

Planning Commission
2024 March Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, March 25, 2024

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

February 26, 2024

4. Status of Council Recommendations

5. Construction Permits

- A. Permits approved by City Clerk-Treasurer
 - 1. 401 W Lake St - concrete steps, small green house, window and door
 - 2. 860 Scharf Ave - reroof
- B. Permits needing approval
 - 1. 96 ParkView Drive - add fill to lot
 - 2. 520 S Pelican Ave - basketball court
 - 3. 511 Glenn St - house
- C. Grade and Fill Permits
 - 1. 96 park View Drive - add fill to lot
- D. Active Construction Permits

6. Old Business

- A. Ordinances
 - 1. Shoreline Management Ordinance
 - 2. Updated Vergas Basic Code
- B. Nuisance Properties within Vergas
- C. Vergas Zoning Map
- D. 2024 Planning Commission Budget

7. New Business

- 1. Boundry Lines - Lawrence Lake Acres 2nd Addition
- 2. Gravel Pit Survey

8. Adjournment

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**Planning Commission
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6:00 PM on Monday, March 25, 2024**

5. Minutes

February 26, 2024

Files Attached

- 02.26.2024 Planning Commission Meeting Agenda Minutes.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, February 26, 2024

6:00 pm

Vergas Government Services Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, February 26, 2024, with the following members present: Bruce Albright, Rebecca Hasse, Jim Courneya, Judy Kvam and Alex Ohman. Absent: none. Also present: Clerk-Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; and citizen Jeffrey Hatlewick.

Call to Order

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

Agenda Additions and Deletions

Motion by Kvam, seconded by Hasse to approve agenda as presented. Motion passed unanimously.

Minutes

Motion by Hasse, seconded by Courneya to approve minutes for January 22, 2024 meeting. Voting yes: Hasse, Courneya and Kvam. Voting No: none. Abstain: Ohman. Motion carried.

Status of Council Recommendations

Albright informed Planning Commission members the Council approved the Laurence Lake Acres second addition as Planning Commission recommended.

Construction Permits

Permits approved by Clerk-Treasurer

None.

Permits needing approval.

Construction and Grade and Fill Permit - 96 Parkview Drive. Applicant has submitted a new permit dated 01/09/24. This same application was tabled last fall, for the applicant to determine where the ordinary high-water elevation (OHW) was for Long Lake in relation to the proposed project. Information in the new application includes correspondence from the applicant's surveyor, Meadowland Surveying, that the entire project area is above the OHW. This just means that the Minnesota Department of Natural Resources (DNR) does not have jurisdiction. Albright field reviewed the area this afternoon. Both areas proposed to be filled are staked. Area 2 has already been filled, and Albright assumed he just wanted to raise it. Albright thought that Area 1 was a wetland. The Commission reviewed the Otter Tail County GIS maps. In accordance with our current Shoreland Regulations, Section 5.32, D., 1. states "Grading or filling in any type 2. 3. 4. 5. 6. 7. or 8 wetland must be evaluated to determine how extensively the proposed activity would affect the following functional qualities of the wetland: a. Sediment and pollutant trapping and retention; b. Storage of surface runoff to prevent or reduce flood damage; c. Fish and wildlife habitat; d. Recreational use; e. shoreline or bank stabilization; and f. Noteworthiness, including special qualities such as historic significance, critical habitat for endangered plants and animals, or others. *This evaluation will not include a determination of whether the wetland alteration being proposed requires permits, reviews, or approvals by other local, state, or federal agencies such as a watershed district, the Minnesota Department Natural Resources, or the United States Army Corps of Engineers. The applicant will be responsible for documenting such determination and complying with such requirements to the satisfaction of the City."

Albright said the East Otter Tail Soil and Water Conservation District (SWCD) has jurisdiction over the project in accordance with the Minnesota Wetlands Conservation Act (WCA). Albright will relay the information to them for review. Motion by Ohman, seconded by Kvam, to approve the permit if they have no comments. Motion passed unanimously.

Grade and Fill Permit -401 W Lake St -Place Class 5 Gravel on driveway. Motion by Kvam, seconded by Courneya to approve permit for 401 W Lake Street for Class 5 on driveway. Motion passed unanimously.

Old Business:

Ordinances

Shoreline Management Ordinance

Lammers met with Chris LeClair, Otter Tail County, and they are proposing to work with Vergas on Shoreline Management Permits, but they will not oversee variances or conditional use permits. City will need to adopt the Otter Tail County Shoreline Management ordinance for them to oversee the permits. County Attorney is reviewing if there is any legal reason County cannot oversee permits for the city. Lammers will update the Planning Commission in March.

Proposed Vergas Basic Code

Albright said last month we discussed do we adopt and change or do we modify and then adopt. Commissioners discussed going through ordinances before adopting. Albright suggested having commissioners review Title 1 and 3 for next month. Ohman

volunteered to review ordinances and provide a word document with updates marked.

