

Planning Commission Meeting Agenda

Wednesday July 15, 2026 - 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.

Commissioner:	Bernie Shambour
Commissioner:	Shannon Franz
Commissioner:	Kristy Naegely
Commissioner:	Jayson Read
City Council Liaison:	Selmer Olson

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 June 3rd, 2026 Planning Commission Minutes
 - b. Discussion re: Accessory Structures ordinance
 - c. Discussion re: Uses in Zoning Districts
5. ADJOURN

Planning Commission Meeting Minutes

Wednesday June 3, 2026 - 6:00 PM
Cologne Community Center, 1211 Village Parkway

Vision Statement

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1. CALL MEETING TO ORDER & ROLL CALL

Chair Shambour called the meeting to order at 6:00 PM with Commissioners Franz, Naegely, and Read present. Also present was Cindy Nash, City Planner. Commissioner Olson was absent

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Commissioner Olson made a motion to adopt the agenda, second by Commissioner Read. Motion carried 4-0.

4. PLANNING COMMISSION NEW BUSINESS

a. Approve May 6, 2026 Planning Commission Minutes

Motion by Commissioner Franz to approve the May 6th Planning Commission Minutes, second by Commissioner Naegely. Motion carried 4-0

b. PUBLIC HEARING: Variance for Accessory Structure 401 Prairie View Dr.

Motion by Commissioner Read to open the public hearing, second by Commissioner Franz. Motion carried 4-0. Chair Shambour asked if anyone present wished to speak concerning the Variance for 401 Prairie View Drive. The property owner, Chad Vos

introduced himself and reviewed his submission for the variance. Indicating where on his property the structure would be located, the blueprints of the structure, access to the structure and use of a mesh product to keep surface pervious. Two other individuals at the meeting shared that they were neighbors and were in support of the variance. There being no other individuals who wished to comment, Commissioner Read made a motion to close the Public Hearing, second by Commissioner Naegely. Motion carried 4-0.

c. Collaborative Planning Staff Memo: Variance for Accessory Structure 401 Prairie View Dr

Chairperson Shambour asked Ms Nash to review her memo addressing the variance requested and presented the commissioners with different options including approving as presented, approving with conditions and denying. Ms Nash also explained that State Statute requires that action be taken within 60 days of the completed application being received.

After discussion, Commissioner Nagely made a motion to approve the variance with condition that there be no alterations to the curb on 122nd Street, the survey be updated by the surveyor to reflect that change and resubmitted prior to being placed on the Council agenda, the structure be built in substantial conformance with the revised survey and the architectural plans submitted, the driveway must not be impervious and shall instead be constructed with the grass protecta mesh or similar product approved by staff, and that a condition be included that any damage to the curb or city infrastructure from driving over it shall be replaced in a manner acceptable to the city at the sole cost of the property owner. Second by Commissioner Read. Motion carried 4-0

d. Red Line Ordinance Review Discussion 153.039 C-2 Central Business District

Ms. Nash walked through the proposed changes to Ordinance 153.039 that she created after discussion with the Planning Commission at it's May meeting. The commissioners discussed a further edit under (D) Permitted Accessory uses that was incorporated into the document. After discussion, Commissioner Read made a motion to approve the redlined Ordinance 153.039as amended, second by Commissioner Franz. Motion carried 4-0.

5. ADJOURN

Discussion was had regarding what items to put on agenda for the July meeting. It was agreed that Noise, Accessory Structures and Zoning Districts would be discussed.

Motion by Commissioner Naegely to adjourn at 7:55 PM, second by Commissioner Franz. Motion carried 4-0.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson

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

ORDINANCE NO. 2023-

**AN ORDINANCE AMENDING THE CITY OF COLOGNE ZONING ORDINANCE
RELATED TO ACCESSORY STRUCTURES AND IMPERVIOUS SURFACE**

The City Council of Cologne, Minnesota ordains:

SECTION 1. RESCIND AND REPLACE SECTION. Section 153.016 of the Cologne Zoning Ordinance is hereby rescinded and a new Section 153.016 is added as follows:

153.016 ACCESSORY STRUCTURES.

(A) General. No accessory structure may be permitted on any parcel without a principal structure. Accessory structures and driveways may not be located within any public easement areas. No accessory structures may be located in the required front yard (the area between the principal structure and the public right-of-way). Corner lots have front yard areas abutting both public rights-of-way.

(B) Site plan review and permit requirements.

