

Planning Commission
2024 February Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, February 26, 2024

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

January 22, 2024

4. Status of Council Recommendations

Lawrence Lake Acres Second Addition

5. Construction Permits

- A. Permits approved by City Clerk-Treasurer
- B. Permits needing approval
 - 1. 96 ParkView Drive - add fill to lot
- C. Grade and Fill Permits
 - 1. 96 park View Drive - add fill to lot
 - 2. 401 W Lake St - Class 5 Gravel to Driveway
- D. Active Construction Permits

6. Old Business

- A. Ordinances
 - 1. Shoreline Management Ordinance
 - 2. Updated Vergas Basic Code
- B. Nuisance Properties within Vergas
- C. Vergas Zoning Map
- D. 2024 Planning Commission Budget

7. New Business

8. Adjournment

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5. Minutes

January 22, 2024

Files Attached

- 01.22.2024 Planning Commission Meeting Agenda Minutes.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, January 22, 2024

6:00 pm

Vergas Event Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, January 22, 2024, with the following members present Bruce Albright, Rebecca Hasse and Jim Courneya. Absent: Judy Kvam and Alex Ohman. Also present: Clerk-Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Engineer Blaine Green Developer Josh Hanson; and Editor Robert Williams of the Frazee-Vergas Forum.

Call to Order

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

Agenda Additions and Deletions

Approved agenda with following additions: Construction permit approved by Clerk-Treasurer and budget.

Lawrence Lake Acres Development

Developer Josh Hanson presented the final plat of Lawrence Lake Acres Second Addition. This addition will be for 9 lots with 4 of them being lake lots. Reviewed the lot already provided to the city for a park. Hanson stated the road will need a couple of layers of Class 5 and the ditches will need to be seeded before they turn it over to the city. Motion by Hasse, seconded Courneya to recommend to Council to approve the final plat of Lawrence Lake Acres Second Addition.

Positions

Motion by Hasse, seconded by Courneya for Albright to Chair the committee. Motion passed unanimously. Motion by Albright, seconded by Hasse for Ohman to be the Vice Chair. Motion passed unanimously.

Set time, place and Date of Regular Meetings

Motion by Courneya, seconded by Hasse to hold planning commission meetings on the fourth Monday of the month at 6 pm at the Government Services building. Motion passed unanimously.

Minutes

Motion by Albright, seconded by Hasse to approve minutes for December 18, 2023. Motion carried.

Status of Council Recommendations

The council authorized Albright and DuFrane to speak with the property owner of 339 E Frazee Ave regarding nuisance. Albright has put together a packet of information for the owner with options of how to abate the nuisance. The property owner has not answered the door the past few times he stopped by, but he will continue to do so.

Construction Permits

Permits approved by Clerk-Treasurer

1. 451 Pelican Ave for shingling, siding and home repairs.
2. 1106 E Frazee Ave for siding on barn.

Active Construction Permits

Motion by Hasse, second by Courneya to reappoint Albright and Kvam to review permits in 2024. Motion passed unanimously.

Old Business:

Ordinances

Shoreline Management Ordinance

This is a work in process and will have an update soon. Lammers is meeting with Otter Tail County Land and Resource Director Chris LeClair on Friday, January 25 to discuss having Otter Tail County process our shoreline permits. If we have the county process our permits, we will need to adopt the Otter Tail County Lakeshore Management ordinance.

Proposed Vergas Basic Code

Commissioners received copies of the proposed Vergas Basic Code. Lammers recommended passing the proposed Vergas Basic Code and updating ordinances as the commissioners work through them. Discussed how ordinances were enforced. Currently the City of Vergas enforces ordinances by complaints. When a citizen files a complaint regarding a property, city employees look into the complaint and bring attention to it to the commissioners. Courneya commented he felt we should pass the basic code and review. Albright questioned ordinances that have already been updated by the City of Vergas. Lammers had emailed a list of ordinances, discussed ordinance changes. Albright asked commissioners to review the proposed ordinances over the next 6 months.

