

Planning Commission
2023 Planning Commission & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Monday, August 28, 2023

1. Public Hearing

2. Call to Order

3. Agenda Additions or Deletions

4. Minutes

July 24, 2023

5. Status of Council Recommendations

None.

6. Construction Permits

- A. Permits approved by City Clerk-Treasurer
 - 1. 200 W Main St, re-shingle.
 - 2. 111 E Main St, remove sink and add cabinet
- B. Permits needing approval
 - 1. 817 E Scharf Ave, asphalt driveway
 - 2. 230 East Frazee Ave, sign and monument
- C. Active Construction Permits

7. Old Business

- A. 311 Park View Drive - Shed
- B. Ordinances
 - 1. Streets & Sidewalks
 - 2. Culverts, Ordinances 79, 85, 93 and 151.32
 - 3. Shoreline Management Ordinance
- C. Updated Vergas Basic Code
- D. Nuisance Properties within Vergas
- E. Vergas Zoning Map
- F. Gravel Pit Survey

8. New Business

9. Adjournment

Table of Contents

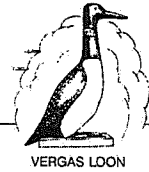
1. Public Hearing	3
4. Minutes	7
5. Status of Council Recommendations	10
6. Construction Permits	11
8-17-23	30
7. Old Business	34
July 2023	35

Planning Commission
2023 Planning Commission & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Monday, August 28, 2023

1. Public Hearing

Files Attached

- Public Hearing Notice 311 Park View Drive.pdf
- Variance Application - 311 Park View Drive.pdf



VERGAS PLANNING COMMISSION

PUBLIC HEARING NOTICE

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a variance for 311 Park View Drive for a shed within 10 feet of property line and on a City easement.

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 5:45 p.m. on Monday, August 28, 2023. 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

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.

