

CITY OF VERGAS PLANNING COMMISSION MINUTES
Monday, March 27, 2023
6:00 pm
Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, March 27, 2023, with the following members present Bruce Albright, Judy Kvam, Rebecca Hasse and Robert Jacoby. Absent: Neil Wothe. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Jeff Hattlewick, Lyle Krieg and Dennis Breitzman.

Call to Order

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

Agenda Additions and Deletions

Approved agenda with following additions: cannabis management and zoning map.

Minutes

Motion by Kvam, seconded by Hasse to approve minutes for February 27, 2023. Motion carried.

Status of Council Recommendations

Albright informed Planning Commission the Council returned the Gravel Pit ordinance to the planning commission and approved the final plat of Lawrence Lake Acres.

Construction Permits

151 East Linden

Lammers approved permit for 151 East Linden for new windows and roof repair.

230 East Frazee Ave – Gazebo

Albright explained the city owned property proposal has been approved by the City Council. The area has not been staked out due to the snow. They need to wait until the snow melts to pick out a rock to place on the property and then the gazebo will be built around it. Kvam asked about placing the rock in another location other than under the gazebo as the rock would look really great out by the lake, where there is more parking. The memorial the way it is, is so beautiful and the rock may make this area a tourist destination. Krieg explained the gazebo will protect the rock from elements and the rock will tie into the memorial.

Motion by Jacoby, seconded by Hasse to approve construction permit for the building of a gazebo on City property located at 230 East Frazee Avenue. Motion passed unanimously.

Old Business:

Gravel Pit Ordinance

Albright reviewed the gravel pit ordinance improvements. Jacoby questioned page 4; item 14 mentions active mining, but we do not have a definition of active mining. Albright reviewed Engineer Kuhn's recommendation. Greene stated we need to narrow down what the ultimate goal for having all these definitions and explaining what all areas. This could be narrowed down to 3 types of areas: reclaimed, open area and untouched area (area left to be mined). Unless the city has a point for knowing what the reason is for tracking these areas. Inspection is for knowing if they are in compliance and what is different

of the pit from year to year. Jeff Hattlewick stated you can mine 10 acres but you can't reclaim 10 acres at the same time. This gravel pit had 30 acres open when they started this ordinance, it is difficult to be in compliance when they started out of compliance. This ordinance needs to address future pits and address issues of Mark Sand and Gravel in another way. Lammers will look at adding a definition of active mining and have both the City Engineer and City Attorney review the proposed ordinance. This ordinance is difficult because we have so many different terms. Green stated they can review and change ordinance if they know the intent of the ordinance. There is a lot of information in this ordinance that we could get rid of depending on the intent of the ordinance. Albright stated if we put minimum and maximum sizes in, we need to look at how small gravel pits can be also. Discussed the gravel pit in the current zoning map, currently the pit is in 3 different zones. Hattlewick stated a lot of counties have minimum requirements of a gravel pit. Green stated he has a good direction of cleaning up the gravel pit ordinance. Tabled this until next month's meeting.

Ordinances

Ordinance Culverts, Right-a-way permit, Ordinance 151.32, 85 and 93

Discussed reinforced c culverts and the need for them under roads, this needs to be added to the ordinance. Lammers, DuFrane and Engineering firm are scheduled to meet and will have an update regarding culverts and right-a-ways at the April meeting.

Shoreline Management Ordinance

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

Open Burning

Lammers provided update and Albright asked members to review and bring comments to Lammers for discussion at our April meeting. Lammers will email all the commissioners the complete ordinance.

Discussed MN Basic Code which is the ordinance book approved by the City of Vergas in 2010. We may want to look at getting the updated code book for \$400.00 or purchase an update to the limited basic code book. The limited basic code is \$495.00 and does not include all departments. Discussed that we do not want to adopt a generic book that does not contain what the City of Vergas needs. We also need to look at the platting section of the land use ordinance and review Logan Dahlgren's comments. Once the zoning map is completed, we can add that layer to our GIS map.

New Business

Culvert cost sharing on Glenn Street Extension

City is requiring reinforced concrete culverts for all center line culverts. Albright stated Hanson has stated to him, he will put in the requested culverts-this needs to be confirmed with Josh Hanson. Commissioners stated they do not prefer for city to spend money on this. Jacoby stated that EDA may want to put funds into this project but the City has already made concessions on the water and sewer and we should not spend city money.

Interim Use Permit – Mark Sand and Gravel

Stated the new ordinance will not go into effect until next year so they are working under the current ordinance. Motion by Kvam, seconded by Hasse to schedule a public hearing for 5:30 p.m. on Monday, April 24, 2023. Motion approved unanimously.

Zoning Map

Discussed current zoning map that has the gravel pit in 3 different zones. There is commercial property in the city limits that is not in the commercial zone. J & K Marine will need to fill out a conditional use permit if this was not taken care of when they built. Lammers will review past information by looking at property history in the Otter Tail County GIS system.

Cannabis Management

Lammers reviewed information she learned from the League of MN Cities at her Minnesota Clerks and Finance Officers training last week. Planning Commission will need to look into zoning of THC in the future. Laws are being discussed regarding how close this can be sold or produced to schools, day cares, nursing homes and assisted living centers. This will be a further discussion after Otter Tail County puts their ordinance in place.

Meeting adjourned at 7:25 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Send a 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 92.60-92.99 Open Burning

Lammers keep planning commission up to date with Otter Tail County ordinances regarding THC.

Lammers, DuFrane, Engineers to review and update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways.

Engineers to review gravel pit ordinance.

Review updated ordinance materials from League of MN Cities. (Sent email with update 3/28/2023)

Hold public hearing on interim use permit – Mark Sand and Gravel on Monday, April 24 at 5:30 pm.

Lammers will look at adding a definition of active mining and have both the City Engineer and City Attorney review the proposed ordinance.

Council recommendations:

None.