideration of conditions at the typical planning horizon, 20 years after the opening.

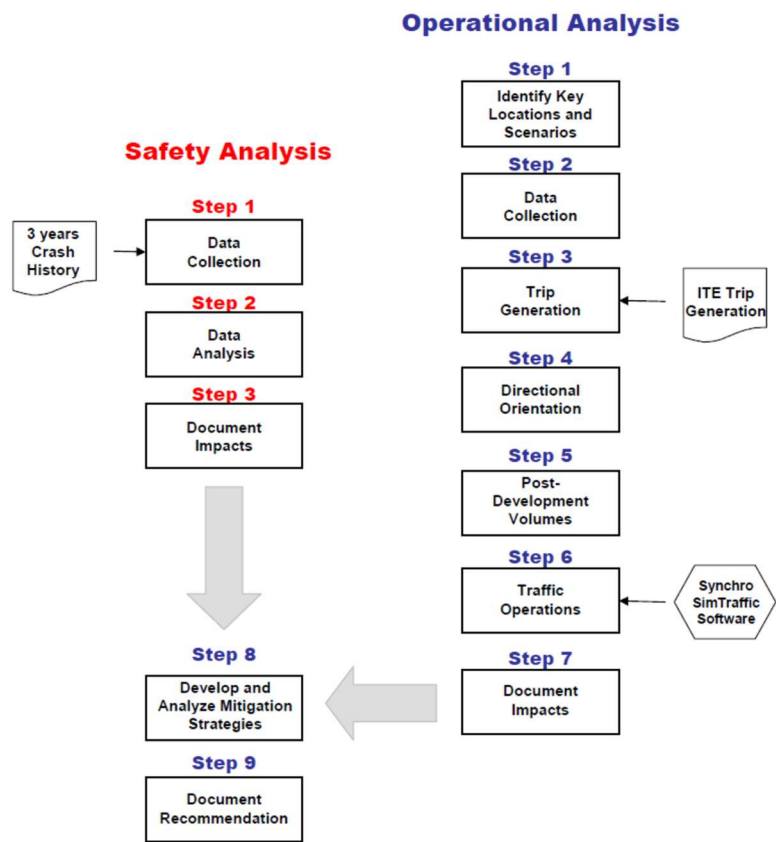


Figure 2

Table 4 – Minimum Study Area Guidelines

Development Characteristics	Study Year(s)	Minimum Study Area
Small Development 100 – 499 peak trips	1. Existing 2. Opening Year	1. Site Access Drives 2. Adjacent signal-controlled intersections within ¼ mile and/or major street intersection without signal control and driveways within 500 feet
Moderate Development 500 – 999 peak hour trips	1. Existing 2. Opening Year 3. 5 Years After Opening	1. Site Access Drives 2. All signal-controlled intersections within ½ mile and/or major street intersections without signal control and major driveways within ½ mile
Large Developments	1. Existing 2. Opening Year	1. Site Access Drives

1,000 – 1,500 peak hour trips	3. 20 Years After Opening	2. All signal-controlled intersections within 1 mile and/or major street intersections without signal control and major driveways within 1 mile
Regional Development > 1,500 peak hour trips	1. Existing 2. Opening Year 3. 20 Years After Opening	1. Site Access Drives 2. Key signal-controlled intersections and major street intersections without signal control within 3 miles

b. Step 2 – Data Collection

The amount of data that will need to be collected will vary depending on size and type of development. Table 5 provides a summary of suggested background data that may be useful in the development of a Traffic Impact Study. Basically, this information documents current conditions relating to traffic volumes, transportation system characteristics, land use / zoning, and demographics.

Table 5 – Suggested Background Data for Review

Traffic Volumes	Current and (if needed) historic daily and hourly volume counts Recent (no more than 2 years old) intersection turning movement counts Seasonal variations Forecast future volumes from previous studies or regional plans Relationship of count day to both average and design days (account for seasonal variations)
Land Use	Current land use, densities, and occupancy in vicinity of site Approved development projects and planned completion dates, densities, and land use types Anticipated development on other undeveloped parcels Comprehensive land use plan Zoning in vicinity Absorption rates by type of development
Demographics	Current and future population and employment within the study area by census tract or transportation analysis zone
Transportation System	Current street system characteristics, including direction of flow, number and types of lanes, right-of-way width, type of access control, and traffic control including signal timings Roadway functional classification Route governmental jurisdiction Traffic signal locations, coordination, and timing Adopted local and regional plans Applicable studies in the area that are completed or in progress Planned thoroughfares in the study area and local streets in vicinity of site, including improvements Transit service and usage Pedestrian and bicycle linkages and usages Available curb and off-site parking facilities Obstacles to implementation of planned project Implementation timing, funding source, and certainty of funding for study area transportation improvements (whether or not funded in current capital improvement program)

c. Step 3 – Trip Generation

In order to provide a reasonable measure of consistency in estimating traffic generation, the latest edition of the ITE's

Trip Generation shall be used for selecting trip generation rates for new development. There are three basic methodologies for estimating trip generation. The most fundamental display of available information is a plot of the total trip ends versus a related independent variable, i.e. acres or 1,000 square feet of development. The traditional method of forecasting the number of site generated trips has been to multiply the weighted average trip rate by the number of units of the independent variable. The last method uses a regression equation to directly compute the forecast number of trips based on the independent variable of the proposed development. The recommended approach for estimating trip generation for proposed development is as follows:

- i. When the ITE Trip Generation data plot contains more than 20 data points and a regression curve and equation are provided use the regression equation.
- ii. If there are fewer than 20 data points or if a regression equation is not provided, the weighted average rate should be used when the standard deviation is less than 100 percent of the weighted average rate.
- iii. If the ITE data does not include sufficient data points, does not provide a regression equation or has a standard deviation that is too high the analyst has two choices. First, attempt to collect local data to supplement the ITE data or second, proceed with the ITE data and include a caution statement warning of possible reliability concerns.

It should be noted that the ITE trip rates and equations are derived from actual measurements of traffic generated by individual sites. These rates and equations represent the total traffic entering a site at its driveways. The City of New Prague's required traffic impact analysis process assumes that the site generated traffic is new traffic added to the system. ITE suggests that for some retail-oriented development this assumption may not be entirely valid. However, they also conclude that predictive mathematical models for "Pass-By" and linked trips are not currently available. Therefore, reductions in trip generation for Pass-By and/or linked trips will NOT be considered.

d. Step 4 – Directional Orientation

The directional orientation of the generated traffic is the most subjective part of the entire Traffic Impact Study process and is used to assign the site generated trips to and from the regional road system. The trip distribution and assignment should be discussed with City Staff and should use one of the following methods:

- i. Market Analysis – probably the most accurate method but is only occasionally provided.
- ii. Home address locations of known users (i.e. employee or customer home address zip codes)
- iii. Regional Travel Model – can be a good source of directional information, but it’s primarily intended to document home based work trips. New Prague is geographically located on the fringe of the Twin Cities Met Council Regional model. Influences from outside the model limits should also be considered.
- iv. Weighted ADT Distribution – if a market analysis does not exist and regional model data is considered to be a poor fit, a weighted distribution of daily traffic volumes on roadways adjacent to the site can be used to provide a reasonable estimate of general travel patterns in the study area. An example of this technique is illustrated in Figure 3.

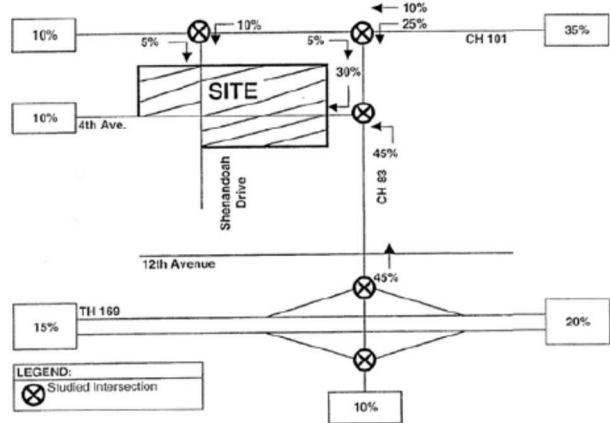


FIGURE 3
Weighted ADT Distribution Example
Source: United Properties/Opus AUAR Traffic Analysis – Shakopee, MN

e. Step 5 – Post-Development Traffic Volumes

The post-development traffic volumes are computed by adding the site generated trips (Step 3) to the existing peak hour turning movements in accordance with the directional orientation (Step 4). The results of this computation are the traffic volumes in and out of the properties accesses and turning volumes at any intersections included in the study area.

If the expected year of opening is not the current year, the background traffic volumes must be increased to account for general growth in the area. The growth factor can be computed from a minimum of 10 years of historic data by linear regression or by applying a 3.25 percent per year factor.

The five year after opening and 20 years after opening analysis associated with moderate and large-scale developments also required adjusting background traffic volumes to account for growth in the City and surrounding area. Reasonable approaches to account for this growth include regression analysis of historical data, use of output from regional or county travel demand models or application of the City’s general growth factor (3.25%).

f. Step 6 – Traffic Operations Analysis

Intersection Level of Service Analysis

The City of New Prague requires the use of the Transportation Research Board – Highway Capacity Manual (HCM), 2000 Update, or most recent release for signalized and unsignalized intersection level of service analysis. For more detailed study areas, capacity software may be utilized to determine existing and future traffic operations. New Prague approves the use of the software Synchro© and SimTraffic© for intersection capacity analysis. Roundabout design and capacity analysis should be performed using RODEL and/or VISSIM depending upon the complexity of the intersection and its interaction with adjacent intersections. A comparison of the recommended applications for the software packages is included in Table 6. The selection of modeling software for a Traffic Impact Study should be discussion with City Staff during the early coordination meeting.

Table 6 – Recommended Modeling Analysis Tools

Macroscopic (Synchro© or RODEL)	Microscopic (SimTraffic © or VISSIM)
• Easy Conditions • Low to Moderate Volumes • Isolated Intersections • Quick Analysis • RODEL for entry design of roundabouts (single or multi-lane)	• Complex Geometry • Heavy Volumes • Network Operations • Detailed Analysis • Closely spaced intersections • Queuing concerns • Pedestrians and bicyclists • Multi-lane roundabouts

The traffic operations analysis of signalized intersections for any particular year requires three basic inputs:

- i. Peak Hour Turning Movement Volumes – Existing and forecast conditions as determined in Steps 2 and 5.
- ii. Intersection Traffic Control – Existing conditions should be based on information provided by the operating agency documenting the in-place hardware, phasing, and signal timing. The analysis of future years must document the effects of using the current traffic control before attempts to optimize phasing and timing.
- iii. Roadway Geometry – Existing conditions should be based on the field inventory and document the number of through lanes, turn lanes, grades, lane widths, parking, etc. The analysis of future years must document the effects of using the current geometry before attempts to identify roadway improvement mitigations. The possible effects of planned roadway improvements will only be considered if those improvements are part of an approved Capital Improvement Plan.

Mainline Level of Service Analysis

The mainline capacity analysis is to be performed by comparing the Average Daily Traffic (ADT) on a segment with the appropriate street classification and Level of Service bar charts included in Appendix A.

g. Step 7 – Document Impacts

Appropriate documentation of operations (Level or Service at intersections and mainline segments, queuing information, etc) should be included for both existing

conditions and for future scenarios as determined in Step 1. The results of the analysis will then need to be compared to the policy established by the City in regard to acceptable Level of Service and the determination of impact. If the Traffic Impact Study reveals that the future traffic operations on the roadway network will operate in a safe and efficient manner at an acceptable Level of Service, then no additional steps are required, and the Traffic Impact Study can be reviewed by City Staff. If there are potential impacts associated with the proposed development, additional work should be completed as described in Steps 8 and 9.

h. Step 8 – Develop and Test Mitigation

Improvements for mitigation of operational traffic impacts include modification, expansion, and in some cases additional roadway facilities in the immediate vicinity of the proposed development. The improvements should address specific site and through traffic needs consistent with local objectives and compatible with long-term improvements. In addition, the mitigation strategies should take into account any results of the safety analysis and be in agreement with safety goals. The traffic operational analysis should then be repeated to include the proposed improvements. Possible intersection improvements include the following:

- i. New or additional left-turn or right-turn lanes
- ii. Additional intersection through lanes
- iii. Access modification
- iv. Changes in intersection control
- v. Addition of a traffic signal
- vi. Re-phasing or re-timing of existing signal
- vii. Restriction of particular turning movements
- viii. Conversion of intersection to a roundabout

Site specific improvements should also be considered including:

- i. Site intersection improvements

- ii. Reduce the number of driveways
- iii. Increase driveway spacing (either at external access points, or along internal roadways near external access points)
- iv. Improve circulation of internal roadways
- v. Improve site distance
- vi. Add or remove median openings
- vii. Changing the type or intensity of the development in order to reduce the site generated traffic

Mitigation or improvement strategies should be made with respect to the following:

- i. Safety analysis
 - ii. Right of way
 - iii. Intersection spacing
 - iv. Design criteria
 - v. Feasibility
 - ii. Implementation cost, developer participation, schedule
- i. Step 9 – Document Mitigation

Documentation of mitigation strategies should include details of the proposed improvements, discussion of required agency participation and preliminary cost estimates. In addition, if the installation of an all-way stop, traffic signal or roundabout is part of the comprehensive mitigation strategies, signal warrant or all-way stop warrant documentation needs to be completed. A roundabout is considered warranted if demands at the intersection satisfies traffic signal or all-way stop control warrants. At a minimum the following warrants from the Minnesota Manual on Uniform Traffic Control Devices (MNMUTCD) should be considered:

All-Way Stop Control Warrant

The decision to install Multi-way stop control should be based on an engineering study. The following criteria should be

considered in the engineering study for a multi-way STOP sign installation:

- i. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- ii. A crash problem, as indicated by five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
- iii. Minimum volumes:
 - (1) The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any eight hours of an average day, and
 - (2) The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same eight hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
 - (3) If the 85th-percentile approach speed of the major street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.
- i. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Other criteria that may be considered in an engineering study include:

- (1) The need to control left-turn conflicts.
- (2) The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes.
- (3) Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably

safely negotiate the intersection unless conflicting cross traffic is also required to stop.

- (4) An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where Multi-way stop control would improve traffic operational characteristics of the intersection.

Traffic Signal Warrants

Warrant 1 – Eight Hour Vehicular Volume – This warrant is intended for application where a large volume of intersecting traffic is the principal reason to consider installing a traffic control signal. However, the eighth highest hour traffic volumes are not usually known during the traffic impact analysis process. For this reason, the relationship between eight-hour vehicle volumes and average daily traffic volumes is used in Figure 4. This figure can be used during planning level analysis to determine the warrant threshold and provide support for the mitigation strategy.

Warrant 3 – Peak Hour – The trip generation traffic volumes calculated in Step 3 provide the necessary information for applying signal warrants using the peak hour volumes. Figure 5, from the MNMUTCD, provides the thresholds for installation of a traffic signal based on the peak hour volumes. Note – the City of New Prague typically does not justify signals based solely on this warrant.

Research has shown that the installation of a traffic signal at an intersection will likely increase crashes. As a result, safety issues associated with the suggestion of signal installation must be discussed in the mitigation documentation. This relationship between the control at an intersection and safety is discussed further in the Safety Analysis section of these guidelines.

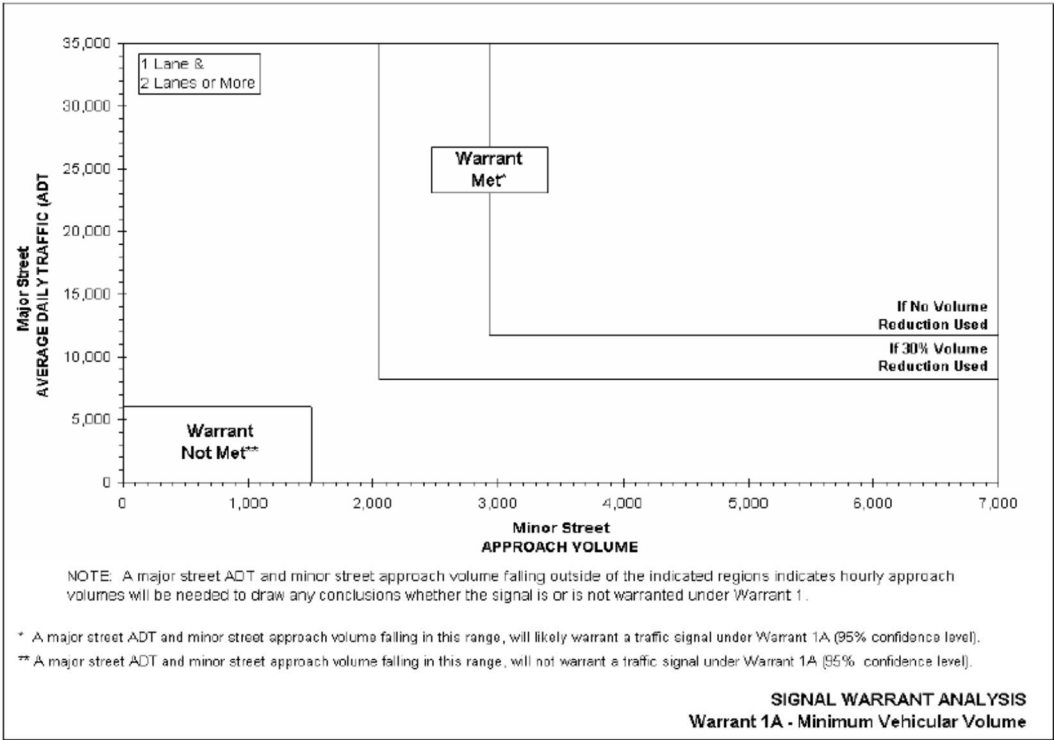


FIGURE 4
Eight-Hour Signal Warrant Analysis
(Using Average Daily Traffic Volumes)

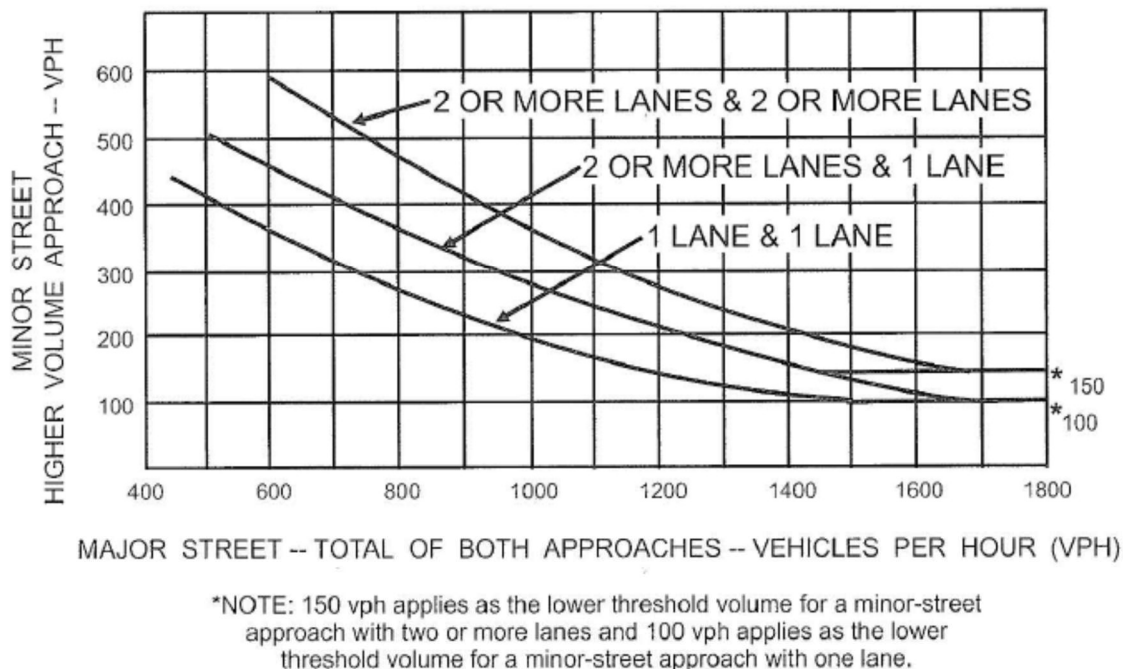


Figure 4C-3. Warrant 3 - Peak Hour

FIGURE 5
Peak Hour Signal Warrant Analysis

(c) Safety Analysis

1. Similar to the operational analysis, the safety analysis requires comparing the existing conditions, forecasting future conditions after development, and developing improvement strategies to mitigate safety impacts. The following are the preferred analysis procedures and expected documentation.
 - a. Step 1 – Data Collection

The safety analysis will use information gathered for the operational analysis including the physical and operational conditions of the study area in addition to the available crash data (from City, County or MnDOT) including characteristics and patterns. The preferred documentation of crash data would be a crash diagram. Details included in the crash diagram would be:

 - i. Location
 - ii. Direction of travel or vehicle intent
 - iii. Time, day, date
 - iv. Severity and type of crash

- v. Contributing factors including light condition, weather, roadway conditions, traffic control, and roadway design.

In order to determine crash rates for Step 2, three to five years of crash data should be collected.

b. Step 2 – Data Analysis

Analysis of the crash data includes calculating the crash rate and comparing it to the state average for similar facility or intersection type. Review of the crash diagram should also be done to determine if there are crash clusters, types of crashes that seem overrepresented in the crash diagram.

In addition to documenting safety issues for the existing conditions, analysis of future conditions with the traffic generated by the proposed development should be completed. Additional traffic may increase safety issues. An example is an intersection that has no safety issue today but would have a substantial increase in left-turn movements in the future due to the proposed development. Depending on the design and control of the intersection this could increase the crash frequency at the intersection.

c. Step 3 – Document Impacts

Documentation of the crash rate analysis and review of future conditions should be included in the Traffic Impact Study.

Develop and Test Mitigation (Operational Analysis Steps 8 & 9)

This step should be completed concurrently with Steps 8 & 9 of the operational analysis. Some mitigation strategies can be implemented for both operational and safety issues. Some examples of mitigation strategies for the increased left-turn movement volumes described earlier would be:

- i. Provide additional sight distance
- ii. Reducing crossing conflicts by prohibiting the most hazardous turning movements (right in/out design or $\frac{3}{4}$ design)
- iii. Reduce mainline conflicts by providing auxiliary turning lanes
- iv. Add left-turn phase to signal

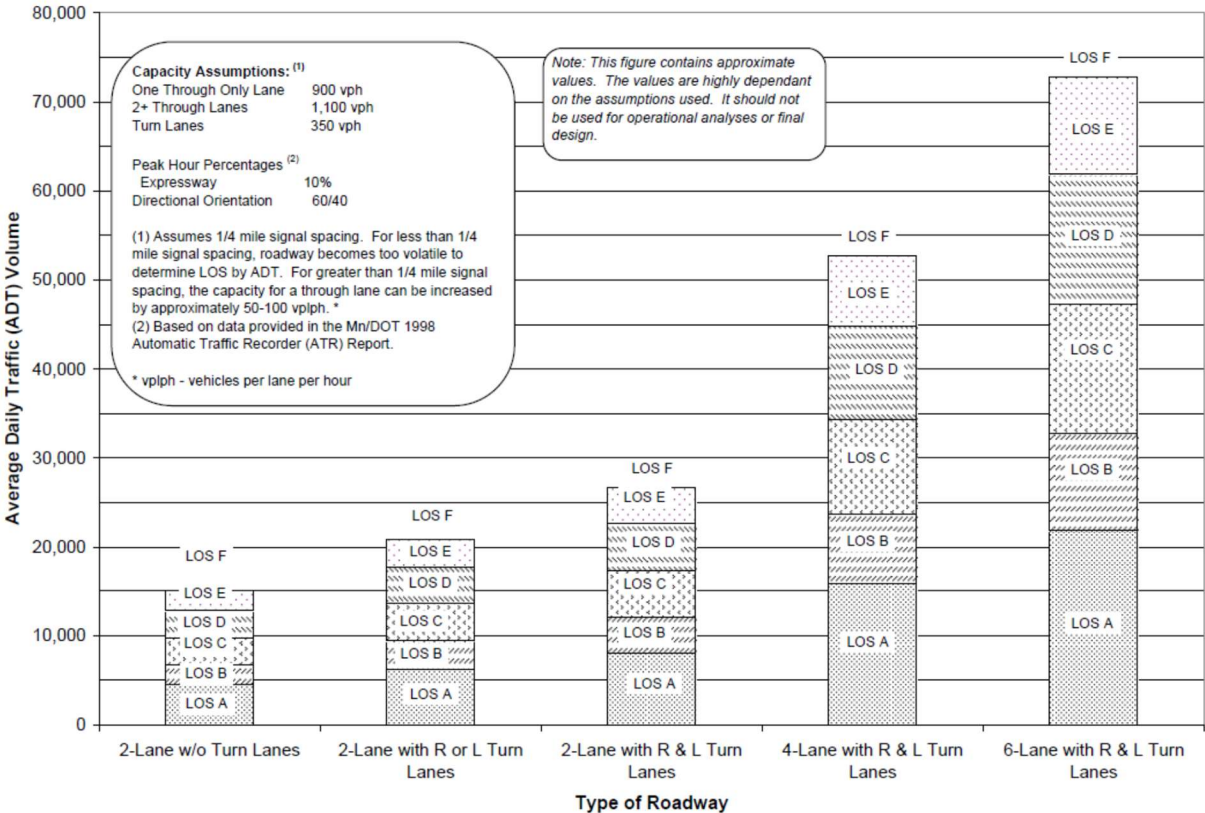
(7) Study and Report Format

- (a) Introduction and Summary
 - 1. Purpose of report and study objectives
 - 2. Executive Summary
 - a. Site location and study area
 - b. Development description
 - c. Principal findings
 - d. Conclusions/Recommendations
- (b) Proposed Development
 - 1. Site location
 - 2. Land use and intensity
 - 3. Site Plan including access geometrics
 - 4. Development phasing and timing
- (c) Analysis of Existing Conditions
 - 1. Physical characteristics
 - a. Roadway characteristics
 - b. Traffic control devices
 - c. Transit service
 - d. Pedestrian/bicycle facilities
 - 2. Traffic volumes
 - a. Daily, morning and afternoon peak periods (one hour for each peak period) and others as required
 - 3. Level of service
 - a. Morning peak hour, afternoon peak hour, and others as required
 - 4. Crash rate comparison
 - 5. Data sources
- (d) Projected Traffic
 - 1. Site traffic forecasting
 - a. Trip generation

- b. Trip distribution
 - c. Trip assignment
- 2. Non-site traffic forecasting
 - a. Projections of non-site traffic should be coordinated with New Prague Transportation Staff
- 3. Total traffic (for each study year)
- (e) Traffic and Improvement Analysis
 - 1. Site access
 - 2. Level of service analysis
 - a. Without development (including programmed improvements for each study year)
 - b. With development (including programmed improvement for each study year)
 - 3. Roadway improvements
 - a. Strategies to mitigate deficiencies of LOS performance goals
 - b. Cost estimates of proposed improvements
 - 4. Traffic safety
 - a. Sight distance
 - b. Acceleration/deceleration lanes, left-turn lanes
 - c. Adequacy of location and design of driveway access
 - 5. Traffic control needs
- (f) Conclusions

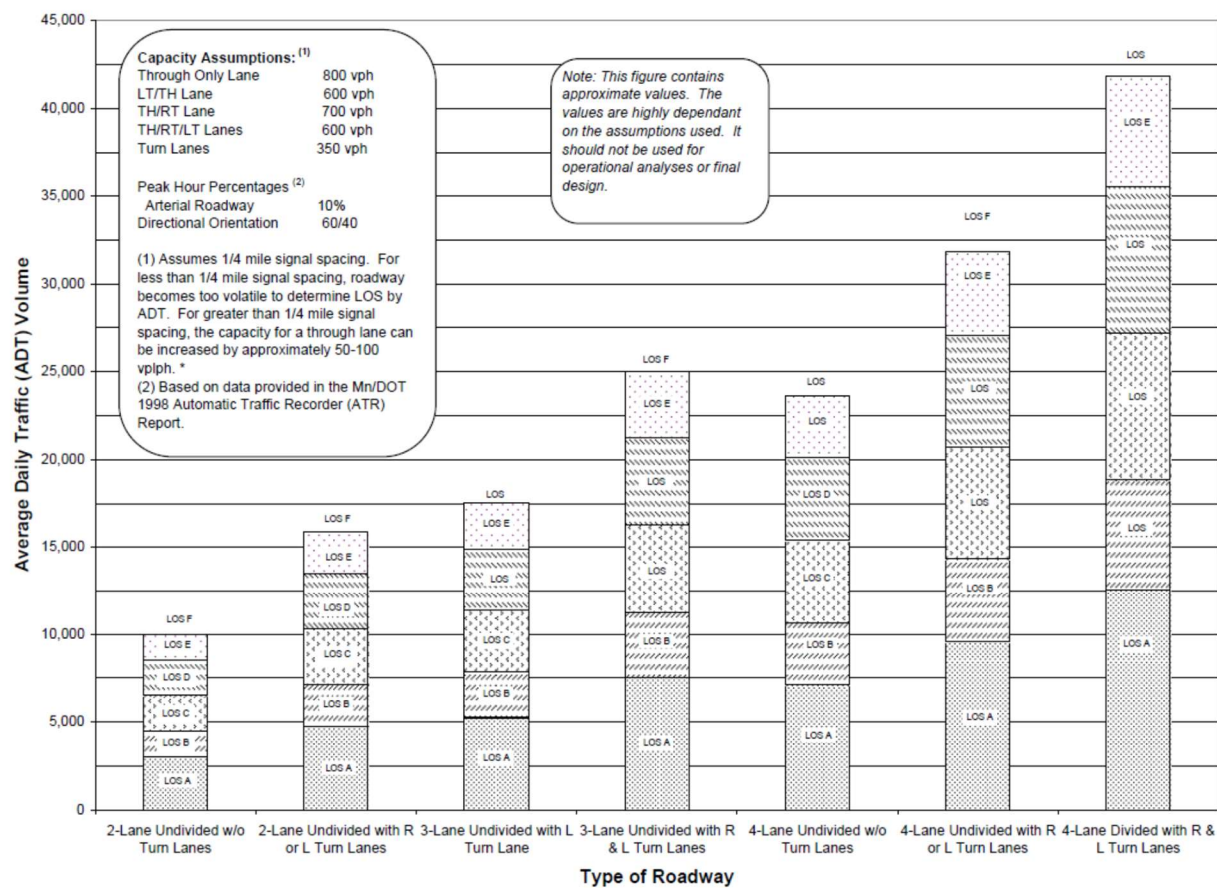
Conclusions based on capacity and safety analysis of proposed development.
- (g) Recommendations
 - 1. Roadway improvements
 - 2. Site access
 - 3. Internal site circulation
 - 4. Other
- (h) Appendix

- 1. Traffic counts
- 2. Capacity analysis backup
- 3. Traffic signal needs study



Estimated Daily Level of Service – Expressways

Estimated Daily Levels of Service – Arterial Roadways



SECTION 6 DEVELOPMENT, CHARACTER, AND BUILDING STANDARDS

§ 6.001 DIMENSIONAL STANDARDS CHART

Standard	R-1	R-2	R-3	RM	RH	B-1	B-2	B-3	I-1
Minimum Lot Area (square feet)	8300	Single family: 7,500, two-family: 6200 square feet per dwelling unit	Single family: 6200, two-family: 6200 square feet per dwelling unit	Single and two-family: 5,500 square feet per dwelling unit, three through eight units: 2,000 square feet per dwelling unit	Single and two-family: 5,500 square feet per unit, multi-unit: 1,300 square feet per unit	No requirement	20,000	20,000	40,000
Minimum Lot Width (ft)	60	55	50	Single family: 50 ft, multi-unit: 100	Single family: 50, multi-unit: 100 ft	No requirement	80	80	150
Minimum Front Yard Setback (ft)	25	25	25	30, 25 for single family	30, 25 for single family	No requirement	30 along collector and arterial roadways, 15 along residential and local roadways	40	40
Minimum Side Yard Setback (ft)	7	7	7	single-family: 7 multi-unit: 10	single-family: 7 multi-unit: 20	No requirement	10	10	15
Minimum Rear Yard Setback (ft)	30	30	30	30	30	No requirement	30	10	25 (50 when abutting a residential district)
Minimum Rear Alley Setback (ft)	No requirement	No requirement	No requirement	No requirement	No requirement	10	10	10	10
Maximum Height (ft)	35	35	35	50	50	36	35	35	50
Maximum Land Coverage by Structures (%)	40	40	40	40	40	No requirement	40	40	40
Minimum Floor Area (two or more-unit buildings)	No requirement	No requirement	No requirement	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two-bedroom units: 750 sq Three-bedroom bedroom units: 950 square feet	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two-bedroom units: 750 sq Three-bedroom bedroom units: 950 square feet	No requirement	No requirement	No requirement	No requirement
Usable Open Space Per Dwelling Unit (two or more-unit buildings) (square feet)	No requirement	No requirement	No requirement	400	300	No requirement	No requirement	No requirement	No requirement

§ 6.002 CHARACTER AND BUILDING STANDARDS

(A) General Building Regulations

(1) Numbering of Dwellings and Structures

- (a) The purpose of this section is for the proper identification of all houses and structures now existing or hereafter to be erected within the city. The official number, which shall be obtained by the owner from the City Administrator's Office, shall be placed and maintained on each house or structure by its owner at or near the front or rear entrances of the house or structure in a manner that the number may be easily and clearly seen and read during the hours of darkness as well as daylight from the public street.
- (b) The approved house number to be placed and maintained on the house or structure shall comply with the following specifications:
 - 1. House numbers should be located on the front of the house.
 - 2. House numbers should be four inches in height.
 - 3. House numbers should be visible from the road.
 - 4. House number colors should contrast with the color of the house so that they are easily readable.
- (c) This section applies to all structures within the city.

(2) Building Code Adopted by Reference

The Minnesota State Building Code, as adopted by the Commissioner of Administration pursuant to M.S. Chapter 16B.59 to 16B.75, as they may be amended from time to time, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Administration, through the Building Codes and Standards Division is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this Ordinance. The Minnesota State Building Code is hereby incorporated in this subchapter as if fully set out herein.

(3) Application, Administration and Enforcement

- (a) The application, administration, and enforcement of the code shall be in accordance with Minnesota State Building Code. The code shall be enforced within the extraterritorial limits permitted by M.S. 16B.62, Subdivision 1, as it may be amended from time to time, when so established by this subchapter.

- (b) The code enforcement agency of this municipality is called the City of New Prague Planning Department.
 - (c) This code shall be enforced by the Minnesota Certified Building Official designated by this municipality to administer the code (M.S. 16B.65, Subdivision 1, as it may be amended from time to time).
- (4) Permits and Fees
 - (a) The issuance of permits and the collection of fees shall be as authorized in M.S. 16B.62, Subdivision 1, as it may be amended from time to time.
 - (b) Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by the municipality as attached. In addition, a surcharge fee shall be collected on all permits issued for work governed by this code in accordance with M.S. 16B.70, as it may be amended from time to time.
- (5) Violations and Penalties

A violation of the code is a misdemeanor (M.S. 16B.69, as it may be amended from time to time).
- (6) Building Code Optional Chapters

The Minnesota State Building Code established pursuant to M.S. 16B.59 to 16B.75, as they may be amended from time to time, allows the municipality to adopt by reference and enforce certain optional chapters of the most current edition of the Minnesota State Building Code.
- (B) Screening
 - (1) Commercial, Industrial, or Institutional Uses Abutting Residential Districts

Where any commercial, industrial, or institutional uses are adjacent to property zoned for residential use, that business or industry shall provide screening along the boundary of the residential property. Screening shall also be provided where a business or industry is across the street from a residential zone, but not on that side of a business or industry considered to be the front as determined by the Zoning Administrator. Landscape screening required under this section shall not be allowed within public drainage and utility easements. Screening is not required within any sight triangle required under Section 6.002 (O) of this Ordinance. Screening shall consist of a 20 foot wide green belt strip as provided below:

 - (a) A green belt planting strip shall consist of staggered rows of evergreen trees, deciduous trees, or shrubs each spaced at a maximum of 12.5 feet and consist of a sufficient density to provide a visual screen and reasonable buffer of at least an 80% opacity year round once trees are

mature. This planting strip shall be designed to provide visual screening to a minimum height of eight (8) feet at all times and a minimum tree diameter of 2.5 inches measured six (6) inches above the ground level. The grade for determining the height shall be the grade elevation of the building or use for which the screening is providing protection. The planting plan and type of plantings shall require the approval of the Zoning Administrator.

- (b) A fence may also be installed, but not in lieu of the green belt planting strip. The fence shall be visually appealing and cohesive with the exterior of the principal structure. The fence must be located within the interior of the lot such that the green belt plantings are visible from adjacent property.
- (c) For any use allowed via a Conditional Use Permit, additional requirements may be added to the above requirements in order to mitigate the impact on the adjacent residential properties and if adjacent to roads classified as major collectors and higher, such as berms, more opacity, or other requirements not listed herein.

(2) High Density Residential/Commercial/Industrial Uses.

All high density residential (RH), commercial, and industrial properties must follow the provisions below:

- (a) A single row of deciduous or evergreen trees is required and must be a minimum height of eight (8) feet with a minimum diameter of two and one half (2 ½) inches measured six (6) inches above the ground level. Tree spacing shall be 40 feet around the perimeter of the property. Follow Section 6.002 (I) of the Unified Development Code for landscaping requirements for parking lots.
- (b) If fencing is erected on the property, the fence must be visually appealing and cohesive with the exterior of the principal structure.

(3) Industrial Uses Along Arterial Roadways

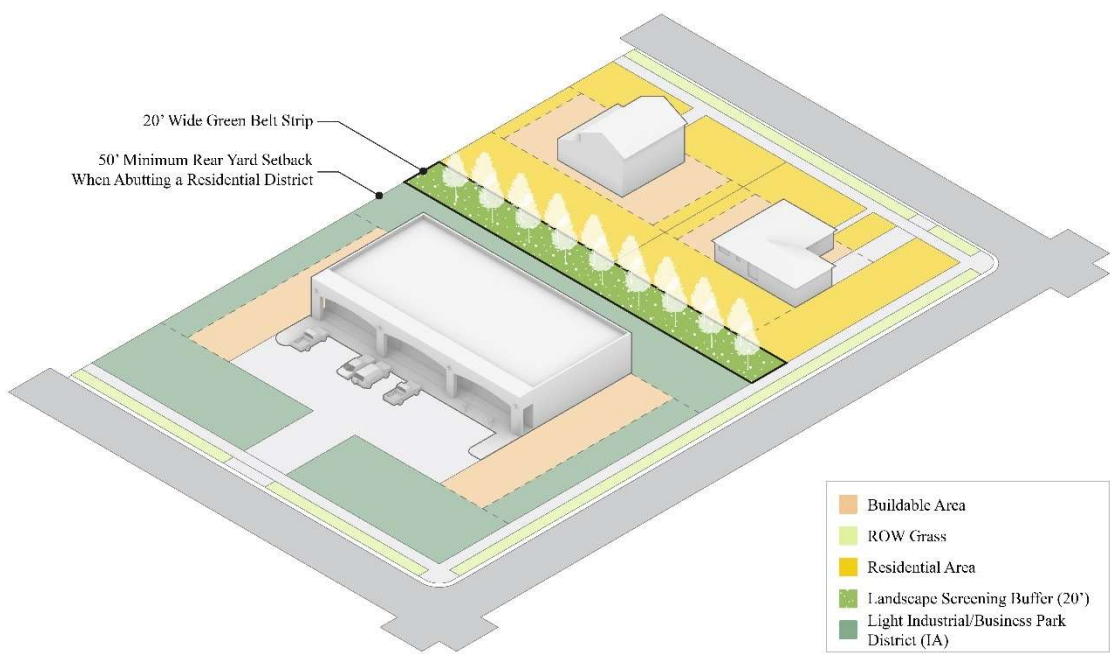
- (a) If a proposed industrial use abuts a roadway classified as an arterial roadway or higher, the applicant must obtain a Conditional Use Permit to ensure that the property and use is adequately screened from the arterial roadway which may include additional landscaping/screening requirements beyond those found in Section (1) and (2) above as well as include additional requirements related to tree spacing, opacity, fencing, etc.