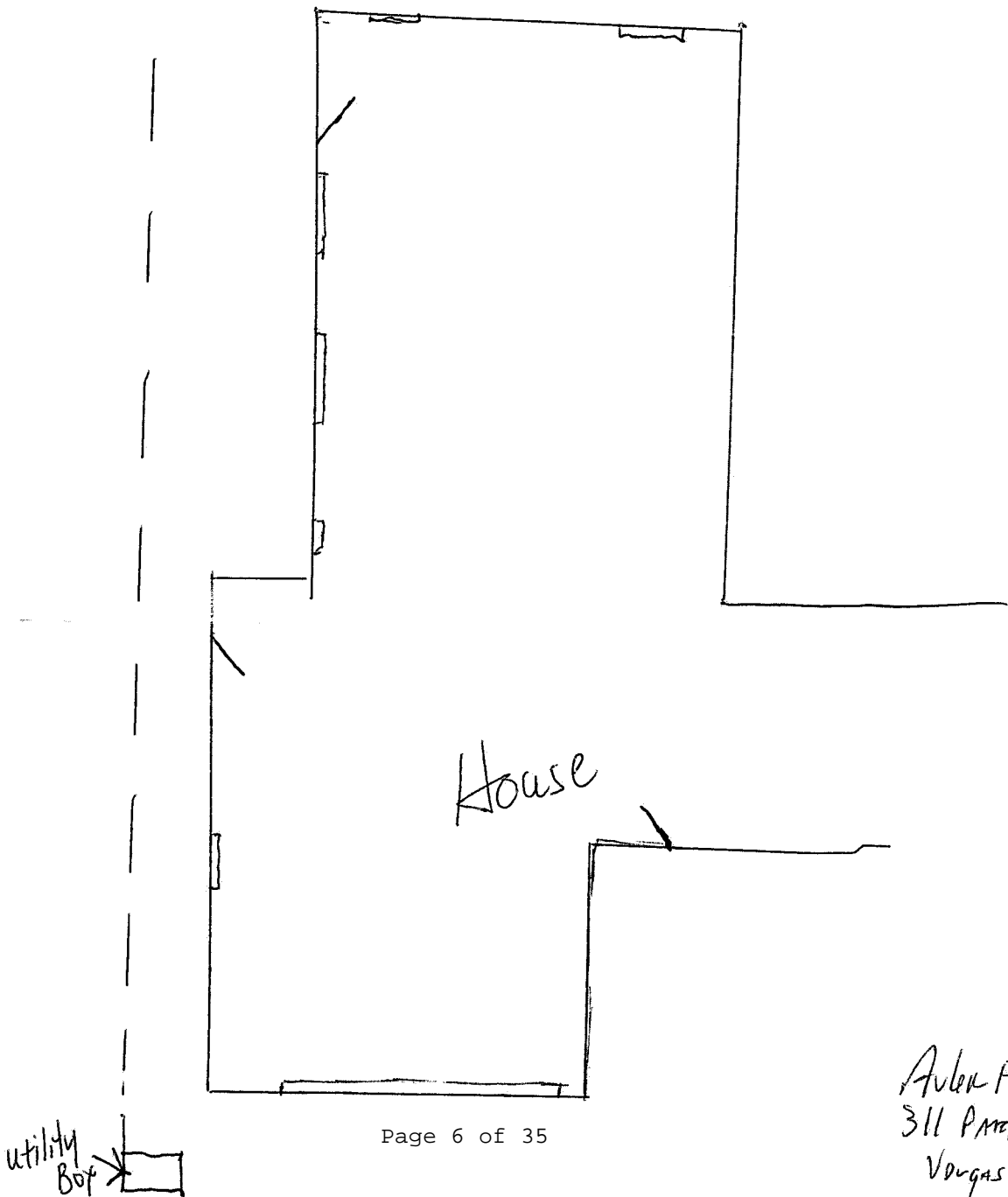
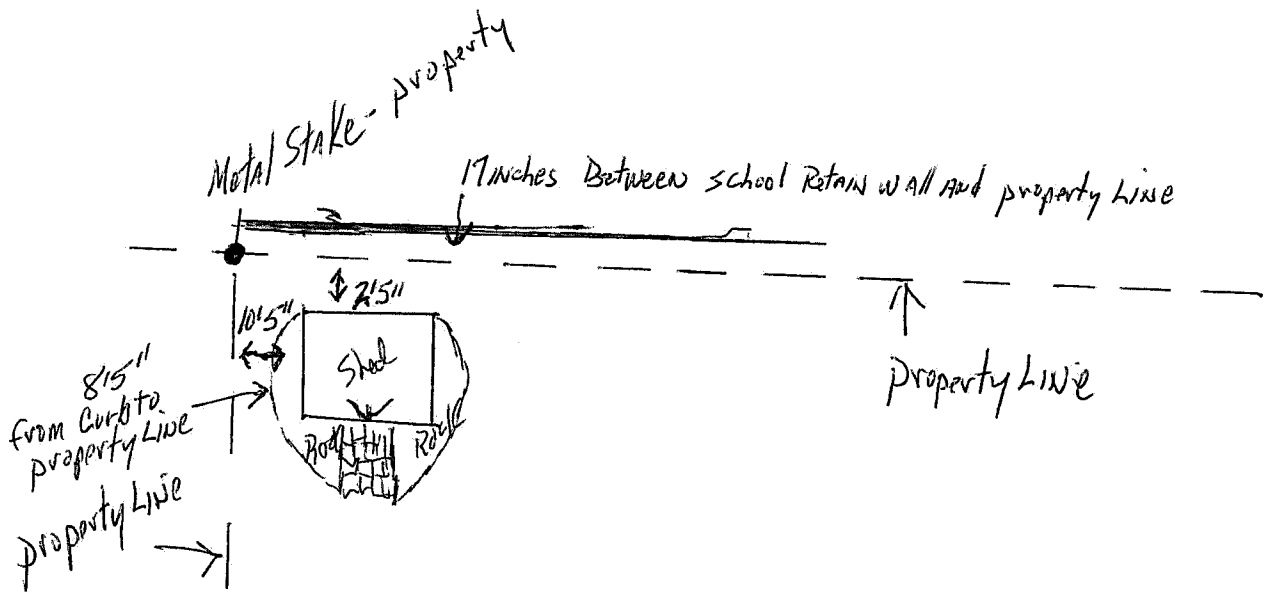
Please answer the following questions as they relate to your specific variance request:

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: Arlen Franchuk Date: 6-26-23



Alex Franchuk
311 Park View Dr
Vegas NV 89157

Planning Commission
2023 Planning Commission & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Monday, August 28, 2023

4. Minutes

July 24, 2023

Files Attached

- 07.24.2023 Planning Commission Meeting Agenda Minutes.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, July 24, 2023

6:00 pm

Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, July 24, 2023, with the following members present Bruce Albright, Neil Wothe and Robert Jacoby. Absent: Rebecca Hasse and Judy Kvam. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane and Keith Bunkowske.

Call to Order

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

Agenda Additions and Deletions

Approved agenda with following additions: Clerk Approved Construction Permit.

Minutes

Motion by Jacoby, seconded by Wothe to approve minutes for June 26, 2023. Motion carried.

Status of Council Recommendations

None.

Construction Permits

Permits Approved by City Clerk

361 S Pelican Avenue

Lammers approved permit for 361 S Pelican Avenue for exterior door on garage, siding pieces on garage and house.

Permits needing Approval

92 Park View Drive -paving driveway.

Motion by Jacoby, seconded by Wothe to approve paving driveway at 92 Park View Drive. Motion passed unanimously.

840 S Scharf Avenue

Motion by Jacoby, seconded by Wothe to approve riprapping at 840 S Scharf Avenue. Motion passed unanimously.

