



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, May 05, 2025 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/324976237>

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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. April 7, 2025 Closed City Council Meeting Minutes
 - ii. April 21, 2025 City Council Meeting Minutes
 - iii. April 28, 2025 Special City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$96,523.26**
- [c.](#) Deferred Assessment Satisfaction for 105 3rd St. NE
- [d.](#) Honeywell Settlement Agreement

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

Speakers limited to 5 minutes

5. PUBLIC HEARING(S) – 6:00 PM

- a. None

6. CITY ENGINEER PROJECTS UPDATE

- [a.](#) May 5, 2025

7. SERIES 2025A POLICE STATION BOND SALE RESULTS

- [a.](#) [Resolution #25-05-05-01](#)

8. SERIES 2025B STREET/UTILITY BOND SALE RESULTS

- [a.](#) [Resolution #25-05-05-02](#)

9. ORDINANCE(S) FOR INTRODUCTION

10. ORDINANCE(S) FOR ADOPTION

11. RESOLUTIONS

- [a.](#) #25-05-05-03 - Conditional Use Permit #C1-2025 for Exterior Storage by Bevcomm
- [b.](#) #25-05-05-04 - Fee Schedule Amendment

12. GENERAL BUSINESS

- [a.](#) City Hall Hours
- [b.](#) 2026 Audit Services
- [c.](#) Compensation Study Review
- [d.](#) Police Building - Construction Administration Approval

13. MISCELLANEOUS

- [a.](#) Budget Timeline
- [b.](#) Unified Development Code Process Update
- [c.](#) Meeting Minutes
 - i. March 26, 2025 Planning Commission Meeting Minutes
 - ii. March 31, 2025 Utilities Commission Meeting Minutes
- [d.](#) Discussion of Items not on the Agenda

14. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

May 13	6:00 p.m. Park Board
May 14	7:30 a.m. EDA Board
May 19	6:00 p.m. City Council
May 26	Holiday – City Offices Closed
May 27	3:30 p.m. Utility Commission
May 27	6:30 p.m. Golf Board
May 28	6:30 p.m. Planning Commission
June 2	6:00 p.m. City Council



SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

City of New Prague

Monday, April 07, 2025 at 5:30 PM

City Hall Council Chambers - 118 Central Ave N

Mayor Jirik called the Closed portion of the meeting to order at 5:30 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

ABSENT

Councilmember Shawn Ryan

Staff Present: City Administrator Joshua Tetzlaff and Fire Chief Steve Rynda

Others Present: Rob Shelquist, Lockridge Grindal Nauen PLLP

1. CLOSED SESSION:

Went into closed session at 5:30 p.m. to conduct a closed City Council meeting pursuant to the attorney-client privilege to engage in confidential attorney-client communications and litigation strategy related to potential litigation against third parties concerning SCBA equipment, NOISH compliance, warranties and discontinuance of product and NOISH certification, etc.

2. ADJOURNMENT

Motion to adjourn the meeting at 5:46 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

Voting Yea: Mayor Jirik, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (4-0)

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, April 21, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Jirik called the meeting to order at 6:00 p.m.

PRESENT

Mayor Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

Staff Present: City Administrator Joshua Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, Utilities General Manager Bruce Reimers, 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 Seiler, Seconded by Councilmember Ryan.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

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.

Motion to approve the consent agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Wolf.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

a. Meeting Minutes

i. March 31, 2025 Special City Council Meeting Minutes

ii. April 7, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$235,163.63**

c. Financial Summary Report

d. Large Assembly Permit: 2025 New Prague Arts Foundation - Summer Concert Series

e. IUP #I2-2025 - Acknowledge Withdrawal of Application

f. 1-Day Temporary On-Sale Liquor License for Giesenbrau - Ribfest on June 13, 2025, at Holy Trinity Lutheran Church, 1300 Main Street East

4. BEYOND THE YELLOW RIBBON SOUTH OF THE RIVER - MILITARY APPRECIATION WEEK

Mayor Jirik presented the proclamation to Beyond the Yellow Ribbon South of the River for Military Appreciation Week.

Police Chief Tim Applen presented the organization and recognized the Military Appreciation Committee.

Dewey Koshenina, Beyond the Yellow Ribbon South of the River, spoke.

Tom Wetschka, Assistant Principal at New Prague High School, spoke.

Rodney Sawyer and John Metzdorff from the American Legion introduced the graduating students who are entering the military.

- a. Proclamation - Military Appreciation Week with a special emphasis on students who have selected careers in the military

5. CITY ENGINEER PROJECTS UPDATE

- a. April 21, 2025

Public Works Director Matt Rynda and City Engineer Chris Knutson presented the projects update.

- b. Resolution #25-04-21-01 - Active Transportation Grant for 12th Ave. SE

City Engineer Chris Knutson presented the resolution for the active transportation grant.

Motion to approve resolution #25-04-21-01 - Active Transportation Grant for 12th Ave. SE

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

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

(Speakers limited to 5 minutes)

No speakers present.

7. VIOLATION APPEAL

Planning/Community Development Director Ken Ondich presented the Violation Appeal.

Catherine Pecholt, 409 Columbus Ave N, spoke.

No action was taken.

- a. 409 Columbus Ave. N

8. PUBLIC HEARING(S) – 6:00 PM

- a. Brickside 19 at 825 1st St. SE - Approval of the Issuance of an On-Sale Intoxicating and Sunday Liquor License

Mayor Jirik opened the public hearing at 6:42 p.m.

No speakers present.

Motion to close the public hearing at 6:42 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

Motion to approve the issuance of an On-Sale Intoxicating and Sunday Liquor License for Brickside 19.

Motion made by Councilmember Bass, Seconded by Councilmember Ryan.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

9. PRESENTATION AND ACCEPTANCE OF THE 2024 ANNUAL FINANCIAL (AUDIT) REPORT

Abby Schmidt presented the 2024 Audit presentation and answered any questions.

Motion to Accept the 2024 Audit Report as amended with page 140.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

- a. Abby Schmidt, Abdo
- b. Executive Governance Summary
- c. Annual Financial Report
- d. Audit Presentation

10. POPS FACILITY

Planning/Community Development Director Ken Ondich presented the Park Board's Funding Proposal for the POPS Facility, as well as the Donation Agreement.

- a. Park Board Funding Proposal

Motion to approve the Park Board's Funding Proposal.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Voting Abstaining: Councilmember Wolf

Motion carried (4-0-1)

- b. Donation Agreement

Motion to approve the Donation Agreement.

Motion made by Councilmember Bass, Seconded by Mayor Jirik.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler

Voting Abstaining: Councilmember Wolf

Motion carried (4-0-1)

11. ORDINANCE(S) FOR INTRODUCTION

12. ORDINANCE(S) FOR ADOPTION

13. RESOLUTIONS

14. GENERAL BUSINESS

- a. Establish Special City Council Meeting Date(s) for Board & Commission Interviews

A Special City Council Meeting will take place on Monday, April 28th, 2025, at 5 p.m. to conduct Board & Commission Interviews.

- b. City Hall Hours

City Administrator Joshua Tetzlaff presented the City Hall Hours memo.

The consensus was to table this item until the next meeting.

15. POLICE STATION BID OPENING

John McNamara from Wold presented the award of bid, as well as the resolution to accept the bid for the Police Station Expansion.
Motion to approve Resolution #25-04-21-02 – Accepting Bids for Police Station Expansion
Motion made by Mayor Jirik, seconded by Councilmember Seiler
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Voting Nay: Councilmember Ryan
Motion carried (4-1)
a. Project Budget
b. Memo- Award of Bid
c. Resolution #25-04-21-02 - Accepting Bids for Police Station Expansion

16. MISCELLANEOUS

- a. Meeting Minutes
 - i. March 11, 2025 Park Board Meeting Minutes
 - ii. March 12, 2025 EDA Board Meeting Minutes

17. ADJOURNMENT

Motion to adjourn the meeting at 8:14 p.m.
Motion made by Councilmember Seiler, Seconded by Councilmember Bass.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, April 28, 2025 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

PRESENT

Councilmember Shawn Ryan

Councilmember Rik Seiler

Councilmember Bruce Wolf

ABSENT

Mayor Duane Jirik

Councilmember Maggie Bass

2. APPROVAL OF REGULAR AGENDA

3. GENERAL BUSINESS

a. Interview Board & Commission Applicants

i. Eric Krogman

ii. Jennifer Berglund

iii. Dan Meyer

iv. Brian Paulson

The City Council interviewed 4 candidates- one for EDA Board, one for Golf Board, and two for the Planning Commission.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion to adjourn the meeting at 5:59 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

Voting Yea: Councilmember Ryan, Councilmember Seiler, Councilmember Wolf

Motion carried (3-0)

ATTEST:

Bruce Wolf

City Council, Vice President

Joshua M. Tetzlaff

City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
05/05/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ANDERSON, BRANDON	HOTEL/MEAL/TRAVEL	\$374.08	
BORDER STATES ELECTRIC SUPPLY	LIGHT BULBS	\$7.86	
HERMAN'S LANDSCAPE SUPPLIES	MULCH	\$106.00	
MES SERVICE COMPANY LLC	O2 SENSOR	\$116.74	
MES SERVICE COMPANY LLC	SHUTOFF	\$1,037.00	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$450.78	
US BANK CREDIT CARD	PARTS/ OIL DISPENSING KIT	\$499.23	
TOTAL:			<u>\$2,591.69</u>
<u>OTHER - TO BE REIMBURSED</u>			
BELLE PLAINE BLOCK & TILE INC.	CIP 2023 HOMEOWNER REPAIRS	\$363.00	
THE TESSMAN COMPANY	TURFACE PRO CHAMP BROWN	\$976.60	
TOTAL:			<u>\$1,339.60</u>
<u>COUNCIL</u>			
AMAZON CAPITAL SERVICES	FRAMES	\$20.39	
USI CONSULTING GROUP	GASB 75 - ACTUARIAL VALUATION	\$1,699.20	
TOTAL:			<u>\$1,719.59</u>
<u>ADMINISTRATION</u>			
ABDO	2024 AUDIT	\$2,278.51	
AMAZON CAPITAL SERVICES	COMPUTER CABLE	\$6.20	
US BANK CREDIT CARD	LEGISLATIVE HEARING/ NPC25 ONLINE	\$422.15	
US BANK CREDIT CARD	POSTAGE	\$10.10	
US BANK CREDIT CARD	WILDCARD SSL	\$899.98	
TOTAL:			<u>\$3,616.94</u>
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER - POLICE	\$3,962.00	
TOTAL:			<u>\$3,962.00</u>
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	LEGAL PADS	\$12.94	
METRO SALES INC	COPIER LEASE	\$77.19	
QUILL CORPORATION	COPY PAPER	\$77.34	
US BANK CREDIT CARD	GO TO MEETING	\$20.60	
US BANK CREDIT CARD	POSTAGE	\$9.68	
TOTAL:			<u>\$197.75</u>
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	WALL CLOCK	\$6.98	
BORDER STATES ELECTRIC SUPPLY	LIGHT BULBS	\$15.72	
HERMAN'S LANDSCAPE SUPPLIES	MULCH	\$477.00	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$190.82	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,406.71	
TOTAL:			<u>\$2,097.23</u>
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	COMPUTER CABLE	\$7.95	
DVS RENEWAL	VEHICLE TABS	\$16.25	
JEFF BELZER NEW PRAGUE FORD	SQUAD MAINTENANCE #722	\$79.75	
JEFF BELZER NEW PRAGUE FORD	VEHICLE MAINTENANCE - 120	\$1,330.88	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$630.00	
US BANK CREDIT CARD	FORMS/EXTERNAL HARD DRIVE	\$704.89	
US BANK CREDIT CARD	MN CRIME DUES	\$50.00	
US BANK CREDIT CARD	OFFICER TRAINING	\$1,575.00	
WEBER, ANTHONY	TOBACCO COMPLIANCE CHECKS	\$40.00	
TOTAL:			<u>\$4,434.72</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
05/05/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FIRE</u>			
ANDERSON, BRANDON	HOTEL/MEAL/TRAVEL	\$374.09	
BORDER STATES ELECTRIC SUPPLY	LIGHT BULBS	\$7.86	
HERMAN'S LANDSCAPE SUPPLIES	MULCH	\$106.00	
MES SERVICE COMPANY LLC	O2 SENSOR	\$116.75	
MES SERVICE COMPANY LLC	SHUTOFF	\$1,037.00	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$387.03	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$63.76	
RIVERLAND COMMUNITY COLLEGE	SCBA TRAINING	\$1,250.00	
US BANK CREDIT CARD	PARTS/ OIL DISPENSING KIT	\$499.23	
TOTAL:			<u>\$3,841.72</u>
<u>BUILDING INSPECTOR</u>			
BRIAN PETERSEN	MEAL REIMBURSEMENT	\$16.59	
METRO SALES INC	COPIER LEASE	\$77.19	
QUILL CORPORATION	COPY PAPER	\$77.33	
US BANK CREDIT CARD	10K SEMINAR	\$280.00	
TOTAL:			<u>\$451.11</u>
<u>EMERGENCY MANAGEMENT</u>			
MN DEPT OF TRANSPORTATION	TRAFFIC LIGHT BATTERIES	\$1,405.78	
TOTAL:			<u>\$1,405.78</u>
<u>STREET</u>			
AMAZON CAPITAL SERVICES	SPRAYER	\$24.99	
ART JOHNSON TRUCKING INC	GRADING - NAYLOR	\$125.00	
METRO SALES INC	COPIER LEASE	\$168.49	
MINNESOTA MUNICIPAL UTILITIES ASSOC	PRE-EMPLOYMENT TESTING	\$100.00	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$402.63	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$228.30	
US BANK CREDIT CARD	AED BATTERY	\$189.00	
US BANK CREDIT CARD	CIP 2023 HOMEOWNERS	\$241.22	
TOTAL:			<u>\$1,479.63</u>
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$4,740.18	
TOTAL:			<u>\$4,740.18</u>
<u>PARKS</u>			
ALLIED PRODUCTS	6 X 10 US FLAG	\$176.11	
BRYAN ROCK PRODUCTS INC.	AG LIME	\$2,325.01	
GRAINGER	TOILET REPAIR PARTS	\$223.85	
HERMAN'S LANDSCAPE SUPPLIES	MULCH	\$318.00	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$188.01	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$2,215.88	
SCOTT SOIL AND WATER CONSERVATION DIST	TREE GIVEAWAY	\$260.00	
ST LOUIS MRO INC	RANDOM TESTING	\$40.00	
TDT MN	CDL TRAINING - MAVRICK	\$2,000.00	
US BANK CREDIT CARD	FENCE PARTS/ ZIP TIES/ OUTLET	\$284.90	
WASHA TRUCKING SERVICES INC	HAULING - AG LIME	\$250.00	
TOTAL:			<u>\$8,281.76</u>
<u>PARK BOARD</u>			
NEW PRAGUE AREA COMMUNITY EDUCATION	PICKELBALL SIGN	\$186.00	
US BANK CREDIT CARD	PICKELBALL	\$1,939.47	
TOTAL:			<u>\$2,125.47</u>
<u>LIBRARY</u>			
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$683.52	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$156.49	
TOTAL:			<u>\$840.01</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
05/05/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
UNALLOCATED			
ROSS NESBIT AGENCIES INC.	UTILITY BOND	\$100.00	
TOTAL:			<u>\$100.00</u>
GENERAL FUND TOTAL:			\$43,225.18
FUND 230 - SPECIAL REVENUE - PARK EQUIPMENT			
FORWARD NEW PRAGUE FOUNDATION	DONATION	\$5,000.00	
TOTAL:			<u>\$5,000.00</u>
FUND 315 - DEBT SERVICE - BOND REFUNDING 2013B			
COMPUTERSHARE TRUST COMPANY	2013B INTEREST PAYMENT	\$16,390.00	
TOTAL:			<u>\$16,390.00</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ABDO	2024 AUDIT	\$1,102.50	
AMAZON CAPITAL SERVICES	PULL TAPE	\$57.50	
BLACKBURN MFG. CO.	GREEN & WHITE LOCATE FLAGS	\$190.76	
CL BENSEN CO. INC	FURNANCE FILTERS	\$2,244.12	
GRAINGER	CARBON MONOXIDE TESTER	\$35.29	
MCMASTER-CARR SUPPLY COMPANY	RECEPTACLE	\$160.23	
MCMASTER-CARR SUPPLY COMPANY	SPRINKLER HEADS	\$30.81	
METRO SALES INC	COPIER LEASE	\$51.84	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$26,109.94	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$204.79	
STASNEY ELECTRIC	FUSE	\$8.38	
US BANK CREDIT CARD	WHEELS / SENSORS	\$469.19	
USA BLUEBOOK	TESTING SUPPLIES	\$50.73	
USI CONSULTING GROUP	GASB 75 - ACTUARIAL VALUATION	\$345.60	
TOTAL:			<u>\$31,061.68</u>
FUND 606 - ENTERPRISE - STORM UTILITY			
ABDO	2024 AUDIT	\$65.87	
BLACKBURN MFG. CO.	GREEN & WHITE LOCATE FLAGS	\$190.77	
USI CONSULTING GROUP	GASB 75 - ACTUARIAL VALUATION	\$44.80	
TOTAL:			<u>\$301.44</u>
FUND 651 - ENTERPRISE - AMBULANCE			
ABDO	2024 AUDIT	\$10.40	
HERMAN'S LANDSCAPE SUPPLIES	MULCH	\$106.00	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$387.03	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$41.53	
TOTAL:			<u>\$544.96</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$96,523.26



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: RELEASE OF DEFERRED ASSESSMENT FOR PID #24.002.0350
DATE: APRIL 24, 2025

As the City Council is aware, whenever a property owner has been approved for a deferral on a special assessment for a street improvement project, the City has recorded a “City Administrator’s Certificate as to Deferred Assessment” to document on the title of the property that an assessment is due and owed until a triggering event occurs.

The City recently received full payment for a deferred assessment on the property located at 105 3rd Street NE (PID 24.002.0350).

The property has sold and the title company has made a request for the City provide a recordable document for the release of the deferred assessment certificate which is on file with the County.

City Attorney Scott Riggs developed the template for the release of deferred assessment documents which is being used for this request.

Staff Recommendation

Staff recommends approval of the attached “Release of Deferred Assessment” document which will be recorded with Scott County by the title company at their own expense.

Receipt# 518661
CRT \$46.00
Return to
G NEW PRAGUE CITY
118 CENTRAL AVE N
NEW PRAGUE MN 56071

A969142



Certified Filed and/or recorded on
11/21/2014 11:15 AM
Office of the County Recorder
Scott County, Minnesota
James L. Heriges County Recorder

State of Minnesota
Counties of Le Sueur/Scott
City of New Prague

**City Administrator's Certificate as to
Deferred Assessment under Minnesota
Statutes Sections 435.193 to 435.195
(Assessment Deferral for Seniors, Disabled or
Military Persons)**

The undersigned duly appointed and acting City Administrator of the City of New Prague, Minnesota, certifies that the following special assessment and interest thereon have been deferred by the City Council pursuant to Minnesota Statutes Sections 435.193 to 435.195 (Assessment Deferral for Seniors, Disabled or Military Persons) the terms of City of New Prague Resolution No 14-10-20-01 (Deferral Approval Resolution) adopted October 20, 2014 and the terms of City of New Prague Resolution No 14-10-06-01 adopted October 6, 2014

The authority for this Deferred Assessment is based on City of New Prague Resolution No 12-10-22-01 which was adopted by the City Council on October 22, 2012

Property Owner Clarence J Vavra

Property Address 105 3rd Street NE
New Prague, MN 56071

Legal description of property assessed Commencing at the Southwest corner of the East Half of Block 20, Philipps Second Addition to the City of New Prague, according to the plat thereof on file and of record in the office of the Register of Deeds, Scott County, Minnesota, thence North 244 feet, thence East 50 feet, thence South 244 feet, thence West 50 feet to the place of beginning All of the afore described parcel of land lying and being within Block 20, Philipps Second Addition to the City of New Prague

PID # of property assessed 24-002-0350

Amount of assessment deferred \$10,185.00

Such deferred assessment shall be payable upon the death of the owner, the sale, transfer or subdivision of the property, the loss of homestead status on the property for any reason, subject to and Minnesota Statutes Sections 435.193 to 435.195 or within 30 years of the date of adoption of Resolution No 14-10-06-01 which occurred on October 6, 2014, subject to the terms of the resolution and Minnesota Statutes Section 429.061

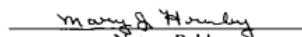
Dated October 21, 2014

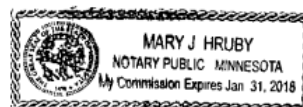

Michael J. Johnson, City Administrator

STATE OF MINNESOTA)
) ss
COUNTIES OF SCOTT & LESUEUR)

The foregoing instrument was acknowledged before me this 21st day of October, 2014, by Michael J. Johnson, the City Administrator of the City of New Prague, a Minnesota municipal corporation on behalf of the City

This document drafted by
City of New Prague
Ken Ondich - Planning Director
118 Central Ave N
New Prague, MN 56071
(952) 758-4401


Notary Public



Date: _____, 2025.

RELEASE OF DEFERRED ASSESSMENT

That certain **CITY ADMINISTRATOR’S CERTIFICATE AS TO DEFERRED ASSESSMENT UNDER MINNESOTA STATUTES SECTION 435.193 to 435.195, SUBDIVISION 2 (ASSESSMENT DEFERRAL FOR SENIORS, DISABLED OR MILITARY PERSONS)** filed for record November 21, 2014 as Document Number A969142 in the Office of the County Recorder of Scott County, Minnesota, is fully paid and satisfied.

CITY OF NEW PRAGUE

By: _____
Duane J. Jirik
Its: Mayor

By: _____
Joshua M. Tetzlaff
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025, by Duane J. Jirik and Joshua M. Tetzlaff, the Mayor and City Administrator, respectively, of the City of New Prague, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

This document drafted by:

Kenneth D. Ondich
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This Settlement Agreement and Mutual Release (the “Settlement Agreement”) is made and entered into as of this 17th day of April 2025 (the “Effective Date”), by and between **Morning Pride Manufacturing L.L.C. (“Honeywell”)**, on the one hand, and **City of New Prague (“New Prague”)**, on the other. Honeywell and New Prague sometimes are collectively referred to herein as the “Parties,” or individually, each is a “Party.”

RECITALS

- A. Whereas, in 2018 New Prague purchased twenty-two (22) Honeywell 4500 PSIF Titan Self-Contained Breathing Apparatuses (“SCBAs”) from Fire Safety USA, Inc.
- B. A dispute has arisen between Honeywell and New Prague regarding alleged warranty issues with the SCBAs (the “Dispute”).
- C. It is now the intention of the Parties to completely and fully settle, compromise, and resolve any and all differences, disputes and claims which may exist as to the foregoing matters.

AGREEMENT

In consideration of the terms, conditions and covenants herein, the Parties agree as follows:

1. **Settlement Payment.** Within thirty (30) business days of the date that this Settlement Agreement is signed by both parties, Honeywell shall make payment to New Prague in the amount of one hundred fifty thousand dollars (\$150,000.00) (the “Settlement Payment”). The Settlement Payment shall be made via wire transfer as follows:

First Bank & Trust
New Prague, MN 56071

Acct [REDACTED]
Routing# [REDACTED]

2. **Mutual Release.**

(a) The term “Claim” or “Claims” as used herein will mean and include any and all claims, actions, causes of action, accounts, bonds, charges, complaints, contracts, controversies, costs, covenants, demands, debts, duties, expenses, fees, fines, grievances, liens, liabilities, losses, obligations, penalties, punitive damages, statutory rights, suits, rights, wages, and theories of liability of whatsoever kind and nature; whether based in contract or tort of any kind; whether arising in equity, under the common law, and/or by statute or regulation; whether known or unknown; regardless of when discovered or alleged to have been discovered; whether past, present, or future; whether contingent, prospective, or matured; regardless of the type of damages or any other relief sought; regardless of forum and/or jurisdiction; regardless of whether brought in the nature of an arbitration, litigation, an administrative, legislative, judicial or quasi-judicial proceeding or any other proceeding or context; whether asserted via claim, counterclaim, cross-claim, motion, third-party claim, or otherwise; from the beginning of time to the Effective Date of this Settlement; that arise from, relate to or are in any way connected with the Dispute, including but not limited to any aspect of the solicitation, negotiation, manufacture, delivery, or use of the Product. Notwithstanding the foregoing, the term “Claim” or “Claims” will not include any claim seeking the enforcement or performance of this Settlement and/or for the breach of this Settlement.

(b) Releasing Party and Released Parties.

The “Releasing Party” is New Prague, on its behalf and on behalf of its predecessors, successors, heirs, assigns, direct and indirect parent(s) and subsidiaries, related entities of any nature, affiliates, or entities under common control with any of the foregoing (“New Prague Entities”). “Releasing Party” shall also include all of New Prague Entities’ past, present and future administrators, agents, attorneys, directors, distributors, employees, executors, interest holders, insurers, managers, members, owners, officers, partners, shareholders, representatives, sellers, servants, shareholders, and any other person acting for or through New Prague Entities, or in concert with them, and the heirs, successors and assigns of each.

The “Released Parties” are Honeywell and its direct and indirect parent(s) (“Honeywell Parties”), along with all of the Honeywell Parties’ predecessors, successors, heirs, assigns, direct and indirect subsidiaries, related entities of any nature, affiliates, or entities under common control with any of the foregoing, or associated assets—real and personal—and products (“Honeywell Entities”). The “Released Parties” shall also include all past, present and future administrators, agents, attorneys, directors, distributors, employees, executors, interest holders, insurers, managers, members, officers, owners, partners, representatives, sellers, servants, shareholders, and any other person acting for or through Honeywell Parties and/or Honeywell Entities, or in concert with them, and the heirs, successors and assigns of each.

(c) Release and Waiver of Claims. Releasing Party hereby waives, releases, acquits and forever discharges Released Parties from and against any and all Claims.

3. **Authority to Settle / Counsel Representation / No Prior Assignment of Rights.** The Parties covenant, represent and warrant that (a) there are no liens or claims of lien or assignments in law or equity or otherwise on or against any and all claims and causes of action arising out of, connected with, or incidental to the released Claims; (b) they have not sold, transferred, assigned or otherwise disposed of any interests related to the Claims or Dispute, and (b) that they are competent, had the opportunity to consult with counsel, and are fully authorized and entitled to enter into this Settlement Agreement and to carry out the obligations provided for herein.

4. **Informed Consent.** The Parties represent that they had the opportunity to consult with counsel regarding the legal effect of the Settlement Agreement, and all implications of the releases, agreements, covenants, representations and warranties provided for herein, and that they understand that the Settlement Agreement stated herein is final and conclusive forthwith.

5. **Each Party to Bear Its Own Fees and Costs.** Except as otherwise provided herein, each Party hereto shall be solely responsible for its own costs, attorneys’ fees and other legal expenses in connection with the Dispute, including without limitation, the negotiation, execution and performance of this Settlement Agreement.

6. **No Admission of Liability.** It is understood and agreed by the Parties that the execution of this Settlement Agreement settles all Claims. This Settlement Agreement will be construed strictly as a compromise and settlement of the Claims for the purpose of avoiding past, present and future controversies, litigation and expense. The terms of this Settlement Agreement shall not be construed as an admission of liability by any Party at any time for any purpose. Neither

this Settlement Agreement nor any negotiations, discussions or proceedings in connection with this Settlement Agreement shall be construed as evidence of any liability, wrongdoing, or misconduct of any kind by either Party. The Settlement Agreement may only be used as evidence to support its terms.

7. **Construction and Interpretation.** This Settlement Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of Minnesota. This Settlement Agreement shall not be interpreted for or against any Party because that Party or its agent drafted its provisions. This Settlement Agreement shall be interpreted according to its intended meaning. The headings in this Settlement Agreement are inserted for convenience only and shall not be deemed a part of this Settlement Agreement for construction or interpretation. Time is of the essence as to all dates and matters related to this Settlement Agreement.

8. **Confidentiality.** The Parties are entitled to confirm the fact that the Dispute and Proceedings have been resolved but may not otherwise disclose any details of this Settlement Agreement. New Prague will approve the Settlement and handle the Settlement Agreement as required by and in accordance with the Minnesota Government Data Practices Act, Minn. Stat. § 13.01. et seq. The Parties agree that they will not disclose any details of this Settlement Agreement, outside of the requirements outlined in the Minnesota Government Data Practices Act. In addition, New Prague has no plans to publicize this Settlement Agreement or its content beyond listing approval on the City Council meeting agenda. Each Party agrees not to, directly or indirectly, make or cause to be made, any disparaging, derogatory or otherwise uncomplimentary or damaging statements or comments about the other Party or the Settlement Agreement to any person or entity provided that: 1) New Prague is allowed pursuant to this paragraph to approve the Settlement and handle any constituent comment or request in accordance with the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.; and 2) a response to a constituent comment or request is not considered a violation of this paragraph if it is limited to facts only, with no conclusive statement relative to disputed facts between the Parties.

9. **Successors and Assigns.** This Settlement Agreement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the Parties hereto.

10. **Merger and Integration.** The Parties hereto warrant that this Settlement Agreement is intended by the Parties to represent the final expression of their agreement and to be a complete and exclusive statement of the terms thereof. This Settlement Agreement supersedes, extinguishes, and is in lieu of any and all other agreements, negotiations, understandings and representations which may have been made or entered into by and between the Parties and its terms are contractual and not merely a recital. Any amendment or modification to this Settlement Agreement must be in writing and must be executed by all Parties hereto subsequent to the date of original execution of this Settlement Agreement.

11. **Severability.** Each clause and provision of this Settlement Agreement is severable. If any clause or provision of this Settlement Agreement is held invalid or unenforceable by any court of competent jurisdiction, all other clauses or provisions of this Settlement Agreement will remain in full force and effect in such jurisdiction and will not in any manner affect such clause or provision in any other jurisdiction, or any other clause or provision in this Settlement Agreement.

in any jurisdiction. If any clause or provision contained herein is, to any extent, held invalid or unenforceable in any respect under the laws governing this Settlement Agreement, such clause or provision will be restricted in applicability and reformed to the minimum extent required for such clause or provision to be enforceable, or the Parties will amend or otherwise modify this Settlement Agreement to replace such clause or provision with a valid and enforceable clause or provision giving effect to the intent of the Parties.

12. **Execution.** This Settlement Agreement may be executed by fax or e-mail .pdf and/or in counterparts and, if so executed, each fax, email .pdf and/or counterpart shall have the full force and effect of an original.

IN WITNESS WHEREOF, Honeywell and New Prague have executed this Settlement Agreement to be effective as of the Effective Date.

DATED: _____

Morning Pride Manufacturing L.L.C.

By: _____

Name: _____

Title: _____

DATED: _____

City of New Prague

By: _____

Name: Duane J. Jirik

Title: Mayor

By: _____

Name: Joshua Tetzlaff

Title: City Administrator

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: April 29, 2025

RE: Project Updates

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

2023 STREET AND UTILITY IMPROVEMENTS PROJECT

The Contract is waiting for one document from their bond agency. Contractor now expects to have this complete for the next council meeting.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor is expected to begin punchlist repairs this week.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

On Lincoln Ave N, the contractor has completed most utility work south of 2nd Street NE and expect to begin work north of 2nd Street NE later this week. Sidewalk construction on 12th Avenue SE has started.

CITY CENTER GRADING PLAN – PHASE 1

This project has been awarded and contracts executed. A schedule will be provided by the Contractor soon.

LEAD SERVICE LINE REPLACEMENTS

The 2025 replacement plan is at MDH waiting for certification. The 2026 replacement plan has been submitted to the Project Priority List for grant funding.

CSAH 60 (1ST AVENUE SE) TURNBACK

Discussions with Le Sueur County are ongoing regarding the potential turnback of this county road to the City. A Memorandum of Understanding is currently in draft as this is considered.

cdk

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EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF NEW PRAGUE,
SCOTT AND LE SUEUR COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of New Prague, Minnesota, was duly held in the City Hall in said City on May 5, 2025, commencing at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 25-05-05-01
AWARDING THE SALE OF GENERAL OBLIGATION CAPITAL
IMPROVEMENT PLAN BONDS, SERIES 2025A, IN THE
ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$[10,430,000];
FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING
THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR
THEIR PAYMENT

BE IT RESOLVED by the City Council (the “Council”) of City of New Prague, Scott and Le Sueur Counties, Minnesota (the “City”), as follows:

Section 1. Findings, Determinations; Sale of Bonds.

1.01 Background. It is hereby determined that:

(a) The City is authorized by Minnesota Statutes, Chapter 475, as amended (the “Act”), including Minnesota Statutes, Section 475.521, as amended (“Section 475.521”), to prepare a capital improvement plan providing for the acquisition or betterment of public lands, buildings or other improvements for the purpose of a city hall, town hall, library, public safety facility, and public works facility, and to finance such improvements through the issuance of general obligation capital improvement plan bonds.

(b) Pursuant to a resolution adopted by the Council on March 17, 2025, following a duly noticed public hearing, the Council approved a five-year capital improvement plan for the years 2025 through 2029 (the “Plan”) which set forth the details of specific capital projects and the issuance of bonds to finance those capital projects, subject to the requirements of Section 475.521.

(c) On April 7, 2025, the Council adopted a resolution (the “Intent Resolution”) stating the intention of the City to issue and sell its General Obligation Capital Improvement Plan Bonds, Series 2025A (the “Bonds”), pursuant to the Act, including Section 475.521, in the maximum aggregate principal amount of \$10,430,000, to finance the construction of a new police station in the City (the “Project”).

(d) Within 30 days after the hearing, no petition for a referendum on the issuance of bonds was received by the City in accordance with Section 475.521.

(e) The expected useful life of the Project will be at least 5 years; and the amount of principal and interest due in any year on all outstanding bonds issued by the City pursuant to Section 475.521, including the Bonds, will not exceed 0.16% of the estimated market value of property in the City.

