

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, November 27, 2023

6:00 pm

Vergas Event Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, November 27, 2023, with the following members present Bruce Albright, Judy Kvam, Alex Ohman, Rebecca Hasse and Robert Jacoby. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green and Engineer Jeff Hattlewick.

### **Call to Order**

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

### **Agenda Additions and Deletions**

Approved agenda as presented.

### **Minutes**

Motion by Kvam, seconded by Hasse to approve minutes for October 23, 2023. Motion carried.

### **Status of Council Recommendations**

The Nuisance Property letter was approved to be sent to 280 1<sup>st</sup> Ave S. Property owner removed vehicle from property before letter could be sent. The Gravel Pit Survey was approved by the council and council approved stipulation of no permit being issued until grass and trees are planted.

### **Construction Permits**

#### Active Construction Permits

Rebecca Hasse stated the Vergas Assisted Living has completed their permit. Albright and Kvam will review permits before our January meeting.

### **Old Business:**

#### Ordinances

##### Streets & Sidewalks

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

##### Ordinance Culverts, Right-a-way permit, Ordinance 151.32, 79, 85 and 93

Lammers provided rough draft. Commissioners asked to have road culverts added to ordinance and to remove exceptions for ordinance. Lammers will update for the January meeting.

##### Shoreline Management Ordinance

Kvam provided a rough draft. Commissioners decided to review at the December Planning Meeting. Lammers has spoken with Chris LeClair, Otter Tail County, and he is working with the County Attorney on if they can legally take over the Vergas lake shore permits.

##### Subdivision Control – Appendix III: Minimum Road Standards

The Vergas Street Committee requested adding to the minimum road standards: Existing streets are exempt from minimum road standards and streets do not require bituminous surface or curb and gutter until over 60% of properties are established and property owners petition city for bituminous surface.

Commissioners questioned the following:

The current ordinance states developers need to pay for curb, gutter and paving of street: why are we not asking developers for a bond to pay for surfacing street.

How does ordinance 152.06, which states 33 feet of right of way, affect this appendix?

What is the definition of an alley? Why is Sunset Strip not an alley?

Are we causing more problems in the future if we exempt existing streets from minimum road standards?  
Sent this back to the street committee to review.

Updated Vergas Basic Code

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

Nuisance Properties within Vergas

280 1<sup>st</sup> Street has removed the pickup. Albright asked if he and DuFrane could visit these people and discuss the ordinances with homeowners. Albright would need Council approval to visit with homeowners. Motion by Ohman, seconded by Kvam to recommend to Council to take the strongest action possible regarding debris at 339 E Frazee Ave. Motion passed unanimously. Motion by Ohman, seconded by Hasse to send 101 E Mill St a letter as they are in violation of ordinance of 91.13 and 92.16E. Motion passed unanimously. Motion by Kvam, seconded by Hasse to send letters to 600 E Frazee Ave for unlicensed vehicles as they are in violation of ordinances 92.19 and 92.20. Motion passed unanimously. Motion by Kvam, seconded by Hasse to send letters to 224 W Main Street for unlicensed vehicles as they are in violation of ordinances 92.19 and 92.20. Motion passed unanimously. Motion by Ohman, seconded by Kvam to send letters to 415 S Unit Avenue for unlicensed vehicles as they are in violation of ordinances 92.19 and 92.20. Motion passed unanimously.

Vergas Zoning Map

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

Sunset Strip

Waiting for Widseth to stake before proceeding.

W Lake Street

Waiting for Widseth to stake before proceeding. Property owners have questions if their fence is in the easement area. Green stated he would have the survey crew locate the fence in survey.

**New Business**

December Meeting

Motion by Kvam, seconded by Ohman to move the December meeting to Monday, December 18, 2023 at 6 pm due to the regularly scheduled meeting being on Christmas. Motion passed unanimously.

**Adjournment**

The meeting adjourned at 7:35 pm.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

*Follow Up Actions:*

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

Lammers provide updated basic code at January meeting.

Letters sent to nuisance properties.

Commissioners read and make recommendations for shoreline management ordinance for December Meeting.

*Council recommendations:*

Council to take the strongest action possible regarding debris at 339 E Frazee Ave.