

Planning Commission Meeting Agenda

Wednesday September 2, 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. NEW BUSINESS**
 - a. Approve August 5, 2026 Planning Commission Minutes**
 - b. Public Hearing: Circle K Signage Variance**
 - c. Staff Memo Circle K Signage Variance**
 - d. Public Hearing: Adoption of New Zoning Map**
 - e. Staff Memo Zoning Map**
- 5. ADJOURN**

Planning Commission Meeting Minutes

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Cologne Community Center, 1211 Village Parkway

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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 City Administrator Michelle Morrison and Cindy Nash, City Planner. Commissioner Olson was absent.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

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

4. PLANNING COMMISSION NEW BUSINESS

a. Approve July 15th, 2026 Planning Commission Minutes

Motion by Commissioner Franz to approve the July 15th Planning Commission Minutes, second by Commissioner Read. Motion carried 4-0.

b. Discussion re: Outdoor Music in Ordinance

The Commissioner's discussed different cities ordinances regarding outdoor music and that no cities extend their hours in the summer months to 11:00 pm. Ms. Nash shared

that the reason is likely because the State has rules regarding outdoor noise that revolves around daytime and nighttime hours – Nighttime hours are defined as 10:00 pm to 7:00 am. After discussion, the Commissioner's agreed to make no changes to the city rules around Outdoor Music.

c. Zoning Map Review prior to Public Hearing

Ms. Nash reviewed the final proposed updates the zoning map that will meet the states statutory requirement that the map align with the most recent adopted Comprehensive Plan. Next steps will be a public hearing at the September 2nd Planning Commission meeting.

5. ADJOURN

Motion by Commissioner Naegely to adjourn at 7:15 PM, second by Commissioner Read. Motion carried 4-0.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson

Collaborative Planning, LLC

Memorandum

To: Planning Commission
From: Cindy Nash, AICP, EDFP
Date: August 26, 2026
Subject: Variance – Circle K – 409 Paul Ave S

The City has received a variance application for review and consideration in connection with the rebranding of the existing Holiday Stationstore at 409 Paul Ave S to a Circle K-branded store. The application proposes to reface and, in several locations, add exterior signage that exceeds the number, height, and/or square footage of signage permitted for the site under the Cologne Code of Ordinances. In addition, it does not appear that there were variances granted in the past for existing Holiday signage that exceeded ordinance allowances. The variances requested are:

1. Permit more than one freestanding sign per building/lot (refacing two freestanding sign structures are proposed, in addition to four new small non-illuminated directional signs);
2. Permit the height of a freestanding sign in excess of the 20-foot maximum (the existing "MID Sign B" pylon is shown on the submitted plans at a pole height well in excess of the ordinance maximum);
3. Permit the aggregate square footage of freestanding signage in excess of the 80-square-foot maximum (100 square feet for a multi-tenant structure) permitted per freestanding sign structure; and
4. Permit wall and canopy-mounted signage on multiple accessory structures (the fuel canopy, the truck diesel canopy, and the detached car wash building) in excess of the signage otherwise contemplated for a single principal building under the ordinance.

Overview of Request

The subject property is located at 409 Paul Ave S and is improved with a convenience store/fuel station (formerly operated as "Holiday," now being converted to "Circle K"), a fuel canopy, a separate truck diesel canopy, and a detached car wash building. A copy of the applicant's exterior sign package, prepared by Corporate Identification Solutions, Inc. (Revision 05, dated June 8, 2026), is included in the packet.

City staff has not located any record of a sign permit having been issued for the existing Holiday-branded signage on the property, and the existing signage — most notably the "MID

Sign B" pylon and the aggregate square footage of signage across the site — does not appear to conform to the current sign regulations. The applicant is not proposing to substantially expand the site's signage footprint in most instances; rather, the request largely involves re-facing existing sign cabinets and structures with Circle K branding in the same locations and, in most cases, the same or similar dimensions as the existing Holiday signage. Some elements are new:

- Adding a car wash directional sign with a stylized partial K arrow to the side of the wall on the south building elevation
- Adding a Circle K log to the east elevation that did not have signage before
- Adding “Diesel” to another side of the canopy over the diesel pump area
- An Exit Car Wash sign above the exit door
- Four small non-illuminated directional signs (4.0 SF each).

