

# Planning Commission Meeting Agenda

Wednesday August 6, 2025 - 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:	Bernie Shambour
Commissioner:	Shannon Frakie
Commissioner:	Kristy Naegely
Commissioner:	Jayson Read
City Council Liaison:	Carol Szaroletta

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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. PLANNING COMMISSION NEW BUSINESS
  - a. Approve July 2 and 21, 2025 Planning Commission Meeting Minutes
  - b. Village at Cologne 18<sup>th</sup> Addition
    - i. PUBLIC HEARING: PUD Amendment and Preliminary Plat
    - ii. Collaborative Planning Staff Report, 8-6-2025
    - iii. Anderson Engineering PUD Amendment Memo 07-03-2025
    - iv. Home Models: Grandview, Highview and Pineview
    - v. Proposed Ordinance for City Council Consideration Amending a PUD
    - vi. Bolton & Menk Comment Memo, 07-16-2025
    - vii. Collaborative Planning Comment Memo, 07-31-2025
    - viii. Carver County Water Management Organization Comment Memo, 07-31-2025
5. ADJOURN

# Planning Commission Meeting Minutes

Wednesday July 2, 2025 - 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 Shambour called the meeting to order at 6:00 PM with Commissioners Franz, Naegely, Read and Szaroletta present. Also present were City Administrator Michelle Morrison and City Planner Cindy Nash.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

Commissioner Naegely made a motion to adopt the agenda as presented, second by Commissioner Read. Motion carried unanimously.

## **4. PLANNING COMMISSION NEW BUSINESS**

### **a. Approve June 4, 2025 Planning Commission Meeting Minutes**

Motion by Commissioner Frakie to approve the June 4, 2025 Planning Commission Minutes, second by Commissioner Read. Motion carried unanimously.

### **b. Public Hearing: 180 Adams Ave S. Variance related to 1) allow gravel instead of a paved driveway and 2) variance from the 30 ft setback from the south property line.**

Motion by Commissioner Read to open the Public Hearing. Chair Shambour asked if there was any public input on the 180 Adams S variance request, there being none

Commissioner Szaroletta made a motion to close the public hearing. Second by Commissioner Franke. Motion carried unanimously.

### **c. Locked Loon Storage Variance requests**

City Planner Cindy Nash reviewed her memo to the Commission addressing the variance for a gravel driveway as opposed to paving and the request to construct a new building within the 30-foot side yard setback. After covering the legal background on variances and her evaluation of the request she offered her recommendation to approve the variances with a limited number of conditions.

After discussion, Commissioner Read made a motion to approve both variance requests with the condition that: 1. The requirement to pave the site is deferred, subject to the following conditions:

a. The Property Owner shall develop the site in substantial conformance with the approved plans.

b. The turf (grass) areas on site must be maintained in accordance with the approved plans. Specifically, the areas designated as turf on Sheet 4.1 shall not be altered to gravel, bare soil, or another surface, and must remain as properly maintained turf that meets the final stabilization requirements.

d. This variance related to paving shall expire and paving as may be required under the City of Cologne's ordinances is required under the following circumstances:

1. Change of use of the site from mini-storage storage to a different use.
2. Expansion or intensification of the mini-storage or accessory outdoor storage on site.

Second by Commissioner Szaroletta. Motion carried unanimously.

Ms Nash then moved on to review her memo on the Site Plan Approval for the location covering items including property access and parking, buildings and outside storage, and the lighting plan. After discussion, Commissioner Naegley made a motion recommending approval of the Locked Loon Site Plan with the following conditions:

1. The Property Owner shall develop the site in substantial conformance with the approved plans.
2. Outdoor storage is allowed only in the area identified on the approved plans. The surface material for the storage area shall be pervious vegetation. Stored items shall be limited to boats, RV's trailers, and standalone vehicles only. All

vehicles that require a license and are stored outdoors must have valid, current licenses. Outdoor storage must be kept in an orderly condition and comply with all applicable City ordinances, including nuisance regulations.

3. No business operations are permitted within any of the storage units or elsewhere on the property, except for the operation of the mini-storage facility itself.
4. The property is subject to easements. It is the property owner's responsibility to verify if the use of the property is in compliance with those easements.
5. The Developer shall be responsible for obtaining and complying with all necessary permits from agencies including but not limited to the Metropolitan Council, Minnesota Department of health, DNR, Carver County Watershed District, PCA, MnDOT, Carver County Public Works Department and any other governmental agencies.
6. The Developer may not commence construction of any improvements on the Subject Property until a building permit has been obtained, and the City Engineer has approved both the detailed grading plan and the detailed construction plan and issued written confirmation to the City and the Developer of the approval of such plans.

Second by Commissioner Read. Motion carried unanimously.

**c. ADJOURN**

Motion by Commissioner Naegley to adjourn at 7:45 PM, second by Commissioner Frakie. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle M Morrison, City Administrator

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Bernie Shambour, Chairperson

# Planning Commission Meeting Minutes

Monday July 21, 2025 - 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:	Bernie Shambour
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Commissioner:	Jayson Read
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## **1. 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. Also present were City Administrator Michelle Morrison and City Planner Cindy Nash.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

Commissioner Read made a motion to adopt the agenda as presented, second by Commissioner Szaroletta. Motion carried unanimously.

