

# Planning Commission Meeting Agenda,

Monday December 4, 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: Kevin Fafinski  
Commissioner: Jeri Bowers  
City Council Liaison: Carol Szaroletta

---

**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. November 6, 2023 Planning Commission Meeting Minutes**
  - b. Fritz Field Storage Shelter Site Plan Review**
    - i. Shelter Location**
    - ii. Shelter Specifications**
  - c. PUBLIC HEARING: C-2 District Storage Text Amendment**
  - d. C-2 Text Amendment**
    - i. Collaborative Planning Memo**
    - ii. C-2 Text Amendment – Clean**
    - iii. C-2 Text Amendment - Redline**
- 5. BOARD REPORTS**
- 6. ANNOUNCEMENTS**
- 7. ADJOURN**

# Planning Commission Meeting Minutes

Monday November 6, 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: Jeri Bowers  
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**

Chairperson Shambour called the meeting to order at 6:00 PM with Commissioners Selness and Bowers present. Commissioner Fafinski and City Council Liaison Carol Szaroletta were absent.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

Motion by Commissioner Bowers to adopt the agenda as presented, second by Commissioner Selness. Motion carried 3-0.

## **4. PLANNING COMMISSION BUSINESS**

### **a. October 2, 2023 Planning Commission Meeting Minutes**

Motion by Commissioner Bowers to approve the September 2nd, 2023 Planning Commission Minutes, second by Commissioner Selness. Motion carried 3-0.

### **b. Freedom Storage Site Plan Review**

Chairperson Shambour reviewed the Planning and Zoning Application received requesting to add additional storage units to the existing storage facility. He also reviewed the Memo from Cindy Nash, City Planner with comments on the Site Plan and request. Commissioners discussed issues such as lighting, fencing and lot coverage. After discussion Commissioner Bowers made a motion to approve Planning

Commission Resolution 23-02 Amending a Site Plan for Freedom Storage, second by Commissioner Selness. Motion carried 3-0.

## **5. BOARD REPORTS**

Chairperson Shambour asked fellow Commissioners to give consideration to asking the City Council to work with the City Administrator to revise zoning ordinance 153.007 under Section B Permitted Uses to add Indoor Storage. Noting that many of the properties already are used for storage and this would bring them into compliance. Discussion was had on the difficulty of enforcing, Ordinance Review and the process that occurs when changing an ordinance.

Administrator Dickson advised that should the Planning Commission move forward with the request, more in depth information would be provided to the Commissioners from the City Planner and City Staff, a public hearing would be held and the Planning Commissioners would have the opportunity to vote on any proposed ordinance changes.

After discussion Chairperson Shambour made a motion to make a recommendation to city staff and city council to review city Ordinance 153.007 Section B to add under permitted uses “and indoor storage” and to include due process and a public hearing to be reviewed by the Planning Commission, second by Commissioner Bowers. Motion carried 3-0.

Administrator Dickson is working on setting a meeting with HKGi and the Planning Commission.

## **6. ANNOUNCEMENTS**

## **7. ADJOURN**

Motion by Commissioner Bowers to adjourn at 7:00 PM, second by Commissioner Szaroletta. Motion carried 3-0.

Respectfully Submitted:

Attest:

---

Michelle M Morrison, City Clerk

---

Bernie Shambour, Chairperson








# **SHELTER**

## **ASSEMBLY MANUAL**

**Series: 40xx20R**

**Single Trussed**

 <b>Model 406020R</b>	<b>Size: W12.2mxL18mxH6.1m</b>
<b>Model 408020R</b>	<b>Size: W12.2mxL24mxH6.1m</b>
<b>Model 4010020R</b>	<b>Size: W12.2mxL30mxH6.1m</b>





## **SPECIFICATION**

Model 406020R	Size:	Width: 12.2m	Length: 18m	Height: 6.1m
Model 408020R	Size:	Width: 12.2m	Length: 24m	Height: 6.1m
Model 4010020R	Size:	Width: 12.2m	Length: 30m	Height: 6.1m

## **IMPORTANT---READ MANUAL FIRST**

Improper site preparation, assembly and maintenance may invalidate warranty and cause unnecessary and costly mistakes. If you have any questions contact your local dealer.

For User Friendly assembly we have identified each individual component with the part code as indicated in the parts list. Please refer to the part code numbers and drawing to ensure problem free assembly.

It's necessary to tighten the roof fabric enough to avoid "hammocks" on the roof and also re-tighten once or twice again after a few months of use. This is important when assembly in cold weather (autumn and winter) because the fabric is stiff then and when we got the sun and warm weather afterwards it will make the fabric " slack " again and need to be re-tighten before next winter.

It's **the owners responsibility** to take of snow immediately if not slide of by itself.

## **READ ALL INSTRUCTIONS BEFORE ASSEMBLY**

1. Keep work area clean. Cluttered areas invite injuries. Do not set up near snow drifts, in slippery places, in high winds, or wet location.
2. Keep children away. All children should be kept away from the work area. Be aware of personal safety. Be careful not to pinch fingers with clips and tubes when assembling: when using makes sure there is adequate ventilation for exhaust and other dangerous fumes.
3. Do not over reach. Keep proper footing and balance at all times.
4. Do not assemble if under the influence of alcohol or drugs. Read warning labels on prescription to determine if your judgment or reflexes are impaired while taking drugs. IF there is any doubt, do not assemble.
5. Be aware of possible windy conditions; fasten the base in concrete if these situations may occur. Remove the cover during hurricane.
6. Be careful with power and heat sources. Do not keep heat sources near the tarpaulin. Do not expose to open flame.
7. Be aware of personal safety during assembly and use. Be careful not to pinch fingers with clips and tubes when assembling. when using makes sure there is adequate ventilation for exhaust and other dangerous fumes.

# 406020R/408020R/4010020R Spare Parts List

NO.	Description	Qty				
		406020R 2m Spacing	408020R 1.5m Spacing	408020R 2m Spacing	408020R 2.4m Spacing	4010020R 2m Spacing
1	Roof bent tube	10	17	13	11	16
2	Upper bent tube	20	34	26	22	32
3	Sidewall tube	20	34	26	22	32
4	Lower bent tube	20	34	26	22	32
5	Purlin	63	112	84	70	105
5A	Support tube for roof frame	12	12	12	12	12
6	Base plate for corners	4	4	4	4	4
6A	Base plate for tie the roof cover	0	0	0	0	2
7	Base plate for sidewall	16	30	22	18	28
7A	Ratchet	20	34	26	22	34
8	Base plate for front and back door	4	4	4	4	4
9	Base plate for front and back door	4	4	4	4	4
10	Lower standing leg on front and back door	8	8	8	8	8
11	Upper standing leg on front and back door	4	4	4	4	4
11A	Side Upper standing leg on front and back door	4	4	4	4	4
12	Beam on front and back door	4	4	4	4	4
12A	Vertical support tube on front and back door	2 groups	2 groups	2 groups	2 groups	2 groups
13	Connecting tube on front and back door	4	4	4	4	4
13A	Side Connecting tube on front and back door	4	4	4	4	4
14	Base tension tube on both doors	4	4	4	4	4
14A	Side Base tension tube on both doors	4	4	4	4	4



15	Angel seat on front and back door	12	12	12	12	12
15A	Angel seat for No.12A	2	2	2	2	2
16	Steel wire for sidewall	18	32	24	20	30
17	Triangle Steel Plates	10	16	12	10	16
17A	Clamps	24	24	24	24	24
18	Bolt M12x110mm	78	137	99	85	120
19	Bolt M10x100mm	200	322	248	216	296
28	Roof cover	1	1	1	1	1
29	Front and back cover	2	2	2	2	2
30	Bungee	4	4	4	4	4
31	PVC	0	0	0	0	4
32	Small Ratchet	0	0	0	0	56
A1	Clip for lacing front cover	2	2	2	2	2