Zoning and Sign Regulations

Section 153.077(B)(2) of the Cologne Code of Ordinances governs signage for commercial properties, and provides in relevant part:

- *Businesses may have a maximum of one freestanding sign per building and one wall sign per wall with street frontage, or no freestanding sign and two wall signs.*
- *One freestanding sign is permitted per structure provided, the sign does not exceed 80 square feet in area and 20 feet in height and is placed no closer than ten feet from any street right-of-way.*
- *Wall signs are permitted on each wall with street frontage, provided such signs do not exceed 10% of said wall area or up to 64 square feet in area, whichever is smaller. The plane of the wall sign must be affixed to and parallel with the wall.*

The proposed sign package, summarized below, exceeds these standards in several respects. The colored fascia bands are not included in the summary below.

Sign Package Summary

Sign / Structure	Proposed Area	Proposed Height	Type
MID Sign A (fuel price sign - reface only) (page 4)	53.1 SF plus changeable copyboard sign each side (total 106.2 SF)	Not shown on plans	Freestanding
MID Sign B (reface only) (page 5)	120.0 SF each side (total 240 SF)	100'-0"	Freestanding
Wall Sign (illuminated) (page 6)	63.5 SF		Wall
Car Wash directional (page 6)	24.0 SF		Wall
Circle K totem sign, illuminated (page 7)	20.8 SF each		Wall

Fuel canopy illuminated wordmark (2 elevations) (page 10)	30.8 SF each (61.6 SF total)		Attached (canopy)
Truck diesel canopy signage, non-illum. (2 elevations) (page 11)	46.5 SF each (93 SF total)		Attached (canopy)
Car wash building decals, non-illum. (3 elevations) (pages 12-14)	52.1 SF total		Attached (accessory bldg)
Directional signs A-D (non-illuminated) (page 15)	4.0 SF each (16.0 SF total)	48"	Freestanding

Figures are approximate and derived from the CIS Sign Package, Rev. 05, dated 06/08/26. Non-illuminated ACM color fascia bands (the red/white/orange striping) are treated above as architectural trim rather than signage.

In total, the proposed package involves approximately 677.2 square feet of signage across the site. The number of freestanding sign structures (two, plus four directional signs) exceeds the one freestanding sign per building/lot standard; the height of MID Sign B, as depicted, substantially exceeds the 20-foot maximum; and the aggregate area of both freestanding and attached signage exceeds the applicable per-structure and per-wall maximums.

Legal Background on Variances

Minnesota statutes on variances were amended in 2011 to reflect a "practical difficulties" standard, rather than the previously used "undue hardship" standard. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

This request is being evaluated based on the "practical difficulties" standard rather than the standard included in the Cologne Code of Ordinances.

Evaluation of Request

In evaluating variance requests, the following questions should be considered:

1. Is the request a reasonable use of the land?

Finding: The property is developed with a multi-structure fuel/convenience retail complex — a principal store building, a fuel canopy, a separate truck diesel canopy, and a detached car wash building — each of which functions independently and benefits from its own identification, wayfinding, and safety signage. The Cologne sign ordinance's freestanding- and wall-sign standards appear to contemplate a single principal building on a lot rather than a multi-structure fuel/car wash complex of this type. Much of the requested signage (the two price signs, the fuel canopy fascia, and the car wash decals) replaces existing sign structures

in the same locations and, in most instances, the same dimensions as the existing (legacy) signage; it is a reasonable use of the property to rebrand existing structures.

2. Is the plight of the landowner due to circumstances unique to the property not created by the landowner?

Finding: The property's multiple structures (main store, fuel canopy, truck diesel canopy, and detached car wash) are unique physical circumstances not created by the current Applicant. The prior signage on the site, which appears to predate current ownership and for which the City holds no permit record, was apparently not constructed in conformance with the ordinance. The Applicant is not the party that created the underlying nonconformity, though the Applicant's rebranding request is what has brought the issue before the City.

