



PLANNING COMMISSION MEETING AGENDA

City of New Prague

Wednesday, October 22, 2025 at 6:30 PM

City Hall Council Chambers - 118 Central Ave N

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1. **CALL TO ORDER**
 2. **PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA**
(Speakers limited to five minutes)
 3. **APPROVAL OF REGULAR AGENDA**
 4. **APPROVAL OF MINUTES**
 - a. [August 27, 2025 Planning Meeting Minutes](#)
 5. **NEW BUSINESS**
 - a. None
 6. **OLD BUSINESS**
 - a. None
 7. **MISCELLANEOUS**
 - a. Unified Development Code
 - i. Survey Results
 - ii. Joint Workshop with City Council on 11/3/25 from 5pm to 6pm
 - b. [Monthly Business Updates](#)
 8. **ADJOURNMENT**

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

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

Meeting Minutes
New Prague Planning Commission
Wednesday, August 27th, 2025

1. Call Meeting to Order

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

The following members were present: Chair Dan Meyer, Shawn Ryan, Brandon Pike.
The following members were absent: Ann Gengel, Jason Bentson.

City Staff Present: Planning and Community Development Director Ken Ondich, Planner Evan Gariepy.

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

A motion was made by Ryan, seconded by Pike, to open the meeting to the public. Motion carried (3-0).
No public comments were given.

3. Approval of Regular Agenda

A motion was made by Pike, seconded by Ryan, to approve the August 27, 2025 regular meetings agenda. Motion carried (3-0).

4. Approval of Previous Meeting Minutes
A. July 30th, 2025, Regular Meeting

A motion was made by Pike, seconded by Meyer, to approve the July 30th, 2025 regular meeting minutes. Motion carried (3-0).

5. NEW BUSINESS

A. Request for Variance #V8-2025 – In-Ground Pool Setback at 1109 Park Lane SE

Planner Gariepy presented the staff report. He stated that the applicants, Ben and Anne Scheffler, are seeking a variance from the 10-foot required setback from a building to an in-ground swimming pool at 1109 Park Lane SE. The proposed swimming pool would be 8 feet from the house and its frost footings in their backyard. The variance requested is for a minimum distance of 4 feet as the architectural plan may change. He stated that the property has a large rear buffer due to wetlands located to the north in Settlers Park. He presented comments from the City Building Official, Scott Sasse, who did not find any reasoning for a 10 foot setback in the building code. Sasse recommended a minimum distance of 4 feet due to the presence of

frost coverage over building footings. Gariepy stated that the staff recommends approval of the variance with the findings listed in the staff report.

Ryan asked Ondich if the applicants and staff explored options of moving the pool north into the wetlands, which they did. It was discussed that getting the wetlands re-evaluated would be a far more impractical and expensive process, and that there is a chance the wetlands may have moved southwards towards the yard, resulting in a more restricting buffer.

The Commission had no questions for the applicants, Nate and Anne Scheffler, who were in attendance.

A motion was made by Ryan, seconded by Pike, to recommend approval of V8-2025 with the following findings:

- A. The requested variance is in harmony with general purposes and intent of the Ordinance because the RL90 Single Family Residential Zoning District allows swimming pools as a permitted use.
- B. The requested variance is consistent with the comprehensive plan because the RL90 Single Family Residential Zoning District allows swimming pools as a permitted use.
- C. The applicant will use the property in a reasonable manner by reducing the setback of an in-ground swimming pool from a house and its foundation from a 10 foot minimum setback to a 4 foot minimum setback.
- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity in that the property has a very large easement/buffer in the rear yard due to wetlands located north of the property
- E. The variance does not alter the essential character of the neighborhood because swimming pools are a permitted use in the RL90 Single Family Residential Zoning District.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the applicant to construct a larger in-ground swimming pool in a yard with a larger than normal easement/buffer due to wetlands located on an adjacent property.

And with the following condition:

- 1. No conditions are applied.

Motion carried (3-0).

6. OLD BUSINESS

A. None Discussed

7. Miscellaneous

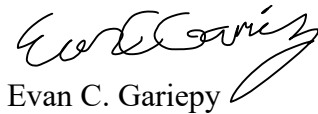
A. Monthly Business Update

Planning/Community Development Director Ondich presented the monthly business update as information.

8. Adjournment

A motion was made by Ryan, seconded by Pike, to adjourn the meeting at 6:47pm. Motion carried (3-0).