(1) Structures 200 square feet and less. An administrative site plan review is required for the construction, erection, or placement of all detached accessory structures not exceeding 200 square feet in area. Any party intending to construct, erect, or place such a structure on any property must present a sketch plan of the property, including location of the principal structure and proposed location of the accessory structure, to the City Clerk. The City Clerk or designee shall promptly verify whether the proposed accessory structure meets the requirements of this chapter, or whether additional review or permitting is required. No site plan may be approved and no structure may be constructed unless in conformity with the requirements of this chapter.

(2) Structures over 200 square feet. An administrative site plan review and building permit application is required for all detached accessory structures exceeding 200 square feet in area. A certificate of survey, including the location of the principal structure and proposed location of the accessory structure along with other information included on the checklist for a certificate of survey, shall be submitted with the application.

(C) Size limitations. In the R-1, R-2, R-3, and residential Planned Unit Developments, the sum of the building area of all detached accessory structures shall not exceed a total of:

Lot Area (in square feet)	Maximum Total Floor Area of all Accessory Structures*	Maximum Number of Detached Accessory Structures
10,500 and smaller	1,000 square feet	2
10,501 to 21,780	1,200 square feet	2
21,781 to 43,560	1,400 square feet	2
43,561 and larger	1,600 square feet	2

1) Subject to maximum lot coverage limit contained in the underlying zoning district as shown in Section 153.043 or the shoreland overlay district provisions in Section 153.046, whichever is more restrictive .

2) At no time shall the ground floor area of a detached residential accessory structure within an R-1, R-2, R-3, R-4, or PUD District exceed forty (40) percent of the combined ground floor area of the principal and accessory structure.

Lot Area (in square feet)	Maximum Total Floor Area of all Accessory Structures*	Maximum Number of Detached Accessory Structures
10,500 and smaller	1,000 square feet	2
10,501 to 21,780	1,200 square feet	2
21,781 to 43,560	1,400 square feet	2
43,561 and larger	1,600 square feet	2

1) Subject to maximum lot coverage limit contained in the underlying zoning district as shown in Section 153.043 or the shoreland overlay district provisions in Section 153.046, whichever is more restrictive .

2) At no time shall the ground floor area of a detached residential accessory structure 2, R-3, R-4, or PUD District exceed forty (40) percent of the combined ground floor area of the principal and accessory structure.

(D) Size Limitations in Non-Residential Zoning Districts. Structures accessory to the principal use shall not exceed thirty (30) percent of the gross floor area of the principal use.

(E) Setback requirements. No accessory structure may be located in the required front yard in any zoning district. Accessory structures with permanent foundations must meet the setback requirements of the principal structure. Accessory structures built directly on the ground or without any permanent foundation shall meet the following minimum setback requirements:

Residential Districts Side yard: 5 feet
Rear yard: 10 feet

Non-residential Districts Side/Rear yard: 1/2 the principal structure setback

(F) Design considerations. All detached accessory structures in excess of 200 square feet shall be compatible with the principal structure in appearance, architectural style and building materials. A determination shall be made during the site plan review process whether a new or realigned driveway to the accessory structure is necessary and appropriate.

(G) Driveways. A building permit for any accessory structure with garage doors or other openings to facilitate the storage of motor vehicle as defined by Minn. Stat. 169.011 or trailers shall include a driveway extension that meets the following requirements:

(1) No additional or separate driveway entrances are permitted for access to an accessory structure. An accessory structure may be accessed from an extension of the existing driveway but an additional curb cut to access an accessory structure is not permitted. An exception to this requirement is if the accessory structure can be accessed from a driveway connecting to a public alley that is paved and maintained by the city.

(2) A driveway extension servicing an accessory structure will be no greater than eight feet in width and shall be paved.

(3) A driveway extension requires landscaping and/or screening along the portion of the driveway which abuts any adjacent properties.

(4) A driveway extension may not be located in any public easements or within the required side or rear yard setback except that a driveway extension may cross the side or rear yard setback when connecting the accessory structure to a public alley.

SECTION 2. AMEND A PORTION OF A SECTION. The table of Dimensional Standards in Section 153.043 is hereby amended to change the Lot Coverage requirement in the R-1 Zoning District to 35%.

SECTION 3. 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 4. 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

C:\Users\cnash\Dropbox\Cologne\Ordinance Amendments\2023\Accessory Structures\Ordinance Amend Accessory Structure
d2.docx
May 3, 2023

ALTERNATIVE UPDATE WITHOUT LARGE ACCESSORY STRUCTURES

153.016 ACCESSORY STRUCTURES.

(A) *General.* No accessory structure may be permitted on any parcel without a principal structure. Accessory structures and driveways may not be located within any public easement areas. No accessory structures may be located in the required front yard (the area between the principal structure and the public right-of-way). Corner lots have front yard areas abutting both public rights-of-way.