3. Will the variance, if granted, alter the essential character of the locality?

Finding: The site has functioned as a gas station/convenience store with a comparable signage presence for a number of years. The proposed Circle K signage generally follows the footprint and location of the existing Holiday signage, with a modest net increase in overall square footage. Granting the variance would not meaningfully alter the character of this commercial corridor.

The Zoning Ordinance also requires that certain findings be made by the Board of Appeals and Adjustments as follows:

1. Granting a variance will not adversely affect the public health, welfare and safety and will not be detrimental or injurious to property or improvements in the neighborhood.

Finding: The proposed signage is consistent in scale and character with the existing commercial use of the property and with signage found on comparable fuel/convenience uses along this corridor.

2. Strict interpretation or enforcement would result in a practical difficulty or unnecessary hardship that is neither self-created nor inconsistent with the intent of this chapter and the comprehensive plan.

Finding: The ordinance's sign standards do not readily account for a multi-structure fuel/convenience/car wash site, and much of the requested signage replaces legacy, apparently unpermitted signage already present on the property.

3. There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district.

Finding: The property contains four separate structures requiring identification and/or safety/wayfinding signage (store, fuel canopy, truck diesel canopy, and car wash), which is not typical of other properties in the C-1 District.

4. Strict or literal interpretation would deprive the applicant of the use and enjoyment of his property in a manner similar to others in the same district.

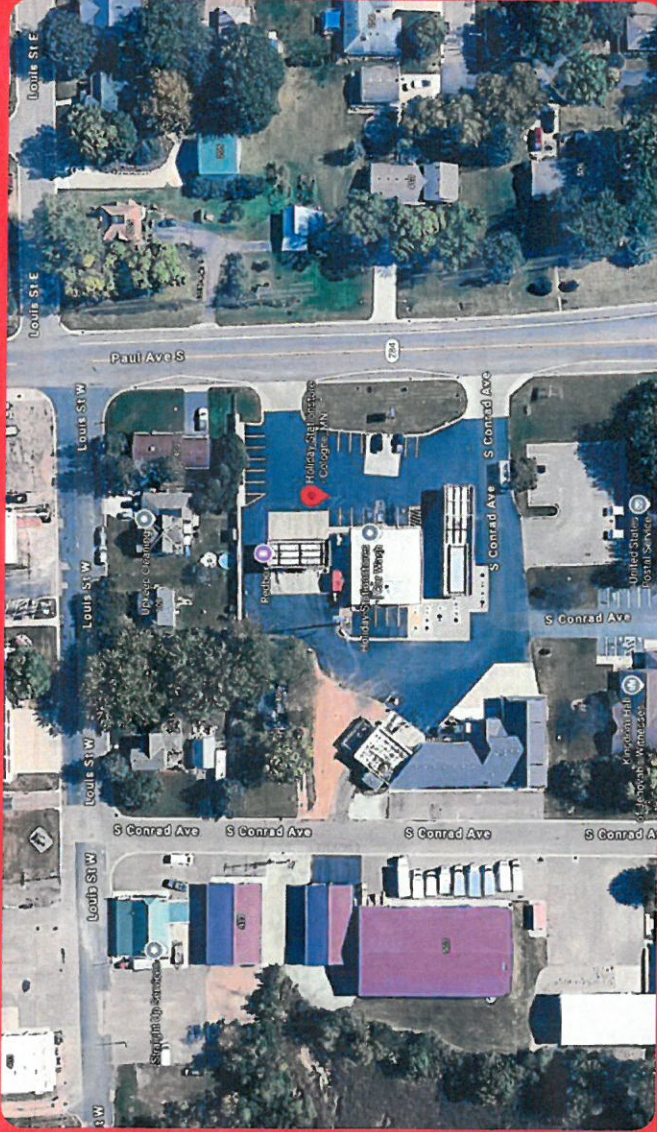
Finding: Without the variance, the Applicant would be unable to identify the fuel canopy, truck diesel canopy, and car wash building, or to provide directional information, in a manner comparable to other fuel/convenience uses in other communities.