## **4. PLANNING COMMISSION NEW BUSINESS**

- a. Public Hearing: 180 Adams Ave S. Variance related to 1) allow gravel instead of a paved driveway and 2) variance from the 30 ft setback from the south property line.**

Commissioner Naegely made a motion to open the public hearing, second by Commissioner Szaroletta. Motion carried unanimously. Chairperson Shambour asked if there was any public input on the 180 Adams S variance request, there being none he asked City Planner Nash to review her comment memo. Ms Nash reviewed the current and planned changes to the property covering the maintenance requirements for the areas that are proposed to stay gravel and the outside storage planned for the south of

the property. After discussion Commissioner Szaroletta made a motion to close the public hearing, second by Commissioner Frakie. Motion carried unanimously.

**b. Resolution 25-01 Resolution Approving a Variance to Permit the Parking and Driveway Area to Remain Gravel Instead of Requiring It To Be Paved, And Allowing a Reduction in the Setback From The South Property Line For The Property Located at 180 Adams Avenue South and Known as Locked Loon**

Commissioner Frakie made a motion to approve Resolution 25-01 Approving a Variance to Permit the Parking And Driveway Area to Remain Gravel Instead of Requiring it To Be Paved, And Allowing a Reduction in the Setback From The South Property Line For The Property Located at 180 Adams Avenue South and Known as Locked Loon, second by Commissioner Read. Motion carried unanimously.

**5. ADJOURN**

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

Respectfully Submitted:

Attest:

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Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson

# Collaborative Planning, LLC

## ***MEMORANDUM***

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**TO:** Planning Commission

**FROM:** Cindy Nash, AICP, City Planner

**DATE:** August 6, 2025

**SUBJECT:** **The Villages at Cologne 18<sup>th</sup> Addition** for (1) Amendment to Planned Unit Development; and (2) Preliminary Plat

**APPLICANT:** Ron Olson

**LOCATION:** Generally located at the intersection of Silver Leaf Trail and Cobblestone Drive

**COMPREHENSIVE PLAN:** Low-Density Residential

### **Description of Request**

Ron Olson has submitted applications for an amendment to the planned unit development and a preliminary plat. The property consists of approximately 38.74 acres.

The Developer is proposing to develop the site into 15 single-family residential lots.

The following items are included in the packet for review:

1. Anderson Engineering Letter dated July 3, 2025 re: PUD
2. 3 sets of example floorplans
3. Draft Ordinance Amending PUD
4. City Engineer Comment letter
5. City Planner Comment letter
6. CCWMO letter
7. Village at Cologne 18th Preliminary Plat and Plans
8. Draft Resolution Approving Preliminary Plat

## **Item 1: Amendment to Planned Unit Development (PUD)**

**Public Hearing: June 6, 2025 Planning Commission**

### **Request**

The Developer is proposing to amend the existing planned unit development related to the architecture to be utilized on site. The PUD currently contains language that calls for specific floorplans from 2016 to be used. The Developer's draft amendment is proposing to add additional example floorplans, and to remove the restriction that only those plans can be used. They propose that all of the plans are examples but that the architecture must be varied and include some brick, wood, stone, or stucco on the front elevation.

A letter from Anderson Engineering dated July 3, 2025 explains the request. A draft ordinance amendment has been prepared that includes the Developer's suggestion.

### **Recommendation**

If the proposed changes are acceptable to the Planning Commission, then a suggested motion is as follows:

“I recommend that the City Council adopt the proposed Ordinance Amending a Planned unit Development Known as The Village at Cologne PUD.”

## **Item 2: Recommendation on Preliminary Plat**

**Public Hearing: June 6, 2025 Planning Commission**

Preliminary plats provide the layout for lots and blocks for future sale and ownership of specific parcels. The preliminary plat is “preliminary”, however approval of a preliminary plat gives the property rights by State law.

### **Land Use**

The proposed land use is 15 single-family lots. Some of the lots are proposed to be encumbered by a conservation easement protecting trees that are being used to meet CCWMO stormwater requirements.

### **Access, Roads, Guest Parking Pedestrian Circulation**

One streets is proposed to be constructed, which would end in a permanent cul-d-sac. No sidewalks are proposed adjacent to this street.

A trail should be constructed on the west side of Village Parkway immediately adjacent to this plat. This trail would provide connectivity to future phases of Mr. Olson’s development. The City Council may wish to consider permitting the installation of bituminous for this trail to be deferred until development of the next phase which would include a new round-about on Village Parkway.

### **Utilities**

Utilities are proposed to be installed within the rights of way.

In lieu of ponding, the developer is preserving a grove of trees. These trees are located within individual lots. The CCWMO requires a conservation easement as well as a maintenance plan for this area. The developer will need to propose a suitable maintenance plan for consideration.

Conservation easements can be difficult for staff to locate in the future unless a title commitment is prepared for a property. City staff typically does not have the benefit of that type of information available when they are reviewing resident questions or building permits. It is suggested that either 1) the conservation easement be recorded prior to the final plat or 2) a drainage and utility easement also be dedicated on the final plat in the same location as the conservation easement. This would assist in mitigating the risk that someone might unknowingly damage the preserved trees.

