

# Planning Commission Meeting Agenda

Tuesday September 6, 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. PLANNING COMMISSION BUSINESS
  - a. August 1, 2022 Planning Commission Meeting Minutes
  - b. Downtown Redevelopment Plan
    - i. Staff Memo
5. BOARD REPORTS
6. ANNOUNCEMENTS
7. ADJOURN

# Planning Commission Meeting Minutes

Monday August 1, 2022 - 6:00 PM  
Cologne Community Center, 1211 Village Parkway

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## Vision Statement

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

Chairperson Shambour called the meeting to order at 6:00PM with Commissioners Brewington, Fafinski, Selness and Szaroletta present. Also present were City Administrator - Jesse Dickson, City Planner - Cindy Nash and City Attorney – Jacob Saufley.

## **2. PLEDGE OF ALLEGIANCE**

## **3. ADOPT AGENDA**

Motion by Commissioner Brewington to adopt the agenda as presented, second by Commissioner Selness. Motion carried 4-0.

## **4. PLANNING COMMISSION BUSINESS**

### **a. July 5, 2022 Planning Commission Meeting Minutes**

Motion by Commissioner Szaroletta, to approve the July 5, 2022 Planning Commission Minutes, second by Commissioner Selness. Motion carried 4-0.

### **b. Freedom Storage Site Plan Review**

#### **i. Collaborative Planning Memo 7-29-22**

#### **ii. Resolution 22-03 Approving Site Plan Freedom Storage**

City Planner, Cindy Nash reviewed her memo of July 29, 2022 and answered commissioner's questions. City Attorney Jacob Saufley provided clarification on legal points. Resident Nancy Williams shared concerns with the property. Discussion was had amending the Resolution to include the application for a fence permit. After

discussion, Commissioner Brewington made a motion to approve Resolution 22-03 with amendments state, second by Commissioner Szaroletta. Motion carried 4-0

## **5. BOARD REPORTS**

The Commissioner's and City Administrator discussed options on moving forward with a downtown redevelopment plan and blight issues. Consensus of the Commission was that staff would provide direction regarding either the use of a consultant or in house staff time dedicated to developing a downtown re development plan, and would bring a recommendation to the City Council.

## **6. ANNOUNCEMENTS**

## **7. ADJOURN**

Motion by Commissioner Szaroletta to adjourn at 6:40 PM, second by Commissioner Brewington. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle M Morrison, City Clerk

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Bernie Shambour, Chairperson


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## MEMORANDUM

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**TO:** Chairman Shambour and Planning Commission  
**FROM:** Jesse Dickson, City Administrator   
**SUBJECT:** Downtown Redevelopment Plan  
**DATE:** 9/2/2022

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### **Background:**

The City Council tasked the Planning Commission with determining the scope of work for a Downtown Redevelopment Plan. In order to provide some insight into what the scope of a plan may entail, links to examples from various cities will be provided below. Prior to creating a plan, the area that is being guided must be defined.

The City currently is operating under the guidance of the 2040 Comprehensive Plan and is also nearing the finishing stages of the Cologne Area Transportation Study. Any determinations made through the process of a downtown plan will need to be made with consideration to those and any other instruments the City uses. Ideally, a new plan is not finalized until the transportation study is complete, which should be this fall.

Planning Commissioner Jenn Brewington provided a list of other considerations for the group:

- Do we have a budget to develop a plan?
- Who will lead the project?
- How much community outreach is needed? What types of outreach?
- What is the timeline for the plan and its implementation?
- What are the goals/priorities? (more businesses, housing, etc.)

While everything can't be figured out in one meeting, determining the area being studied/redeveloped and a timeframe will be key to beginning the project. Community outreach should be considered when planning a timeframe. More meetings will add time and cost; identifying which groups of people are targeted for including in the project will be helpful.

After creating a scope of work and determining a budget in coordination with the City Council, the City can make a determination on utilizing an RFP to find a firm to create the document or work directly with a firm if there is a preference based on example plans.

**Resources for consideration:**

[Chaska Downtown Master Plan](#)

[Farmington Downtown Redevelopment Plan](#)

[Forest Lake Downtown Plan](#)

Parker, Colorado Mainstreet Master Plan (attached via email)