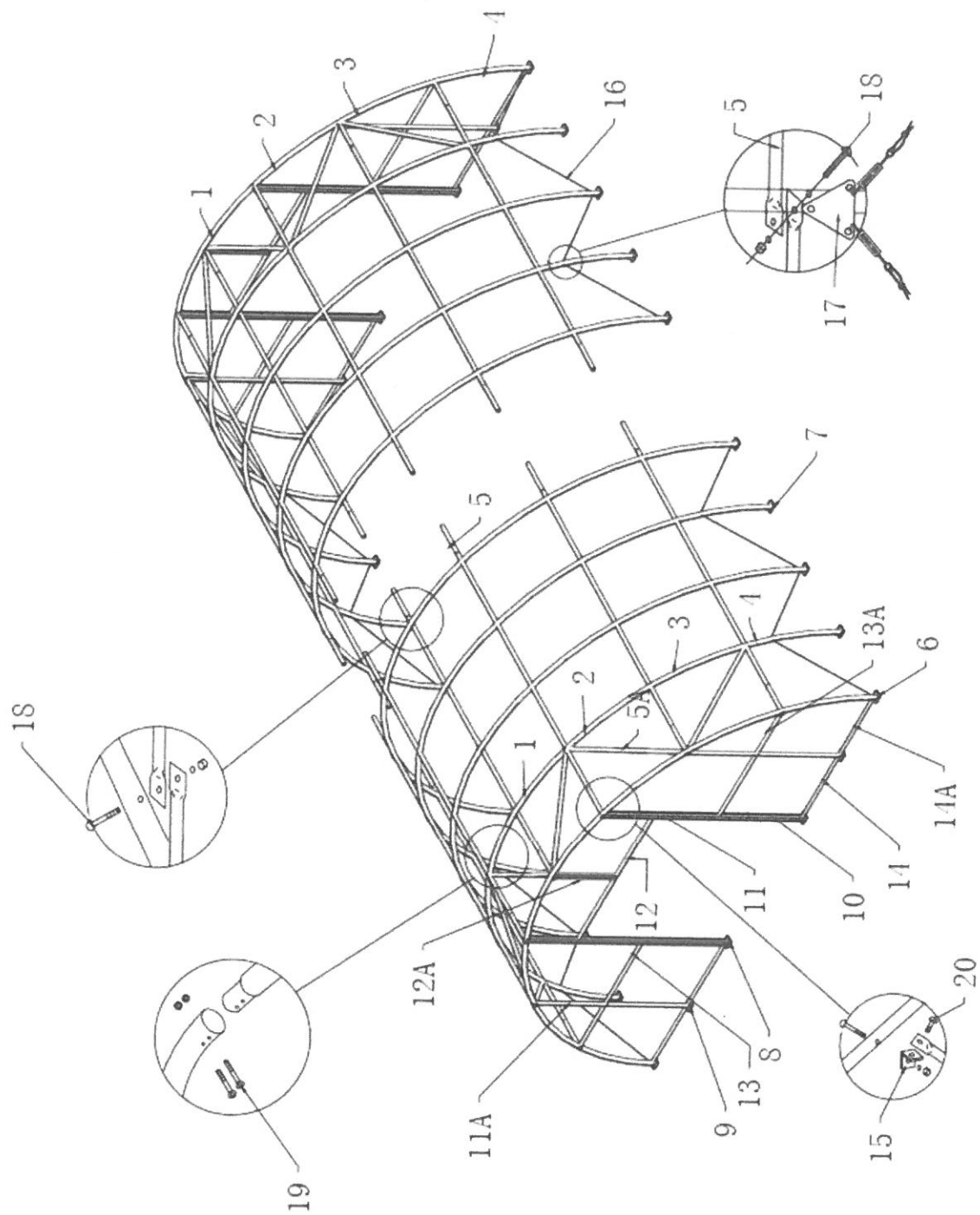


Figure 1 Frame Sketch

Model 406020R	Size:	Width: 12.2m	Length: 18m	Height: 6.1m
Model 408020R	Size:	Width: 12.2m	Length: 24m	Height: 6.1m
Model 4010020R	Size:	Width: 12.2m	Length: 30m	Height: 6.1m

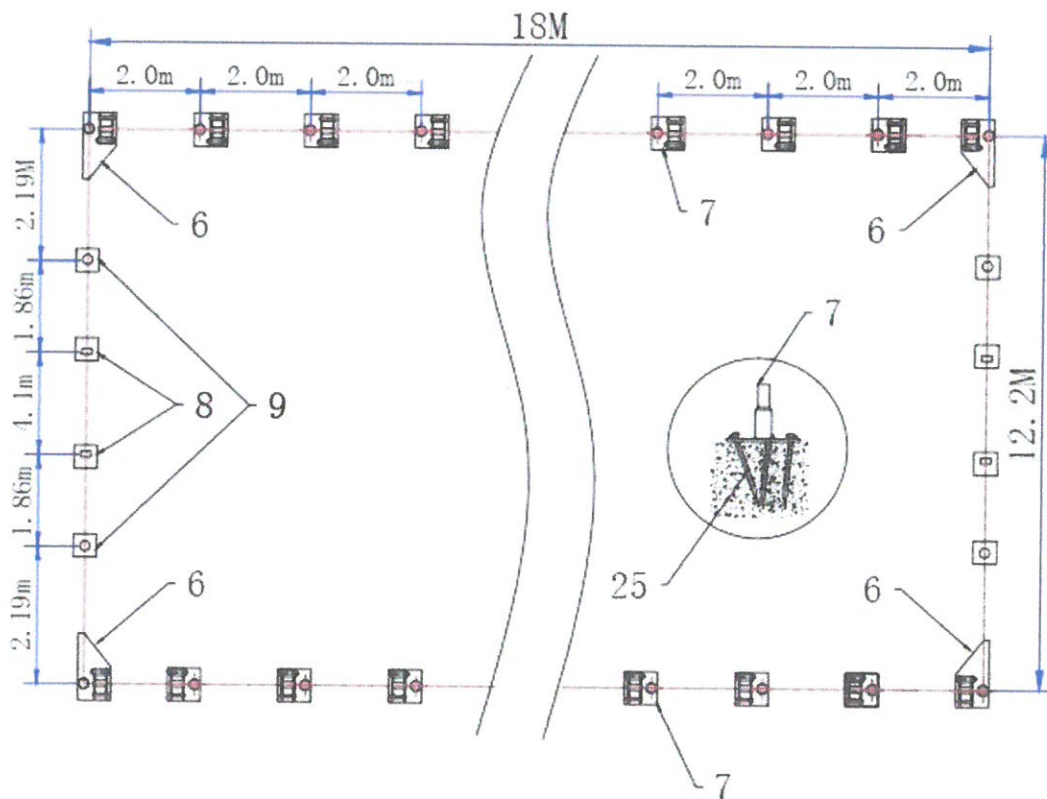
## EQUIPMENT AND TOOLS FOR INSTALLATION

- |                   |                            |
|-------------------|----------------------------|
| 1. Measuring Tape | 2. String for alignment    |
| 3. Stake          | 4. Ladder or Scissors Lift |
| 5. Sledge Hammer  | 6. Drill                   |
| 7. Wrench         | 8. Knife                   |
| 9. Hoist          |                            |

