

# Planning Commission Meeting Agenda,

Monday, February 1, 2021 - 6:00 PM  
Cologne Community Center, 1211 Village Parkway

**VIRTUAL MEETING URL:** <https://us02web.zoom.us/j/4240249600>

**To access the meeting through your telephone, dial (312) 626-6799 and enter meeting ID #424 0249 600**

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## **Vision Statement**

***The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.***

Chairperson: Larry Revering  
Commissioner: Bernie Shambour  
Commissioner: Carol Szaroletta  
Commissioner: Vickie Selness  
Commissioner: Vacant

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**NOTE: AGENDA ITEMS ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE ARRIVE AT 6:00 PM.**

- 1. CALL MEETING TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. NEW BUSINESS**
  - a. January 4, 2021 Planning Commission Minutes
  - b. Jenn Brewington - Planning Commission Applicant Introduction
  - c. Jensen Decorative Concrete Sign Permit Application
  - d. Nancy Williams, 200 Edward Ave N - Zoning Complaint
- 5. ANNOUNCEMENTS**
- 6. ADJOURN**

# Planning Commission Meeting Minutes,

Monday, January 4, 2021 - 6:00 PM  
Cologne Community Center, 1211 Village Parkway

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## **Vision Statement**

***The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.***

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## **1. CALL MEETING TO ORDER & ROLL CALL**

Chairperson Revering called the meeting to order at 6:00PM with Commissioners Selness, Shambour and Szaroletta present. Also present were City Administrator – Jesse Dickson, City Clerk – Michelle Morrison.

## **2. ADOPT AGENDA**

Motion by Commissioner Szaroletta to adopt the agenda as presented, second by Commissioner Shambour. Motion carried unanimously.

## **3. NEW BUSINESS**

### **a. December 7, 2020 Meeting Minutes**

Motion by Commissioner Szaroletta to approve the October 5, 2020 minutes as presented. Second by Commissioner Selness. Motion carried unanimously.

## **4. ANNOUNCEMENTS**

The Commissioners discussed progress on the Winkler Crossing 3<sup>rd</sup> development and the current vacancy on the Planning Commission.

## **5. ADJOURN**

Motion by Commissioner Szaroletta to adjourn at 6:22 PM, second by Commissioner Selness. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle M Morrison, City Clerk

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Larry Revering, Chairperson



**COLOGNE PLANNING COMMISSION  
CANDIDATE QUESTIONNAIRE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Thank you for your interest in the Cologne Planning Commission position. We are requesting some information to assist us in reviewing your qualifications related to this position. Please complete this questionnaire and return it to Jesse Dickson by email: [jessed@colognemn.com](mailto:jessed@colognemn.com) or by mailing it to Cologne Planning Commission, PO Box 120, Cologne, MN 55322 or dropping it off at City Hall, 1211 Village Parkway, Cologne, MN no later than 4:30 pm on the date listed below. Please provide your responses on this form. Direct any inquiries about this questionnaire, including any difficulties meeting the deadline, to Jesse Dickson at the above email address or by phone at (952)466-2064, ext. 104.

QUESTIONNAIRE DUE BY: Thursday, January 30th, 2020

1. How long have you lived in Cologne? \_\_\_\_\_

2. What is your occupation? Where do you work? \_\_\_\_\_

\_\_\_\_\_

3. How will your professional work experience help you as a Planning Commission member?

4. What attracts you to the Cologne Planning Commission position? (Limit 300 words)

5. What do you think are the major issues facing the City?
6. Where do you see the City of Cologne in 10 years? (Limit 300 words)
7. What are the first three things you would do to build credibility with the Community? (Limit 300 words)
8. Please describe and business holdings or financial interest you or any member of your family may have with any business, developer or landholder that could create a conflict of interest for you in the role of Planning Commission member.

## SIGN PERMIT ADDENDUM

COPY

**SIGN PERMIT INFORMATION** – Complete this section only if you are requesting a sign permit. Attach additional sheets or documentation if necessary. Sign design standards are relative to specific zoning districts. The design standards for specific zoning districts are available upon request.

