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Date: November 3, 2025

To: New Prague City Council/Planning Commission

From: Jeff Matzke, Senior Planner, Bolton & Menk

Subject: Unified Development Code - Code Update Discussion

I. Goals of a New Unified Development Code

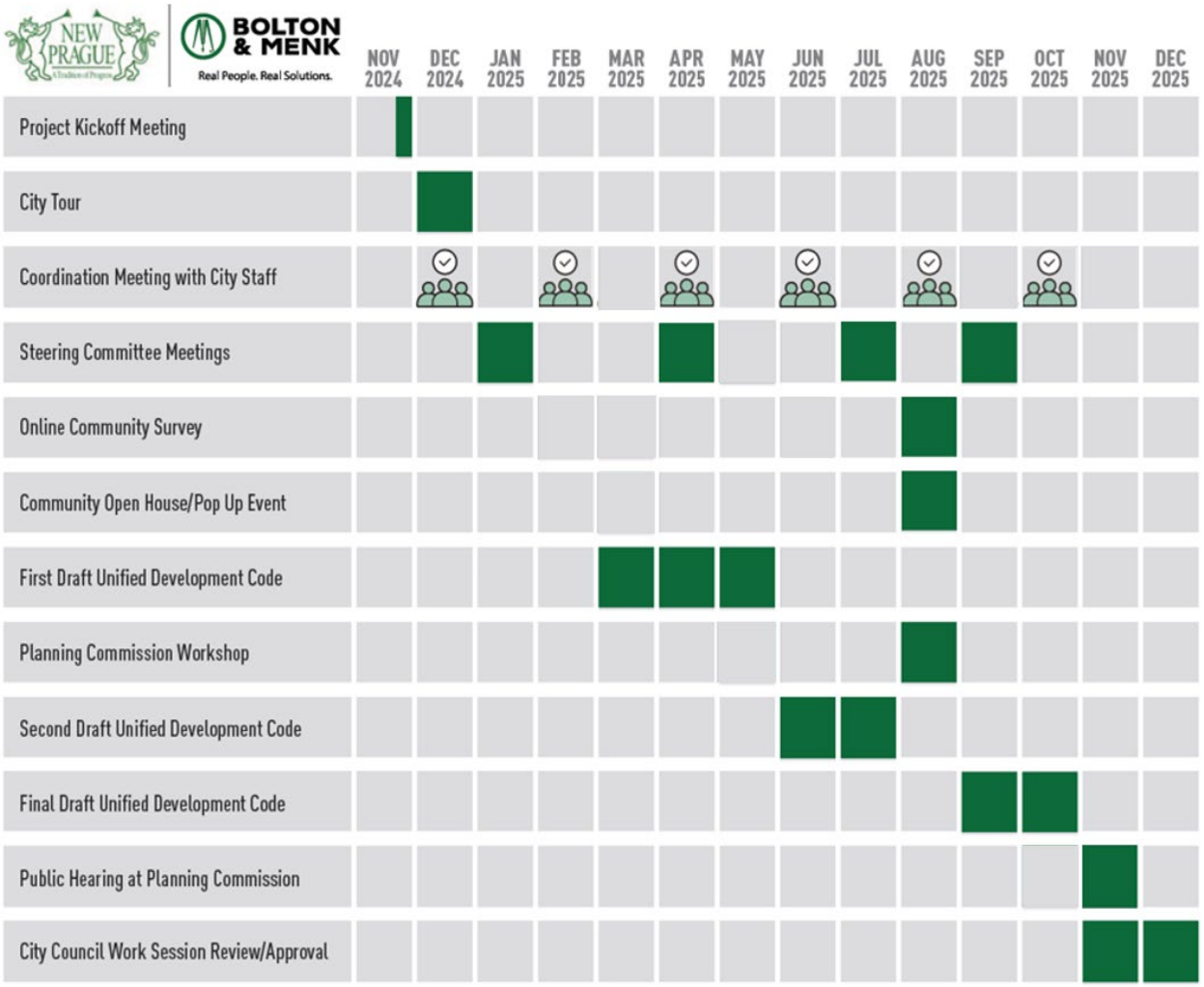
The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. The last extensive updates 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 is 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, discussed the project schedule and objectives at the January Planning Commission Meeting, and reviewed two drafts with the Planning Commission in April and July. The following is the current project schedule which has be adjusted throughout the project based on meeting schedules and the overall needs of New Prague.