Active Construction Permits

Grade and Fill Permits

Bunkowske had several yards of dirt moved on his property at 350 Townline Road. This was done without a grade and fill permit. Bunkowske currently has a grade and fill permit for 350 Townline Road but in order to make the Scharf project work he needed to fill a hole to allow heavy equipment to come in through the yard instead of coming down Scharf Avenue. Bunkowske stated he did move 150-200 yards of dirt and the dirt pile was visible to the public. Dirt has been leveled off and road has been made through the project. Bunkowske proposed that he does not get a permit or pay the \$75.00 permit fee or pay the penalty of \$75.00 because he did not get the permit. He is providing this road to avoid destroying East Scharf with heavy traffic. Bunkowske stated, "If we can't forgive the \$150, then I'm going have the trucks come down East Scharf." Wothe reviewed the past 7 grade and fill permits from 2022 which will be renewed for another year (they are good until August 2024). Bunkowske stated, "To route all the truck traffic down East Scharf, and with the hot weather, it's going to damage the heck out of your road." Jacoby stated that it basically comes down to not having the right number of yards on one grade and fill permit. Motion by Jacoby, seconded by Wothe to waive fee for the grade and fill permit. Motion passed unanimously.

Old Business:

311 Park View Drive -Shed

Reviewed application for a variance for the shed. Permit has been applied for and paid. Motion by Wothe, seconded by Jacoby to hold a public hearing at 5:45 pm on August 28, 2023. Motion passed unanimously.

241 Bennett Road - trees in right of way

Trees have been moved out of the right of way.

Ordinances

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

This is a work in process and the goal is to have an update at the September Planning Commission meeting. The hole by Hardware Store has been filled and Great Plains Natural Gas has been billed.

Shoreline Management Ordinance

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

Updated Vergas Basic Code

Updated code has been purchased and Lammers is in the process of updating. Lammers is updating the ordinance book with all the updated ordinances which has been approved since past approval. Lammers is also removing the ordinances that are no longer needed. Discussed cannabis ordinance and updates needing to be made. Jacoby stated that Detroit Lakes is currently addressing this. Commissioners requested the Council review this at the August meeting.

Nuisance Properties within Vergas

DuFrane provided pictures of vehicles without licenses at the following locations: 350 S Pelican Ave, 130 E Elm St, 170 S 1st Ave, 280 1st Ave S, 275 S Railway Ave, 101 E Mill St, 306 E Frazee Ave, 110 N Railway Ave, 261 W Hill St and 281 W Hill St. DuFrane asked about the property at 306 E Frazee Ave and he was told to take pictures and review ordinance and let them know next month what is out of compliance. Motion by Jacoby, seconded by Wothe to send nuisance letters to the following addresses: 50 S Pelican Ave, 130 E Elm St, 170 S 1st Ave, 280 1st Ave S, 275 S Railway Ave, 101 E Mill St, 306 E Frazee Ave, 110 N Railway Ave, 261 W Hill St and 281 W Hill St. Motion passed unanimously. Discussed procedure for correcting nuisances and Tony License property was bought up. DuFrane question why we do not discuss Sandau's property if we are discussing License property. Commissioners discussed looking at changing ordinance to address agriculture zone. We need to change the ordinance or get advice from the city attorney.

Vergas Zoning Map

This is a work in progress and will be discussed next month.

New Business

2023 Comprehensive Plan Progress

Land Use & Built Form

Identify possible annexation areas and contact owners. – looking at W Lake Street (in progress)

Pay close attention to and abide by shoreline regulations governed by the state – changed permit process and updating ordinance.

Participate in preserving the health of lakes and surrounding wildlife – storm water runoff being discussed.

Planning and Zoning incentives to encourage uses identified above- updating zoning map- review and modifying ordinances.

Review cannabis.

2024 Budget

Motion by Wothe, seconded by Jacoby to raise the planning and zoning budget from \$500.00 (2023 number) to \$1,000 for GIS work in the city. Motion passed unanimously.

Member-Resignation

Neil Wothe resigned as of August 31, 2023. Motion by Jacoby, seconded by Wothe to recommend to Council to approve the resignation of Neil Wothe. Motion passed unanimously. Albright thanked Wothe for everything he has done for the city and planning commission.

The meeting adjourned at 7:25 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Review and update Ordinance 72.

Updated Shoreline Management Ordinance (Lammers & Kvam)

Lammers, DuFrane, Engineers to review and update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways.

Review updated ordinance materials from League of MN Cities. (Sent email with update 3/28/2023)

DuFrane to review nuisance ordinance.

Council recommendations:

Accept resignation of Neil Wothe.

Planning Commission
2023 Planning Commission & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Monday, August 28, 2023

5. Status of Council Recommendations

None.

