

CITY OF VERGAS PLANNING COMMISSION MINUTES
Monday, February 27, 2023
6:00 pm
CDH-Vergas Fire Hall

A City of Vergas Planning Commission meeting was held on Monday, February 27, 2023, with the following members present: Bruce Albright, Judy Kvam, Rebecca Hasse, Robert Jacoby and Neil Wothe. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Josh Pfeffer of Meadowland Surveying, Jon Olson of Apex Engineering, Jeff Hattlewick, Jon Lotzer, Lyle Krieg and Dennis Breitzman.

Call to Order

Chairman Bruce Albright called meeting to order at 6:00 pm. Introductions were made by everyone present.

Agenda Additions and Deletions

Approved agenda with following additions: construction permit at 361 Unit Ave.

Minutes

Motion by Wothe, seconded by Kvam to approve minutes for January 23, 2023. Abstain: Jacoby and Hasse. Motion carried.

Status of Council Recommendations

Albright informed Planning Commission the Council approved Ordinance 91.02 regarding cats and dogs and having Neil Wothe as the permit inspector at their February 15, 2023 meeting.

Construction Permits

Lammers provided a list of 2022 and 2023 permits to Commissioners.

361 Unit Avenue

Motion by Kvam, seconded by Wothe to approve construction permit for the removal of a building, moving a current building and building a 36x33 garage as explained on permit. Motion passed unanimously.

Old Business:

Gravel Pit Ordinance

Albright reviewed the gravel pit ordinance improvements. We should have both the City Engineer and City Attorney review the proposed ordinance. Lammers stated she would look into Otter Tail County for the gravel tax. Motion by Kvam, seconded by Wothe to recommend to Council to approve the ordinance after holding a public hearing. Motion passed unanimously.

Ordinances

Ordinance Culverts, Right-a-way permit, Ordinance 79 & 85

Look at combining permits so residents can fill out one application for permitting. Lammers will present a form at the next planning commission meeting. Lammers, DuFrane and Engineering firm are scheduled to meet in March and will have an update regarding culverts and right-a-ways at the March meeting.

Shoreline Management Ordinance

This is a work in process and will have an update soon.

Open Burning

Albright did some research on DNR permits and communities with burning permits. We need to take a look at cleaning this ordinance up. Asked commissioners to review ordinances 92.60 to 92.71.

New Business

Veteran's Memorial

Lyle Krieg explained they would like to add a 18x18 gazebo to the memorial area. They would also like to add more granite benches to the plan. Circle in the center would be a freedom rock, which would include history of the area on the rock. MN

Freedom Rock can be looked up online for history of these rocks. They are booked out until 2024. Gazebo would be on a concrete slab. Lammers explained they need a new proposal for working on city property as the current approved plan has been completed. Motion by Hasse, seconded by Jacoby for verbal support of the gazebo. Motion passed unanimously.

Lawrence Lake Acres Final Plot

Josh Pfeffer of Meadowland Surveying reviewed the second phase Lawrence Lake Acres project asking for approval of 15 lots. Engineers Blaine Green and Jeff Kuhn have reviewed the final plat and have discussed concerns with Pfeffer. Pfeffer added drainage easements as discussed with engineers. Jacoby asked the following financial questions:

- a. Has anyone from the city reviewed the financial impacts of the proposed subdivision to the city?
- b. What cost will the city bear in maintaining the proposed public road and dedicated parcel?
- c. How long is the proposed road and will it require any additional workforce/contract labor or equipment be purchased by the city? Can Mike give us an estimate of cost per foot to maintain a city street or road? If the road is not paved who will bear the cost of maintaining,(grading etc.)?
- d. Are there any other cost the city will bear as a result of this subdivision? Who maintains the areas labeled drainage easements?
- e. Has the city prepared a schedule of expected increased tax revenue as a result of this subdivision?
- f. The subdivision proposed has much larger lots than a typical "city" lot. The subdivider does not intend on including these lots on the city water or sewer system. Since this subdivision is not typical has the city considered having the road be a private road maintained by the subdivider or a homeowner's association?

