



PLANNING COMMISSION MEETING AGENDA

City of New Prague

Wednesday, June 24, 2026 at 6:30 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

2. INTRODUCTION OF NEW MEMBER - JENNIFER SCHULTZ

3. ELECT CHAIR AND VICE CHAIR FOR 2026/2027

4. PUBLIC FORUM

(Public Forum is intended to afford the public an opportunity to address comments, questions and concerns with the Planning Commission. Speakers limited to five minutes.)

5. APPROVAL OF REGULAR AGENDA

6. APPROVAL OF PREVIOUS MEETING MINUTES

a. May 27, 2026 Regular Meeting

7. NEW BUSINESS

a. Public Hearing for Request for Conditional Use Permit #C1-2026 - Cannabis Cultivation Business located at 100 2nd Ave. SW in the I-1 Light Industrial Zoning District
Bold North Hemp, LLC - applicant

8. OLD BUSINESS

a. Public Hearing for Minor Miscellaneous Unified Development Code (UDC) Amendments

9. MISCELLANEOUS

a. Monthly Business Updates

b. Consider Establishing New Regular Meeting Time

10. ADJOURNMENT

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

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

PLANNING COMMISSION MINUTES



City of New Prague

Wednesday, May 27th, 2026

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:30pm by Vice Chair Brandon Pike.
The following members were present: Brandon Pike, Shawn Ryan, Jason Bentson, and Rik Seiler.
The following members were absent: Chair Dan Meyer.
The following City Staff were present: Community Development Director Ken Ondich and Planner Evan Gariepy.

2. PUBLIC FORUM

A motion was made by Ryan, seconded by Pike, to open the public forum.
Motion carried (4-0)

No comments were given.

A motion was made by Ryan, seconded by Pike, to close the public forum.
Motion carried (4-0)

3. APPROVAL OF REGULAR AGENDA

a. May 27th, 2026 Regular Meeting

A motion was made by Ryan, seconded by Bentson, to approve the May 27th, 2026 regular meeting agenda.
Motion carried (4-0)

4. APPROVAL OF PREVIOUS MEETING MINUTES

a. April 22nd, 2026 Regular Meeting

A motion was made by Seiler, seconded by Bentson, to approve the April 22nd, 2026 regular meeting minutes.
Motion carried (4-0)

5. NEW BUSINESS

a. Request for Concept Plan Review – 76 Acres North of Existing Industrial Park

Ondich presented the concept plan review for the land north of the existing industrial park. Ryan asked if this area is within City limits, and Ondich stated it is not but it is within the Orderly Annexation Agreement area with Helena Township.

Ondich noted that the applicant does not have to plat the entire presented plat at once, and that it is just a higher level advisory review. He stated that MnDOT Metro has not provided comment on the concept review.

Seiler asked if the annexation would require an open hearing, and Ondich stated it would not. PIKE asked if all of the land would be annexed at once, especially if it is developed in phases, and Ondich stated that it would be up to the applicant. Ryan asked if there is a cost to the City for the annexation, and Ondich stated there is not as the applicant pays all fees. Pike asked if any annexation would have to be contiguous with the City’s existing boundaries, and Ondich stated it would.

Ryan asked if there would be landscaping requirements for the proposed CVF Racing building, and Ondich stated that there would, and that it would be evaluated when the building permit is turned in.

Pike asked if the northeastern most parcels would be developable, especially as they do not have road access. Ondich stated there would be no direct highway access, but there would be a road built along the entire north side of the plat boundary for access onto them.

Ondich noted that the northern parcels would require a larger sanitary sewer trunk line, and the City is in the process of a study to evaluate adding one, but they could not be developed immediately.

Pike supported adding a greenway or park features on the east side of the plat due to the natural features available, especially given that they are undevelopable for buildings. Seiler asked if there would be a lot of truck traffic from the proposed CVF Racing building, and the applicant Mr. French stated they currently see them having 1-2 trucks a day.

Pike asked what a potential timeline for the CVF Racing building is. Mr. French stated that they would like to have the property ready in the third quarter of 2026 and begin building in the first quarter of 2027.

b. Public Hearing for a Request for Conditional Use Permit #C2-2026 and Variance #V2-2026 – Allow for a Chiropractor Office with Apartment above a 1st Floor and Parking Variance at 200 4th Ave SW

Gariepy presented the Variance and CUP request.

A motion was made by Pike, seconded by Seiler, to open the public hearing at 7:18pm.
Motion carried (4-0)

No comments were given.

A motion was made by Ryan, seconded by Seiler, to close the public hearing at 7:19pm.
Motion carried (4-0)

A motion was made by Bentson, seconded by Seiler, to recommend approval to City Council regarding Conditional Use Permit #C2-2026 and Variance #V2-2026 to allow for a chiropractors office and apartment above the first floor with reduced parking requirements at 200 4th Ave SW, as applied for by Andrew Fautsch.
Motion carried (4-0)

c. Concept review of UDC Amendments

Gariepy and Ondich presented the information regarding ADUs for the UDC. Gariepy stated that the City would not be able to require that rent is paid if an ADU was to be rented out, nor restrict ADUs to family members or healthcare workers. Ondich advised waiting on adding language permitting ADUs until the City of Blaine’s lawsuit has been resolved.

A motion was made by Pike, seconded by Ryan, to not move forward with proposing additional language regarding accessory dwelling units to the UDC at this time.
Motion carried (4-0)

Ondich presented the proposed miscellaneous UDC amendments.

A motion was made by Ryan, seconded by Bentson, to schedule a public hearing for the June 24th, 2026 Planning Commission meeting to discuss the proposed miscellaneous UDC amendments.
Motion carried (4-0)

d. Planning Commission Review of Purchase of 1201 1st Street for new City Hall

Ondich presented the proposed purchase of 1201 1st St by the City for a new City Hall.

Pike asked what public feedback there has been for the purchase of the property, and Ondich stated there has not been much negative feedback.

A motion was made by Seiler, seconded by Ryan, to approve Resolution #1 stating that the proposed purchase of 1201 1st St NE by the City meets the goals of the Comprehensive Plan.
Motion carried (4-0)

e. Planning Commission Review of TIF District 9-1

Ondich presented the proposed TIF District 9-1. Ondich stated that the proposed trail has been in the Comprehensive Plan since 2014. Pike asked what other TIF districts the City currently has, and Ondich stated there is one TIF district and one tax abatement. Ryan noted that the TIF district would take tax money away from the school district and Scott County, and Pike noted that the resolution is legislative rather than in support of the proposed TIF district.

Ondich noted that the resolution attached in the packet is in the incorrect version, and presented the corrected one.

A motion was made by Seiler, seconded by Pike, to approve Resolution #2 stating that the proposed sidewalk through the industrial park is in compliance with the Comprehensive Plan.
Motion carried (4-0)

6. OLD BUSINESS

a. None

7. MISCELLANEOUS

a. Monthly Business Updates

Ondich presented the monthly business update as information.

b. Thanks to Outgoing Planning Commission Member Jason Bentson

The Planning Commission and Staff thanked Jason Bentson for his time and contributions on the Planning Commission.

The Planning Commission was also introduced to Jennifer Schultz, who will be replacing Bentson starting at the next meeting.

c. Miscellaneous

Ryan requested that a discussion regarding moving the starting time of the Planning Commission meetings from 6:30pm to 6:00pm is added to the agenda for next month's meeting. Ondich stated that it will be.

8. ADJOURNMENT

A motion was made by Ryan, seconded by Seiler, to adjourn the meeting at 7:58pm.
Motion carried (4-0)

Respectfully submitted,



Evan C. Gariepy
Planner



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH - COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY - PLANNER
SUBJECT: REQUEST FOR CONDITIONAL USE PERMIT #C1-2026 TO ALLOW FOR A CANNIBIS CULTIVATION BUSINESS, LOCATED AT 100 2ND AVE SW IN THE I1 LIGHT INDUSTRIAL ZONING DISTRICT, AS PROPOSED BY BOLD NORTH HEMP, LLC.
DATE: JUNE 18TH, 2026

Background / History

Bold North Hemp, LLC, is applying to open a cannabis cultivation businesses within the New Prague Mill building, which is a multi-tenant building, located at 100 2nd Ave SW. The proposed business would not include any on-site retail sales, and would solely be for growing cannabis. The portion of the mill to be occupied is the former “dock” space and is directly north of 2 If By Sea Tactical and south of the retail/”mall” portion of the mill. The specific address of the proposed cannabis cultivation business within the mill would be 206 2nd Ave SW.

Cannabis cultivation is a conditional use within the I1 Light Industrial Zoning District. The business would operate under a cannabis microbusiness license (with cultivation endorsement) from the Minnesota State Office of Cannabis Management (OCM). The applicant has a preliminary approval from the OCM for this license, and can only acquire this final license after the business is fully built out, following a thorough inspection by the OCM.

This CUP was applied for in March, prior to the enactment of the UDC. The application will thus be evaluated under the old Zoning Ordinance. The applicant also asked for an extension, thus why this was not considered in March and is being discussed at the June Planning Commission meeting.

Legal Description

See Attachment A.

Attachment B displays the portion of the Mill that will be utilized.

Applicant’s Statement

The applicant was provided multiple questions by Staff regarding the proposed use, which has been attached as Attachment G. Additional comments from the applicant have been noted throughout the staff report. All comments below are from Attachment G.

Regarding specific uses occurring within the building, the applicant stated the following uses for the rooms that are seen on the floor plan, Attachment D:

Flower Rooms: Approximately 2,000 plants for a 5,000 sq ft grow with approximately 500 plants per room. Plants are lined up on tables in flowering beds with mainline water going through the table with feeder tubes to each plant. Multiple rows of overhead lights hung over the plants.

Dry Rooms: A room with multiple hanging racks that the plants are hung from to reduce the moisture.

Cloning Room: Clippings from the mother plant are propagated until they grow large enough to be placed in the flower room.

Mother Room: Mature plants are housed and used for cloning.