(B) *Site plan review and permit requirements.*

(1) Structures 200 square feet and less. An administrative site plan review is required for the construction, erection, or placement of all detached accessory structures not exceeding 200 square feet in area. Any party intending to construct, erect, or place such a structure on any property must present a sketch plan of the property, including location of the principal structure and proposed location of the accessory structure, to the City Clerk. The City Clerk or designee shall promptly verify whether the proposed accessory structure meets the requirements of this chapter, or whether additional review or permitting is required. No site plan may be approved and no structure may be constructed unless in conformity with the requirements of this chapter.

(2) Structures over 200 square feet. An administrative site plan review and building permit application and approval is required for all detached accessory structures exceeding 200 square feet in area. A sketch plan certificate of survey, including the location of the principal structure and proposed location of the accessory structure along with other information included on the checklist for a certificate of survey, shall be attached-submitted with the application. The Building Official shall review and approve the permit application before construction and shall inspect the construction according to established procedures.

(C) *Size limitations* in Residential Zoning Districts.

(1) Detached accessory structures shall not exceed an aggregate total of 200 square feet; except, when no attached or detached accessory structure exists on the property, or when only a single car attached or detached accessory structure exists on property within the Downtown Overlay District, the aggregate total of detached accessory structures shall not exceed 1,000 square feet. No detached accessory structure shall exceed 20 feet in height or contain more than one story.

(2) If an attached accessory structure is being removed or converted to living space in order to construct a new accessory structure, a building permit is required. Any conversion of an accessory structure to living space shall include the removal of overhead doors, the replacement of siding to match the principal structure, interior improvements that are compatible with the principal structure, and the realignment of the existing driveway when necessary and appropriate to serve a new accessory structure and when such realignment is necessary aesthetically to be compatible with the conversion of accessory space to living space. The conversion of the accessory structure to living space shall either occur prior to the issuance of a building permit for a detached accessory structure, or the applicant shall enter into a written agreement prepared by the City Attorney and establish a financial security with the City to establish terms and conditions under which the future conversion will occur.

(D) Size Limitations in Non-Residential Zoning Districts. Structures accessory to the principal use shall not exceed thirty (30) percent of the gross floor area of the principal use.

(DE) Setback requirements No accessory structure may be located in the required front yard in any zoning district. Accessory structures with permanent foundations must meet the setback requirements of the principal structure. Accessory structures that are 200 square feet or less in size built directly on the ground or without any permanent foundation shall meet the following minimum setback requirements:

Residential Districts	Side yard: 5 feet
	Rear yard: 10 feet
Non-residential Districts	Side/Rear yard: 1/2 the principal structure setback

(FE) Design considerations. All detached accessory structures in excess of 150-200 square feet shall be compatible with the principal structure in appearance, architectural style and building materials. A determination shall be made during the site plan review process whether a new or realigned driveway to the accessory structure is necessary and appropriate.

(G) Driveways. A building permit for any accessory structure in excess of 200 square feet with garage doors or other openings to facilitate the storage of motor vehicle as defined by Minn. Stat. 169.011 or trailers shall include a driveway extension that meets the following requirements:

(1) No additional or separate driveway entrances are permitted for access to an accessory structure. An accessory structure may be accessed from an extension of the existing driveway but an additional curb cut to access an accessory structure is not permitted. An exception to this requirement is if the accessory structure can be accessed from a driveway connecting to a public alley that is paved and maintained by the city.

(2) A driveway extension servicing an accessory structure will be no greater than eight feet in width and shall be paved. An exception to the pavement requirement may be granted by the City Council if the Applicant applies for and is granted a Conditional Use Permit and providing evidence that the paving requirement can be met in the future if necessary while also meeting other ordinance requirements including but not limited to those related to impervious surface requirements, screening and driveway location.

(3) A driveway extension requires landscaping and/or screening along the portion of the driveway which abuts any adjacent properties.

(4) A driveway extension may not be located in any public easements or within the required side or rear yard setback except that a driveway extension may cross the side or rear yard setback when connecting the accessory structure to a public alley.

§ 153.038 C-1 CONVENIENCE COMMERCIAL DISTRICT.

