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## MEMORANDUM

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**TO:** PLANNING COMMISSION  
**FROM:** KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** REQUEST FOR CONDITIONAL USE PERMIT #C5-2024 TO ALLOW FOR AN EXPANSION OF A HEALTH CARE FACILITY AT 301 2<sup>ND</sup> STREET NE AS PROPOSED BY MAYO CLINIC HEALTH SYSTEM.  
**DATE:** 10/16/24

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### **Background / History**

Mayo Clinic Health System is proposing a 6,400 sq. ft. addition on the east side of their existing campus which would be attached to the existing building and would be used primarily for Oncology and Infusion Services. The proposed addition requires a conditional use permit to be issued because the facility is located in the RL-70 Single Family Zoning District where Healthcare Facilities are allowed by conditional use.

As further background, the hospital has a long history in the City, beginning with the New Prague Community Hospital which was founded in 1924 and was located at 305 4<sup>th</sup> Ave. SW (now known as the Harvey Manor). In 1952, Queen of Peace Hospital was established at the current facility location and expanded over the years. In 2011, Queen of Peace merged with Mayo Clinic Health System and many internal remodeling and improvement projects have happened since that time.



### **Legal Description**

Lots 1 through 10, Block 8, St. Wenceslaus Addition, according to the recorded plat thereof, City of New Prague, Scott County, Minnesota.

### **Zoning**

The property is currently zoned RL70, single family residential. Health Care Facilities are guided to this district and allowed by conditional use permit.

Adjacent zoning and land uses include:

North – Single-Family Homes, Row Homes and St. Wenceslaus Cemetery (Zoned RL-70 Single Family Residential, RM Medium Density Residential and RL-84 Single Family Residential)

South – St. Wenceslaus Church and School and Main Street and downtown commercial properties (Zoned RL-70 and RL-84 Single Family Residential and B-1 Central Business District)

East – Queens Court, Peace Center and Single-Family Homes (Zoned RL-70 Single Family Residential and RM Medium Density Residential)

West – Single-Family Homes (Zoned RL-84 Single Family Residential)

### **Density / Lot Size**

The minimum lot size in the RL70 district is 9,000 square feet and the property far exceeds the minimum requirement (which was set for single family residential homes).

### **Setbacks (structure)**

The required building setbacks in the RL70 district are 25' from the front, 30' from the rear, and 7' from the sides. The proposed building addition meets all required setbacks.

### **Parking / Transportation / Landscaping**

The total parking available to Mayo is 212 parking spaces in seven different parking lots (see Parking Map), plus any available on street parking areas (mainly in front of the building on 2<sup>nd</sup> Street NE. The only patient parking lot is the 100-space lot immediately south of 2<sup>nd</sup> Street NE. All other lots are for staff parking (112 spaces). Staff suggests that the patient parking lot south of 2<sup>nd</sup> Street NE be signed as patient parking only and not to be used by staff.

The hospital plus the proposed addition is just over 48,000 sq. ft.

The Zoning Ordinance contains parking requirements as follows:

Health Care Facilities (Hospitals) – 1 Per Bed and 1 Per Employee on the largest shift and spaces as needed for associated clinics. (Clinics require 1 space per 150 sq. ft. of floor area).

Mayo does not have a breakdown of each department by square footage or number of employees and instead considers the building as a hospital “campus” and aggregate totals. The hospital has 19 beds and 100 employees daily within all functions of the campus, which would require 119 parking

spaces in the most conservative reading of the ordinance. Even if breaking out the new oncology area as a clinic, that would add 43 required parking spaces. This still only equates to 162 required parking spaces while they provide 212 spaces. It is notable that they do currently provide Oncology and Infusion services within the campus today, so this isn't an entirely new demand at the site and is really just an expansion (care is currently 3 days a week and the new addition allows for 5 days per week). Upon full utilization of the addition, daily visits would be 15-20 office visits and 25-30 infusion visits five days a week, which is not a large increase over existing activity at the campus. Based on the preceding information, staff believes parking meets the minimum requirements of the zoning ordinance and new parking is proposed or required.

Access to the site, which exists today, is by 2<sup>nd</sup> Street NE, Columbus Ave. N. and 3<sup>rd</sup> Street NW. No changes to access are proposed for vehicle traffic.

Patients would access the new addition through the existing "Specialty Clinic" entrance which is the eastern most entrance along 2<sup>nd</sup> Street NE.

Section 738 of the Zoning Ordinance outlines the process by which Traffic Impact Studies would be required. The proposed addition does not trigger a traffic impact study as it is only 6,400 sq. ft. while 22,000 sq. ft. of medical space would trigger the need for a study.

Specific design requirements for parking areas are detailed in Section 717 of the Zoning Ordinance, should any additional parking be added in the future.

### **Refuse**

Section 703 of the Zoning Ordinance states that all waste material shall be kept in an enclosed building and contained in a closed container designed for such purposes and that all dumpsters, garbage containers, or refuse bins shall be screened from view if stored outside. The screening shall be made of wood fencing material, brick or a combination thereof with a minimum height of 5 feet and have a latching mechanism for the doors when not in use.

There does not appear to be any new outside refuse area on the site plan as proposed.

### **Signage/Lighting**

All lighting must conform to Section 704 of the Zoning Ordinance. It states the following:

*In all districts, any lighting used to illuminate an off street parking area, sign, or other; structure, shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. Direct or sky reflected glare, whether from floodlights or from high temperature processes such as combustion or welding, shall be hooded or controlled in some manner so as not to light adjacent property. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right of way. Any light or combination of lights which cast light on a public street shall not exceed one (1) foot candle (meter reading) as measured from the centerline of said street. Any light or combination of lights which cast light on residential property shall not exceed 0.4 candles (meter reading) as measured from said property.*

No lighting plans have been submitted at this time, but any lighting shall comply with Section 704 concerning Glare.

