

Planning Commission
2021 May Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, May 24, 2021

1. Call to Order

2. Agenda Additions or Deletions

88 Park View Drive

Veteran's Memorial

3. Minutes - April 26, 2021

4. Status of Recommendations to City Council

5. Construction Permits

- a. 230 East Frazee Ave - Pickleball Courts
- b. 620 East Scharf Ave - cement pad for picnic table
- c. 130 E. Main Street - 2 windows, steel roof on garage and overhang
- d. 1156 Frazee Ave, parking pad

6. Variance

806 Scharf Ave E

7. Old Business

Nuisance Properties

Comprehensive Plan

Townline Road Dedication

E Lake Street Dedication

8. New Business

Conditional Use Permit Complaint

Eva and Diane Avenue Assessment request

Member

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**Planning Commission
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3. Minutes - April 26, 2021

Files Attached

- 04-26-2021 Planning Commission Meeting minutes.pdf

CITY OF VERGAS
PLANNING COMMISSION MINUTES
Monday, April 26, 2021
6:00 pm
Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, April 26, 2021 at 6:00 pm at the Vergas Event Center and on Zoom with the following members present: Bruce Albright, Van Bruhn, Robert Jacoby, Natalie Fischer and Paul Pinke. Absent: None. Also, present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, and Barbie Porter of the Frazee-Vergas Forum.

Bruce Albright opened the meeting at 6:00 pm.

Addition of 330 S Pelican Avenue construction permit added to agenda.

Motion by Fischer, seconded by Pinke to approve the minutes of the March 22, 2021 meeting. Motion passed unanimously.

Status of Recommendation to City Council

Interim Use Permit has been approved for Mark Sand and Gravel. The performance bond has been changed to \$100,000 for 2022.

Approved resolution for grant from Otter Tail County.

Construction Permits

Council approved a variance for a residence to put a shed on a property without hearing or having resident file for a permit. City Attorney has advised the Planning Commission to do one of the following things: recommend to Council to allow sheds of a certain size to be allowed, add to the ordinance to allow a certain size shed with a yearly variance until a home is build on the lot or change the ordinance to state sheds of a certain size can be placed on a lot for a time period. Currently the Planning Commission and the Council can approve construction permits but planning commission is responsible for planning and zoning. Discussed conforming and nonconforming construction permits. Motion by Fischer, seconded by Pinke to recommend to Council to have Council or Planning Commission to approve conforming permits but all nonconforming construction permits must be approved by Planning Commission. Motion passed unanimously. Motion by Pinke, seconded by Bruhn to recommend to Council allow movable sheds less than 150 square feet be placed on lots without living quarters for a maximum of 2 years. Motion passed unanimously.

Moved permit for 88 Park View Drive to later in the meeting to wait for owners to attend meeting.

Reviewed construction permit for 100 S Railway Avenue for a commercial building. Motion by Fischer, seconded by Pinke to approve permit contingent on the correct amount of parking spaces is confirmed. Motion passed unanimously.

Reviewed 840 E Scharf Ave for a construction permit for a shed. Motion by Pinke, seconded by Bruhn to approve permit. Motion passed unanimously.

Reviewed 330 S Pelican Avenue construction permit for concrete deck. Motion by Pinke, seconded by Bruhn to approve permit once impervious surface ratio is confirmed. Motion passed unanimously.

Old Business:

Discussed nuisance properties within the City. Spreadsheet with pictures of properties were given to the Planning Commission by the Utilities Superintendent. 350 S Pelican Avenue is in a process to have cleaned up thru the court order and the City will be having a licensed inspector inspect the building. Discussed other properties (spreadsheet

attached). Discussed banner flying at 131 E Mill St which cannot be addressed due to freedom of speech. Motion by Pinke, seconded by Fisher for City to send letters to all properties except 411 W Lake Street and 431 Lake St W unless DuFrane can get proof of non-compliance. Motion passed unanimously.

Discussed comprehensive plan and costs of providing the plan. Lammers explained she has spoken with West Central Initiative regarding the comprehensive plan, and they have hired two temporary employees to write comprehensive plans. Planning Commission asked Lammers to investigate West Central Initiative to write comprehensive plan and invite them to next month's meeting.

Albright reviewed Townline Road and the City has not certified the road. Albright has found the pins for the road. Discussed acquiring a 33-foot right-of-way and getting easement from property owners. Discussed needing to pay for the easement and if we really need the easement. City is unable to trim brushes without easement. Need to confirm with Attorney the process to dedicate south half of Townline Road. Motion by Pinke, seconded by Bruhn to recommend to Council to begin the process of dedicating the undedicated part of Townline Road. Motion passed unanimously.

Type one 4-Wheelers cannot legally be driven in town as they can only be driven in the ditch and we do not have ditches. Type two may be driven in town if City designates roads they can drive in town.

73.07 DESIGNATION OF PUBLIC AREAS FOR USE.

(A) The Council may designate areas and exclusive city streets for use of recreational motor vehicles by approval of a resolution by a majority of the members of the City Council. The areas designated may be changed from time to time by the City Council. Any area designated shall be published in the official newspaper of the city in a conspicuous place after the approval. If an area is changed, the change shall be published in like manner in the official newspaper of the city. An up-to-date map of any designated park areas open for recreational motor vehicle use shall be kept on file in the office of the City Clerk, who shall provide on request a copy of the map together with the applicable rules, regulations and this chapter to each person requesting the information from the city.

(B) Unless designated by the City Council as an area for recreational motor vehicles, the use on city park property and city streets shall be unlawful. Further, the use of city parks designated by the City Council shall be in accordance with all of the applicable provisions of this chapter.

Penalty, see ' 10.99

Motion by Bruhn, seconded by Pinke to recommend to Council the type two 4-wheelers are allowed on County Roads (the City truck routes).

New Business

Property owners of 11 lots on Eva and Diane Avenue were not present but they are asking for Assessments to be lowered on their property. They were not present, so no decision was made.

Lammers read our current Grass ordinance. Ordinance §92.38 states "All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of 12 inches in height." Discussed if we should enforce the grass ordinance for landowners are stating it is for farmland. Commissioners will consider for next month's meeting.

