

# Planning Commission Meeting Agenda,

Tuesday, September 7, 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.***

Chairperson: Larry Revering  
Commissioner: Bernie Shambour  
Commissioner: Carol Szaroletta  
Commissioner: Vickie Selness  
Commissioner: Jenn Brewington

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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. OLD BUSINESS**
- 5. NEW BUSINESS**
  - a. August 2, 2021 Planning Commission Minutes
  - b. August 24, 2021 Planning Commission Workshop Minutes
  - c. Jared Brewington RoW Vacation Request
  - d. 218 W Lake St IUP Amendment Application
    - i. 218 W Lake St IUP Amendment Application
    - ii. 218 W Lake St Site Plan 6-7-21
    - iii. Collaborative Planning Memo 7-6-21
    - iv. Staff Memo - CCWMO Site Visit
    - v. CCWMO Topsoil Requirements
- 6. ANNOUNCEMENTS**
- 7. ADJOURN**

# Planning Commission Meeting Minutes

Monday, August 2, 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 6:00 PM with Commissioners Brewington, Selness, Shambour and Szaroletta present. Also present were City Administrator – Jesse Dickson, City Clerk – Michelle Morrison and City Planner Cindy Nash.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

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

## **4. OLD BUSINESS**

## **5. NEW BUSINESS**

### **a. July 6, 2021 Planning Commission Minutes**

Motion by Commissioner Selness to approve the July 6, 2021 minutes as presented, second by Commissioner Brewington. Motion carried unanimously.

### **b. 218 W Lake St IUP Amendment Application**

- i. 218 W Lake St IUP Amendment Application
- ii. 218 W Lake St Site Plan 6-7-21
- iii. Collaborative Planning Memo 7-6-21
- iv. Staff Memo - CCWMO Site Visit
- v. CCWMO Topsoil Requirements

Administrator Dickson updated the Commission on the Site Visit with the Carver County Water Management Organization and recommendations that were discussed concerning drainage issues and erosion control at the property. Ms. Nash noted that no new site plan has been received which leaves the Commission with a decision on how to move forward. Options to consider include: 1) let it go another month with Ms. Nash sending a letter extending the time frame for review and see if Mr. Jensen brings anything forward for the September meeting, or 2) the Commission could recommend that because Mr. Jensen is not making progress, they could ask Ms. Nash to bring back a recommendation for denial with the findings of fact along with a proposed revocation of the existing permit, or a hybrid option 3) where you move towards a denial at the September meeting unless he brings something. The commissioners discussed the options and disappointment that affected individuals were not present at this meeting. Motion by Commissioner Szaroletta to table the Amendment Application until the September 7 Planning Commission meeting with the understanding that Ms. Nash and Mr. Dickson will communicate to Mr. Jensen that a revised site plan must be submitted prior to the meeting, or the recommendation will be to deny the IUP Amendment, second by Commissioner Brewington. Motion carried unanimously.

## **6. ANNOUNCEMENTS**

The Commissioners discussed calling a work session to discuss ordinance updates and set Monday August 23<sup>rd</sup> at 5:30 to meet. City Administrator Dickson updated the Commission on the Hwy 284 project, Highway 212 project and the Winkler 3<sup>rd</sup> progress.

## **7. ADJOURN**

Motion by Commissioner Brewington to adjourn at 7:42 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

# Planning Commission Workshop Minutes

*Monday, August 23, 2021 - 5:30 PM*

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

Chair Revering called the meeting to order at 5:30 PM. Commissioners Brewington, Szaroletta, Selness and Shambour were present. Also present: City Administrator – Jesse Dickson and City Clerk – Michelle Morrison

## **2. COMMISIONER DISCUSSION**

Chair Revering stated that the purpose of the workshop was to discuss potential city ordinance changes related to outdoor lighting and outdoor storage. The two topics were discussed in depth, sharing what other cities have in their ordinances and defining what the ordinance changes should accomplish. Clerk Morrison was asked to summarize the language that the commissioner's wanted to include and send it on to City Planner Cindy Nash to have her research and rewrite the ordinance to accomplish the goals.

