

Planning Commission
2021 April Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, April 26, 2021

1. **Call to Order**
2. **Agenda Additions or Deletions**
3. **Minutes - March 22, 2021**
4. **Status of Recommendations to City Council**
5. **Construction Permits**
 - a. 88 Park View Drive
 - b. 100 S Railway Ave
 - c. 840 E Scharf Ave
6. **Old Business**

Nuisance Properties
Comprehensive Plan
Townline Road
4-Wheelers
7. **New Business**

Eva and Diane Avenue Assessment request
Grass Policy

CITY OF VERGAS
PLANNING COMMISSION MINUTES
Monday, April 26, 2021
6:00 pm
Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, April 26, 2021 at 6:00 pm at the Vergas Event Center and on Zoom with the following members present: Bruce Albright, Van Bruhn, Robert Jacoby, Natalie Fischer and Paul Pinke. Absent: None. Also, present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, and Barbie Porter of the Frazee-Vergas Forum.

Bruce Albright opened the meeting at 6:00 pm.

Addition of 330 S Pelican Avenue construction permit added to agenda.

Motion by Fischer, seconded by Pinke to approve the minutes of the March 22, 2021 meeting. Motion passed unanimously.

Status of Recommendation to City Council

Interim Use Permit has been approved for Mark Sand and Gravel. The performance bond has been changed to \$100,000 for 2022.

Approved resolution for grant from Otter Tail County.

Construction Permits

Council approved a variance for a residence to put a shed on a property without hearing or having resident file for a permit. City Attorney has advised the Planning Commission to do one of the following things: recommend to Council to allow sheds of a certain size to be allowed, add to the ordinance to allow a certain size shed with a yearly

variance until a home is build on the lot or change the ordinance to state sheds of a certain size can be placed on a lot for a time period. Currently the Planning Commission and the Council can approve construction permits but planning commission is responsible for planning and zoning. Discussed conforming and nonconforming construction permits. Motion by Fischer, seconded by Pinke to recommend to Council to have Council or Planning Commission to approve conforming permits but all nonconforming construction permits must be approved by Planning Commission. Motion passed unanimously. Motion by Pinke, seconded by Bruhn to recommend to Council allow movable sheds less than 150 square feet be placed on lots without living quarters for a maximum of 2 years. Motion passed unanimously.

Moved permit for 88 Park View Drive to later in the meeting to wait for owners to attend meeting.

Reviewed construction permit for 100 S Railway Avenue for a commercial building. Motion by Fischer, seconded by Pinke to approve permit contingent on the correct amount of parking spaces is confirmed. Motion passed unanimously.

Reviewed 840 E Scharf Ave for a construction permit for a shed. Motion by Pinke, seconded by Bruhn to approve permit. Motion passed unanimously.

Reviewed 330 S Pelican Avenue construction permit for concrete deck. Motion by Pinke, seconded by Bruhn to approve permit once impervious surface ratio is confirmed. Motion passed unanimously.

Old Business:

Discussed nuisance properties within the City. Spreadsheet with pictures of properties were given to the Planning Commission by the Utilities Superintendent. 350 S Pelican Avenue is in a process to have cleaned up thru the court order and the City will be having a licensed inspector inspect the building. Discussed other properties (spreadsheet attached). Discussed banner flying at 131 E Mill St which cannot be addressed due to freedom of speech. Motion by Pinke, seconded by Fisher for City to send letters to all properties except 411 W Lake Street and 431 Lake St W unless DuFrane can get proof of non-compliance. Motion passed unanimously.

Discussed comprehensive plan and costs of providing the plan. Lammers explained she has spoken with West Central Initiative regarding the comprehensive plan, and they have hired two temporary employees to write comprehensive plans. Planning Commission asked Lammers to investigate West Central Initiative to write comprehensive plan and invite them to next month's meeting.

Albright reviewed Townline Road and the City has not certified the road. Albright has found the pins for the road. Discussed acquiring a 33-foot right-of-way and getting easement from property owners. Discussed needing to pay for the easement and if we really need the easement. City is unable to trim brushes without easement. Need to confirm with Attorney the process to dedicate south half of Townline Road. Motion by Pinke, seconded by Bruhn to recommend to Council to begin the process of dedicating the undedicated part of Townline Road. Motion passed unanimously.

Type one 4-Wheelers cannot legally be driven in town as they can only be driven in the ditch and we do not have ditches. Type two may be driven in town if City designates roads they can drive in town.

73.07 DESIGNATION OF PUBLIC AREAS FOR USE.

(A) The Council may designate areas and exclusive city streets for use of recreational motor vehicles by approval of a resolution by a majority of the members of the City Council. The areas designated may be changed from time to time by the City Council. Any area designated shall be published in the official newspaper of the city in a conspicuous place after the approval. If an area is changed, the change shall be published in like manner in the official newspaper of the city. An up-to-date map of any designated park areas open for recreational motor vehicle use shall be kept on file in the office of the City Clerk, who shall provide on request a copy of the map together with the applicable rules, regulations and this chapter to each person requesting the information from the city.

(B) Unless designated by the City Council as an area for recreational motor vehicles, the use on city park property and city streets shall be unlawful. Further, the use of city parks designated by the City Council shall be in accordance with all of the applicable provisions of this chapter.

Penalty, see ' 10.99

Motion by Bruhn, seconded by Pinke to recommend to Council the type two 4-wheelers are allowed on County Roads (the City truck routes).

New Business

Property owners of 11 lots on Eva and Diane Avenue were not present but they are asking for Assessments to be lowered on their property. They were not present, so no decision was made.

Lammers read our current Grass ordinance. Ordinance §92.38 states “All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of 12 inches in height.” Discussed if we should enforce the grass ordinance for landowners are stating it is for farmland. Commissioners will consider for next month’s meeting.

Discussed 88 Park View Drive construction permit for paver patio, boulder wall, step, fireplace and beach sand. Motion by Pinke, seconded by Fischer to approve construction permit for 88 Park View Drive subject to easements. Motion passed unanimously. Discussed the need for City employees to clean out the easement area. Discussed having easement staked for us to be able to see exactly where easement is. Albright has asked Ulteig for a quote and asked Lammers to get an updated quote from KLJ.

The next meeting will be May 24, 2021 at 6:00 pm. at the event center and on zoom.

Meeting adjourned at 7:45 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer
City of Vergas

Follow Up Actions:

Ness Backhoe to build berm at 88 Park View Drive.

Actions Completed and Removed from Follow up:

4-wheeler laws and regulations.

Lammers will find grants for comprehensive plan.

Planning Commissioners decide priority list for comprehensive plan to be decided at the March meeting.

Contact Meadowland Surveying for a better drawing of Town Line Road.

Council recommendations:

All non-conforming construction permits must be brought to Planning Commission.

Allow temporary sheds for 2 years if under 150 square feet and building with living quarters is built within 2 years.

Begin the process of dedicating the undedicated part of Townline Road.

Type two 4-wheelers are allowed on County Roads (the City truck routes).