Respectfully submitted,



Evan C. Gariepy
Planner



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESULTS OF UNIFIED DEVELOPMENT CODE SURVEY
DATE: OCTOBER 3, 2025

Background

As part of the preparation of the Unified Development Code, Bolton & Menk was required to develop a survey for city residents regarding preferences in development related regulations.

The survey was made available on the City's website and promoted through social media during the month of August and into early September. The survey included 16 questions.

A total of 206 responses were received. Feedback from this survey will be utilized in preparation of the final draft of the unified development code. This information is being shared tonight just as information.

As an update on the process in general, staff is currently reviewing a third draft of the unified development code. **This third draft will be reviewed jointly by the Planning Commission and City Council during at joint workshop on Monday November 3rd from 5PM to 6PM** (prior to a regularly scheduled City Council meeting).

Pending discussion at the joint workshop on November 3rd, a public hearing for the UDC will occur at the November 19th Planning Commission meeting.

Staff Recommendation

No action is needed for this agenda item. It was provided for informational purposes only.

Attachments

1. UDC Survey Results
2. UDC Survey Demographics
3. UDC Survey



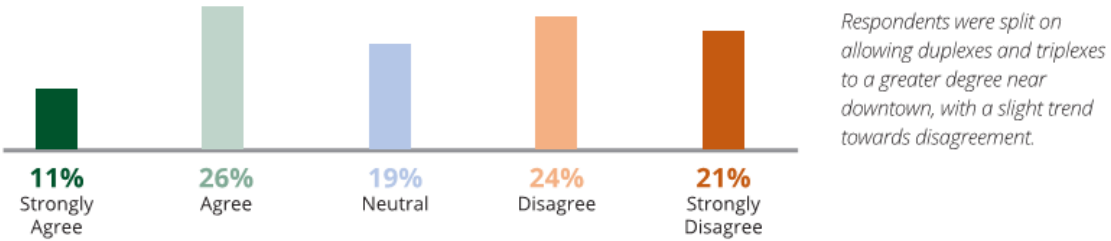
PROJECT OVERVIEW

The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. Feedback from this survey will help develop a Unified Development Code that supports the city in meeting current objectives while fostering future development.

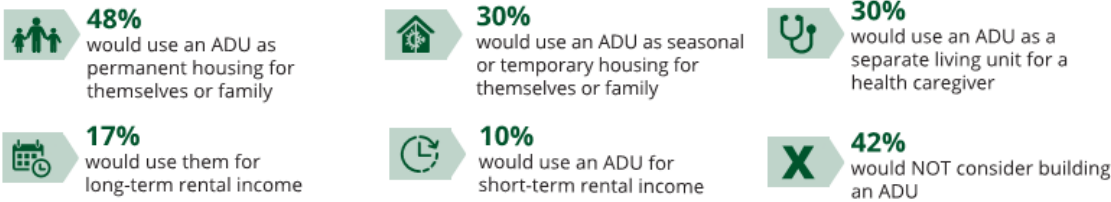
AT A GLANCE



Q: Duplexes or triplexes should be allowed in greater degree near downtown.



Q: In what ways would you take advantage of an Accessory Dwelling Unit (ADU)?



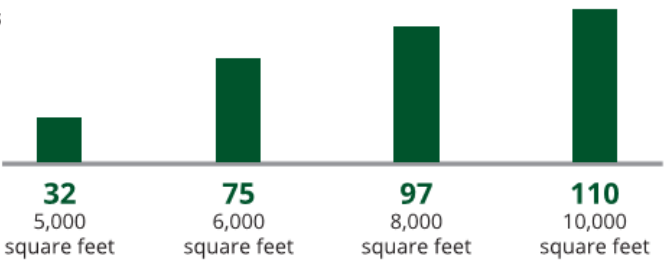
Q: Would you be interested in utilizing short term rentals in the community?