III. Draft UDC Ordinance

The Bolton & Menk Staff have combined the existing language of the New Prague Subdivision Code and Zoning Code into one single Unified Development Code (UDC). We've reviewed 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 draft is lengthy (over 200 pages), so we have included a separate memo highlighting the main revisions in the redraft process. We'll also highlight these items in our meeting presentation. Some of the main revisions include the following:

- Changes to RL-90, RL-84, and RL-70 Zoning districts including lot sizes
- Incorporation of Tree Preservation Ordinance Language
- Additional architectural design requirements for commercial and industrial buildings

- Revisions to the Planned Unit Development Regulations
- Code language to identify when a certificate of survey is required
- Provisions for public hearings for variances and conditional use permits
- Administrative permits for fences and residential accessory structures
- Edits to required parking minimum space requirements
- Additional Accessory Dwelling Unit regulations
- General updates for compliance with State Statute and industry standards
- Created an additional West Downtown Overlay District for code flexibility in this area

Furthermore, the use of table charts along with graphics in the code will increase awareness and ease of use. In addition to a land uses chart (Pages 94-96) and dimensional standards chart (Page 124-125) we have also included graphics which help identify specific definitions of the code. These will include lot standards, sight lines, impervious surface, and building height (see attached graphics page).

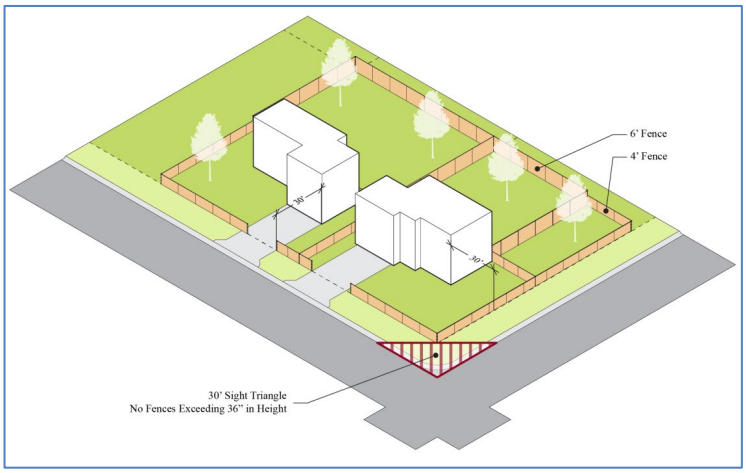
In addition, as part of the public engagement task of the project, the City sought feedback on the unified development code update from the community through a survey that was located online and distributed at the August 7th Czech Out New Prague Event. This survey and the summary results are included with this report.

IV. City Council Action

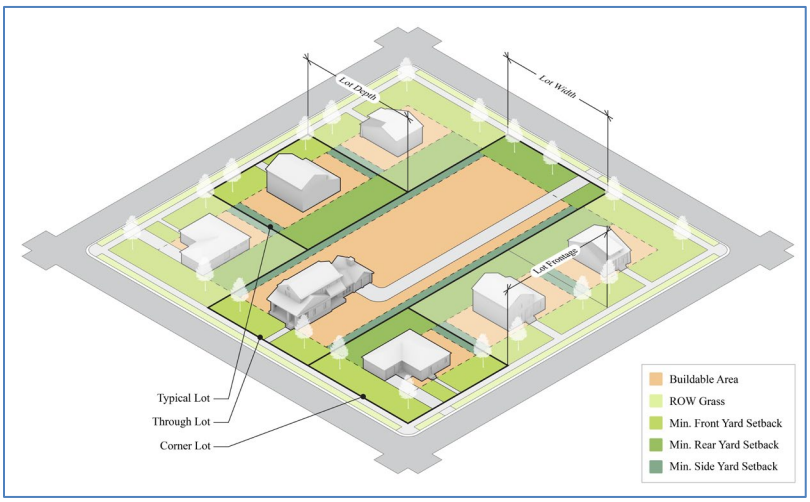
No formal action is required of the City Council at this time. A public hearing is scheduled for the November 19th Planning Commission meeting and formal action would tentatively occur at a December City Council Meeting. Bolton & Menk along with City Staff would like the City Council to offer feedback on the initial draft code layout and any initial comments on specific code items or formatting/layout of the code.

