

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, September 28, 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 Brandon Pike, Ann Gengel, Shawn Ryan and Jason Bentson. None were absent.

City Staff Present: Ken Ondich – Planning / Community Development Director and Kyra Chapman – Planner

**2. Approval of Meeting Minutes**

**A. August 24th, 2022 Regular Meeting**

It was motioned by Ryan, seconded by Pike, to approve the August 24<sup>th</sup> regular meeting minutes as submitted. Motion carried (5-0)

**3. OLD BUSINESS**

**A. None.**

**4. NEW BUSINESS**

**A. Concept Review of Zoning Ordinance Amendment – Limited Retail in I-1 Light Industrial Zoning District  
City of New Prague – applicant**

Planner Chapman presented the staff report. She explained that the within the past few weeks, companies that were interested in the purchasing of land in the I-1 Light Industrial District, wanted to provide accessory retail sales in the district. However, under Zoning Ordinance Section 611, I-1 Light Industrial District does not allow retail sales to be conducted in this zoning district. As such, staff has drafted a proposed zoning ordinance amendment that would allow retail sales as a conditional use in the I-1 Light Industrial District by limiting retail sales to 30% or less of the gross floor area of the building.

Planning Director Ondich clarified that the amendment would not change industrial use but would rather allow retail sales related to the main manufacturing/industrial business. For example, if the proposed amendment was adopted, breweries could have gift shops or shooting ranges could sell firearms and ammo which would currently not be permitted.

Planning Director Ondich explained that the purpose of presenting the proposed zoning amendment to the Planning Commission is to receive feedback to direct further research and adjust the language in the proposed amendment. A public hearing will be scheduled for the October 26<sup>th</sup> Planning Commission meeting to discuss the revised amending language. Planning Director Ondich doesn't foresee any requests from businesses to conduct retail sales in the I-1 Light Industrial until 6 months to a year from now.

From the proposed amendment's language, Pike argued that if a 100,000 sq ft building was erected in the I-1 Light Industrial District, a retail store such as Walgreens could use 30,000 sq ft for retail use. Pike asked if the amending language could limit retail use to tenant space rather than limiting to a building. Pike additionally inquired if a zoning map could be presented during the public hearing so community members could visualize the I-1 Light Industrial District.

Planning Director Ondich explained that the amending language in the proposed amendment was based on the other cities' zoning language. The proposed zoning amendment could include language that limited retail use per tenant instead. He also explained that a zoning map could be provided at the public hearing. Planning Director Ondich presented the zoning map to the Planning Commission and indicated that the I-1 Light Industrial District is located in northern western half of the city and represented in a purplish pink color.

Ryan asked if the zoning amendment could reduce accessory retail sales to 25% of the floor area as opposed to 30% and if the zoning amendment could prevent retail sales from exceeding a certain square footage.

Planning Director Ondich explained that floor area percentage could be adjusted and that a square footage maximum could be established.

Ryan inquired if a business wanted to surpass the square footage or floor area, if it could be brought to the Planning Commission.

Planning Director Ondich replied that that would be considered a variance request if a business wanted to exceed the retail sales size limitation. In that case, the business would have to apply for a variance before applying for a conditional use permit.

A motion to schedule a public hearing at the October 26<sup>th</sup> Planning Commission meeting was made by Pike and seconded by Ryan.

Motion carried (5-0).

## **5. Miscellaneous**

The following miscellaneous items were reviewed as information only:

### **A. Comprehensive Plan RFP Update**

Planning Director Ondich updated the Planning Commission on the progress of the Comprehensive Plan. He explained that most of the metro area cities have already made their Comprehensive Plans, therefore, firms may want to help draft New Prague's Comprehensive Plan. The deadline for firms to apply is October 5<sup>th</sup>, 2022. In the following weeks, Planning Director Ondich and Planner Chapman will listen to each firms' proposals and keep the Planning Commission informed on the selection process. Staff intends to present their recommendations to the City Council in November and have the Comprehensive Plans completed by the end of 2023.

## **B. Monthly Business Updates**

Planning Director Ondich presented the Monthly Business Updates. Within the past week, the City has received four new home permits. By the end of October, there will be a total of 14 new home permits, which is lower than the predicted 20 new homes by the end of the year. The new homes will be the Scott County Community Development Agency's Community Land Trust homes, which are more affordable than traditional homes. Community Land Trust means that the homeowner owns that house but not the land it is on. The homeowner must still take care of the land such as mowing or plowing.

## **6. Adjournment**

A motion was made by Pike, seconded by Ryan, to adjourn the meeting at 7:03 pm. Motion carried (5-0).

Respectfully submitted,



Kyra J. Chapman  
Planner