

Planning Commission
2024 July Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, July 22, 2024

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

A. June 24, 2024

4. Status of Council Recommendations

A. Lake Shore Management Ordinance

B. Vergas Basic Code

C. Construction Permits

5. Construction Permits

A. Permits needing approval

1. 92 Park View Dr, steps to beach steps

2. Keilley Shores 3rd Additions, Lot 7, Block 1, move a shouse unto the property

B. Active Construction Permits

6. New Business

Attached Accessory Structures

7. Old Business

A. Ordinances-proposed Vergas Basic Code

B. Lake Shore Management Ordinance

C. Nuisance Properties within Vergas

D. Vergas Zoning Map

E. 2024-5 Planning Commission Budget

8. Adjournment

Table of Contents

| | |
|--|----|
| 3. Minutes | 3 |
| 4. Status of Council Recommendations | 6 |
| 5. Construction Permits | 7 |
| 2024 CONSTRUCTION | 15 |
| 6. New Business | 32 |
| 7. Old Business | 36 |
| Sheet1 | 48 |

Planning Commission
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6:00 PM on Monday, July 22, 2024

3. Minutes

A. June 24, 2024

Files Attached

- 06.24.2024 Planning Commission Meeting Agenda Minutes.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, June 24, 2024

6:00 pm

Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, June 24, 2024, in a hybrid meeting at the Government Services Center and on zoom with the following members present: Bruce Albright, Shane Hasse, Rebecca Hasse and Alex Ohman. Absent: Jim Courneya. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens Brandon Brusven, Cindy Hurt and Jessica Lorz, .

Call to Order

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

Agenda Additions and Deletions

Approved agenda with following addition: 2 construction permits.

Minutes

Motion by Ohman, seconded by R. Hasse to approve minutes for May 20 and June 11 2024. Motion passed unanimously.

Status of Council Recommendations

Albright informed the Planning Commission that the council approved the interim use permit for mark sand and gravel and the gravel pit report provided by Widseth Engineering. The council asked the Planning Commission to review the construction permit fee for commercial businesses. They did not feel that \$1000 was justifiable as a penalty for commercial businesses. Questioned why commercial businesses should have a higher fee than residential. Neighboring Cities only charge a double permit fee for not getting a permit. Commissioners asked Albright to find out how seriously to proceed with permits. Does Council want them to take permits seriously? R. Hasse stated she feels educated about what needs to have permits. Albright informed commissioners that Otter Tail County has a \$2,500 fee if permits are not applied for before work begins. Albright stated the Mayor or himself may need to write an article for the newsletter on when you need a permit.

New Business

Commissioners discussed camping ordinance regarding a camper on the property on Pelican Ave. by Loon Lake parcel 820005000027009. City of Vergas recreational camping requires an annual license to be purchased. Commissioners requested the property owner to apply for a camping permit and for it to be issued for the camper located on property by Loon Lake. Motion by Ohman, seconded by R. Hasse to approve camping permit in accordance with the 2016 ordinance. Motion passed unanimously. Commissioners asked Lammers to add a camping permit fee to the 2025 Vergas fee schedule. Commissioners had no recommendations for the League of Minnesota Cities cannabis actions for the City of Vergas. Commissioners stated according to our current ordinance's cannabis can be sold in any commercial district building. Commissioners feel it is the council's responsibility to decide how many licenses should be issued.

Old Business:

Ordinances

Commissioners decided to review ordinances after tonight's meetings.

Lake Shore Management Ordinance

Albright and Lammers have met with Otter Tail County regarding the Lakeshore management ordinance. Lammers is working on a document updating our Lakeshore management ordinance and will have it for the Planning Commission at the August meeting. Motion by Ohman seconded by R. Hasse to hold a public hearing on August 26th at 6:00 PM at the Vergas Event Center regarding adopting the dated Lakeshore management ordinance. Motion passed unanimously. Requested Lammers to invite Otter Tail County Land and Resource Management team to the meeting.

Nuisance Properties within Vergas

Commissioners asked Lammers to provide chicken ordinances from other cities at the next meeting. We have one nuisance property with three vehicles which do not have current plates. City employees were unable to check plates before the meeting but will get the information for next month's meeting.

