

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, October 27, 2021**

**1. Call Meeting to Order**

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer with the following members present: Ann Gengel and Mike Uttenhove. Absent were Shawn Ryan and Paul Tupy.

City Staff Present: Ken Ondich – Planning / Community Development Director

**2. Approval August 25, 2021 Regular Meeting Minutes**

It was moved by Uttenhove, seconded by Gengel, to approve the August 25th, 2021 regular meeting minutes as submitted. Motion carried (3-0).

**3. Old Business**

None.

**4. New Business**

**A. Request for Preliminary and Final Plat of Sindelar Addition – 3 Lot Plat Paddy O’Properties, LLC - Applicant**

Planning Director Ondich presented the staff report. He stated that Paddy O’Properties, which is owed by Pat Sullivan, applied for preliminary and final plat approval of Sindelar Addition which is a 3-lot plat on 0.89 acres which is a plat containing land which was previously platted in Philipps Second Addition. He stated that the existing home at 501 2<sup>nd</sup> Ave. NW will remain on Lot 2 while the two new lots are intended for sale to Habitat for Humanity for future home construction. He stated that the property is zoned RL-84 Single Family Residential which requires lots of 8,400 sq. ft. and 60’ lot width, which is met by the proposed lots with minor revisions to the lots and easements and additional ROW required by the city along both 2<sup>nd</sup> Ave. NW and 4<sup>th</sup> Street NW. He noted that a private easement for private water and sewer services is also necessary over lot 2 for the benefit of lot 3 which currently does not have utility service stubs. He stated that 4<sup>th</sup> Street NW is not required to be paved and was partially improved in 2011 with draintile and geotextile fabric and that if the property owners wanted to petition in the future for its paving, that could be petitioned for in the future. He noted that a fence along 4<sup>th</sup> Street NW must be removed and that development fees are due for the sidewalk fee, electric

service re-routing and park dedication. He stated that staff recommends approval of the preliminary and final plat of Sindelar Addition with the findings and conditions listed in the staff report.

The public hearing was opened at 6:49PM.

Pat Sullivan, owner/applicant of Paddy O'Properties and resident at 500 Kennedy Ave. NW, stated that proposed lot three would be the first to be sold to Habitat for Humanity so that he can get the utilities installed with a possible summer build for the new home. He added that lot one would likely not be built on for two years and that if Habitat ended up not buying it, it would be an easier sell to an outside party in the future and already has water and sewer stubs installed.

Chair Meyer asked if rear alley access could be provided to the lot from the north.

Planning Director Ondich stated that there is not any platted alley access from the north and that what looks like an alley is just a private driveway off 5<sup>th</sup> Street NW.

The public hearing was closed at 6:53PM.

A motion was made by Uttenhove, seconded by Gengel, to recommend approval of the Preliminary and Final Plat of Sindelar Addition in the RL-84 Single Family Residential Zoning District, with the following findings:

1. The plat complies with the purpose and intent of the New Prague Comprehensive Plan and Subdivision Ordinance.
2. The plat provides for an oversized lot to be divided to maximize its development potential in an area of the city with existing public infrastructure already in place.

And the following conditions:

1. Approval is granted in general accordance with the Preliminary Plat submittal dated 9/30/21 on file with the New Prague Planning Department.
2. Approval is granted in general accordance with the Final Plat submittal dated 9/30/21 on file with the New Prague Planning Department.
3. The Final Plat must be recorded within 90 days of the date of the City Council granting approval per Chapter 051 (E) of the Subdivision Ordinance.
4. Approval is subject to all requirements of the City Attorney as noted in their Title Opinion letter dated 10/20/21.
5. A Wetlands Conservation Act "Certificate of No Loss or Exemption" must be filed prior to the final plat approval.
6. The developer is responsible for the cost and installation of the required private water, sewer and electric services to the two new lots being created.
7. The private water and sewer services to Lot 3 must be reviewed and approved by the City prior to construction, a digging permit obtain for digging in the ROW, as well as be inspected during construction to ensure compliance with city requirements, including restoration of 2<sup>nd</sup> Ave. NW where the connections are made.

8. A private easement is required over a portion of Lot 2 in favor of Lot 3 to accommodate private water and sewer service lines to Lot 3.
9. Revisions must be made to the plat including reducing the public easement width between Lot 1 and Lots 2/3 to 10' south of the dividing lot line and 5' north of the dividing lot line and increasing the rear easement width on Lot 1 to 10'.
10. An additional 10' of ROW must be dedicated on the plat along both 2<sup>nd</sup> Ave. NW and 4<sup>th</sup> Street NW.
11. The existing chain link fence along the north side of 4<sup>th</sup> Street NW must be removed as it does not meet current setbacks and causes an issue with maintenance of 4<sup>th</sup> Street NW.
12. 4<sup>th</sup> Street NW is not required to be paved at this time, however similar to the section of 4<sup>th</sup> Street NW to the west, the property owners may wish to petition for its paving at some point in the future.
13. The total park dedication owed is \$1,382.24.
14. A sidewalk fee of \$50 per new lot is owed for a total of \$100.
15. A \$400 fee is owed to re-route the electric service to the existing house so that it no longer crosses over the proposed Lot 3.

Motion carried (3-0).

## 5. Miscellaneous

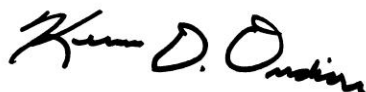
The following miscellaneous items were reviewed as information only:

- A. Monthly Business Update – Planning Director Ondich provided the Monthly Business update to the Planning Commission that had been provided to the EDA earlier in the month.
- B. 2020 Census Update – Planning Director Ondich provided the Planning Commission with the 2020 Census information which noted an increase in the City's population of 841 residents, but that staff has concerns about the total as the number of housing units was lower than anticipated based on the actual 2010 housing units and the number of units constructed over the last 10 years, with many being noted as being vacant. He stated that official appeal time period would not begin until January 2022 and that details on the appeal process had not yet been released.

## 6. Adjournment

A motion was made by Gengel, seconded by Uttenhove, to adjourn the meeting at 7:03pm. Motion carried (3-0).

Respectfully submitted,



Kenneth D. Ondich  
Planning / Community Development Director