All signage must conform to Section 718 of the Zoning Ordinance which limits building signage to 12 sq. ft. per surface and also limits free standing signs to no more than 32 sq. ft. in size. No sign plans have been submitted at this time.

**Building Appearance / Landscaping/ Screening**

While there are no building design requirements for health care facilities in the RL-70 Single Family Zoning District, staff does wish to provide comment about the building appearance which staff believes would meet the City’s B-2 Community Commercial Design Requirements as the addition includes large amounts of windows, glass fiber reinforced concrete, architectural louvers, etc. Staff believes the appearance fits in well with the existing building and its lowered height as it approaches Columbus Ave. N. helps blend into the neighborhood.

Screening is required for institutional uses across the street from residential uses, but only in cases where it’s not considered to be the “front” as determined by the zoning administrator. Staff considered this to be a “front” along Columbus Ave. N. That said, they are proposing significant landscaping including 5 new trees (replacing one that was removed this fall), along with numerous shrubs, ornamental grasses and perennial flowers. Staff believes the landscaping and appearance of the east side of the campus is vastly improved with the building addition and proposed landscaping.

**Floodplain Information/Wetlands**

FIRM panel #27079C0087E, effective July 17, 2024, indicates the property is located in an unshaded Zone X, areas determined to be outside of a 500-year floodplain.

**Drainage**

Civil engineering plans were reviewed by the City Engineer (Chris Knutson of S.E.H., Inc.) to ensure compliance with the City’s storm water requirements. Comments are provided later in this report.

**WAC/SAC Charges**

According to the Met Council SAC Manual which was adopted by the City to determine future WAC/SAC charges for new uses the following is noted:

Each WAC Unit: \$1,800  
Each SAC Unit: \$7,150  
Total: \$8,950 for each unit

Clinic Areas (where 50% ore more of the exam rooms have sinks) within Hospitals are charged WAC/SAC based on one of the following criteria:

2,150 sq. ft. = 1 Unit

The size of the addition is 6,400 sq. ft., however, approximately 1,500 sq. ft. of the addition is a mechanical room and not used as clinic space or support space to the clinic use. Therefore, staff calculates WAC/SAC as follows:

4,900 sq. ft. at 2,150 sq. ft. per unit = 2.28 units owed.

WAC = \$4,104

SAC = \$16,302

### **Park Land Dedication**

Park land dedication was already satisfied with the platting of the property and therefore no additional park land dedication will be required with the building permit.

### **Public Works and Engineering Comments**

The City Engineer, Chris Knutson, received a set of plans and provided comments in an e-mail dated 10/15/24 as follows with additional comments supplemented by Public Works Director Matt Rynda:

1. No material storage, construction trailers, or overnight construction vehicle parking allowed on city streets, sidewalks, or boulevards unless approved by the City of New Prague.
2. No construction vehicles shall park on city streets unless approved by the City of New Prague and all construction vehicles should park in one of Mayo's own parking lots.
3. Sidewalk closure along Columbus Avenue N shall be allowed with the following conditions:
  - a. Closure occurs north of existing crosswalk on north side of 2nd ST NE and south of existing crosswalk on south side of 3<sup>rd</sup> ST NE.
  - b. Sidewalk closure shall meet requirements of MN MUTCD including detour signage and audible warnings.
  - c. Construction fencing shall be on the east side of existing sidewalk to allow snow storage within the boulevard.
  - d. Closure shall be removed as soon as possible and within 7 days of being directed by the City of New Prague.
  - e. No storage of materials, equipment, or vehicles shall be allowed on sidewalk within fenced area.
  - f. Provide updated traffic control plan depicting sidewalk closure and detour to east side of street.
4. Connection into the existing storm catch basin shall be completed while leaving the curb and pavement in-place. They'll need to patch in the sidewalk with 4" concrete and drilled/grouted reinforcement bars. The storm pipe will have to be RCP where it is in the right of way, between structure STMH6 and the existing catch basin. HDPE is not allowed; PVC or PP may also be considered with appropriate grout rings and pipe bedding per MnDOT flexible pipe installation requirements. All utility work needs to be inspected by the City of New Prague.
5. Information on how they'll dewater the site during construction. Since it is below grade, they'll likely need to pump into a settlement structure prior to any discharge to city storm sewer.
6. On north side of building, a HP is noted as EL. 993.02 and drains toward an intake CBMH2 with a rim elevation 993.36. This appears to be an error or the site will hold water there.
7. Developer shall document the condition of streets, sidewalks, and boulevards adjacent to the project area prior to starting construction through video and/or photos. Damage to these

areas shall be repaired at no cost to the city and to the satisfaction of City public works and engineer.

### **Utilities Department Comments**

Utilities General Manager, Bruce Reimers, has been provided a set of plans but at the time of writing this report, no comments have been received.

### **Building Official Comments**

The Building Official, Scott Sasse, noted that the building permit review is being handled by the State of Minnesota and inspections have not been delegated to the City.

### **Police Department Comments**

Police Chief Tim Applen noted that he does not have any concerns with the addition.

### **DNR Comments**

N/A.

### **County Highway Department Comments**

N/A.

### **MnDOT Comments**

N/A

### **CUP Requirements**

Section 505 of the Zoning Ordinance states that when granting a conditional use permit the City Council shall make the following findings:

- A. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed addition will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because it will simply be an expansion of services already provided for at the site.)
- B. The use will be sufficiently compatible or separated by distance or screened from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. (The proposed addition is sufficiently separated by distance from any residentially zoned or used land as the addition is located along Columbus Ave. N. and uses immediately across the street to the east are the Peace Center and Queens Court which are owned and operated by Mayo and therefore existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.)
- C. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. (See finding above.)
- D. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. (The proposed addition is reasonably related to the overall needs of the City as it will provide a necessary expanded availability of oncology and infusion services already offered at the site.)