Nuisance Properties within Vergas

Discussed the vehicle at 304 S Pelican Ave with no doors. Motion by Ohman, seconded by Kvam to send a nuisance letter regarding Ordinance 92.2a to property owner. Motion passed unanimously. Discussed property as 350 S Pelican Avenue, Commissioners asked Lammers to email them the past information about property as the city has taken them to court regarding nuisance. Discussed property at 415 S Unit Avenue that has a number of demolition derby cars. Lammers looked into other communities, and some do allow them to be on licensed trailers while others only allow them in buildings. Motion by Hasse, seconded by Ohman to send them a letter on vehicles with the exact ordinance included in letter. Motion passed unanimously. Discussed property at 101 E Mill St on dog feces and yard . A letter has been sent to this property with no response, also discussed them having 5 dogs at this property when only 3 dogs are allowed. Motion by Ohman, seconded by Kvam to send certified letter with ordinance 92.16E and letting them know we only allow 3 dogs at a parcel. Motion passed unanimously. Discussed property at 339 E Frazee Ave, Albright has been to the property at least 5 times and they will not open door. He said it may be time for the city attorney to send a letter.

Vergas Zoning Map

The EDA/HRA is reviewing the map and will make a recommendation to the planning commission.

Budget

Lammers reviewed the 2024 Budget.

	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved Spending</u>	<u>Item</u>
Payroll	\$2,500.00	\$0.00	\$2,500.00		
Planning & Zoning (41910)	\$1,000.00	\$560.88	\$439.12	\$938.00	GIS Mapping
Engineer (303)	\$30,000.00	\$1,733.75	\$28,266.25		

New Business

No new business.

Adjournment

Motion by Ohman, seconded by Kvam to adjourn the meeting at 7:17 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Commissioners review proposed basic code.

Lammers update commissioners on Otter Tail County and the Shoreline Ordinance.

Council recommendations: None.

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7. Construction Permits

- A. Permits approved by City Clerk-Treasurer
 - 1. 401 W Lake St - concrete steps, small green house, window and door
 - 2. 860 Scharf Ave - reroof
- B. Permits needing approval
 - 1. 96 ParkView Drive - add fill to lot
 - 2. 520 S Pelican Ave - basketball court
 - 3. 511 Glenn St - house
- C. Grade and Fill Permits
 - 1. 96 park View Drive - add fill to lot
- D. Active Construction Permits

Files Attached

- Construction Permit-401 W Lake St-window, door, greenhouse, steps.pdf
- Construction Permit-860 Scharf Ave- reroof.pdf
- Construction Permit-520 S Pelican Ave, basketball court, finish deck.pdf
- Construction Permit-511 Glenn St - house.pdf

Fee Paid \$30.00

No. 2024-002

Owner: Sandra Grow

Applicant: Sandra Grow

General Contractor: Sandra Grow

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Sandra Grow Applicant, whose client's address is 401 W. LAKE 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 Sandra Grow, as owner to Install concrete steps, build small greenhouse (raise bed) garden with plastic top, one 3' x 3' window in house & new front door,
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 82 000 500 010000 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 18th day of March 2024.

Attest:

Julie Jannet
Clerk

Permit Expires in one year

Mayor

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

Permit Number: 2024-005 Date Received: 03/14/24 Parcel Number: 82000 500010000
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: Sandra Grow

Address of Construction Project: 401 west lake st

Mailing Address: PO Box 153 Phone: 218-843-3825

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

concrete steps small green house (raised bed)
garden with plastic top one 3'x3' window in house

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

3. VALUATION (not just your cost) of work being completed: \$ approx \$1000

Building Contractor:

Name: Sandra Grow License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: ~~Sandra Grow~~ License Number: _____ Phone: _____

Electrician:

Name: ~~[Signature]~~ 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: Sancho L. Graw DATE: 3-14-24
 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.

Sancho L. Graw Date 3-14-24
 Signature of Applicant Zoning Official Date

 FOR OFFICE USE ONLY

\$ Water Hook-up \$ Sewer Hook-up
 \$ 30⁰⁰ Permit Fee \$ Tar Break Up Deposit
 \$ 30⁰⁰ Total Fees

