

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, January 27, 2010**

**1. Call Meeting to Order**

The meeting was called to order at 6:32 p.m. by Planning Commission Chair Grant Gengel with the following members present: Kay Wilcox, Bob Gilman (arrived at Agenda Item #6), Ryan Peltier and Jay Nuhring.

City Staff Present: Ken Ondich – Planning Director

**2. Introduce New Member: Jay Nuhring**

New Planning Commission Member Jay Nuhring introduced himself to the Planning Commission.

**3. Elect Chair and Vice Chair**

It was moved by Wilcox, seconded by Peltier to elect Grant Gengel as Planning Commission Chair for 2010. Motion carried (3-0, Gengel abstained and Gilman not yet present).

It was moved by Wilcox, seconded by Gengel to elect Bob Gilman as Planning Commission Vice Chair for 2010. Motion carried (4-0).

**4. Approval of December 16, 2009 Regular Meeting Minutes**

It was moved by Wilcox, seconded by Peltier to approve the December 16, 2009 regular meeting minutes as submitted. Motion carried (4-0).

**5. Old Business - None**

**6. New Business**

**A. Subdivision Ordinance Re-Write – Developer Input  
City of New Prague - applicant**

Planning Director Ondich reviewed the staff report which included a background of the previous reviews conducted between June 24, 2009 and November 18, 2009. He noted that the existing Subdivision Ordinance was written in 1986 and was outdated due to a number of state statute changes that have affected how land is platted and specifically how park land dedication is obtained. He also reviewed a basic summary of the changes between the current 1986 Subdivision Ordinance and the proposed ordinance which includes:

- New Purpose and Applicability sections to match with current state statutes.

- New section for exceptions to when the Subdivision Ordinance applies (cemetery lots and court orders are exempted for example).
- Updated and expanded definitions section.
- More specific Concept Plan submittal requirements (will now be required to receive a concept plan review unless waived by the Planning Staff).
- Updated Preliminary Plat filing procedures to fit past practice and digital submission requirements. Also spells out specific required reviews and term of approval per current state statute.
- Updated Final Plat filing procedures to fit past practice and digital submission requirements. Also spells out specific terms of approval per current state statute.
- Design standards were updated to fit past practice and to be consistent among all new plats. Section F specifically has a table for right of way widths, street widths, sidewalk and trail widths. Also notes in this section that a sidewalk is required on at least one side of all public streets.
- Reference is made to Zoning Ordinance Section 734 for “Land and Water Preservation” which is a set of mandates handed down from the Scott County WMO, mostly relating to stormwater management.
- Park and Public Land Dedication section is completely rewritten to fit with current state statutes. Instead of the 10% land dedication, there is now a “per capita share” per resident and employee that will be used to obtain the park dedication requirements. Also establishes that the fair market value (as established by an appraiser) will be used in a cash payment in lieu of land situation. Park Boundary markers will be required at every other lot corner where lots abut park land.
- Reference is made to Section 736 of the Zoning Ordinance which requires one tree to be planted in the front yard of each new home and the front yards to be sodded and the rear yards to be sodded or seeded.
- A section has been added for specifics regarding the Developer’s Agreement requirements.
- A revised section for Minor Subdivisions was written to fit with state statute. Minor subdivisions are applicable when a previously platted lot is split into no more than two lots or to consolidate two previously platted lots into a single lot. These are handled administratively by staff with no Planning Commission or Council action needed
- A section on “grounds for denial” of a proposed subdivision was added as required by state statute.

Kay Wilcox noted that on Page 33 of the proposed Subdivision Ordinance, there was an incorrect reference to “parks committee” when it should read “Park Board”.

Planning Director Ondich noted that he would make the change.

Commissioner Peltier asked about Private Roads and if the City would consider taking them over in the future and if the City had any jurisdiction over them.

Planning Director Ondich stated that in the proposed Subdivision Ordinance private roads are not permitted for a number of reasons. He stated that among the reasons are that private

roads are typically constructed within inadequate right of way width and not constructed to a public street standard.

It was moved by Peltier, seconded by Gilman to schedule a public hearing on the proposed subdivision ordinance at the February 24, 2010 Planning Commission Meeting. Motion carried (5-0).

## **7. Miscellaneous**

The following miscellaneous items were reviewed:

- A. 2009 Summary of Growth Statistics – Planning Director Ondich reviewed with the Planning Commission the 2009 Summary of Growth Statistics Report.
- B. 2010 Meeting Schedule – Planning Director Ondich reviewed with the Planning Commission the 2010 Meeting Schedule.
- C. Walgreen's Update and StarTribune Article – Planning Director Ondich reviewed with the Planning Commission an article from the StarTribune about Walgreen's beginning to offer fresh foods and prepared meals at its stores. He also stated that the latest word on the opening date for Walgreen's is March 1, 2010, but that the date was not set in stone.

## **8. Adjournment**

The meeting was adjourned at 7:38 PM by order of Chairman Gengel.

Respectfully submitted,

A handwritten signature in black ink that reads "Kenneth D. Ondich". The signature is written in a cursive, flowing style.

Kenneth D. Ondich  
Planning Director