PROPOSED GRAPHICS

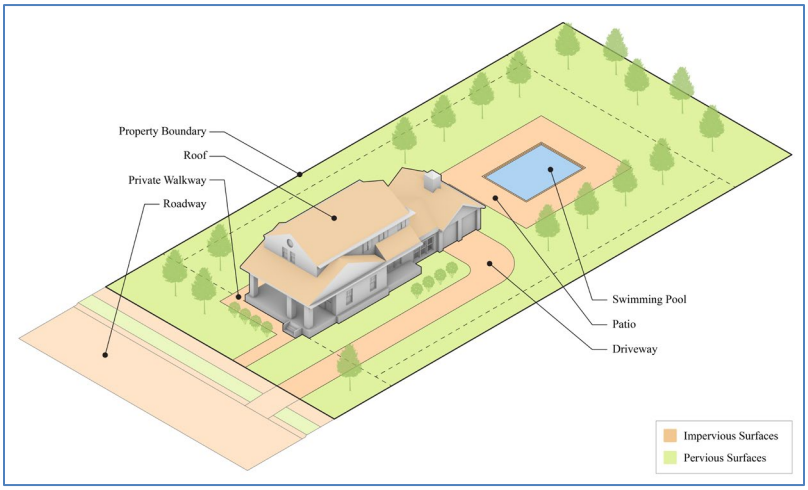
Sight Line Triangle

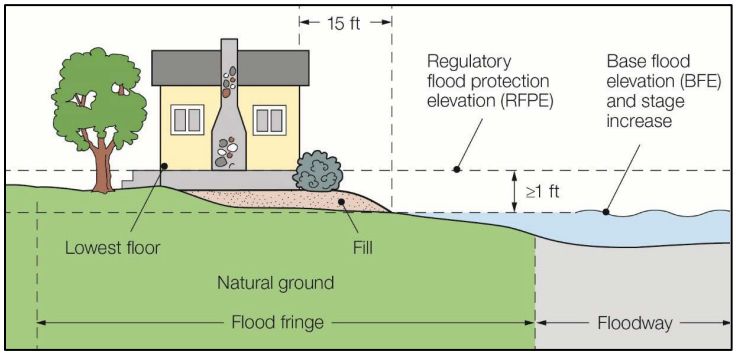


Lot Standards



Impervious Surface





Floodplain Controls

Building Height

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MEMORANDUM

Date: October 30, 2025
To: New Prague City Officials and City Staff
From: Jeff Matzke, Bolton & Menk Community Planning Project Manager
Subject: New Prague Unified Development Code Summary of Updates

Table 1 below includes a summary of the issues and comments documented during the Unified Development Code (UDC) update process. Each entry includes a section reference, a description of the issue, and the corresponding resolution or action taken.

Table 2 below includes a summary of edits based on City Staff comments and questions received after July 2025.

Table 1

No.	Section	Issue/Question	Resolution
1		Remove "Structure for Habitation"	removed
2	6.002 K	Creating more concise points/language for signage section	Reworded sign language, but kept standards generally the same
3	6.002 X	Incorporate preservation of trees	Utilized Prior Lake tree preservation ordinance language
4	6.002 Z	Include design requirements for multifamily buildings	Added design requirements
5	6.001	Review minimum lot sizes and widths for all residential zoning districts.	Renamed RL-90 as R-1, RL-84 as R-2 and RL-70 as R-3. Reduced lot size and width requirements based on research. Recommending lower than Elko NM and Jordan. Utilized Prior lake language for non conforming lots.
6	6.002 F	Consider ADUs	Added ADU language
7	5.003 N and 5.001	Consider apartments in downtown district on first floor away from Main Street	Added language to allow first floor apartments away from Main Street.
8	4.001	RM vs RH Districts – Look at maximum units per acre (currently 32/acre)	32 seems high but allows for dense housing. Current RH housing near 6th Ave NW/2nd St NW appear to be around 12 -15 units/acre. The PUD zoned RH near Horizon drive appears to be 18-24 units per acre. Recommend keeping at 32 to allow for more housing options and mix. Added sentence for any higher than 32 units per acre should be PUD

