



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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** INTRODUCTION OF ORDINANCE #359 REPEALING CHAPTERS 150 THROUGH 153 OF THE NEW PRAGUE CITY CODE AND REPLACING THOSE CHAPTERS WITH A NEW CHAPTER 150 TITLED UNIFIED DEVELOPMENT CODE REGARDING ZONING, SUBDIVISION, FLOODPLAIN AND BUILDING REGULATIONS  
**DATE:** FEBRUARY 26, 2026

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As the City Council is aware, City staff has been working with Bolton & Menk as a consultant to prepare the “Unified Development Code” which consolidates and updates the City’s zoning, subdivision, floodplain and building regulations.

Bolton & Menk has provided a summary memo of the past 15 months that they have been assisting the City with the writing of the Unified Development Code which includes numerous public meetings, an online survey, public input at Czech Out New Prague, a joint City Council / Planning Commission work session and a public hearing at the November Planning Commission Meeting.

While the formatting of the Unified Development Code is all new, it does not contain entirely new language as the sections relating to building regulations and floodplain regulations were incorporated as previously written and some language of the existing zoning ordinance and subdivision ordinance was retained. Various new graphics and tables were added throughout. Bolton & Menk’s memo highlights the major changes due to the length of the UDC (270 pages).

The Planning Commission held the required public hearing on the UDC on November 19th, 2025 and continued discussions through early February 2026 as follow up from comments received at the hearing. The Planning Commission passed a motion (3-0) to forward the draft UDC to the City Council for review and approval.

Jeff Matzke with Bolton & Menk will provide a summary overview during the meeting.

### **Recommendation**

Staff recommends that the City Council conduct a first reading and approve the introduction of Ordinance #359 for the Unified Development Code.