Nuisance Properties within Vergas

Discussed the vehicle at 304 S Pelican Ave with no doors. Discussed demolition derby vehicles looked at 415 S Unit Ave. They have stated they move the vehicles before and after the derby's and do not license them. They have agreed to put them on licensed trailers. Commissioners asked Lammers to look into what other communities are doing for the February meeting.

Vergas Zoning Map

The EDA/HRA is reviewing the map and will make a recommendation to the planning commission.

Sunset Strip

Streets/Sidewalks/Yard Waste committee is reviewing making this a street in Vergas.

W Lake Street

Waiting on a grant to widen street.

New Business

Budget

Lammers reviewed the 2024 Budget.

| | <u>Budget</u> | <u>Spent</u> | <u>Balance</u> | <u>Approved Spending</u> | <u>Item</u> |
|------------------------------|---------------|--------------|----------------|--------------------------|----------------|
| Payroll | \$2,500.00 | \$0.00 | \$2,500.00 | | |
| Planning & Zoning (41910) | \$1,000.00 | \$560.88 | \$439.12 | \$938.00 | GIS Mapping |
| Engineer (303) | \$30,000.00 | \$0.00 | \$30,000.00 | | |

Adjournment

Motion by Courneya, seconded by Hasse to adjourn the meeting at 8:00 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Commissioners review proposed basic code.

Lammers contact other communities regarding unlicensed vehicles used for demolition derby.

Lammers met with and to update commissioners regarding Otter Tail County and the Shoreline Ordinance.

Council recommendations:

Approve the final plat for the Lawrence Lake Acres Second Addition.

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7. Construction Permits

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Files Attached

- Construction & Grade and Fill- 96 Park View.pdf
- Grade and Fill Permit-401 West Lake St.pdf

To: The City of Vergas

I'm requesting a grade and fill permit to raise part of my property to safely access the lake.

Meadowland Surveying was hired to take elevation readings of the two areas that I would like to put fill at, and to mark/define where the OHWL is located on the property. The two areas are each defined by 6 stakes with orange tape and numbered 1-12. Please see the attached sheet showing a mapped drawing of the two areas. I have also included the letter from Meadowland Surveying that gives a current elevation reading of the 12 stakes. This information provides both a current elevation in helping determining how much fill I need, and it also shows that both areas are above the OHWL. It is also worth noting that currently the lake level is above the OHWL.

When I spoke with Julie Lammers in late fall of 2023, she informed me the planning commission had three requests-

1. OHWL be staked. (See attached Meadowland Surveying letter)
2. Detailed plan which includes the current elevation and the change in elevation once work is completed.
3. Yard staked with location of change in elevation.

I have met all three requests that the planning commission requested.

Please call/text/email with any questions.

Sincerely,



Mike Rosendahl
218-686-8666
michael.rosendahl@gmail.com

Permit Number: 2024-002 Date Received: 2/1/24 Parcel Number: 82 000 99 0228 000
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION **REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES** BEFORE THE CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work **MUST** have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot 5, Block 3, Addition Katzke Acres 1st ADDN
Property: Width 100 feet, Length 229 feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: Michael Rosendahl

Address of Construction Project: 96 Parkview Dr.

Mailing Address: 20637 33rd Ave NW Phone: 218-686-8666
Warren MN 56202

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

add fill to lot

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. **VALUATION** (not just your cost) of work being completed: \$ 3000.00

Building Contractor:

Name: Scott Orvek License Number: _____ Phone: 218-84-8618

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

4. Attached a "Site Plan," showing the proposed location of any new construction in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. **Blueprint or Design Drawings must be submitted** for any new construction, addition or remodel.

5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

7. APPLICANT'S SIGNATURE: [Signature] DATE: 1/9/24
Permit expires in one year if project is not complete, please reapply for permit.

CONSTRUCTION APPLICATION SITE PLAN DESIGN
Provided on separate sheet must include the following.

1. Identify and describe the work to be covered by the permit for which application is being made - Grade & Fill - see attached documents
 - A. Sketch of the proposed project including current and proposed structures.
 - B. Note the lot size and dimensions and locations of proposed project.