5. Granting of the variance will not allow a use which is otherwise not a permitted use in the zoning district in question.

Finding: The self-service gasoline station and convenience store use is a permitted use in the zoning District; the variance relates solely to signage, not use.

Recommendation

The Planning Commission should hold a public hearing and review the signage request.



EXTERIOR SIGNS

STORE NUMBER

3577

LOCATION

COLOGNE, MN

ADDRESS

409 PAUL AVE S

MARKET

NORTHERN TIER MARKET

DATE

06/08/26

REVISION HISTORY

R02 - 03/12/26

- Updated MID
- Updated painting
- Updated HSD CNPY

R03 - 04/14/26

- Updated MID
- Updated HR
- Updated CW, Soft Touch/Touch Free

R04 - 04/28/26

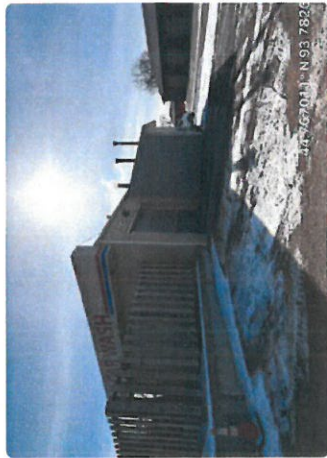
- Updated HR

R05 - 06/08/26

- Updated BLDG



CORPORATE ID SOLUTIONS



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44.766872° N 93.7822° W



44.767171° N 93.7817° W



44.766980° N 93.7817° W



44.767149° N 93.7817° W



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44.766980° N 93.7822° W



44.767171° N 93.7817° W



44.766980° N 93.7822° W



CORPORATE
IDENTIFICATION
SOLUTIONS

CUSTOMER
CIRCLE K
SITE NUMBER
3577

LOCATION
COLOGNE, MN
ACCOUNT REP
BEN DEHAYES

DRAWN BY
HH
DATE
06/08/26

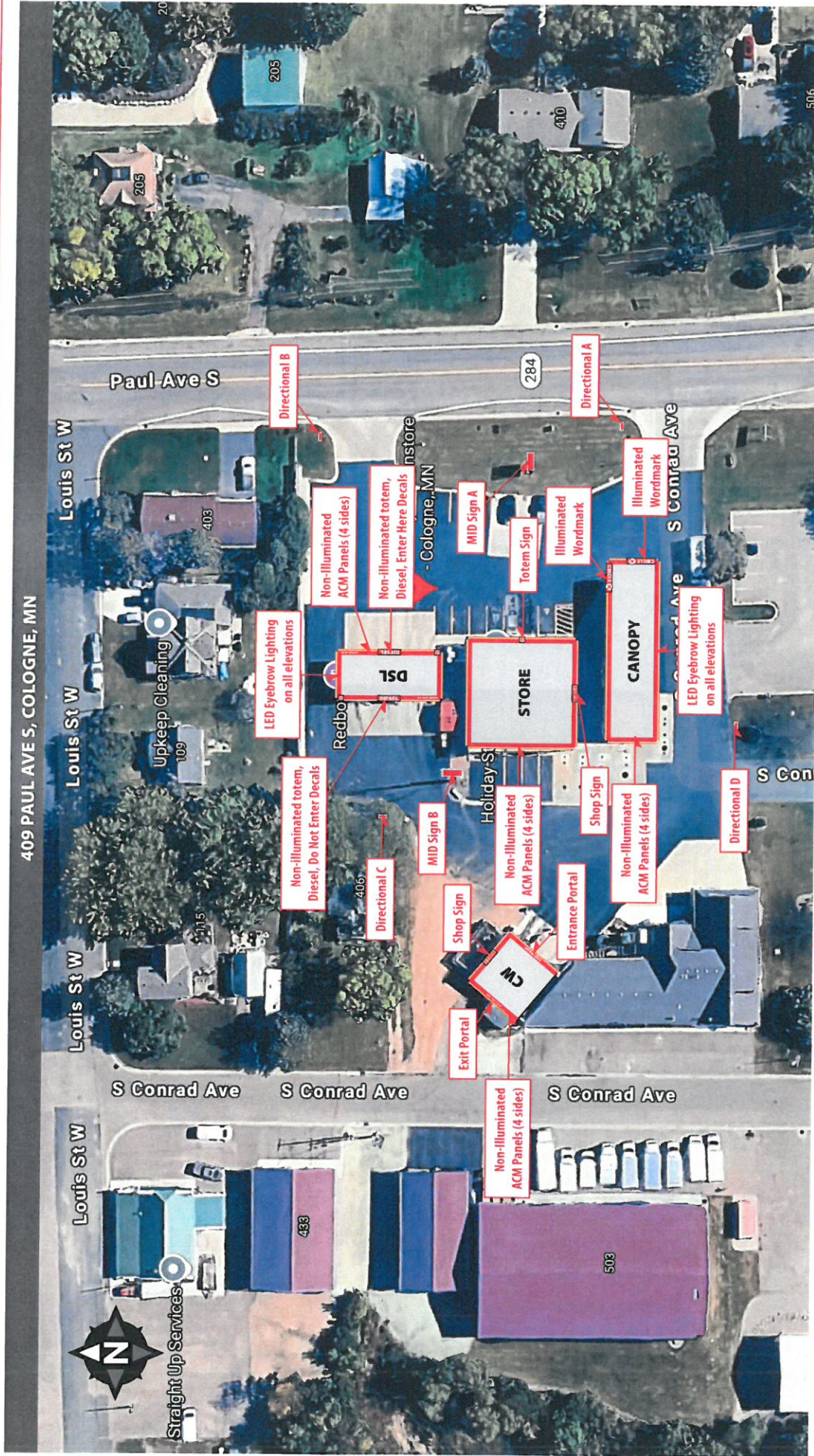
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SOLUTIONS**

