



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: POPS PERMIT FEES WAIVER REQUEST
DATE: JULY 16, 2025

On July 10th, I received an e-mailed request from the Forward New Prague Foundation requesting that the City Council waive the building permit fees related to the construction of the POPS facility located at 110 2nd Ave. NW. The permit fee waiver letter (see attached) outlines that the Forward New Prague Foundation is a non-profit organization that is absorbing significantly more underground costs than planned because of the soil issues on the site chosen by the city.

City Staff acknowledges the challenges at the site related to soils issues and that the City has committed up to \$100,000 in Park Board funds to mitigate those issues, in addition to previously providing the land, developing a small area plan (concept plan for the site layout, grading and seeding of the site and finally noting that the New Prague Utilities Commission is providing some in-kind donations relating to electric service to the facility, all of which have come at significant cost to the City. The City will also own and operate the facility perpetually into the future per the previously approved donation agreement which obviously comes at the cost to the city.

Staff notes that permit fees are not waived for the City's own building projects (including the recent Police Department addition) so that the appropriate city departments are paid for the work they perform and to track said work for transparency purposes. Staff additionally notes that Habitat for Humanity has requested and received 50% fee waiver approval from the City Council for permit fees for 8 homes dating back to 2005 in effort to support affordable housing those projects provided.

The permit fees were calculated as follows for this current new home permit:

Building Permit / Tech Fee - \$6,536.65
Plan Review - \$3,956.32
State Surcharge - \$450 (this fee can never be waived as it's a fee that is remitted to the State)
Total: \$10,942.97

Staff Recommendation

Council denial of the request to waive \$10,492.97 in building permit fees for the POPS facility to be constructed at 110 2nd Ave. NW.

From: dengardner@gandgcomm.com <dengardner@gandgcomm.com>
Sent: Thursday, July 10, 2025 1:17 PM
To: Ken Ondich <kondich@ci.new-prague.mn.us>

REQUEST TO WAIVE BUILDING PERMIT FEE

The Praha Outdoor Performance Stage (POPS) venue, a \$1 million privately-raised project for the community of New Prague, is nearly ready to begin construction. As you know, the building will be owned and maintained by the city when it is completed sometime in 2026.

The Forward New Prague Foundation, the 501c3 non-profit organization that is managing the funds and the construction for the POPS project, requests a waiver of the building permit fee from the New Prague City Council.

The Forward New Prague Foundation is absorbing significantly more underground costs than planned because of the underground soil issues (in excess of more than \$100,000 beyond the original \$100,000 already allocated/authorized through the Park Board). We believe this is a reasonable ask of the city by the foundation. Thank you.

Den Gardner, Bruce Wolf, Larry Pint, Elizabeth Neiderhiser – Forward New Prague Foundation Board.