- E. The use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use (The proposed addition is consistent with the purposes of the Zoning Ordinance and zoning district in that the use as a health care facility is specifically guided to the RL70 district as a conditional use.)
- F. The use is not in conflict with the Comprehensive Plan of the City. (The proposed addition use is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being guided to residential zoning, and health care facilities are guided to the RL-70 zoning district as a conditional use.)
- G. The use will not cause traffic hazard or congestion. (The proposed addition will not drastically change the site as it operates today as it will only provide two additional days of oncology and infusion services beyond that is offered currently and therefore will not cause any traffic hazard or congestion with ample parking already existing.)
- H. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (Adequate utilities and access roads have been provided to the site.)

### **Staff Recommendation**

Staff recommends approval of the request for Conditional Use Permit #C5-2024 to allow an addition to an existing health care facility at 301 2<sup>nd</sup> Street NE, as proposed by Mayo Clinic Health System, for the following reasons:

- A. The proposed addition will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because it will simply be an expansion of services already provided for at the site.
- B. The proposed addition is sufficiently separated by distance from any residentially zoned or used land as the addition is located along Columbus Ave. N. and uses immediately across the street to the east are the Peace Center and Queens Court which are owned and operated by Mayo and therefore existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
- C. The proposed addition is reasonably related to the overall needs of the City as it will provide a necessary expanded availability of oncology and infusion services already offered at the site.
- D. The proposed addition is consistent with the purposes of the Zoning Ordinance and zoning district in that the use as a health care facility is specifically guided to the RL70 district as a conditional use.
- E. The proposed addition use is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being guided to residential zoning, and health care facilities are guided to the RL-70 zoning district as a conditional use.
- F. The proposed addition will not drastically change the site as it operates today as it will only provide two additional days of oncology and infusion services beyond that is offered currently and therefore will not cause any traffic hazard or congestion with ample parking already existing.
- G. Adequate utilities and access roads have been provided to the site.

And with the following conditions:

1. Development of the site must be in general accordance with the plan set dated 8/7/2024 which is on file with the New Prague Planning Department.
2. The parking lot south of 2<sup>nd</sup> Street NE shall be signed as patient parking only and not to be used by staff.
3. All signs must conform to Section 718 of the Zoning Ordinance which requires a permit under a separate permit process.
4. All lighting must conform to Section 704 of the Zoning Ordinance.
5. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.
6. All recommendations of the New Prague Public Works Department, Utilities Department and City Engineer must be complied with prior to construction.
7. The plans must meet Minnesota Building Codes and Minnesota Fire Codes prior to construction.
8. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
9. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