## **3. ADJOURN**

Motion by Commissioner Szaroletta to adjourn at 7:15 PM, second by Commissioner Brewington. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle Morrison, City Clerk

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Larry Revering, Chair



## Request to be on Agenda

City of Cologne | PO Box 120 | 1211 Village Parkway | Cologne, MN 55322

Date Submitted: 8/10/21 Planning Commission

Agenda Item: ~~SID~~ REQUEST TO CITY TO SURRENDER  
EASEMENT OF JACOB AVE

Individual's Name: JARED BREWINGTON

Address: 11825 134TH ST COLOGNE

Phone Number: 612.850.2731

Date of Council Meeting: \_\_\_\_\_

Requested Action to be Taken: OWNER (BRICK & BREW PROPERTIES)

REQUESTS THE EAST/WEST SECTION OF JACOB AVE,  
A CURRENTLY AN EASEMENT OF THE CITY, TO  
BE RELEASED TO ADJACENT LAND OWNER.

FINAL RESULT WOULD BE A DEAD-END ON THE  
NORTH/SOUTH SECTION OF JACOB AVE ADJACENT TO

SUBJECT PROPERTY. OWNER HAS SPOKEN TO ADJACENT  
PROPERTY OWNERS (BRAD WOLF, JOHN & SHAWN CONLIN) AND THEY HAVE  
EXPRESSED NO RESERVATIONS TO THIS REQUEST.

Submitting this request does not assure item will be added to the City Council Agenda

OWNER WOULD ALLOW FIRE ACCESS SOUTH ON JACOB AVE  
WITH POSSIBLE SWINGING GATE.











PO Box 120, 1211 Village Parkway  
Cologne, MN 55322  
(952) 466-2064  
www.colognemn.com

## Planning and Zoning Application Form

### GENERAL REQUIREMENTS – Please read before completing the application.

The City will not begin processing an application that is incomplete. You will be notified within seven business days if your application is not complete. Applications deemed complete will be submitted to the City Planner for review. The City Planner will notify the applicant if additional information or modifications are necessary. The applicant is responsible for all information necessary to describe the land use/development request and may be required to submit additional information to fully explain the aspects unique to the request that may not appear on this application. Applicants are encouraged to review the applicable City Code (available at City Hall) related to their request.

Fees and escrow are due at the time an application is submitted (or the application will be considered incomplete). Fees and escrow are listed on the attached sheet. Please note that the applicant is responsible for all planning, legal, engineering, publication, notification, and other expenses related to the application.

Certain applications, such as variances and sign permits, require Planning Commission consideration. Please check with the City Clerk to determine if your application requires Planning Commission consideration. If so, your completed application must be submitted four weeks prior to a regularly scheduled planning commission meeting. Completed applications that are submitted within four weeks of a regularly scheduled planning commission meeting may be considered at the next regularly scheduled meeting if time constraints allow, otherwise they will be considered at the following regularly scheduled meeting.

### APPLICANT INFORMATION

Applicant(s) Derek Jensen - Jensen Decorative Concrete

Property Owner(s) – (if different from applicant) Warren Drissin

Property Street Address 218 W. Lake Street  
Cologne, MN 55322

Applicant Mailing Address (if different from property address)

519 W. Elm Street Norwood, mn 55368

Applicant Telephone (952) 210 - 2692 (day) ( ) - (eve)

Applicant Fax No. ( ) - E-mail jensendecorativeconcrete@gmail

Applicant is: ☐ Owner ☒ Contractor ☒ Other Agent



Type of Request(s):

☐ Site Plan Approval (Bldg permit may also be needed)

(Include Site Plan Review Requirements document)

☐ Variance

(Include Variance Addendum document)