Planning Commission
2023 Planning Commission & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Monday, August 28, 2023

6. Construction Permits

- A. Permits approved by City Clerk-Treasurer
1. 200 W Main St, re-shingle.
 2. 111 E Main St, remove sink and add cabinet
- B. Permits needing approval
1. 817 E Scharf Ave, asphalt driveway
 2. 230 East Frazee Ave, sign and monument
- C. Active Construction Permits

Files Attached

- Construction Permit for 200 E Main Street.pdf
- Construction Permit for 111 Main Street - Step Up.pdf
- Construction Permit for 817 E Scarf paving driveway.pdf
- Construction Permit for 230 E Frazee Ave - Pickleball Club.pdf
- 2023 construction permits.pdf

Permit Number: 2023-018 Date Received: 8/23/2023 Parcel Number: 82000990159001
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: Western Products

Address of Construction Project: 200 W Main St, Vergas, MN 56587

Mailing Address: 474 45th St, Fargo, ND 58103 Phone: 701-280-5875

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

Re-shingle of roof - asphalt

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

3. VALUATION (not just your cost) of work being completed: \$ 23,239.85

Building Contractor:

Name: Western Products License Number: CR000480 Phone: 701-280-5875

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: Western Products - Tim Ann DATE: 8/23/23
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

S _____ Water Hook-up S _____ Sewer Hook-up
S _____ Permit Fee S _____ Tar Break Up Deposit
S 90 - Total Fees

Receipt = 395506 Date Paid 8/23 .2023

Signature: Julie Amnes Date: 8/23 .2023
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____ .20__

Fee Paid \$90.00

Owner: Methodist Church

Applicant: Tim Dunn/Western Products

General Contractor: Western Products

No. 2023-018

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Tim Dunn/Western Products, Applicant, whose address is 200 W. Main St., 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 Methodist Church, as owner to Reshingle roof – asphalt as described

front or width in feet: _____; side or length in feet _____; height in feet _____

number of stories _____; contents _____; cubic feet _____ square feet; upon that tract of land described as follows:

Lot _____ Block _____; plat or addition 82000990159001 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: _____ 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 23rd day of August 2023

Attest:

Clerk

Mayor

Permit Expires in one year

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

Member of Congress before leaving from the City of Boston and on return the residence of said Person (except on such business

Person before is not here

Person

City

Person

City under the form of the person in said City and a person may be mentioned and not mentioned in the City and not in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Person may be mentioned in the City of Boston and not mentioned in the City of Boston

Construction Form

Construction Form

Construction Form

Construction Form

Construction Form

City of Boston

City of Boston

Permit Number: 2023-019 Date Received: 8/23 Parcel Number: 8200099006000
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: Jo Anne Kvottila

Address of Construction Project: 111 East Main St

Mailing Address: _____ Phone: _____

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

Pull out sink - wasn't working and want to
add cabinets below counter

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

3. VALUATION (not just your cost) of work being completed: \$ 250 -

Building Contractor:

Name: Self 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

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: Joanne Knuttila DATE: Aug 24
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
\$ 0 Total Fees

Receipt # _____ Date Paid _____, 20__

Signature: Julie Janner Date: 8/23, 2023
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: 8/23, 2023

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

Fee: Waived/ EDA

Owner: City of Vergas

Applicant: Joanne Knuttila

General Contractor: Joanne Knuttila

No. 2023-019

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by City of Vergas, whose address is 117 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 City of Vergas as owner to: Pull out sink – wasn't working and want to add cabinets below counter, as described in construction permit application with following zoning rules: Plat or addition 82000990066000 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 24th day of August 2023.

Attest:

Clerk

Mayor

Permit Expires in one year

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

Permit Number: 2023-018 Date Received: 8/3/2023 Parcel Number: 8700099192000
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: CAROL SHARP

Address of Construction Project: 817 E ~~ST~~ SCHARF AVE

Mailing Address: SAME Phone: 218-234-1202

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

ASPHALT Driveway

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

3. VALUATION (not just your cost) of work being completed: \$6700.00

~~Building Contractor:~~ Driveway Services

Name: TAVES Construction INC - License Number: _____ Phone: 218-850-3092

Dennis
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: Carol Sharp DATE: Aug 1, 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.