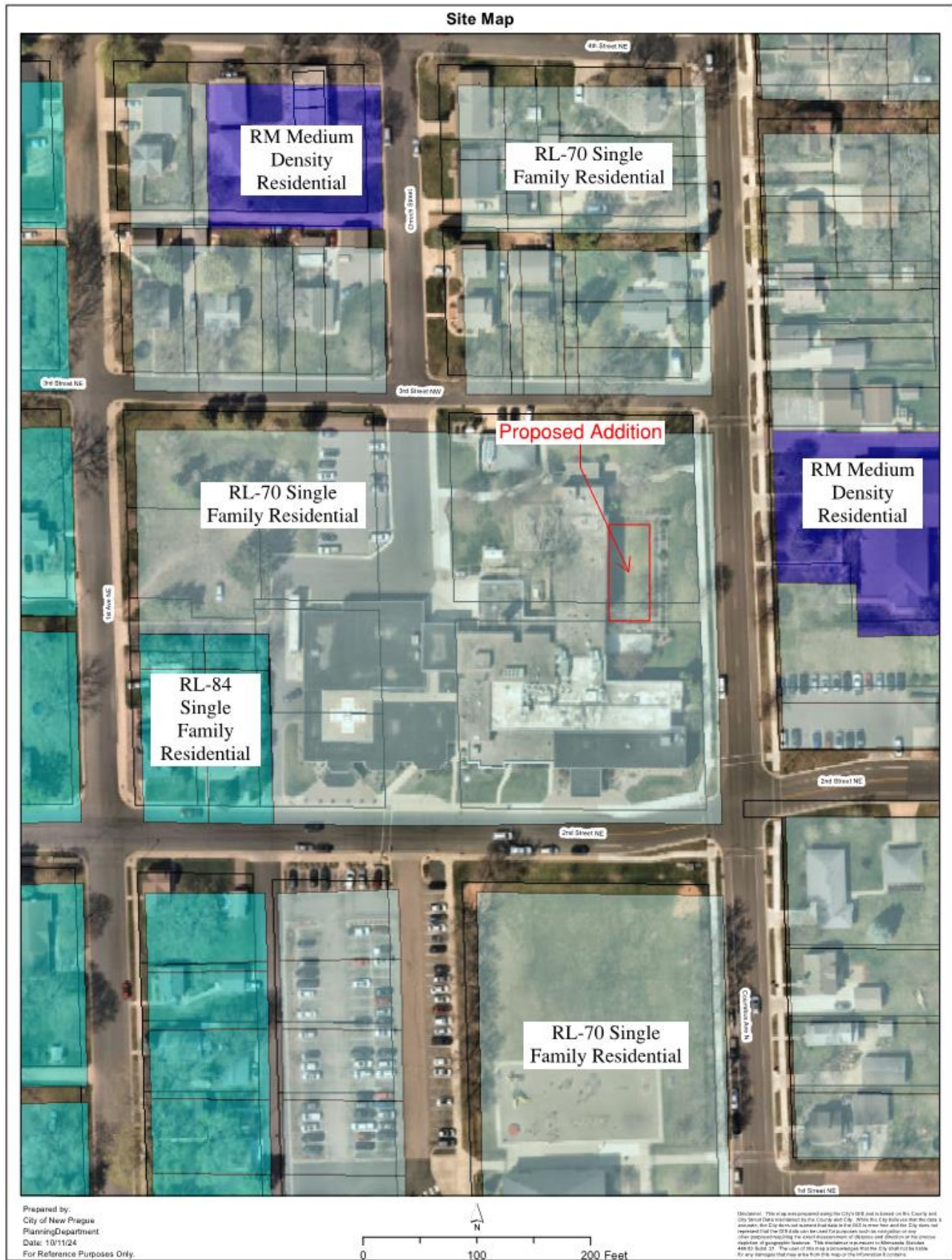
**Attachments**

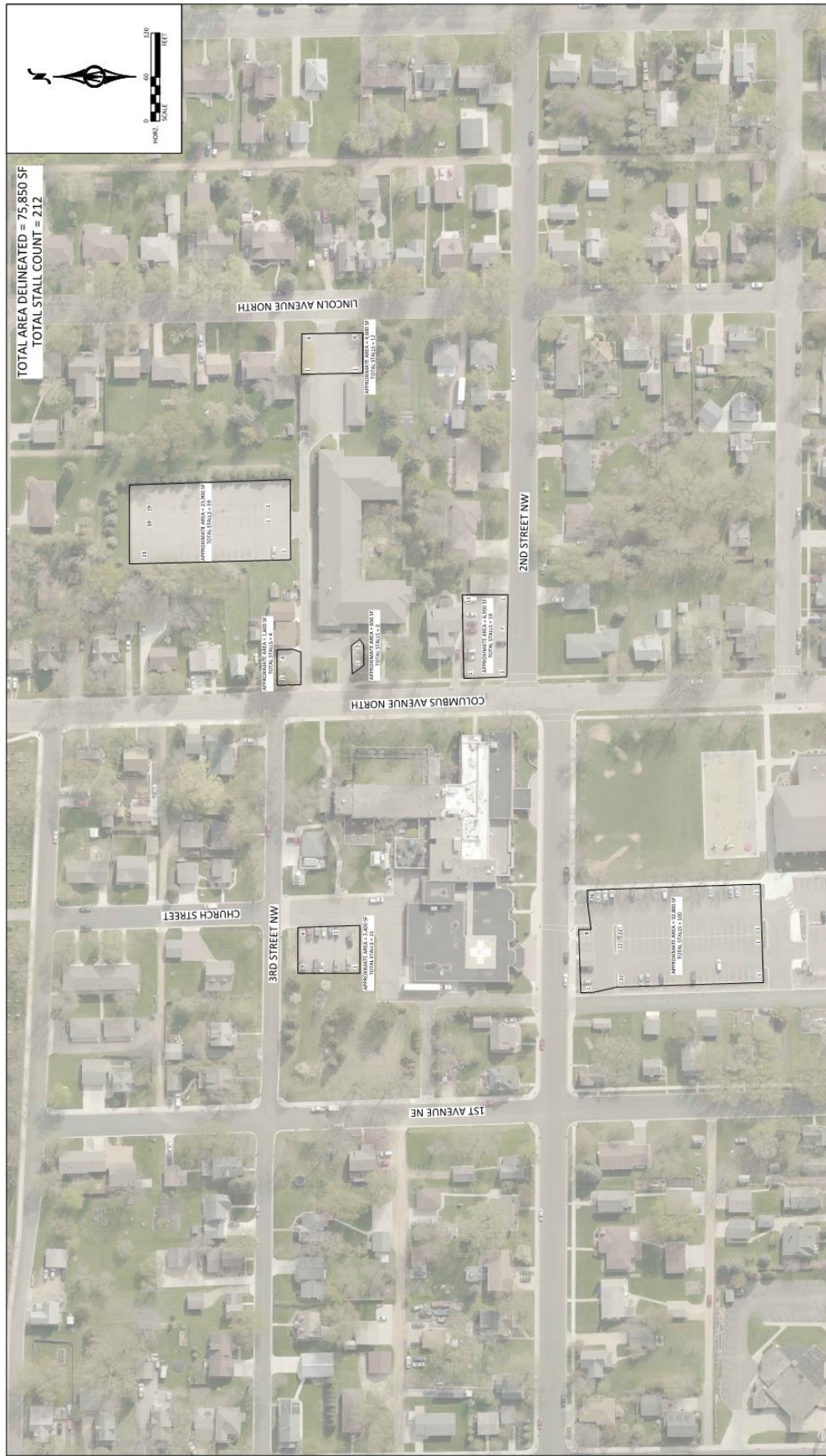
1. Site Map Aerial – Dated 10/11/24
2. Site Map Aerial – Zoning Detail – Dated 10/11/24
3. Parking Lot Areas and Stall Count Map – Dated 11/17/21
4. Construction Plans, Site Plans and Elevations and Renderings – Dated 8/7/24
5. Photos – Dated 10/11/24

