

CITY OF VERGAS PLANNING COMMISSION MINUTES  
Monday, September 25, 2023  
6:00 pm  
Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, September 25, 2023, with the following members present: Bruce Albright, Robert Jacoby, Alex Ohman and Judy Kvam. Absent: Rebecca Hasse. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike Dufrane and Blaine Green.

**Call to Order**

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

**Agenda Additions and Deletions**

Approved agenda with following addition: Cats.

**Minutes**

Motion by Ohman, seconded by Kvam to approve minutes for August 28, 2023. Motion passed unanimously.

**Status of Council Recommendations**

Albright stated the Council proceeded with the new ordinance rather than the old ordinance for 2023 gravel pit survey. Blaine stated the survey should be ready by the October Planning Commission meeting.

**Construction Permits**

Permits Approved by City Clerk

306 1<sup>st</sup> Ave N-shingle and replace doors.  
310 & 315 E Frazee Avenue, 350 E Scharf-install doors.  
1011 East Scharf- asphalt driveway.

Permits needing approval.

99 Railway Ave – replace sidewalk, tar and additional tar beside the building.

DuFrane questioned if the city should tar at the same time. Albright explained they will tar when the parking lot at 140 E Linden is tarred unless he receives quote within his spending limits. Motion by Kvam, seconded by Jacoby to approve construction permit for 99 Railway Avenue. Motion passed unanimously.

96 Park View Drive – landscaping

Motion by Jacoby, seconded by Kvam to table until Engineer can review, and stakes need to be placed. Motion passed unanimously. Lammers is to ask DNR to stake the ordinary high-water line (OHWL), and to ask Otter Tail County to meet planning commissioners at the site. Ohman made a friendly amendment to add a follow up action plan. Motion passed unanimously.

1011 East Scharf Ave, landscaping

Tabled the discussion as we did not have enough information.

Lawrence Lake Acres 1<sup>st</sup> Addition, Block 2, Lot 4, Glenn St, new home

Questioned if they had a grade and fill permit and if they were putting in a culvert and driveway. Motion by Jacoby, seconded by Kvam to approve permit with the purchase of a grade and fill permit approved by City Clerk-Treasurer Julie Lammers. Motion passed unanimously.

Active Construction Permits

Discussed turning over shoreline management permits to Otter Tail County. Discussed the need to replace Neil Wothe as the construction permit volunteer inspector. Motion by Ohman, seconded by Jacoby to approve Judy Kvam and Bruce Albright to replace Wothe until the end of 2024. Motion passed unanimously.

Grade and Fill Permit

96 Park View Drive, -145 Cubic Yards

Motion by Ohman, seconded by Kvam to table until next month after OHWL is marked and we have more information. Motion passed unanimously.

**Old Business:**

Ordinances

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

This is a work in progress and will be discussed next month.

Shoreline Management Ordinance

Kvam presented a draft copy and will attempt to complete it by next month's meeting.

Updated Vergas Basic Code

This is a work in progress and will be discussed next month.

Nuisance Properties within Vergas

Reviewed the nuisance properties. Motion by Jacoby, seconded by Kvam to remove 101 n Railway Avenue, to send certified letters to all others and to send a letter to 339 E Frazee Ave. Motion passed unanimously.

Vergas Zoning Map

This is a work in progress and will be discussed next month.

Gravel Pit Survey

Green stated this is almost complete and will be discussed at next month's meeting.

**New Business**

Sunset Strip

Greene reviewed 2 layouts for making Sunset Strip a street. This plan was sent back to the Streets, Sidewalks and Yard Waste to review.

W Lake Street

The Council has asked Widseth to file a grant application for upgrading W Lake Street.

Dispensary Location in Vergas

Discussed and stated all businesses allowed by Council should be placed in the commercial district. Commissioners are seeking direction from the City Council.

Cats

Discussed the need for animal control in Vergas. There is a feral cat program run through Otter Tail County Public Health and Otter Tail County Humane Society. Commissioners had no interest in a feral cat program. Council needs to add animal control to the Council Portfolios and have guidelines. A sample ordinance may need to be reviewed.

Adjournment

The meeting adjourned at 8:11 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

*Follow Up Actions:*

Snow emergency routes.

Review and update Ordinance 72.

Updated Shoreline Management Ordinance (Lammers & Kvam)

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

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

Dufrane to review nuisance ordinance.

Lammers to set up OHWL marked at 99 Park View.

Lammers to call Otter Tail County to discuss 99 Park View and 1011 Scharf Ave.

Lammers to call Otter Tail County regarding them taking over our shoreline management permits.

*Council recommendations:*

Animal Control.

Directions for Dispensary.