The City has sufficient capacity in its wastewater treatment facility at this time, but is also monitoring the capacity as an upgrade to the plant will be needed to increase capacity. Timing of building permits and changes in wastewater flow will need to be monitored.

### **Park Dedication**

Park dedication is required for this plat, and will be calculated at the time of the final plat and developers agreement for each phase. Staff is reviewing whether there is any remaining credits from prior phases of development that are available for this use.

### **Landscaping and Tree Preservation**

A landscaping plan was not submitted but is required.

### **Fire Department**

The Fire Department should review the plans and provide comments.

### **Engineering and Planning**

The development should comply with the requirements of the City Engineer's and City Planner's memos.

### **Recommendation**

If the proposed preliminary plat and conditions contained in the draft resolution approving the preliminary plat are acceptable to the Planning Commission, then a suggested motion is as follows:

“I recommend that the City Council approve the preliminary plat for The Village at Cologne 18<sup>th</sup> Addition, subject to the conditions contained in the draft resolution”.

July 3, 2025

Cindy Nash

Collaborative Planning, LLC  
PO Box 251  
Medina, MN 55340

Via-Email: [cnash@collaborative-planning.com](mailto:cnash@collaborative-planning.com)

**Subject:** Village at Cologne, 18<sup>th</sup> Addition, PUD Amendment

**Dear Cindy:**

The following language (in black) is from the City of Cologne's webpage in Title XV: Land Usage, under Appendix E: The Village at Cologne PUD. The text that has been added in red is proposed text.

C. Architectural and Site Design Standards.

The following standards shall apply to the development:

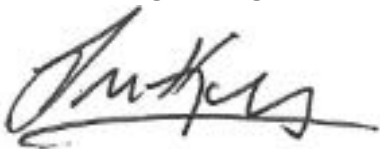
1. Residential Development Standards

- a. No single-family home shall have the same front elevation or colors as the adjacent home.
- b. Single-family homes shall be constructed with durable materials, including the following requirements:
  - 1.) The house elevations facing public streets in the Village at Cologne shall provide for a variety of housing types with a range of styles and materials. The range of styles and materials are represented by two series of home illustrations; ~~be consistent with~~ the 2016 model home illustrations, including but not limited to, the Cedarwood A & C, Coblestone B & C, Eastman A & C, Elmwood F & H, Kaiden AS & BB & BS, Linden A & C, Payton A & B & C, Pinehurst C, Rockford A, Standford C & D, and Taylor A & B & C Series and the model home illustrations of the Pineview, Grandview, and Highview. All single family homes shall incorporate some brick, wood, stone, or stucco on the front elevation.
  - 2.) Architectural features of the house elevations facing public streets in the Village at Cologne shall be consistent with Appendix F: Front Elevation Requirements for Vinyl Siding
  - 3.) House elevations facing two public streets shall conform with the above requirements on the street side from which primary access is gained, except in the home served by alleys where the above requirements shall be met on the street side opposite from which primary access is gained.
- c. Single-family homes that are served by alleys shall have varied and interesting detailing as part of the architectural design. Each home shall utilize architectural accent features such as dormers, arched windows, shutters, front porches, stoops, etc.
- d. The applicant shall implement architectural review and design guidelines for all residential buildings. These guidelines shall be consistent with the design concepts and standards identified in The Village at Cologne booklet dated October 12, 2004.

Please put this into whatever form is appropriate for review by the Planning Commission and Council.

Sincerely,

Anderson Engineering of Minnesota, LLC



Lee Koppy, P.E.