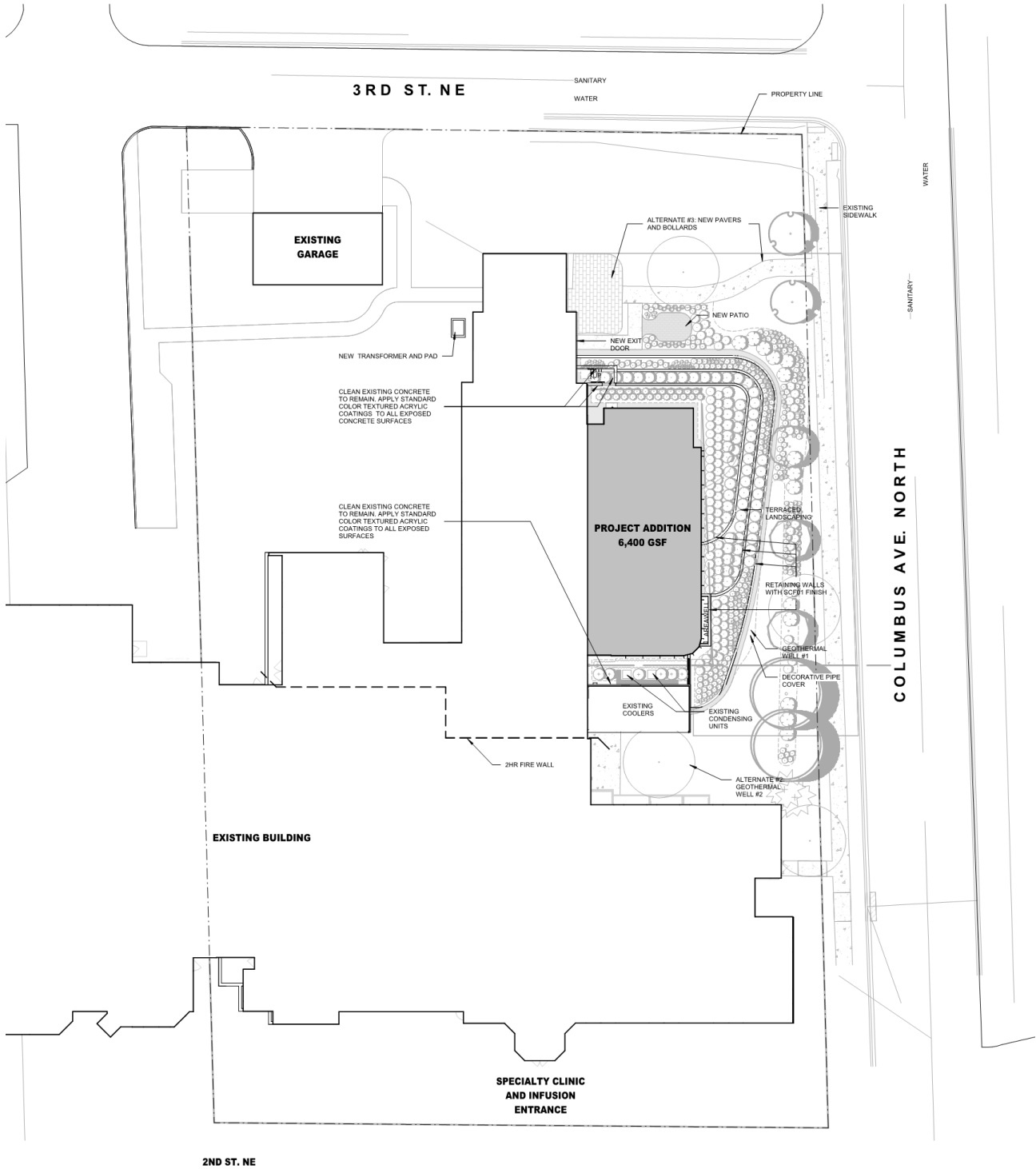


**Site Map**

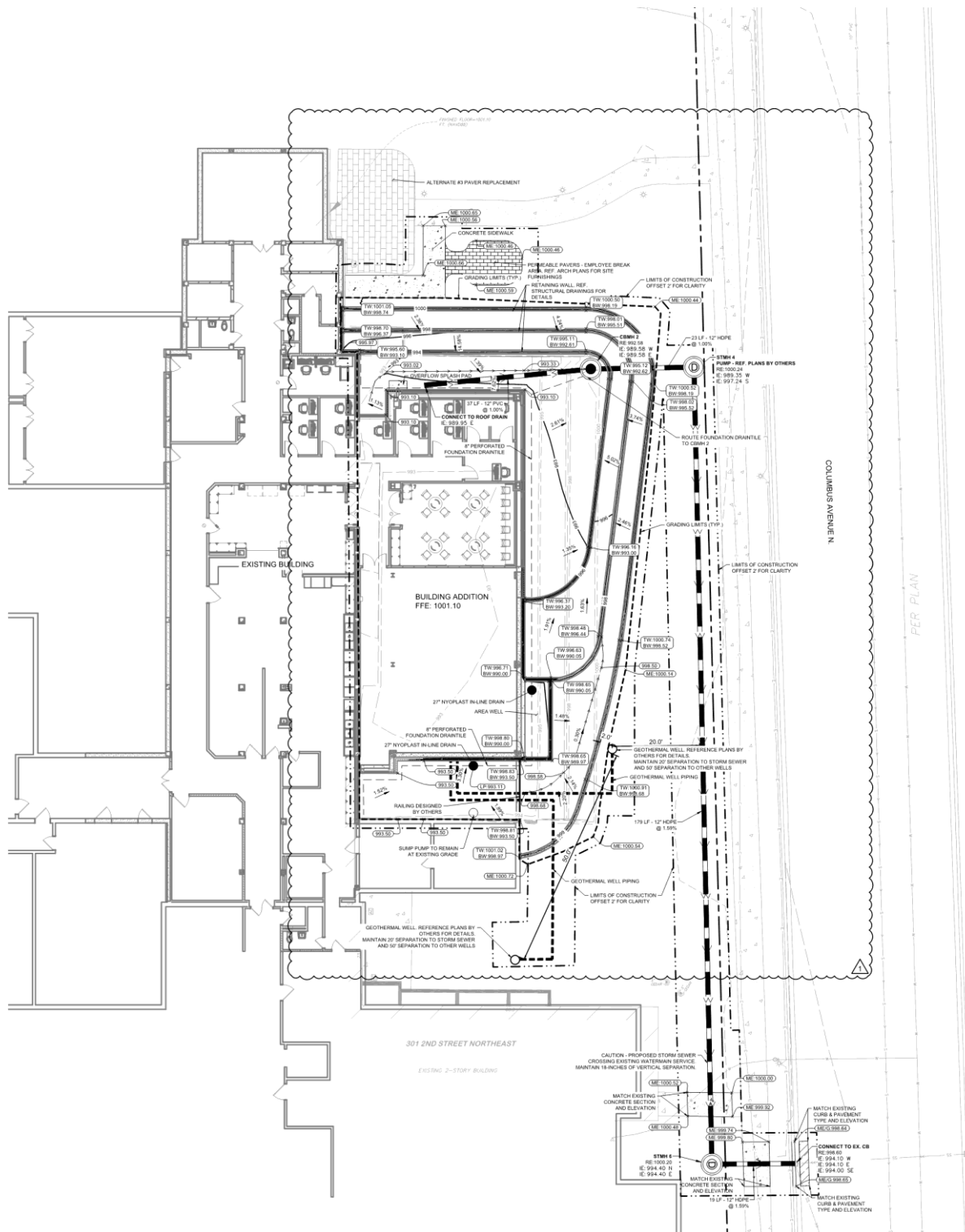








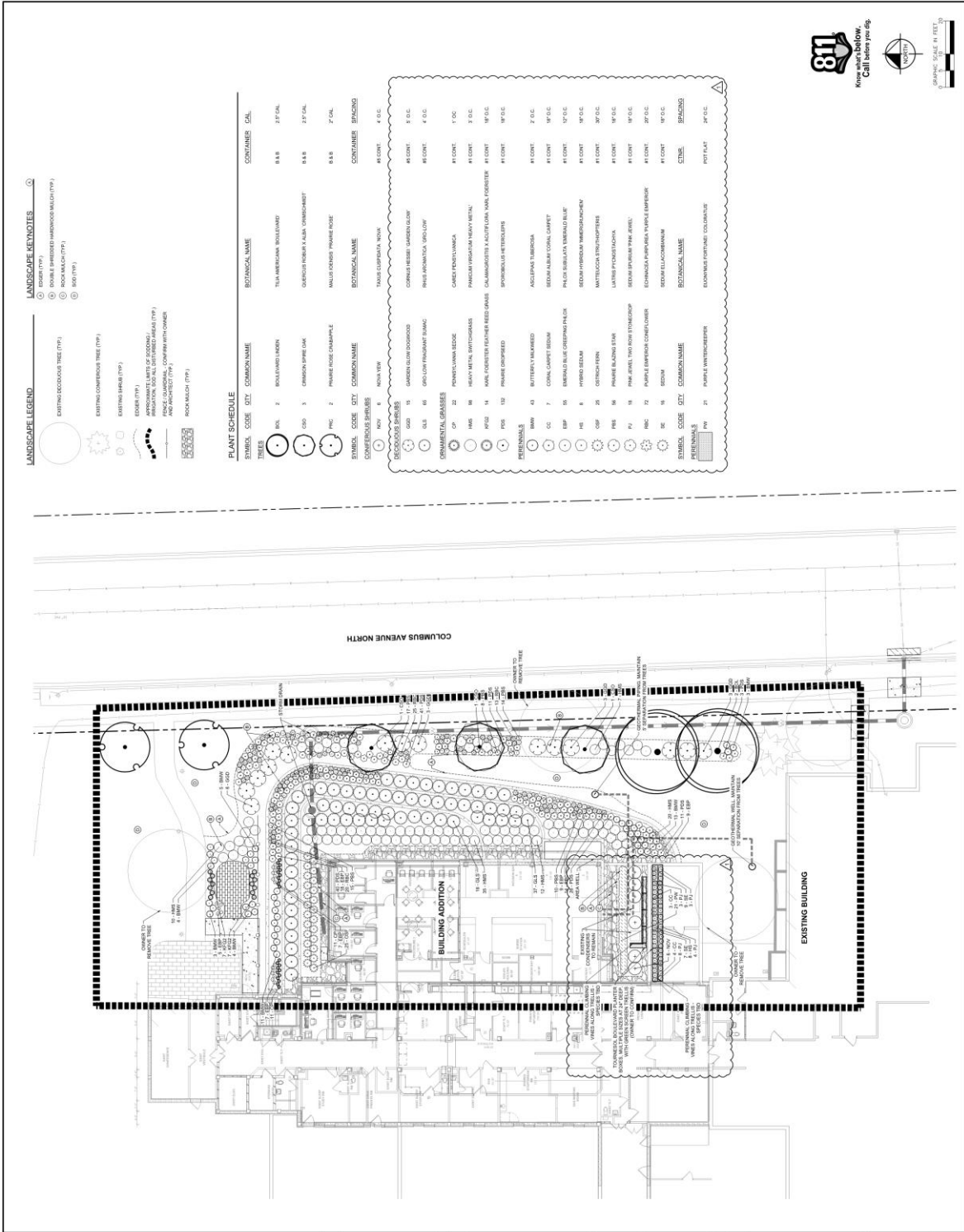
General Site Plan



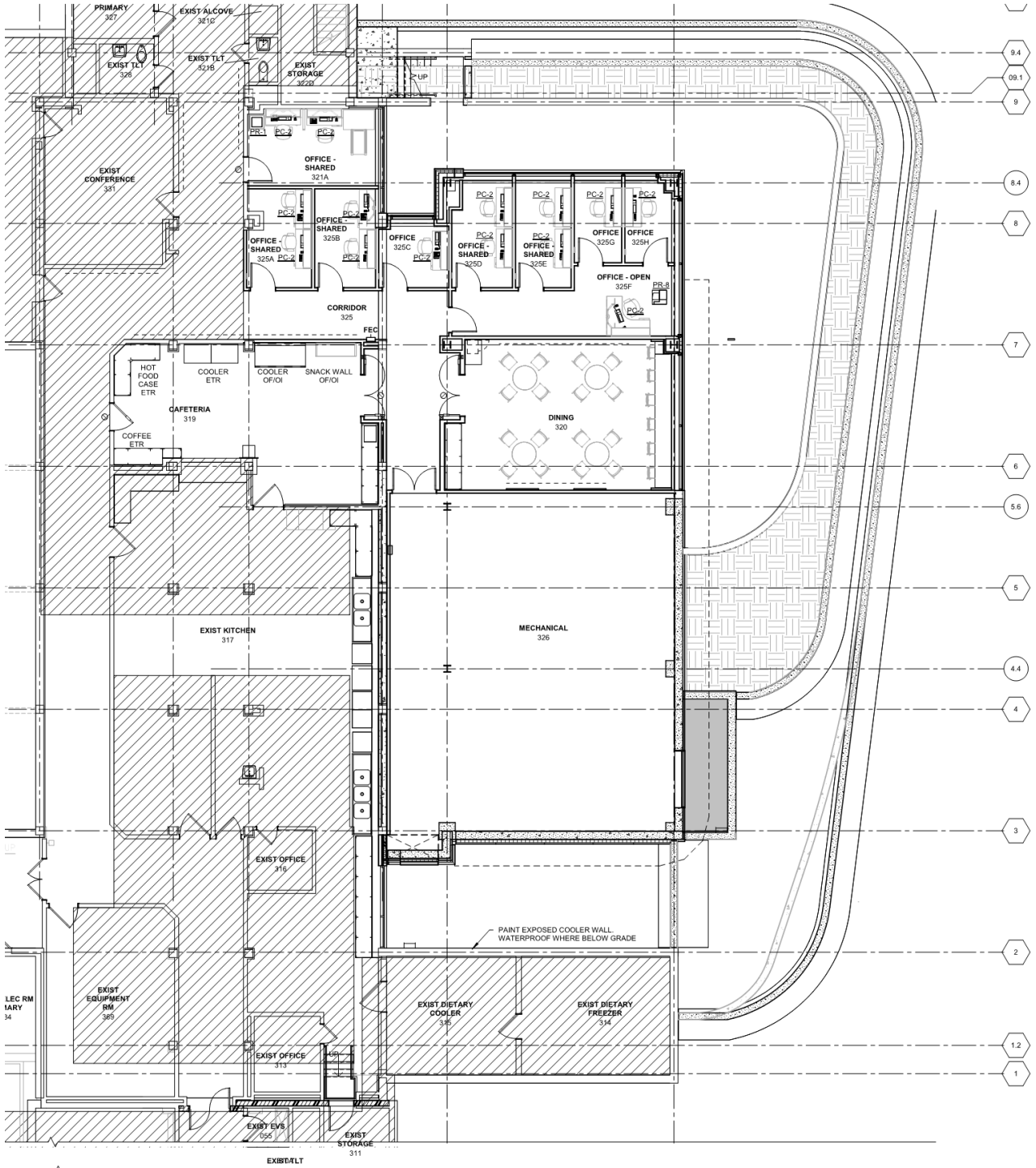
Site and Grading Plan



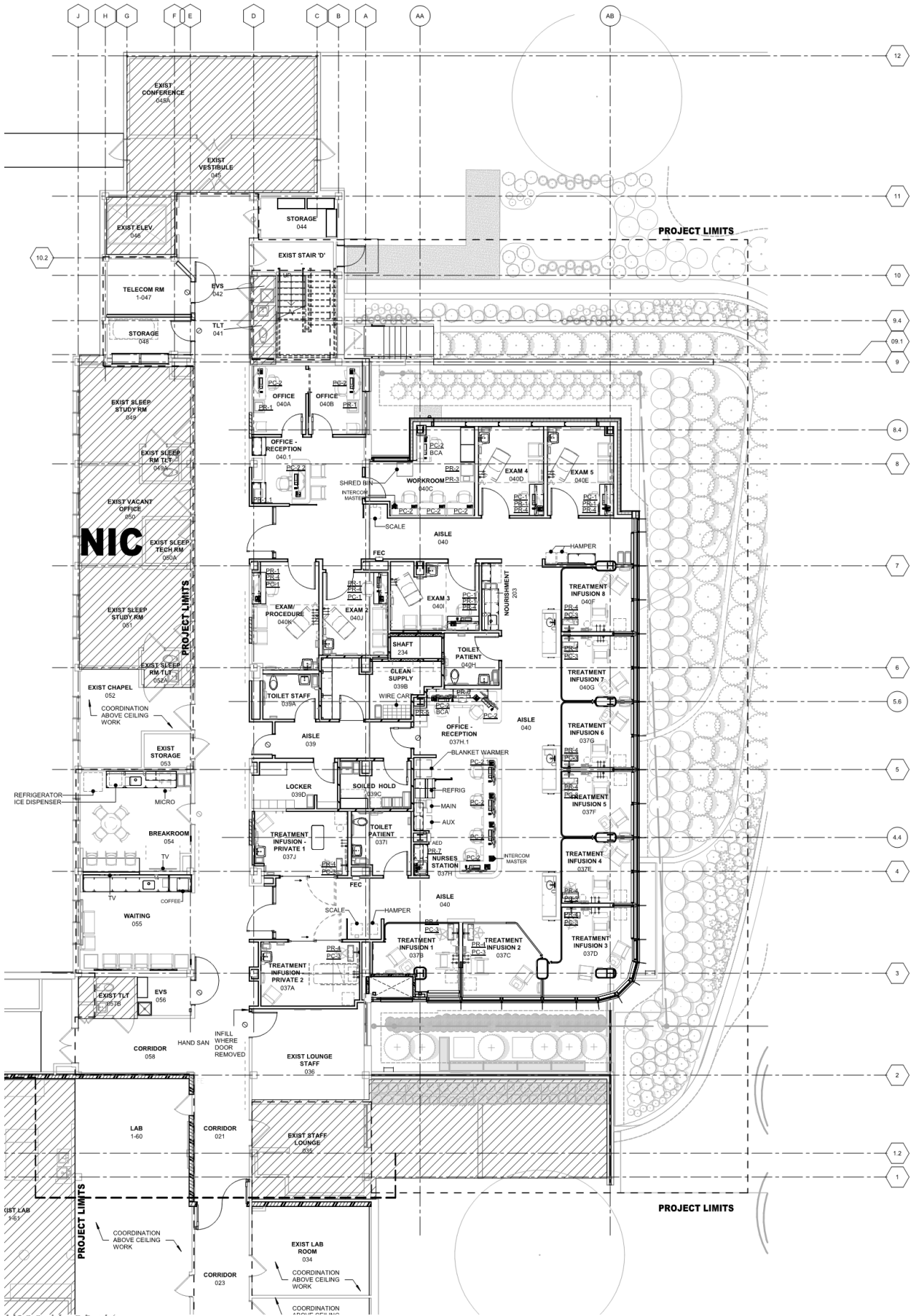
001 PLAN



Landscaping Plan



Basement Floor Plan

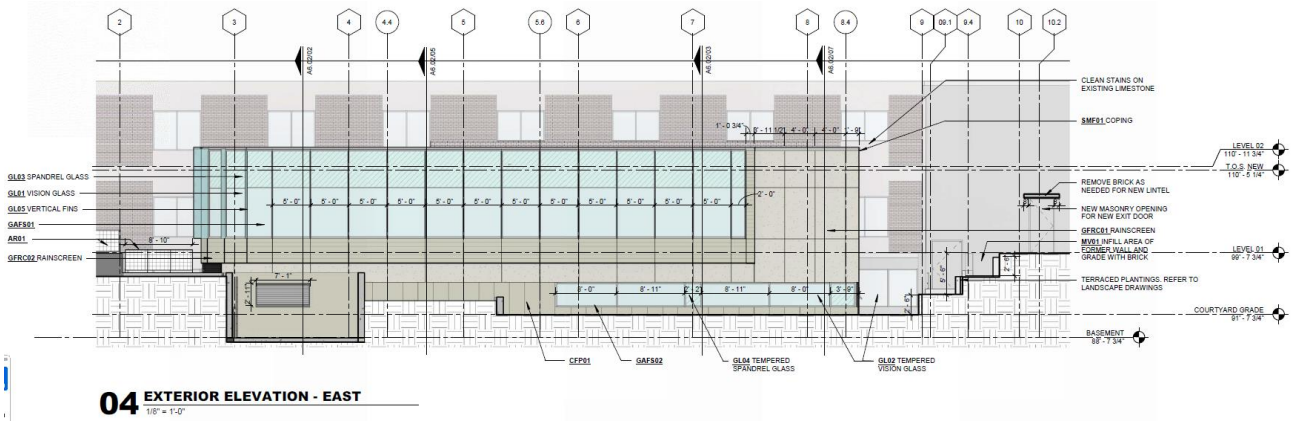




First Floor Plan



Exterior Rendering



- ACCENT PERIMETER RECESSED LIGHT
- ACP-01 W/ PERIMETER TAPE LIGHT
- ACCENT DECORATIVE DOWNLIGHT AT HANDWASHING SINKS