I do hereby say that the facts stated by me in the site application are true to the best of my knowledge and belief. Please be aware that **no construction** shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

[Signature] 1/9/24
Signature of Applicant Date Zoning Official Date

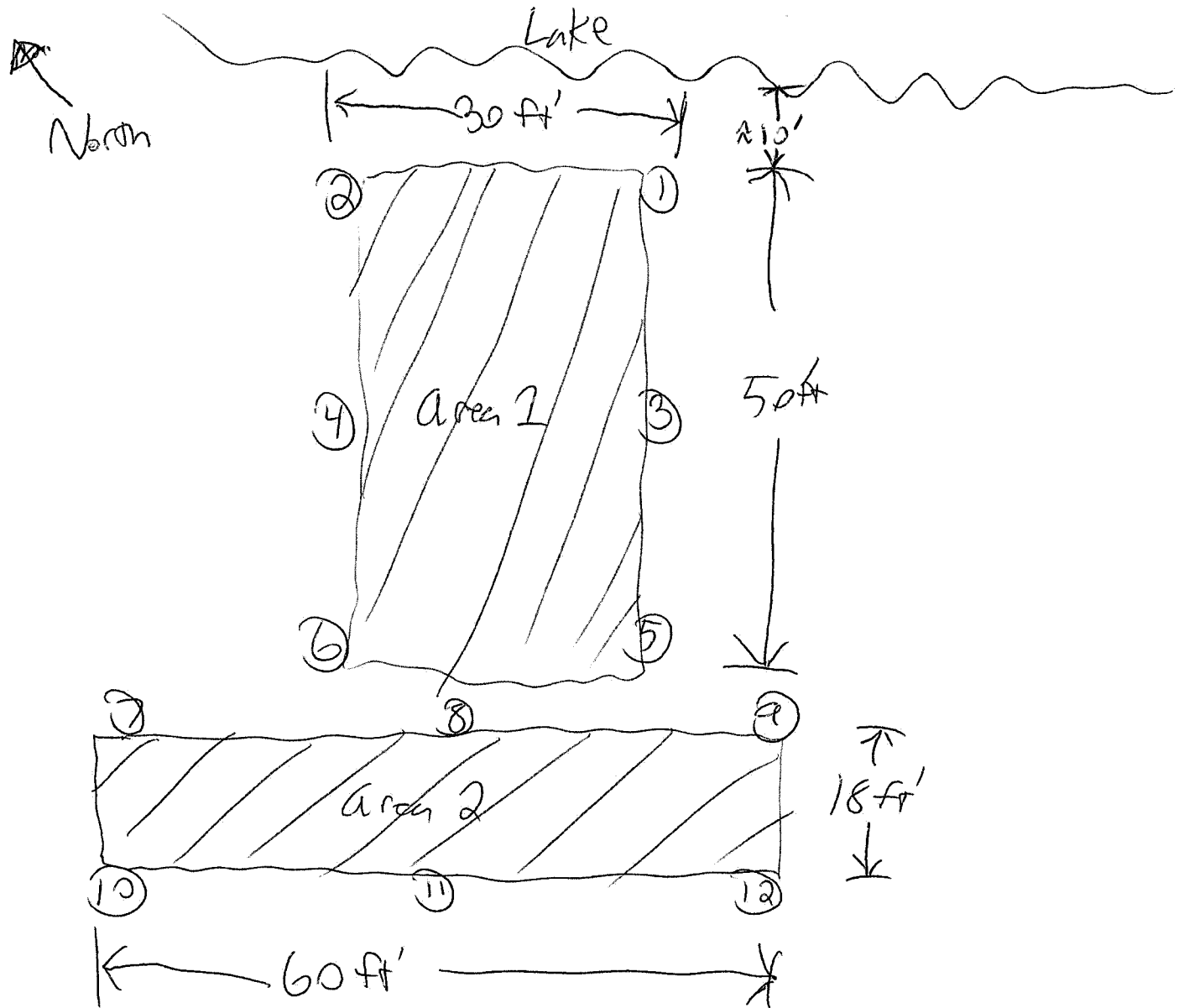
FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ _____ Permit Fee \$ _____ Tar Break Up Deposit
\$ _____ Total Fees

Receipt # _____ Date Paid _____, 20__

Signature: _____ Date: _____, 20__
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__



Area 1 30' x 50' } Average 2 foot depth of fill
 Area 2 18' x 60' } = 191 yds of material
 + 10 2/3
19
 200 yds ~~190~~
 fill requested

all edges to be 3:1 slope unless required differently
 note: Area 1 & Area 2 will be combined into 1 piece. I have
 them separated on this sheet for clarification.