Discussed 88 Park View Drive construction permit for paver patio, boulder wall, step, fireplace and beach sand. Motion by Pinke, seconded by Fischer to approve construction permit for 88 Park View Drive subject to easements. Motion passed unanimously. Discussed the need for City employees to clean out the easement area. Discussed having easement staked for us to be able to see exactly where easement is. Albright has asked Ulteig for a quote and asked Lammers to get an updated quote from KLJ.

The next meeting will be May 24, 2021 at 6:00 pm. at the event center and on zoom.

Meeting adjourned at 7:45 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer
City of Vergas

Follow Up Actions:

Ness Backhoe to build berm at 88 Park View Drive.

Actions Completed and Removed from Follow up:

4-wheeler laws and regulations.

Lammers will find grants for comprehensive plan.

Planning Commissioners decide priority list for comprehensive plan to be decided at the March meeting.

Contact Meadowland Surveying for a better drawing of Town Line Road.

Council recommendations:

All non-conforming construction permits must be brought to Planning Commission.

Allow temporary sheds for 2 years if under 150 square feet and building with living quarters is built within 2 years.

Begin the process of dedicating the undedicated part of Townline Road.

Type two 4-wheelers are allowed on County Roads (the City truck routs).

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5. Construction Permits

- a. 230 East Frazee Ave - Pickleball Courts
- b. 620 East Scharf Ave - cement pad for picnic table
- c. 130 E. Main Street - 2 windows, steel roof on garage and overhang
- d. 1156 Frazee Ave, parking pad

Files Attached

- Construction Permit 230 E Frazee Pickleball.pdf
- Construction permit 620 E Scharf.pdf
- Construction permit 130 E Main St.pdf

Permit Number: _____ Date Received: 5/6/17 Parcel Number: _____

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: Vergas Pickleball Association

Address of Construction Project: 230 E. Frazee

Mailing Address: _____ Phone: 218-841-8026

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

4 Pickleball Courts (concrete) 120x64

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$ 130,000.00

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.

5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

7. APPLICANT'S

SIGNATURE: J Shipman DATE: 4/26/2021

FOR OFFICE USE ONLY

\$ / Water Hook-up

\$ / Sewer Hook-up

\$ 325⁰⁰ Permit Fee

\$ / Tar Break Up Deposit

\$ 325⁰⁰ Total Fees

Receipt # _____ Date Paid 5/6, 20 21 check 10431

____ Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20____
(Permitting Authority)

Date Approved by Council: _____, 20____

Permit expires in one year if project is not complete please reapply for permit.

Permit Number: _____ Date Received: 5/13/201 Parcel Number: _____

Construction Permit Application

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- All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00. SEWER IS \$750.00.

Name of Applicant: Jake Bruhn

Address of Construction Project: Picnic Table

Mailing Address: 620 E Schorf Phone: 701-371-7671

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build
Move

Install

Demolish

Addition
Repair

Alter
Remodel

Description of work to be done:

Picnic Table - commercial grade ix - Tin Can, engraved stone, 200
cubage of Vergas Trail - (cost of table 5150, engraving work \$200)

2. Proposed use of building: (CIRCLE ONE) Residential Commercial Park Recreation

3. VALUATION (not just your cost) of work being completed: \$ 200 estimate

Building Contractor:

Name: Loren Menz License Number: 0001981 Phone: 218-841-5564

Plumber: (must have MN License) cement pad for table & install table

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.
5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT *several Donors*

7. APPLICANT'S SIGNATURE: *[Signature]* DATE: *5/12/2021*

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ _____ Permit Fee \$ _____ Tar Break Up Deposit
\$ _____ Total Fees

Receipt # *129138* Date Paid *May 13*, 20 *21*

Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20__
(Permitting Authority)

