

Date: January 22, 2025  
To: New Prague Planning Commission  
From: Jeff Matzke, Senior Planner, Bolton & Menk  
Subject: Unified Development Code Discussion

## I. Goals of a New Unified Development Code

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

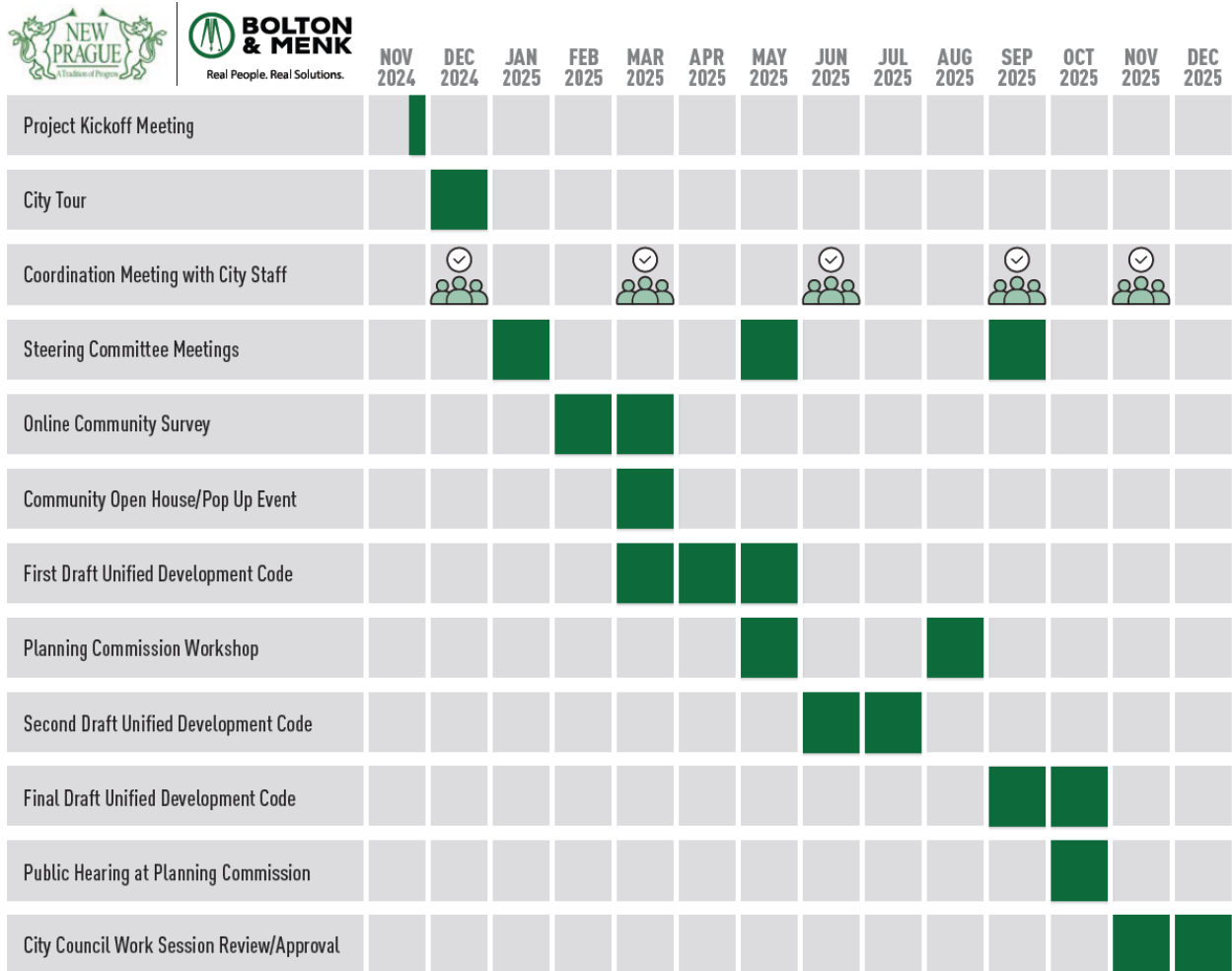
- Industry standards for commercial, industrial, and residential development
- Existing development pattern of New Prague
- Future market and urban development changes
- Ordinance clarity, including as many tables, figures, and visual illustrations as possible, for equitable administration
- Ensure legal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

## II. Project Schedule

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

Bolton and Menk has already meet with City Staff to kick off the project discussion as well as conduct a city tour to highlight some of the key areas of New Prague's recent development and gain a better understanding of the community goals. The balance of the project is scheduled over the course of 2025 and will include community outreach through an online survey and mapping tool, review of existing codes and city polices, drafting of the new UDC ordinances, multiple

reviews and discussions of these draft ordinances with the Planning Commission, a public hearing, and final review and adoption of the UDC by the City Council. The following is the project schedule which may be adjusted throughout the project based on meeting schedules and the overall needs of New Prague.



