

Planning Commission Meeting Agenda

Monday April 3, 2023 - 6:00 PM
Cologne Community Center, 1211 Village Parkway

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:	Bernie Shambour
Commissioner:	Vickie Selness
Commissioner:	Jenn Brewington
City Council Liaison:	Carol Szaroletta
Commissioner:	Kevin Fafinski

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. PLANNING COMMISSION BUSINESS**
 - a. March 6, 2023 Planning Commission Meeting Minutes**
 - b. Village Market Concept Plan Presentation**
 - c. Kingdom Hall Sign Replacement Permit Application**
- 5. BOARD REPORTS**
- 6. ANNOUNCEMENTS**
- 7. ADJOURN**

Planning Commission Meeting Minutes

Monday March 6, 2023 - 6:00 PM
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1. CALL MEETING TO ORDER & ROLL CALL

Chairperson Shambour called the meeting to order at 6:00 PM with Commissioners Brewington, Selness and Szaroletta present. Also present were City Administrator – Jesse Dickson, City Clerk – Michelle Morrison and City Planner – Cindy Nash. Commissioner Fafinski was absent.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

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

4. PLANNING COMMISSION BUSINESS

a. February 6, 2023 Planning Commission Meeting Minutes

Motion by Commissioner Selness to approve the February 6, 2023 Planning Commission Minutes, second by Commissioner Brewington. Motion carried 4-0.

b. Accessory Structures Ordinance

i. Collaborative Planning Memo

ii. Accessory Structure Redline Draft

Chairperson Shambour recapped discussions from the February 6, 2023 around the accessory structure ordinance with a goal of aligning the Ordinance with other cities,

reducing ambiguity and rely on math calculations to meet requirements. City planner Cindy Nash then reviewed her memo and draft of the ordinance with the Commissioners. After discussion it was the consensus of the Commissioners to change the R-1 Lot Coverage to 35% and move forward with the next steps that include advertising the public hearing for the new Ordinance that will take place on May 1st.

5. BOARD REPORTS

6. ANNOUNCEMENTS

The Commissioner's had a discussion on blight and the procedures being followed to address the issues.

7. ADJOURN

Motion by Commissioner Brewington to adjourn at 6:40 PM, second by Commissioner Szaroletta. Motion carried unanimously.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Clerk

Bernie Shambour, Chairperson

Collaborative Planning, LLC

MEMORANDUM

To: Jesse Dickson, City Administrator

From: Cindy Nash, City Planner

Date: March 31, 2023

Subj: Cologne Village Commercial Concept Plan

I have reviewed the concept plan and have the following comments:

1. The Comprehensive Plan guides the property as Retail and Other Commercial. A Comprehensive Plan Amendment will be required to develop any portion of the property for residential uses.
2. The property is part of an existing Planned Unit Development that also requires all of this area to be retail/commercial. An amendment to the PUD would also be required prior to approval of any permits for residential uses. If the PUD is being modified to address the addition of apartments, the commercial portion of the concept needs to have sufficient enough detail to address the commercial items of the PUD (see comments below).
3. There have been significant changes in stormwater requirements since the Village at Cologne was originally planned in the early 2000's. Please consult with the City Engineer regarding potential stormwater requirements for this development site.
4. The narrative states that the commercial lots will be subdivided into separate lots that all front on a public street. The existing driveway does not appear to be a platted street and may not have been constructed to city standards. In addition, the existing parking lot may not meet city requirements for setbacks from the "road" or access separation requirements.
5. The existing PUD utilizes a shared parking concept with parking shared between and central to all buildings to balance between off-setting daytime and evening

peak hour customers. This original proposed design resulted in a reduction in the amount of parking required. If the concept plan changes to individual lots and a design that does not facilitate logical sharing of parking, then part of the PUD amendment would be to remove or adjust that shared parking concept.

6. Provide a title commitment for review as there may be recorded documents related to the previous partial development of this site that may have impact upon how this project moves forward.
7. Consider adding pedestrian infrastructure from the proposed apartment building to the trail adjacent to Village Parkway as well as to the future commercial area.

