

Planning Commission
2022 March Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, March 28, 2022

- 1. Public Hearing -Keilley Shores**
- 2. Call to Order**
- 3. Agenda Additions or Deletions**
- 4. Minutes**
February 28, 2022
- 5. Status of Council Recommendations**
Weed Ordinance
- 6. Old Business**
 - a. Nuisance Properties
 - b. Townline Road
 - c. Vergas Snowmobile Ordinance
 - d. Plot Split - Keilley Shores
 - e. Gravel Pit
 - f. Plan Review Fee
- 7. New Business**
 1. Snow Emergency Routes
 2. Parking
 1. Railway/Main
 2. First Avenue
 3. Laurance Lake Project
 1. Water/sewer
 2. Development

Table of Contents

1. Public Hearing -Keilley Shores.....	3
4. Minutes.....	11
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.....	12
Old Business:.....	12
Nuisance Properties.....	12
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.....	12
Townline Road.....	12
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.....	12
Julie Lammers, Vergas City Clerk-Treasurer.....	13
Follow Up Actions:.....	13
Snow emergency routes and parking will be discussed at the April meeting.....	13
Public Hearing - Parcel Lot Split - March 29, 2022.....	13
Public Hearing - Interim Use Permit - April 11, 2022.....	13
Council recommendations:.....	13
Approve Task Order 2204-00408-22 for 2022 Gravel Pit Survey and Inspection Reporting.....	13
5. Status of Council Recommendations.....	14
6. Old Business.....	15
7. New Business.....	16

**Planning Commission
2022 March Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, March 28, 2022**

1. Public Hearing -Keilley Shores

Files Attached

- 03-28-22 PUBLIC HEARING NOTICE-Lot Split Parcel 82000500037000.pdf
- 3-28 public hearing comment 1.pdf
- 3-28 public hearing comment 2.pdf
- 3-28 public hearing comment 3.pdf
- 3-28 public hearing comment 4.pdf

VERGAS PLANNING COMMISSION

PUBLIC HEARING NOTICE

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a parcel lot split of parcel 820005000237000. Preliminary Plan of Keilley Shores Third Addition Part of Government Lot 3 in Section 30, Township 37 North, Range 40 West. This will add fourteen additional lots along East Scharf Avenue.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 342-2091 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:00 p.m. on Monday, March 28, 2022, attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the Vergas Event Center Council Chambers.

Julie Lammers
City Clerk-Treasurer

.....
Please Publish Frazee-Vergas Forum March 16 and 23, 2022

AFFIDAVIT REQUIRED: Please send to – City of Vergas
Attn: Julie Lammers
City Clerk-Treasurer
P O Box 32
Vergas MN 56587

March 24, 2022
815 East Scharf

To: Our Vergas City Council
Vergas, MN

Dear Major Bruhn and Council Members,

Thank you for all of your dedicated efforts to keep our little village a good place to live!

We are writing to you as a part of the Scharf neighborhood in lieu of our presence at the meeting you will have on March 28, 2022, as a Public Hearing about the Keilley Shores additional lots. We do have questions and concerns regarding this 14 lot addition to our East Scharf Avenue. They are as follows:

1. The recent building of new one family homes on this street on existing lots have required the usage of East Scharf for a large amount of heavy trucks and equipment. It took a heavy toll on the quality of the pavement and will already need a sizeable amount of repair. Has the city planned to address the repair needs already incurred and what will occur during the amount of construction anticipated on the added lots? We would also point out that there are still at least 6 empty lots already on Scharf that will also be built upon, incurring even more damage to this road.
2. East Scharf Avenue is currently the only entrance and exit for the 33 lots already in this neighborhood. It already seems a hazard threatening our access to enter and exit our own properties when there are large trucks blocking the road. In the event of a natural disaster, an emergency, excess snow, large equipment, even too many parked vehicles, access for the people residing here is easily blocked and prevented. This is a potentially dangerous situation for the entire neighborhood.

We hope to see another street being planned by the city on the east end of Scharf to accommodate the traffic and emergencies that are inevitable before the addition expands.

3. The homes on the east end of East Scharf may be threatened by the water runoff which already has been a problem for some with water coming from the south open field behind them.
4. Will the city zoning codes keep this street for single family dwellings only?
5. East Scharf is frequently used for walking and biking by entire families; their only alternative is to walk directly on the road. At least one sidewalk should be provided for pedestrians with consideration that there will be additional pedestrian presence on this small street.
6. As we suggest the street repairs needed, the need for another road to access East Scharf, water runoff drainage allowance and construction, and provisions for pedestrians, we wonder if we will be paying for the improvements needed because Keilley Shores is an attractive place to live and will be growing. We would like to point out that the residents already living here have little to gain from the sale of the additional 14 lots and should not be expected to pay for improvements needed due to property sales and profits of others. Many of us on Scharf are on fixed and limited incomes and being a part of Vergas should not be allowed to burden us financially.