9		Updates to match 2045 comp plan	Updates throughout
10	6.002 B	Review fence height regulations on through lots	Removed 30' building setback line and allow at accessory structure setback line
11	3.002 I	PUD regulations – best practices	Updated. Utilized Prior Lake
12		Review for compliance with state statutes	Updated for compliance with recent statute changes.
13	6.003 I 3	Need to maximize trail/sidewalk connections	Utilized Prior Lake sidewalk guidelines
14	6.002 G H	On Page 121 (G) and (H) – make sure we are not violating any state laws.	Does not appear to violate any state laws. Jordan does not have minimum manufactured home park dwelling size requirements.
15	6.002 S and T	Design Requirements – B1 and B2 – but what about B3 and Industrial (none currently for these).	Added design requirements for B-3 and Industrial. Utilized language from Albertville MN1. Updated B1 and B2 design standards
16	6.003 G 6	Park Dedication update	Updated Park dedication requirements. Similar to Scandia. Comp plan indicates desire for more park investment
17	5.001 and 6.001	Allow duplexes in certain districts not currently permitted near downtown – Review	Updated to allow duplex in R-3 (RL70) and R-2 (RL84) in use chart, and updated dimensional chart to ensure each dwelling unit in those districts has at least 6,200 sqft. This technically allows two family dwellings but will not result in a lot of two family structures since meeting the lot size requirement is not feasible for a lot of the lots.
18	5.003 W	Consider Short Term Rental Ordinance	Added language for short term rentals, included in use chart, combined Bed and Breakfast types. Utilized Stillwater MN language
19	3.002 G 3	Variances – does not currently require hearings	Section 503 (old)/Section 3.002 (new) requires the planning commission hold public hearings for variances. Added a public hearing requirement in the procedure section for variances and added 350 ft adjacent property notification.
20	6.002 B, 3.002 K	Fences – don't require a permit currently, would like to go back to explicitly requiring them	Added language that requires fences have a fence administrative permit. Added language in admin section about administrative permits.

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21	3.002 G and E	Make clear when lot surveys are required	Removed survey requirement for variance and CUP applications, only if required by Zoning admin
22	6.002 I 2 p	Review Off-Street Parking	Size of parking stalls is standard. Recommended some alternative number of required spaces. Utilized Prior Lake numbers
23	5.003 M and 5.001	Review outdoor seating and outdoor seating alcohol sales	Changed the permit type to an administrative permit for otudoor seating. Added language to have outdoor seating that serves alcohol as a cup. Changed on Use Chart
24	6.002 E	Require zoning permits for accessory structures	Added requirement of accessory building requires admin permit. Added provision that on through lots, accessory structure can adhere to rear yard setback requirements on only one street abutting side of the lot.
25	6.003 C	Remove cul-de-sac design with islands maintained by neighboring homeowners per public works.	Removed island requirements
26	5.003 B	Limit vehicles to only park on paved driveways	Added language to only allow improved bitumious surface parking in front yard, but grass parking is allowed in rear yard if it meet accessory structure setbacks.
27	6.002 I	Review parking minimums	Updated
28	3.002 B	Review Board of Adjustment and Appeals role	Updated to include public hearing requirements for variance. Typically PC hears variances. BOA appears to be standard with other municpalities.
29	3.002 G	Is it common for most cities to “require” surveys for all variance applications? This is a continual complaint applicants make in that they are expensive and take a lot of time to complete.	Not common to require surveys. Added language to include survey as application requirement if required by the Zoning Administrator for variances, cups and iups. Added language that Zoning Administrator can require additional application materials. Added more applicatoin requirements for variance applications - makes it easier to process and review variance requests.
30	6.002 I 2 p	Consider less stringent parking requirements	Added language to allow a reduced parking requirements of residential and mixed use properties in B1 RH and RM
31	2.001 and 6.002 I	Review EV charging language to ensure it’s appropriate for	Fuel station as defined currently allows for electric vehicle charging. Added

		residential and commercial needs.	definition of EV charging station. Added EV charging requirement for newly developed lots with over 20 spaces, requiring 5% of spaces be equiped with EV charging capability. Added EV charging to use chart

