

Planning Commission Meeting Agenda

Wednesday October 1, 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 August 6, 2025 Planning Commission Minutes
 - b. The Villages at cologne 18th Addition Final Plat
 - i. Collaborative Planning Memorandum
 - ii. City Engineer Comment letter
 - iii. City Planner Comment Letter
 - iv. Village at Cologne 18th Final Plat and Plans
 - v. Draft Resolution Approving Preliminary Plat
5. ADJOURN

Planning Commission Meeting Minutes

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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 and Szaroletta present. Also present were City Administrator Michelle Morrison and City Planner Cindy Nash. Commissioners Naegely and Read were absent.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Commissioner Szaroletta made a motion to adopt the agenda as presented, second by Commissioner Franz. Motion carried 3-0.

4. PLANNING COMMISSION NEW BUSINESS

a. Approve July 2 and 21, 2025 Planning Commission Meeting Minutes

Motion by Commissioner Frakie to approve the July 2nd and 21st 2025 Planning Commission Minutes, second by Commissioner Szaroletta. Motion carried 3-0.

b. Village at Cologne 18th Addition

i. PUBLIC HEARING: PUD Amendment and Preliminary Plat

Motion by Commissioner Frakie to open the public hearing, second by Commissioner Szaroletta, motion carried 3-0. Chair Shambour asked if there was any public input on

the PUD Amendment or Preliminary Plat. One resident inquired as to what would be happening with the stand of trees on the property. It was explained that on two proposed lots, some of the trees would have to be removed to make room for the home and a small backyard, but the rest of the trees on the back of the lot would remain in a conservation easement with CCWMO. Another individual asked what types of homes were being proposed and if they fit in with the rest of the neighborhood. Ms. Nash reviewed portions of her memo that address the architectural design requirements of the plat.

Chair Shambour asked if there were any additional comments. There being none, Commissioner Szaroletta made a motion to close the public hearing, second by Commissioner Frakie. Motion carried 3-0.

- 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**

Ms. Nash reviewed her Memorandum and the Developers request to amend the existing planned unit development related to the architecture on the site and adding additional floorplans. All architecture must be varied and include some brick, wood, stone or stucco on the front elevations.

After discussion Commissioner Frakie made a motion to recommend that the City Council adopt the proposed Ordinance Amending a Planned unit Development Known as The Village at Cologne PUD, second by Commissioner Szaroletta. Motion carried 3-0.

Ms. Nash then discussed the preliminary plat with 15 single family lots, some of which are proposed to be encumbered by a conservation easement protecting trees that are being used to meet CCWMO stormwater requirements. One street is proposed that ends in a cul-d-sac. Ms. Nash reviewed the trail requirement, utility plans, park dedication, landscaping and engineering aspects that need to be finalized.

After discussion Commissioner Frakie made a motion to recommend that the City Council approve the preliminary plat for the Village at Cologne 18th Addition, subject to the conditions contained in the draft resolution, second by Commissioner Szaroletta. Motion carried 3-0.

5. ADJOURN

Motion by Commissioner Szaroletta to adjourn at 6:35 PM, second by Commissioner Frakie. Motion carried 3-0.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson

Collaborative Planning, LLC

MEMORANDUM

TO: Planning Commission

FROM: Cindy Nash, AICP, City Planner

DATE: September 25, 2025

SUBJECT: **The Villages at Cologne 18th Addition** for (1) Final 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 an applications for a final 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. City Engineer Comment letter
2. City Planner Comment letter
3. Village at Cologne 18th Final Plat and Plans
4. Draft Resolution Approving Preliminary Plat

Item 1: Recommendation on Final Plat

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. The conservation easement is proposed to be held by Carver County.

Access, Roads, Guest Parking Pedestrian Circulation

One street is proposed to be constructed, which would end in a permanent cul-de-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. The plans should be updated to demonstrate that the trail can be accommodated between the berm and the street trees.

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.