Receipt # _____ Date Paid _____, 20__

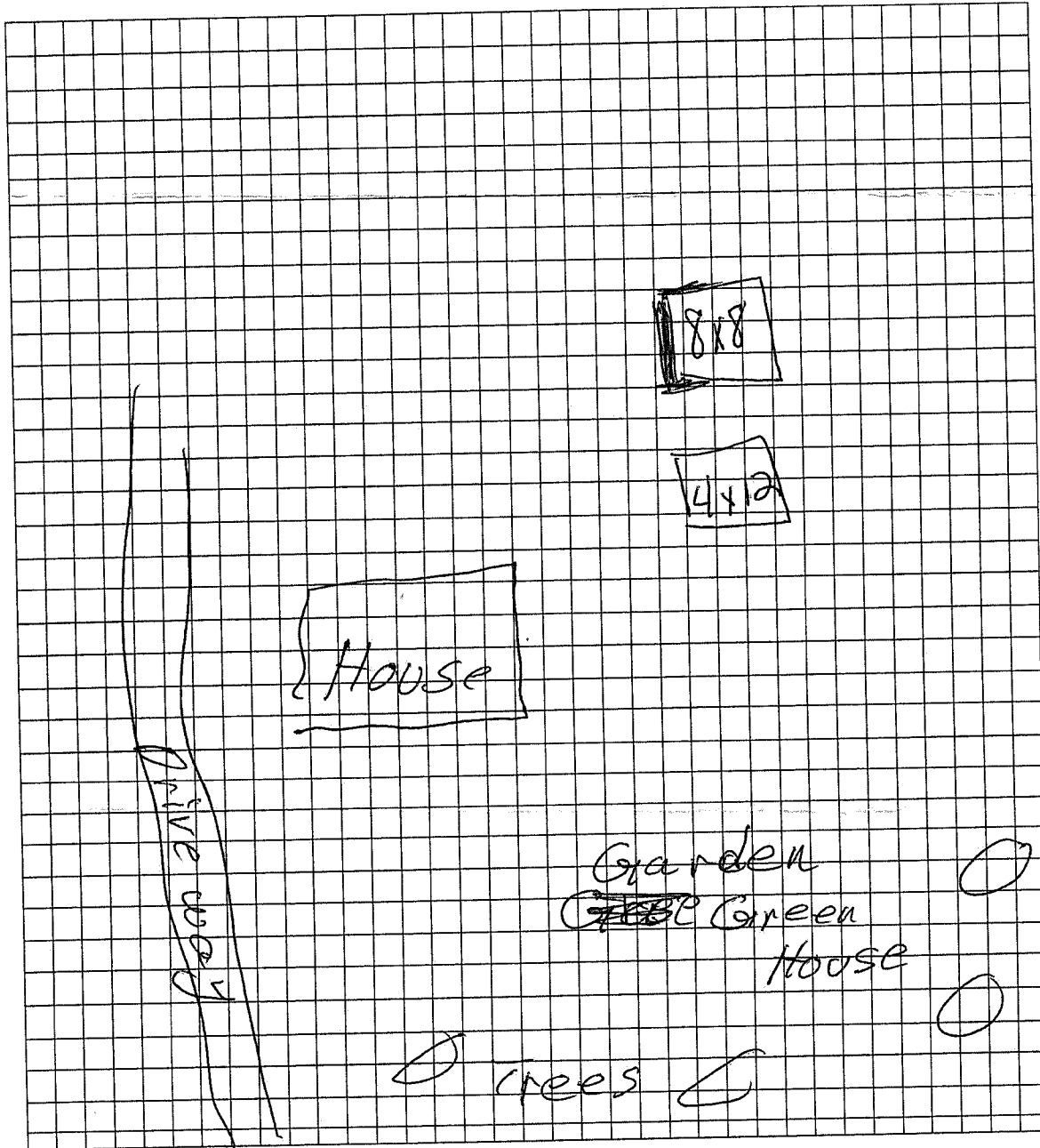
Signature: Julia Cammen Date: 3/14, 2024
 (Permitting Authority)

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:

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).



concrete
steps
6ft x 4ft

less than
30 inches high

House
480 sq. feet

1 Door

1 window
dimensions
size of
green
house

10x5
5 1/2 ft tall

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.

Laurel P. Lowe
Signature of Applicant

Date

3-14-24

Zoning Official

Date

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

Fee Paid \$60.00

Owner: John Thiessen

Applicant: Summers Construction

General Contractor: Summers Construction

No. 2024-003

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by John Thiessen Applicant, whose client's address is 860 Scharf 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 John Thiessen, as owner to Repair, re-roofing 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 82 000 50 0038 000 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 18th day of March 2024.

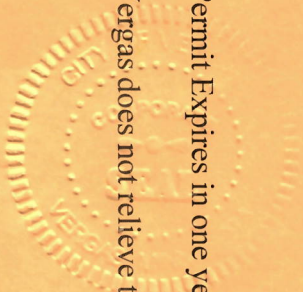
Attest:

Julie J. J. J. J. J.
Clerk

Permit Expires in one year

Mayor

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



Permit Number: 2024-003 Date Received: 3/18/24 Parcel Number: 82 000 50 0038 000
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: John Throsson Summers Construction

Address of Construction Project: 860 E. Scharf Vergas

Mailing Address: _____ Phone: _____

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

Re-roofing

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

3. VALUATION (not just your cost) of work being completed: \$ 17,500

Building Contractor:

Name: Summers Construction 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

Permit Number: 2024- Date Received: 3/13/24 Parcel Number: 82 000 500 035 001
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.
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- 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: Mik Baumgard

Address of Construction Project: 520 S Pelican Ave

Mailing Address: _____ Phone: 218-234-1255

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

Basket Ball court, finish deck project

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

3. VALUATION (not just your cost) of work being completed: \$ 10,000

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

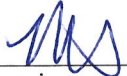
Name: _____ License Number: _____ Phone: _____

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

7. APPLICANT'S SIGNATURE:  DATE: 3-12-2024
 Permit expires in one year if project is not complete, please reapply for permit.

CONSTRUCTION APPLICATION SITE PLAN DESIGN
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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
 \$ _____ Total Fees