Senior Project Manager



ELEVATION A



ELEVATION B



ELEVATION C

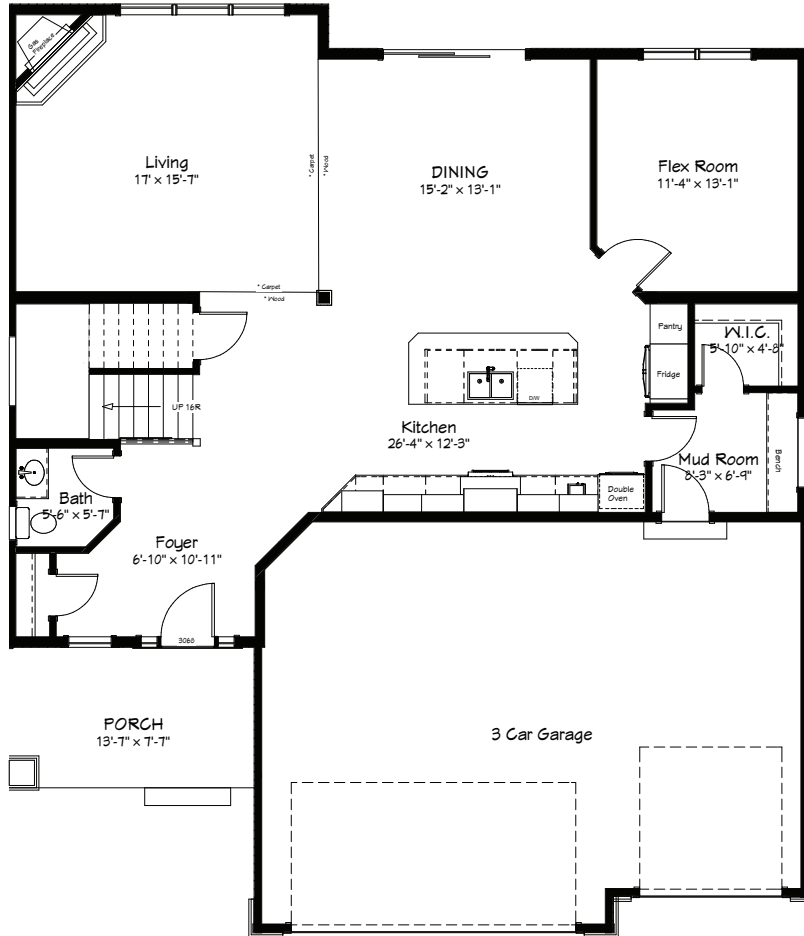
**CASTLE**  
**GATE**  
CONSTRUCTION

**THE**  
**GRANDVIEW**



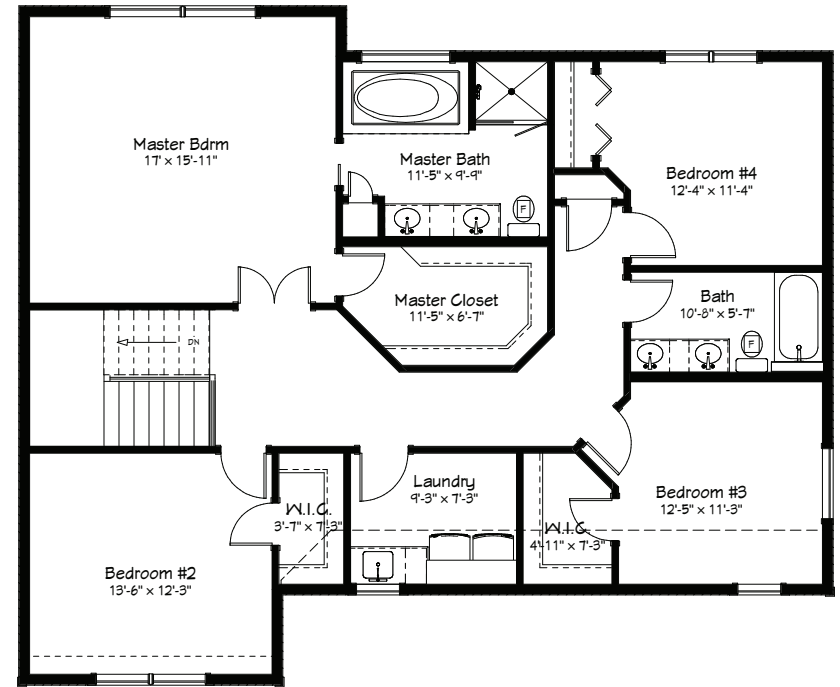
# The Grandview

(2817 - 4164 Sq. Ft.)