Carol Sharp Aug 1, 2023 _____
Signature of Applicant Date Zoning Official Date

FOR OFFICE USE ONLY

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

Receipt # _____ Date Paid _____, 20__

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

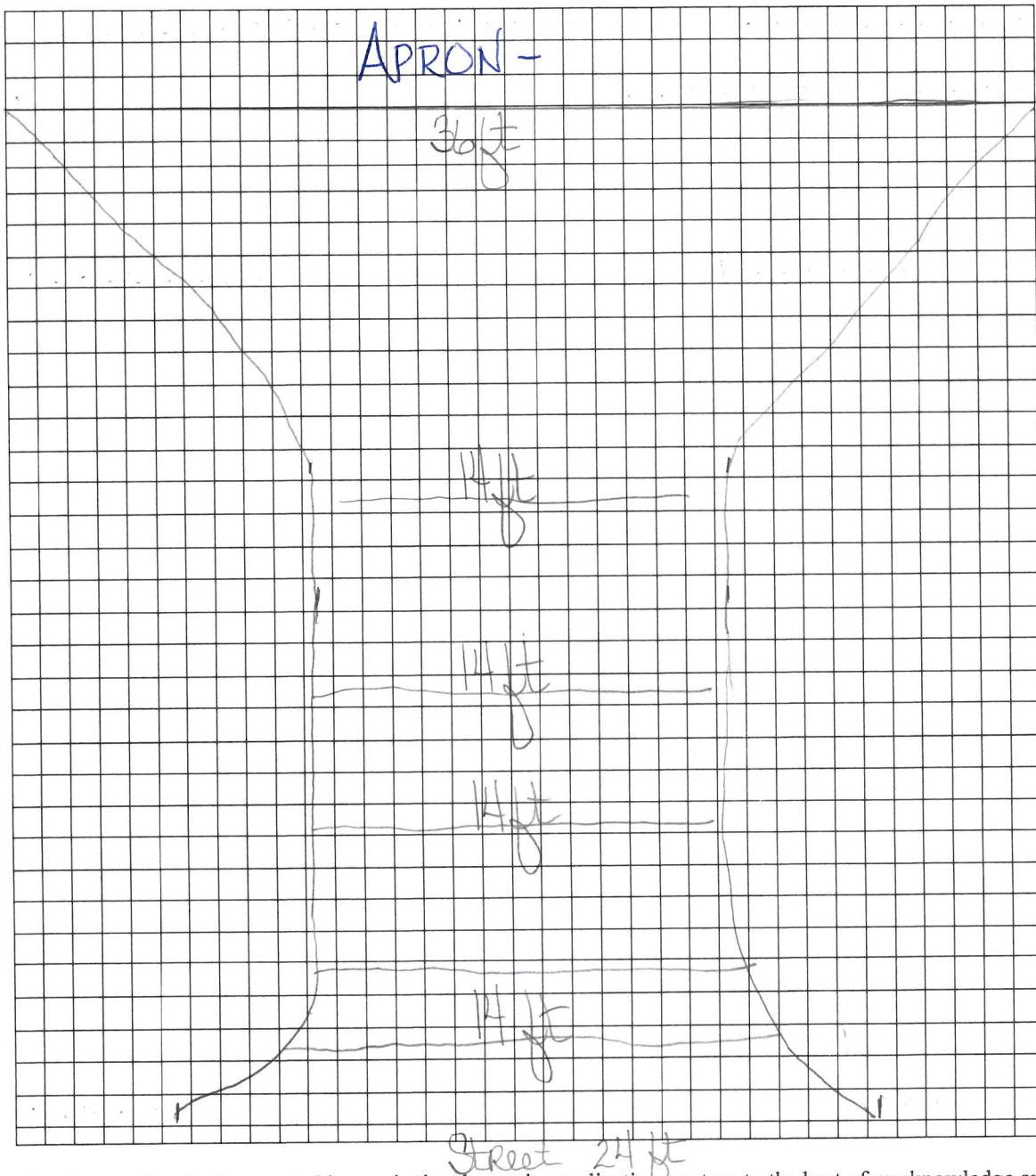
Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

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:

Asphalt Driveway -

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.

Carol Sharp
Signature of Applicant

Aug 1, 2023
Date

Zoning Official

Date

Permit Number: 2023-017 Date Received: 8/2/23 Parcel Number: 82000 990 164000
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: Vergas Pickleball Club

Address of Construction Project: 230 E. Frazee Ave., Vergas

Mailing Address: 48821 Wild Rose Trail, Frazee, MN 56544 Phone: 701-793-0566

1. Permit to (CIRCLE ONE)

Build ☒ Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

Sign and monument

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

3. **VALUATION** (not just your cost) of work being completed: \$ 6,072.00

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
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: [Signature] DATE: 8/2/2023

