

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

1. **Public Hearing -Extension of Genn Street**
2. **Public Hearing - zoning change or conditional use permit**
3. **Call to Order**
4. **Agenda Additions or Deletions**
5. **Minutes**
  - August 22, 2022
  - September 8, 2022
6. **Status of Council Recommendations**
  - A. Mark Sand and Gravel Variance
  - B. Conditional USe Permits
7. **Construction Permits**
  - Permits approved by City Clerk-Treasurer**
    - a. 105 E Main St, Sign for MW Pastry
    - b. 320 S Pelican Ave, steel roof and chimney repair
  - Permits for approval**
8. **Old Business**
  - A. Conditional Use Permit
    - 1. 235 E Frazee Avenue
    - 2. Parcels 82000500027009 and 8200050002700008
  - B. Nuisance Properties
    - 1. 130 E Elm St
    - 2. 131 E Mill St
9. **New Business**
  - A. Gravel PIIt Ordinance

# Table of Contents

1. Public Hearing -Extension of Genn Street.....	3
2. Public Hearing - zoning change or conditional use permit.....	5
5. Minutes.....	7
6. Status of Council Recommendations.....	12
7. Construction Permits.....	13
9. Old Business.....	22
10. New Business.....	28

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

**1. Public Hearing -Extension of Genn Street**

---

**Files Attached**

---

- 09-26-22 PUBLIC HEARING NOTICE Extension of Glenn St.pdf

## **VERGAS PLANNING COMMISSION**

### **PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a Conditional Use Permit on parcel 82-000-50-0024-000 Section 24, Township 139, Range 40. This will allow the extension of Glenn Street to connect with W Lake Street.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 Ext. 1 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:00 p.m. on Monday, September 26, 2022, attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the Vergas Event Center Council Chambers.

Julie Lammers  
City Clerk-Treasurer

.....  
Please Publish Frazee-Vergas Forum September 13 and 20, 2022

AFFIDAVIT REQUIRED: Please send to – City of Vergas  
Attn: Julie Lammers  
City Clerk-Treasurer  
P O Box 32  
Vergas MN 56587

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

**2. Public Hearing - zoning change or conditional use permit**

---

**Files Attached**

---

- 09-26-22 PUBLIC HEARING NOTICE Conditional Use and-or Zoning Change.pdf

**VERGAS PLANNING COMMISSION  
PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a updating the Vergas Zoning or giving a conditional use permit regarding to the following parcels 82-000-50-0027-009 Section 25,Township 137, Range 41; 82-000-50-0027-008 Section 25,Township 137, Range 41 (located on the corner of Hwy 4 and 35). This will change the current residential zoned properties to commercial zoning or give property owner a conditional use permit for the property listed.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer, drop off at City Office 111 Main St Vergas Mn, mail to PO Box 32 Vergas MN 56587-0032 or email [jlammers@cityofvergas.com](mailto:jlammers@cityofvergas.com), prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 Ext. 1 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:30 p.m. on Monday, September 26, 2022, attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the Vergas Event Center Council Chambers.

Julie Lammers  
City Clerk-Treasurer

Please Publish Frazee-Vergas Forum September 14, 2022 and September 22, 2022

AFFIDAVIT REQUIRED: Please send to – City of Vergas  
Attn: Julie Lammers  
City Clerk-Treasurer  
P O Box 32  
Vergas MN 56587

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

**5. Minutes**

---

August 22, 2022  
September 8, 2022

**Files Attached**

---

- 08-22-2022 Planning Commission Meeting minutes.pdf
- 09-08-2022 Planning Commission Meeting minutes.pdf

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, August 22, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, August 22, 2022, at 6:00 pm as a hybrid meeting with the following members present: Bruce Albright, Van Bruhn, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Jeff Kuhn, Keith Bunkowske and Shelley Bunkowske.

### **Public Hearing – Mark Sand and Gravel**

Chairperson Bruce Albright opened the public hearing at 6:00 pm and reviewed the request for the variance.

Public Hearing regarding a Variance for Mark Sand and Gravel on parcel 82-000-50-0022-000 Section 25, Township 137, Range 41. This will allow the gravel pit to be in compliance for the aggregate mining area (giving Mark Sand and Gravel time to reclaim the area of the pit which was dug before ordinance was intact) as addressed annually with their Interim Use Permit.

Chairperson Bruce Albright closed the public hearing at 6:09 as there were no public discussion.

### **Call to Order**

Chairman Bruce Albright called meeting to order at 6:10 pm.

### **Agenda Additions and Deletions**

Approved agenda as with following deletions: Developers Notice Policy

### **Minutes**

Motion by Jacoby, seconded by Pinke to approve minutes for Monday, July 25, 2022 with the change in location of Albright from Lake of the Woods General Store to Lake of the Woods Prothero's Rest General Store. Motion passed unanimously.

### **Status of Council Recommendations**

There were no recommendations to Council.

### **Construction Permits**

#### Approved Permits by City Clerk-Treasurer

- a. 158 Main St, replace concrete from broken curb stop repair
- b. 606 Frazee Ave, repair roofing
- c. 1166 E Frazee Ave., shingle house

### Grade and Fill Permit

Commissioners discussed permitting process: City of Vergas is responsible for everything above the ordinary high-water mark and MN DNR is responsible for everything below the ordinary high-water mark.

Motion by Bruhn, seconded by Jacoby to approve the seven grade in fill permits for parcels: 82000990275000, 82000990276000, 82000990277000, 82000990278000, 82000990279000, 82000273000 and 82000990274000 (all located along E Scharf Avenue in Vergas by moving dirt, stumps and leveling lots. Motion passed unanimously.

Jacoby discussed Shoreline Ordinance 5.32. Lammers stated she would email the ordinance to Shelley Bunkowske.

### **Old Business:**

#### Mark Sand and Gravel Variance

Albright questioned the number of active acres. Commissioners were concerned with the pit staying out of compliance and not having a representative of Mark Sand and Gravel attend the hearing.

Motion by Jacoby, seconded by Bruhn to recommend to Council to deny the variance. Motion passed unanimously.



Nuisance Properties

DuFrane provided pictures of nuisance property a complaint had been filed on. Motion by Pinke, seconded by Jacoby to send nuisance letter to 1166 E Frazee Avenue. Motion passed unanimously.

**New Business:**

None.

Meeting adjourned at 6:50 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

350 Pelican Avenue construction assessment (Tanya at Otter Tail County HRA)

Snow emergency routes.

Review camper ordinance.

Review and update Developers Notice Procedure

Review and update Ordinance 85 regarding culverts.

Council recommendations:

Deny variance to Mark Sand and Gravel.

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Thursday, September 8, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Thursday, September 8, 2022, at 6:00 pm as a hybrid meeting with the following members present: Bruce Albright, Van Bruhn, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Kyle Schrupp, Neil Strawhorn, Steve Odegard, Robin Hanson, Carol Albright, Jeff Hatlewick, Elliot Steinbrink, Maria Roesch, Carol Sharp, Ronola Richards, Shane Poss, Judith Jacobs and George Jacobs.

### **Public Hearing – Zoning Map**

Chairperson Bruce Albright opened the public hearing at 6:00 pm and reviewed the request for the changes in the current zoning map from residential to commercial properties.

Maria Roesch, Relator and Elliot Steinbrink, proposed contractor for property located on parcel 82-000-50-0027-009 reviewed project being proposed on parcel 82-000-50-0027-009. They would like to build an office building in the spring of 2023 and expand to commercial condos in the future. Parcels are approximately 6.6 acres. This area is currently not served by city water and sewer and citizens questioned if water and sewer would be brought into the area. City Council will need to make this decision in the future regarding water and sewer – this does not pertain to zoning. Roesch stated there is currently a well on the property. Bruce Albright reviewed the need for property to be built in compliance with both the City of Vergas zoning ordinances and the shoreline ordinance as it is within 500 feet of Loon Lake. Carol Albright expressed concerns about commercial property being so close to residential homes. Kyle Schrupp questioned the amount of people being brought into the area and how many condos would fit on this property. Steinbrink stated this building will be set up to be aesthetically pleasing and will plant trees to limit impact. Neil Strawhorn stated the zoning requirements is part of the reason people want to live in Vergas; it is not good for the community to have individual parcels zoned differently than neighboring properties. Poss questioned if parcel 82-000-50-0027-008 would also be changed? Roesch stated they would like to change both lots to commercial. To change the second parcel another hearing will need to be held. This hearing may only decide the change on parcel 82-000-50-0027-009.

Chairperson Bruce Albright closed the public hearing at 6:35 pm.

### **Call to Order**

Chairman Bruce Albright called meeting to order at 6:36 pm.

### **Agenda Additions and Deletions**

Approved agenda as with following additions: construction permits, grade and fill permits and location of shed at 311 Park View.

### **Construction Permits**

#### Approved Permits by City Clerk-Treasurer

Veteran's Memorial Park sign.

#### Construction Permits

Veterans Memorial Park located at 230 Frazee Avenue to add concrete to parking area and install sprinkler system. Sprinkler system will need to be approved by Council before they are able to install on City property using city water. Motion by Pinke, seconded by Jacoby to approve construction permit with sprinkler system allowed if council approves. Motion passed unanimously.

1156 Frazee Avenue to add patio and hot tub concrete slab 25x20 feet behind garage. Motion by Bruhn, seconded by Pinke to approve construction permit for 1156 Frazee Avenue. Motion passed unanimously.

#### Grade and Fill Permit

1130 E Scharf Avenue is requesting a grade and fill permit for an area 108 in length, 75 in width and 2 in depth. Motion by Jacoby, seconded by Pinke to approve grade and fill permit for 1130 E Scharf with no work to be done below the ordinary high-water mark without MN DNR permit. Motion passed unanimously.

#### 311 Park View

Property owners have placed a shed within 10 feet of the property line and directly over the sewer line. Motion by Pinke, seconded by Jacoby to send letter requesting the shed be moved. Motion passed unanimously.

#### Zoning Map

Discussed conditional use permits within the City, commissioners asked Lammers to provide list of conditional use permits issued within the city of Vergas. Motion by Jacoby, seconded by Wothe to continue conditional use permit for parcel 1149 Frazee Avenue. Motion passed unanimously.

Robin Hanson, owner of property located at 325 E Frazee Avenue explained they would like to use their property to store Hanson's Plumbing and heating vehicles. Motion by Pinke, seconded by Bruhn to deny zoning change at 325 E Frazee Avenue but would recommend approval of a conditional use permit. Motion passed unanimously.

Parcel 82-000-50-0027-009 and parcel 82-000-50-0027-008. Motion by Pinke, seconded by Jacoby to hold a public hearing on conditional use and zoning of these two parcels on Monday, September 26, 2022 at 6:30 pm. Motion passed unanimously. Motion by Jacoby, seconded by Pinke to deny change of zoning map for parcel 82-000-50-0027-009 to commercial use and requested they apply for conditional use permit for both parcels. Motion passed unanimously.

#### Mark Sand and Gravel Variance

Mark Hatlewick explained the need for a variance at the Mark Sand and Gravel pit as they have been out of compliance since the ordinance was adopted in 2017. Albright stated the commission may want to look at updating the ordinance instead of granting the variance. Active mining is 28.3 acres and the ordinance states only 10 acres can be mined. Commissioners upheld decision made on August 22, 2022 to deny the variance.

#### Comprehensive Plan

Lammers provided a copy of the Vergas 2036 Comprehensive plan to every member of the planning commission. The plan is also available in their packets and online at [www.cityofvergas.com](http://www.cityofvergas.com).

Motion by Jacoby, seconded by Bruhn to recommend to Council to deny the variance. Motion passed unanimously.

Meeting adjourned at 7:55 pm.

Secretary,  
Julie Lammers, Vergas City Clerk-Treasurer

#### Follow Up Actions:

350 Pelican Avenue construction assessment (Tanya at Otter Tail County HRA)

Snow emergency routes.

Review camper ordinance.

Review and update Developers Notice Procedure

Review and update Ordinance 85 regarding culverts.

Review and update Gravel Pit ordinance.

#### Council recommendations:

Deny variance to Mark Sand and Gravel.

Approve Conditional Use Permit for 325 E Frazee Avenue.

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

**6. Status of Council Recommendations**

---

- A. Mark Sand and Gravel Variance
- B. Conditional USe Permits

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

**7. Construction Permits**

---

**Permits approved by City Clerk-Treasurer**

- a. 105 E Main St, Sign for MW Pastry
- b. 320 S Pelican Ave, steel roof and chimney repair

**Permits for approval**

**Files Attached**

---

- 2022-040 Construction Permit 105 E Main St MW Pastry.pdf
- 2022-041 Construction Permit 320 S Pelican Ave.pdf



Fee: \$25.00

Owner: MW Bakery

Applicant: Joe Johnson/JH Signs

General Contractor: JH signs

**No. 2022-040**  
**City of Vergas**

## Construction Permit

IN CONSIDERATION OF The statements and representations made by JH Signs, whose address is 105 E. Main Street, Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said MW Bakery as owner to Install sign as described in construction permit application with following zoning rules: Plat or addition 82000990068000 which tract is of the size and area specified in said application.

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; and that it does not cover the following: -not applicable- for which special permits must be secured. (Electrical work, plumbing, heating, plastering, ect. if such there be).

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this  
13th day of September 2022.

Attest:

Clerk

*Julie Lavers*

Permit Expires in one year

*Natalie Fischer*  
Acting Mayor

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.





Permit Number: 2022-040 Date Received: 9/14/22 Parcel Number: 82000990068000  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### 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 CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot 1911, 212 Block 3 Addition Vergas Original Plat  
Property: Width 75 feet Length 140 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: Joe Johnson - JH Signs

Address of Construction Project: 105 E Main St

Mailing Address: 41357 460<sup>th</sup> St Perham Phone: 346-7446

1. Permit to (CIRCLE ONE)
- |       |                |          |         |
|-------|----------------|----------|---------|
| Build | <u>Install</u> | Addition | Alter   |
| Move  | Demolish       | Repair   | Remodel |

Description of work to be done:

Install Sign For Bakery

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

3. VALUATION (not just your cost) of work being completed: \$ 550

Building Contractor:

Name: JH Signs License Number: 58751172 Phone: 346-7446

Plumber: (must have MN License)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Form approved by City of Vergas Council 09 12 2017  
Updated 5 10 2022



4. Attached a "Site Plan," showing the proposed location of any new construction 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 Contractor

7. APPLICANT'S SIGNATURE: [Signature] DATE: 9-14-22  
Permit expires in one year if project is not complete, please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made

- A. Sketch of the proposed project including current and proposed structures.
- B. Note the lot size and dimensions and locations of proposed project.

I do hereby say that the facts stated by me in the 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 \_\_\_\_\_

\*\*\*\*\*  
**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Water Hook-up                      \$ \_\_\_\_\_ Sewer Hook up  
\$ 25 Permit Fee                                      \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 25 Total Fees

Receipt = 149364 Date Paid 9/15 2022

Signature: [Signature] Date: 9/19 2022  
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_ 20\_\_

Form approved by City of Vegas Council 09 12 2017  
Updated 5 10 2022

Fee: \$25.00

Owner: Verla Day

Applicant: Loren Menz

General Loren Menz

No. 2022-041  
City of Vergas

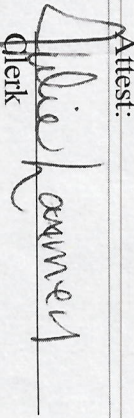
## Construction Permit

IN CONSIDERATION OF The statements and representations made by Loren Menz, whose address is 320 S. Pelican Ave., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Verla Day as owner to Install steel roofing & repair chimney as described in construction permit application with following zoning rules: Plat or addition 82000990125001 which tract is of the size and area specified in said application.

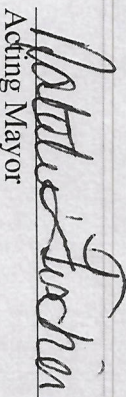
This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following: -not applicable- for which special permits must be secured. (Electrical work, plumbing, heating, plastering, ect. if such there be).

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this  
19th day of September 2022.

Attest:

  
Clerk

Permit Expires in one year

  
Acting Mayor

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.





Permit Number: 2022-041 Date Received: 9/14/22 Parcel Number: 82-000 990125001  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### 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 CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That 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: Verla Day

Address of Construction Project: 320 S. Pelican Ave, Vergas, MN

Mailing Address: Same Phone: 218-234-9345

1. Permit to (CIRCLE ONE)

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

Description of work to be done:

Install Steel Roofing & Repair Chimney

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

3. VALUATION (not just your cost) of work being completed: \$ 6000.00

Building Contractor:

Name: Menz Construction License Number: #0001989 Phone: 218-841-5564

Plumber: (must have MN License)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Form approved by City of Vergas Council 09/12/2017  
Updated 5/10/2022

4. Attached a "Site Plan," showing the proposed location of any new construction 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: Loren May DATE: 9/18/2022  
 Permit expires in one year if project is not complete, please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made
  - A. Sketch of the proposed project including current and proposed structures.
  - B. Note the lot size and dimensions and locations of proposed project.

I do hereby say that the facts stated by me in the 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 \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Water Hook-up \$ \_\_\_\_\_ Sewer Hook-up  
 \$ 25.00 Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
 \$ 25.00 Total Fees

Receipt # 149366 Date Paid Sept. 19, 2022

Signature: Julie Janner Date: 9/19, 2022  
 (Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_

**Planning Commission**  
**2022 September Planning Commission Meeting**  
**Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587**  
**6:00 PM on Monday, September 26, 2022**

**9. Old Business**

---

- A. Conditional Use Permit
  - 1. 235 E Frazee Avenue
  - 2. Parcels 82000500027009 and 8200050002700008
- B. Nuisance Properties
  - 1. 130 E Elm St
  - 2. 131 E Mill St

**Files Attached**

---

- Application for Conditional Use Permit- 82000990170001-235 E Frazee Avenue.pdf
- Application for Conditional Use Permit- 82000500027008.pdf
- Application for Conditional Use Permit- 82000500027009.pdf
- Nuisance - 130 E Elm St.pdf

# APPLICATION FOR CONDITIONAL USE PERMIT

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
111 E MAIN STREET - PO BOX 32  
VERGAS, MN 56587

(218) 342-2091  
5996

APPLICATION FEE 150 -  
RECEIPT NUMBER 149347  
ACCEPTED BY/DATE JAL  
8/29/22

PROPERTY OWNER Robin + Jennifer Hanson

MAILING ADDRESS PO Box 248 Perham MN 56573-0248 DAYTIME PHONE 218 298-2705

LAKE NUMBER — LAKE NAME — LAKE CLASS —

SECTION 24 TOWNSHIP 137 RANGE 041 TOWNSHIP NAME —

PARCEL # 82-000-38-0170-000 E-911 —

LEGAL DESCRIPTION

Lot 2 + 3 BIK 2

CONDITIONAL USE PROJECT REQUESTED (PLEASE CHECK THE APPROPRIATE REQUEST)

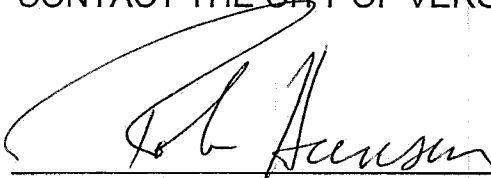
TOPOGRAPHICAL ALTERATION — COMMERCIAL USE ☒ CLUSTER DEVELOPMENT — EXTRACTIVE USE —  
INDUSTRIAL USE — FOREST LAND CONVERSION — MISC —

SPECIFY YOUR REQUEST. PLEASE BE BRIEF AS THIS WILL BE USED FOR PUBLIC NOTIFICATION.

Change Zoning From Residential TO Commercial

I UNDERSTAND THAT APPROVAL OF THIS REQUEST APPLIES ONLY TO THE USE OF THE LAND

I ALSO UNDERSTAND THAT OTHER PERMITS MAY BE REQUIRED. IT IS MY RESPONSIBILITY TO CONTACT THE CITY OF VERGAS REGARDING THIS MATTER.



SIGNATURE OF PROPERTY OWNER

8-29-22  
DATE



# APPLICATION FOR CONDITIONAL USE PERMIT

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
111 E. MAIN STREET – PO BOX 32  
VERGAS, MN 56587  
(218) 302-5996

APPLICATION FEE \$100.-  
RECEIPT NUMBER 149360  
ACCEPTANCE DATE Sept. 12, 2022

PROPERTY OWNER Lorz Real estate Holdings LLC  
MAILING ADDRESS 9570 42<sup>nd</sup> St South Fargo ND 58105 PHONE 701 371 0457

LAKE NUMBER \_\_\_\_\_ LAKE NAME \_\_\_\_\_ LAKE CLASS \_\_\_\_\_

SECTION 25 TOWNSHIP 137 RANGE 041

PARCEL # 82000500027008 E-911 \_\_\_\_\_

LEGAL DISCRIPTION:

CONDITIONAL USE PROJECT REQUESTED (PLEASE CHECK THE APPROPRIATE REQUEST):

TOPOGRAPHICAL ALTERATION \_\_\_\_\_ COMMERCIAL USE ☒ CLUSTER DEVELOPMENT \_\_\_\_\_

EXTRACTIVE USE \_\_\_\_\_ INDUSTRIAL USE \_\_\_\_\_ FOREST LAND CONVERSOIN \_\_\_\_\_ MISC. \_\_\_\_\_

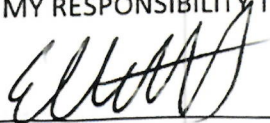
SPECIFY YOUR REQUEST. PLEASE BE BRIEF AS THIS WILL BE USED FOR PUBLIC NOTIFICATION.

install commercial office and storage on Residential Lots

I UNDERSTAND APPROVAL OF THIS REQUEST APPLIES ONLY TO THE USE OF THE LAND.

I ALSO UNDERSTAND OTHER PERMITS MAY BE REQUIRED.

IT IS MY RESPONSIBILITY TO CONTACT THE CITY OF VERGAS REGARDING THIS MATTER.



SIGNATURE OF PROPERTY OWNER

12 sept 2022  
DATE

APPLICANT WILL RECEIVE NOTIFICATION AS TO THE DATE OF/TIME OF THE PUBLIC HEARING.



# APPLICATION FOR CONDITIONAL USE PERMIT

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
111 E. MAIN STREET – PO BOX 32  
VERGAS, MN 56587  
(218) 302-5996

APPLICATION FEE \$100.  
RECEIPT NUMBER 149360  
ACCEPTANCE DATE Sept. 12, 2022

PROPERTY OWNER Lorz Real estate Holding, LLC  
MAILING ADDRESS 1570 42<sup>nd</sup> St. S. Fargo ND 58105 PHONE 701 311 0457  
LAKE NUMBER \_\_\_\_\_ LAKE NAME \_\_\_\_\_ LAKE CLASS \_\_\_\_\_  
SECTION 025 TOWNSHIP 137 RANGE 041  
PARCEL # 82000500027009 E-911 \_\_\_\_\_

LEGAL DISCRIPTION:

CONDITONAL USE PROJECT REQUESTED (PLEASE CHECK THE APPROPRIATE REQUEST):

TOPOGRAPHICAL ALTERATION \_\_\_\_\_ COMMERCIAL USE ☒ CLUSTER DEVELOPMENT \_\_\_\_\_

EXTRACTIVE USE \_\_\_\_\_ INDUSTRIAL USE \_\_\_\_\_ FOREST LAND CONVERSOIN \_\_\_\_\_ MISC. \_\_\_\_\_

SPECIFY YOUR REQUEST. PLEASE BE BRIEF AS THIS WILL BE USED FOR PUBLIC NOTIFICATION.

I shall commercial office and storage on Residential Lot

I UNDERSTAND APPROVAL OF THIS REQUEST APPLIES ONLY TO THE USE OF THE LAND.

I ALSO UNDERSTAND OTHER PERMITS MAY BE REQUIRED.

IT IS MY RESPONSIBILITY TO CONTACT THE CITY OF VERGAS REGARDING THIS MATTER.



SIGNATURE OF PROPERTY OWNER

12 Sept 2022  
DATE

APPLICANT WILL RECEIVE NOTIFICATION AS TO THE DATE OF/TIME OF THE PUBLIC HEARING.



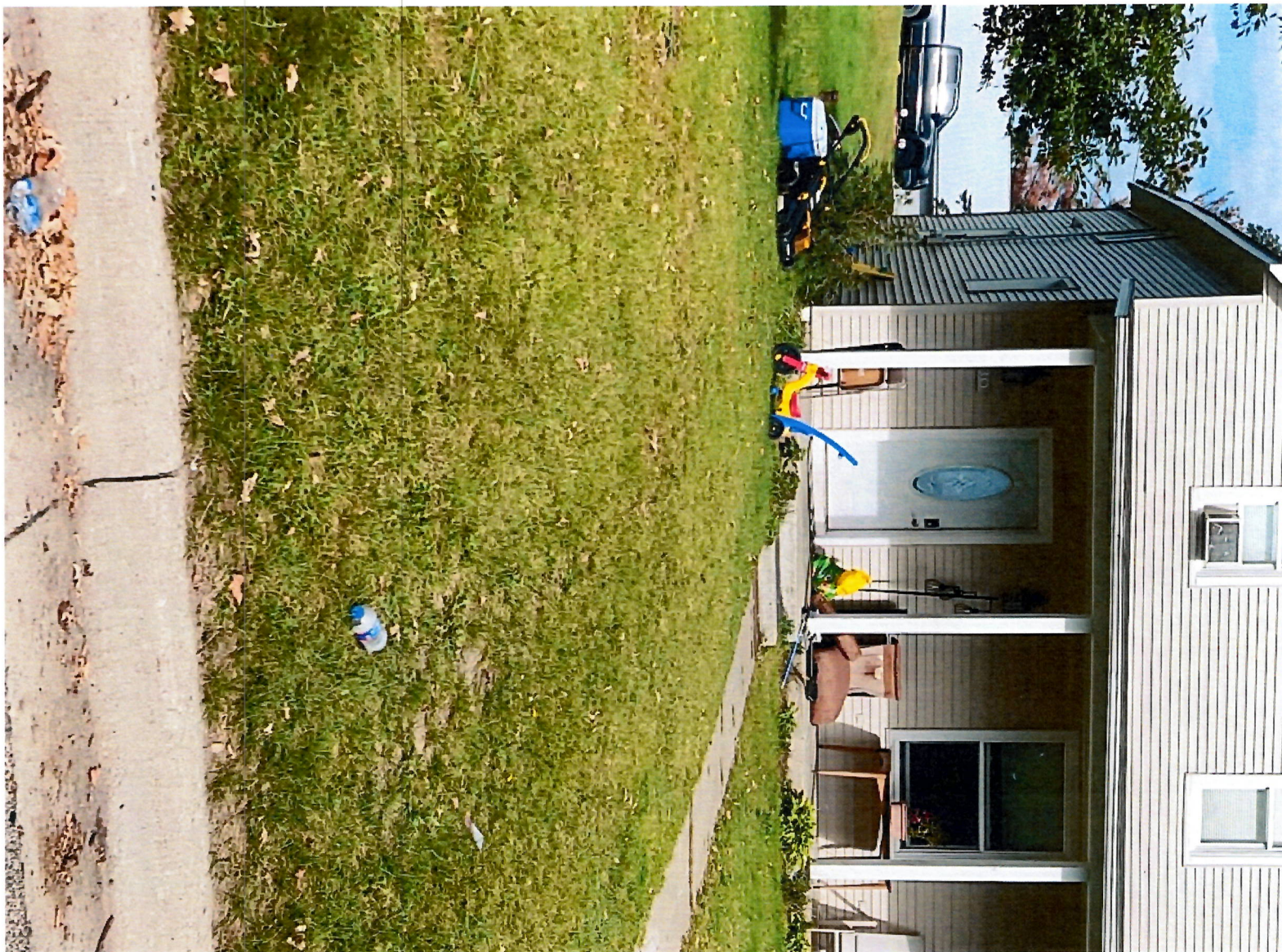
City of Vergas

SEP 20 2022

Received

*[Handwritten signature]*

130 E. ELM ST





City of Vergas

SEP 20 2022

Received

*BB*

130 E. ELM ST



**Planning Commission  
2022 September Planning Commission Meeting  
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587  
6:00 PM on Monday, September 26, 2022**

**10. New Business**

---

A. Gravel Pit Ordinance