## INSTALLATION PROCESS

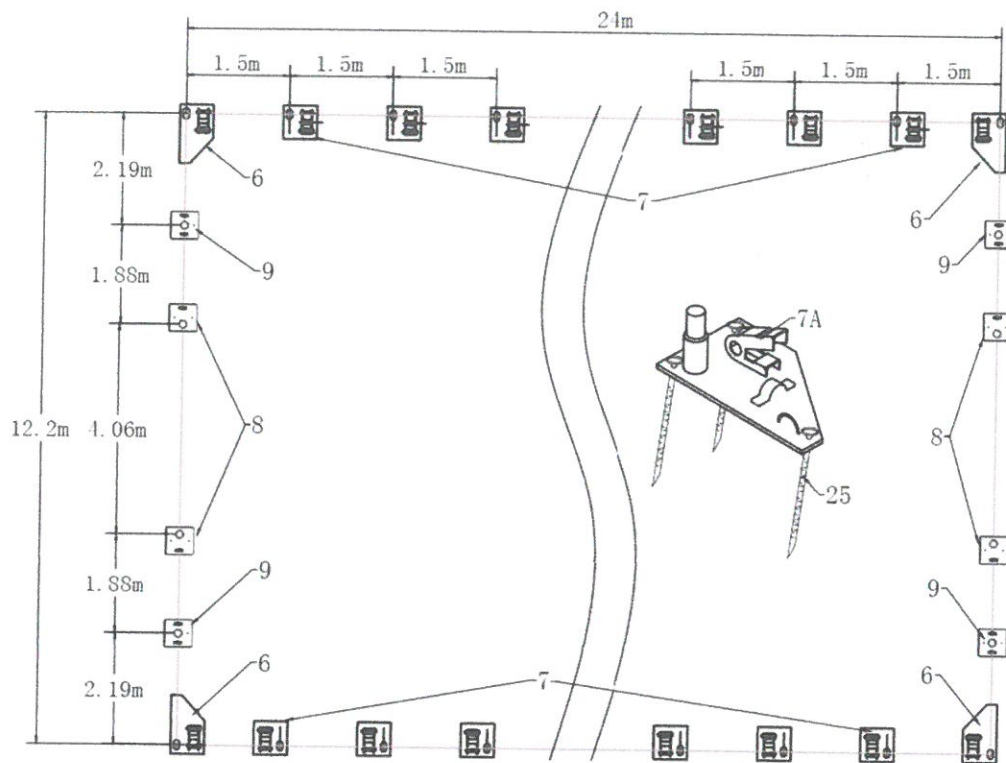
### A---BASE INSTALLATION

Please refer to the diagram (Figure 2) to place the base plates:

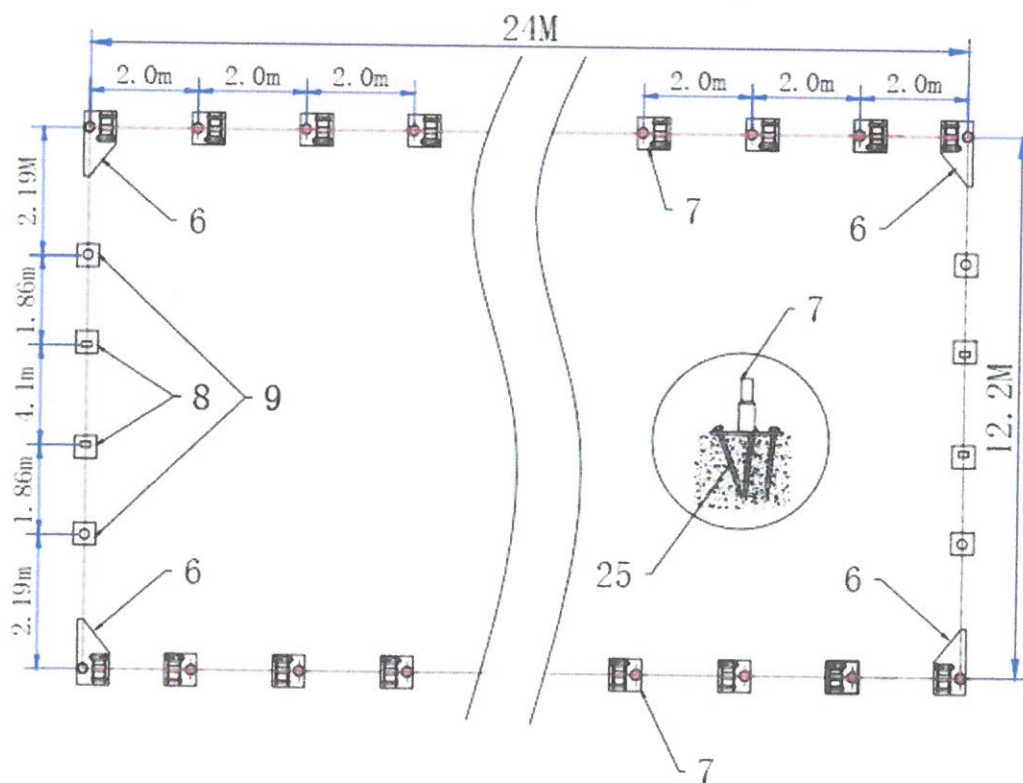


Above is layout for model 406020R, 2m spacing

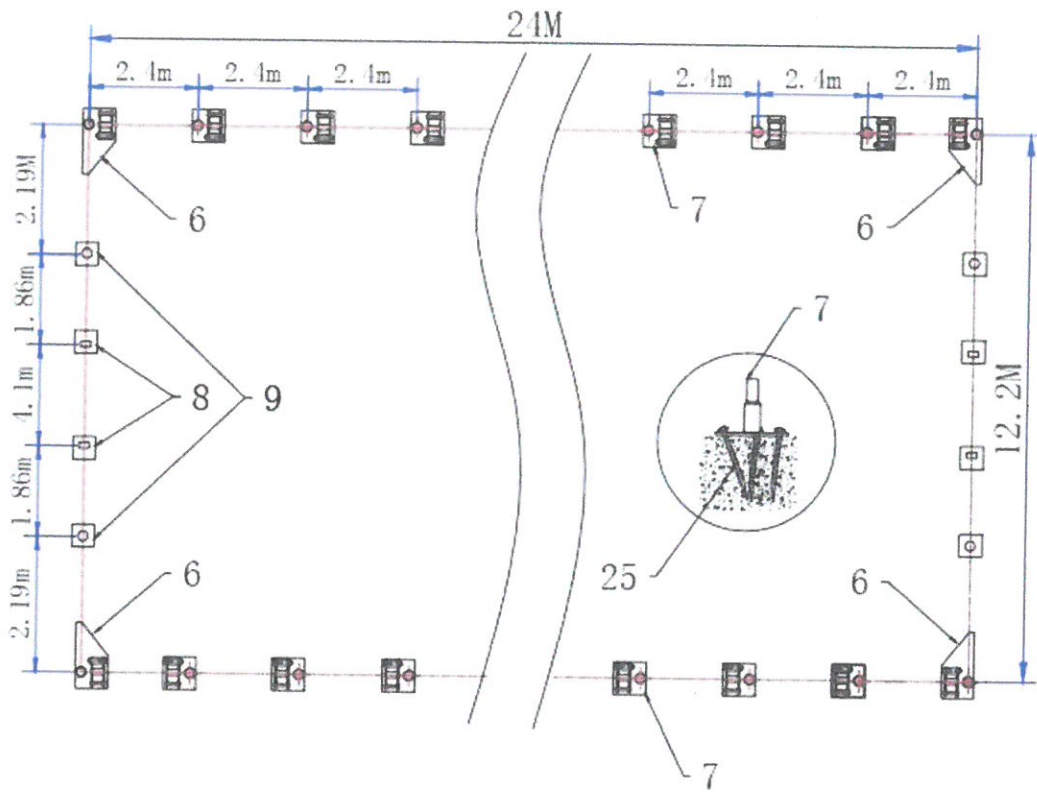




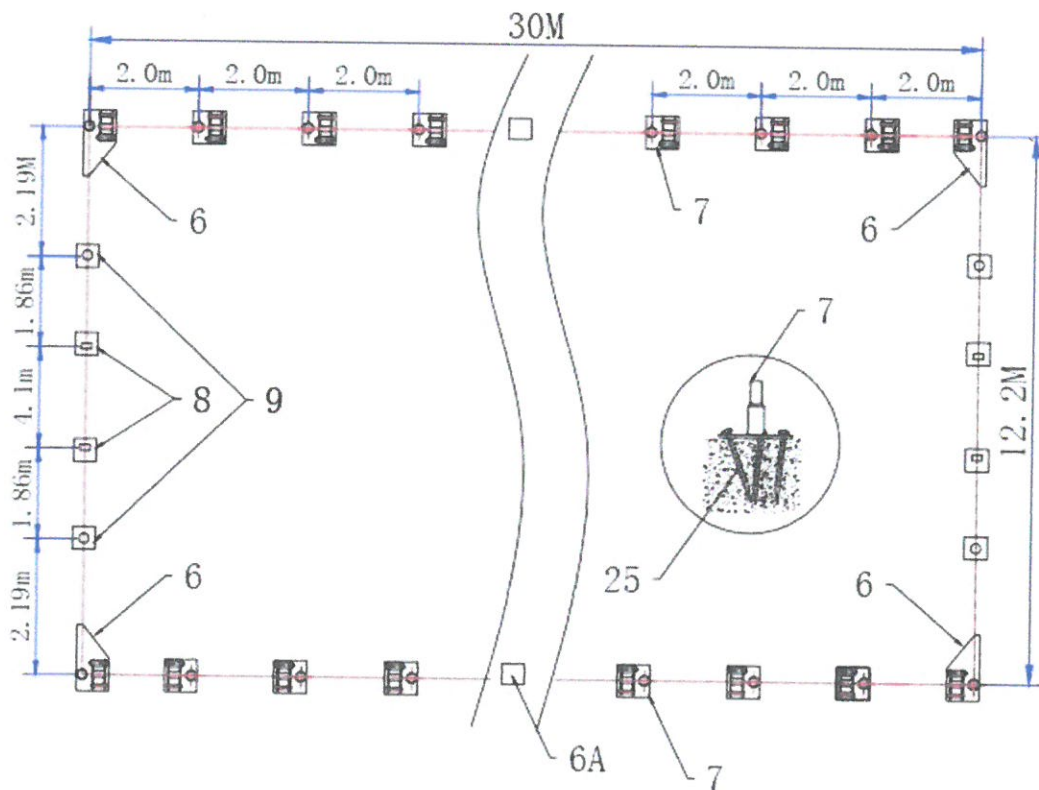
Above is layout for model 408020R, 1.5m spacing



Above is layout for model 408020R, 2m spacing



Above is layout for model 408020R, 2.4m spacing



Above is layout for model 4010020R, 2m spacing

Figure 2

Please make sure the right spacing before assembly.

1. The measurement is from center to center of tubes on the base plates. Referring to the above diagram and confirm the place of base plates. Ensure that the foundations is square.
2. As figure 2 shows base plate(No.6,7) is equipped with 3 pieces of stake peg(No.25),base plate(NO.8,9) is equipped with 2 pieces of stake peg(No.25).

**Note:** Expansion bolt will suitable for concrete, and stake pegs apply for normal conditions, not suitable to the rock ground, frozen soil and concrete ground.

## B---FRAME INSTALLATION

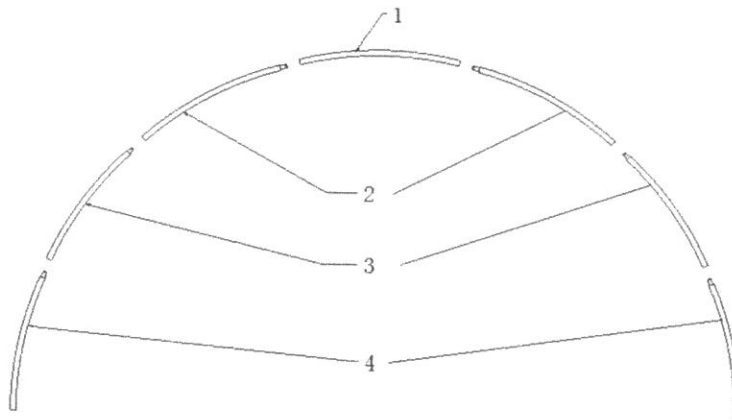


Figure 3



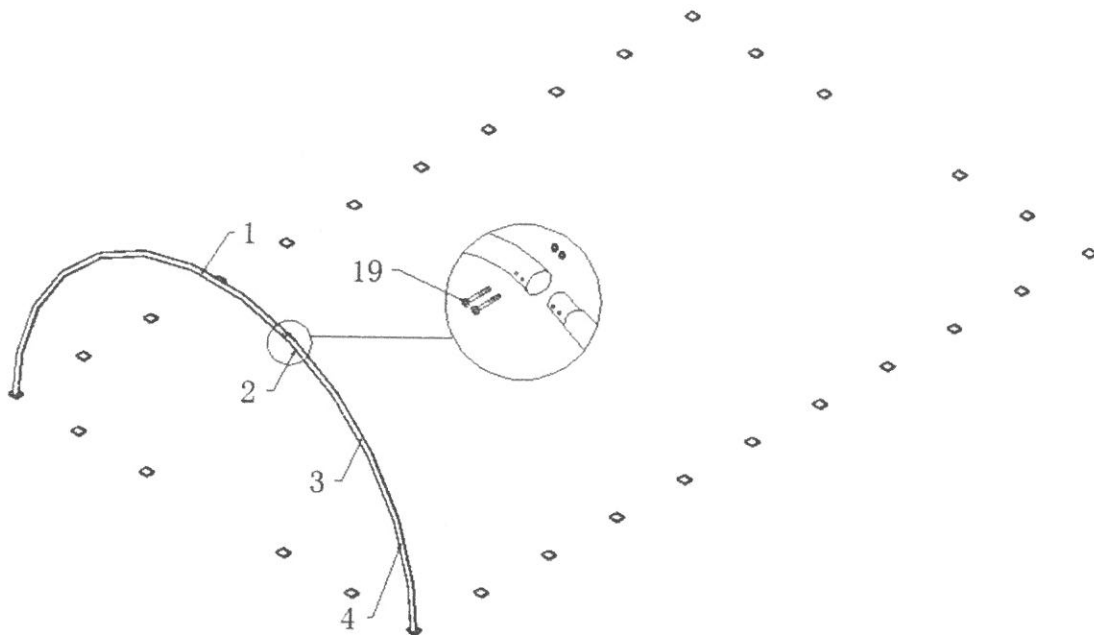


Figure 4

1. (Part No.  $1*1+No.2*2+No.3*2+No.4*2$  ) As **Figure 3** and **Figure 4** shown to find one piece of Roof bent tube (No.1), two pieces of Upper bent tube for front and rear door(No. 2A), two pieces of Sidewall tube(No.3), two pieces of Lower bent tube (No. 4) . Connect them by using Bolt M10x100 (No. 19), which makes the first group of front door arch frame.Put the first group of arch frame into the base plates like the **Figure 4** shows.

Note:Please note that the difference between front/back arch and middle arch.Front and back arches should use No.2A,middle arches should use No.2.