Regarding employment at the site, the applicant stated the following:

We estimate that there would be 10-14 employees with a peak shift of 8-10 employees. Seasonal harvest would be an additional 2-3 employees for around 2 weeks every 3 months.

Plan would be for 2 main shifts for the morning and evening. There could be some overnight shifts for security and monitoring plants.

Regarding shipping and deliveries:

Shipping and receiving would not be daily or weekly. They would increase after a harvest to ship product out and receive supplies for the next grow around every 3 months. Deliveries will occur occasionally if supplies are needed during the grow.

Box trucks and vans would mostly be used for shipping and receiving. Security would accompany outgoing product. Security would [not] be used for deliveries.

Neighborhood Conditions

- North – The remainder of the mill. North of Main Street is zoned B1 Central Business.
- South – I1 Light Industrial District, with residential properties to the southeast.
- East – I1 Light Industrial District and B1 Central Business, with residential properties another block east.
- West – The railroad, I1 Light Industrial District, then B3 Highway Commercial just further west.

Zoning District and Performance Standards

The property is zoned I-1 Light Industrial. In the I-1 Light Industrial District, cannabis cultivation is a conditional use per Zoning Ordinance Section 611(4)(N).

The application for the conditional use permit was received on March 20th, 2026. Because of this, the CUP is to be evaluated under the old Zoning Ordinance rather than the new Unified Development Code, which came into effect on March 26th. Under the UDC, the property was included in the West Downtown Overlay District as its new official zoning district.

The City Code Section 121.14 (H) states that cannabis businesses cannot be located within 250 feet of a school. This site meets this requirement, as the closest school, the New Prague Community Education building, is over 1,000 feet away.

Parking Spots

Off-street parking is required within the I-1 Light Industrial Zoning District.

The proposed business would be 12,032 square feet. Of this, 365 square feet will be office space. Per Zoning Ordinance Section 717(2)(P), office space require 1 parking spot per 300 square feet, and warehouse/industrial uses require 1 parking space per 1,000 square feet.

With 365 sq ft of office and 11,667 sq ft of warehouse/industrial, they are required to provide a total of 12 parking spots.

As a conditional use, the City may impose additional parking requirements. The applicant stated that they estimate peak shifts will have 8-10 employees. During seasonal harvests, there would be an additional 2-4 employees for a period of about 2 weeks, which would occur around 4 times a year.

There are currently 52 striped parking stalls in the existing paved parking area, as part of Conditional Use Permit #C5-2023. There were a total of 14 available spaces that are not claimed by 2 If By Sea Tactical, Faith, Recovery, & Music, Fancy Bones Pet Salon, or Velvet Veil Spa, which is also stated in Interim Use Permit #I3-2025.

The applicant stated on 06/03/2026 that they do not plan to add any extra parking spaces at this time, but acknowledged that more can be added in the future if the need arises.

Staff believes that the existing spaces at the mill will be sufficient for the proposed use. If the businesses within the other portions of the mill are to change, the parking for the overall site will have to be reviewed again. This proposed use will leave 2 remaining unclaimed spots at the mill.

WAC/SAC Calculations

The 2026 Metropolitan Council SAC Manual, as amended, is utilized to determine WAC and SAC charges. The actual fees per WAC and SAC credit is stated in the Fee Schedule.

The proposed business would be a total of 12,032 square feet. Of this, 6,224 sq ft is greenhouse area that is not open to the public, 365 sq ft is office space, and the remaining 5,443 sq ft is warehouse.

Greenhouse area not open to the public is charged at 15,000 sq ft per unit, office space is charged at 2,400 sq ft per unit, and warehousing is charged at 7,000 sq ft per unit. This means that the space totals to $.41 + .15 + .77 = 1.33$ units owed.

1.33 units of SAC at \$7,150 = \$9,509.50

1.33 units of WAC at \$1,800 = \$2,394.00

Total WAC/SAC owed = \$11,903.50 at the time the building permit is issued.

It is noted that the former mill site as a whole holds WAC/SAC credits and it’s up to the building owner if they would like to allow the applicant to utilize any credits towards this use. This is a one-time fee. The portion of the mill proposed for use is 12,032 square feet of warehouse, which would carry a credit of 1.72 units.

Exterior

The proposed cannabis cultivation business will have minimal impacts to the exterior of the building. The applicant stated that, to meet ADA accessibility requirements, they are discussing building a ramp in the front door at the north stairs, or converting one of the dock entry doors to be an accessible entry.

There are six overhead doors on the exterior of the building. Four of the doors will be infilled “with CMU [concrete masonry unit] for security purposes and paint them to match.” One of the doors will be utilized as a dock. The other may be used as an accessible entry, as noted prior.

The applicant stated they do not plan to put up any signage or advertising on the building.

Another thing to note regarding the exterior of the mill site is the following note from Resolution #24-04-15-01 approving the Interim Use Permit #I1-2024 for the mill:

WHEREAS, the Planning Commission included a stipulation as part of their motion for approval that the City let ownership know that once they hit 35% occupancy of the building space that they will need to submit to the city an overall “aesthetic, site and building plan” for the property[.]

As the proposed cannabis cultivation use will be utilizing a previously occupied space, rather than a renovated space that was previously unused, staff notes that this condition has not yet been triggered.

Chief of Police Comments and Security Concerns

To address security, the applicant stated the following:

SoLink is the security system that we are using. There would be 100% overlap camera coverage inside and cameras that cover the exterior doors from outside. The security room would have the server and footage storage. All the data saved in that room is also sent to and saved at headquarters in Minnetonka. There will be security on staff.

All access to the building will be through secure doors requiring verified entry like a badge. The north and south doors inside the building would be high security doors that would only be used in case of emergency.

[In addition to the main access door on the NE side of the building,] the north and south doors could be used to escape in the event of an emergency. Another emergency exit on the west side of the building is being suggested to our architect/builder.

There is 100% camera coverage for the facility and all footage is saved for 90 days. The cameras are motion detection capable so they can monitor for any possible breach and notify law enforcement and us.

Minnesota Administrative Rule 9810.1500 mandates security for cannabis businesses, including an alarm system, surveillance, locks, and an immediate response protocol that is initiated within 30 minutes of an event. This Administrative Rule has been attached in its entirety. The applicant must be in compliance with all State statute and rule requirements for security for cannabis businesses.

This rule also requires constant re-testing and inspecting of the security system, lighting, electronic locks and keypads on all exterior doors, employees to carry identification at all times, and secure transportation methods.

Chief of Police Tim Applen noted that the security system looks like it is AI driven and will have full coverage. He also noted that the default length of data storage is 30 days, and that the applicant's security system is for 90 days.

Building Official Comments and Odor Concerns

Building Official Scott Sasse was consulted due to the changes that must occur to the Old Mill building to potentially accommodate a cannabis cultivation business. He inquired about odor control, and the applicant provided information regarding the CleanLeaf air filtration system they will install into the HVAC system.

As described in Attachment E, the Clean Leaf air filtration system will circulate air so that it is filtered multiple times through a 4-stage filtration process. The system is designed to use carbon filters to neutralize the odor, rather than mask it or replace it. Conditions have been proposed as a portion of this Conditional Use Permit that would require the applicant to maintain the air filtration system as recommended by the manufacturer, and the plans must also be developed and signed off by a licensed Professional Engineer or Certified Industrial Hygienist.

As odor complaints are subjective, the City has worked with the City Attorney’s office to impose conditions that will be as objective and comprehensive as possible. The applicant must provide contact information of someone on-site who will be available for odor complaints.

Regarding overall odor control, the following conditions are proposed:

1. The installed odor mitigation system must follow all manufacturer required maintenance for the system, and the applicant must provide the name and contact information of an on-site contact to respond within 3 hours to odor complaints received directly at the site or by City Staff.
2. The odor mitigation system must be developed and signed off by a licensed professional engineer or certified industrial hygienist prior to final certification of occupancy being issued.
3. If five substantiated odor complaints are received by the City within any three month time period, an odor mitigation correction plan must be submitted to the City within 30 days of written notice, which must be approved by City Council. For an odor complaint to be substantiated, the City shall send out all three Staff as follows: the Building Official, Community Development Director, Police Chief, or a representative designated by any of the three to the site, to determine whether there is an unreasonably strong, unavoidable cannabis-related odor that can be detected from the property line of the site. The City Representatives shall then return 3 hours later, to determine if the odor has dissipated, at which point, if it has not dissipated or if it has gotten stronger, the Representative shall make note of the substantiated odor complaint and will inform the applicant.

Prior to occupancy and occupation, the building must meet all requirements of the Building Official and of the Minnesota State Building Code.

Chief of Fire Comments

Chief of Fire Steve Rynda was consulted. He did not have any questions or concerns.

The applicant noted that each enclosed room would have added sprinkler systems, in addition to what is existing at the site.

Utilities Comments

The applicant estimated that 80,000 kWh of electricity and 75,000 gallons of water will be used monthly.

The Utilities General Manager Bruce Reimers was consulted regarding the proposed electric usage and proposed wastewater usage. He stated that the electrical and water needs can be met without any issues. Reimers did note that the applicant will be responsible for any costs associated with establishing new electric service to the site.

Public Works Comments

Regarding wastewater, the applicant stated the following:

[.] Each individual cultivation room will be separately plumbed to collect cultivation-related process and irrigation wastewater. Those lines will be routed through dedicated piping to a dedicated holding tank that will be installed for the facility. The holding tank will be used to collect and store cultivation-related wastewater. The system will be designed so that cultivation/process wastewater is collected and held for proper disposal and is not discharged to the storm sewer, ground surface, or any unauthorized drainage point. Wastewater collected in the tank will be removed by a qualified and properly authorized wastewater hauling company and transported to an approved treatment or disposal facility authorized to accept that wastewater.

Any domestic water, such as restroom or employee-use wastewater, will remain separate from cultivation/process wastewater.