Thank you for your careful and thoughtful consideration on this matter.

Respectfully,

Stephen and Carmen Moore

We also are concerned with the purposed lots to our area.

One being the additional traffic on East Scharf Drive . We did understand that if Bunkowski's proceed they would have to put in an additional road out to the township road.

Second is the water retention. We do see the ditches filling on heavy rains now.

Before being approved there are a few concerns that should be looked at.

Thank You

Rick and Rose Yokom

900 E Scharf Ave.

Hey Julie.

Providing some input and concerns for discussion on Monday evenings meeting agenda.

Like seeing the progress in Vergas. Like Keith and Shelly as well.

But, have some concerns about adding more than twice as much traffic on Scharf Avenue beyond Town Line Road and 4 times the traffic beyond our house.

As you are well aware, Scharf has already gotten beat up from Construction equipment. I had to fix Scharf when my contractors caused damage. Seems like others who also caused damage to Scharf have not been held accountable in the same manner, including the spot that I fixed that is now far more damaged than it was prior to constructing our home.

Lastly, what is our water pressure going to be when there are 14 additional households drawing water from the same water line that feeds my home. Same concern the other way with sewer. Are the capacities more than adequate to handle the flows?

I haven't seen anything on zoning or restrictions to know whether these lots are required to be single family, stick built homes like our 1st addition and 2nd addition, or if "shops" or storage buildings will be allowed, which would take away from our property values.

Thanks for your assistance in sharing these questions with those involved in reviewing the process of considering this new 3rd addition.

These are my concerns/questions.

Mike and Deb Strege

880 E Scharf Ave

Hi Julie,

Kindly pass these thoughts regarding the proposed plat along to the Planning Commission and City Council. Thanks much.

We are the owners of 1020 E Scharf, near the proposed new subdivision. While we support the Bunkowske's efforts to develop more of their land, in general, we have a number of questions/concerns about the proposed development.

The first relates to storm water. Please have the City Engineer address where storm water runoff from these lots will run and the capacity for additional stormwater in the current ditches and retention ponds. Speaking personally, the ditch at our residence runs very full and nearly overflows into and across our yard in heavy rains. If the intent is for stormwater from the additional road and some parts of the Keilley Shores 2nd and additional Keilley Shores 3rd Addition lots to pass through existing ditches, there doesn't seem to be any capacity for that within the ditches and/or through the existing driveway culverts. Similarly, what capacity exists within the existing retention pond at the NW end of Keilley Shores 1st? Please have the City Engineer address these stormwater issues and present drawings and calculations to support the intended routes of stormwater. If the existing stormwater features cannot handle additional runoff from the Keilley Shores 2nd and 3rd Additions, then perhaps a retention pond with ultimate outflow to the lake will be needed within and to service the Keilley Shores 3rd Addition area.

The second concern relates to traffic and emergency vehicle flow. As proposed, the stretch of East Scharf between Town Line Road and the end of the proposed subdivision is essentially a cul-de-sac of +/- 3,500 feet, or two-thirds of a mile. There are currently about 33 lots that derive their sole means of access from that cul-de-sac. This proposed subdivision would add 14 lots, also only serviced by this cul-de-sac. It would appear 3-4 additional back lots could/will be added in the future. If this stretch of East Scharf become blocked because of a traffic incident, snow or other reasons, that is simply a lot of lots that could not be reached by emergency vehicles or allowing residents to leave. Please ask the City Engineer to advise, based on his/her work with other municipalities, whether servicing that many lots with a single road of that length is good practice or even allowed. In my experience with land use planning, it is not. Best practices, I believe, would require another, secondary road to be built to service these lots. At a minimum, another street should be platted and dedicated connecting to Townline Road, so City has the ability to build the road in the future if/as access problems do in fact arise. This is less preferred to installing a

secondary road now, but it is the minimum City should require and is the only tool City will have to address this in the future.

Finally, what protections or limitations are in place to ensure these lots will be occupied only by single family homes? That is what the neighborhood is comprised of now and seems the best use for any homes on an extended East Schraf Ave. If the present zoning classification would allow for something other than single family homes, then I suggest City first amend its zoning code to create a zoning district to single family homes and then use that as the zoning classification for this subdivision.

Thank you for the opportunity for input and hopefully these matters can be addressed to everyone's satisfaction. The Bunkowske's are good people and good neighbors – we're happy for them that they have additional development opportunities – but such opportunities must take into consideration matters that are addressed through proper land use planning.