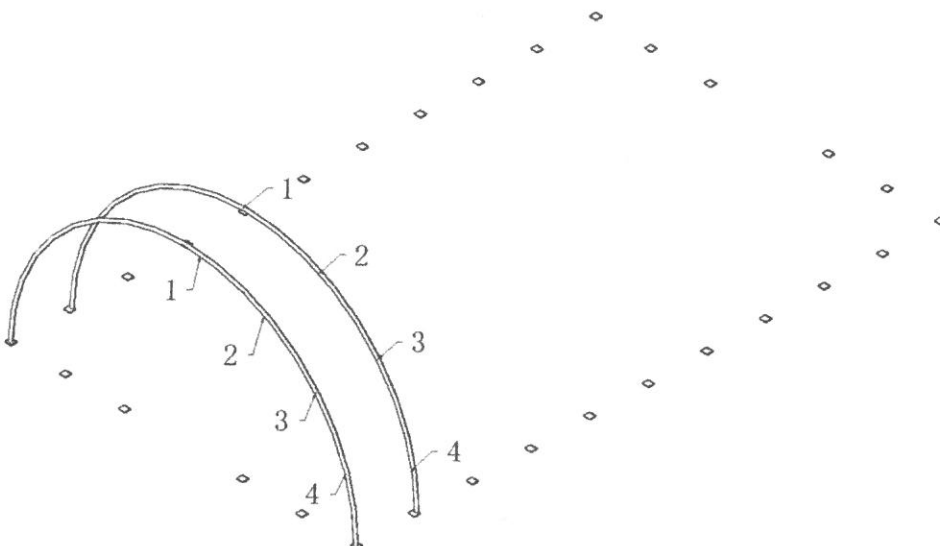


Figure 6

2.Put the second group of arch frame into the base plates like the Figure 6 shows.Use purlins(No.5) to connect them by boltM12x100(No.18) and angle iron(No.17),then install the third arch into the base plate and connect the purlins.In this turn fix all other arches and purlins as figure 7 shown until the frame is completed.

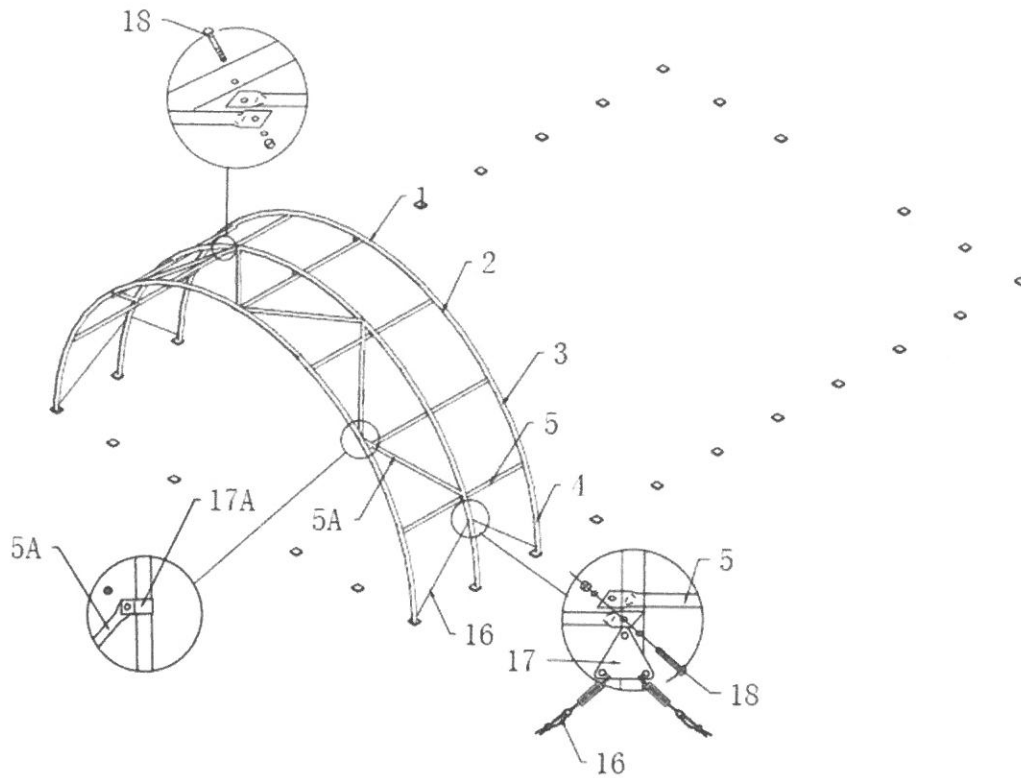
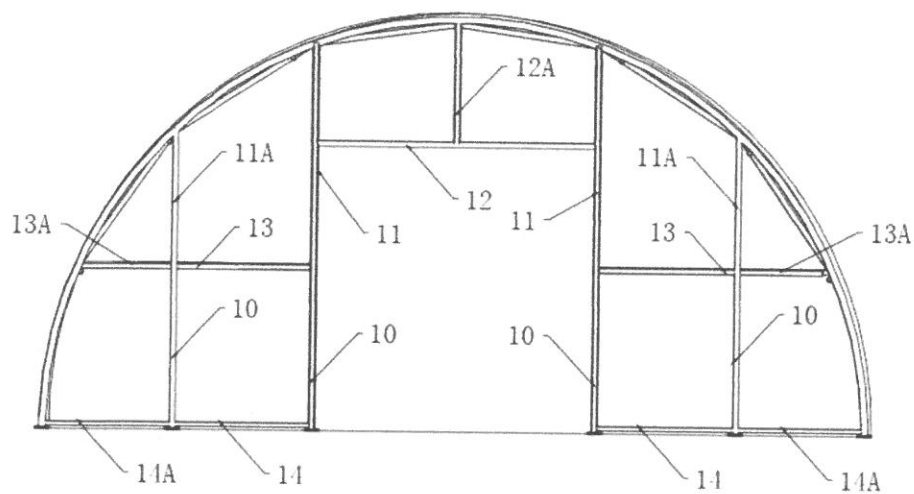