(4) Warranty and Escrow

- (a) The City shall collect a cash escrow specifically for the screening requirements before any building permit is issued. The escrow shall be at

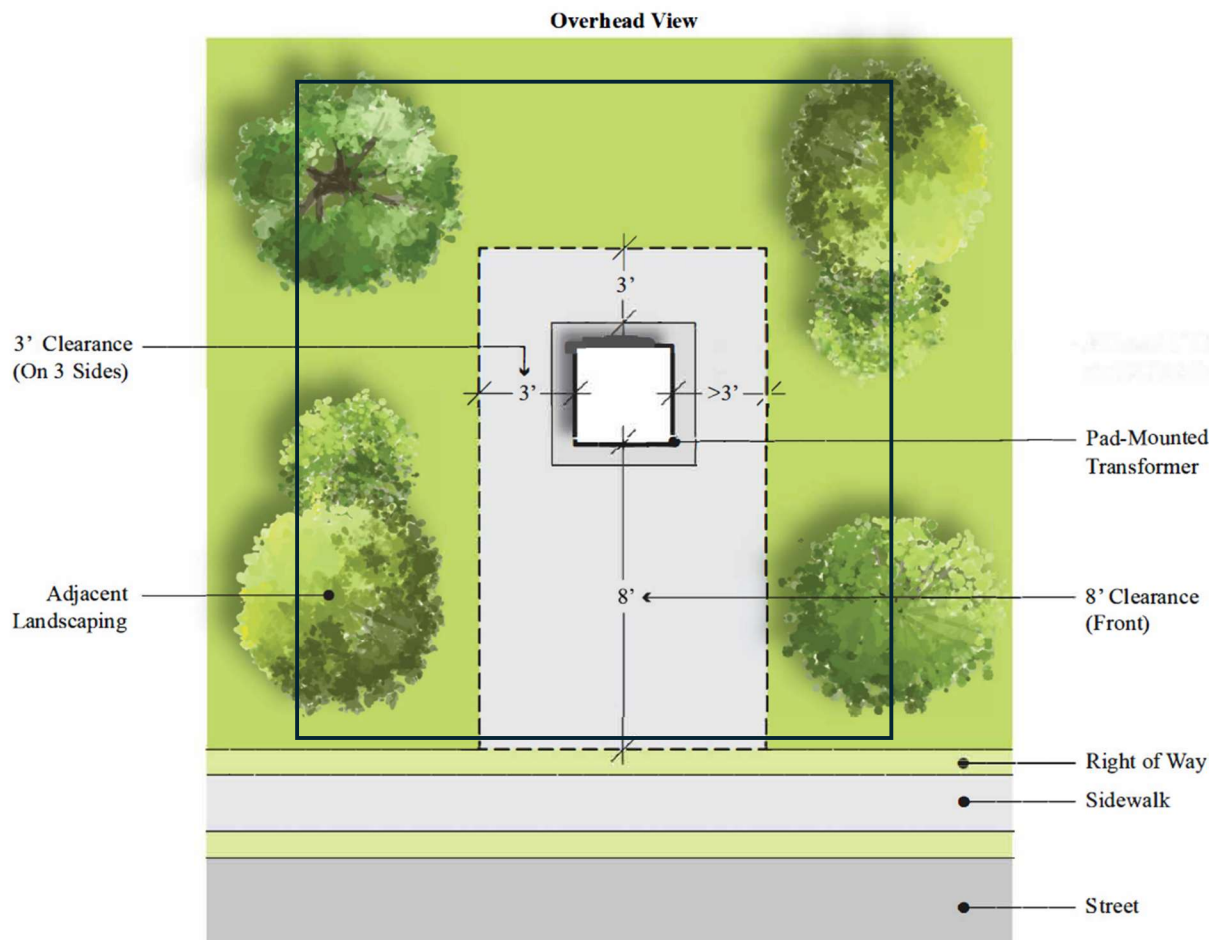
an amount specified in the City’s Official Fee Schedule and shall be refunded to the party who deposited the escrow when all the following are completed and approved by the City:

- 1. Required screening trees are installed and alive at the end of the 1 warranty time period.
- 2. Sites that are completed between October 15th and before May 15th shall have until July 1st to plant the required trees but will only be issued a temporary certificate of occupancy until that time.
- 3. If the property owner fails to complete the landscaping and screening requirements by the deadline, the City may finish the work with the cash escrow. Any additional fees or expenses accrued in association with the City finishing the work will also be invoiced to the property owner.

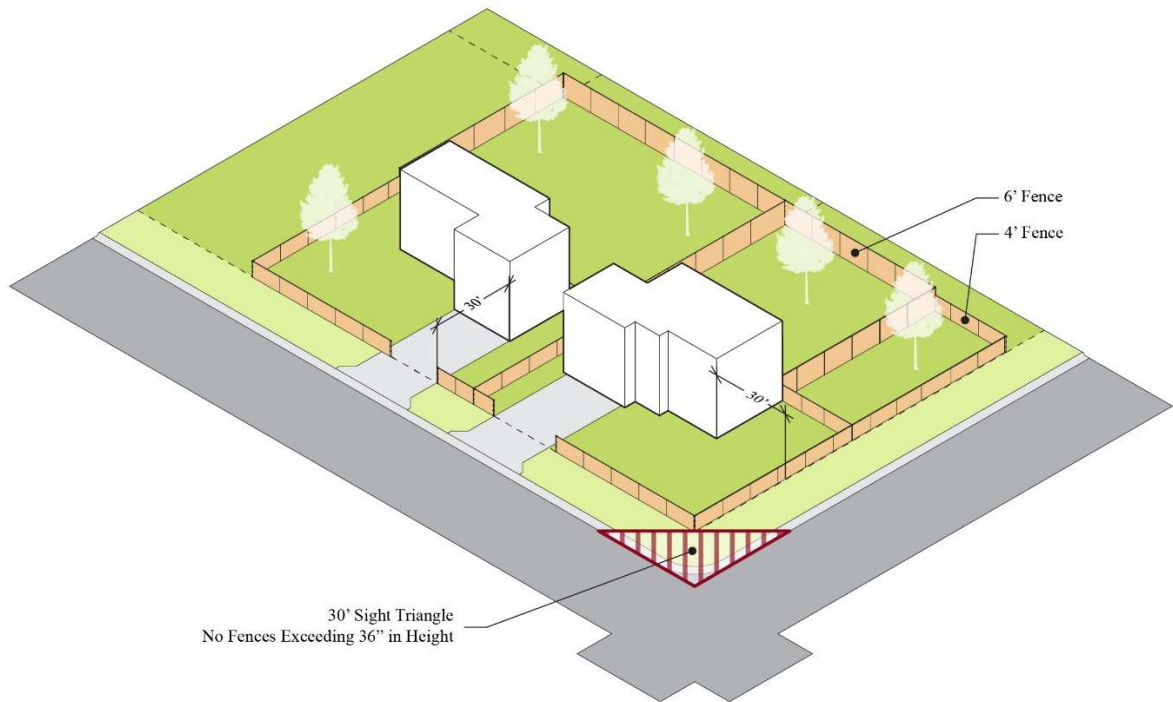


(C) Fencing

- (1) Permit Required. Fences within all districts, of all heights, and of all materials shall require an administrative permit issued by the City.
 - (a) The applicant shall submit a fence administrative permit application on an application form furnished by the City along with the fee as specified on the City's Official Fee Schedule.
 - (b) The Zoning Administrator shall issue an administrative permit for fences that meet all application and Unified Development Code requirements.
- (2) Fencing in all Districts.
 - (a) Fences may be placed along property lines provided no damage of any kind results to abutting property. A clear zone of two (2) feet shall be required for fences located adjacent to any sidewalk or trail edge and a clear zone of five (5) feet shall be required for fences located adjacent to any alley or public roadway edge.
 - (b) Fences may be installed along property lines, and within drainage and utility easements, but shall be installed at the sole risk of the property owner. By installing a fence in a drainage or utility easement, the property owner acknowledges the existence of the drainage and utility easement and the City's right to remove the fence, at the owner's expense, in order to access and utilize such easement areas for drainage and utility purposes. The property owner must maintain access to the drainage and utility easement at all times, including existing and future utility infrastructure.
 - (c) Municipal electric boxes must have the following clear zones which means no fences can be installed closer than the following distances as depicted below:
 1. Front: eight (8) feet (the side that is padlocked)
 2. Sides: three (3) feet on three (3) sides



- (d) Fences are not allowed in required sight triangles above 36 inches in height.
- (3) Residential Fences.
 - (a) Fences may be located on any lot line to a height of four (4) feet.
 - (b) A fence up to six (6) feet in height may be erected behind the nearest rear corner of the principal building, or behind an attached garage where the location of the fence is not entirely erected behind the nearest rear corner of the principal building.
 - (c) For corner lots, a six (6) foot fence may only be erected at the minimum front setback line for the district in which it is located, in addition to being behind the corner of the house.
 - (d) Fences on through lots shall be allowed at up to 6' in height to the property line when abutting a collector road or higher.
 - (e) The side of the fence considered to be the face, as applied to fence posts, shall face abutting property.



(4) Business and Industrial Fences.

- (a) Fences may be located along property lines to a height of six (6) feet.
- (b) Fences over six (6) feet in height, with a security arm, or with barbed wire shall require a Variance.

(D) Permitted Encroachments

The following shall be considered as permitted encroachments on setback and height requirements except as provided in this Ordinance.

- (1) In any yard: posts, off street open parking spaces, flues, leaders, sills, pilasters, lintels, cornices, eaves, gutters, awnings, open terraces, service station pump islands, open canopies, steps, chimneys, flag poles, ornamental features, open fire escapes, sidewalks, fences, gazebos, and all other similar devices incidental and appurtenant to the principal structure except as hereinafter amended.
- (2) Decks are also exempted from the rear yard setback requirements except that a deck may not be located closer than 20 feet from the rear property line including on through lots.

(E) Accessory Buildings and Structures

(1) In Residential Districts.

- (a) The maximum allowed size of detached garages and accessory buildings, individual and combined, for any parcel shall not exceed 1,000 square feet. In cases where existing lots are less than 7,000 square feet, the maximum allowed size of detached garages and accessory buildings, individual and combined, shall not exceed 15% of the total lot area. The maximum allowed accessory building size for any parcel shall be a combined total of all accessory buildings on the property.
- (b) Accessory buildings are permitted in any rear or side yard. Accessory buildings which are 200 square feet or less shall not be erected within six (6) feet of any lot line or ten (10) feet from any alley and provide a minimum of 20 feet of direct access to the entrance.
- (c) In no case shall an accessory building over 200 square feet in floor area exceed 15 feet in overall height.
- (d) Pole buildings or post and beam constructed buildings shall be allowed as a construction method if they are able to meet State Building Codes.

(2) In Commercial and Industrial Districts.

- (a) No accessory building shall exceed the height of the principal building except by Variance.
- (b) Accessory buildings may be located any place to the rear of the principal buildings, subject to the Building Code and the fire zone regulations, except where prohibited by other sections of this Ordinance.

(3) In All Districts.

- (a) Accessory buildings shall not be constructed prior to or in lieu of the principal building.
- (b) Any accessory building shall be considered as an integral part of the principal building if it is located less than six (6) feet from the principal building.
- (c) Accessory buildings which are 200 square feet and under in floor area shall not require a building permit, but must still meet applicable setback requirements, cannot exceed 12 feet in height, and require an administrative permit.
- (d) On through lots, accessory structures may be permitted a reduced setback from the lot line opposite the lot line that abuts the street from which the property is addressed. For the purposes of this provision, that opposite lot

line shall be treated as a rear lot line, and the setback for accessory structures may be reduced to the rear yard setback standard for accessory structures applicable to the zoning district in which the lot is located.

(F) Accessory Dwelling Units

- (1) The following shall apply to all ADUs:
 - (a) An ADU shall only be allowed on properties within the R-1, R-2, or R-3 Zoning Districts which have a single-family home present.
 - (b) Either the home or the ADU shall be occupied by the owner of the property. Proof of owner occupancy shall be recorded to the property.
 - (c) Utilities for the primary home and ADU shall not be separately metered, and water and sewer for the ADU shall be connected to the existing principal structure. The ability to establish an ADU may be denied by the City of New Prague if it is deemed that water or sewer capacities in the area are insufficient to serve the ADU.
 - (d) An ADU shall require one (1) additional off-street parking stall located on an improved surface in accordance with Section 6.002 (I).
 - (e) No more than one (1) ADU shall be permitted on a property, and the primary home and ADU shall share the address number but may be designated as different units (i.e. Unit 1 and Unit 2).
 - (f) An ADU shall be located on a permanent foundation.
 - (g) An ADU shall meet all architectural standards of the zoning district including consistency in color and material to the home, if applicable.
 - (h) The gross floor area of an ADU shall not exceed the gross floor area of the principal structure.
 - (i) An ADU shall not be sold independently of the principal residential dwelling and may not be placed on a separate tax parcel.
 - (j) ADUs shall not be utilized for short-term rentals as defined under Section 2.001.
 - (k) All yard setbacks required of the primary structure shall be met by an attached ADU.
 - (l) All ADU rental properties shall require a rental license in accordance with City Codes.
 - (m) All ADUs involving additional ground floor area will require a certificate of survey be submitted with the building permit application.

(2) Detached ADUs

- (a) A detached ADU shall be located within a side yard or rear yard of a lot unless otherwise authorized by a Conditional Use Permit.
- (b) The maximum floor area of a detached ADU shall not exceed the floor area of the principal structure or 1,064 square feet, whichever is less, unless otherwise authorized by a Conditional Use Permit.
- (c) A detached ADU shall adhere to the required side and rear yard setbacks of the underlying zoning district.
- (d) A detached ADU shall maintain a minimum 10-foot separation from the primary dwelling.
- (e) The maximum height of a detached ADU shall not be greater than the height of the primary dwelling nor exceed the height maximum of the underlying zoning district.

(G) Relocating Structures

(1) Permit Required.

No person shall move any principal building from within or without the City limits to a new location within the City without first obtaining a Conditional Use Permit in accordance with the provisions of Section 3.002 (E) of the Unified Development Code. An application for such Conditional Use Permit shall indicate the origin and destination of such building, and the route over which it is to be moved. The application shall also indicate the location of the lot on which the house is to be located, the dimensions of the lot, and the proposed location of the structure on the lot along with setback distances. No permit to move a building shall be issued unless and until the following conditions are fully complied with and approved by the City Council.

- (a) The building to be moved must comply in all respects with the State Building Code, other pertinent State rules and regulations, and the City Code.
- (b) The lot on which the building is to be located must meet all the minimum dimensional requirements of the zoning district in which it is located.
- (c) The building must be placed on the lot so as to meet all the front, side and rear yard requirements as set forth in this Ordinance.
- (d) Payment of a deposit as set on the City's Official Fee Schedule, to be refunded upon final occupancy, grading, and landscaping.
- (e) Factors that must be considered by the Planning Commission and City Council when reviewing the Conditional Use Permit application:

1. Whether the structure is in disharmony with the established or expected pattern of development in the neighborhood that it would destroy the overall appearance of the neighborhood.
2. The extent of disharmony, if any, of the proposed structure with the existing age, bulk, architectural style, and quality of construction surrounding it.
3. The structure will not substantially diminish or impair property values within the neighborhood.

(2) Electrical Corrections Requirements.

- (a) In every case in which the removal or displacement of any overhead electrical or other wires is required, it shall be the duty of the person, association, or corporation owning, operating, or controlling said wires to remove or displace the same, so far as the same way may be necessary to effect the removal thereof, shall be authorized by such permit.
- (b) The person moving the structure must notify the person, association, or corporation owning, operating, or controlling said wires to remove or displace the same to facilitate the removal of said wires sufficiently to allow the passage of said building along the street over which said wires are suspended.
- (c) Any expenses incurred or to be incurred in the moving, removing, or displacing of such wire shall be paid for by the person moving the structure.

(H) Manufactured Homes

Manufactured homes shall meet the following minimum standards.

- (1) Must exceed 24 feet in width.
- (2) Must have a minimum floor area of 800 square feet.
- (3) The dwelling must be placed on a permanent foundation.
- (4) All other local, state, and federal requirements must be satisfied.

(I) Off-Street Parking and Loading

(1) General Standards for Applicability.

The following regulations and requirements shall apply to all required and non-required off-street parking and loading facilities in all zoning districts in the City, except those located in the B-1 Central Business District, excluding apartments. Uses in the B-1 District are not required to provide off-street parking spaces, excluding apartments; see Section 6.002 (I) (2) (p) for apartment parking

requirements. Design standards for parking areas in the B-1 district are applicable if off-street parking is provided.

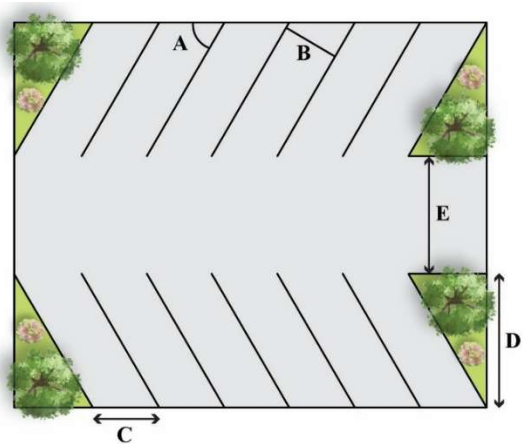
- (a) Reduction of Existing Off-Street Parking Space or Lot Area. Off-street parking spaces and loading spaces or parking lot areas existing upon the effective date of these provisions shall not be reduced in number or size unless the number exceeds the requirements set forth herein for a similar new use.
- (b) Nonconforming Structures. Should a nonconforming structure or use be damaged or destroyed by fire, it may be re-established if elsewhere permitted in the Unified Development Code, except that in doing so, any off street parking or loading space which existed before shall be retained.
- (c) Change of Use or Occupancy of Land. No change of use or occupancy of land already dedicated to a parking area, parking spaces, or loading spaces shall be made, nor shall any sale of land, division or subdivision of land be made which reduces area necessary for parking, parking stalls, or parking requirements below the minimum prescribed by this Ordinance.
- (d) Change of Use or Occupancy of Buildings. Any change of use or occupancy of any building or buildings including additions thereto requiring more parking areas shall not be permitted until there is furnished such additional parking spaces as required by this Ordinance.
- (e) Computation of Spaces Required. In computing the number of parking or loading spaces required, the following rules shall govern:
 - 1. Floor space shall mean the gross floor area of the specific use.
 - 2. Where fractional spaces result, the parking spaces required shall be construed to be the nearest whole number.
 - 3. The parking space requirement for a use not specifically mentioned herein shall be the same as required for a similar use as determined by the Zoning Administrator.
 - 4. When computing the total number of parking spaces required for a use, individual activities within the building will be calculated separately and added together to arrive at the total required parking spaces for each specific use proposed, unless the strip mall / shopping center calculation applies.
 - 5. In assembly places where seating is provided on benches, pews, or other similar items, each 22 inches of such seating shall be counted as one (1) seat for the purpose of determining required parking.

- (f) Maintenance. It shall be the responsibility of the lessee and the owner of the property and buildings to maintain in a neat and adequate manner the parking space, access ways, striping, landscaping, and required screening.
- (g) Use of Parking Areas. Required off-street parking spaces in any district shall be maintained in a neat and orderly manner and shall not be utilized for vehicle repair, open storage, stockpiling of snow, debris, materials, goods, or for the storage of vehicles which are inoperable or for sale or lease.
- (h) Snow Storage. Adequate area shall be designated for snow storage so that required number of parking spaces remain available for vehicle parking, and clear visibility must be maintained from the property to any public street.

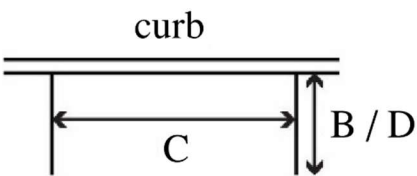
(2) Design and Dimensions of Off-Street Parking Facilities.

- (a) Minimum Dimension Requirements for Drive Aisles and Parking Stalls. All off-street parking facilities shall comply with the following dimensional standards:

Angle of Parking Stalls (A)	Minimum Stall Width (B)	Minimum Curb Length (C)	Minimum Stall Depth (D)	Minimum Parking Lot Drive Aisle Width (E)
90 Degree	9'	9'	20'	24 feet (two-way traffic)
60 Degree	9'	10' 5"	21'	18 feet (one-way traffic)
45 Degree	9'	12' 9"	19' 10"	13 feet (one way traffic)
Parallel	9'	23'	9'	24 feet (two-way traffic)



Depiction of Angled Parking



Depiction of Parallel Parking

- (b) Angled Parking. Parking spaces oriented at less than 90 degrees to the aisle shall be limited to one-way circulation.

(c) Location.

1. All required parking spaces shall be off street and located on the same lot as the building or use to be served, unless a shared parking agreement is in place with an adjacent property as detailed in subsection (n).
2. Required off-street parking spaces may be provided within the principal building for which they are required.
3. Except for the case of single houses, two family houses, and townhomes, parking areas requiring backing into a public street is prohibited.
4. In the B-1 Central Business District, no off-street parking shall be located on a property between the building and the street.

(d) Setback Requirements for Off-Street Parking Spaces and Lots.

1. All areas designed and used as off-street parking areas shall be set back a minimum of 10 feet from a street right of way and five (5) feet from property lines, except in the case of a joint parking lot in which adjacent yard setbacks shall not apply.
2. All parking areas must be located outside of public drainage and utility easements.

(e) Parking Spaces Abutting Residential Uses. Off-street parking facilities which abut a property zoned for residential purposes shall meet the screening requirements stated in Section 6.002 (B) of this Ordinance.

(f) Handicap Parking Spaces. Required handicap spaces and ramps shall be provided as specified in the State Building Code. All handicap stalls shall be located in close proximity to entrance areas and shall not be hindered by inappropriately located curb cuts, catch basins, etc.

(g) Surfacing. All areas intended to be utilized for drive aisles, parking spaces, and access drives shall be surfaced with either concrete or plant mixed bituminous.

(h) Curbing. A poured in place, six (6) inch non-surmountable concrete curb shall be provided around the perimeter of all parking lots designed for four (4) or more cars. Such poured in place curb is required along all internal access roads. Curbs or other means shall be provided to prevent parked vehicles from overhanging property lines and sidewalks. The City Engineer may waive the curbing requirement when it is determined that sheet drainage is an appropriate stormwater management practice for a given location. When six (6) inch non-surmountable curbing is not

recommended by the City Engineer for drainage purposes, flat concrete curb with curb cuts or other appropriate methods may be used as approved by the City Engineer.

- (i) Striping. Except for single houses, two family houses, and townhomes, all parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
- (j) Lighting. All lighting used to illuminate an off-street parking area shall be so arranged as to reflect the light away from adjoining residential property and public rights-of-ways. Glare standards as stated in Section 5.003 (E) of this Ordinance apply to parking lot lighting as they affect adjacent properties.
- (k) Design. Off street parking areas shall be so designed that vehicles are parked in an orderly fashion. Site plans shall show proposed parking spaces, driveways, loading areas, landscaping, and screening, and the parking area shall conform to such site plans. Aisle entrance shall be kept clear by appropriate design.
- (l) Drainage. There shall be adequate drainage of the surface of the parking or paved area to a public storm sewer or to other City approved means. Plans for surfacing and drainage of all parking lots for 20 spaces or more, or paved areas of 6,000 square feet or more, must be approved by the City.
- (m) Landscaping. Off street parking facilities shall meet the following landscaping requirements:
 - 1. Perimeter Landscaping Requirements.
 - a. Along front yards, a minimum of one (1) deciduous tree or coniferous tree shall be planted every 40 feet along the perimeter of the parking lot.
 - b. Along side and rear yards, a minimum of one (1) deciduous tree or coniferous tree shall be planted every 30 feet along the perimeter of the parking lot.
 - c. A deciduous tree shall be a minimum of two and one half (2 ½) inches in diameter. A coniferous tree shall be a minimum of six (6) feet in height.
 - d. Off-street parking facilities which abut a property zoned or used for residential purposes shall meet the screening requirements stated in Section 6.002 (B) of this Ordinance.
 - 2. Interior Landscaping Requirements. In all parking areas, including those for the sale and display of autos, trucks, and other types of

vehicles, that contain more than 50 parking spaces, planting islands must be provided to occupy a minimum of 3% of the gross parking area, subject to the following:

- a. The interior dimensions of any planting or landscaped island shall be a minimum of 240 square feet in area, and a minimum of six (6) feet in width.
 - b. Each planting island shall contain at least one (1) tree that provides shade, which shall be a minimum of two and one half (2 ½) inches in diameter in size if deciduous or six (6) feet in height if coniferous, and the remainder of the landscape island shall be covered with turf grass, native grasses, ground cover, or other perennial flowering plants, vines, shrubs or trees. If landscape rock or bark is to be utilized, provisions should be made to prevent material from spilling into the parking area. Ash trees may be planted, but will not count towards the minimum landscape requirement.
 - c. Each landscape island shall be protected by vertical curbs or similar structures and shall be designed and grouped into a parking area to create defined aisles and entrances for on-site traffic circulation.
3. No trees, shrubs or other landscaping other than sod/seed shall be allowed within any drainage/utility easement or road right-of-way. The City or utility companies will remove any obstructions placed in easements. The City is not responsible for any damage to plantings placed within any drainage and utility easement or road right-of-way.
- (n) Joint Parking Requirements. Off-street parking facilities for separate uses may be provided collectively in a joint parking lot if the total number of spaces so provided is not less than the sum of the separate requirements of each use. No parking space shall serve as a required space for more than one (1) use. In the case of joint parking lots, the parking lot setback requirements shall not apply to the property line where the joint parking facility is located. A maintenance and joint use agreement for use of the joint parking facility must be filed with the City and recorded with the County Recorder.
 - (o) Proof of Parking Requirements. The City may allow a reduction in the number of required parking spaces if unique characteristics of the proposed use are such that it will generate a need for less parking than the requirements set forth in this Ordinance. All requests for reductions in the amount of required parking shall be accompanied by a plan showing

where the total required parking spaces can be added on the lot, without requiring any Variances, and shall be approved by the Planning Commission and City Council.

- (p) **Required Parking Spaces.** The maximum number of off-street parking spaces allowed shall be 125% of the minimum spaces required, excluding single-family residential. The minimum number of off-street parking spaces for each type of use shall be determined in accordance with the following table:

Use	Minimum Number of Spaces Required
Assisted living facilities	1 per bed + 1 per employee on the largest shift
Banks	1 per 250 square feet of floor area
Barber shops and hair salons	2 + 1.5 per chair
Bed and breakfast homes	1 per room + spaces as needed for associated residential use
Bed and breakfast inns	1 per room + 1 per employee on the largest
Bowling alleys	5 per lane in addition to spaces required for restaurant facilities
Clinics, medical, and dental offices	1 per 150 square feet of floor area
Community centers	1 per every 3 seats
Drinking establishments	1 per every 3 seats
Entertainment & amusement facilities	1 per every 3 seats
Fuel stations	1 per pump or charging station, plus 1 per 300 square feet of floor area of associated retail space
Funeral homes	1 per 50 square feet of floor area
Health care facilities (hospitals)	1 per bed + 1 per employee on the largest shift, and spaces as needed for associated clinics
Hotels	1 per room + 1 per employee on the largest shift in addition to spaces required for restaurants, bars, meeting rooms, and associated facilities.
Industrial uses	1 per 1,000 square feet of floor area
Laundromats	.5 per machine
Manufacturing uses	1 per 1,000 square feet of floor area
Mobile/manufactured home parks	2 per dwelling unit
Offices	1 per 300 square feet of floor area
Physical recreation	1 per 350 square feet of floor area
Residential, single and two family dwellings	2 per unit
Residential, apartment	1.5 space per bedroom unit and 1 space per studio unit
Residential, elderly housing (occupancy limited to persons age 55 and over)	1 per unit
Residential, townhouse	2 per unit; plus, guest parking of ½ space per unit for projects with more than 8 units
Restaurants, class I	1 per every 100 square feet of floor area
Restaurants, class II & III	1 per every 3 seats + 1 per employee on the largest shift
Religious institutions	1 per every 3 seats (sanctuary seats only)
Retail stores and service Establishments	1 per 300 square feet of floor space and outdoor sales space

School, elementary & junior high	1 per 7 students based upon building design
School, senior high	1 per 3 students based upon building design
Strip malls / Shopping centers under 100,000 square feet	1 per 200 square feet of floor area
Warehousing	1 per 1,000 square feet of floor area
Uses not listed	The parking requirement for a use not specifically mentioned herein shall be the same as required for a similar use as determined by the Zoning Administrator
Uses in the B-1 District are not required to provide off-street parking spaces.	

1. **Reduced Parking.** A reduction of 10% of required spaces may be applied to residential or mixed-use developments meeting one (1) or more of the following criteria:
 - a. Located within the B-1, RH, or RM Zoning District.
 - b. Contains deed-restricted affordable housing for households earning below 80% of Area Median Income (AMI).
 - c. Provides a mix of uses on site or is part of a mixed-use development.
 - d. Includes units that are 500 square feet or less in gross floor area.
- (3) **Design and Dimensions of Off-Street Loading Space.**
- (a) **Location.** All required loading berths shall be off street and shall be located on the same lot as the building or use to be served. A loading berth shall be located at least 25 feet from a street intersection and at least 50 feet from a residential district unless it is within a building. Loading berths shall not occupy the required front yard space.
 - (b) **Size.** Unless otherwise specified in this Ordinance, a required loading berth shall not be less than 12 feet in width, 50 feet in length, and 14 feet in height, exclusive of aisle and maneuvering space.
 - (c) **Required Loading Spaces.** Determined by the City Council following review by the Planning Commission.
 - (d) **Access.** Each required loading berth shall be located with appropriate means of vehicular access to a street or public alley in a manner which will least interfere with traffic.
 - (e) **Surfacing.** All loading berths and access ways shall be improved with a durable material to control the dust and drainage.
 - (f) **Accessory Use.** Any space allocated as a loading berth or maneuvering area so as to comply with the terms of this Ordinance shall not be used for the storage of goods, inoperable vehicles or be included as a part of the space requirements necessary to meet the off-street parking area.

- (g) In connection with any structure which is to be erected or substantially altered, and which requires the receipt or distribution of materials or merchandise by trucks or similar vehicles, there shall be provided off-street loading space.
- (h) Screening. Except in the case of multiple dwellings, all loading areas shall be screened from abutting and surrounding residential uses in compliance with other provisions of this Ordinance.
- (i) Where noise from loading or unloading activity is audible in a residential district, the activity shall terminate between the hours of 7:00 p.m. and 7:00 a.m. except for the loading and unloading of grain.

(J) Signs

- (1) Purpose and Intent. The purpose of this Section is to regulate the physical characteristics of signs within the City, not the content of speech. It is the intent of this Section to:
 - (a) Promote public health, safety, and welfare through regulation of the number, size, type, location, illumination, and structural integrity of signs.
 - (b) Prevent visual clutter and enhance the City's aesthetic character.
 - (c) Ensure effective communication consistent with constitutional protections and City goals.
 - (d) Provide fair and consistent enforcement under the City's zoning authority.
 - (e) Protect the safety of motorists and pedestrians by minimizing distractions and obstructions.
- (2) General Standards. Signs are permitted accessory uses in all zoning districts, subject to the following provisions:
 - (a) No sign, unless posted by the Zoning Administrator, shall be located in public rights-of-way, easements, or public property.
 - (b) Illuminated signs are permitted; however, signs with flashing, rotating, or intermittent lights are prohibited. All illuminated signs shall meet glare standards of Section 5.003 (E).
 - (c) One commercial sign is permitted on a residentially zoned lot, not to exceed six (6) square feet per surface, and one (1) on a commercially or industrially zoned lot, not to exceed 32 square feet per surface. Such signs shall be removed within 10 days following the sale or lease of the property.

- (d) One commercial sign not exceeding 240 square feet per side (maximum of two (2) sides) is permitted at a construction site. Such signs shall be removed within 10 days after sale of the final lot by the developer.
- (e) Signs shall not mimic or obstruct the visibility of traffic control devices.
- (f) Signs shall not be painted on fences, rocks, or similar surfaces, nor shall paper or similar signs be affixed to building walls by adhesive or similar means.
- (g) Portable or temporary signs are permitted only by permit in commercial and industrial districts, limited to one (1) per lot, not exceeding a total of 32 square feet and divided on up to three (3) total temporary signs . Such signs may be displayed for up to 15 days and shall be removed immediately following the advertised event. No lot shall display such signs for more than 45 days in a calendar year. Placement in public rights-of-way or attachment to pylons or light poles is prohibited.
- (h) Signs containing non-commercial speech may be displayed without limitation in number or size from 46 days prior to a state primary election until 10 days following the general election, and from 13 weeks prior to any special election until 10 days following. One (1) non-commercial speech sign is allowed on each lot outside of the specified election periods. These signs shall not require a permit.
- (i) Building-mounted and projecting signs shall be affixed only to the principal building on the lot.
- (j) Any sign permitted under this Section may display non-commercial speech in lieu of any other permitted content.
- (k) A sign permit is required unless otherwise exempt. All signs shall be constructed, secured, and maintained to ensure public and traffic safety. Permit fees shall be charged at the rate established by the City Fee Schedule.
- (l) Electronic variable message signs are permitted in commercial and industrial zoning districts, excluding the B-1 Central Business District. The display shall not change more than once every 5 seconds.
- (m) Illuminated signs must comply with the Minnesota Electrical Code.
- (n) No sign shall block windows, doors, or fire escapes. Signs shall maintain a minimum clearance of 36 inches from electrical conductors under 600 volts, and 48 inches for those over 600 volts.
- (o) Off-premise commercial signs are prohibited except billboards. Off-premise non-commercial speech signs are permitted.

- (p) Up to three (3) non-commercial speech flags are permitted per lot, with each flag not exceeding 100 square feet per surface. A permit for these flags shall not be required.
 - (q) Window signs are allowed on street-facing windows in commercial and industrial districts, not exceeding 75% of the window area.
 - (r) Building address signs are exempt from overall signage limitations.
- (3) Signs Permitted in Residential Districts
- (a) One building sign is permitted per dwelling, not to exceed two (2) square feet per surface, with a maximum of two (2) surfaces.
 - (b) One building sign is permitted for each multi-dwelling building of six (6) or more units, not to exceed 2.5% of the building face to which the sign is affixed.
 - (c) One building sign is permitted for each non-residential use or use by Conditional Use Permit, not to exceed 2.5% of any single building face, with a maximum of two (2) surfaces.
 - (d) Multi-family dwellings with six (6) or more units and non-residential uses or use by Conditional Use Permit may have one (1) monument sign not exceeding 32 square feet per surface, set back a minimum of 10 feet from property lines.
 - (e) Integrated architectural features, symbols, statues, or sculptures may be illuminated in accordance with applicable glare standards of Section 5.003 (E).
 - (f) All monument signs shall be set back at least 10 feet from any property line and shall not exceed 10 feet in height. Illumination must comply with the City's glare standards of Section 5.003 (E).
- (4) Signs Permitted in Business Districts
- (a) For sites with total gross floor area greater than 100,000 square feet:
 - 1. Freestanding/monument sign area shall not exceed 250 square feet per public street frontage, with no more than two (2) sides per sign. Signs must be spaced at least 250 feet apart.
 - 2. At street intersections, sign square footage must be attributed to a single frontage and may not be split.
 - (b) For sites with total gross floor area from 50,000 to 100,000 square feet:
 - 1. Freestanding/monument sign area shall not exceed 200 square feet per frontage.

2. Spacing and corner lot requirements as stated in (a) above apply.
- (c) For sites with total gross floor area less than 50,000 square feet:
1. Freestanding/monument sign area shall not exceed 100 square feet per frontage.
 2. Spacing and corner lot requirements as stated in (a) above apply.
- (d) Maximum sign height is 20 feet in the B-1 and B-2 Districts and 30 feet in the B-3 District.
- (e) Minimum setback for freestanding or monument signs is 10 feet from property lines and outside any easements.
- (f) Building signs may extend up to six (6) feet above the roofline and are limited to 15% of the building face area. Signs must be located on the principal building.
- (g) Projecting signs are limited to 16 square feet per surface, must maintain an eight (8) foot clearance above curb elevation, and may extend up to five (5) feet from the building face, provided they do not enter the public right-of-way.
- (h) Electronic variable message signs and reader board signs are allowed only in the B-2 and B-3 Districts.
- (i) Signs may be illuminated in compliance with glare standards of Section 5.003 (E). Internally illuminated freestanding signs in B-2 and B-3 must be at least 100 feet from residential districts. This does not apply to externally illuminated signs.
- (j) Only monument type freestanding signs are allowed in the B-2 District
- (k) Signage for subdivided lots that were part of a larger approved site shall be counted towards the total allowed signage for that original site.
- (l) Mural signs shall be allowed in the B-1 District only after review by the Planning Commission and approval of the City Council by resolution. A mural design review shall comply with the following:
1. Mural sign designs shall be submitted to the Community Development Director for City review.
 2. Mural designs shall be representation of New Prague such as community history, culture, people, and local organizations. The City shall have complete design authority approval of the mural design.

3. Murals shall not obscure life safety equipment or resemble traffic signage, including but not limited to fire department connections, hydrants, lock boxes or building emergency exits, or traffic signals.
4. Any mural that is not maintained according to the maintenance plan incorporated into the mural permit or that falls into a state of disrepair may be ordered to be repaired or removed by the City. Removal of an approved mural must include restoration of the building or structure surface in a manner deemed acceptable by the City. Murals subject to a repair or removal order must be repaired or removed within 60 days from notice of the written order. Additional time for removal may be authorized by the City.
5. Any lighting incorporated as part of the mural must comply with lighting requirements of the city code.
6. Signs may be incorporated into an approved mural and must comply with all applicable sign requirements of the city code. A sign permit will be required when applicable for the sign type.

(5) Signs Permitted in Industrial Districts

- (a) One (1) freestanding or monument sign is allowed per frontage. Total sign area shall not exceed one (1) square foot per lot frontage foot, up to a maximum of 100 square feet per surface. Setback shall be at least 10 feet. Maximum height is 30 feet.
- (b) Building signs may not extend more than six (6) feet above the highest wall and are limited to 15% of the building face. Signs must be on the principal building.
- (c) Billboards are permitted only as a principal use of a lot, limited to 480 square feet per side (maximum two (2) sides), and spaced at least 500 feet apart from other billboards. Setbacks shall meet principal structure requirements.
- (d) Electronic variable message signs and reader board signs are permitted.
- (e) All illumination must comply with glare standards of Section 5.003 (E).

(6) Sandwich Board Signs.

- (a) Sandwich board signs shall be allowed in all zoning districts within the City except that in residential districts, sandwich board signs will be permitted only for non-residential uses and uses by Conditional Use Permit.
- (b) There shall be only one (1) sandwich board sign allowed for each entity.

- (c) Sandwich board signs shall not exceed eight (8) square feet in size per surface area.
- (d) Sandwich board signs may be placed on a public sidewalk or within the public right-of-way provided that the sign owner agrees to indemnify the City with respect to the sign and signs a waiver to this effect. Upon application for a sign permit, the sign owner must also provide the City with a certificate of insurance that covers the property in which the sign will be placed and the value of sign. The City must be named as an “additional insured” on the certificate of insurance.
- (e) If placed on a sidewalk, a sandwich board sign shall not take up more than three (3) feet of sidewalk width and shall not be placed in the middle of the sidewalk.
- (f) All sandwich board signs require a sign permit which must be obtained prior to placement of the sign. All permit applications shall contain a sketch of the sandwich board sign which includes the sign’s dimensions, colors, and design. The location of the sign shall also be indicated. Sandwich board sign permits shall not be transferable.
- (g) A copy of the approved sign permit for the sandwich board sign shall be attached to the sandwich board sign at all times. Sandwich boards signs that do not comply with this requirement may be removed and disposed of by the City.
- (h) Sandwich board signs may be removed by the City if they interfere with any City activities (i.e. snow removal, maintenance of the surrounding area, etc.).
- (i) Sandwich board sign permits are valid from the date of issuance until December 31st of each year.
- (j) Sandwich board signs shall be displayed only during the times that the entity is open. No sandwich board sign shall be displayed overnight or when there has been any snow accumulation. Sandwich board signs that do not comply with this requirement may be removed and disposed of by the City.
- (k) Sandwich board signs must either be weighed down or removed when there are wind gusts of 20 m.p.h. or greater.
- (l) Under no circumstances shall a sandwich board sign be used instead of permanent building signage.
- (7) Exemptions. The following signs shall not require a permit. These exemptions, however, shall not be construed as relieving the owner of the sign from

responsibility of its compliance with the provisions of this Ordinance or any other law or Ordinance regulating the same.