(f) The City is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale because the City has retained Ehlers and Associates, Inc. (the “Municipal Advisor”) to serve as its independent municipal advisor in connection with the sale of the Bonds. The actions of the City staff and the Municipal Advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.02. Award to the Purchaser and Interest Rates. The proposal of [Purchaser][, as syndicate manager] (the “Purchaser”), to purchase the Bonds of the City is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$ _____ (par amount of the Bonds of \$[10,430,000], plus original issue premium of \$ _____, less original issue discount of \$ _____, less an underwriter’s discount of \$ _____), plus accrued interest, if any, as set forth in the Purchase Agreement (defined below), to date of delivery for Bonds bearing interest as follows:

<u>Year</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Interest Rate</u>
2027		2042	
2028		2043	
2029		2044	
2030		2045	
2031		2046	
2032		2047	
2033		2048	
2034		2049	
2035		2050	
2036		2051	
2037		2052	
2038		2053	
2039		2054	
2040		2055	
2041			

[*Term Bonds]

True interest cost: _____ %

1.03. Purchase Agreement. The execution and delivery of a proposal form, dated as of May 5, 2025 (the “Purchase Agreement”), between the City and the Purchaser, is hereby ratified and confirmed in the form set forth in EXHIBIT A to this resolution (the “Resolution”). The Bonds shall be issued and delivered in accordance with the terms and conditions of the Purchase Agreement and this Resolution. The amount proposed by the Purchaser in excess of the minimum bid, if any, shall be credited to the Debt Service Fund hereinafter created or deposited in the Construction Fund hereinafter created, as determined by the Finance Director in consultation with the Municipal Advisor. The Municipal Advisor is directed to receive and retain the good faith payment of the Purchaser in accordance with the terms of the Purchase Agreement, pending completion of the sale of the Bonds. The Mayor and City Administrator are authorized and directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City shall forthwith issue and sell the Bonds pursuant to the Act in the total principal amount of \$[10,430,000], originally dated May 22, 2025, in fully registered form and in denominations of \$5,000 each or any integral multiple thereof, numbered No. R-1 upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2027		2042	
2028		2043	
2029		2044	
2030		2045	
2031		2046	
2032		2047	
2033		2048	
2034		2049	
2035		2050	
2036		2051	
2037		2052	
2038		2053	
2039		2054	
2040		2055	
2041			

[*Term Bonds]

1.05. Schedule of Maturities. The schedule of maturities satisfies the requirements of Section 475.54, subdivision 1 of the Act.

1.06. Optional Redemption. The City may elect on February 1, 2035, and on any day thereafter to prepay Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for optional redemption, the City shall notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC shall determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments shall be at a price of par plus accrued interest to the date of optional redemption.

[1.07 Mandatory Sinking Fund Redemptions; Term Bonds. The Bonds maturing on February 1, 20__ and February 1, 20__, shall hereinafter be referred to collectively as the “Term Bonds.” The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Mandatory Sinking Fund Redemptions

<u>February 1, 20__ Term Bond</u>		<u>February 1, 20__ Term Bond</u>	
<u>Year</u>	<u>Principal Amount</u>	<u>Year</u>	<u>Principal Amount</u>

* *Maturity*

The principal amount of Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bond credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine.]

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds shall be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond shall be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond shall be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond shall be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2026, to the registered owners of record thereof as of the close of business on the fifteenth day immediately preceding each interest payment date, whether or not such day is a business day.

2.03. Registration. The City shall appoint a bond registrar (the “Registrar”), authenticating agent (the “Authenticating Agent”), and paying agent (the “Paying Agent”). Except as specifically provided otherwise in Section 7 hereof, the effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register (the “Bond Register”) in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred, or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner’s attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange shall be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the Bond Register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees, and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee, or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen, or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen, or lost the Registrar shall deliver a new Bond of like amount, number, maturity date, and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen, or lost upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen, or lost, upon filing with the Registrar evidence satisfactory to it that the Bond was destroyed, stolen, or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance, and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar shall be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen, or lost Bond has already matured or been called for redemption in whole in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed shall be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the Bond Register and, if publication of the notice of redemption is required by law, by publishing the notice of redemption as required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, shall not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption shall cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar, Paying Agent, and Authenticating Agent. The City appoints Bond Trust Services Corporation, Roseville, Minnesota, as the initial Registrar, Paying Agent, and Authenticating Agent with respect to the Bonds. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with Bond Trust Services Corporation, as the initial Registrar, Paying Agent, and Authenticating Agent with respect to the Bonds. Upon merger or consolidation of the Registrar, Paying Agent, and Authenticating Agent with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar, Paying Agent, and Authenticating Agent. The City agrees to pay the reasonable and customary charges of the Registrar, Paying Agent, and Authenticating Agent for the services performed. The City reserves the right to remove the Registrar, Paying Agent, or Authenticating Agent upon thirty (30) days' notice and upon the appointment of a successor Registrar, Paying Agent, or Authenticating Agent, in which event the predecessor Registrar, Paying Agent, or Authenticating Agent must deliver all cash and Bonds in its possession to the successor Registrar, Paying Agent, or Authenticating Agent and the Registrar must deliver the Bond Register to the successor Registrar. On or before three (3) business days prior to each principal or interest due date, without further order of the Council, the Finance Director must transmit to the Paying Agent money sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication, and Delivery. The Bonds shall be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved, or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond shall not be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Authenticating Agent. Certificates of authentication on different Bonds need not be signed by the same representative of the Authenticating Agent. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so prepared, executed, and authenticated the City Administrator shall deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds shall be printed or typewritten in substantially the form attached hereto as EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and cause the opinion to accompany each Bond.

Section 4. Payment; Security; Funds; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds shall be payable from the General Obligation Capital Improvement Plan Bonds, Series 2025A Debt Service Fund (the “Debt Service Fund”) hereby created. The proceeds of ad valorem taxes hereinafter levied to pay the debt service on the Bonds and capitalized interest financed from the proceeds of the Bonds, if any, are hereby pledged to the Debt Service Fund. The amounts to be applied to pay the principal of, and interest on, the Bonds shall be deposited in the Debt Service Fund at least three (3) days prior to each respective interest payment date and principal payment date. There is appropriated to the Debt Service Fund amounts over the minimum purchase price of the Bonds paid by the Purchaser to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof

4.02. Construction Fund. The City hereby creates the General Obligation Capital Improvement Plan Bonds, Series 2025A Construction Fund (the “Construction Fund”). Proceeds of the Bonds (reduced by the appropriation made in accordance with Section 5.04 to pay costs of issuance and the appropriation, if any, of any portion of the Bonds made in accordance with Section 4.01 hereof) shall be deposited in the Construction Fund and used solely to pay costs of the Project. Any balance remaining in the Construction Fund after completion of the Project may be used for any other public use authorized by law and approved by resolution adopted or vote taken in the manner required to authorize the application of the proceeds of the Bonds for such new use and purpose, or credited to the Debt Service Fund or other City debt service fund, all in accordance with Section 475.65 of the Act.

4.03. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith and credit and taxing powers of the City are hereby irrevocably pledged. If a payment of principal of or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the Finance Director must pay such principal or interest from the general fund of the City, and the general fund shall be reimbursed for those advances out of the proceeds of the Taxes (as hereinafter defined) levied herein, when collected.

4.04. Pledge of Taxes. For the purpose of paying the principal of and interest on the Bonds, there are levied direct, annual, irrevocable, ad valorem taxes upon all of the taxable property in the City (the "Taxes"), to be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes shall be credited to the Debt Service Fund above provided and shall be levied in the years and amounts set forth in EXHIBIT C attached to this Resolution and, in the event the Taxes so levied are ever insufficient to pay the principal of and interest on the Bonds, additional taxes are hereby authorized to be levied without limitation as to rate or amount. Said tax levies shall be irrevocable as long as any of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by the Act (specifically, Section 475.61 of the Act).

4.05. Debt Service Coverage. It is determined that the estimated collection of Taxes levied in accordance with Section 4.04 hereof shall produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levies herein provided shall be irrevocable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor-Treasurers of Scott and Le Sueur Counties, Minnesota (collectively, the "County Auditors") that the City made an irrevocable appropriation of a specified amount to the Debt Service Fund of money actually on hand or if there is on hand any excess amount in the Debt Service Fund and the County Auditors shall each reduce by the amount so certified the amount otherwise to be included in the rolls next thereafter prepared.

4.06. Registration of Resolution. The Finance Director is authorized and directed to file a certified copy of this Resolution with each of the County Auditors and to obtain the certificates required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits, and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, shall be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the City Administrator and the Finance Director, or any of their authorized designees, are authorized and directed to certify that they have examined the final Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the final Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the final Official Statement and further that said final Official Statement did not (as of the date of the final Official Statement) and does not contain any untrue statement of a material fact or omit to state a material fact which should be included therein for the purpose for which the final Official Statement is to be used, or which is necessary in order to make the statements made therein, in light of the circumstances under which they are made, not misleading.

5.03. Other Certificates. The Mayor, the City Administrator and the Finance Director, or any of their authorized designees, are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator, and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Payment of Costs of Issuance. The City authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Wells Fargo Bank, National Association, on the closing date for further distribution as directed by the Municipal Advisor.

5.05. Electronic Signatures. The electronic signatures of the Mayor, the City Administrator and the Finance Director, or any of their authorized designees, to this Resolution and any document or certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) “electronic signature” means: (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City shall comply with all the necessary requirements and take all necessary actions (or decline to take prohibited actions) to ensure that interest on the Bonds shall not be includable in gross income for federal income tax purposes under Section 103 and Sections 141 through 150 of the Internal Revenue Code of 1986, as amended (the “Code”), and applicable Treasury Regulations promulgated thereunder (the “Regulations”). The City covenants and agrees with the holders from time to time of the Bonds that it shall not take or permit to be taken by any of its officers, employees, or agents any action which would cause the interest on the Bonds to become subject to federal income taxation under the Code and the Regulations, in effect at the time of such actions, and that it shall take or cause its officers, employees, or agents to take all affirmative action within their powers that may be necessary to ensure that such interest shall not become includable in gross income for federal income tax purposes under the Code and applicable Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Continuing Requirements. The City shall comply with all requirements necessary under the Code and Regulations to establish and maintain the exclusion from gross income of the interest on the Bonds under Sections 103 and 141-150 of the Code and applicable Regulations including, without limitation, requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States. The Mayor and the City Administrator, being officers of the City charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations stating the facts, estimates, and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the “gross proceeds” of the Bonds will not be used in a manner that would cause the Bonds to be “arbitrage bonds” within the meaning of the Code and the Regulations. The City covenants and agrees to retain such records, make such determinations, file such reports and documents, and pay such amounts at such times as are required under Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for an exception from the rebate requirement in accordance with one of the spending exceptions set forth in Section 1.148-7 or Section 1.148-8 of the Regulations.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations and covenants made by this section.

6.03. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States unless the Bonds qualify for an exception to the rebate requirement under the Code and Regulations.

6.04. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be determined to constitute “private activity bonds,” within the meaning of Sections 103 and 141 through 150 of the Code and the applicable Regulations promulgated thereunder.

6.05. Not Qualified Tax-Exempt Obligations. The City shall not designate the Bonds as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds shall be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond shall be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the Bond Register in the name of Cede & Co., as nominee of DTC, the City, the Registrar, and the Paying Agent shall have no responsibility or obligation to any broker-dealers, banks, and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds; (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar), of any notice with respect to the Bonds, including any notice of redemption; or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar, and the Paying Agent may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent shall pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments shall be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the Bond Register, shall receive a certificated Bond evidencing the obligation of this Resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.” shall refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator shall promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which shall govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds shall agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City shall notify DTC, whereupon DTC shall notify the Participants, of the availability through DTC of Bond certificates. In such event the City shall issue, transfer, and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City shall issue and the Registrar shall authenticate Bond certificates in accordance with this resolution and the provisions hereof shall apply to the transfer, exchange, and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and all notices with respect to the Bond shall be made and given, respectively in the manner provided in DTC’s Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. For purposes of this Section, “Continuing Disclosure Certificate” means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees to comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all of the Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants, and other rights granted by this resolution to the holders of the Bonds shall cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds shall remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

DRAFT

EXHIBIT A
PURCHASE AGREEMENT

DRAFT

EXHIBIT B
FORM OF BOND

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTIES OF SCOTT AND LE SUEUR
CITY OF NEW PRAGUE

GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS
SERIES 2025A

No. R-_____ \$ _____

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
____.000%	February 1, 20__	May ___, 2025	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS

The City of New Prague, a duly organized and existing municipal corporation in Scott and Le Sueur Counties, Minnesota (the “City”), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the Principal Amount specified above, on the Maturity Date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360-day year of twelve 30-day months), payable February 1 and August 1 in each year, commencing February 1, 2026, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by Bond Trust Services Corporation, Roseville, Minnesota, as Registrar, Paying Agent, and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2035, and on any date thereafter to prepay Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part, at the option of the City and in such order as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City shall notify The Depository Trust Company (“DTC”) of the particular amount of such maturity to be prepaid. DTC shall determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant shall then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments shall be at a price of par plus accrued interest to the optional redemption date.

[The Bonds maturing on February 1, 20__, and February 1, 20__, shall hereinafter be referred to collectively as the “Term Bonds.” The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Mandatory Sinking Fund Redemptions

February 1, 20__ Term Bond		February 1, 20__ Term Bond	
Year	Principal Amount	Year	Principal Amount

* *Maturity*

The principal amount of Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bond credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine.]

This Bond is one of an issue in the aggregate principal amount of \$[10,430,000] all of like original issue date and tenor, except as to number, maturity date, interest rate, redemption privilege and denomination, all issued pursuant to a resolution adopted by the City Council of the City on May 5, 2025 (the “Resolution”), for the purpose of providing money to aid in financing improvements to City facilities as outlined in the City’s 2025 through 2029 Five-Year Capital Improvement Plan, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, including Minnesota Statutes, Section 475.521, as amended, and the principal hereof and interest hereon are payable from ad valorem taxes as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in ad valorem taxes pledged, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The Board has not designated the issue of Bonds of which this Bond forms a part as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), relating to the disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner’s attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner’s attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City shall cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee, or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED, AND AGREED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen, and to be performed preliminary to and in the issuance of this Bond in order to make this Bond a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened, and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

DRAFT

IN WITNESS WHEREOF, City of New Prague, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: May __, 2025

CITY OF NEW PRAGUE, MINNESOTA

(Facsimile)
Mayor

(Facsimile)
City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

BOND TRUST SERVICES CORPORATION

By _____
Its Authorized Representative

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

Notice: The assignor’s signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program (“STAMP”), the Stock Exchange Medallion Program (“SEMP”), the New York Stock Exchange, Inc. Medallion Signatures Program (“MSP”) or other such “signature guarantee program” as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not transfer this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____

(Include information for all joint owners if this Bond is held by joint account.)

Please insert federal identification or other identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Officer of Registrar</u>
May __, 2025	Cede & Co. Federal ID #13-2555119	

DRAFT

EXHIBIT C
TAX LEVY SCHEDULES

DRAFT

STATE OF MINNESOTA)
)
COUNTIES OF SCOTT) ss.
& LE SUEUR)
)
CITY OF NEW PRAGUE)

I, the undersigned, being the duly qualified City Administrator of City of New Prague, Scott and Le Sueur Counties, Minnesota (the “City”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on May 5, 2025, with the original minutes on file in my office, and the extract is a full, true, and correct copy of the minutes insofar as they relate to the issuance and sale of the City’s General Obligation Capital Improvement Plan Bonds, Series 2025A, in the original aggregate principal amount of \$[10,430,000].

WITNESS My hand officially as such City Administrator this _____ day of May, 2025.

City Administrator
City of New Prague, Scott and Le Sueur Counties,
Minnesota

EXTRACT OF MINUTES OF MEETING
OF THE CITY COUNCIL OF THE
CITY OF NEW PRAGUE,
SCOTT AND LE SUEUR COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of New Prague, Minnesota, was duly held in the City Hall in said City on May 5, 2025, commencing at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 25-05-05-02
AWARDING THE SALE OF GENERAL OBLIGATION BONDS,
SERIES 2025B, IN THE ORIGINAL AGGREGATE PRINCIPAL
AMOUNT OF \$[5,035,000]; FIXING THEIR FORM AND
SPECIFICATIONS; DIRECTING THEIR EXECUTION AND
DELIVERY; AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED by the City Council (the “Council”) of City of New Prague, Scott and Le Sueur Counties, Minnesota (the “City”), as follows:

Section 1. Findings, Determinations; Sale of Bonds.

1.01 Background. It is hereby determined that:

(a) Improvement Bonds.

(i) The City is authorized by Minnesota Statutes, Chapter 475, as amended (the “Act”) and Minnesota Statutes, Chapter 429, as amended (“Chapter 429”), to issue obligations in such amount as it deems necessary to defray in whole or in part the expense incurred and estimated to be incurred in making improvements authorized by Chapter 429.

(ii) Certain assessable public improvements within the City, including street and utility improvements (the “Improvements”) have been made, duly ordered or contracts let for the construction thereof pursuant to the Act and Chapter 429.

(iii) On April 7, 2025, the Council adopted a resolution (the “Intent Resolution”) stating the intention of the Council, in part, to issue its general obligation bonds in the aggregate principal amount not to exceed \$4,930,000 (the “Improvements Portion”), pursuant to the Act and Chapter 429, to provide financing for the Improvements and related financing costs.

(b) Equipment Certificates.

(i) The City is authorized by the Act and Minnesota Statutes, Sections 410.32 and 412.301, as amended (collectively, the “Equipment Act”), to issue general obligation certificates of indebtedness on such terms and in such manner as the City determines to finance the purchase of items of capital equipment, subject to certain limitations contained in the Equipment Act.

(ii) Within the Intent Resolution, the Council also stated its intention to issue general obligation certificates of indebtedness (the “Equipment Portion”) in the aggregate principal amount not to exceed \$105,000 pursuant to the Act and the Equipment Act, to finance the acquisition of lawn mowers and utility carts for use at the City’s golf course (the “Equipment”), and related financing costs. The Improvements and the Equipment are hereinafter collectively referred to as the “Projects.”

(c) Pursuant to the Intent Resolution, the Council determined that the Improvements Portion and the Equipment Portion shall be issued together in a single series in the original aggregate principal amount not to exceed \$5,035,000 (the “Bonds”). The Council designated the Bonds as the “General Obligation Bonds, Series 2025B.”

(d) The City is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale because the City has retained Ehlers and Associates, Inc. (the “Municipal Advisor”) to serve as the City’s independent municipal advisor in connection with the sale of the Bonds. The actions of the City staff and the Municipal Advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.02. Award to the Purchaser and Interest Rates. The proposal of [Purchaser][, as syndicate manager] (the “Purchaser”), to purchase the Bonds of the City is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$_____ (par amount of the Bonds of \$[5,035,000], plus original issue premium of \$_____, less original issue discount of \$_____, less an underwriter’s discount of \$_____), plus accrued interest, if any, as set forth in the Purchase Agreement (defined below), to date of delivery for Bonds bearing interest as follows:

<u>Year</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Interest Rate</u>
2027		2035	
2028		2036	
2029		2037	
2030		2038	
2031		2039	
2032		2040	
2033		2041	
2034			

[*Term Bonds]

True interest cost: _____%

1.03. Purchase Agreement. The execution and delivery of a proposal form, dated as of May 5, 2025 (the “Purchase Agreement”), between the City and the Purchaser, is hereby ratified and confirmed in the form set forth in EXHIBIT A to this resolution (the “Resolution”). The Bonds shall be issued and delivered in accordance with the terms and conditions of the Purchase Agreement and this Resolution. The amount proposed by the Purchaser in excess of the minimum bid, if any, shall be credited to the Debt Service Fund hereinafter created or deposited in the Construction Fund hereinafter created, as determined by the Finance Director in consultation with the Municipal Advisor. The Municipal Advisor is directed to receive and retain the good faith payment of the Purchaser in accordance with the terms of the Purchase Agreement, pending completion of the sale of the Bonds. The Mayor and City Administrator are authorized and directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City shall forthwith issue and sell the Bonds pursuant to the Act, Chapter 429 and the Equipment Act in the total principal amount of \$[5,035,000], originally dated May 22, 2025, in fully registered form and in denominations of \$5,000 each or any integral multiple thereof, numbered No. R-1 upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

Year	Amount	Year	Amount
2027	\$0.00	2035	\$0.00
2028	\$0.00	2036	\$0.00
2029	\$0.00	2037	\$0.00
2030	\$0.00	2038	\$0.00
2031	\$0.00	2039	\$0.00
2032	\$0.00	2040	\$0.00
2033	\$0.00	2041	\$0.00
2034	\$0.00		

[*Term Bonds]

(a) \$_____ of the principal amount of the Bonds, constituting the Improvements Portion, maturing on February 1 in the years and in the amounts set forth below, are being used to finance the Improvements:

Year	Amount	Year	Amount
2027	\$0.00	2035	\$0.00
2028	\$0.00	2036	\$0.00
2029	\$0.00	2037	\$0.00
2030	\$0.00	2038	\$0.00
2031	\$0.00	2039	\$0.00
2032	\$0.00	2040	\$0.00
2033	\$0.00	2041	\$0.00
2034	\$0.00		

[*Term Bonds]

(b) \$_____ of the principal amount of the Bonds, constituting the Equipment Portion, maturing on February 1 in the years and in the amounts set forth below, are being used to finance the cost of the Equipment:

Year	Amount	Year	Amount
2027	\$0.00	2035	--
2028	\$0.00	2036	--
2029	\$0.00	2037	--
2030	\$0.00	2038	--
2031	\$0.00	2039	--
2032	--	2040	--
2033	--	2041	--
2034	--		

[*Term Bonds]

1.05. Schedule of Maturities. The schedule of maturities satisfies the requirements of Section 475.54, subdivision 1 of the Act.

1.06. Optional Redemption. The City may elect on February 1, 2035, and on any day thereafter to prepay Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for optional redemption, the City shall notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC shall determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments shall be at a price of par plus accrued interest to the date of optional redemption.

[1.07 Mandatory Sinking Fund Redemptions; Term Bonds. The Bonds maturing on February 1, 20__ and February 1, 20__, shall hereinafter be referred to collectively as the “Term Bonds.” The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Mandatory Sinking Fund Redemptions

February 1, 20__ Term Bond		February 1, 20__ Term Bond	
Year	Principal Amount	Year	Principal Amount

* *Maturity*

The principal amount of Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bond credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine.]

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds shall be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond shall be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond shall be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond shall be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2026, to the registered owners of record thereof as of the close of business on the fifteenth day immediately preceding each interest payment date, whether or not such day is a business day.

2.03. Registration. The City shall appoint a bond registrar (the “Registrar”), authenticating agent (the “Authenticating Agent”), and paying agent (the “Paying Agent”). Except as specifically provided otherwise in Section 7 hereof, the effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register (the “Bond Register”) in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred, or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner’s attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange shall be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the Bond Register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner’s order shall be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees, and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee, or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen, or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen, or lost the Registrar shall deliver a new Bond of like amount, number, maturity date, and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen, or lost upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen, or lost, upon filing with the Registrar evidence satisfactory to it that the Bond was destroyed, stolen, or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance, and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar shall be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen, or lost Bond has already matured or been called for redemption in whole in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed shall be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the Bond Register and, if publication of the notice of redemption is required by law, by publishing the notice of redemption as required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, shall not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption shall cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar, Paying Agent, and Authenticating Agent. The City appoints Bond Trust Services Corporation, Roseville, Minnesota, as the initial Registrar, Paying Agent, and Authenticating Agent with respect to the Bonds. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with Bond Trust Services Corporation, as the initial Registrar, Paying Agent, and Authenticating Agent with respect to the Bonds. Upon merger or consolidation of the Registrar, Paying Agent, and Authenticating Agent with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar, Paying Agent, and Authenticating Agent. The City agrees to pay the reasonable and customary charges of the Registrar, Paying Agent, and Authenticating Agent for the services performed. The City reserves the right to remove the Registrar, Paying Agent, or Authenticating Agent upon thirty (30) days' notice and upon the appointment of a successor Registrar, Paying Agent, or Authenticating Agent, in which event the predecessor Registrar, Paying Agent, or Authenticating Agent must deliver all cash and Bonds in its possession to the successor Registrar, Paying Agent, or Authenticating Agent and the Registrar must deliver the Bond Register to the successor Registrar. On or before three (3) business days prior to each principal or interest due date, without further order of the Council, the Finance Director must transmit to the Paying Agent money sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication, and Delivery. The Bonds shall be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved, or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond shall not be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Authenticating Agent. Certificates of authentication on different Bonds need not be signed by the same representative of the Authenticating Agent. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so prepared, executed, and authenticated the City Administrator shall deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds shall be printed or typewritten in substantially the form attached hereto as EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and cause the opinion to accompany each Bond.

Section 4. Payment; Security; Funds; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds shall be payable from the General Obligation Bonds, Series 2025B Debt Service Fund (the “Debt Service Fund”) hereby created. The City will maintain the following accounts in the Debt Service Fund: the “Improvements Account” and the “Equipment Account” (collectively, the “Accounts”). Amounts in the Improvements Account are irrevocably pledged to the Improvement Portion of the Bonds and amounts in the Equipment Account are irrevocably pledged to the Equipment Portion of the Bonds.

(a) Improvements Account. Proceeds of ad valorem taxes hereinafter levied (the “Improvement Taxes”) and special assessments levied or to be levied against the property specially benefited by the Improvements (the “Assessments”) for the payment of debt service on the Improvements Portion of the Bonds are hereby pledged to the Improvements Account of the Debt Service Fund. The amounts to be applied to pay the principal of and interest on the Improvements Portion of the Bonds shall be deposited in the Improvements Account of the Debt Service Fund at least three (3) business days prior to each respective interest payment date and principal payment date. There is appropriated to the Improvements Account of the Debt Service Fund amounts over the minimum purchase price of the Bonds paid by the Purchaser to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

(b) Equipment Account. Proceeds of ad valorem taxes hereinafter levied for the payment of the debt service on the Equipment Portion of the Bonds (the “Equipment Taxes”) are hereby pledged to the Equipment Account of the Debt Service Fund. The amounts to be applied to pay the principal of and interest on the Equipment Portion of the Bonds shall be deposited in the Equipment Account of the Debt Service Fund at least three (3) business days prior to each respective interest payment date and principal payment date. There is appropriated to the Equipment Account of the Debt Service Fund amounts over the minimum purchase price of the Bonds paid by the Purchaser to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

4.02. Construction Fund. The City hereby creates the General Obligation Bonds, Series 2025B Construction Fund (the “Construction Fund”). The City will maintain the following accounts in the Construction Fund: the “Improvements Account,” and the “Equipment Account.” Amounts in the Improvements Account will be used to construct the Improvements and amounts in the Equipment Account will be used to acquire the Equipment.

(a) Improvements Account. Proceeds of the Improvements Portion of the Bonds (reduced by the appropriation made in accordance with Section 5.04 to pay costs of issuance and the appropriation, if any, of any portion of the Improvements Portion of the Bonds made in accordance with Section 4.01 hereof) shall be deposited in the Improvements Account of the Construction Fund and used solely to pay costs of the Improvements. Any balance remaining in the Improvements Account of the Construction Fund after completion of the Improvements may be used for any other public use authorized by law and approved by resolution adopted or vote taken in the manner required to authorize the application of the proceeds of the Improvements Portion of the Bonds for such new use and purpose, or credited to the Improvements Account of the Debt Service Fund or other City debt service fund, all in accordance with Section 475.65 of the Act.

(b) Equipment Account. Proceeds of the Equipment Portion of the Bonds (reduced by the appropriation made in accordance with Section 5.04 to pay costs of issuance and the appropriation, if any, of any portion of the Equipment Portion of the Bonds made in accordance with Section 4.01 hereof) shall be deposited in the Equipment Account of the Construction Fund

and used solely to pay costs of the Equipment. Any balance remaining in the Equipment Account of the Construction Fund after the Equipment has been acquired may be used for any other public use authorized by law and approved by resolution adopted or vote taken in the manner required to authorize the application of the proceeds of the Equipment Portion of Bonds for such new use and purpose, or credited to the Equipment Account of the Debt Service Fund or other City debt service fund, all in accordance with Section 475.65 of the Act.

4.03. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith and credit and taxing powers of the City are hereby irrevocably pledged. If a payment of principal of or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the Finance Director must pay such principal or interest from the general fund of the City, and the general fund shall be reimbursed for those advances out of the proceeds of the taxes (as hereinafter defined) levied herein, when collected.

4.04. Pledge of Taxes.

(a) Improvements Portion. For the purpose of paying a portion of the principal of and interest on the Improvements Portion of the Bonds, there are levied direct annual irrepealable ad valorem taxes (the "Improvement Taxes") upon all of the taxable property in the City, to be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Improvement Taxes shall be credited to the Improvements Account of the Debt Service Fund above provided and shall be levied in the years and amounts attached hereto as EXHIBIT C to this Resolution, and, in the event the Improvement Taxes so levied are ever insufficient to pay the principal of and interest on the Improvements Portion, additional taxes are hereby authorized to be levied without limitation as to rate or amount. Said tax levies shall be irrevocable as long as any of these Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by the Act (specifically, Section 475.61 of the Act).

(b) Equipment Portion. For the purpose of paying the principal of and interest on the Equipment Portion of the Bonds, there are levied direct annual irrepealable ad valorem taxes (the "Equipment Taxes") upon all of the taxable property in the City, to be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Equipment Taxes shall be credited to the Equipment Account of the Debt Service Fund above provided and shall be levied in the years and amounts attached hereto as EXHIBIT C to this Resolution, and, in the event the Equipment Taxes so levied are ever insufficient to pay the principal of and interest on the Equipment Portion of the Bonds, additional taxes are hereby authorized to be levied without limitation as to rate or amount. Said tax levies shall be irrevocable as long as any of these Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by the Act (specifically, Section 475.61 of the Act).

4.05. City Covenants with Respect to the Improvement Bonds. It is hereby determined that the Improvements will directly and indirectly benefit certain abutting and other benefited property in the City, and the City hereby covenants with the holders from time to time of the Improvement Portion of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Improvements to be promptly levied so that the first installment will be collectible not later than 2025 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The Council will cause to be taken with due diligence all further actions that are required for the

construction of each Improvement financed wholly or partly from the proceeds of the Improvement Portion of the Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Improvement Portion of the Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in the Assessments, the Improvement Taxes or the Equipment Taxes (collectively, the “Taxes”), the Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Improvements, Assessments and the Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

(e) At least 20% of the cost to the City of the Improvements described herein has been or will be specially assessed against benefited properties.

4.06. Debt Service Coverage. It is determined that the estimated collection of Taxes levied in accordance with Section 4.04 hereof and the Assessments herein pledged shall produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levies herein provided shall be irrevocable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor-Treasurers of Scott and Le Sueur Counties, Minnesota (collectively, the “County Auditors”) that the City made an irrevocable appropriation of a specified amount to the Debt Service Fund of money actually on hand or if there is on hand any excess amount in the Debt Service Fund and the County Auditors shall each reduce by the amount so certified the amount otherwise to be included in the rolls next thereafter prepared.

4.07. Registration of Resolution. The Finance Director is authorized and directed to file a certified copy of this Resolution with each of the County Auditors and to obtain the certificates required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits, and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, shall be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the City Administrator and the Finance Director, or any of their authorized designees, are authorized and directed to certify that they have examined the final Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the final Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the final Official Statement and further that said final Official Statement did not (as of the date of the final Official Statement) and does not contain any untrue statement of a material fact or omit to state a material fact which should be included therein

for the purpose for which the final Official Statement is to be used, or which is necessary in order to make the statements made therein, in light of the circumstances under which they are made, not misleading.

5.03. Other Certificates. The Mayor, the City Administrator and the Finance Director, or any of their authorized designees, are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Payment of Costs of Issuance. The City authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Wells Fargo Bank, National Association on the closing date for further distribution as directed by the Municipal Advisor.

5.05. Electronic Signatures. The electronic signatures of the Mayor, the City Administrator and the Finance Director, or any of their authorized designees, to this Resolution and any document or certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) “electronic signature” means: (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City shall comply with all the necessary requirements and take all necessary actions (or decline to take prohibited actions) to ensure that interest on the Bonds shall not be includable in gross income for federal income tax purposes under Section 103 and Sections 141 through 150 of the Internal Revenue Code of 1986, as amended (the “Code”), and applicable Treasury Regulations promulgated thereunder (the “Regulations”). The City covenants and agrees with the holders from time to time of the Bonds that it shall not take or permit to be taken by any of its officers, employees, or agents any action which would cause the interest on the Bonds to become subject to federal income taxation under the Code and the Regulations, in effect at the time of such actions, and that it shall take or cause its officers, employees, or agents to take all affirmative action within their powers that may be necessary to ensure that such interest shall not become includable in gross income for federal income tax purposes under the Code and applicable Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Continuing Requirements. The City shall comply with all requirements necessary under the Code and Regulations to establish and maintain the exclusion from gross income of the interest on the Bonds under Sections 103 and 141-150 of the Code and applicable Regulations including, without limitation, requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States. The Mayor and the City Administrator, being officers of the City charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations stating the facts, estimates, and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the “gross proceeds” of the Bonds will not be used in a manner that would cause the Bonds to be “arbitrage bonds” within the meaning of the Code and the Regulations. The City covenants and agrees to retain such records, make such determinations, file such reports and documents, and pay such amounts at such times as are required under Section 148(f) and

applicable Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for an exception from the rebate requirement in accordance with one of the spending exceptions set forth in Section 1.148-7 or Section 1.148-8 of the Regulations. The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations and covenants made by this section.

6.03. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States unless the Bonds qualify for an exception to the rebate requirement under the Code and Regulations.

6.04. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be determined to constitute “private activity bonds,” within the meaning of Sections 103 and 141 through 150 of the Code and the applicable Regulations promulgated thereunder.