Receipt # _____ Date Paid _____, 20__

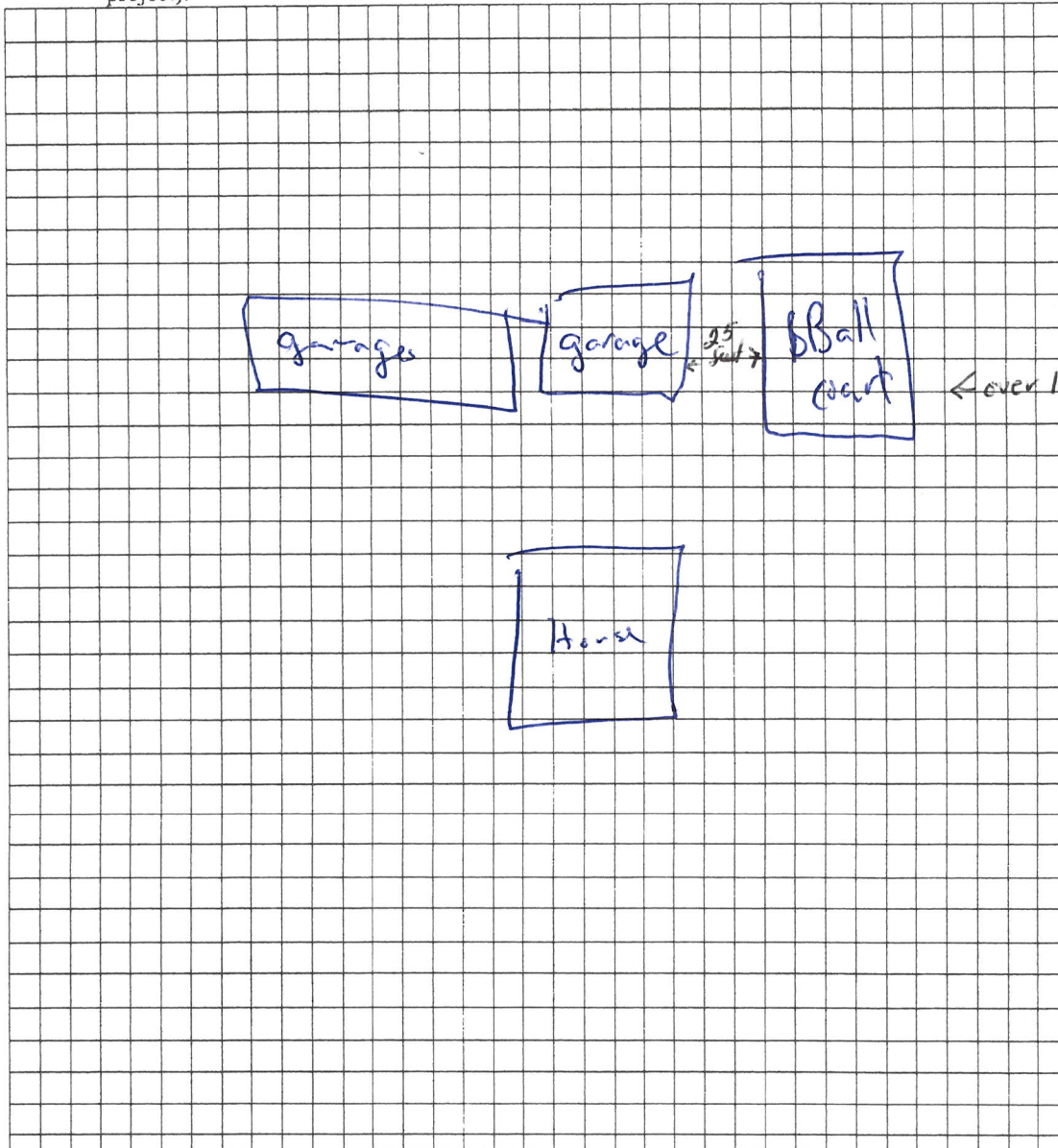
Signature: _____ Date: _____, 20__
 (Permitting Authority)

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

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



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

Signature of Applicant

Date

Zoning Official

Date

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

Permit Number: 2024- Date Received: 3/13/24 Parcel Number: 82000990303000
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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- 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 2, Block 2, Addition 1st
Property: Width 150 feet, Length 530 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: Paul + Deb Sonnenberg

Address of Construction Project: TBD Glenn St. - 511 Glenn St.

Mailing Address: TBD Phone: 612-867-9780

1. Permit to (CIRCLE ONE)

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

Description of work to be done:

Build Shower

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

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

Building Contractor:

Name: Mike Summers License Number: BC694784 Phone: 218-841-5012

Plumber: (must have MN License)

Name: Sonnenberg Patti License Number: PM060657 Phone: 218-849-7914

Electrician:

Name: Zitow Electric License Number: EA005259 Phone: 218-841-8643

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: [Signature] DATE: 3/11/24

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] 3/11/24 _____
Signature of Applicant Date Zoning Official Date

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ 1800 Permit Fee \$ _____ Tar Break Up Deposit
\$ 1800 Total Fees

