

Planning Commission
2021 August Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Monday, August 23, 2021

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes - July 26, 2021

4. Status of Council Recommendations

5. Construction Permits

- a. 1120 E Scharf Avenue - remove large rocks, stumps and install shoreline
- b. 401 W Lake St - 5 windows and 2 storm doors
- c. 108 Park View Dr - siding, windows, shingles and 12x12 shed

6. Old Business

- a. Comprehensive Plan - Form Steering Committee
- b. Nuisance Properties
- c. Grass Ordinance

7. New Business

Close Planning Commission meeting and begin first Comprehensive Plan Steering committee meeting.

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

Files Attached

- 07-26-2021 Planning Commission Meeting minutes.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, July 26, 2021

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, July 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, Neil Wothe and Paul Pinke. Absent: None. Also, present: Clerk- Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane.

Bruce Albright opened the meeting at 6:00 pm.

Agenda changes consisted of the addition Vice Chairperson and 131 East Linden construction permit.

Vice Chairperson position is vacant due to the resignation of Natalie Fischer. Motion by Bruhn, seconded by Pinke to appoint Robert Jacoby as Vice Chairman. Motion passed unanimously.

Albright, due to attending meeting on zoom asked Jacoby to chair the meeting due to some technical issues regarding zoom and he agreed.

Motion by Jacoby, seconded by Pinke to approve the minutes of the June 28, 2021, meeting with the change in follow up actions for Albright to prepare a draft grass ordinance not a grass ordinance. Motion passed unanimously.

Status of Council Recommendations

Lammers reviewed the following Council actions: Council has proceeded with Townline Road dedication and will hold a public hearing on Tuesday, August 10, 2021, at 6:30 pm. Council approved the construction permit for Veteran's Memorial and the proposal of projects on City property was approved.

Construction Permits

151 1st Ave N has applied for a construction permit for siding and signs, Lammers has called for information on the signs but does not know where signs will be placed, size of signs or how many signs. Permit will be brought to council if information is available by August 10, 2021, for approval.

Motion by Bruhn, seconded by Wothe to approve construction permit for 131 East Linden to shingle, windows, siding and general repair. Motion passed unanimously.

Reviewed grade and fill permit for 98 Park View Drive to add approximately 185 yards of black dirt. Motion by Wothe, seconded by Pinke to approve permit with the conditions of section 5.3 of Shoreline Ordinance. Motion passed unanimously.

Old Business:

Nuisance property located at parcel 82000500034000 of an old trailer house was discussed and letter had been sent and response was presented to the commissioners. Commissioners asked Lammers send letter to property owner requesting he purchase a construction permit and put windows in by end of September. Lammers will update planning commissioners regarding property at the September meeting.

Discussed property at 88 Park View Drive and the ability for snowmobiles to come up from the lake in the City trail easement area. Albright and DuFrane will review the area and bring a proposal to the August meeting regarding if there is enough room for snowmobiles to safely drive though City trail easement.

Albright is reviewing grass ordinances from other communities and questions from the Weed Inspector Mayor Julie Bruhn. Albright stated he plans to have a draft ordinance for the August meeting.

Lammers provided the contract for the Vergas Comprehensive Plan to the commissioners. Discussed the process of moving forward with the plan.

New Business

None.

Meeting adjourned at 6:45 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer
City of Vergas

Follow Up Actions:

Albright to prepare a draft grass ordinance.

Lammers contacts the county regarding building by the lake.

Lammers send letter to parcel 82000500034000 regarding nuisance mobile home.

Actions Completed and Removed from Follow up:

None.

Council recommendations:

None.

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5. Construction Permits

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- b. 401 W Lake St - 5 windows and 2 storm doors
- c. 108 Park View Dr - siding, windows, shingles and 12x12 shed

Files Attached

- Construction Permit 108 Park View Dr.pdf
- Construction Permit 401 W Lake St.pdf
- Construction Permit 1120 E Scharf Ave.pdf

Permit Number: _____ Date Received: _____ Parcel Number: 82-000 990177030

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: Eric and Brenda Krueger

Address of Construction Project: 108 Park View Dr Vergas, MN 56587

Mailing Address: Same Phone: 701-306-6038

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:

New Siding, Windows, Shingles and 12X12 Shed
near lake for Lake Property Storage

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

3. VALUATION (not just your cost) of work being completed: \$ 40,000

Building Contractor:

Name: KTH Const License Number: 40705 Phone: 701-212-7554

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

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

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: E. W. [Signature] DATE: 8-5-21

FOR OFFICE USE ONLY

\$ _____ Water Hook-up

\$ _____ Sewer Hook-up

\$ 100.- Permit Fee

\$ _____ Tar Break Up Deposit

\$ 100.- Total Fees

Receipt # 144467 Date Paid Aug 11, 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.

Permit Number: _____ Date Received: 8-11-2027 Parcel Number: 82000500010000

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: Sandra Grow

Address of Construction Project: 401 Lake St west

Mailing Address: PO Box 156 Phone: 218-841-3825

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build	<u>Install</u>	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

5 new windows 2 storm doors

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

3. **VALUATION** (not just your cost) of work being completed: \$ 2000.00

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

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Permit Number: _____ Date Received: _____ Parcel Number: 8200099027000

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 2, Block 1, Addition Heilley Shores 2nd Addn.
Property: Width 100 feet, Length 180 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: Mick Johnson

Address of Construction Project: Parcel # 8200099027000 - 1120 E Sharf Ave

Mailing Address: 24647 E 1500 N Rd Phone: 309-830-7110
Fairbury, ZI 61739

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build	Install	Addition	<u>Alter</u>
Move	Demolish	Repair	Remodel

Description of work to be done:

To Remove Excess Large Rocks, Remove Stumps, Install Shoreline Erosion Control

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

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

Building Contractor:

X Name: Torrey Semrenberg 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

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: Neil John DATE: 8-11-21

FOR OFFICE USE ONLY

\$ _____ Water Hook-up

\$ _____ Sewer Hook-up

\$ 25⁰⁰ Permit Fee

\$ _____ Tar Break Up Deposit

\$ 25⁰⁰ Total Fees

Receipt # 144469 Date Paid 8/16, 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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