Permit Number: _____ Date Received: 2-1-24 Parcel Number: _____ Fee \$75.00

City of Vergas Application For Grade and Fill Permit

Property Description:

Lake # _____ Lake Name Long Lake Parcel Number 82000990228000

Legal Description Lot 5 Block 3 Katzke Acres 1st Addn
Section 137 Range 041 Section 04

Lot 5, Block 3, Addition Katzke Acres 1st Addn

Property: Width 100 feet, Length 229 feet

Property Owner: Michael Rosendahl

Address of Project property: 96 Parkview Dr.

Mailing Address: 20637 330th Ave NW Warren, MN 56762

Phone: 218-686-8666

Contractors Name: Scott Orvick, Cross Roads Landscaping

License Number: _____ Phone: 218-841-8618

Address _____

Note:

1. The lot lines and project area(s) must be staked before application is made.
2. If the project disturbs more than 1 acre of land, you are required to obtain a General Storm Water Permit from the Minnesota Pollution Control Agency.

On a separate paper, attached to this application, please draw a scale drawing of the project.

Please describe the project:

Detailed Information: filled 50' length 30' width 2' depth
Area to be ~~cut~~ excavated

Area to be filled leveled 60' length 18' width 2' depth

Culvert(s) _____ yes ☒ no If yes, you must indicate size and location on drawing.

Type of soils and/or fill material Black dirt / Sand base

Total cubic yards of earthmoving requested 200

Signature of property owner Michael Rosendahl Date 1/9/24



1118 Hwy 59 South, Detroit Lakes, Minnesota 56501
218-847-4289

www.meadowlandsurveying.com

January 18, 2024

Michael Rosendahl
20637 330th Ave NW
Warren, MN 56762

Dear Michael:

Pursuant to your request, we have completed the survey on your Long Lake property in the plat of KATZKE ACRES FIRST ADDITION in the City of Vergas and in Section 24-137-41, Otter Tail County, Minnesota. Enclosed in the folder are copies of the work authorization, your deed (Document No. 1280053) and a statement for professional services.

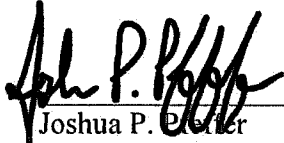
WHAT YOU NEED TO KNOW

- You requested that we set wooden lath along the shoreline and indicate a distance to the ordinary high water level (OHWL), take elevations at 12 wooden lath that you set in the ground, determine the elevation of Long Lake and set a benchmark on the property.
- On January 3rd, our field crew was on the property and conducted the field survey work.
- We have set wooden lath with orange flagging along the 75 foot offset line from the OHWL.
- We have established a benchmark by placing a large spike in an ash tree just westerly of the stairs and on top of the bank. The benchmark elevation = 1360.81' (MSL 1912).
- The current water elevation of Long Lake is 1348.63' (MSL 1912).
- The OHWL of Long Lake is 1348.3' (MSL 1912) and is located below the current water elevation of Long Lake.
- We have located the wooden lath that you placed on the property and I have listed their elevations on the MSL 1912 datum below in correspondence with the numbering that you placed on the lath. All of the elevations are above the OHWL and the current water elevation of Long Lake.
 - Spot 1 = 1348.84'
 - Spot 2 = 1348.81'
 - Spot 3 = 1349.37'
 - Spot 4 = 1349.11'
 - Spot 5 = 1350.25'
 - Spot 6 = 1349.99'
 - Spot 7 = 1350.80'
 - Spot 8 = 1351.34'
 - Spot 9 = 1351.91'
 - Spot 10 = 1351.95'
 - Spot 11 = 1352.13'
 - Spot 12 = 1352.83'

If you have any questions regarding any aspect of this survey, please feel free to contact our office. Thank you for the opportunity to provide our services to you.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua P. Porter", written over a horizontal line.

