

**Special Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, February 4th, 2026**

**1. Call Meeting to Order**

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer.

The following members were present: Chair Dan Meyer, Shawn Ryan, and Brandon Pike.

The following members were absent: Jason Bentson.

The following City Staff were present: Community Development Director Ken Ondich and Planner Evan Gariepy.

**2. Public Forum**

The public forum was not opened as there were no members of the public in attendance.

**3. Approval of Regular Agenda**

A motion was made by Ryan, seconded by Pike, to approve the December 17th, 2025, regular meeting agenda. Motion carried (3-0).

**4. Approval of Previous Meeting Minutes**

**A. December 17th, 2025, Regular Meeting**

A motion was made by Pike, seconded by Meyer, to approve the December 17th, 2025, regular meeting minutes. Motion carried (2-0-1), Ryan abstained.

**5. NEW BUSINESS**

**A. None**

**6. OLD BUSINESS**

**A. Unified Development Code Public Hearing Follow Up**

Planning and Community Development Director Ondich presented the update for the UDC that was provided by Senior Planner Jeff Matzke of Bolton & Menk.

Ondich stated that returning to requiring a sidewalk on only one side of the sidewalk of most residential neighborhoods is what the City had done in the past, and was better received by the Planning Commissioners at the last meeting as well as by Randy Kubes

who provided public comment at the public hearing. Ryan asked if the sidewalk ordinance applies to street reconstructions, and Ondich stated they will not and it's only for new developments. Ryan said that there should be an ordinance regarding whether reconstructions get sidewalks.

Ondich stated that he had spoken with realtor and developer Randy Kubes regarding the new proposed tree preservation language and stated that he was in support of it versus what was originally in the draft ordinance. Ondich stated staff would use common sense regarding heritage trees that have been deemed dangerous, dead, or dying by an arborist and that they would not go towards the amount of tree inches to be replaced. He also stated that reducing the required planted tree caliper size to 1.5" results in healthier and larger trees over time.

Ondich stated that the proposed language for approving alternative B-1 design requirements could require Planning Commission and/or City Council approval rather than just Zoning Administrator approval. Pike and Ryan expressed support for having it require Planning Commission and City Council approval. Ondich stated that it could be re-worded to be a variance process.

Ryan inquired if the City Council will have a public forum for the Unified Development Code, and Ondich stated that they can choose to, but it is not required.

A motion was made by Ryan, seconded by Pike, to forward the final draft of the Unified Development Code to the City Council for introduction, further discussion, and eventual approval. Motion carried (3-0).

## **7. Miscellaneous**

### **A. Java Companies – Annexation and Rezoning Request**

Ondich presented information regarding the proposed annexation and rezoning by Java Companies. He stated that the application was not complete, and that it is partially waiting on the Alton Ave. NE traffic study.

### **B. Alton Ave. NE Study Update**

Ondich stated that the Alton Ave. NE traffic study is being updated due to the passage of time as well as the proposed development by Java Companies and other inquiries adjacent to the corridor. Ryan asked why Alton Ave is a County Road, and Ondich stated that it connects the County road system with the State Highway. Ondich stated a reevaluation of cost participation is a portion of the updated study. He stated the study should hopefully be done by April.

### **C. Monthly Business Update**

Ondich presented the monthly business update as information.

## **8. Adjournment**

A motion was made by Pike, seconded by Ryan, to adjourn the meeting at 7:22 pm. Motion carried (3-0).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Evan C. Gariepy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Evan C. Gariepy  
Planner