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 _____

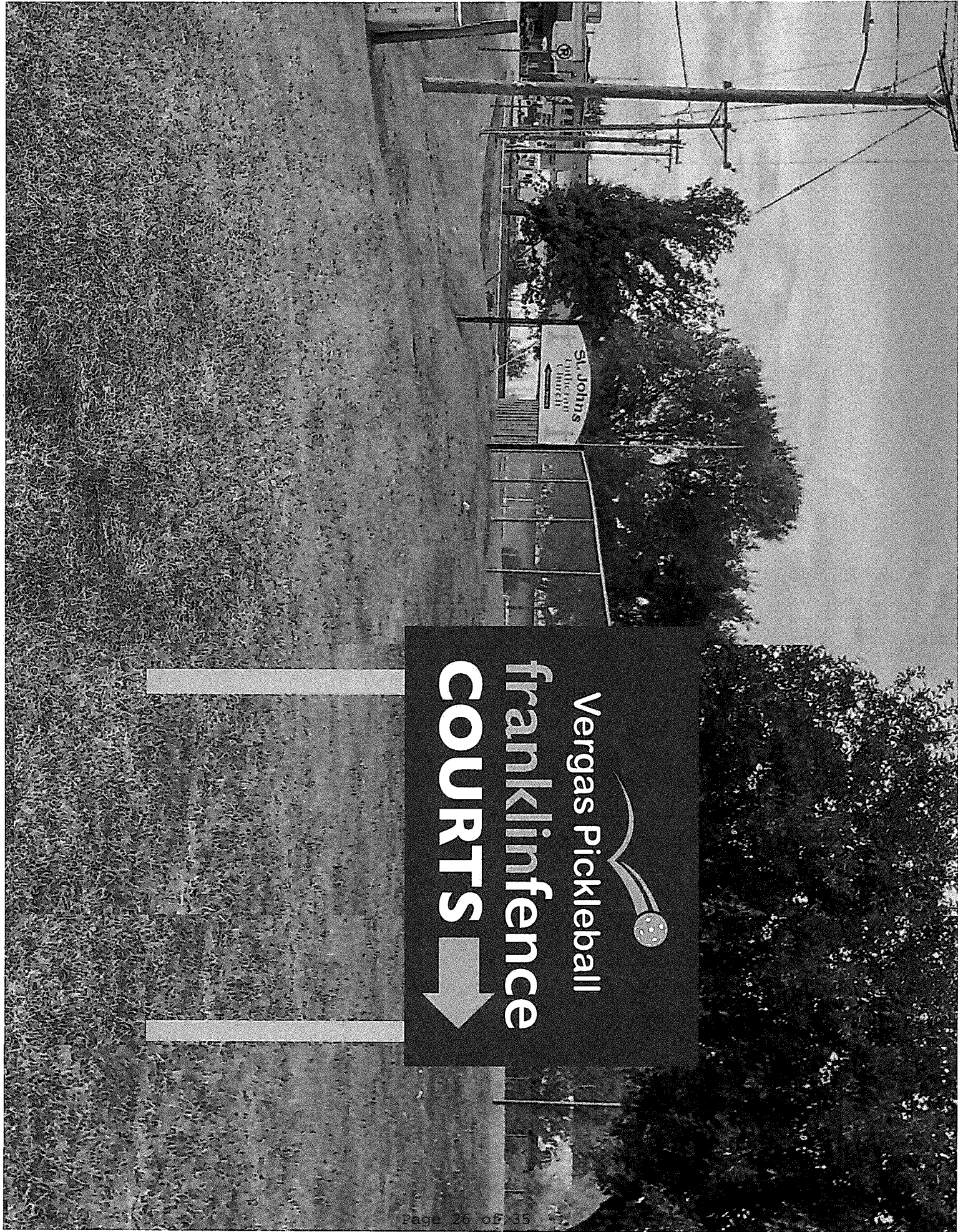
FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
 \$ 30.- Permit Fee \$ _____ Tar Break Up Deposit
 \$ 30.- Total Fees