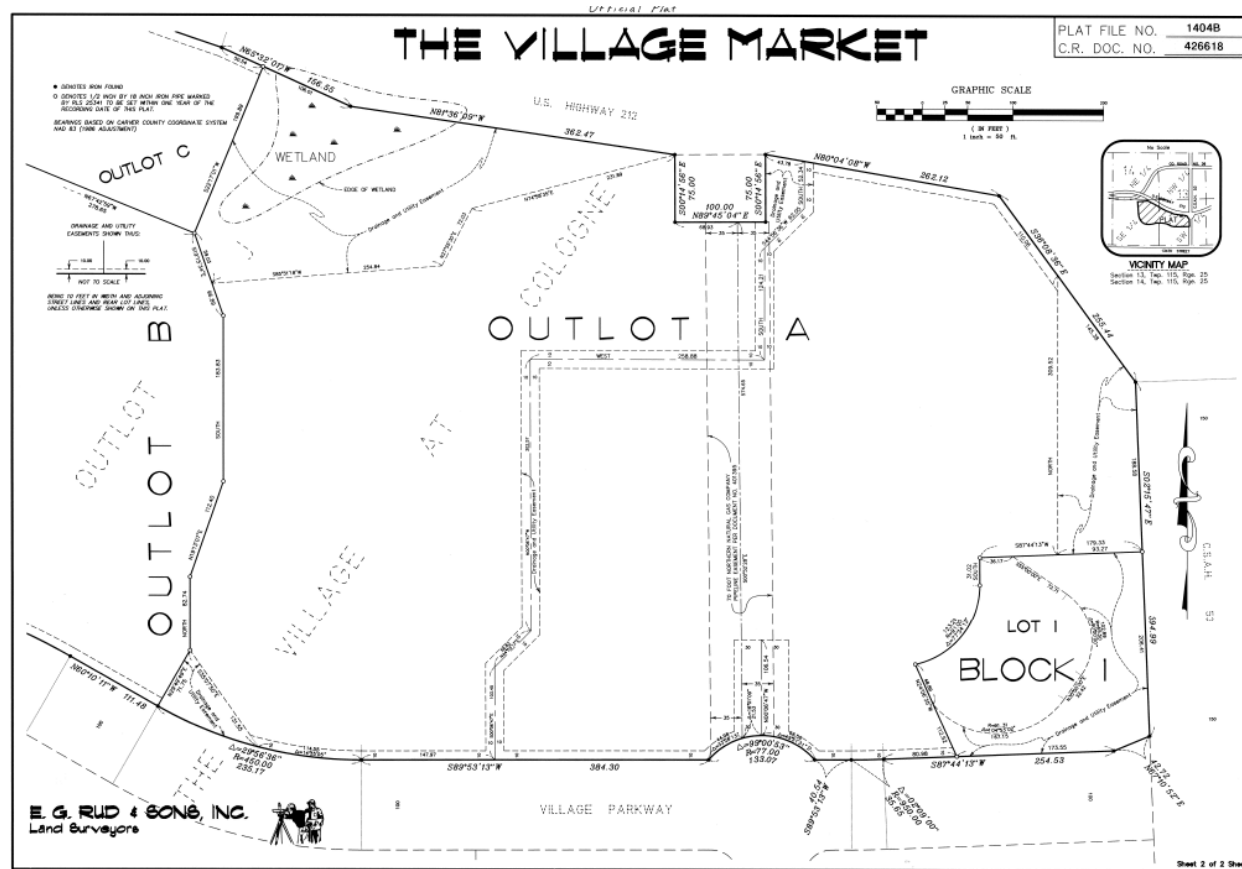
A blue geometric graphic consisting of several overlapping triangles and quadrilaterals, creating a sense of movement and depth, located in the top left corner of the slide.