LIVING AREA  
1370 sq ft

First Floor Plan



LIVING AREA  
1467 sq ft

Second Floor Plan



THE  
**CHRIS & CHRISTY**  
GROUP

The Grandview • 4-5 Bedroom • 2.5-3.5 Bathroom • 3 Car Garage



ELEVATION A



ELEVATION B



ELEVATION C

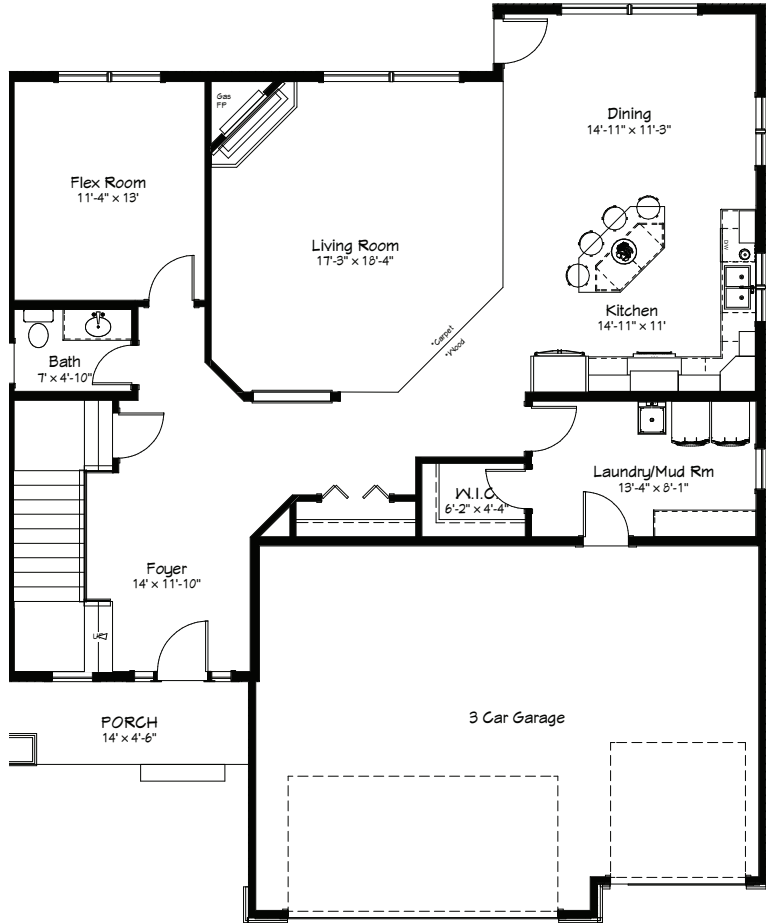


# THE HIGHVIEW



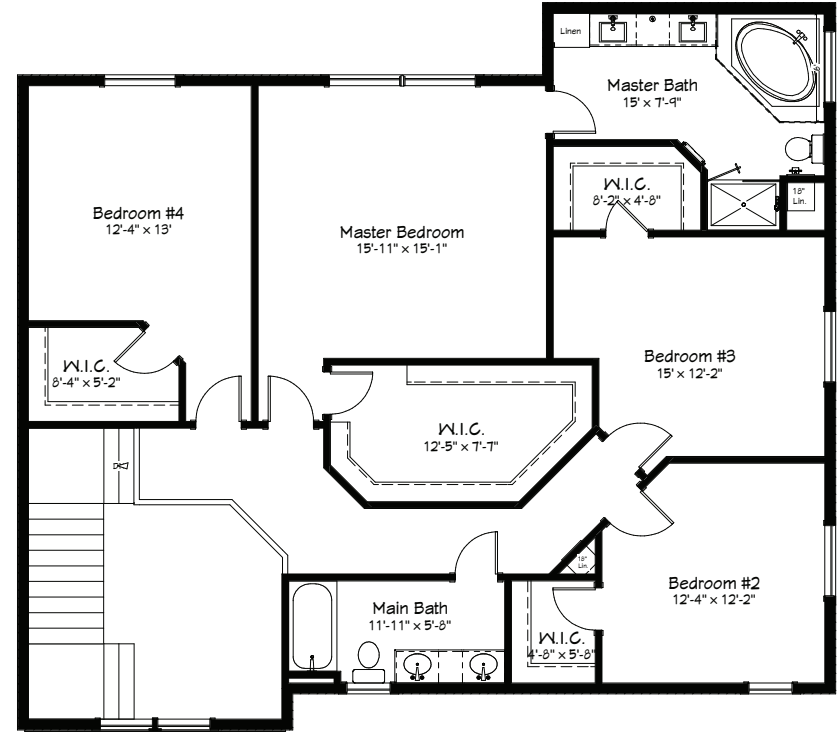
# The Highview

(3066 - 4510 Sq. Ft.)