Receipt # _____ Date Paid _____, 20__

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

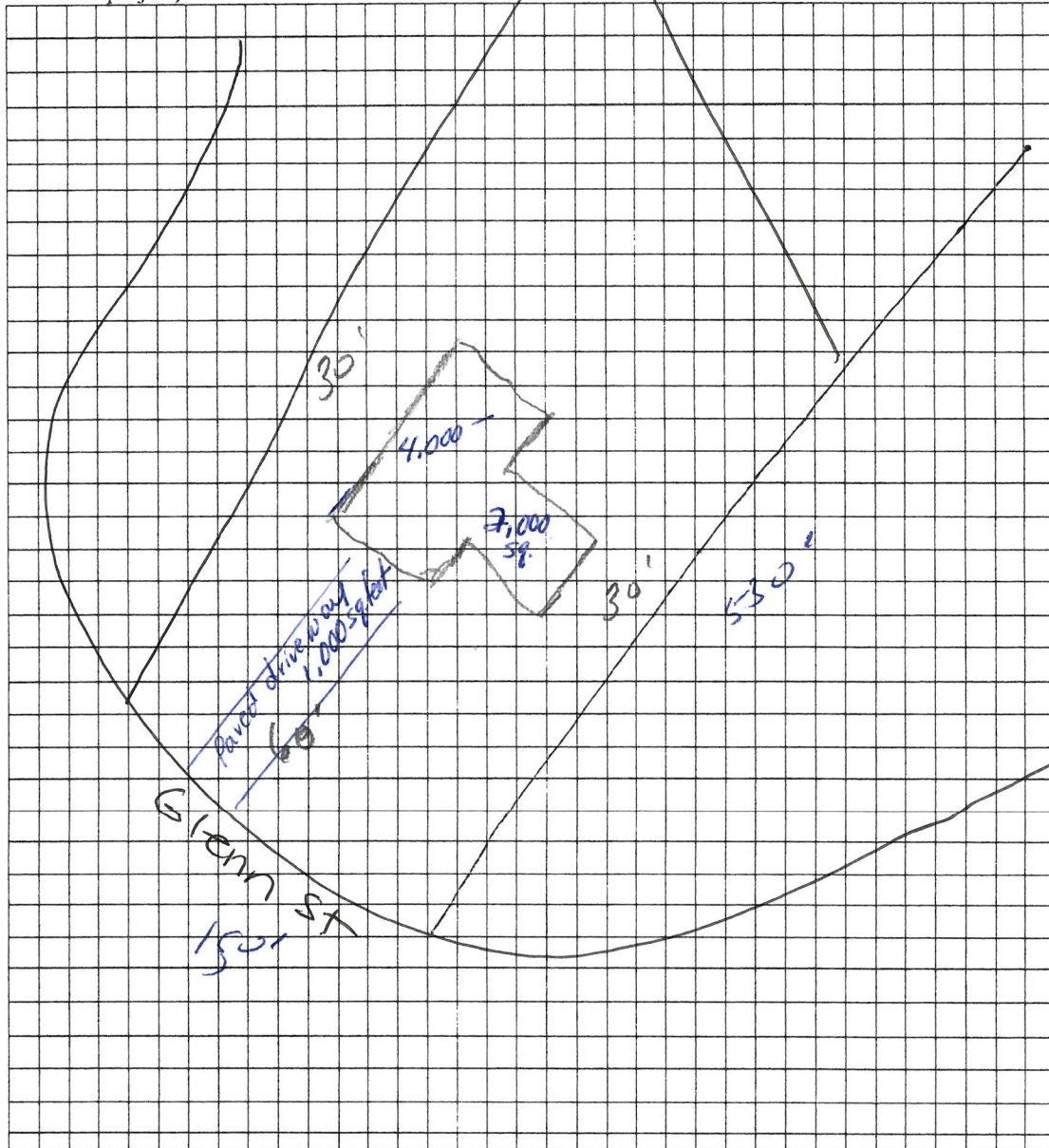
Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

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:

Shouse

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



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

[Signature]
Signature of Applicant

3/1/24
Date

Zoning Official

Date

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

Planning Commission
2024 March Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, March 25, 2024