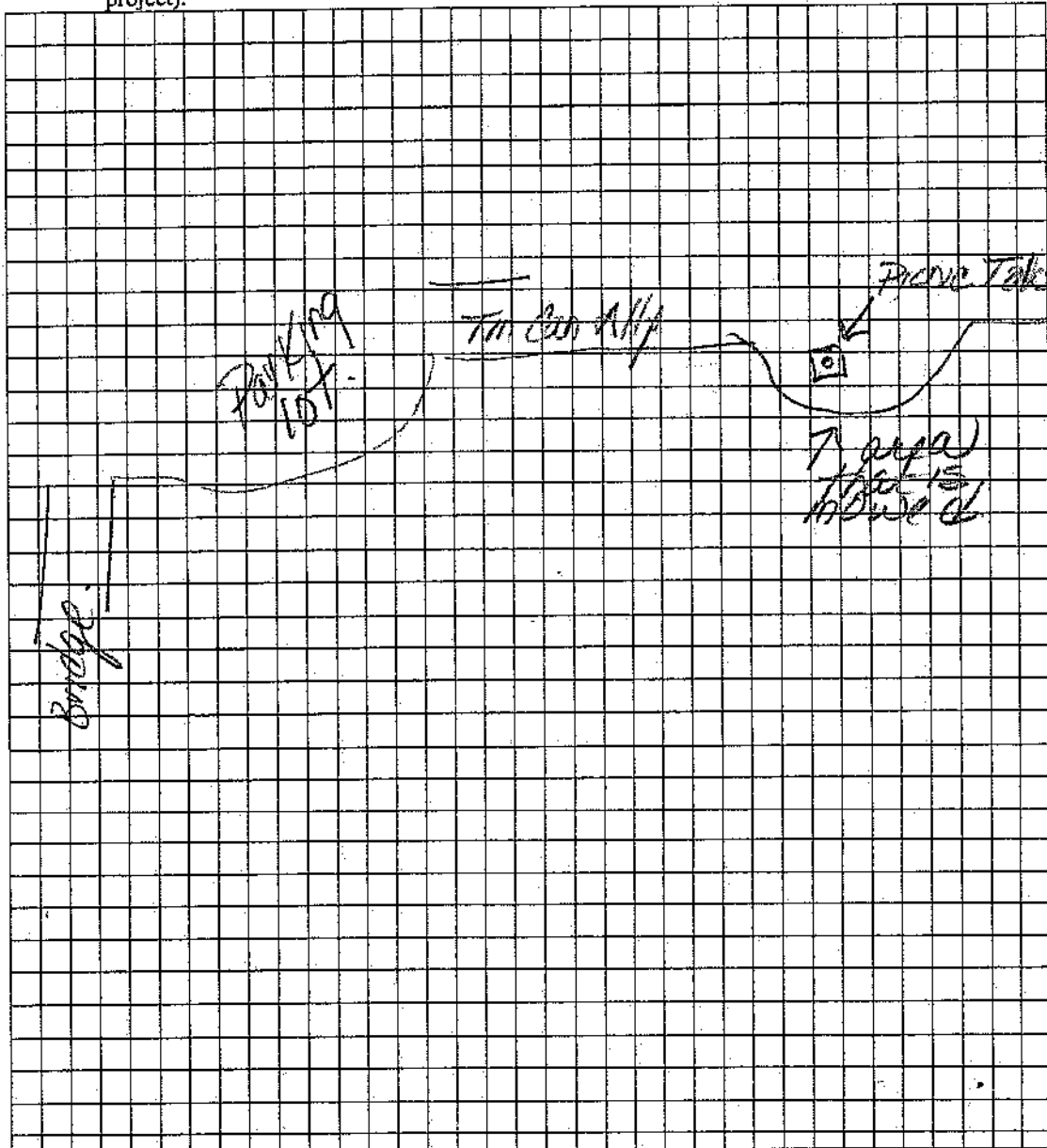
Date Approved by Council: _____, 20__

Permit expires in one year if project is not complete please reapply for permit.

CONSTRUCTION APPLICATION SITE PLAN DESIGN

1. Please identify and describe the work to be covered by the permit for which application is being made on the line provided below:

2. Please sketch the proposed project on the graph below. Describe the land on which the Proposed work is to be done (note the lot size and dimensions and locations of proposed project).



I do hereby say that the facts stated by me in the above site application are true to the best of my knowledge and belief. Please be aware that no construction shall begin until the Zoning official has approved the plans and revisions the site plan if necessary, and has indicated approval to begin.

Signature of Applicant

Date

Zoning Official

Date

Form approved by City of Vergas Council 11/07/2011

Permit Number: 2021-012 Date Received: 5/17/21 Parcel Number: 82000990058000

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
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- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: LAKE COUNTRY PROPERTIES, LLC
DIRK ACKHART

Address of Construction Project: 130 E MAIN ST VERGAS, MN

Mailing Address: 9404th ST N
LAKETON, MN 56075 Phone: (701) 600-3458

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

2x NEW WINDOWS SAME STYLE, STEEL ROOF GARAGE,
PAINT, STEEL ROOF OVERHANG

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$ 2,500.-

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

Form approved by City of Vergas Council 09/12/2017

DON'T MAIL PERMIT / RFR 5.24.21

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.

5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

7. APPLICANT'S SIGNATURE: [Signature] DATE: 5/17/2021

FOR OFFICE USE ONLY

\$ _____ Water Hook-up

\$ _____ Sewer Hook-up

\$ 25.00 Permit Fee

\$ _____ Tar Break Up Deposit

\$ _____ Total Fees

Receipt # 129146 Date Paid May 17, 2021

____ Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20__
(Permitting Authority)

Date Approved by Council: _____, 20__

Permit expires in one year if project is not complete please reapply for permit.

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6. Variance

806 Scharf Ave E

Files Attached

- Application for Variance - 806 Scharf Ave.pdf

Application for Variance
City of Vergas -County of Ottertail
111 E Main Street -PO Box 32
CITY OF VERGAS Vergas MN 56587
218-342-2091

MAY 10 2021

RECEIVED

Application Fee \$ 400.00
Receipt Number _____
Accepted By/Date _____

Applicant's Name DANIEL BENHAM Telephone Home: _____ Cell: 701 371 5969

Address: 1306 Bay View Dr Devils Lake ND 58301

Property Owner's Name JAMES A BENHAM REV TRUST Telephone Home: _____ Cell: _____

Location of Project: 806 SCHAEF AVE E Parcel # R82000500037007

Legal Description:

Section 30 Township 137 Range 040 Lake Number: _____ Lake Name LONG Lake Class _____

Description of Proposed Project: Addition to existing Cabin about 20 feet towards Schaeff Ave E
AND Remodel interior of existing Cabin

Specify the section of the ordinance from which a variance is sought:

151.21 E3b Setback Side yard 10ft

Explain how you wish to vary from the applicable provisions of the ordinance:

Existing Cabin may or may not be 10ft from side yard property line, it is very close to 10 feet
(See Site Plan)

Please attach a site plan or accurate survey as may be required by ordinance.

Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purpose and intent of the ordinance? Yes (X) No () Why or why not?
The ordinance was created after the property line was created. Now conforming
2. In your opinion, is the variance consistent with the comprehensive plan? Yes (X) No () Why or why not?
The addition will only extend on the same lines as the existing cabin. It
will not detract from the visual look of the property
3. In your opinion, does the proposal put property to use in a reasonable manner? Yes (X) No () Why or why not?
This will provide another bedroom for the family to use
4. In your opinion, are the unique circumstances to the property not created by the landowner? Yes (X) No () Why or why not?
The lot line was created when the old resort cabins were parcelled out for sale in the
late 60's/early 70's
5. In your opinion, will the variance, if granted, alter the essential character of the locality? Yes () No (X) Why or why not?
This will only extend what is already in place