6.05. Not Qualified Tax-Exempt Obligations. The City shall not designate the Bonds as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds shall be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond shall be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the Bond Register in the name of Cede & Co., as nominee of DTC, the City, the Registrar, and the Paying Agent shall have no responsibility or obligation to any broker-dealers, banks, and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds; (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar), of any notice with respect to the Bonds, including any notice of redemption; or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar, and the Paying Agent may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent shall pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments shall be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the Bond Register, shall receive a certificated Bond evidencing the obligation of this Resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.” shall refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator shall promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which shall govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds shall agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City shall notify DTC, whereupon DTC shall notify the Participants, of the availability through DTC of Bond certificates. In such event the City shall issue, transfer, and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City shall issue and the Registrar shall authenticate Bond certificates in accordance with this resolution and the provisions hereof shall apply to the transfer, exchange, and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and all notices with respect to the Bond shall be made and given, respectively in the manner provided in DTC’s Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. For purposes of this Section, “Continuing Disclosure Certificate” means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees to comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all of the Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants, and other rights granted by this resolution to the holders of the Bonds shall cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds shall remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

DRAFT

EXHIBIT A
PURCHASE AGREEMENT

DRAFT

EXHIBIT B
FORM OF BOND

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTIES OF SCOTT AND LE SUEUR
CITY OF NEW PRAGUE

GENERAL OBLIGATION BONDS
SERIES 2025B

No. R-_____ \$ _____

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
____.000%	February 1, 20__	May ___, 2025	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS

The City of New Prague, a duly organized and existing municipal corporation in Scott and Le Sueur Counties, Minnesota (the “City”), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the Principal Amount specified above, on the Maturity Date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360-day year of twelve 30-day months), payable February 1 and August 1 in each year, commencing February 1, 2026, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by Bond Trust Services Corporation, Roseville, Minnesota, as Registrar, Paying Agent, and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2035, and on any date thereafter to prepay Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part, at the option of the City and in such order as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City shall notify The Depository Trust Company (“DTC”) of the particular amount of such maturity to be prepaid. DTC shall determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant shall then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments shall be at a price of par plus accrued interest to the optional redemption date.

[The Bonds maturing on February 1, 20__, and February 1, 20__, shall hereinafter be referred to collectively as the “Term Bonds.” The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Mandatory Sinking Fund Redemptions

February 1, 20__ Term Bond		February 1, 20__ Term Bond	
Year	Principal Amount	Year	Principal Amount

* *Maturity*

The principal amount of Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bond credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine.]

This Bond is one of an issue in the aggregate principal amount of \$[5,035,000] all of like original issue date and tenor, except as to number, maturity date, interest rate, redemption privilege and denomination, all issued pursuant to a resolution adopted by the City Council of the City on May 5, 2025 (the “Resolution”), for the purpose of providing money to aid in financing street improvements, improvements to the water and sewer systems, and the acquisition of capital equipment, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapters 475 and 429, as amended, and Minnesota Statutes, Sections 410.32 and 412.301, as amended. The principal hereof and interest hereon are payable from certain special assessments against property special benefited by the local improvements, and from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments and ad valorem taxes pledged, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City has not designated the issue of Bonds of which this Bond forms a part as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), relating to the disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Registrar, by the registered owner hereof in person or by the owner’s attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner’s attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City shall cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee, or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Registrar shall be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED, AND AGREED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen, and to be performed preliminary to and in the issuance of this Bond in order to make this Bond a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened, and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

DRAFT

IN WITNESS WHEREOF, City of New Prague, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: May __, 2025

CITY OF NEW PRAGUE, MINNESOTA

(Facsimile)
Mayor

(Facsimile)
City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

BOND TRUST SERVICES CORPORATION

By _____
Its Authorized Representative

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

Notice: The assignor’s signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program (“STAMP”), the Stock Exchange Medallion Program (“SEMP”), the New York Stock Exchange, Inc. Medallion Signatures Program (“MSP”) or other such “signature guarantee program” as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not transfer this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____

(Include information for all joint owners if this Bond is held by joint account.)

Please insert federal identification or other identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Officer of Registrar</u>
May __, 2025	Cede & Co. Federal ID #13-2555119	

DRAFT

EXHIBIT C
TAX LEVY SCHEDULES

DRAFT

STATE OF MINNESOTA)
)
COUNTIES OF SCOTT) ss.
& LE SUEUR)
)
CITY OF NEW PRAGUE)

I, the undersigned, being the duly qualified City Administrator of City of New Prague, Scott and Le Sueur Counties, Minnesota (the “City”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on May 5, 2025, with the original minutes on file in my office, and the extract is a full, true, and correct copy of the minutes insofar as they relate to the issuance and sale of the City’s General Obligation Bonds, Series 2025B, in the original aggregate principal amount of \$[5,035,000].

WITNESS My hand officially as such City Administrator this _____ day of May, 2025.

City Administrator
City of New Prague, Scott and Le Sueur Counties,
Minnesota



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
KYRA CHAPMAN, PLANNER

SUBJECT: PLANNING COMMISSION SUMMARY – REQUEST FOR CONDITIONAL USE PERMIT #C1-2025 TO ALLOW EXTERIOR STORAGE, LOCATED AT 605 6TH STREET NW IN THE I-1 LIGHT INDUSTRIAL ZONING DISTRICT, AS PROPOSED BY BEVCOMM.

DATE: APRIL 29, 2025

Planning Commission Summary

At the Planning Commission meeting on April 23rd, 2025, the request for Conditional Use Permit #C1-2025 permit to allow exterior storage for spools of underground ducting and conduit, located at 605 6th Street NW in the I-1 light industrial zoning district, was recommended for approval by a vote of (3-0).

At the public hearing, John Sonnek, a representative from Bevcomm, inquired about the reasoning for the landscaping surrounding the perimeter of the property. Mr. Sonnek stated that the three trees along the east side of the building would be too close to the building. The trees would be near the ditch/storm drain and scrape against the building. The Planning Commission stated that the screening requirement was a recent update to the Zoning Ordinance and if Bevcomm would like to vary this requirement, they would need to make a variance request for the removal of the trees or tree spacing adjustment.

The Planning Commission's recommendation for approval of the exterior storage is contained in the drafted resolution for the Council's consideration.

Recommendation

The Planning Commission recommends approval of the attached resolution "...Approving Conditional Use Permit #C1-2025...".

RESOLUTION #25-05-03

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
APPROVING CONDITIONAL USE PERMIT #C1-2025 TO ALLOW EXTERIOR
STORAGE, LOCATED AT 605 6TH STREET NW IN THE I-1 LIGHT INDUSTRIAL
ZONING DISTRICT, AS PROPOSED BY BEVCOMM**

WHEREAS, Bevcomm, applicant, and Rural Communications Holding Company, owner of the following real estate in the County of Scott to wit:

Lot 3, Block 2 New Prague Business Park 11th Addition, according to the recorded plat thereof, City of New Prague, Scott County, Minnesota.

are requesting a conditional use permit to allow exterior storage for their spools of underground ducting and conduit, located at 605 6th Street NW in the I-1 light industrial zoning district, which is located on the above real estate; and,

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request #C1-2025, a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 23rd day of April, 2025, following proper notice held a public hearing regarding the request, and following due consideration of presented testimony and information, voted unanimously (3-0) to forward the matter to the City Council with a recommendation for approval subject to the findings and conditions contained in staff report #C1-2025, and as amended at the Planning Commission Meeting; and,

WHEREAS, the New Prague City Council finds:

- A. The proposed use of a exterior storage for the new office/shop/warehouse building will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because a previous traffic study indicated buildout of the existing industrial park land will not create a need for transportation improvements and because the new building will be accessed via 6th Street NW which is a collector road.
- B. The proposed exterior storage area will be sufficiently screened with fencing and vegetation and is not located near any residentially zoned or used land so that it will not depreciate existing home values or be a deterrence to development of vacant land.

- C. The proposed exterior storage area is reasonably related to the overall needs of the City and to existing land use, as it is listed as a conditional use.
- D. The proposed exterior storage for the office/shop/warehouse is consistent with the purposes of the Zoning Ordinance and the purposes of the I-1 Light Industrial Zoning District as the proposed use is specifically listed as a conditional use.
- E. The proposed exterior area is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being located within the I-1 Light Industrial Zoning District.
- F. The proposed exterior storage will not generate any significant additional traffic and the previously completed traffic impact study noted additional traffic control measures are not required until further development of the industrial park occurs to the north.
- G. The exterior storage area behind the new office/shop/warehousing building will have adequate utilities, drainage and access roads.

WHEREAS, the New Prague City Council approves the request with the following conditions:

- 1. The fence should be a 6' tall chain-link type with vinyl slats for a minimum 75% opacity. The color of the slats should be similar to the siding of the proposed warehouse. The vinyl slats must be maintained in good order at all times.
- 2. Dust control measures must be used on the exterior storage area to ensure adjacent properties are protected from dust during susceptible conditions.
- 3. The exterior storage area must be kept free of weeds and trash.
- 4. The applicant must provide a knox box to hold a key for access by the Police/Fire Department to the exterior storage area and also the main building if it is sprinklered or alarmed.
- 5. A single row of deciduous or evergreen trees that are 8' tall with a diameter of 2.5" must be planted every 40' around the perimeter of the property lines (except where parking lot landscaping is provided adjacent to the parking lot areas as shown on the site plan at 30' spacing along the west side and 40' near the front).
- 6. All lighting must conform to Section 704 of the Zoning Ordinance for Glare and be approved by the City prior to installation by submitting a lighting plan for final approval.
- 7. All recommendations of the City Engineer, New Prague Public Works Department, Utilities Department, Building Official and Fire Department must be complied with prior to final occupancy of the site.
- 8. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but not necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
- 9. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules and regulations.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that Conditional Use Permit #C1-2025 to allow exterior storage for spools of underground ducting and conduit, located at 605 6th Street NW in the I-1 light industrial zoning district, is hereby **approved**.

This Conditional Use Permit is approved effective immediately upon its passage and without publication.

Passed this 5th day of May, 2025.

Duane J. Jirik, Mayor

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2025.

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 _____, 2025.

Notary Public



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
KYRA CHAPMAN - PLANNER

SUBJECT: REQUEST FOR CONDITIONAL USE PERMIT #C1-2025 TO ALLOW EXTERIOR STORAGE, LOCATED AT 605 6TH STREET NW IN THE I1-LIGHT INDUSTRIAL ZONING DISTRICT, AS PROPOSED BY BEVCOMM.

DATE: 3/26/25

Background / History

On December 30th, 2024, Bevcomm purchased 605 6th St NW, one of the vacant shovel ready lots in the industrial park, directly west of Paul Hanzel Homes, Inc. Bevcomm intends to build a roughly 8,000 sq ft office/shop/warehouse building. As part of the purchase and development agreement, it's required that the building elevation abutting the public right of way must have 4' wainscoting of brick/stone/EIFS along the bottom edge.

They intend to install a fence that amasses 80' x 120' (9,600 sq ft) directly behind their new warehouse. Exterior storage would include outside storage of spools of underground ducting and conduit. The property is zoned I1-Light Industrial District and within that district, exterior storage is listed as a conditional use.

Legal Description

Lot 3, Block 2 New Prague Business Park 11th Addition, according to the recorded plat thereof, City of New Prague, Scott County, Minnesota.

Neighborhood Conditions

North – Vacant agricultural land outside of City limits and guided for future light industrial development.

South – I1-Light Industrial District and Foundry Hill Park.

East – Paul Hanzel Homes, Inc, Scott Equipment Co., and Braith Auto Repair

West – Two vacant lots, and Brick's Boatworks

Applicant's Statement

The applicant provided the following information on March 26th, 2025:

The fenced area for Bevcomm will be used mainly for the following purposes:

- Reels of duct
- Reels of fiber cable
- Fiberglass Handholes
- Stack of 10' Wood Posts 5" x 6"
- Occasional truck/trailer during construction season
- Small dumpster

We plan on a 6' chain link fence with screening to enclose the storage area. We plan on using evergreen trees to screen the storage area and deciduous trees for the parking area.

Zoning / Lighting / Landscaping

The property is zoned I-1 Light Industrial. In the I-1 Light Industrial District, exterior storage is listed as a conditional use.

704 Glare

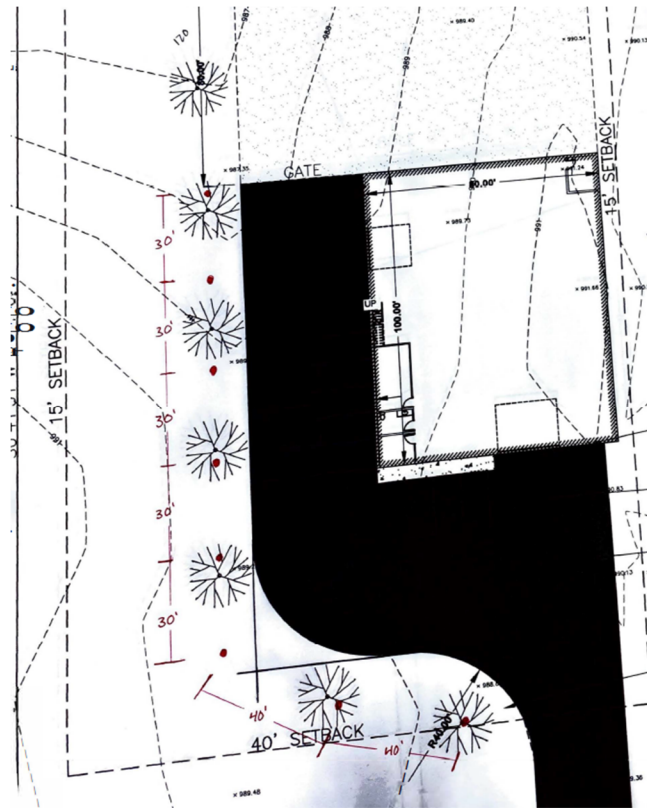
In all districts, any lighting used to illuminate an off-street parking area, sign, or other structure, shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. Direct or sky reflected glare, whether from floodlights or from high temperature processes such as combustion or welding, shall be hooded or controlled in some manner so as not to light adjacent property. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right of way. Any light or combination of lights which cast light on a public street shall not exceed one (1) foot candle (meter reading) as measured from the centerline of said street. Any light or combination of lights which cast light on residential property shall not exceed 0.4 candles (meter reading) as measured from said property.

The submission materials do not show any proposed lighting at this time. Any installed lighting will be required to meet the glare standards in Section 704 of the Zoning Ordinance which must be documented by submission of a lighting plan.

A photometric plan from 3/18/2025 was submitted indicating that there would be lighting installed on the exterior of the new warehouse. The plan shows that there would be LED Direct Wire Downlight, Full Cutoff LED Wall Pack, and CCT and Wattage Adjustable LED Wall Pack installed onto the building's exterior. The plans also confirm that the light is not exceeding 1 foot candle (meter reading) from the street, therefore, satisfying the Glare standard.

The proposed building plans show tree plantings on the south (front) and west (side) of the parking lot. Parking stalls that are facing the edge of the parking lot must meet the perimeter landscaping requirements of the Zoning Ordinance section 717(2)(M). The parking stalls are facing the building, not the perimeter of the parking lot and therefore, do not need to meet this requirement. Despite this, the applicant's landscaping plans are still meeting section 717(2)(M), which requires trees to be spaced no less than 40' along the front yards of the parking lot and 30' along the side yards (west side). Staff believes this to be effective as additional screening from the roadway and necessary as a condition for the exterior storage for the site as part of the

exterior storage area extends west of the edge of the building and would otherwise be immediately visible from 6th Street NW. A deciduous tree must be a minimum of 2.5' in diameter and a coniferous tree must be at least 6' tall.



Perimeter Landscaping Around Parking Lot

All screening requirements must follow Zoning Ordinance section 707 (2) (A) and (B). Section 707 (2) details screening requirements for industrial uses abutting commercial or industrial uses. The property is zoned I1-Light Industrial District and is abutting I1-Light Industrial District lots to the east and west.

Zoning Ordinance § 707 (2) states:

2. Industrial Uses Abutting Commercial or Industrial Districts

All industrial properties abutting commercial or industrially zoned districts must follow the provisions below:

- A. A single row of deciduous or evergreen trees is required and must be a minimum height of 8' with a minimum diameter of 2.5" measured six inches above the ground level. Tree spacing shall be 40' around the perimeter of the property abutting commercial or industrial districts. Follow §717 of the Zoning Ordinance 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.

Staff recommend that the fence should be chain-link that's 6' tall with vinyl slats for a minimum 75% opacity. The color of the slats should be similar to the siding of the proposed warehouse. The fence would help screen the spools of underground ducting and conduit, matching the principal structure.

As required by § 707 (2)(A), a single row of deciduous or evergreen trees that are 8' tall with a diameter of 2.5" must be planted every 40' around the perimeter of the property lines. If any trees are planted in the drainage and utility easement, they could potentially be removed if any utility work needs to be done. This single row of trees and fencing with slats would be similar to what is provided at Brick's Boatworks on the west end of the industrial park.



Rendering of Brick's Boatworks Exterior Plan

Setbacks (structure)

Setbacks for the I-1 Light Industrial District are:

40' front
15' side
25' rear

This property has a 40' front setback on their south property line, 25' rear setback on their north property line, and 15' side setbacks on their east and west property lines.

As currently proposed, the building appears to meet the required setbacks.

Parking / Access

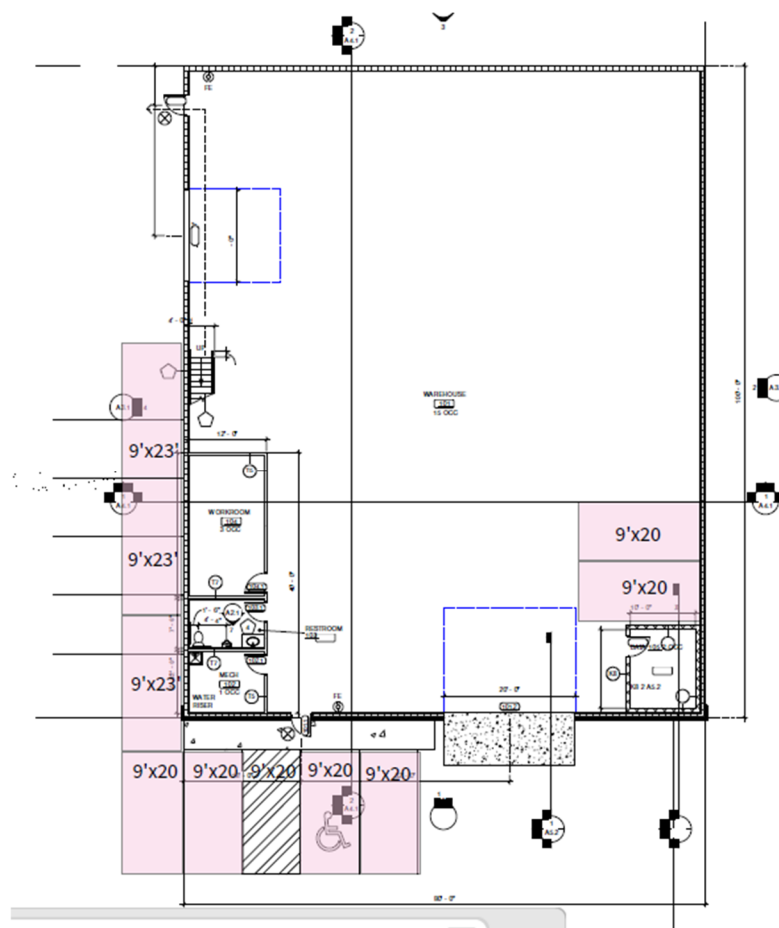
The I-1 Light Industrial District requires off-street parking, and the proposed parking lot must follow Section 717 of the Zoning Ordinance, detailing the standards to parking stall dimensions, setbacks, and minimum stall requirements. The parking lot must be striped in white or yellow paint no less than 4" wide. For a 90 degree angled parking lot, the parking stalls must be 9' wide, 20' deep, and a minimum lot drive aisle width of 24' (for two-way traffic). The parking lot must also be setback at least 15' along all public right of way.

Requirements for the minimum number of parking stalls can be found in Section 717 (2)(P):

Offices = 1 parking stall of 300 sq ft of office space

Warehousing = 1 parking stall per 1,000 sq ft of warehousing space

There will be about 239 sq ft of office space and 7,748 sq ft of warehousing space. That means a minimum of 9 parking spaces are required (8 spaces for warehousing use and 1 space for the office use). There are currently 7 parking spaces striped on the site on the exterior and 2 on the inside of the building which would meet the minimum requirements.



A traffic impact study was already completed for all of New Prague Business Park 11th Addition. The study is dated 2/13/15 and was completed by the City's Engineer, SEH. The traffic impact study noted that full buildout of the platted lots in New Prague Business Park 11th Addition would not require any additional traffic control measures to be implemented. However, once the

land north of New Prague Business Park 11th addition is platted the eastbound and westbound right turn lanes are recommended for the intersection of TH21 and 6th/7th Street NW in the short term with a roundabout or signalization of said intersection recommended by full buildout of the 80 acres north of New Prague Business Park 11th Addition. **At this time, no additional traffic control measures are necessary.**

Building Design

As required by the purchase and development agreement, the building was required to be approximately 8,000 sq. ft. and have a 4’ wainscoting along the bottom of all elevations abutting a public road right of way. The building footprint is 8,000 sq. ft. and provides for the faux stone wainscoting, thereby meeting the design requirement of the purchase and development agreement.

Engineering / Public Works Considerations

The City Engineer, Chris Knutson of SEH, Inc., was solicited for comment on 3/12/25 but at the time of writing this report, no comment has been given.

Public Works Director Matt Rynda and Utilities General Manager Bruce Reimers were solicited for comments on 3/12/25, but no comments were received at the time of writing this report.

FEMA Flood Plain

N/A.

Police Chief and Fire Chief Comments

Police Chief Tim Applen and Fire Chief Steve Rynda were not solicited for comments on this proposal.

Building Official Comments

Comments from the Building Department are provided under a separate review memo.

WAC/SAC

According to the 2025 Met Council SAC Manual as amended by the City Council to determine future WAC/SAC charges for new uses the following is noted:

Warehousing (including incidental office and bathrooms) is charged at 6,950 sq. ft. per unit. The 8,000 sq. ft. building calculates to 1.15 units owed.

1.15 units of SAC at \$7,150 = \$8,222.50

1.15 units of WAC at \$1,800 = \$2,070.00

Total WAC/SAC owed = \$10,292.50 at the time the building permit is issued.

Landscaping Escrow

Commercial Building projects require an escrow of \$3,300 per acre shall be collected until the project is complete with all landscaping improvements. This site is 1.97 acres and therefore \$6,501 must be collected and held in escrow.

Conditional Use Permit Findings

Bevcomm – CUP #C1-2025–Exterior Storage
4/23/25 Planning Commission Meeting
Page 6 of 17

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

- A. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed use of a exterior storage for the new office/shop/warehouse building will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because a previous traffic study indicated buildout of the existing industrial park land will not create a need for transportation improvements and because the new building will be accessed via 6th Street NW which is a collector road.)
- B. The use will be sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. (The proposed exterior storage area will be sufficiently screened with fencing and vegetation and is not located near any residentially zoned or used land so that it will not depreciate existing home values or be a 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. (See finding above.)
- D. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. (The proposed exterior storage area is reasonably related to the overall needs of the City and to existing land use, as it is listed as a conditional use.)
- E. The use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use. (The proposed exterior storage for the office/shop/warehouse is consistent with the purposes of the Zoning Ordinance and the purposes of the I-1 Light Industrial Zoning District as the proposed use is specifically listed as a conditional use.)
- F. The use is not in conflict with the Comprehensive Plan of the City. (The proposed exterior area is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being located within the I-1 Light Industrial Zoning District.)
- G. The use will not cause traffic hazard or congestion. (The proposed exterior storage will not generate any significant additional traffic and the previously completed traffic impact study noted additional traffic control measures are not required until further development of the industrial park occurs to the north.)
- H. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (The exterior storage area behind the new office/shop/warehousing building will have adequate utilities, drainage and access roads.)

Section 505 of the Zoning Ordinance also states that conditions may be placed upon the approval as are considered necessary to protect the public health, safety and welfare.

Staff Recommendation

Staff recommends approval of Conditional Use Permit #C1-2025 to allow 80' x 120' of exterior storage directly behind the proposed new warehouse located at 605 6th Street NW in the I-1 light industrial zoning district, as proposed by Bevcomm with the following conditions:

1. The fence should be a 6' tall chain-link type with vinyl slats for a minimum 75% opacity. The color of the slats should be similar to the siding of the proposed warehouse. The vinyl slats must be maintained in good order at all times.
2. Dust control measures must be used on the exterior storage area to ensure adjacent properties are protected from dust during susceptible conditions.
3. The exterior storage area must be kept free of weeds and trash.
4. The applicant must provide a knox box to hold a key for access by the Police/Fire Department to the exterior storage area and also the main building if it is sprinklered or alarmed.
5. A single row of deciduous or evergreen trees that are 8' tall with a diameter of 2.5" must be planted every 40' around the perimeter of the property lines (except where parking lot landscaping is provided adjacent to the parking lot areas as shown on the site plan at 30' spacing along the west side and 40' near the front).
6. All lighting must conform to Section 704 of the Zoning Ordinance for Glare and be approved by the City prior to installation by submitting a lighting plan for final approval.
7. All recommendations of the City Engineer, New Prague Public Works Department, Utilities Department, Building Official and Fire Department must be complied with prior to final occupancy of the site.
8. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but not necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
9. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules and regulations.

And making the following findings to approve the conditional use permit:

- A. The proposed use of a exterior storage for the new office/shop/warehouse building will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because a previous traffic study indicated buildout of the existing industrial park land will not create a need for transportation improvements and because the new building will be accessed via 6th Street NW which is a collector road.
- B. The proposed exterior storage area will be sufficiently screened with fencing and vegetation and is not located near any residentially zoned or used land so that it will not depreciate existing home values or be a deterrence to development of vacant land.
- C. See finding above.
- D. The proposed exterior storage area is reasonably related to the overall needs of the City and to existing land use, as it is listed as a conditional use.
- E. The proposed exterior storage for the office/shop/warehouse is consistent with the purposes of the Zoning Ordinance and the purposes of the I-1 Light Industrial Zoning District as the proposed use is specifically listed as a conditional use.
- F. The proposed exterior area is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being located within the I-1 Light Industrial Zoning District.

- G. The proposed exterior storage will not generate any significant additional traffic and the previously completed traffic impact study noted additional traffic control measures are not required until further development of the industrial park occurs to the north.
- H. The exterior storage area behind the new office/shop/warehousing building will have adequate utilities, drainage and access roads.

Attachments

Aerial Site Map – Dated 3/17/25

Aerial Zoning Site Map – Dated 3/17/25

Screening Requirements – Undated

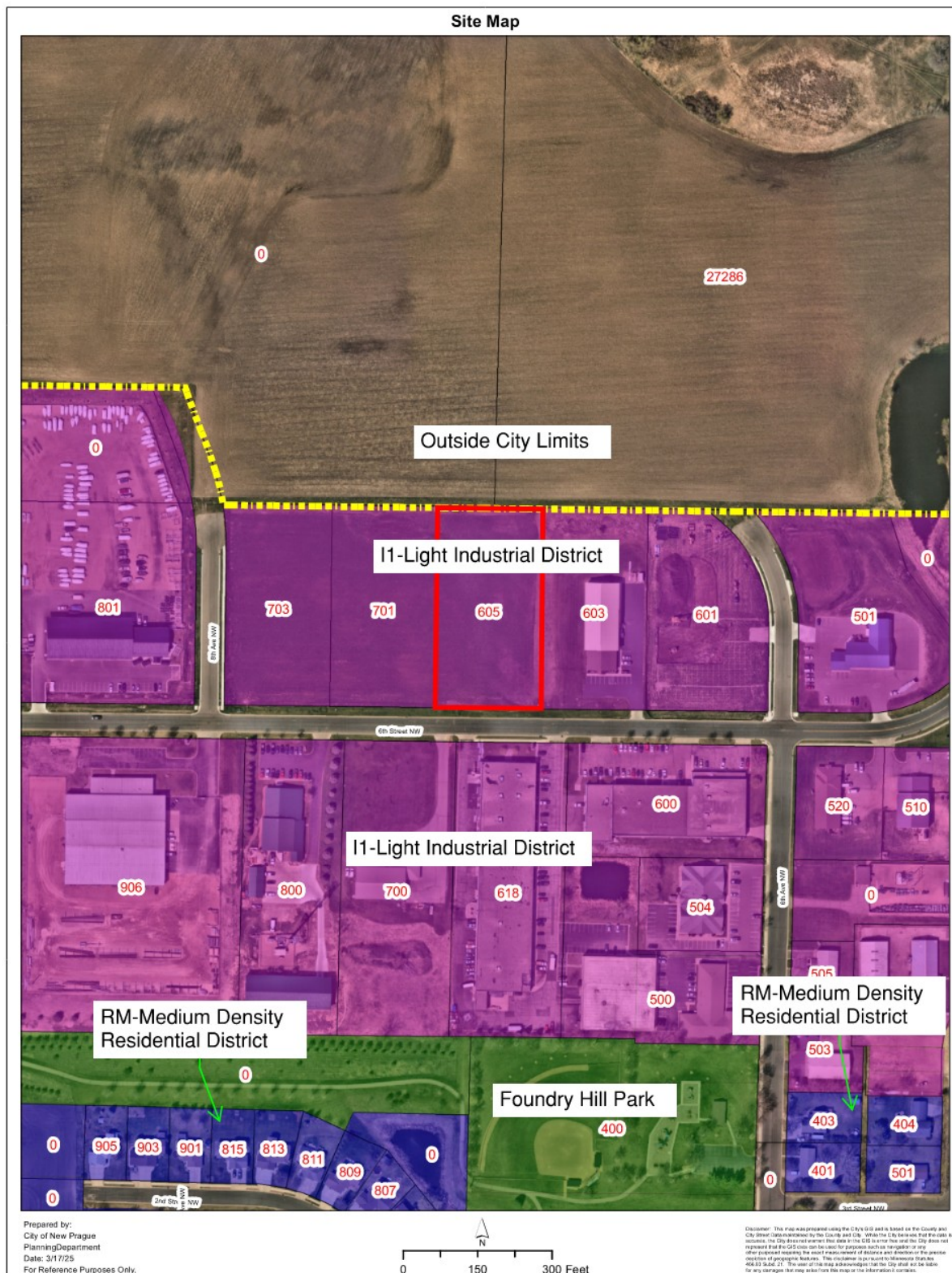
Site Plans – Dated 2/14/25

Parking Lot Plan – Dated 2/14/25

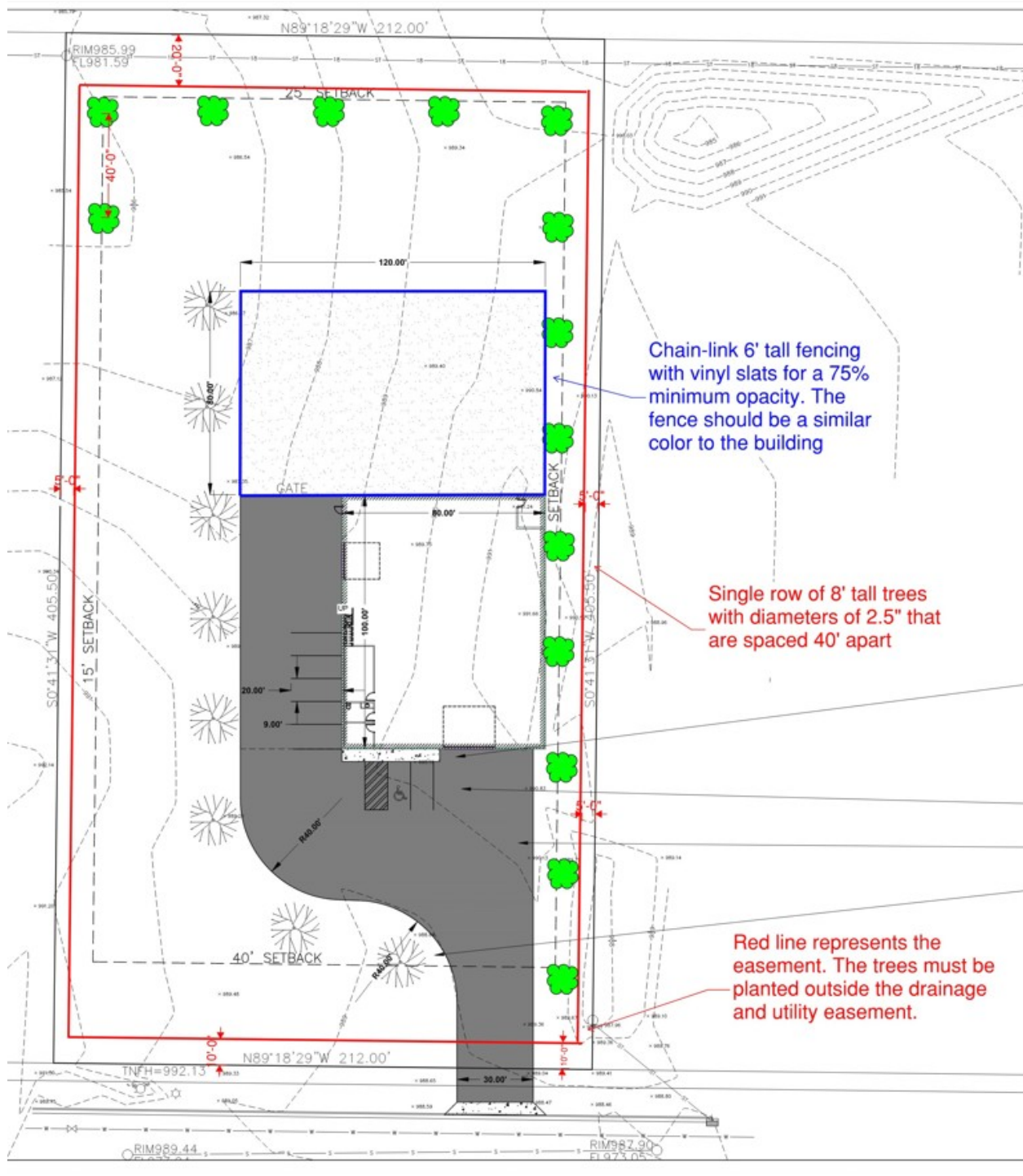
Photometric Plan – Dated 3/18/25

Google Street View – Dated August 2023

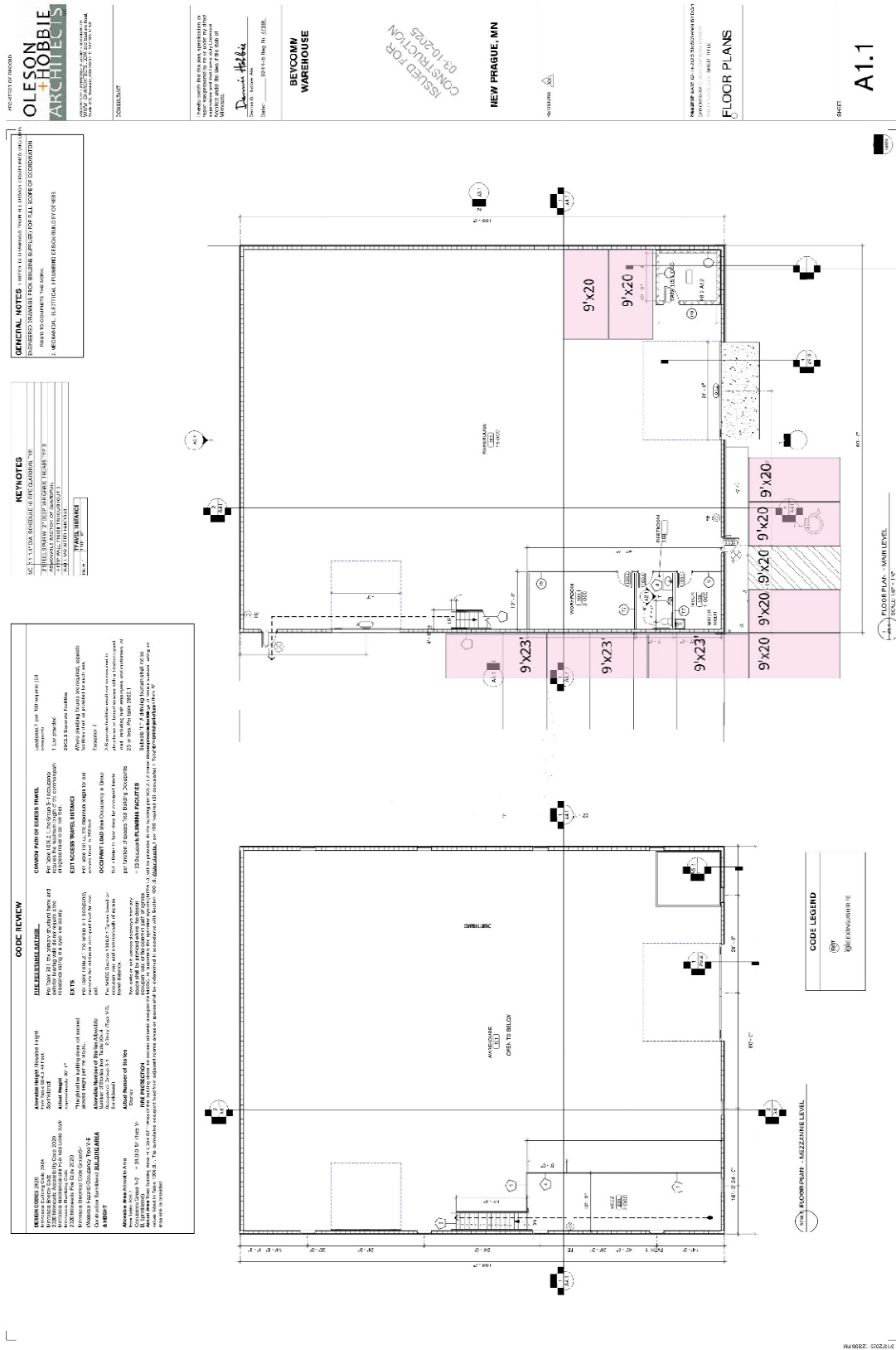
Pictures – Dated 3/21/25



Aerial View of the Zoning Districts



Screening/Landscaping Requirements



Parking Lot Plan



Google Street View Looking East on 6th St NW



Vacant Bevcomm Lot from 6th St NW



Vacant Bevcomm Lot from 6th St NW – Looking East



Vacant Bevcomm Lot from 6th St NW – Looking North



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 J. TETZLAFF– CITY ADMINISTRATOR
FROM: KEN ONDICH – COMMUNITY DEVELOPMENT DIRECTOR
BRUCE REIMERS – UTILITIES GENERAL MANAGER
SUBJECT: PROPOSED AMENDMENTS TO 2025 OFFICIAL CITY FEE SCHEDULE
DATE: APRIL 30, 2025

Attached to this memo is a proposed amendment to the 2025 Official City Fee Schedule. Any language or fees that are proposed to change are highlighted in yellow.