The Public Works Director Matt Rynda and Wastewater Superintendent James Creaghe were consulted regarding the proposed wastewater usage. Due to the fact that the cultivation-related wastewater will be hauled rather than sent to sanitary sewer, they did not have a concern with the proposed wastewater. Creaghe stated that the City should set up a pretreatment agreement with the applicant, with annual inspections to insure that all best management practices are being implemented and followed.

Attorney Comments

Staff spoke with the City’s Attorney’s Office regarding the proposed Conditional Use Permit. Joseph Sathe, an associate attorney with the Attorney’s Office, noted that the City does have the jurisdiction to impose conditions regarding wastewater and odor mitigation. He stated that the City should implement specific protocols if there is an odor complaint received, due to how subjective odor is.

Public Comment and ATF Statement

Austin Reville, an owner of 2 If By Sea Tactical (222 2nd Ave SW), contacted Staff with concerns due to the proximity of the proposed cannabis cultivation business to the existing gun range. He expressed concerns that the Bureau of Alcohol, Tobacco, Firearms, and Explosions (ATF) will increase their inspections and scrutiny on his business.

Staff reached out to Keaton Rommel with the ATF. Rommel stated that the ATF does not have any regulations regarding cannabis, and thus cannot enforce extra inspections or scrutiny upon them unless the locality has additional regulations beyond federal. The City does not have any additional regulations, so this does not apply. Rommel stated that the ATF has no issues or concerns with the proposed use, and it would only be of concern if cannabis was being sold over the same counter as firearms.

Staff has not received any other public comments at the time of writing.

Conditional Use Permit Findings

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

- A. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because of the limited staffing that the building will employ, because the proposed use will not have an impact on wastewater beyond the typical office wastewater amounts, and because the building will not have any retail creating traffic from customers.)
- 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 use will be sufficiently compatible with adjacent residentially zoned or used land as to not depreciate existing homes or vacant land because it will have minimal impacts to the exterior of the existing mill building, and odor mitigation technology will be utilized such as to not create a nuisance from the smell of cannabis, with additional conditions applied in case the odor mitigation technology is not sufficient.)
- C. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. (The proposed use will not have an adverse effect upon adjacent residential properties as it will have a minimal impact on the exterior of the existing mill building, and odor mitigation technology will be utilized such as to not create a nuisance from the smell of cannabis, with additional conditions applied in case the odor mitigation technology is not sufficient.)
- 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 use is reasonably related to the overall needs of the City and to existing land use as cannabis cultivation is a conditional use in the I1 Light Industrial Zoning District, and it will promote business in-fill in a portion of the Old Mill that is otherwise currently unutilized.)
- 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 use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district it is in as cannabis cultivation is a conditional use within the I1 Light Industrial Zoning District.)
- F. The use is not in conflict with the Comprehensive Plan of the City. (The proposed use is consistent with the Comprehensive Plan as the property is guided as Light Industrial within the Comprehensive Plan.)
- G. The use will not cause traffic hazard or congestion. (The proposed use will not cause traffic hazard or congestion as the proposed use will have relatively few employees, and would not have daily or weekly shipping and receiving outside of a short harvesting period four times a year, which is still at a lower volume than would cause traffic hazard or congestion.)
- H. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (The proposed use will have adequate utilities, access roads, drainage, and necessary facilities because the proposed use will not create a significant increase on traffic, they will haul out cultivation-related wastewater rather than send it to the City's wastewater treatment plant, and because the facility has adequate electric and water

facilities, with additional conditions imposed stating that they must continue to haul out wastewater and follow all best management practices and that they must pay all costs associated with establishing electrical services.)

- I. 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. (Conditions have been listed below.)

Staff Recommendation

Staff recommends approval of Conditional Use Permit #C1-2026 to allow a cannabis cultivation business in the mill at 100 2nd Ave SW in the I-1 Light Industrial Zoning District, as proposed by Bold North Hemp, LLC, with the following conditions:

1. Approval of this Conditional Use Permit is contingent upon proof of a valid final license from the Minnesota Office of Cannabis Management prior to operation. Failure to operate in compliance with Minnesota Statutes and Rules governing cannabis microbusinesses shall be grounds for termination of this Conditional Use Permit.
2. If the license from the Office of Cannabis Management for this property is ever to be revoked or suspended, the City will proceed with revocation of this Conditional Use Permit.
3. The property must meet all requirements of the Building Official and of the Minnesota State Building Code prior to occupancy and operation.
4. All recommendations of the City Engineer, Public Works Department, Utilities Department, Building Official, Police Department, and Fire Department must be complied with prior to final occupancy of the site.
5. The property must be in compliance with Minnesota State Rule 9810.1500 as it may be amended from time to time, and any other federal, state, or local laws concerning security at a cannabis business, at all times.
6. Retail sale of cannabis at the site is prohibited.
7. Access to all trash receptacles shall be locked and secured at all times.
8. All activities shall be fully contained within the structure. No outdoor activities or exterior storage is permitted without amendments to this Conditional Use Permit.
9. Prior to operation and final occupancy of the site, the applicant shall set up a pretreatment agreement with the New Prague Public Works Department regarding the water usage of the site.
10. All wastewater that is created from cannabis cultivation activities, which includes but is not limited to the growing, watering, fertilizing, drying, and processing of cannabis, shall be stored and hauled away rather than sent to the municipal wastewater treatment plant.
11. The site shall, at all operating hours, be open to inspection by the City Public Works Department, Utilities Department, Building Official, Police Department, Fire Department, and any other duly authorized representative of the City to determine whether this Conditional Use Permit and all other rules, laws, and regulations are being observed.
12. The applicant shall be responsible for all fees and costs incurred by the City for any establishment of electrical service to the site.

13. The installed odor mitigation system must follow all manufacturer required maintenance for the system, and the applicant must provide the name and contact information of an on-site contact to respond within 3 hours to odor complaints received directly at the site or by City Staff.
14. The odor mitigation system must be developed and signed off by a licensed professional engineer or certified industrial hygienist prior to final certification of occupancy being issued.
15. If five substantiated odor complaints are received by the City within any three month time period, an odor mitigation correction plan must be submitted to the City within 30 days of written notice, which must be approved by City Council. For an odor complaint to be substantiated, the City shall send out all three Staff as follows: the Building Official, Community Development Director, Police Chief, or a representative designated by any of the three to the site, to determine whether there is an unreasonably strong, unavoidable cannabis-related odor that can be detected from the property line of the site. The City Representatives shall then return 3 hours later, to determine if the odor has dissipated, at which point, if it has not dissipated or if it has gotten stronger, the Representative shall make note of the substantiated odor complaint and will inform the applicant.
16. 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.
17. 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 will not create an excessive burden on existing parks, schools, streets, and other public facilities which serve the area because of the limited staffing the building will employ, because the proposed use will not have an impact on wastewater beyond the typical office wastewater amounts, and because the building will not have any retail creating traffic from customers.
- B. The proposed use will be sufficiently compatible with adjacent residentially zoned or used land as to not depreciate existing homes or vacant land because it will have minimal impacts to the exterior of the existing mill building, and odor mitigation technology will be utilized such as to not create a nuisance from the smell of cannabis, with additional conditions applied in case the odor mitigation technology is not sufficient.
- C. The proposed use will not have an adverse effect upon adjacent residential properties as it will have a minimal impact on the exterior of the existing mill building, and odor mitigation technology will be utilized such as to not create a nuisance from the smell of cannabis, with additional conditions applied in case the odor mitigation technology is not sufficient.
- D. The proposed use is reasonably related to the overall needs of the City and to existing land use as cannabis cultivation is a conditional use in the I1 Light Industrial Zoning

District, and it will promote business in-fill in a portion of the Old Mill that is otherwise currently unutilized.

- E. The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district it is in as cannabis cultivation is a conditional use within the I1 Light Industrial Zoning District.
- F. The proposed use is consistent with the Comprehensive Plan as the property is guided as Light Industrial within the Comprehensive Plan.
- G. The proposed use will not cause traffic hazard or congestion as the proposed use will have relatively few employees, and would not have daily or weekly shipping and receiving outside of a short harvesting period four times a year, which is still at a lower volume than would cause traffic hazard or congestion.
- H. The proposed use will have adequate utilities, access roads, drainage, and necessary facilities because the proposed use will not create a significant increase on traffic, they will haul out cultivation-related wastewater rather than send it to the City’s wastewater treatment plant, and because the facility has adequate electric and water facilities, with additional conditions imposed stating that they must continue to haul out wastewater and follow all best management practices and that they must pay all costs associated with establishing electrical services.

Attachments

- Attachment A. Legal description of property – Dated 03/30/2026
- Attachment B. Map of proposed location of business – Dated 03/30/2026
- Attachment C. Map of proposed location with Zoning – Dated 04/09/2026
- Attachment D. Preliminary floorplan of proposed business – Dated 05/26/2026
- Attachment E. CleanLeaf Odor mitigation details – Undated
- Attachment F. MN Statute 9810.1500 regarding security – Downloaded 04/08/2026
- Attachment G. Applicant questions – Dated 04/08/2026 and 06/01/2026
- Attachment H. Pictures of site – Dated 06/11/2026

Attachment A. Legal Description

Legal Description of the Old Mill property in New Prague, Le Sueur County, MN, for C1-2026

Remant Description.

Parcel 1:

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

Parcel 2:

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

Parcel 3:

Block 22 of "Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague".

Parcel 4:

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

Parcel 5:

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

Parcel 6:

Commencing with the intersection of the County Road with the line of the right of way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW 1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

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

Parcel 8:

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

with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E. feet to the point of beginning.