Universal Code Development Survey Summary

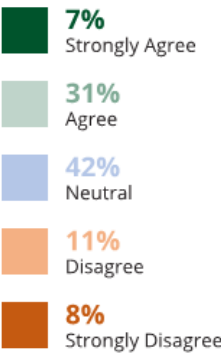
Q: What residential lot size do you feel is suitable for single-family residential? (Select all that apply)

Respondents generally selected larger lot sizes for single family homes, with 65% of respondents selecting lot sizes of 8,000 Square Feet or larger. Results reflect number of responses

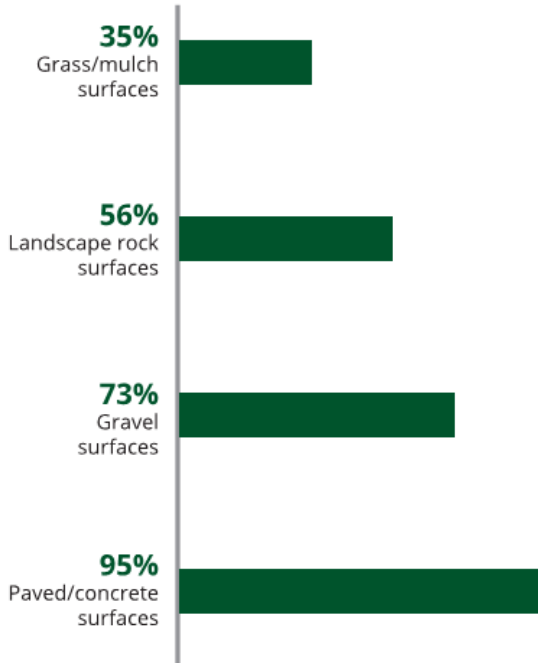


Q: The City permitting process and regulations allow options to improve property value within New Prague.

Respondents felt neutrally about City permitting processes and regulations allowing them to improve their properties.

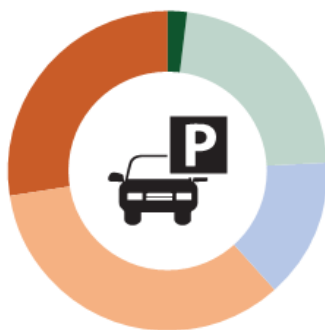


Q: In regard to recreational vehicles and trailers, what areas on a property do you believe the city should allow storage? (Select all that apply)

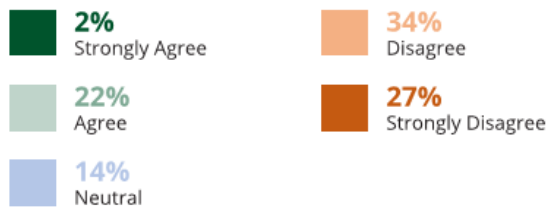


60% of respondents would apply for a shed/fence permit if it were free. 13% would not do so.

Universal Code Development Survey Summary



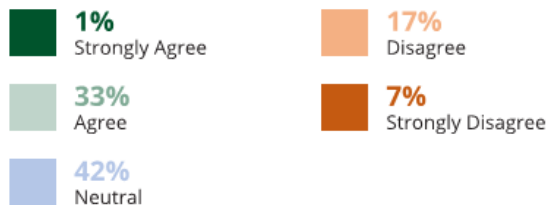
Q: New Prague has enough parking for its businesses.



61% of respondents think that New Prague does not have enough parking for businesses.

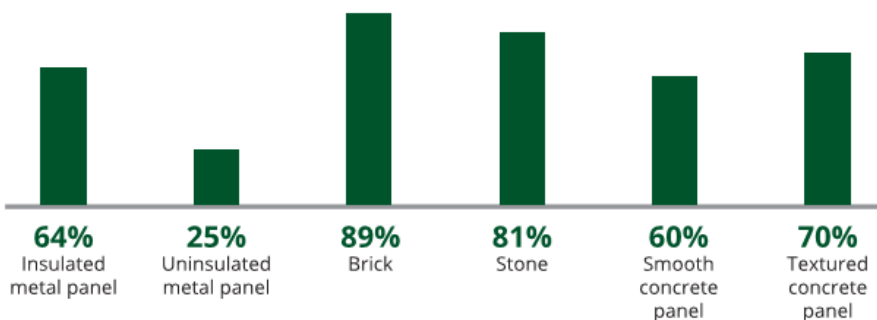


Q: The city provides options to support the aesthetics and design of businesses and neighborhoods.

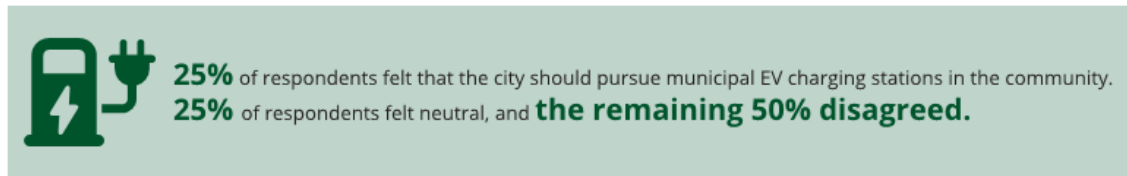


Respondents are split on the city providing options to support the aesthetics and design of businesses and neighborhoods.