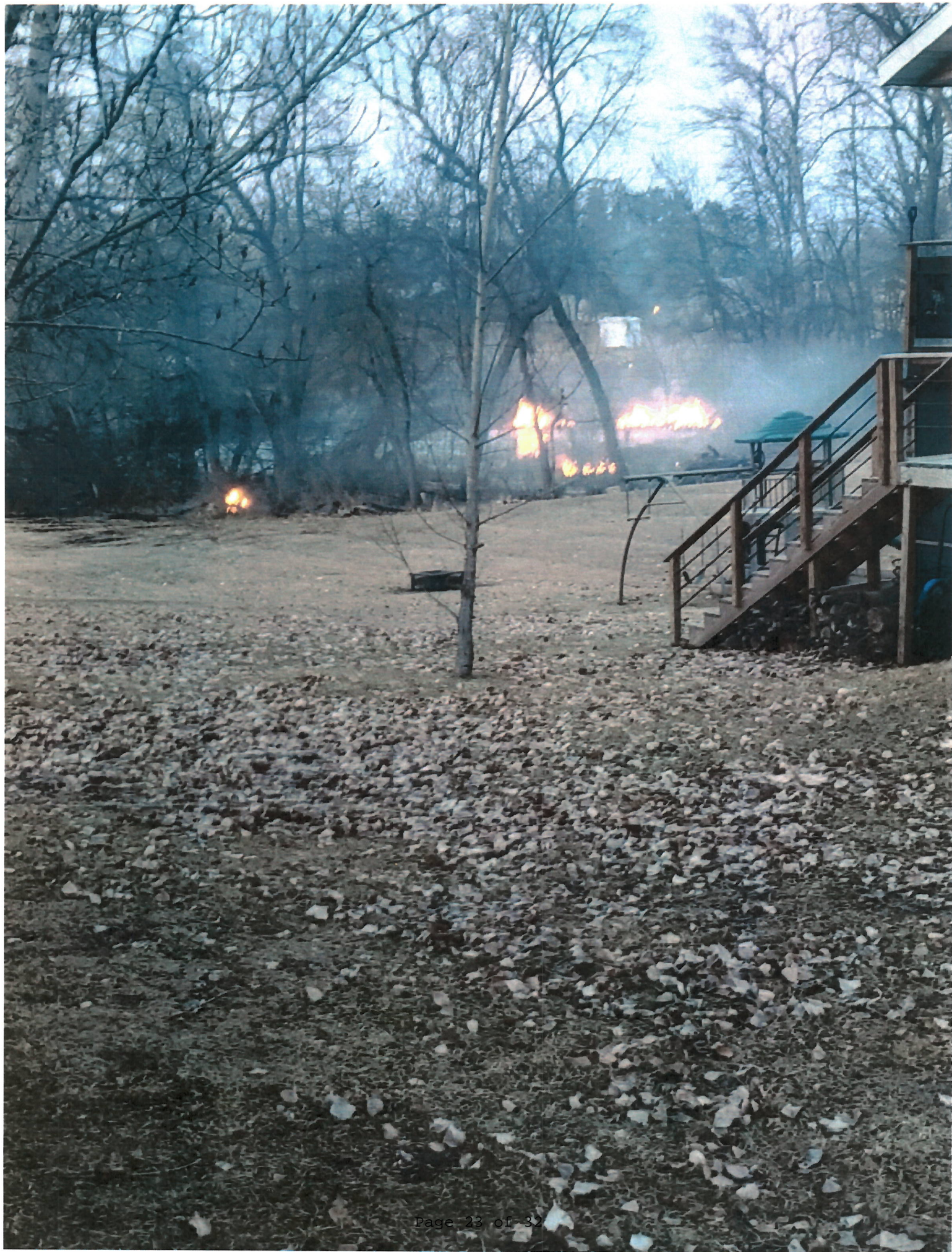
9. Old Business

A. Ordinances
1. Shoreline Management Ordinance
2. Updated Vergas Basic Code
B. Nuisance Properties within Vergas
C. Vergas Zoning Map
D. 2024 Planning Commission Budget

Files Attached

- 3.20.2024 Nuisance Notices.pdf
- Burning in City Limits.pdf
- 3.20.2024 Planning Commission Budget.pdf

<u>Parcel Number</u>	<u>Owner</u>	<u>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>Send Certified Letters</u>	<u>Responses</u>	<u>Date Second Letter Sent</u>	<u>DATE Planning Commission removed</u>	<u>Ordinance Violation</u>
82000990170000	Ben Lankow	339 E Frazee Ave	Vergas	Mn	56587	Garbage Dog Feces/More	10.23.2023			Have Council send to Attorney/Albright speaking with			92.16 92.16E & 91.06
82000990120000	Cliff Moe James	101 E Mill St	Vergas	MN	56587	than 3 dogs	11.27.2023			No Response	3/20/2024		91.06
82000990155000	Endersby	415 S Unit Ave	Vergas	Mn	56587	Unlicensed Cars	11.27.2023			Derby Cars			92.20A
82000990127000	Tony Licence Cory & Cassandra	350 S Pelican Ave	Vergas	Mn	56587	Grabage all over back yard, Garage Door broken with garbage falling out.				Cleaned Yard			92.15A
82000990123000	Woods	304 S Pelican Ave	Vergas	Mn	56587	Pickup with no doors				Removed pickup			92.2 A



**CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
ORDINANCE NO. 2023-005**

AN ORDINANCE OF THE CITY OF VERGAS, MINNESOTA, AMENDING CHAPTER 92 OF THE VERGAS CITY CODE OPEN BURNING

92.60 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

FIRE CHIEF and ***ASSISTANT FIRE CHIEF***. The Fire Chief and Assistant Fire Chief of the Fire Department which provides fire protection services to the city.

OPEN BURNING. The burning of any matter if the resultant combustion products are emitted directly to the atmosphere without passing through a stack, duct or chimney, except a recreational fire as defined herein. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers, and propane or natural gas devices are not defined as open burning.

RECREATIONAL FIRE. A fire set with approved starter fuel no more than three feet in height, contained within the border of a recreational fire site using dry, clean wood; producing little detectable smoke, odor or soot beyond the property line; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation for social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health or safety hazards will not be created. No more than one recreational fire is allowed on any property at one time.

RECREATIONAL FIRE SITE. An area of no more than a three-foot diameter circle (measured from the inside of the fire ring or border); completely surrounded by non-combustible and non-smoke or odor producing material, either of natural rock, cement, brick, tile or blocks or ferrous metal only an which area is depressed below ground, on the ground, or on a raised bed. Included are permanent outdoor wood burning fireplaces. Burning barrels are not a recreation fire site as defined herein. Recreational fire sites shall not be located closer than 25 feet to any structure.

RUNNING FIRE. An attended fire allowed to spread through surface vegetative matter under controlled conditions for the purpose of vegetative management, forest management, game habitat management, or agricultural improvement.

STARTER FUELS. Dry, untreated, unpainted, kindling, branches, cardboard or charcoal fire starter. Paraffin candles and alcohol are permitted as starter fuels and as aids to ignition only. Propane gas torches or other clean gas burning devices causing minimal pollution must be used to start an open burn.

VEGETATIVE MATERIALS. Dry leaves, dry grass clippings, twigs, branches, tree limbs, untreated or unpainted wood that contains no glues or resins, and other similar materials. Paper and cardboard are not considered vegetative materials.

WOOD. Dry, clean fuel only such as twigs, branches, limbs, presto logs, charcoal, cord wood or untreated dimensional lumber. The term does not include wood that is green with leaves or needles, rotten, wet, oil soaked, or treated with paint, glue or preservatives. Clean pallets may be used for recreational fires when cut into three-foot lengths or less.

(B) Fire training permits can only be issued by the DNR.

(C) Permits for the operation of permanent tree and brush burning sites may only be issued by the DNR.
Penalty, see ' 92.99

' 92.64 PERMIT APPLICATION FOR OPEN BURNING; PERMIT FEES.