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 approval by the City Council. 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 is included in the packet that shows trees to be planted on the berm and in the parkway boulevard.

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

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

Collaborative Planning, LLC

MEMORANDUM

To: Michelle Morrison, City Administrator

From: Cindy Nash, City Planner

Date: September 25, 2025

Subj: Planning Review Comments – The Village at Cologne 18th Addition Prelim Plat Plans dated August 29, 2025

I have reviewed the preliminary plat and plans dated August 29, 2025 and have the following comments.

1. Engineering comments will be included within a separate memo.
2. A trail is required adjacent to 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. 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.
3. A streetlight shall be installed at the intersection of Silver Leaf Trail and Cobblestone Drive by the developer and lights selected shall be consistent with those in The Village of Cologne. Streetlights will be maintained by the City if they are done in accordance with the provisions of the street light maintenance plan that the City has in effect.
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. Signage should be installed around the perimeter of the conservation easement to identify its existence.
6. Please provide an updated title commitment for the property in this plat.
7. It is assumed that there is no plan for entrance monument signage as none is shown on the plans.

8. Park dedication is still in review. City staff will review if there are remaining credits available from previous park dedication. If the developer has any documentation regarding any previous park dedication credits they should be submitted for review.
9. The CCWMO is requiring a conservation easement and maintenance plan for the woodland preservation. It is the City's understanding that Carver County will be the Grantee for the conservation easement.

cc: Jake Saulsbury, Bolton and Menk



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

September 15, 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 #3 and Final**

Dear Mrs. Morrison:

We have completed a third 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 August 29, 2025, prepared by Anderson Engineering for Ron Olson. We offer the following comments and recommendations for your consideration:

- 1) The high point created by raising the watermain between lots 8 and 9 shall be moved to the hydrant at Sta. 4+75. Moving the high point may increase watermain depth thus requiring wider easement width.
- 2) Drainage and utility easements are required over the rear yard swale of Lots 1-9.

The plans appear acceptable from an engineering perspective contingent on the comments herein.

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

**CITY OF COLOGNE
CARVER COUNTY, MINNESOTA
RESOLUTION NO. 25 - 26**

**A RESOLUTION APPROVING A FINAL PLAT FOR A DEVELOPMENT KNOWN
AS THE VILLAGE AT COLOGNE 18TH ADDITION**

WHEREAS, the City of Cologne is a Minnesota Municipal Corporation, duly organized and authorized to conduct its affairs under the laws of the State of Minnesota; and

WHEREAS, Southside Villages of Cologne, LLC, a Minnesota limited liability corporation (the “Developer”) is the owner of certain real property located in the City of Cologne, State of Minnesota, legally described as follows:

Outlot C, THE VILLAGE AT COLOGNE FIFTH ADDITION, Carver County,
Minnesota

Outlot C, THE VILLAGE AT COLOGNE NINTH ADDITION, Carver County,
Minnesota

Outlot A, THE VILLAGE AT COLOGNE SEVENTH ADDITION, Carver County,
Minnesota

(the “Subject Property”); and

WHEREAS, the City Council of the City of Cologne did adopt Resolution No. 25-18 on August 18, 2025 approving a preliminary plat of the Subject Property; and

WHEREAS, the Planning Commission of the City of Cologne did recommend approval of the Final Plat at their October 1, 2025 meeting; and

WHEREAS, the City Council has considered the proposed Final Plat and it makes the following findings of fact:

1. The proposed Final Plat is consistent with the approved Preliminary Plat; and
2. There are numerous technical issues to be resolved prior to approval of construction plans.
3. The Final Plat prepared by James R. Hill, Inc. is attached hereto as “Exhibit A”.