LIVING AREA  
1435 sq ft

First Floor Plan



LIVING AREA  
1513 sq ft

Second Floor Plan



The Highview • 4-5 Bedroom • 2.5-3.5 Bathroom • 3 Car Garage



ELEVATION A



ELEVATION B



ELEVATION C

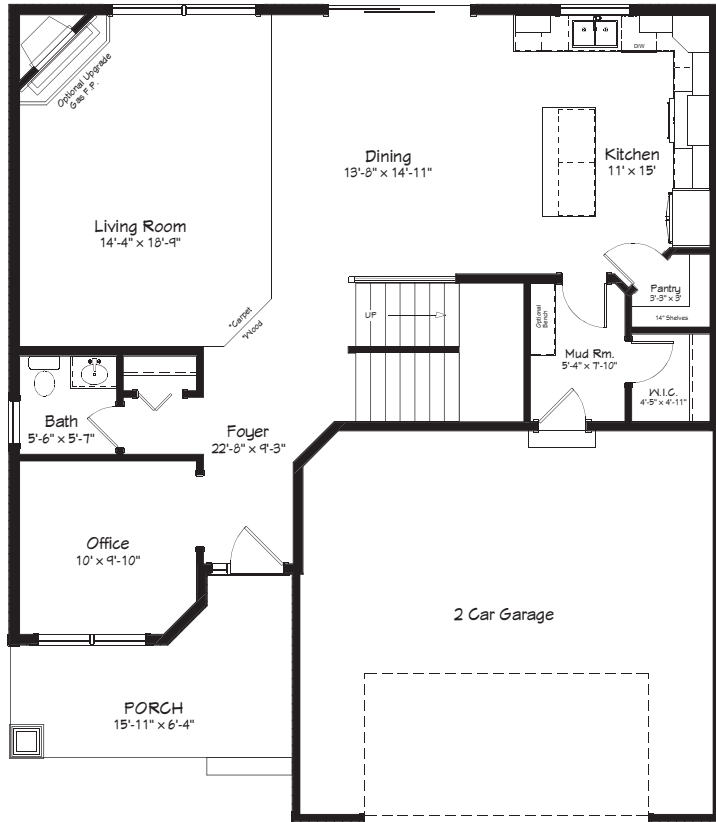


# THE PINEVIEW

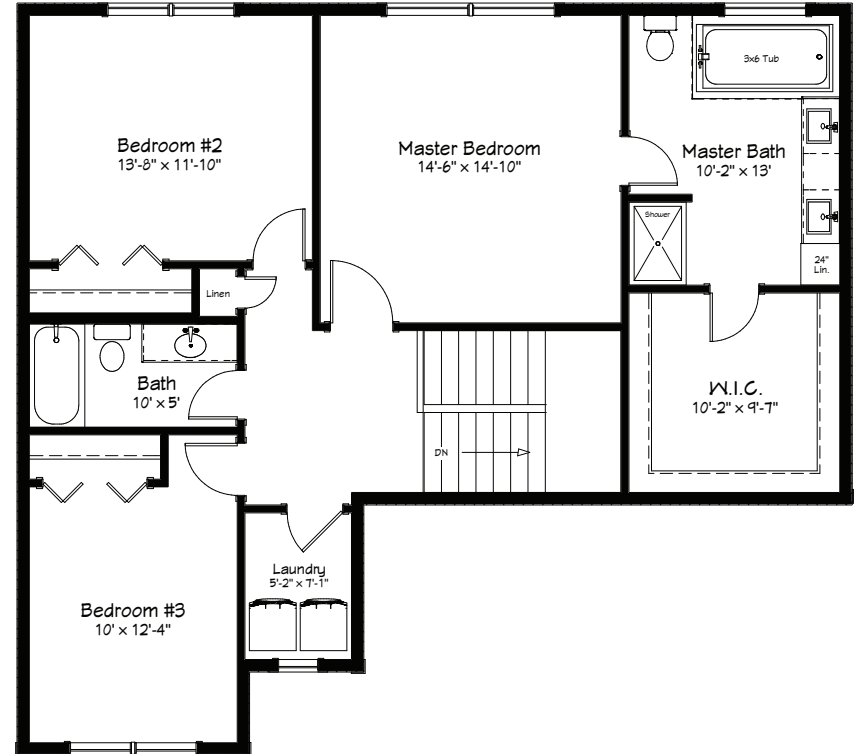


# The Pineview

(2156 - 3235 Sq. Ft.)



First Floor Plan



Second Floor Plan



The Pineview • 3-4 Bedroom • 2.5-3.5 Bathroom • 2-3 Car Garage

**CITY OF COLOGNE  
CARVER COUNTY, MINNESOTA  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING A PLANNED UNIT DEVELOPMENT  
KNOWN AS THE VILLAGE AT COLOGNE PUD**

THE CITY COUNCIL OF THE CITY OF COLOGNE, CARVER COUNTY, MINNESOTA, DOES ORDAIN:

**SECTION 1. AMENDMENT TO PUD.** Paragraph C.1.b.1 of Appendix E: The Village at Cologne PUD Standards is amended to revise the house elevations for single-family homes to include the following:

b. Single-family homes shall be constructed with durable materials, including the following requirements:

1. ) The house elevations facing public streets in the Village at Cologne shall provide for a variety of housing types with a range of styles and materials. The range of styles and materials are represented by two series of home illustrations; be consistent with the 2016 model home illustrations, including but not limited to, the Cedarwood A & C, Cobblestone B & C, Eastman A & C, Elmwood F & H, Kaiden AS & BB & BS, Linden A & C, Payton A & B & C, Pinehurst C, Rockford A, Standford C & D, and Taylor A & B & C Series and the model home illustrations of the Pineview, Grandview, and Highview. All single-family homes shall incorporate *some* brick, wood, stone, or stucco on the front elevation.

**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.

Adopted and approved by the City Council of the City of Cologne on the        day of August, 2025.

Approved:

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Matt Lein  
Mayor

Attested:

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Michelle Morrison  
City Clerk



Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

Ph: (952) 448-8838  
Fax: (952) 448-8805  
Bolton-Menk.com

July 16, 2025

City of Cologne  
Attn: Michelle Morrison  
1211 Village Parkway  
PO Box 120  
Cologne, MN 55322

**RE: Village at Cologne 18th Addition  
Preliminary Plat Review #2**

Dear Mrs. Morrison:

We have completed a second engineering review of the information submitted for the above-referenced project. Our review is based on the plans and plat with the general title "Village at Cologne 18th Addition", dated July 3, 2025, prepared by Anderson Engineering for Ron Olson. We offer the following comments and recommendations for your consideration:

**General:**

- 1) The proposed development has changed from 16 single family lots to 15 single family lots due to the elimination of the pond in the NW corner of the site and the addition of a conservation easement and the preservation of the trees in the area.
- 2) The submitted information shall be submitted to CCWMO and the Fire Chief for review and comment.
- 3) The construction plans shall include City details for sewer and water and storm sewer, a typical section, and tracer wire and access boxes, draintile, etc.
- 4) A sidewalk is not proposed as part of this development. This approach is consistent with other cul-de-sac roadways included in the HHH Development.
- 5) The street section shall consist of 1.5" bituminous wear course (SPWEA240C), bituminous tack coat (2357), 3.0" bituminous base course (SPNWB230C), geotextile fabric, and draintile. An additional section of select granular borrow shall also be added to the typical section if poor soils are encountered.

**Sanitary Sewer:**

- 6) As noted in our previous review letter, a manhole shall be installed at the sewer stub connection.