Description of Sign(s) Requested – Please describe your proposed sign(s):

- Company Logo -  
Jensen Decorative Concrete Inc

Type of Sign: Metal with frame

Dimensions of Sign: 3' x 9'

Height of Sign: 12'

Name of the person/company that will be erecting the sign: David Jensen

Work to begin on or after already installed and to be completed on or before \_\_\_\_\_.

Please attach a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground. \* Jesse has pictures of installation

Please attach a site plan showing the location of the proposed sign.

Please submit a check per sign request payable to the "City of Cologne". Check with the City Clerk for the applicable fee. ✓

Except for maintenance, any substantial alteration, replacement of the business message, or relocation of a sign constitutes a new sign, requiring an additional fee. ✓

All sign installations for which a building permit is required are subject to inspection by the building inspector to ensure that such signs are safely secured, supported, and braced.

Please report to the City when work is complete. Already installed

I understand the standards for sign permits and hereby submit my application for a sign permit.

Applicant's Signature David Jensen Date 1/14/21

PD \$60.00  
ck # 5106 1-14-2021





## § 153.077 SIGN REGULATIONS.

(A) *General provisions.* Signs that are permitted by this chapter shall meet the following requirements:

(1) A sign is a structure or a part of a structure for the purpose of applying yard and height requirements.

(2) Except as specifically permitted herein, no signs shall be permitted within public rights-of-way other than authorized public street signs, public safety and public informational signs, and city-authorized civic signs and seasonal decorations.

(3) Electronic messaging signs (electronic changeable message, electronic graphic display, video display, or any other electronic message display) are permitted on-site advertizing signs, according to specific dimensional standards and criteria for signs in the C-1, C-2, C-3, I-1, and P/I Zoning Districts, and subject to the following requirements:

(a) The electronic display background color tones, illumination intensity, lettering, logos, pictures, illustrations, symbols, and any other electronic graphic or video display for advertising signs shall not change at intervals less than 15 minutes;

(b) The maximum duration of the transition of the electronic image or message change shall be no more than two seconds;

(c) All electronic messaging signs must be equipped with a default mechanism that will stop the messaging or freeze the image in one position when a malfunction in electronic programming occurs;

(d) Small electronic messaging signs that are pedestrian-oriented, customer service signs and not highway-oriented general advertizing signs, such as drive-through restaurant menu boards and gas pump dispenser information, are not subject to restrictions on the frequency of message change intervals or default equipment; and

(e) Time or temperature signs or similar non-commercial, non-message-content, public information signs are not subject to restrictions on the frequency of message change intervals or default equipment.

(4) Illuminated signs shall be permitted in the C-1, C-2, C-3, I-1, and P/I Zoning Districts, provided such external illumination source is shrouded and not directed toward public rights-of-way or adjacent property, or such signs are illuminated by an internal light source. The source of sign illumination may not blink, flash, change in illumination intensity, or otherwise change in outward appearance.

(5) Business signs shall not be painted, attached, or in any manner affixed to trees, rocks or similar natural surfaces.

(6) No signs of any type will be painted directly on to the roof or the sides of a building.

(7) Signs which interfere with the ability of vehicle operators or pedestrians to see traffic signals, or which impede the vision of traffic by vehicle operators or pedestrians are prohibited.

(8) Signs shall not project above the roofline of any structure.

(9) No sign shall obstruct any window, fire escape or opening intended to provide entry or exit to any structure or building or public way.

(10) Campaign signs posted by bona fide candidates for political office or by a person or group promoting a political issue for a candidate may be placed in any district subject to the requirements of the district. Campaign signs may be posted for a period not to exceed 60 days and shall be removed within seven days following the date of the election.



(11) Temporary banners and pennants employed for grand opening of business establishments, special events and holidays shall be removed within 14 days after such an opening, event or holiday. Banners or pennants which are an integral part of the design or architecture of a building are permitted.

(12) One temporary identification sign, setting forth the name of the project, architect, engineers, contractors, planners and financing agencies, may be installed at a construction site in any district for the period of construction. The sign area of a temporary identification sign shall not exceed 35 square feet.

(13) In any district, one temporary real estate sign may be erected for the purpose of advertising the lease or sale of property upon which it is placed. Only one such sign shall be permitted per street frontage.

(a) Such sign shall be removed within seven days following lease or sale.