- (a) The changing of the display surface on a painted or printed sign only.
 - (b) Signs six (6) square feet or less in size, per surface, except for sandwich boards must always obtain permits even if they are six (6) square feet or less in size.
 - (c) Window signage as permitted in the general standards.
 - (d) Non-commercial speech signs.
- (8) Sign Area Calculations
- (a) The area of a sign shall be computed by means of the smallest circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the building facade against which it is placed, but not including any supporting framework, pole or bracing.
 - (b) For monument signs, this method (a) shall be used. Only the face that is specifically intended to be used for signage shall be included when computing the sign area. Any base or other supporting structure, along with all adjoining structures, such as fences or walls, shall not be included when computing the sign area.

(K) Restaurants and Drinking Establishments

The following requirements shall apply to all restaurants and drinking establishments in the City.

- (1) Class I Restaurants (Fast Food)
 - (a) All menu boards, order microphones, and speakers shall be located in the rear of the building or other unobtrusive location if the rear yard is adjacent to a public street or alley and shall not be directed towards residential-zoned areas.
- (2) Class II Restaurants (Sit Down)
 - (a) Shall comply with all applicable provisions of the City Code.
- (3) Class III Restaurants (Sit Down with Alcohol or Entertainment)
 - (a) Shall comply with all applicable provisions of the City Code.
 - (b) Shall comply with all conditions imposed as part of the liquor license for the site.

- (c) Shall not be located on a lot or parcel of land adjacent to any low density residential R-1, R-2, or R-3 zoning district.
- (d) Shall be limited to the hours of 6:00 a.m. to 11:00 p.m. if located within 100 feet of any residentially zoned property. The setback distance shall be measured from the property line of the Class III Restaurant to the property line of the residentially zoned property.

(4) Drinking Establishments

- (a) Shall comply with all applicable provisions of the City Code.
- (b) Shall comply with all conditions imposed as part of the liquor license for the site.
- (c) Shall not be located on a lot or parcel of land adjacent to any low density residential (R-1, R-2, or R-3) zoning district.
- (d) Shall be limited to the hours of 6:00 a.m. to 11:00 p.m. if located within 100 feet of any residentially zoned property. The setback distance shall be measured from the property line of the drinking establishment to the property line of the residentially zoned property.

(L) Drive-thru Businesses

All order boards, microphones, and speakers shall be located in the rear yard of the building or other unobtrusive location if the rear yard is adjacent to a public street or alley and shall not be directed towards residential areas.

(M) Car Washes

General provisions for car wash facilities.

- (1) Entry and exit doors shall be closed during wash/dry cycles.
- (2) Stacking spaces shall be provided and oriented to prevent traffic backup on adjacent streets.
- (3) Parking and stacking spaces shall be screened from view of adjacent residentially zoned areas.
- (4) Vehicular access points shall be limited to prevent traffic conflicts.
- (5) Vacuums must not interfere with stacking spaces and not be in a yard adjacent to residentially zoned areas.
- (6) A six (6) inch non-surmountable curb shall separate all walks and landscape areas from parking areas.

(N) Fuel Stations

- (1) General provisions for convenience stores.
 - (a) For architectural purposes, each side of the building shall be considered a front face.
 - (b) All trash, waste materials, and obsolete parts shall be stored within a separate enclosure meeting the requirements of Section 5.003 (B) (2) of this Ordinance.
 - (c) All goods for sale, other than those required for the operation and maintenance of motor vehicles, shall be displayed within the principal structure. The storage of items for sale outside the principal building shall be displayed in specially designed containers or shelves.
 - (d) No sale or storage of motor vehicles or trailers or campers shall be permitted.
- (2) Site Requirements.
 - (a) Driveway accesses shall meet the requirements of Section 6.002 (O) of this Ordinance.
 - (b) The total height of any overhead canopy or weather protection shall not exceed 20 feet.
- (3) Additional Bulk Requirements:
 - (a) Lot Width: 150 feet
 - (b) Setbacks:

	Front Yard	Side Yard	Rear Yard
Canopy (edge)	10 ft	25 ft	20 ft
Fueling Island	25 ft	25 ft	25 ft
Accessory building	30 ft	30 ft	30 ft

- (4) Fuel stations in the B-1, B-2, and B-3 districts must have an associated building with retail sales similar to those outlined in the “fuel station” definition.
 - (5) Fuel stations are only allowed as conditional uses in I-1 Light Industrial and Business Park Zoning District when the property abuts a state highway.
 - (6) No more than three (3) publicly available EV charging stations on a commercial or industrial zoned property are an allowed accessory use, however, parking spaces where the charging stations are located will not be counted to meet the minimum parking space requirement.
- (O) Access Spacing and Driveways

- (1) A street’s functional classification shall be defined by the New Prague Comprehensive Land Use Plan’s Future Functional Classification Map.
- (2) The distance from a driveway access to the intersection of two (2) streets shall be in accordance with the following table. The setback measurement shall be measured from the edge of the street right of way to the nearest edge of the curb cut for the driveway access.

STREET WITH PROPOSED PRIVATE DRIVEWAY ACCESS	Nearest Intersecting Street			
	Local Street	Collector	Minor Arterial	Principal Arterial
Local Street				
Residential Driveway	40'	55'	70'	100'
Commercial/Industrial Driveway	100'	150'	150'	*500'
Collector Street				
Residential Driveway	40'	55'	70'	100'
Commercial/Industrial Driveway	100'	200'	*500'	*500'

*A driveway access may be located less than 500 feet from the nearest intersection if the proper roadway geometrics are installed to limit access to right turns in and out of the property only. Such exceptions are subject to the approval of the City Engineer. Review criteria shall include but not limited to sight lines and distances, traffic volumes and speeds on the public street, intersection controls, street and driveway spacing, and trip generation from the property.



Driveway Spacing to Intersection – Example #1



Driveway Spacing to Intersection – Example #2

- (3) Driveway accesses to streets shall be allowed in accordance with the minimum access spacing guidelines shown in the following table:

TYPE OF ACCESS BEING REQUESTED	FUNCTIONAL CLASSIFICATION OF STREET AFFECTED BY ACCESS			
	Principal Arterial	Minor Arterial	Collector (Major)	Local
Private Residential Driveway	Not Permitted	Not Permitted	1/8 Mile (660')	No Restriction
Commercial/Industrial Driveways, Or Private Streets	Not Permitted	Not Permitted	1/8 Mile (660')	No Restriction

- (4) Driveways onto major arterial, minor arterial, and major collector streets shall be prohibited where alternative street access is available. For existing lots of record, where alternative access is not available, direct access onto arterial and collectors may be permitted, provided a site plan is submitted for review and approval of the City Engineer or the City’s transportation consultant.

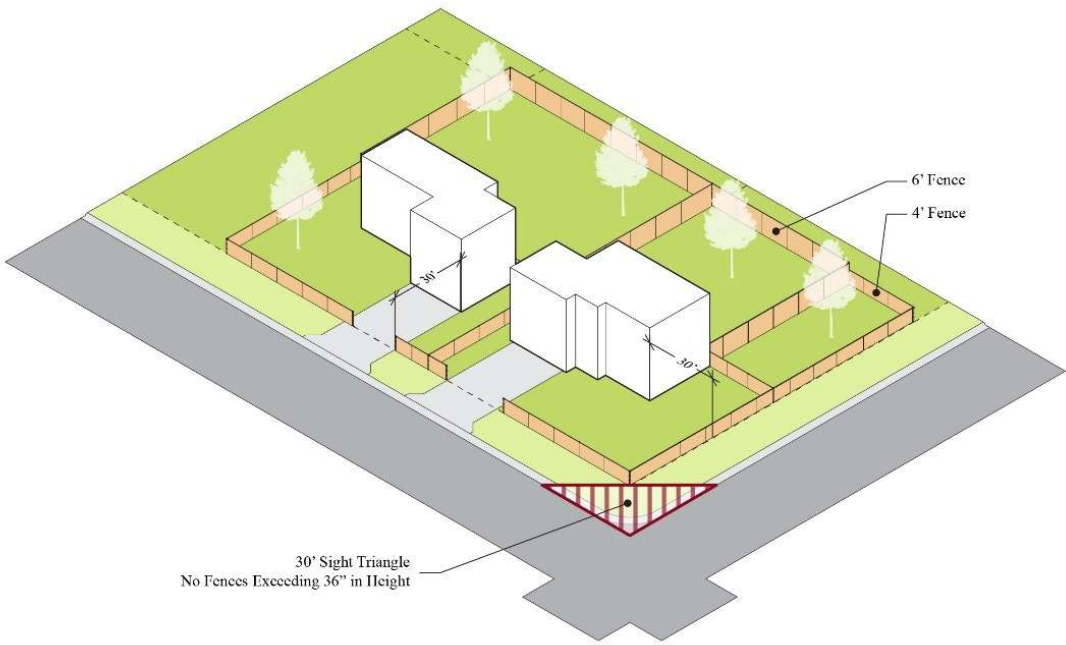
- (5) Access will not be permitted within a right turn lane or taper areas of a turn lane.
- (6) Sight triangles shall be provided on corner lots. The area between three (3) feet and 10 feet in height above the road centerline grade shall be maintained clear of all obstructions at the intersections of streets with other streets for safety of pedestrians and people in vehicles. Property in the B-1 Central Business District shall be exempt from this sight triangle requirement. The chart below specifies the required clear area for each street intersection based upon the functional classification of the streets. The City Engineer may require additional sight triangle area if a traffic study or special conditions indicate that additional area is needed.

Intersection of / With	Major Arterial	Minor Arterial	Collector	Local
Major Arterial	A	A	B	B
Minor Arterial	A	B	B	B
Collector	B	B	B	B
Local	B	B	B	B

Key:

A = 100' X 100' sight triangle

B = 30' x 30' sight triangle



- (7) Authorization to construct or alter a driveway on a road under the jurisdiction of Scott County, Le Sueur County, or the Minnesota Department of Transportation shall be received from the applicable jurisdictional agency. No driveway shall be constructed until such authorization is obtained.
- (8) The driveway angle to the street shall be as near to right angle as practical.
- (9) No residential driveway curb cut shall exceed 30 feet in width, unless approved by the City Engineer or the City's transportation consultant.
- (10) The maximum driveway grade shall not exceed 10% for residential uses. The percent of grade shall be determined by calculating the difference in grade from the front of the garage to the street right of way line. The maximum driveway grade for commercial or industrial uses shall not exceed 5%.
- (11) All driveways shall be surfaced with asphalt, concrete, paver bricks, or equivalent type of materials.
- (12) Driveways must be surfaced before escrow is returned and before a final certificate of occupancy is issued.

(P) Land Alterations

- (1) The approval of the City Engineer, City Council, and an administrative permit shall be required in all cases where excavation, grading and filling of any land would:

- (a) Result in a substantial alteration of existing ground contour.
- (b) Change existing drainage or would cause flooding or erosion.
- (c) Deprive an adjoining property owner of lateral support.
- (d) Remove or destroy the present ground cover resulting in less beneficial cover for present and proposed development.

Substantial alteration shall be defined as the extraction, grading, or filling of land involving movement of earth and materials in excess of 25 cubic yards but less than 500 cubic yards. See Section 6.002 (U) of this Ordinance for additional provisions relating to land alterations in excess of 500 cubic yards.

- (2) Applications for a permit shall contain the following additional information:

- (a) Legal description of land to be altered.
- (b) Nature of proposed alteration and future use of the property.
- (c) Starting date and approximate completion date of the operation.
- (d) The names of all owners of the land to be altered.
- (e) The names and addresses of all owners and occupants of the adjoining land that may be affected by said land alterations.
- (f) A construction plan showing existing and proposed elevations.
- (g) Erosion and Sediment Control Plan.

- (3) The City Council may require adequate proof of bonding in the form of a performance bond, sufficient in value to cover the expense of the completion of the development plan or to bring such portion of the completed project to a safe grade and elevation so as to be healthful and safe to the general public and to provide safe and adequate drainage to the site.

- (4) If, during the land alteration work it becomes necessary for the person altering the land to create a condition of grade or drainage not in the interest of health or safety, it shall become that person's duty to correct immediately the dangerous situation created, as well as fence or screen the area from the public upon order of the Building Inspector.

(Q) Building Design Requirements

- (1) These design requirements shall be applicable to Commercial (excluding B-1 Zoning District), Industrial, and Multi-Family Residential Buildings Containing 5 or more units. Variation from these design standards shall require City Council approval.
- (2) Predominant exterior building materials must be of high quality, including brick, wood, stucco, natural or artificial stone, or concrete. When concrete or tilt-up concrete panels are used, detail using color, textures, and material treatments must be integrated to provide a higher degree of aesthetic treatment. Aluminum or vinyl siding, unfinished metal, plywood, or reflective glass are prohibited. Fiber cement or vinyl siding may be used for multi-family residential buildings as long as no more than 50% of an individual wall is comprised of this material.
- (3) A minimum of two (2) of the following design requirements shall be incorporated:
 - (a) At least two (2) contrasting building colors or accent textures.
 - (b) At minimum 25% window coverage on each building wall facing a street.
 - (c) A front entry that is accented with a minimum 150 square feet around the door entrance. Primary building entrances shall be clearly defined and emphasized through architectural treatments such as canopies, recesses, or enhanced materials.
 - (d) Varying roof lines.
 - (e) Varying wall depths.
- (4) Internal pedestrian walkways must be provided from perimeter sidewalks to building entrances.
- (5) All mechanical equipment, whether rooftop or ground-mounted, shall be fully screened from public view using parapet walls, architectural enclosures, or landscape screening.
- (6) Trash enclosures shall be constructed of materials consistent with the principal structure and include opaque gates.
- (7) Multi-family buildings with 5 or more units located in the B-1 Central Business District must comply with the provisions of Section 6.002 (Q) of the Zoning Ordinance.

(R) Commercial Building Design for the B-1 District

(1) Purpose.

The purpose of establishing design standards for the B-1 Central Business District is to preserve an atmosphere consistent with the original character of the City, to

protect and enhance the appeal and attraction of the City to residents, visitors, and tourists, to foster civic pride in the beauty and notable accomplishments of the past, and to preserve the value of existing buildings which are located in the City.

- (a) Finishes, construction techniques, and craftsmanship that characterize the architectural character of a building shall be preserved.
- (b) Deteriorating features shall be repaired rather than replaced. When the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and materials.
- (c) Masonry and other original surfaces shall be preserved. Brick shall not be covered with stucco, shakes, or other veneer unless otherwise approved by the City through a variance process that would permit an exterior surface material not identified in this section. A variance may be granted provided the material is a result of new technology and/or the material is by the City's discretion found to be equal to or better in quality, appearance, and durability and maintains the historic integrity of the structure. The applicant shall submit the manufacturer's warranty and information of the non-listed material.
- (d) Windows must not be filled in with wood, brick, or any other materials. Window sizes and shapes must be maintained if replacement or removal of original window is necessary.
- (e) For new construction, at least 40% of the first floor façade area facing main street must consist of windows. For buildings being constructed on a corner lot, this requirement applies only to the façade facing Main Street and the first 40 feet of the side street, or the more major of the two (2) adjacent streets. This provision shall not apply to accessory buildings located in the B-1 District.
- (f) Original windows that have been covered shall be uncovered and restored to the extent feasible during any permitted exterior renovation.
- (g) For new construction, a minimum of 80% of exterior building materials must consist of brick, stone, or glass.
- (h) Additions or exterior alterations to existing buildings shall be compatible in materials, color, scale, and architectural features with the existing building.
- (i) Awnings shall be made of cloth, canvas, or metal. No plastic awnings shall be allowed.
- (j) Structures located in the B-1 Central Business District are generally those structures where early commerce occurred in New Prague, and therefore

have historical significance. Prior to issuing a demolition permit for any structure located in the B-1 Central Business District, the City Council shall evaluate its historical significance to the community, the economic feasibility of renovating the structure versus demolition, and life safety issues associated with the structure to determine if the demolition permit shall be issued based upon these factors.

- (k) All mechanical equipment, whether rooftop or ground-mounted, shall be fully screened from public view using parapet walls, architectural enclosures, or landscape screening.

(2) Design Guidelines for the B-1 District

- (a) The B-1 District should follow the guidelines of the [City of New Prague Central Business District Design and Sign Guidelines](#) manual adopted by the New Prague City Council on September 7, 2010.

(S) Land and Water Preservation

(1) Purpose.

The purpose of this Section is to ensure that sensitive physical features such as bluff land, ravines, wetlands, and natural waterways are protected.

(2) Drainage Standards

- (a) No land shall be developed, and no use shall be permitted that results in water runoff causing flooding or erosion on adjacent properties. Such runoff shall be properly channeled into a storm drain, watercourse, ponding area, or other suitable facility.

(3) Soil Erosion and Sedimentation Control.

(a) General Standards.

1. All development shall conform to the natural limitations presented by the topography and soil in order to create the best potential for preventing soil erosion.
2. Slopes over 30% in grade shall not be used as a building site.
3. Development on slopes with a grade between 20% and 30% shall be carefully reviewed to ensure adequate measures have been taken to prevent erosion, sedimentation, and structural damage.
4. Erosion and siltation control measures, as determined by the City Engineer, shall be coordinated with the different stages of development. Appropriate control measures shall be installed prior to development when necessary to control erosion.

5. Land shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one (1) period of time, and no exposure shall exceed the requirements of the NPDES Construction Stormwater Permit. For sites not controlled by the NPDES Construction Stormwater Permit, no exposure shall exceed 65 days unless extended by the City Council.
6. Where the topsoil is removed, sufficient arable soil shall be set aside for re-spreading over the disturbed area or new topsoil shall be brought in. The topsoil shall be restored to a depth of four (4) inches and shall be of a quality at least equal to the sod quality prior to development.
7. Public and private properties and water bodies adjacent to the development site shall be protected from the effects of erosion, sedimentation, flooding, or other damage caused by the development or construction activity. Any violations of this provision must be corrected by the owner to the satisfaction of the City within five (5) days of receiving notification of such. If the violation is not remedied within the time period specified, the City may correct the problem and assess the costs incurred to the property owner.
8. All land disturbing activities, whether requiring a permit under these Ordinances or otherwise, shall be undertaken in conformance with best management practices and in compliance with the standards and criteria in these Ordinances.
 - a. Land disturbing activities shall be planned and conducted to minimize the extent of disturbed area, runoff velocities, and erosion potential, and to reduce and delay runoff volumes. Erosion and runoff controls, consistent with Best Management Practices (BMPs), shall be properly installed before commencing land disturbing activities, shall be sufficient to retain sediment on-site, and shall not be removed without approval. Erosion and runoff controls shall be regularly inspected and maintained. Vegetation shall be installed over the disturbed areas promptly if the land disturbing activity ceases or is suspended, and upon completion. Pipe outlets must be provided with temporary or permanent energy dissipation if connected to surface water.

- b. Whenever the City determines that any land disturbing activity has become a hazard to any person, endangers the property of another, adversely affects water quality or any water body, increases flooding, or otherwise violates this Ordinance, the owner of the land upon which the land disturbing activity is located, or other person or agent in control of such land, upon receipt of written notice from the City, shall within the time period specified therein repair or eliminate such condition. The owner of the land upon which a land disturbing activity is located shall be responsible for the cleanup and any damages from sediment that has eroded from such land. The City may require the owner to obtain a permit from the City under this Ordinance before undertaking any repairs or restoration.
- c. Erosion and sediment control measures shall meet the standard for the General Permit Authorization to Discharge Storm Water Associated With Construction Activity Under the National Pollutant Discharge Elimination System/State Disposal System Permit Program Permit MN R100001 (NPDES General Construction Permit) issued by the Minnesota Pollution Control Agency, August 1 2003, as amended; except where more specific requirements are provided in this Ordinance below.
- d. If the activity is taking place on a site where the soils are currently disturbed (e.g. a tilled agricultural site that is being developed), areas that will not be disturbed as part of the development and areas that will not be disturbed, according to the time frames and slopes specified in the NPDES General Construction permit Part IV.B.2, shall be seeded with temporary or permanent cover before commencing the proposed land disturbing activity.
- e. Where five (5) or more acres of disturbed soil drain to a common location, a temporary or permanent sediment basin must be provided prior to the runoff leaving the site or entering surface waters. The basins must be designed and constructed according to the standards in the NPDES General Construction Permit Part III.B.
- f. The permittee or applicant must ensure final stabilization of the site in accordance with the NPDES General Construction Permit requirements. The site will be considered as having achieved final stabilization following submission of Certificate of Completion by the permittee or applicant, and inspection and approval by the City.

9. All on-site stormwater conveyance channels shall be designed and constructed to withstand the expected velocity of flow from a 100-year frequency storm without erosion.

(b) Exposed Slopes.

The following control measures shall be taken to control erosion during construction.

1. No exposed slopes shall be steeper in grade than five (5) feet horizontal to one (1) foot vertical unless stabilized as described below. This does not apply to utility construction.
2. At the foot of each exposed slope, a channel and berm shall be constructed to control runoff. The channeled water should be diverted to a sedimentation basin (debris basin, de-silting basins, or silt trap) before being allowed to enter the natural drainage system.
3. Along the top of each exposed slope, a berm shall be constructed to prevent runoff from flowing over the edge of the slope. Where runoff collecting behind said berm cannot be diverted elsewhere and must be directed down the slope, appropriate measures shall be taken to prevent erosion. Such measures shall consist of either an asphalt-paved flow apron and drop chute laid down the slope or a flexible slope drain. At the base of the slope drain or flow apron, a gravel energy dissipater shall be installed to prevent erosion at the discharge end.
4. Exposed slopes shall be protected to whatever means will effectively prevent erosion considering the degree of slope, soils material, and expected length of exposure. Slope protection shall consist of mulch, sheets of plastic, burlap or jute netting, sod blankets, fast growing grasses, or temporary seeding of annual grasses. Mulch consists of hay, straw, wood chips, cornstalks, bark, or other protective material. Mulch shall be anchored to slopes with stakes and netting, or shall be worked into the soil to provide additional slope stability.
5. Control measures, other than those specifically stated above, may be used in place of the above measures if it can be demonstrated they will as effectively protect exposed slopes.

(4) Preservation of Natural Drainageways.

(a) Waterways.

1. The natural drainage system shall be used as far as is feasible for storage and flow of runoff water. Untreated stormwater drainage

may be discharged to retention basins or other treatment facilities. Only treated stormwater may be discharged to wetlands, marshlands, or swamps. Diversion of treated stormwater to wetlands, marshlands or swamps shall be considered for existing or planned surface drainage. Marshlands and swamps used for treated stormwater shall provide for natural or artificial water level control. Temporary storage areas or retention basins scattered throughout developed areas shall be encouraged in order to reduce peak flow, erosion damage, and construction cost.

2. The widths of a constructed waterway shall be sufficiently large to channel runoff from a 100-year storm. Adequacy shall be determined by the expected runoff when full development of the drainage area is reached.
3. No fences or structures shall be constructed across the waterway that will reduce or restrict the flow of water.
4. The banks of the waterway shall be protected with permanent vegetation.
5. The banks of the waterway should not exceed five (5) feet horizontal to one (1) foot vertical in gradient.
6. The gradient of the waterway bed should not exceed a grade that will result in a velocity that will cause erosion of the banks of the waterway.
7. When possible, existing natural water courses and vegetated soil surfaces shall be used to convey, store, filter, and retain runoff before discharge into public waters or a stormwater conveyance system. If the waterway must be constructed, the bed of the waterway should be protected with turf, sod, or other approved stabilizing materials. If turf or sod will not function properly, rip rap may be used.
8. If the flow velocity in the waterway is such that erosion of the turf sidewall will occur and said velocity cannot be decreased via velocity control structures, then other materials may replace turf on the side walls. Either gravel or rip rap would be allowed to prevent erosion at these points.
9. Development of housing and other structures shall be restricted as stated in this Ordinance.

(b) Sediment Control of Waterways.

1. To prevent sedimentation of waterways, sediment control structures shall be incorporated throughout the contributing watershed. Such structures would serve as temporary sediment control features during the construction state of development.
2. Sediment control structures consist of sediment basins (debris basins, de-silting basins, or silt traps) and shall be utilized to remove sediment from runoff prior to its disposal in any permanent body of water.

(5) Wetland Preservation.

(a) General Provisions and Policy.

To the extent possible, all wetlands shall be retained in their natural state to serve as natural water ecosystems and also as wildlife habitat. The rules and regulations applicable to wetlands and set forth by the Minnesota Wetland Conservation Act and Minnesota Clean Water Act are hereby incorporated.

It is the policy of the City to:

1. Achieve no net loss of wetlands in the City, in conformance with the Minnesota Wetland Conservation Act (WCA) and associated rules (Minnesota Rules Chapter 8420).
2. Encourage wetland avoidance for all new developments and land disturbing activities.
3. Require mitigation of unavoidable wetland disturbance by replacing the lost wetland functions and values in the same major watershed with a wetland of equal or greater value.
4. Require transportation projects to pursue wetland mitigation projects to the extent practical along the transportation corridor. This does not preclude the use of the BWSR Replacement Program.
5. Identify and preserve wetlands for water retention, recharge, soil conservation, wildlife habitat, aesthetics, and natural enhancement of water quality.
6. Manage changes in volume and quality of local stormwater systems to minimize negative impacts to existing wetland functions, value, or biological diversity.
7. Replace affected wetlands where avoidance is not feasible and prudent.

(b) Discharges into Wetlands.

1. No part of any sewage disposal system requiring on-land or in-ground disposal of waste shall be located closer than 150 feet from the normal high water mark unless it is proven by the applicant that no effluent will immediately or gradually reach the wetland because of existing physical characteristics of the site or the system.
2. Organic and other waste which would normally be disposed of at a solid waste disposal site, or which would normally be discharged into a sewage disposal system or sewer shall not be directly or indirectly discharged to the wetland.
3. Stormwater runoff from construction sites may be directed to the wetland only when substantially free of silt, debris, and chemical pollutants, and only at rates that will not disturb vegetation or increase turbidity.

(c) Building Constraints.

1. The lowest floor elevation of buildings if used for living quarters or work area shall be at least two (2) feet above the seasonal high-water level of any/all wetland(s) in the vicinity.
2. Development that will result in unusual road maintenance costs or utility line breakages due to soil limitations, including high frost action, shall not be permitted.
3. The minimum setback for all buildings shall be 50 feet from the delineated edge of any/all wetland(s) in the vicinity unless a wetland buffer easement or conservation easement is of record on the lot, in which case the structure shall be allowed to be located up to, but not encroaching on, said easement or buffer area.

(d) Regulations.

1. No person or political subdivision shall drain, fill, excavate, or otherwise alter a wetland or public waters wetland without first obtaining the approval of a wetland replacement plan from the City of New Prague.
2. For any parcel created or redeveloped after the effective date of this Ordinance, a buffer shall be maintained around the perimeter of all wetlands and public waters wetlands. The buffer provisions of this Ordinance shall not apply to any parcel of record as of the date of this Ordinance until such parcel is subdivided or developed. The City of New Prague has been enforcing a generalized 40 foot

wetland buffer since 2002, and since 2008 has been enforcing the establishment of conservation easements around wetlands based on the requirements of this Ordinance.

- 3. The buffer portions of this Ordinance do not apply to any wetland or public waters wetland with a surface area equal to or less than the area of wetland impact allowed without replacement as de minimums under the Wetland Conservation Act (WCA), and to those portions of wetlands that will be filled under approved wetland replacement plans per the WCA.

(e) Criteria.

- 1. Any drainage, filling, excavation, or other alteration of a public waters wetland or wetland shall be conducted in compliance with Minnesota Statutes, section 103G.245, the WCA, and regulations adopted thereunder.
- 2. A public waters wetland or wetland may be used for storm water storage and treatment only if the use will not adversely affect the function and public value of the wetland as determined by the City.
- 3. Wetland replacement/mitigation sighting must follow the priority order below:
 - a. Mitigation on-site.
 - b. Mitigation within the same subwatershed.
 - c. Mitigation within the Scott Watershed Management Organization boundaries.
 - d. Mitigation within Scott County/Le Sueur County.
 - e. Mitigation within the same major watershed.
- 4. A wetlands functional assessment for vegetative diversity must be completed with each wetland and public waters wetlands, and must be delineated for a project and buffers established according to the following table. The functional assessment and wetland rankings will be determined using the Minnesota Routine Assessment Method version 3.0 (MnRAM 3.0, as amended). Rankings are summarized as follows.

Buffer Requirement		Exceptional	High	Medium	Low	Stormwater Ponds
Average Buffer Width		65 feet	50 feet	35 feet	25 feet	0

Minimum Width	Buffer	25 feet	25 feet	25 feet	25 feet	0
---------------	--------	---------	---------	---------	---------	---

“Exceptional” Wetland – Wetlands assigned the exceptional rating using MnRAM 3.0 for evaluating wetland functions. These wetlands are most susceptible to human impacts, are most unique, have the highest community resources significance such as rare species habitats, and similar characteristics.

“High” Wetland – Wetlands assigned the high rating using MnRAM 3.0 for evaluating wetland functions. These wetlands are relatively undisturbed but exhibit evidence of more disturbance or degradation than Exceptional wetlands. High wetlands have conditions and functions that are susceptible to human impacts, are connected to other wetlands or watercourses, and may contain locally significant or rare wetland types.

“Moderate” Wetlands – Wetlands assigned a moderate rating using MnRAM 3.0 for evaluating wetland functions. These wetlands typically provide a diversity of habitats and are connected to other wetland or upland habitats to provide wildlife habitat.

“Low” Wetlands – Wetlands assigned a low rating using the MnRAM 3.0 for evaluating wetland functions. These wetlands tend to be less susceptible to further impacts than the other wetland management classifications. They also have low diversity and connectivity to other wetlands and watercourses.

Stormwater Ponds – are designated strictly for treating and retaining stormwater.

5.

All structures shall have a minimum setback of 50 feet from the delineated edge of wetlands and public waters wetlands unless a wetland buffer easement or conservation easement is of record on the lot, in which case the structure shall be allowed to be located up to, but not encroaching on, said easement or buffer area.
6.

The first 25 feet of a wetland buffer as measured from the wetland or public waters wetland cannot be disturbed during project construction (i.e., cleared or graded, except for temporary disturbances for public roads and utility construction) and must be protected from disturbance with temporary fencing prior to construction. Vegetation can be replaced and site soils preparation work completed within this first 25 feet if necessary to establish acceptable vegetation in accordance with Section 6.002 (U) (4), (E) (8) of this Ordinance.
7.

Buffer requirements shall apply whether or not the wetland or public waters wetland is on the same parcel as a proposed development. An applicant is required to delineate the boundary for any wetland or public waters wetland on the project land. An applicant shall not be required to delineate wetlands on adjacent

property, but must review available information to estimate the wetland boundary.

8. Buffer vegetation shall be established and maintained as follows:
 - a. Where acceptable natural vegetation exists in buffer areas, the retention of such vegetation in an undisturbed state is required unless an applicant receives approval to replace such vegetation. A buffer has acceptable natural vegetation if it:
 - i. Has a continuous, dense layer of perennial grasses that has been uncultivated or unbroken for at least 5 consecutive years or
 - ii. Has an overstory of trees or shrubs that have been uncultivated or unbroken for at least 5 consecutive years or
 - iii. Contains a mixture of the plant communities described in this Ordinance above that has been uncultivated or unbroken for at least 5 years.
 - b. Notwithstanding the performance standards set forth in of this Ordinance, the City may determine existing buffer vegetation unacceptable if:
 - i. It is composed of undesirable plant species including but not limited to common buckthorn, purple loosestrife, leafy spurge, or noxious weeds or
 - ii. It has topography that tends to channelize the flow of runoff or
 - iii. For some other reason it is unlikely to retain nutrients and sediment.
 - c. Where buffers are not vegetated or have been cultivated or otherwise disturbed within 5 years of the permit application, such areas shall be replanted and maintained. The buffer plantings must be identified on the permit application. The buffer landscaping shall comply with the following standards:
 - i. Buffers shall be planted with a seed mix approved by MnDOT, BWSR, NRCS, or SWCD, with the exception of a one-time planting with an annual nurse or cover crop such as oats or rye.

- ii. The seed mix shall be broadcast according to MnDOT, BWSR, NRCS, or SWCD specifications of the selected mix. The annual nurse cover crop shall be applied at a minimum rate of 30 pounds per acre. The MnDOT, BWSR, or NRCS seed mix selected for permanent cover shall be appropriate for the soil site conditions and free of invasive species.
 - iii. Native shrubs may be substituted for native forbs. All substitutions must be approved by the City. Such shrubs may be bare root seedlings and shall be planted at a minimum rate of 60 plants per acre. Shrubs shall be distributed so as to provide a natural appearance and shall not be planted in rows.
 - iv. Any groundcover or shrub plantings installed within the buffer are independent of any landscaping required elsewhere by the City.
 - v. Grasses and forbs shall be seeded or planted using a method of application that shall be approved by the City prior to planting or seeding.
 - vi. No fertilizer shall be used in establishing new buffers, except on highly disturbed sites when necessary to establish acceptable buffer vegetation and then limited to amounts indicated by an accredited soil testing laboratory.
 - vii. All seeded areas shall be mulched immediately with clean straw at a rate of 1.5 tons per acre. Mulch shall be anchored with a disk or tackifier.
 - viii. Buffers (both natural and created) shall be protected by erosion and sediment control measures during construction in accordance with Section 6.002 (U) (2) of this Ordinance. The erosion and sediment control measures shall remain in place until the area crop is established.
- d. Buffer vegetation shall be established and maintained in accordance with the requirements found in this Ordinance. During the first two (2) full growing seasons, the owner must replant any buffer vegetation that does not survive. The owner shall be responsible for reseeding or replanting if the buffer

changes at any time through human intervention or activities. At a minimum, the buffer must be maintained as a “no mow” area.

9. When a buffer is required, the applicant shall, as a condition to issuance of a permit:
 - a. Submit to the City for its approval a conservation easement for protection of approved buffers, or include the buffer in a dedicated outlot as part of platting and subdivision approval. The easement shall describe the boundaries of the wetland or public waters wetland and buffer, identify the monuments and monument locations, and prohibit any the alterations set forth in Section 6.002 (U) (4) (e) (10) of this Ordinance below and the removal of the buffer monuments within the buffer, wetland, or public waters wetland. Outlot descriptions shall provide for an equivalent level of protection of the buffer and prohibit any alterations set forth in Section 6.002 (U) (4) (e) (10) of this Ordinance below.
 - b. File the approved easement for record and submit evidence thereof to the City, or complete preliminary and final plats including dedicated outlot(s).
 - c. Install the signage required by Section 6.002 (U) (4) (e) (12) of this Ordinance below.
10. Subject to the requirements of this Ordinance below, alterations including building, storage, paving, mowing, plowing, introduction of noxious vegetation, cutting, dredging, filling, mining, dumping, grazing livestock, agricultural production, yard waste disposal, or fertilizer application are prohibited within any buffer. Noxious vegetation, such as European buckthorn, purple loosestrife, and reed canary grass may be removed. Permitted alterations would not include plantings that enhance the natural vegetation or selective clearing or pruning of trees or vegetation that are dead, diseased, or pose similar hazards.
11. The following activities shall be permitted with any buffer, and shall not constitute prohibited alterations under this Ordinance above:
 - a. Use and maintenance of an unimproved access strip through the buffer, not more than 20 feet in width, for recreational access to the watercourse or wetland and the exercise of riparian rights.
 - b. Placement, maintenance, repair, or replacement of public roads and utility and drainage systems that exist on creation of the

buffer or are required to comply with any subdivision approval or building permit obtained from the City or County, so long as any adverse impacts of public road and utility and drainage systems on the function of the buffer have been avoided or minimized to the extent practical.

- c. Construction, maintenance, repair, reconstruction, or replacement of existing and future public roads within a buffer, so long as any adverse impacts of the road on the function of the buffer have been avoided or minimized to the extent practical.
 - d. Clearing, grading, and seeding is allowed if part of an approved wetland replacement plan.
- 12. Buffers shall be signed to clearly designate the boundaries of all buffers within new residential developments. A sign shall be required at each parcel line where it crosses a buffer strip and shall have a maximum spacing of 200 feet along the edge of the buffer. Additional signs shall be placed as necessary to accurately define the edge of the buffer. A sign shall consist of a post and a buffer sign. The signs shall be obtained from the City and include warnings about fines for disturbing and/or developing buffers. The signs shall be a minimum of 12 inches wide by 12 inches vertical, and shall be securely mounted on a post to a minimum height of four (4) feet above grade.
 - 13. Other activities which would change the character of a wetland shall not diminish the quantity, quality, or biological diversity of the wetland.
 - 14. A land disturbing activity within a wetland may require a permit under Section 6.002 (U) of this Ordinance.
 - 15. An activity within a wetland that alters or fills a floodplain may require a permit under Section 6.002 (U) of this Ordinance.

(6) Bluff Preservation

(a) Criteria

Minimum Bluff Standards: Any land disturbing activity, development, or the redevelopment of land in a Bluff Overlay District shown on “Map 1: Bluff Overlay District of Scott County WMO” shall require a topographic survey to determine if a bluff is present. At its discretion, the City may waive the topographic survey requirement where a review of the available contour information clearly indicates a bluff is not present.

1. Where bluffs deemed unsuitable for land disturbance activity are present, the following rules shall apply:
 - a. All grading, clear cutting, removal of vegetation, and/or other land disturbing activities are prohibited in the bluff impact zone and bluff face.
 - b. Access to any buildings (except stairways and landings) shall not be placed within the bluff impact zone.
 - c. Setback from top or toe of bluff to any structure in any district shall be no less than 30 feet.
 - d. All storm water ponds, swales, infiltration basins, or other soil saturation-type features shall be set back a minimum of 50 feet from the top of bluff.
2. For those bluffs deemed suitable for land disturbance activity, the following rules shall apply:
 - a. Grading, clear cutting, removal of vegetation, and/or other land disturbing activities may be allowed within the bluff impact zone provided the activity is in compliance with the storm water management plan's minimum performance standards. The plan shall, at a minimum, require the following:
 - i. The identification of any bluff preservation areas where disturbance would be prohibited by the City Code.
 - ii. The minimum erosion and sediment control BMP's include site stabilization and slope restoration measures needed to ensure the proposed activity shall not result in:
 - Adverse impact to adjacent and/or downstream properties or water bodies.
 - Unstable slope conditions or
 - Degradation of water quality due to erosion, sedimentation, flooding, and other damage as stated in this Ordinance.
 - iii. Prohibit all activities that would result in disturbances or destabilization of the bluff face.
 - iv. Preservation of existing hydrology and drainage patterns. Land disturbing activities shall not result in any new water discharge points along the bluff.

- b. The following activities shall be permitted within the bluff face and shall not constitute prohibited activities under this Ordinance.
 - i. Maintenance, repair, or replacement of public roads and utility and drainage systems that exist on creation of the Bluff Overlay District.
 - ii. Disturbances that are part of a City-approved plan to repair, grade, or re-slope existing bluff faces that are eroding or unstable as necessary to establish stable slopes and vegetation.
 - iii. Vertical cuts into the bluff face up to 10 vertical feet, measured from the existing top of bluff, provided that no storm water is directed over the bluff face and storm water runoff, including roof drainage, is collected and conveyed to a stable discharge point.
 - iv. Plantings that enhance the natural vegetation or the selective clearing of noxious, exotic, or invasive vegetation or the pruning of trees or vegetation that are dead, diseased or pose similar hazards.

(b) Standards for City-Sponsored Projects

The City must demonstrate that any City-proposed activity in the bluff does not: 1) impact adjacent properties, 2) result in unstable slope conditions and, 3) result in the degradation of water bodies from erosion, sedimentation, flooding, and other damage as stated in Section 6.002 (U) (2) (a) (6, 7, 8, and 9).

(c) Exceptions

- 1. Where the City has determined mining is appropriate, mining activities shall be exempt from Section 6.002 (U) (2) (a) (1) and (2) provided that:
 - a. An extractive use site development and restoration plan is developed, approved by the City, and followed over the course of the project.
 - b. The mining operation is conducted in such a manner as to minimize interference with the surface water drainage outside of the boundaries of the mining operation.
 - c. That erosion and sediment control is provided in a manner consistent with 6.002 (U) (2) (a) of this Ordinance.

- d. The landowner complies with all other applicable state and local regulations governing mining.
- 2. Disturbances, grading, or re-grading of abandoned mine slopes necessary to establish stable slopes and vegetation are exempt from this Section.
- 3. For the purposes of constructing public improvement projects, land disturbances in the bluff impact zone and bluff face may be permitted provided that the project proposed demonstrates to the City an appropriate need for these activities to occur and that avoidance and minimization sequencing was followed.

(7) Groundwater Preservation.

