

Planning Commission Meeting Agenda

Wednesday October 7, 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 August 5th, 2026 Planning Commission Minutes**
 - b. Cologne 2050 Small Communities Planning Program – Led by Carol HejlStone and Aaryan Aeasthi**
 - i. Meeting Agenda**
 - ii. SCPP Project Initiation Packet**
 - iii. Kickoff Slide Deck**
- 5. ADJOURN**

Planning Commission Meeting Minutes

Wednesday September 2, 2026 - 6:00 PM
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 Franz. Motion carried 4-0.

4. NEW BUSINESS

a. Approve August 5, 2026 Planning Commission Minutes

Motion by Commissioner Read to approve the August 5th Planning Commission Minutes, second by Commissioner Franz. Motion carried 4-0.

b. Public Hearing: Circle K Signage Variance

Motion by Commissioner Franz to open the public hearing, second by Commissioner Naegely. Motion carried 4-0. Chair Shambour asked if anyone present wished to speak concerning the Circle K Signage Variance. There being no 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: Circle K Signage Variance

Chairperson Shambour asked Ms. Nash to review her memo addressing the variance requested and cover the change in signage being proposed.

After discussion, Commissioner Franz made a motion to recommend the City Council approve the signage variance as presented with the signage to be substantially the same as presented and discussed at the planning commission meeting, Second by Commissioner Read. Motion carried 4-0

d. Public Hearing: Adoption of New Zoning Map

Motion by Commissioner Naegely to open the public hearing, second by Commissioner Franz. Motion carried 4-0. Chair Shambour asked if anyone present wished to speak concerning the new Zoning Map. There being no individuals who wished to comment, Commissioner Read made a motion to close the Public Hearing, second by Commissioner Franz. Motion carried 4-0.

e. Collaborative Planning Staff Memo: Zoning Map

Chairperson Shambour asked Ms. Nash to review her memo addressing the recommended updates to the Zoning Map. Ms. Nash explained that the last City Comprehensive Plan was completed in 2018 addressing growth to 2040 and that the Zoning Map is required to be aligned with the Comprehensive Plan – this was not done at the time and is therefore being addressed now. Ms. Nash reviewed the various parcels that are changing and why they are being changed.

After discussion, Commissioner Franz made a motion to recommend the City Council approve the Zoning Map as presented, second by Commissioner Naegely. Motion carried 4-0.

5. ADJOURN

Motion by Commissioner Naegely to adjourn at 6:30 PM, second by Commissioner Franz. Motion carried 4-0.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson



Small Communities Planning Program (SCPP)

Cologne 2050 Comprehensive Plan Work Group Meeting #1

Date: Wednesday, October 7, 2026

Time: 6pm – 7:30pm

Location: Cologne

Attendees: [name, title, organization]

Purpose of meeting: Build relationship with Comprehensive plan Work Group, Orient the Work Group with the 2050 Comprehensive Planning Process and Requirements, Discuss Community Conditions and Community Engagement Methods, Identify Gaps and Outline Future Meeting Dates to Address Next Steps

A. Welcome	5 Min
B. Introductions and Ice Breaker	5 Min
C. Overview of 2050 Comprehensive Planning Process	10 Min
• Purpose and Requirements • 2050 System Statement and Community Profile review • Overview of Small Communities Planning Program • Plan preparation phases and schedule	
D. Work Group – local community experts	20 Min
• Purpose • Structure • Schedule	
E. Community Conditions and 2040 Comp Plan	15 Min
• Overview of community's 2040 comprehensive plan • Existing community conditions and context – how much has changed since the 2040 plan?	
F. Community Engagement – led by Work Group	15 Min
• Focus topics of land use, housing, transportation, water resources, parks and trails, climate, and natural systems • Methods • Documenting outcomes of engagement to share with Met Council staff	
G. Next Steps	10 Min
• Work Group • City staff/consultants • Met Council Staff	



Small Communities Planning Program (SCPP)

H. Open Discussion and Wrap Up

10 Min

- Are the process and roles and responsibilities clear?
- What else would be helpful to discuss?

Meeting Summary

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Action/Follow-up Items

- Community Engagement Plan with timeline
- What, if any, assistance from Met Council staff would be helpful for work group?
- Are there any background materials the community is able to share with Met Council staff? *Examples: current land use map, Word version of 2040 plan, GIS maps of local parks & trails, local zoning, inventory of historic sites, sewer system data, etc.*
-



Cologne 2050 Comprehensive Plan Work Group Kick Off Meeting

Small Communities Planning Program (SCPP)

October 7, 2026



Tentative Group Norms for Meeting

How we can participate and be most effective in the meeting:

- Think well of each other and assume good intent
- Take space, make space
- Lean in to discomfort
- Be curious
- We are in this together; different boats aiming for the same lighthouse
- All ideas and questions are welcome!
- Others?