Q: Which material do you think is suitable for Architectural Design in a commercial/industrial building? (Select all that apply)



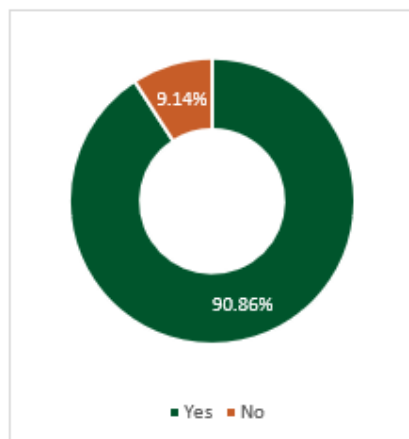
Most materials for the architectural design of commercial and industrial buildings see some support, except for uninsulated metal panels.



New Prague Unified Development Code Community Survey Demographics Results

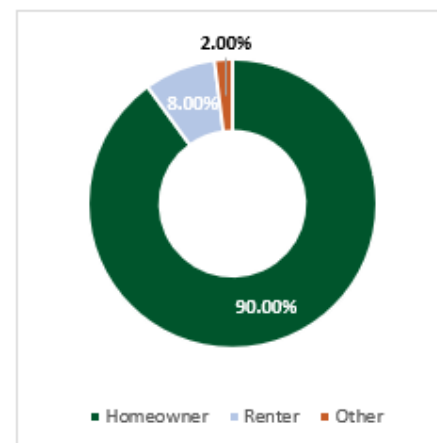
Are you a city resident? (yes/no)

Answer Choices	Responses	
Yes	90.86%	179
No	9.14%	18
	Answered	197
	Skipped	10



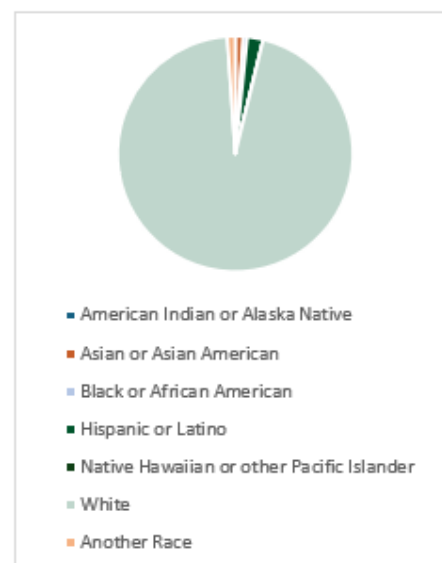
What is your housing status?

Answer Choices	Responses	
Homeowner	90.00%	180
Renter	8.00%	16
Other	2.00%	4
	Answered	200
	Skipped	7



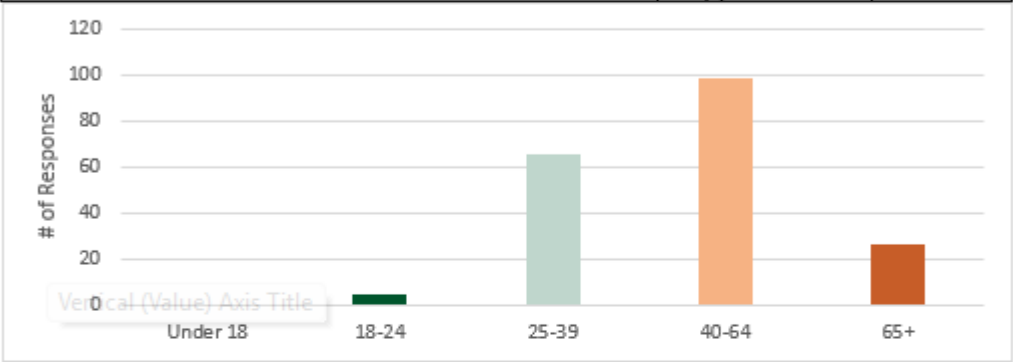
What is your race/ethnicity?