The City has a Wellhead Protection Plan. A Wellhead Protection Area (WHPA) was delineated in this plan and is shown on the plan in “Figure 1: WHPA’S and DWSMA – WELLHEAD PROTECTION PLAN – PART II”.

(a) Policy

Groundwater is the primary source of potable water for the residents of the City. It is the policy of the City to:

- 1. Support identification and reduction of groundwater contamination from both point and nonpoint sources.
- 2. Require that all ISTS on a property be removed once sanitary sewer service is available to the property.
- 3. Continue to support programs that promote efficient administration of groundwater pollution programs.
- 4. Target high priority water bodies for water quality projects, including working with those waters listed as “impaired” by the MPCA for listing under Section 303(d) of the Clean Water Act. These include waters listed for excess nutrients and fecal coliform bacteria where failing individual sewage treatment systems and contaminated groundwater contribute to the impairment.
- 5. To allow constructed infiltration practices within the Wellhead Protection Area, within 400 feet of a community water system or within 100 feet of a private well.

(b) Regulation

The City requires all ISTS on a property be removed once sanitary sewer service is available to the property. If sanitary sewer service is not available to the property, the City shall require all known non-compliant

individual sewage treatment systems in the 10-year capture area of Wellhead Protection Area (WHPA) to be upgraded to conform to Minnesota Rule Chapter 7080 within 3

(8) Storm Water Management

(a) Findings.

The City hereby finds that uncontrolled and inadequately planned use of wetlands, woodlands, natural habitat areas, areas subject to soil erosion, and areas containing restrictive soils adversely affects the public health, safety, and general welfare by impacting water quality and contributing to other environmental problems, creating nuisances, impairing other beneficial uses of environmental resources, and hindering the ability of the City of New Prague to provide adequate water, sewage, flood control, and other community services. In addition, extraordinary public expenditures may be required for the protection of persons and property in such areas and in areas that may be affected by unplanned land usage.

(b) Purpose.

The purpose of this Ordinance is to promote, preserve, and enhance the natural resources within the City. The City will protect water quality and unique and fragile environmentally sensitive land from adverse effects occasioned by poorly sited development or incompatible activities by regulating land disturbances or development activities. The Ordinance’s purpose is also to control or eliminate storm water pollution along with soil erosion and sedimentation in the City. The City intends to minimize conflicts and encourage compatibility between land disturbances and development activities, water quality, and environmentally sensitive lands. The City will do this by requiring detailed review standards and procedures for land disturbing or development activities proposed for such areas, thereby achieving a balance between urban growth and development and protection of water quality and natural areas. This Ordinance establishes standards and specifications for conservation practices and planning activities, which minimize storm water pollution, soil erosion, and sedimentation.

(c) Scope and Effect.

1. Applicability.

All applicants shall comply with current NPDES/SDS permitting requirements. No permit shall be issued until approval of the SWPPP or a waiver of the approval requirement has been obtained from the City in conformance with the provisions of this Section. At a minimum, these pollution abatement practices must conform

to those in the current version of the Minnesota Pollution Control Agency's publication "Protecting Water Quality in Urban Areas."

2. Exemptions.

The provisions of this Section do not apply to:

- a. Any land disturbing activity for which plans are outdated (have been approved by the City within 6 months prior to the effective date of this Section).
- b. A lot for which a building permit has been approved on or before the effective date of this Section, provided that improvements are completed in compliance with previous approvals.
- c. Installation of fences, signs, telephone and electric poles, and other kinds of posts or poles.
- d. Emergency work to protect life, limb, or property or
- e. Projects involving less than 500 cubic yards of material.

3. General Policy.

For rivers and streams, storm water discharge rates from storm water treatment basins shall not increase over the predevelopment 2 year, 10 year, and 100 year peak storm discharge rates. Also, accelerated channel erosion must not occur as a result of the proposed activity. All on-site storm water conveyance channels shall be designed and constructed to withstand the expected velocity of flow from a 100-year frequency storm without erosion. As land is annexed into the City, the land being annexed carries with it the existing condition.

4. Grading Plan.

The storm water pollution prevention plan's measures, the limit of disturbed surface, and the location of buffer areas shall be marked on the approved grading plan, and identified with flags, stakes, signs, or similar markers on the development site before work begins.

(d) Storm Water Pollution Prevention Plan Approval Procedures

1. Application.

- a. A written application for storm water pollution prevention plan approval, along with the proposed storm water pollution

prevention plan, shall be filed with the Zoning Administrator and shall include a statement indicating the grounds upon which the approval is requested, that the proposed use is permitted by right or as an exception in the underlying zoning district, and adequate evidence showing that the proposed use will conform to the standards set forth in this Section. Prior to applying for approval of a storm water pollution prevention plan, an applicant may have the storm water pollution prevention plan reviewed by the appropriate departments of the City.

- b. Two (2) sets of clearly legible blue or black lined copies of drawings and required information shall be submitted to the Zoning Administrator and shall be accompanied by a receipt evidencing the payment of all required fees for processing and approval as set forth and a bond if required.
- c. Drawings shall be prepared to scale appropriate to the site of the project and suitable for the review to be performed.

2. Storm Water Pollution Prevention Plan.

At a minimum, a SWPPP must contain the following information:

- a. Existing Site Map: A map of existing site conditions showing the site and immediately adjacent areas, including:
 - i. The name and address of the applicant; a legal description of the property directly associated with the request; north point; date; scale of drawing. number of sheets.
 - ii. Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivisions, towns, and districts, or other landmarks.
 - iii. Existing topography with a contour interval appropriate to the topography of the land.
 - iv. A delineation of all streams, rivers, public waters, and wetlands located on and immediately adjacent to the site, including depth of water, a description of vegetation which may be found in the water, a statement of general water quality, and any classification given to the water body or wetland by the Minnesota Department of Natural Resources, the

Minnesota Pollution Control Agency, or the United States Army Corps of Engineers.

- v. Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site, delineating in which direction and at what rate storm water is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where storm water collects.
 - vi. Vegetative cover and clearly delineating any vegetation proposed for removal.,
 - vii. Floodplains with a 1% annual chance of flood, flood fringes, and floodways.
- b. Site Construction Plan: A site construction plan including:
- i. Locations and dimensions of all proposed land disturbing activities and any phasing of those activities.
 - ii. Locations and dimensions of all temporary soil or dirt stockpiles.
 - iii. Locations and dimensions of all construction site erosion control measures necessary to meet the requirements of this Section.
 - iv. Schedule of anticipated starting and completion dates of each land disturbing activity including the installation of construction site erosion control measures needed to meet the requirements of this Section.
 - v. Provisions for maintenance of the construction site erosion control measures during construction.
- c. Plan of Final Site Conditions: A plan of final site conditions on the same scale as the existing site map showing the site changes including:
- i. Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features.
 - ii. A drainage plan of the developed site delineating in which direction and at what rate storm water will be

conveyed from the site and settling forth the areas of the site where storm water will be allowed to collect.

- iii. The proposed size, alignment, and intended use of any structures to be erected on the site.
- iv. Any other information pertinent to the particular project, which in the opinion of the applicant, is necessary for the review of the project.

(e) Criteria.

Stormwater pollution prevention plans shall comply with the following criteria:

- 1. A hydrograph method based on sound hydrologic theory must be used to analyze runoff for the design or analysis of flows and water levels. Hydrologic models and design methodologies used for the determination of runoff and analysis of storm water management structures shall be approved by the City Engineer. Plan specifications and computations for storm water management facilities submitted for review shall be sealed and signed by a registered professional engineer. All computations shall appear on the plans submitted for review, unless otherwise approved by the City Engineer.
- 2. Runoff rates for the proposed activities, development, or redevelopment within the City shall:
 - a. Not exceed existing runoff rates for the 2-year, 10-year, and 100-year critical duration storm events.
 - b. Not accelerate on or off-site water course erosion, downstream nuisance, flooding, or damage as demonstrated by the applicant according to this Ordinance below.
 - c. Runoff rates may be restricted to less than the existing rates when necessary for the public health, safety, and general welfare of the City.
- 3. As land is annexed into the City, the land being annexed carries with it the existing condition. Parcels developed after the date of this Ordinance within unincorporated areas will be regulated using pre-settlement conditions and this would then become the existing condition for the City once the area is annexed. If agricultural land is annexed, agriculture is the existing condition. If roads or streets are present, they are considered to be part of the existing condition.

4. An assessment of the potential for adverse impacts downstream of site improvements, whether on- or off-site, is required except when the proposed activity, development, or redevelopment is less than 20 acres and less than 8% of the site is covered by impervious surface, or when the rate control provisions of this Ordinance, as applicable, are met; and the proposed activity, development, or redevelopment does not increase runoff volume for the two-year critical duration event (not including snow melt). To demonstrate that the proposed activity does not accelerate on or off-site erosion, downstream nuisance, flooding, or damage, the applicant must complete an evaluation downstream to the point where the proposed activity is 10% of the drainage area (e.g. a 10 acre development must evaluate downstream to the point where the drainage area is 100 acres). The evaluation at a minimum must consist of an assessment as described in Scott County WMO Rule D.
 - a. Potential impacts to areas surrounding landlocked lakes or ponds, or lakes or ponds with inadequate outlets where flood levels would be increased by added runoff volume.
 - i. Evaluations must include:
 - 1) An assessment of water levels in the water body resulting from the contributing watershed's full annual runoff yield during a 100-year wet year using the Simplified Hydrologic Yield Method (SHYM), or more rigorous methods for back-to-back 100-year critical events, for both existing conditions and fully developed watershed conditions.
 - 2) The identification of public and private structures (including low floor and entry elevations of residences, and individual sewage treatment systems (ISTS)), and infrastructure (sanitary sewer, stormwater pipes and facilities, and roads) surrounding the water body and located within two (2) vertical feet of the future conditions water level elevation predicted using the SHYM, or the elevation for the back to back 100-year critical event. Information regarding the SHYM can be found in the Scott WMO's Comprehensive Water Resource Management

Plan Rules Attachment 1: Simplified Hydrologic
Yield method.

- ii. If there are public or private structures or infrastructure located within two (2) vertical feet of the future conditions SHYM, or back-to-back 100-year critical event elevation, the applicant must demonstrate that no adverse impacts to health, safety, and welfare or property damage would occur; or provide corrective actions. Corrective actions shall include the following as necessary to mitigate in proportion to the proposed project impact:
 - 1) Controlling runoff rates to less than existing conditions within the City as described in Section 6.002 (U) (7) (e) (2) of this Ordinance.
 - 2) Protecting or re-locating impacted structures or infrastructure, or securing easements for additional flooded areas or
 - 3) Other actions necessary to mitigate the impact.
- b. Potential impacts to downstream infrastructure, public and private structures, and erosion along the drainage path and downstream public waters.
 - i. Evaluations must include:
 - 1) The identification of existing public and private drainage easements.
 - 2) The locations, condition, and dimensions of the existing drainage infrastructure.
 - 3) The location and elevation of structures with low floors, or entries within two (2) vertical feet of the 100-year critical storm flood level.
 - 4) The location and description of known existing flooding problems.
 - 5) A hydrologic and hydraulic assessment of flooding impacts of the proposed project on downstream public and private structures.

- 6) An assessment of existing and potential watercourse erosion, bank stability, bank protection, and watercourse slope.
 - 7) An assessment of the hydrologic and hydraulic capacity of the downstream public and private infrastructure.
 - 8) An assessment of property damages; and health, safety, and welfare impacts relative to increased flooding of public and private infrastructure. Minnesota Department of Transportation guidelines shall be used to assess safety of flood levels at downstream driveways and road crossings.
- ii. If property damage, erosion, public health, safety, and welfare impacts are identified, the applicant must provide corrective action. Corrective actions shall include the following as necessary to mitigate in proportion to the proposed project impact:
 - 1) Actions described in this Ordinance.
 - 2) Obtaining easements.
 - 3) The installation of stream bank stability and protection measures.
 - 4) The upgrading, protecting, or relocating impacted infrastructure or
 - 5) Other actions necessary to mitigate the impact.
- c. Potential impacts to exceptional value wetland.
 - i. Evaluation must include:
 - 1) Delineation and functional assessment of wetlands according to of this Ordinance.
 - 2) A hydrologic and hydraulic analysis of the before and after project water level bounce and period of inundation for wetlands with exceptional vegetative diversity for the 1-year, 2-year and 10-year critical duration events.
 - ii. The applicant must provide corrective actions that mitigate in proportion to the proposed project impact as

specified in this Ordinance; if the water level bounce and period of inundation created by the storms evaluated in Section 6.002 (U) (7) (e) (4) (c) (i) (2) of this Ordinance exceeds the limit specified in the following table.

- iii. Corrective actions shall consist of runoff rate and volume controls necessary to keep the water level bounce and period of inundation within the limits specified in the following table.
5. The minimum design capacity of all drainage systems shall accommodate the runoff from a 10-year storm event. All drainage systems and facilities shall be designed to withstand the runoff from the critical 100-year event or accumulative antecedent conditions without damage to the system or facility, downstream areas, or significant risk to public health, safety, and welfare unless waived for limited use, low maintenance road crossings.

Hydroperiod Standard	Highly Susceptible	Moderately Susceptible	Slightly Susceptible
Storm bounce	Existing	Existing plus 0.5 feet	Existing plus 1 foot
Discharge Rate	Existing	Existing	Existing or less
Inundation period for 1- & 2-year precipitation event	Existing	Existing plus 1 day	Existing plus 2 days
Inundation period for 10-year precipitation event or greater	Existing	Existing plus 7 days	Existing plus 14 days
Run-out control elevation (free flowing)	No change	No change	0 to 1 feet above existing run out
Run-out control elevation (landlocked)	Above delineated wetland	Above delineated wetland	Above delineated wetland

6. Regional detention basins shall be utilized to manage peak flow rates and runoff volumes, and meet water quality objectives when feasible. On-site detention basins, volume control facilities, and permanent sedimentation and water quality ponds will be utilized for land disturbing activities, the development or redevelopment of land that creates greater than one (1) acre of impervious surface when regional basins are not in place or feasible, or would not otherwise met requirements for the protection of downstream areas according to this Ordinance that are located between the project and the regional basin.

The City may approve alternative BMPs instead of permanent sedimentation and water quality ponds if it finds that the water quality performance of the proposed alternative BMPs is equivalent to that of a permanent sedimentation and water quality pond designed according to the criteria set forth for permanent sedimentation and water quality ponds in this Ordinance below. Water quality treatment facilities are designed to provide wet volume equivalent to the site runoff from a 2.5-inch rainfall. In cases where a site's water quality treatment will be provided by BMPs other than ponds, the requirement becomes at least 60% removal of total phosphorus and 90% removal of total suspended solids on an average annual basis. Accepted technical methodologies, such as the PondNET model for phosphorus, the P-8 model for TSS, and/or other scientifically valid field studies must be used to evaluate the effectiveness of these practices.

7. The design flood events are the 100-year, 24-hour Type II rainfall event or 100-year, 10-day snowmelt event. Design of flood storage, design of pond outlet and overland conveyance capacities, determination of freeboard, and other important flood control parameters are based upon the flood event that produces the highest water level.
8. Landlocked water basins may be provided with outlets if an outcome-based analysis and resource-oriented management review regarding downstream impacts is completed that demonstrates that:
 - a. A hydrologic regime is maintained that complies with this Ordinance.
 - b. Dead storage is provided to retain the fully developed future conditions SHYM predicted water volumes, or the back-to-back 100-year critical event water volume, above the highest anticipated groundwater elevation to the extent possible while preventing damage to property adjacent to the basin.
 - c. The outlet does not create adverse downstream flooding or water quality conditions or materially affects stability of downstream watercourses according to the criteria in this Ordinance.
 - d. Proposed development tributary to the land-locked basin has incorporated runoff volume control practices to the extent practical.

- e. There is a demonstrated need for an outlet to protect existing structures and infrastructure.
 - f. The outlet design is part of an approved comprehensive local water management plan.
9. Detention basins shall be designed to provide:
- a. An outlet structure to control the 2-year, 10-year and 100-year critical storm events to runoff rates specified in Section 6.002 (U) (7) (e) (2) and (3) of this Ordinance.
 - b. An identified overflow spillway and downstream route sufficiently stabilized to convey a 100-year critical storm event.
 - c. Access for future maintenance.
 - d. A normal water elevation above the OHW of adjacent waterbodies or normal water level where an OHW is not established.
10. Storm Water Management Criteria for Permanent Facilities.
- a. An applicant shall install or construct, on or for the proposed land disturbing or development activity, all storm water management facilities necessary to manage increased runoff so that the 2--year, 10-year, and 100-year storm peak discharge rates existing before the proposed development shall not be increased, and accelerated channel erosion will not occur as a result of the proposed land disturbing or development activity. An applicant may also make an in-kind or monetary contribution to the development and maintenance of regional storm water management facilities designed to serve multiple land disturbing and development activities undertaken by one (1) or more persons, including the applicant.
 - b. All storm water treatment basins, with the exception of commercial or institutional private storm water treatment basins, become City property after project completion. The City will clean private storm water treatment basins and charge/assess the owner. The City will require access rights as part of the development process.
 - c. The applicant shall give consideration to reducing the need for storm water management facilities by incorporating the use of natural topography and land cover such as wetlands, ponds, natural swales, and depressions as they exist before development to the degree that they can accommodate the

additional flow of water without compromising the integrity or quality of the wetland or pond.

- d. Permanent sedimentation and water quality ponds shall be designed to provide:
 - i. Water quality features consistent with The Nationwide Urban Runoff Program criteria and best management practices.
 - ii. A permanent wet pool with dead storage of at least the runoff from a 2.5-inch storm event or the water quality volume required by the meeting NPDES General Construction Permit, whichever leads to a higher level of water quality treatment.
 - iii. Pond outlets shall be designed to prevent short circuiting of the flow from pond inputs to the outlet.
 - iv. An outlet skimmer to prevent migration of floatables and oils for at least the 1-year storm event.
 - v. Access for future maintenance by the City.
 - vi. A permanent pond surface area that is at least equal to 2% of the impervious area draining to the pond 1% of the entire area draining to the pond, whichever amount is greater.
 - vii. An average permanent pool depth of four (4) to six (6) feet and a maximum depth no greater than six (6) feet.
 - viii. A minimum protective shelf extending 10 feet into the permanent pool with a slope of 10:1, beyond which slopes should not exceed a 4:1 ratio.
- e. Any new residential, commercial, industrial, or other habitable structures shall be constructed with the following freeboard requirements:
 - i. All new structures must be constructed a minimum two (2) feet above the peak water surface elevation for the critical flood event and at least one (1) foot above the as-built emergency overflow elevation from any area where surface water is impounded during a flood event. The low structure elevation is defined as the lowest ground elevation adjacent to the structure.

- ii. When a structure is located less than 50 feet horizontal from the 100-year calculated high water level, then the structure's low floor elevation must be at least two (2) feet above the 100-year high water level.
 - iii. Under no circumstances should the low floor elevation be below the planned normal water level of a stormwater basin or other naturally occurring water body.
 - iv. Land development within the official floodplain will be regulated to ensure that floodplain capacity and flood elevations are not adversely impacted by development and that new structures are protected from damage.
 - v. Where structures are proposed below the overflow elevation for a land-locked basin, the low structure elevation must be a minimum of two (2) feet above the peak water elevation as determined by the critical back to back 100-year flood event, or five (5) feet above a critical single 100-year flood event.
- f. All new development and redevelopment shall not increase runoff volume discharged from the site on an average annual basis. To meet this policy, it shall be sufficient to establish that the volumetric discharge for the 1.5-year event is maintained at existing conditions. Concentrated infiltration is precluded in locations where the hazardous materials are handled or in any commercial and industrial land use within a well-head protection area. Concentrated infiltration is not recommended when seasonal high-water table is within three (3) feet of the ground surface. Diffuse infiltration and volume management techniques such as reduced imperviousness, impervious disconnection, runoff water recycling, etc., are not constrained in by water table elevation or by location in a well-head protection area.
- 11. The design must explicitly address the use of best management practices to limit the loss of pervious area, and limit runoff volume increases from impervious areas to the extent feasible considering site-specific conditions.
 - a. When using infiltration for volume control, infiltration volumes and facility sizes shall be calculated using the appropriate hydrological soil group classification and saturated infiltration rate from the table below, and shall be capable of infiltrating the

required volume within 72 hours. Documented site-specific infiltration or hydraulic conductivity measurements completed by a licensed soil scientist or engineer may be used in place of the values in the following table.

Hydrologic Soils Type	Infiltration Rate	Soil Texture
A	0.30 inches/hour	Sand, loamy sand, or sand loam
B	0.15 inches/hour	Silt loam or loam
C	0.07 inches/hour	Sandy clay loam

- i. Infiltration areas must be limited to horizontal areas subject to prolonged wetting.
 - ii. Areas of permanent pools tend to lose infiltration capacity over time and will not be accepted as an infiltration practice.
 - iii. Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction that will enter the infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging and to protect groundwater quality. Pretreatment options may include but are not limited to oil/grease separation, sedimentation, biofiltration, filtration, swales, or filter strips. To minimize potential groundwater impacts, it is desirable to infiltrate the cleanest runoff. To achieve this, a design should propose greater infiltration of runoff from low pollutant sources such as roofs, and less from higher pollution source areas such as parking lots.
 - iv. Infiltration systems must be designed to bypass higher flows.
 - v. Infiltration areas must be fenced or otherwise protected from disturbance before the land disturbing activity starts.
- b. Constructed infiltration practices where runoff water is concentrated shall not be used for volume control under the following conditions:
 - i. For runoff from fueling and vehicle maintenance areas,

- ii. On areas with less than three (3) feet vertical separation from the bottom of the infiltration system to the elevation of seasonal high groundwater or top of bedrock,
 - iii. For areas with runoff from industrial, commercial, and institutional parking lots and roads where there is less than five (5) feet separation from the bottom of the infiltration system to the elevation of the seasonal high groundwater,
 - iv. On areas with Type D soils.
 - c. Constructed infiltration practices are not allowed in the Wellhead Protection Area shown on Map 2 of the City's "Wellhead Protection Plan within 400 feet of a community water system or within 100 feet of a private well.
 - i. In such cases, other runoff volume control measures must be used.
 - d. Credits will be allowed toward the volume control requirement and may be used as corrective actions for downstream impacts if required under of this Ordinance. To receive credit, applicants must request the credits, and provide calculations and documentation showing that criteria are met. All credit criteria can be found in the Scott County WMO Rules.
- 12. Watershed Management and Groundwater Management Plans

Storm water pollution prevention plans shall be consistent with adopted watershed management plans and groundwater management plans prepared in accordance with State law and as approved by the Minnesota Board of Water and Soil Resources and the Minnesota Pollution Control Agency.
- 13. An assessment of the potential for adverse impacts downstream of site improvements, and corrective actions in proportion to the proposed project input is required. At a minimum an assessment must include:
 - a. Potential impacts to areas surrounding landlocked lakes or ponds, or lakes or ponds with inadequate outlets.
 - b. Potential impacts to public or private structures or infrastructure located near potential flood prone areas with corrective actions that mitigate in proportion to the impact.

- c. Potential impacts to downstream infrastructure, public and private structures, and erosion along the drainage path and downstream public waters, with corrective actions that mitigate in proportion to the impact.
- d. Potential impacts to wetlands with exceptional vegetative diversity, with corrective actions that mitigate in proportion to the impact.

The site developer must assess downstream impacts from each new development. The assessed area is limited to a drainage area equal to 10 times the proposed development area. If existing or potential problems are found, they need to be mitigated in proportion to the proposed project's impacts. The City's Surface Water Management Plan outlines the downstream assessment procedure.

(f) Plan Review Procedure.

1. Process.

Storm water pollution prevention plans meeting the requirements of this Ordinance shall be submitted by the Zoning Administrator to the City Engineer and the Planning Commission for review in accordance with the standards of this Ordinance. The Planning Commission shall recommend approval, recommend approval with conditions, or recommend denial of the storm water pollution prevention plan to the City Council. Where additional control measures are needed, they will be specified at the discretion of the City Engineer. Following Planning Commission review, the storm water pollution prevention plan will be submitted to the City Council at its next available meeting.

2. Duration.

Approval of a storm water pollution prevention plan submitted under the provisions of this Section shall expire 1 year after the date of approval unless construction has commenced in accordance with the plan. However, if prior to the expiration of the approval, the applicant makes a written request to the Zoning Administrator for an extension of time to commence construction setting forth the reasons for the requested extension, the City Council may grant one (1) extension of not greater than 1 year. Receipt of any request for an extension shall be acknowledged by the Zoning Administrator within 15 days. The Zoning Administrator, after consulting with the City Engineer and the Public Works Department, shall make a decision on the extension within 30 days

of receipt. Any plan may be revised in the same manner as originally approved.

3. Conditions.

A storm water pollution prevention plan may be approved subject to compliance with conditions reasonable and necessary to ensure that the requirements contained in this Section are met. Such conditions may, among other matters, limit the size, kind, or character of the proposed development; require the construction of structures, drainage facilities, storage basins, and other facilities; require replacement of vegetation; establish required monitoring procedures; stage the work over time; require alteration of the site design to insure buffering; and require the conveyance to the City or other public entity of certain lands or interests therein.

4. Inspections.

At a minimum, inspections to ensure compliance with the storm water pollution prevention plan shall be done weekly by the City Engineer or a designated City employee, and after every storm or snow melt event large enough to result in runoff from the site.

In all cases, the City inspectors will attempt to work with the applicant and/or builder to maintain proper erosion and sediment control at all sites. In cases where cooperation is withheld, construction stop work orders may be issued by the City, until erosion and sediment control measures meet specifications.

The applicant shall allow the City and its authorized representatives, upon presentation of credentials, to:

- a. Enter upon the permitted site for the purpose of obtaining information, examination of records, and conducting investigations or surveys.
- b. Bring such equipment upon the site as is necessary to conduct such surveys and investigations.
- c. Examine and copy any books, papers, records or memoranda pertaining to activities or records required to be kept under the terms and conditions of this permitted site.
- d. Inspect the storm water pollution control measures.
- e. Sample and monitor any items or activities pertaining to storm water pollution control measures.

5. Financial Securities.

The total security amount in the project's development agreement with the City shall also provide security for the performance of the work approved by the City in the storm water pollution prevention plan and any storm water pollution prevention plan related remedial work, if the development agreement's security totals \$3,000 per acre for the maximum acreage of soil that will be simultaneously exposed during the project's construction. If this security is less than the \$3,000 per acre value, then it shall be increased to at least that amount.

The City may request a greater financial security, if the City considers that the development site is especially prone to erosion, or the resource to be protected is especially valuable. A rate schedule of security amounts shall be set annually by the City as the amount the City deems necessary to cover potential liabilities to the resources.

- a. The security or letter of credit must be in a form acceptable to the City and from a bank or surety licensed to do business in Minnesota.
- b. The security shall be in favor of the City and conditioned upon the applicant's performance of the authorized activity in compliance with the permit and applicable laws, including these Ordinances, and the payment when due of any fees or other charges authorized or required by the permit, and these Ordinances.
- c. Security shall be issued for a minimum term of 1 year. Security with a shorter term may be deposited with the City provided it is replaced at least 30 days before its expiration.
- d. If at any time during the course of the work, the secured amount falls below 50% of the required deposit, the applicant shall make another deposit in the amount necessary to restore the deposit to the required amount within 30 days. Otherwise the City may:
 - i. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
 - ii. Revoke any permit issued by the City to the applicant for the site in question and any other of the applicant's sites within the City's jurisdiction.

- iii. When more than one-half (1/2) of the applicant's maximum exposed soil area has achieved final stabilization, the City can reduce the total required amount of financial security by one-half (1/2), if recommended by the City Engineer.
- e. The City may act against the financial security if any of the conditions listed below exist. The City shall use funds from this security to finance any corrective or remedial work undertaken by the City or a contractor under contract to the City and to reimburse the City for all direct costs incurred in the process of remedial work including but not limited to staff time and attorney's fees. The applicant ceases land disturbing activities or filling and abandons the site prior to completion of the grading plan.
 - i. The applicant ceases land disturbing activities and/or filling and abandons the site prior to completion of the grading plan.
 - ii. The applicant fails to conform to any City approved grading plan and/or the storm water pollution prevention plan as approved by the City.
 - iii. Constructed infiltration practices are not allowed in the Wellhead Protection Area shown on Map 2 "Wellhead Protection Areas of the City of New Prague" (attached to this Ordinance), as amended; and within 400 feet of a community water system or within 100 feet of a private well.
 - iv. The applicant fails to reimburse the City for corrective action.
 - v. The applicant defaults under the permit.
 - vi. The applicant fails to replace any security at least 30 days before its expiration.
- f. If circumstances exist such that noncompliance with this Section poses an immediate danger to public health, safety, and welfare, as determined by the City Engineer, the City may take emergency preventative action. The City shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the City may be recovered from the applicant's financial security.

- g. Any unspent amount of the financial security deposited with the City for faithful performance of the storm water pollution prevention plan and any remedial work must be released not more than 1 year after the completion of the installation of all such measures and establishment of final stabilization.

- h. Fees.

All applications for storm water pollution prevention plan approval shall be accompanied by a processing and approval fee as specified by the City Council through Ordinance.

The fee shall cover the cost of the review and analysis of the proposed activity, including services for engineering, legal, and other consultants. The City may require a deposit to cover the cost of review at the time of filing. The City will provide a statement of review charges. In all cases the review fee shall be payable before a permit will be issued.

(g) Approval Standards.

- 1. Standards Required.

No storm water pollution prevention plan that fails to meet the standards contained in this Section shall be approved by the City Council.

- 2. Site Dewatering.

Water pumped from the site shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, hydro-cyclones, swirl concentrators, or other appropriate controls as appropriate. Water may not be discharged in a manner that causes erosion or flooding of the site, receiving channels, or a wetland.

- 3. Waste and Material Disposal.

All waste and unused building materials including but not limited to garbage, cleaning wastes, debris, wastewater, toxic materials, or hazardous materials, shall be properly disposed of off-site and not allowed to be carried by runoff into a receiving channel or storm sewer system.

- 4. Entrances and Cleaning.

Each site shall have graveled roads, access drives, and parking areas of sufficient width and length to prevent sediment from being tracked onto public or private roadways. Any sediment reaching a public or private road shall be removed by street cleaning (not flushing) before the end of each workday.

5. Drain Inlet Protection.

All storm drain inlets shall be protected during construction until control measures are in place with a straw bale, silt fence, or equivalent barrier meeting accepted design criteria, standards, and specifications contained in the Minnesota Pollution Control Agency publication entitled "Protecting Water Quality in Urban Areas".

6. Site Erosion Control.

The following requirements apply only to construction activities that result in runoff leaving the site.

- a. Channeled runoff from adjacent areas passing through the site shall be diverted around disturbed areas, if practical. Diverted runoff shall be conveyed in a manner that will not erode the conveyance and receiving channels.
- b. All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one (1) time.
- c. Runoff from the entire disturbed area on the site shall be controlled by meeting either Subsections (i) and (ii) or (i) and (iii) below, or (a) and (b) above.
 - i. All disturbed ground left inactive for 14 or more days shall be stabilized by seeding or sodding or by mulching or covering or other equivalent control measure.
 - ii. For sites with more than 10 acres disturbed at one (1) time, or if a channel originates in the disturbed area, one (1) or more temporary or permanent sedimentation basins shall be constructed. Each sedimentation basin shall have a surface area of at least 1% of the area draining to the basin and at least three (3) feet of depth and constructed in accordance with accepted design specifications. Sediment shall be removed to maintain a depth of three (3) feet. The basin discharge rate shall

also be sufficiently low as to not cause erosion along the discharge channel or the receiving water.

- iii. For sites with less than 10 acres disturbed at one (1) time, silt fences, straw bales, or equivalent control measures shall be laced along all side slope and downslope sides of the site. If a channel or area of concentrated runoff passes through the site, silt fences shall be placed along the channel edges to reduce sediment reaching the channel. The use of silt fences, straw bales, or equivalent control measures must include a maintenance and inspection schedule.

7. Vegetated Buffer Protection.

At a minimum, a vegetated buffer strip on each bank of a river or stream the width of either the 100-year floodplain or 100 feet, whichever is larger, shall be provided. If possible such a buffer strip shall consist of predevelopment native vegetation. Buffer width shall be increased at least two (2) feet for 1% of slope of the surrounding land. Natural wetlands adjacent to rivers and streams are not counted as buffers, and therefore their widths are not counted as part of the channel's buffer strip. Such wetlands rate their own vegetated buffer strip as stated in Section 6.002 (U) (7) (e).

- a. Detailed buffer design is usually site specific. Therefore, the City Engineer may require a larger buffer than the minimum.
- b. For newly constructed buffer sites, the design criteria should follow common principles and the example of nearby natural areas. The site should be examined for existing buffer zones and mimic the slope structure and vegetation as much as possible.
- c. The applicant or designated representative shall maintain the buffer strip for the first year. After that time period, the City, or a party designated by the City, shall maintain the buffer strip.
- d. Drain tiles will short-circuit the benefits of vegetated buffer strips. Therefore, drain tiles on the development site shall be identified and rendered inoperable.
- e. Buffer strips can be made into perpetual conservation easements.
- f. Buffer strips shall be marked as such with permanent markers.

- g. The City Engineer may allow buffer area averaging in cases where averaging will provide additional protection to either the resource or environmentally valuable adjacent upland habitat.
- h. Water courses used solely for drainage, such as road ditches, are exempt from these requirements.

8. Other Permits Required.

All sand, gravel, or other mining operations taking place on the development site shall have a Minnesota Pollution Control Agency National Pollutant Discharge Elimination System General Storm Water permit for industrial activities and all required Minnesota Department of Natural Resource permits.

9. Easements.

Applicants shall establish, in a form acceptable to the City, temporary and perpetual easements, or dedicated outlots, for ponding, flowage, and drainage purposes over hydrologic features such as waterbodies and stormwater basins. The easements, or outlots, shall include the right of reasonable access for inspection, monitoring, maintenance, and enforcement purposes. If a storm water pollution prevention plan involves direction of some or all runoff off of the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.

No trees, shrubs or other landscaping other than sod/seed shall be allowed within any drainage/utility easement or road right-of-way. The City or utility companies will remove any obstructions placed in easements. The City is not responsible for any damage to plantings placed within any drainage and utility easement or road right-of-way.

10. Covenants.

The City may require that the land be subjected to restrictive covenants or a conservation easement, in a form acceptable to the City, to prevent the future expansion of impervious surface and the loss of infiltration capacity.

(h) Waivers.

- 1. The City may waive the volume control requirement for environmentally sensitive developments. Developments will be considered environmentally sensitive when:

- a. The total impervious surface footprint is less than 8% of the development.
 - b. A minimum of 25% of the site is protected in natural conservation areas that are protected with conservation easements.
 - c. Buffers and wetlands are protected in accordance with this Ordinance.
 - d. Rooftop runoff is disconnected as noted in Chapter 52 of City Code.
 - e. Runoff rate control is provided in accordance with this Ordinance.
 - f. Stormwater runoff has been treated in accordance with this Ordinance.
 - g. Downstream impacts have been assessed, and corrective actions have been incorporated in accordance with this Ordinance.
 - h. Buffers are recorded as conservation easements on outlots.
 - i. The maintenance and preservation of the disconnection(s) and environmental features are made part of a recorded restrictive covenant.
- 2. The City may waive the on-site runoff rate and water quality control design criteria in this Ordinance for those areas of the City where regional runoff rate and water quality facilities have been implemented in conformance with the City's Surface Water Management Plan (approved March 17, 2008).
 - 3. Design for the 100-year actual storm event required pre this Ordinance may be waived for limited use, low maintenance road crossings.

(i) Maintenance.

All storm water management structures and facilities shall be maintained in perpetuity to assure that the structures and facilities function as originally designed. The responsibility for maintenance of the structures and facilities within the City shall be assumed by the City. The permittee shall be responsible for proper operation and maintenance of all erosion

and sediment controls and soil stabilization measures, in conformance with best management practices, and in conformance with the maintenance requirements in the NPDES General Construction Permit.

(j) Exceptions.

No permit or storm water pollution prevention plan shall be required under this Ordinance for the following land disturbing activities where the City has demonstrated that the infrastructure has capacity:

1. Minor land disturbing activities such as home gardens, repairs, and maintenance work.
2. Construction, installation, and maintenance of individual sewage treatment systems where City sewer service is not available, other than those on steep slopes or riparian lots within a Shoreland District or in a bluff impact zone.
3. Construction, installation, and maintenance of public utility lines or individual service connections unless the activity disturbs more than one (1) acre.
4. Construction of any structure on an individual parcel in a subdivision with a storm water pollution prevention plan approved by the City, so long as any land disturbing activity complies with the approved plan.
5. Development or redevelopment of, or construction of, a structure on an individual parcel with a land disturbing activity that does not cause off-site erosion, sedimentation, flooding, or other damage, and creates less than one (1) acre of cumulative impervious surface.
6. Installation of any fence, sign, telephone or electric pole, or other kinds of posts or poles.
7. Emergency activity necessary to protect life or prevent substantial harm to persons or property.
8. Redevelopment projects are exempt from rate and volume control provisions in this Ordinance. Projects within the B-1 zoning district are exempt from the volume control provisions of this Ordinance. For the purposes of this Ordinance, if an activity creates more than one (1) acre of new or additional impervious surface, the activity is considered new development, and this exception does not apply to this increased (new) impervious surface.

9. Development or redevelopment of land in incorporated areas shall be exempt from runoff volume control provisions of this Ordinance where the City has demonstrated the infrastructure has capacity for increased runoff volumes.
10. Minor wetland impacts that have received a “certificate of exemption or no loss” determination by the City administering the Wetland Conservation Act, as amended.
11. All maintenance, repair, resurfacing, and reconditioning activities of existing road, bridge, and highway systems, which do not involve land disturbing activities outside of the existing surfaced roadway.
12. Land disturbing activities associated with the construction of conservation practices by the SWCD or the Natural Resources Conservation Services (NRCS), provided that erosion prevention and sediment control practices are used in a manner consistent with this Ordinance.

(k) Other Controls.

In the event of any conflict between the provisions of this Section and the provisions of other sections of the Unified Development Code, the more restrictive standard shall prevail.

(9) Drainage Alterations

(a) Policy

It is the policy of the City that surface water may be drained only in a manner that does not unreasonably burden upstream or downstream land.

(b) Regulations

No person or political subdivision shall artificially drain surface water, nor obstruct or redirect the natural flow of runoff, so as to affect a drainage system established under Minnesota Statutes, Chapter 103E, or harm the public health, safety, and general welfare of the City and County, without first obtaining a permit from the City.

(c) Criteria

The applicant for a drainage alteration shall:

1. Describe the overall environmental impact of the proposed drainage alteration and demonstrate that:
 - a. There is a reasonable necessity for such drainage alteration.

- b. Reasonable care has been taken to avoid unnecessary injury to upstream and downstream land.
 - c. The utility or benefit accruing to the land on which the drainage will be altered reasonably outweighs the gravity of the harm resulting to the land receiving the burden.
 - d. That downstream impacts have been controlled or mitigated according to the requirements of this Ordinance.
 - e. The drainage alteration is being accomplished by reasonably improving and aiding the normal and natural system of drainage according to its reasonable carrying capacity, or in the absence of a practicable natural drain, a reasonable and feasible artificial drainage system is being adopted.
 - 2. Provide a hydraulic design which complies with Section 6.002 (U) (4) and (8) of this Ordinance, and if the alteration involves a landlocked basin, the alteration must comply with the requirements of this Ordinance for outlets from landlocked basins.
 - 3. Provide a stable channel and outfall.
 - 4. Obtain a permit under from the City pursuant to this Ordinance if the drainage alteration is part of a land disturbing activity or a development or redevelopment of land.
- (d) Exhibit
- The City shall require the submittal of exhibits with an application necessary for review and determination of compliance with this Ordinance.
- (e) Exceptions
- 1. No permit shall be required under this Ordinance for the alteration of drainage in connection with the use of land for agricultural activities.
 - 2. The City may waive the requirement of the exhibit required in Section 6.002 (U) (8) (d) above if the applicant submits easements or other documentation in form acceptable to the City evidencing the consent of the owner of any burdened land to the proposed alteration. Such easements or other documentation shall be filed for record and evidence thereof submitted to the City.

3. All drainage alterations not required by this Ordinance to obtain a permit shall nevertheless be conducted in full compliance with these Ordinances.