Welcome and Introductions



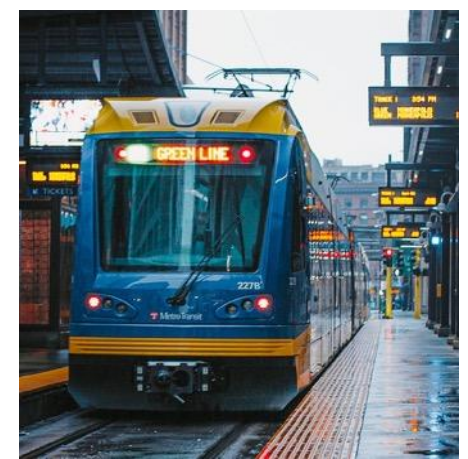
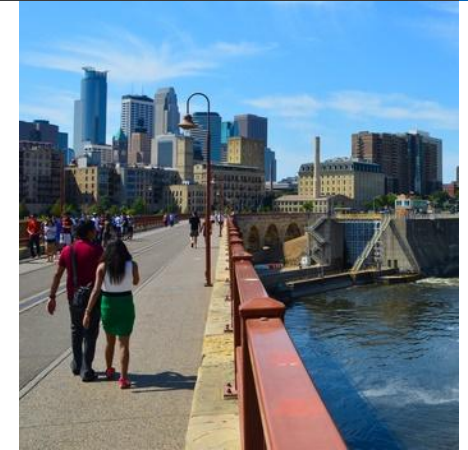
Please share your:

- Name
- Role / Organization
- Favorite Halloween candy

About the Metropolitan Council

The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area with a mission to foster efficient and economic growth for a prosperous region.

- 7 counties
- 182 cities and townships
- More than 3 million residents
- Key roles:
 - Operate the regional bus and rail system
 - Collect and treat wastewater
 - Coordinate regional water resources
 - Plan and help fund regional parks
 - Administer federal funds that provide housing opportunities for low- and moderate-income individuals and families



Your Met Council SCPP Team



**Carol
HejlStone**
Senior Planner



**Aaryan
Awasthi**
Associate Planner

Other support staff:

- **Angela Torres**, Local Planning Assistance Senior Manager
- **Merritt Clapp-Smith**, Small Communities Planning Program
- **MacKenzie Young-Walters**, Sector Rep
- **Natalie Brown**, Senior Planner
- **Michelle Einstein**, Senior Planner
- **Carol HejlStone**, Senior Planner
- **Gaby Olvera-Swaray**, Planner
- **Aaryan Awasthi**, Associate Planner
- **Samah Safiullah**, Associate Planner
- **Magdelyn Herzig**, Associate Data Scientist
- Consulting engineers for the Water Chapter element of local plans



Contents

Review agenda and meeting purpose	10 Min
Overview of 2050 Comprehensive Planning Process	10 Min
SCPP project overview	10 Min
Role of the Work Group	20 Min
Community engagement	15 Min
Existing conditions and forecasted growth	15 Min
Next steps & Wrap Up	10 Min

Goals for Today

Today we will:

- Get oriented on the SCPP 2050 Comp Plan project, schedule and activities, and role of the Work Group.
- Review base information about your community and discuss general vision and priorities for community through 2050.
- Discuss a community engagement approach, methods, and key steps.
- Identify a schedule for future Work Group meetings.

Overview of 2050 Comprehensive Planning Process



What is a Comprehensive Plan?

A long-range policy document that guides a city's future growth, development, and resource management over a 20-year period

- Captures the community's shared goals for what it wants to become.
- Serves as a flexible guide rather than a strict law, unlike a zoning ordinance.
- Helps city councils and planning commissions evaluate zoning changes, development proposals, and capital improvement budgets that support implementation of the vision.
- Think of the comprehensive plan as the blueprint, and zoning is the implementation tool.

Why create a Comprehensive Plan?

There are many benefits!

- Roadmap for community to advance its vision and goals
- Grant eligibility and access to funding opportunities
- Helps communities evaluate zoning changes, development proposals, and capital improvement budgets

It offers protections to legal challenges

Solid legal basis for ordinances and local development review decisions

It's required by Minnesota Statute

[Metropolitan Land Planning Act \(§473\)](#)

Eight Required Plan Elements



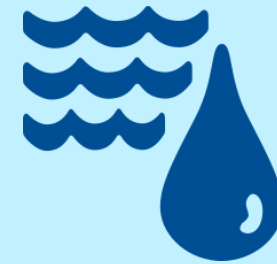
Land Use



Housing



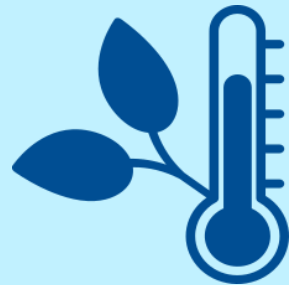
Transportation



Water Resources



Parks & Trails



Climate



Natural Systems



Implementation

Minimum Requirements

LOCAL
PLANNING
HANDBOOK

Search

Local Planning Handbook

Regional Planning Process

Community Pages

Required Plan Elements

+

Review Process

+

PlanIt: Education and Training

+

Resources

+

Welcome to the Local Planning Handbook

The Local Planning Handbook is your essential guide for updating comprehensive plans, offering clear instructions on minimum requirements, interactive tools and maps, community-specific data, and resources for grants and technical assistance.