NOW, THEREFORE, be it resolved that the Final Plat for VILLAGE AT COLOGNE 18TH ADDITION prepared by Anderson Engineering of Minnesota, LLC is approved subject to the following conditions:

1. The findings set forth above are incorporated into this Resolution as though set forth in full.

2. All findings and conditions of the City of Cologne Resolutions No. 25-18 approving the Preliminary Plat are incorporated herein by reference as though set out in full.
3. All conditions and comments contained within the letters from Bolton and Menk dated September 15, 2025 and Collaborative Planning dated September 25, 2025 (collectively the “Staff Letters”) are incorporated herein.
4. The improvements on the Subject Property shall be constructed in substantial conformance with the plans known as THE VILLAGE AT COLOGNE 18TH ADDITION dated August 29, 2025 prepared by Anderson Engineering of Minnesota, LLC as revised to conform to the requirements of this Resolution and the Staff Letters and containing the following plans sheets (the “Anderson Plans”):
 1. Title Sheet (Sheet G0)
 2. Existing Parcel Map (Sheet E1)
 3. Existing Conditions and Demolition Plan (Sheet D1)
 4. Overall Plat (Sheet C1)
 5. Final Plat (Sheet C2)
 6. Site Plan (Sheet C3)
 7. Grading and Erosion Control Plan (Sheet C4)
 8. Topsoil Management Plan (Sheet C5)
 9. Stormwater Pollution Prevention Plan (Sheets C6-C7)
 10. Sanitary Sewer and Water Main Plan (Sheet C8)
 11. Street and Storm Sewer Plan (Sheet C9)
 12. Civil Details (Sheets C10-C13)
 13. Landscape Plan (Sheet L1)
 14. Landscape Notes and Details (Sheet L2)
5. No construction shall be permitted on the Subject Property until updated Anderson Plans addressing the comments of the Staff Letters and the conditions of this Resolution are provided for review and approval in writing by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”. The Final Plat shall not be released for recording until Approved Construction Plans exist.
6. If the Approved Construction Plans addressing the comments of the City Engineer, City Planner, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
7. To the extent that there are differences or conflicts between the Approved Construction Plans and this Resolution, the terms of this Resolution shall be controlling.

8. If the Approved Construction Plans have not been approved for permitting for the CCWMO, compliance with their requirements may result in the changes to or the removal of lots, outlots, or right of way, in which case the Developer shall revise the Final Plat as necessary.
9. The timing of the construction of the infrastructure improvements on the Subject Property will be subject to the conditions of a Developer's Agreement between the City and the Developer.
10. The Developer shall secure all easements for and construct all street, utility, trail, stormwater, park, and other improvements as shown on the Approved Construction Plans at their sole expense except as provided for herein. To the extent that utilities are oversized at the request of the City, the City shall reimburse the Developer for the cost of the extra diameter of the pipe. The location of such utility lines within the Subject Property shall be as designated and approved by the City Engineer.
11. The approval of the Final Plat shall terminate if a Developer's Agreement has not been entered into between the City and Developer by December 6, 2025.
12. The approval of the Final Plat shall terminate unless all conditions of this Resolution are completed and the Final Plat is recorded no later than December 6, 2025.
13. Financial security in a form required by the City Code and approved by the City Attorney and in an amount approved by the City Engineer must be provided by the Developer prior to release of the Final Plat for recording. The Developer's Agreement shall specify the amount of the financial security.
14. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans as well as the preparation of the Developer's Agreement.
15. Single-family homes are the permitted use on Lots 1-15, Block 1.
16. No lots or outlots are permitted to access directly onto Village Parkway or Silver Leaf Trail.
17. A current title commitment shall be provided for the review of the City Attorney before the Final Plat is released for recording.
18. Map updating fees shall be paid prior to the release of the final plat for recording. Fees shall be paid by the Developer for each lot and outlot contained within the Subject Property as per the City fee schedule in effect at the time of the execution of the Developer's Agreement. Future subdivisions of outlots may result in additional base map updating fees. The Developer shall submit the plat, construction, and as-built plans in the electronic format required by the City Engineer.

