

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, January 22, 2024

6:00 pm

Vergas Event Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, January 22, 2024, with the following members present Bruce Albright, Rebecca Hasse and Jim Courneya. Absent: Judy Kvam and Alex Ohman. Also present: Clerk-Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Engineer Blaine Green Developer Josh Hanson; and Editor Robert Williams of the Frazee-Vergas Forum.

### Call to Order

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

### Agenda Additions and Deletions

Approved agenda with following additions: Construction permit approved by Clerk-Treasurer and budget.

### Lawrence Lake Acres Development

Developer Josh Hanson presented the final plat of Lawrence Lake Acres Second Addition. This addition will be for 9 lots with 4 of them being lake lots. Reviewed the lot already provided to the city for a park. Hanson stated the road will need a couple of layers of Class 5 and the ditches will need to be seeded before they turn it over to the city. Motion by Hasse, seconded Courneya to recommend to Council to approve the final plat of Lawrence Lake Acres Second Addition.

### Positions

Motion by Hasse, seconded by Courneya for Albright to Chair the committee. Motion passed unanimously. Motion by Albright, seconded by Hasse for Ohman to be the Vice Chair. Motion passed unanimously.

### Set time, place and Date of Regular Meetings

Motion by Courneya, seconded by Hasse to hold planning commission meetings on the fourth Monday of the month at 6 pm at the Government Services building. Motion passed unanimously.

### Minutes

Motion by Albright, seconded by Hasse to approve minutes for December 18, 2023. Motion carried.

### Status of Council Recommendations

The council authorized Albright and DuFrane to speak with the property owner of 339 E Frazee Ave regarding nuisance. Albright has put together a packet of information for the owner with options of how to abate the nuisance. The property owner has not answered the door the past few times he stopped by, but he will continue to do so.

### Construction Permits

#### Permits approved by Clerk-Treasurer

1. 451 Pelican Ave for shingling, siding and home repairs.
2. 1106 E Frazee Ave for siding on barn.

#### Active Construction Permits

Motion by Hasse, second by Courneya to reappoint Albright and Kvam to review permits in 2024. Motion passed unanimously.

### Old Business:

#### Ordinances

#### Shoreline Management Ordinance

This is a work in process and will have an update soon. Lammers is meeting with Otter Tail County Land and Resource Director Chris LeClair on Friday, January 25 to discuss having Otter Tail County process our shoreline permits. If we have the county process our permits, we will need to adopt the Otter Tail County Lakeshore Management ordinance.

### Proposed Vergas Basic Code

Commissioners received copies of the proposed Vergas Basic Code. Lammers recommended passing the proposed Vergas Basic Code and updating ordinances as the commissioners work through them. Discussed how ordinances were enforced. Currently the City of Vergas enforces ordinances by complaints. When a citizen files a complaint regarding a property, city employees look into the complaint and bring attention to it to the commissioners. Courneya commented he felt we should pass the basic code and review. Albright questioned ordinances that have already been updated by the City of Vergas. Lammers had emailed a list of ordinances, discussed ordinance changes. Albright asked commissioners to review the proposed ordinances over the next 6 months.

### Nuisance Properties within Vergas

Discussed the vehicle at 304 S Pelican Ave with no doors. Discussed demolition derby vehicles looked at 415 S Unit Ave. They have stated they move the vehicles before and after the derby's and do not license them. They have agreed to put them on licensed trailers. Commissioners asked Lammers to look into what other communities are doing for the February meeting.

### Vergas Zoning Map

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

### Sunset Strip

Streets/Sidewalks/Yard Waste committee is reviewing making this a street in Vergas.

### W Lake Street

Waiting on a grant to widen street.

### **New Business**

#### 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	\$0.00	\$30,000.00		

### **Adjournment**

Motion by Courneya, seconded by Hasse to adjourn the meeting at 8:00 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

### *Follow Up Actions:*

Commissioners review proposed basic code.

Lammers contact other communities regarding unlicensed vehicles used for demolition derby.

Lammers met with and to update commissioners regarding Otter Tail County and the Shoreline Ordinance.

### *Council recommendations:*

Approve the final plat for the Lawrence Lake Acres Second Addition.