EXCEPTING THEREFROM

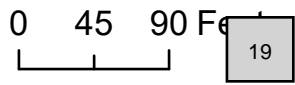
That part of Block 23 of "Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague", together with the vacated alley and the North half of vacated "L" street as shown on said Plat and that part of Lots 1 and 2, Block 23-1/2, of "Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague", together with the South half of vacated "L" Street as shown on said Plat, City of New Prague, Minnesota, described as follows: Beginning at the southeast corner of said Lot 1, Block 23-1/2, Beans Re-Arrangement of Blocks 22 and 23, Syndicate Addition to New Prague; thence North 00 degrees 39 minutes 45 seconds West on the east line of said Block 23-1/2, Vacated L Street and Block 22, a distance of 216.55 feet; thence North 88 degrees 24 minutes 33 seconds West, a distance of 198.00 feet; thence South 11 degrees 56 minutes 39 seconds West, a distance of 225.00 feet to the south line of said Block 23-1/2; thence South 89 degrees 33 minutes 33 seconds East on said south line, a distance of 247.00 feet to the point of beginning.



Location of proposed cannabis cultivation business C1-2026



Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey, locating of property pins, or another verifiable method. The City is not responsible for any inaccuracies or damages. Disclaimer provided pursuant to Minnesota Statutes 466.03 Subdivision 21. Map created March 2026.



Attachment C

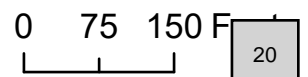
Section 7, Item a.



Proposed cannabis cultivation business C1-2026 Zoning

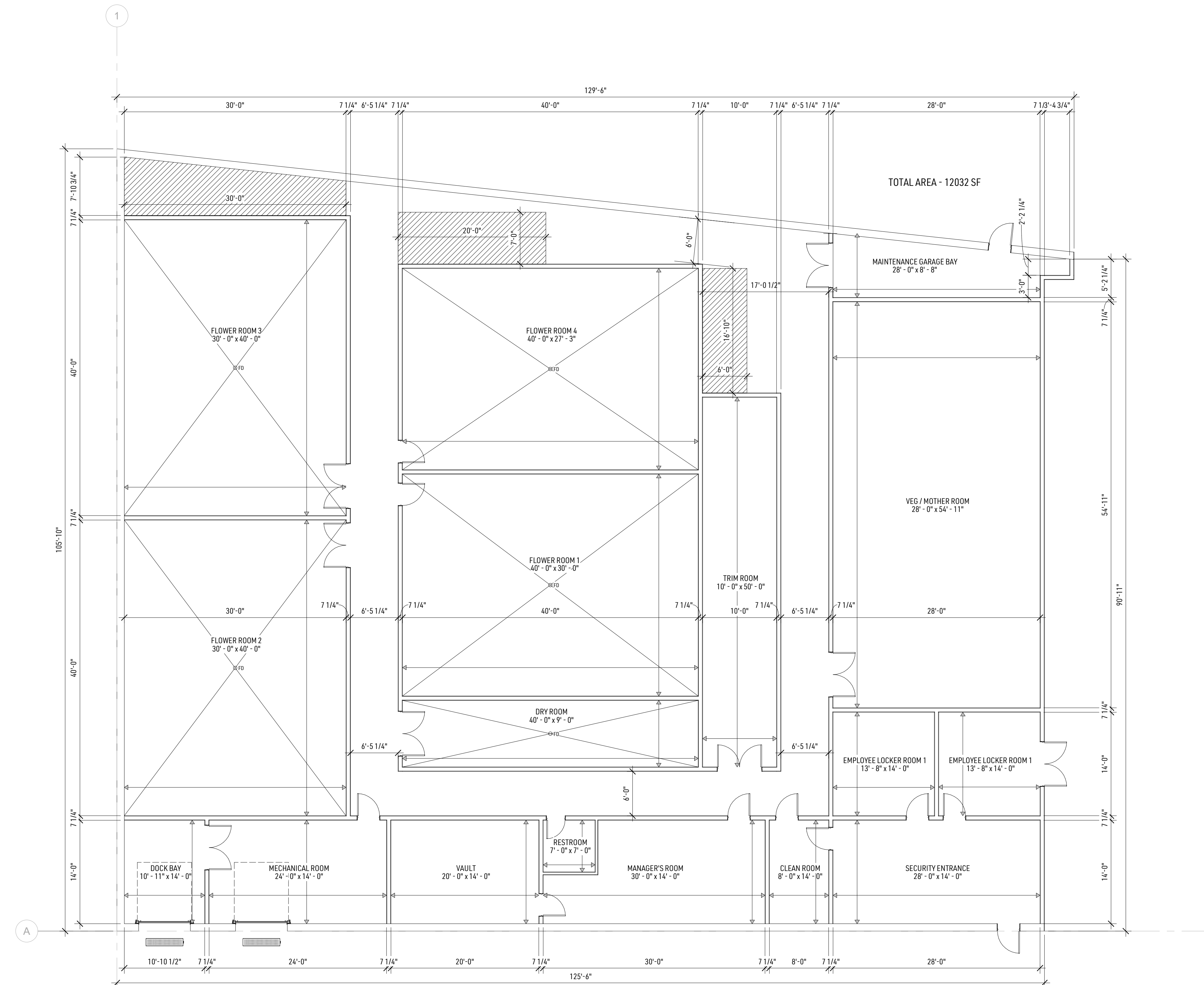


Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey, locating of property pins, or another verifiable method. The City is not responsible for any inaccuracies or damages. Disclaimer provided pursuant to Minnesota Statutes 466.03 Subdivision 21. Map created April 2026.



Attachment D

Attachment D



F1 OVERALL FLOOR PLAN - LEVEL 1
1/8" = 1'-0"

GENERAL NOTES - FLOOR PLANS

- DO NOT SCALE DRAWINGS.
- ALL WORK AND CONSTRUCTION SHALL MEET OR EXCEED ALL APPLICABLE CODES.
- NOTES AND DRAWINGS FOR SYSTEMS AND MATERIALS APPEAR ON MULTIPLE DRAWINGS. REVIEW ALL SHEETS AND SPECIFICATIONS AND APPLY TO RELATED BUILDING COMPONENTS.
- THE CONTRACTOR SHALL SUPPLY ALL LABOR AND MATERIALS WHICH ARE REQUIRED TO COMPLETE THE INSTALLATION OF A SYSTEM OR ELEMENT.
- MATERIALS WHICH ARE SHOWN IN THE DRAWINGS AND WHICH MAY NOT BE SPECIFIED SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. MATERIALS SHALL BE SUITABLE FOR THE INTENDED USE AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S MOST RECENT INSTALLATION INSTRUCTIONS AND COMPLIANT WITH ALL APPLICABLE CODES AND INDUSTRY STANDARDS.
- DETAILS NOT SHOWN ARE ASSUMED TO BE SIMILAR IN CHARACTER TO THOSE SHOWN AND REFERENCED. WHERE SPECIFIC DIMENSIONS, DETAIL, OR DESIGN INTENT CANNOT BE DETERMINED, NOTIFY THE ARCHITECT PRIOR TO PROCEEDING WITH THE WORK OR ORDERING MATERIALS.
- WHERE MATERIALS ARE APPLIED TO, OR ARE IN DIRECT CONTACT WITH, WORK INSTALLED BY ANOTHER CONTRACTOR, COMMENCEMENT OF WORK SIGNIFIES ACCEPTANCE OF CONDITIONS.
- ISOLATE DISSIMILAR METALS TO PREVENT GALVANIC CORROSION.
- PROVIDE STIFFENERS, BRACING, BACKING PLATES, AND BLOCKING AS REQUIRED FOR SECURE INSTALLATION OF BUILT-IN FIXTURES, SIGNAGE, AND ATTACHED EQUIPMENT. VERIFY USE OF FIRE RETARDANT TREATED WOOD AS BLOCKING WITH THE AUTHORITY HAVING JURISDICTION.
- DIMENSIONS AT INTERIOR PARTITIONS ARE TAKEN TO THE CL OF WALL ASSEMBLY (NOT CENTER OF STUD IF ASYMMETRICAL). DIMENSIONS AT EXTERIOR WALLS ARE TAKEN TO OUTSIDE FACE OF SHEATHING. DIMENSIONS AT CORRIDOR WALLS ARE TAKEN TO THE CORRIDOR SIDE FACE OF GYPSUM BOARD. DIMENSIONS AT UNIT SEPARATION WALLS ARE TAKEN TO THE CENTER OF THE AIRSPACE.
- PARTITIONS NOT DIMENSIONED ARE TO BE LOCATED BY ONE OF THE FOLLOWING METHODS: NOTIFY THE ARCHITECT FOR RESOLUTION IF CLARIFICATION IS NEEDED PRIOR TO COMMENCING WORK.
- CENTERLINE:
CENTER OF PARTITION (OVERALL ASSEMBLY WIDTH, NOT CENTERLINE OF STUD IN ASYMMETRICAL ASSEMBLIES) ALIGNS WITH CENTER OF GRID LINE OR OBJECT CENTERLINE, E.G. COLUMN OR WINDOW MULLION.
ALIGN:
LOCATE THE FINISHED FACE OR EDGE OF THE PARTITION FLUSH WITH THE FACE OF THE SURFACE INDICATED OR SHOWN ALIGNED.
- MAINTAIN DIMENSIONS NOTED AS "HOLD", "MIN", "MAX", OR "CLR".
- DOOR OPENINGS ARE DIMENSIONED TO THE CENTERLINE OF THE OPENING. OPENINGS WHICH ARE NOT DIMENSIONED SHALL BE SET 4" FROM THE FACE OF THE NEAREST ADJACENT WALL.
- FLOOR ELEVATIONS SHOWN ON SECTIONS AND EXTERIOR ELEVATIONS ARE TO THE TOP OF THE SUBFLOOR (NOT FINISHED FLOOR).
- PROVIDE 4" MIN CONCRETE HOUSEKEEPING SLABS AT ALL FLOOR MOUNTED EQUIPMENT. COORDINATE LOCATIONS AND SIZE OF HOUSEKEEPING SLABS WITH MECHANICAL, PLUMBING, AND ELECTRICAL EQUIPMENT DRAWINGS AND MANUFACTURER REQUIREMENTS, IF ANY.
- PROVIDE ACCESS PANELS AS REQUIRED BY CODE. LOCATE ACCESS PANELS AS INDICATED ON DRAWINGS OR BY CODE. IF NOT SHOWN, ACCESS PANELS SHALL MEET ALL FIRE, SMOKE, AND SOUND REQUIREMENTS OF THE ASSEMBLY IN WHICH THEY ARE LOCATED. SUBMIT PROPOSED LOCATIONS TO THE ARCHITECT FOR REVIEW PRIOR TO INSTALLATION OR ORDERING OF MATERIALS.
- FIRE-RESISTANCE RATED ASSEMBLIES SHALL BE CONTINUOUS OVER THE ENTIRE ASSEMBLY, UNLESS NOTED OTHERWISE (UND).
- PENETRATIONS OF FIRE-RESISTANCE RATED ASSEMBLIES (MEMBRANE AND THROUGH PENETRATIONS) SHALL BE FIRESTOPPED WITH A LISTED FIRESTOP SYSTEM APPROVED BY THE AUTHORITY HAVING JURISDICTION (AHJ). DESIGN AND INSTALLATION OF FIRESTOPPING SYSTEMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. SUBMIT ALL FIRESTOPPING SYSTEMS NECESSARY FOR THE PROJECT TO THE ARCHITECT FOR RECORD AND TO THE AHJ FOR APPROVAL. MAINTAIN A COPY OF THE APPROVED FIRESTOPPING SYSTEMS AT THE PROJECT SITE. ALL FIRESTOPPING MATERIALS SHALL BE FROM A SINGLE MANUFACTURER FOR THE PROJECT. CONTRACTOR TO COORDINATE THE SUBCONTRACTORS TO ACHIEVE THIS REQUIREMENT.
- MAINTAIN THE FIRE-RESISTANCE RATING OF ASSEMBLIES AROUND BUILT-IN/RECESSED FIXTURES, INCLUDING, BUT NOT LIMITED TO, CABINETS, PANELS, AND BOXES.
- PROVIDE LISTED FIRE-RESISTANT JOINT SYSTEMS AT ALL MOVEMENT JOINTS BETWEEN FIRE-RESISTANCE RATED ASSEMBLIES, THE VOID CREATED AT THE INTERSECTION OF FLOOR/CEILING ASSEMBLIES, AND CURTAIN WALL ASSEMBLIES. DESIGN AND INSTALLATION OF FIRE-RESISTANT JOINT SYSTEMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. SUBMIT ALL FIRE-RESISTANT JOINT SYSTEMS NECESSARY FOR THE PROJECT TO THE ARCHITECT FOR RECORD AND TO THE AHJ FOR APPROVAL. MAINTAIN A COPY OF THE APPROVED FIRE-RESISTANT JOINT SYSTEMS AT THE PROJECT SITE.
- MAINTAIN THE FIRE-RESISTANCE RATING OF ASSEMBLIES AROUND BUILT-IN/RECESSED FIXTURES, INCLUDING, BUT NOT LIMITED TO, CABINETS, PANELS, AND BOXES.
- PROVIDE LISTED FIRE-RESISTANT JOINT SYSTEMS AT ALL MOVEMENT JOINTS BETWEEN FIRE-RESISTANCE RATED ASSEMBLIES, THE VOID CREATED AT THE INTERSECTION OF FLOOR/CEILING ASSEMBLIES, AND CURTAIN WALL ASSEMBLIES. DESIGN AND INSTALLATION OF FIRE-RESISTANT JOINT SYSTEMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. SUBMIT ALL FIRE-RESISTANT JOINT SYSTEMS NECESSARY FOR THE PROJECT TO THE ARCHITECT FOR RECORD AND TO THE AHJ FOR APPROVAL. MAINTAIN A COPY OF THE APPROVED FIRE-RESISTANT JOINT SYSTEMS AT THE PROJECT SITE.
- WHERE A COMMON AREA OR UNIT APPLIANCE AND/OR CABINET IS ADJACENT TO A WALL THAT EXTENDS PAST THE FACE OF THE APPLIANCE AND/OR CABINET, A FILLER PANEL WITH THE APPROPRIATE DISTANCE FROM THE WALL IS REQUIRED TO ALLOW FOR PROPER DESIGN FUNCTIONS.