Figure 7

## B--- INSTALLING FRONT AND BACK COVER



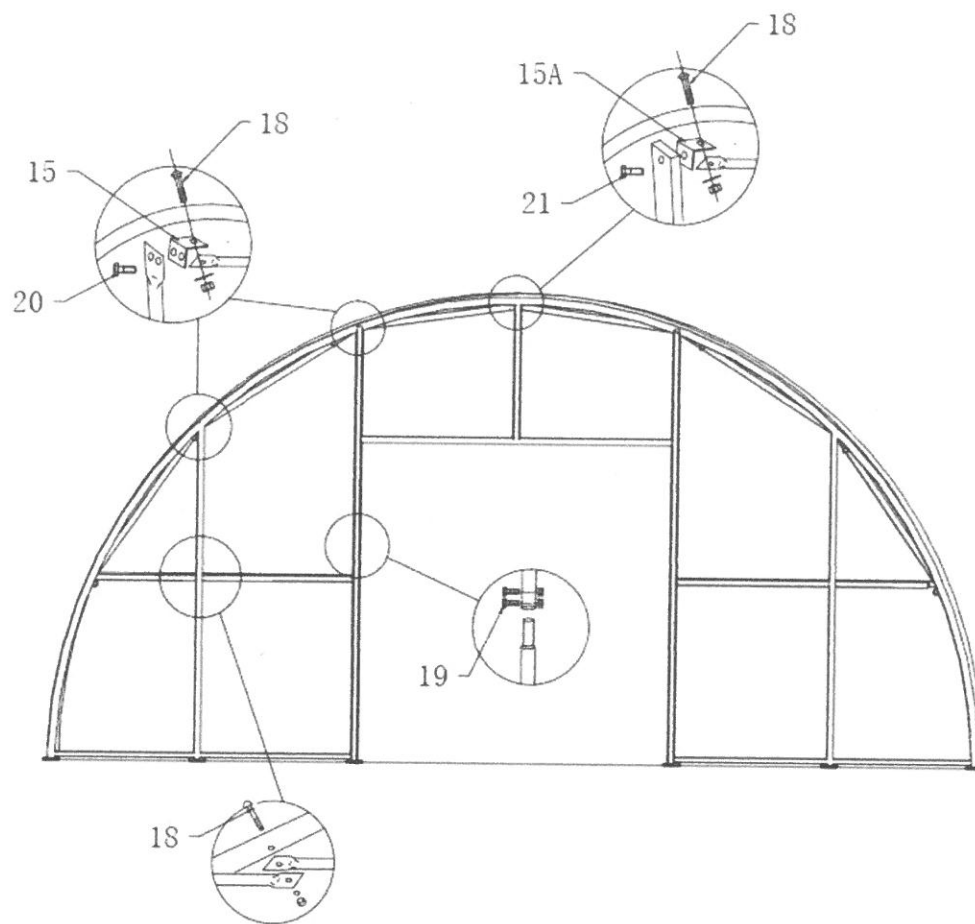


Figure 8

1. Please install the front and back door frame according to the above drawing (Figure 8). Find corresponding bolts and tubes, connect each other.

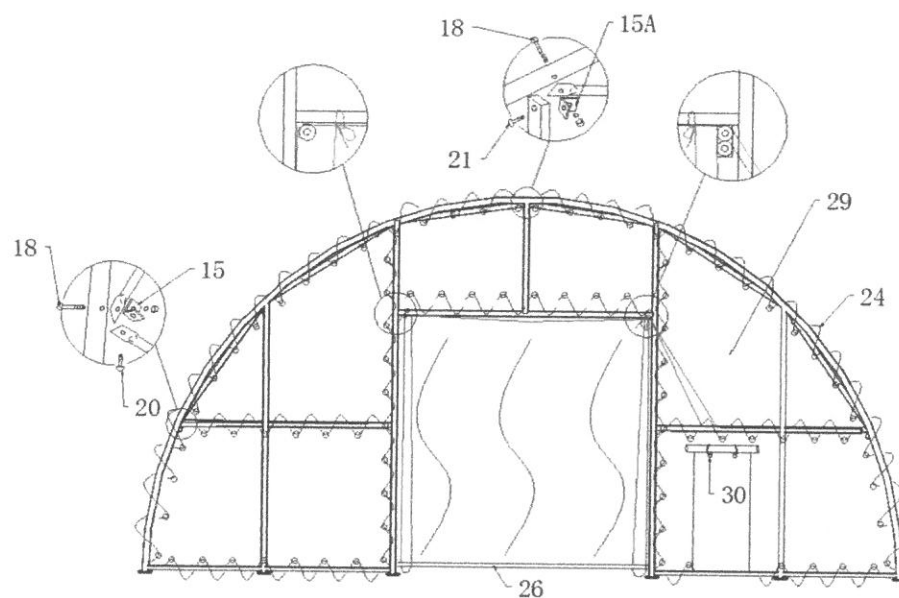
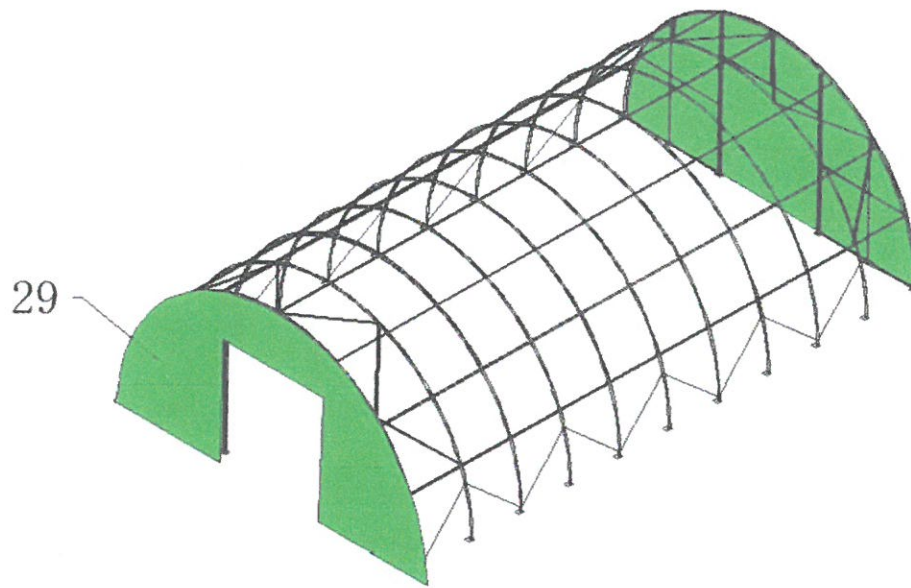


Figure 9



2. Please use rope to tie the end cover to end wall. (Figure 9).



### Front and Back Cover

Figure 10

### D— INSTALLING THE ROOF COVER

**NOTE:** Do not install the cover onto the frame of your building in high wind conditions.

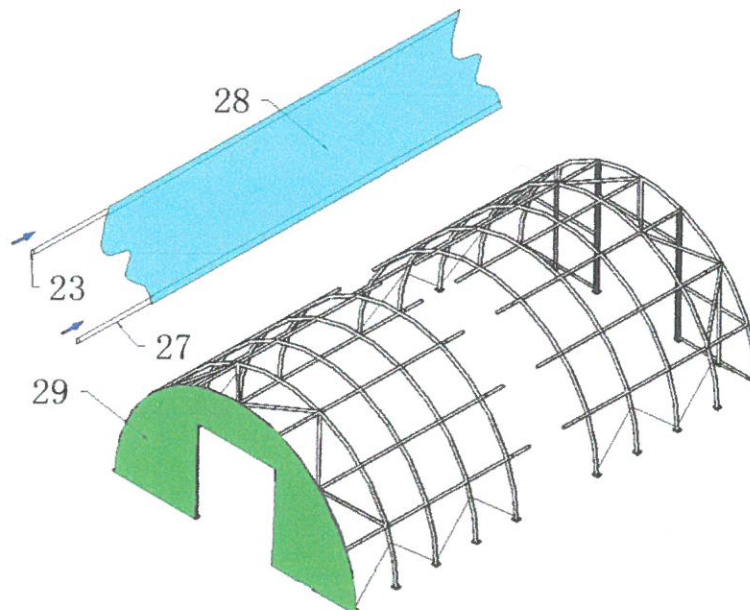


Figure 11 Roof cover

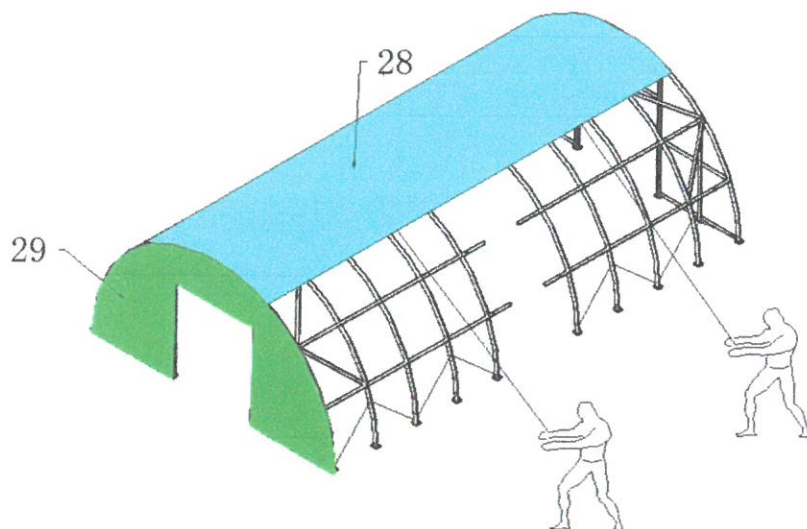


Figure 12

1. Spread the cover(No.28) and lay parallel to one side of the frame.
2. Insert the tensioning tube(No.27) into one side of roof cover only,Then place the plastic plug (No.23)on each end of tubes.
3. Attach the ropes(No.24) and throw over the frame. Then pull the roof cover EVENLY, CAREFULLY AND SLOWLY.