- 7) The plans include a list of DOLI notes with plumbing code requirements. These requirements do not apply to utilities in the right-of-way. Sanitary sewers shall be SDR 35, and sewer services shall be 4" PVC SDR 26, all with bell and spigot joint pipe with gaskets.

**Watermain:**

- 8) A gate valve shall be installed at the watermain stub connection.
- 9) The plans call for salvaging and reuse of a hydrant and valve. Salvaged equipment shall be delivered to the City, and a new hydrant and valve installed for this development.
- 10) A gate valve shall be installed at approximately Sta 4+90.
- 11) A hydrant shall be installed on the watermain stub at 6+42.
- 12) A hydrant should be added between Lots 12 and 13.
- 13) The watermain stub between Lots 8 and 9 is 15-20 feet deep. Verify that depth is required for the future collector street.
- 14) The plans indicate an 8-inch hydrant lead in the cul-de-sac. The plan labels appear to be incorrect.
- 15) All watermain bolts shall be Cor-Blue or equal. All exposed bolts on hydrants and gate valves shall be stainless steel.
- 16) Watermain fittings shall be fusion bonded epoxy coated.
- 17) Water service curb boxes shall include an operating nut extension rod to within one foot of finished grade.
- 18) Gate valves shall include operating nut extension rods.

**Grading, Drainage and Erosion Control:**

- 19) 4-inch perforated drain tile is required to be installed along the back of curb of all streets, and as necessary to provide a sump pump connection to each lot.
- 20) Storm sewer crossings of sewer and water shall be as close to perpendicular as practicable. CB-100 shall be moved such that the street crossing is perpendicular.
- 21) A catch basin should be added in the rear yard swale of Lot 15 and connected to the storm sewer in the proposed street, to collect runoff before flowing onto Silver Leaf Trail.

**Easements and Plat:**

- 22) Verify all public utilities not located in the right-of-way shall be located in easements with a minimum width of 1:1 from pipe invert to finished ground elevation, on each side of the pipe, plus 5'. (Example: utility at 10' deep, easement width = 25', 12.5' each side of the pipe). Said easements shall have a minimum width of 20'.

Village at Cologne 18<sup>th</sup> Addition - Preliminary Plat Review #2

- a. It appears the easement over the watermain stub between Lots 8 and 9 does not meet the above requirement. This easement shall be 50' wide.
- 23) All overland rear yard drainage swales not located in the right-of-way shall be located in easements. Said easements shall have a minimum width of 20'.

We are available to discuss this project and these comments at your convenience.

Respectfully Submitted,  
**Bolton & Menk, Inc.**



Ryan R. Johnson, P.E.

cc: Jake Saulsbury, City Engineer  
Cindy Nash, City Planner

# Collaborative Planning, LLC

## MEMORANDUM

To: Michelle Morrison, City Administrator

From: Cindy Nash, City Planner

Date: July 31, 2025

Subj: Planning Review Comments – The Village at Cologne 18<sup>th</sup> Addition Prelim Plat Plans dated July 3, 2025

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I have reviewed the preliminary plat and plans dated July 3, 2025 and have the following comments.

1. Engineering comments will be included within a separate memo.
2. A landscape plan will be required to be submitted with the final plat application. The lots backing onto Village Parkway should have berms and landscaping installed to provide screening from the parkway. Boulevard trees must be installed adjacent to Village Parkway.
3. The portion of the property consisting presently in the vicinity of the berms/Village Parkway consisting of Outlot C, THE VILLAGE AT COLOGNE FIFTH ADDITION needs to be verified to determine if there is anything recorded related to the HOA or berms that may impact the design of the preliminary plat.
4. It is our understanding that no Homeowner's Association will be created for this subdivision. Owners will be responsible for maintenance of the berm.
5. A trail is required adjacent to Village Parkway. The City Council may wish to consider deferring the bituminous paving of the trail until development of the outlots and the next round-about with Village Parkway. The development plans should show how the trail would be constructed, and development of this phase should include grading that accommodates the future trail and the installation of the landscaping for the berm and parkway trees.
6. Provide a lot tabulation table, including lot size, lot width, and setback information for each lot.

7. On the lots with the conservation easement, adjust the setbacks so that it does not appear that there could be construction within the conservation area.
8. Signage should be installed around the perimeter of the conservation easement to identify its existence.
9. A complete set of title commitments should be provided for review at this stage. There may be items recorded against the property that should be reviewed now rather than waiting until final plat. Please provide an updated title commitment for Outlot C, THE VILLAGE AT COLOGNE NINTH ADDITION. Please also provide title commitments for Outlot C, THE VILLAGE AT COLOGNE FIFTH ADDITION; and Outlot A, THE VILLAGE AT COLOGNE SEVENTH ADDITION.
10. As proposed, the development appears to be in conformance with the density requirements of the Comprehensive Plan. The preliminary plat should include a delineation of the areas eligible for exclusion from gross acreage as allowed by the Metropolitan Council, and a calculation for net density.
11. This property is part of a Planned Unit Development, which includes specific architecture. An application for a PUD amendment was submitted with the application. Preliminary architectural plans, including the floor plans and building elevations of proposed structures should be submitted for verification.
12. It is assumed that there is no plan for entrance monument signage as none is shown on the plans.
13. Park dedication calculation will occur with final plat review. City staff will review if there are remaining credits available from previous park dedication.
14. The CCWMO is requiring a conservation easement and maintenance plan for the woodland preservation. With final plat submission, provide a draft maintenance plan and conservation easement for review. Identify the entity(ies) that will be maintaining the conservation easement area.
15. Conservation easements can be difficult for staff to locate in the future unless a title commitment is prepared for a property. City staff typically does not have the benefit of that type of information available when they are reviewing resident questions or building permits. It is suggested that either 1) the conservation easement be recorded prior to the final plat or 2) a drainage and utility easement

