

CITY OF VERGAS PLANNING COMMISSION & PUBLIC HEARING AND MEETING MINUTES

Monday, October 24, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, October 24, 2022, after public hearing as a hybrid meeting with the following members present: Bruce Albright, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: Van Bruhn. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Jeff Kuhn, Shane Poss and Arlen Franchuk.

Call to Order

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

Agenda Additions and Deletions

Motion by Wothe, seconded by Pinke to approved agenda with following additions: Completion Reports and Shoreline Violations.

Minutes

Motion by Pinke, seconded by Wothe to approve minutes for September 26, 2022. Motion passed unanimously.

Status of Council Recommendations

Reviewed the approval of the following conditional use permits: 235 E Frazee Avenue, parcels 82000500027008 and 82000500027009 and extension of Glenn Street.

Grade and Fill Permit

Tabled grade and fill permit due to lack of information. Street committee will review and bring recommendation next month.

Construction Permits

Approved Permits by City Clerk-Treasurer

1. 117 E Main St , flooring
2. 117 E Main St- Commercial Remodel
3. 117 E Main St - Move door

Items in Question

Discussed permit given to 311 Park View Drive for a shed in their backyard which was placed on the sewer easement of their property and within 10 feet from the property line. Discussed the following options: having property owner apply for a variance or to have the shed moved as it does not meet current ordinance. Owner Arlen Franchuk stated he did not know there was an easement in his backyard. Commissioners first stated they needed more information regarding the permit. Albright stated part of the problem is the shed was placed in August, and we are now informing the property owner it is in the wrong location – the City has no follow up on permits. Discussed DuFrane closing permits instead of having property owners call the city office when completed (which rarely occurs). Franchuk stated he would stop by the city office for a variance application.

Old Business:

Nuisance Properties

Discussed the amount of garbage piling up in the yard at 339 E Frazee Avenue. It appears he does not have garbage pickup and may be illegally burning in his back yard. Motion by Pinke, seconded by Wothe to send nuisance letter to 339 E Frazee Avenue once Lammers receives pictures from DuFrane regarding garbage on the property and the burning that may be taking place. Motion passed unanimously.

Gravel Pit Ordinance

Discussion about our current ordinance 2017-001 regarding gravel permits. Right or wrong we need to clarify our ordinance. It is our primary obligation to protect the citizens of our city. We need to make clarification regarding asphalt plant, open pit, active pit and active mining. The city issues an interim use permit with conditions every year and they are always out of compliance. This past year the planning commission denied permit and Council approved. Commissioners would like this to not be allowed. Albright asked Planning Commission members to review ordinance for next month's meeting and asked Lammers to invite Jeff Hartwick of Mark Sand and Gravel to a meeting to discuss updating the gravel pit ordinance.

New Business:

Past Conditional Use Permits

Lammers provided a spreadsheet of conditional use permits found in past Council Minutes, the office staff will continue to work on permits in planning commission minutes and on file with the Otter Tail County for next month's meeting.

Member Terms

Van (Gus) Bruhn and Paul Pinke have both served three terms which will be complete in December. The planning commission will have two open spots to fill if anyone knows of someone who would be interest in serving on the commission.

Completion Reports

Albright stated that currently we have no one overseeing permits once they are issued. Currently we issue a permit and wait for property owners to let us know when they have completed the project. Rarely does anyone call and close a permit. Discussed having DuFrane or Commissioners review properties after permits are granted. Discussed having a spreadsheet of permits, Lammers stated they already have a spreadsheet in the office she could provide to the planning commission.

Shoreline Violations

Currently there is a stairway along the lake, which received a stop work order and nothing has been done. Lammers stated the Sherriff's Department has been given the concern and she has not heard anything regarding the stairs but would call and find out what is being done. Commissioners asked Lammers to contact City Attorney Winters to see what the city can do at this time as Ordinance 5:22 is not being followed.

Meeting adjourned at 7:28 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Nuisance letter to 306 E Frazee Avenue

350 Pelican Avenue construction assessment (Tanya at Otter Tail County HRA)

Snow emergency routes.

Review camper ordinance.

Review and update Developers Notice Procedure

Review and update Ordinance 85 regarding culverts.

Council recommendations: none.