Joshua P. Porter

Minnesota Licensed Land Surveyor No. 57622

Enclosures

Permit Number: _____ Date Received: 2/21/24 Parcel Number: _____ Fee \$75.00

City of Vergas Application For Grade and Fill Permit

Property Description:

Lake # _____ Lake Name _____ Parcel Number D2

Legal Description Section 24 Twp 137 Range 041

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Property Owner: Sandra Grow

Address of Project property: 401 West Lake St

Mailing Address: PO Box 153

Phone: 218-841-3825

Contractors Name: Self

License Number: _____ Phone: _____

Address _____

Note:

1. The lot lines and project area(s) must be staked before application is made.
2. If the project disturbs more than 1 acre of land, you are required to obtain a General Storm Water Permit from the Minnesota Pollution Control Agency.

On a separate paper, attached to this application, please draw a scale drawing of the project.

Please describe the project:

Detailed Information:

Area to be cut/excavated _____ length _____ width _____ depth _____

Area to be filled/leveled approx length 150 width Drive way

Culvert(s) _____ yes X no If yes, you must indicate size and location on drawing.

Type of soils and/or fill material Class 5 Gravel approx 40 yds

Total cubic yards of earthmoving requested _____

Signature of property owner Sandra L Grow Date 2-21-24

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9. Old Business

A. Ordinances
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2. Updated Vergas Basic Code
B. Nuisance Properties within Vergas
C. Vergas Zoning Map
D. 2024 Planning Commission Budget

Files Attached

- 2024 Planning Commission Budget.pdf
- 2024 Nuisance Notices.pdf

| | <u>Budget</u> | <u>Spent</u> | <u>Balance</u> | <u>Approved</u> <u>Spending</u> | <u>Item</u> |
|----------------------------|---------------|--------------|----------------|------------------------------------|-------------|
| Payroll | \$2,500.00 | \$0.00 | \$2,500.00 | | |
| Planning & Zoning (41910) | \$1,000.00 | \$560.88 | \$439.12 | \$938.00 | GIS Mapping |
| Engineer (303) | \$30,000.00 | \$1,733.75 | \$28,266.25 | | |
| Engineering: | | | | | |
| Staking Sunset & E Lake St | \$1,733.75 | | | | |

| <u>Parcel Number</u> | <u>Owner</u> | <u>Address</u> | <u>City</u> | <u>State</u> | <u>Zip</u> | <u>Reason for Letter</u> | <u>DATE Planning Commission requested</u> | <u>Date Letter Sent</u> | <u>Send Certified Letters</u> | <u>Responses</u> | <u>Date Second Letter Sent</u> | <u>DATE Planning Commission removed</u> | <u>Ordinance Violation</u> |
|----------------------|-------------------------------|-------------------|-------------|--------------|------------|--|---|-------------------------|-------------------------------|--|--------------------------------|---|----------------------------|
| 82000990170000 | Ben Lankow | 339 E Frazee Ave | Vergas | Mn | 56587 | Garbage | 10.23.2023 | | | Have Council send to Attorney/Albright speaking with | | | 92.16 |
| 82000990120000 | Cliff Moe James | 101 E Mill St | Vergas | MN | 56587 | Dog Feces | 11.27.2023 | | | No Response | | | 92.16E |
| 82000990155000 | Endersby | 415 S Unit Ave | Vergas | Mn | 56587 | Unlicensed Cars | 11.27.2023 | | | Derby Cars | | | 92.20A |
| 82000990127000 | Tony Licence Cory & Cassandra | 350 S Pelican Ave | Vergas | Mn | 56587 | Grabage all over back yard, Garage Door broken with garbage falling out. | | | | | | | 92.15A |
| 82000990123000 | Woods | 304 S Pelican Ave | Vergas | Mn | 56587 | Pickup with no doors | | | | | | | 92.2 A |