☐ Building Alterations/Additions

(Bldg permit needed)

☐ Other \_\_\_\_\_

☐ Zoning Ordinance Amendment

(Include Zoning Amendment Information document)

☐ Sign Permit

(Include Sign Permit Addendum document)

☒ Interim Use Permit

(Include Interim Use Permit Information document)

☐ Preliminary Plat ☐ Final Plat ☐ Lot Division/Combination

\*\*\*\*Please attach a site plan showing existing and proposed features, including setbacks.\*\*\*\*

Brief description of request

Interim Use ~~Permit~~ Permit modification

Has a similar request on the subject site or any part thereof been previously sought? Yes

If yes, when? early 2020

Access to property \_\_\_\_\_

Project description and background (attach additional sheet(s) if necessary) New building and lighting

I agree that all fees incurred by the City resulting from the review of this request are my responsibility and I will pay them in a timely manner.

Signature of applicant(s) Derek Jensen Date 6/4/2021

If Property Fee Owner is not the applicant, the Applicant must provide written authorization by Property Fee Owner in order to make application.

Signature of owner Warren Date 6/4/2021

\*Warren signed previous Application

\*\*\*\*\*FOR CITY USE ONLY\*\*\*\*\*

Appl. Fee & Escrow \$ \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Ck # \_\_\_\_\_

Completed Application Received on \_\_\_\_\_ by \_\_\_\_\_

Current Zoning \_\_\_\_\_ Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_ PID 40- \_\_\_\_\_

Legal Description \_\_\_\_\_



Site Plan

~ for ~ Derek Jensen  
218 Lake Street W.  
Cologne, MN 55322



PROPOSED IMPERVIOUS COVERAGE:

EXISTING BUILDING:	1,198 S.F.
GRAVEL SURFACE: (ALL TO BE REMOVED)	NA
EXISTING CONCRETE: (NORTH OF R/W LINE)	2,192 S.F.
PROPOSED CONCRETE DR (NORTH OF R/W LINE)	3,693 S.F.
PROPOSED TRUCK GARAGE:	4,800 S.F.
PROPOSED OUTSIDE STORAGE:	3,174 S.F.
IMPERVIOUS TOTAL:	15,057 S.F.
PROPERTY AREA:	35,703 S.F.
IMPERVIOUS COVERAGE:	42.2 %

DESCRIPTION OF PROPERTY AS PROVIDED BY OWNER:

Commencing at a point 100 feet West of the Southeast corner of Outlot No. 2, Village of Cologne, according to the plat thereof on file and of record in the Office of the County Recorder of Carver County, Minnesota, on the South line thereof; thence running Westerly along the North line of U. S. Highway No. 212 and following contour of said highway to a point of intersection on the West line of Conrad Street in the Village of Cologne; thence running Northerly along said West line of said Conrad Street also known as the Westerly line of said Outlot No. 2, to a point 140 feet distance and at right angles from the North line of said highway; thence Easterly parallel to the North line of said highway a distance of 140 feet therefrom to a point 100 feet West of the Easterly line of said Outlot No. 2; thence Southerly 140 feet to the place of beginning situated in Outlot No. 2, Village of Cologne.

EXCEPTING THEREFROM that portion thereof lying within the following described property:

Commencing at a point 100 feet West of the Southeast corner of Outlot No. 2, Village of Cologne according to the plat thereof on file and of record in the office of the County Recorder of Carver County, Minnesota, on the South line thereof; thence running Westerly along the North line of U. S. Highway #212, a distance of 200 feet, thence running North 140 feet, thence running Easterly parallel to the North line of U. S. Highway #212 a distance of 200 feet to a point 100 feet West of the East line of said Outlot No. 2; thence South 140 feet to the place of beginning.

Subject to County State Aid Highway No. 36 and easements of record.

REVISED: 06/07/21 - PROPOSED TRUCK GARAGE, OUTDOOR STORAGE,  
CONCRETE DRIVES, IMPERVIOUS SURFACE.