**Community Survey:** We will create and provide a link to an online survey and website information to gather input from the general public on code-related issues and draft ordinances. We'll work with the City to push out the survey/webpage link on the city's website and city social media or elsewhere.

**Public Engagement Meeting:** We'll host one public engagement event to garner public input on the subject. This can be at the onset of the project to identify issues, or it can also be scheduled after a draft ordinance has been prepared. If possible, (and this would be recommended) the meeting can also be modified to be at a community event and provide an opportunity for more input by meeting community members where they are.

**Planning Commission Updates:** We will attend multiple regular Planning Commission meetings to review options and potential revisions and to receive feedback.

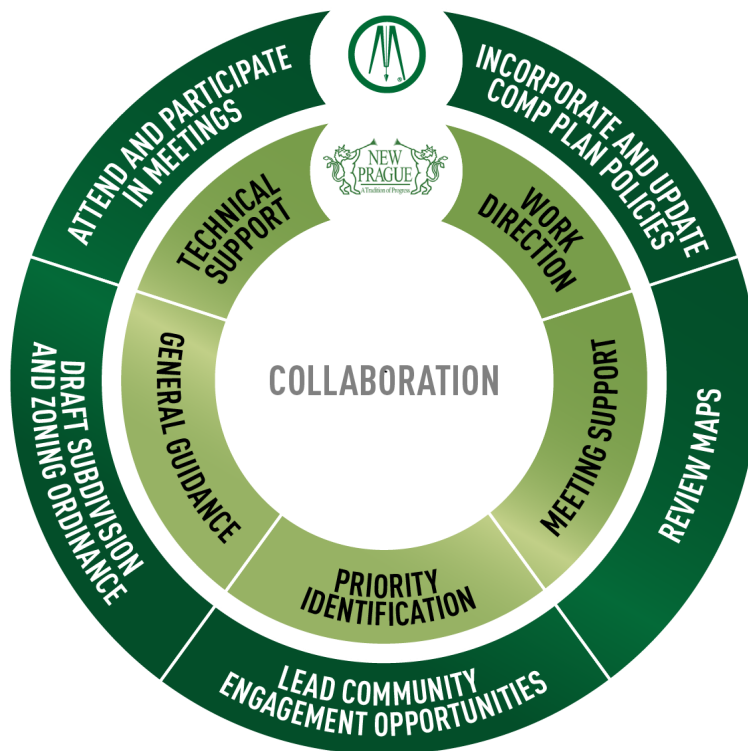
### III. Draft UDC Ordinance

**Research Existing Ordinances:** We'll review industry standards, MN State Statues, and several different ordinances to provide some ideas and concepts for consideration of code updates. We will also review the recently adopted 2045 Comprehensive Plan, existing ordinance language, and listed code issues identified by City Staff and the Planning Commission.

**Draft Ordinance:** Draft code language addressing various sections of the new UDC ordinance will be created. This language will be provided to staff and the Planning Commission for review and comments.

### IV. Deliverables

Our workplan includes the development of an easy-to-understand and organized Unified Development Code with graphical representations where possible. A City webpage devoted to the ordinance updates would also be created to educate community members on the project and garner feedback. Throughout the year of 2025, Bolton and Menk will work in collaboration with the City of New Prague to develop an effective and user-friendly Unified Development Code to support the City's motto "A Tradition of Progress".



## V. Discussion

As we get this project kicked off, we would like to hear from the Planning Commission regarding your thoughts about current regulations and observations in the City. Some questions to consider include the following:

- What Architectural Design Standards does the community desire in commercial and industrial areas? In the Central Business (downtown) Zoning District? What design options do you find lacking in the current ordinance?
- The Old Mill area has potential for redevelopment/reorganization. What ideas does the Planning Commission envision for this area? How could the UDC ordinance encourage incorporation of this area into west downtown?
- Residential clustering development has been identified in the 2045 Comprehensive Plan as an action item to consider. Would the City desire a clustering ordinance to incentivize more compact/environmentally friendly development?
- What considerations should we envision as we study options for PUD regulations?
- Any environmental conditions such as tree preservation and wetlands/stormwater management or street/utility design standard issues that arise during the subdivision review process?
- Older residential lots in New Prague appear to have a variety of non-conformities to current code (lot size, setbacks, etc.) What comments does the Planning Commission have regarding codes to provide flexible standards for these properties to decrease the need for variances?
- What thoughts does the Planning Commission have regarding Accessory Dwelling Units (ADUs) and Short-Term Rentals (less than 14 days)?
- A more involved and longer application process can inhibit residential/commercial development. How does the Planning Commission feel about the current balance of City Staff/Administrative approvals vs. Planning Commission/City Council actions required for various subdivision and zoning applications?
- What engagement opportunity does the Planning Commission recommend to involve community members?

## VI. Planning Commission Action

No formal action is required of the Planning Commission at this time. Additional discussions will be scheduled to review draft code language, and a public hearing will be scheduled at a future Planning Commission meeting along with a request for formal action. Bolton & Menk along with City Staff would like the Planning Commission to offer feedback on the scheduled tasks as well as main topics of interest in the code updates.