19. *Park dedication condition placeholder.*

20. A trail is required along the western side of Village Parkway adjacent to the lots in the plat. Paving of said trail may be deferred by the City Council to a future phase of development of the outlots on the plat if agreed to within a Development Agreement. The Final plat and plans shall show proposed grading and future construction of the trail. Installation of landscaping along the berm and Village Parkway shall be completed with this phase of development.
21. Civil defense siren fees shall be paid by the Developer prior to the release of the final plat for recording as per the City fee schedule in effect at the time of execution of the Developer's Agreement.
22. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
23. The Developer shall be responsible for obtaining and complying with all necessary permits from the Metropolitan Council, Minnesota Department of Health, DNR, Carver County WMO, PCA, MnDOT, Carver County Public Works Department and any other governmental agencies.
24. The Developer shall complete construction, site restoration and erosion control in accordance with all permitting agency requirements including but not limited to MPCA-NPDES, CCWMO, and City Standards.
25. The Developer may not commence construction of any improvements on the Subject Property until 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.
26. A streetlight shall be installed at the intersection of Silver Leaf Trail and Cobblestone Drive by the developer and lights selected shall be consistent with those in The Village of Cologne. Streetlights will be maintained by the City if they are done in accordance with the provisions of the street light maintenance plan that the City has in effect.
27. Each residence constructed within any lot within the Subject Property shall have drain lines and sumps which must include an operable sump pump which shall be hard plumbed to the exterior, discharging through a drain tile to either a stormwater pond or to a tile connection in the right-of-way. Any deviation from this requirement must receive written prior approval of the City Engineer. These improvements must be constructed by the Developer or, if the Developer sells any lot to any builder, the Developer's purchase agreement with such builder must obligate the builder to construct the drain tiles, sump, and install the sump pump in the manner set forth herein.
28. In relation to landscaping, the Developer shall cause the following to occur:

- a. Until sod is installed as required herein, the Developer shall provide for silt fences (as an erosion control measure) to be installed within ten (10) days after small utilities are installed in the boulevard.
- b. At the time each single-family residence is constructed, sod shall be installed from the curb back to the rear lot line. The sod must be installed within sixty (60) days of the issuance of a Certificate of Occupancy unless the Certificate of Occupancy is granted after September 15th in a given year in which case the sod must be installed by July 15th of the following year.
- c. Comply with all requirements of the landscape plan included in the Approved Construction Plans.

The obligations of the Developer to install landscaping, sod and trees are the sole responsibility of the Developer and are not relegable to the homeowner.

- 29. The Developer shall pay for the production and installation of all required City street signs. In addition, the Developer shall provide a street lighting system in accordance with City and electric company standards. The street lighting system shall be completed and energized for each phase of the Subject Property at the earliest of the following events:
 - a. When the Developer has applied for building permits upon 10% of the lots in each phase, or
 - b. One year from the date of the approval of the final plat for each phase.
- 30. The City projects that sufficient wastewater capacity is available to service this development based on existing experienced per capita volume and other plant capacity limit requirements. In the event that the City experiences a change in measured performance of the existing wastewater treatment facility prior to an upgrade to the existing plant, building permits may cease to be issued until the capacity situation is upgraded.
- 31. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney prior to release of the final plat for recording.

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Adopted and approved by the City Council of the City of Cologne on a vote of ____ ayes and ____ nays effective on the 6th day of October, 2025.

Approved:

Matt Lein
Mayor

Attested:

Michelle Morrison
City Administrator

M/_____

Lein_____

Szaroletta_____

Bower_____

S/_____

Bruss_____

Olson_____

C:\Users\cnash\Dropbox\Cologne\Developments\Ron Olson\2025 Subdivision\Final Plat\Resolution\Final Plat Resolution VAC 18th final plat
draft1.docx
September 25, 2025

Final Plat

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THE VILLAGE AT COLOGNE EIGHTEENTH ADDITION

PLAT FILE NO.
OUR BOOK NO.