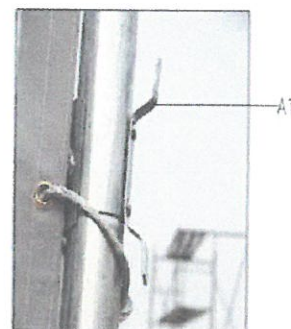
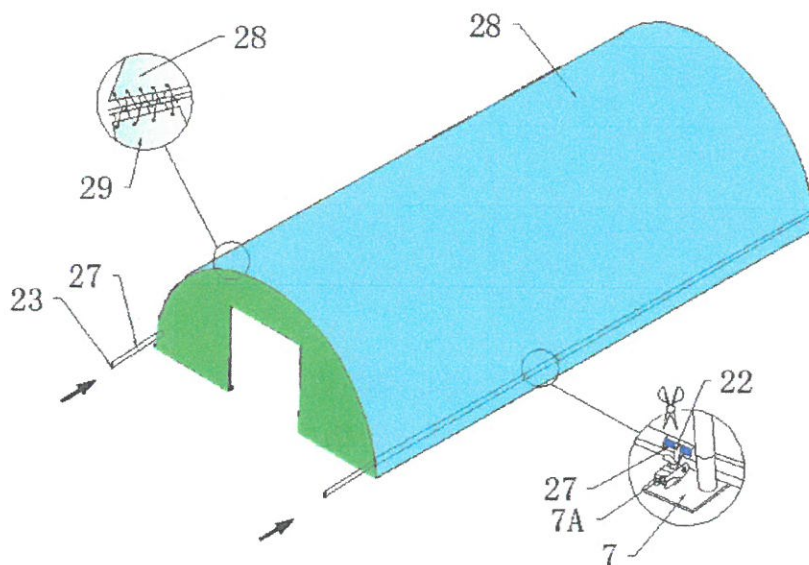


Figure 13

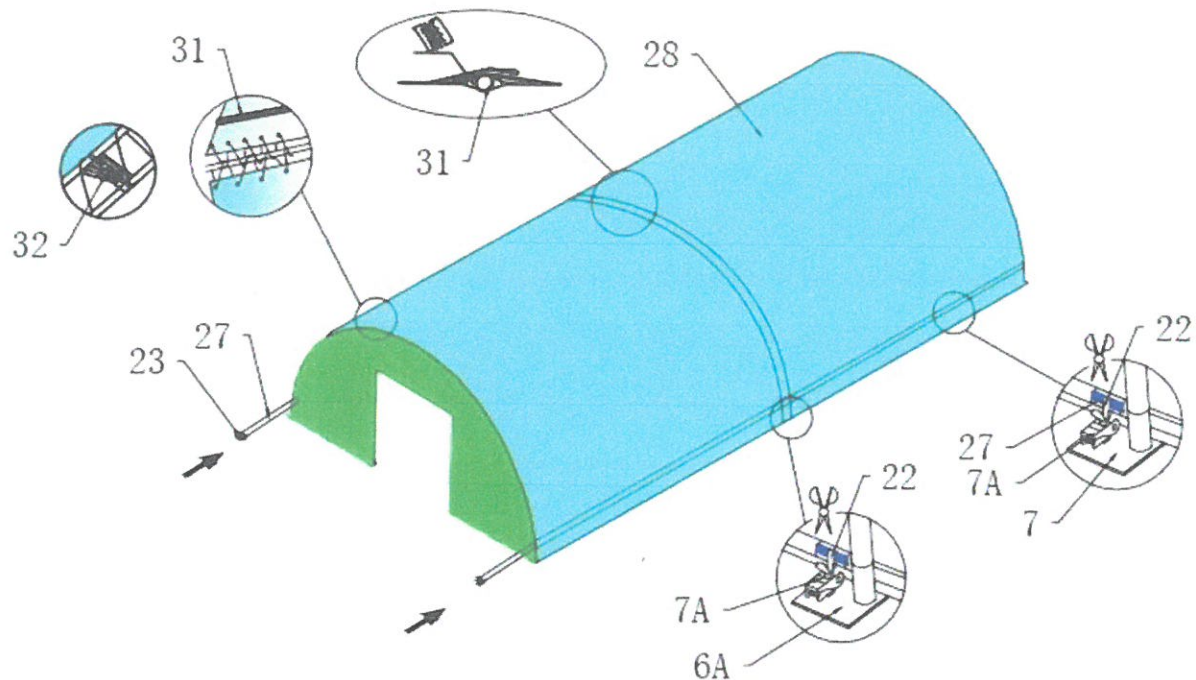


Figure 14

2. Cut pockets just above the ratchet (7A), let the tensioning tube (27) come out, use the belts No.22 to tie the tube onto the ratchets, thus adjust the ratchet could fasten the roof cover.

3. For 4010020, the roof cover is 2 pcs, so there is PVC tube No.32 that need insert into cover pocket to help to tie onto the steel frame. (Figure 14)

● Note: The end flaps must overhang evenly at both ends.

With the end flaps flipped back and out of the way, use the supplied rope to tighten the roof cover to the end arches. The rope should be cut as your requirements when using. The recommended procedure is to use separate pieces of rope and start by first lacing the cover from the bottom edges up to the top center. Secure the ropes at the top center and tent apply tension as you lace down both sides. Fasten the rope at the bottom edge. Put the Band (No.22) onto the tubes where the notches are. Pull the Nylon Band through the reels of winches. Drive the Ratchet Tie Down forth and back, and then the roof cover is tightened.

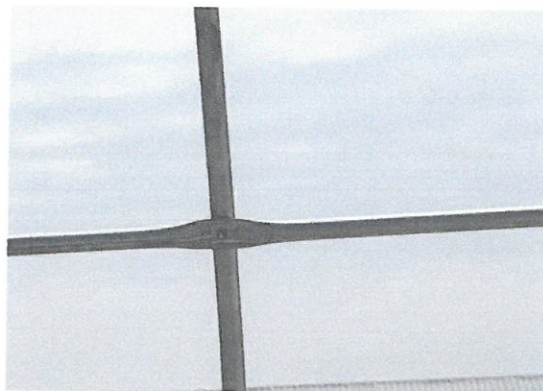
**NOW THE INSTALLATION IS FINISHED, PLEASE ASJUST THE BASE PLATES EVERY MONTH.**

Please check the below installation detailed pictures:





(A)



(B)



(C)



(D)



(E)

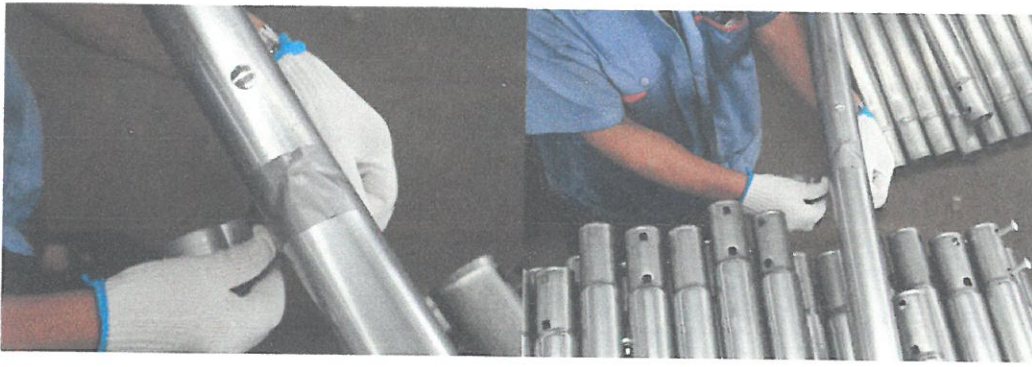


(F)

