

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, July 25, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, July 25, 2022, at 6:00 pm as a hybrid meeting with the following members present: Bruce Albright, Van Bruhn, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Jeff Kuhn, Glen Bunkowske, Mike Rosendale and Tyler Sazma.

### **Call to Order**

Chairman Bruce Albright called meeting to order at 6:08 pm. All voting at this meeting will be taken by a roll call vote as Bruce Albright attending by zoom located at the Lake of the Woods General Store, and Robert Jacoby attending on zoom from the Hennepin County Library.

### **Agenda Additions and Deletions**

Approved agenda as with following additions: Ordinance 85 and construction permit for 105 E Main St.

### **Minutes**

Motion by Wothe, seconded by Bruhn to approve minutes for Monday, June 27, 2022. Motion passed unanimously.

### **Status of Council Recommendations**

Albright informed planning commission members the Council has asked for the Developers Notice Procedure to include more details.

### **Construction Permits**

#### Approved Permits by City Clerk-Treasurer

- a. 121 W Linden St , repair siding and rotten boards
- b. 201 W Main St, driveway repair
- c. 146 Main St, planter boxes
- d. 339 Frazee Ave, shingle
- e. 105 Main St E, sign

#### Permits needing approval

- a. 98 Parkview Drive, repair shoreline

Motion by Wothe, seconded by Bruhn to approve permit to repair shoreline with the ordinary high-water line marked by the DNR. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

- b. 96 Parkview Drive, culvert, driveway and shed

Motion by Wothe, seconded by Bruhn to approve permit for culvert, driveway and shed as our current ordinance is written. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

Reminded property owner he had one year to build living quarters or shed would need to be removed.

- c. 100 Parkview Drive, remove weeds and update lakeshore

Motion by Bruhn, seconded by Wothe to approve permit to repair shoreline with the ordinary high-water line marked by the DNR. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

- d. 251 1st Ave N, addition to garage

Motion by Bruhn, seconded by Wothe to approve addition to garage at 251 1<sup>st</sup> Ave N with the permit doubling due to work begin started before permit was issued, the penalty payment must be paid within 5 days or a cease and assist notice shall be delivered. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

Paul Pinke joined the meeting.

### Grade and Fill Permit

Commissioners discussed permitting process: City of Vergas is responsible for everything above the ordinary high-water mark and MN DNR is responsible for everything below the ordinary high-water mark. Elevation should be determined on these properties which Albright will send information to Lammers, and she will provide to Sonnenberg Excavating.

- a. 96 Parkview Drive-fill one area of lakeside

Motion by Bruhn, seconded by Pinke to approve permit for grade and fill with the ordinary high-water line marked by the DNR. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

- b. 98 Parkview Drive-stabilize lakeshore and add dirt

Motion by Jacoby, seconded by Wothe to approve permit for grade and fill with the ordinary high-water line marked by the DNR. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

### **Old Business:**

#### Nuisance Properties

Spreadsheet for nuisance properties was discussed. Removed the following properties for lack of nuisance: 260 1<sup>st</sup> Ave S, 401 S Pelican Avenue. Motion by Pinke, seconded by Wothe to send letter to 306 E Frazee Ave for unlicensed vehicles and 131 E Mill St for general debris. Voting yes: Bruhn, Wothe, Jacoby and Albright. Voting No: none Motion carried.

#### Developers Notice policy

Kuhn and Lammers will review and update.

### **New Business:**

#### Vergas Ordinance 85

Kuhn reviewed ordinance and stated changes needing to be made. Lammers and Kuhn will provide updated ordinance at the September meeting.

Meeting adjourned at 6:58 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.

Public Hearing on Aug. 22, 2022

Review and update Developers Notice Procedure

Review and update Ordinance 85 regarding culverts.

### **Council recommendations:**

None.