333 Washington Ave N, Suite 210
Minneapolis, Minnesota 55401
612.676.2700 www.djr-inc.com

CLIENT LOGO

NOT FOR CONSTRUCTION

Project #:	26-053
Date:	05.26.2026
Drawn by:	VA
Checked by:	SB
Issue:	Date:

ICON INDUSTRIES
NEW PRAGUE, MN
Copyright 2026. All Rights Reserved, Inc.
OVERALL FLOOR PLAN - LEVEL 1

A011



**A Division of Air Cleaning Specialists
PROOF OF EFFICACY**

OVERVIEW

The following is the statement of efficacy regarding carbon air filtration and the CleanLeaf Air Filtration System for use in cannabis cultivation facilities.

Controlling odor in and around cannabis facilities can be a challenge. Terpenes are generally considered to be the major contributor to odor issues, but other compounds may be present in the exhaust from other indoor sources, for example fertilizer and extraction processes (butane, propane). Different fertilizer types will produce different combinations of gas emissions and require targeted **carbons** due to the small size of the gas compounds that may be present. [1] These other odor sources are also commonly associated with more mainstream plant cultivation.

To address the odor and environmental concerns associated with cannabis cultivation, the CleanLeaf Odor Series was specifically engineered to eliminate odor from even the most potent flowers, while protecting the health of the plants and people from other airborne threats such as mold and mildew.

We will examine the efficacy of carbon itself, important things to consider and how CleanLeaf has applied this leading air-filtration technology with other proven methods to produce an effective solution.

WHY CARBON?

Carbon is the most effective and efficient odor eliminator because of its organic structure. Activated carbon, in particular, is porous. It is designed to capture contaminants such as VOC's (volatile organic compounds) that are responsible for odors of all kinds. As the carbon pores become saturated, the VOC's are neutralized - eliminating odor at the source.

From the Colorado Department of Public Health and Environment - Air Pollution Control Division:

"Carbon filtration is currently the best control technology for reducing VOC emissions from cannabis cultivation facilities." [2]

From Caitlin D. Naske, Lead Chemical Engineer, Dynamic Air Quality Solutions:

"The majority of grow facilities working to control odors use activated carbon filters." [1]

From Robovent:

"Activated carbon is the most commonly used adsorbent material. This is a form of carbon that has been specially treated (activated) to increase the internal surface area of the material. Activated carbon contains millions of internal "micropores" that result in a structure that provides ~1,000 or more square meters of surface area per gram of material. Activated carbon is widely available, affordable, biologically inert and safe to handle and use. It is often called the "universal adsorbent" because it can adsorb virtually any vapor or gaseous contaminant and can adsorb and retain many different chemicals at the same time. It is especially effective for organic molecules and solvents. Unlike some adsorbent materials, it does not retain moisture. These properties have made activated carbon the material of choice for a wide range of adsorption applications, including gas masks, space capsules, nuclear submarines and radioactive iodine removal for nuclear plants". [3]

From growweedeasy.com:

[Regarding carbon] "These are hands-down the best option for controlling marijuana grow room odors. Carbon filters (also called 'carbon scrubbers') will actually pull the smells out of the air, neutralizing any odors that pass through. Carbon filters are what you need if it's important to neutralize the air coming out of your exhaust. A good carbon filter will make sure you never accidentally leak the smell of cannabis out through a window into your neighborhood. These devices use activated carbon to chemically absorb smells and other impurities from any air that is pushed through the filter." [4]

It's important to remember that carbon air filtration does not mask odor, it captures - thereby eliminating - the source of any harmful or odorous VOCs.



**A Division of Air Cleaning Specialists
PROOF OF EFFICACY**

IMPORTANT CONSIDERATIONS

MTZ

From Caitlin D. Naske, Lead Chemical Engineer, Dynamic Air Quality Solutions:
“A critical activated carbon design factor that is often overlooked is mass transfer zone (MTZ). MTZ is the section of carbon where active adsorption is occurring, or more specifically, the depth of carbon needed for complete capture of the gas, at a given airflow and concentration.
The MTZ is not only influenced by the type, concentration and number of contaminants, but also other design factors including the area of media and airflow through the media. The higher the concentration and/or air velocity, the longer the MTZ and the more depth that is required to prevent contaminant breakthrough and downstream odors.” [1]

In short, the surface area of the filtration media must be big enough to adsorb the particulate as it is circulated through.

HVAC & AIRFLOW

The ability for the filtration system to change the air in a room is critically important. The motor and fan in the air filtration unit must be powerful enough to change the air a particular amount of times in one hour (referred to as ACH = air changes per hour), depending on the size of the room. Some cultivators will attempt to rely on their HVAC system to accomplish proper air filtration, but the truth is they're not powerful enough to filter cannabis odor molecules or contaminated air. HVAC systems are built for heating and cooling the air and aren't equipped with the proper filter media, technology, or power to control grow-room odors. HVAC filters are simply designed to keep large particulates from affecting the internal mechanisms. Responsible cultivators understand that more attention to detail is needed for proper air filtration and odor control. When placed properly, air filtration systems should work in tandem to create vortex-like patterns that maximize airflow and more effectively capture odors and particulate. The air pattern is often called a “racetrack”. This prevents particulate from having the chance to settle in the grow room.