(T) Swimming Pools

(1) Zoning and Building Requirements

- (a) Property lines must be located prior to installing a pool. The City does not provide a survey service to locate the property lines. It is the responsibility of the landowner to locate the property lines.
- (b) All swimming pools for which a permit is required and granted shall include permanent fencing. Permanent fences shall be at minimum four (4) feet in height.
- (c) The fence must completely enclose any in-ground swimming pool, and any above-ground swimming pool with side walls with a height below four (4) feet. On above-ground pools which have side walls of four (4) feet or higher, a fence is only required to be provided around the means of access, unless the means of access is removed and locked away from the pool when not in use..
- (d) The bottom of the fence must not be more than four (4) inches from a hard surface ground or two (2) inches from a soft surface ground.
- (e) Fences shall be constructed with non-corrosive material that is not easily climbable by small children.
- (f) The fence shall have self-closing and self-latching devices placed at a minimum of four (4) feet from the ground surface so that the device is inaccessible to all small children.
- (g) Prior to filling the pool, the approved fence or an approved temporary fence must be completely in place, inspected, and approved by the City Building Official.
- (h) In all residential districts, swimming pools shall only be allowed in the rear or side yard and shall be set back a minimum of six (6) feet from all property lines.
- (i) Swimming pools shall not be located in drainage and utility easements or required buffers.
- (j) Swimming pools erected on corner lots shall not be within the required front building setback line for the district in which it is located and shall also not be constructed closer to the front property lines than the primary

structure. The swimming pool shall adhere to the same right-of-way setbacks as the house.

- (k) All swimming pools shall be at minimum of five (5) feet away from any principal structure, building, or frost footings.
- (l) The fencing requirements and standards stated in this Section are required even if a swimming pool cover is used.
- (m) The drainage of discharged water from the pool must not drain across or onto any adjoining property.
- (n) Above ground hot tubs or spas with a locking safety cover which complies with ASTM Standard F 1346-91, provided the cover is locked at all times when the hot tub or spa is not in use, shall be exempt from the fencing requirements of this Section.

(2) Required Inspections

The City shall inspect the pool during the following points of construction:

- (a) Pool Footing: Before pouring concrete, pool has been dug and forms have been erected.
- (b) Pool Fence or Temporary Fence – Prior to filling the pool.
 - 1. This shall be the one and only inspection for above ground pools that do not require footings or gas lines.
- (c) Gas Line: Air test must be performed.
- (d) Final: Prior to filling the swimming pool and when the pool, pool enclosure (fence) and any surrounding deck is completed.

(3) Permit Checklist

Property lines shall be found, or a Certificate of Survey shall be completed. The following information must be submitted along with the building permit application. (Note: A Certificate of Survey for the property may be on file at City Hall.)

- (a) Location and size of the pool and equipment.
- (b) Setbacks of pool from the property lines and other structures.
- (c) Location and height of the fence enclosure.
- (d) Detail showing self-closing and self-latching devices for fencing.
- (e) Complete plans and specifications for the construction of the pool.

(U) Residential Erosion Control, Turf Establishment, and Tree Requirements for New Single Family Residential Construction

(1) Purpose

- (a) The purpose of this section is to establish performance standards for the installation of residential erosion control, turf establishment, and trees to preserve the appearance, character, health, safety, and welfare of the community. Specifically, this section will provide appropriate ground cover vegetation establishment for controlling soil erosion.

(2) Requirements

- (a) These requirements will be used to review and evaluate site plans for residential homes and accessory structures in the R-1, R-2, R-3, RM, and RH Zoning Districts.
- (b) All developed, improved, or built upon lots or parcels must include sod/seed which will function as a soil retention cover.
- (c) An erosion control plan must be provided with all new construction residential home permit applications which must indicate location of soil stockpiles, location of silt fence, location of sod/seed, and the location and species of the required tree.
- (d) Sodding/seeding must be completed after the site has been brought to finished grade with a minimum of four (4) inches of topsoil. The topsoil must be of a quality at least equal to the quality prior to development and must also be free from heavy clay, coarse sand, stones, plants, roots, sticks, and other foreign materials.
- (e) No trees, shrubs, or other landscaping other than sod/seed shall be allowed within any drainage/utility easement or road right-of-way. The City or utility companies will remove any obstructions placed in easements. The City is not responsible for any damage to plantings placed within any drainage and utility easement or road right-of-way.
- (f) The planting of three (3) trees per lot is required with one (1) tree located in the front yard and two (2) additional trees placed within the front yard, the side yard, or rear yard. If the lot is a corner lot or through lot, fronting two (2) or more streets, one (1) tree shall be planted in each front yard, and an additional one (1) tree placed within the front yard, the side yard, or rear yard for a total of three (3) trees on the lot.
- (g) When one (1) or more healthy, significant tree(s) are present per dwelling unit in the front yard or rear yard, the healthy trees may be used to satisfy the front yard and rear yard tree requirement. A significant tree shall be any healthy deciduous tree that measures six (6) inches in diameter at a

point which is 4.5 feet up from the ground or any healthy coniferous tree that measures a minimum six (6) feet in height.

- (h) Sod/seed and the minimum required tree must be guaranteed for 30 days from the time planting has been completed which comprises the warranty period. All sod/seed and the minimum tree must be alive, of good quality, and disease free at the end of the warranty period or must be replaced. Any replacement sod/seed or tree must be warranted for 30 days from the time of planting.
- (i) Lots shall have sod or seed installed to completely cover the portion of the lot where required buffers, wetlands, trees, and other landscaping do not exist.
- (j) Where slopes on a lot are greater than 4:1 seed and hydroseed are not allowed. Seed and hydroseed will also not be allowed within drainage and utility easement areas designed to carry surface water drainage. In such cases of slopes greater than 4:1 or drainage and within utility easements designed to carry surface water, sod or an erosion control blanket with seed must be used.
- (k) Portions of lots not sodded must be seeded or hydroseeded, and silt fence, a double row of sod with staggered seams, or erosion control blanket with seed shall be installed around the area to be seeded or hydroseeded until the new vegetation is established as determined by the building official or his/her appointed representative. Acceptable methods of seeding shall include hydroseeding or utilizing a disc seeder, spike seeder, turf seeder, slit seeder or equivalent.
- (l) Hydroseed mixture, if used, must contain a combination of seed, mulch with a minimum of 50% wood material, fertilizer, and a tackifier. It must also be applied at a rate of 2,500 lbs. /acre.
- (m) Seed mixture must not contain in excess of 0.5% weed or 0.5% crop seed, and inert matter shall not be present in excess of 6.0% of the mixture by weight. The grass seed species shall be appropriate for New Prague's climate zone. Temporary seed mixtures will not be accepted in any case as counting towards turf establishment.
- (n) The sod/seed and tree requirements shall be completed before a final certificate of occupancy will be issued. If the sod/seed is not established and occupancy is requested by a builder, a temporary certificate of occupancy may be issued. The builder/owner is required to complete the sod/seed and tree requirements within 60 days after the temporary certificate of occupancy is issued.

- (o) Homes that are completed between October 15th and before May 15th shall have until July 1st to complete the sod/seed and tree requirements, but will only be issued temporary certificate of occupancy until that time. Final grading does not need to be done before a temporary certificate of occupancy is issued, but erosion control must be maintained until a final certificate of occupancy is issued.
- (3) Tree Size and Condition.
 - (a) The required tree planting shall meet the following minimum nursery stock size standards:
 - 1. A deciduous tree shall have a trunk a minimum of 1.5 inches in diameter as measured six inches above ground level.
 - 2. A coniferous tree shall be a minimum of six feet in height as measured from ground level after the tree is planted.
- (4) Prohibited Trees
 - (a) The following species of trees shall not be planted to comply with the required tree planting requirement, nor will they count as existing significant trees, but they may be planted on a property in addition to the minimum requirement:
 - 1. Box Elder
 - 2. Silver Maple
 - 3. Northern Catalpa
 - 4. Mulberry
 - 5. Cottonwood – (varieties with seeds only)
 - 6. Willow
 - 7. Poplars
 - 8. Ginkgo (Female only)
 - 9. Russian Olive
 - 10. Siberian Elm
 - 11. Ash (Excluding Mountain Ash)
- (5) Escrow
 - (a) The City shall collect a cash escrow specifically for the sod/seed, erosion control, tree requirement, and driveway requirement before any building permit is issued. The escrow amount shall be established annually by the

City Council and shall be refunded to the party who deposited the escrow when all of the following are completed and approved by the City:

1. Final grade requirements are completed.
2. Required tree is installed and alive at the end of the 30-day warranty time period.
3. Sod/seed is installed and alive at end of the 30-day warranty time period, and with sufficient coverage to control erosion.
4. If weeds are present at the end of the 30-day warranty time period, documentation of an application for weed treatment shall be provided.
5. A paved driveway meeting the requirements of this Ordinance are met.

(b) Failure to have completed and received City approval for the five (5) items listed above within the time period listed above, following written notice, will cause the City to enter the property and complete such sod/seed, tree requirements, and driveway requirements. The City will draw upon the escrow deposit for the cost of completion.

(c) Fees for additional inspections beyond the initial 30-day warranty period shall be charged at the rate established in the City Fee Schedule. If deemed necessary by the inspector, the City may hire a contractor to ensure established ground vegetation and draw upon the escrow deposit for the cost of completion.

(6) Required Inspections

(a) The following inspections shall apply to this section:

1. Final grade requirements completed.
2. Required tree is installed.
3. Sod/seed inspection before Final Certificate of Occupancy is issued.

(V) Tree Preservation

(1) Purpose. The goal of this section is to preserve New Prague's high valued trees, while allowing reasonable development to take place and not interfere with how existing property owners use their property. The purpose of the Ordinance is to:

- (a) Preserve and grow New Prague's tree canopy cover by protecting mature large trees throughout the city.

- (b) Protect and enhance property values by conserving and adding to the distinctive and unique aesthetic character of New Prague's tree population.
 - (c) Protect and enhance the distinctive character of New Prague's neighborhoods.
 - (d) Improve the quality of life for all stakeholders, including city residents, visitors, and wildlife.
 - (e) Protect the environment by filtering air and soil pollutants, increasing oxygen levels and reducing CO₂; preventing and reducing erosion and stormwater by stabilizing soils; reducing heat convection; decreasing wind speeds; and reducing noise pollution.
 - (f) Protect and maintain healthy trees in the development and building permit processes as set forth herein; and prevent tree loss by eliminating or reducing compacted fill and excavating near tree roots.
- (2) Definitions:
- (a) Protected tree: Any tree that is structurally sound and healthy, and that meets one of the following:
 - 1. A deciduous tree that is at least five (5) inches dbh, except prohibited trees as listed in the City Code.
 - 2. A coniferous tree that is at least fifteen (15) feet in height except prohibited trees as listed in the City Code.
 - (b) Removable tree. Any tree not defined as a protected tree, and as defined as an invasive species by the Minnesota Department of Natural Resources.
 - (c) Critical root zone. The minimum area around a tree that is left undisturbed. The critical root radius is calculated by measuring the tree's diameter at breast height. For each inch of tree diameter, one and one-half feet of root zone radius must be protected. For example, if a tree's dbh is ten inches, then its critical root zone radius is 15 feet ($10 \times 1.5 = 15$). If the critical root zone of a tree on site or an adjacent property must be disturbed for construction or construction activity, a plan for the disturbance shall be submitted as part of the tree protection plan subject to review and approval of the city forester to minimize the damage.
 - (d) Diameter at breast height (dbh). The dbh shall be measured at a height of four and six-tenths feet.
 - (e) Transplanted tree. A protected tree which is removed from a lot and replanted to another private lot or a public space in New Prague.

- (f) Heritage tree. A protected deciduous tree above 25 inches dbh and a protected coniferous tree taller than 25 feet.
 - (g) Unbuilt Lot: An existing or newly created lot, with a unique address that has not had a primary residential structure.
- (3) Applications for all construction permit types must include a tree protection plan completed by a registered surveyor, arborist, forester, or landscape architect indicating where protected and heritage trees are located and, their species, caliper, and health. The plan must show how heritage trees are preserved and protected during construction. The plan must also show if any heritage trees are proposed to be removed and the location, species, and size of all replacement tree(s).
- (4) If a heritage tree is removed, it must be replaced with trees at least 50 percent of the dbh or coniferous feet, subject to the following conditions:
- (a) Heritage trees must be replaced with species of a similar type (deciduous or coniferous) that are normally found growing in similar conditions.
 - (b) Replacement trees must not be subject to known epidemic diseases or infestations. Disease or infestation resistant species and cultivars are allowed.
 - (c) Replacement trees must be at least 1.5 inches in caliper for deciduous trees and a minimum of six (6) feet tall for coniferous trees.
 - (d) Replacement tree plans are subject to approval by the city before implementation.
 - (e) The tree protection plan shall be verified at the time of final inspection for the building permit. If the protection plan is not in compliance, the inspection may not be approved.
 - (f) Failure to replace heritage trees results in a payment fee of \$500.00 per required inch for replacement.
- (5) Before construction, grading or land clearing begins, city-approved tree protection fencing, or other methods must be installed and maintained at the critical root zones of the trees to be protected. The location of the fencing must be in conformance with the approved tree protection plan. The fencing must be inspected by City Staff before site work begins. The fencing must remain in place until all demolition and construction is complete.
- (6) No construction, compaction, construction access, stock piling of earth, storage of equipment or building materials, or grading may occur within the critical root zone areas of trees to be protected, unless there are no other on-site alternatives. If there are no other alternatives, a plan for this activity would need to be reviewed

and approved by the city and included in the tree protection plan. A reasonable effort must be made when trenching utility lines to avoid the critical root zone.

- (7) The Zoning Administrator, in their sole discretion, may allow a portion of the requirement for replacement trees to be satisfied through an approved landscape plan that may include understory trees, shrubs, and landscape beds; however, in any case, 80% of the required replacement trees shall be satisfied through overstory trees. The overall landscape plan must be approved prior to construction of any lots within the development.
- (8) Required replacement trees shall be planted on private property on the site being developed. If the applicant demonstrates to the satisfaction of the Zoning Administrator that it is not practical or reasonable to plant all or some of the required replacement trees on private property on the site, the applicant may meet the tree replacement requirements through one (1) or a combination of the following:
 - a. Trees may be planted on City owned or managed land on the site being developed as approved by the Zoning Administrator;
 - b. Trees may be planted on City owned or managed land off the site being developed as approved by the Zoning Administrator or their designee;
 - c. Trees may be planted on other private property within the City with permission of the property owner as approved by the Zoning Administrator. If a buffer area as defined by the natural resource corridor map is on the property, replacement trees shall be planted in the buffer area first; or
 - d. Upon request of the applicant, applicant may make a cash payment to City to be used for planting of trees within the City or to subsidize trees sold to the City's residents; such payment shall be per caliper inch required as reflected in the current City fee schedule.

The above-listed options are listed in the order that the City will consider replacement.

- (9) Tree replacement may be fulfilled by planting trees at a different location from the development property. The different sites can be private or public land, at the choice of the Zoning Administrator.
- (10) Replacement trees may be utilized to meet landscaping requirements if placement, species, and location are consistent with necessary landscaping provisions.
- (11) Warranty requirement.

- a. Sites of new development. The developer shall provide a financial guarantee, in a form satisfactory to the City, prior to the approval or issuance of any permit for land alteration.
 - i. The amount of the guarantee shall be 110% of the estimated cost to furnish and plant replacement trees. The estimated cost shall be provided by the developer subject to approval by the City. The estimated cost shall be at least as much as the reasonable amount charged by nurseries for the furnishing and planting of replacement trees. The City reserves the right in its sole discretion to determine the estimated cost in the event the developer's estimated cost is not approved.
 - ii. The security shall be maintained for at least 1 year from the inspection approval. Upon expiration of the year, the City may release that portion of the security being held for the replacement trees which are alive and healthy at the end of such year. Any portion of the security not entitled to be released at the end of the year shall be maintained and shall secure the developer's obligation to remove and replant replacement trees which are not alive or are unhealthy at the end of such year and to replant missing trees. Upon completion of the replanting of such trees, the entire security may be released.
 - b. Reimbursement of security by City. The City may retain from the security required an amount expended by the City to enforce the provisions of this section.
- (12) Entry on private property and interference with inspection. The City's Zoning Administrator may enter upon private premises at any reasonable time for the purposes of enforcing the regulations set forth in this section. No person shall unreasonably hinder, prevent, delay, or interfere with the City's Zoning Administrator while they are engaged in the enforcement of this section.
- (13) Applicability. This section does not apply to dead and diseased trees.

§ 6.003 SUBDIVISION DESIGN STANDARDS

(A) Conformance to Design Standards

All subdivisions must conform to the design standards set forth in this Ordinance, and otherwise approved by the City, except in cases of changes permitted in a planned unit development, by the City Council approval of a Variance, or by specific exceptions designated by this Ordinance.

(B) Monuments

When completed, all subdivisions must have block corner monuments replaced. Survey error may not be more than one (1) foot in 7,500 feet.

- (1) The monuments shall be as approved by the Scott County or Le Sueur County Surveyor's Office for use as judicial monuments and shall be set at each corner or angle on the outside boundary of the final plat or in accordance with a plan as approved by the City. The boundary line of the property to be included with the plat to be fully dimensioned; all angles of the boundary excepting the closing angle to be indicated; all monuments and surveyor's irons to the indicated, and each angle point of the boundary perimeter to be so monumented.
- (2) Pipes or steel rods shall be placed at each lot corner and at each intersection of street center lines. All United States, Minnesota, county, or other official bench marks, monuments, or triangular stations in or adjacent to the property shall be preserved in precise position and shall be recorded on the plat. All lot and block dimensions shall be shown on the plat and all necessary angles pertaining to the lots and blocks, as an aid to future surveys, shall be shown on the plat.

(C) Street Improvements

- (1) Street locations. The street layout of every subdivision shall be in conformity with the Comprehensive Plan or circulation element thereof, and shall provide for the continuation of major streets which serve property contiguous to the subdivision. Street networks shall provide ready access for fire and other emergency vehicles, and the City Council may require additional access points if such are found to be beneficial or necessary to protect the public safety.
 - (a) Where the plat to be submitted includes only part of the tract owned or intended for development by the subdivider, a tentative plan of a proposed future street system for the un-subdivided portion must be prepared and submitted by the subdivider.
 - (b) Reserved strips controlling access to streets are prohibited.
- (2) Street access.

- (a) No land situated in the City which has been subdivided or laid out into separate tracts shall be sold for use for dwellings unless such tracts of land shall abut upon a public street or public highway. This limitation shall not apply to planned unit developments approved by the City Council pursuant to the Unified Development Code.
 - (b) Street access shall not be denied by creation of parcels of land of substandard depth which are held in private ownership.
- (3) Classification of streets. Classification of streets shall be determined with reference to the Comprehensive Plan and official street maps including arterial, collector, and local streets.
 - (a) Cul-de-sacs/dead end streets. Cul-de-sacs may only be used in areas where topography prohibits the use of through streets, to preserve natural features, when residential lots abut public parks but may require public access to the park, or when residential lots' rear yards abut a major roadway. Cul-de-sacs or dead end streets designed to have one (1) end permanently closed or in the form of cul-de-sac, (turn-around) shall be provided at the closed end with a turn-around having a minimum right-of-way radius of not less than 60 feet, or with a Y or T permitting comparable ease of turning. Such streets shall not exceed 500 feet in length, and a right of way radius of not less than 60 feet. Where dead end streets are constructed and have the possibility of extending to adjacent property, a temporary cul-de-sac shall be provided. Cul-de-sac design shall meet the approved design specification..
 - (b) Curved streets. The location of all curved streets must be so arranged as to fit the natural topography as closely as possible and to make possible desirable land subdivisions and safe vehicular traffic.
 - (c) Half streets. Half streets are prohibited.
 - (d) Local streets. Local streets must be designed so their use by through traffic will be discouraged.
 - (e) Private streets. Private streets are not permitted. Driveways, as defined by this Ordinance, are not considered private streets.
- (4) Classification of alleys. Alleys within subdivisions must have a minimum width of 20 feet and must be improved to the same standards provided for streets generally. Dead end alleys and alleys with sharp changes in direction are prohibited.
- (5) Design Standards - Streets.

- (a) Curb radius. The minimum curb radii as measured from the back of curb for thoroughfares, collector streets, local streets, and alleys shall be as follows:
 - 1. Arterial streets - 10 feet or as directed by the City Engineer.
 - 2. Collector and local streets – 10 feet.

Collector and arterial streets as well as reconstruction projects, curbs, and gutters shall be installed as per Minnesota Department of Transportation Construction Specifications as they may be amended from time to time.

- (b) Reserve curves. Minimum design standards for collector and arterial streets shall comply with Minnesota State Aid Standards.
- (c) Reserve strips. Reserve strips controlling access to streets shall be prohibited.
- (d) Street alignment. Connecting street center lines deflecting from each other at any point more than 10 degrees shall be connected by a curve with at a least 100 foot radius for collector and local streets, and at least a 300 foot radius for arterial streets. A tangent that is at least 100 feet long shall be introduced between curves on arterial streets.
- (e) Street grades.
 - 1. Whenever feasible, street grades shall not exceed the following, with due allowance for reasonable vertical curves:

Street Type	Percent Grade
Arterial	4%
Collector	6%
Local	7%
Marginal Access	7%

- 2. All streets shall be graded in accordance with the specifications of the City Engineer. Such grading shall be for the full right-of-way width of the dedicated street.
- (f) Street intersections. Street intersections shall be as nearly at right angles as is practicable. No street should intersect any other street at less than 80 degrees. Wherever possible, local and collector streets should be designed so as to not intersect with arterial roadways at intersections closer than 500 feet. In general, provisions shall be made at intervals not exceeding one-half mile for through streets (streets running through the subdivision in a fairly direct manner).

- (g) Street jogs. Street jogs with center line offsets of less than 125 feet are prohibited.
- (h) Surfacing. All streets shall be surfaced for the full roadway or curb to curb width as described in this Ordinance. Such surfacing shall consist of a gravel base over a suitable sub-grade and an approved bituminous or concrete surface in accordance with the specifications of the City Engineer. Any ditches required for suitable drainage shall be constructed in the unpaved portion of the street and shall be sodded. Unsuitable soil lying within one (1) foot of the subgrade shall be removed and replaced with suitable material. The drop from the centerline of the street to the outer edge of the street shall be a minimum of a 3% slope.
- (i) Tangents. A tangent at least 500 feet long must be introduced between reverse curves on collector streets and a tangent of at least 50 feet in length must be introduced between reverse curves and vertical curves on all other streets.

(6) Minimum street/access standards.

Street Class	R/W Width (ft)	Curb Width (ft)	Grade Max (%)	Sidewalk Width (ft)	Trail Width R/W Paved (ft)
Arterial	100/150	44-68	4	6	20/10
Collector	80/120	36-40	6	5	15/8
Local	60	28-32	7	5	15/8
Cul-de-sac	60' radius	45' radius	7	5	15/8
Alley	25	14-20	7	N/A	N/A

- a. The City Council may require larger or smaller than minimum widths upon recommendation of the Planning Commission, City Staff, or the City Engineer. Sidewalks adjacent to city parks or commercial land use areas shall have a minimum 6 foot width. A street which intersects or crosses a railroad shall have a right-of-way of sufficient width to permit construction of a grade-separated crossing.
- b. A sidewalk is required based on the following criteria:
 - i. Commercial Areas: Both sides of the street (unless a trail is identified in place of a sidewalk) in and within 2 blocks of the B-1 Zoning District, and along collector/arterial streets.
 - ii. Industrial Areas: One side of the street minimum, unless a trail is identified in place of a sidewalk.

- iii. Residential Areas: One side of the street minimum, including cul-de-sacs, and on both sides along collector/arterial streets. Additional sidewalks may be required leading to parks and schools at the discretion of the City Council.
- c. Minimum boulevard width required for street right-of-way is 6 feet within residential areas.
- (7) Street Spacing Requirements. When designing streets and intersections within a subdivision, the following spacing requirements shall apply to intersection streets. The City’s Comprehensive Land Use Plan’s Future Functional Classification Map defines the functional classification of all streets for the purposes of the minimum spacing table below:

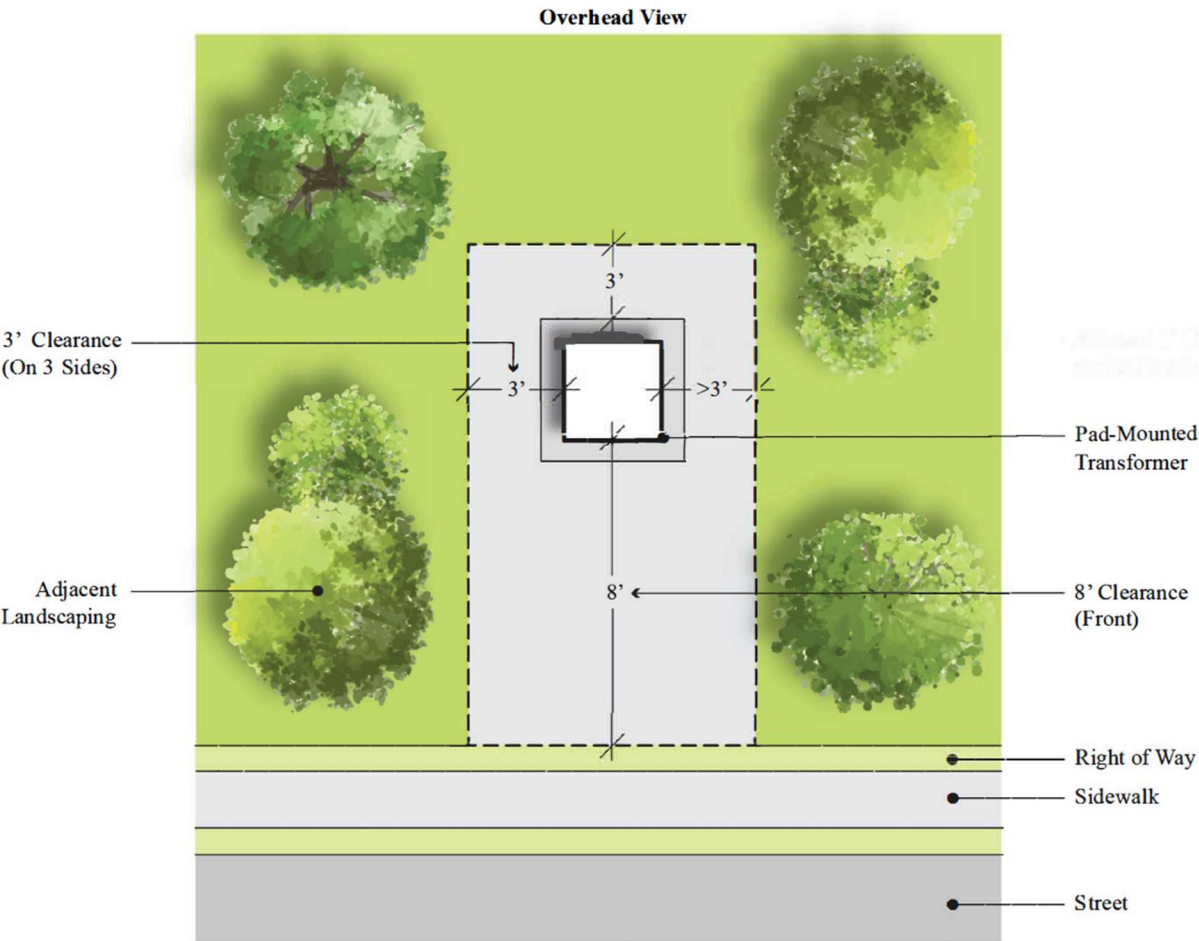
Functional Classification of Existing or Proposed Street	Functional Classification of Existing or Proposed Street			
	Local	Collector	Minor Arterial	Principal Arterial
Local	No Restriction	660’	1,320’	Not Permitted
Collector	660’	660’	1,320’	Not Permitted
Minor Arterial	1,320’	1,320’	1,320’	Not Permitted
Principal Arterial	Not Permitted	Not Permitted	Not Permitted	1 mile (grade separated access only)

(D) Public Utilities

Public utilities must be provided to all subdivisions. Private systems will not be allowed in any case. Where sewer and water systems are installed, the mains shall be of adequate size to accommodate future growth and utilization. Stubs shall be provided to each lot from the utility main to the lot line for future connection. Wherever practical, similar utilities must be placed in the same general location on streets of the same direction.

- (1) Sanitary sewers. Sanitary sewer lines must be extended to the edges of the subdivision to facilitate future subdivisions.
- (2) Water. Water distribution facilities including pipe fittings, hydrants, valves, etc., must be installed to serve all properties within the subdivision. Water mains must be a minimum of eight (8) inches in diameter in residential areas and 12 inches in diameter in commercial and industrial areas, unless approved by the City Engineer. Where mains larger than eight (8) inches are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains is required and must conform to the City’s comprehensive water plan.

- (3) Storm water. All subdivision designs shall incorporate adequate provisions for storm water runoff consistent with the New Prague Surface Water Management Plan, as amended, and be subject to review and approval of the City Engineer.
- (4) Electric/telephone/cable/fiber optics. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines, cable television lines, fiber optic lines, and services constructed within the confines of and providing service to customers in a newly platted residential area must be buried underground. Such lines, conduits, or cables must be placed within easements in a manner that will not conflict with other underground services. Transformer boxes must be located so as not to be hazardous to the public and must be out of sight triangles at intersections of roadways. The City Council may waive the requirements of underground services as set forth in this section if, after study and recommendation by the Planning Commission, it is established that such underground utilities would not be compatible with the planned development or unusual topography, soil, or other physical conditions that would make underground installation unreasonable or impractical.



(E) Erosion and Sediment Control

Grading and drainage requirements for each subdivision shall be subject to approval of the City Engineer. Section 6.002 (U) of the Unified Development Code titled “Land and Water Preservation” as may be amended shall be used as the erosion and sediment control standards.

(F) Lot and Block Standards

- (1) Lot standards. Lots must be designed to meet the following minimum standards:
 - (a) Area. The minimum lot area, width and depth must be sufficient to satisfy all Unified Development Code requirements.
 - (b) Corner lots. Corner lots for residential uses must have additional width to permit appropriate building setbacks from both streets as required in the Unified Development Code.
 - (c) Double frontage lots. Double frontage lots (or “through” lots) should be avoided, except where the subdivision abuts an arterial or collector roadway. A planting screen easement that is at least 10 feet in width in which there may be no right of access, shall be provided along the line of lots abutting such traffic artery or other disadvantageous use.
 - (d) Features. In the subdividing of land, due regard shall be shown for all natural features, such as tree growth, watercourses, bluffs, historic sites, or similar conditions which, if preserved, will add attractiveness and stability to the proposed subdivision.
 - (e) Frontage/access. Every lot must have the minimum frontage on a City approved public or private street other than an alley, as required by the Unified Development Code, except where permitted under a planned unit development.
 - (f) Lot boundaries. No lot shall be divided by a boundary line between registered land and abstract property.
 - (g) Lot corners at street intersections. Curbs at street intersections shall be in accordance with Section 6.003 (C) (5) (a).
 - (h) Lot line angles. Side lot lines shall be straight lines running within 20 degrees of perpendicular to the road upon which the lots front. Side lot lines on curved roads should run at or near radially to the curve.
 - (i) Lot pads. The top of the foundation and the garage floor of all structures shall at minimum provide for a 2% slope towards the street surface. Exceptions to this standard may be approved by the City Engineer for special circumstances such as increased setback, site topography, flooding

potential, septic system operation, and the like, provided that proper site and area drainage is maintained and the elevation of the structure is in keeping with the character of the area.

- (j) Lot remnants. All remnants of lots below minimum size left over after subdividing of a larger tract must be added to adjacent lots, rather than being permitted to remain as unusable parcels, unless they are platted as outlots to be added to an adjacent future development site.
 - (k) Re-subdivision of lots. When a tract is subdivided into larger than normal building lots or parcels, such lots or parcels shall be so arranged as to permit the logical location and openings of future streets and appropriate re-subdivision, with provision for adequate utility connections for such re-subdivision.
 - (l) Setback lines. On the preliminary plat, setback or building lines shall be shown on all lots intended for residential use and shall not be less than the setback required by the Unified Development Code, as may be amended.
 - (m) Turn-around access. Where proposed residential lots abut an arterial or collector street, they should be platted in such a manner as to encourage turn-around access and egress on each lot.
 - (n) Watercourses. Lots abutting a watercourse, wetland, ponding area, or stream shall have additional depth and width to meet all applicable buffers and setback requirements as required under the provisions of the Unified Development Code.
- (2) Block standards. All blocks shall be designed to meet the following minimum standards:
- (a) Block access. Paved pedestrian ways or bicycle trails that are 10 feet in width may be required between streets paralleling a block if pedestrian access to schools or other areas of pedestrian destination is deemed desirable by the Planning Commission and City Council.
 - (b) Arrangement. A block shall be so designated as to provide two (2) tiers of lots, unless it adjoins a railroad or limited access collector or arterial roadway or unless topographical conditions necessitate a single tier of lots.
 - (c) Block length. In general, intersecting streets in determining block lengths, shall be provided at such intervals so as to serve cross-traffic adequately and to meet existing streets. Where no existing plats control, blocks in residential subdivisions should not exceed 1200 feet in length nor be less than 400 feet in length, except where topography or other conditions may justify a departure from these requirements. In blocks longer than 800 feet, pedestrian ways or easements through the block may be required near the

center of the block to provide for alternate means of pedestrian ingress and egress.

- (d) Block shape. Blocks shall be shaped so that all blocks fit readily into the overall plan of the subdivision and their design must evidence consideration of lot planning, traffic flow, and public open space areas.
- (e) Block use. Blocks intended for commercial, institutional, and industrial use must be designated as such and the plan must show adequate off-street areas to provide for parking, loading docks and such other facilities that may be required to accommodate motor vehicles.

(G) Park and Public Land Dedication

- (1) Intent and purpose. This section is adopted for the purpose of providing for the recreation, health, safety, and welfare of the public through the orderly development of recreation areas and the conservation of natural resources and scenic beauty in the City of New Prague. It will also provide for a variety of activities within the park system, including various cultural and social activities, active and passive recreation, and ensure that all areas of the City have equal access to parks and open space areas by providing for equal distribution of parks and open spaces throughout all sections of the City relative to user population densities, with the goal of parks and natural features being within a 10-minute walk for all New Prague residents.

The City Council finds that:

- (a) The preservation and development of parks, significant natural communities, features of significant historical interest, playgrounds, trails, and open space areas within the City are essential to maintaining a healthy and desirable environment for residents and persons employed within the City. The presence of parks, trails, and open space amenities also enhance the value and attractiveness of residential, commercial, and industrial subdivisions to landowners, developers, purchasers, employers, and employees. The City must not only provide for its present citizens but provide for the future.
- (b) New subdivisions place a burden upon the City's parks and open space system. New facilities must be developed concurrently with development in order to provide the desired level of service and the quality of the environment for all. Therefore, new subdivisions shall be required to contribute toward the City's park system in rough proportion to the relative burden that they will place upon the park system.
- (c) The City Council recognizes that the need for such parks, trails, and public open spaces is directly related to the density and intensity of population and development permitted and allowed in the City. Urban development

results in increased population, increased intensity of use, and greater demands for such public areas and facilities.

- (d) The City Council recognizes that residential subdivisions create approximately 90% of the park/public land dedication need and commercial/industrial subdivisions create approximately 10% of this need.
 - (e) Subdivision of land for schools and religious institutions may create additional demand on the City's park and recreational land and facilities. The City may enter into agreements with these organizations that foster cooperative use of property for recreational activities.
- (2) Land or Cash Dedication Required for Parks, Trails, and Open Space. Minnesota Statute Section 462.358, subdivision 2b provides that municipal subdivision regulations may require that a reasonable portion of the buildable land of a proposed subdivision be dedicated to the public or preserved for public use as parks, recreational facilities, playgrounds, trails, wetlands, or open space, and that the municipality may alternatively accept an equivalent amount in cash based upon the average fair market value of the unplatted land for which park fees have not already been paid.
- (a) The form of contribution (cash, land, or any combination thereof) shall be decided by City Council based upon need and conformance with the Comprehensive Plan and the park plan therein.
 - (b) The City Council shall establish the administrative procedures deemed necessary to implement the provisions of this section.
- (3) Park Board Recommendation. For each subdivision, the Park Board shall, prior to the time that the Planning Commission completes its public hearings on the preliminary plat, review the preliminary plat and recommend to the Planning Commission the total area and location of the land that should be dedicated within the subdivision for public use. These recommendations shall be based on the Comprehensive Plan. The Park Board shall forward these recommendations to the Planning Commission and City Council. In those instances where the Park Board concludes that a cash equivalency payment should be made by the subdivider in lieu of dedication of land, the Park Board shall recommend to the Planning Commission the percentage of the total park dedication requirement to be paid to the City in cash. In the event that review at a regular meeting of the Park Board would result in a delay in the review and approval process so that statutory time limitations may not be met, the requirement of review by the Park Board may be waived by the City Council at the time of its review of the application.
- (4) General Standards for determination.
- (a) The Park Board shall develop and recommend to City Council for adoption general standards and guidelines for determining which portion

of a subdivision should reasonably be required for public dedication. Such standards and guidelines may take into consideration the zoning classification to be assigned to the land to be subdivided, the particular use proposed for such land, amenities to be provided, and factors of density and site development as proposed by the subdivider.

- (b) The Park Board shall develop and recommend standards for design and construction of public parks, trails, and open space areas in the City.
- (5) Dedicated land requirements.
- (a) Any land to be dedicated as a requirement of this section shall be reasonably usable for one (1) or more of the above public purposes for which it is acquired. Factors used in evaluating the utility of the area proposed to be dedicated shall include size, shape, topography, drainage, geology, tree cover, rare species and other significant wildlife habitats, access, and location.
 - (b) The required dedication or payment of fees in lieu of land dedication shall be made at the time of final plat approval.
- (6) Dedication Required. .
- (a) For all vacant platted residentially zoned lots where the final plat was approved by the City prior to the effective date of this Ordinance, a park dedication fee equivalent to .25% of the value of the new dwelling unit improvement shall be required to be paid to the City at the time of issuance of the building permit for the home. For all subdivisions occurring after the effective date of this Ordinance, the following required dedication or payment of fees in lieu of land dedication shall be applicable. Subdividers shall be required to dedicate to the City for use as parks, recreational facilities, playgrounds, trails, open space, or areas of natural and environmental significance as the amount calculated as below or equivalent fair market value in cash in lieu as set out below:
 - 1. Residential Subdivisions. In all new residential subdivisions, a minimum of 11.8% of the net area subdivided shall be dedicated for public park use. The net area shall be the gross area of the subdivided property, minus the area of wetlands, lakes, and streams below the ordinary high-water mark. Land areas so conveyed or dedicated for park, playground, trail, and open space purposes shall be in addition to property dedicated for streets, easements, drainage, ponding, or other public ways. Cash in lieu shall be determined by the City's Official Fee Schedule. .
 - 2. Commercial and Industrial Subdivisions. A commercial or industrial subdivision's proportional share is the product of (1) Per

Capita Commercial/Industrial Share (established in the City's Official Fee Schedule) and (2) the number of employees expected in the subdivision at full build out.

3. Mixed Use Subdivisions. A mixed use subdivision's proportional share is the sum of the proportional share for the residential portion plus the proportional share for the commercial or industrial portion.
- (b) Cash in lieu. In no event shall the cash in lieu of land payment exceed 11.8% of the total buildable undeveloped fair market land value in the subdivision.
 - (c) Schools and religious institutions. The amount to be dedicated shall be determined by City Council based on discussion with the school district or religious institution. Determinations shall be based on anticipated use of City park facilities by the school or religious institution, and any agreements for cooperative use of recreational facilities. Subdivision of land for school purposes creates an additional demand on the City's park and recreational system to the extent that the school serves students who do not live within the City.
 - (d) Determination of fair market value. To determine the fair market value of the unplatted land, the subdivider shall submit an appraisal at the time of preliminary plat application. The City will then obtain its own appraisal as a validation of the subdivider's appraisal. If City Staff and the subdivider are unable to agree on fair market value, the City Council shall make the determination of fair market value. The subdivider shall bear all appraisal costs for both parties. The appraisers must be designated as an SRA, SRPA, MAI, or equivalent designation.
 - (e) Lands designated on parks, trails, open space plan, or Comprehensive Plan. Where a proposed park, playground, trail, or open space area indicated in the City's parks, trails, and open space plan or Comprehensive Plan is located in whole or in part within a proposed subdivision, all or part of the proposed site shall be designated as such and should be dedicated to the City based on the area of land dedication required by this Ordinance.
 - (f) Deviation from required dedication. The dedication requirements based on the subdivision's proportional share of the City park system is presumptively appropriate.
 - (g) Wetlands, ponding areas, and floodplain. Existing wetlands and drainage ways dedicated to the City shall not be considered as part of the required park land or cash contribution to the City.