The proposed amendments at this time include:

- Increase Bulk Water Rate from \$8.50/1,000 gallons to \$35.00/1,000 gallons to be in line with area cities and cover staff time
- Change “Water Softener” fee name to “Water Treatment” which covers all types of water treatment from conditioning to reverse osmosis, etc.
- Add “Bathroom Remodel” as a flat fee for \$110 plus state surcharge. The reason for adding this fee is to simplify and consolidate all the work onto one permit versus the current practice of requiring a building permit (alteration which is value based) plus a separate plumbing permit. Most bathroom remodel permit costs will be reduced and better reflect the inspections needed for this type of project.

Staff Recommendation

Approval of the attached “Resolution Adopting An Official 2025 Fee Schedule”.

CITY OF NEW PRAGUE
RESOLUTION #25-05-05-04

RESOLUTION ADOPTING AN AMENDED OFFICIAL 2025 FEE SCHEDULE

WHEREAS, several sections of the City Code allow the City Council to adopt permit fees which will be effective in the City; and,

WHEREAS, City Staff has reviewed and suggested changes to the existing 2025 Fee Schedule that would become effective with the amendment; and,

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the attached 2025 Official City Fee Schedule is hereby **approved** as amended and will become effective on 5/5/2025, until further amended.

This resolution is approved effective immediately upon its passage and without publication.

Adopted by the City Council of the City of New Prague on this 5th day of May, 2025.

Duane J. Jirik, Mayor

ATTEST:_____

Joshua M. Tetzlaff, City Administrator

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
ADMINISTRATIVE SERVICE CHARGES:	
Assessment Search (per parcel)	\$25.00
Nuisance/Code Violation Search (per parcel)	\$20.00
Nuisance Abatement Service Administrative Charge (per lot, per incident)	75.00 or 15% of Service Charge - Whichever is Greater
Nuisance Abatement Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed
Utility Charges Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed
NSF Charge	\$30.00
Special Meeting Fee for Park Board, Planning Commission and City Council as requested (workshops not included)	\$500.00 + \$50.00 per diem per member
Consent Assessment Administrative Fee	\$350.00
Employee Mileage	(Standard Federal IRS Rate)
Past Due and Delinquent Invoices (Non-Utility Bills)	1% Monthly Service Charge of Past Due Amount or \$1.00, whichever is greater
Overnight Parking Permit	\$10.00
Application for Deferral of Special Assessment	\$100.00
Subordination of Small Cities Development Program Agreements	\$150.00
Release of Deferred Assessment Certificate	\$100.00 (does not include recording fee)
City Repayment / Lien Agreement Verification Fee	\$30.00
MAPS:	
Small - Less than 11 x 17 (Color or Black and White)	\$1.20
Medium - 11 x 17 to 17 x 22 (Color or Black and White)	\$6.00
Large - Larger than 17 x 22 up to 34 x 44 (Color or Black and White)	\$24.00
Copy charge per page (Black and White)	0.35
Copy charge per page (Color)	0.65
Fax service per page	1.10
Notary (per document)	2.20
Custom GIS Maps (per hour)	99.00
PUBLIC WORKS SERVICES:	
<i>(Minimum 1 hour charge for all items below)</i>	
Mileage	(Standard Federal IRS Rate)
Sweeper	\$90.00/hr
Roller	\$60.00/hr
Loader	\$105.00/hr
Sewer Jetter	\$115.00/hr
Five Ton Dump Truck	\$115.00/hr
Tractor & Implements (mower, etc.)	\$75.00/hr
Gravel	Actual Cost
Blacktop	Actual Cost
Labor (during regular hours of 7:30AM - 3:45 PM)	\$75.00/hr
Labor (after hours)	\$94.00/hr
Labor (Sundays and Holidays)	\$125.00/hr
Skid Loader	\$65.00/hr
Lawn Mower	\$45.00/hr

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Pickup & Plow	\$85.00/hr
Parks Utility Vehicle	\$50.00/hr
Pick-up Truck	\$75.00/hr
Equipment rate to be charged at established rate plus actual labor costs	
Road Surface / Sidewalk Deposit	\$500.00
MISCELLANEOUS LICENSES/PERMITS:	
Bingo/Gambling License	\$20.00
Commercial Lawn Spraying License	\$30.00
Dance Permit	\$100.00
Tobacco / Cigarette License	\$200.00
THC License Application / Investigation Fee	\$200.00 (prorated towards registration fee as necessary)
THC License Annual Fee	\$350.00 (prorated towards registration fee as necessary)
Cannabis Retailer* Registration Fee**	\$500.00
Cannabis Retailer* Renewal Fee***	\$1,000.00
*Initial registration fee includes first annual renewal fee: a registration fee shall be charged at the time of the second renewal and each subsequent year. **Not to exceed 1/2 of the initial state license fee under M.S. 342.11. ***Not to exceed 1/2 of the renewal state license fee under M.S. 342.11	
Dog License (includes dog park use)	\$15.00 per license year (no refunds or transfers)
Replacement Dog Tag	\$5.00
Peddlers/Transient Merchant License	\$30.00
Solicitor License / Permit (per person)	\$0.00
Golf Cart Operator Permit (annual)	\$30.00
Golf Cart Event Operation Permit (each event)	\$30.00
Class 2 ATV / Utility Task Vehicle Operator Permit (annual)	\$40.00
Adult Use License (annual)	\$3,000.00
Commercial Refuse Hauler License (up to 3 year license)	\$150.00 per year
Residential Refuse Hauler License (up to 3 year license)	\$150.00 per year
Fireworks Display Permit	\$50.00
Pawn Broker / Seconhand Goods Dealer Application Fee	\$500.00
Annual Pawn Broker License Fee	\$10,000.00 Annual
Filming Permit - Documentary	\$250 plus actual costs
Filming Permit - Low Impact Commercial	\$500 plus actual costs
Filming Permit - High Impact Commercial	\$1,000 plus actual costs
Large Assembly Permits	
Level A - New Event (single/mult. days, street closures, alcohol, fencing, live entertainment)	\$150.00
Level A - Repeat Event (single/mult. days street closures, alcohol, fencing, live entertainment)	\$75.00
Level B - New/Repeat Event (single/mult. days, sidewalk use, live entertainment)	\$50.00
Level C - New/Repeat Event (single day, park area, no live entertainment)	\$30.00
ROW Management	
Excavation Permit Fee	\$100.00
Small Wireless Facility Permit Fee	\$250/application for first 5 facilities, \$100 each after 5 (up to 15 max)
Obstruction Permit Fee	\$50.00
Degradation Fee In Lieu of Restoration	Negotiated fee determined on a case by case basis.
Small Wireless Faciltiy Agreement Fees (Set by M.S. 237.163 as may be amended)	

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Collocation Rental Fee on City Structure	\$150 per year
Maintainace for Collocation Fee	\$25 per year
Monthly Electrical Service	
Per Radio Node Less than or equal to 100 maximum watts	\$73.00
Per Radio Node Over 100 maximum watts	\$182.00
Actual costs of electricity (if actual costs exceed forgoing fees)	See Electric Fees in this fee schedule
LIQUOR LICENSES:	
Off Sale Intoxicating	\$150.00
Off Sale 3.2% Malt Liquor	\$100.00
Small Brewer (Off Sale)	\$100.00
On Sale Intoxicating	3,000.00
On Sale 3.2% Malt Liquor	\$400.00
Brewer Taproom (On Sale)	\$400.00
Set-up License	\$300.00
Sunday Liquor	\$200.00
Temporary On Sale Non-intoxicating (1-4 days)	\$100.00
Temporary On Sale Intoxicating (1-4 days)	\$100.00
Wine License	\$500.00
License Investigation Fee - On/Off Sale Intoxicating	\$200.00
Application Fee	\$200.00
Premises Extension Permit for Alcohol on Temporary Patio	\$100.00
PUBLICATIONS:	
Audit Booklet	\$28.00
City Code of Ordinances	Free Online Viewing Only
Comprehensive Plan	Free Online Viewing Only
Comprehensive Utility Plans (each)	Free Online Viewing Only
Subdivision Ordinance	Free Online Viewing Only
Zoning Ordinance	Free Online Viewing Only
ZONING/SUBDIVISION APPLICATION FEES:	
Minor Subdivision Fee	\$400.00
Comprehensive Plan Amendment	\$660.00
Concept Review (Plats, CUP)	\$330.00
Conditional Use / Planned Unit Development Fee	\$550.00
Conditional / Interim Use Amendment	\$440.00
Interim Use Permit	\$550.00
Final Plat Application Fee	\$495.00
Final Plat Major Modification	\$440.00
RLS Review Fee	\$550.00
Building Relocation Deposit/Escrow	\$5,000.00
Preliminary Plat Application Fee	\$660.00
Rezoning	\$550.00
Sign Permit (permanent)	\$82.00

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Sign Permit (temporary - only need to pay one time per year)	\$33.00
Vacation Fee (Easements and Right of Way)	\$495.00
Zoning Code Amendment	\$550.00
Right of Way Encroachment Permit	\$330.00
Variance Fee	\$385.00
Residential Rental Inspection Fee (Valid for 2 to 4 years - See City Code for Details)	\$100 per building plus \$25 for each additional unit
Residential Rental Re-Inspection Fee (only for failing to keep a scheduled inspection or not fixing a violation found on a previous inspection)	\$50 per inspection
Zoning Verification Letter	\$55.00
2nd Kitchen Permit/Agreement	\$110.00
Bed and Breakfast Home/Inn License	\$110.00
Annexation Administration Fee - plus filing fees from state	\$605.00
Natural Landscape Permit Fee	\$220.00
Wetland Mitigation/Monitoring Escrow	\$1,760.00
PARK FACILITY RENTALS:	
Shelter (except Memorial Park Shelter)	
Resident (of City of New Prague)	\$33.00 plus sales tax
Non-resident	\$66.00 plus sales tax
Picnic Table Rental	\$17 plus sales tax per table (For tables not normally located at a shelter)
Damage Deposit (Shelter Rental)	\$100.00
Daily Use of Softball/Baseball Fields (Includes a picnic shelter at park)(Does not include dragging of the fields - contact the City for requests to drag fields for actual costs)	
Resident - One Field (\$30 for shelter and \$20 for field)	\$50.00 plus sales tax
Non-Resident - One Field (\$60 for shelter and \$40 for field)	\$100.00 plus sales tax
Resident - Two Fields (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax
Non-Resident - Two Fields (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax
Daily Use of Memorial Stadium Baseball Field (single game)	\$80.00 plus sales tax
Volleyball Court	\$10.00/day plus sales tax
Tournament Fees	
Memorial Park Softball Fields (Includes Memorial Park Shelter and both fields)	
One Day Tournament - Resident (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax
One Day Tournament - Non-Resident (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax
Two Day Tournament - Resident (\$30 for shelter and \$40 for each field)	\$110.00 plus sales tax
Two Day Tournament - Non-Resident (\$60 for shelter and \$80 for each field)	\$220.00 plus sales tax
Damage Deposit for Memorial Park Shelter Concession Stand	\$100.00
Temporary Liquor License for On-Sale 3.2 Malt Liquor (With Tournaments)	\$25.00
Memorial Stadium Baseball Field (Concessions to be Coordinated with the Orioles)	
One Day Tournament	\$160.00 plus sales tax
Additional Days of Tournament (Each)	\$160.00 plus sales tax
Memorial Park Baseball Stadium Team Fees	
Adult Teams	\$358.75 + \$40 per game played (plus sales tax)
Youth Teams	\$180.00 + \$40 per game played (plus sales tax)
Adult Softball/Baseball League Fees (Annual - Not Including Teams Using Memorial Park Baseball Stadium)	

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Teams Playing 2 Times a Week	\$358.75 plus sales tax
Teams Playing 1 Time a Week	\$301.25 plus sales tax
Fall League Teams (starting after Labor Day) 2 Times a Week	\$215.00 plus sales tax
Fall League Teams (starting after Labor Day) 1 Time a Week	\$107.50 plus sales tax
Youth Ball Team Fees (Annual)	
Teams Playing 2 Times a Week	\$180.00 plus sales tax
Teams Playing 1 Time a Week	\$151.25 plus sales tax
POLICE SERVICE CHARGES:	
Police Reports (incident print-out 1 to 100 pages)	\$0.25 per page
Copies of Audio and Visual media (media storage device may be CD, DVD, USB Flash Drive)	\$20.00 per media storage device
Computer Research, or copies over 100 pages	Charged on a case by case basis with actual costs determined for searching, retrieving, and making, certifying, compiling and electronically making copies of the data or the data itself.
Police Accident Reports	\$0.25 per page
Police Officer	\$130.00/hr
Fine for Public Use of Cannabis	\$100.00
BUILDING PERMITS:	
*Valuation determined by Building Official based on square footage and information from area municipalities.	
Building Permit	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge
Common Home Improvements	(Fixed valuation fees)
Re-roofing	\$110.00 + State Surcharge
Re-siding	\$110.00 + State Surcharge
Windows (Total Replacement - Sash Replacement Only is Exempt)	\$110.00 + State Surcharge
Front Door or Patio Door Replacement Only	\$44.00 + State Surcharge
Lower level finish	\$170.00 + State Surcharge
Swimming pool (above ground)	\$59.00 + State Surcharge+Planning Site Plan Review
Swimming pool (below ground)	\$360.00 + State Surcharge+Planning Site Plan Review
Deck	\$170.00 + State Surcharge+Planning Site Plan Review
Re-Decking	\$85.00 + State Surcharge
Pergola	\$60.00 + State Surcharge+Planning Site Plan Review
Bathroom Remodel	\$110.00 + State Surcharge
Plan Review	65.05% Building Permit Fee
Repetitive Plan Review	32.55% Building Permit Fee
Plumbing Permits	
Industrial, commercial, multi-residential	1.55% of valuation (\$75.00 min. + State Surcharge)
Residential - New construction (single/two family)	\$147.00 + State Surcharge
Residential - Bathroom finish	\$65.00 + State Surcharge
Residential - Lawn sprinkler	\$75.00 + State Surcharge
Residential - Water softener-Treatment	\$65.00 + State Surcharge
Residential - Water Heater	\$65.00 + State Surcharge
Repetitive Plan Review	

2025 OFFICIAL CITY FEE SCHEDULE		
(Amendments Effective 5/5/25)		
		2025 Fee (In Dollars)
Residential - Miscellaneous		\$55.00 + State Surcharge
Mechanical Permits		
Industrial, commercial, multi-residential		1.55% of valuation (\$75.00 min. + State Surcharge)
Residential - HVAC system (single/two family)		\$147.00 + State Surcharge
Residential - Factory fireplace		\$65.00 + State Surcharge
Residential - Furnace replacement		\$65.00 + State Surcharge
Residential - Air conditioning		\$65.00 + State Surcharge
Residential - Garage heater		\$65.00 + State Surcharge
Residential - Air exchanger		\$65.00 + State Surcharge
Residential - Miscellaneous		\$65.00 + State Surcharge
Erosion Control, Turf Establishment and Tree Escrow (Residential)		\$1,650 (unused portion returned after warranty period)
Erosion Control, Turf Establishment and Landscaping Escrow (Commercial)		\$3,300 per acre (unused portion returned after warranty period)
Work without Permit		Double Permit Fee
Temporary Structures (more than 30 but less than 180 days)		\$82.00 per season
Demolition Permit		\$80.00 plus escrow on case by case basis as deemed needed
Move-In house pre-inspection		\$250.00 plus mileage if outside City Limits
Move-In accessory structure pre-inspection		\$100 plus mileage if outside City Limits
Lead certification verification fee		\$5.00
Change of Commercial Tenant		\$75.00
Other Inspection Fees		
A re-inspection fee may be assessed for each re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may be assessed when the inspection record card is not readily available, approved plans are not readily available, failure to provide access on the the date for which the inspection is requested, or for deviating from plans requiring approval from the Building Official		
a. Inspection outside of normal business hours (minimum charge - 2 hrs)		\$82.00 per hour*
b. Re-Inspection fees assessed		\$82.00 per hour*
c. Inspection for which no fee is specifically indicated (minimum charge 1 hour)		\$82.00 per hour*
(minimum charge 1 hour)		\$82.00 per hour*
e. Use of outside consultants for plan checking and inspection, or both		Actual cost**
* Or the total hourly cost to jurisdiction, whichever is greatest. The cost shall include supervision, overhead, hourly wages and fringe benefits of the employee involved.		
** Actual cost includes administrative and overhead costs		
Planning Survey/Site Plan Review for commercial structures (non-refundable)		\$100 per hour
Planning Survey/Site Plan Review for New dwellings (non-refundable)		\$100.00
Planning Survey/Site Plan Review for Decks, additions and similar projects		\$50.00
Engineering Survey/Site Plan/Grading Plan Review by City Engineer		Actual Costs
Refunds	No more than 80% of the permit fee will be refunded. Requests must be in writing within 180 days of date permit is applied for. No refunds for plan review fees.	
FIRE INSPECTION FEES:		

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Fire protection equipment (Sprinkler Systems, etc.)	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge
Flammable/Combustible Liquid Storage	\$115.00 for first tank and \$82.00 for each additional tank
Flammable/Combustible Liquid Storage Install Plan Review	\$88.00 per tank
Plan Review	65.05% of permit fee
Daycare/Childcare License Inspection	\$60.00
CONNECTION PERMIT CHARGES:	
Sewer Connection Charge (Total)	\$7,150 per REU
Trunk Fund at 17%	\$1,215.50
WWTF Fund at 83%	\$5,934.50
Water Connection Charge	
Residential - single family - 1" line	\$1,800.00
Residential - townhouse unit (75% of REU)	\$1,350.00
Commercial / Industrial / Institutional	\$1,800.00 per REU
(Based on Met. Council Service Availability Charge Manual)	
Water Meters	
3/4" meter and equipment	\$400.00 and is subject to change per vendor pricing
1" meter and equipment	\$450.00 and is subject to change per vendor pricing
1-1/2" meter and equipment	\$1080.00 and is subject to change per vendor pricing
2" meter and equipment	\$1300.00 and is subject to change per vendor pricing
3" meter and equipment	To be quoted at time of purchase
4" meter and equipment	To be quoted at time of purchase
Pressure Reducer Valve	\$225.00 and is subject to change per vendor pricing
DEVELOPMENT FEES:	
Park Dedication Fee	
Land Dedication Requirement	
Land Requirement	Commercial/Industrial Per Capita Share: 282 sq. ft. per employee
	Residential Per Capita Share: 815 sq. ft. per resident
Building Permit Fee	.25% of value of residential dwelling unit*
	*applicable only to residential lots platted prior to April 25, 2010
Fee in Lieu of Land Based on Land Requirement	Fair Market Value of the Buildable Unplatted Land x Land Requirement
Water Area Access Charge	\$2814.00/ac.
Emergency Warning Siren Area Charge	\$165/ac
Sidewalk Fee	\$55 per lot
Saw and Seal Fee (Developer Installed Roadways)	\$3.50/lineal foot (Saw Joint Every 40' of new road)
Municipal Electric Development Fees (costs subject to change per material pricing)	
Development Electric Service Install and Material Cost	At cost plus 15%
Street Lights (NPUC Standard Light)	\$1,850/light and is subject to change per vendor pricing
Street Lights Other than NPUC Standard (All Fixtures Require NPUC Approval)	At-Cost Plus 15%
Street Light Wire and Conduit	\$2.25/ft

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Road Crossing Conduit Pricing - Based on 4" PVC	\$9.00/ft
Road Crossing Conduit Pricing - Other than 4" PVC	At-Cost Plus 15%
Winter Construction Frost Charges (November 1st through April 15th)	Additional \$5.00/ft
Winter Construction Equipment Charges (November 1st through April 15th)	\$150.00/per piece of equipment
MISCELLANEOUS	
Memorial plaques	
5" x 8" engraved tree plaque	\$83.00 or actual cost
4" x 6" engraved metal bench plaque	\$.40 per letter or actual cost
Wooden Post for Plaques	\$75.00 or actual cost
Memorial trees	\$300.00 or actual cost
Memorial benches	
6' metal coated	\$490.00 or actual cost
MUNICIPAL FINANCING APPLICATION FEES:	
Tax Increment Financing Application Fee (plus city expenses)	\$1,200.00
Tax Abatement (plus city expenses)	\$1,200.00
Tax Exempt Financing	\$1,200.00
*All costs incurred by the City for TIF, Abatement, and Tax Exempt Financing applications will be billed seperately. Such costs include, but are not limited to, costs for legal, fiscal, and staff time.	
UTILITY BILLING RATES:	
WATER:	
Water (Base) Rates	
5/8" or 3/4" meter	\$18.10/billing cycle
1" meter	\$18.81/billing cycle
1 1/2" meter	\$18.96/billing cycle
2" compound meter	\$39.17/billing cycle
3" compound meter	\$44.46/billing cycle
4" compound meter	\$64.83/billing cycle
6" compound meter	\$95.66/billing cycle
Multi-Dwelling Units (with one water meter)	\$13.69/monthly per unit
Multi-Dwellings constructed after 1-1-2025 (with one water meter)	Base Rate \$18.10 / unit per monthly billing cycle
Water Rate	\$4.89/1,000 gallons Non Summer (Oct 1 - May 31) \$5.89/1000 gallons (June 1 Sept 30)
Water Rate for City Golf Course (All Months)	\$4.65/ 1000 gallons
Bulk Water Charge	\$8.50 \$35.00/1000 gallons
Bulk Water Loading Charge	\$40.00/ load
Pool fill metered from Fire Hydrant	\$75.00 meter set up fee & water charge \$8.50/ 1000 gallons
Water Conservation Violation Fines	
First Day	\$50/day
Each Additional Day	\$100/day
Minnesota Department of Health Water Service Connection Fee	\$.81/Month Subject to change per Minnesota Department of Health
REFUSE:	

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Yard Waste Site Fee	\$0.40/month added to residential utility accounts
SANITARY:	
Sanitary Sewer Rate	\$11.50 base rate + \$16.99/1,000 gallons
STORM:	
Storm Sewer Rate	
Base Rate (Used in the formula for storm sewer charges: Base Rate x Acres x REF)	\$17.05
ELECTRIC:	
Electric Rates	
Residential	\$16.82 Customer Charge & \$0.1369/kWh
Commercial	\$32.86 Customer Charge & \$0.1302/kWh
Small Industrial	\$68.04 Customer Charge & \$13.76/kw Demand & \$0.0753/kWh
Industrial	\$120.00 Customer Charge & \$14.14/kw Demand & \$0.0753/kWh
Large Industrial	\$140 Customer Charge \$17.20/kw Demand & \$0.0753/kWh
Interruptible	\$32.86 Customers Charge & \$0.0945/kWh
Street Light Rental - Residential LED Light Fixture on 23' Fiberglass Pole	\$25.00/month
Street Light Rental - Commercial LED Light Fixture on 35' Fiberglass Pole	\$35.00/month
Security Lights - Rental	\$12.35/month
City Street Light (LED less than 100 watt)	\$12.60/month
City Street Light (LED 100 watt or more)	\$16.25/month
Metered Street Lights (Current non LED Fixtures)	\$12.60 Customer Charge & \$0.1469/kWh
Metered Street Lights (LED Fixtures)	\$12.60 Customer Charge & \$0.2500/kWh
Peak Alert Rate (Customer Owned Generation)	
Customer Charge	\$138.60/month
Demand Charge	\$4.41/kW
Energy Charge	\$0.0797/kWh
Off Peak	
Summer Energy Charge (June through September)	\$0.0839/kWh
Winter Energy Charge (October through May)	\$0.0710/kWh
Off Peak Load Control Credit	\$5.00/monthly (non-metered)
Car Charging (Time of Use)	
10pm - 8am	\$0.0822/kWh
8am - 10pm	\$0.2507/kWh
Whole House Time of Use Rate	
Customer Charge	\$16.82/month
8am - 10pm	\$0.1683/kWh
10pm - 8am	\$0.084/kWh
Solar Grid Access Charge	First 3kW Free, then billed \$4.50/kW/Month based on rated AC output of solar array
Residential Solar Reimbursement Under 40kW	\$0.1369/kWh
Energy Cost Adjustment (ECA)	Based on additional charge or credit of wholesale energy / kWh
Residential Electric Service Install Fees (costs subject to change per material pricing)	
200 Amp Residential Underground Service - Up to 100' In Length	1,600.00 (includes 200A Disconnect)
Additional Charge for 200 Amp Service Installs Over 100'	\$6.00/ft

2025 OFFICIAL CITY FEE SCHEDULE	
(Amendments Effective 5/5/25)	
	2025 Fee (In Dollars)
Winter Frost Charges will be applied November 1st through April 15th	Additional \$5.00/ft
Service Conduit (If Needed)	\$7.00/ft
Residential Service - Over 200 Amp	At-Cost Plus 15%
Other Utility Service Drops (Materials Provided by Service Provider)	\$150.00/service duct
Other Utility Service Drops Winter Installation (November 1st through April 1st)	\$200.00/service duct
Electric Service Connection Charges	
Commercial Electric Service Connection Charge	Billed Per Policy of the New Prague Utilities Commission
UTILITY EQUIPMENT:	
Bucket / Digger Truck	\$135.00/hr
Service Truck	\$75.00/hr
Skid Loader	\$60.00/hr
Tractor Backhoe	\$100.00/hr
Trencher	Quoted Per Foot
Directional Bore	Quoted Per Foot
DEPOSITS:	
Residential Electric	\$150.00
Residential Water	\$50.00
Residential Sanitary Sewer	\$100.00
Small Industrial, Industrial and Large Industrial Electric	2 months estimated consumption based on load & demand w/\$300.00 min
Commercial Electric	2 months estimated consumption based on load & demand w/\$150.00 min
Commercial Water	2 months estimated consumption with a \$100.00 minimum
Commercial Sanitary Sewer	2 months estimated consumption with a \$100.00 minimum
DISCONNECTION/RECONNECTION OF UTILITIES:	
During Work Hours (8:00AM to 4:30PM)	\$35.00 plus sales tax
After Work Hours	\$150.00 plus sales tax
MISCELLANEOUS:	
Fire Hydrant Maintainance (Annual per private hydrant)	\$60.00/hr, minimum 1hr
Water System Flow Testing	\$200.00/hr, minimum 1hr
Irrigation Meter Connection/Disconnection Fee	\$70.00/hr
Temporary Service Connection Fee - Residential	200.00
Temporary Service Connection Fee - Commercial	Cost based on type & size of service
Utility Line Worker Labor Rate	\$87.50/hr during normal business hours, \$140.00/hr all other hours
Utility Line Worker Labor Rate for Mutual Aid with other Utilities	\$140.00/hr all hours
Interest Rate for customer deposits (water and electric)	Rate as Published on Department of Commerce Website - based on MN Statute 325E.02(B)



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 HOURS
DATE: APRIL 4, 2025 (UPDATED APRIL 30, 2025)

Update:

At the last meeting, the City Council voted to table to the discussion on possibly changing City Hall hours during the summer for a meeting so that Mayor Jirik could share his ideas with me. Since that meeting, the Mayor did share his two ideas that he had. His ideas were:

- 1) To keep City Hall hours as they are, but to allow employees to work adjusted hours that still provide coverage at City Hall throughout the summer.
- 2) In the same vein, Mayor Jirik’s second idea was to keep City Hall hours as they currently are and to allow employees to even possibly work four ten-hour shifts throughout the week, as long as coverage at City Hall for open hours.

Both of these ideas have been used in various forms in the past and will likely continue to be used. Department heads have worked within their departments to coordinate varying hours throughout the year depending on work that needs to be accomplished.

While some may view adjusted City Hall hours as a benefit, I would view it more as adjusting City Hall hours to become more accessible to the public. If City Hall hours are adjusted for the summer, there may be employees who do not prefer the adjusted hours due to their life outside work, such as though with kids in daycare. Because of this, my recommendation is based off of trying to make City Hall more accessible without adding to the workload of City Hall and potentially creating additional cost.

I would also like to reiterate that the reason this is coming forward is that it has been on the Visioning Document for a number of years now and as staff works through the document, we will be bringing forward items for the City Council to consider. This document acts as a guide for what the City Council would like to consider and accomplish on a year-to-year basis.

Recommendation

If this is something the City Council would like to consider, I offer the same recommendation. I am certainly open to other ideas, but I caution that this move should be made with the primary goal of making City Hall more accessible while not increasing costs.

Original memo:

For the last few years, the City has had exploring a change to City Hall hours on its approved Visioning List. As part of the process, I had research City Hall operating hours for surrounding cities as well as look into if cities do summer hours.

What was found was the in this area, summer hours for City Halls are not as prevalent as other parts of the State. In the southeast, a change in City Hall hours during the summer months is much more prevalent. In Le Sueur County, Le Sueur’s normal City Hall hours include a shortened Friday and Montgomery has an abbreviated Friday during the summer. In Rice County, Northfield and Dundas have a shortened Friday year round and Fairbault has a shortened Friday during the summer. Scott County cities do not have any alternative schedules.

As I considered the benefits of a changed schedule, I believe it is important that City Hall is available to be able to serve citizens. While more of the cities business is taking place digitally, there are still some citizens who prefer in-person visits, whether for permits or to pay bills. To that end, I would like to make the following recommendation on City Hall hours for a trial period:

Memorial Day to Labor Day
Monday – Thursday: 7 am – 4:30 pm
Fridays: 7am – 11am

This schedule extends the hours City Hall is open Monday through Thursday by one hour and then shortens how long it is open on Friday to accommodate forty hours of staff time. The primary advantage of this schedule is that, in my experience, contractors like to get their permits early in the morning so that they do not have to take a break while on the job. By being open an hour earlier, it’ll allow this to take place.

For non-contractors who may need to do work with City Hall, people who work during the day would be able to stop in to pay bills or apply for building permits before going to work during the week. This is different than now when City Hall doesn’t open until 8:00 am and closes at 4:30 pm. Friday would continue to open at 7:00 am for continuity with the rest of the week and close by 11:00 for a forty-hour work week. When considering between those hours or having the time be 8:00 am to 12:00 pm on Friday, the hours of 7:00 am to 8:00 am seemed more valuable to serve citizens than 11:00 am to 12:00 pm.

