

Meeting Minutes
New Prague Planning Commission
Wednesday, March 23, 2022

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: Paul Tupy, Mike Uttenhove, and Shawn Ryan. Absent was Ann Gengel.

City Staff Present: Ken Ondich – Planning / Community Development Director and Joshua Tetzlaff – City Administrator

2. Approval February 23, 2022 Regular Meeting Minutes

It was moved by Tupy, seconded by Ryan, to approve the February 23, 2022 regular meeting minutes as submitted. Motion carried (4-0).

3. Old Business

A. GreenStep City Presentation – Chris Meyer

Chris Meyer, Southeast CERT Coordinator, was present via GoToMeeting in order to provide information about the GreenStep City program for the Planning Commission as background information as they consider acting as the coordination team if the City Council moves forward with joining the GreenStep program.

Commissioner Ryan inquired about the state's involvement in the program from funding to staffing and if the program may end up becoming a mandate.

Ms. Meyer indicated that the program is about providing resources and recognition to cities for participating in programs and that it's completely voluntary and cities can join and leave the program at any time. She stated that Kristin Mroz with GreenStep could provide more detailed budget information if needed.

Commissioner Ryan indicated that he like the overall idea of the program but is leery of long-term implications of the program becoming mandates.

The Planning Commission indicated to Administrator Tetzlaff that they would be willing to serve as the coordination team.

Administrator Tetzlaff indicated he would bring the topic to the City Council for consideration over the next month or so.

4. New Business

A. Request for Variance #V1-2022 – Front Yard Setback from 30’ to 28’ for Attached Garage Addition at 503 Liberty Lane Stephanie Gill - Applicant

Planning Director Ondich presented the staff report. He stated that the property owner is seeking a variance from the 30’ front setback to 28’ in order to construct an attached garage addition at 503 Liberty Lane. He stated that the home was constructed in 1991 which required a 30’ front setback. He stated that the existing home is located at only 28’ to the front property line, but there is no variance of record for the property. He stated that the proposal would add a third garage stall to the east which would be no closer to the front lot line than the existing attached garage. He stated that the applicant proposes to keep a large tree in the front yard on the side where the garage addition is proposed. He stated that the property is zoned RL-90 Single Family Residential and was platted in 1987 and is of a more modern area of zoning and lot size regulations. He stated that the subject home and two other homes on Liberty Lane were constructed at less than the 30’ setback requirement with no variances of record. He stated that the backyard of the subject home abuts Liberty Park Apartments which is zoned RH High Density Residential Zoning. He stated that staff recommends approval of the variance request with the findings listed in the staff report.

A motion was made by Ryan, seconded by Tupy, to recommend approval of Variance #V1-2022 from the required 30’ front setback to 28’ to allow for an attached garage addition located at 503 Liberty Lane for the following reasons:

- A. The requested variance to allow the construction of an attached garage addition to be located no closer to the south (front) property line than the existing attached garage at 28’ is in harmony with the general purposes and intent of this Ordinance because attached garages are a permitted use in the RL-90 Single Family Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because the subject property including the home and attached garage addition are a permitted use in the RL-90 Single Family Zoning District and provides for a larger and more usable attached garage which will add value to the subject property.
- C. The applicant will continue to use the property in a reasonable manner as the only change will be an attached garage addition that will be constructed no closer to the south (front) property line than the existing attached garage at 28’ instead of the ordinance required 30’.
- D. Unique circumstances apply to this property which do not generally apply to other properties in the vicinity because while the home was constructed of an era that would have required it to be built at 30’ from the front property line, it does not meet the minimum 30’ setback and two other homes on the block

also do not meet the 30' front setback despite previous variances not being issued. That said, the proposed garage addition would not encroach into the front setback more than the existing home and due to the curve in the front lot line, the encroachment lessens as the addition gets closer to the east side lot line.

- E. The variance does not alter the essential character of the neighborhood because the existing home is already encroaching 2' into the required 30' front setback and the garage addition would not encroach any further and also noting that two other homes on the block also do not meet the minimum 30' front setback.
- F. The variance requested is the minimum variance which would alleviate the practical difficulty because it would allow the attached garage addition to be constructed in line with the same front setback that the existing attached garage is constructed to.

Motion carried (4-0).

5. Miscellaneous

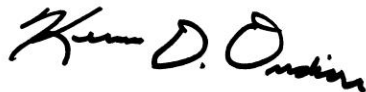
The following miscellaneous items were reviewed as information only:

- 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.

6. Adjournment

A motion was made by Ryan, seconded by Uttenhove, to adjourn the meeting at 7:06 pm. Motion carried (4-0).

Respectfully submitted,



Kenneth D. Ondich
Planning / Community Development Director