CUSTOMER
CIRCLE K
SITE NUMBER
3577

LOCATION
COLOGNE, MN

ACCOUNT REP
BEN DEHAYES

DRAWN BY	REVISION
HH	05
DATE	SCALE
06/08/25	NTS

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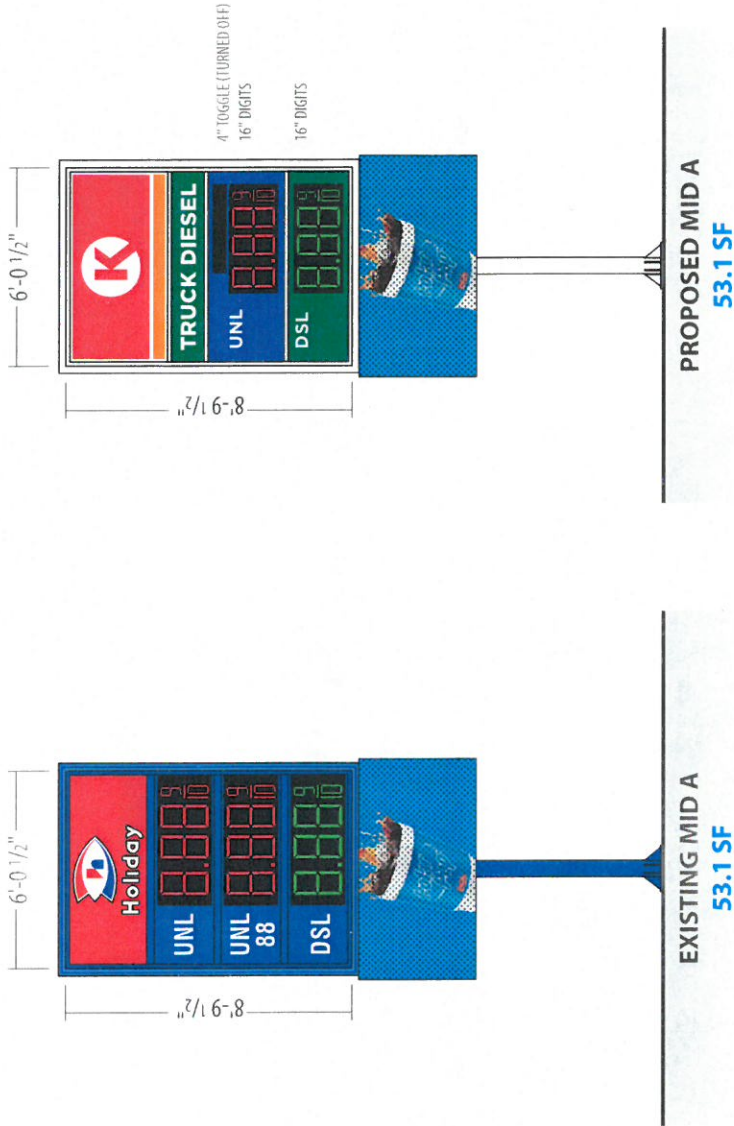