Cologne Village Commercial Concept Plan



Prepared by Community Asset Development Group

Community Asset Development Group is seeking approval of a concept plan for Outlot A, The Village Market. CADG has executed a purchase agreement to acquire the property. The following plat map depicts the parcel being acquired:

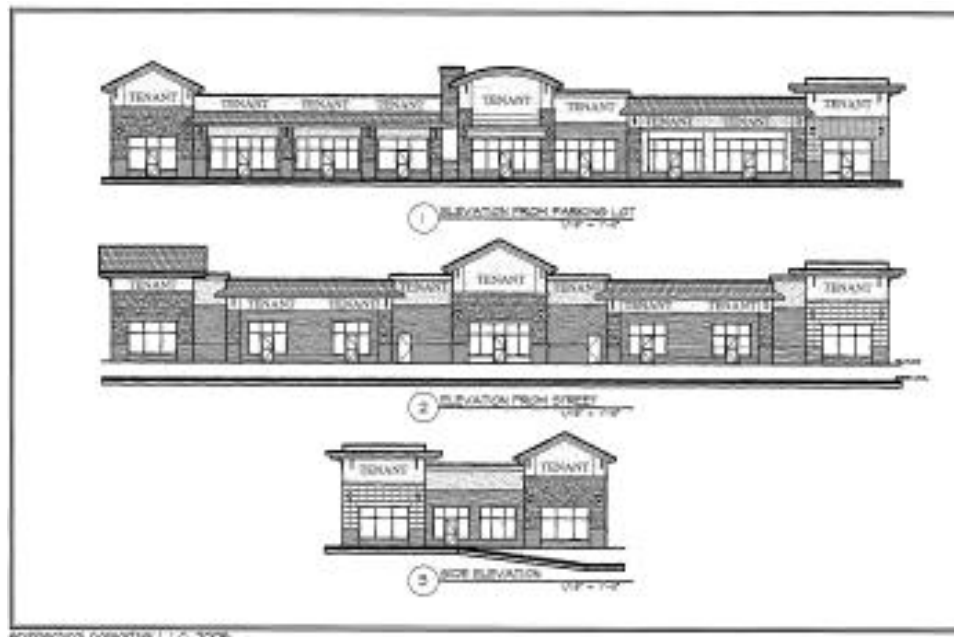


The revised concept plan envisions a multi-family apartment on the west third of the property with the east portion of the 14.35 acres planned for retail and office. The retail element the plan would include a small grocery/ convenience store with gas with the three remaining buildings being a mix of office and retail. As planned, the concept will comply with City requirements for setbacks, parking and building design standards. The following is an image of the concept plan:



As the project proceeds, we anticipate subdividing the outlot so that each of the uses are located on separate parcels with direct access to a public street. A master association will be created to assure compliance with architectural standards and to provide for joint maintenance and upkeep of such things as signs, landscaping and parking lots. A development identification sign will be located at the north east corner of the property.

Consistent with the design of adjacent properties such as the school, city hall and child care center, exterior building material for the retail/office facilities will be a mix of brick, stone, Hardie board and glass. Concept images of the retail buildings are shown below:



Access to the retail portion of the development will be off of the existing round about which is consistent with the current approved City plan.

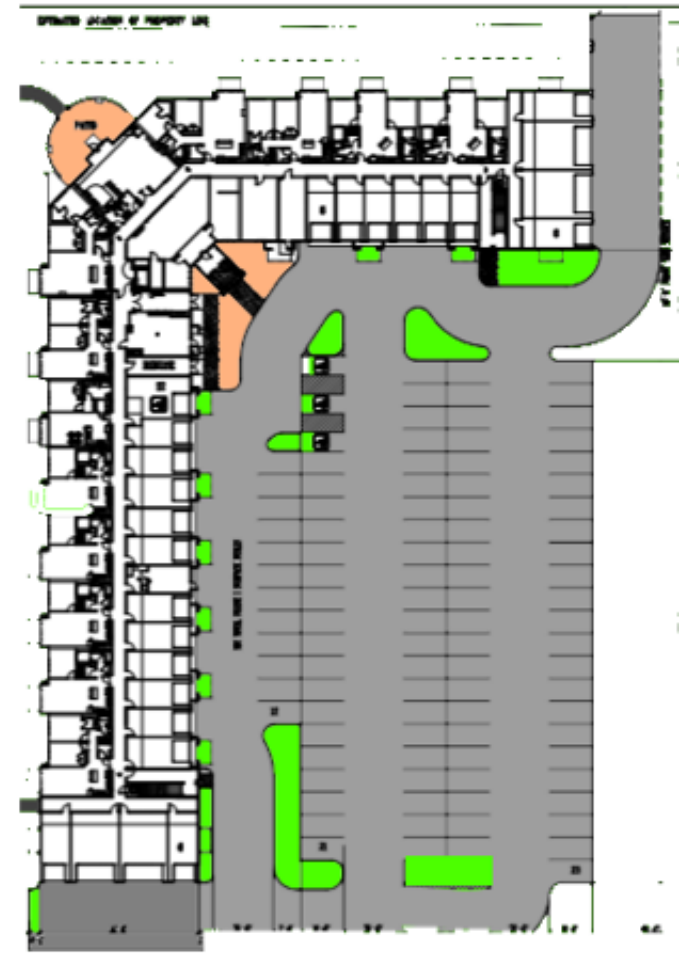
Traversing through the site is a watermain which is shown on the plat. The retail building pad locations have been designed to avoid impacting the easement. The concept will be to expand this existing easement for inclusion of a sanitary sewer line to serve the parcels.