(A) Open burning permits shall be obtained by making an application on a form prescribed by DNR. Except, the City will still require proof of a DNR burning permit even when the ground is snow covered for all fires not requiring a DNR permit.

Penalty, see ' 92.99

' 92.65 PERMIT PROCESS FOR OPEN BURNING.

Upon receipt of the completed open burning permit application and permit fee, the Fire Chief, or Assistant Fire Chief, if he or she reasonably believes necessary, may schedule a preliminary site inspection to locate the proposed burn site, note special conditions, and set dates and time of permitted burn and review fire safety considerations.

' 92.66 PERMIT HOLDER RESPONSIBILITY.

(A) Prior to starting an open burn, the permit holder shall be responsible for confirming that no burning ban or air quality alert is in effect. Every open burn event shall be constantly attended by the permit holder or his or her competent representative. The open burning site shall have available, appropriate communication and fire suppression equipment as set out in the fire safety plan.

(B) The open burn fire shall be completely extinguished before the permit holder or his or her representative leaves the site. No fire may be allowed to smolder with no person present. It is the responsibility of the permit holder to have a valid permit, as required by this subchapter, available for inspection on the site by the Police Department, Fire Department, MPCA representative or DNR forest officer.

(C) The permit holder is responsible for compliance and implementation of all general conditions, special conditions, and the burn event safety plan as established in the permit issued. The permit holder shall be responsible for all costs incurred as a result of the burn, including but not limited to fire suppression and administrative fees.

Penalty, see ' 92.99

' 92.67 REVOCATION OF OPEN BURNING PERMIT.

The open burning permit is subject to revocation at the discretion of DNR forest officer, the Fire Chief, or Assistant Fire Chief or the City of Vergas. Reasons for revocation include but are not limited to a fire hazard existing or developing during the course of the burn, any of the conditions of the permit being violated during the course of the burn, pollution or nuisance conditions developing during the course of the burn, or a fire smoldering with no flame present.

Penalty, see ' 92.99

than four acres in size.

(3) All stacks or chimneys must be constructed to withstand high winds or other related elements and in accordance to the specifications of the manufacturer of the external solid fuel- fired heating device. The stack height shall be a minimum of 25 feet above ground level but shall also extend at least as high as the height of the roofs of residents within 500 feet. All stacks or chimneys must be of masonry or insulated metal with a minimum six-inch flue.

(4) All external solid fuel-fired heating devices must be setback a minimum of 50 feet from all property lines.

(5) All external solid fuel-fired heating devices must be set back a minimum of ten feet from any principal or accessory structure.

(C) *Fuels.*

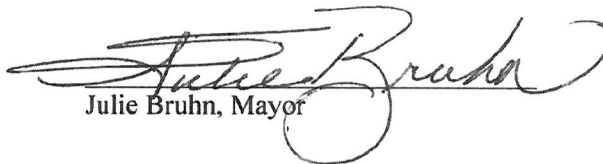
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(2) The only fuel permitted to be burned is untreated fuel. Wood may not be treated, processed, stained, finished or painted - specifically prohibited woods include plywood, particle board and similar products. Other fuels, such as corn, shall not contain any additives, treatments or chemicals. No petroleum products or processed materials of any kind may be burned.

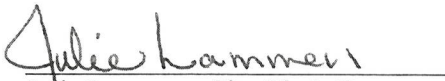
' 92.99 PENALTY.

Violation of any provision of this chapter, including maintaining a nuisance after being notified in writing by first class mail of a violation of any provision of this chapter, shall be a misdemeanor and punished as provided in ' 10.99

Passed by the City Council of Vergas, Otter Tail County, Minnesota this 13th day of June 2023.


Julie Bruhn, Mayor

ATTEST:


Julie Lammers, City Clerk-Treasurer

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COUNTY OF OTTER TAIL
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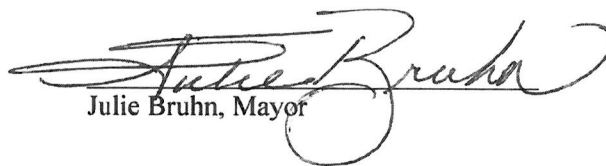
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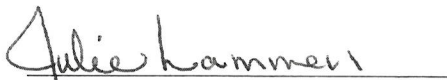
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Julie Bruhn, Mayor

ATTEST:


Julie Lammers, City Clerk-Treasurer

	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>Spending</u>	<u>Item</u>
Payroll	\$2,500.00	\$0.00	\$2,500.00		
Planning & Zoning (41910)	\$1,000.00	\$560.88	\$439.12	\$938.00	GIS Mapping
Engineer (303)	\$30,000.00	\$1,936.25	\$28,063.75		
Gravel Pit Survey	\$9,000.00		\$9,000.00		
Engineering:					
Staking Sunset & E Lake St	\$1,733.75				
1,000 feet of lakeshore	\$202.50				

Planning Commission
2024 March Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, March 25, 2024