REVISED: 09/02/20 - FENCE

REVISED: 08/13/20 - FENCE

REVISED: 08/12/20 - GRAVEL PARKING, FENCE, IMPERVIOUS COVERAGE

REVISED: 07/09/20 - BOUNDARY, IMPERVIOUS COVERAGE

I hereby certify that this survey was prepared by me  
or under my direct supervision and that I am a duly  
licensed Professional Land Surveyor under the laws  
of the State of Minnesota.

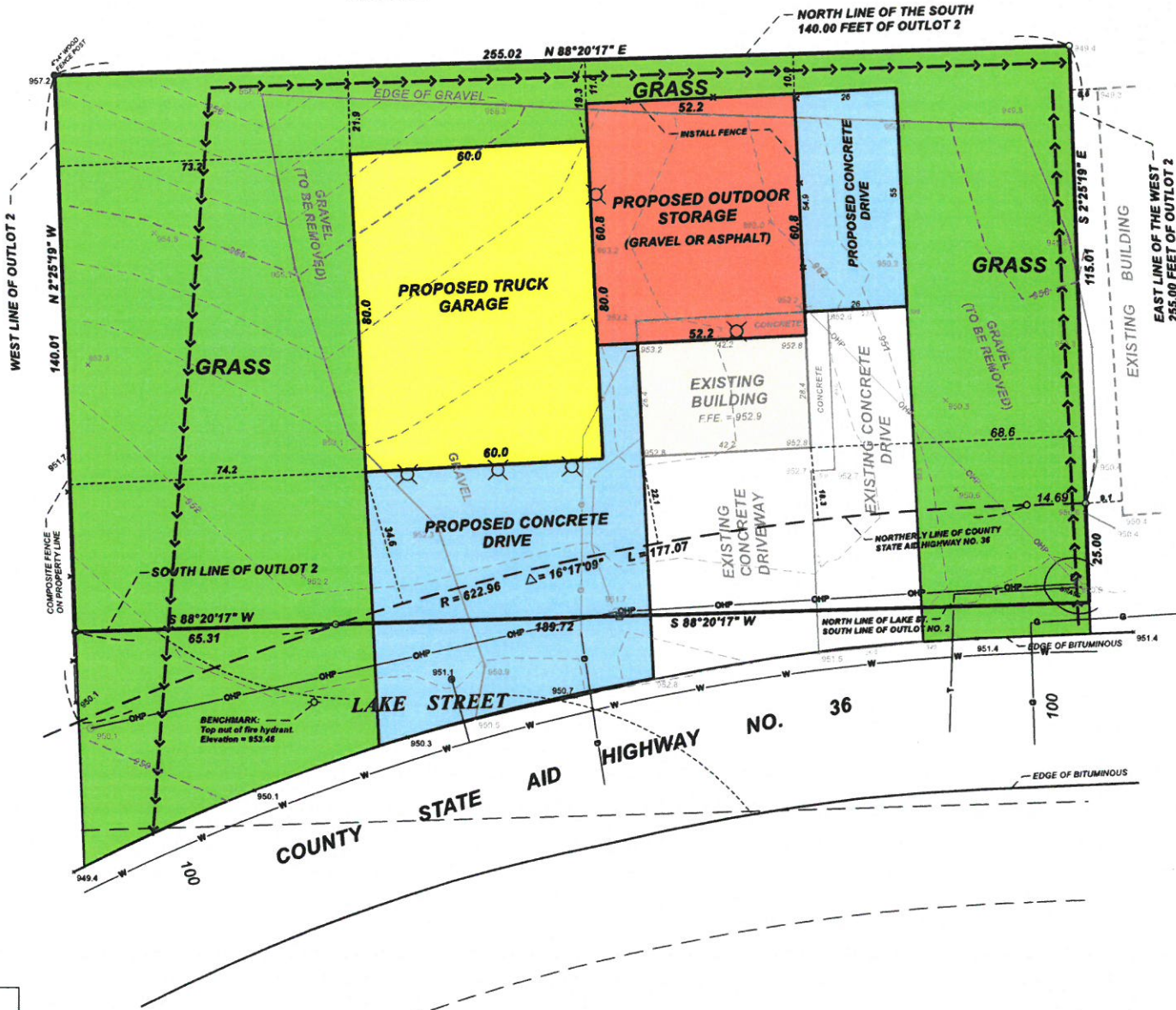
Steven V. Ische 22703 06/26/20  
License No. Date