**NOTE: DO NOT LEAVE THE ROOF COVER UNATTACHED UNDER ANY CIRCUMSTANCES until the final assembly and tightening has been completed. The process is quite easy. But some tightening adjustments will be necessary to produce a flat, tension ed roof cover. Please adjust the roof cover every month.**

**Please Note:**





**Please use the tape wrapped around the gap between the steel skeleton after installing.**

# Collaborative Planning, LLC

## Memorandum

To: Cologne Planning Commission  
From: Cindy Nash, AICP, EDFP  
Date: November 29 2023  
Subject: Ordinance Amendment – Storage in C-2 Zoning District as a Permitted Principal Use of Property

---

The C-2 Central Business District zoning district intended purpose is to “provide for the unique layout and character of a traditional central business district with retail and professional office functions and mixed uses”. At the November 2023 Planning Commission meeting, there was discussion regarding the consideration of permitting storage as a permitted principal use of a building in this zoning district.

This is different from the accessory use of storage that many businesses may have as an ongoing part of their business affairs. Any given type of business may have some portion of its building being used to store items that are necessary for the customary operation of their business but that would not exist if the business that was occurring there did not also exist. Examples of this are as follows:

- Closet for cleaning supplies
- Cabinets in a breakroom for coffee or an office supply closet
- Room where inventory is kept before it is placed on shelves for sale.

For purposes of this memo, storage would be the principal use of the building. This may be to store personal or business items but where there is not an otherwise permitted principal use for the property such as a professional office, retail store, or other use permitted within the district.

### **November 6, 2023 Planning Commission Minutes/Action Item**

At the November 6<sup>th</sup> meeting, a motion was made to “review city Ordinance 153.007 Section B to add under permitted uses “and indoor storage” and to include due process and a public hearing to be reviewed by the Planning Commission”. Section 153.007 of the Zoning Ordinance is related to Nonconforming Uses and Structures and is not related to any specific types of uses. It appeared the intent was to consider making “indoor storage” a permitted use in the C-2 zoning district, so the draft ordinance reflects that interpretation of intent.

## **Typical Zoning Districts for Storage Uses**

Most zoning ordinances only permit storage uses within those zoning districts that are not in a traditional downtown, typically in an industrial zoning district.

## **Downtown Plan**

The City is currently developing a Downtown Plan with the assistance of HKGI. A primary reason for preparing a downtown plan is to identify potential improvements to the downtown and the steps necessary to achieve those improvements to have a thriving downtown filled with businesses and activity. In my past experience, buildings that are underutilized in that they do not contribute to a thriving place that brings people downtown become one of the focuses for improvement in the plan. The use of buildings for storage would typically be considered an underutilized space in the context of a Downtown Plan and there are then typically recommendations in the plan document for addressing these underutilized spaces.

## **Recommendation**

I recommend that the Planning Commission recommend denial of the proposed ordinance amendment that would add “storage” as a permitted principal use in the C-2 Zoning District.

As the Downtown Plan is in the process of being prepared, it is premature to make a significant change to the Zoning Ordinance that may be in conflict with any ultimate recommendations that are in the Downtown Plan. Any existing storage principal uses are “non-conforming” which restricts their expansion on the properties that currently contain them, but also prohibits the establishment of new “storage” uses on other properties. If an amendment was made to the ordinance, storage would be a conforming use and both existing uses could be expanded or new storage uses created (including mini-storage).

Further, in order to keep storage uses from the Paul Avenue N corridor, the draft ordinance restricts this proposed permitted use from being eligible to be used for properties that have frontage on Paul Avenue North. However, it is not typical to restrict a permitted use from occurring within certain portions of a zoning district.

**CITY OF COLOGNE  
CARVER COUNTY  
STATE OF MINNESOTA**

**ORDINANCE NO. 172**

**AN ORDINANCE AMENDING THE CITY OF COLOGNE ZONING ORDINANCE  
RELATED TO STORAGE IN THE C-2 ZONING DISTRICT**

**The City Council of Cologne, Minnesota ordains:**

**SECTION 1. RESCIND AND REPLACE SECTION.** Section 153.039 of the Cologne Zoning Ordinance is hereby rescinded and a new Section 153.039 is added as follows:

§ 153.039 C-2 CENTRAL BUSINESS DISTRICT.

(A) Purpose. In addition to the purposes stated in § 153.002, it is intended that the C-2 District provide for the unique layout and character of a traditional central business district with retail and professional office functions and other mixed uses.

(B) Permitted uses.

(1) Retail sales conducted within structures, but excluding automobile and motorized equipment sales, truck stops, gasoline and fuel sales, drive-through restaurants and adult-oriented businesses.

(2) Repair and service conducted within structures, but excluding automobile and motorized equipment repair.

(3) Professional and business offices.

(4) Legal, nonconforming residences and accessory uses.

(5) Accessory apartments.

(6) Theaters and recreational businesses conducted within structures, but excluding adult-oriented businesses.

(7) Daycare centers.

(8) Cabinet making and sales showroom.

(9) Indoor storage of business or personal property as a principal use of properties that do not have frontage on Paul Ave N.

(C) Interim uses.

(1) Tractor trailer parking.

- (2) Masonry construction trade business and showroom.
- (3) Churches and pre-schools in renovated pre-existing commercial structures, located on A-Minor Arterial Highways as depicted on figure four of the City of Cologne 2030 Comprehensive Plan.
- (4) Used automobile sales as an accessory use to legal nonconforming automobile body repair businesses.

## **SECTION 2. EFFECTIVE DATE**

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

## **SECTION 3. REPEALER**

All prior ordinances to the extent that they are inconsistent with the terms and provisions of this Ordinance, shall be deemed repealed after the effective date of this Ordinance with regard to those inconsistent terms and provisions.

Passed by the City Council of Cologne this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Approved:

\_\_\_\_\_  
Matt Lein  
Mayor

Attested:

\_\_\_\_\_  
Michelle Morrison  
City Clerk



§ 153.039 C-2 CENTRAL BUSINESS DISTRICT.

(A) Purpose. In addition to the purposes stated in § 153.002, it is intended that the C-2 District provide for the unique layout and character of a traditional central business district with retail and professional office functions and other mixed uses.

(B) Permitted uses.

(1) Retail sales conducted within structures, but excluding automobile and motorized equipment sales, truck stops, gasoline and fuel sales, drive-through restaurants and adult-oriented businesses.

(2) Repair and service conducted within structures, but excluding automobile and motorized equipment repair.

(3) Professional and business offices.

(4) Legal, nonconforming residences and accessory uses.

(5) Accessory apartments.

(6) Theaters and recreational businesses conducted within structures, but excluding adult-oriented businesses.

(7) Daycare centers.

(8) Cabinet making and sales showroom.

(9) Indoor storage of business or personal property as a principal use of properties that do not have frontage on Paul Ave N.

(C) Interim uses.

(1) Tractor trailer parking.

(2) Masonry construction trade business and showroom.

(3) Churches and pre-schools in renovated pre-existing commercial structures, located on A-Minor Arterial Highways as depicted on figure four of the City of Cologne 2030 Comprehensive Plan.

(4) Used automobile sales as an accessory use to legal nonconforming automobile body repair businesses.