Answer Choices	Responses	
American Indian or Alaska Native	0.00%	0
Asian or Asian American	1.09%	2
Black or African American	0.55%	1
Hispanic or Latino	2.19%	4
Native Hawaiian or other Pacific Islander	0.00%	0
White	95.08%	174
Another Race	1.09%	2
	Answered	183
	Skipped	24



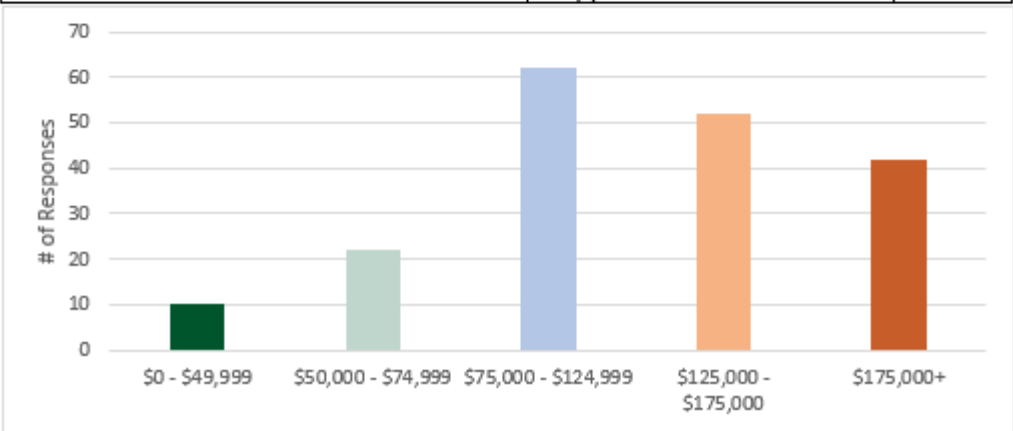
What is your age range?

Answer Choices	Responses	
Under 18	0.00%	0
18-24	2.58%	5
25-39	33.51%	65
40-64	50.52%	98
65+	13.40%	26
	Answered	194
	Skipped	13



What is your household income range?

Answer Choices	Responses	
\$0 - \$49,999	5.32%	10
\$50,000 - \$74,999	11.70%	22
\$75,000 - \$124,999	32.98%	62
\$125,000 - \$175,000	27.66%	52
\$175,000+	22.34%	42
	Answered	188
	Skipped	19





PROJECT OVERVIEW

The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. Your feedback on this survey will help develop a Unified Development Code that supports the city in meeting current objectives while fostering future development.



Scan the QR Code or visit [Bit.ly/NPUDC](https://bit.ly/NPUDC) to take this survey online!

For the following questions, identify how much you agree with each statement.

1. Duplexes or triplexes should be allowed in a greater degree near downtown.



2. The City permitting process and regulations allow options to improve my property within New Prague.



3. New Prague has enough parking for its businesses.



4. The City provides options to support the aesthetics and design of businesses and neighborhoods.



5. The City should pursue municipal/public electric vehicle (EV) charging stations in the community.



Universal Development Code Survey

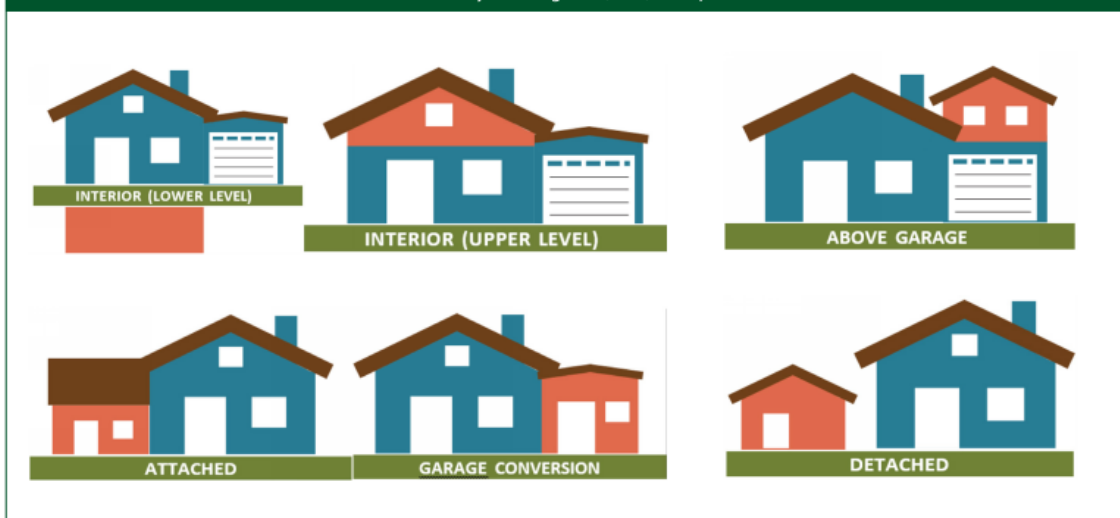
6. What residential lot size do you feel is suitable for a single-family residential? (Select all that apply)