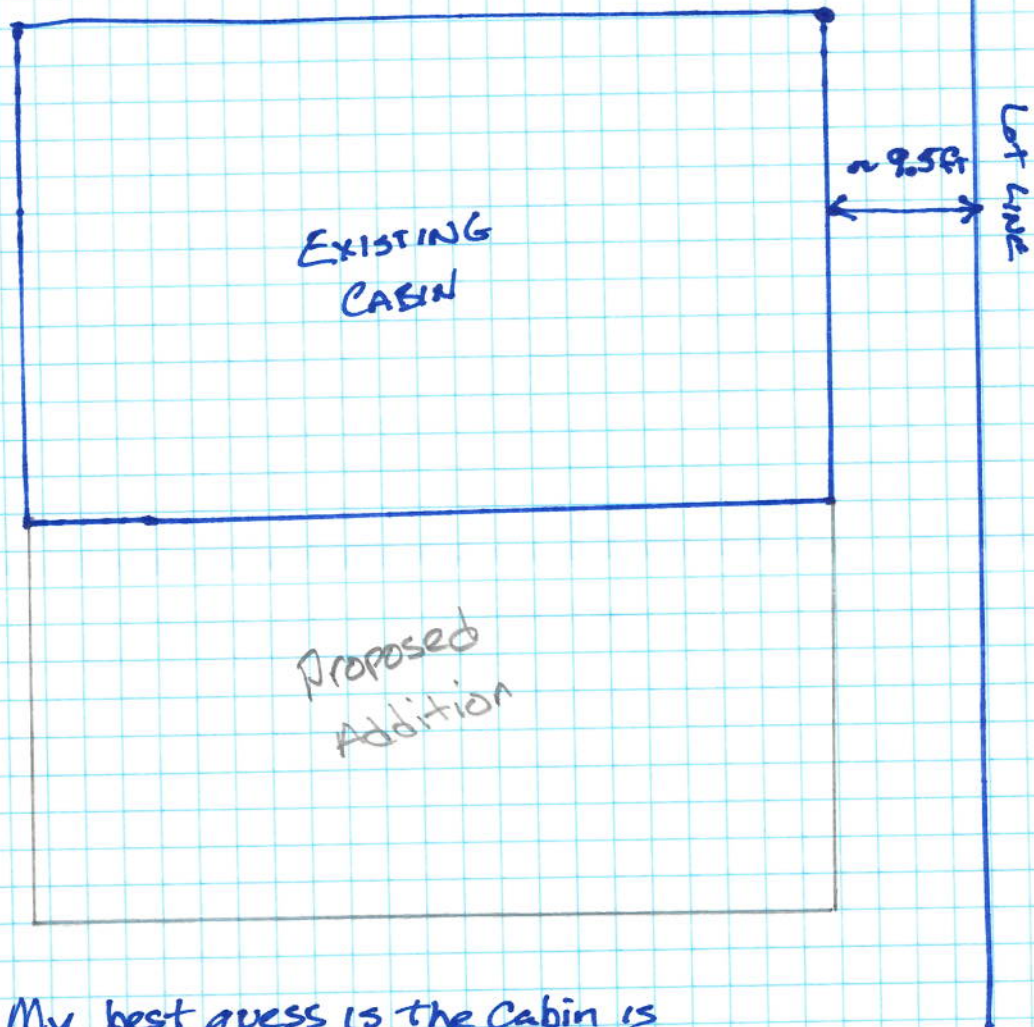
The Planning Commission must make an affirmative finding on all the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature: [Signature]

Date: 5-4-21

Long
LAKE



My best guess is the Cabin is
Approximately 9.5 ft from the
Property line.

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7. Old Business

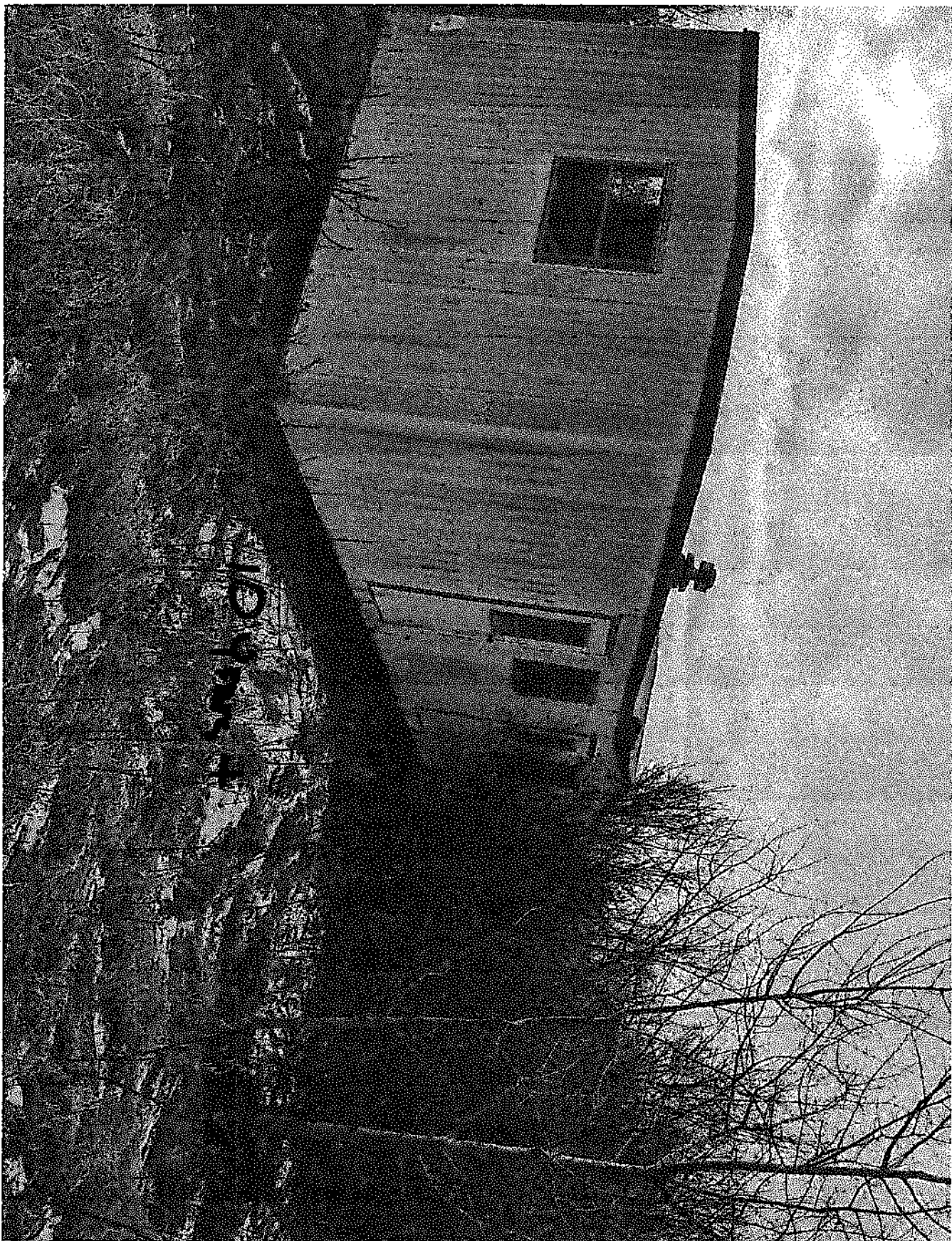
Nuisance Properties
Comprehensive Plan
Townline Road Dedication
E Lake Street Dedication