Table 2

No.	Section	Issue/Question	Resolution
1	General	Update section references	Updated section and chapter references to direct reader to correct section
2	General	Standardization of proper nouns (ex, City, Conditional Use Permit)	Updated City, Conditional Use Permit, Interim Use Permit, and Variance to be proper nouns
3	General	Standardization of Zoning Administrator, Planner, etc	Standardized with "Zoning Administrator" and "Community Development Department"
4	General	Number standardization. Sometimes its ten (10), sometimes 10, sometimes ten. There's also a discrepancy with measurements, ex ten (10) inches vs ten inches (10").	Updated numbers to follow standard APA format. 1-9 are spelled out, 10 and above are numerals. Given the nature of searching items in a zoning code, we put a numeral value following the 1-9 words, example: two (2). Numbers in the tables still remain numerals for the sake of space. Also following APA format, all measurements of time are in numeral form.
5	General	Formatting inconsistencies	Updated formatting
6	General	Some language and sections fit better elsewhere	Moved certain sections and subsections into more appropriate locations
7	2.001	Clarify rear yard is opposite front yard	Added clarification in "Yard" definitions
8	2.001	"Adjacent" is mentioned a lot but not defined	Added definition of adjacent
9	3.001	Clarify "new development"	Added that new development includes new standalone structures and does not include building expansions or remodels
10	3.001	Match statue for rebuilding of a nonconforming structure	Changed timeline from 365 days to 180 days in order to rebuild nonconforming
11	3.002	Change expiration language for variances	Change language to make it clear variances run with the land and do not expire
12	3.002	Resolution vs ordinance for preliminary PUD approval	Resolution for preliminary approval

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13	3.002	Clarify deadline for applications	Added language for a decision of land use applications to be made with 60 days as required by statute
14	3.002	No need for expiration of administrative permits	Removed expiration
15	3.005	Paper copies outdated	Application requires electronic copies and gives zoning admin authority to request paper copy
16	3.007	90 days is too short for recording	Changed to 120 days
17	5.003	Dwelling Units Prohibited – need to exempt ADU	Added language to exempt permitted ADUs from this section
18	5.003	Should home occupations be allowed in ADUs?	Added language to allow home occupations in ADUs – subject to same requirements as primary dwelling
19	5.003	Conflicts with ADU and second kitchen provisions	Edited language to allow a second kitchen in the primary dwelling in addition to allowing an ADU
20	6.001	Want smaller lot sizes in RM and RH	Reduced lot sizes from 7,000 sq ft to 5,500 sq ft
21	6.002	Explore possibility of maximum parking spaces	Added maximum parking of 125% of minimum parking requirement, similar to other communities which impose a maximum
22	6.002	Reduced parking – want more clear criteria	Added how much parking can be reduced and included a set of criteria for obtaining a reduced parking requirement
23	6.002	Want to allow multi -dwelling building signage	Added signage requirements for specifically multi-dwelling buildings. 2.5% of building face is allowed
24	6.002	Design requirements for B-2, B-3, Industrial, and Multi-Family Residential	Created Flexible Design Requirement options for Commercial (excluding B-1 for separate downtown guidelines), Industrial, Muti-Family Residential
25	4.003	West Downtown Overlay District	Created an additional West Downtown Overlay District for code flexibility in this area

City of New Prague

Universal Development Code Survey

We want to hear from you!

PROJECT OVERVIEW

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

Scan the QR Code or visit Bit.ly/NPUDC to take this survey online!