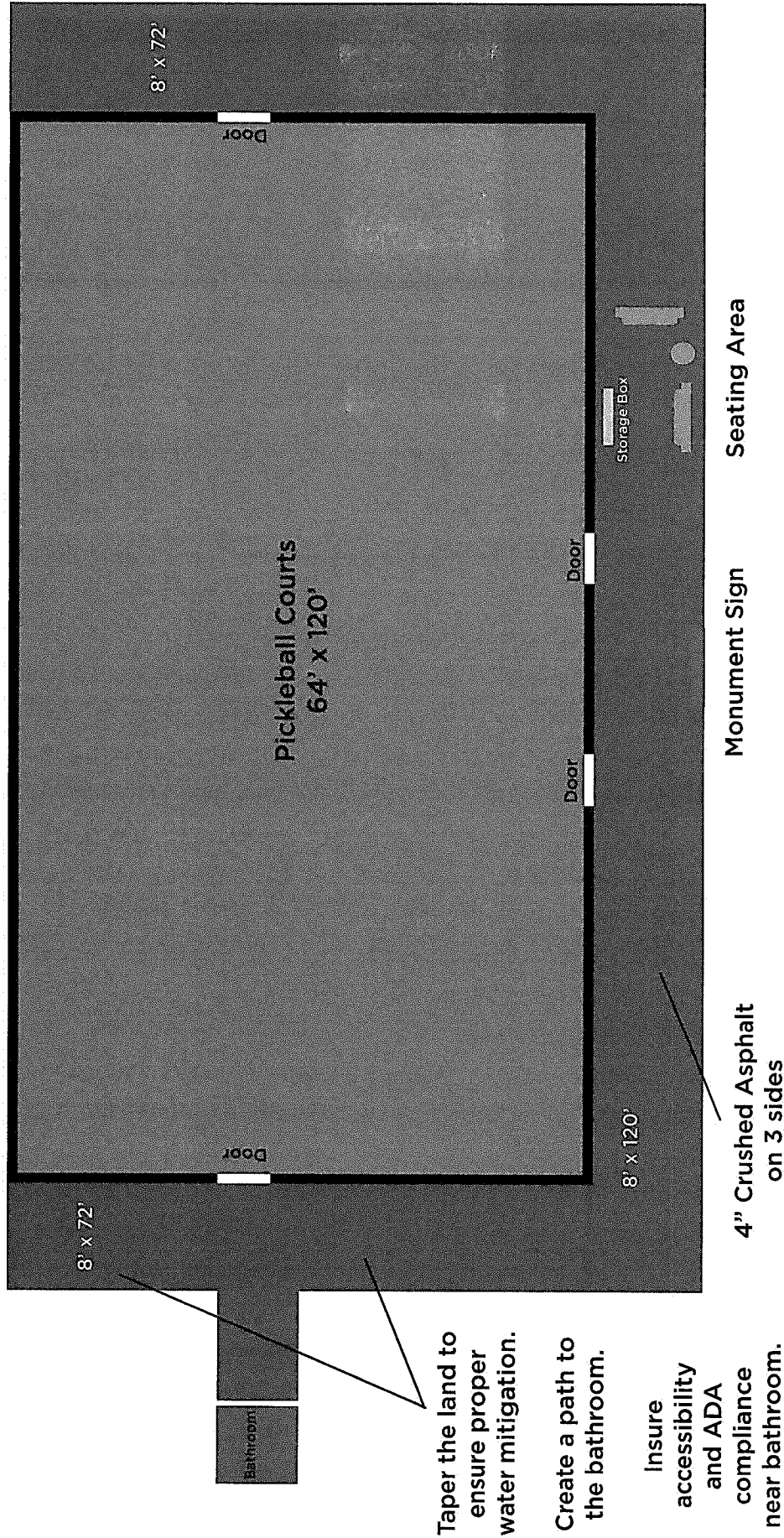
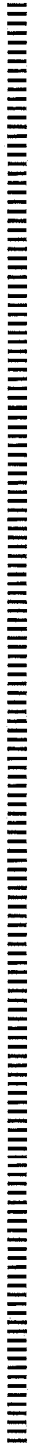
Receipt # 149579 Date Paid 8/02, 2023

Signature: _____ Date: 8/28, 2023
 (Permitting Authority)

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



Baseball Fence



Vergas Pickleball

Contact info: shannon@charpentiercreative.com
Phone: 701.793.0566



Vergas Pickleball

franklinfence COURTS

A LITTLE HISTORY

A group of local, Pickleball enthusiasts raised nearly \$120,000 to construct these beautiful courts, they were completed in August of 2022. The Franklin family and the present owners of Franklin Fence Company in Vergas secured the naming rights with their generous donation. We thank them, and all of the businesses and individuals who helped to make this dream a reality. Ed Franklin, started the Franklin Fence Company in 1938, he owned and operated it until his death in 1964. Ed's widow, Evelyn, sold the business to Gale Schmid, it is currently operated by Gale's grandchildren, Tyler Schmid and Kelsey (Schmid) Zitzow. Over their 85 year history, Franklin Fence Company has been a steadfast anchor in Vergas, MN.

It is an honor to remember the contributions made by Ed and Evelyn Franklin in the early years of Vergas. They were extremely supportive of the community and the people they employed through the Fence Company and the Loon's Nest restaurant. The Franklin family strengthens their legacy by continuing to make Vergas a great community to raise a family, work and play. Enjoy the courts!

Court Sponsors

Ron & Linda Franklin Family • Forest Edge Gallery
Franklin Fence • Hamann Dentistry / Michael & Tricia Hamann

Richard D. and Mary E. McCrady
Arvig Enterprises, Inc. • Rose Lake Farms
Terry and Denise Leabo

Paul and Brenda Dellaneva Family
Perham Family Dentistry • Vergas State Bank
Vergas Community Club

KLN Enterprises, Inc. • Perham Health
Otter Tail Corporation Foundation
Daggett Trucking

Gold Court Builders

Dr. Melinda Harr • JH Signs

Silver Court Builders

J&K Marine, Jill Shipman, Frederick M. Johnson, Long Weekend Sportswear, Vergas Lions,
United Community Bank, Gale Peterson 2008 Children's Trust, Douglas & Jane Safar,
Kit & Jacqueline Nelson, Shannon Charpentier, Jeffrey Leinen, Caulfield Studios Inc.,
Dennis Happel, Dean & Nan Lewis, William P. & Joyce Esser, Todd T. & Donna Morse.

