

# Planning Commission Meeting Agenda

Monday, March 7, 2022 - 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: Vickie Selness  
Commissioner: Jenn Brewington  
City Council Liaison: Carol Szaroletta  
Commissioner: Kevin Fafinski

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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. OLD BUSINESS
5. NEW BUSINESS
  - a. February 7, 2022 Planning Commission Minutes
  - b. Winkler Crossing 4<sup>th</sup> Addition Final Plat Review
    - i. Bolton and Menk Staff Report
    - ii. Collaborative Planning Staff Report
    - iii. Collaborative Planning Comment Memo
  - c. Cologne Area Transportation Study March 10 – 5:30PM
6. ANNOUNCEMENTS
7. ADJOURN

# Planning Commission Meeting Minutes

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Commissioner: Vacant

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## **1. CALL MEETING TO ORDER & ROLL CALL**

Chairperson Shambour called the meeting to order at 6:00PM with Commissioners Brewington, Selness, and Szaroletta present. Also present were City Administrator - Jesse Dickson and City Clerk – Michelle Morrison.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

Motion by Commissioner Szaroletta to adopt the agenda as presented. Second by Commissioner Brewington. Motion carried unanimously.

## **4. OLD BUSINESS**

## **5. NEW BUSINESS**

### **a. January 3, 2022 Planning Commission Minutes**

Motion by Commissioner Selness to approve the January 3rd, 2022, minutes as presented. Second by Commissioner Brewington. Motion carried unanimously.

### **b. Kevin Fafinski Planning Commission Application Questionnaire**

The commissioners interviewed Kevin Fafinski for the open position on the planning commission. Discussing his involvement in preserving history.

Motion by Commissioner Brewington to recommend to the city council the appointment of Kevin Fafinski to the Planning Commission. Second by Commissioner Szaroletta. Motion carried unanimously.

## **6. ANNOUNCEMENTS**

## **7. ADJOURN**

Motion by Commissioner Brewington to adjourn at 7:26 PM, second by Commissioner Szaroletta. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle M Morrison, City Clerk

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Bernie Shambour, Chairperson

# Collaborative Planning, LLC

## MEMORANDUM

To: Jesse Dickson, City Administrator

From: Cindy Nash, City Planner

Date: March 4, 2022

Subj: Planning Review Comments – Winkler Crossing 3<sup>rd</sup> Addition Final Plat and Plans dated February 7, 2022

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I have reviewed the final plat and plans dated February 7, 2022 and have the following comments.

1. Engineering comments will be included within a separate memo.
2. A title commitment shall be provided prior to the Final Plat being on the City Council agenda.
3. The landscape plan general notes should be changed to require a minimum of 6” topsoil on all areas disturbed by construction.

cc: Jake Saulsbury, Bolton and Menk  
Jake Saufley, Melchert Hubert Sjodin

# Collaborative Planning, LLC

## ***MEMORANDUM***

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**TO:** Cologne Planning Commission

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

**MEETING DATE:** March 7, 2022

**SUBJECT:** **Winkler Crossing 4<sup>th</sup> Addition** for (1) Final Plat

**APPLICANT:** Loomis Development, LLC

**LOCATION:** Generally located north of 122<sup>nd</sup> Street and west of TH 284

**COMPREHENSIVE PLAN:** Low-Density Residential

### **Description of Request**

Loomis Development, LLC is proposing to final plat their second phase to be known as Winkler Crossing 4<sup>th</sup> Addition, consisting of 40 lots and 2 outlots.

A copy of the plans for the development of the site are included for your consideration.

## **Item 1: Recommendation on Final Plat**

### **Conformance with Preliminary Plat and PUD**

The Final Plat is in substantial conformance with the approved preliminary plat, PUD, and conditions contained in the resolutions associated with its approval.

### **Land Use (In this Phase)**

The proposed land use of the lots is for single-family residential. Outlots A and B are reserved for future development.

### **Access, Roads, Pedestrian Circulation**

The plans identify that two roads will be constructed into the property. Prairie View Drive will be extended to the north, and Winkler Trail North will be extended to an intersection with Prairie View Drive. Sidewalks will be installed on one side of each street.

### **Park Dedication**

Park dedication will be calculated by determining the amount of fee-in-lieu of dedication owed (40 units at \$2,311/unit = \$92,440).

### **Recommendation on Final Plat**

Staff recommends approval of the Final Plat 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 Nos. 20-10 and 20-11 approving the Rezoning/PRD and Preliminary Plat, respectively, 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 March 3, 2022 and Collaborative Planning dated March 4, 2022 (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 WINKLER CROSSING 4TH ADDITION prepared by James R.

Hill, Inc. as revised to conform to the requirements of this Resolution and the Staff Letters and containing the following plans sheets (the “James R. Hill Plans”):

i. Insert list of plan sheets

5. No construction shall be permitted on the Subject Property until updated James R. Hill Plans addressing the comments of the Staff Letter 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 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 Site 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 Developers 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 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 [REDACTED], 2022.
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 [REDACTED], 2012.

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 Developers 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 the lots on Blocks 1 through 6.
16. Outlots A and B of WINKLER CROSSING 4<sup>th</sup> ADDITION will be platted into lots and right of way in one or more future phases. Installation of utility and street infrastructure for future phase(s) shall not occur until such time as a Final Plat for said future phase(s) has been approved by the City Council and a Developer's Agreement has been executed.
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. Per the Development Agreement for WINKLER CROSSING 3<sup>RD</sup> ADDITION, the Developer has a credit of \$158,435.80 that is carried forward to this WINKLER CROSSING 4<sup>TH</sup> ADDITION. The Development Agreement shall memorialize the use of the carry-over credit and specify how any additional carryover park dedication credit remaining for future phases. Park dedication for Outlots A and B of WINKLER CROSSING 4<sup>th</sup> ADDITION shall be paid at the time of future platting and development of said outlots and is not being charged at this time.
20. Trails within the development shall be constructed at the sole expense of the Developer as shown on the Approved Plans. The following trails shall be installed:
  - A. The trail in Outlot A of WINKLER CROSSING 3<sup>RD</sup> ADDITION located west of the pond shall be constructed from Winkler Trail North to the existing trail in Outlot A.

21. Civil defense siren fees shall be paid 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 Watershed District, 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. Streetlights shall be installed by the developer. 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 15<sup>th</sup> in a given year in which case the sod must be installed by July 15<sup>th</sup> of the following year.

- c. To the extent sidewalks are required in a given phase, the sidewalk must be constructed at the same time the streets are constructed. Sod shall be placed between the curb and sidewalk and for two (2) feet on the house side of the sidewalk within thirty (30) days after the issuance of a Certificate of Occupancy, unless a certificate of occupancy is granted after September 15<sup>th</sup> in a given year, in which case the sod must be installed by June 15<sup>th</sup> of the following year.
- d. Sod from the curb to four (4) feet away from the curb line shall be installed within thirty (30) days after the issuance of a certificate of occupancy, unless a certificate of occupancy is granted after September 15<sup>th</sup> in a given year, in which case the sod must be installed by June 15<sup>th</sup> of the following year.
- e. Comply with all requirements of the landscape plan included in the Approved 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.