

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, April 25, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, April 25, 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, Josh Hanson, Josh Pfeffer, Shelly Bunkowske and Keith Bunkowske.

### **Call to Order**

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

### **Agenda Additions and Deletions**

Approved agenda as provided.

### **Minutes**

Motion by Jacoby, seconded by Bruhn to approve minutes of the Monday, April 11, 2022, Planning Commission meeting changing the wording from diagonal parking to parallel parking and removing the word not from a statement made by Shelly Bunkowske. Motion passed unanimously.

### **Status of Council Recommendations**

Council has approved the Mark Sand and Gravel Interim Use Permit subject to receiving the Engineering Report, \$100,000 bond and \$7,000 fee. Inspection is not complete, Kolbinger stated they are hoping to complete this week.

### **Construction Permits**

#### 310 Glen Street-building

Motion by Jacoby, seconded by Pinke to approve construction permit for 310 Glen St with the requirement of either building twenty-five feet from Glen St (this is their front yard) or applying for a variance if wanting to build ten feet from property line. Motion passed unanimously.

#### 220 Bennett Road- house and garage

Motion by Pinke, seconded by Jacoby to approve construction permit for 220 Bennett Road for house and garage. Motion passed unanimously.

#### 311 Park View Drive -deck, shed & walkway

Motion by Pinke, seconded by Bruhn to approve construction permit for 311 Park View Drive for walkway and shed being placed ten feet from property line. Motion passed unanimously.

#### 820 Scharf Avenue, siding and windows

Motion by Pinke, seconded by Jacoby to approve construction permit for 820 Scharf Ave for siding and windows. Motion passed unanimously.

## **Old Business:**

### Lawrence Lake Project

Motion by Pinke, seconded by Wothe to combine the following parcels 82000500024001, 82000500024000 & 82000500034000 as they have fulfilled requirements of having all parcels in one name (JRMH Holdings LLC) and taxes are paid in full for 2022. Motion passed unanimously.

Motion by Pinke, seconded by Bruhn to hold a public hearing regarding the lot split of combined parcels 82000500024001, 82000500024000 & 82000500034000 on Tuesday, May 10, 2022. Motion passed unanimously.

Kolbinger reviewed the preliminary plan of this development and supplied a list of questions and Meadowland Survey (contracted by JRMH Holdings LLC) responded to questions. (Questions and responses are on file at the city office). Discussed if commission consider approving the six lots or if we are looking at 28 lots and doing the project in phases. Kolbinger questioned if we should have preliminary plat of six lots and roadway and current document would be changed to development concept for ultimate plan as a preliminary plan is only good for 1 year. After reviewing ordinances it was found that there is no benefit to approving more than the six parcels and the road at this time.

Discussed Glen Street and the issue of the current street not being fully developed. This road will need to be developed to meet this development. The proposed road meeting with W Lake Street will make the neighboring property a non-conforming lot due to the current garage being within twenty-five feet of the road. This issue will need to be dealt with by the road moving or by giving them a variance for that shed.

Motion by Pinke, seconded by Bruhn to conduct a public hearing on May 17 at 6:30 pm and cancelling the public hearing scheduled for May 10 regarding a parcel lot split. The public hearing will include the parcel lot split, City water and sewer vs septic systems and wells, a City Street and preliminary plan of parcels 820005000240000, 82000500024000 and 82000500034000. Preliminary Plan of Lawrence Lake Acres Section 25, Township 137, Range 41. Motion passed unanimously.

Discussed allowing septic systems and wells on the four lots being split on the parcel. Commissioners discussed 3-foot separation to sanitation and the kind of system required. Josh Hanson will contact the county regarding requirements of septic systems on lots and provide information at the public hearing. Discussed the donation of park land as part of the project the commissioners need to decide if they are going to require land and or a monetary donation with this development. Ordinance reads that for sixty-seven acres there will need to be 4.2 units for a 10% dedication. Discussed needing fill to improve our part of Glen Street and W Lake Street is going to need to be updated. We need to decide if this will be one street project or two.

