

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, June 26, 2023

6:00 pm

Vergas Event Center

The Vergas Planning Commission meeting was held on Monday, June 26, 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, Arlen Franchuk, and Engineer Jeff Kuhn.

Call to Order

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

Agenda Additions and Deletions

Approve agenda as presented.

Minutes

Motion by Kvam, seconded by Hasse to approve minutes for May 22, 2023. Motion passed unanimously.

Status of Council Recommendations

Albright reviewed the Council approving the gravel pit ordinance and the open burning ordinance passed by council on June 13, 2023. Open burning ordinance was changed to remove the 48-hour advance notice to they must furnish DNR permit to Clerk-Treasurer.

Construction Permits

Approved by Clerk-Treasurer

109 1st Ave S

Lammers approved replacing decking and adding a railing to the North Entrance of commercial building at 109 1st Ave S.

150 E Herman St

Lammers approved replacing windows at 150 E Herman Street.

1600 E Scharf Ave

Lammers approved re-issuing of a 2021 permit for shoreline work and removal of stumps.

Permits Needing Approval

215 Frazee Ave -windows, siding, doors, deck in the back, staircase, ceilings, sewer pipes and 2 signs

Motion by Jacoby, seconded by Hasse to approve the permit with the stipulation they provide sign design submitted to Clerk for approval and it meets sign ordinance. Motion passed unanimously.

Grade and Fill Permits:

Bunkowske Property

DuFrane reviewed work being done at 350 Townline Road. There are 7 Grade and Fill permits, one for this property and 6 for the properties lakeside which have been purchased. DuFrane stated they have removed the fence and leveled out his property. The Planning Commission requested Lammers send Bunkowske a letter requesting he purchase a grade and fill permit for additional work that was completed.

Old Business:

311 Park View Drive -Shed

Arlen Franchuk, owner of 311 Park View Drive, stated he was willing to move the shed when there is a problem with the sewer line but would like to leave the shed in its current location until then. Albright suggested he get in writing approval from neighbors to leave shed on sewer line and too have it to close to the property line. Lammers stated he would need to request a variance and the Planning Commission would need to have a public hearing to recommend to Council to allow the shed stay in the utility easement and to allow a shed to not conform with the zoning ordinance. Commissioners requested Lammers get easement wording and for Franchuk to apply for variance. Motion by Kvam, seconded by Hasse to hold a public hearing for the variance on July 24 at 6 pm if Clerk receives paperwork and payment by July 6, 2023. Motion passed unanimously.

241 Bennett Road – trees in right of way

Discussed trees in right of way and the snow fence they will make as they grow causing snow removal on Bennett Road to be more difficult. Motion by Kvam, seconded by Hasse to have Lammers send letter stating they need to be moved by August 1, 2023 or utility employees will remove at their expense. Motion passed unanimously. Commissioners asked Lammers to keep this item on

the August meeting agenda.

Ordinances

Streets & Sidewalks, Ordinance 93

Discussed the sidewalk map and made the following changes: No sidewalk in alley by Vergas Ford, no sidewalk in front of Cenex or in front of the bank drive-up and parking lot. Lammers will provide updates to Engineer Blaine Green to update the map.

Discussed the definition of a sidewalk and what changes need to be made in the ordinance. The Streets/Sidewalk/Yard Waste committee meets on Wednesday, and they will work on definition and updating ordinance.

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

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

Shoreline Management Ordinance

Kvam has completed the first 4 sections and will continue to work with Lammers to update the ordinance.

Updated Vergas Basic Code

Lammers provided LMC update and is working on ordinance to accept and deny portions of the ordinance. This is a work in process and has a goal of completion by the September Planning Commission to have completed.

Nuisance Properties within Vergas

101 E. Mill Street, 130 E Elm Street, 131 E Mill Street, 339 E Frazee Ave, 170 South 1st Avenue,

207 Main Street

DuFrane stated all properties have been cleaned up but requested the Mayor be informed the following 2 properties will need weed letters sent: 339 E Frazee Ave and 207 Main Street.

Motion by Jacoby, seconded by Kvam to take no further action on the discussed properties. Motion passed unanimously.

New Business

Zoning Map Update

Reviewed current zoning map and requested Lammers review ordinances and update both for language differences. We have both light industrial and open district on our zoning map, but we do not define either in our ordinance.

Motion by Kvam, seconded by Jacoby to adjourn meeting at 7:34 pm.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

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

Update Streets and Sidewalk Ordinance 93 (Lammers)

Updated Shoreline Management Ordinance (Lammers & Kvam)

Update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways. (Lammers, DuFrane, Engineers)

Review laws regarding requiring garbage service. (Attorney stated we cannot mandate garbage pickup must handle as nuisance properties)

Check with the City Attorney regarding contractors working without a permit. (Attorney Winters stated if contractor is working without a permit, the city can require permit. If the city changes the ordinance to state they are not allowed to work within the City Limits after a certain number of times caught working without a permit, the planning commission can stop certain contractors from working within the city.)

Update zoning map and ordinances regarding zoning.

Lammers get utility easement information regarding allowing them to leave shed in easement.

Council recommendations:

None.