Vergas Zoning Map

This is a work in progress. Commissioners asked Lammers to invite the EDA to the August meeting to discuss the Vergas zoning map.

2024 Planning Commission Budget

Discussed 2025 budget and commissioners asked Lammers to budget for 14 meetings in 2025.

Construction Permits

Dufrane questioned Keith Bunkowskes' permit regarding MPCA. During the last storm the mud basin was going into the water. Commissioners asked Lammers to contact MPCA to check on status and what could be done to stop drainage into Long Lake. DuFrane is concerned about the city lift station.

Permits needing approval.

Motion by Ohman, seconded by S. Hasse to approve steps, addition to garage and railing at 306 E Frazee Avenue, once impervious surface is confirmed. Motion passed unanimously.

Motion by R. Hasse seconded by Ohman to approve a permit for 280 1st Ave. South to install garden fence, addition to existing deck, shingling garage and installing gutters on house. Motion passed unanimously

Motion by R. Hasse seconded by Ohman to approve permit at 207 W Main St., after confirming setbacks and impervious surface. Motion passed unanimously

Grade and Fill Permits

Motion by Ohman, seconded by S. Hasse to approve the grade and fill permit for Lawrence Lake second edition, lot three, block one. Motion passed unanimously.

Active Construction Permits

Albright and Courneya will meet to update closed permits for both grade and fill and construction permits.

Adjournment

Motion by Ohman, seconded by S. Hasse to adjourn at 7:35 pm. Motion passed unanimously. The committee went on to discuss ordinance changes.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Public Hearing Notices, Newsletter, Frazee-Vergas Forum and send letters.

Albright and Courneya update grade and fill and construction permit spreadsheets regarding closed permits.

Council recommendations:

Request Council state how seriously they want the planning commission to take construction permits.

Lake Shore Management Ordinance.

Vergas Basic Code updates.

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4. Status of Council Recommendations

- A. Lake Shore Management Ordinance
- B. Vergas Basic Code
- C. Construction Permits

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5. Construction Permits

A. Permits needing approval

1. 92 Park View Dr, steps to beach steps

2. Keilley Shores 3rd Additions, Lot 7, Block 1, move a shouse unto the property

B. Active Construction Permits

Files Attached

- Construction Permit 92 Park View Drive, steps.pdf
- Construction Permit 1220 Scharf Ave E. Shouse.pdf
- 2024 Construction Permits as of 6.24.24.pdf
- Kinneberg Permit Application - 1050 E Scharf Ave Vergas MN.pdf
- Kinneberg Elevation 1.pdf
- Kinneberg Elevation 2.pdf
- Kinneberg Foundation.pdf
- Kinneberg Main Floor.pdf
- Kinneberg Plot Option 1.pdf
- Kinneberg Roof Section.pdf
- Construction Permit 820 Scharf Ave E. deck.pdf

Permit Number: _____ Date Received: 7/14/24 Parcel Number: _____
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: JEFFLANEY

Address of Construction Project: 92 PARK VIEW DR

Mailing Address: _____ Phone: 701 306 - 6238

1. Permit to (CIRCLE ONE)

Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done: STEPS TO BEACH Steps

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

3. **VALUATION** (not just your cost) of work being completed: \$ 2500

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

- 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: [Signature] DATE: 7-14-24
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.

 Signature of Applicant Date Zoning Official Date

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
 \$ 30 Permit Fee \$ _____ Tar Break Up Deposit
 \$ 30⁰⁰ Total Fees

Receipt # 153837 Date Paid 7/15, 2024

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

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



stairs -
(5 feet)

20 feet
to lake

new
steps
about 25 feet
from lake.

Permit Number: _____ Date Received: 7/16/24 Parcel Number: _____
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 7, Block 1, Addition Third
Property: Width 136.50 feet, Length 225' 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: Andrew + Jackie Bunkowski
Address of Construction Project: Keiley Shore 3rd Addition
Mailing Address: 44571 Mosquito Heights Road Parkersburg MN 56573 Phone: 701-306-4847

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

Description of work to be done:
Move a Shense onto the property.