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

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

Strongly agree | Agree | Neutral | Disagree | Strongly Disagree

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

Strongly agree | Agree | Neutral | Disagree | Strongly Disagree

3. New Prague has enough parking for its businesses.

Strongly agree | Agree | Neutral | Disagree | Strongly Disagree

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

Strongly agree | Agree | Neutral | Disagree | Strongly Disagree

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

Strongly agree | Agree | Neutral | Disagree | Strongly Disagree

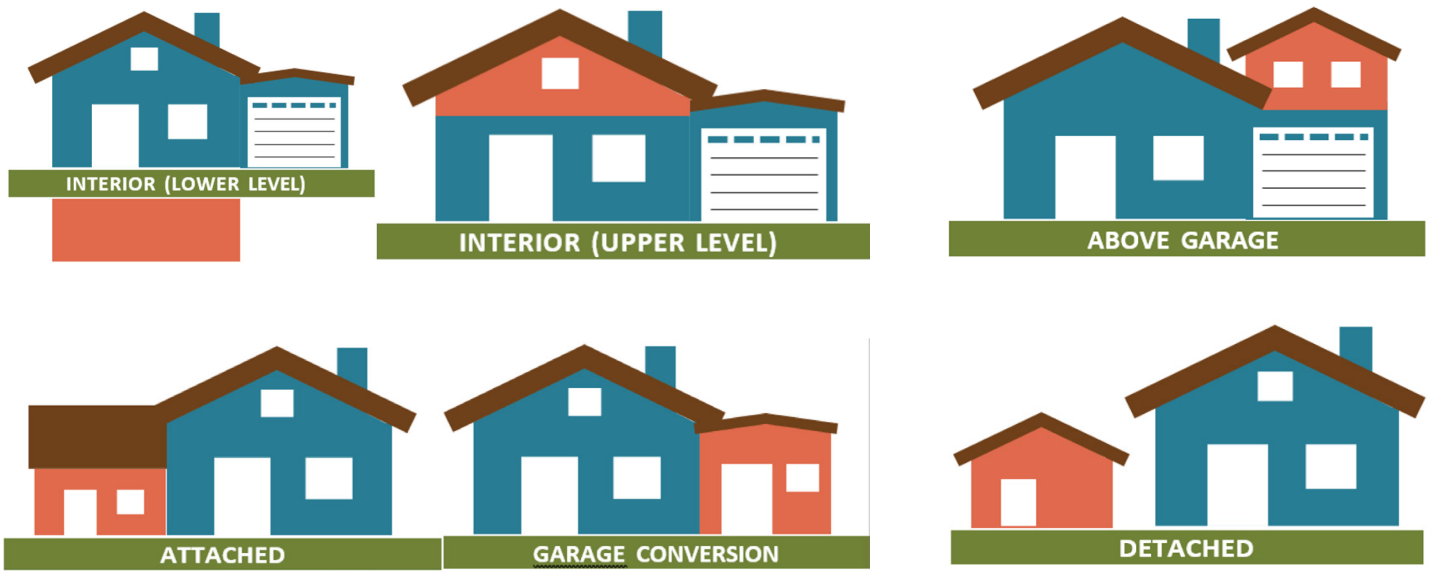
6. What residential lot size do you feel is suitable for a single-family residential? (Select all that apply)

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

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

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

Accessory Dwelling Unit (ADU) Examples



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

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

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

- ○ Yes
- ○ Maybe
- ○ No

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

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

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

- ○ Yes
- ○ Maybe
- ○ No

The following are optional demographics questions

12. Are you a city resident?

- ○ Yes
- ○ No

13. What is your housing status?

- ○ Homeowner
- ○ Renter
- ○ Other

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

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

15. What is your age?

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

16. What is your household income range?

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

Scan the QR Code or visit Bit.ly/NPUDC to take this survey online!

