

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, June 27, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, June 27, 2022, at 6:00 pm as 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, Jeff Hattlewick, Emily Reno, Patrick Hollister, Jeff Kuhn and Shane Poss.

### **Call to Order**

Chairman Bruce Albright called meeting to order at 6:00 pm.

### **Agenda Additions and Deletions**

Approved agenda with following additions: Vergas Comprehensive Plan, Condition Use Permit application and Variance application.

### **Minutes**

Motion by Pinke, seconded by Jacoby to approve minutes for Monday, May 23, 2022, and Monday, June 20, 2022. Motion passed unanimously.

### **Status of Council Recommendations**

Albright informed planning commission members the Council has approved allowing the City-Clerk Treasurer to approval construction permits which do not change any land use.

### **Construction Permits**

Approved Permits by City Clerk-Treasurer  
1106 E Frazee Avenue for roof repair.

#### 99 Park View Drive, landscaping

Motion by Pinke, seconded by Wothe to approve construction permit for 99 park View Drive for landscaping as provided in provided design. Planning Commission members discussed design of landscaping and stated the design called out for 4–6-inch rock and DNR requires rock to be not less than 6 inches in diameter. Stated all work below the high-water mark must have a permit from DNR. Motion by Pinke to resend motion. Motion by Wothe to resend second. Discussed having Lammers contact Julie Aadland, of MN DNR. Motion by Pinke, seconded by Wothe to table permit until more information is provided. Motion passed unanimously.

#### 1156 E Frazee Ave – building steps with no permit

Discussed stop work order given to 1156 E Frazee Avenue on June 16, 2022, while they were building stairs to lake in the County and City easement areas. County has been contacted and they have sent letter to property owner to remove stairs, notified the sheriff department and turned over to the County Attorney.

Motion by Bruhn, seconded by Pinke to support the counties actions and have Lammers send letter stating they are in violation and the need to remove stairs. Motion passed unanimously.

### **Conditional Use Permit**

Keith Bunkowske presented a conditional use permit application and payment to Clerk at the beginning of the meeting for the development of a road in Keilley Shores second and third additions. City Engineer Kuhn stated he has not seen the specifications on the road improvements. Discussed specifications and Bunkowske stated he would contact Moore Engineering for the specifications. Motion by Pinke, seconded by Wothe to approve conditional use permit with the approval of the City Engineer. Motion passed unanimously.

## **Vergas Comprehensive Plan**

Planning Commission members discussed Comprehensive Plan. Albright provided some written updates to be entered into the plan. Invited everyone to the public hearing on Wednesday, June 29 at 7 pm. Motion by Pinke, seconded by Bruhn to recommend Council approve the plan. Motion passed unanimously.

## **Old Business:**

### Lawrence Lake Project

City is still looking into grants and has spoken to Widseth Funding Specialist Gail Leverson to look for any available grants.

### Mark Sand & Gravel Interim Use Permit

Jeff Hattlewick, Vice President of Mark Sand and Gravel stated they will be removing the dead trees along the gravel pit and replacing and adding trees to complete the tree project by the end of July. Hattlewick provided an application for a variance and payment regarding the open area of the pit that is not in compliance. Motion by Bruhn, seconded by Wothe to have a public hearing on the variance on August 22, 2022 at 6 pm in a hybrid meeting. Motion passed unanimously. Motion by Pinke, seconded by Wothe to approve 2022 permit for Mark Sand and Gravel. Motion passed unanimously.

### Vergas Ordinances

Reviewed snowmobile and dog and cat ordinance. Motion by Pinke, seconded by Jacoby to have city attorney review the ordinances. Motion passed unanimously.

### Nuisance Properties

Spreadsheet for nuisance properties was discussed and planning commissioners had not had time to review properties. They will review for the July 25, 2022 meeting. Commissioners asked Lammers to provide a spreadsheet for grass letter notices to the planning commission as it would be helpful to know who was receiving them as well as a nuisance notice.

## **New Business:**

### Developers Notice Procedure

Lammers provided developers notice procedure and stated engineer should be added to the pre-application meeting as well as someone from Otter Tail County if development is along a County road. Motion Pinke, seconded by Bruhn to recommend to Council to approve the procedure. Motion passed unanimously.

Meeting adjourned at 7:30 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

## **Follow Up Actions:**

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

Snow emergency routes.

Review camper ordinance.

Information regarding 99 Park View Drive landscaping.

Send ordinances to City Attorney for review.

Public Hearing on Aug. 22, 2022

## **Council recommendations:**

Approve Developers Notice Procedure