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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: INTRODUCTION OF ORDINANCE #365 FOR MINOR AMENDMENTS WITHIN THE UNIFIED DEVELOPMENT CODE RELATED TO ASSISTED LIVING FACILITIES AND ACCESSORY BUILDINGS
DATE: JUNE 29, 2026

Since the Unified Development Code (UDC) became effective in late March of 2026, staff noticed two minor amendments that should be addressed relating to assisted living facilities and accessory buildings. The proposed amendments are simple but important. The first change would re-establish assisted living facilities as a conditional use in all residential zoning district instead of being permitted as listed in the UDC. Historically, assisted living facilities have always been conditional uses and no discussion occurring during the UDC discussions to move them to permitted uses, however, that is how they were listed upon adoption earlier this year. The second change relates to accessory buildings in residential districts whereby language was inadvertently included to only state that accessory buildings 200 sq. ft. or less were subject to the 6' side yard setback, 10' alley setback or 20' front access. The proposed amendment would clarify that those setbacks include all accessory buildings and not just those 200 sq. ft. or under which has historically been what the City has required.

The Planning Commission reviewed the proposed changes at the May 27th and June 24th Planning Commission Meetings. A public hearing was scheduled and held at the meeting on June 24th. During the public meeting, no public comments were received and the Planning Commission voted unanimously (4-0) to recommend that the City Council adopt the proposed amendments.

Recommendation

Staff recommends that the City Council conduct a first reading and approve the introduction of Ordinance #365 for minor amendments to the UDC.