Files Attached

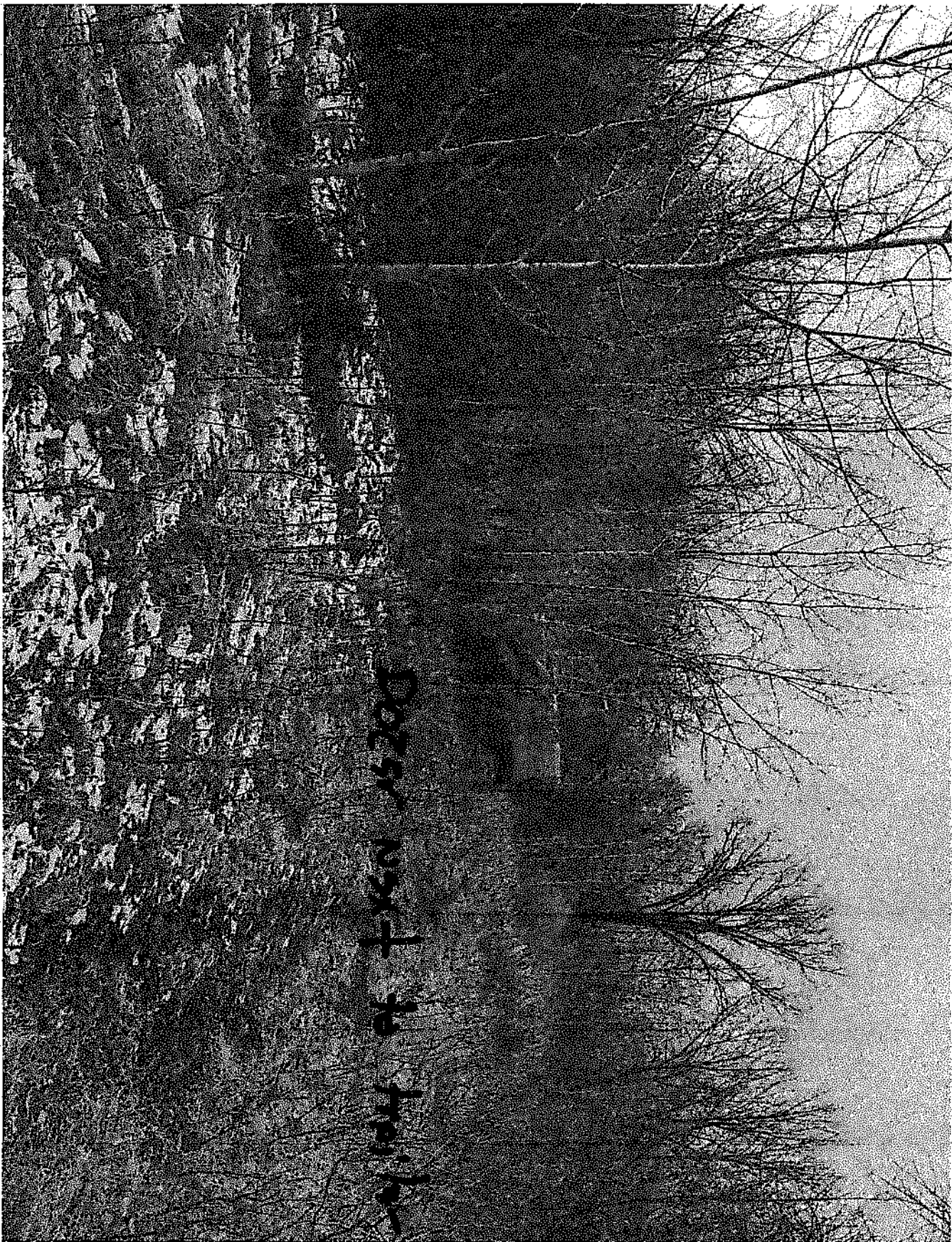
- 2021 April Nuisance Notices.pdf
- Additional Nuisance Properties.pdf
- Vergas Draft Scope of Services - Vergas Comprehensive Plan.pdf

<u>Parcel Number</u>	<u>Owner</u>	<u>Address</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Reason for Letter</u>	<u>Date Letter Sent</u>
82000990127000	Tony Licence	350 S Pelican Ave	350 S Pelican Ave	Vergas	MN	56587	unlicensed vehicles and garbage all over yard	Court Nov. 12, 2019
82000990104000	Laura Osborn	110 E Elm St		Vergas	MN	56587	Unlicensed Vehicle	4/29/2021
82000990155000	James M Endersby	415 S Unit Avenue	PO Box 65	Vergas	MN	56587	Unlicensed vehicles	4/29/2021
82000500009000	Frank & Michelle Vana	606 E Frazee Ave	49272 Cty Highway 17	Vergas	MN	56587	Debris all over yard	4/29/2021
82000990078000	Matt Engebretson	280 1st Ave S	PO Box 285	Vergas	MN	56587	unlicensed cars	4/29/2021
82000990166001	Keith Kuehne	306 E Frazee Ave		Vergas	MN	56587	unlicensed cars	4/29/2021
82000990077000	Pam Franklin	260 1st Ave S	PO Box 205	Vergas	MN	56587	Debris all over yard	4/29/2021
82000990118000	Shelby Olson	131 E Mill St		Vergas	MN	56587	unlicensed car, Debris in yard	4/29/2021
82000500010002	Larry Platt	431 Lake St W	25787 Lida Shores Loop	Pelican Rapids	MN	56572	unlicensed cars	4/29/2021