(A) Purpose. In addition to the purposes stated in § 153.002, it is intended that the C-1 District provide limited convenience commercial uses near major intersections and residential neighborhoods. It is also the purpose of the C-1 District to minimize the impacts which may exist between dissimilar land uses.

(B) Permitted uses. Self-service gasoline station and convenience store.

(C) Special requirements.

(1) Except for gas pumps, all operation shall be conducted within the principal building.

(2) No automobile service, repair, maintenance, sale or storage shall be permitted.

(3) Where abutting a residential district, a screen wall or fence eight feet in height and having 90% opacity shall be required along the common property line between the uses.

(4) Parking and maneuvering areas shall be paved and curbed.

(5) The site shall be planned so as not to allow water from a permitted car wash to run into a public street or accesses thereto. A drainage system shall be installed subject to the approval of the city.

(6) Pump islands and canopies shall conform to yard requirements or a minimum of 30 feet from a street right-of-way whichever is greater.

(7) Parking for employees, customers and stacking shall be provided in accordance with other provisions of this chapter.

(8) Artificial lighting shall be accomplished so as to have no direct light source visible from a public street or a residential district.

(Ord. 150, passed 2-22-2000; Ord. passed 3- -2007)

§ 153.040 C-3 GENERAL COMMERCIAL DISTRICT.

(A) Purpose. In addition to the purposes stated in § 153.002 , it is intended that the C-3 District provide opportunities for retail and service business uses which require larger development sites, highway visibility or highway access.

(B) Permitted uses.

(1) Retail sales and service, but excluding ~~adult~~sexually-oriented businesses.

(2) Automobile and motorized equipment sales and service, including collision repair.

- (3) Farm implement sales and service.
 - (4) Building supply sales and storage yards.
 - (5) Daycare centers and preschools.
 - (6) Funeral homes and mortuaries.
 - (7) Hotels and motels.
 - (8) Wholesale distribution.
 - (9) ~~Full-service gasoline sales and service~~Gasoline sales with or without convenience store; but excluding car washes.
 - (10) Accessory apartments in structures built prior to 1990.
 - (11) Agricultural service businesses.
 - (12) Rental storage buildings (mini-storage).
 - [13] Restaurants and bars, excluding those with drive-through lanes.
 - [14] Trade services such as electricians, plumbers and similar trades but excluding those that require the outside storage of supplies, equipment or vehicles.
 - [15] Professional and personal services and business offices.
- (C) Permitted accessory uses.
- (1) Off-street parking.
 - (2) Signs.
 - (3) Storage necessary to conduct a principal use provided that 1) it is located inside the building and not exceeding fifty (50) percent of the floor area of the building and 2) the storage is not visible from windows fronting on a public road.

(Ord. 150, passed 2-22-2000; Ord. passed 3- -2007; Ord. 150-T, passed 11-5-2012)

§ 153.041 INDUSTRIAL PARK DISTRICT.

(A) Purpose. In addition to the purposes stated in § 153.002, it is intended that the I-1 District provide opportunities for light manufacturing and industrial uses, trade businesses, machine shops and other more extensive land uses.

(B) Permitted uses.

- (1) Business and professional offices.
- (2) Machine and repair shops.
- (3) Construction trade offices and yards.
- (4) Manufacturing, warehousing, distribution, processing, packaging, assembly and research uses, except waste management.

(5) ~~Adult~~Sexually-oriented business.

(6) Motor vehicle service and repair.

(C) Special requirements.

(1) The storage of supplies, products, vehicles, equipment or other materials shall be kept indoors unless totally screened from public rights of way and adjacent properties.

(2) ~~Adult~~Sexually-oriented businesses are regulated by city of Cologne ordinance 135.

(3) The maximum height allowable for structures accessory to principal uses, such as towers, spires, chimneys, agricultural elevators and blending equipment, and similar accessory structures, is 90 feet.

(Ord. 150, passed 2-22-2000; Ord. passed 3- -2007; Ord. 150-S, passed 8-16-2010)

§ 153.042 P/I PUBLIC/INSTITUTIONAL DISTRICT.

(A) Purpose. In addition to the purposes stated in § 153.002, it is intended that the P/I District provide opportunities for government facilities, schools, churches, hospitals, libraries and other similar public and institutional uses.

(B) Permitted uses.

(1) Government buildings, structures, facilities, utilities, rights-of-way, easements, parks, open spaces and vacant land.

(2) Schools, churches, cultural and educational facilities and uses, libraries, hospitals and health facilities.

(Ord. 150, passed 2-22-2000; Ord. passed 3- -2007)