10. New Business

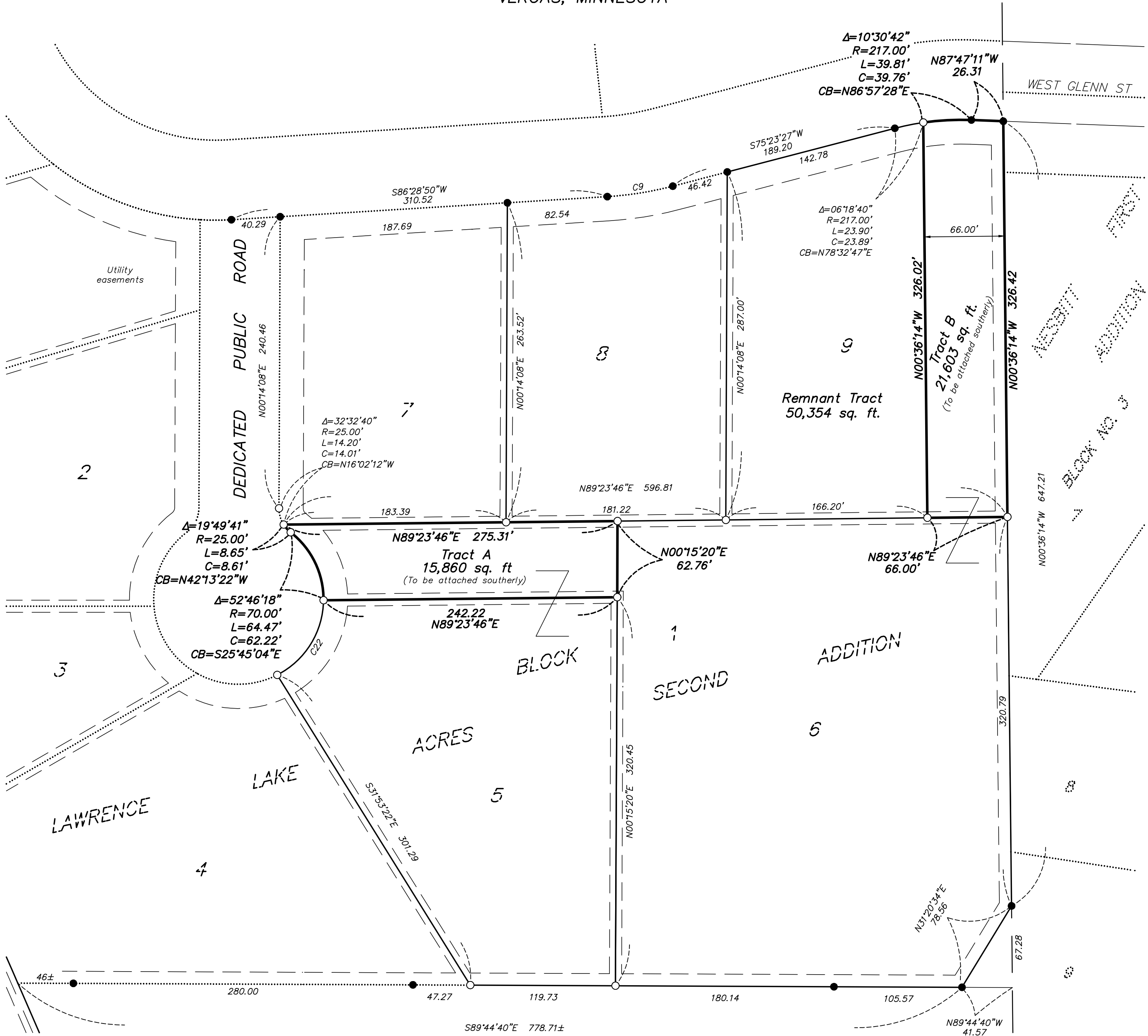
1. Boundry Lines - Lawerence Lake Acres 2nd Addition
2. Gravel Pit Survey

Files Attached

- Lawerance Lake 2nd Addition Sketch for City 3-18-24.pdf

SKETCH FOR BOUNDARY LINE ADJUSTMENT

IN LOTS 9 AND 6, BLOCK 1 OF
LAWRENCE LAKE ACRES SECOND ADDITION
VERGAS, MINNESOTA



LEGEND

- = Denotes iron monuments found.
- = Denotes iron monuments set marked with Minnesota License Nos. 46538/50320/57622.



Graphic Scale

Scale: 1 inch = 60 feet

Orientation of bearing system is assumed.

SURVEY DISCLAIMER:

This survey was prepared without the benefit of either a title commitment, or an opinion of title, or an abstraction of the parcel for easements of record and/or rights of way. Meadowland Surveying, Inc., and the undersigned professional surveyor make no guarantees or representations regarding information shown herein pertaining to easements, reservations, rights of way, setback lines, agreements, variances, or other similar matters other than those shown upon this survey or noted upon it. The undersigned surveyor has not made a search of the public records for any titles, deeds, easements, reservations, rights of way, setback lines, agreements, variances, or other similar matters other than what is readily identifiable through the County website. The use of the County website is by no means to be construed as a proper or thorough investigation of the public records as would be accomplished by an abstract of title and/or an opinion of title by an attorney at law. Meadowland Surveying, Inc., and the undersigned surveyor make no representation as to the status of title or easements on the property described herein.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Print Name:

Signature:

Date:

License #

MEADOWLAND SURVEYING, INC.

1118 HWY 59 SOUTH, DETROIT LAKES, MN 56501

EMAIL: frontdesk@meadowlandsurveying.com

www.meadowlandsurveying.com

218-847-4289

CLIENT:

Josh Hanson
P.O. Box 9
Vergas, MN 56587

COMP FILE: 25Hanson

S/T/R: 25-137-41

DWG FILE: 25hanson2ndAdd_BLA

COMP BY: JPP

DRAWN BY: JPP

DRAWING NUMBER: XXXXX-XX