Lammers reviewed financial data regarding the area. Vergas current market value is \$52,002,300.00 with the addition of 15 lots with homes valuing at least \$250,000.00, this would bring the tax value to \$55,752,300. Would bring in approximately \$31,875.00 a year, when homes are built and tax incentives are completed. Road is ½ mile and would cost the city approximately \$2,110.00 a year to maintain including gravel, grading, and plowing. There would be additional cost when park is established but it would be difficult to figure expense as we do not know what recommendations park board will propose for the area. Motion by Kvam, seconded by Wothe to recommend to council to approve phase 2 of the project and sign the final plat. Motion passed unanimously.

Grade and Fill Permit for the Extension of Glenn Street

Jon Olson, Apex Engineering reviewed the request for a grade and fill permit for the extension of Glenn Street. City Engineers Blaine Green and Jeff Kuhn have reviewed the plans and discussed changes they would like to see. A summary of the discussion is as follows:

- Soil borings were not conducted as part of our design based on previous experience within the area, general soil mapping, wetland/lake water elevations, and our understanding that the southern portion of site was a gravel pit at one point in time. Section 16.10 of the MPCA permit states "Permittees must provide at least one soil boring, test pit or infiltrometer test in the location of the infiltration practice for determining infiltration rates." There is no mention of when the soils evaluation needs to be completed. Given our confidence in the existing soils and water level conditions we feel there is little risk of requiring the test pit to be conducted during construction. If soils deviate from our assumptions, they will need to be removed and replaced. I confirmed this approach with MPCA Engineer Todd Smith and the local MPCA inspector this morning and they agreed that our approach was reasonable. We plan to proceed with this approach.
- The comment related to the access strip around the basins in our SWPPP narrative should have been deleted. An access strip for these basins is not necessary for maintenance.
- Drainage easements will be added to the plat as noted.
- We assumed a 7-ton ultimate design on existing soils with soil factor of 100. See the attached chart. To achieve this GE we propose 4" of aggregate base with 3.5" future asphalt. We normally do not sluff our aggregate at 4:1 in well drained soils. Given this, we assumed the top of aggregate at 28' to be suitable for construction of the bituminous pavement to this full width. We plan to flatten out the topsoil to account for future topsoil shouldering. No modifications to the typical section are necessary.
- We will add a culvert at the initial extension on Glenn Street. This will require ditching on the south which may reduce cover on the existing sanitary sewer service. Further coordination with public works is necessary to confirm depth and potential need for insulation.
- No changes are required on the P&P sheets related to street width.

- Culvert depths will be reviewed, and additional cover provided where viable. I followed up with the developer on culvert material. Given the City does not have any standards related to this, we would prefer to leave as-is. We will confirm cover and installation is in accordance with manufacturer's recommendations.
- We will extend the ditch through at 12+00.

No changes to the cross-section sheets are required for the future minor turf shouldering following future pavement construction

Blaine Green questioned RC Pipe and recommended the city consider this. Recommended the city look at cost difference of the culverts. Roughly \$20.00 a foot difference in cost. Four center lines about 250 feet for a cost of \$5,000.00. Jacoby questioned who would be responsible for the road if it is not completed or houses are allowed to be build before road is completed. City will not be responsible for the road until engineers sign off on the road and city is responsible for approving construction permits which will not be issued until road is completed and approved by City Engineers. Paving will be done once properties are developed and homeowners petition for it to be paved. There is a \$200,000.00 upfront investment for W Lake Street which has been discussed in the comprehensive plan and the Capital Improvement Plan for years.

Motion by Jacoby, seconded by Kvam to approve the grade and fill permit including cul-de-sac with the developer having road center line culverts being concrete and with final approval of Engineer with the first 400 feet of Glenn Street be a part of developers cost. Motion passed unanimously.

Albright reviewed proposed ordinance of gravel permit. Discussed reclamation. Jeff Hattlewick of Mark Sand and Gravel stated trying to change 1:1 slope to a 4:1 slope is difficult while you are still trying to work. The new areas will not have a slope of less than 4:1 slope. They need to mine out the center and then they will be able to fill.

Meeting adjourned at 7:55 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Send letter to property owner at 311 Park View Drive regarding the shed.(June 1, 2023)

Send letter to property owner on Bennett regarding trees in right of way. (June 1, 2023)

Review and update Ordinance 72.

Updated Shoreline Management Ordinance (Lammers & Kvam)

Review and update Ordinance 92.60-92.71 Open Burning

Review and update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways.

Council recommendations:

Approve ordinance 2023-002 regarding gravel permits after holding public hearing.