PROJ. #1804-00

LEGEND

- Found Iron Monument
- Set 1/2" X 14" rebar marked with cap number 22703
- × Spot Elevation
- ⊕ Fire Hydrant
- ⊖ Power Pole
- ⊕ Overhead Power Line
- Curb Stop
- Telephone Pedestal
- W— Watermain
- G— Gas Line
- T— Telephone Line
- Contour Line
- ⊕ Proposed Light
- Direction of Surface Drainage

LAKESIDE ADDITION



PREMIER  
LAND SURVEYING, LLC

1600 Arboretum Blvd., Suite 203  
Victoria, MN 55386  
952-443-3010

# Collaborative Planning, LLC

## Memorandum

To: Planning Commission  
From: Cindy Nash, AICP, EDFP  
Date: July 6, 2021  
Subject: 218 Lake Street West – Interim Use Permit (Amendment)

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### **Overview of Request**

The subject property is a parcel of record consisting of approximately .82 acres. The property is zoned C-2 Central Business District.

An Interim Use Permit was previously granted to this property (copy included in packet). The applicant was not in compliance with that permit, and has requested an amendment to the IUP in order to address future growth of the business including the construction of an additional building. A proposed site plan has been provided.



Outside storage is shown on the site plan inside the fenced area. No outside storage would be permitted in any other areas on the site as they would not be screened.

The site plan identifies an existing building (no expansion proposed), concrete driveway, a new building, fenced outdoor storage area, additional concrete area, and open space/yard.

The property is located in the shoreland overlay district, and a variance was previously granted to permit impervious surface not to exceed 52.1% of the site. The proposed site plan is in compliance with that variance.



### **Recommendation on Interim Use Permit**

If the Planning Commission recommends that the Interim Use Permit be approved, staff recommends that it be subject to the following conditions:

1. This IUP amends and replaces the IUP granted in Resolution #20-19 granted on September 8, 2020.
2. The only use permitted for the Subject Property is masonry construction trade business or showroom. No other use of the property is permitted except those as permitted in the Cologne Zoning Ordinance as amended from time to time.
3. The site must be maintained in compliance with the Site Plan prepared by Premier Land Surveying, LLC and dated June 7, 2021. Areas that are not specified as being either building, concrete driveway, or outside storage shall consist of grass, trees, bushes or other landscaping no later than July 31, 2023.
4. Hours of operation shall not be earlier than 6:30 a.m. and later than 6:00 p.m. Monday through Friday. Saturday hours shall not be earlier than 8:00 a.m. nor later than 2:00 p.m. No operating hours on Sundays or legal holidays are permitted.
5. No outside storage is permitted except for within the area to be enclosed by the fence, and not until a fence surrounding the outside storage area has been constructed. All operations and storage of parts and materials shall be conducted within the building or fenced area as shown on the site plan. Outside storage that may be within the fenced area would include parts, attachments, equipment, materials or any other items that are not affixed to the ground provided that the outside storage is kept in a manner and condition that is in compliance with city ordinances. Outside storage does not include employee, customer or company vehicles which must be in compliance with Condition #7 and #9, but these vehicles may be parked inside the fenced outside storage area.
6. Prior to construction of the fence, a building permit for a fence shall be submitted to the City for review and approval. The fence shall be in the location shown on the Site Plan.
7. Customer, employee and company vehicles may be parked outside the building either on the cement driveway in front of the building or on the gravel areas. Not more than 10 company vehicles may be permitted to be parked outside. A company vehicle can be a truck, trailer, dump truck, etc. A truck with trailer attached counts as 2 company vehicles.
8. A building permit must be secured for the new building prior to construction. In addition, architectural elevations for the proposed building shall be submitted for Planning Commission and City Council review and approval.
9. In the event that the proposed new building is not constructed by July 31, 2023, the existing gravel on the western side of the site where the proposed building and the proposed concrete area are shown on the site plan shall be removed and grass or landscaping shall be installed in its place not later than July 31, 2023. By July 31, 2023, all employee, customer and company vehicle parking