ADDITIONAL FILTRATION

Additional layers of filtration are needed to achieve optimal air quality and to protect the carbon.
From Caitlin D. Naske, Lead Chemical Engineer, Dynamic Air Quality Solutions:
“Another simple and often forgotten way to maintain carbon performance is to install adequate pre-filtration to protect and prevent damage to the activated carbon. Debris can build up on the surface of the activated carbon over time reducing the carbon availability, inhibiting the adsorption of gasses and restricting air flow.” [1]

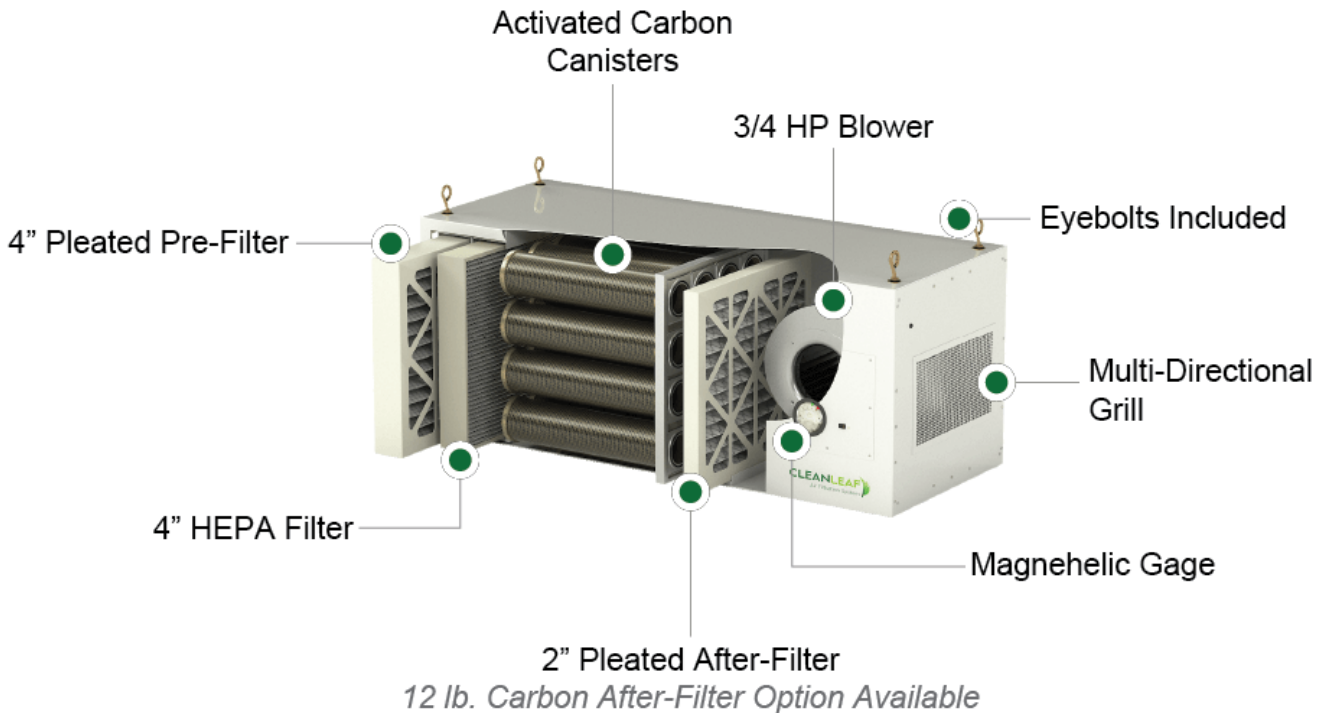
WHY CLEANLEAF AIR FILTRATION SYSTEMS?

With a thorough understanding of cannabis cultivation and more than 40 years of experience in air filtration, Air Cleaning Specialists created CleanLeaf to solve the unique and ever-growing challenges faced by cultivators and the individuals that are charged with the difficult task of regulating the industry.

Here’s how:

There are a few options available to combat odor and contaminants in cannabis cultivation facilities, but many are designed to simply mask the issue, and worse, some actually emit byproducts that are harmful to humans and plants. CleanLeaf units provide the safer, more effective and efficient solution using a powerful 2000 CFM blower to force air through a 4” pleated MERV 10 pre-filter, a 4” HEPA filter, 16 large carbon canisters & a 2” pleated after-filter to ensure maximum adsorption.

The completely self-contained units hang from the ceiling and are designed to work in teams to continuously circulate air, creating the “racetrack” airflow pattern to constantly adsorb odors and capture contaminants.



CLEANLEAF FILTER STAGES & FUNCTIONS

STAGE 1: HEPA SAVING PRE-FILTER

FIBER MEDIA | MERV 10

This pre-filter protects the HEPA filter from getting clogged with larger particulate. Should be changed every 6 months to 1 year.

STAGE 2: HEPA FILTER TO PROTECT CARBON (Available in the CCPHE models)

HEPA MEDIA | 95% D.O.P. @ 0.3 microns

This true medical grade HEPA filter captures mold and mildew and other contaminants, protecting your crop from powdery mildew, cross-pollination and more. Should be changed every 6 months to 1 year.

STAGE 3: ODOR ABSORBING CARBON CANISTER

7 lbs. OF ACTIVATED CARBON PER CANISTER

Each carbon canister is filled with 7lbs. of activated carbon. Made to capture and adsorb even the most stubborn odors from your crop. Should be changed every year.

STAGE 4: PLEATED AFTER-FILTER

FIBER MEDIA | MERV 10

This after-filter gives the air one last step of filtration before circulating it back into your crop. Should be changed every 6 months to 1 year.

REFERENCES

[1] [Technical Paper: Mitigating Cannabis Odor in Grow Facilities](#)

[2] [Colorado Department of Public Health and Environment- Air Pollution Control Division](#)

correlating: [Colorado Cannabis Impacts](#)

[3] <https://www.robovent.com/learn/clean-air/odor-control/>

[4] <https://www.growweedeasy.com/smell>

correlating: <https://www.growweedeasy.com/about>

9810.1500 SECURITY.**Subpart 1. Responsibilities.**

A. A cannabis business must provide security at the cannabis business premises.

B. A cannabis event organizer must provide security while cannabis clones, cannabis seedlings, cannabis plants, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumer products are on site at a temporary cannabis event.

Subp. 2. Required security measures.

A. Security measures under this part must include:

(1) an alarm system;

(2) video surveillance;

(3) lighting;

(4) locks; and

(5) an immediate response protocol that must be initiated within 30 minutes after a security event occurs.

B. A cannabis business may implement additional security features that do not violate local, state, and federal laws.

C. Cannabis delivery and cannabis transport licensees are exempt from item A, subitem (2).

Subp. 3. Testing security measures.

A. A cannabis business must establish a protocol for testing and maintaining security measures required by this part. The protocol for testing and maintaining security measures must include:

(1) periodic testing and inspection that occurs at least once every 90 days. A cannabis business may fulfill this requirement by contracting with an outside resource capable of meeting testing and inspection needs, such as a security business; and

(2) prompt repairs as described in this subitem to ensure that the alarm system works properly.

(a) A cannabis business must complete all repairs of an alarm system within 72 hours after the alarm system's failure. If a business is not able to complete a repair within 72 hours after the alarm system's failure and the alarm system is not able to operate as required by this chapter and Minnesota Statutes, chapter 342, then the business must cease all operations until repairs have been completed.

(b) If all or part of an alarm system is inoperable due to the need for repair and the business is unable to make the repair within 72 hours after the alarm system's failure, a cannabis business may contact the office to request an extension.

B. A cannabis business must maintain records of the business's compliance with the protocols for testing and maintaining security measures. A cannabis business must make the compliance records available for inspection by the office upon request.

Subp. 4. **People and resource protection.** A cannabis business must develop, document, implement, and maintain security measures to protect:

- A. business assets;
- B. facilities;
- C. regulated products;
- D. workers;
- E. visitors; and
- F. the community.

Subp. 5. **Theft and diversion.** A cannabis business must develop, document, implement, and maintain effective security measures to guard against:

- A. the theft of cannabis clones, cannabis plants, cannabis seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, hemp-derived consumer products, or currency; and
- B. the diversion of cannabis clones, cannabis plants, cannabis seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, hemp-derived consumer products, or currency.

Subp. 6. **Worker access.** All cannabis workers must have an employment identification badge issued by the cannabis business. The badge must display a visual coding system indicating the activities that the worker may perform and which areas of the premises that the worker may access. Employment identification badges must always be visibly displayed on each worker's person when the worker is conducting activities on behalf of the cannabis business. A cannabis business must post signage, not less than 12 inches in height and not less than 12 inches in width at all points of access to areas containing cannabis stating "Do Not Enter - Access Limited to Authorized Employees Only" in lettering no smaller than one inch in height.

Subp. 7. **Unauthorized access.** A cannabis business must develop, document, implement, and maintain security measures to guard against unauthorized access to:

- A. the premises of the cannabis business;

B. motor vehicles used in the transport or delivery of cannabis clones, cannabis plants, cannabis seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products;

C. electronic business and customer records created and maintained by the cannabis business; and

D. paper records created and maintained by the cannabis business.

Subp. 8. Alarm requirements.

A. A cannabis business must install, operate, and maintain in good working order a security alarm system on the business's premises. The alarm system must be active 24 hours per day, seven days per week. The alarm system must be monitored by a contracted security company or a cannabis worker employed by the cannabis business. The alarm system must provide the cannabis business with:

(1) immediate alerts to authorized personnel and local law enforcement of an unauthorized breach of the cannabis business's premises or an alarm system failure;

(2) immediate alerts to authorized personnel and local emergency services of any hazardous conditions detected on the business's premises;

(3) a back-up alarm system that activates immediately and automatically upon the loss of electricity and alerts authorized personnel of the loss of electricity;

(4) an audible alarm capable of being heard by an individual within a 100-foot radius from entrances and exits of the premises; and

(5) the capability to remotely disable the audio alarm by authorized personnel.

B. A cannabis business must promptly notify local law enforcement and the office in the event of an alarm system failure that is expected to last longer than eight hours and must implement alternative security measures according to the security plan required under Minnesota Statutes, section 342.14, subdivision 1, paragraph (a), clause (6).

C. If no alternative security measure is in place or an alternative security measure fails, a cannabis business must not continue operations until either the primary or alternative security system is operational.

Subp. 9. Video surveillance requirements.

A. A cannabis business must maintain video surveillance of all premises associated with the business's license. A cannabis business must ensure that video surveillance is active during the entirety of any temporary cannabis event.

