

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, February 28, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, February 28, 2022, at 6:00 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby and Neil Wothe. Absent: Bruce Albright and Paul Pinke. Also present: Clerk- Treasurer Julie Lammers, Jeff Hattlewick, Scott Kolbinger and Keith Bunkowske.

### **Call to Order**

Vice Chairman Robert Jacoby called meeting to order at 6:00 pm.

### **Agenda Additions and Deletions**

Approved agenda with additions of construction permits and 2022 Mark Sand and Gravel Interim Permit Application.

### **Minutes**

Motion by Wothe, seconded by Bruhn to approve minutes of the Monday, January 24, 2022, Planning Commission meeting. Motion passed unanimously.

### **Status of Council Recommendations**

Council has had the first reading of the grass and weed ordinance and has scheduled a public hearing for March 8, 2022, to approve the ordinance.

### **Old Business:**

#### Nuisance Properties

Property with trailer house and loader located on will be cleaned up in the spring. Otter Tail County HRA will be inspecting the nuisance property at 350 S Pelican Avenue for report on repairing or demolishing the home.

#### Townline Road

Townline Road was discussed, and the Attorney has prepared and send certified letters which were lost in the mail and have been replaced and resent to the owners giving them until March 15, 2022, to respond.

#### Vergas Snowmobile Ordinance

Bruhn stated that DuFrane and himself have begun looking at the current Vergas snowmobile ordinance and changes that need to be made. They will bring more information to future meetings.

### **New Business**

#### Parcel Lot Split on Scharf Avenue

Keith Bunkowske provided a signed map of Keilley Shores Third Addition parcel 82000500037000 with the splitting of parcels. City Engineer Kolbinger questioned length of road with no other access point for property owners. Stated the sanitary sewer system will cover the new development but property owners may need to add an injector pumps. Storm water is not accounted for in the map and asked Bunkowske to provide design plans as utility easements and wetlands need to be identified. Kolbinger will look for legal length of a road before needing a secondary access. Motion by Bruhn, seconded by Wothe to schedule a Public Hearing for 6:00 pm on Monday, March 29, 2022. Motion passed unanimously.

#### Plan Review Fee

Discussed if City should be charging a plan review fee on developments as they are costing the City Engineering fees. Commissioners felt they would like the EDA/HRA to give their comments regarding a plan fee before pursuing the idea.

#### 2022 Mark Sand and Gravel Interim Permit Application

Discussed the application for Interim Use permit with Vice President Jeff Hattlewick, of Mark Sand and Gravel.

Questioned when work would begin at the pit and if items that are out of compliance would be improved upon. Hattlewick stated they would be replacing the trees this spring and they are getting farther from the edge of the property. Kolbinger stated they could do the Gravel Pit Survey and Inspection Report as soon as the snow is gone. Motion by Bruhn, seconded by Wothe to schedule a Public Hearing for 6 pm on Monday, April 11, 2022. Motion passed unanimously.

#### Construction Permits

Motion by Bruhn, seconded by Wothe to approve the following construction permits: 110 S Railway for inside remodel, 111 Main St for two walls, two doors and window and 411 W Lake St for an addition on their house and a garage.

Meeting adjourned at 7:00 pm.

Secretary,  
Julie Lammers, Vergas City Clerk-Treasurer

#### **Follow Up Actions:**

DuFrane and Bruhn to review snowmobile routes in Vergas and Commissioners to review the ordinance.

350 Pelican Avenue construction assessment (Tanya at Otter Tail County HRA)

Nuisance property located at parcel 82000500034000 of an old trailer house and loader removed by June 1, 2022.

Snow emergency routes and parking will be discussed at the April meeting.

Public Hearing – Parcel Lot Split – March 29, 2022

Public Hearing – Interim Use Permit – April 11, 2022

#### **Council recommendations:**

Approve Task Order 2204-00408-22 for 2022 Gravel Pit Survey and Inspection Reporting