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

3. VALUATION (not just your cost) of work being completed: \$ 13000.⁰⁰

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 Vegas.
6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
7. APPLICANT'S SIGNATURE Jackie Bunkowske DATE: 7/15/2024
 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.

Jackie Bunkowske 7/15/2024
 Signature of Applicant Date Zoning Official Date

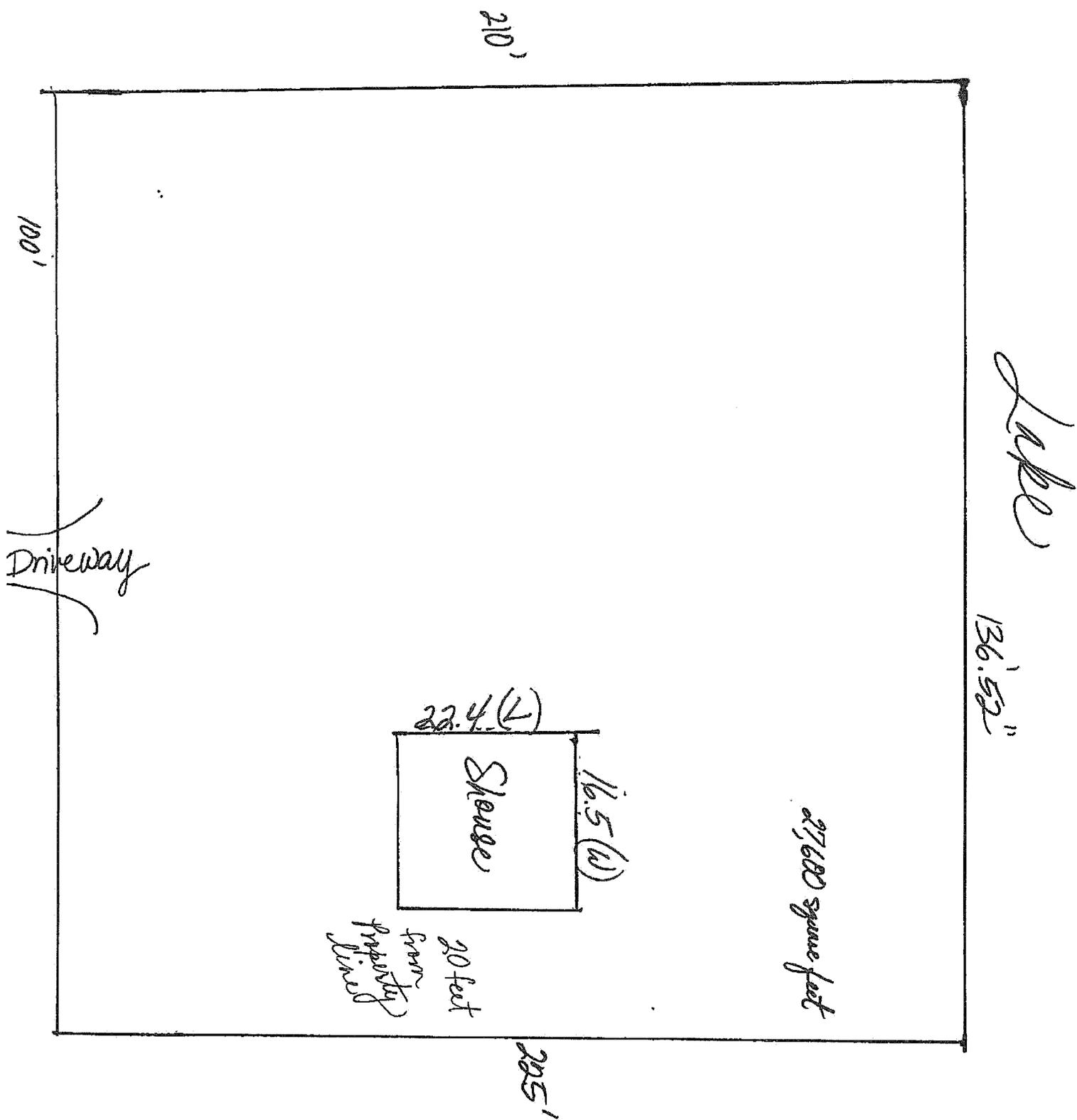
FOR OFFICE USE ONLY

S _____ Water Hook-up S _____ Sewer Hook-up
 \$ 60 Permit Fee S _____ Tar Break Up Deposit
 \$ 60 Total Fees