(b) The maximum size of such signs for each district is as follows:

Residential Districts	10 sf
Agriculture and Public/Institutional Districts	25 sf
Commercial/Industrial Districts	32 sf

(14) Temporary real estate advertising signs may be erected for the purpose of selling or promoting a residential project of five or more dwelling units or any new residential project provided:

(a) Such sign shall not exceed 50 square feet in area and have a maximum height of ten feet.

(b) Maximum number of said temporary real estate advertising signs shall not exceed two in number.

(c) Maximum distance between said advertising signs is 500 feet.

(d) Such signs shall be removed when the project is 75% complete, sold, or leased.

(e) Such signs shall be located no closer than 150 feet to a pre-existing residential dwelling unit.

(f) Information regarding the size and location of said temporary real estate advertising signs must be transmitted to the zoning officer prior to the issuance of the building permit.

(15) Portable/temporary advertising signs are prohibited in all districts except as specifically authorized below.

(a) Portable/temporary advertising signs are coincidental to or used in conjunction with a civic, school, or church function.

(b) Portable/temporary advertising signs are allowed three times per year per business for grand openings, anniversaries, holidays, or other special events.

(c) The period of use for any portable/temporary advertising sign shall not exceed ten consecutive days.

(d) Prior approval by the Planning Commission or its designee shall be required for the use of any such portable/temporary advertising sign.

(e) Portable/temporary signs shall not exceed 64 square feet in area and shall not be located in public rights-of-way or any location obstructing vehicular visibility.

(f) Temporary retail product advertizing signs that are no larger than four square feet in area and are attached to buildings, gas pumps, or authorized outdoor product displays are exempt from the restrictions in divisions (a) through (e) above.

(16) One address sign shall be required per building in all districts.

(17) Signs are permitted on window or door awnings provided the sign area does not exceed district dimensional standards for total wall area signs or lettering size and the awnings do not extend above the height of the wall.

(18) Signs located on the interior of a building and not visible from the exterior are exempt from the provisions of this chapter.

(19) A comprehensive sign plan is required at the time of Planning Commission review of any proposed commercial or industrial development. The plan shall indicate the location, size, height, color, lighting and orientation of all proposed signs and shall be submitted for approval pursuant to the regulations of the city.

(20) Legal nonconforming signs may not be expanded or intensified but may be continued through repair, maintenance, restoration, or replacement, unless:

(a) The sign is discontinued for a period of more than one year (discontinued shall mean the use or business associated with the sign with the sign has been discontinued for a period of more than one year); or

(b) The sign is destroyed by fire, neglect, or other peril to the extent of greater than 50% of its market value, and no building permit has been applied for within 180 days of when the sign was damaged.

(B) *District regulations.* In addition to those signs permitted in all districts, signs as herein designated shall be permitted in each specified district and shall conform as to size, location and character according to the requirements herein set forth.

(1) The following signs are permitted in the Agriculture, Residential, Public/Institutional and Planned Unit Development Districts.

(a) Name plate signs: One sign not to exceed two square feet in area for each single family detached dwelling or six square feet in area for each multiple family building. The nameplate shall indicate only name and address.

(b) Park, recreational, and agricultural signs: one freestanding sign per street frontage for each above use in the districts, provided the sign shall not exceed 24 square feet in area and shall not be placed closer than ten feet to any street right-of-way, and shall not exceed ten feet in height.

(c) Area identification sign: One sign not to exceed 24 square feet in area for each planned residential district entrance, provided said sign is not placed within ten feet of any street right-of-way and not in exceed of ten feet in height.

(d) Public, medical, religious, cultural, and educational building signs:

1. One freestanding sign for each permitted use in the Public and Institutional District, provided the sign shall not exceed 80 square feet in area and shall not be placed closer than ten feet to any street right-of-way or property line, and shall not exceed 20 feet in height. The freestanding sign for a public or institutional use with multiple principal buildings shall not exceed 24 feet in height.