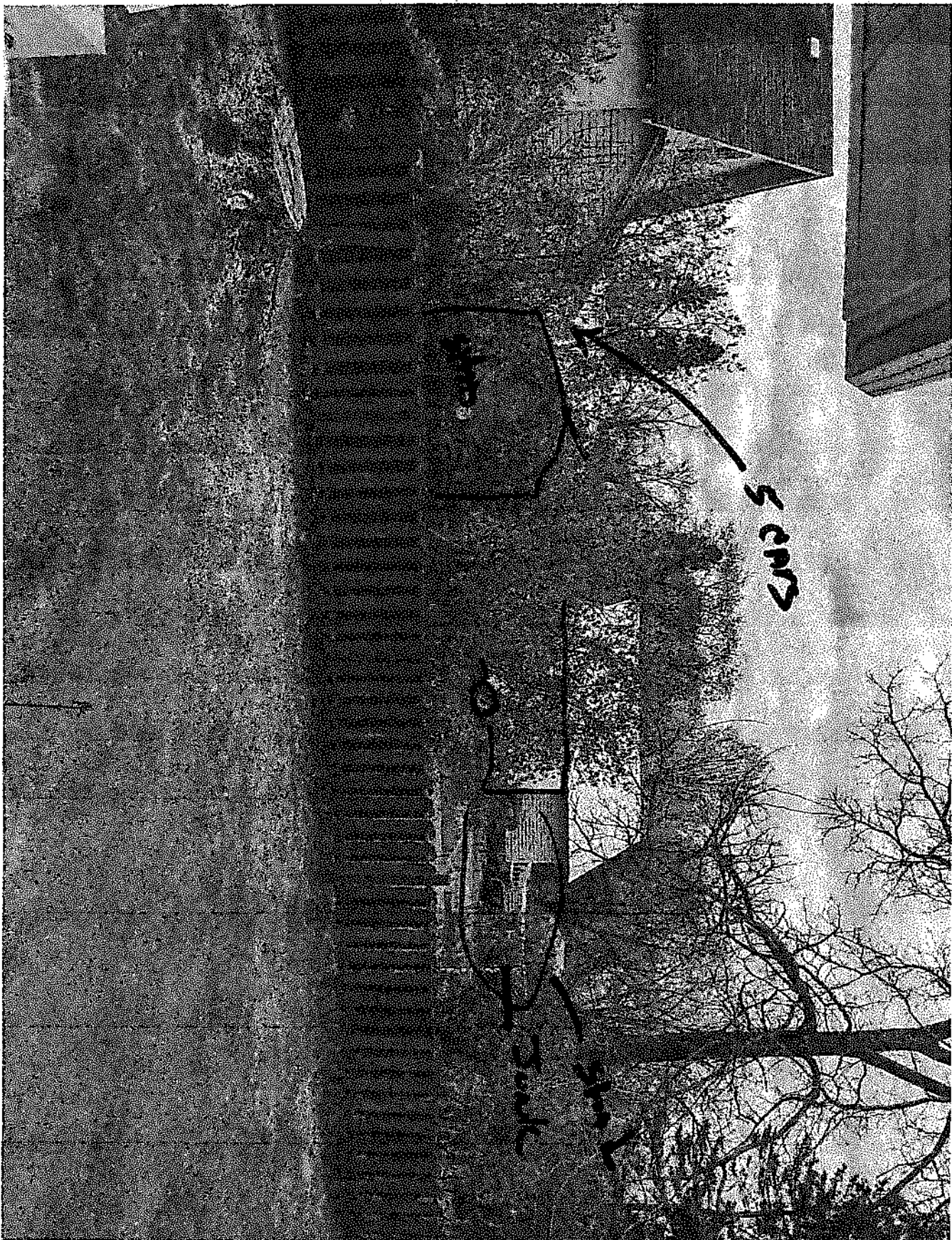
<u>Responses</u>	<u>DATE Planning Commission removed</u>	<u>Date Second Letter Sent</u>
Tony will sign letter to have inspected.		
Working on getting rid of All but 1 vehicle operational.		
Tabs will be on by May 10. 1 vehicle removed by EOM		
Mike stated it was clear of debris		
Licensed/ Removed		
Licensed/ Removed		
Mike stated it was clear of debris		



104ms +







441 Pelican Ave (Hodunefield)

Vergas Comprehensive Plan – Proposed Scope of Work

Overview

What is a Comprehensive Plan?

A comprehensive plan is a guiding document that functions as a blueprint for local government leaders to better plan for changes to the social, economic, physical, aesthetic, and other conditions that impact the community's quality of life and ability to achieve goals.

What Does a Comprehensive Plan Provide?

- An overall community vision with long-term goals and strategies to achieve the goals.
- A plan for public infrastructure and facilities to handle population needs.
- A plan to protect and enhance the environment, historic structures, and special places.
- A strategy to maintain and expand the commercial and economic base.
- Promotion of housing development to meet community needs.
- Any other specific community needs identified during the planning process.

Advantages of Having an Official Comprehensive Plan

- City Council/Planning commission can review and approve plans for consistency with the Comprehensive Plan.
- Local ordinances must be considered for consistency with Comprehensive Plan.
- State agencies must consider the Comprehensive Plan prior to undertaking any activity that would impact it.
- Projects can move forward more quickly with the use of a Comprehensive Plan.
- It opens the door to grant opportunities.
- A plan makes the development process predictable and straightforward for developers, investors and residents.
- A plan provides continuity in the event of changes in leadership and personnel.

How Comprehensive Plans Provide Future Insight

- Taking inventory of available community assets and resources.
- Identifying deficiencies and needs.
- Identifying growth trends and locations where the population is expected to grow.
- Determining the public facility capacity needs to handle growth in these areas (roads, water, wastewater treatment, schools, etc.).
- Identifying service needs of a growing population (education, transportation, housing, etc.).

How Comprehensive Plans Provide a Vision for the Community's Future

- Giving elected officials, appointed boards, state agencies and community groups an agenda of steps they can work to achieve.
- Helping allocate resources efficiently in order to achieve the vision.
- Giving direction for expenditure of public funds on infrastructure, services, and programs.

Content of a Comprehensive Plan

Executive Summary

Planning Process

- What is a comprehensive plan?
- History of planning in Vergas
- The planning process for this comprehensive plan
- Public Process

Community Profile

- Location and regional setting
- Regional maps
- History
- Demographics
- Opportunities and challenges

The Future of Vergas

- Community Vision:

Planning Topics – each section includes an **overview** and **goals and strategies**

- Land Use and Zoning
 - Zoning
 - Future Land Use Map
- Housing
 - Housing Data
- Parks, Recreation and Natural Resources
 - Inventory of trails, campgrounds and parks
 - Map of all trails, campgrounds and parks in town
- Economic Development
 - Economic development data – employers and labor force
- Public Infrastructure, Facilities, and Services
 - Inventory of all publicly owned buildings
- Transportation
 - Inventory of transportation related infrastructure
- Community Vitality
 - Summary of community partners, organizations and events

Implementation

- Using the Plan
- Prioritization
- Action Plan**
 - A matrix of all the goals and strategies
- Tools and Resources

Proposed Schedule

The process will take approximately 6 months to complete.

Months 1-3:

Data and research to complete the community profile and overview for each topic area.

Maps to be created (if GIS files are available):

- Existing Land Use/Zoning
- Future Land Use
- Parks, trails and campgrounds

Identify Comprehensive Plan Task Force (P/Z Commission?) to meet with periodically during the process.

Meeting 1 (Council or Planning/Zoning Commission): Introduction to comprehensive planning, review meetings, discussing public process, review of community survey, identification of issues

Conduct community survey

Conduct public meeting(s) (if desired by city/task force)

Meeting 2: Public meeting

Meeting 3 (Task Force): Review survey and public meeting information, draft vision statement, review data research

Months 3-6

Meet with Task Force to review goals and strategies

Meeting 4 (TF): Goals and strategies: Housing

Meeting 5 (TF): Goals and strategies: Economic development, Infrastructure

Meeting 6 (TF): Goals and strategies: Land use, transportation

Draft Plan

Meeting 7 (TF): Review draft plan

Months 10-12

Present final plan to public. Open house/public hearing

Adoption of the Plan

Meeting 8: Public review

Meeting 9: City Council meeting for adoption

Roles and Responsibilities

City Staff Commitment

Meeting space and refreshments for public meetings
Publish official notice of meetings and public hearing
Broadly advertise public meetings
Provide RNDC with copies of relevant studies, plans and data
Provide available GIS data for map development
Distribute copies of the draft plan to the community as needed
Make plan available on the city website

WCI Commitment

Incorporate a public participation component as directed by the Task Force. Public participation is typically gained by the use of a community survey or community meetings. The Task Force is to determine the method to be used to obtain public participation.

Attend and facilitate up to 10 meetings that include:

- 1 Intro and review community profile/data, discuss public process
- 5 Task force meetings;
- 1-2 Public meetings to develop plan goals and objectives;
- 1 Public hearing/City Council Meeting to review draft comprehensive plan;
- 1 Final draft after public review

Cost of Services

Planning

Mapping (using current data available provided by the City)
Background research and updates
Updating and developing goals and strategies
Developing implementation plan

Meetings

1 Intro and review community profile/data, discuss public process
5 Task Force meetings
1-2 Community Meetings
1 Meeting to review draft with planning commission/city council
1 Public hearing/open house with presentation materials and displays

Document Preparation

Drafting chapters
Document design

Plan Cost: \$6,750

20 hours of meetings

20 hours of collaborative communication outside of meetings

50 hours of research, drafting, and design

Mileage/travel: \$450

Anticipated total: \$7,200

Planning Commission
2021 May Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, May 24, 2021

8. New Business

Conditional Use Permit Complaint

Eva and Diane Avenue Assessment request

Member

Files Attached

- Conditional Use Permit-Tyler Sazama.pdf
- Conditional Use Permit-Tyler Sazama Pictures.pdf

City of Vergas
Conditional Use Permit

IN CONSIDERATION OF The statements and representations made by Tyler Sazama, Applicant (s), whose address is 401 S Pelican Ave Vergas MN 56587 in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Tyler Sazama to operate a firearms-based business out of a home located at 401 S Pelican Ave to include gunsmithing, machining, manufacturing and other metal fabricating activities not related to firearms as plan provided to City, with the following conditions:

- Work and storage are contained in the shed.
- Hours of operation limited to 9 am – 6 pm.
- Cannot result in increased/level of noise.
- Cannot increase volume of traffic than would normally be expected in a residential neighborhood.
- Has obtained the required license/permits necessary for work.
- There can be no change in the outside appearance of building or land or other visible evidence of home business other than one sign that cannot exceed 4 foot square and must be attached flat to shed vs free standing by roadside and cannot be illuminated.

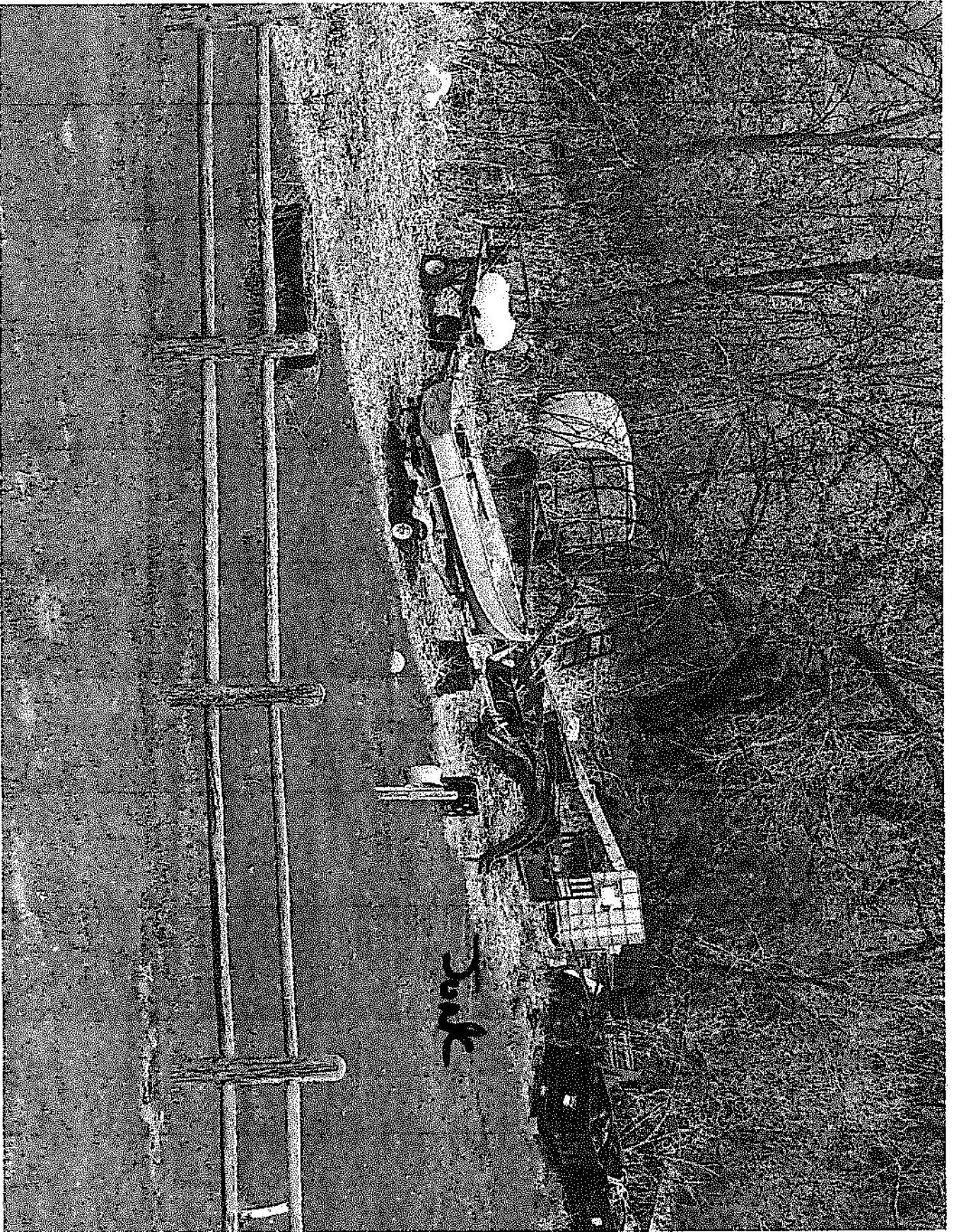
Failure to follow any provision, whether by city observation or substantiated complaints will result in the permit being revoked.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured.

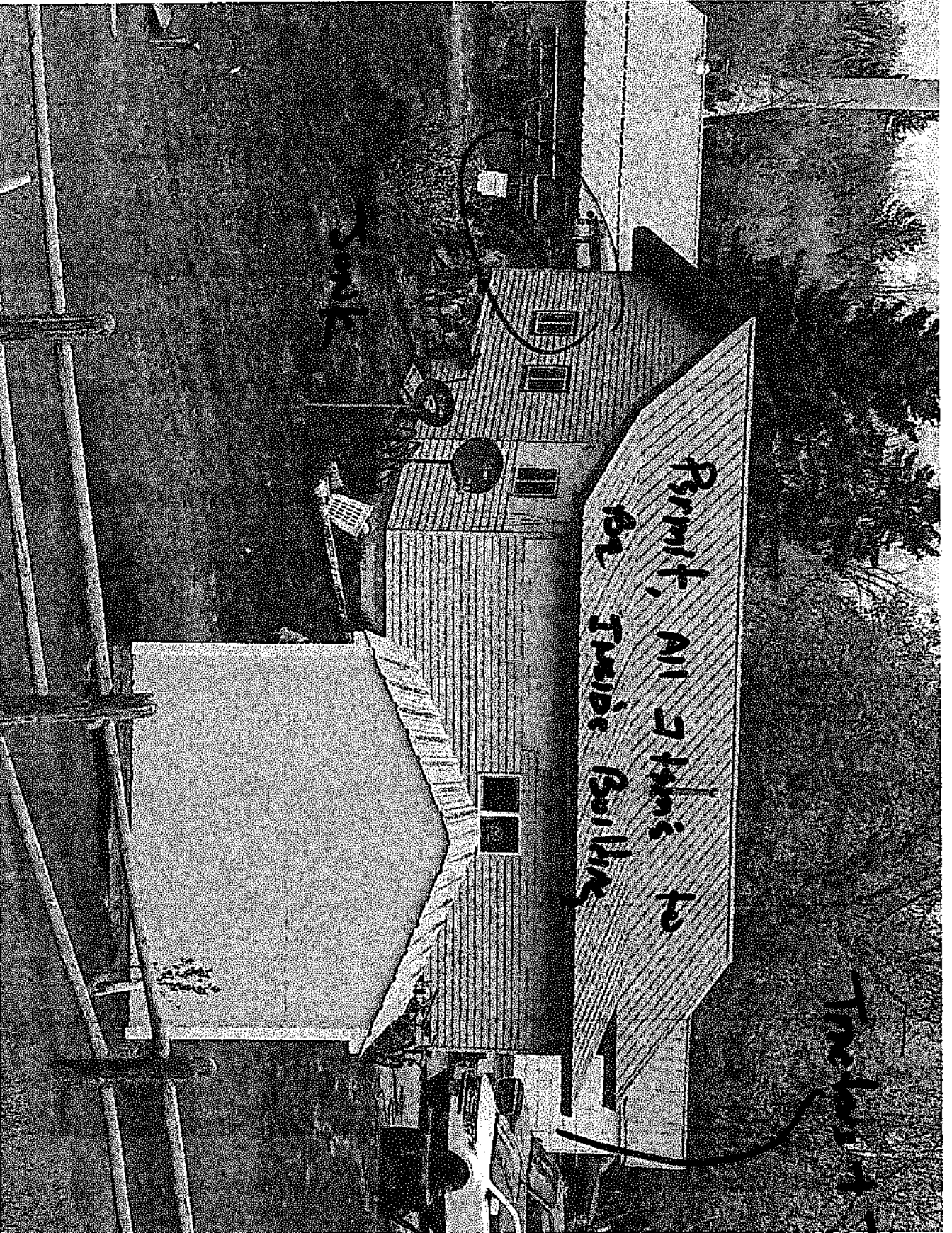
Adopted by the Council this 12th day of August 2019

Dean Haarstick, Mayor

Julie Lammers, City Clerk-Treasurer



401 Pelican Ave (SAZAMA)



Permit, All Plans to
for Inside Building

Sub

Tractor & Sub