

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, April 22, 2024

6:00 pm

Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, March 25, 2024, in a hybrid meeting at the Government Services Center and on zoom with the following members present: Bruce Albright, Rebecca Hasse, Alex Ohman and Jim Courneya. Absent: none. Also present: Employees Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Engineer Blaine Green; Resident Shane Hasse and Mark Sand and Gravel Vice President Jeff Hattlewick.

Call to Order

Chairman Bruce Albright called the meeting to order at 6:00 pm. Everyone introduced themselves.

Agenda Additions and Deletions

Approved agenda with following additions: Gravel Permit.

Member

With the resignation of Judy Kvam the City has been advertising the open planning commission seat. Shane Hasse has applied for the position. Lammers reviewed the open meeting law with the commission. Motion by Courneya, seconded by Ohman to recommend to Council approval of Shane Hasse as a planning commission member. Motion passed unanimously.

Minutes

Motion by Ohman, seconded by R Hasse to approve minutes for March 25, 2024 with the addition of R Hasse being present. Motion passed unanimously.

Status of Council Recommendations

Josh Hanson had proposed, and the Planning Commission recommended, to move the boundary lines in the Lawerance Lake Second Addition, due to the sale of property within the boundary line area, Hanson withdrew the request for the property lines being moved.

Albright reviewed the shoreline management ordinance updates as discussed in a meeting with Otter Tail County. Albright and Lammers will meet again with the county next week and bring a proposal to the planning committee. Lammers proposed moving the May meeting to June and combining the May and June meetings due to outside work and meeting date falling on Memorial Day. Discussed needing a meeting for nuisance tour. Motion by Ohman, seconded by R. Hasse to move the May meeting to Monday, May 20, 2024. Motion passed unanimously.

Construction Permits

Permits Approved by City Clerk

Peterson Park for a sign.

Summers Construction for a 56 by 24 apron.

Permits needing Approval.

96 Park View Drive -add fill to lot.

Lammers is working on a WACA permit. Lammers is working with the County and will be proceeding with a T.I.P. Panel. Motion by Hasse, seconded by Courneya to give Lammers permission to approve or deny permits per T.I.P. Panel. Motion passed unanimously.

816 E Scharf Ave-replace current house

Motion by Ohman, seconded by R.Hasse to approve permit to replace building at 816 E Scharf Ave with the same footprint as currently exists and allowing for an overhang of the roof. Motion passed unanimously.

Grade and Fill Permits

96 Park View Drive add fill to lot.

Lammers is working on WACA permit.

310 W Lake Street for an approach

Request to put an approach onto his property, there is no culvert needed. DuFrane stated contractor Don Schroder has contacted him about using gravel from the road that is currently in the ditch as a berm for the approach. Shroeder will clean brush from the side of the road and remove berm.

Active Construction Permits

Courneya and Albright will update the construction permit spreadsheet soon.

Old Business:

Updated Vergas Basic Code

Ohman provided a list of ordinances in the proposed basic code needing to be updated by the following departments: City Council, Clerk-Treasurer, Fire, EDA-HRA, Parks, Water and Sewer, Streets and Sidewalk and Planning Commission. Discussed the changes pertaining to planning commission ordinances, committee reviewed about ½ of them and asked members to review for the next meeting.

Nuisance Properties within Vergas

Discussed 2 nuisance properties : 339 E Frazee Ave and 101 E Mill St. Albright will continue to try to stop by and talk with property owner at 339 E Frazee Ave. Moton by Ohman, seconded by Courneya to send letter to property owner at 101 E Mill St with a copy of current ordinance regarding proper enclosure and reminding them they can only have 3 dogs. Motion passed unanimously.

Vergas Zoning Map

This is a work in progress.

2024 Planning Commission Budget

Lammers reviewed current planning commission expenditures.

New Business

Mark Sand and Gravel: Gravel Pit.

Widseth has flown over the pit and will visit and provide a report to the planning commission next month. Mark Sand and Gravel started crushing last week and there are no plans for asphalt this season at this time. Planting of trees and grass has begun and will continue to be improved.

Adjournment

Motion by Ohman, seconded by Hasse to adjourn at 8:00 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Lammers have a nuisance letter sent to 101 E Mill St.
Albright and DuFrane stop and talk to 339 E Frazee Ave.
All members review proposed ordinances.
Widseth Engineering to provide Gravel Permit report.
Review permit and schedule hearing for gravel permit.

Council recommendations:

Approve new member Shane Hasse