2. Wall signs are permitted on each wall with street frontage, provided such signs do not exceed 10% of the wall area or up to 64 square feet in area, whichever is smaller. The plane of the wall sign must be affixed to and parallel with the wall. The average height of individual lettering on wall signs shall not exceed 15% of the height of the wall area the sign is affixed to or a maximum of 24

inches in height, whichever is less. The Planning Commission may vary the maximum lettering height if it is determined such lettering is not out scale with the total wall area or building facade or in instances where such wall signs face major roadways rather than local streets. Exceptions to lettering height may also be considered for first and last letters of a sign, for logos, or for emblems.

3. One off-premises sign is permitted for each public, medical, religious, cultural, and educational building that is located within a Planned Unit Development District, with dimensional standards as allowed in division 1. above, provided the use and the location of the off-premises sign are part of the same approved Planned Unit Development.

(2) The following signs are permitted in the C-1 Convenience Commercial, C-3 General Commercial, and I-1 Industrial Park Districts:

(a) *Businesses*. Businesses may have a maximum of one freestanding sign per building and one wall sign per wall with street frontage, or no freestanding sign and two wall signs.

(b) *Wall signs*.

1. Wall signs are permitted on each wall with street frontage, provided such signs do not exceed 10% of said wall area or up to 64 square feet in area, whichever is smaller. Wall signs may include individual signs for multiple businesses located within the same structure, provided such signs are similar in size, complementary in nature, and collectively do not exceed the maximum sign area permitted on a wall. The plane of the wall sign must be affixed to and parallel with the wall.

2. The average height of individual lettering on wall signs shall not exceed 15% of the height of the wall area the sign is affixed to or a maximum of 24 inches in height, whichever is less. The Planning Commission may vary the maximum lettering height if it is determined such lettering is not out scale with the total wall area or building facade or in instances where such wall signs face major roadways rather than local streets. Exceptions to lettering height may also be considered for first and last letters of a sign, for logos, or for emblems.

(c) *Freestanding signs*. One freestanding sign is permitted per structure provided, the sign does not exceed 80 square feet in area and 20 feet in height and is placed no closer than ten feet from any street right-of-way. Any structure with multiple tenants and proposed multiple tenant advertising may expand the allowable sign area to 100 square feet.

(d) *Area identification signs*. One area identification sign is permitted per commercial or industrial development approved by the city as a single development and containing four or more lots or detached business structures. Area identification signs shall not exceed 64 square feet in area and 20 feet in height, or be placed within ten feet of any street right-of-way.

(3) The following signs are permitted for commercial structures in the C-2 Central Business District:

(a) *Wall signs*.

1. Wall signs are permitted on each wall with street frontage, provided such signs do not exceed 10% of the wall area or up to 64 square feet in area, whichever is smaller. Wall signs may include individual signs for multiple businesses located within the same structure, provided such signs are similar in size, complementary in nature, and collectively do not exceed the maximum sign area permitted on a wall. The plane of the wall sign must be affixed to and parallel with the wall.

2. The average height of individual lettering on wall signs shall not exceed 15% of the height of the wall area the sign is affixed to or a maximum of 24 inches in height, whichever is less. The Planning Commission may vary the maximum lettering height if it is determined such lettering is not out scale with the total wall area or building facade or in instances where such wall signs face major roadways rather than local streets. Exceptions to lettering height may also be considered for first and last letters of a sign, for logos, or for emblems.

(b) *Projecting signs.* One projecting sign is permitted on each wall with street frontage, provided such sign does not extend more than three feet from the plane of the wall, the bottom of such sign is located at least eight feet above the ground elevation where the sign is placed, and such sign does not exceed 18 square feet in area.

(c) *Freestanding signs.* One freestanding sign is permitted per structure, provided the sign does not exceed 80 square feet in area and 20 feet in height and is placed no closer than ten feet from any street right-of-way. No building on property with a freestanding sign shall also be entitled to a projecting sign.

(C) *Site plan approval.* All signs, except temporary signs and address signs, require Planning Commission site plan review according to § 153.017. Upon approval by the Planning Commission and the payment of all city fees, the City Clerk may issue a sign permit.

(D) *Maintenance and repair.* All signs shall be maintained in a safe and aesthetic condition at all times.

(Ord. 150, passed 2-22-2000; Ord. passed 3- -2007; Am. Ord. 150-P, passed 9-8-2009; Am. Ord. 150-Y, passed 1-7-2019)