

Date: April 23, 2025  
To: New Prague Planning Commission  
From: Jeff Matzke, Senior Planner, Bolton & Menk  
Subject: Unified Development Code - 1st Draft Discussion

## **I. Goals of a New Unified Development Code**

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

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

## **II. Project Schedule**

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

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



	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEP 2025	OCT 2025	NOV 2025	DEC 2025
Project Kickoff Meeting														
City Tour														
Coordination Meeting with City Staff														
Steering Committee Meetings														
Online Community Survey														
Community Open House/Pop Up Event														
First Draft Unified Development Code														
Planning Commission Workshop														
Second Draft Unified Development Code														
Final Draft Unified Development Code														
Public Hearing at Planning Commission														
City Council Work Session Review/Approval														

### III. 1<sup>st</sup> Draft UDC Ordinance

The Bolton & Menk Staff have taken the first step of combining the existing language of the New Prague Subdivision Code and Zoning Code into one single Unified Development Code (UDC). We've begun to review industry standards, MN State Statutes, 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 1<sup>st</sup> draft is lengthy (over 200 pages) so we will highlight some of the main steps taken so far in the redrafting process in this memorandum as well as our presentation at the Planning Commission Meeting.

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

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

## TABLE OF CONTENTS

SECTION 1	TITLE, PURPOSE, AND INTENT .....	1
§ 1.001	Title .....	1
§ 1.002	Intent and Purpose.....	1
SECTION 2	GLOSSARY AND RULES OF INTERPRETATION.....	2
§ 2.001	Rules and Definitions .....	2
SECTION 3	ADMINISTRATION.....	39
§ 3.001	General Provisions .....	39
§ 3.002	Administration.....	42
§ 3.003	Violations and Penalties .....	63
§ 3.004	Filing and Recording.....	64
§ 3.005	Minor Subdivisions .....	65
§ 3.006	Preliminary Plat.....	66
§ 3.007	Final Plat .....	71
SECTION 4	ZONING DISTRICTS .....	80
§ 4.001	Zoning Districts.....	80
§ 4.002	Zoning Map.....	81
§ 4.003	Zoning District Purposes.....	81
SECTION 5	ALLOWED USES AND PERFORMANCE STANDARDS.....	82
§ 5.001	Use Chart.....	82
§ 5.002	Prohibited Uses in All Zoning Districts .....	85
§ 5.003	Performance Standards.....	86
SECTION 6	DEVELOPMENT, CHARACTER AND BUILDING STANDARDS .....	111
§ 6.001	Dimensional Standards Chart.....	111
§ 6.002	Character and Building Standards.....	112
§ 6.003	Subdivision Design Standards.....	190
SECTION 7	EFFECTIVE DATE .....	209

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

## § 6.001 DIMENSIONAL STANDARDS CHART

Standard	RL-90	RL-84	RL-70	RM	RH	B-1	B-2	B-3	I-1
Minimum Lot Area (Sqft)	9,000	8,400	7,000	Single and two-family: 7,000 sqft per dwelling unit, three through eight units: 3,000 sqft per dwelling unit	Single and two-family: 7,000 sqft per unit, Multi-unit: 1,300 sqft per unit	No requirement	20,000	20,000	40,000
Minimum Lot Width (ft)	65	60	50	Single -family: 50 ft, Multi-unit: 100 ft	Single -family: 50 ft, Multi-unit: 100 ft	No requirement	80	80	150
Minimum Front Yard Setback (ft)	30	30	25	30	30	10	30 feet along collector and arterial roadways, 15 feet along residential and local roadways	40	40
Minimum Side Yard Setback (ft)	7	7	7	Single-family: 7 ft, Multi-unit: 10 ft	Single-family: 7 ft, Multi-unit: 20 ft	10	10	10	15
Minimum Rear Yard Setback (ft)	30	30	30	30	30	10	30	10	25 (50 ft when abutting a residential district)
Minimum Rear Alley Setback (ft)	No requirement	No requirement	No requirement	No requirement	No requirement	No requirement	10	10	10
Maximum Height (ft)	35	35	35	50	50	36	35	35	50
Maximum Land Coverage by Structures (%)	40	40	40	40	40	No requirement	40	40	40
Minimum Floor Area (two or more unit buildings)	No requirement	No requirement	No requirement	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two bedroom units: 750 square feet, Three bedroom units: 950 square feet	Efficiency Unit: 400 square feet, One bedroom apartment: 600 square feet, Two bedroom units: 750 square feet, Three bedroom units: 950 square feet	No requirement	No requirement	No requirement	No requirement
Useable Open Space Per Dwelling Unit (two or more unit buildings) (sqft)	No requirement	No requirement	No requirement	400	300	No requirement	No requirement	No requirement	No requirement

## IV. Planning Commission Action

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