EXISTING

MID SIGNSCOPE OF WORK

- New cabinets/shroud
- New Circle K faces
- New Truck Diesel
- New Unleaded faces and 16" LEDs
- New 4" toggles (OFF)
- New Diesel faces and 16" LEDs
- Reuse EMC
- Remove existing illuminated blue rods
- Paint poles & cabinets to Circle K standards

FIELD VERIFY PRIOR TO MANUFACTURE



PROPOSED MID A

53.1 SF



CUSTOMER
CIRCLE K
SITE NUMBER
3577

LOCATION
COLOGNE, MN
ACCOUNT REP
BEN DEHAVES

DRAWN BY
HHJ
DATE
05/08/26

REVISION
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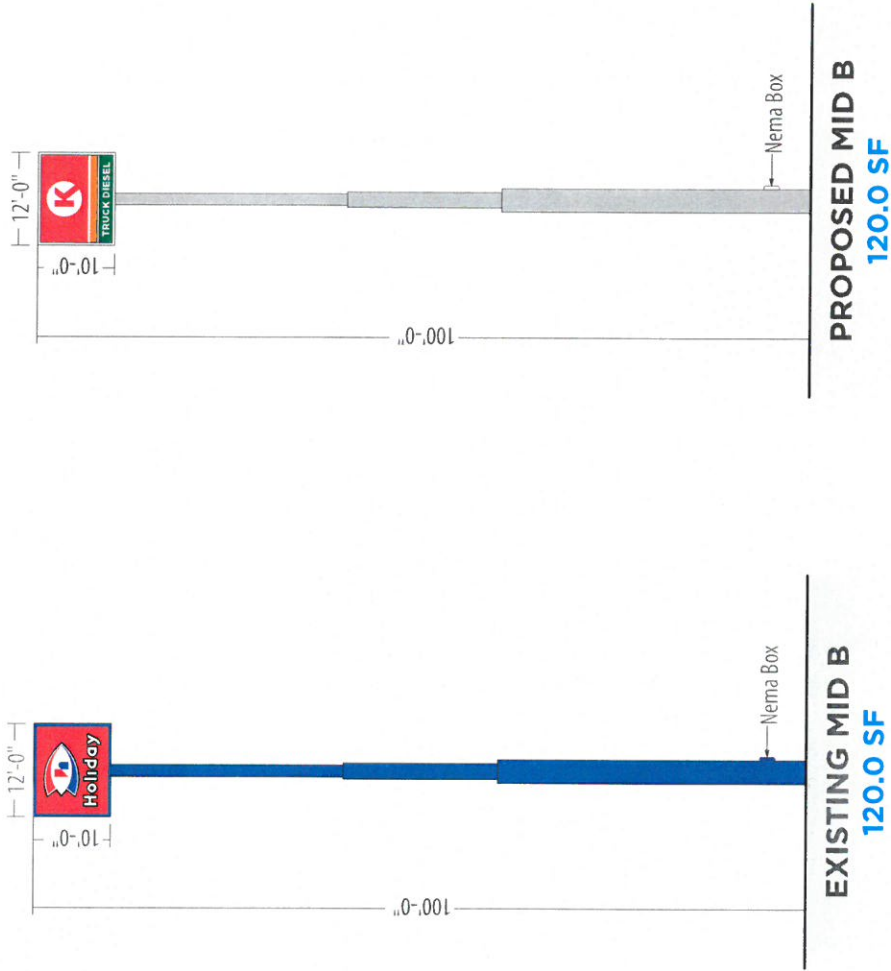
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MID SIGN SCOPE OF WORK