shall be either inside of buildings, or located on the concrete areas to the south and east of the buildings as shown on the Site Plan.

10. The exterior lights existing on the property on July 6, 2021 are approved. No additional lighting is permitted to be installed on the property without first submitting a lighting plan to the City for review. Review of a lighting plan shall occur in a manner specified in the Zoning Ordinance, as amended from time to time.
11. The use and site shall be in compliance with all requirements of the zoning ordinance, as amended from time to time.
12. The use and site shall maintain compliance with all noise and nuisance related ordinances of the City Code, as may be amended from time to time.
13. The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.
14. Disposal and handling of all waste and hazardous materials shall be done in conformance with law.
15. A lapse of one year during which the premises are not used for the purposes provided for in this permit shall cause the permit to expire and be of no further consequence.
16. This Interim Use Permit shall terminate on July 6, 2026. If this type of use is still eligible to be permitted as an interim use under city ordinances near the time of expiration of this permit, the applicant may apply for a new interim use permit.

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## MEMORANDUM

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**TO:** Planning Chair Revering & Planning Commission  
**FROM:** Jesse Dickson, City Administrator  
**SUBJECT:** 218 W Lake Street CCWMO Site Visit  
**DATE:** 7/29/2021

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### **Background:**

Following a public hearing for an amended IUP for 218 W Lake Street staff was directed to work with Bolton & Menk to determine what treatment options would be possible/necessary for runoff to the north of the subject property. Staff met on site on July 20 with the Carver County Water Management Organization. As the permitting body for stormwater and erosion control, the CCWMO directed Mr. Jensen along with the property owner to submit an erosion control permit. The details of the direction, as sent by email on July 23, are below, and topsoil requirements are attached.

“To follow up with our site visit on July 20, 2021, the following actions would need to be taken for site mitigation.

An erosion control permit application will need to be submitted, see attached, along with the permit fee of \$250 . Please note that as part of the permit additional information will need to be submitted, such as:

- Grading plan
- Erosion and Sediment Control plan
- Maps demonstrating drainage patterns for existing and proposed conditions
- SWPPP
- Topsoil management plan
- Vegetation establishment plan

(for more details, Please see Section 153.41, Letter E, of the Carver County Water Resource Management Ordinance linked [here](#).)

Actions to be taken on site for mitigation of runoff include:

- Completion of turf establishment per plan set that was preliminarily provided, keeping in mind that a topsoil management plan will need to be established, see attached.
- Construction of a small basin in the NE corner of site for some on-site capture of runoff sediment.
- Potential grading of front portion of drive to drain towards street stormwater sewer.”

Staff followed up with Mr. Jensen after the meeting in regards to the necessary permit application and conversation the property owner Warren Dressen.

**Recommendation:**

Discuss and make a recommendation on the IUP amendment application.

## F. Topsoil Management Plan Guidance

**Related Ordinance Section(s):** § 153.60

### **Purpose**

The goal of the Topsoil Management Plan is to preserve the structure of undisturbed soils on site and/or improve the quality and permeability of disturbed soils once mass grading is completed and infrastructure is installed.