When this area was originally developed, watermain and sanitary sewer lines were sized and installed to serve the development. The overall stormwater plan was based on a similar level of development as is being shown in the revised plan and thus we envision that the existing storm water ponds are adequate to serve this plan. If necessary, the concept has shown a location on the north side of the parcel for an addition pond.

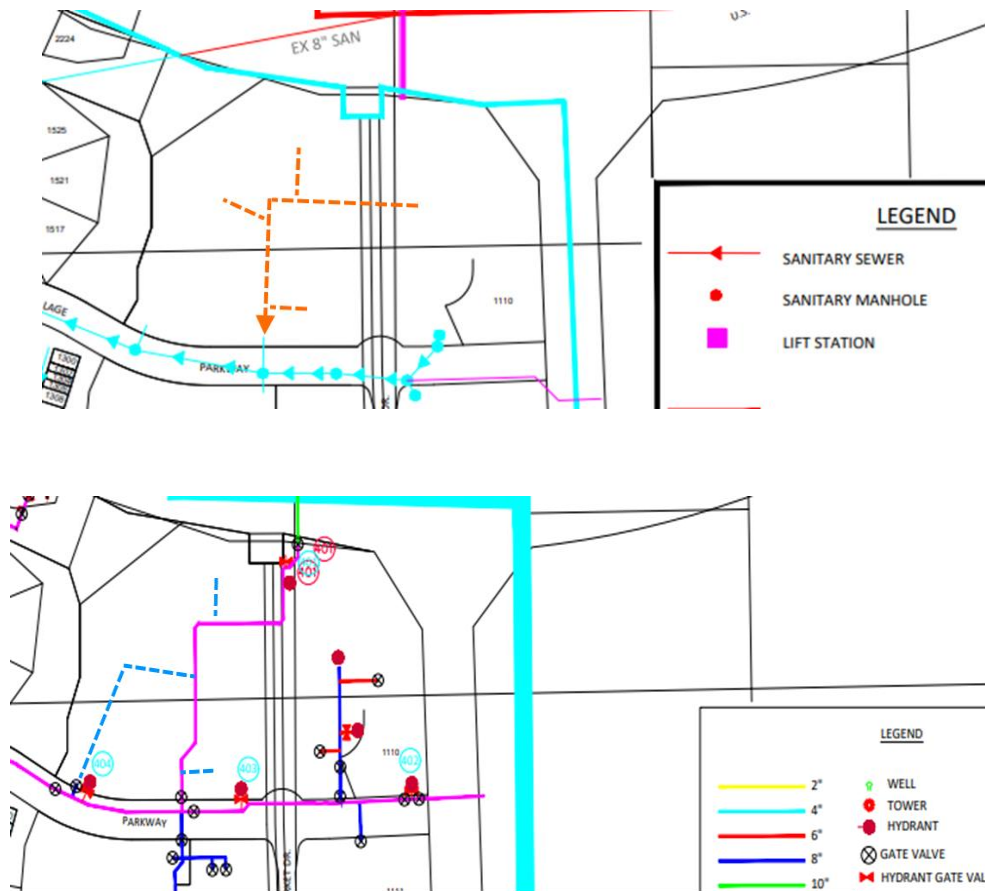
The multi-family building will be a 3-story building generally consistent with the following image.