also be dedicated on the final plat in the same location as the conservation easement. This would assist in mitigating the risk that someone might unknowingly damage the preserved trees.

cc: Jake Saulsbury, Bolton and Menk



## Carver County Water Management Organization

Planning and Water Mgmt Dept  
Government Center – Administration Building  
600 East 4<sup>th</sup> Street  
Chaska, Minnesota 55318  
Phone: (952)361-1820  
Fax: (952)361-1828  
[www.co.carver.mn.us/water](http://www.co.carver.mn.us/water)

# Memo

**To:** Lee Koppy, Anderson Engineering  
**From:** Tim Sundby, Carver County Water Management  
**Date:** July 31, 2025  
**Re:** Village of Cologne 18th- CCWMO Comments  
**File:** WP20250025

**cc:** Ron Olson, Landowner  
Cindy Nash, City of Cologne  
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Tom Genelin, Carver SWCD  
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Enclosures: Conservation Easement, Operation and Maintenance Example

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Carver County Water Management Organization received an application submittal for water rules compliance for the proposed Village of Cologne 18<sup>th</sup> within the City of Cologne on April 24, 2025, with updated information submitted on July 3, 2025. The following comments include review of the information and plans by the County & the Carver SWCD.

- 2005 Stormwater Report.pdf
- Drainage Area & Pond Routing.pdf
- Village at Cologne 18th - Civil Plans.pdf

### **Items to Address Prior to Approval**

This section lists comments that must be addressed prior to Carver County Water Management issuing approval for compliance with the County's Water Management Rules. The WMO understands that the project layout and plans have changed based on city review. The following comments are provided as general feedback on the types of issues that will need to be addressed prior to approval.

### **General**

1. **Surety.** A \$25,000 surety is required prior to the start of construction. The surety is deposited with the county for faithful performance of the approved plans and to finance any necessary remedial work.
2. **Conservation Easement.** A draft easement covering the area proposed for upland preservation is required prior to approval. Final easement must be recorded prior to release of surety.
3. **Easement Signage.** The plans do not indicate preservation signs for the conservation easement area. The easement shall be indicated by permanent, free-standing signs at the easement edge, with a design and text approved by the WMO in writing. Sign locations should be placed on easement corners, lot corners, and placed every 500 feet around the easement. The WMO can

provide signs at the cost of materials (\$5/sign). If interested, please contact the WMO to schedule pick-up.

4. **Operation and maintenance plan.** Provide an operation and maintenance plan outlining the responsibilities for inspecting and maintaining the conservation easement proposed for the site. The operation and maintenance plan must be signed by the party responsible. An example is attached
5. **Topsoil Management Plan.** Submit a topsoil management plan for review.
6. **Additional comments.** Please note that additional comments may be provided on any resubmitted plans. We recommend meeting with CCWMO staff to review comments and discuss potential solutions.

### **Stormwater Treatment**

7. **Project Description.** The project involves the construction of a new residential block that includes homes, driveways, and a new street. A total of 1.54 acres of new and reconstructed impervious surfaces is required to be treated.
8. **Water quality requirement.** 1.54 acres of impervious surface requires 2,795 cubic feet of water quality treatment. Existing stormwater ponds and pond filters provide the required treatment for this site.
9. **Volume control requirement.** 1.54 acres of impervious surface requires 2,795 cubic feet of volume reduction. Upland preservation within the development will provide 2,505 cubic feet of credit for preserving the wooded section and an additional 417 cubic feet of credits for the restoration of a native prairie. This meets CCWMO volume reduction requirements.

### **Erosion and Sediment Control**

10. Verify that sod will be used for vegetation establishment. If not, provide seed mix to be used in areas that are disturbed.
11. Provide landscape plans if developed.
12. No inlet protection shown for CBMH-102 (Sheet C4). This possibly could be a drawing error, as one is shown near the CB.
13. Recommended to include ditch checks in backlot swales due to concentrated flows.

### **Conservation Easement**

#### **14. Upland Woodland Preservation**

- a. Construction plans must show that the upland preservation area is protected during construction with snow fence or similar.
- b. Note that signage must be in place before lot construction begins. Alternatively, split-rail fencing or similar could be used between residential lots and the upland preserve area instead of placing signposts at lot corners.

If you have any questions, please feel free to get in touch with me.

Handwritten signature of Tim Sundby in black ink, consisting of a stylized 'T' followed by 'Sundby'.

**Tim Sundby**  
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