

Planning Commission Meeting Agenda

Wednesday March 5, 2025 - 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:	Shannon Frakie
Commissioner:	Kristy Naegely
Commissioner:	Jayson Read
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 NEW BUSINESS
 - a. Approve January 8, 2025 Planning Commission Meeting Minutes
 - b. 107 Paul Ave S Sign Permit
 - c. Administrator Update
5. ADJOURN

Planning Commission Meeting Minutes

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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:	Shannon Franz
Commissioner:	Kristy Naegely
Commissioner:	Jayson Read
City Council Liaison:	Carol Szaroletta

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1. OATH OF OFFICE

Administrator Morrison administered the oath of office to new commissioners Shannon Franz and Jayson Read.

2. CALL MEETING TO ORDER & ROLL CALL

Chairperson Shambour called the meeting to order at 6:00 PM with Commissioners Franz, Naegely, Read and Szaroletta present.

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

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

5. PLANNING COMMISSION NEW BUSINESS

a. Approve December 4, 2024 Planning Commission Meeting Minutes

Motion by Commissioner Read to approve the December 4, 2024 Planning Commission Minutes, second by Commissioner Szaroletta. Motion carried unanimously.

b. PRESENTATION: City Planning Commission Role and Function

Chairperson Shambour reviewed a PowerPoint presentation he had made about the Role and Function of a planning commission to familiarize new Planning Commissioners,

6. PLANNING COMMISSION OLD BUSINESS

a. City Ordinance 153 Amendment Discussion

i. Seek Planning Commission Consensus on moving forward to prohibit indoor storage within Main Street Properties

Chairperson Shambour facilitated discussion and reviewed the history of planning commission discussion around indoor storage and the difficulty in regulating. After lengthy discussion the consensus among commissioners was that no further actions or changes to the Ordinance should be pursued at this time.

b. Main Street SWOT Discussion

Chairperson Shambour facilitated discussion and reviewed the history of planning commission discussion on efforts to revitalize Main Street. Commissioners discussed ways to inspire improvement to buildings – noting that while a building may appear to be dilapidated if there are no Ordinance Violations the City cannot make change happen. The current course of investigating for ordinance violations and pursuing those violations was the best way forward. A well-planned open house type of event for property owners to discuss the future of main street and possible grant availability to property owners was discussed, but would have to be well prepared before moving forward.

7. ADJOURN

Motion by Commissioner Naegely to adjourn at 7:05 PM, second by Commissioner Szaroletta. Motion carried unanimously.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson

MEMORANDUM

TO: Planning Commission Members
FROM: Michelle Morrison, City Administrator
SUBJECT: PERMANENT SIGN PERMIT
DATE: 2/28/2025

Following this memo is the sign permit application and site plan for a Non-lit 2 sided cabinet style sign that will be attached to an existing flag mount on the property at. The original sign was 4 feet long and our ordinance only allows for 3 feet. The designer has corrected the dimensions and resubmitted the necessary paperwork. Cindy Nash has reviewed the permit and recommends its approval.

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):

Hanging non-illuminated 2-sided aluminum cabinet with panel faces and vinyl graphics.

Type of Sign: Exterior cabinet sign (non-illuminated).

Dimensions of Sign: 36 inches high x 48 inches wide x 4 inches deep

Height of Sign: 36 inches high

Name of the person/company that will be erecting the sign: SDDI Signs

Work to begin on or after 2/12/2025 and to be completed on or before 4/18/2025.

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 *Anthony Johnson* Date 2/12/2025

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

RENDERING

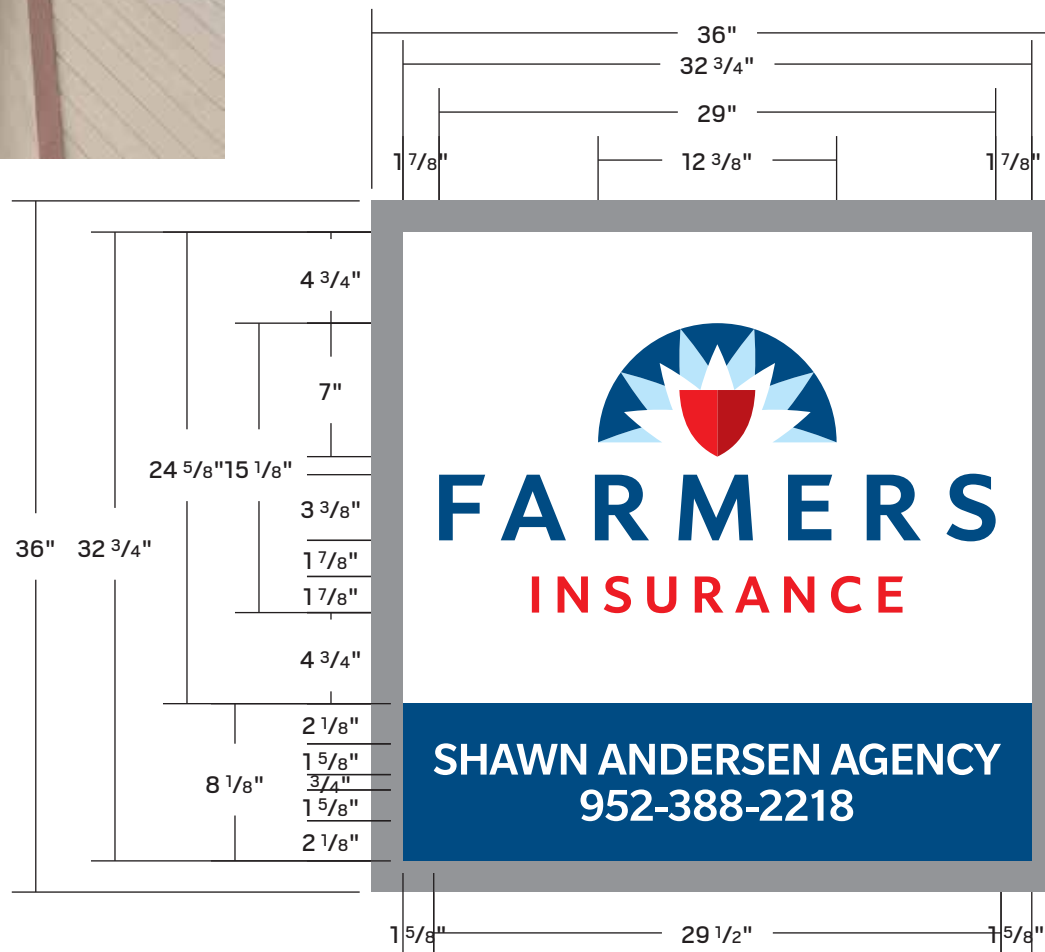
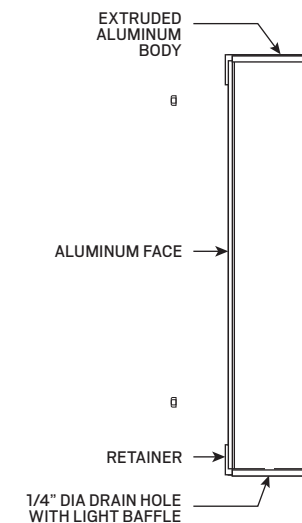