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Universal Development Code Survey

PROJECT OVERVIEW

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

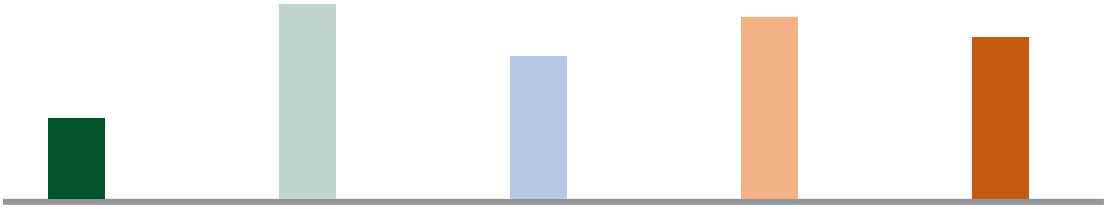
AT A GLANCE

207 Survey Responses

91% of respondents live in New Prague

90% of respondents are homeowners

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



11% Strongly Agree

26% Agree

19% Neutral

24% Disagree

21% Strongly Disagree

Respondents were split on allowing duplexes and triplexes to a greater degree near downtown, with a slight trend towards disagreement.

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

48% would use an ADU as permanent housing for themselves or family

30% would use an ADU as seasonal or temporary housing for themselves or family

30% would use an ADU as a separate living unit for a health caregiver

17% would use them for long-term rental income

10% would use an ADU for short-term rental income

42% would NOT consider building an ADU

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

13% Yes

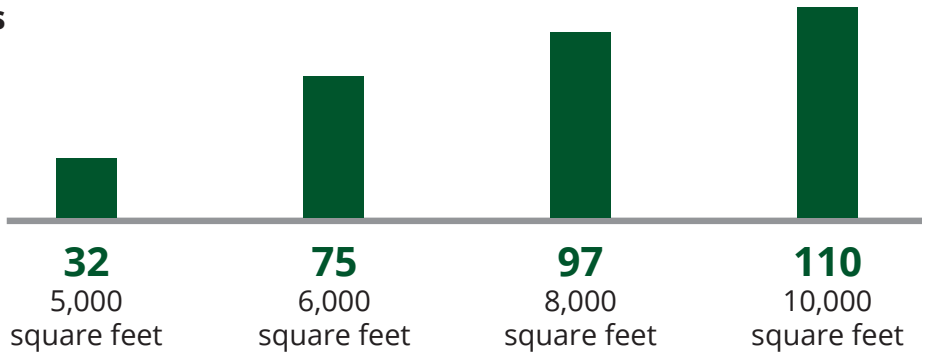
70% No

17% Maybe

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

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

Results reflect number of responses

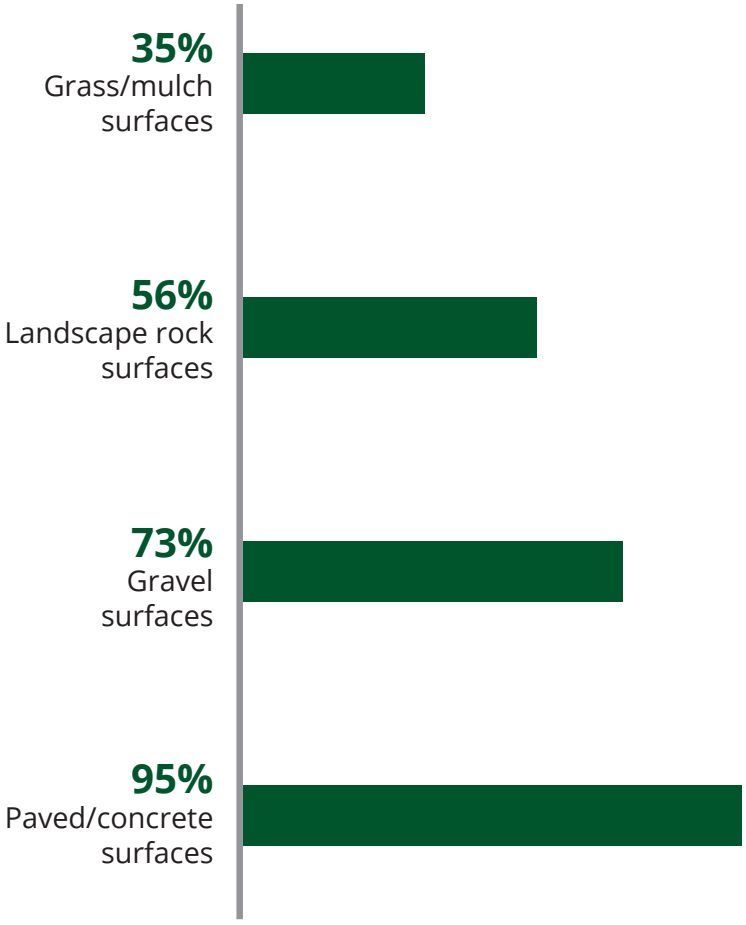


Q: The City permitting process and regulations allow options to improve property value within New Prague.