The more often heard argument against alternative hours for City Hall is that those people who need to pay their utility bill on the last day before a late fee won’t be able to come in on a Friday afternoon to pay. That would be true. But that same argument could be made about why City Hall should be open on Saturday morning for another opportunity to pay. In my experience, the first month of an alternative schedule takes the most getting used to, and then people adapt and those that would have made a last minute payment on Friday afternoon make their payment at another time to avoid a late charge.

Of note, there are three (3) holidays week to consider during this trial time period. Holidays would continue to be paid at their approved eight (8) hour increments, so additional time needed to “make the week whole” would need to be worked. These holidays are:

Monday, May 26th – Offices Closed
Thursday, June 19th - Offices Closed
Friday, July 4th – Offices Closed

Recommendation

Due to being on the Visioning Document for a few years, staff recommends approval of the City Hall 2025 Summer Hours on a trial basis from Memorial Day through Labor Day.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: 2026 AUDIT SERVICES FOR FISCAL YEAR 2025
DATE: APRIL 25TH, 2025

Abdo presented the City with a three-year proposal to extend audit services for 2025, 2026, and 2027. The increase for fiscal year 2025 from 2024 is 5.4%, then approximately a 3.6% increase for 2026 and 2027.

Over the past several years the City and Abdo have maintained a successful working relationship. During the years of service, Abdo and City staff have spent a great deal of time working together to understand City and Public Utilities Commission (PUC) operations. Both parties have achieved a process that has been mutually beneficial to both parties through good working relationships and strong communication, resulting in efficiencies throughout the audit process. With the City's ongoing effort to ensure our due diligence, we are proposing to accept year 1 of Abdo's proposal and complete an RFP process for fiscal year 2026 and beyond.

Recommendation:

Staff recommends that Council approve 2026 audit services for the 2025 fiscal year, year one, of the proposal with Abdo.



February 10, 2025

Management, Honorable Mayor and City Council
City of New Prague and New Prague Public Utilities Commission
New Prague, Minnesota

We appreciate the opportunity to work with you and the staff at the City of New Prague (the City) and the New Prague Public Utilities Commission (PUC) over the past several years to conduct your annual financial audits. This has been a successful working relationship because we have spent a great deal of time understanding how your City and PUC operates, and you getting to know how we conduct our audits. As a result, we have been able to achieve a process that is mutually beneficial to both parties through good working relationships, resulting in efficiencies in the process.

We have outlined below a three-year extension of our services for years ending December 31, 2025, 2026, and 2027. Our fees below outline a 5.4 percent increase over 2024, then approximately a 3.5 percent increase thereafter. This will allow us to continue a relationship that through the past years has been shaped and polished to provide both parties with outstanding results.

Our fee for these services will be as follows:

Year	City Audit	PUC Audit	Single Audit Per Major Program if applicable	Data Collection Form if applicable	OSA Reporting Form	Total with Single Audit
2025	\$43,000	\$10,200	\$4,900	\$375	\$1,075	\$59,550
2026	\$44,500	\$10,600	\$5,100	\$375	\$1,100	\$61,675
2027	\$46,000	\$11,000	\$5,400	\$375	\$1,125	\$63,900

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, including time required for implementation of new GASB standards, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review letter accompanies this letter.

We appreciate the opportunity to be of continued service to your City and PUC and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If you have any questions, please contact me at 952-715-3004.

Very truly yours,

Abdo

Brad Falteysek, CPA
Governmental Services Partner

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

RESPONSE:

This letter correctly sets forth the understanding of the City of New Prague and the New Prague Public Utilities Commission, Minnesota.

Signature: _____
Mayor

Date: _____

Signature _____
City Administrator

Date: _____

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 6, 2023

To the Partners of
Abdo, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, LLP in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, LLP has received a peer review rating of *pass*.



Brady Martz and Associates, P.C.
Grand Forks, North Dakota



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: COMPENSATION STUDY REVIEW
DATE: APRIL 29, 2025

The RFP for Compensation Study services was sent out on Friday, April 11th. To keep the process moving forward in a timely manner, staff would like to know which Councilmember will be reviewing the proposals with Josh and Robin and then sitting in on the interviews.

Please note the timeline of events below:

Send out Request for Qualifications	Friday, April 11 th , 2025
Notification of Intent to Respond Due	Friday, April 25 th , 2025
Pre-Proposal Questions Due	Friday, May 2 nd , 2025
Answers to Questions Distributed	Friday, May 9 th , 2025
Proposals Due from Interested Parties	Friday, May 23 rd , 2025
Probable Interview Dates	Week of June 2 nd , 2025
Approval by City Council	Monday, June 16 th , 2025

Recommendation

Staff recommends selecting the Councilmember that will review proposals and also conduct interviews with finalists.



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: POLICE STATION – BIDDING/CONSTRUCTION APPROVAL
DATE: MAY 1, 2025

As the City has worked through the facilities study, conceptual design, and construction design, with Wold Architects, the City has entered into formal agreements for the work. During this process, the full amount of services has been shared through the budgeting discussions, including bidding and construction administration. While formal agreements have been entered into with Wold for the Facilities Study and design processes, the City has not entered into any agreements for bidding or construction administration.

The attached proposal is from Wold for these processes. The cost of each has been included in the budgets that have been shared with the Council. I would recommend approval for Mayor Jirik and myself to enter into formal agreements with Wold for bidding/construction administration for formal documentation of these processes.

Recommendation

Staff recommends approval for Mayor Jirik and City Administrator Tetzlaff to enter into a formal agreement with Wold to oversee the Construction Administration process for the building of the police station.



Joshua Tetzlaff, City Administrator
City of New Prague
118 Central Ave. N.
New Prague, MN 56071

Re: Police Facility Design
Commission No. 222137

Dear Josh:

As we begin construction for this project, we would like to gain approval for our remaining fees for the project, which includes the bidding phase, and now, the construction phase. As outlined in our previous proposal letter, our typical fee structure would assign the following percentages for each phase of the work.

~~Schematic Design~~ — 15% (Completed)
~~Design Development~~ — 20% (Completed)
~~Construction Documents~~ — 40% (Completed)
Bidding — 5%
Construction Administration — 20%

We are excited to continue with the work we started with you and look forward to helping the city with this important project. For this our proposal was based on a fixed fee of 7% of the cost of construction. All engineering and consultants are included in our fixed fee.

Police Facility Addition

$\$8,000,000$ (construction cost) \times 7% \times 25% (Bidding & CA) = **\$140,000 Total Architectural Fee for BD-CA.**

Reimbursable expenses would be in addition to this fixed fee and are typically around \$2,500 per million of construction and are estimated to be approximately \$5,000 for this phase of work.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

John McNamara | AIA, LEED AP
Partner

cc: Jake Wollensak, Wold Architects & Engineers



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: 2026 LEVY AND BUDGET TIMELINE
DATE: APRIL 29TH, 2025

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 remaining topics have to be 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 at least one week prior to each budget meeting, with the first meeting's materials being delivered two weeks prior. There may be times when it is requested that a decision be made to keep meetings advancing.

Proposed timeline for the 2026 budget preparation.

- May – July: Staff prepare preliminary budget
- June 16: Meeting with Council to receive direction on 2026 budget: goals, vision, and proposed accomplishments
- July 21: Budget documents to City Councilmembers
- July 30: Preliminary questions from City Council to staff members prior to first meeting
- August 4: Budget Workshop following regular City Council meeting
- *Week of August 25: Optional Special Budget Workshop, scheduled if needed*
- September 2: Budget Workshop following regular City Council meeting
- **September 15: Approval of Not-to-Exceed Preliminary Levy**
- October 6: Budget Workshop following regular City Council meeting
- *Week of October 27: Optional Special Budget Workshop, scheduled if needed*
- November 17: Presentation of Enterprise Funds during regular City Council meeting
- **December 1: Truth-in-Taxation Hearing, Presentation of Levy Funds during regular City Council meeting**
- **December 15:**
 - **2026 Levy and Budget Approval**
 - **2026 – 2035 Capital Improvement Plan Approval**
 - 2026 – 2035 Visioning Document Approval

Recommendation

I recommend setting a budget timeline for the 2026 budget preparation.

Date: April 23, 2025

To: New Prague Planning Commission

From: Jeff Matzke, Senior Planner, Bolton & Menk

Subject: Unified Development Code - 1st Draft Discussion

I. Goals of a New Unified Development Code

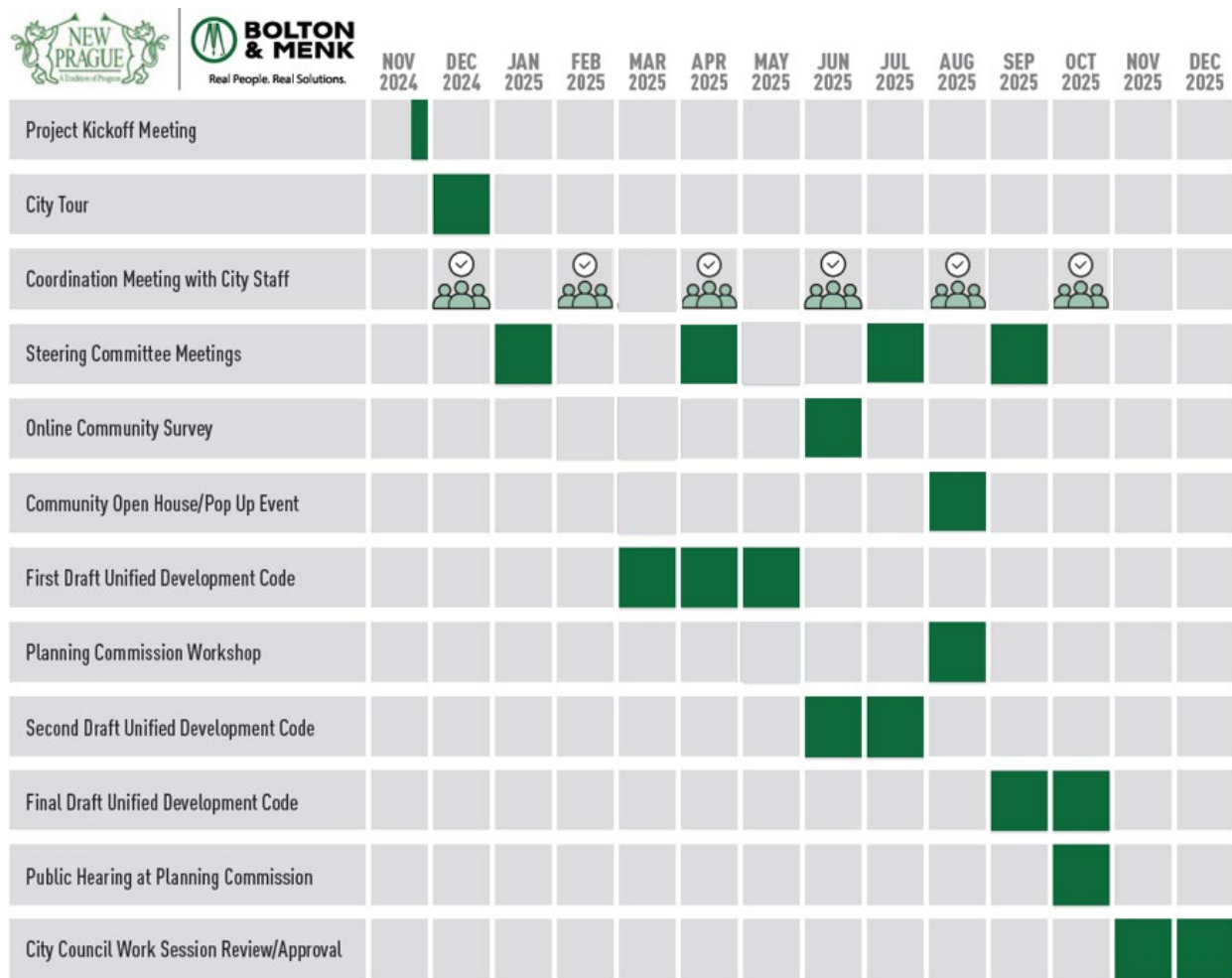
The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. The last extensive updates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

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

II. Project Schedule

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

Bolton and Menk has met with City Staff, conducted a city tour to highlight some of the key areas of New Prague's recent development, and discussed the project schedule and objectives at the January Planning Commission Meeting. The following is the current project schedule which may be adjusted throughout the project based on meeting schedules and the overall needs of New Prague.



III. 1st Draft UDC Ordinance

The Bolton & Menk Staff have taken the first step of combining the existing language of the New Prague Subdivision Code and Zoning Code into one single Unified Development Code (UDC). We’ve begun to review industry standards, MN State Statues, and several different ordinances to provide some ideas and concepts for consideration of code updates. We have also reviewed the recently adopted 2045 Comprehensive Plan, existing ordinance language, and listed code issues identified by City Staff and the Planning Commission. The attached 1st draft is lengthy (over 200 pages) so we will highlight some of the main steps taken so far in the redrafting process in this memorandum as well as our presentation at the Planning Commission Meeting.

Many sections of definitions, administrative processes, and performance standards within the existing subdivision code and zoning code can be combined allowing for less redundancy in code language.

The following is the initial draft table of contents for the various sections of the UDC:

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§ 1.001	Title	1
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SECTION 3	ADMINISTRATION.....	39
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§ 6.001	Dimensional Standards Chart.....	111
§ 6.002	Character and Building Standards.....	112
§ 6.003	Subdivision Design Standards.....	190
SECTION 7	EFFECTIVE DATE	209

Furthermore, the use of table charts along with graphics in the code will increase awareness and ease of use. We have drafted the various land uses within a table chart (Pages 83-86) that clearly identifies the Zoning Districts in which each land uses are allowed in code. Also, the following dimensional standards chart (Page 112) is another example of graphically displaying the code information for easier access:

§ 6.001 DIMENSIONAL STANDARDS CHART

Standard	RL-90	RL-84	RL-70	RM	RH	B-1	B-2	B-3	I-1
Minimum Lot Area (Sqft)	9,000	8,400	7,000	Single and two-family: 7,000 sqft per dwelling unit, three through eight units: 3,000 sqft per dwelling unit	Single and two-family: 7,000 sqft per unit, Multi-unit: 1,300 sqft per unit	No requirement	20,000	20,000	40,000
Minimum Lot Width (ft)	65	60	50	Single -family: 50 ft, Multi-unit: 100 ft	Single -family: 50 ft, Multi-unit: 100 ft	No requirement	80	80	150
Minimum Front Yard Setback (ft)	30	30	25	30	30	10	30 feet along collector and arterial roadways, 15 feet along residential and local roadways	40	40
Minimum Side Yard Setback (ft)	7	7	7	Single-family: 7 ft, Multi-unit: 10 ft	Single-family: 7 ft, Multi-unit: 20 ft	10	10	10	15
Minimum Rear Yard Setback (ft)	30	30	30	30	30	10	30	10	25 (50 ft when abutting a residential district)
Minimum Rear Alley Setback (ft)	No requirement	No requirement	No requirement	No requirement	No requirement	No requirement	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 square feet, Three bedroom units: 950 square feet	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two bedroom units: 750 square feet, Three bedroom units: 950 square feet	No requirement	No requirement	No requirement	No requirement
Useable Open Space Per Dwelling Unit (two or more unit buildings) (sqft)	No requirement	No requirement	No requirement	400	300	No requirement	No requirement	No requirement	No requirement

IV. Planning Commission Action

No formal action is required of the Planning Commission at this time. Additional discussions will be scheduled to review further detailed draft code language, and a public hearing will be scheduled at a future Planning Commission meeting along with a request for formal action. Bolton & Menk along with City Staff would like the Planning Commission to offer feedback on the initial draft code layout and any initial comments on specific code items.



UNIFIED DEVELOPMENT CODE

Planning Commission Discussion



Real People. Real Solutions.

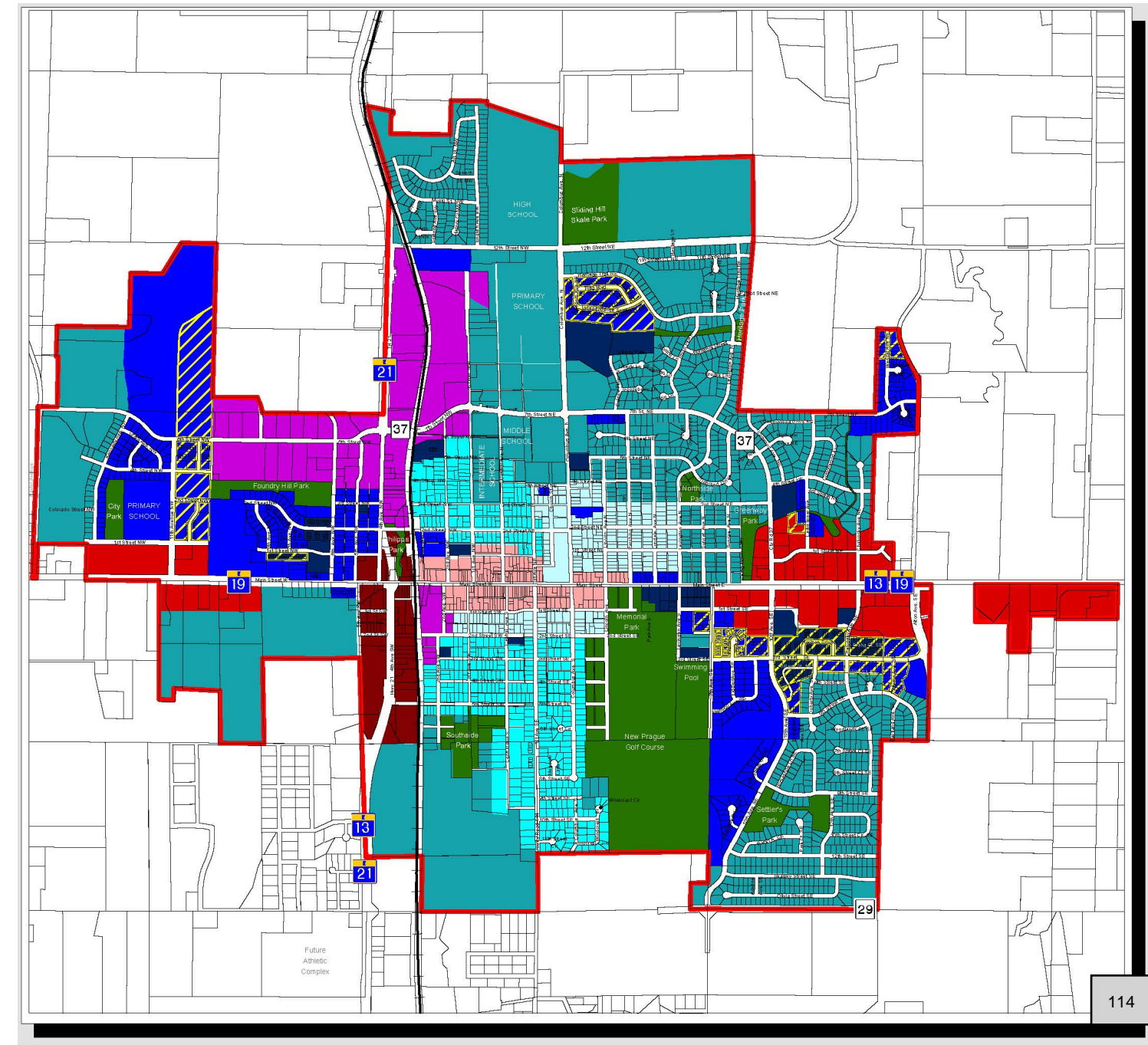


Low Salt Solutions

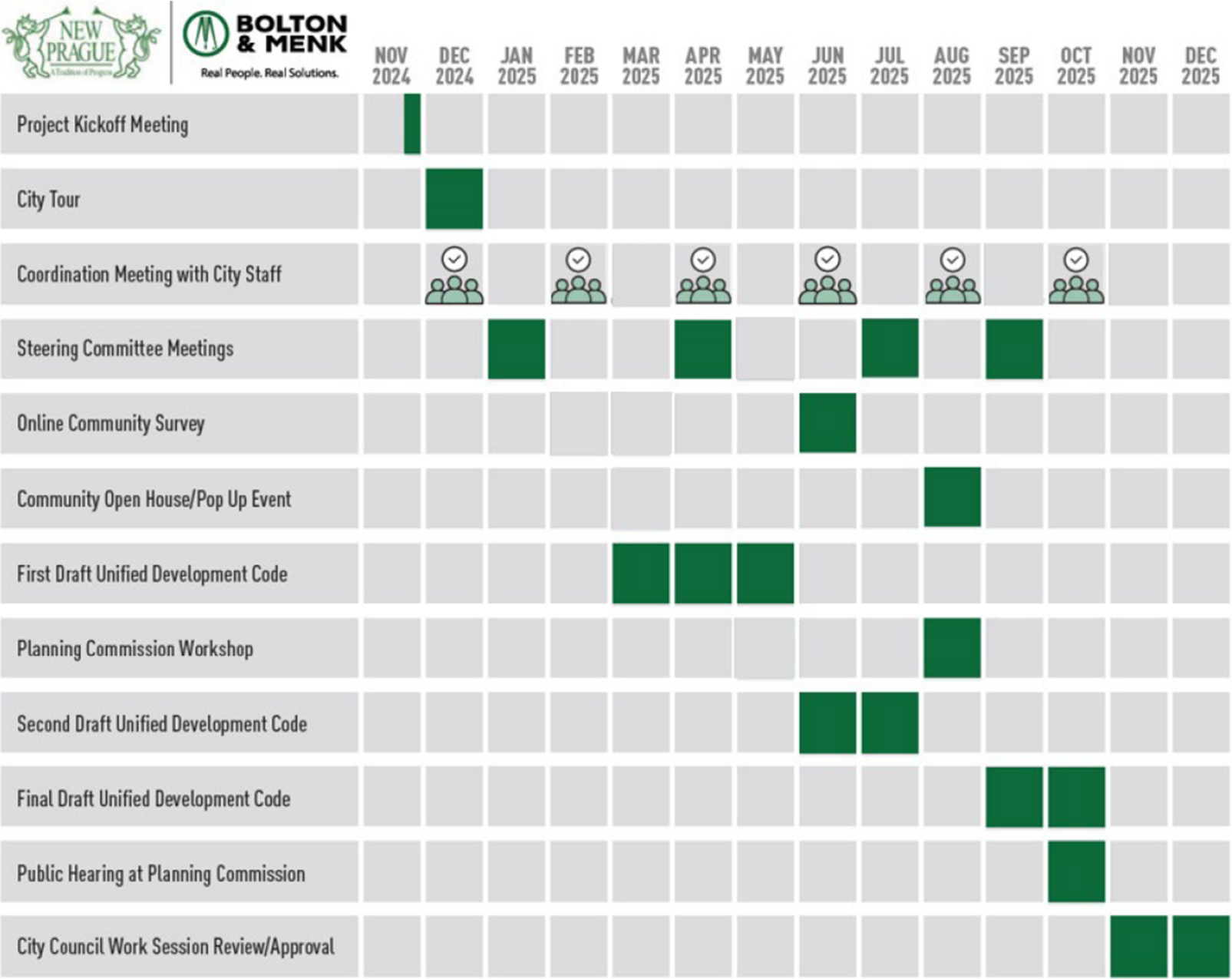
Unified Development Code

A Unified Development Code will support the city in meeting current objectives while fostering future development through review of the following items identified by the City:

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



Schedule



Phase 1: November to December 2024

- Project kickoff
- City tour and coordination meetings with city staff

Phase 2: January to April 2025

- January Planning Commission kickoff
- 1st Draft – Formatting the Unified Development Code

Phase 3: May to October 2025

- 2nd Draft of the Unified Development Code
- Public engagement sessions begin (online survey, Czech Out New Prague)
- Planning workshops

Phase 4: October to December 2025

- Public hearing at planning commission meetings, council review, and approval
- Implementation of new Unified Development Code

Sections of Draft Code

Section 2

- Definitions

Section 3

- General Provisions
- Administrative Processes

Section 4

- Zoning Districts
- Zoning Map Reference

Section 5

- Land Use Chart
- Land Use Performance Standards

Section 6

- Dimensional Standards
- Character and Building Standards
- Subdivision Standards

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SECTION 7	EFFECTIVE DATE	209

Tables/Graphics in Code

§ 5.001 USE CHART

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

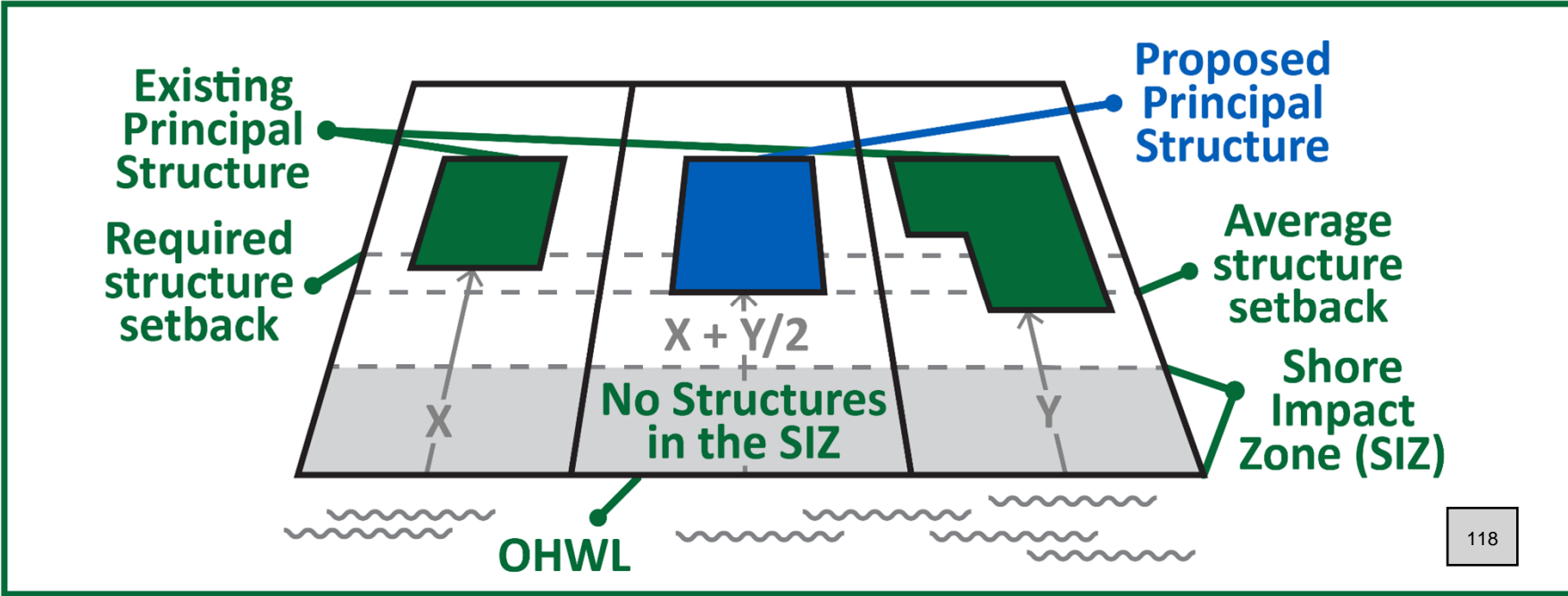
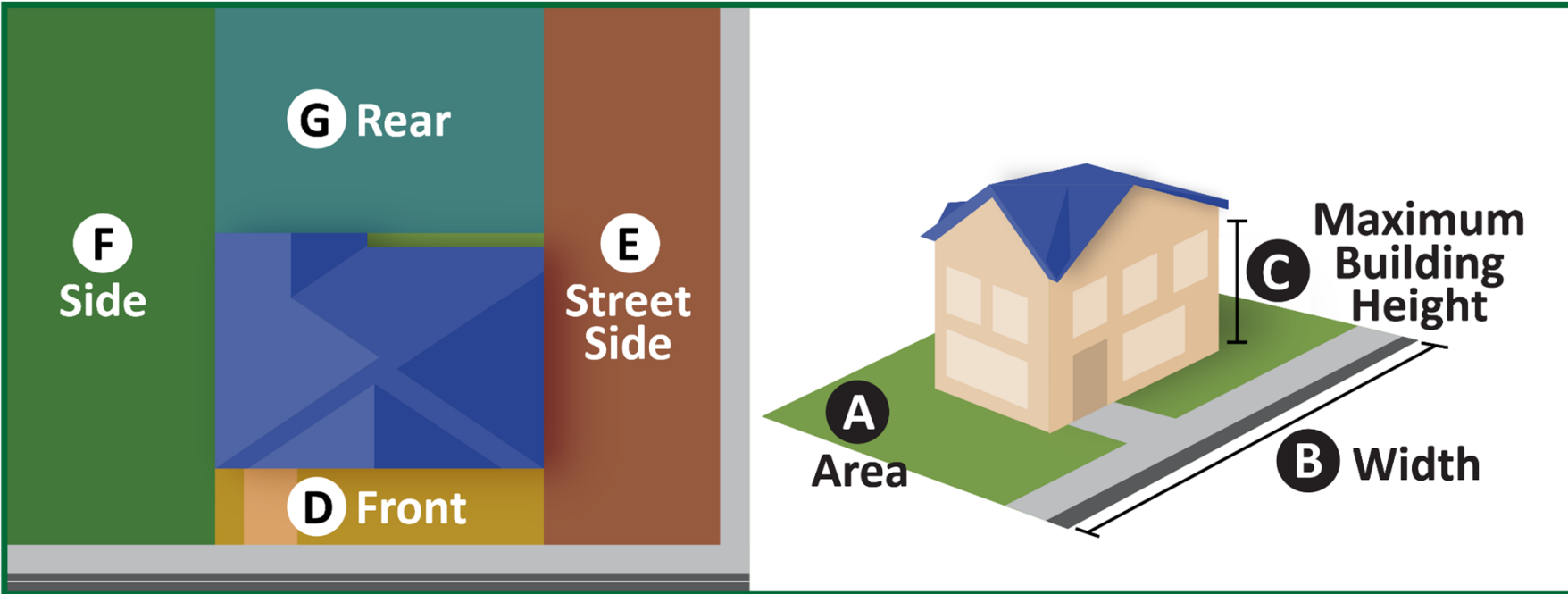
Use	RL-90	RL-84	RL-70	RM	RH	B-1	B-2	B-3	I-1
Accessory buildings	A	A	A	A	A				A
Accessory uses	P	P	P	P	P				
Any house or other principal structure moved onto a lot	C	C	C	C	C	C	C	C	C
Apartments				P, *2	P	P/C, *3, *4	C, *5	C, *5	
Auto repair, major							C	C	P
Auto repair, minor						C	C	C	P
Automobile parking lots, parking garages, bus stations						P	C	C	
Bed and Breakfast Homes	C	C, *1	C, *1	C, *1	C, *1				
Bed and Breakfast Inns					C	C	C	C	
Billboard signs									P
Breweries									P
Brewpubs						P	P	P	
Small Breweries						C	C	C	P
Cannabis cultivation business									C

§ 6.001 DIMENSIONAL STANDARDS CHART

Standard	RL-90	RL-84	RL-70	RM	RH	B-1	B-2	B-3	I-1
Minimum Lot Area (Sqft)	9,000	8,400	7,000	Single and two-family: 7,000 sqft per dwelling unit, three through eight units: 3,000 sqft per dwelling unit	Single and two-family: 7,000 sqft per unit, Multi-unit: 1,300 sqft per unit	No requirement	20,000	20,000	40,000
Minimum Lot Width (ft)	65	60	50	Single -family: 50 ft, Multi-unit: 100 ft	Single -family: 50 ft, Multi-unit: 100 ft	No requirement	80	80	150
Minimum Front Yard Setback (ft)	30	30	25	30	30	10	30 feet along collector and arterial roadways, 15 feet along residential and local roadways	40	40
Minimum Side Yard Setback (ft)	7	7	7	Single-family: 7 ft, Multi-unit: 10 ft	Single-family: 7 ft, Multi-unit: 20 ft	10	10	10	15
Minimum Rear Yard Setback (ft)	30	30	30	30	30	10	30	10	25 (50 ft when abutting a residential district)
Minimum Rear Alley Setback (ft)	No requirement	No requirement	No requirement	No requirement	No requirement	No requirement	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 square feet, Three bedroom units: 950 square feet	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two bedroom units: 750 square feet, Three bedroom units: 950 square feet	No requirement	No requirement	No requirement	No requirement
Useable Open Space Per Dwelling Unit (two or more unit buildings) (sqft)	No requirement	No requirement	No requirement	400	300	No requirement	No requirement	No requirement	No requirement

Code Update Approach

- Process includes robust engagement to:
 - Identify issues and opportunities
 - Promote transparency and build community support
 - Support the review and final approval process
- Performing Zoning and Subdivision Code updates concurrently under the UDC review ensures consistent regulations that are efficient and effective
- Final deliverable will be:
 - Modern
 - Innovative
 - User-friendly
 - Visual
 - Focus on physical character





THANK YOU!
QUESTIONS?

Jeff Matzke
Senior Planner



Real People. Real Solutions.

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SECTION 1 TITLE, PURPOSE, AND INTENT

§ 1.001 TITLE

- (A) This ordinance shall be known, cited and referred to as the New Prague Zoning Ordinance, 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 authorize 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 and 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 and 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 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.

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, and satellite dishes, and omni-directional antennas, such as whip antennas.

Applicant - Any person or representative who wishes to obtain a building permit, zoning, or 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, 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, 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 twelve thousand (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.

Commented [JM1]: Combine these land uses or keep separate?

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 or 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 thirty (30) percent 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 percent 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 fifty (50) foot segment that exceeds eighteen (18) percent 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 or more persons, but not to exceed twenty (20) persons.

Board - The Board of Zoning 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.

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 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.

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.

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.

Commissioner - The Commissioner of the Department of Natural Resources or Department of Public Safety. Appointed members of the Watershed Board or the Watershed Planning Commission.

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.

Compensatory Storage - Excavated volume of material below the floodplain elevation required to offset floodplain fill.

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 environs 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 chapter 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 or 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, or 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 Level - 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 or more persons with care, training, supervision, habitation, rehabilitation, or developmental guidance on a regular basis, for periods of less than twenty-four (24) hours per day. Day care facilities include, but are 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 child care 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 chapter.

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.

Drainage Course - A water course or surface area for the drainage or conveyance of surface water, including channels, creeks, ditches, drains, rivers, and streams.

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 are 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.

Two Family Dwelling or Duplex - A building in which two 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 – 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 dwelling units.

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

ECS - Erosion and Sediment Control.

Efficiency Unit - A dwelling unit with one 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.

Equal-Degree of Encroachment - A method of determining the location of floodway boundaries so that flood plain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

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, 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.

Fall Zone - The area on the ground within a prescribed radius from the base of a personal wireless facility. The fall zone is the area within which there is a potential hazard from falling debris. Examples of this could be ice or collapsing material. The fall zone is hereby defined as 50 percent of the height of the tower.

Family - An individual, or two or more persons related by blood, marriage or adoption, or a group of not more than four 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, 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 include, but are 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 LeSueur County (depending on the jurisdiction) for recording in public records.

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, 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, but do not include any cremation services.

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 families resident upon the premises.

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.

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.

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.

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 the 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 studios, 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 twenty (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, parking lots, storage areas, concrete, asphalt, or gravel roads.

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 and pipes; pump stations, sanitary sewers and interceptors, hydraulic structures, permanent erosion control and stream bank protection measures, water lines, gas lines, electrical lines and associated facilities, and 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, 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.

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

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 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 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 - An interior lot having frontage on two 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 ten (10) feet in length, or if the lot forms a point at the rear, the rear lot line shall be a line ten (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 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.

Major Watershed - One 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 one percent 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 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 or size, lime, gypsum, plaster or parts, tanneries, automobile parts, paper and paper products, glass, chemicals, plastics, crude oil and petroleum products, including storage, electric power generation facilities, vinegar works, junkyard, auto reduction yard, foundry, forge, casting of metal products, rock stone, 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.

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.

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, that involve open and outdoor sales and display areas.

MSL - Mean Sea Level. It represents the average 19-year height of the surface of the sea for all stages of the tide.

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 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 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 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 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/SDS - National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS). 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 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 land used or occupied for the purpose of buying and selling any goods, materials, or merchandise and for the storing of same 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 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.

Percentage of Grade on Street Centerline - The distance vertically (up or down) from the horizontal in feet and tenths of a foot for each 100 feet of horizontal distance.

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 – 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.

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 - One 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 of one 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 municipal 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 and General Welfare- As defined in Minnesota Statutes, Section 103D.011, Subdivisions 23 and 24.

Public Improvement Project- A public road or utility project that provides a common benefit to the community (such as, 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 or 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 ten or more acres in size in unincorporated areas or 2-1/2 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 hydraulic engineering term to describe 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 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 be 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 busses, but excluding motor vehicles designed for commercial, industrial or agricultural use.

Recycling Center – A facility that is not a junkyard and in 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 acre of new impervious surface, involves greater than one acre of land disturbance, and for which over 50 percent of the parcel involved is disturbed by a land disturbing activity. For the purposes of this Ordinance, if an activity creates more than one 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 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 classes. If a restaurant offers services which cause it to meet the definition of more than one 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 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 three 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 or 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 the purpose of elementary or secondary 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 element of a development from other elements or from adjacent or contiguous development. Screening may include one or a combination of the following materials – 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 setback line shall be measured from the property 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.

Sign - Any letter, word or 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 one hundred (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 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, Readerboard – 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 square feet total sign size per side (no taller than four 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.

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.

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.

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

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

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.

Story, Half - A story under a gable, hip, or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than two (2) feet above the floor of such story.

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 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 or more parcels of land which is not dedicated to the public and is owned and maintained by one 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 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 chapter.

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).

Tangent - A straight line which is perpendicular to the radius of a curve at a point on the curve.

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 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.

Tower - Any ground or roof mounted pole, spire, structure, or combination thereof taller than fifteen 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.

Tower, Multi-User - A tower which is designed to accommodate the antennas of more than one personal wireless service provider or governmental entity.

Tower, Single User: A tower to which is attached only the antennas of a single user, although the tower may be designed to accommodate the antennas of multiple users as required in this ordinance.

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.

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

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.

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.

Use, Accessory - A use subordinate to and serving the principal use or structure on the same lot and customarily incidental thereto.

Use, Non-Conforming - Use of land, buildings, or structures legally existing at the time of adoption of this Ordinance which does not comply with all the regulations of this Ordinance or any amendments hereto governing the zoning district in which such use is located.

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

Use, Principal - The main use of land or buildings as distinguished from subordinate or accessory use. A principal use may be either permitted or conditional.

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

Useable Open Space - The open space required to be provided for Multiple Family Buildings in the RM and RH District. Such open space must not have a least dimension in any case less than 30 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.

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.

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.

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 street such as corner and through lots, there may be more than one front yard for purposes of calculating

setbacks of 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 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.

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.

Zoning Ordinance - The Zoning Ordinance controlling the use of land, as adopted by the City of New Prague, including the Official City Zoning Map.

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 the public health, safety and welfare.
- (3) 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 principal building.
- (4) Each new occupied building shall be required to connect to the city utilities.
- (5) 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.

- (6) 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.
- (7) No building permit for new developments shall be issued on land described by metes and bounds.
- (8) 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, 1/4 section and 1/16 section corners shall be duly described and tied.
- (9) 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. The Planning Commission shall determine the necessary front yard setback in such cases subject to approval by the City Council.
- (10) A 50 percent 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 percent shall require a Conditional Use Permit.
- (11) No cellar, garage, tent, trailer, basement with unfinished structure above, or accessory building shall at any time be used as a dwelling unit in excess of fourteen (14) days.
- (12) 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 Planning Commission shall review and provide recommendation to the Council who shall approve an appropriate zoning district.

(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 or, 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, a 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. "Expansion" shall be defined as any structural alteration, change or addition that is made outside of the original building or any change in the building's occupancy capacity or parking demand 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 one (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 percent 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 percent of the required setback from the water is

destroyed by fire or other peril to greater than 50 percent 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

In any district in which single family dwellings are permitted, notwithstanding limitations imposed by other provisions of this Ordinance, a single family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this ordinance. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district; provided that yard dimensions and other requirements not involving area or width, or both, of the lot, shall conform to the regulations for the district in which such lot is located.

§ 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 which shall consist of five (5) members appointed by the City Council from the citizens. The City Council shall appoint one of its members and may appoint up to two Council Members to serve on the Commission with voting privileges. The two Council

members shall only be considered for appointment when citizen applicants are not available. When citizen applicants become available during times in which two 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 City 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 Sections 504, 505, 506 and 507 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; and
 - (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 of the following three 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; or

- (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.
- (5) Procedure.

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

 - (a) The property owner or his or her 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 three hundred fifty (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 ten 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 zoning ordinance 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, one of three actions -- 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. The zoning amendment shall require the affirmative vote of two-thirds of the members of the City Council.
 - (g) No application of a property owner for an amendment to the text of the ordinance or the zoning map shall be considered by the Planning Commission within the one (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 ordinance 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 this determination, 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 or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
- (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 zoning ordinance 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 required off street parking spaces.
- (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, and conditions imposed by the City Council; time limits 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 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 abuts a 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 consistent with existing housing units (if the housing faces the street, the replacement use must also orient to the street). If a park or open space is adjacent or across the street, green space, yards and even landscaped parking lots may be acceptable (a parking lot across the street from established homes would not be acceptable because neighborhood patterns would be significantly altered).
 - (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 707 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. The applicant shall initiate neighborhood meetings for residents within 350 feet of the subject property.
- (4) Required Exhibits for Conditional Use Permits.
- (a) A certificate of survey of the property.
 - (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.
 - (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.

(5) Procedure

The procedure for obtaining a Conditional Use Permit is as follows:

- (a) The property owner or his agent shall meet with the Zoning Administrator to explain his or her 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 one of three actions to the City Council within 30 days after holding the public hearing - approval, denial, or conditional approval.
- (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) Revocation of Conditional Use Permit. The City Council may revoke a conditional use permit in the event any of the conditions set forth in the permit are violated. The property owner shall be provided with notice of the City Council's intention to revoke a conditional use permit at least 30 days prior to revocation in order to allow him or her to bring the property into compliance or respond to the violations.
- (h) No application of a property owner for a conditional use shall be considered by the within a one 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) 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 Zoning Ordinance.
- (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 deems reasonable and necessary to protect the public interest and to ensure compliance with the standards of this Ordinance and policies of the Comprehensive Land Use Plan.

(3) Procedure

- (a) Any person having a legal or equitable interest in a property may file an application to use such land for one or more interim uses. An application for interim use shall be filed with the Planning Department on an approved form and shall be accompanied by such information as is requested by the City Planner to facilitate review.
- (b) The Planning Director may request special studies when there is evidence that the proposed use may negatively impact public infrastructure, the environment or adjacent land uses. Such studies may include but are not limited to traffic, environmental, wetland, and utility studies.
- (c) The Planning Director shall transmit the application to the Planning Commission and shall notify all property owners within three hundred fifty (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 Planning Director 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 ten (10) days and not more than thirty (30) days prior to said hearing.
- (e) The Planning Commission shall hold a public hearing on each valid and complete application for an interim use as provided in Section 505 for conditional use permits. After the close of the hearing on a proposed interim use, the Planning Commission shall make findings and shall submit the same together with its recommendations to the City Council.

- (f) The City Council shall make the final decision regarding all applications for interim use permits. Approval shall require a simple majority vote of the City Council.
- (g) If an interim use permit application is denied, an applicant may not submit a subsequent interim use permit application for the same use on the same site until one year has passed.

(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 this Ordinance which would render the interim use non-conforming.
- (d) The interim use has been discontinued for at least one year.
- (e) Unused interim use permits expire, without further action from the Planning Commission or City Council, 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 Planning Director for no more than one time extension of up to six months for an unused interim use permit.

(5) Suspension or Revocation

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. 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 Zoning Ordinance may be issued by the Board of Adjustment to provide relief to the landowner in those cases where this Ordinance imposes practical difficulties to the property owner in the use of his or her 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.
 - (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.
- (3) Procedures
- The procedures for obtaining a variance from the regulations of this Ordinance are as follows:

- (a) The property owner or his or her agent shall meet with the Zoning Administrator to explain his or her 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 for review and recommendation and shall notify all property owners located adjacent to 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 Board of Adjustment and Appeals shall make a decision after receiving the recommendation from the Planning Commission. It shall recommend one of three actions -approval, denial, or conditional approval.
- (e) No application by a property owner for a variance shall be submitted to the Board of Adjustment and Appeals within a six (6) month period following a denial of such a request, except the Board may permit a new application if, in the opinion of the Board, new evidence of change or circumstances warrant it.
- (f) A violation of any condition set forth in granting a variance shall be a violation of this Ordinance and automatically terminates the variance.
- (g) Unless the variance is used within one year after being issued, it shall be null and void. If not used within one year, the applicant may request an extension of up to an additional 180 days by submitting a written request for extension to the Board of Adjustment.

(H) Enforcement

(1) Enforcing Officer

It shall be the duty of the Zoning Administrator and Building Inspector to cause the provisions of this Ordinance 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

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 this Ordinance. 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 this Ordinance or the availability of adequate utility capacity.

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 -.2 feet and + .5 feet.

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 736 of this Ordinance prior to issuance of a final certificate of occupancy. The topsoil amount verification need not 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 this Ordinance are being met based on the submitted site plan, the Zoning Administrator may require submittal of a certificate of survey to verify items such as setbacks.

(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 this Ordinance.
- (b) Any person filing a petition for an amendment to this Ordinance, requesting a variance or 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 this section is:

- (a) To encourage a more creative and efficient development of land and its improvements than is possible under the more restrictive application of zoning requirements such as lot sizes and building setbacks, while at the same time meeting the standards and purposes of the Comprehensive Plan and preserving the health, safety, and welfare of the citizens of the City.
- (b) To allow for a mixture of uses in an integrated and well planned area.
- (c) To ensure concentration of open space into more usable areas, and the preservation of the natural resources of the site including wetlands, woodlands, steep slopes, and scenic areas.
- (d) To facilitate the economical provision of streets and public utilities.

(2) Permitted Uses.

- (a) Residential Dwellings
- (b) Commercial and Office Uses
- (c) Industrial Uses
- (d) Public, Recreational, and Utility Uses

(3) General Requirements.

A Conditional Use Permit shall be required of all planned unit developments. The City may approve the planned unit development only if it is found that the development satisfies all the following standards:

- (a) The proposed planned unit development is in conformance with the Comprehensive Plan. At a minimum, the City shall find that the planned unit development does not conflict with the Comprehensive Plan with regards to the following:
 - 1. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities which serve or are proposed to serve the area.
 - 2. The use is reasonably related to the overall needs of the City and is compatible with the surrounding land use.
 - 3. The planned unit development is an effective and unified treatment of the development possibilities on the project site and the development plans provide for the preservation of unique natural amenities such as streams, stream banks, wooded cover, rough terrain, and similar areas.
 - 4. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighborhood property, and will not be detrimental to surrounding uses.
- (b) The planned unit development meets or exceeds the following development criteria:
 - 1. A minimum of two principal structures are proposed.
 - 2. The minimum size of the tract is one-half (1/2) acre in developed areas and two (2) acres in undeveloped areas.
- (c) The use is consistent with the requirements of this Ordinance.

- (d) The planned unit development can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.
 - (e) Each phase of the proposed development is of sufficient size, composition, and arrangement so that its construction, marketing, and operation are feasible as a complete unit, and that provision for and construction of dwelling units and common open space are balanced and coordinated. In addition, the total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.
 - (f) Financing is available to the applicant on conditions and in an amount which is sufficient to assure completion of the planned unit development. To evidence this finding, a written statement of financial feasibility which is accepted by the City shall be submitted by the applicant.
 - (g) One (1) individual has been designated by the property owner(s) to be in control of the development.
 - (h) It is reasonable to anticipate that the entire planned unit development will be fully platted in final form within five (5) years of approving the preliminary development plan.
- (4) Density Transfer.
- (a) In order to encourage the protection of natural resources, to allow limited development in an area with unusual building characteristics due to subsoil characteristics or to encourage creative land use, a density transfer system may be allowed whereby lot sizes smaller than that normally required in a district will be allowed on the developable land in return for leaving the natural resource areas open from development. The number of dwelling units proposed for the entire site shall not exceed the total number permitted under the density indicated in the Comprehensive Plan where the land is located.
 - (b) If the planned unit development incorporates residential uses and is in more than one density area, the number of allowable dwelling units must be separately calculated for each portion of the planned unit development that is in a separate area according to the underlying zoning district, and must then be combined to determine the number of dwelling units allowable in the entire planned unit development.
 - (c) The Zoning Administrator shall determine the number of dwelling units which may be constructed within the residential portion of the planned unit development by dividing the gross acreage of the project area by the maximum allowable density as set forth in Section VI, Zoning Districts and Provisions.

(5) Coordination with Subdivision Provisions.

- (a) It is the intent of this Ordinance that subdivision review under this Ordinance be carried out simultaneously with the review of a planned unit development under this Section.
- (b) The plans required under this Section must be submitted in a form which will satisfy the requirements of this Ordinance for the preliminary and final plats required under this Ordinance.

(6) Pre-Application Meeting.

Prior to the submission of any plan to the Planning Commission, the applicant shall meet with the Zoning Administrator and, if necessary, with the Planning Commission to discuss the contemplated project relative to community development objectives for the area in question and to learn the procedural steps and exhibits required. This includes the procedural steps for a Conditional Use Permit and a preliminary plat. The applicant may submit the simple sketch plat at this stage for informal review and discussion. The applicant is urged to avail himself or herself of the advice and assistance of the planning staff to facilitate the review of the preliminary development plan and preliminary plat.

(7) Preliminary Development Plan.

- (a) An applicant shall make an application for a Conditional Use Permit following the procedural steps as set forth in Section 505.4 of this Ordinance.
- (b) In order to grant approval of a Conditional Use Permit as required by this Section, or to grant approval to a preliminary development plan, the City Council shall find that the planned unit development complies with the requirements as established in Section 505 of this Ordinance.
- (c) Preliminary Development Plan Documentation.

The following exhibits shall be submitted by the applicant as part of the application for a Conditional Use Permit, as required by the Zoning Administrator and the Planning Commission.

- 1. An explanation of the character and need for the planned unit development and the manner in which it has been planned to take advantage of the planned development regulations.
- 2. A statement of proposed financing of the planned unit development.
- 3. A statement of the present ownership of all of the land included within the planned development and a list of property owners

within three hundred fifty (350) feet of the outer boundaries of the property.

4. A general indication of the expected schedule of development including sequential phasing and time schedules.
5. A map giving the legal description of the property including approximate total acreage and also indicating existing property lines and dimensions, ownership of all parcels, platting, easements, street rights of way, utilities, and buildings for the property, and for the area 350 feet beyond.
6. Natural features map or maps of the property and area 350 feet beyond showing contour lines at no more than two foot intervals, drainage patterns, wetlands, vegetation, soil and subsoil condition.
7. A map indicating proposed land uses including housing units and types, vehicular and pedestrian circulation, and open space uses.
8. Full description as to how all necessary governmental services will be provided to the development including sanitary sewers, storm sewers, water systems, streets and other public utilities.
9. An engineering report presenting results of a soils review of the site. If conditions warrant, soil borings of the site may also be required.
10. Any additional information requested by the Planning Commission and City Council that may be required for clarification of the proposed project.

(d) Preliminary Plat.

The applicant shall also submit a preliminary plat and all the necessary documentation of all or that portion of the project to be platted as required under this Ordinance. For purposes of administrative simplification, the public hearings required for the Conditional Use Permit and Preliminary Plat may be combined into one hearing or may be held concurrently.

(8) Final Development Plan.

- (a) Within 60 days of City Council approval of the preliminary development plan and the preliminary plat, the applicant shall file with the Zoning Administrator a final development plan and the final plat shall contain those changes as recommended by the Planning Commission and approved by the City Council during the preliminary review process.
- (b) The Zoning Administrator shall submit the final development plan and the final plat to the Planning and Zoning Commission for review.

- (c) The Commission shall review the final development plan and final plat and make its recommendation to the City Council within 60 days of receiving the final development plan and Final Plat.
 - (d) The City Council shall review the final development plan and act on the final plat after sixty (60) days of receiving the recommendation of the Planning Commission. The City Council shall give notice and provide opportunity to be heard on the final development plan to any person who has indicated to the City Council in writing that he or she wishes to be notified.
 - (e) If the final development plan is approved by the City Council, the Zoning Administrator shall issue a Conditional Use Permit for the total development to the applicant. Said permit to include any and all conditions as required by the preliminary development plan and the final development plan.
 - (f) Once the final development plan and the final plat have been approved, the final plat shall be filed with the County Recorder's office.
 - (g) A building permit may thereafter be issued for the area which is in compliance with the approved plans without further review of the plans by the City.
- (9) Enforcing Development Schedule.
- The construction and provision of all of the common open spaces and public and recreational facilities which are shown on the final development plan must proceed at the same rate as the construction of dwelling units. At least once every six (6) months following the approval of the final development, the Zoning Administrator shall review all of the building permits issued for the planned development and examine the construction which has taken place on the site.
- If the Zoning Administrator finds that the rate of construction of dwelling units is faster than the rate at which common open space and public and recreational facilities have been constructed and provided, he shall forward this information to the City Council, which may revoke the Conditional Use Permit. If the applicant fails to complete the open spaces and recreation areas within 60 days after the completion of the remainder of the project, the City may complete the open space and public and recreational facilities and assess the cost back to the developer or landowner.
- (10) Conveyance and Maintenance of Common Open Space.
- (a) All land shown on the final development plan as common open space must be conveyed under one of the following methods at the discretion of the City:

1. It may be conveyed to a public agency which will agree to maintain the common open space and any buildings structures or improvements which have been placed on it.
 2. It may be conveyed to a corporation, developer, homeowner association (incorporated or non-incorporated) or trustee provided in an indenture establishing association or similar organization for the maintenance of the planned development. The common open space must be conveyed to the party involved subject to covenants approved by the City Council which restrict the common open space to the uses specified on the final development plan, and which provide for the maintenance of the common open space in a manner which assures its continuing use for its intended space.
- (b) If the common open space is conveyed to a private party and is not maintained properly to standards established by the City, the City shall have the authority to maintain the property and assess the costs incurred back to the land benefited by the improvement.

(11) Standards for Common Open Space.

No open area may be accepted as common open space under the provisions of this Ordinance unless it meets the following standards:

- (a) The location, shape, size and character of the common open space must be suitable for the planned unit development.
- (b) Common open space must be used for amenity or recreational purposes. The uses authorized for the common open space must be appropriate to the scale and character of the planned development, considering the size, density, expected population, topography, and the number and type of dwellings to be provided.
- (c) Common open space must be suitably improved for its intended use, but common open space containing natural features worthy of preservation may be left unimproved. The buildings, structures and improvements which are permitted in the common open space must be appropriate to the uses which are authorized for the common open space and must conserve and enhance the amenities of the common open space having regard to its topography and unimproved condition.

(12) Planned Unit Development Review and Amendments

- (a) Annual Review.

The Zoning Administrator and Planning Commission shall review all Planned Unit Developments within the City by March 1 of each year and shall make a report to the City Council on the status of the development in

each of the Planned Unit Developments. If the Commission finds that development has not occurred within one year after the original approval of the conditional use permit for the Planned Unit Development, the Commission may recommend that the City Council revoke the Conditional Use Permit as set forth in Section 505 of this Ordinance.

(b) Revision to the Planned Unit Development.

1. Changes in the location, placement, and heights of buildings or structures may be authorized by the Zoning Administrator if required by engineering or other circumstances not foreseen at the time the Final Plan was approved.
2. Approval of the Planning and Zoning Commission and City Council shall be required for other changes such as rearrangement of lots, blocks and building tracts. These changes shall be consistent with the purpose and intent of the approved final development plan.

(c) Amendments to the Planned Unit Development.

Any amendment to the Planned Unit Development shall require the same procedures as for the application for a Conditional Use Permit as set forth in Section 505 of this Ordinance.

(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 adopted Traffic Impact Study Guidelines and Process. 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.

§ 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 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 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 chapter, no conveyance of land to which this chapter 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 chapter. 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 later, 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 one year of such agreement, or
- (3) was a separate parcel of not less than 2.5 acres in area and 150 feet in width on January 1, 1966, or
- (4) was a separate parcel of not less than five 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 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 or more lots or parcels, any one of which is less than five 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 or more lots or parcels, any one 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 chapter 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. Subdividers shall prepare, for review with the Planning Staff, the Planning Commission and Park Board (if applicable), subdivision concept plans which 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. The concept plan must be submitted to the city in an electronic format (such as .PDF) as well as in paper format to scale.
- (2) Informal consideration. Such concept plans will be considered as submitted for informal review and discussion between the subdivider, Planning Staff and the Planning Commission. Submission of a concept plan shall not constitute formal filing of a plat with the Planning Department. The Planning Commission shall also review the concept plan at a regularly scheduled meeting and provide comment. Any comments or recommendations for modifications made by Planning Staff 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, Planning Staff will informally advise the subdivider of the extent to which the proposed subdivision conforms to the design standards of this chapter and will discuss possible plan modifications that are necessary to secure conformance.
- (4) Planning Staff may determine that concept plan review with the Planning Commission is not necessary because of, but not limited to, the following reasons: small number of lots or no public land dedication.

§ 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 lots out of the original lot. The parcels of land must not have been part of a minor subdivision within the last five 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 chapter.

- (4) The consolidation of two or more platted lots into one 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. Two copies of the survey, along with an electronic version of the survey, shall be submitted to the Planning Department.
 - (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 040 of this chapter. Exceptions may be granted by the Planning Department in writing.
- (C) Design standards. The minor subdivision must conform to all design standards as specified in Sections 060 through 069 of this chapter. 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 City Planner may administratively approve the application, provided that it complies with applicable provisions of this chapter.
 - (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 City Planner 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 Planning Staff. 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. Ten copies of the preliminary plat, plus an electronic copy in .PDF format, shall be filed with Planning Staff at least three weeks prior to the regular Planning Commission meeting, at which time the plat is to be considered, together with the fully completed Planning 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 Zoning Ordinance, must be filed with the preliminary plat application.
- (5) Review by Planning Staff. Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, Planning Staff and other appropriate Department Directors shall examine the plat for compliance with this chapter and other ordinances of the city. Planning Staff 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. Commissioner of the 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. Commissioner of the 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 Planning Staff 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 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 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 chapter. 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 Planning Department Staff 10 24" by 36" copies of preliminary plat drawings or prints, one 8½" by 11" drawing, one 11" by 17" drawing, one digital copy in .PDF format, a completed application form, 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 inch equal to 100 feet.
 - (i) Existing and proposed covenants, easements, liens or encumbrances.
 - (j) Elevation bench marks used for the topographic survey, which match the applicable county's coordinates.
 - (k) Reference to the coordinate system used for the survey.
- (2) Existing conditions.
- (a) A vicinity map at a scale acceptable to the Planning Department showing the relationship of the proposed subdivision to adjacent properties, roads, right-of-ways, 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, where ascertainable, sizes 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 five percent slope: five-foot intervals for slopes exceeding five percent up to 30 percent: 10-foot intervals for slopes in excess of 30 percent; 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 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 two percent 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 Zoning Ordinance.
 - (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.
 - (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.
- (4) Supplemental information. Any or all of the supplementary information requirements set forth in this subsection shall be submitted when deemed necessary by the Planning 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 a written application for approval of the final plat and the application fee, as established in the city fee schedule, at least three 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 chapter 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 LeSueur 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 or disapproval 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 chapter.
 - 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 90 days after the date of approval; otherwise the approval shall be considered void, unless the Council grants an extension of up to an additional 90 days.

(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 chapter.
- (3) Evidence that ground water control is at least five 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) 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 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 him/her 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 and 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 and 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) Mylar copies of the plat as approved by the city, in both 24" by 36" and 11" by 17."
- (2) Electronic copies of the recorded plat in Shapefile or CAD Format and .PDF format for inclusion in the city's base map.
- (3) 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 Attorney at the subdivider's expense.
- (4) 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 LeSueur County, depending on the location of the plat.

- (5) A complete set of 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.
- (6) Copies of any protective or restrictive covenants, including homeowners' association covenants affecting the subdivision or any part thereof.
- (7) Upon adoption and filing of a final plat, the Planning Department shall prepare a street address map and distribute it to the subdivider, utility companies, the Police Department and the counties.
- (8) Financial Security as approved by the City Attorney, in a sum of 125 percent 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 one year following preliminary plat approval and for two 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 two 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 is 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 two 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 five 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 can not be reasonably provided for within the next five 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 Council upon recommendation by the Planning Commission, may authorize variances to the non-procedural requirements of this chapter in those cases where this Ordinance imposes unusual hardship to the subdivider in the use of his or her 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) (1) exist.

(H) Fees and Cost

- (1) Application Fee. To defray administrative costs of processing applications under this chapter, 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 Planning 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 and 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 City Planning Staff 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 City Planner 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. The charges will be set in the annual fee schedule during the first City Council meeting in January of each year.

(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 chapter.
- (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 chapter have been fully complied with.

(J) Violations

- (1) Sale of lots from unrecorded plats. It is unlawful for any person to sell, trade or otherwise convey or offer to sell, trade or otherwise convey 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 LeSueur 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 chapter when he/she performs 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.

RL-90	Single Family Residential District
RL-84	Single Family Residential District
RL-70	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 District
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 RL90 Low Density 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) RL-90 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) RL-84 Single Family Residential District
 - (1) This district is intended to allow existing and infill detached single family, low density development in previously platted areas of the community.
- (C) RL-70 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 to eight 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.
- (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 District
- (1) This district is intended to provide for industrial uses for activities that, because of their nature, are not well suited for close proximity to residential and business 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. Industrial areas have good access to highway and railroad lines because of their need to receive and distribute products and goods.

SECTION 5 ALLOWED USES AND PERFORMANCE STANDARDS

§ 5.001 USE CHART

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

Use	RL-90	RL-84	RL-70	RM	RH	B-1	B-2	B-3	I-1
Accessory buildings	A	A	A	A	A				A
Accessory uses	P	P	P	P	P				
Any house or other principal structure moved onto a lot	C	C	C	C	C	C	C	C	C
Apartments				P, *2	P	P/C, *3, *4	C, *5	C, *5	
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 Homes	C	C, *1	C, *1	C, *1	C, *1				
Bed and Breakfast Inns					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, *7
Cannabis testing business									C
Cannabis wholesale business									C
Lower-potency hemp edible retailer						P	P	P	C, *7
Carwashes							C	C	P
Clinics						P	P		
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				
Entertainment and amusement facilities						P	C	C	
Essential services	P	P	P	P	P	P	P	P	P
Essential Services Structures	C		C	C	A	C	C		
Exterior Storage							C	C	C
Farm Implement Dealers								C	
Fences	A	A	A	A	A				
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/Motel						P	P	P	
Industry, light									P
industry, heavy									C
Kennel, Commercial								C	
Landscape nurseries and garden supply store							C	P	
Landscaping and landscaping features	A	A	A	A	A				
Lumberyard								C	
Manufactured/Modular home parks					C				
Manufactured home sales								C	
Manufacturing, light								C	
Manufacturing, heavy									C
Motor vehicle and recreation equipment sales							C	C	
Nameplate and temporary signs	A	A	A	A	A				
Nursing homes and assisted living facilities	C	C	C	C	C				
Office uses						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	A	C	C	P	P
Quasi-public organizations						P	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, *6
Seasonal produce stands						P	P	P	
Self storage								C	C
Single family dwelling units	P	P	P	P	P				
Strip Mall							C		
Temporary buildings/uses							P	P	
Townhouses				P, *2	P				
Two family dwelling units and twinhomes				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 Clinic							C	C	
Warehouse and distribution								C	P
*1 Lot size must be 9,000 square feet or larger									
*2 Up to eight attached units									
*3 Containing five or less units, located above the first floor of a building									
*4 containing more than five (5) units, and located above the first floor of a building									
*5 must be located above the first floor of a building									
*6 must be accessory to the principal use within a building provided that the area used for retail sales does not exceed 30 percent of the gross floor area of the building for single tenant buildings and does not exceed 30 percent of any tenant space for multi-tenant leased buildings. Maximum retail space shall in no case exceed 5,000 sq. ft.									
*7 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 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety, and welfare.

§ 5.002 PROHIBITED USES IN ALL ZONING DISTRICTS

- (A) Sanitary landfills
- (B) Distillation processes
- (C) Manufacturing of explosives
- (D) Livestock feeding yards, slaughter houses, or processing plants
- (E) Mining operations
- (F) Any industry 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 two hundred (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) (A) 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 and pick-up trucks.
- (f) Firewood piles, provided they are kept or stored as follows:
- (g) In neat and secure stacks (maximum of four stacks), each of which shall be no higher than five feet. The total volume of all stored wood shall not exceed five feet high by ten feet wide by 25 feet long.
- (h) Stacks shall not be closer than six feet from side property lines and six feet from rear property lines unless screened by a solid fence or wall.
- (i) The wood shall not be stored or kept in any front yard.
- (j) Recreational Vehicles and Recreational Equipment, as defined in Section 302, may be parked or stored outside in a residential district provided that:
- (k) 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;
- (l) A principal structure must first be located on the lot where the items are stored.

- (m) 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.
- (n) 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:
 - (o) The item is kept entirely on the vehicle owner's property.
 - (p) The item does not obstruct the public sidewalk or public right of way.
 - (q) 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.
 - (r) The item must be parked on a concrete, bituminous or gravel surface, except that gravel parking areas are not acceptable for driveways used for vehicle parking except for 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.
 - (s) Items parked outside of an enclosed building within a residential district may not exceed 40 feet in length, except as follows:
 - (t) Items greater than 40 feet in length may be parked at a residential location for a period not to exceed eight hours.
 - (u) 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.

(C) Refuse

- (1) 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 5 feet for business and industrial districts. Gates and doors

which allow access to the refuse containers shall have a latching mechanism which keep them closed or locked when not in use.

- (2) Passenger vehicles and trucks 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. All exterior storage material not included as a permitted use, accessory use or conditional use, or otherwise permitted by provisions of this Ordinance, shall be considered to be refuse and must be removed.
- (3) All platted vacant lots must be maintained in a reasonable manner with the grass cut on a regular basis and noxious weeds controlled. The owner of vacant land shall be responsible for keeping such land free of refuse.

(D) Glare

In all districts, any lighting used to illuminate an off street parking area, sign, or other; structure, shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. 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. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right of way. Any light or combination of lights which cast light on a public street shall not exceed one (1) foot candle (meter reading) as measured from the centerline of said street. Any light or combination of lights which cast light on residential property shall not exceed 0.4 candles (meter reading) as measured from said property.

(E) 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 percent of the tank's capacity. Any existing storage tank that, in the opinion of the City Council, constitutes a hazard to the public safety shall discontinue operations within one (1) year following enactment of this Ordinance.

(F) Dwelling Units Prohibited

No basement, garage, tent, trailer, recreational vehicle or accessory building shall be used as a permanent dwelling. 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.

(G) 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; and
 - (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. The area used for the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit.
 - (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 or 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: A single-chair hair salon would be allowed to sell combs, hair spray, shampoo, etc.)
- (g) The home occupation shall not employ any person who is not a resident of the home.
- (h) No more than one 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 students or pupils in the dwelling unit or on the premises at any one 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 718 of this Ordinance.

~~(3) The following is a non-exhaustive list of uses which may be conducted as home occupations within the limits established in this section:~~

- ~~(a) Music, writing, photography or similar studios.~~
- ~~(b) Direct sale product distribution (Amway, Avon, Tupperware, etc.)~~
- ~~(c) Dressmaker, seamstress, tailor.~~
- ~~(d) Hair cutting and styling.~~
- ~~(e) Home typing or computer services.~~
- ~~(f) Mail-order sales.~~
- ~~(g) Non-principal (secondary) offices of physician, dentist, veterinarian, insurance agent, real estate or similar professions which typically serves several clients on a daily basis.~~
- ~~(h) Offices of accountants, architect, engineer, surveyor, or similar professional.~~
- ~~(i) Tutor.~~
- ~~(j) Day care, subject to State and County requirements and licensing.~~

~~(4)~~(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.