- ☐ 5,000 Square Feet ☐ 6,000 Square Feet ☐ 8,000 Square Feet ☐ 10,000 Square Feet

7. Which material do you think is suitable for Architectural Design of a commercial/industrial building? (Select all that apply)

- ☐ Insulated Metal Panel ☐ Uninsulated Metal Panel ☐ Brick
☐ Stone ☐ Smooth Concrete Panel ☐ Textured Concrete Panel

Accessory Dwelling Unit (ADU) Examples



8. In what ways would you take advantage of an Accessory Dwelling Unit (ADU)? (Select all that apply)

- ☐ Permanent housing for yourself/your family ☐ Seasonal or temporary housing for a family member or friend
☐ Provide a separate living unit for a health caregiver ☐ Short-term rental income (14 days or less)
☐ Long-term rental income (rentals greater than 8 month periods) ☐ I would NOT consider building an ADU

9. Would you be interested in utilizing short term rentals in the community?

- ☐ Yes ☐ Maybe ☐ No

10. In regard to recreational vehicles and trailers, what areas on a property do you believe the City should allow storage? (Select all that apply)

- ☐ Paved/concrete surfaces ☐ Gravel surface ☐ Landscape rock surfaces ☐ Grass/mulch surfaces

11. Would you apply for a fence/shed permit if it were FREE?

- ☐ Yes ☐ Maybe ☐ No

Universal Development Code Survey

The following are optional demographics questions

12. Are you a city resident?

- ☐ Yes ☐ No

13. What is your housing status?

- ☐ Homeowner ☐ Renter ☐ Other

14. What is your race/ethnicity? (Select all that apply)

- ☐ American Indian or Alaska Native ☐ Native Hawaiian or other Pacific Islander
☐ Asian or Asian American ☐ White
☐ Black or African American ☐ Another Race
☐ Hispanic or Latino

15. What is your age?

- ☐ Under 18 ☐ 18 – 24 ☐ 25 – 39 ☐ 40 – 64 ☐ 65+

16. What is your household income range?

- ☐ \$0-\$49,999 ☐ \$50,000-\$74,999 ☐ \$75,000-\$124,999 ☐ \$125,000-\$174,999 ☐ \$175,000+



Scan the QR Code or visit [Bit.ly/NPUDC](https://bit.ly/NPUDC) to take this survey online!

September 2025 EDA Business Updates:

- **0 new home permits** were issued in August (0 single family homes, 0 townhome units and 0 apartment units). 57 residential units have been issued so far in 2025 (3 single family, 0 townhomes and 54 apartment units).
- The building permit for the **POPS** (Praha Outdoor Performance Stage) facility located at 110 2nd Ave. NW was issued. Construction is planned to be completed in the spring/summer of 2026.
- The building permit for the new **Heartland Credit Union** building at 100 Alton Ave. SE was issued, which is valued at over \$1.8 million.
- A building permit to re-roof **Raven Stream Elementary** was issued.

October 2025 EDA Business Updates:

- **0 new home permits** were issued in August (0 single family homes, 0 townhome units and 0 apartment units). 57 residential units have been issued so far in 2025 (3 single family, 0 townhomes and 54 apartment units).
- The final certificate of occupancy was issued for **Bohemia Flats** which is the 54-unit apartment building located at 102 Chalupsky Ave. SE. The grand opening event is scheduled for October 16th from 9am to 11am.
- A grading permit was issued for the new **Generation Facility** that will be constructed by the New Prague Utilities Commission at 507 6th Ave. NW.
- Building permits were issued for **new dugouts at the Memorial Park ballfields** and for the **“German Deck” at Memorial Stadium**.
- A building permit was issued for an internal remodel of a portion of the **Electromed** building located at 500 6th Ave. NW.
- A building permit was issued for both new signs and internal remodeling of **Wells Fargo Bank** located at 217 Main St. W.