The current design is for 67 units consisting of a mix of one bedroom and 2-bedroom units with amenities such as a community room, exercise room, business center, outdoor patio and pet park. The site plan has been designed to place the parking lot adjacent to the retail element as opposed to the residential to the west. Under this design the rear yard of the apartment will be adjacent to the existing wetlands and rear yards of the residential creating an appropriate transition between the two uses. The apartment parking will meet the City's required parking of 2 spaces per unit. Access to the site will be from the existing curb cut provided on Village Parkway. The exterior materials of the apartment will be constituent with the required materials for the retail with the primary material being Hardi board.



Utility extensions to serve the property are shown in the following plans:



Currently we are actively marketing the retail portion of the site and are working with two investment groups on the 67-unit apartment. To effectively market the site, we need to assure potential buyers that the plan is generally supported by the City.

We truly look forward to working closely with the City on the implementation of this concept. CADG understands that prior to proceeding we will need to obtain City approvals for modification of the PUD, subdivision and site and build plan approvals. If you have questions or desire additional information regarding our plans feel free to contact me at your convenience.



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 fifteen 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) Sam Prehall

Property Owner(s) – (if different from applicant) Jehovah's Witnesses

Property Street Address 510 Cornell Ave S
Cologne, MN 55322

Applicant Mailing Address (if different from property address)

P.O. Box 14 Cologne, MN 55322

Applicant Telephone (612) 227 - 3050 (day) () - (eve)

Applicant Fax No. () - E-mail

Applicant is: ☐ Owner ☐ Contractor ☒ Other Member of Jehovah's Witnesses
maintenance coordinator

Type of Request(s):

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

(Include Site Plan Review Requirements document)

☐ Zoning Ordinance Amendment

(Include Zoning Amendment Information document)

☐ Variance

(Include Variance Addendum document)

☒ Sign Permit

(Include Sign Permit Addendum document)

☐ Building Alterations/Additions

(Bldg permit needed)

☐ Interim Use Permit

(Include Interim Use Permit Information document)

☐ Other _____

☐ Preliminary Plat ☐ Final Plat ☐ Lot Division/Combination

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

Brief description of request Remove old monument sign from south side of property and install new updated sign in its place.

Has a similar request on the subject site or any part thereof been previously sought? No

If yes, when? _____

Access to property _____

Project description and background (attach additional sheet(s) if necessary) Remove old sign and install new sign.

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) [Signature] Date 3/30/23

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 [Signature] Date 3/30/23

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

Appi. Fee & Escrow \$ _____ Amount Paid \$ _____ Date _____ Ck # _____

Completed Application Received on _____ by _____

Current Zoning ____ Existing Land Use ____ Proposed Land Use ____ PID 40- _____

Legal Description _____

SIGN PERMIT ADDENDUM

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):

MONUMENT SIGN TO IDENTIFY THE KINGDOM HALL OF JEHOVAHS WITNESSES

Type of Sign: Monument Sign

Dimensions of Sign: 7' x 10'

Height of Sign: 7' tall

Name of the person/company that will be erecting the sign: Volunteers of Jehovahs Witnesses Local Design Construction (LDC)

Work to begin on or after 5/1/23 and to be completed on or before 7/1/23.

Please attach a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground.

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.

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

Applicant's Signature [Signature] Date 3/30/23

SIGN REGULATIONS

6.18 Sign Regulations

A. General Provisions

Signs that are permitted by this Ordinance 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. Signs other than authorized public signs are prohibited within the public right-of-way or easements, except that the City Council may allow non-commercial messages and decorations on or within the right-of-way for a specified time.
3. Flashing signs, motion signs or similar devices shall be prohibited in all districts.
4. Illuminated signs are permitted in all districts except Residential. All illuminated signs shall have a shielded light source.
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 sixty (60) days and shall be removed within seven (7) 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 fourteen (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 (1) 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 thirty-five (35) square feet.
13. In any district, one (1) 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 (1) such sign shall be permitted per street frontage.