Community Pages

Access your community's personalized checklist, interactive and downloadable maps (including GIS shapefiles), and a list of affected



Required Plan Elements

Explore our Plan Element pages to discover minimum requirements, practical tips, and valuable resources that help you create a



Submit Online

Submit your Comprehensive Plan Update or Amendment, and track its progress.

- Minimum requirements are the baseline elements that every community must include in their comprehensive plan.
- Ensure consistency and conformance with the Metropolitan Land Planning Act.
- For more info, see Met Council's Local Planning Handbook.

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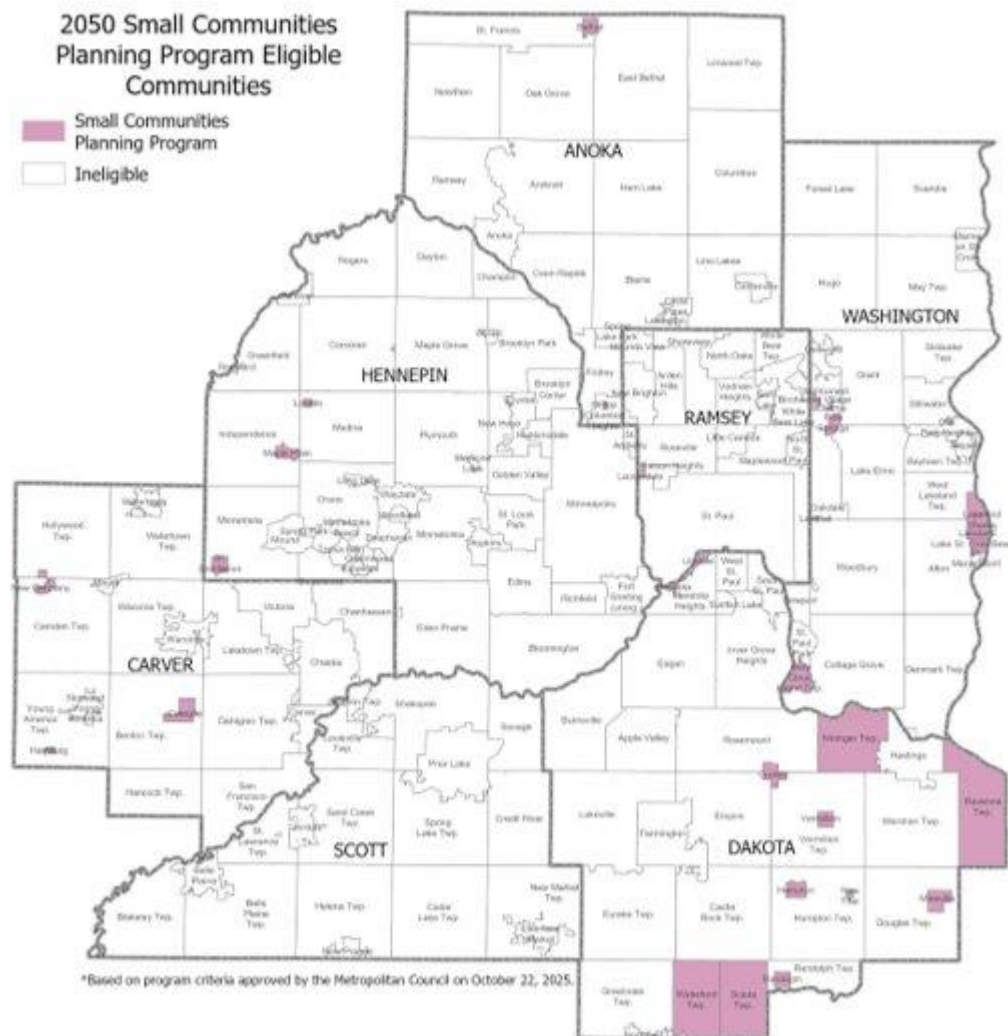
Small Communities Planning Program Overview