Discussed if we are going to have a planning commission meeting after the public hearing or if we are going to wait until the scheduled May 23 meeting. Decided to not have a planning commission meeting on the 17<sup>th</sup> but to make the decision on the 23<sup>rd</sup>.

### Parcel Lot Split on Scharf Avenue

Keith Bunkowske reviewed change in map regarding parcel 82000500037000 with natural drainage displayed and with an addition of a sediment basin between lots 2 and 3. Planning to add drain tile to go to Long Lake with rocks to filter sediment and this will differ any increase in water for current Scharf Avenue residents. An easement will be provided to the city for the filtration basin (Kolbinger stated this needs to have no standing water within 48 hours) and they will provide city with Storm Water Sewer Prevention Plan from the MPCA for the project. Discussed length of road being

short on ½ mile and there being space to put in a road connecting Town Line Road if adjacent property is developed in the future.

Motion by Pinke, seconded by Jacoby to accept storm water management plan for Keilly Shores third addition. Motion passed unanimously. Motion by Jacoby, seconded by Wothe to approve preliminary plat of Keilly Shores Third Addition. Motion passed unanimously. Wothe asked if current water and sewer could manage new development and if any additions would need to be made to system. Kolbinger stated the current water and sewer systems can manage new development and the only area of concern is the current lift station on Scharf Avenue. Issue with current lift station is due to it being placed in a swamp, not a compacity issue. Motion by Pinke, seconded by Bruhn to schedule public hearing for the final plat at 6 pm on May 23, 2022 if final plat drawing is submitted to the City by May 9, 2022. Motion passed unanimously.

#### Plan Review Fee

Discussed ordinances 151.53 and 152.10 and the face City regulations already require developers to reimburse City for engineering costs. Commissioners discussed ordinance 152.105 and would like to request direction from the Council on how to proceed with dedication of land or fee.

#### **§ 152.105 DEDICATION REQUIREMENTS.**

(A) As a condition of subdivision approval, subdividers shall dedicate a portion of any proposed subdivision for conservation purposes or for public use as parks, recreational facilities as defined and outlined in M.S. § 471.191, playgrounds, trails, wetlands or open space; provided that the city may choose to accept an equivalent amount in cash for part or all of the portion required to be dedicated based on the fair market value of the land following the criteria of M.S. § 462.358, Subd. 2b, as it may be amended from time to time.

(B) Land shall be reasonably suitable for its intended use and shall be at a location convenient to the people to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, hydrology, tree cover, access and location. Land with trash, junk, pollutants, flooding or wetlands and unwanted structures is generally not acceptable.

(C) The Planning Commission, if the city has a Planning Commission, and the City Council, shall determine the land and/or cash contribution requirements for proposed subdivisions.

#### Parking

##### Railway/Main

DuFrane stated he has spoken with Otter Tail County, and they will be moving stop sign and reviewing placement of no parking signs.

##### First Avenue

Street committee will review and inform Planning Commission of their decision at May meeting.

#### Vergas Snowmobile Ordinance

Bruhn and DuFrane provided updated copy and commissioners reviewed. Looking at updating multiple ordinances at the same time and will continue to review the ordinance.

#### **New Business:**

##### Gravel Tax

Otter Tail County is looking at adding a gravel tax. This tax would be distributed as 42.5% to county roads, 42.5% to city or township with gravel pit and 15% administration. County has just finished having public hearings regarding the

tax and planning commission will be updated as more information is provided to the city.

Meeting adjourned at 8:43 pm.

Secretary,  
Julie Lammers, Vergas City Clerk-Treasurer

**Follow Up Actions:**

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 May meeting.

**Council recommendations:**

Provide information to planning commission regarding land dedication or fees for new developments.

DRAFT