### **Carver County Topsoil Standard**

**Table 1. Carver County Topsoil Standard**

Requirement	Range	Test Method
Material Passing the ¾ in [19 mm]	100 %	ASTM D 422
Material passing No 4 in [4.75 mm]	≥ 85%	-
Clay	5% – 30%	ASTM D 422
Silt	5% - 35%	ASTM D 422
Sand	38% - 75%	ASTM D 422
Organic matter	3% – 15%	ASTM D 2974
pH	6.1 – 7.5	ASTM G 51
Compaction	- 1,400 kilopascals (kPa) / 200 pounds per square inch (psi) in the upper 12 inches of soil, or - bulk density of less than 1.4 grams per cubic centimeter (g/cm <sup>3</sup> ) in the upper 12 inches of soil	Field test

### **Matching Existing Soils**

For sites that have not been previously graded, a site specific topsoil standard can be developed using one of the methods described below. The site specific standard should include

#### **Method 1 Soil Survey Data**

A site specific topsoil standard can be developed using information on physical soil properties from the Natural Resource Conservation Service's Web Soil Survey for Carver County. A site specific standard shall be developed using a weighted average of the physical soil properties for the top 12 inches of soil map units identified within the project area.

#### **Method 2 Onsite Testing**

A site specific topsoil standard may be developed using onsite sampling results. One (1) sample shall be collected of the top 12 inches of soil from each soil map unit within the disturbed area of the project. Samples shall be collected and analyzed for percent clay, percent sand, percent silt, organic matter content, and pH. A site specific standard shall then be developed using a



weighted average of the samples collected on site. Sample results and the proposed site specific standard must be submitted prior to permit approval.

### **Stockpile Testing Requirements**

One composite sample shall be collected, tested, and submitted per 2,500 cubic yards of stockpile. For sites with stockpiles less than 2,500 cubic yards, a minimum of one composite sample shall be collected, tested, and submitted.

### **Stockpile Sampling Procedures**

1. One sample shall be collected per 2,500 cubic meters of stockpile (a minimum of one sample shall be taken if stockpiles are less than 2,500 cubic meters).
2. The Contractor/Supplier shall form a face for the full height of the stockpile at four locations.
3. A loader bucket or similar equipment shall then be filled by channeling the full height of the stockpile face, from the bottom to the top, in one operation.
4. The bucket shall then be lowered and emptied by rotation to form a small pile at each sampling location.
5. The sampler shall place a shovel full of soil from each pile into a large container. The soil shall be thoroughly mixed and a sufficient amount of mixed topsoil shall be taken to fill a standard topsoil sampling container.
6. Samples shall be submitted for analysis to lab qualified to use the following test methods: ASTM D 422, ASTM D 2974, and ASTM G 51. Samples shall be analyzed for clay, silt, sand, organic matter, and pH.
7. Additional topsoil shall not be added to the stockpile after sampling.
8. Sample results shall be submitted to the County for review. Test results are valid for 6 months.

### **Inplace (ungraded) Topsoil Sampling Procedures**

1. The sampling procedure for inplace (ungraded) topsoil shall consist of the preparation of one composite sample for each soil map unit within the project area.
2. Each composite sample shall represent full depth topsoil from not fewer than ten individual locations per soil map unit. If the full depth is unknown, a sample from the top 6 inches of soil shall be obtained at each location.
3. The sampler shall place a shovel full of soil from each area into a large container. The soil shall be thoroughly mixed and a sufficient amount of mixed topsoil shall be taken to fill a standard topsoil sampling container.
4. Samples shall be submitted for analysis to lab qualified to use the following test methods: ASTM D 422, ASTM D 2974, and ASTM G 51. Samples shall be analyzed for clay, silt, sand, organic matter, and pH.
5. Sample results shall be submitted to the County for review.

