

Planning Commission
2022 April Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, April 11, 2022

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

Table of Contents

1. Public Hearing - Gravel Pit.....	3
4. Minutes.....	5
5. Status of Council Recommendations.....	9
6. Old Business.....	10

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1. Public Hearing - Gravel Pit

Files Attached

- 04-11-22 PUBLIC HEARING NOTICE.pdf

VERGAS PLANNING COMMISSION

PUBLIC HEARING NOTICE

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding an Interim Use Permit for Mark Sand & Gravel regarding Gravel Permit.

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, April 11, 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 29 and April 5, 2022

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

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4. Minutes

March 28, 2022

Files Attached

- 03-28-2022 Planning Commission Meeting minutes.pdf

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING MINUTES

Monday, March 28, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission held a public hearing on Monday, March 28, 2022, at 6:00 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe, Bruce Albright and Paul Pinke. Absent: none. Also present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger, Dan Beide, Sherri Hanson, Julie Bruhn, Carol Sharp, Keith Bunkowske, Brenda Goldstein and Mitch Goldstein.

Public Hearing – Keilley Shores

Bruce Albright reviewed the proposed plot slit of parcel 82000500037000. Letters which were submitted before the meeting were provided to planning commissioners.

Concerns from neighboring properties discussed:

1. Repairs to paved road with construction traffic
2. Water pressure with additional 14 lots
3. Requirements of home will they be the same as 1st and 2nd Addition on Scarf
4. Stormwater in current ditches and retention ponds.
5. Traffic and emergency vehicle flow.
6. Secondary road from traffic of current 33 homes and additional 14 homes.
7. Current lift station has freeze up issues – will additional lots cause more concerns.

Closed public hearing at 6:33 pm.

CITY OF VERGAS PLANNING COMMISSION MINUTES

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Call to Order

Chairman Bruce Albright called meeting to order at 6:35 pm.

Agenda Additions and Deletions

Approved agenda as provided.

Minutes

Motion by Pinke, seconded by Wothe to approve minutes of the Monday, February 28, 2022, Planning Commission meeting. Motion passed unanimously.

Status of Council Recommendations

Council has held the first and second reading of the grass and weed ordinance and has held the public hearing on March 8, 2022, approving the ordinance. When it is published for the second time in the Frazee-Vergas Forum it will

become law.

Old Business:

Nuisance Properties

Lammers asked Commissioners to provide address they would like the city to look at as nuisance properties for the May meeting.

Townline Road

Townline Road was discussed. The Attorney has prepared and mailed certified letters which were lost in the mail and have been replaced and remailed to the owners giving them until March 15, 2022, to respond. Two owners have responded, one requesting a meeting to discuss, and one stated he would agree to easement.

Vergas Snowmobile Ordinance

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

Parcel Lot Split on Scharf Avenue

Discussed concerns brought up by neighboring property owners at the public hearing. Questioned Keith Bunkowski regarding adding a road from Townline to connect to Scharf. 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 pump. Storm water is not accounted for in the map and asked Bunkowski to provide design plans as utility easements and wetlands need to be identified. Both Bruhn and Jacoby stated they need more information on drainage and road access before they could approve the plot split. Motion by Jacoby, seconded by Pinke to table discussion until April 11 meeting with more information provided by the engineers on access and drainage. Motion passed unanimously.

2022 Mark Sand and Gravel Interim Permit Application

Kolbinger stated they could do the Gravel Pit Survey and Inspection Report as soon as the snow is gone, hopefully before the Public Hearing for 6 pm on Monday, April 11, 2022.

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.

Commissioners asked Lammers to get examples from other cities as to what they do.

New Business:

Snow Emergency Routes

Albright reviewed the need for snow emergency routes and stated we will hopefully have something prepared by fall for next winter.

Parking

Railway/Main

Property Owner has requested yellow lines be painted where no parking exists. DuFrane stated this property is located in Otter Tail County road right of way and has tried to get ahold of them but has been unable to. DuFrane will provide more information at the April meeting.

First Avenue

Discussed the parallel parking approved for First Avenue. The County has approved parallel parking as long as it is at the City's expense. Street committee will review and inform Planning Commission of their decision in April.

Laurance Lake Project

Water/Sewer

Engineer Kolbinger has provided a memo with cost of water and sewer to parcel wanting to be developed. Further discussion must occur before Planning Commission will decide if they will enforce City water and sewer on the parcels.

Development

No plans have been provided and developer has asked for meeting to discuss criteria of developing lots. When developer gets back to Vergas (he is out of town) we will set up meeting.

Meeting adjourned at 7:25 pm.

Secretary,
Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

DuFrane contact Otter Tail County Highway Department regarding no parking on Railway/Main.

Street committee make recommendation on parallel parking on First Avenue.

Lammers email concerns to Bunkowske. Done 3/29/2022

Lammer to get engineering information from Moore Engineering regarding lot spit to Kolbinger for review.

Lammers to get information from EDA/HRA on plan review fee.

Lammers to get information from other cities on plan review regulations.

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 – Interim Use Permit – April 11, 2022

Council recommendations:

None.

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