- a. Such sign shall be removed within seven (7) 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 (5) or more dwelling units or any new residential projected provided:
 - a. Such sign shall not exceed fifty (50) square feet in area and have a maximum height of ten (10) feet.
 - b. Maximum number of said temporary real estate advertising signs shall not exceed two (2) in number.
 - c. Maximum distance between said advertising signs is five hundred (500) feet.
 - d. Such signs shall be removed when the project is seventy-five percent (75%) complete, sold, or leased.
 - e. Such signs shall be located no closer than one hundred fifty (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 (3) 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 (10) 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 sixty-four (64) square feet in area and shall not be located in public rights-of-way or any location obstructing vehicular visibility.
- 16. One (1) address sign shall be required per building in all districts.

17. Canopies and marquees shall be considered an integral part of the structure to which they are attached. One (1) sign may be permitted on each side and front of a canopy or marquee.
18. Signs located on the interior of a building and not visible from the exterior are exempt from the provisions of this Ordinance.
19. A Comprehensive Sign Plan is required at the time of Planning Commission review of any proposed commercial or industrial development. Said 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 of Cologne.

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 and Public/Institutional Districts.
 - a. Name Plate Signs: One (1) sign not to exceed two (2) square feet in area for each single family detached dwelling or six (6) square feet in area for each multiple family building. Said nameplate shall indicate only name and address.
 - b. Institutional, Recreational and Quasi-Public Signs: One (1) sign or bulletin board per street frontage for each permitted use in said district, provided said sign shall not exceed twenty-four (24) square feet in area and shall not be placed closer than ten (10) feet to any street right-of-way and shall not exceed ten (10) feet in height.
 - c. Area Identification Sign: One (1) sign not to exceed twenty-four (24) square feet in area for each planned residential district entrance, provided said sign is not placed within ten (10) feet of any street right-of-way and not in exceed of ten (10) feet in height.
2. The following signs are permitted in the C-1 Convenience Commercial, C-3 General Commercial, and I-1 Industrial Park Districts:
 - a. Businesses may have a maximum of one (1) freestanding and one (1) wall sign, or no freestanding sign and two (2) wall signs.
 - b. Wall Signs: Wall signs are permitted on each wall with street frontage, provided such signs do not exceed ten (10) percent of said wall area or up to sixty-four (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.

The average height of individual lettering on wall signs shall not exceed fifteen (15) percent of the height of the wall area the sign is affixed to or a maximum of

twenty-four (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 (1) freestanding sign is permitted per structure provided, said sign does not exceed eighty (80) square feet in area and twenty (20) feet in height and is placed no closer than ten (10) feet from any street right-of-way. Any structure with multiple tenants and proposed multiple tenant advertising may expand the allowable sign area to one hundred (100) square feet.
 - d. Area Identification Signs: One (1) area identification sign is permitted per commercial or industrial development approved by the City as a single development and containing four (4) or more lots or detached business structures. Area identification signs shall not exceed sixty-four (64) square feet in area and twenty (20) feet in height, or be placed within ten (10) 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: Wall signs are permitted on each wall with street frontage, provided such signs do not exceed ten (10) percent of said wall area or up to sixty-four (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.
- The average height of individual lettering on wall signs shall not exceed fifteen (15) percent of the height of the wall area the sign is affixed to or a maximum of twenty-four (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 (1) projecting sign is permitted on each wall with street frontage, provided such sign does not extend more than three (3) feet from the plane of the wall, the bottom of such sign is located at least eight (8) feet above the ground elevation where the sign is placed, and such sign does not exceed eighteen (18) square feet in area.

C. Site Plan Approval

All signs, except temporary signs and address signs, require Planning Commission site plan review according to Section 4.14 of this Ordinance. Upon approval by the Planning Commission and the payment of all City fees, the City Clerk may issue a sign permit