B. Video surveillance must be active 24 hours per day, seven days per week, on the premises of a cannabis business.

C. Video surveillance must consist of video cameras that are:

(1) placed in locations that allow the cameras to clearly record activity occurring within a radius of at least 20 feet from all points of entry and exit;

(2) affixed to the exterior and interior of the cannabis business's premises to identify individuals entering and exiting the premises, limited-access areas, and restricted-access areas; and

(3) at temporary cannabis events, mounted in a manner to record activity occurring in the area accessible to the public, including any designated retail areas, and points of entry and exit.

D. Video cameras must monitor each entry and exit point of the perimeter, limited-access areas, and restricted-access areas of a cannabis business's premises. Video cameras must be permanently placed around the cannabis business's premises to allow the viewing, in its entirety, of any areas where:

- (1) cannabis is cultivated;
- (2) cannabis is manufactured;
- (3) cannabis is stored;
- (4) cannabis is packaged and labeled;
- (5) cannabis is prepared for transfer;
- (6) cannabis is displayed or sold at a point-of-sale area;
- (7) cannabis is collected as samples for mandatory testing and prepared and sealed for transport to a cannabis testing facility; and
- (8) cannabis waste is destroyed or made unusable.

E. Video cameras must have:

- (1) video files produced by the video surveillance system that the cannabis business stores in a secure place for a minimum of 90 days;
- (2) 24-hour recording at a minimum of 15 frames per second;
- (3) a minimum camera resolution of 720p;
- (4) date-and-time stamps on all recordings; and
- (5) the capability to continue recording for an additional eight hours during a power outage.

F. A cannabis business must ensure that 24-hour recordings from all video cameras are:

- (1) available for viewing by the office upon request;
- (2) saved in an industry standard file format that can be played by office staff without the purchase of particular software or equipment;
- (3) retained for at least 90 calendar days;

- (4) maintained free of alteration or corruption; and
- (5) erased and destroyed before disposal.

Subp. 10. **Lighting.** A cannabis business must maintain all lighting in good working order inside and outside the business's premises and any temporary cannabis event. Lighting must deter nuisance and criminal activity by allowing observers to see and cameras to record any activity within a radius of at least 20 feet around all entrances and exits. A cannabis business must ensure that exterior lighting does not disturb surrounding businesses or neighbors by adjusting the lumens or radius of exterior lighting to only illuminate the areas described in this part. A cannabis business must repair any deficient or inoperable lighting within 48 hours of detecting the deficiency or inoperability of the lighting.

Subp. 11. **Motion sensors.** A cannabis business may install motion sensors on the cannabis business's premises to:

- A. provide lighting in required areas that have low-light conditions; or
- B. protect cultivation light-dark cycles.

Subp. 12. **Locks.** A cannabis business must ensure that all external entrances to indoor facilities and perimeter windows on the business's premises are in good condition and can be locked. A cannabis business must ensure that all doors, windows, gates, and fences have commercial-grade locks. All perimeter entry doors must have electronic locks and keypads.

Subp. 13. **Access to restricted areas.** An individual must meet the requirements under Minnesota Statutes, section 342.24, subdivision 3, to enter a restricted area of a cannabis business's premises. A cannabis business must maintain a record of the names of individuals who enter restricted areas for at least three years. A cannabis business must make the records available to the office upon request.

Subp. 14. **Fencing.** Unless required under this chapter or Minnesota Statutes, chapter 342, a cannabis business may erect a commercial-grade fence around the perimeter of the cannabis business's premises. Fencing on a cannabis business's premises must meet the requirements of local law.

Subp. 15. **Outdoor cultivation areas.** A cannabis business must ensure that an outdoor cultivation area is enclosed by fencing and locked gates to prevent access to the area by unauthorized persons. A cannabis business must ensure that all fencing and gates are secure, are at least six feet high, and obscure or have a cover that obscures the fenced area from being readily viewed from outside the fenced area. A cannabis business must ensure that fencing around an outdoor cultivation area on the business's premises is commercial or security grade, is not agricultural or residential grade, and is designed to prevent access to the cultivation area by unauthorized persons.

Subp. 16. **Security personnel.** Except when required under Minnesota Statutes, section 342.40, a cannabis business may employ or contract with security guards, as defined under Minnesota Statutes, section 326.32, subdivision 13. A security guard for a cannabis business must be at least 21 years of age or older and meet the training requirements in Minnesota Statutes, section 326.3361.

Subp. 17. Transportation security requirements.

A. This subpart applies to persons and businesses engaged in the transport or delivery of cannabis.

B. A cannabis business must ensure that each transport and delivery vehicle:

(1) is equipped with a storage compartment that complies with Minnesota Statutes, section 342.36, subdivision 3, or 342.42, subdivision 5, as applicable;

(2) is equipped with a global positioning system (GPS) device for identifying the geographic location of the vehicle at all times when the vehicle is in operation, regardless of whether the vehicle's engine is running, either permanently or temporarily affixed to the vehicle while the vehicle is in operation. GPS data identifying the geographic location of the vehicle must be saved and maintained for at least 30 days. A cannabis business must make GPS data of all cannabis transportation vehicles and cannabis delivery vehicles available for inspection by the office upon request;

(3) is equipped with functioning heating and air conditioning systems that maintain appropriate temperatures for properly storing cannabis;

(4) carries the appropriate amount of insurance as required by the Department of Transportation, Department of Commerce, and applicable federal regulations; and

(5) is equipped with a secure form of communication for a cannabis worker's use, such as a mobile phone, at all times when transporting or delivering regulated products.

C. A cannabis worker must:

(1) possess a cannabis business identification card and the worker's own valid nonprobationary driver's license appropriate for the type of delivery vehicle driven at all times while transporting or delivering cannabis and must present the identification card and valid driver's license to the office or law enforcement officials upon request;

(2) not leave cannabis clones, cannabis plants, cannabis seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, or hemp-derived consumer products in an unattended vehicle; and

(3) not leave cannabis in a vehicle overnight or outside the operating hours of the cannabis business conducting the transportation or delivery of cannabis.

Statutory Authority: *MS s 342.02*

History: *49 SR 1143*

Published Electronically: *April 25, 2025*

Questions:

- We need a digital floor plan for review versus just the scanned version we have TWP with Blackdot's interior planning will provide one.**

- What is the overall square footage of the space being rented?**

Overall square footage of rented space is 11,567.86 sq ft

- How will access be restricted from the Gun Range to the South, other occupied space to the north and any other exterior opening/door to the space being leased?**

All access to the building will be through secure doors requiring verified entry like a badge. The north and south doors inside the building would be high security doors that would only be used in case of emergency.

- Are there any emergency exits beyond the main access door on the NE side of the space that leads out to the parking lot via stairs?**

The north and south doors could be used to escape in the event of an emergency. Another emergency exit on the west side of the building is being suggested to our architect/builder.

- How will ADA accessibility be addressed for employees as currently there's only one door into this space for foot traffic (on the north end of the space) and it's accessible via stairs only).**

The plan being brought up with the architect/builder is to build a ramp up to the front door where the north end stairs are.

- The floor plans shows all six overhead loading doors remaining, but are they all necessary to remain? Will the insides of the spaces not utilizing the large overhead loading dock doors have that space walled off or will the door just remain closed and how does that meet energy code. If they are not being utilized, should be permanently closed off.**

Four of the six overhead doors will be removed and infilled. One dock will remain active. Dock closest to the building will be converted into an accessible entry.

- Does the applicant plan to refinish the east elevation of the space being rented? (paint, etc?)**

The east side of the building would be refinished.

- Does the applicant plan to have a sign on the building or on the monument sign indicating their company name?**

We do not plan to put any branding signs up on the monument or building. Only signage that would be put up would be required notice signage.

- We need more detail of what is going on in each of the spaces on the floor plan to determine the WAC/SAC calculation and what the increase will be over the space having been previously used as warehousing only.**

TWP/Blackdot will provide one

- We will eventually need an architects code analysis and full plan for the space to issue a building permit for the finishing of the space.**

A full set of drawings with code review will be provided all certified by TWP.

- What exactly occurs in the four “Flower Rooms”?**

Approximately 2,000 plants for a 5,000 sq ft grow with approximately 500 plants per room. Plants are lined up on tables in flowering beds with mainline water going through the tables with feeder tubes to each plant. Multiple rows of overhead lights hung over the plants.

- What exactly occurs in the “Dry Rooms”?**

A room with multiple hanging racks that the plants are hung from to reduce the moisture.

- What exactly occurs in the “Cloning Room”?**

Clippings from the mother plant are propagated until they grow large enough to be placed in the flower room.

- What exactly occurs in the “Mother Room”?**

Mature plants are housed and used for cloning.

- What methods of security will be used? On site/in person staffing? Cameras? What is in the security room shown on the floor plan? Security Feed sent to Headquarters?**

SoLink is the security system that we are using. There would be 100% overlap camera coverage inside and cameras that cover the exterior doors from outside. The security room would have the server and footage storage. All the data saved in that room is also sent to and saved at headquarters in Minnetonka. There will be security on staff.

- How many employees total? How many employees will work on the largest shift? Seasonal “Harvest” employees?**

We estimate that there would be 10-14 employees with a peak shift of 8-10 employees. Seasonal harvest would be an additional 2-4 employees for around 2 weeks every 3 months.

- What parking spaces are allotted to this facility from the building/site owner? Will new parking be striped by the loading dock area if some spaces there are no longer used for a loading dock?**

Building owner (Bill Gibson) estimated 50 spaces in parking lot. Additional parking would be placed/striped in front of old dock doors.

- Would it be possible for the loading dock space that is shown on the plan to be moved to the south end of the space?**

Yes, that could work for the plan.

- What are the general work hours of employees (days of the week, times, etc.?)**

Plan would be for 2 main shifts for the morning and evening. There could be some overnight shifts for security and monitoring plants.

- What is the expected average electric use/demand?**

Was estimated at 80,000 kWh per month

- What is the expected average water use/demand?**

Was estimated at 75,000 gallons per month

- How many deliveries (in/out) are expected on a given day, week, month, year?**

Shipping and receiving would not be daily or weekly. They would increase after a harvest to ship product out and receive supplies for the next grow around every 3 months. Deliveries will occur occasionally if supplies are needed during the grow.