~~(5)~~(4) **Garage Sales.** Garage sales shall not be considered an unlawful home occupation under this Section, provided that all requirements of this subsection 5 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 friends of such occupant.
- (c) The sale does not exceed a period of seventy-two (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 714, subsection 2(F) above shall be considered an unlawful use in all residential districts. Additionally, a garage sale shall occur no more than three times within one calendar year per property and it shall be a violation of this subsection to exceed said number. 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.

~~(6)~~(5) Cannabis businesses and hemp businesses shall not be permitted as home occupations,

(H) **Bed and Breakfast Homes**

(1) **Purpose.**

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

(2) **General Standards.**

The following regulations shall apply to bed and breakfast homes located in the city:

- (a) The bed and breakfast home must be owner occupied.
- (b) Building Codes. The bed and breakfast home shall meet all applicable housing, building, and fire codes as required by the State of Minnesota. The home shall be subject to inspection by the City Building Inspector.
- (c) Food. Food service shall be limited to breakfast, and separate kitchen or cooking facilities shall not be available for guests.
- (d) Allowed Number of Rooms. The maximum number of allowed guest rooms in the RL-70, RL-84 and RL-90 zoning district is three, unless the lot is greater than 20,000 square feet, in which case five rooms will be allowed. The maximum number of allowed guest rooms in the RM zoning district is five. All guest rooms must be located in the primary residence.
- (e) Parking. Parking shall be in accordance with **Section 717** of this Ordinance. Parking shall be developed in such a manner that the residential character of the property is preserved. Tandem parking is allowed; however, not more than two (2) cars per tandem will be allowed.
- (f) Signs. Signs may be permitted in accordance with **Section 718** of this Ordinance.
- (g) Appearance. Each residential property shall maintain an exterior residential appearance and character, meaning that it has an exterior facade that is compatible with the surrounding houses, and is of an appearance that would be found in a structure designed for residential use. This is to ensure that bed and breakfast uses are clearly secondary and incidental uses of residential buildings.
- (h) 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.
- (i) Special Functions. There shall be no catering to special or ancillary functions of a commercial nature, whether guest related or not. Such functions include, but are not limited to, wedding parties and receptions, other similar private parties and receptions, corporate / institutional meetings, seminars, workshops, religious retreats, etc.
- (j) Annual Review. Any conditional use permit issued for a bed and breakfast home shall be reviewed by the Planning Commission on an annual basis.
- (k) License. A bed and breakfast license must be obtained from the City.

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(I) **Bed and Breakfast Inns**

Commented [JM2]: Combine with B&B Hotels?

- (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 allowed guest rooms is eight.
- (d) Parking. Parking shall be in accordance with **Section 717** of this Ordinance.
- (e) Signs. Signs may be permitted in accordance with **Section 718** 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.

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(J) 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 District, and with an approved Conditional Use Permit in the following RL-90 Zoning District locations:
 - 1. Religious institution sites when architecturally integrated into steeples or bell towers.
 - 2. Towers may be allowed on 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. RL-70, RL-84, RL-90 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 District.
- (c) Antenna co-locations are permitted uses on existing monopoles in the following districts:
 - 1. RL-90 Single Family Residential District.
 - 2. I-1, Light Industrial District.

- (d) Amateur radio towers are permitted uses in the RL-70, RL-84, RL-90 Single Family Residential Districts and the RM, Medium Density Residential Districts, 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, or 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 additional users, if the tower is over 100 feet in height, and at

least one 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 Planning 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 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 six 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 property. 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 and antennas (including 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 Industrial zoning 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 percent 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 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, except that the B-1 district, accessory structures shall only be allowed in the rear yard and shall maintain a five 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 feet in height and four 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 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 708.1.2.3 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 mile radius of the proposed tower due to one 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 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 percent 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; and
 - 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 Planning 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; and
 - 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 Planning 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 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 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 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 meter in diameter and antennas designed to receive direct broadcast services or multi-channel multipoint distribution services in excess of one 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 assure 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 meters in diameter; and
 - 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 meters in diameter and antennas designed to receive direct broadcast services or multichannel multipoint distribution services in excess of one 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 assure 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; and

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 meters in diameter and antennas designed to receive direct broadcast services or multichannel multipoint distribution services in excess of one 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 assure 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; and
3. The conditional use permit provisions of this Section are considered and determined to be satisfied.

(K) Outdoor Wood-Fired Boilers

(1) Purpose:

It is generally recognized that the types of fuel used, and the scale and duration of burning by outdoor wood burning boilers, creates 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.

(2) Prohibition:

No person shall install or allow the installation of an outdoor wood-fired boiler within the City.

(L) 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 an 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 RL-90 Single Family Residential, RL-84 Single Family Residential, RL-70 Single Family Residential, RM Medium Density Residential and RH High Density Residential zones if all of the following requirements are met:
 - 1. The residence shall have only one front entrance.
 - 2. The residence shall have only one address.
 - 3. An interior access shall be maintained to all parts of the residence to assure that an accessory unit or apartment is not created. There shall be no keyed and dead bolt locks or other manner of limiting or restricting access from the second kitchen to the remainder of the residence.
 - 4. The residence shall have no more than one electrical meter.
 - 5. A second kitchen shall exist only as part of the primary structure and shall not be installed in an accessory building/structure.
 - 6. The residence owner shall sign a written document prescribed by the City which declares that the residence will not be converted into two or more units without meeting the requirements of this Ordinance to do so (if possible). The signature on such a document shall be notarized and the document shall be recorded with the County Recorder's Office prior to issuance of a building permit. The permit fee shall be set annually by the City Council.
 - 7. Once a second kitchen is approved under the above criteria, both present and future owners of the residence shall limit use of the single family residence to a single family only. No roomers or boarders shall be permitted.

8. Construction of any such kitchen shall meet standards of the current building codes adopted by the City.

- (b) A second kitchen shall not be established in a single family residential structure which contains an accessory dwelling, whether or not such accessory dwelling was established legally.

(M) Outdoor Seating for Restaurants and Drinking Establishments

- (1) Restaurants, drinking establishments, and restaurants, may provide outdoor seating for their patrons with an approved Conditional Use Permit provided that the following requirements are met:
- (2) For all establishments:
 - (a) The seating shall be located on private property and outside of any recorded easement areas and demonstrated on a site plan.
 - ~~(b)~~ ~~The seating shall consist of good quality patio or café type furniture that enhances the appearance of the business.~~
 - ~~(e)~~(b) No beverages or food shall be served to persons outside of the designated outdoor seating area.
 - ~~(d)~~(c) The seating area, if not slab on grade, shall be subject to applicable setback requirements.
 - ~~(e)~~(d) The seating area shall have a permanent surface of concrete, asphalt, wood or other fabricated construction material.
 - ~~(f)~~(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 foot (4') wide passageway for pedestrians. Applicable building and fire codes for ingress and egress shall be met.
 - ~~(g)~~(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 space per three seats.
 - ~~(h)~~(g) The outdoor seating area shall be subordinate to the principal use and shall not exceed 40 percent of the square footage of the principal use building space.
 - ~~(i)~~(h) Noises on the outdoor seating area shall be subject to City Code Section 92.18(S).

- ~~(j)~~(i) Lighting shall be permitted to the extent that it only illuminates the designed area. Lighting must otherwise meet the standards listed in Section 704 of this Ordinance for Glare.
- ~~(k)~~(i) The business owner or designated person shall inspect the premises on a daily basis including all adjacent streets, sidewalks, alleys, parking areas and sidewalks within 100 feet and remove all litter. Appropriate receptacles for rubbish, garbage, cigarette paraphernalia, etc. must be provided in close proximity to the outdoor seating area.
- ~~(l)~~(k) Additional conditions may be imposed by the City and listed on the approved conditional use permit including but not limited to hours of outdoor seating area use and additional screening or buffering to residential zoned or used areas.
- ~~(m)~~(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' from the edge of the defined patio area at any time.

(3) For establishments with liquor licenses the following regulations apply in addition to those listed above:

- (a) ~~The seating shall be located in a compact and contiguous location to the principal structure.~~ No alcoholic beverages shall be served or consumed in an outdoor seating area unless the liquor license approved by the City specifies the compact and contiguous location.
- (b) The outdoor seating area shall be defined with the use of landscaping and permanent ~~attractive~~ approved fencing which is a minimum of four feet in height with at least 50 percent opacity that contains the tables and chairs for the use as demonstrated on a site plan. It shall also prohibit the free passage of any person or substance from the area.
- (c) No alcoholic beverages shall be served to persons outside of the designated outdoor seating area or those not seated at tables. Signage shall be posted that restricts consumption of alcohol outside of the designated outdoor seating area as approved by the Conditional Use Permit.
- (d) Bars are prohibited in outdoor seating areas (with the exception of a service bar for the exclusive use of the establishment's employees).
- (e) Patrons shall only access the outdoor seating area through the interior of the main building and seated by wait staff if at full service restaurants. No other ingress or egress shall be allowed other than required emergency exits.

(N) 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) There must be two off-street parking spaces provided for each unit.
- (2) There must be security lighting that illuminates the parking area and entries to the units.
- (3) There must be an appropriate area for trash receptacles, and the designated area must meet the requirements of **Section 703** of the Zoning Ordinance governing Refuse.

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(O) 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 are 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 performance standards in Zoning Ordinance Section **719, Subdivision 4.**

(P) 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 Zoning Ordinance **Section 719, Subdivision 4.**
 - (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 5,000 barrels annually.
 - (b) No exterior storage of brewery related items are 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 Zoning District and may have a Taproom but may not have a restaurant (as that term is defined in the Zoning Ordinance and Minnesota Statutes, Section 340A.101).

(Q) 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 low density residential.
- (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 are allowed including but not limited to: equipment, product, raw materials or waste materials.

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(R) Clinics

- (1) Shall follow all Minnesota Department of Health program rules specific to detoxification programs and chemical dependency treatment programs, as applicable. 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 for an off-street parking area that provides for a minimum number of parking spaces equal to the number of employees on the largest shift.

(S) 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. A security guard must be on site during all business hours.

(T) 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 one thousand (1,000) lineal feet, measured from building to building, of any church, 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/all times. The name and address of the user shall be verified by photo identification. The log shall, but is not limited to: a. The name, address and phone number of the range user; b. 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 Planning Director in writing within ten (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 Planning Director and/or his/her assigns 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 Planning Director 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 nonintoxicating or 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.
- (U) Cannabis Businesses
 - (1) Cannabis businesses may not be located within 250 feet of a school as established in City Code, section 121.14 (H).
- (V) 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. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

SECTION 6 DEVELOPMENT, CHARACTER AND BUILDING STANDARDS

§ 6.001 DIMENSIONAL STANDARDS CHART

Standard	RL-90	RL-84	RL-70	RM	RH	B-1	B-2	B-3	I-1
Minimum Lot Area (Sqft)	9,000	8,400	7,000	Single and two-family: 7,000 sqft per dwelling unit, three through eight units: 3,000 sqft per dwelling unit	Single and two-family: 7,000 sqft per unit, Multi-unit: 1,300 sqft per unit	No requirement	20,000	20,000	40,000
Minimum Lot Width (ft)	65	60	50	Single -family: 50 ft, Multi-unit: 100 ft	Single -family: 50 ft, Multi-unit: 100 ft	No requirement	80	80	150
Minimum Front Yard Setback (ft)	30	30	25	30	30	10	30 feet along collector and arterial roadways, 15 feet along residential and local roadways	40	40
Minimum Side Yard Setback (ft)	7	7	7	Single-family: 7 ft, Multi-unit: 10 ft	Single-family: 7 ft, Multi-unit: 20 ft	10	10	10	15
Minimum Rear Yard Setback (ft)	30	30	30	30	30	10	30	10	25 (50 ft when abutting a residential district)
Minimum Rear Alley Setback (ft)	No requirement	No requirement	No requirement	No requirement	No requirement	No requirement	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 square feet, Three bedroom units: 950 square feet	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two bedroom units: 750 square feet, Three bedroom units: 950 square feet	No requirement	No requirement	No requirement	No requirement

Useable Open Space Per Dwelling Unit (two or more unit buildings) (sqft)	No requirement	No requirement	No requirement	400	300	No requirement	No requirement	No requirement	No requirement
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§ 6.002 CHARACTER AND BUILDING STANDARDS

(A) 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 site triangle required under Section 723(6) 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' 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 feet at all times and a minimum tree diameter of 2.5" measured six 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) Industrial Uses Abutting Commercial or Industrial Districts

All industrial properties abutting commercial or industrially zoned districts must follow the provisions below:

- (a) A single row of deciduous or evergreen trees is required and must be a minimum height of 8' with a minimum diameter of 2.5" measured six inches above the ground level. Tree spacing shall be 40' around the perimeter of the property abutting commercial or industrial districts. Follow § 717 of the Zoning Ordinance 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 equal to a minimum of 125% of the estimated screening expenses 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 year 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.

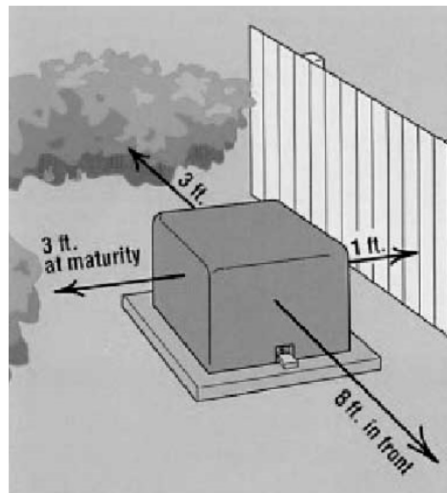
(B) Fencing

(1) 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 feet shall be required for fences located adjacent to any sidewalk or trail edge and a clear zone

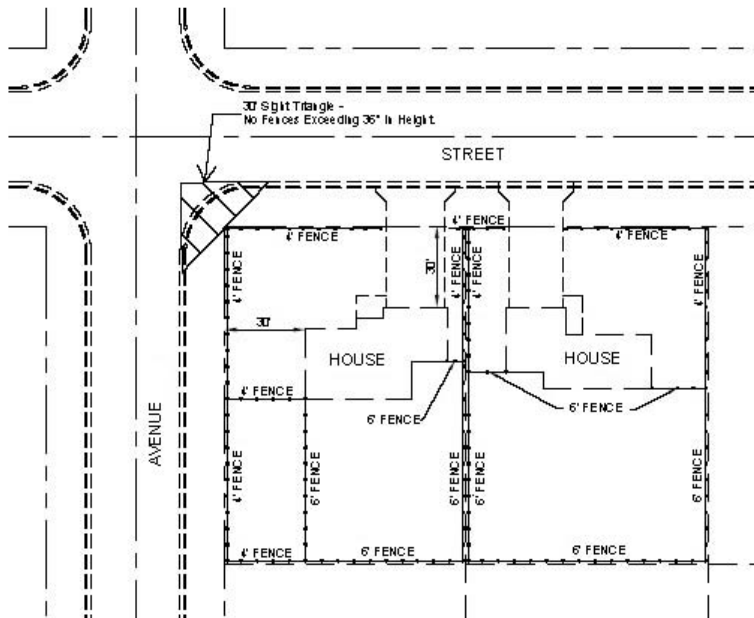
of five feet shall be required for fences located adjacent to any alley or public roadway edge.

- (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 and 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: 8' (the side that is padlocked)
 2. Sides: 3' on two sides and at least 1' on the fourth side



- (d) Fences are not allowed in required sight triangles above 36" in height.
- (2) Residential Fences.
- (a) Fences may be located on any lot line to a height of four (4) feet and a fence up to six (6) feet in height may be erected behind the nearest rear corner of the principal building. The side of the fence considered to be the

face (facing as applied to fence posts) shall face abutting property. For corner lots, a six (6) foot fence may only be erected at the 30' building setback line. A fence up to six (6) feet in height may also be erected behind attached garages where the location of the fence is not entirely erected behind the nearest rear corner of the principal building.



Example of allowable residential fence heights and locations

(3) Business and Industrial Fences.

- (a) Fences may be located along property lines to a height of six (6) feet.
- (b) Fences over six feet in height that have a security arm and barbed wire shall require a variance.

(C) Drainage Standards

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.

(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 and fences, and all other similar devices incidental and appurtenant to the principal structure except as hereinafter amended. Decks are also exempted from the rear yard setback requirements except that a deck may not be located closer than twenty (20) feet from the rear property line.

(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 percent 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. Such building shall not be erected within six feet of any lot line or 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 sq. ft. in floor area exceed 15' in overall height.
- (d) 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 and cannot exceed 12' in height.
- (e) 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 feet from the principal building.

(F) 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 505 of this Ordinance. 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 and 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 \$5,000 deposit, 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 at such a variance 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 variance, if any, of the proposed structure with the existing age, bulk, architectural style and quality of construction; and
 - 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.

(G) Structures for Habitation

All structures for habitation within the City shall meet the following minimum requirements.

- (1) Every dwelling shall have a minimum width of 22 feet for at least 70 percent of its length.
- (2) Every dwelling shall have a full load bearing perimeter foundation with a minimum clear span floor loading capability to a center wall or beam which complies with the requirements of the Minnesota State Building Code.
- (3) Every dwelling shall have a minimum roof overhang of one foot.
- (4) Every building shall comply with the City adopted building codes in all respects.

(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.

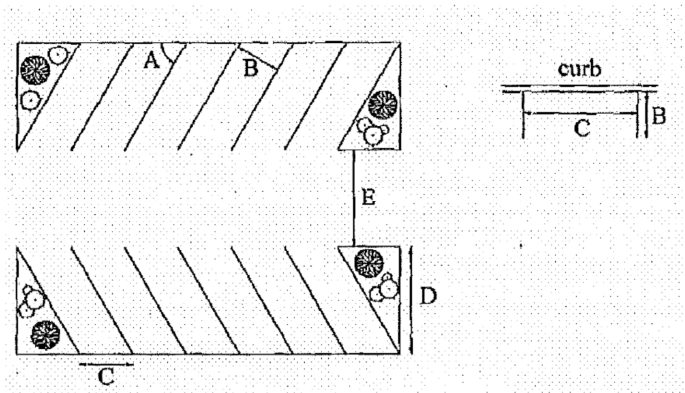
The following regulations and requirements shall apply to all required and non-required off-street parking and loading facilities in all zoning districts in the City except those located in the B-1 Central Business District. Uses in the B-1 District

are not required to provide off-street parking spaces. 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 this Ordinance, 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

- (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.
 - 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, two family and townhouses, 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 15' from a street right of way, and 5' from property lines, except in the case of a joint parking lot, 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 707 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 inch non-surmountable concrete curb shall be provided around the perimeter of all parking lots designed for four 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 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, two family and townhouses, all parking stalls shall be marked with white or yellow painted lines not less than four 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 704 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 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 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 2.5 inches in diameter. A coniferous tree shall be a minimum of 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 707 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 three percent 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 6 feet in width;
 - b. Each planting island shall contain at least one tree that provides shade, which shall be a minimum of 2.5 inches in diameter in size, 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; and
 - 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.
- (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 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 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	2 per 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

- (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: It is not the purpose or intent of this Ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this Ordinance to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this Ordinance is to:
 - (a) Regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote the public health, safety and welfare.
 - (b) Maintain, enhance and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.
 - (c) Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
 - (d) Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.
 - (e) Provide for the safety of the traveling public by limiting distractions, hazards and obstructions.
- (2) General Standards.

Signs are a permitted accessory use in all use districts subject to the following regulations:

- (a) Signs that are not posted by authorized government officials are prohibited within the public right-of-way, easements or publicly owned land.
- (b) Illuminated signs may be permitted but devices giving off an intermittent or rotating beam or rays of light shall be prohibited.
- (c) One sign with a commercial message on a residentially zoned property that does not exceed six square feet per surface may be placed in the front yard of the property. One sign with a commercial message on a commercial / industrial zoned property that does not exceed 32 square feet per surface may be placed in the front yard of the property. These signs must be removed within 10 days after the closing date of the sale or lease of the property.
- (d) One sign with a commercial message that does not exceed 240 square feet of surface per side (with a maximum of two sides) may be placed upon a construction site. These signs must be removed within 10 days after the closing date of the sale of the last lot owned by the development company.
- (e) No sign shall, by reason of position, shape or color interfere in any way with the proper functioning or purpose of a traffic sign or signal.
- (f) Signs shall not be painted on fences, rocks, or similar structures or features nor shall paper or similar signs be attached directly to a building wall by an adhesive or similar means.
- (g) Portable or temporary signs as defined by this Ordinance are allowed by permit only in industrial and commercial zoning districts. There shall be no more than one portable or temporary sign on any lot at a time and such sign shall not exceed 32 square feet in size per surface with a maximum of two surfaces. Portable or temporary signs may not be displayed for more than 15 days at a time and must be removed immediately after the event advertised. Portable or temporary signs may not be placed in the public right-of-way, be flashing, having moving parts or be fastened to any pylon or light pole. No permit shall be issued by the City for a portable or temporary sign on a lot for a duration of more than 45 days within a calendar year. Temporary signage is allowed over and above the typical signage limit allowed on a property for permanent signage.
- (h) Non-commercial speech signs: Notwithstanding any other provisions of this Ordinance, all signs of any size containing non-commercial speech may be posted in any number from 46 days before the state primary election in any general election year until ten (10) days following the general election and 13 weeks prior to any special election until 10 days following the special election. One non-commercial speech sign is

allowed on each lot outside of the above specified time period on all properties.

- (i) Building and projecting signs can only be located on the principal building on the lot.
- (j) Substitution Clause: The owner of any sign which is otherwise allowed by this Ordinance may substitute non-commercial speech signs in lieu of any other commercial speech sign or other non-commercial speech sign. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial speech over any other non-commercial speech. This provision prevails over any more specific provision to the contrary.
- (k) Sign permits are required for all signs unless otherwise stated in this code. The fee for sign permits shall be established by council resolution. All signs shall conform to the requirements of this Ordinance whether or not a sign permit is required. All signs shall be constructed in a manner and of such material that they shall be safe and substantial. All signs shall be properly secured, supported and braced and shall be kept in good repair so that public safety and traffic safety are not compromised.
- (l) Electronic Variable Message Signs are permitted in industrial and commercial zoning districts (except for the B-1 Central Business District) as long as the message and/or picture on the sign does not change more than once per five (5) seconds.
- (m) Illuminated signs shall be subject to the electrical requirements of the Electrical Code of the State of Minnesota.
- (n) No sign shall be attached to or placed upon any building in such a manner as to obstruct any window or door for fire escape or be attached to any fire escape. The minimum clearance of any sign from unprotected electrical conductors shall be not less than 36 inches for conductors carrying not over 600 volts and 48 inches for conductors carrying more than 600 volts.
- (o) All off-premise commercial signs are prohibited except for signs defined as billboards. Off-premise non-commercial speech signs are exempted from this prohibition.
- (p) Up to three flags containing non-commercial speech only may be displayed upon a lot. Each non-commercial speech flag may not exceed 100 square feet in size per surface.
- (q) Window Signs are permitted in street facing windows of commercial and industrial zoned buildings provided they do not exceed 25 percent of the window area which has street frontage.

- (r) Building address signs are not counted towards overall permitted signage on a building.
- (3) Signs Permitted in Residential Districts.
 - (a) One building sign for each dwelling not to exceed two square feet in area per surface, and no sign shall be so constructed as to have more than two surfaces.
 - (b) One building sign for each dwelling group of six or more units. Such sign not to exceed six square feet in area per surface and no sign shall be constructed as to have more than two surfaces.
 - (c) One building sign for each permitted nonresidential use or use by conditional use permit. Such signs shall not exceed 12 square feet in area per surface and be so constructed as to have more than two surfaces.
 - (d) Non-residential uses of residential property as provided in this Ordinance and multi-family dwelling groups of six or more units may be allowed one (1) freestanding or monument sign not more than 32 square feet per surface and set back 10 feet from property lines.
 - (e) Symbols, statues, sculptures and integrated architectural features on buildings may be illuminated and must meet the glare standards listed in the zoning ordinance.
 - (f) Any sign shall be set back at least 10 feet from any property line. No sign shall exceed 10 feet in height above the average grade level. Signs may be illuminated and must meet the glare standards listed in this Ordinance.
- (4) Signs Permitted in Business Districts.
 - (a) For an individual lot or site as defined by this Ordinance with all buildings totaling a gross floor area of greater than 100,000 square feet, the following signage is permitted:
 - 1. Freestanding or monument signs. The maximum freestanding/monument sign surface area shall be 250 square feet per public street frontage of the lot or site. This maximum surface area applies to one sign surface of no more than two sides per sign structure. The allotted maximum surface area per public street frontage for the lot or site may be distributed to multiple freestanding/monument signs. In no case shall any one sign be larger than 250 square feet per side.
 - 2. All signs within a lot or site shall be spaced no closer than 250 feet apart as measured along the public street frontage(s).

3. When placing signs on the corner of a lot at the intersection of two public streets, the applicant shall designate which public street frontage for the lot or site that the total sign square footage should be attributed to and in no case shall the sign area be allowed to be divided between the frontages.
- (b) For an individual lot or site as defined by this Ordinance with all buildings totaling a gross floor area of greater than 50,000 square feet up to 100,000 square feet, the following signage is permitted:
1. Freestanding or monument signs. The maximum freestanding/monument sign surface area shall be 200 square feet per public street frontage of the lot or site. This maximum surface area applies to one sign surface of no more than two sides per sign structure. The allotted maximum surface area per public street frontage for the lot or site may be distributed to multiple freestanding/monument signs. In no case shall any one sign be larger than 200 square feet per side.
 2. All signs within a lot or site shall be spaced no closer than 250 feet apart as measured along the public street frontage(s).
 3. When placing signs on the corner of a lot at the intersection of two public streets, the applicant shall designate which public street frontage for the lot or site that the total sign square footage should be attributed to and in no case shall the sign area be allowed to be divided between the frontages.
- (c) For an individual lot or site as defined by this Ordinance with all buildings totaling a gross floor area of less than 50,000 square feet, the following signage is permitted:
1. Freestanding or monument signs. The maximum freestanding/monument sign surface area shall be 100 square feet per public street frontage of the lot or site. This maximum surface area applies to one sign surface of no more than two sides per sign structure. The allotted maximum surface area per public street frontage for the lot or site may be distributed to multiple freestanding/monument signs. In no case shall any one sign be larger than 100 square feet per side.
 2. All signs within a lot or site shall be spaced no closer than 250 feet apart as measured along the public street frontage(s).
 3. When placing signs on the corner of a lot at the intersection of two public streets, the applicant shall designate which public street frontage for the lot or site that the total sign square footage should

be attributed to and in no case shall the sign area be allowed to be divided between the frontages.

- (d) In all cases, a freestanding or monument sign shall not exceed a height of 20 feet from the average grade for signs located in the B-1 Central Business District and the B-2 Community Commercial District. The maximum freestanding or monument sign height in the B-3 Highway Commercial District shall be no more than 30 feet from the average grade.
- (e) In all cases, the minimum setback for all freestanding or monument signs shall be at least 10 feet from any property line. In cases where an easement encumbers area along the property line, the sign must be set outside of the easement area, even if the easement area exceeds ten feet from the property line.
- (f) No building sign shall extend in height more than six feet above the highest outside wall or parapet of any principal building. Building signs can only be placed on the principal building. Sign area is limited to 15 percent of the building face in the B-1 Central Business District, the B-2 Community Commercial District and B-3 Highway Commercial District.
- (g) Projecting signs shall not exceed the sum of 16 square feet per surface, and must be located at a height of eight feet above the top of curb elevation of the street. Such signs can project to five feet from the building face, provided that they do not infringe on the public right-of-way.
- (h) Electronic Variable Message Signs and Readerboard Signs are permitted as part of the allowed signage only in the B-2 Community Commercial and B-3 Highway Commercial Zoning Districts.
- (i) Signs may be illuminated and must meet the glare standards listed in this Ordinance. Internally illuminated freestanding/monument signs, including electronic variable message signs, located in the B-2 Community Commercial Zoning District and B-3 Highway Commercial Zoning District shall be a minimum distance of 100 feet from the leading edge of said sign to an adjoining residential district boundary. This provision shall not apply to externally illuminated signs which otherwise comply with the glare standards listed in this Ordinance.
- (j) In the B-2 Community Commercial Zoning District, only monument signs are permitted.
- (k) If property was originally included in an application for development as part of a larger development which met the definition of "site" pursuant to this Ordinance, any signage permitted for that property, at the time of development of the site, or in the future, will be counted towards the total

amount of signage allowed for the entire site, regardless of whether the property is further subdivided or there has been a change in ownership.

(5) Signs Permitted in Industrial Districts.

- (a) One (1) freestanding or monument sign per lot for single street frontage lots. In cases where lots have more than one street frontage, such lot shall be allowed up to two freestanding or monument signs which must each be placed on different frontages. The total square footage of all freestanding or monument signs on a lot shall not exceed the sum of one square foot for each front foot of lot, or 100 square feet, per surface, whichever is smaller. Freestanding or monument signs shall be set back 10 feet from any property line. Maximum height is 30 feet from average grade.
- (b) No building sign shall extend in height more than six feet above the highest outside wall or parapet of any principal building. Building signs can only be placed on the principal building. Sign area is limited to 15 percent of the building face.
- (c) Billboard signs are allowed only as the principal use of a lot. Billboards shall not exceed 480 square feet of sign per surface with a maximum of two sides. Setbacks shall comply with applicable district regulations for principal structures. Billboards shall maintain a spacing of not less than 500 feet between billboards.
- (d) Electronic variable message signs and readerboard signs are permitted as part of the allowed signage.
- (e) Signs may be illuminated but must meet the glare standards listed in this Ordinance.

(6) Sign Removal.

- (a) Any sign legally existing at the time of the passage of this Ordinance that does not conform to the provisions of this Ordinance shall be considered a legal nonconforming sign and may be continued through repair, replacement, restoration, maintenance or improvement but not including expansion. "Expansion" shall be defined as any structural alteration, change or addition that is made outside of the original sign structure, sign area or design.
- (b) Nothing in this section shall prevent the return of a sign structure that has been declared unsafe by the City's Building Inspector to a safe condition.
- (c) When any legal nonconforming sign is discontinued for a period of more than one year or is changed to a conforming sign, any future sign shall be in conformity with the provisions of this Ordinance. Any legal nonconforming sign shall be removed and shall not be repaired, replaced,

or rebuilt if it is damaged by fire or similar peril to the extent of greater than 50 percent of its estimated value as indicated in the records of the County Assessor at the time of destruction and no sign permit or building permit has been applied for within 180 days of the date of destruction. In the event there are no records of the County Assessor on the sign, the City's Building Inspector shall be responsible for making the determination of whether a nonconforming sign has been destroyed greater than 50 percent of its estimated market value at the time of destruction. In making the determination the Building Inspector shall consider the market value of the entire sign at the time prior to the destruction and the replacement value of the existing sign. In the event that a building permit or sign 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.

(7) 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 sandwich board sign allowed for each entity.
- (c) Sandwich board signs shall not exceed eight 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 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 weighted 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.

(8) Exemptions

The following signs shall not require a permit. These exemptions, however, shall not be construed as relieving the owner of the sign from the 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 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.

(9) 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, the method in the previous paragraph 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) Shall comply with all applicable provisions of the City Code.
- (b) 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 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 (RL70, RL84, or RL90) zoning district. "Adjacent to" shall be defined as property lines that touch and are contiguous.
- (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 (RL70, RL84, or RL90) zoning district. "Adjacent to" shall be defined as property lines that touch and are contiguous.
- (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 or 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 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 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 703 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.
 - (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 723 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 Zoning District when the property abuts a state highway.
- (6) No more than three publicly available EV charging stations on a commercial or industrial zoned property is 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 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.

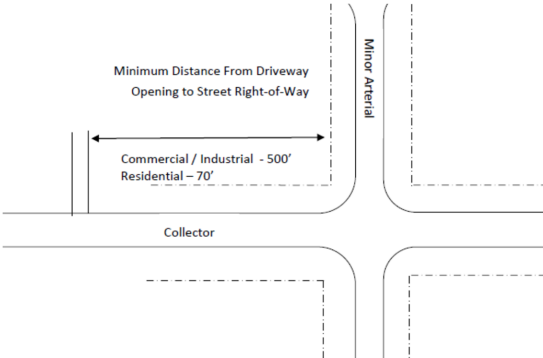
STREET WITH PROPOSED PRIVATE DRIVEWAY ACCESS	Nearest Intersecting Street			
	Local Street	Collector	Minor Arterial	Principal Arterial
Local Street				
Residential Driveway	40'	55'	70'	100'
Commercial/Industrial Driveway	100'	150'	150'	*500'
Collector Street				
Residential Driveway	40'	55'	70'	100'

Commercial/Industrial Driveway	100'	200'	*500'	*500'
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*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 be 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 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 B1 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, LeSueur 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 percent 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 percent.
- (11) All driveways shall be surfaced with asphalt, concrete, paver bricks, or equivalent type of materials.

(P) Land Alterations

- (1) The approval of the City Engineer and City Council and a 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 734 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) Commercial Building Design/Site Relationship for the B-2 District

- (1) Predominant exterior building materials must be of high quality, including brick, wood, 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. Prefabricated steel panels are prohibited as predominant building materials but may be used for aesthetic treatment.
- (2) Building mass and scale must be controlled through roof line variations, repeating patterns of color, materials, and textures, windows, and awnings.
- (3) All facades of a building that are visible from adjoining properties or public streets shall contribute to the pleasing scale features of the building and encourage community integration by featuring characteristics similar to a front facade.
- (4) Internal pedestrian walkways must be provided from perimeter sidewalks to building entrances.

(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 whenever reasonably possible.
- (b) Deteriorating features shall be repaired rather than replaced whenever reasonably possible. 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 where reasonably possible, materials.
- (c) Masonry and other original surfaces shall be preserved. Brick shall not be covered with stucco, shakes, or other veneer.

- (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 percent of the first floor façade area 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 adjacent streets. This provision shall not apply to accessory buildings located in the B1 District.
- (f) The City encourages the uncovering of original windows that have since been covered.
- (g) For new construction, predominant exterior building materials must consist of brick to complement historical downtown building materials.
- (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 or canvas. No plastic awnings shall be allowed.
- (j) Structures located in the B1 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 B1 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, and determine if the demolition permit shall be issued based upon these factors.