Bronze Court Builders

David & Roxann Daggett, David T. & Ann Richard, Joel & Cheryl R. Boche, Mara Davis,
Philip J. & Sheila A. Horn, Bradley J. & Tracy Offutt, Julie Mitzel, Laurie Stricker,
Bruce & Carol Wessman, Mark S. & Betsy Jackson, Interiors by Winkels, Steve Toso,
Terry & Mary Bishoff, Brian & Sheri Weninger, Bruce & Providence Airheart, The Nancy E.
Ebeling Revocable Trust, Robert & Roberta Shelstad, Jeffrey & Linda Reinhardt,
Skip & Lynda Alfson, Mario Borboa, Olson Oil Co., Summer Inc., Loon's Nest Restaurant,
Donna Johnson-Hutchison, Tracy Sinclair, Sheldon N. Tang Revocable Trust, Lynn Tobkin,
Lee & Laurie Swanson, Annette Erickson, Kelly Herbeck, Bev Fetter, Deanne Dostal,
Timothy Lais, JRMH Holdings LLC, Madelynn Conlin, Shane & Laura Allmendinger,
Daniel A. & Michelle M. Bueide, Pamela K. Anderson, Rick & Josie Bertie, Pam Haggenmiller

Fee Paid \$30.00
Owner: City of Vergas
Applicant: Shannon Charpentier
General Contractor: Vergas Pickleball Association

No. 2023-017
City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Shannon Charpentier, Applicant, whose address is 230 East Frazee 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 City of Vergas, as owner to Construct a sign & monument as described front or width in feet: ; side or length in feet ; height in feet number of stories ; contents ; cubic feet square feet; upon that tract of land described as follows: Lot Block ; plat or addition 82000990164000 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: 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 28th day of August 2023

Attest:

Clerk Mayor

Permit Expires in one year

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

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>Close d</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
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	JL
					Conservation district, OTC Plan	
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	JL
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	7/24/2023	82000990226000	Jeff & Sheila Laney	92 Park View DR, Vergas	Install black top driveway- 2,174 sq'	JL
2023-015	7/24/2023	82000500037002	Elissa Novotny	840 E. Scharf Ave., Vergas	Riprap shoreline140', 6" - 24", repairing rock. Approx 3'- 4' of riprap	
2023-016	7/24/2023	82000990140000	Keith Sandau	361 S. Pelican Ave., Vergas	Repair Garage door & siding, replace 1 piece of house siding	
2023-017	8/2/2023	82000990164000	Vergs Pickleball Club	230 E. Frazee Ave., Vergas	Sign & monument	JL
2023-018	8/23/2023	82000990159001	Methodist Church	200 W Main St., Vergas	Reshingle roof	

2023-019	8/24/2023	82000990066000	City of Vergas/ JoAnne Knuttila	117 E. Main ST., Vergas	Pull out sink- wasn't working and want to add cabinets below counter	

Home Value
\$350,000

\$33,000

Planning Commission
2023 Planning Commission & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Monday, August 28, 2023

7. Old Business

- A. 311 Park View Drive - Shed
- B. Ordinances
 - 1. Streets & Sidewalks
 - 2. Culverts, Ordinances 79, 85, 93 and 151.32
 - 3. Shoreline Management Ordinance
- C. Updated Vergas Basic Code
- D. Nuisance Properties within Vergas
- E. Vergas Zoning Map
- F. Gravel Pit Survey

Files Attached

- 08.28.2023 Nuisance Notices.pdf

<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	PO Box 82	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023			
82000990046000	BJ's Real Estate Inc	Joseph & Pam Bracken	130 E Elm St	Bracken,3200 11TH ST S UNIT 113 ,FARGO ND 58104-4609	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023			
8200099070000	Dean Haarstick		170 S 1st Ave	PO Box 233	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023			
8200090078000	Mathew Engebretson		280 1st Ave S	PO Box 285	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023	Will Lic.		
8200090080000	Kyle Theisen		275 S Railway Ave		Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023	Selling		
82000990120000	Cliff Moe		101 E Mill St	PO Box 242	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023			
82000990166001	Keith Kuehne		306 E Frazee Ave		Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023			
82000500012005	Recyclose		110 N Railway Ave	PO Box 26	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023			
82000990149003	Vanessa Perry	TJ Johnson	261 W Hill St	Emailed Vanessa	Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023	8/17/2023 Gone		
82000990149000	Logan Hariluk		281 W Hill St		Vergas	MN	56587	Unlicensed vehicles	7/24/2023	7/25/2023	8/1/2023 Purchased tabs		