

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, February 26, 2024

6:00 pm

Vergas Government Services Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, February 26, 2024, with the following members present: Bruce Albright, Rebecca Hasse, Jim Courneya, Judy Kvam and Alex Ohman. Absent: none. Also present: Clerk-Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; and citizen Jeffrey Hatlewick.

Call to Order

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

Agenda Additions and Deletions

Motion by Kvam, seconded by Hasse to approve agenda as presented. Motion passed unanimously.

Minutes

Motion by Hasse, seconded by Courneya to approve minutes for January 22, 2024 meeting. Voting yes: Hasse, Courneya and Kvam. Voting No: none. Abstain: Ohman. Motion carried.

Status of Council Recommendations

Albright informed Planning Commission members the Council approved the Laurence Lake Acres second addition as Planning Commission recommended.

Construction Permits

Permits approved by Clerk-Treasurer

None.

Permits needing approval.

Construction and Grade and Fill Permit - 96 Parkview Drive. Applicant has submitted a new permit dated 01/09/24. This same application was tabled last fall, for the applicant to determine where the ordinary high-water elevation (OHW) was for Long Lake in relation to the proposed project. Information in the new application includes correspondence from the applicant's surveyor, Meadowland Surveying, that the entire project area is above the OHW. This just means that the Minnesota Department of Natural Resources (DNR) does not have jurisdiction. Albright field reviewed the area this afternoon. Both areas proposed to be filled are staked. Area 2 has already been filled, and Albright assumed he just wanted to raise it. Albright thought that Area 1 was a wetland. The Commission reviewed the Otter Tail County GIS maps. In accordance with our current Shoreland Regulations, Section 5.32, D., 1. states "Grading or filling in any type 2. 3. 4. 5. 6. 7. or 8 wetland must be evaluated to determine how extensively the proposed activity would affect the following functional qualities of the wetland: a. Sediment and pollutant trapping and retention; b. Storage of surface runoff to prevent or reduce flood damage; c. Fish and wildlife habitat; d. Recreational use; e. shoreline or bank stabilization; and f. Noteworthiness, including special qualities such as historic significance, critical habitat for endangered plants and animals, or others. *This evaluation will not include a determination of whether the wetland alteration being proposed requires permits, reviews, or approvals by other local, state, or federal agencies such as a watershed district, the Minnesota Department Natural Resources, or the United States Army Corps of Engineers. The applicant will be responsible for documenting such determination and complying with such requirements to the satisfaction of the City."

Albright said the East Otter Tail Soil and Water Conservation District (SWCD) has jurisdiction over the project in accordance with the Minnesota Wetlands Conservation Act (WCA). Albright will relay the information to them for review. Motion by Ohman, seconded by Kvam, to approve the permit if they have no comments. Motion passed unanimously.

Grade and Fill Permit -401 W Lake St -Place Class 5 Gravel on driveway. Motion by Kvam, seconded by Courneya to approve permit for 401 W Lake Street for Class 5 on driveway. Motion passed unanimously.

Old Business:

Ordinances

Shoreline Management Ordinance

Lammers met with Chris LeClair, Otter Tail County, and they are proposing to work with Vergas on Shoreline Management Permits, but they will not oversee variances or conditional use permits. City will need to adopt the Otter Tail County Shoreline Management ordinance for them to oversee the permits. County Attorney is reviewing if there is any legal reason County cannot oversee permits for the city. Lammers will update the Planning Commission in March.

Proposed Vergas Basic Code

Albright said last month we discussed do we adopt and change or do we modify and then adopt. Commissioners discussed going through ordinances before adopting. Albright suggested having commissioners review Title 1 and 3 for next month. Ohman

volunteered to review ordinances and provide a word document with updates marked.

Nuisance Properties within Vergas

Discussed the vehicle at 304 S Pelican Ave with no doors. Motion by Ohman, seconded by Kvam to send a nuisance letter regarding Ordinance 92.2a to property owner. Motion passed unanimously. Discussed property as 350 S Pelican Avenue, Commissioners asked Lammers to email them the past information about property as the city has taken them to court regarding nuisance. Discussed property at 415 S Unit Avenue that has a number of demolition derby cars. Lammers looked into other communities, and some do allow them to be on licensed trailers while others only allow them in buildings. Motion by Hasse, seconded by Ohman to send them a letter on vehicles with the exact ordinance included in letter. Motion passed unanimously. Discussed property at 101 E Mill St on dog feces and yard . A letter has been sent to this property with no response, also discussed them having 5 dogs at this property when only 3 dogs are allowed. Motion by Ohman, seconded by Kvam to send certified letter with ordinance 92.16E and letting them know we only allow 3 dogs at a parcel. Motion passed unanimously. Discussed property at 339 E Frazee Ave, Albright has been to the property at least 5 times and they will not open door. He said it may be time for the city attorney to send a letter.

Vergas Zoning Map

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

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	\$1,733.75	\$28,266.25		

New Business

No new business.

Adjournment

Motion by Ohman, seconded by Kvam to adjourn the meeting at 7:17 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Commissioners review proposed basic code.
Lammers update commissioners on Otter Tail County and the Shoreline Ordinance.

Council recommendations: None.