- Re-use existing cabinets
- New Circle K/Truck Diesel faces
- Paint poles & cabinets to Circle K standards

FIELD VERIFY DIMENSIONS



CORPORATE
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SOLUTIONS

CUSTOMER
CIRCLE K
SITE NUMBER
3577

LOCATION
COLOGNE, MN
ACCOUNT REP
BEN DEHAYES

DRAWN BY
HH
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06/09/26

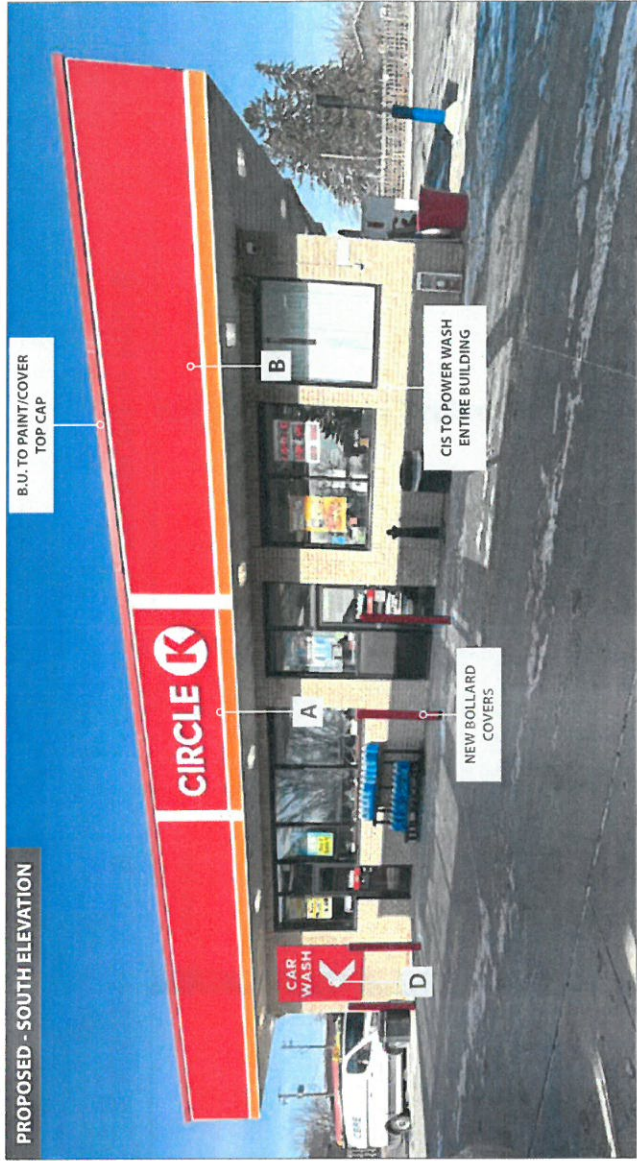
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DATE



NOTE: RE-USE EXISTING CIRCUITS TO ELECTRIFY SIGN

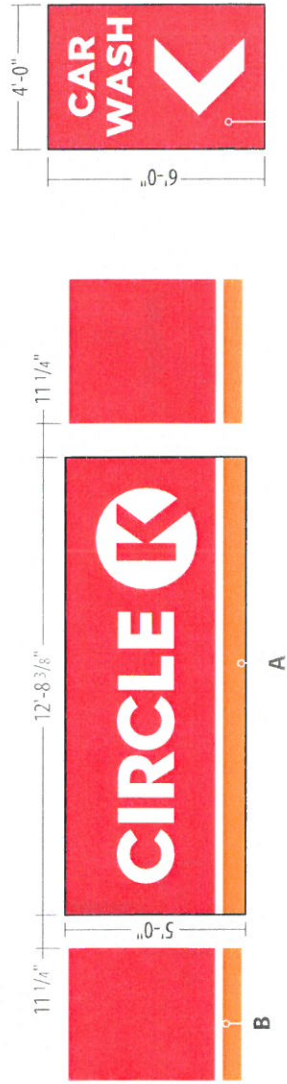
ARTWORK REFLECTS CURRENT SURVEY

	HEIGHT	FRONT	SIDES
BUILDING INFO	16'-0"	55'-0"	55'-0"
FASCIA INFO	5'-4 1/2"	65'-0"	60'-0"

