

# Planning Commission Meeting Agenda,

Monday, October 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.***

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. September 7, 2021 Planning Commission Minutes**
  - 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 10-1-21**
    - iv. Staff Memo - CCWMO Site Visit**
- 6. ANNOUNCEMENTS**
- 7. ADJOURN**

# Planning Commission Meeting Minutes

Tuesday, September 7, 2021 - 6:00 PM  
Cologne Community Center, 1211 Village Parkway

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## **Vision Statement**

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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, Shambour and Szaroletta present. Also present were City Administrator – Jesse Dickson, City Clerk – Michelle Morrison and City Planner Cindy Nash. Commissioner Selness was absent.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

Motion by Commissioner Szaroletta to adopt the agenda as presented, second by Commissioner Brewington. Motion carried 4-0.

## **4. OLD BUSINESS**

## **5. NEW BUSINESS**

### **a. August 2, 2021 Planning Commission Meeting Minutes and August 24, 2021 Workshop Planning Commission Minutes**

Motion by Commissioner Shambour to approve the August 2, 2021 Minutes and the August 24, 2021 Workshop Minutes as presented, second by Commissioner Brewington. Motion carried unanimously.

### **b. Jared Brewington RoW Vacation Request**

Commissioner Jenn Brewington excused herself from discussions on this item due to a conflict of interest. Mr. Brewington came before the Commission to discuss his request to vacate a portion of Jacob Ave. The Commission discussed existing easements and

title of the subject and neighboring property. City Planner Cindy Nash noted that the typical process would require the need for a Certificate of Survey and Title Opinion. Mr. Brewington asked for advice on next steps. Ms. Nash recommended title work on the subject property and perhaps neighboring property and then a detailed survey of the property. No further action was taken on the request.

**c. 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**

Ms. Nash recapped how the last meeting ended with a request for her to bring to this meeting with findings of fact for denial if we did not have submitted plans. There have been meetings with Carver County Water Management and have waiting for letter that arrived today outlining what Mr. Jensen needs to do from their end. Once the items that have been identified in the letter have been addressed by Mr. Jensen, the Commission can address this in October.

The contents of the letter, removing of all gravel that has been hauled in over the years, replacing with topsoil that meets the County requirements and putting in grass. Inclusion of work on the neighboring property, also owned by Mr. Dressen, was also included in the letter. City Planner Ms. Nash stated that any action on the IUP would include a condition that they comply with the CCWMO permit requirements.

Next steps require Mr. Jensen to apply for the CCWMO permit and get that process going.

Motion by Commissioner Shambour to table the IUP Amendment for 218 W Lake St., second by Commissioner Brewington. Motion carried 4-0.

**6. ANNOUNCEMENTS**

City Administrator Dickson advised the commissioner's that he had received written notice of Planning Commission Chairperson Larry Revering to retire from the Commission effective December 31, 2021.

**7. ADJOURN**

Motion by Commissioner Szaroletta to adjourn at 6:42 PM, second by Commissioner Brewington. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle M Morrison, City Clerk

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Larry Revering, Chairperson





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 ~~AMM~~ 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) Daniel J. Jansen 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



0 20 40  
SCALE IN FEET

## 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.

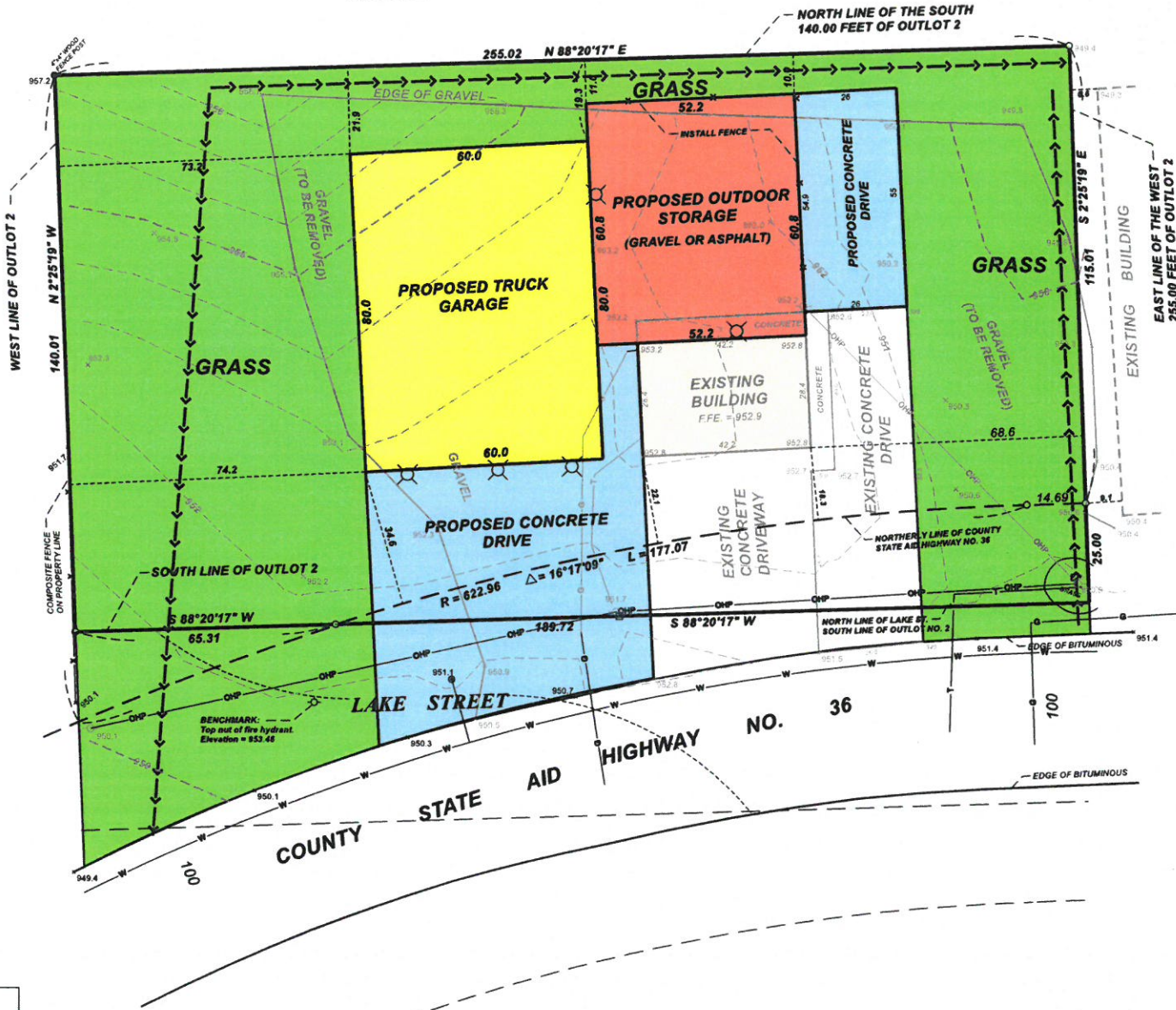
Steven V. Ische 22703 06/26/20  
License No. Date

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: October 1, 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.

An application has been submitted to the CCWMO and is currently under review. It does not need to be approved by them prior to the City taking action.

### **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 developer is required to secure a permit from and the site shall be in compliance with a permit to be issued by the Carver County Watershed Management Organization (CCWMO).
14. 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.
15. Disposal and handling of all waste and hazardous materials shall be done in conformance with law.
16. 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.
17. 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.