### **Testing Requirements for Imported Topsoil**

For imported topsoil material, test results or certification from the supplier will be acceptable methods for demonstrating compliance with the topsoil standard. If test results or certification from the supplier are unavailable, testing should be conducted per the requirements for stockpile testing (1 sample per 2,500 cubic yards of material).

### **Subsoil Preparation Methods**

Perform subsoil preparation before placing topsoil. Perform subsoil preparation in one direction on the contours perpendicular to the flow of water and slopes flatter than 1:2 (V:H). Scarify/loosen the subsoil to a depth of 6 inches. Subsoil areas shall be loosened to less than 200 psi [1400 kPa]. For saturated soil, delay subsoil preparation until soil dries to at least field capacity.

The following areas do not require subsoil preparation:

- Areas within the dripline of existing trees,
- Over utilities within 30 in of the surface,
- Where trenching or drainage lines are installed,
- Where compaction is required by design (abutments, footings, or inslopes), and
- Inaccessible slopes.

### **Soil Bed Preparation Methods**

Prepare the soil surface to provide a smooth, moist, and evenly textured foundation before sowing seed or placing sod. Complete the tilling after applying soil amendments to the soil. Use cultivating equipment such as disks, harrows, field diggers, or tillers capable of loosening the soil to a depth of at least 6 in on all areas except for slopes steeper than 1:2 (V:H). Till the soil surface to remove track imprints from wheeled or tracked equipment. Operate cultivating equipment on slopes at right angles to the direction of surface drainage. Soil clods, lumps, and tillage ridges 3 in [75 mm] high may remain in place for seeding operations. Soil clods, lumps and tillage ridges 1.5 inch (40 mm) high may remain in place for sodding operations. Multiple passes of the equipment may be needed to meet these requirements

### **Submittal Requirements**

The Topsoil Management Plan shall include the following information:

- (1) Topsoil Standard. This section will identify the topsoil standard being utilized for the project.
- (2) Topsoil Stripping and Stockpiling Methods. This section shall include the following:
  - (a) Estimated quantity of topsoil available on the site.
  - (b) Quantity of topsoil needed to restore green space areas.
  - (c) Estimated depth of topsoil available on the site.
  - (d) Description of equipment used to strip topsoil.
  - (e) Temporary methods of erosion control for topsoil stockpile (silt fence or similar).
  - (f) Permanent methods of erosion control for topsoil stockpile (establishment of vegetation) if stockpile will remain in place for longer than 6 months.
- (3) Topsoil Stockpile Sampling Methods. This section shall include a description of the number of samples to be collected and the process for collecting samples from the stockpile(s). One composite sample shall be collected, tested, and submitted per 2,500 cubic yards of stockpile. For sites with stockpiles less than 2,500 cubic yards, a minimum of one composite sample shall be collected, tested, and submitted.
- (4) Topsoil Re-application Procedures. This section shall include the following:
  - (a) Method for decompacting subsoil prior to reapplication of topsoil.
  - (b) Method for re-applying stockpiled topsoil prior.

- (c) General description of method(s) for amending topsoil to meet specification provided in Table 2, if testing shows stockpiles do not meet specification.

(5) Construction Schedule and Phasing. Construction sequencing shall include:

- (a) Timing for stockpiling topsoil.
- (b) Timing for preparing subsoil and replacing topsoil in common areas.
- (c) Timing for preparing subsoil and replacing topsoil on individual lots.

(6) Plan Sheet(s) showing:

- (a) Quantity of topsoil needed.
- (b) Total green space area including outlots, common areas, boulevards, residential front, rear, and side lots, etc. Green space area shall be shown on plan sheet and calculation of total area shall also be provided.
- (c) Location and size of stockpile(s).
- (d) Location(s) where topsoil is to be reapplied.
- (e) Note that topsoil must be reapplied at a depth of 6 inches and must meet the specification in Table 2.
- (f) Note that topsoil quality and depth must be verified by County or City staff prior to seeding or placement of sod.