

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, July 22, 2024

6:00 pm

Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, July 22, 2024, in a hybrid meeting at the Government Services Center with the following members present: Jim Courneya, Shane Hasse, Rebecca Hasse and Alex Ohman. Absent: Bruce Albright. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens A.J. Bunkowske, Jackie Bunkowske, Connie Lee, Elizabeth Simmon, Steven Jacobson and Cathleen Moe.

**Call to Order**

Vice Chairman Alex Ohman called the meeting to order at 6:00 pm.

**Agenda Additions and Deletions**

Motion by Courneya, seconded by R. Hasse to approve agenda with following addition: 2 construction permits and chicken ordinance.

**Minutes**

Motion by R. Hasse, seconded by Courneya to approve minutes for June 24 2024. Motion passed unanimously.

**Status of Council Recommendations**

Lammers updated planning commission members on the council discussion regarding Lake Shore Management ordinance and Vergas Basic Code. The council expressed appreciation to the planning commission on their work with the construction permits and would like the fine to stay as is by doubling when work is done before permit is applied for or approved.

**New Business**

Attached Accessory Structures

Tabled discussion until the next meeting when members had a chance to review information.

Chicken Ordinance

Cathleen Moe stated she has received a letter stating she cannot have chickens and would like the ordinance changed as there are a number of homes in this farming community with chickens. Motion by Ohman, seconded by R. Hasses to amend ordinance 91.04 and to add the following with all chickens licensed in the same manor cats and dogs : Chickens: The following requirements shall be met in order to keep chickens on a parcel within the city:

1. No more than four (4) chickens shall be kept on the premises;
2. Chickens shall be kept in a coop or attached coop run/enclosed at all times;
3. No roosters shall be kept on the premises;
4. The premises must be located in a Single and Two-Family Residential (R-1) or Limited Multiple-Family Residential (R-2) zoning district; and
5. The premises must have a lot area of at least five thousand (5,000) square feet.

Lammers questioned if we could license the property instead of each individual chicken. Motion to amend motion by Ohman, seconded by R. Hasse to license property instead of each chicken. Motion passed unanimously. The amendment passed unanimously.

**Old Business:**

Ordinances

There are a few committees that have not finished their updates. Hopefully we will be able to complete this by our August meeting.

Lake Shore Management Ordinance

Albright and Lammers have met with Otter Tail County regarding the Lakeshore management ordinance. Lammers is working on a document updating our Lakeshore management ordinance and will have it for the Planning Commission at the August meeting.

Nuisance Properties within Vergas

Discussed nuisance properties and cleared all properties except chickens at 101 E Mill St. Motion by Ohman, seconded by R. Hasse to recommend to Council to allow chickens until ordinance is reviewed. Motion passed unanimously.

### Vergas Zoning Map

This is a work in progress. Commissioners asked Lammers to invite the EDA to the August meeting to discuss the Vergas zoning map.

### 2024 Planning Commission Budget

Discussed 2025 budget and commissioners approved proposed budget of \$65,500.00 for Lammers to present to 2025 budget committee. Budget broken down to \$3,500 for payroll (14 meetings), \$1,000 for GIS System, \$2,000 for form updating, and \$59,000 for engineering.

### **Construction Permits**

#### Permits needing approval.

Motion by R. Hasse, seconded by Ohman to approve 92 Park View Dr steps to beach contingent on WCA approval. Motion passed unanimously.

Motion by R. Hasse, seconded by S. Hasse to approve 1220 Scharf Ave E to have shouse moved onto the property contingent on WCA approval. Motion passed unanimously.

Motion by Ohman, seconded by Courneya to approve 1050 Scharf Ave E to construct a home on lake lot contingent on WCA approval and payment. Motion passed unanimously.

Motion by Courneya, seconded by Ohman to approve 820 Scharf Ave E to remove stairs and replace with deck on front of house contingent on WCA approval. Motion passed unanimously.

#### Active Construction Permits

Albright and Courneya will meet to update closed permits for both grade and fill and construction permits.

### **Adjournment**

Motion by Courneya, seconded by R. Hasse to adjourn at 6:55 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

#### *Follow Up Actions:*

Public Hearing Notices, Newsletter, Frazee-Vergas Forum and send letters.

Albright and Courneya update grade and fill and construction permit spreadsheets regarding closed permits.

#### *Council recommendations:*

Update Chicken ordinance.