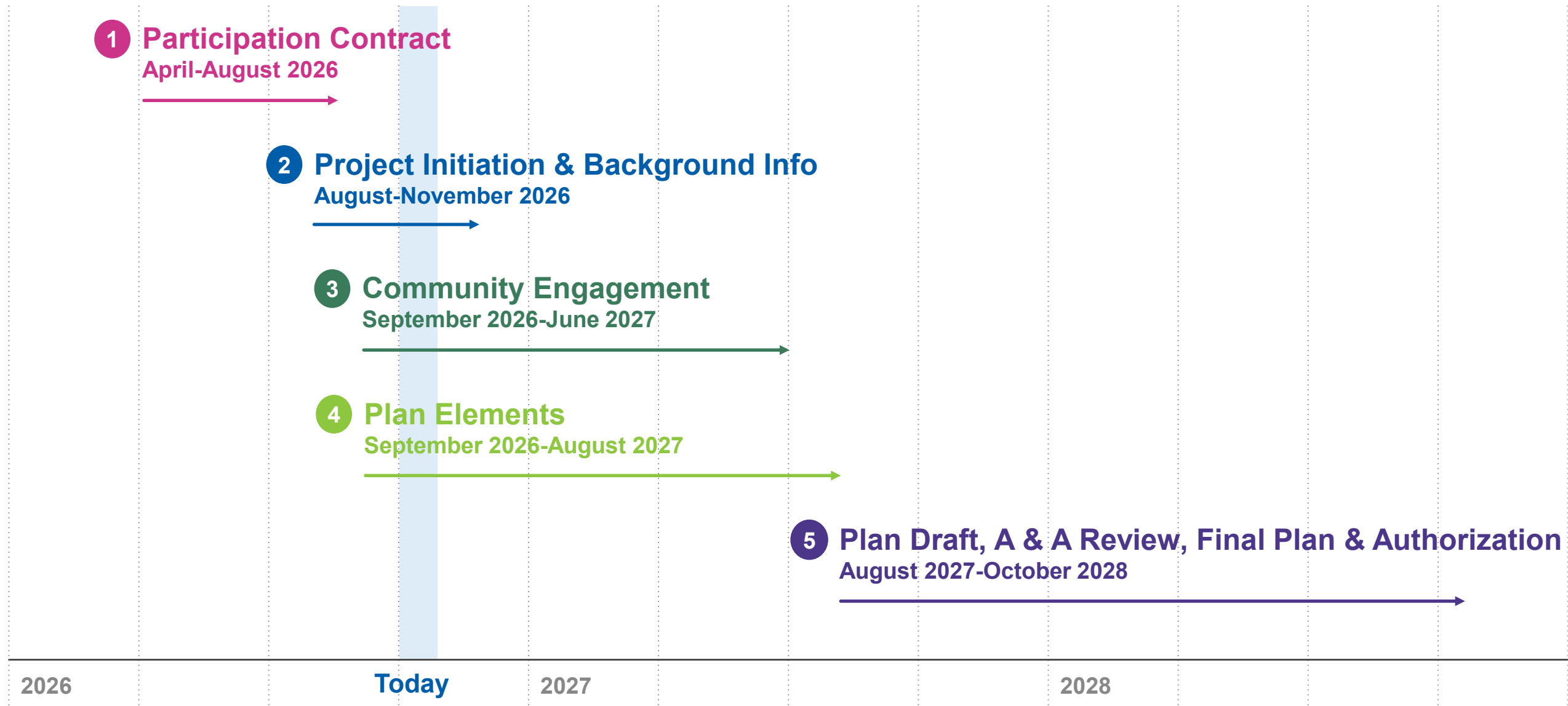
About the Small Communities Planning Program

What we heard: Comprehensive Plans are a heavy lift, especially for small communities.

- Comprehensive planning can require a lot of capacity, data, and resources.
- Offers a high level of comprehensive planning assistance to support some of the smallest communities in the region with their 2050 Comprehensive Plan updates.
- Offered at no cost to communities.
- 28 eligible communities, which you can find on this [map](#) and [list](#).



High-Level Program Timeline



Role of the Work Group – Local Community Experts



Overview of Our Roles

Overarching goal: Develop a final Plan reflective of community interests for local adoption.

Met Council's Role

- Collect technical information, data, and maps.
- Produce and write the plan.
- Interact regularly with the community project leads and Work Group.
- Provide modest support for community engagement.

[Community's] Role

- Gather input from community members.
- Lead community visioning, priority setting, and strategic direction to guide the community through the year 2050.
- Review and provide input on Plan drafts.

Work Group Structure and Schedule



Structure

- May be composed of current elected and/or appointed officials, community staff or consultants, residents, businesspeople, organizational partners, or others the community thinks important.
- Ideally 4-8 participants.
- Identify key municipal consultants or others who have subject matter expertise that can help inform the Plan.

Schedule

- How often the group meets will be determined by work group members.
- Met Council staff will, at minimum, participate in three joint meetings with the Work Group at project kick-off, mid-project, and during final plan drafting.