- CURVED GLAZING AT INFUSION BAY WALLS; GLAZING TO MATCH GL-05
- DG-02 AT EXTERIOR COLUMN SIDE
- PL-04 COLUMN CLADDING W/REVEALS
- PL-04 SURROUND AT HANDWASH SINKS; SSM-01 COUNTER AND FULL HEIGHT BACKSLASH
- MILLWORK NURSE STATION: SSM-01 BASE AND TRANSACTION TOP; PL-02 ACCENT



### 03 3D RENDERING INFUSION 1

NTS \*FOR DESIGN INTENT ONLY; NOT FOR CONSTRUCTION\*

- RECESSED DOWNLIGHTS
- DRYWALL SOFFIT WITH RECESSED LIGHTING
- MILLWORK NURSE STATION: SSM-01 BASE AND TRANSACTION TOP; PL-02 ACCENT
- RGF-01



### 05 3D RENDERING NURSE STATION

NTS \*FOR DESIGN INTENT ONLY; NOT FOR CONSTRUCTION\*



## 02 3D RENDERING INFUSION ENTRY

NTS "FOR DESIGN INTENT ONLY; NOT FOR CONSTRUCTION"



## 04 3D RENDERING INFUSION 2

NTS "FOR DESIGN INTENT ONLY; NOT FOR CONSTRUCTION"



Looking NW from Columbus Ave. N. at the location of proposed building addition.



Looking SW from Columbus Ave. N. at the location of the proposed building addition.



Looking at the east side of Columbus Ave. N. at Queens Court building which is across the street from the proposed addition.



Looking North along Columbus Ave. N. at the crossing from Queens Court and staff parking area.



Looking south along Columbus Ave. N. at intersection with 2<sup>nd</sup> Street NE – crossing leads from staff parking



Looking NW from intersection of 2<sup>nd</sup> Street NE



Looking NE from 2<sup>nd</sup> Street NE at main entrances (patient parking lot on south side of 2<sup>nd</sup> Street NE).



Looking North from the south edge of the 100 space patient parking lot.