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

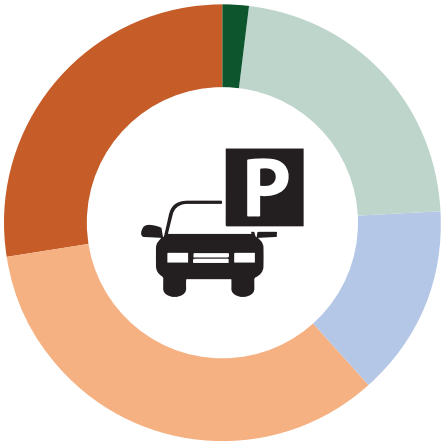
- **7%** Strongly Agree
- **31%** Agree
- **42%** Neutral
- **11%** Disagree
- **8%** Strongly Disagree

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



60%
of respondents would apply for a shed/ fence permit if it were free.

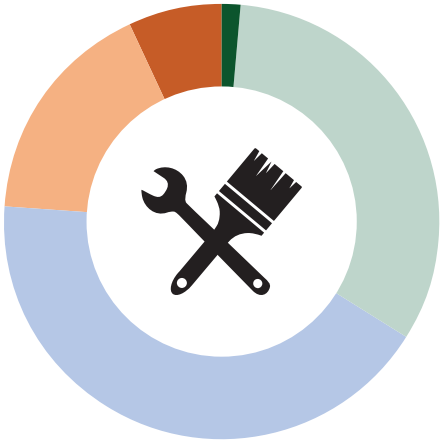
13% would not do so.



Q: New Prague has enough parking for its businesses.

- **2%** Strongly Agree
- **22%** Agree
- **14%** Neutral
- **34%** Disagree
- **27%** Strongly Disagree

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

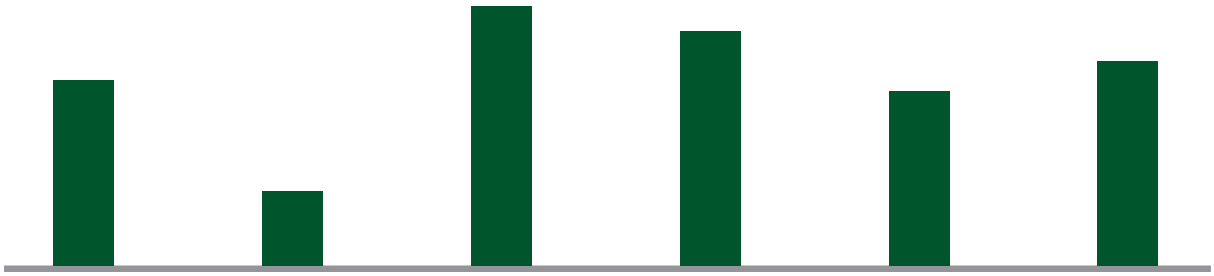


Q: The city provides options to support the aesthetics and design of businesses and neighborhoods.

- **1%** Strongly Agree
- **33%** Agree
- **42%** Neutral
- **17%** Disagree
- **7%** Strongly Disagree

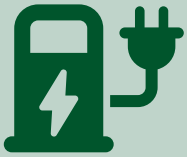
Respondents are split on the city providing options to support the aesthetics and design of businesses and neighborhoods.

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



- **64%** Insulated metal panel
- **25%** Uninsulated metal panel
- **89%** Brick
- **81%** Stone
- **60%** Smooth concrete panel
- **70%** Textured concrete panel

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



25% of respondents felt that the city should pursue municipal EV charging stations in the community. **25%** of respondents felt neutral, and **the remaining 50% disagreed.**