(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) 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 percent in grade shall not be used as a building site.

3. Development on slopes with a grade between 20 percent and 30 percent 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 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 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 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, or 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 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 feet horizontal to one foot vertical unless stabilized as describe 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, silt 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.

(3) 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 feet horizontal to one 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 watercourses 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.

(4) 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 local government unit with jurisdiction over the activity.
 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' 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 minimus 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,

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 Buffer Width	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 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 five consecutive years; or
 - ii. Has an overstory of trees or shrubs that has been uncultivated or unbroken for at least five 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 five 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 five 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 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 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 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 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); and
 - c. Install the signage required by (Section 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, 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 includes 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 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 734) of this Ordinance.

15. An activity within a wetland that alters or fills a floodplain may require a permit under (Section 734) of this Ordinance.

(5) 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 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, (A) (1)&(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 (Section 2, (A)) of this Ordinance; and
 - 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.

(6) 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 three years of adoption of this Ordinance.

(c) Exceptions

An exception may be granted by the City where non-compliant systems will be provided with municipal sewer service within five years. However, in no case should noncompliant systems remain in violation for more than five years from the date of establishment of this Ordinance or five years of establishment of the wellhead protection area.

(7) 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, and 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 storm water pollution prevention plan (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 have been approved by the City within six 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 two 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 etc. 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 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 storm water pollution prevention plan (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; and 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; and,
 - vii. 100 year floodplains, 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; and
 - 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; and
 - 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 specification 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 two-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; and
 - 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 eight percent 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 percent 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:
 - 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; and

- 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 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 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:
 - Controlling runoff rates to less than existing conditions within the City as described in (Section 8, (E) (2)) of this Ordinance;
 - Protecting or re-locating impacted structures or infrastructure, or securing easements for additional flooded areas; or
 - 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:
 - The identification of existing public and private drainage easements;
 - The locations, condition, and dimensions of the existing drainage infrastructure;
 - The location and elevation of structures with low floors, or entries within two vertical feet of the 100-year critical storm flood level;
 - The location and description of known existing flooding problems;
 - A hydrologic and hydraulic assessment of flooding impacts of the proposed project on downstream public and private structures.

- An assessment of existing and potential watercourse erosion, bank stability, bank protection, and watercourse slope;
- An assessment of the hydrologic and hydraulic capacity of the downstream public and private infrastructure;
- 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:
 - Actions described in this Ordinance;
 - Obtaining easements;
 - The installation of stream bank stability and protection measures;
 - The upgrading, protecting or re-locating impacted infrastructure; or
 - Other actions necessary to mitigate the impact.
- c. Potential impacts to exceptional value wetland.
 - i. Evaluation must include:
 - Delineation and functional assessment of wetlands according to of this Ordinance;
 - 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 one year, two 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 4,(E) (4) (c) (1) (b)) 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 one hundred 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 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 percent removal of total phosphorus and 90 percent removal of

total suspended solids on an average annual basis. Accepted technical methodologies, such as the PondNET model for phosphorus and the P-8 model for TSS, and/or 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 affect stability of downstream watercourses according 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; and
 - 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 two year, 10-year and 100-year critical storm events to runoff rates specified in (Section 8, (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; and
 - d. A normal water elevation above the OHW of adjacent waterbodies or normal water level (NWL) 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 two 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 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 NURP 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 two percent of the impervious area draining to the pond or one percent of the entire area draining to the pond, whichever amount is greater;
 - vii. An average permanent pool depth of four to six feet and a maximum depth no greater than six feet; and
 - viii. A minimum protective shelf extending 10 feet into the permanent pool with a slope of 10-to-one (10:1), beyond which slopes should not exceed a four-to-one (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 2 feet above the peak water surface elevation for the critical flood event and at least one 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 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 feet above the peak water elevation as determined by the critical back to back 100-year flood event, or five 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 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 the 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 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 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 measured 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 one 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 extension of not greater than one 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 of 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; and
- 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. The security shall be issued for a minimum term of one 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 percent 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 the 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 to the grading plan

- i. The applicant ceases land disturbing activities and/or filling and abandons the site prior to completion to 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 one (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 or 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 time.
- c. Runoff from the entire disturbed area on the site shall be controlled by meeting either Subsections 1 and 2 or 1 and 3 below, or (a) and (b) or (a) and (c) above.
 - i. All disturbed ground left inactive for 14 or more days shall be stabilized by seeding or sodding (only available prior to September 15) or by mulching or covering or other equivalent control measure.
 - ii. For sites with more than 10 acres disturbed at one time, or if a channel originates in the disturbed area, one or more temporary or permanent sedimentation basins shall be constructed. Each sedimentation basin shall have a surface area of at least one percent of the area draining to the basin and at least three feet of depth and constructed in accordance with accepted design specifications. Sediment shall be removed to maintain a depth of three 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 time, silt fences, straw bales, or equivalent control measures shall be laced along all sideslope 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 the 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 feet for every one percent 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 4, (E)) of this Section.

- 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.
- 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 percent of the development;
 - b. A minimum of 25 percent of the site is protected in natural conservation areas that are protected with conservation easements (see Section 4 for allowed and prohibited uses in 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 (see Section 4 for allowed and prohibited uses in conservation easements); and
 - 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 and 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 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 1 acre of cumulative impervious surface.
6. Installation of any fence, sign, telephone or electric poles, 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 B1 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 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 Zoning Ordinance, the more restrictive standard shall prevail.

(8) 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 8 and 4) 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 (Section 9, (3) (a) (4)) of this Ordinance 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
- (c) Permanent fences shall be at minimum four feet in height and shall not exceed six feet in height. The fence must completely enclose any in-ground or above-ground swimming pools.
- (d) The bottom of the fence must not be more than four inches from a hard surface ground or two inches from a soft surface ground.
- (e) Fences shall be constructed with a 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 feet from the ground surface so that the device is inaccessible to all small children.
- (g) A fence is only required to be provided around the means of access on aboveground pools which have a four foot or higher, vertical or outward inclined side walls.
- (h) 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.
- (i) 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 feet from all property lines.
- (j) Swimming pools shall not be located in drainage and utility easements or required buffers.
- (k) Swimming pools erected on corner lots shall not be within the 30 foot building setback line and shall not be constructed closer to the front property line than the primary structure. The swimming pool shall adhere to the same right-of-way setbacks as the house.
- (l) All swimming pools shall be at minimum of 10 feet away from any principal structure, building or frost footings.
- (m) The fencing requirements and standards stated in this Section are required even if a swimming pool cover is used.
- (n) The drainage of discharged water from the pool must not drain across or onto any adjoining property.
- (o) 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 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.
- (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 owners 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 specification for the construction of the pool

(U) Residential Erosion Control, Turf Establishment and Tree Requirements

(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 RL-70, RL-84, RL-90, 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 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 one tree per lot is required in the front yard. If the lot is a corner lot fronting two streets, a tree shall be planted in each front yard.
- (g) When one or more healthy, significant tree(s) are present per dwelling unit in the front yard, no tree is required to be planted. A significant tree shall be any healthy deciduous tree that measures six inches in diameter 4.5 feet up from the ground or any healthy coniferous tree that measures six 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 thirty (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 to 1 (25%), 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 to 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 utilizing a disc seeder, spike seeder, turf seeder, slit seeder or equivalent. Also acceptable as a method of seeding is hydroseeding.

- (l) Hydroseed mixture, if used, must contain a combination of seed, mulch with a minimum of 50 percent 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 percent weed or 0.5 percent crop seed and inert matter shall not be present in excess of 6.0 percent 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 and tree 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 of weed treatment shall be provided.
- (b) Failure to have completed and received City approval for the four 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 and tree 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) ~~Building Architectural~~ Design Requirements

~~(7)(1) for These design requirements shall be applicable to Commercial, Industrial, and Multi-Family Residential Buildings Containing 5 or more units~~

~~(8)(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, reflective glass, are prohibited. Prefabricated steel panels are prohibited as predominant building materials but may be used for aesthetic treatment. Fiber cement 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 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;~~
- ~~(d) Varying roof lines;~~
- ~~(e) Varying wall depths.~~

~~(9) Building mass and scale must be controlled through roof line variations, repeating patterns of color, materials, and textures, and windows.~~

~~(10) All facades of a building that are visible from adjoining properties or public streets shall contribute to the pleasing scale features of the building and encourage community integration by featuring characteristics similar to a front facade.~~

~~(11)(4) Internal pedestrian walkways must be provided from perimeter sidewalks to building entrances.~~

~~(12)(5) Multi-family buildings with 5 or more units located in the B-1 Central Business District must comply with the provisions of Section 726 of the Zoning Ordinance.~~

§ 6.003 SUBDIVISION DESIGN STANDARDS

(A) Conformance to Design Standards

All subdivisions must conform to the design standards set forth in this chapter, 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 chapter.

(B) Monuments

When completed, all subdivisions must have block corner monuments replaced. Survey error may not be more than 1' in 7,500'.

- (1) The monuments shall be as approved by the Scott County or LeSueur 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, 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 zoning ordinance.

- (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 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 which is generally described as an elongated roundabout with an island. The island of the cul-de-sac can be either landscaped or paved. A landscaped cul-de-sac island will require a maintenance agreement be approved by the City. The required cul-de-sac detail plate is attached as an exhibit to this chapter.
 - (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 for thoroughfares, collector streets, local streets and alleys shall be as follows:
 - 1. Arterial streets - 25 feet.
 - 2. Collector and local streets – 15 feet.
 - 3. Alleys - 4 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 percent
Collector	6 percent
Local	7 percent
Marginal Access	7 percent

- 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 chapter. 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 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 three percent 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

*The City Council may require larger or smaller than minimum widths upon recommendation of the Planning Commission, City Staff or the City Engineer. 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.

**A sidewalk is required on both sides of all public streets, except as otherwise noted in Section 068 of this chapter.

- (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 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 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 or dedicated public ways 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 734 of the Zoning Ordinance 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 Zoning Ordinance 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 Zoning Ordinance.
- (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 Zoning Ordinance, 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 § 067(E)(1).
- (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 two percent 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 Zoning Ordinance, 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 Zoning Ordinance.
- (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 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 as 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.

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 percent of the park/public land dedication need and commercial/industrial subdivisions create approximately 10 percent 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 useable for one 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) Area of dedicated land.
 - (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 percent 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. A residential subdivision's proportional share is the product of (1) Per Capita Residential Share (established in the City's Official Fee Schedule) and (2) the number of residents anticipated in the subdivision at full build out.
 - 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 percent 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 or MAI, or equivalent designation.
 - (e) Lands designated on parks, trails, and 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 chapter.
 - (f) Deviation from required dedication. The dedication requirements based on the subdivision's proportional share of the city park system are 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 useable 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 percent 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 re-

platted. 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, outlot, 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 run off. All drainage easements shall be identified on the plat and shall be graded and sodded in accordance with Section 73 of this chapter. Twenty foot wide easements for drainage purposes must be centered on rear and front lot lines. Ten 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. Twenty 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. Twenty foot wide utility easements must be centered on rear and front lot lines. Ten 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 and Walkways

- (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. Concrete sidewalks of not less than five feet in width shall be provided on both sides of each street, except for cul-de-sacs less than 300 feet in length in a residentially zoned area where a sidewalk on one side will be sufficient. The City may also consider a sidewalk on only one side of a street where the residential density is less than three (3) dwelling units per net acre in a residentially zoned area. In areas where a sidewalk is only required on one side, consideration for the location of the sidewalk must be made to provide connection to or continuation of existing adjacent sidewalk or trail routes. Where a proposed subdivision abuts or includes an arterial street, sidewalks of not less than six feet in width shall be provided on both sides of the street, unless a trail is included on one side of the street as designated by the comprehensive plan. In such case, the trail must be located on one side of the street and a sidewalk on the other. All sidewalks and trails must be compliant with the Americans with Disabilities Act.
- (4) Sodding. One 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 his or her designated representative. (See Section 736 of the Zoning Ordinance)
- (5) Trees. Requirements for trees on individual lots shall meet the provisions listed in Section 736 of the Zoning Ordinance. Pre-development trees with a diameter of eight inches or more as measured three feet above the base of the trunk shall not

be removed unless such tree is within the right-of-way of a street as shown on the final plat. Removal of trees shall be subject to the approval of the City Council.

(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 Planning 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 chapter 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 the first seal coating application 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.

(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 Planning 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 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.

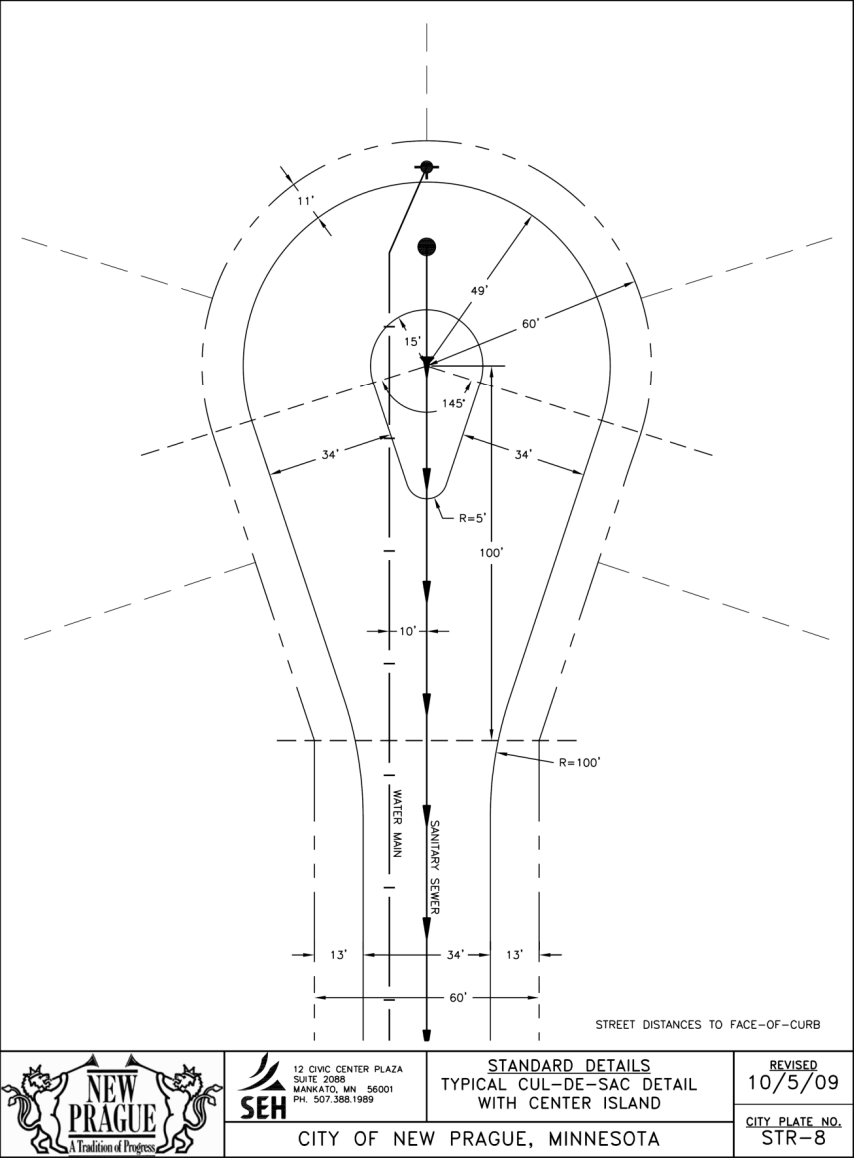


Exhibit A – Cul-de-sac Detail Plate

SECTION 7 EFFECTIVE DATE

This ordinance shall become effective upon passage by the City Council and its publication.

Passed and adopted this 7th day of September, 2010.

Published in the New Prague Times this 16th day of September, 2010.

Duane J. Jirik, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator

Meeting Minutes
New Prague Planning Commission
Wednesday, March 26th, 2025

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer with the following members present: Brandon Pike, Shawn Ryan, and Ann Gengel. Absent was Jason Bentson.

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

2. Approval of Meeting Minutes

A. February 26th, 2025 Regular Meeting

A motion was made by Ryan, seconded by Gengel, to approve the February 23rd, 2025 regular meeting minutes. Motion carried (4-0).

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

No public comments were given.

4. OLD BUSINESS

A. Request for Interim Use Permit I2-2025 – Allow a Rail Car Repair Business at 100 2nd Ave SW

Planner Chapman introduced the interim use permit #I2-2025 request to allow Cypress Rail Solutions, a rail car repair business, at the former mill property (100 2nd Ave SW). At the February 26th Planning Commission meeting, the request was tabled to draft conditions for potential approval. Since the request was last introduced, conditions related to the business operating for 5 years with potential for extension, prohibiting painting, limiting hours of operation, and vegetative/screening plans were added. Staff also reached out to Polk County, and Rye/Falconer Township to see if there were any complaints or concerns regarding Cypress Rail Solutions at their Grand Forks, ND and Erskine, MN locations. Falconer/Rye Township said that they run a clean facility with no debris, objectionable fumes, or dust. It should also be noted that both these locations are in townships in rural industrial/rural residential locations. The proposed New Prague location would be located within cities limits in the heart of the city near several businesses and residential properties with more possibilities of disruption. In the 2045 Comprehensive Plan, the property is guided as “Downtown Flex” which would allow similar commercial uses in the downtown and would likely prohibit industrial uses. Rezoning will occur once the Unified Development Code is adopted sometime in late 2025 or early 2026. Staff does not support the proposed request due to noise concerns and the use does not fit the Future Land Use Map. Since the business closed in 2019, many residents may have become accustomed to the lack of noise. The work may be noisy for the tenants inside the building,

Main St businesses, and residential homes. Noises at the mill could exceed MN Rules Chapter 7030 on Noise Classification 2 for MPCA Noise Pollution Control. Furthermore, City Code 92.15 states that a public nuisance is considered something that unreasonably annoys or endangers safety, health, and morals. In other words, the code could still apply for noises not exceeding the MPCA thresholds.

Pike said it would be good to beautify as much as they can on the north side of the property. He questioned about the feasibility of the applicant building out the parking lot and the possibility of a site plan being submitted for staff to review. He would like to see a parking lot layout from the applicant rather than a loose rendering or plan. The conditions proposed by staff have helped mitigate some of his original concerns. The fence does provide a dividing barrier from east to west. With the landscaping it may attract tenants.

Gengel inquired if there were any other retail businesses within the building.

Planning/Community Development Director Ondich said there is Faith, Recovery, & Music, Fancy Bones Pet Salon, 2 If By Sea Tactical Shooting Range, and warehousing.

Bill Gibson, the co-owner of New Prague Mill, LLC, stated that they anticipate having another retail business in the northern section of their building. Post office was looking and wanted to occupy 6,000 sq ft but not sure what they want to do at the moment.

Pike had less concerns about noise since there is a condition on the type of fence required for the site.

Planning/Community Development Director Ondich stated that the condition was based off MnDOT sound buffer requirements. There are plain wooden fences or ones with concrete posts. The fence would not be a temporary fence. The minimum noise reduction that those walls provide is at least 5 decibels for regular noise.

Gengel asked if the fence would bring the decibels to an acceptable level.

Planning/Community Development Director Ondich said theoretically it would bring the decibel levels down. Staff won't know for sure until the landscaping and fencing is up. If the city receives a complaint, staff could record a decibel measurement.

Pike said the landscaping plan should address the outbuildings. He would like the outbuildings removed. The site plan shows that it is very open and clean.

Gibson stated that the shed will be removed as well as the coal operator room and restore the brick in front of the building.

Pike said that he did not want the building and fencing to go up 4 years later.

Gibson stated they do not have the parking lot designed yet but intend to do it in the future because they'd like retail businesses on the north side of the building. The sign will likely be

installed in a month to a month in a half. As a condition to the interim use permit, there is a condition for a 20' tall fence that would be used to buffer noise for five years, which is very costly for a short period of time. A lot of money that would be made through the business would go towards the fence. He asked to reduce fence cost or provide a 10 year interim use.

Ryan said that if their business follows the conditions, there will be no issue in extending the operation of the business for an additional 5 years.

Gibson proposed a 16' tall fence.

Pike was concerned that if the fence were lower, it may not buffer the noise as well.

Ryan recommended that the landscaping or screening requirements must be completed within 18 months to a year.

Pike agreed and said it would be beneficial for it to be coupled with a more detailed landscaping plan with parking lot and plans for the northwestern part of the building.

Gibson inquired if instead of putting down tar, he could put seed or sod down.

Pike said that there could be a landscaping plan in which phase one of the projects could include hydroseeding and the second phase could be the parking lot plan when the tenants are in. Pike recommended that the parking lot could be put in when it is necessary for the tenants.

Gibson suggested having a rail car out front as a feature in the future. On a different note, he mentioned that they do have bathrooms within the existing building but stated that there would be a temporary trailer that has an office inside. He inquired if they could put a bathroom behind the screen.

Planning/Community Development Director Ondich stated that there are building code concerns with plumbing.

A motion was made by Pike, seconded by Meyer to open the public hearing (4-0). The public hearing opened at 7:25pm.

Brian Paulson from 206 4th St SW said that a few years ago there was a diesel car running for about a week straight, causing noise issues. There is a gun range currently at the mill and their hours will be longer than the rail car repair business. He supports the gun range. He recommended that the amphitheater not operate during the hours of the rail repair business. Maybe the parking could be shared with the amphitheater . He would prefer trees over the fence.

A motion was made by Ryan, seconded by Pike to close the public hearing (4-0). The public hearing closed at 7:26pm.

A motion was made by Ryan, seconded by Pike to recommend approval of I2-2025 to allow a rail car repair business at 100 2nd Ave SW with notes to the City Council on the meeting such as phasing greenspace/landscaping until parking is needed, removing outbuildings, and using bathrooms in the building and temporary trailers behind the sound wall. The following were the findings:

- A. The proposed interim use for rail car repair will utilize property in a reasonable and temporary manner for five years, considering the property is currently zoned I-1 Light Industrial Zoning, but is guided as “downtown flex” according to the 2045 Comprehensive Plan and of which exact requirements have not yet been determined.
- B. The proposed rail car repair is presently acceptable with the approved conditions, but given its designated land use category of “Downtown Flex” will not be acceptable in the future.
- C. The proposed designated rail car repair area will not hinder permanent development of the site because it is only approved as an interim use for a five year time period.
- D. The proposed designated rail car repair area will not adversely impact implementation of the Comprehensive Plan as the site is guided as “downtown flex” and because the interim use approval period is only for a five-year time period.
- E. The proposed rail car repair will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and particularly noise nuisances because of the mitigating sound wall.
- F. The rail car repair business may have resulted in noises that would have conflicted with the planned Praha Outdoor Performance Stage, directly north of the Mill and Main Street and potentially other parks, schools, street and other public facilities if not for the required 20’ tall sound wall.
- G. Adequate utilities, access roads, drainage and necessary facilities exist for the proposed rail car repair business.
- H. The proposed rail car repair business shall cease to operate at the site no later than 4/7/2030, unless extended by City Council action.
- I. The proposed designated rail car repair area will not impose additional costs on the public if it is necessary for the public to take the property in the future.

And with the following conditions:

- 1. This Interim Use Permit does not affect any other existing Interim Use Permits or Conditional Use Permits on the property.
- 2. The proposed rail car repair use shall cease operations within 5 years from the date of approval of this Interim Use Permit which is April 7th, 2030 unless otherwise amended by City Council action.
- 3. Approval is granted in general accordance with the two site plans dated 3/4/2025 (Exhibit A and B) on file with the New Prague Community Development Department which notes the extent of the operation and the location of required fencing/screening/vegetation. The fence/sound wall and adjacent landscaping as well must be completed before any rail car repair can occur on the site.

4. Phase 1 of the aesthetic improvements to the NE corner of the site must be completed within 18 months of approval of the interim use permit which will move the site towards general accordance with the “New Prague Mill Perspective” drawing dated 2/14/25 (Exhibit C) on file with the Community Development Department. Phase 1 includes at minimum: installing topsoil and establishing grass seed over the existing gravel lot, installing perimeter landscaping trees around the perimeter of the north and east side of the site, and finally removing outbuildings and a gas room that are immediately adjacent to the north wall and fixing the paint on the north end of the historic A-Mill portion of the building to improve the aesthetics of the site from Main Street. Phase 2 includes paving necessary parking spaces as needed for uses on the site with no set deadline for paving as it is dictated by the need as users move into the site.
5. The required “fence” that extends north of the building and around the private rail lines near Main Street must be at least 20’ tall and meet or exceed MnDOT Standard Plan 5-297.661 for “Wood Planking Noise Wall with Concrete Posts” which provides for 100% opacity.
6. Vegetation placed around the fence/noise wall as outlined in Condition #3 must meet the requirements of Zoning Ordinance Section 707, Subd. 2 for screening of industrial uses abutting commercial properties. This requires a single row of trees at a minimum 8’ height at 40’ spacing at minimum.
7. One rail car, in good repair and for advertising and educational purposes, is allowed to be displayed outside of the screened area.
8. Any noise from the proposed rail car repair use cannot exceed the requirements of MPCA Noise Pollution Control Rule 7030 or City Code Section 92.15 regarding public nuisances.
9. To mitigate noise concerns for nearby properties, hours of operation (except for office hours) are only permitted Monday Through Friday, 7am to 4:30pm with no exceptions.
10. The painting of rail cars is prohibited on the site.
11. Employees of the rail car repair site must utilize existing bathrooms within the former mill building on the property. A temporary work office trailer if fully screened behind the fence/noise wall is permitted if it complies with building codes.
12. At least one parking space per rail car repair employee must be provided on a paved off-street parking space, including required ADA spaces, and must be striped with white or yellow paint lines no less than 4” wide providing for parking spaces at a size of 9’ x 20’, as required by Section 717 of the New Prague Zoning Ordinance. Any parking space must be setback 5’ from any property line to provide a buffer between the sidewalk and the parked vehicles and allow for required perimeter landscape trees.
13. All signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
14. All lighting must conform to Section 704 of the Zoning Ordinance.

15. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance. Additionally, any dumpster that holds residual agricultural products from rail cards must be leak proof and have a cover to prevent odors and must be picked up at least weekly by a refuse company but may be required to be picked up more often if odors persist from the site.
16. A 6' access aisle must be maintained through the exterior work area to ensure access to all doors that abut the area for fire access.
17. If the exterior storage area is ever completely fenced, the applicant must provide a knox box to hold a key for access by the Police/Fire Department.
18. Except as otherwise authorized by the Zoning Ordinance, this interim use shall conform to this Ordinance as if it were established as a conditional use.
19. 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.
20. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
21. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

Motion carried (4-0).

5. NEW BUSINESS

A. Request for Variance #V2-2025 – Variance for Lot Line Setbacks, Lot Width, and Maximum Land Coverage at 100 2nd Ave SW

Planner Chapman explained that New Prague Mill, LLC is requesting a variance from setback, lot width, and maximum land coverage to facilitate a lot split. New Prague Mill, LLC intends to separate their property into two lots from north (4.72 acres) and south (1.11 acres). When platted properties are being divided, staff administratively conduct a minor subdivision. However, if the two new parcels do not meet the bulk requirements of the district, a variance would be required. The proposed two properties currently do not meet the II-Light Industrial District's bulk standards. The applicant is requesting that Parcel A have a 0' setback from the west and north property lines and allow a 63.7% maximum land coverage. The applicant is also requesting that Parcel B have a 76' minimum lot width and 0' setbacks on the east and south property lines. As a condition to the variance, a dedicated access agreement and shared parking agreement are needed.

Planning/Community Development Director Ondich clarified that although the “Downtown Flex” standards have not been determined, they would be similar to the B1-Central Business District. The B1-Central Business District does not have setback, minimum lot width, or maximum land coverage requirements. In other words, if the applicant waited for the property to be rezoned, this variance would not have been needed. They would have been able to do a minor subdivision.

A motion was made by Ryan, seconded by Pike to recommend approval of V2-2025 with the following findings:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because industrial and commercial uses are allowed in the I-1 Light Industrial Zoning District.
- B. The requested variance is consistent with the comprehensive plan because minor subdivisions are consistent with land use goals in the comprehensive plan.
- C. The applicant will continue to use the property in a reasonable manner in that the variances are only needed to facilitate a minor subdivision.
- D. Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the same zoning district because the subject property is very large and unconventionally shaped and surrounded by a variety of different zoning districts and is also only necessary as the property is currently zoned I-1 Light Industrial which has more strict bulk requirements than the guided zoning of the property as downtown flex which will more closely resemble the existing B-1 Central Business District zoning which does not have setbacks, minimum lot size/width, or maximum building coverage requirements.
- E. The variance does not alter the essential character of the neighborhood because there are no physical changes being proposed but rather a minor subdivision.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow a portion of the property to be sold or the lot split would make it easier to finance and insure.
- G. A dedicated access easement agreement and shared parking agreement must be made, clearly defining the usages and access as well access to the shared domestic water service and fire protection system.

And with the following conditions:

1. A dedicated access easement agreement and shared parking agreement must be made, clearly defining the usages and access as well as access to the shared domestic water service and fire protection system and filed with Le Sueur County.

Motion carried (4-0).

B. Concept Review of Zoning / City Code Amendment Re: Backyard Chickens

Planning/Community Development Director Ondich explained that City Council directed staff to discuss an ordinance amendment for backyard chickens due to public interest. Public interest may be partially a result of the national rising cost of eggs. The City Code currently does not allow chickens to be within city limits. The last time backyard chickens were discussed was in 2016 when there were several nuisance complaints from neighbors regarding illegal chickens

in city limits due to smell, sound, and concern of avian diseases. Several communities allow chickens in City limits. All cities in Scott County currently allow chickens except New Prague. There are positives and negatives to backyard chickens. Benefits may include families having more autonomy over their food production, an educational opportunity for families and children to learn agricultural practices, preservation of poultry diversity, chickens can sustainably reduce household food waste, and their feces make good fertilizer. Some negatives may include potential to spread avian diseases, odor/noise could be a nuisance and attract pests, chickens require significant time and commitment, and upfront expenses for chickens may be costly. If the Planning Commission were interested in allowing chickens, staff could draft an ordinance amendment.

Ryan was in opposition to allowing chickens. Several years ago, there was an issue with a resident who did not properly maintain their chickens, which upset the neighborhood. If chickens are allowed, residents may ask to allow other farm animals.

A motion was made by Pike, seconded by Gengel to open the public hearing (4-0). The public hearing opened at 7:53pm.

Brian Paulson from 206 4th St SW stated that if backyard chickens are not properly maintained, it could attract animals. Backyard chickens are a daily responsibility, and they may not be financially beneficial. If the City were to allow backyard chickens, the permit should be a one-time fee rather than multiple.

A motion was made by Ryan, seconded by Pike to close the public hearing (4-0). The public hearing closed at 7:55pm.

Meyer said he was for allowing backyard chickens last time because it gives people an option.

A motion was made by Pike, seconded by Meyer to draft an ordinance amendment for allowing backyard chickens and hold a public hearing.

Motion failed (2-2).

6. Miscellaneous

A. Monthly Business Update

Planning/Community Development Director Ondich introduced the monthly business update. He mentioned that Neisen Investments purchased the former Corner Bar property at 100 Main St W and currently doing renovations. The Broz Hotel is owned by 3 Ten Event Venue in Faribault. Wells Frago recently applied for sign change outs.

7. Adjournment

A motion was made by Pike, seconded by Ryan, to adjourn the meeting at 8:00 pm. Motion carried (4-0).

Respectfully submitted,

A handwritten signature in black ink that reads "Kyra J. Chapman". The signature is written in a cursive, flowing style.

Kyra J. Chapman
Planner



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, March 31, 2025 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission Vice President Chuck Nickolay on Monday, March 31st, 2025, at 3:35 pm.

Commissioners Present: Chuck Nickolay, Tom Ewert, Paul Busch and Bruce Wolf

Commissioners Absent: Dan Bishop

Staff Present: General Manager Bruce Reimers, OES Ken Zweber, Finance Director Robin Pikal, Administrative Assistant Alyssa Schapekahm and Billing Specialist Jessica Lambrecht.

2. APPROVAL OF AGENDA

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the agenda as presented.

Motion carried (4-0)

3. APPROVAL OF MINUTES

a. February 24, 2025 Utilities Commission Meeting Minutes

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve the February minutes as presented.

Motion carried (4-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of \$173,109.47 and the SMMPA billing of \$462,430.97.

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the accounts payable as presented.

Motion carried (4-0)

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Busch, seconded by Commissioner Ewert, to approve the financial reports as presented.

Motion carried (4-0)

6. SMMPA BOARD OF DIRECTORS MEETING

a. February 12, 2025

GM Reimers informed the Commission on the following:

- Board reviewed future debt retirement and rates
- Member Quick start contracts were reviewed and will be presented to the working group one more time before the board meeting in April.
- GM Reimers was appointed to the officer position of treasurer due to board seat changes by Lake City.

7. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission of the following:

- Staff have been meeting with DGR engineers on the design of the new power plant
- The Generation department has been working on new oil and jacket water coolers for engine #6
- Breaker and relay testing has been completed at the power plant and the West substation
- A leak has been discovered on treatment plant number three's main filter and staff have been working with SEH engineering as to the next steps to make the repairs

8. OTHER BUSINESS

a. 2025 CIP Funding Discussion

GM Reimers and Finance Director Pikal went over financing options for the 2025 CIP projects. The question was raised by the City's financial consultant whether the Commission would want to consider paying cash this year, being the cost came in somewhat lower than was estimated. The commission decided it would be best to bond for the project.

b. Review of Resolutions for Council Meeting

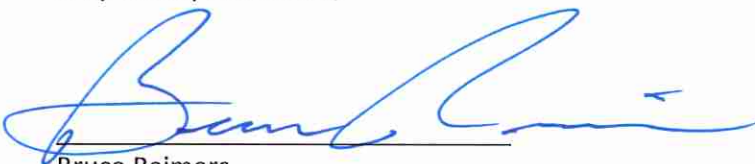
GM Reimers reviewed the resolutions that he will present at the council meeting on Monday, the 7th of April, that will cover the future bonding and refunding for the West Side Energy Station.

9. ADJOURNMENT

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to adjourn the meeting at 4:35pm.

Motion carried (4-0)

Respectfully Submitted,



Bruce Reimers
General Manager