Respectfully,

Dan and Michelle Bueide

**Planning Commission
2022 March Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, March 28, 2022**

4. Minutes

February 28, 2022

Files Attached

- 02-28-2022 Planning Commission Meeting minutes.pdf

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 they 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

**Planning Commission
2022 March Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, March 28, 2022**

5. Status of Council Recommendations

Weed Ordinance

Planning Commission
2022 March Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, March 28, 2022

6. Old Business

- a. Nuisance Properties
- b. Townline Road
- c. Vergas Snowmobile Ordinance
- d. Plot Split - Keilley Shores
- e. Gravel Pit
- f. Plan Review Fee

Planning Commission
2022 March Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, March 28, 2022

7. New Business

1. Snow Emergency Routes
2. Parking
 1. Railway/Main
 2. First Avenue
3. Laurance Lake Project
 1. Water/sewer
 2. Development

Files Attached

- 20220316-WLakeSt-WSPrelimEst-ToCity.pdf



300 23rd Ave E, Suite 100
West Fargo, ND 58078-7820
701 232 5353
KLJENG.COM

Memorandum

Date: 3/16/2022
To: Julie Lammers – City of Vergas
Copy to: File
From: Scott Kolbinger, PE
RE: West Lake Street Development – City Water & Sewer

Remarks

Ms. Lammers,

KLJ has prepared an estimate to serve the West Lake Street property with water and sanitary sewer for residential housing. A 28 lot subdivision layout was provided by the developer and we utilized that to determine what would be needed to extend the water and sanitary sewer from Glenn Street through the development. At this time, we have not quantified the necessary roadway improvements as the developer is considering the cost implications of utilizing City water and sewer.

The topography in the area does not allow for a gravity extension of the sanitary sewer. A lift station will be needed and is preliminary located at a low point in Glenn Street approximately 400' west of the east property line of the proposed subdivision. The majority of the property will be able to gravity drain to this location while maintaining the sanitary sewer main at a reasonable depth. The last four lots along West Lake Street (previously the City property) are problematic due to the existing grade change in the area. Our estimate accounts for the City providing a 2" forcemain in West Lake Street that the four individual home owners would be able to connect to with individual grinder pumps. If the City felt that gravity sewer is required for these properties, we would recommend a second lift station. This lift station would be much smaller than the previously mentioned lift station. We provided an alternate cost for this additional infrastructure.

The water system extension would begin at Glenn Street and continue through the development. The "high ground" within the subdivision is roughly the same elevation as the water tower base so water pressure should be adequate. Fire hydrants have been placed at approximately 400' intervals along the roadway to provide fire protection and allow the system to be maintained.

I would also like to note that it appears there are wetlands onsite that may be impacted by the project. The applicable agencies should be coordinated with during the design of this project to ensure that the necessary mitigation actions are addressed.

West lake Street Development
City Water & Sewer Estimate of Probable Construction Costs
Vergas, MN

Description	Units	Quantity	Unit Price	Total
Mobilization	LS	1	\$ 95,000.00	\$ 95,000.00
8" PVC C-900 Watermain	LF	4535	\$ 45.00	\$ 204,075.00
6" PVC C-900 Watermain	LF	120	\$ 40.00	\$ 4,800.00
1" Water Service	LF	924	\$ 18.00	\$ 16,632.00
1" Curb Stop & Box	EA	28	\$ 600.00	\$ 16,800.00
8" Gate Valve	EA	12	\$ 2,400.00	\$ 28,800.00
6" Gate Valve	EA	12	\$ 1,800.00	\$ 21,600.00
6" Hydrant	EA	12	\$ 5,500.00	\$ 66,000.00
Connect to Ex Water	EA	1	\$ 1,500.00	\$ 1,500.00
8" SDR-35 PVC Sanitary	LF	3546	\$ 50.00	\$ 177,300.00
4" SDR-35 PVC Sanitary	LF	924	\$ 45.00	\$ 41,580.00
48" Manhole	EA	13	\$ 6,000.00	\$ 78,000.00
Connect to Ex Sanitary	EA	1	\$ 1,500.00	\$ 1,500.00
Lift Station	EA	1	\$ 225,000.00	\$ 225,000.00
2" Forcemain	LF	960	\$ 22.00	\$ 21,120.00
4" Forcemain	LF	422	\$ 50.00	\$ 21,100.00
Subtotal				\$ 1,020,807.00
Contingency			25%	\$ 256,000.00
Estimated Total				\$ 1,276,807.00

Alternate 1

Lift Station for 4 lots	EA	1	\$ 80,000.00	\$ 80,000.00
8" SDR-35 PVC Sanitary	LF	570	\$ 50.00	\$ 28,500.00
2" Forcemain	LF	-360	\$ 22.00	\$ (7,920.00)
48" Manhole	EA	3	\$ 6,000.00	\$ 18,000.00
Subtotal				\$ 118,580.00
Contingency			25%	\$ 30,000.00
Estimated Total				\$ 148,580.00
Combined Total				\$ 1,425,387.00

Notes:

- 1 Wetland delineation/mitigation design not included.
- 2 Grading and roadway costs not included.
- 3 Lift Station costs do not include getting power to the lift station from the utility company
- 4 A 25% Contingency is added to account for legal, administration, financing, engineering and other contingent costs.
- 5 In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost. The Client assumes all liability if using this Probable Construction Cost for determining project feasibility or securing project funding/financing.