- (h) Existing Utility Easements. Land encumbered by a utility easement such as petroleum or electric power transmission lines shall not be considered as part of the required land dedication or cash contribution, except in instances where such easement is a standard platting requirement of the City or when the City determines that the land within the easement is usable for public purposes.
 - (i) In the event that the subdivision's proportional share cannot be determined due to the lack of an accompanying development proposal, the subdivider shall dedicate land to the public or cash equivalent equaling the lesser of:
 - 1. 11.8% of the unplatted buildable land value, less any applicable credits if residential, or,
 - 2. The maximum possible proportional share for the subdivision under the applicable zoning district's future land use plan designation by the Comprehensive Plan, less any applicable credits.
 - (j) Previously subdivided property from which park dedication has been received that is being re-subdivided with the same number of lots is exempt from park dedication requirements. If the number of lots is increased, the park dedication requirement shall only apply to the additional lots.
- (7) Land dedication/payment of fees.
- (a) When land is to be dedicated to satisfy the park dedication requirement, separate lots or outlots shall be indicated on the plat drawings for the area to be dedicated. Such lots or outlots shall be dedicated or deeded to the City prior to the issuance of any building permits within the subdivision. The subdivider shall be responsible for finishing the grading, installing the ground cover, and the construction of trails on all land to be dedicated to the City. No credit toward the required park dedication shall be given for this work, except that a credit for the cost of improvements to trails included in the City's trail plan may be given.
 - (b) In the event that a cash fee is to be paid in lieu of land dedication, the payment of such fee shall be required as follows:
 - 1. The fee shall be paid prior to the City's release of the signed final plat mylars for recording with the county. The amount of any required cash contribution shall be calculated based on the rates established by the City and in effect as of the date of the release of the final plat for filing.

2. In plats that include outlots for future development, the subdivider may pay to the City the subdivision's proportional share for the entire subdivision, including the outlots, or the subdivision's proportional share excluding such outlots, providing that the park dedication requirement will be satisfied when such outlots are replatted. At that time, the amount of any required cash contribution shall be calculated based on the rates established by the City and in effect as of the date of the release of the final plat for filing.

(8) Park fund.

- (a) Cash payments received from subdividers in lieu of land dedications shall be deposited by the City into a separate fund to be used only for the purposes for which the cash was obtained, including acquisition of land, the development of existing public sites, or for debt retirement in connection with land previously acquired. The City Council shall establish separate budgeting and accounting procedures to oversee said fund.
- (b) Annual financial report. Each year the Park Board shall present to the City Council, in such detail as City Council shall require, its estimate of the financial needs of the Park Board for the ensuring fiscal year.
- (c) Gifts and donations. The Park Board is authorized to receive gifts, devises, bequests, endowments, or other donations of money and property on behalf of the City. All monies received shall be deposited in the park fund.

(9) Park Boundary Markers.

- (a) Where park land which abuts adjacent platted property, excluding right-of-way and other public lands, the subdivider shall install permanent boundary stakes at every other lot corner which clearly identifies the area as public park property.

(H) Easements

- (1) Drainage. Where a subdivision is traversed by a watercourse, there shall be provided a drainage way, channel, outlet, or drainage right-of-way conforming substantially with the lines of such watercourse, together with such further width of construction of both, as will be adequate for storm water runoff. All drainage easements shall be identified on the plat and shall be graded and sodded in accordance with Section 6.003 (N) of this Ordinance. 20 foot wide easements for drainage purposes must be centered on rear and front lot lines. 10 foot wide easements for drainage purposes must be centered on side lot lines, unless the side lot line abuts a public right-of-way, in which case it must be 20 feet in width.
- (2) Public trails/walkways. In addition to other required open space, easements to provide connections to public trails will be required where shown on the

Comprehensive Plan. 20 foot wide pedestrian easements shall be required where deemed essential to provide circulation or access to schools, playgrounds, shopping centers, transportation, and other community facilities.

- (3) Utilities. 20 foot wide utility easements must be centered on rear and front lot lines. 10 foot wide utility easements must be centered on side lot lines, unless the side lot line abuts a public right-of-way where the easement must be 20 feet wide. Utility easements shall have continuity of alignment from block to block, unless infrastructure deems larger easements necessary. At deflection points, utility easements for pole-line anchors shall be provided where necessary.

(I) Landscaping, Walkways, and Trails

- (1) Planting, gateways, entrances. The type and spacing of trees to be planted on public property shall be determined by the City Council. No planting of trees or vegetation, installation of gateways or entrances, or similar improvements shall be made on public property except with permission and approval of the City Council. This requirement includes boulevard trees, if permitted.
- (2) Treatment Along Arterial and Collector Streets. When a subdivision abuts or contains an existing or proposed arterial or collector street, the City Council may require screen planting contained along the rear property line of residential lots for the adequate protection of residential properties from the effect of the adjacent roadways.
- (3) Sidewalks/pedestrian ways.
 - (a) Required sidewalks/trails.
 - 1. Sidewalks shall be required in accordance with the standards identified in the Street Improvement regulations in Section 6.003 of the Unified Development Code.
 - 2. Paved or concrete sidewalks or trails that may not strictly follow the street may be permitted by the City Council.
 - 3. Sidewalks or trails in common areas or other locations away from streets which are typically found in planned unit developments or cluster developments generally should be integrated into the detailed area plan or layout permitting visual surveillance of the path from the street or nearby houses.
 - (b) Standards.
 - 1. Sidewalks shall be constructed of concrete, five (5) feet wide. An eight (8) foot concrete sidewalk will be required in high density areas where safety is a concern including but not limited to

commercial and industrial areas, multifamily areas, and school zones.

2. Sidewalks shall be located at least one (1) foot inside a public right-of-way, public easement, or common area. A border area or grass strip located between the street edge of the sidewalk and curb face shall be installed to provide a visual break between the paved surface of the street and sidewalk, a suitable location for snow storage, and to provide pedestrian safety by further moving the sidewalk from the road surface in accordance with engineer specifications.
 3. A continuous sidewalk, without a grass strip, will be required where the City determines that turf maintenance will likely be a problem and pedestrian traffic is considerable.
 4. Sidewalk street crossings shall be located at a point along the road that offers adequate sight distance as determined by the City.
 5. Barrier curbs (vertical curbs) six (6) inches high shall be provided along collector streets or streets located in commercial or industrial areas adjacent to sidewalks to help prevent vehicles from leaving the roadway, control drainage, protect pavements edges and sidewalks, lawns, utilities signs, and street trees from encroachment by vehicles, unless otherwise required by federal, state, or county guidelines.
 6. Curb cuts and ramps shall be installed in accordance with the engineer specifications.
 7. When sidewalks cross streets, a treatment such as striping, landscaping medians, colored or stamped concrete, or signs to identify the crosswalk as approved by the City shall be installed by the subdivider.
 8. In subdivisions that contain hills or steep topography, the sidewalk pattern shall conform as closely as possible to the standards found herein and to connecting sidewalks and trails.
 9. Where possible, new sidewalks shall be a logical extension of the existing sidewalks in adjacent subdivisions.
 10. All sidewalks and trails must be compliant with the Americans with Disabilities Act.
- (4) Sodding. One (1) row of good quality weed-free sod must be installed along boulevards adjacent to the curb. If a sidewalk is located in the front of the lot, the subdivider is responsible for sodding the boulevard between the sidewalk and the

curb before a certificate of occupancy will be issued. All drainage swales must be graded and the turf established with a good quality sod approved by the Public Works Director or their designated representative. (See Section 6.002 (U) of the Unified Development Code)

- (5) Trees. Requirements for trees on individual lots shall meet the provisions listed in Section 6.002 (V) of the Unified Development Code.

(J) Street Names

- (1) All street names shall be approved by the City Council and shall conform to an established numbering and naming system based on the City's existing street names and quadrants of the City (i.e.: NW/SW/NE/SE).
- (2) Proposed street names shall be substantially different so as not to be confused in sound or spelling with present names, except that streets that join or are in alignment with streets of an abutting or neighboring subdivision shall bear the same name.
- (3) No street shall change direction by more than 90 degrees without a change in the street name.
- (4) The subdivider shall install street name signs as required and approved by the Community Development Department.

(K) Required Improvements

(1) Developer's Agreement

The subdivider shall not be considered to have complied with all of the conditions and requirements of this Ordinance until the subdivider executes a developer's agreement, as approved by the City Council, for the new subdivision which contains satisfactory assurance that the subdivider will provide the following improvements at the subdivider's expense.

(a) General Required Improvements.

- 1. Monuments at all lot corners, block corners, angle points, points of curves and streets, and at intermediate points as required by the City Engineer.
- 2. Streets graded and surfaced in accordance with standards of the City, and subject to the inspection and approval of the City Engineer.
- 3. Concrete curbs, gutters, drainage ways, and facilities in accordance with standards of the City, and subject to the inspection and approval of the City Engineer.

4. Drain tiles placed for all lots in order to provide adequate sump pump connection access.
5. Street name signs at all street intersections within or abutting the subdivision of a type approved by the City and placed in accordance with the standards of the City. Note the City may elect to order and place the street signs and charge said expense to the subdivider.
6. Installation of sanitary sewer and water mains, including the extension of both to the extremities of the property being subdivided.
7. Connection of each lot to the City's sanitary sewer system, subject to the approval of the City Engineer.
8. Water mains and service connections sufficient to serve all lots in the subdivision, stubbed to the property line.
9. Provisions shall be made for the proper drainage of all streets through the installation of adequately designated culverts, storm sewers, and retention ponds, and the installation thereof shall be considered part of the essential street construction requirements. The subdivider will be responsible for the first cleaning of any stormwater ponds. Stormwater ponds will not be accepted by the City for maintenance until approved by the City Engineer and Public Works Director.
10. Provisions shall be made for the installation of sidewalks or trails at locations designated by the City.
11. Decorative street lighting with underground wiring in accordance with the City specifications.
12. Plans for final grading and planting of appropriate ground cover on vacant lots may be required of the subdivider as a condition of City acceptance of the public improvements identified in this section.
13. Franchised and public utilities including telephone, cable TV, fiber optics, electric, and gas service lines are to be placed underground. Conduits, pipes, or cables shall be placed within easements or in rights of ways adjacent to streets in such manner as not to conflict with other underground services.
14. Every buildable lot shall be identified by a sign that indicates the lot and block number and is approved by City Staff prior to issuing any building permits. These signs can be removed as lots are developed.

15. Mailbox placement and mailbox construction must conform to United States Postal Service standards. Mailboxes must be grouped into as few locations as possible.
16. The subdivider shall pay the cost of a “saw and seal” of all public streets in the subdivision at a rate established in the City’s official fee schedule.
17. The subdivider shall pay all other costs associated and applicable to the subdivision as established in the City’s official fee schedule.
18. Approved plans for public improvements shall be substantially completed within 2 years of approval of the final plat. If not substantially completed, the City may require new plans and compliance with new standards applicable at that time.

(L) Participation by the City

The City may elect to install any, all, or none of the required improvements subject to a cash escrow agreement or other financial arrangement with the subdivider. The terms of these arrangements shall be specified in the developer’s agreement.

(M) Inspection

All required improvements must be inspected by the City Engineer during construction at the expense of the subdivider. The contract shall contain a provision for supervision of details of construction by the City Engineer and shall grant to the City Engineer the authority to correlate the work to be done under such contract by any subcontractor authorized to proceed there under with any other work being done or contracted by the City in the vicinity.

(N) As-Built Drawings

Upon completion of the project, as-built drawings of all improvements shall be filed with the Public Works Director and Community Development Department. Such as-built drawings shall show the date of construction and shall be drawn in such a manner and on such materials to meet the standards of the City, including in electronic format. As-built drawings must be completed and filed with the Zoning Administrator and Public Works Director within 120 days of the completion of such improvements. If as-built drawings are not filed within the time period specified, the City Engineer may be authorized to conduct surveys and complete drawings, with all of the costs pursuant thereto to be paid by the subdivider, and the City Council may elect to withhold building permits for construction within the subdivision.

SECTION 7 EFFECTIVE DATE

§ 7.001 EFFECTIVE DATE

This Ordinance shall become effective upon passage by the City Council and its publication.

Passed and adopted this 16th day of March, 2026.

Published in the New Prague Times this 26th day of March, 2026.

Charles L. Nickolay, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator

CITY OF NEW PRAGUE, MINNESOTA

RESOLUTION NO. CC-26-03-16-02

**A RESOLUTION APPROVING PUBLICATION OF ORDINANCE #359 BY
TITLE AND SUMMARY**

WHEREAS, on March 16th, 2026 the City Council of the City of New Prague (the “City”) adopted Ordinance No. 359, entitled “REPEALING CHAPTERS 150 THROUGH 153 OF THE NEW PRAGUE CITY CODE AND REPLACING THOSE CHAPTERS WITH A NEW CHAPTER 150 TITLED UNIFIED DEVELOPMENT CODE REGARDING ZONING, SUBDIVISION, FLOODPLAIN AND BUILDING REGULATIONS”; and

WHEREAS, the ordinance is over 270 pages long; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

NOW, THEREFORE, BE IT RESOLVED,

1. The City Council of the City of New Prague has adopted Ordinance No. 359, entitled “REPEALING CHAPTERS 150 THROUGH 153 OF THE NEW PRAGUE CITY CODE AND REPLACING THOSE CHAPTERS WITH A NEW CHAPTER 150 TITLED UNIFIED DEVELOPMENT CODE REGARDING ZONING, SUBDIVISION, FLOODPLAIN AND BUILDING REGULATIONS”.
2. That the following summary clearly describes the subject matter of such Ordinance sufficient to clearly inform the public of the intent and effect of the Ordinance:

The New Prague City Council adopted a Unified Development Code (Ordinance #359) at the March 16th, 2026 City Council meeting. The Unified Development Code (UDC) consolidates the City’s zoning, subdivision, floodplain and building regulations into a single cohesive ordinance relating to the physical development of land within the City of New Prague. The language within the UDC fosters future development by incorporating industry standards for commercial, industrial and residential development, recognizes historic development patterns within the City, anticipates future market and urban development changes, clarifies language and incorporates tables, figures and visual illustrations and ensures legal compliance with state and

federal laws. A copy of Ordinance #359 in its entirety is available for inspection at New Prague City Hall, 118 Central Ave. N., New Prague, MN 56071 or www.ci.new-prague.mn.us.

- 3. The City Administrator is directed to publish the summary contained in paragraph 2 above in lieu of publication of the entire ordinance.

New Prague City Council:

Charles L. Nickolay, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator

City of New Prague
Summary Ordinance Publication
Ordinance #359

The New Prague City Council adopted a Unified Development Code (Ordinance #359) at the March 16th, 2026 City Council meeting. The Unified Development Code (UDC) consolidates the City's zoning, subdivision, floodplain and building regulations into a single cohesive ordinance relating to the physical development of land within the City of New Prague. The language within the UDC fosters future development by incorporating industry standards for commercial, industrial and residential development, recognizes historic development patterns within the City, anticipates future market and urban development changes, clarifies language and incorporates tables, figures and visual illustrations and ensures legal compliance with state and federal laws. A copy of Ordinance #359 in its entirety is available for inspection at New Prague City Hall, 118 Central Ave. N., New Prague, MN 56071 or www.ci.new-prague.mn.us.

Adopted by the City Council of New Prague, Minnesota on the 16th day of March, 2026.

Dated this 26th day of March, 2026.

Joshua M. Tetzlaff, City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: AUTHORIZING THE CLOSURE OF FUND 651
DATE: MARCH 10TH, 2026

Staff are proposing the closure of Fund 651 Ambulance effective 12/31/2025: This account was for expenditures and revenues associated with the Ambulance. Effective with the 2026 budget, the Ambulance will now be accounted for under the General Fund, identified with department code: 4260 This account has a surplus balance of \$209,398.22 at 12/31/2025 that will be transferred to the General Fund 101.

Recommendation

Staff recommends approval of the attached Resolution #CC-26-03-16-03.

State of Minnesota
Counties of Scott & Le Sueur
City of New Prague

}

**CITY OF NEW PRAGUE
RESOLUTION #CC-26-03-16-03**

AUTHORIZING THE TRANSFER AND CLOSURE OF AMBULANCE ACCOUNT, FUND 651

WHEREAS, the City of New Prague has Capital Project Funds; where the fund purpose is no longer needed; thus, transferring any balance to the General Fund (Fund 101).

WHEREAS the following Capital Project Funds are transferred and closed out as follows:

- **Ambulance Fund 651 in the amount of \$209,398.22 transferred to the General Fund (Fund 101)**

Adopted by the City Council of the City of New Prague on this 16th day of March, 2026.

Charles L. Nickolay
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: CITY HALL SUMMER HOURS
DATE: MARCH 12, 2026

Last year, City Hall implemented a change in its hours from Memorial Day to Labor Day. Prior to this, City Hall hours were 8:00 am to 4:30 pm, Monday through Friday. During this shift in hours, City Hall hours moved to 7:00 am to 4:30 pm on Monday through Thursday, and 7:00 am to 11:00 am on Friday. This move was done for a couple reasons. First, it gave citizens and contractors an extra hour during the mornings that they had access to City Hall, whether for paying bills or resolving permit questions. As a secondary benefit, it provided a time for staff during the week that work could be completed without interruption or it allowed staff to be off on those afternoons that City Hall wasn't open.

Staff did keep track during the summer of how often they had interactions with customers from 7:00 am to 8:00 am to see if the public was utilizing the hour shift. Looking at the data, about 50% of the mornings from Memorial Day to Labor Day saw either an in-person customer interaction or a phone interaction. Most of those days involved both in-person interactions and phone calls. This is just for the Utility Desk at City Hall. On the Community Development side, the extra hour in the mornings proved to be a time that staff were able to review permits that were submitted overnights so that work could be done the next day. Community Development staff also had people calling with questions to set up inspections first thing in the morning.

The hours closed on Friday, afternoons, when tracked against morning Friday use or Friday afternoons during the remainder of the year, have proven to be minimal. While there are the occasional in-person visits on Fridays or phone calls, Fridays are the slowest day of the week, with Friday afternoon being the slowest.

As to how people adapted, people seemed to adapt fairly quickly. Staff received few, if any, complaints about not being open during the afternoon, while also receiving comments about having phone calls answered first thing in the morning instead of customers having to leave voicemails.

Overall, it is my opinion that the shift to Summer Hours in 2025 was a positive move. It is because of that general positivity that I would recommend the City shift to summer hours again in 2026. If this summer goes well, my recommendation is that summer hours becomes a permanent implementation from Memorial Day to Labor Day each year.

Recommendation

Staff recommends implementing summer hours from May 25, 2026, through September 7, 2026.



New Prague Police Department 2025 Annual Report

Chief's Message

On behalf of the dedicated men and women of the New Prague Police Department, I am proud to present this year's Annual Report. This report reflects our continued commitment to professionalism, service, and partnership with the community we are honored to protect.

Our officers responded to increased calls for service with professionalism and compassion, while maintaining a strong focus on proactive policing, traffic safety, and community engagement. We remain committed to protecting life and property while treating every individual with dignity and respect.

We continue to strengthen relationships with residents, businesses, schools, and community organizations. Through school resource partnerships, community events, and daily interactions, we strive to remain visible, approachable, and responsive.

Training and professional development remain priorities for our department. Ongoing education in areas such as de-escalation, crisis response, investigations, and officer wellness ensures that our team is prepared to meet the evolving needs of our growing community.

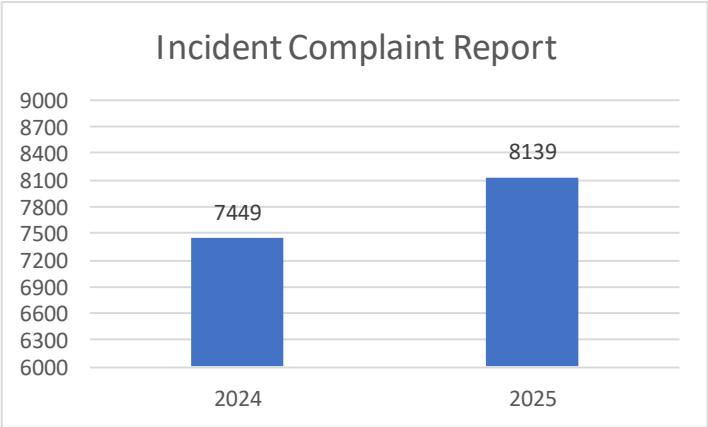
We are grateful for the continued support from our residents, city leadership, and partner agencies. Your cooperation and engagement play a vital role in keeping New Prague a safe and welcoming place to live, work, and raise a family.

As we look toward the future, the New Prague Police Department remains committed to our core values of integrity, service, respect, and teamwork. We will continue to adapt to changing needs while preserving the community-focused approach that defines policing in New Prague.

Sincerely,

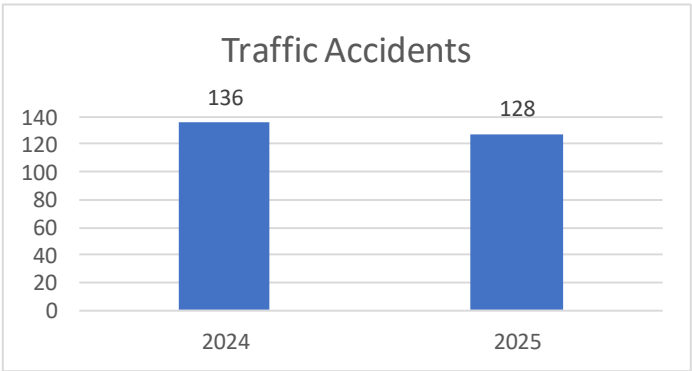
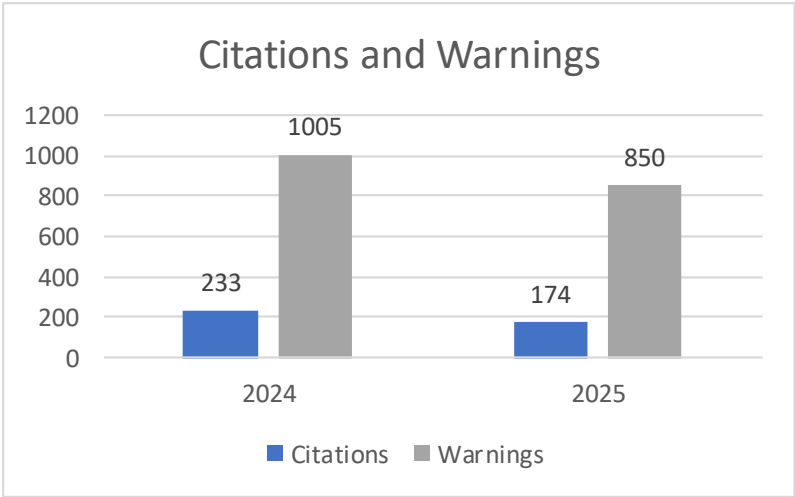
Tim Applen
Chief of Police
New Prague Police Department

STATISTICAL COMPARISON

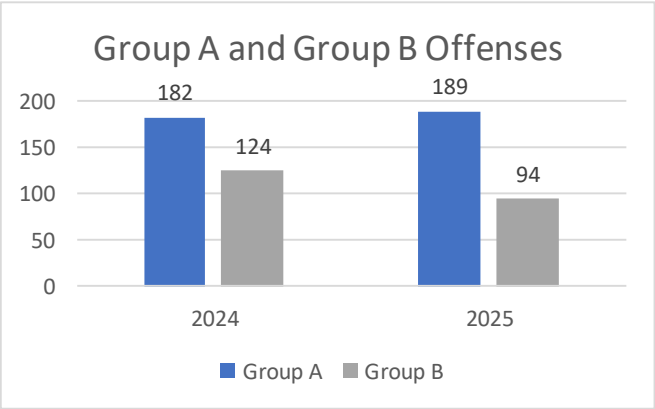


There were 8139 Incident Complaint Reports (ICRs) written in 2025. Incident Complaint Reports are calls for service, officer-initiated incidents and traffic enforcement.

174 citations and 850 warnings issued in 2025 for a total of 1,024.

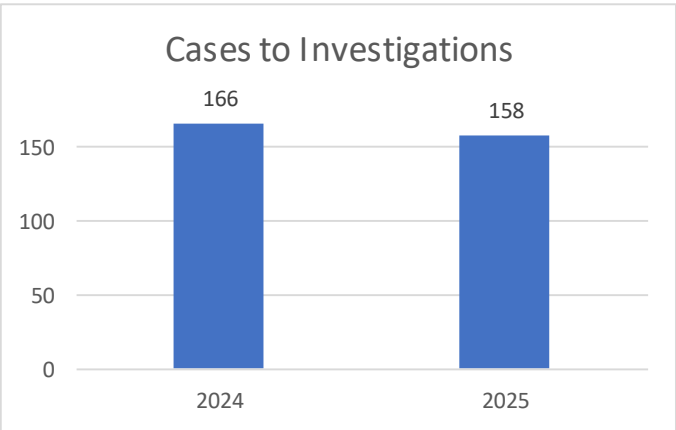
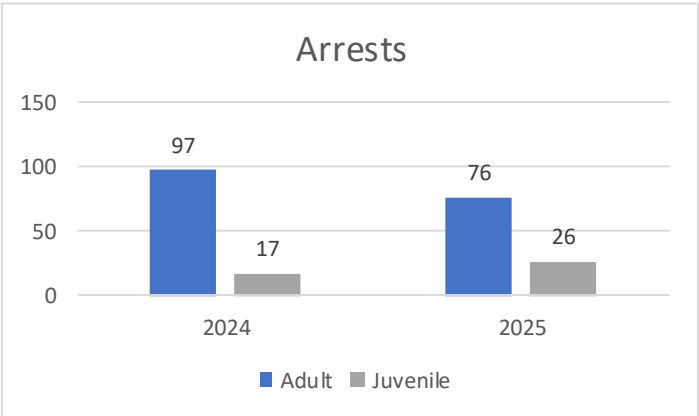


A total of 128 traffic accidents were reported in 2025. 6 personal injury, 112 property damage, and 10 with no damage or unknown/other.



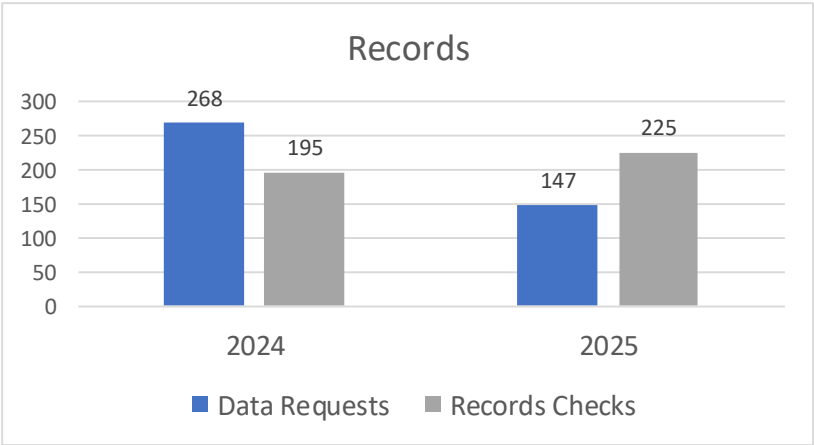
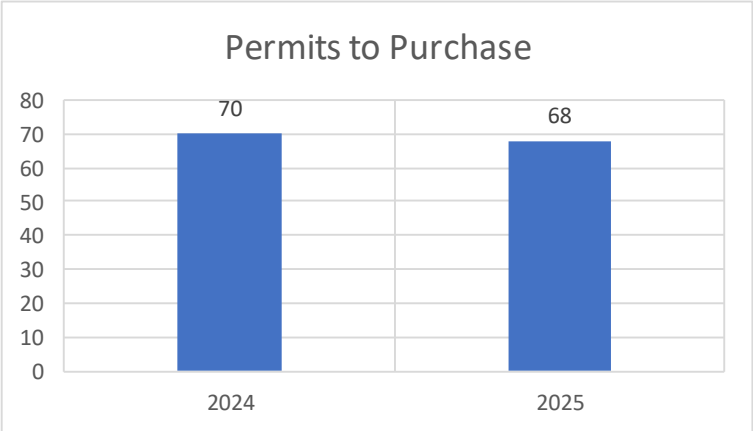
189 Group A offenses were reported in 2025. Examples of Group A offenses include Assault, Drug Violations, Fraud, Theft, Pornography/Obscene Material and Weapon Law Violations. 94 Group B offenses were reported in 2025. Examples of Group B offenses include Curfew, Disorderly Conduct, DUI and Liquor Law Violations.

There were 76 adults and 26 juveniles arrested in 2025. Arrests do not always mean the person was jailed. In some cases, a citation was issued and other cases are charged by the prosecuting attorney.



158 cases were referred to Investigations in 2025. These cases include reports of Fraud, Obscenity, Criminal Sexual Conduct, Robbery, Theft and Human Services Referrals.

A total of 68 handgun permit applications were received in 2025 compared to 70 in 2024. 66 of these applications were approved and 2 were denied.



Records staff responded to 147 data requests and conducted 225 records checks in 2025.

New Prague Police Organizational Chart



The Police Department currently has 12 sworn positions and 2 civilian records technicians. The organizational structure of the Police Department consists of a Chief of Police, two Patrol Sergeants, one Detective, 7 patrol Officers, and one School Resource Officer. In the summer months the SRO works as an assigned Patrol Officer.

Patrol officers are the backbone of the New Prague Police Department. As the first line of defense, they are the eyes and ears of our community, responding quickly to emergencies, calls for service, and everyday concerns. Their presence is a reassuring sign that help is close by, whether it's handling traffic incidents, investigating suspicious activity, or providing assistance to residents.

Our Detective handles a wide range of cases, including:

- Theft, burglary, and fraud investigations
- Crimes against persons, including assaults and domestic violence
- Juvenile cases, working closely with schools and families
- Drug-related offenses and property crimes
- Digital evidence and forensic follow-up

Each case begins with a careful review of reports, interviews, and evidence collected by patrol officers.

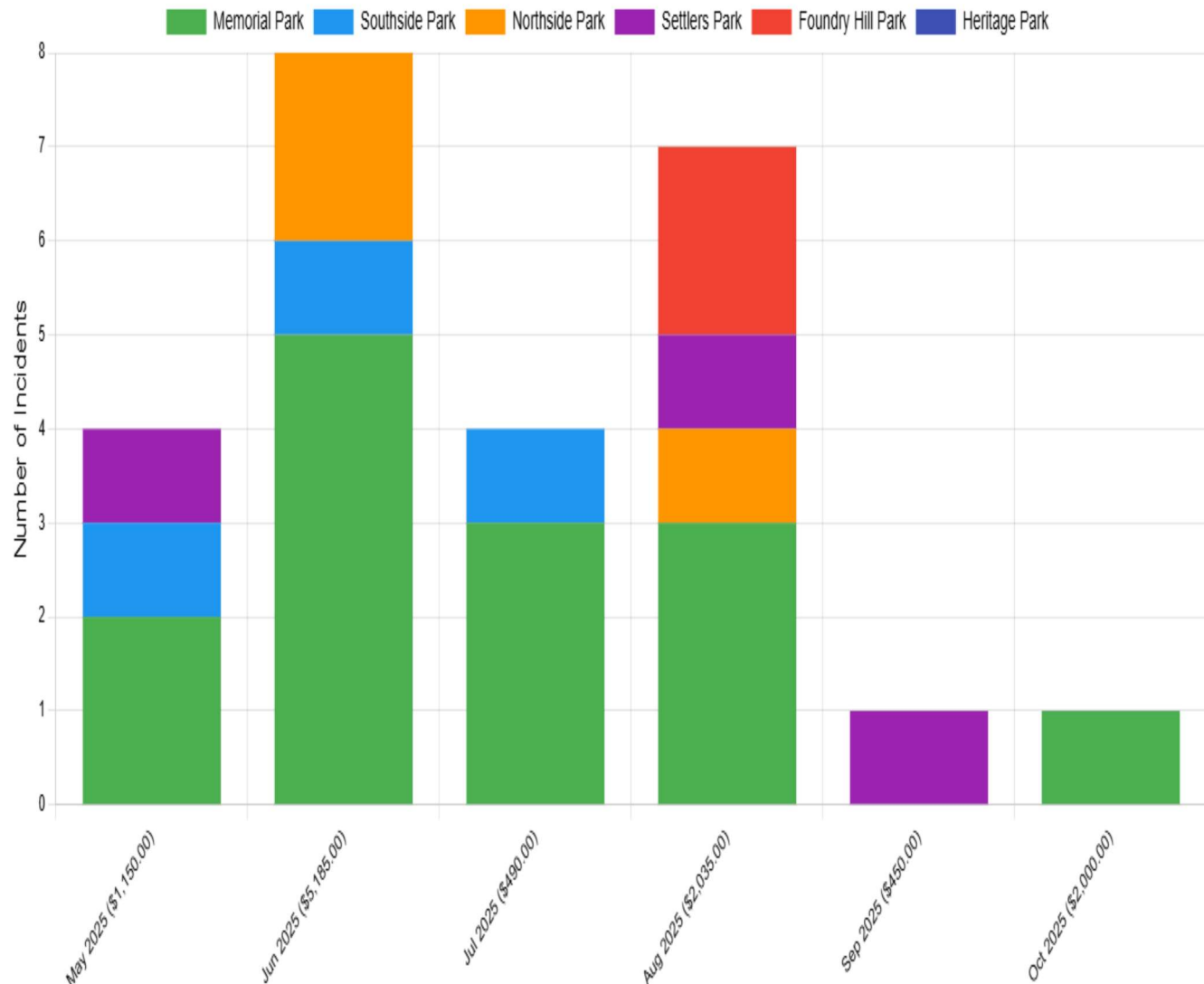
Detectives then use specialized training and technology to identify suspects, recover property, and prepare strong cases for prosecution.

The School Resource Officer (SRO) performs a wide range of services with the primary goal of creating and maintaining safe and secure facilities for staff and students which will allow students the opportunity to reach their highest potential. The School Resource Officer offers support beyond the walls of the school district by providing guidance to community members and fostering supportive contact with family members.

The City of New Prague and the Police Department are working collaboratively on the construction of a new police facility. Additionally, the Police Department conducts in-house training for many mandated training requirements. Internal training provides professional development for instructors, while remaining fiscally responsible. Currently the New Prague Police Department has one Officer assigned to the Tri-City SWAT team. The Police Department are also members of the Southwest Metro Drug Task Force and the Cannon River Drug and Violent Offender Task Force.

In 2026, we look forward to expanding the Unmanned Aerial Vehicle (drone) program. We will also continue to assess Investigative functions and case load to provide timely and thorough investigations.

Vandalism Incidents by Month and Park (2025)



Total Vandalism Repair Cost to the City: \$11,765.00

Park	Reports with Cost	Incidents with Unreported Cost	Total Cost
Memorial Park	8	3	\$5,000.00
Southside Park	2	1	\$3,075.00
Northside Park	3	0	\$1,855.00

Settlers Park	3	0	\$1,200.00	Section 11, Item b.
Foundry Hill Park	2	0	\$635.00	
Heritage Park	0	0	\$0.00	

Flock Cameras Impact 2025

2
Arrests

2
Charged

4
Under Investigation

2
Assist

Current Cases To Date

Date	Case #	Description	Device	Monetary Loss	Status
7/24/25	25005166	DOC Warrant	LPR	NA	Arrested
8/7/25	25005492	Property Damage	Condor	\$185	Charged
8/20/25	25007140	Theft	LPR	\$800	Charged
9/14/25	25006379	Felony Property Damage	LPR	NA	Under Investigation
10/14/25	25-5546	Felony Theft	LPR	NA	Hudson, Wisconsin Jurisdiction
10/21/25	25007152	Stalking	LPR	NA	Blue Earth County
10/21/25	25005981	Felony Property Damage	LPR	\$2,200	Under Investigation
10/21/25	25005981	Felony Property Damage	Condor	\$2,200	Under Investigation
1/14/26	26000016	Felony Warrant	LPR	NA	Arrested
1/14/26	26000125	Gross Warrant	LPR	NA	Under Investigation



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: VENDOR RECOMMENDATION TO ASSIST WITH DEVELOPMENT OF AN RFP FOR MANAGED IT SERVICES PROVIDER
DATE: MARCH 11, 2026

Since 2020, the City's Managed IT Services provider has been CTS from North Mankato. CTS was chosen to be the City's Managed IT Services provider following a process of soliciting proposals with the assistance of an IT consultant named TrueNorth. While CTS has served the City well in the past six years, staff want to ensure that we continue to receive value, service alignment and competitive pricing from our Managed IT Services provider and to publish an RFP for providers, including our current provider, to submit proposals.

As in 2019, staff does not have any dedicated IT staff and therefore lacks expertise to ensure the RFP process is handled appropriately and recommends utilizing an IT consultant to assess our IT systems, draft an RFP, review the proposals and recommend a firm that would meet the needs of the City. Staff reached out to two firms based on the criteria on the attached document which is similar to what was used when seeking firms in 2019.

Two firms submitted proposals as follows:

- PMY (formerly TrueNorth Consulting Group) - \$43,348.60
- Quintillion Consulting - \$32,000

Based on review of the proposals and checking references, staff's recommendation is to select the proposal from Quintillion Consulting in the amount of \$32,000 as they are not only the lowest cost proposal but had good references, including from working with the League of Minnesota Cities. The expected completion time to have a recommendation back to the City Council for the selection of a Managed IT Services provider is to be negotiated with Quintillion and will depend largely on how long the RFP is available for submissions. As reference, the last process the City did that was similar took about 9 months, but that process included new wiring at city hall and all new wireless access points.

Funds for the project would come from designated IT dollars that are set aside.

Staff Recommendation

Approve the proposal from Quintillion Consulting in the amount of \$32,000.

Seeking IT Consultant to assist the City of New Prague develop an updated RFP for IT MSP services.

- Your firm would coordinate closely with City administration and departments to understand the needs and desires for a new MSP service provider and ultimately craft those insights and feedback into an RFP for vendor submission.
- Your firm would assist in the RFP scoring and provide a final vendor recommendation to the City for our consideration.
- Your firm would consider all current operations, future growth, previous assessments, and alignment of information technology resources with industry standards and best practices to ensure your work is consistent with the overall goals of the City.

The following should be included components of the services:

1. “Lite” Technology Assessment: Your firm would collect updated information from various departments on technology hardware, use, and future plans. This information will be critical in the development of the RFP.
2. RFP Development and Bidding: Your firm would craft an RFP which will be publicly available for vendors to submit proposals. Your firm would assist the City in managing the bidding process including Q&A, addendums if needed, and evaluation metrics. Your firm would provide the City with a final recommendation once all vendor proposals have been reviewed and scored.

Deliverables would be:

1. MSP RFP
2. Vendor evaluation
3. Final recommendation



PROPOSAL FOR CONSULTING SERVICES for

MSP RFP DEVELOPMENT

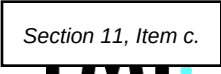
City of New Prague



FEBRUARY 12, 2026

PREPARED BY:

Shane Leverenz
Mike Indergard



Scope

PMY will consider all current operations, future growth, previous assessments, and alignment of information technology resources with industry standards and best practices to ensure our work is consistent with the overall goals of the City.

1. "Lite" Technology Assessment: Our team will collect updated information from various departments on technology hardware, use, and future plans. This information will be critical in the development of the RFP.
2. RFP Development and Bidding: Our team will craft an RFP which will be publicly available for vendors to submit proposals. We will assist the City in managing the bidding process including Q&A, addendums if needed, and evaluation metrics. Our team will provide the City with a final recommendation once all vendor proposals have been reviewed and scored.

PMY will provide the below deliverables:

1. MSP RFP
2. Vendor evaluation
3. Final recommendation



SECTION 2: "LITE" ASSESSMENT

Professional Services

1. PMY will collect updated data on current technology use, systems and infrastructure which may include:
 - Listings of key contact personnel
 - Maps and diagrams of current technology systems
 - Inventories of technology systems
 - Descriptions of technology infrastructure by building
 - Written technology policies and procedures
 - Existing technology plan documents (formal and informal)
 - Organization chart
2. As part of the data collection PMY will gather information on the following systems:
 - Network Systems
 - Data Center
 - Enterprise Resources
 - Wide Area Network
 - Internet Systems
 - User Devices
 - Audio Visual Systems
3. PMY will meet with City administration and department heads as needed to gain additional clarity on any specific technology systems which may require it.
4. PMY will provide a report to the City outlining any critical findings and recommendations.
5. The data collection and findings from this "lite" assessment will be utilized in Section 3: RFP Development and Bidding.