- Would deliveries be via semi/box truck/other? Are security guards on each delivery vehicle?**

Box trucks and vans would mostly be used for shipping and receiving. Security would accompany outgoing product. Security would not be used for deliveries.

- How long does the process take from growing, to drying to the product leaving the site? It was mentioned you might be expected to have four crops a year, but is there a weight, quantity of product each year that would leave the facility?**

Once a clone comes off the mother plant it is in the cloning room for 2-3 weeks. It is then moved to grow in the flower rooms for 10-12 weeks. When the plant is ready for harvest it is cut and hung in the dry room for 2 weeks. Trimming the product takes about a week and then would be shipped out of the facility. The estimated weight per harvest would be approximately 400-500 pounds.

How is odor going to be addressed from the facility?

The Clean Leaf air filtration system is designed for odor control and is installed into the HVAC system.

What stage is the applicant at with the Office of Cannabis Management (OCM) for this facility? What exactly will the license be that they obtain from the OCM?

Currently held is a cannabis micro business license from OCM. They won't be involved until the buildout is complete. They will then come to inspect the facility and approve the placement of our license on that location.

It was mentioned during the introduction meeting with staff that the "flower rooms" would be pre-built pods of sorts and that's where all the growing would occur – is there a picture of what these look like or could look like? What is the expected time to build out the facility if the CUP is approved?

There was a misunderstanding by John as to the way these rooms are built. After our teams meeting with **BLKDOT**, we got a better understanding of the process. These are not pre-built pods but would be fabricating these rooms on site. The timeline for buildout would be 5-6 months. The website below is for **BLKDOT**, the company that is assisting Benson-North with the buildout plans.

<https://blkdot.tech/home/faqs>

Confirm that this site is just for cultivation and does not have a retail or manufacturing component to it.

The space we have leased will only be used for cultivation.

What is the plan for cleaning?

There would be a cleaning SOP in place that would meet OCM requirements.

Will there be growing and clipping on-site? Organic growing?

There will be growing and trimming done on site. Both the trimmed flower and clippings would be shipped out of the facility. The growing would not be organic. It will be grown in a coco hybrid dirt

Depending on if there will be a high load of TSS to the sewer (clippings?), there may need to be a pretreatment agreement. What are the plans with wastewater?

The requirements will have to be discussed with the operational team and city. A pretreatment holding tank is anticipated.

- Architectural drawings to explain energy code compliance per 4.2.1.4 2024 MN Energy Code.**

This will be addressed in the construction plan submittal.

- HVAC engineering will be required for the new occupancy area.**

Yes, all engineering will be provided in the construction set of drawings

- Benson North or plumber may want to check with Utilities to be sure where the sewer and water will be accessed for clarity.**

Met with the Owner and discussed locations and solutions. This will be addressed in the construction set of drawings.

- Will the sprinkler system be adapted to accommodate the "pods" to have protection in enclosed areas?**

The existing sprinkler system would remain in place. Each enclosed room would be equipped with additional sprinkler systems.

Questions:

- We need a digital floor plan for review versus just the scanned version we have**
A digital full plan set in PDF or CAD will be delivered upon completion.
- The floor plans shows all six overhead loading doors remaining, but are they all necessary to remain? Will the insides of the spaces not utilizing the large overhead loading dock doors have that space walled off or will the door just remain closed and how does that meet energy code. If they are not being utilized, should be permanently closed off.** To retain only (2) O.H. shared doors to the SE corner of proposed space. The others will be removed and framed closed in to code.
- We need more detail of what is going on in each of the spaces on the floor plan to determine the WAC/SAC calculation and what the increase will be over the space having been previously used as warehousing only.**
Flowering rooms are for cultivation with auto watering system.
All rooms to have floor drains to a collector. New unisex ADA compliant bathroom.
- We will eventually need an architects code analysis and full plan for the space to issue a building permit for the finishing of the space.**
Shall comply and provide upon completion of plans.
- Would it be possible for the loading dock space that is shown on the plan to be moved to the south end of the space?**
Please review revised proposed plans.
- Depending on if there will be a high load of TSS to the sewer (clippings?.) there may need to be a pretreatment agreement. What are the plans with wastewater?**
BMP design currently being explored for best application in this operation to minimize TSS. Media filters options or storage units.
- Architectural drawings to explain energy code compliance per 4.2.1.4 2024 MN Energy Code.**
Shall comply to current MN Energy code upon final construction plans.
- HVAC engineering will be required for the new occupancy area.**
Noted, HVAC engineer shall overlay upon final construction plans.
- Benson North or plumber may want to check with Utilities to be sure where the sewer and water will be accessed for clarity.**
Communication into city Zoning department has been made to request “as-built” to determine appropriate size and utility connections.

Attachment H.



Looking at site directly.



Looking Northeast from site. Mill is to the left in this image. Residential properties and Main Street visible.



Looking Southeast from site. Mach Lumber is directly east, residential properties further south on the right, south of 2 If By Sea Tactical.



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: PUBLIC HEARING FOR MINOR MISCELLANEOUS UNIFIED DEVELOPMENT
CODE AMENDMENTS
DATE: JUNE 18TH, 2026

At the May 27th Planning Commission meeting, staff presented two minor miscellaneous proposed changes to the Unified Development Code. These two changes were errors that were missed when updating the former Zoning/Subdivision Ordinance into the UDC. The proposed amendments would be changing the contents of the UDC to be the same as the former Zoning Ordinance, as they were unintended changes.

The Planning Commission motioned for a public hearing to be scheduled for the June 24th, 2026 Planning Commission meeting. Notice regarding the hearing has been posted at City Hall and been published in the New Prague times. As of June 18th, Staff has not received any public comment regarding the proposed changes.

Proposed Amendments

Proposed deletions are ~~struck out~~, and proposed additions are underlined.

5.001 Use Chart

Assisted living facilities are a ~~permitted~~ conditional use in the R-1, R-2, R-3, RM, and RH Zoning Districts.

6.002 (E) (1) (b) Accessory buildings and structures in residential districts.

Accessory buildings are permitted in any rear or side yard. Accessory buildings ~~which are 200 square feet or less~~ shall not be erected within six (6) feet of any lot line or ten (10) feet from any alley and provide a minimum of 20 feet of direct access to the entrance.

Recommendation

Staff recommends that the Planning Commission holds the required public hearing on June 24th, 2026, to gather public input and to forward a recommendation on the proposed amendment to the City Council for consideration at their July 6th, 2026 meeting.

June 2026 EDA Business Updates:

- **0 new home permits** were issued in May (The year-to-date totals are: 2 single family homes, 0 townhome units and 0 apartment units). One additional new home permit is available for pick up at this time.
- A Conditional Use Permit application from **Bold North Hemp, LLC** to locate a cannabis cultivation facility at the former mill located at 100 2nd Ave. SW is moving forward after being voluntarily delayed by the applicant. The cultivation would be entirely indoors, and staff are currently drafting the staff report on the request in anticipation of the request being reviewed by the Planning Commission at the June 24th Planning Commission meeting. The precise location for the operation is proposed to be in the former warehouse space immediately north of 2 If By Sea Tactical.
- **The City of New Prague** is closing on the property at 1201 1st Street NE which had been occupied by New Day Church. Renovations will occur before City Hall moves to the space.
- **New Day Church** has moved their offices to 120 Main St. E. and is holding worship services at 830 4th Ave. SW until they find a new permanent home.
- A building permit was issued to NP North LLC who is the new owner of **Queen's Court Apartments**. The work includes minor remodeling to the 38-unit 55+ apartment building. Most of the units are vacant at this time after years of Mayo not leasing units as they became vacant. Getting the units back online will be wonderful for the City's demand of this type of housing unit.
- **Anytime Fitness** re-opened up the last week of May following their expansion into the former Heartland Credit Union space.



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ESTABLISHING NEW REGULAR MEETING TIME FOR PLANNING COMMISSION
DATE: JUNE 15, 2026

During the miscellaneous section of the May 27th Planning Commission meeting, Council Member Shawn Ryan asked about moving the regular Planning Commission Meeting time from 6:30PM to 6:00PM on the 4th Wednesday of each month and to put the discussion on the agenda for the June Planning Commission meeting.

While the City Code and the UDC do not specifically list a time the Planning Commission must meet, Chapter 30.12 of the City Code does require that the regular meeting time must be established by the City Council.

Should the Planning Commission wish to move forward with changing the meeting time from 6:30PM to 6:00PM, staff would recommend that the Planning Commission approve a motion recommending that the City Council approve a resolution establishing a new regular meeting time at 6:00PM.

A draft copy of the City Council resolution is attached as information.

Staff Recommendation

Discuss moving the regular scheduled Planning Commission meeting time on the 4th Wednesday of each month from 6:30PM to 6:00PM and approve a motion recommending the City Council pass a resolution to effectuate this change.

RESOLUTION # _____

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
ESTABLISHING NEW REGULAR MEETING TIME FOR THE PLANNING
COMMISSION**

WHEREAS, City Code Chapter 30.04 established the New Prague Planning Commission pursuant to M.S. Chapter 462; and,

WHEREAS, Section 3.002(C) of the UDC states that the Planning Commission shall meet each month; and,

WHEREAS, City Code Chapter 30.12 states that each board and commission must hold its regular meetings at a time and location established and approved by the City Council; and,

WHEREAS, the New Prague Planning Commission discussed moving its regularly scheduled monthly meetings from the 4th Wednesday of each month at 6:30PM up to an earlier time of 6:00PM; and,

WHEREAS, the New Prague Planning Commission voted _____ to recommend that the City Council change the Planning Commission meeting time to the 4th Wednesday of each month at 6:00PM.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the Planning Commission shall meet on the 4th Wednesday of each month at 6:00PM.

Passed this 6th day of July, 2026.

Charles L. Nickolay, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator