

Planning Commission
2023 July Planning Commission
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, July 24, 2023

1. Member Location

Bruce Albright will be attending on zoom - physically at Prothero's Post General Store, Northwest Angle, MN.

2. Call to Order

3. Agenda Additions or Deletions

4. Minutes

June 26, 2023

5. Status of Council Recommendations

None.

6. Construction Permits

A. Permits approved by City Clerk-Treasurer

B. Permits needing approval

1. 92 Park View Dr., Pave Driveway
2. 840 E Scharf Ave, Rip Rap Shoreline

C. Active Construction Permits

D. Grade and Fill Permits

7. Old Business

A. 311 Park View Drive - Shed

B. 241 Bennett Road -trees in right of way have been moved

C. Ordinances

1. Streets & Sidewalks
2. Culverts, Ordinances 79, 85, 93 and 151.32
3. Shoreline Management Ordinance

D. Updated Vergas Basic Code

E. Nuisance Properties within Vergas

F. Vergas Zoning Map

8. New Business

1. 2023 Comprehensive Plan Progress

2. 2024 Budget

9. Member - resignation

10. Adjournment

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Planning Commission
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4. Minutes

June 26, 2023

Files Attached

- Planning Commission Meeting Agenda & Minutes for 6.26.23.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, June 26, 2023

6:00 pm

Vergas Event Center

The Vergas Planning Commission meeting was held on Monday, June 26, 2023, with the following members present: Bruce Albright, Judy Kvam, Rebecca Hasse and Robert Jacoby. Absent: Neil Wothe. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Arlen Franchuk, and Engineer Jeff Kuhn.

Call to Order

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

Agenda Additions and Deletions

Approve agenda as presented.

Minutes

Motion by Kvam, seconded by Hasse to approve minutes for May 22, 2023. Motion passed unanimously.

Status of Council Recommendations

Albright reviewed the Council approving the gravel pit ordinance and the open burning ordinance passed by council on June 13, 2023. Open burning ordinance was changed to remove the 48-hour advance notice to they must furnish DNR permit to Clerk-Treasurer.

Construction Permits

Approved by Clerk-Treasurer

109 1st Ave S

Lammers approved replacing decking and adding a railing to the North Entrance of commercial building at 109 1st Ave S.

150 E Herman St

Lammers approved replacing windows at 150 E Herman Street.

1600 E Scharf Ave

Lammers approved re-issuing of a 2021 permit for shoreline work and removal of stumps.

Permits Needing Approval

215 Frazee Ave -windows, siding, doors, deck in the back, staircase, ceilings, sewer pipes and 2 signs

Motion by Jacoby, seconded by Hasse to approve the permit with the stipulation they provide sign design submitted to Clerk for approval and it meets sign ordinance. Motion passed unanimously.

Grade and Fill Permits:

Bunkowske Property

DuFrane reviewed work being done at 350 Townline Road. There are 7 Grade and Fill permits, one for this property and 6 for the properties lakeside which have been purchased. DuFrane stated they have removed the fence and leveled out his property. The Planning Commission requested Lammers send Bunkowske a letter requesting he purchase a grade and fill permit for additional work that was completed.

Old Business:

311 Park View Drive -Shed

Arlen Franchuk, owner of 311 Park View Drive, stated he was willing to move the shed when there is a problem with the sewer line but would like to leave the shed in its current location until then. Albright suggested he get in writing approval from neighbors to leave shed on sewer line and too have it to close to the property line. Lammers stated he would need to request a variance and the Planning Commission would need to have a public hearing to recommend to Council to allow the shed stay in the utility easement and to allow a shed to not conform with the zoning ordinance. Commissioners requested Lammers get easement wording and for Franchuk to apply for variance. Motion by Kvam, seconded by Hasse to hold a public hearing for the variance on July 24 at 6 pm if Clerk receives paperwork and payment by July 6, 2023. Motion passed unanimously.

241 Bennett Road – trees in right of way

Discussed trees in right of way and the snow fence they will make as they grow causing snow removal on Bennett Road to be more difficult. Motion by Kvam, seconded by Hasse to have Lammers send letter stating they need to be moved by August 1, 2023 or utility employees will remove at their expense. Motion passed unanimously. Commissioners asked Lammers to keep this item on

the August meeting agenda.

Ordinances

Streets & Sidewalks, Ordinance 93

Discussed the sidewalk map and made the following changes: No sidewalk in alley by Vergas Ford, no sidewalk in front of Cenex or in front of the bank drive-up and parking lot. Lammers will provide updates to Engineer Blaine Green to update the map.

Discussed the definition of a sidewalk and what changes need to be made in the ordinance. The Streets/Sidewalk/Yard Waste committee meets on Wednesday, and they will work on definition and updating ordinance.

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

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

Shoreline Management Ordinance

Kvam has completed the first 4 sections and will continue to work with Lammers to update the ordinance.

Updated Vergas Basic Code

Lammers provided LMC update and is working on ordinance to accept and deny portions of the ordinance. This is a work in process and has a goal of completion by the September Planning Commission to have completed.

Nuisance Properties within Vergas

101 E. Mill Street, 130 E Elm Street, 131 E Mill Street, 339 E Frazee Ave, 170 South 1st Avenue,

207 Main Street

DuFrane stated all properties have been cleaned up but requested the Mayor be informed the following 2 properties will need weed letters sent: 339 E Frazee Ave and 207 Main Street.

Motion by Jacoby, seconded by Kvam to take no further action on the discussed properties. Motion passed unanimously.

New Business

Zoning Map Update

Reviewed current zoning map and requested Lammers review ordinances and update both for language differences. We have both light industrial and open district on our zoning map, but we do not define either in our ordinance.

Motion by Kvam, seconded by Jacoby to adjourn meeting at 7:34 pm.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Lammers keep planning commission up to date with Otter Tail County ordinances regarding THC.

Update Streets and Sidewalk Ordinance 93 (Lammers)

Updated Shoreline Management Ordinance (Lammers & Kvam)

Update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways. (Lammers, DuFrane, Engineers)

Review laws regarding requiring garbage service. (Attorney stated we cannot mandate garbage pickup must handle as nuisance properties)

Check with the City Attorney regarding contractors working without a permit. (Attorney Winters stated if contractor is working without a permit, the city can require permit. If the city changes the ordinance to state they are not allowed to work within the City Limits after a certain number of times caught working without a permit, the planning commission can stop certain contractors from working within the city.)

Update zoning map and ordinances regarding zoning.

Lammers get utility easement information regarding allowing them to leave shed in easement.

Council recommendations:

None.

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6. Construction Permits

A. Permits approved by City Clerk-Treasurer

B. Permits needing approval

1. 92 Park View Dr., Pave Driveway
2. 840 E Scharf Ave, Rip Rap Shoreline

C. Active Construction Permits

D. Grade and Fill Permits

Files Attached

- Construction Permit 92 Park View Drive.pdf
- Construction Permit 840 East Scharf.pdf
- Grade and Fill work without a permit- Bunkowske.pdf
- 2023 construction permits (003).pdf
- Construction Permit 361 Pelican Ave.pdf

Permit Number: 2023-014 Date Received: 7-12-23 Parcel Number: 82000990226000
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: Jeff + Sheila Laney

Address of Construction Project: 92 Park View Dr

Mailing Address: Same Phone: 701-306-6238 Jeff

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

black top driveway - 2,174 square feet
100x231 lot size,

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

3. VALUATION (not just your cost) of work being completed: \$ 5900

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
Updated 5/10/2022

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
7. APPLICANT'S SIGNATURE: Sheila Laney DATE: 7/12/23
- Permit expires in one year if project is not complete, please reapply for permit.

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.

_____ Signature of Applicant	_____ Date	_____ Zoning Official	_____ Date
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FOR OFFICE USE ONLY

\$ _____ Sewer Hook-up

\$ Tar Break Up Deposit

Receipt # 149553 Date Paid July 12, 2023

Date Approved by Planning Commission or Clerk-Treasurer: 7/24, 2023

Permit Number: 2022-015 Date Received: 7/18/2023 Parcel Number: 82000 500037002
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

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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)

~~PT 6 2 66 NE~~ SEE ATTACHED

Lot _____, Block _____, Addition _____

Property: Width 140 feet, Length 266 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: ELISSA NOVOTNY

Address of Construction Project: 840 E. SCHARF VERGAS MIN

Mailing Address: 724 Oak St. N. Phone: 701-866-3506

1. Permit to (CIRCLE ONE) FARGO NO 58102

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

Rip RAP Shoreline

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

3. VALUATION (not just your cost) of work being completed: \$ 7,000.00

Building Contractor:

Name: Rapid Rock License Number: _____ Phone: 218-640-2309

NATE TABKIN
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 Vergas.
6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT *contractor*

7. APPLICANT'S

SIGNATURE: *Matthew Robert* DATE: 7/18/23
 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
 \$ _____ Permit Fee \$ _____ Tar Break Up Deposit
 \$ 30 - Total Fees

Receipt # 149560 Date Paid July 18, 2023

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

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20____

Parcel Number: 82-000-50-0037-002
Deed Holder: ELISSA NOVOTNY
Property Address: 840 SCHARF AVE E
 VERGAS, MN 56587-0000 [MAP THIS ADDRESS](#)
Mailing Address: 724 OAK ST N
 FARGO, ND 58102-3628 USA
PDF Name: VERGAS VILLAGE
Subdivision: N/A
Sec-Twp-Rng: 30-137-040
Legal Description: PT GL 2 BG NELY COR OUTLOT I KEILLEY SHORES, S 89D E 133.3'N 27D 3
 141' TO SHORELINE,
Minnesota Water: LONG 56038800

140 ft shore line
 Riprap - 6 inch - 24 inch
 repairing rock.
 Appr. 3 feet - 4 feet of ripwrap.



Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2024	\$365,300	\$183,500	\$0	\$548,800
2023	\$238,600	\$165,700	\$0	\$404,300
2022	\$206,600	\$107,100	\$0	\$313,700

Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2
Main Lot	100.00	100.00	206.00	206.00
Main Lot	30.00	30.00	206.00	206.00
Main Lot	10.00	10.00	206.00	206.00

Land Information

Lot Type	Square Feet	Acres
1.00 Unit	0	0.000

Residential Building Information

Occupancy	Style	Year Built
▼ Single-Family / Owner Occupied	1 Story Frame	1973

Yard Extra Information

Description	Item Count	Year Built
▼ Driveway	1	2021
▼ Shed	1	2010

Sale Date	Amount	Non-Useable Transaction Code	Recording
09/10/2020	\$289,700	00 - NORMAL ARMS LENGTH TRANSACTION	

June 29, 2023

Keith & Shelley Bunkowske
202 Town Line Rd S
Vergas Mn 56587-4223

Parcel 82000500037000 -350 S Townline Road

Mr. & Mrs. Bunkowske:

It has been observed that you have been moving more dirt than your current permits allows. Please return the attached grade and fill permit with payment for the additional work which was done on your property.

We ask that you please fill out the enclosed application form, as well as any other required paperwork as noted. Return by mailed to City of Vergas PO Box 32 Vergas MN 56587 or by dropping off at the City Hall between the hours of 10:00 am and 4:00 pm Monday through Thursday, along with the \$75.00 fee and penalty of \$75.00 which is being added to your permit since work was done without a permit on this property. A total of \$150.00 is due with the permit.

If you have any questions, please call 1-218-302-5996 or come to the next planning commission meeting, which will be held on Monday, July 24, 2023 at 6 pm at the Vergas Event Center.

Respectfully,

Julie Lammers
Clerk-Treasurer
City of Vergas

2023 Construction Permits - Vergas MN

<u>Permit No</u>	<u>Issue Date</u>	<u>Parcel Number</u>	<u>Name</u>	<u>Address</u>	<u>Description</u>	<u>Closed</u>	<u>Home Value</u>
2021-002-23	4/13/2021	82000500010003	Aaron Scott/Michelle Scott	421 W. Lake ST, Vergas	Build a garage & driveway	JL	
2021-004-23	4/13/2021	82000990269000	Brian & Brenda Tangen	1060 E. Scharf Ave, Vergas	Do shoreline work, remove stumps, trees & clean up, riprap	JL	
2021-007-23	4/13/2021	82000990173000	Charles & Vanessa Boehm	116 Park View DR, Vergas	Build house	JL	\$350,000
2021-015-23	6/8/2021	8200099008000	Kyle Theisen	275 S. Railway Ave., Vergas	Build 12'12' gazebo, Move	JL	
2021-023-23	7/13/2021	82000990078000	Matt Engebretson	280 1st Ave, Vergas	to Install & repair: Repair damage on house, reshingle	JL	
2021-03-235	8/23/2021	82000990270000	Kirk Johnson	1120 E. Scharf Ave, Vergas	Alter to remove excess large rocks, remove stumps, install erosion control	JL	
2021-041-23	9/27/2021	82000990209000	John Sieling	830 Scharf Ave. E, Vergas	Install/Haul 10 yd crushed asphalt to removed 10 yd gravel	JL	
2023-001	1/24/2023	82000990055000	Loon's Nest	110 . Main ST. Vergas	REPLACE DOOR	JL	
2023-002	2/27/2023	82000990121000	Anthony Boyd	361 S. Unit Ave. , Vergas	Remove 1 shed, move to slab of current shed, build garage		
2023-003	2./27/2023	82000990075000	Dean Haarstick	131 E. Linden St., Vergas	Install-replace windows, repair-replace roof as needed		
2023-004	2/27/2023	82000990164000	City of Vergas	230 Frazee Ave., Vergas	Build gazebo-Veterans Memorial site		
2023-005	4/24/2023	82000500037008	Keith Bunkowske	202 S. Town Line RD, Verghas	Repair 7 windows & siding house		
2023-006	4/24/2023	82000990079000	Connie Lee	150 E. Herman ST, Vergas	Remove old roof-replce w/n new pitch & add metal roof sheeting, some siding.		
2023-007	5/22/2023	82000500012004	Cal Miller	311 E.,Scharf Ave, Vergas	Install fence in backyard and utility shed	JL	
2023-008	5/22/2023	82000990224000	Tara & Adam Dresen	88 Park View Drive, Vergas	Repair & stableize ditch easement area according to EOT Soil & Water Conservation district, OTC Plan	JL	
2023-009	5/22/2023	82000990076000	Noah Olds	101 E. Linden Ave., Vergas	Do a complete remodel-New windows, siding, facia,sofit. Remove addition & replace with deck		
2023-010	6/13/2023	82000990086000	Franklin Fence	109 1st Ave. S, Vergas	Replace decking & railing, Add railing to N. entrance		
2023-011	6/26/2023	82000500012002	Key Stone Storage & Rental	235 S Frazee Ave., Vergas	Remodeling windows, siding,all doors, deck in back, staicase,ceiling, sewer pipes and 2 signs		
2023-012	6/14/2023	82000990079000	Connie Lee	150 E.Herman St., Vergas	Remove old windows, install new		
2023-013	6/14/2023	8200099026900	Brian & Brenda Tangen	1060 E. Scharf Ave, Vergas	Do shoreline work, remove stumps,a couple of trees & clean up area; also add rip rap to shoreline		
2023-014	7/242023	82000990226000	Jeff & Sheila Laney	92 Park View DR, Vergas	Install black top driveway- 2,174 sq'	JL	
2023-015	7/242023	82000500037002	Elissa Novotny	840 E. Scharf Ave., Vergas	Riprap shoreline140', 6" - 24", repairing rock. Approx 3'- 4' of riprap		

Permit Number: 2023-016 Date Received: 7-24-23 Parcel Number: R82000990140000
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.

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Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____
Property: Width _____ feet, Length _____ feet

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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: KEITH SANDAU

Address of Construction Project: 361, S. PELICAN AVE. VERGAS MN. 56587

Mailing Address: SAME AS ABOVE. Phone: 218-342-2724

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

① Re-siding part of the Garage (Plywood) ② Replace Front EXT. Door on the Garage
③ Replace 1 piece of siding on House.

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

3. VALUATION (not just your cost) of work being completed: \$ 600.00 with LABOR

Building Contractor:

Name: LK MENZ CONST. License Number: _____ Phone: 218-342-2353

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

7. APPLICANT'S
SIGNATURE: Keith Sandau DATE: MON 7-24-2023
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
\$ 30.00 Permit Fee \$ _____ Tar Break Up Deposit
\$ 30.00 Total Fees

Receipt # 149568 Date Paid July 24, 2023

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

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20____

Planning Commission
2023 July Planning Commission
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, July 24, 2023

7. Old Business

- A. 311 Park View Drive - Shed
- B. 241 Bennett Road -trees in right of way have been moved
- C. Ordinances
 - 1. Streets & Sidewalks
 - 2. Culverts, Ordinances 79, 85, 93 and 151.32
 - 3. Shoreline Management Ordinance
- D. Updated Vergas Basic Code
- E. Nuisance Properties within Vergas
- F. Vergas Zoning Map

Files Attached

- Variance-311 Park View Drive.pdf
- 2023 Nuisance Notices.pdf

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

Application Fee \$400 -
Receipt Number 149556
Accepted By/Date RR 7-13-23

Applicant's Name ARLEN FRANCHUK Telephone Home: _____ Cell: 701-238-0650
Address: 311 PARK VIEW Drive, Vergas MN 56587
Property Owner's Name ARLEN FRANCHUK Telephone Home: _____ Cell: 701-238-0650
Location of Project: 311 PARK VIEW Drive Parcel # _____

Legal Description:

Section 24 Township 137 Range 041 Lake Number: _____ Lake Name _____ Lake Class _____

Description of Proposed Project: Shed NEAR property line

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

Explain how you wish to vary from the applicable provisions of the ordinance: Leave shed in place-permit

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

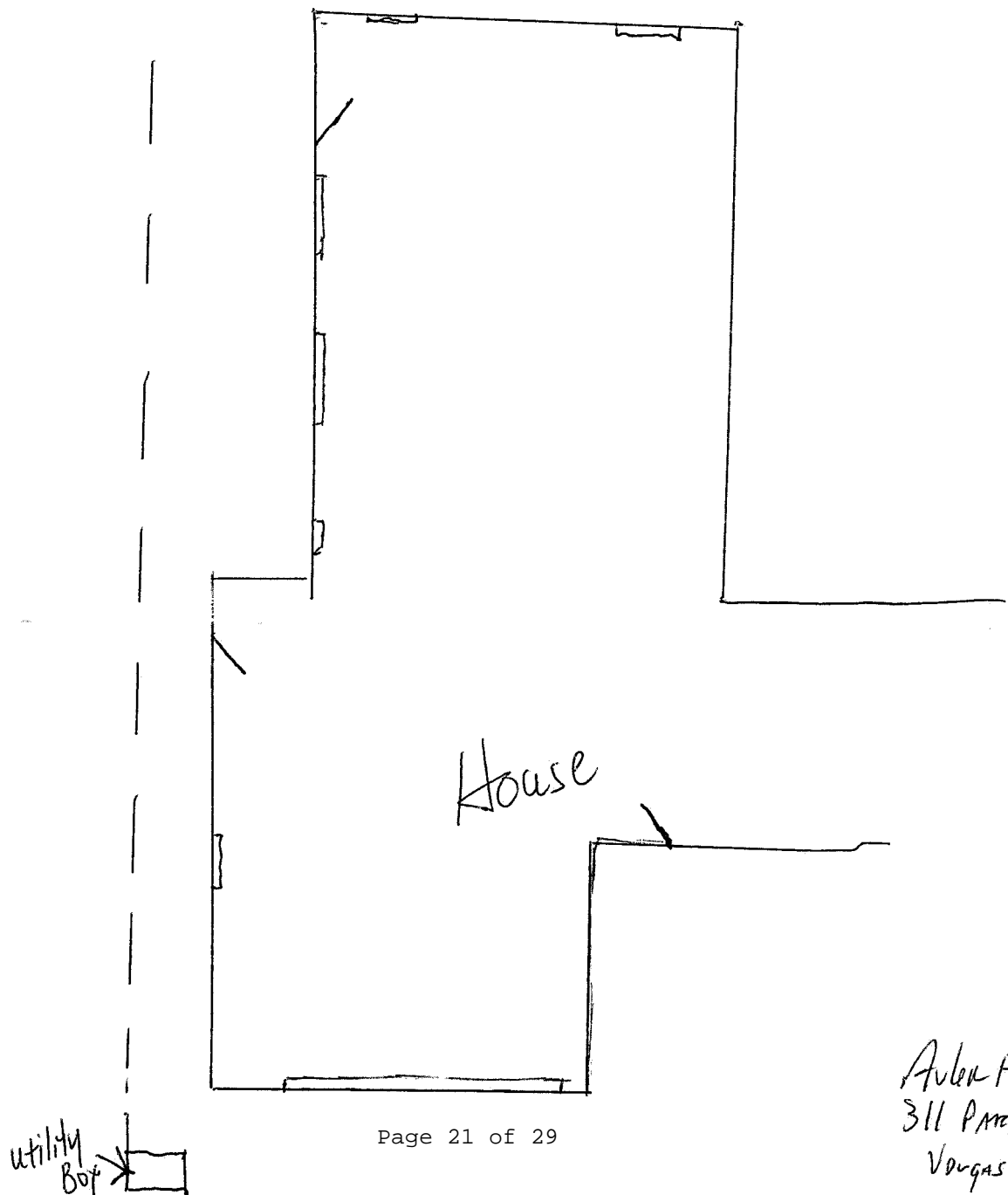
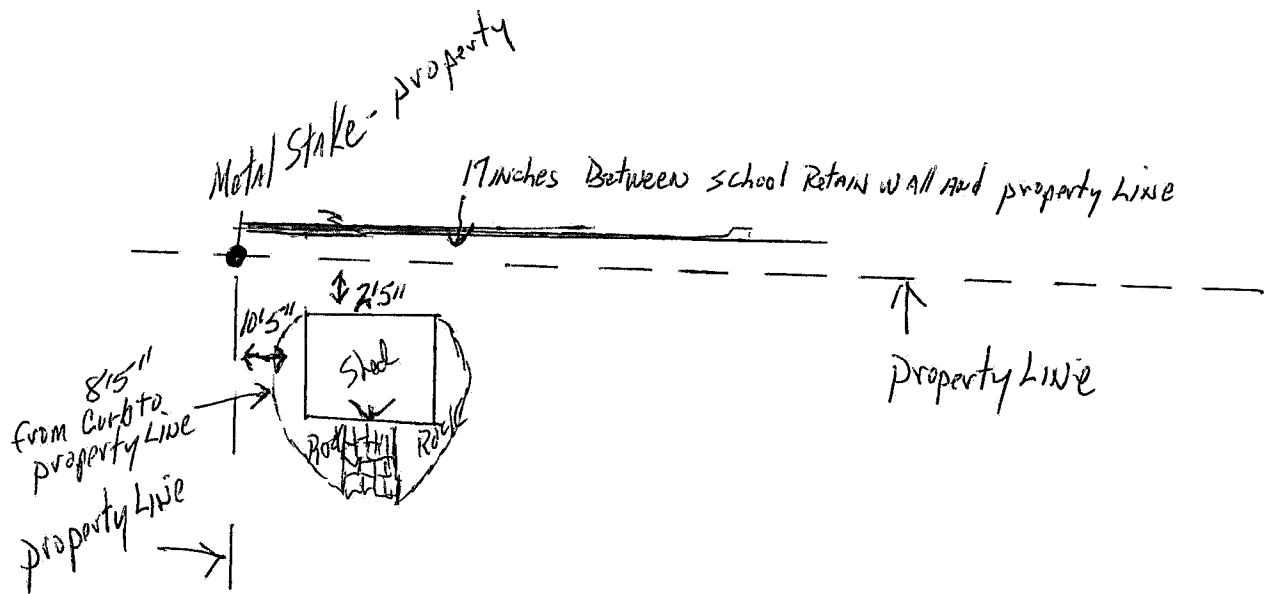
Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purpose and intent of the ordinance? Yes () No (X) Why or why not?
So called To close to adjoining property
2. In your opinion, is the variance consistent with the comprehensive plan? Yes (X) No () Why or why not?
Shed have not hindered ANY activity or caused ANY problems
3. In your opinion, does the proposal put property to use in a reasonable manner? Yes (X) No () Why or why not?
4. In your opinion, are the unique circumstances to the property not created by the landowner? Yes (X) No (X) Why or why not?
Sewer system in BACKYARD - unaware - Will move when a problem arises
5. In your opinion, will the variance, if granted, alter the essential character of the locality? Yes () No () Why or why not?

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: Arle Franchuk Date: 6-26-23



<u>Parcel Number</u>	<u>Owner</u>	<u>Rentor</u>	<u>Address</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Reason for Letter</u>	<u>DATE Planning Commission requested</u>	<u>Date Letter Sent</u>	<u>Responses</u>	<u>DATE Planning Commission removed</u>	<u>Date Second Letter Sent</u>
82000990127000	Tony Licence		350 S Pelican Ave		Vergas	MN	56587	Unlicensed vehicles					
82000990046000	BJ's Real Estate Inc	Joseph & Pam Bracken	130 E Elm St		Vergas	MN	56587	Unlicensed vehicles					
8200099070000	Dean Haarstick		170 S 1st Ave		Vergas	MN	56587	Unlicensed vehicles					
8200090078000	Mathew Engebretston		280 1st Ave S		Vergas	MN	56587	Unlicensed vehicles					
8200090080000	Kyle Theisen		275 S Railway Ave		Vergas	MN	56587	Unlicensed vehicles					
82000990120000	Cliff Moe		101 E Mill St		Vergas	MN	56587	Unlicensed vehicles					

Planning Commission
2023 July Planning Commission
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, July 24, 2023

8. New Business

1. 2023 Comprehensive Plan Progress
2. 2024 Budget

Files Attached

- Comprehensive Plan progress 2023.pdf

**Vergas Comprehensive Plan
2023 Progress Review**

Committee/Board/Council: _____

Land Use & Built Form	
Goal: Capitalize on in-fill opportunities and direct growth to new areas where infrastructure is planned to be cost-effective and sustainable	
Strategies: <ul style="list-style-type: none"> When considering expansion options, prioritize expansion that follows a set of guidance developed through a growth and management plan. Investigate annexing shorelines across bodies of water when landowners are favorable to the request 	
Action Item	Progress
Develop tiered system for expansion based on Vergas water & sewer capacity, EMS services and other public services & facilities.	
Identify possible annexation areas and contact owners.	
Pay close attention to and abide by shoreline regulations governed by the state.	
Participate in preserving the health of lakes and surrounding wildlife.	
Goal: Land use and build form decisions support and celebrate the existing character of the town	
Strategies: <ul style="list-style-type: none"> Encourage land uses that strengthen Vergas' reputation as a family-friendly, safe place with a small-town charm. Limit land uses that allow for big box stores, chains, large processing plants or other developments that have short-term gains and long-term losses of community character and environmental protection. Ensure that any land use involving light industrial development has a plan for maintenance and accessibility. Encourage or offer tax incentives for parking for new construction. 	
Action Item	Progress
EDA/HRA develop incentives to encourage uses identified above.	
Planning and Zoning develop policies regarding use identified above	
EDA identify areas appropriate for light industrial development.	
Explore above and underground parking.	

Housing	
Goal: Identify affordable housing lots that can be developed with the next 5 years	
Strategies: <ul style="list-style-type: none"> Develop partnerships with Otter Tail Co. to share county-level resources with local developers and future residents via existing incentives and initiatives. <p style="text-align: center;">Conduct and inventory and promote lots available.</p>	
Action Item	Progress
EDA develop a fact sheet regarding available assistance programs	
Utilize city website by adding housing resources comparable to neighboring cities	
Transportation	
Goal: Make Vergas accessible for all modes of transportation and for people of all abilities	
Strategies: <ul style="list-style-type: none"> Identify key places across the city that can improve handicap accessibility. Communicate and market existing transportation services. Identify additional locations for downtown parking. Construct handicapped parking spots and sidewalks along Co Rd 4. Explore advantages and disadvantages of rerouting Co Rd 4 through downtown to reduce thorough traffic on Main Street. Explore options for reducing stopped trains and subsequent stopped traffic. Promote programs for ridesharing networks and services 	
Action Item	Progress
Conduct an ADA audit or other type of evaluation to identify key areas for improvement across the city.	
Create short reference guide for residents and visitors describing local and regional transportation options.	
Work with Planning Commission to determine if vacant or undeveloped property could serve as space for new parking lots, and potential diagonal parking.	
Contact Canada Pacific to explore moving the exchange.	
Streets, sidewalks and yard waste committee review possibilities of collaboration with OTC Highway Department.	
Goal: Increase connectivity between Vergas and regional trails	
Strategies: <p style="text-align: center;">Consult entities, like MN DOT, DNR, WCI and Partnership 4 Health, about pursuing grants for planning and infrastructure for a trail connection.</p>	
<ul style="list-style-type: none"> Work with OTC to pursue grant funding to connect the Heartland Trail along Co.Rd 4. 	

<ul style="list-style-type: none"> Add multi-use path to the update of the 2019 Capital Improvement Plan to ensure that it is included in future city budget. 	
Business & Economic Development	
Goal: Maintain the small business atmosphere	
Strategies: <ul style="list-style-type: none"> Advertise local businesses regionally Review and update city laws and ordinances that support small business owners 	
Action Item	Progress
Work with neighboring Chambers of Commerce to advertise and access resources	
Collaborate with the Community Club to identify opportunities and resources to market regionally.	
Submit stories, ads, and updates to surrounding local papers.	
Invest in enhancing the City website	
Preserve existing protections within city laws and ordinances	
Explore state and federal incentives for small businesses, especially those making positive impact in nearby communities.	
Goal: Invest in Human Capital	
Strategies: <ul style="list-style-type: none"> Invest in local childcare options Create opportunities for socializing, connecting, creative placemaking year-round. Provide opportunities for retirees to utilize their knowledge and experience and increase social connection. 	
Action Item	Progress
Connect with OTC Early Childhood Coordinator to identify needs and resources.	
Improve marketing of existing community activities, from small socializing to large events.	
Identify gaps in existing community programming and recruit volunteers to host one and/or recurring events.	
Explore development of spaces for families to recreate and your specific activities.	
Identify and invite volunteers to join planning and implementation projects.	

Goal: Prioritize business development that provides daytime and evening activities for residents	
Strategies: <ul style="list-style-type: none"> • Create more opportunities to recruit local businesses, especially where gaps in existing services • Increase awareness of state and regional resources for small business owners and entrepreneurs. 	
Action Item	Progress
Work in partnership with Vergas EDA to integrate public feedback into business development and expansion strategies	
Host a business and entrepreneurship fair in partnership with OTC with targeted outreach based on survey results and public input.	
Leverage partnerships with existing programs; i.e WCI, MN DEED, SCORE business mentors, Vergas Community Club, West Central Small Business Development Center, Women's Ventures, OTC Small Business Coaching.	
Goal: Develop and expand job opportunities	
Strategies: <p>Maintain and increase number of visitors Pursue opportunities for light manufacturing Support digital entrepreneurs and remote workers</p>	
Action item	Progress
Advertise business and recreational opportunities and events regionally.	
Pursue and invest in trail development.	
Cultivate more year-round attractions and events.	
Identify land available for development and purchase.	
Offer the Event Center as coworking space by appointment.	
Maintain and develop broadband capabilities.	
Connect with neighboring communities to participate in county-wide networking opportunities. (host pre-existing groups for a meeting).	
Public Services and Facilities	
Goal: Maintain adequate public facilities and services to meet the health, safety, education, and leisure needs of all Vergas residents.	
Strategies: <ul style="list-style-type: none"> • Prioritize infrastructure investment based on existing facilities with deficiencies first, and retrofitting of facilities second, and future facility needs third. • Engage in strategic partnerships to ensure that Vergas is identified as a community for investment in fiber optic cable to increase broadband access. • Conduct a needs assessment to understand more about the barriers and opportunities to improve resident access to medical facilities. (transportation, awareness). 	

Action Item	Progress
Encourage various committees to complete prioritization exercise.	
Explore expanded services, particularly MN DEED Border-to-Border Broadband opportunity.	
Collaborate with EDA/HRA to oversee a needs assessment.	
Goal: Ensure highest quality standards and services for public safety given Vergas' existing resources and staff capacity.	
Strategies: <ul style="list-style-type: none"> • Ensure safety of navigation throughout city streets and sidewalks. • Make Long Lake Park a desirable location for recreation year-round. 	
Action Item	Progress
<ul style="list-style-type: none"> • Review, update, and publicize the city's planning and zoning maps to accurately indicate which city sidewalks are to be maintained by the city vs residents. 	
<ul style="list-style-type: none"> • Conduct a parking study. 	
<ul style="list-style-type: none"> • Explore the possibility of a MNDOT Complete Streets project for Vergas. 	
<ul style="list-style-type: none"> • Renovate and upgrade public restroom facilities at Long Lake park. 	
<ul style="list-style-type: none"> • Explore opportunities to work with rental company for non-motorized watercraft. 	
<ul style="list-style-type: none"> • Consider snowshoe rental companies. 	
Goal: Ensure that services and facilities allow residents and visitors of 55 years or older to age in place.	
Strategies: <ul style="list-style-type: none"> • Ensure safety of navigation through city streets and sidewalks. • Work to develop a full spectrum of transitions in senior housing needs, from accessibility options to access of services and skilled nursing. 	
Action Item	Progress
Develop handicap parking spots	
Work with ED/HRS to conduct a needs assessment and feasibility study for expanded senior housing options.	
Parks & Open Spaces	
Goal: Support Community Art and arts programming	
Strategies: <ul style="list-style-type: none"> • Increase the number of displays of interactive art around town, in parks, and open spaces. • Increase community education arts programming. 	
Action Items	Progress
<ul style="list-style-type: none"> • Create a directory of local artists. 	

<ul style="list-style-type: none"> Continue to offering summer youth art camp. 	
<ul style="list-style-type: none"> Provide a listing of events on city website. 	
Goal: Update public facilities at Long Lake Park	
Strategies: <ul style="list-style-type: none"> Continue working with NDSU to develop concept designs for Long Lake park. Communicate with county and regional stakeholders in parks and recreation the desire to pursue state and federal funding. 	
Action Item	Progress
Follow guidelines and budget in Capital Improvement plan for restroom facilities specifications and budget.	
Park Board present ideas to Planning and Zoning Commission and the City Council for implementation.	
Goal: Leverage existing amenities to create a culture that celebrates physical activity and community-based sports that are complementary to school sports schedules.	
Strategies: <ul style="list-style-type: none"> Create opportunities for sports and physical education. Begin offering adult leagues for baseball, softball etc.. Explore opportunities for additional recreational space development. 	
Action Item	Progress
Example; Offer lessons for pickleball, classes for local fitness trainers, dance classes.	
Coordinate community education for implementation.	
Conduct a feasibility study for soccer fields and/or frisbee golf.	
Planning and Zoning identify sustainable areas.	