SECTION 3: RFP DEVELOPMENT AND BIDDING

Data Collection

As part of the data collection process described in the scope of work, PMY will gather the following information:

1. Current support challenges
2. Past and current partner relationships
3. List of systems, applications, tools to be supported
4. Expectations for support – budget, response times, reporting, etc.

As part of the data collection process described in the scope of work, PMY will gather information by using the following approaches:

1. Requests for information
2. Staff interviews
3. Survey tool for individual feedback and top concerns and requests

Professional Services

1. PMY will formulate checklists of needed information and provide those to the City for completion. Checklists may include requests such as:
 - a. Listings of key contact personnel
 - b. Invoices and contracts from previous and current vendors
 - c. Prioritized list of support requirements and expectations
2. PMY will conduct in-depth support discussions with staff to get a thorough understanding of the following topics:
 - a. Types of and amount of support that is currently required
 - b. Historical success and challenges with support partners
 - c. Understanding of past vendor relationships with the City
 - d. Unique support requirements for the City
3. PMY will meet with the City to develop the contractor requirements for the following items to be integrated into the Request for Proposal:
 - a. Description of requested services



- b. Description of current environment
 - c. Inventory of current environment
 - d. Dates and hours of support
 - e. Service Level Agreements and performance guarantees
 - f. Proactive system monitoring and maintenance requirements
 - g. Prioritization plan for support requests
 - h. Escalation plan for open support requests
 - i. System audit requirements
 - j. Disaster recovery requirements
 - k. System monitoring and penetration testing
 - l. Minimum insurance coverage requirements
 - m. Proposed Service Agreement together with an itemization of the provisions that the vendor is not willing to negotiate
 - n. Additional information and requirements, as identified by the City and/or PMY
4. PMY will develop findings into a draft RFP with relevant scoring/evaluation metrics.
5. PMY will review the draft RFP with the City to ensure needs and expectations are met.
6. PMY will finalize the RFP for public advertisement.
7. PMY will manage the vendor question and answer period and respond accordingly in coordination with the City.
8. PMY will review all submitted vendor responses and score/evaluate each proposal.
9. PMY will discuss proposals with the City to answer questions or provide clarification.
10. PMY will provide written questions to potential contractors for clarification or as a part of vendor negotiations.



11. PMY will issue a written report to the City with the findings from the proposals along with a vendor recommendation for consideration.
12. If needed, PMY will coordinate and participate in vendor finalist presentations to the City.



SECTION 4: PROPOSAL ACCEPTANCE

Professional Fees

PMY proposes to provide Professional Services outlined above for a stipulated sum as follows:

Phase/Sections	Fee
Section 2: "Lite" Assessment	\$9,819.15
Section 3: RFP Development and Bidding	\$33,529.45
Total	\$43,348.60

Proposed Fees/Payment

Fixed-fee services (all expenses included) for all items described in this proposal. Progress invoicing will be submitted monthly to the City for payment with terms of NET 30.

Additional Services

Additional services outside the original scope of work will be performed only upon written authorization from the City. PMY will perform such additional services at a mutually agreed upon stipulated sum for specific services.



Authorization

Please indicate agreement with above scope of consulting services and related consultant fees by selecting all accepted services and providing signed authorization below.

City of New Prague

COMPANY NAME

PMY Group

COMPANY NAME

SIGNATURE

SIGNATURE

PRINTED NAME

MIKE INDERGARD

PRINTED NAME

TITLE

DIRECTOR OF STRATEGIC PLANNING

TITLE

DATE

DATE



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Section 11, Item c.

MSP RFP Assessment and Development Proposal

City of New Prague



Date:

February 27, 2026

Prepared by:

Ryan Kelley

Ryan Falcone



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Overview

The City of New Prague is seeking independent advisory and consulting support to conduct a structured Request for Proposal (RFP) process for Managed IT Services (MSP). The City has utilized CTS as its managed services provider since 2020. To ensure continued value, service alignment, and competitive pricing, the City Council has directed administration to issue a new RFP for MSP services.

As a small municipal organization without dedicated internal IT staff, the City requires experienced external guidance to:

1. Perform a targeted (“lite”) operational assessment to understand current infrastructure, usage patterns, and future needs.
2. Develop a comprehensive and defensible RFP aligned to municipal operational requirements and industry best practices.
3. Manage the RFP process, including vendor coordination, Q&A support, scoring methodology, and structured evaluation.
4. Deliver a well-documented, objective vendor recommendation for City leadership consideration.

The engagement will ensure that the City’s managed IT services procurement is transparent, competitive, strategically aligned, and structured to support both current operations and future growth.

Approach

Quintillion Consulting will execute this engagement using a structured, transparent, and collaborative methodology designed to support an objective and defensible MSP procurement process. The approach is organized into three primary phases:

1. “Lite” Operational Assessment
2. RFP Development and Management
3. Vendor Evaluation and Recommendation



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Phase 1: Targeted (“Lite”) Operational Assessment

Quintillion Consulting will conduct a focused review of the City’s current operational environment to inform RFP development. This phase will include:

1. Coordination with City administration and department stakeholders to gather input regarding current operations, including [but not limited to]:
 - Processes
 - Applications
 - Hardware
 - Dependencies
 - Requirements and SLAs
 - Known service gaps / recurring challenges
2. Gather information on planned future growth and goals of the City of New Prague
3. Review of any prior assessments and current documentation.
4. Alignment with industry standards and best practices.

The objective of this phase is to ensure the RFP reflects actual operational requirements and future-state considerations, rather than generic MSP service language.



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Phase 2: RFP Development and Procurement Support

Based on insights gathered during the operation assessment, Quintillion Consulting will develop and manage a structured, public-facing RFP process for Managed IT Services. This phase will include:

RFP Development

Quintillion will develop the RFP based on Functional and Non-Functional requirements provided by the City of New Prague, including [but not limited to]:

- Defined Service Level Agreements (SLAs)
- Service desk and end-user support
- Patch management
- Change management
- Asset inventory management
- Cybersecurity management
- Backup and disaster recovery
- Monitoring / alerting
- Escalation procedures
- Compliance with applicable municipal and industry standards
- Qualified personnel / certifications
- Secure handling and protection of data
- Transparent pricing and contract terms

The RFP will be structured to enable clear, comparable vendor responses and will include defined:

- Scope requirements
- Service expectations
- Submission instructions
- Evaluation criteria



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Bidding Process Management

Assisting the City in administering the public solicitation process, including:

- Coordination of vendor communications
- Facilitation of formal Q&A
- Preparation of written responses
- Issuance of addenda, if necessary

Evaluation Framework Establishment

Designing a structured scoring methodology and evaluation metrics prior to proposal review to ensure consistency, objectivity, and defensibility in vendor comparison.

Quintillion will help ensure the process remains organized, transparent, and compliant with municipal procurement practices.



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Phase 3: Proposal Evaluation and Final Recommendation

Upon receipt of vendor proposals, Quintillion Consulting will facilitate the evaluation process. This phase will include:

- Application of the predefined scoring methodology to all submissions.
- Comparative analysis of vendor capabilities, service models, pricing structures, and risk considerations, and notable differentiators.
- Development of a formal written recommendation for City leadership consideration.

Throughout the engagement, Quintillion Consulting will maintain close coordination with City administration to ensure clarity, transparency, and alignment with the City Council's expectations and governance requirements.

Deliverables

As part of this engagement, Quintillion will deliver the following deliverables to the City of New Prague:

1. "Lite" Operational Assessment Summary
2. Managed IT Services Request for Proposal (RFP)
3. Evaluation Framework and Scoring Matrix
4. Vendor Evaluation Summary Report
5. Final Vendor Recommendation

Assessment Team

- Ryan Falcone, Principal Consultant
- Ryan Kelley, Principal Consultant



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Investment

Quintillion will deliver the proposed assessment and MSP RFP statement of work, including all analysis and deliverables associated with this engagement, for a fixed fee of \$32,000.00.

Quintillion will invoice City of New Prague for 50% of the total fixed fee upon project commencement, and the final 50% upon successful completion of the project.

Assumptions

This Proposal is based on the following assumptions:

1. The City will designate a primary project sponsor and point of contact to coordinate communication, scheduling, and decision-making throughout the engagement.
2. City leadership and department representatives will be available to participate in interviews, provide documentation, and respond to information requests in a timely manner.
3. The engagement includes a targeted (“lite”) assessment intended to inform RFP development and is not a comprehensive technical audit, cybersecurity assessment, or penetration test.
4. The City will be responsible for publicly issuing the RFP in accordance with applicable municipal procurement requirements.
5. All vendor communications during the formal bidding period will be coordinated through designated City channels, with Quintillion Consulting providing advisory support.
6. The City will retain final authority over vendor selection and contract negotiation decisions.
7. Existing documentation, prior assessments, and relevant technological records provided by the City are accurate and materially complete to the best of the City’s knowledge.
8. Project timelines are contingent upon timely access to stakeholders, documentation, and vendor responses.



Quintillion Consulting

6595 Walnut Drive
Minnetrista, MN 55364

Approval

City of New Prague
118 Central Ave. N.
New Prague, MN 56071

Name:

Date:

Title:

Signature: _____

Quintillion Consulting, LLC.
6595 Walnut Drive
Minnetrista, Minnesota 55364

Name: Ryan Kelley

Date:

Title: Partner and Principal Consultant

Signature: _____

2023~~6~~ AMBULANCE FACILITY LEASE AGREEMENT

Lease Agreement, by and between the City of New Prague ("Landlord"), whose address is 118 Central Avenue North, New Prague, MN 56071 and North Memorial Health Care ("Tenant"), whose address is 4501 68th Avenue North, Brooklyn Center, MN 55429.

- 1) Term. This lease shall commence on May 1, 202~~36~~³⁶, and shall terminate on April 30, 20~~36~~²⁶, or as otherwise set forth in this Lease Agreement. The parties shall negotiate the term of any lease renewal within six (6) months of the end of the term of this lease.
- 2) Premise. Landlord hereby leases to Tenant the portion of the building used to operate the New Prague Ambulance Service located at 505 5th Avenue NW in New Prague, Minnesota. This lease will also be binding to space allocated for ambulance operations in the New Prague Emergency Services Center, pursuant to the attached Exhibit A.
- 3) Rent. Tenant shall pay rent to the Landlord in the amount of \$1~~4,856.05~~ per year, ~~payable in monthly installments of \$1,238.00~~, which shall be due and payable in advance on the 1st day of the year~~of the month~~. ~~After the initial year of this lease, the annual rent amount for the Premises shall be increased by a percentage based on the CPI-U index from the previous year (i.e., the increase in the rent amount for 2024 shall be increased by the national CPI-U from 2023), but in no event shall the annual rent amount for the Premises decrease.~~
- 4) Use of Premises. Tenant shall use the Premises for ambulance storage, office space, garage purposes and uses ancillary thereto, including the storage of property and equipment used directly or indirectly in connection with the ambulance service to be provided by Tenant. There shall be no sublease of the Premises by Tenant without written permission.
- 5) Real Estate Taxes. If any real estate taxes become due and payable during the term of this lease, the Landlord and Tenant agree to renegotiate the terms of this lease and the payment of such taxes. If the Landlord and Tenant cannot reach agreement as to the payment of such taxes, this lease shall terminate upon 90 (ninety) days' notice from the Landlord.
- 6) Termination. This lease shall terminate on April 30, 20~~26~~³⁶, or at an earlier date if the Tenant ceases to provide ambulance services to the City of New Prague pursuant to the Ambulance Service Contract.
- 7) Maintenance. Landlord shall be responsible for maintenance and repair of all structural components, heating, ventilation, air conditioning, electrical, plumbing, and mechanical systems of the Premises. Tenant shall otherwise keep and maintain the Premises in as good or better condition as same were in at the beginning of the Lease, ordinary wear and tear and insured casualty excepted.

The Tenant shall not knowingly commit or willfully permit any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, county, or municipal authority. The Tenant shall be responsible for replacing and repairing any damage to the Premises caused by Tenant. The Landlord makes no representations as to the condition of the Premises for its

intended use. Responsibility for any major breakdowns of the mechanical, electrical, plumbing or heating systems shall be with the Landlord.

- 8) Alteration of Premises. Tenant shall not make any alterations to the Premises without the express written consent of the Landlord. Tenant shall indemnify the Landlord against any and all mechanic's liens arising out of the making of any alteration, repair, addition or improvement to the Premises, whether made with or without the express written consent of the Landlord.

- 9) Snow Removal. Landlord will be responsible for all snow removal.

- ~~10)~~ Utilities. Electric, gas, water, sewer, and refuse removal utilities associated with the Premises shall be paid by the Landlord. ~~NMHC is willing to contribute \$5,000 per year toward the payment of the Premises' utilities or \$416.67 per month.~~

- ~~11)~~ 10) Any telephone service, internet and cable television utilities associated with the Premises shall be the responsibility of the Tenant.

- ~~12)~~ 11) Surrender at End of Term. Tenant agrees that upon termination of the Lease, the Premises will be returned in as good condition as the same were in at the inception of the Term, subject to normal wear and tear and insured casualty. Tenant may, at the time of termination, remove any fixtures, equipment and items of personal property that have been installed by Tenant.

- ~~13)~~ 12) Landlord's Right to Re-Enter Upon Tenant's Default. If the Premises are abandoned by the Tenant, or a default in the performance of this Lease by the Tenant is not cured within thirty days' notice by the Landlord, the Landlord shall have the right to re-enter or repossess the Premises by summary proceedings.

- ~~14)~~ 13) Amendments. Any additional amendments between Landlord and Tenant must be in writing and signed by both parties to be effective.

- ~~15)~~ 14) Insurance. Landlord shall be responsible for insuring the Premises against casualty. If there is a major casualty loss, the Landlord may provide to the Tenant adequate temporary facilities to meet the needs of the Tenant during the period of the rebuilding of the facility. The Tenant shall be responsible for insuring against all damages from any casualty on all the personal property which is stored within the premises. The Tenant shall also obtain premises liability coverage naming the Landlord as an additional insured in an amount no less than \$1,500,000. If the maximum municipal liability established by Minn. Stat., Section 466.04 is increased, then the amount of liability coverage shall be increased to the legal limit.

- ~~16)~~ 15) Casualty Loss Replacement. Minor casualty damage repairs (defined as up to \$1,000.00 per occurrence) to Tenant's portion of the Premises shall be the responsibility of the Tenant. In the event of major casualty damage defined as requiring a replacement cost of more than 50% of the value of the Premises, this lease shall terminate.

~~17~~16) Notice. Any notice to be given to Landlord shall be sent to Landlord at the following address:

City of New Prague
City Hall
118 Central Avenue North
New Prague, MN 56071
ATTN: City Administrator

Any notice to be given to Tenant shall be given to Tenant at the following address:

North Memorial Health Care
4501 68th Avenue North
Brooklyn Center, MN 55429
ATTN: Director of Ambulance Services

Each patty shall have the right to specify as its proper address any other address in the United States of America by giving to the other patty at least fifteen (15) days' written notice thereof.

~~18~~17) Termination. This lease may be terminated by either party by notice to the other, 270 days in advance of any lease renewal. The lease may also be terminated at any earlier time on such terms and conditions as are mutually agreed upon by the patties or if Tenant ceases to provide ambulance service to the Landlord and surrounding area for any reason.

~~19~~18) Effective Date of Lease. This lease shall be effective May 1, 202~~3~~6.

Dated: _____

NORTH MEMORIAL HEALTH CARE

By: _____

Its: Vice President of Ambulance Services

Dated: _____

CITY OF NEW PRAGUE

By: _____

~~Duane J. Jirik~~Charles L. Nickolay

Its: Mayor

ATTEST

By: _____

Joshua M. Tetzlaff

Its: City Administrator

EXHIBIT A
DEPICTION OF SPACE ALLOCATED FOR AMBULANCE OPERATIONS

Ambulance Garage & Associated Storage Areas = ____ SF
Ambulance Office Area = ____ SF
(as depicted in gray below)

[To be inserted]

AGREEMENT FOR AMBULANCE SERVICES

THIS AGREEMENT, made this 1st day of May 202~~63~~, by and between the City of New Prague for its Ambulance service, (hereinafter "City"), and North Memorial Health Care, (hereinafter "NMHC");

- WHEREAS, City is responsible for providing ambulance service in the New Prague area pursuant to licenses issued by the State of Minnesota and has been contracting with NMHC to provide ambulance services; and
- WHEREAS, NMHC is a non-profit corporation organized under the laws of the State of Minnesota to provide hospital services and related health care services to patients;
- WHEREAS, NMHC operates a division known as North Memorial Ambulance, which supplies ambulance services in areas of Minnesota and Wisconsin; and
- WHEREAS, City has determined it is in the best interests of the public to contract with NMHC to deliver ambulance services to those within City service area; and
- WHEREAS, a primary purpose of this agreement is to provide high quality ambulance service to the community while maintaining the option for the City to retain ownership of the ambulance license.

NOW, THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

- 1) Operation of Ambulance Service. NMHC shall operate an ambulance service in the City of New Prague and the surrounding area as depicted on the attached Exhibit A incorporated herein by reference (hereinafter "Service Area") identified in license #0174 BLS and #2018 ALS (Part-Time Advanced) issued by the Emergency Medical Service Regulatory Board of the State of Minnesota (hereinafter "EMSRB") to the City.
- a. Level of Service. NMHC shall provide Advanced and Basic Life support ambulance services within the Service Area consistent with the requirements of Minnesota Statutes, section 144E.101, subdivision 6 and as authorized by the current licenses and any applicable variances.
- b. Staffing. At all times NMHC shall ensure that it is satisfying the requirements of the current license as set forth in Minnesota Statutes, section 144E.101, subdivision 8 and such other law as may apply. The general staffing plan is as follows:
- i. Current staffing consists of two 24-hour Advanced Life Support Ambulance crews (One Paramedic & One EMT):
1. The first crew will be at the located within the City Limits of New Prague available for immediate deployment 24 hours per day.
2. The second crew will be located within the City Limits of New Prague for immediate deployment 12 hours per day and on an on-call basis to back up the primary unit 12-hours per day.
- These hours may be modified by NMHC based on demand for service and changes in state and/or federal economic support for these services.

- c. Employment of Staff. NMHC shall be solely responsible for employing ambulance staff and all such staff shall be employees of NMHC, not the City. All ambulance staff shall hold and maintain the licenses and certifications required by the EMSRB for the level of service they are providing. The City shall not in any way be responsible toward the ambulance staff or any other person employed by NMHC.
- 2) Ambulances and Equipment. The parties acknowledge that effective on the date of the Original Contract dated January 19, 2010, the City sold and transferred to NMHC its ambulances and the other City ambulance related equipment (collectively referred to as the "Equipment") as set forth in the Original Contract. In the event this Agreement is terminated, or NMHC ceases to operate the ambulance service in the Service Area for any reason, the City shall have the option, within sixty (60) days of the last date of which NMHC shall provide ambulance services, to purchase the remaining Equipment and any replacement equipment from NMHC for an amount equal to the fair market value amount for such Equipment. To determine the fair market value amount of the Equipment, the parties agree to have the remaining Equipment and any replacement equipment appraised. NMHC will work in good faith with the City to ensure the transition does not impede the delivery of ambulance service to the Service Area.
- 3) Sharing of Operational Information. NMHC shall provide the City with operational information on a quarterly basis. The report will include:
 - a. Average response time for emergency 911 requests and interfacility transfer response time
 - b. Number of calls per hour of day
 - c. Breakdown of disposition of calls
 - d. Patient destination report for both 911 and interfacility runs
 - e. Payer mix information
 - f. Breakdown of level of crew service (i.e. ALS vs BLS))
- 4) Dispatch. NMHC is responsible to provide associated Dispatch support services during the duration of the agreement. This includes providing pre-arrival instructions provided the Primary Service Answering Point in Scott County transfers callers to NMHC Dispatch.
- 5) Sharing of Financial Information. NMHC shall provide the parties to this contract with a profit and loss statement on a semi-annual basis. The statement shall include all revenues and direct expenses associated with the provision of services in the Service Area as well as an expense allocation of indirect expenses equal to 10% of the actual expenses.
- ~~6) Ambulance Advisory Committee. An Ambulance Advisory Committee has been created to review operational issues, review progress towards meeting the needs of the community and to make suggestions to optimize the effective delivery of services. This Committee shall meet at least once annually. Meeting frequency may be adjusted based on the recommendations of the Committee and as agreed to by the parties. The Advisory Committee shall be comprised of representatives appointed by the City and the NMHC Ambulance Outstate Director, Medical Director and Regional Ambulance Manager. Other stake holders may be engaged to address specific issues that may come up from time to time.~~

~~7~~6) Term. The term of this Agreement shall commence on May 1, 202~~36~~, and continue ~~120~~36 months until April 30, 20~~26~~36. Any party may terminate this Agreement for any reason upon providing the other party three hundred sixty-five (365) days written notice of intent to terminate. In addition, if the City determines NMHC has breached this Agreement or is not otherwise providing a sufficient level of ambulance services, the City may provide NMHC written notice of its intent to terminate the Agreement in 90 days if the breach or other deficiencies are not corrected in that period. If the City determines NMHC has not cured the breach or corrected the deficiencies within the 90-day period, the Agreement shall be deemed terminated. Upon the termination of this Agreement, NMHC shall transfer operational responsibilities for the license and the Equipment, including any replacement equipment, to the City upon the City's request as provided in Section 2 of this Agreement and under such other terms and conditions as the parties may agree in writing at the time of the requested transfer.

~~8~~7) License. The City and NMHC agree to take all reasonable steps necessary with the EMSRB to execute the necessary documents to transfer operational responsibilities for the licenses to NMHC. Upon termination of this Agreement for any reason, NMHC shall also, if requested by the City, execute a consent or other necessary documents to transfer operational responsibilities for the licenses back to the City or its nominee.

~~9~~8) Radio Frequency. The City shall allow NMHC to continue to operate on the frequencies that are currently being utilized by the ambulance service, provided permission for such continued use is also granted by the Statewide Radio Board or the Regional Radio Board, as is appropriate.

~~10~~9) Legal Compliance. NMHC shall abide by all federal, state and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to the services provided pursuant to the Agreement including, but not limited to, those related to the staff it employs to provide such services and for compliance with the Health Insurance Portability and Accountability Act as it may apply to the services provided hereunder. Any documents, data or other materials NMHC may possess that are subject to the Minnesota Government Data Practices Act as established in Minnesota Statutes, Chapter 13 shall be administered in accordance with the Act and shall not be released or used in a way that violates the Act. Pursuant to Minnesota Statutes, section 13C.05, subdivision 5, the books, records, documents and accounting procedures of NMHC relevant to the services provide under this Agreement are subject to examination by the City and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.

~~11~~10) Assignment and Subcontracting. No interest in this Agreement shall be assigned to another without the express written consent of the parties and subject to such conditions and provisions as the City may deem necessary or desirable in its sole discretion. Furthermore, NMHC shall not enter into any subcontract for performance of any services contemplated under this Agreement.

~~12~~11) Insurance. NMHC agrees to obtain, at its cost, and maintain during the entire term of this Agreement, an appropriate comprehensive general liability policy, medical malpractice insurance policy, and automobile liability insurance policy each with coverage amounts of not less than One Million Five Hundred Thousand Dollars (\$1,500,000) per occurrence and an annual aggregate of not less than Three Million Dollars (\$3,000,000) or provide evidence of policies consistent with those requirements. NMHC shall also obtain premises liability coverage for the lease premise

identified in Paragraph 5 of this Agreement naming the City as an additional insured in an amount no less than One Million Five Hundred Thousand Dollars (\$1,500,000). NMHC shall also maintain statutory workers' compensation for its employees including those providing ambulance services. NMHC shall be responsible for insuring against all damages from any casualty on all NMHC personal property which is stored pursuant to this Agreement. If the maximum municipal liability established by Minnesota Statutes, Section 466.04 is increased, then the amount of all liability coverages set forth herein shall be increased to such increased legal limit. NMHC shall provide the City with a certificate or certificates evidencing said insurances at least annually.

~~13~~12) Indemnity. Each party agrees that it shall be responsible for its own legal liabilities arising from its own acts or omissions and agrees to defend, indemnify, and hold harmless the other parties to this Agreement from any obligations, claims, liabilities or related expenses (including reasonable attorneys' fees to defend a liability claim by a third party or to collect amounts owed under this Section) made against another party to this Agreement by a third party arising out of acts, or omissions of the first party. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise as provided under law. This Paragraph 13 shall survive termination of this Agreement and shall be binding on the City and NMHC regardless of the enforceability of any other provision of this Agreement.

~~14~~13) Billing. The parties agree that NMHC shall issue invoices to patients and or their insurance companies for ambulance services and materials furnished in connection with services provided and shall collect accounts and monies owed with respect thereto. The City shall not be responsible for assisting in collecting or paying any portion of the amounts billed by NMHC.

~~15~~14) Management. Day to day management of the ambulance services shall be coordinated through the management team of NMHC.

~~16~~15) Personnel. NMHC shall be exclusively responsible for selection, hiring, placement, disciplining, discharging, scheduling and supervising of all medical personnel necessary including, but not limited to, a medical director for the rendering of patient care services related to the ambulance service and the conduct of service with the Service Area. The rate of pay and other benefits to be supplied by NMHC to its employees shall be determined exclusively by NMHC. Those employed by NMHC shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefits, or any incident of employment by the City, including but not limited to eligibility to enroll in Public Employees Retirement Association or coverage under the City's workers' compensation policy.

~~17~~16) Independent Contractor Status. Whether NMHC is a corporation, limited liability company, partnership, or other legal entity, NMHC shall be deemed an independent contractor. NMHC's duties will be performed with the understanding that NMHC has special expertise as to the services which NMHC is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed by NMHC shall be consistent with the standard of care for the providing of such services under the applicable licenses set forth in this Agreement. NMHC is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided herein. All services provided by NMHC pursuant to this Agreement shall be provided by NMHC as an independent contractor

and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

~~18~~17) No Third-Party Beneficiary Rights. This Agreement is entered into for the sole benefit of the City and NMHC, and no other parties are intended to be direct or incidental beneficiaries of this Agreement, and no third party shall have any right in, under, or to this Agreement.

~~19~~18) Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

~~20~~19) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

~~21~~20) Waiver. The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance.

~~22~~21) No Modifications. This Agreement represents the entire agreement between the parties and any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have reduced to writing, agreed to, and signed by the parties.

~~23~~22) Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

~~24~~23) Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.

~~25~~24) Governing Law. This Agreement shall be governed by and construed under the laws of the State of Minnesota without giving effect to that body of laws pertaining to conflict of laws.

~~26~~25) No Joint Venture or Partnership. In no event shall the relationship among the parties or the transactions contemplated hereunder constitute a partnership or joint venture among them with respect to the subject matter hereof, and no party shall owe another party any fiduciary duty or obligation hereunder.

~~27~~26) Assumed Liabilities. NMHC accepts no liability from or assert any claim against any ambulance operations arising before May 1, 2010, when the City was the operator of the Ambulance Service.

[Signatures Begin on the Next Page]

Signature Page

City of New Prague

By: _____

~~Duane J. Jirik~~ Charles L. Nickolay

Its: Mayor

Date: _____

By: _____

Joshua M. Tetzlaff

Its: City Administrator

Date: _____

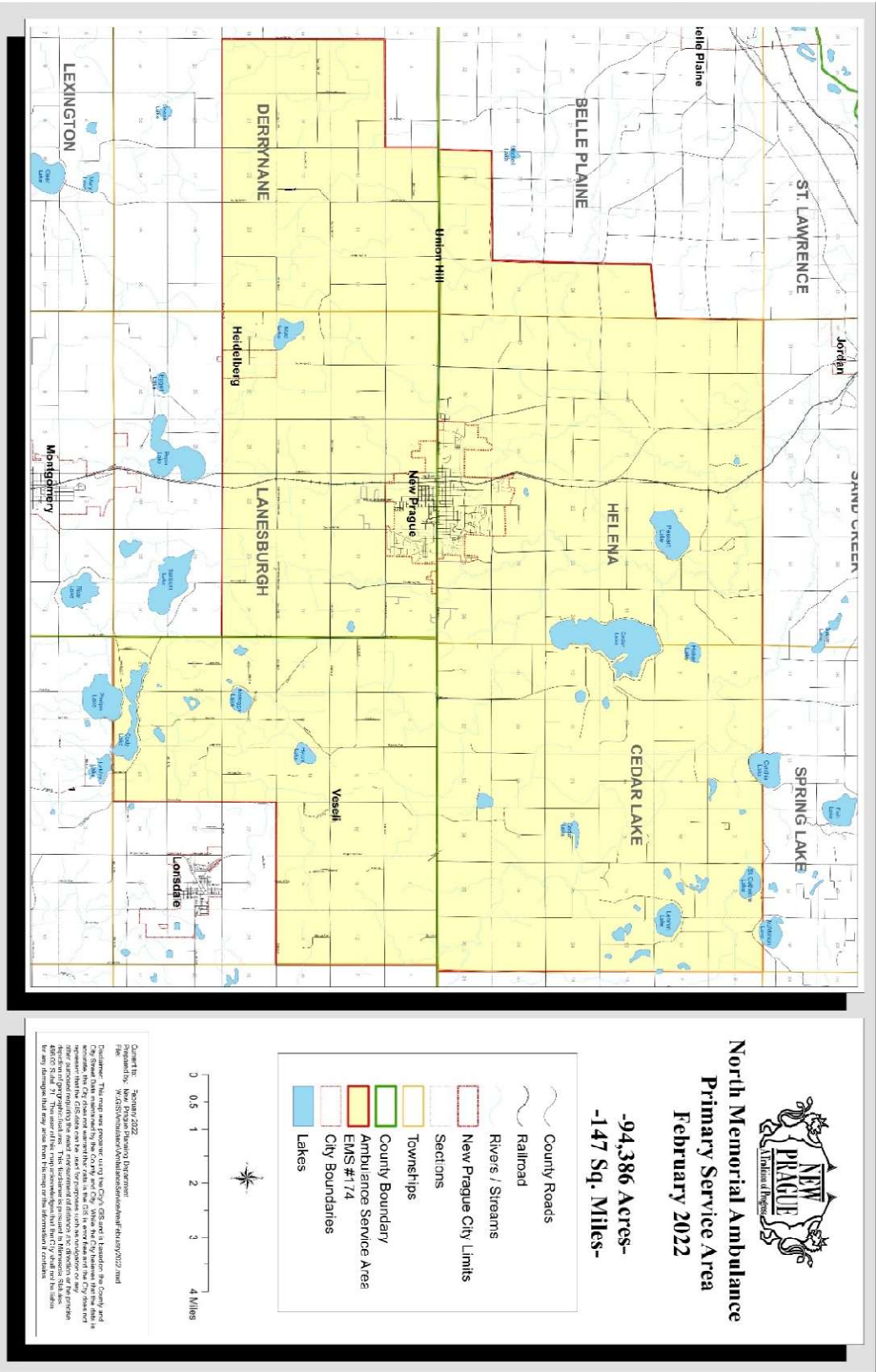
North Memorial Health Care

By: _____

Its:

Date: _____

EXHIBIT A
Ambulance Service Area





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2027 LEVY AND BUDGET TIMELINE
DATE: MARCH 9, 2026

Like last year, I am proposing a budget timeline so that everyone is aware of the proposed meetings well in advance. While dates may move, please keep in mind that any movement may affect the time any remaining topic able to be discussed.

Timeline Notes:

- ❖ Bolded dates are required meetings unless the City Council wants to hold a special meeting
- ❖ All budget workshops held following regular meetings are planned to last no more than 1 hour
- ❖ Please contact the City Administrator prior to scheduled budget meetings with all questions that arise during your review of the material so that staff is able to prepare the information needed for a thorough discussion.
- ❖ Once a preliminary decision has been made on a budget topic, staff will not plan to bring that topic back for discussion. This will be done to keep the process advancing towards a timely approval.

With each meeting, the plan is to be succinct and keep the discussion moving. An agenda will be provided at each meeting with a list of topics that need preliminary approval during that meeting. We'd plan all packet materials to be delivered to the City Council one week prior to each budget meeting. There may be times when it is requested that a decision be made to keep meetings advancing.

Proposed timeline for the 2027 budget preparation.

- May – July: Staff prepare preliminary budget
- June 1: Budget Workshop following regular City Council meeting to receive direction on 2027 budget: goals, vision, and proposed accomplishments
- July 8: Budget documents to City Councilmembers
- July 15: Preliminary questions from City Council to staff members prior to first meeting
- July 20: Budget Workshop following regular City Council meeting
- *Week of August 3: Optional Special Budget Workshop, scheduled if needed*
- August 17: Budget Workshop following regular City Council meeting
- **September 8: Approval of Not-to-Exceed Preliminary Levy**
- September 21: Budget Workshop following regular City Council meeting
- *Week of October 12: Optional Special Budget Workshop, scheduled if needed*
- November 2nd: Presentation of Enterprise Funds during regular City Council meeting
- **December 7: Truth-in-Taxation Hearing, Presentation of Levy Funds during regular City Council meeting**
- **December 7:**
 - **2027 Levy and Budget Approval**
 - **2027 – 2036 Capital Improvement Plan Approval**
 - 2027 – 2036 Visioning Document Approval

Recommendation

I recommend setting a budget timeline for the 2027 budget preparation.



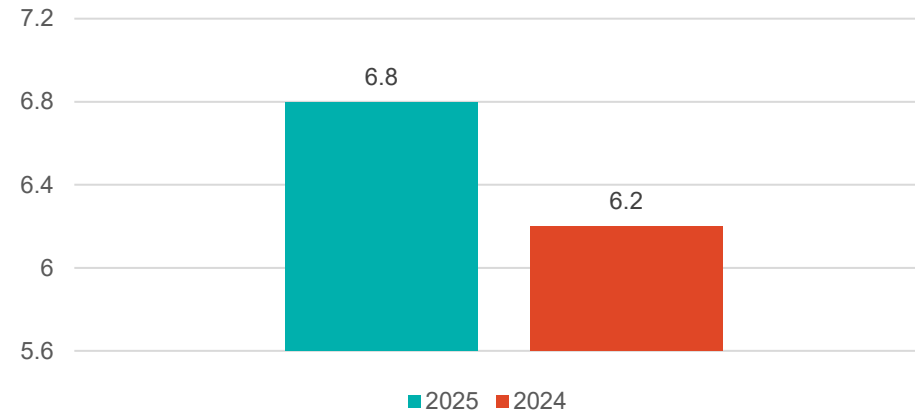
City of New Prague

NORTH AMBULANCE OPERATIONS REVIEW
01.01.2025 to 12.31.2025

New Prague Median Response Time

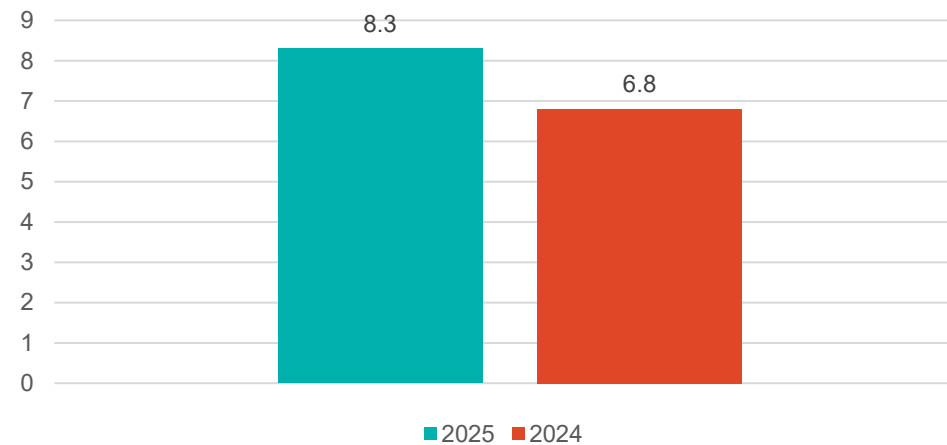
911 Response Time:

Median Unit Notified by Dispatch to Unit Arrived on Scene

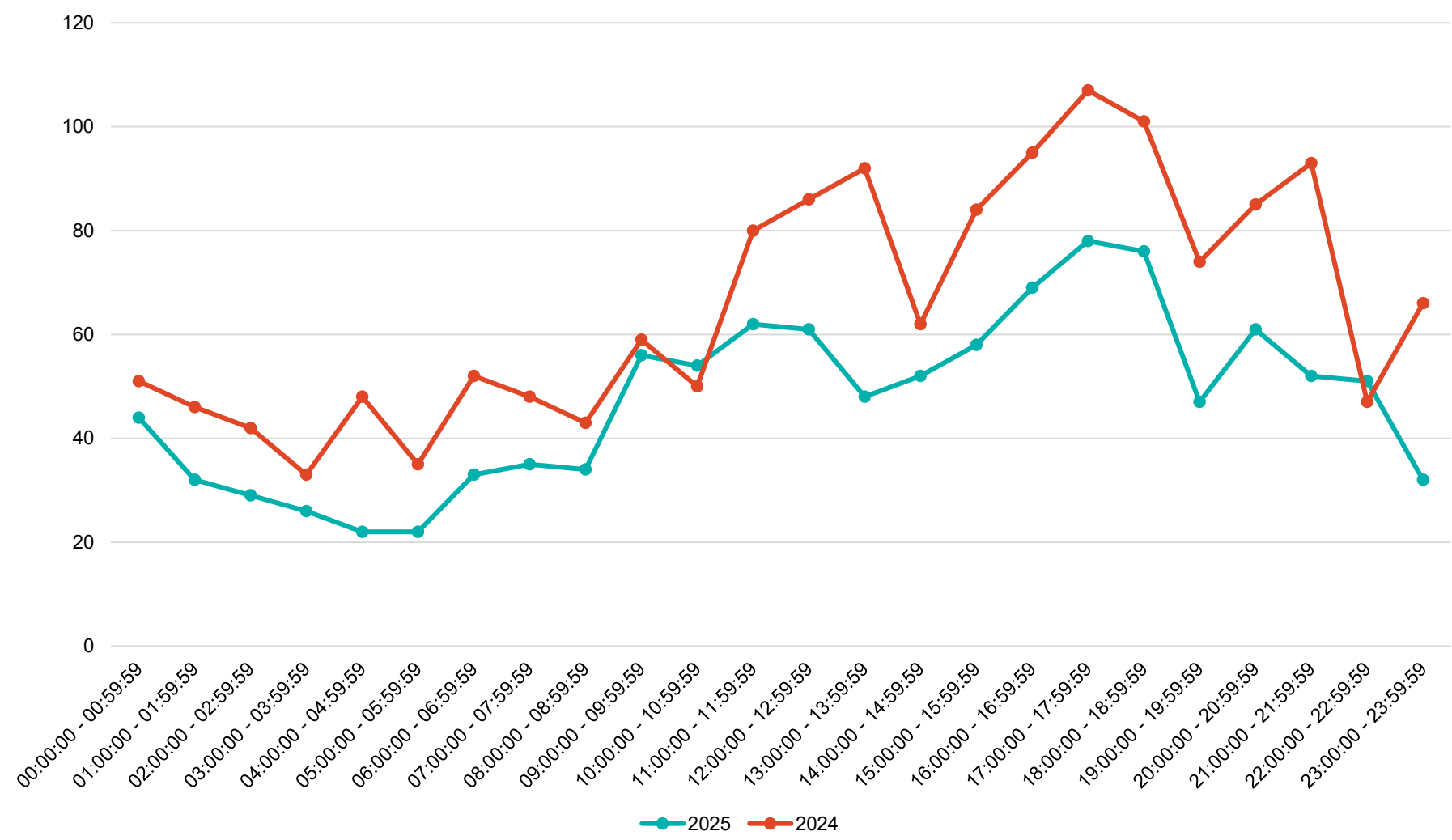


Interfacility Transfer Response Time:

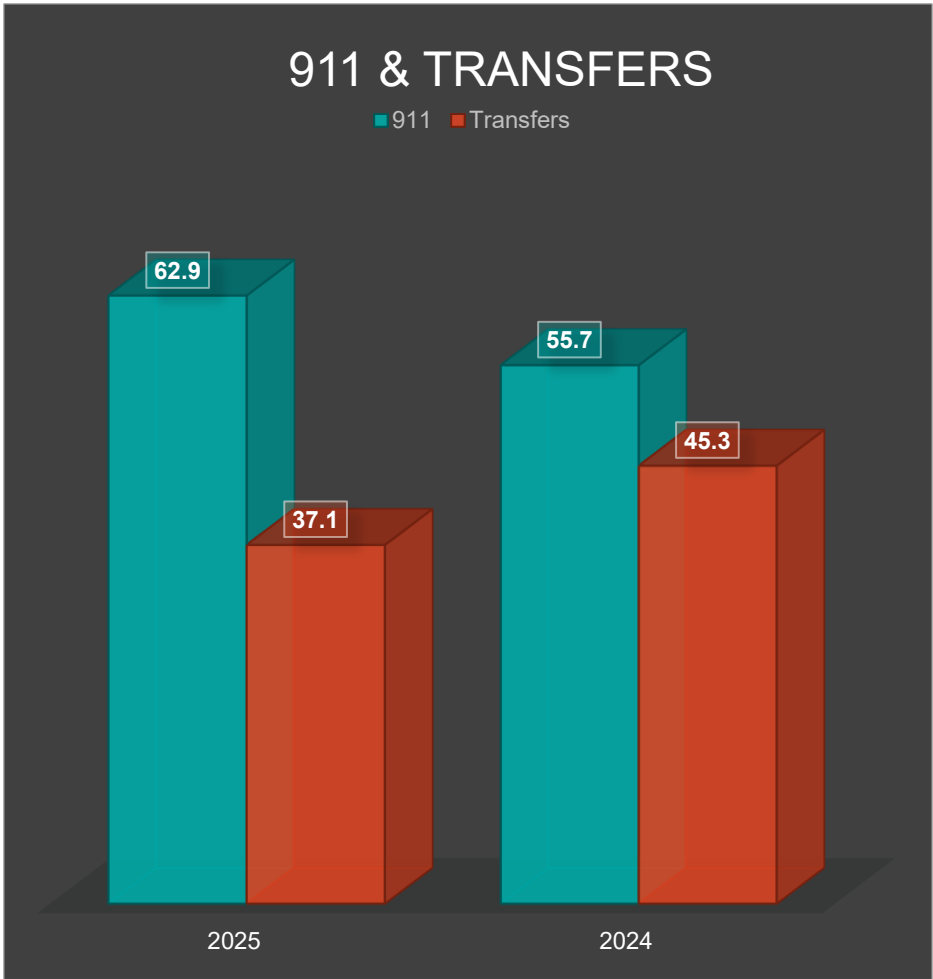
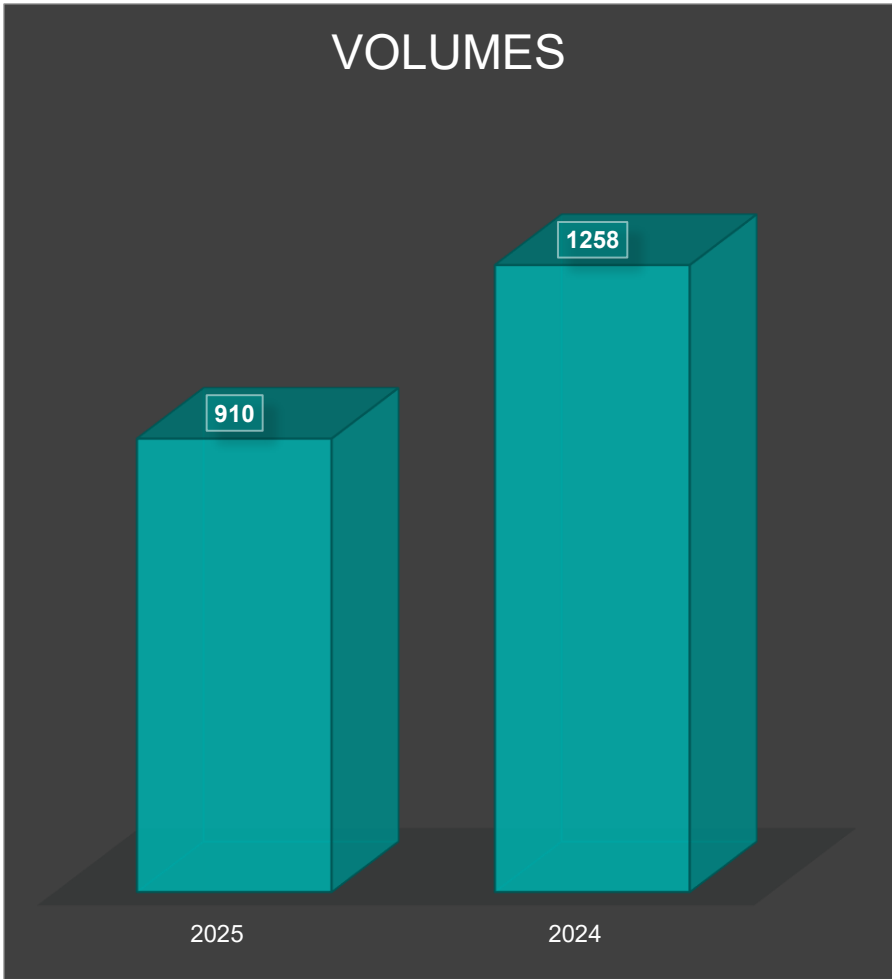
Median Unit Notified by Dispatch to Unit Arrived on Scene



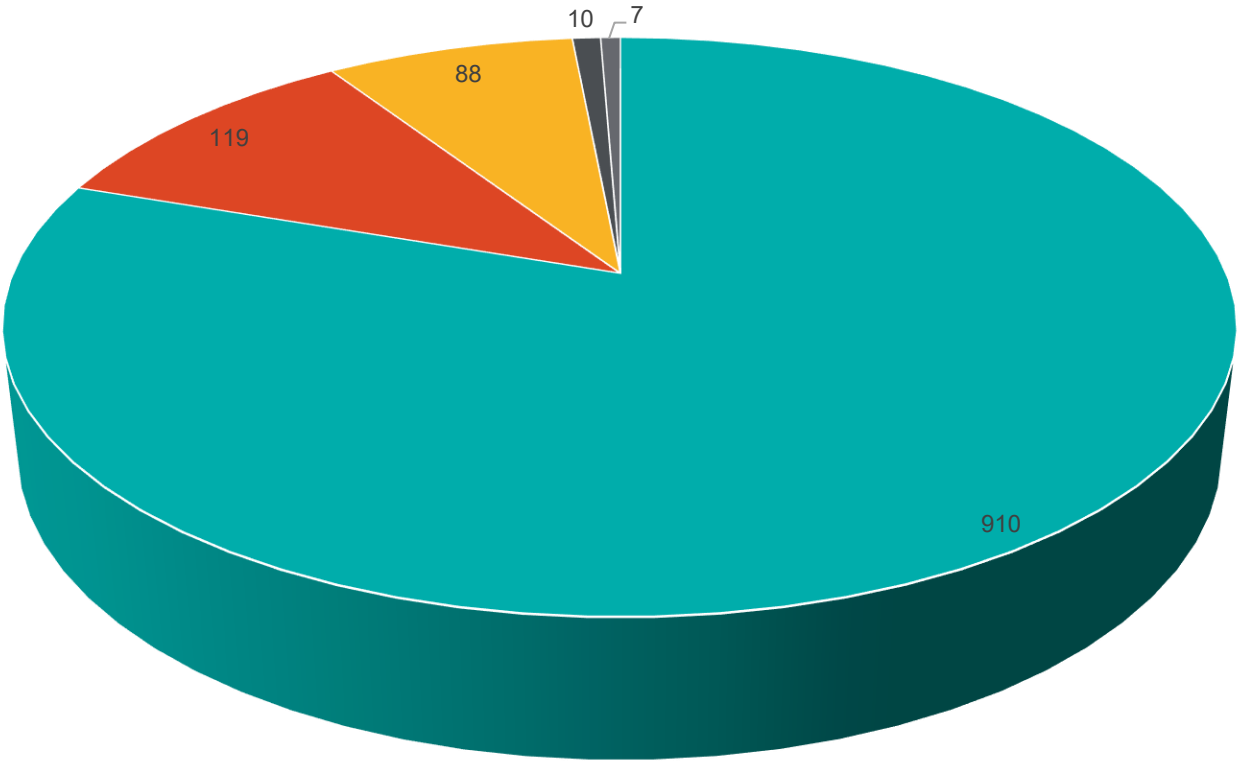
New Prague Calls Per Hour of Day



Volumes & 911 vs Transfer %

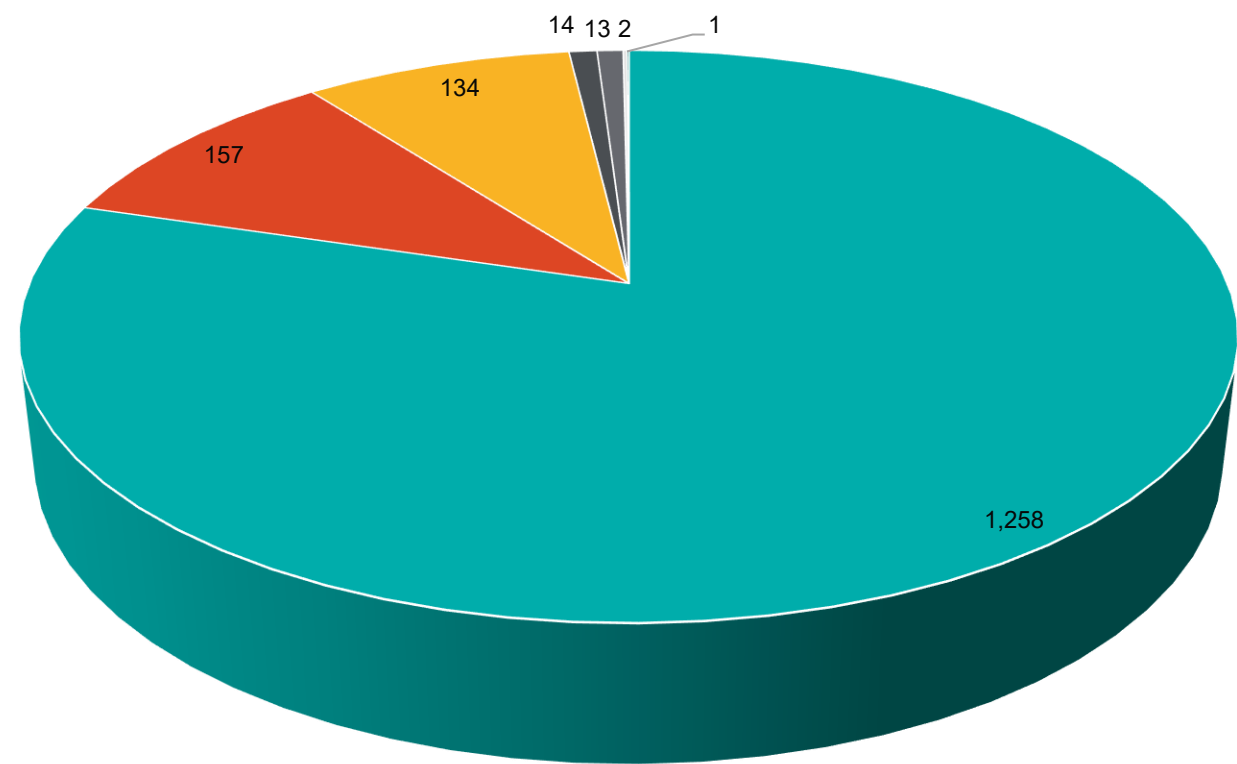


New Prague Responses 01.01.2025 through 12/31/2025



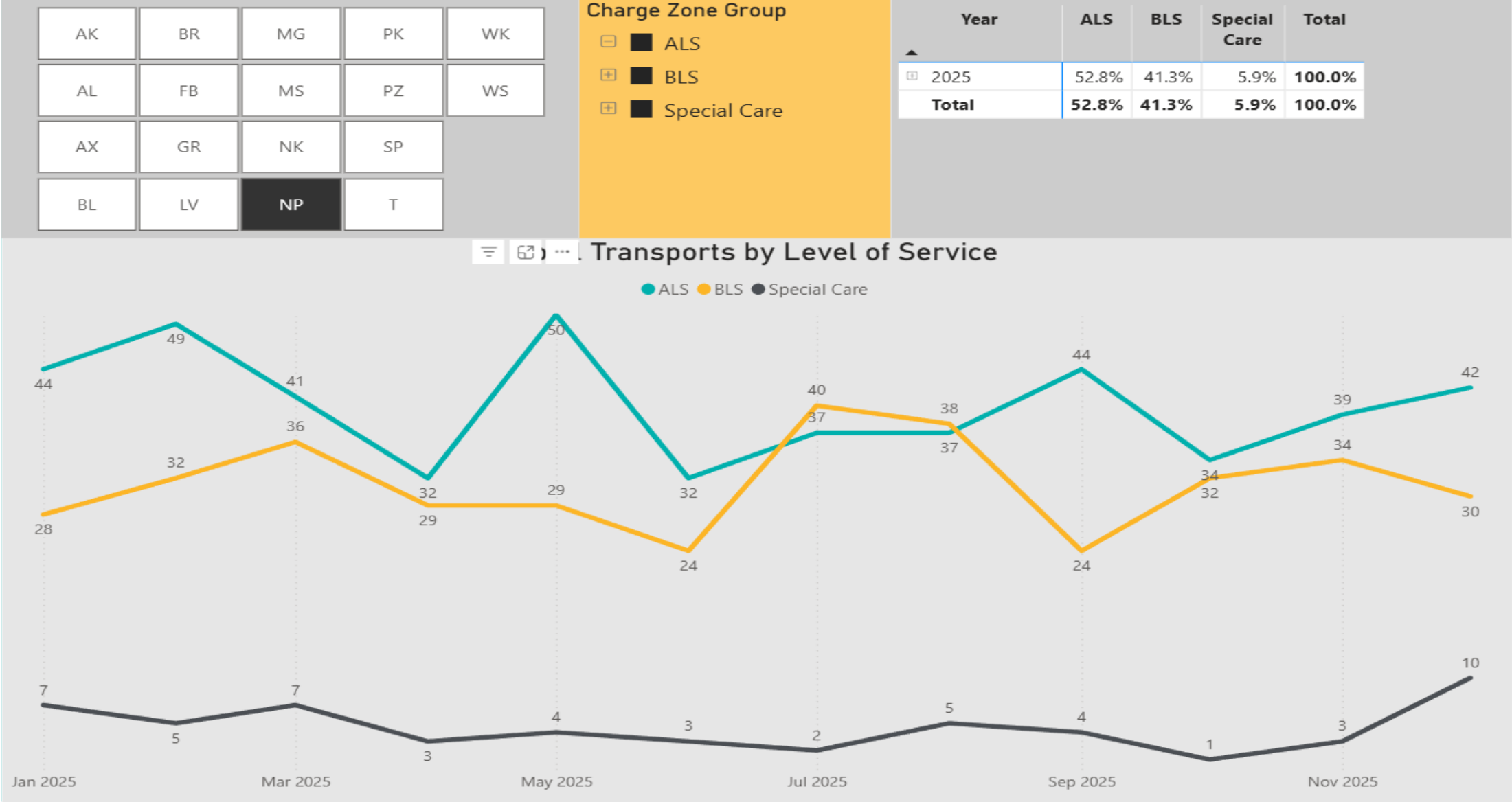
- Initiated & Continued Care
- Refused Care/Transport/Support Services
- No Care/Support Services Required
- Initiated & Transferred Care to Another EMS Crew
- Standby, Coverage, Events

New Prague Responses 01.01.2024 through 12/31/2024

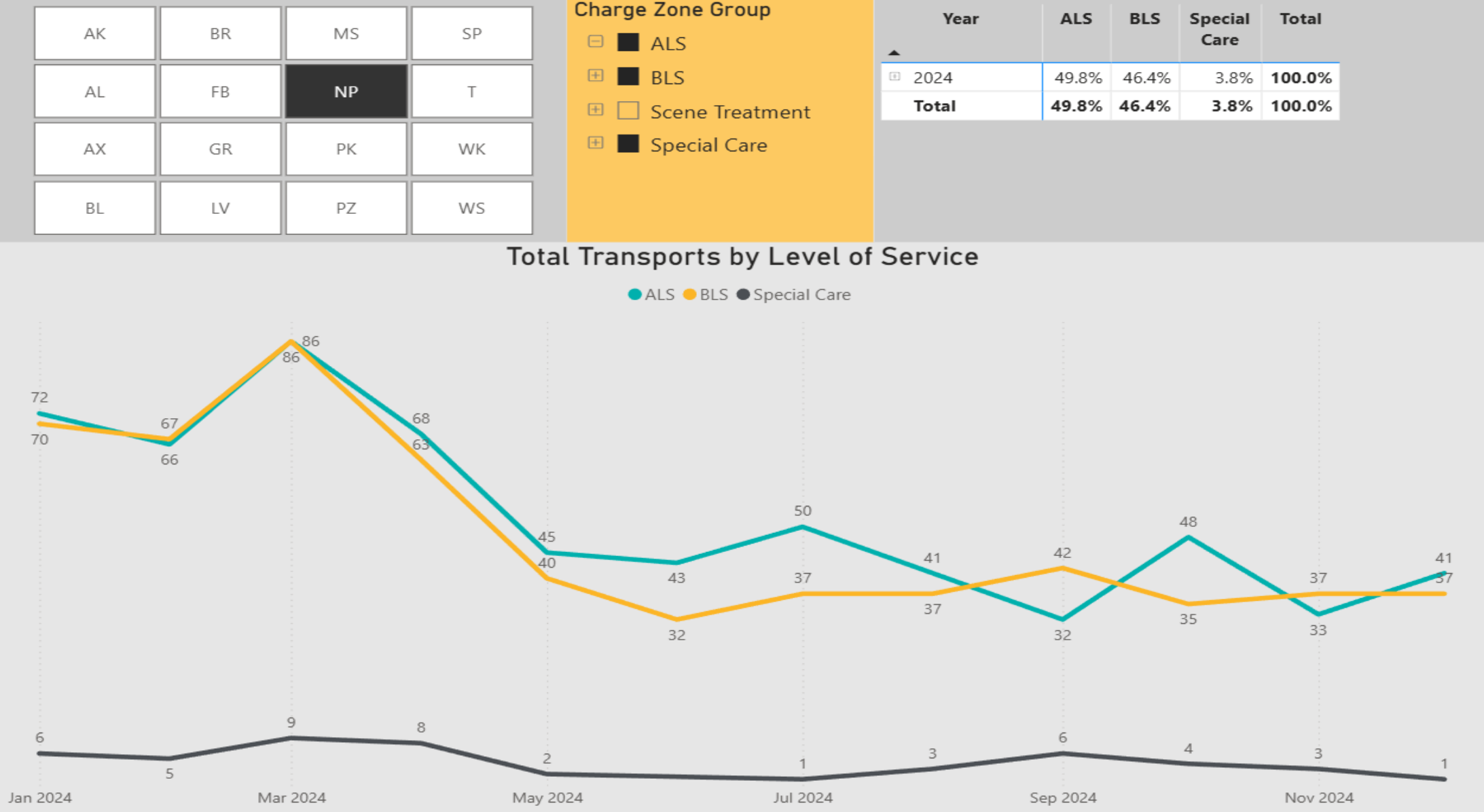


- Initiated & Continued Care
- No Care/Support Services Required
- Initiated & Transferred Care to Another EMS Crew
- Assumed Primary Care from Another Crew
- Refused Care/Transport/Support Services
- Standby, Coverage, Events
- Other

2025 Transports by Level of Service

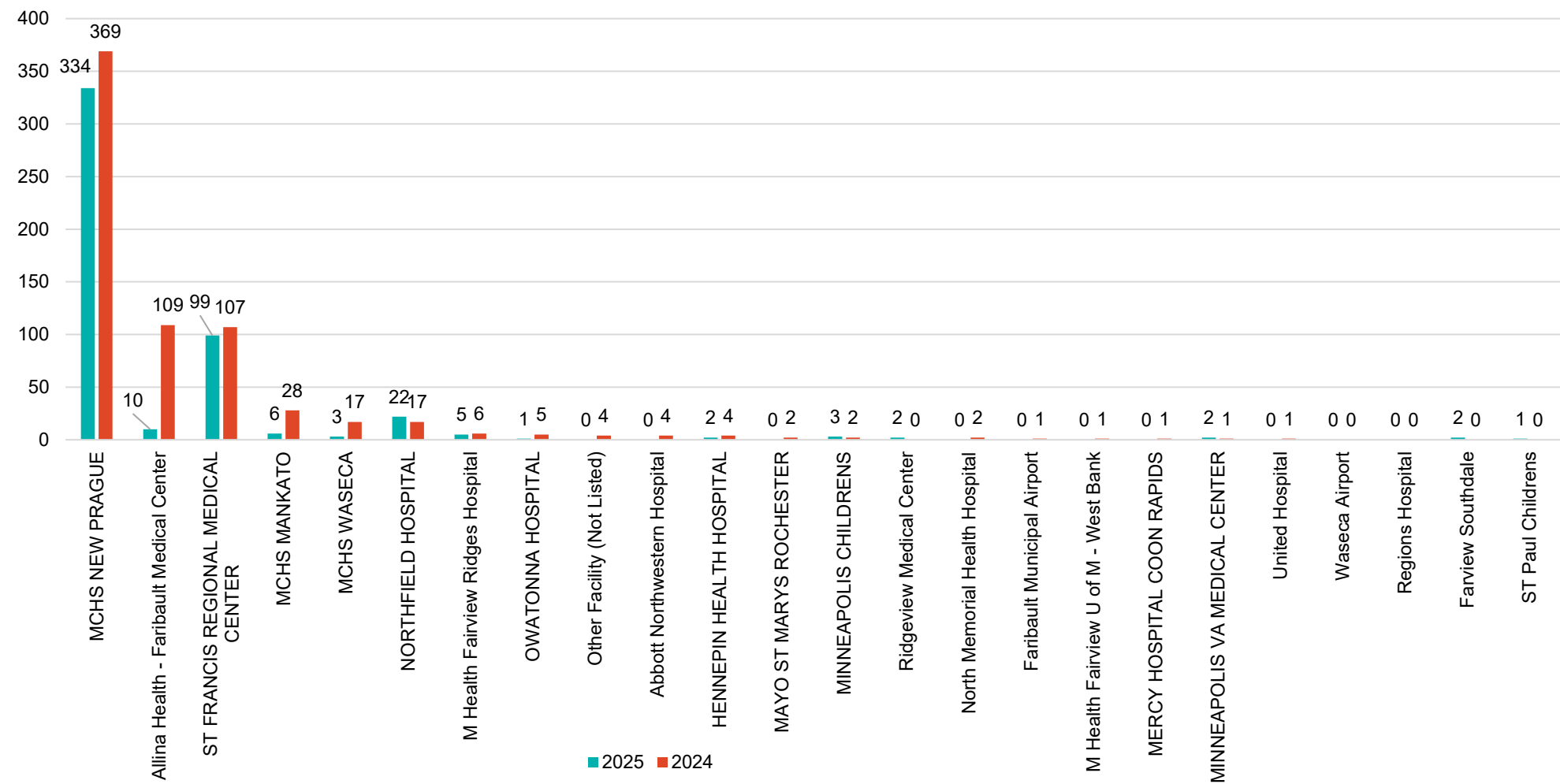


2024 Transports by Level of Service

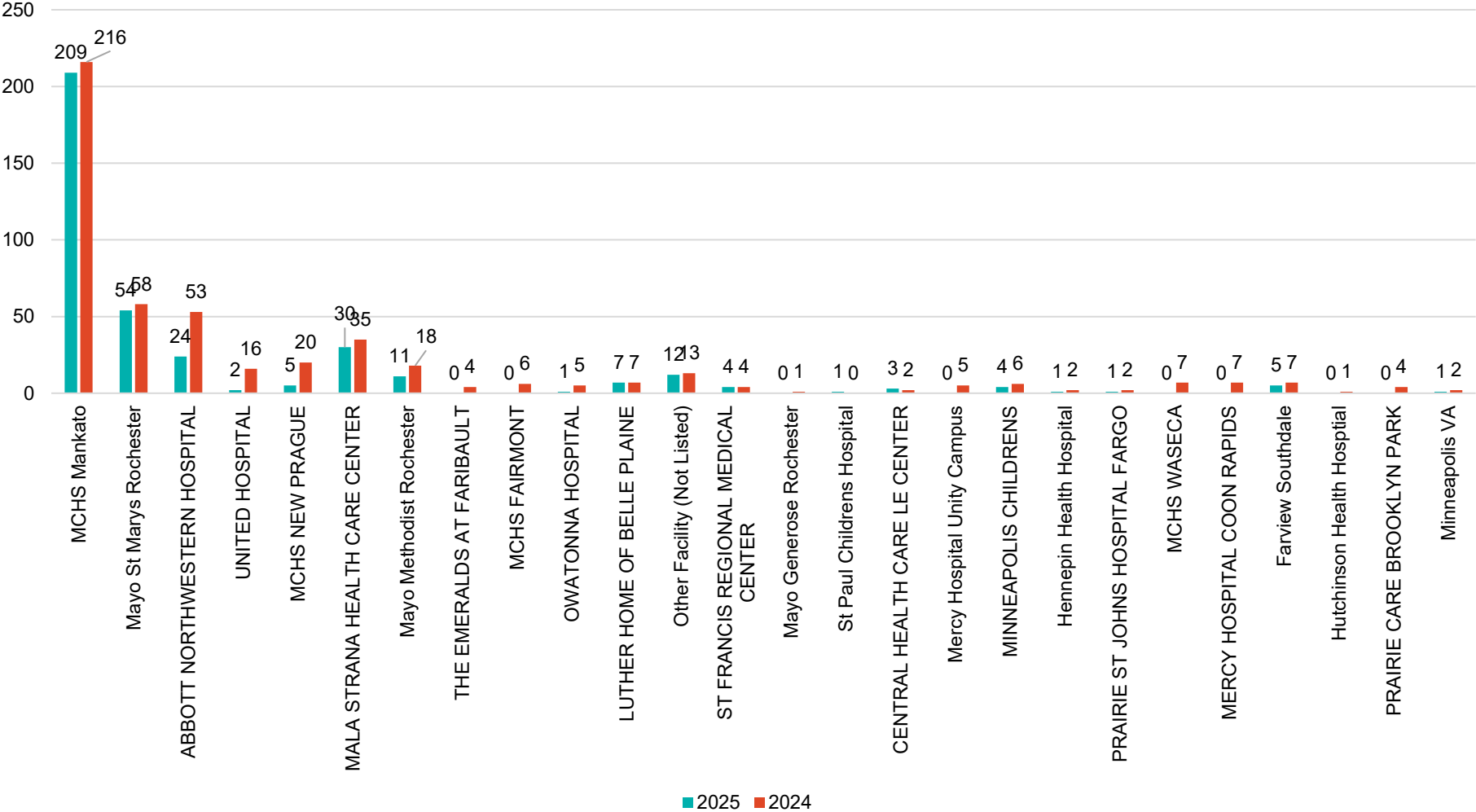


374

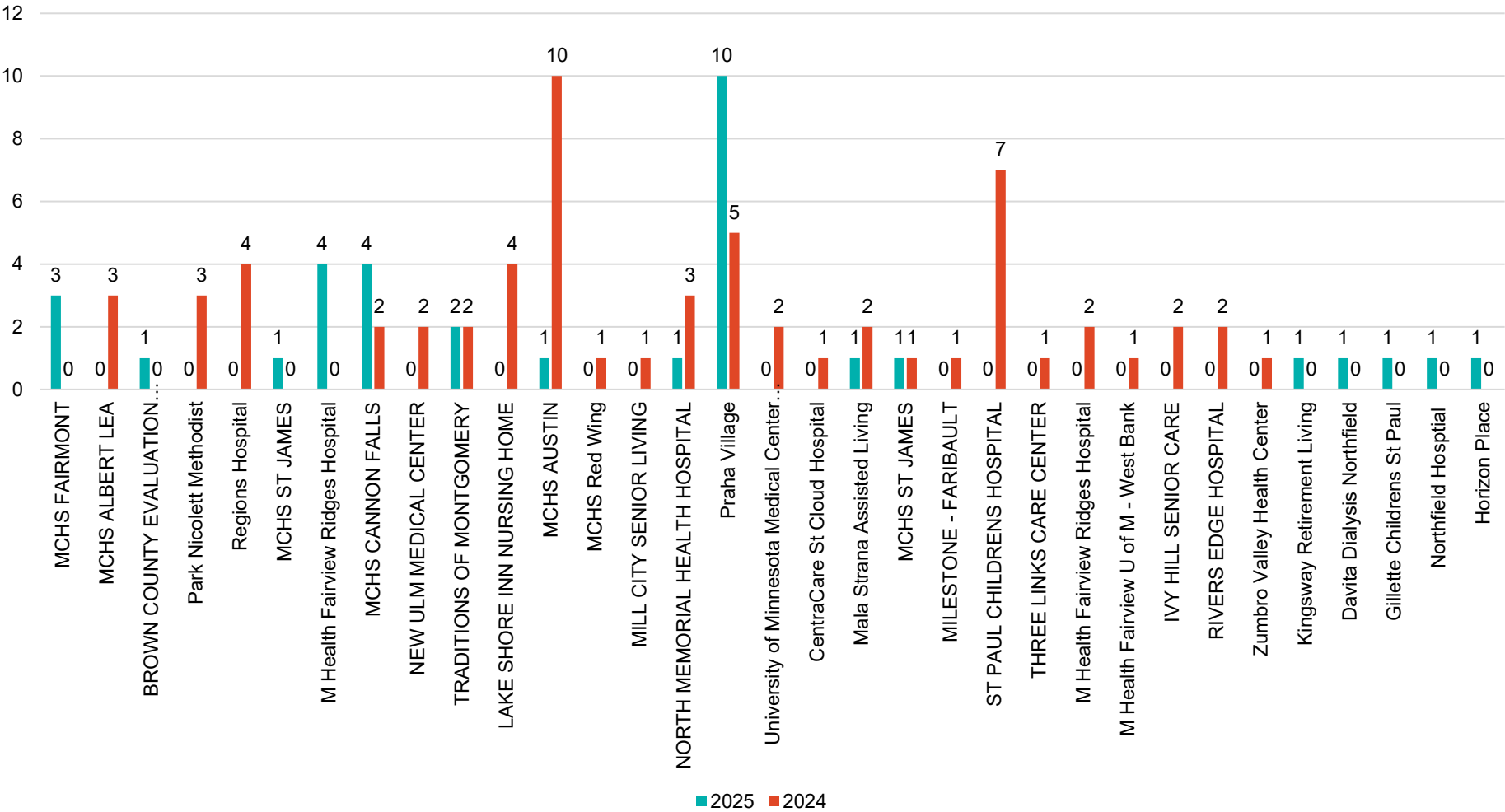
911 Patient Destinations



Transfer Patient Destinations



Transfer Patient Destinations



New Prague December YTD 2025 Financials

Section 12, Item b.



New Prague Ambulance Income Statement

For the Year Ended December 31, 2025

(Unaudited)
(\$000's)

	Actual YTD 2025	Budget YTD 2025	F(U) Actual vs Budget
Revenue:			
Ambulance Services Revenue	\$941	\$1,014	-7.1%
Other Revenue	\$91	\$91	0.0%
Total Operating Revenue	\$1,032	\$1,105	-6.6%
Direct Expense			
Compensation	1,144	1,127	-1.5%
Supplies	30	40	25.9%
Purchased Services	69	72	4.3%
Utilities and Fuel	28	42	33.0%
Maintenance and Repairs	49	92	46.9%
Rental	16	16	-1.1%
Tax & Insurance	19	31	40.2%
Other Expense	10	16	37.9%
Depreciation	48	21	-132.4%
Total Direct Expense	1,411	1,456	3.0%
Indirect Expense			
Indirect Expense (10%)	141	146	3.0%
Total Indirect Expense	\$141	\$146	3.0%
Total Operating Expense	\$1,552	\$1,601	3.0%
Net Operating Income (Loss)	(\$520)	(\$496)	-4.8%
Net Operating Margin	-50.4%	-44.9%	-5.5%
Statistics			
Key Stat / Transports	911	970	-6.1%
Net Patient Revenue / Transports	\$1,033	\$1,045	-1.1%
FTE's	11.2	11.8	5.0%

- December YTD posted a net operating loss of **\$520K**; unfavorable to plan by -4.8%
- Unfavorable revenue driven by negative volume variances and compounded by lower net rev/unit of \$12.00 (-1.1%). Government payers at 70.15%.
- Increased compensation expense driven by backfilling for higher than expected paid-time-off, partly offset by favorable employee benefits variance
- Depreciation unfavorable new truck replacement.
- Favorable supplies variance driven by lower volumes
- Favorable vehicle maintenance and fuel due to lower volumes.

Questions

????

Meeting Minutes
New Prague Park Board
Tuesday, February 10th, 2026

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:00 PM by Chair Joe Barten.

Members present: Christine Wolf, Brian Paulson, Joe Barten, Shannon Sticha, and Jessica Dohm.

Members absent: Maggie Bass and Matt Becka.

Staff present: Community Development Director Ken Ondich and Planner Evan Gariepy.

2. Public Forum

No comments were given.

3. Approval of Regular Agenda

A motion was made by Dohm, seconded by Sticha, to approve the regular agenda. Motion carried (5-0).

4. Approve Previous Meeting Minutes

a. January 13th, 2026, Regular Meeting

A motion was made by Barten, seconded by Wolf, to approve the January 13th, 2026, regular meeting minutes. Motion carried (5-0).

5. Review Financial Reports

Ondich presented the note from the Finance Director Robin Pikal, and stated that no new changes had occurred in the last month. There were no new financial reports to approve.

6. Memorial Park Batting Cages

Gariepy presented the proposed donation of batting cages for Memorial Park, and the proposed location that had been discussed with the Public Works Director Matt Rynda.

Barten questioned if the batting cages are necessary, and asked about other potential locations. He asked if they could remove trees northwest of the proposed location to move the batting cages. Staff indicated that Matt Rynda will have more answers regarding the placement, and that he should be present in March to answer questions.

7. Tree City USA and Arbor Day Celebration

Gariepy presented the draft sign-up form for the tree giveaway.

Wolf inquired how people would know if a specific species of tree runs out, and Gariepy stated he will track it. Paulson stated that he wishes that people outside of the City could be a part of the giveaway. Barten suggested advertising the Scott SWCD on outreach. The Park Board indicated support for the draft of the application, and inquired when outreach would begin. Gariepy stated it will go out when it is ready.

Dohm inquired if the coloring or essay contest for students was still happening, and Gariepy stated that the schools were not interested.

8. POPS Programming Discussion

Ondich presented the draft RFP for POPS programming.

Dohm asked if the City could take a cut of any concessions or ticket sales. Paulson stated he didn't support taking a cut. Ondich stated that the City does not take a cut from concessions sold at the Memorial Park ballfields, but when they were very profitable, they put some of the money back into the park for improvements. Dohm suggested having that in the RFP to encourage reinvesting in POPS.

Barten provided suggestions and improvements to the draft RFP, including having a set duration for the contract, specific deliverables, and requiring references.

Staff indicated they would bring back the RFP to the March Park Board meeting with the suggested changes incorporated.

9. Large Assembly Permit: Easter Egg Hunt – April 4th, 2026

Gariepy presented the large assembly permit from Bring the Lights Electric, LLC.

A motion was made by Dohm, seconded by Paulson, to recommend approval of the large assembly permit for Bring the Lights Electric, LLC, for Southside Park on April 4th, 2026. Motions passed (5-0).

10. Miscellaneous

- a. Stezky Městy (City Trails) Discussion** – Ondich presented the update regarding the City Trails project. Dohm stated that Mr. Ruzicka had reached out to her to clarify his age after the Park Board asked about it.
- b. 2026 Budget Projects** – Ondich presented the budget project updates. Barten suggested Clean Water Funds Project and Practices for funding for the stormwater pond at the City Center. Barten asked how much input the Park Board can have

on the City Center site and Master Planning Documents. Ondich stated that it would come back to the Park Board before it goes out for proposals.

- c. **Park Plan Update** – Ondich stated that Staff is continuing to work on background information for the Park Plan.
- d. **Sliding Hill Skating Park Warming House and Skating Rink Count** – Gariepy stated that information will be provided at the March meeting. Dohm asked how late the lights stay on, and Ondich stated that the park closes at 11:00pm. Barten asked about snow removal on the skating rinks, and Ondich stated that recreational facilities are plowed after sidewalks and trails. Barten stated that the rink attendant when he was present did not shovel and asked if that is a part of their job.
- e. **Miscellaneous** – Wolf asked about the park naming policy regarding the City Center site. Ondich stated that he will present it at the March meeting.

11. Adjournment

The meeting was adjourned at 6:48 pm by order of Chair Barten.

Respectfully Submitted,



Evan C. Gariepy
Planner



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, February 11, 2026 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order by EDA President Brent Quast at 7:30 a.m. with the following members present: Brent Quast, Eric Krogman, Nick Slavik, Austin Reville and Charles Nickolay. Absent were Troy Pint and Bruce Wolf.

Staff Present: City Administrator Joshua Tetzlaff and Community Development Director Ken Ondich.

Others Present: Jo Foust (Scott County CDA)

2. CONSENT AGENDA

Motion to approve the consent agenda was made by Slavik, seconded by Quast.

Motion carried (5-0)

- a. January 14, 2026 EDA Meeting Minutes
- b. Claims for Payment: **\$1,354.92**

3. PUBLIC HEARING - PROPOSED SALE OF LAND

Ondich presented the background of the revised sale of the land. He indicated that the sale of the land and two purchase and development agreements were originally approved in late 2025, but since that time the purchaser decided to construct one building instead of two separate buildings which requires a single purchase and development agreement and with the City combining the lots and vacating a drainage and utility easement as part of the process. He stated that the terms of the agreement, other than the single building and combining the lots together, all remained the same but required a new hearing to be held. Mayor Nickolay asked if the old agreements will be cancelled. Ondich indicated that the resolution contained language cancelling the old agreements.

The public hearing was opened at 7:34 a.m.

No public comments were received.

The public hearing was closed at 7:35 a.m.

Motion to approve Resolution #EDA-26-02-11-01 was made by Quast, seconded by Slavik.

Reville abstained from voting.

Motion carried (4-0-1)

- a. Proposed Sale of Land to Aventus Investments LLC
PID No. 24.124.0050 & 24.124.0060
701 & 703 6th Street NW
- b. Resolution #EDA-26-02-11-01 - Approving Sale of Land and Purchase and Development Agreement between the Authority and Aventus Investments, LLC
- c. Purchase and Development Agreements - Lots 4 & 5

4. ANNUAL COMMUNITY DEVELOPMENT REPORTS

Ondich presented the annual community development reports relating to vacant lots, business inventory, rental licensing and growth statistics.

- a. Vacant Lot Inventory
- b. Annual Business Inventory
- c. Rental Licensing Map
- d. 2025 Growth Statistics

5. INDUSTRIAL PARK

Ondich presented the updated Industrial Park Analysis which compared the industrial park in 2012, 2023 and 2026. He indicated that it shows both employee and tax base growth and that he would like to revisit the report one more time in the next year or two to capture the full buildout of the current phase of the industrial park.

- a. Industrial Park Analysis

6. FUTURE EDA ENDEAVORS

Tetzlaff presented the list of possible future EDA Endeavors and noted that he added how it relates to the recently adopted EDA Strategic Plan. He stated that he would like to take a deeper dive into one or two topics at a time at upcoming meetings.

- a. February 11, 2026

7. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM

Jo Foust indicated that they are working to schedule visits and asked for the EDA on what to focus on. The EDA indicated that new businesses should be the focus.

8. BUSINESS UPDATES

Ondich presented the monthly business updates.

- a. February 2026

9. CDA UPDATE

Jo Foust indicated that the EDA recently sold their former office location for aa 40-unit affordable housing development and had some business and homeowner workshops coming up. She also indicated that the CDA had partnered with Shepherd of the Lake Church for transitional housing. Finally, she indicated that market studies for housing, commercial and industrial would be updated starting within the next month.

10. SCHOOL DISTRICT UPDATE

No update.

11. EXECUTIVE DIRECTORS REPORT

Tetzlaff indicated that there has been a lot of behind-the-scenes discussions on residential development and 4 new business start ups within city limits within the past month.

12. MISCELLANEOUS

13. ADJOURNMENT

Motion to adjourn the meeting at 8:18 a.m. was made by Slavik, seconded by Reville.

Motion carried (5-0)

Respectfully Submitted,



Joshua M. Tetzlaff
City Administrator / EDA Executive Director