STOREFRONT SCOPE OF WORK

SIGN DESCRIPTION	QTY	SIZE	AREA
A Illuminated Circle K Shop Sign	1	5'-0" x 12'-8 3/8"	63.5 SF
B ACM Fascia Bands	1	5'-0"	250 LF
C Illuminated Circle K Totem Sign	1	5'-0" x 4'-2"	20.8 SF
D Car Wash Wall Directional	1	6'-0" x 4'-0"	24.0 SF

CIRCLE K VINYL COLORS
3M 3630-33 Red
3M 3630-3540 Tangerine



SCALE: 1/40



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SOLUTIONS

CUSTOMER
CIRCLE K
SITE NUMBER
3577
LOCATION
COLOGNE, MN
ACCOUNT REP
BEN DEHAVES

DRAWN BY
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DATE
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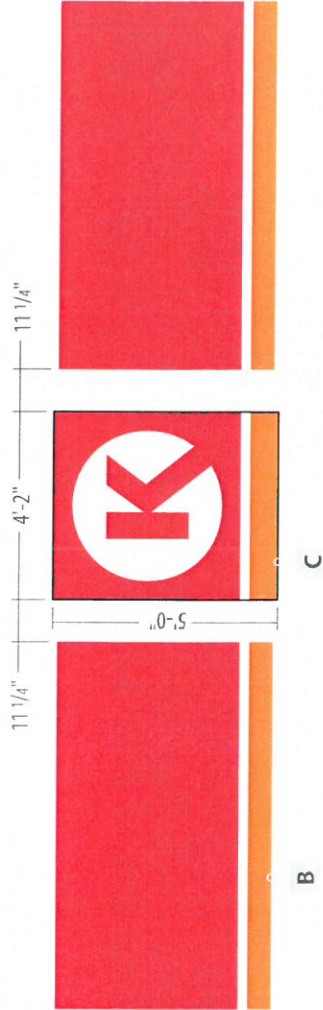
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CIRCLE K VINYL COLORS

- 3M 3630-33 Red
- 3M 3630-3540 Tangerine

NOTE: NEW PRIMARY CIRCUITS TO BE PROVIDED BY CIS



CORPORATE
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SOLUTIONS

CUSTOMER
CIRCLE K
LOCATION
COLOGNE, MN
ACCOUNT REP
BEN DEHAES
SITE NUMBER
3577

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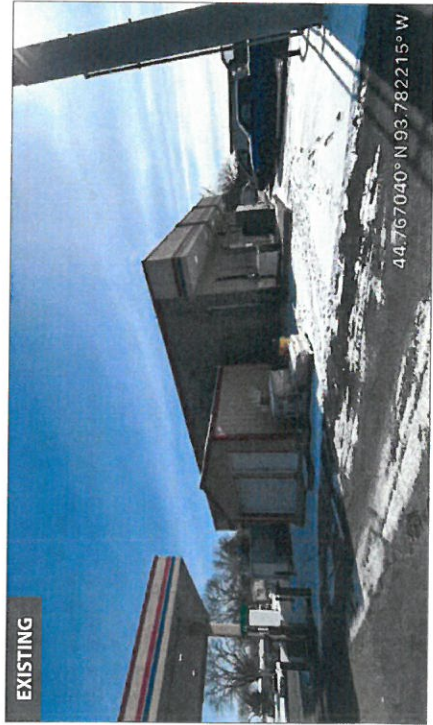
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CIRCLE K VINYL COLORS



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