*SIGN SCALE IS BASED ON SUPPLIED MEASUREMENTS AND PHOTOS AND IS THEREFORE NOT GUARANTEED.

EXISTING



S/F NON-ILLUMINATED CABINET SIGN



SIGN TYPE: ILL-700

- 1 SCALE 1:10
- FONT: SLATE PRO MEDIUM
- 3/16" THICK WHITE POLYCARBONATE PANEL WITH 1ST SURFACE TRANSLUCENT APPLIED VINYL AND WHITE LETTERING REVERSE WEDED TO SHOW PANEL UNDERNEATH
- 4" DEEP ALUMINUM CABINET PAINTED
- MODERN MASTERS MATTE METALLIC PLATINUM SILVER WITH MATTE CLEAR COAT
- QTY: 1

- 2 FARMERS TRANSLUCENT VINYL SWATCHES
- 3M EUROPEAN BLUE TRANSLUCENT VINYL 3630-137
- 3M EVENING BLUE TRANSLUCENT VINYL 3630-317
- 3M TOMATO RED TRANSLUCENT VINYL 3630-43
- 3M DARK RED TRANSLUCENT VINYL 3630-73



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 www.sddisigns.com

<i>Project:</i>	Exterior Signage	<i>File Name:</i>	ILL 700.ai
<i>Client:</i>	Farmers Insurance Cologne, MN	<i>Origin Date:</i>	01.31.25
<i>Project Manager:</i>	A. Johnson	<i>Revised Date:</i>	02.19.25
<i>Drawn By:</i>	M. Hopkins	<i>Revision:</i>	M. Hopkins

This drawing is the sole property of SDDI Sign Systems. All rights to use and/or reproduce are reserved. Actual dimensions may vary slightly due to practical limitations with fabrication. Photographic representations of proposed signage are for presentation only and may not be to scale. Colors will be printed as is, unless a specific color, (i.e. Pantone Number, Sherwin Williams, or hard sample) is provided.

- Approved As Is
- Approved With Changes
- Please Change and Resubmit

PLEASE EMAIL OR FAX YOUR APPROVAL BACK

X _____
 Agent's Signature

X _____
 Landlord's Signature



Memo

To: Planning Commission Members

From: Michelle Morrison – City Administrator

Date: February 28, 2025

Re: Planning Commission Updates

1. I Met with Ron Olson, his engineers and Jake Saulsbury to continue discussion on the 16-lot housing project west of Cobblestone. The project manager indicates that the preliminary plat for the 16-lot subdivision should be available for review by mid-March. Not sure if there will be time for Cindy to review the submission and make a recommendation to the planning commission by April 2. Stay tuned.
2. 111 John Ave S update: Wickenhauser razed the home on February 25th.
3. Received a Demolition Permit for accessory structure (garage) at 103 Paul Ave S after Mike Rosenau of Metro West made inspection and deemed the structure hazardous and shall not be occupied, noting that it was also a hazard to the neighboring property. I advised the property owners that it needed to be accomplished within 30 days. They asked for more time as they were not going to be around much in March. I told them we had to stick to the 30 days as it is a public hazard, as a result the property owner visited with Don Wickenhauser while he was razing 111 John, and arranged to have the garage razed on the same day. My next properties to address are 113 Paul Ave S and the vacant structure at 209 Paul Ave N.

4. The new owner of Freedom Storage, who has renamed the business Locked Loon Storage, is working with Civil Engineers and Surveyors to develop some expansion at the site. The site plan will be reviewed by the planning commission in the next few months as the plan is developed.

5. Questions on sale of property at 410 Park St E – This is a 61 acre parcel that has a Cologne mailing address – but is in Benton Township. The Carver County Property Information website reflects a last sale date of 1/29/2025 – yet the taxpayer name did not change. There is no immediate plan to develop that I have heard of. Several things need to occur before any development comes to the planning commission that include a new Waste Water Treatment Plant and the property needs to be annexed into the city.