Receipt # _____ Date Paid _____ .20

Signature: _____ Date: _____ .20
 (Permitting Authority)

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



2024 Construction Permits - Vergas MN

| Permit No | Issue Date | Parcel Number | Name | Address | Description | Date Closed |
|----------------|------------|----------------|-------------------------------|----------------------------------|---|-------------|
| 21-004-23- | 4/13/2021 | 82000990269000 | Brian & Brenda Tangen | 1060 E. Scharf Ave, Vergas | Do shoreline work, remove stumps, trees & clean up, riprap | |
| 2022-026-2 | 7/20/2022 | 82000990170000 | Ben Lankow | 339 E Frazee Ave. Vergas | Repiar shingles & trim 10/17/23: EXTEND TO 7/20/2024 | |
| 2022-033-2 | 8/8/2022 | 82000500009000 | Frank Vana | 606 E Frazee Ave, Vergas | Repair roofing - entry way EXTEND TO 8/8/2024 | |
| 2022-039-2 | 9/8/2022 | 82000500188000 | Ryan Weibye | 1156 Frazee Ave., Vergas | Add patio & hot tub concrete Extended to 9.8.24 | |
| | | | | | | |
| 2023-002 | 2/27/2023 | 82000990121000 | Anthony Boyd | 361 S. Unit Ave. , Vergas | Remove 1 shed, move to slab of current shed, build garage | 17-Apr |
| 2023-003 | 2./27/2023 | 82000990075000 | Dean Haarstick | 131 E. Linden St., Vergas | Install-replace windows, repair-replace roof as needed | 5.22.24 |
| 2023-004 | 2/27/2023 | 82000990164000 | City of Vergas | 230 Frazee Ave., Vergas | Build gazebo-Veterans Memorial site | 5.22.24 |
| 2023-005 | 4/24/2023 | 82000500037008 | Keith Bunkowske | 202 S. Town Line RD, Verghas | Repair 7 windows & siding house | |
| 2023-009 | 5/22/2023 | 82000990076000 | Noah Olds | 101 E. Linden Ave., Vergas | Do a complete remodel-New windows, siding, facia,soffit. | 5.22.24 |
| | | | | | Remove addition & replace with deck | |
| 2023-011 | 6/26/2023 | 82000500012002 | Key Stone Storage & Ren | 235 S Frazee Ave., Vergas | Remodeling windows, siding,all doors, deck in back, staicase,ceiling, sewer pipes and 2 signs | |
| | | | | | | |
| 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 | 5.22.24 |
| | | | | | | |
| 2023-015 | 7/24/2023 | 82000500037002 | Elissa Novotny | 840 E. Scharf Ave., Vergas | Riprap shoreline140', 6" - 24", repairing rock. Approx 3'- 4' of riprap | 5.22.24 |
| 2023-020 | 8/28/2023 | 82000990239000 | Randy Schrupp | 291 Bennett RD., Vergas | Concrete slab behind house-walkout | |
| 2023-023 | 9/25/2023 | 82000990305000 | Josh Hanson | 491 Glenn ST.,Vergas | Build 40' x 56' house w/walkout, 2 car garage | 5.22.24 |
| 2023-025 | 9/12/2023 | 82000500003000 | Brett Alger | 306 1st Ave. N., Vergas | Install new shingles & doors | 5.22.24 |
| 2023-032 | 10/23/2023 | 82000500010001 | Aaron Johnson | 411 W. Lake ST., Vergas | Fix signs, concrete in existing garage, garage door, sidewalk, | 5.22.24 |
| 2023-033 | 10/23/2023 | 82000500038000 | John Thiessen | 860 E. Scharf Ave., Vergas | Replace deck in same spot | 5.22.24 |
| 2023-034 | 10/23/2023 | 82000990265000 | Terry & Julie Karger | 1035 E. Scharf Ave., Vergas | Building new home and attached garage | |
| PENDING | | 82000990228000 | Michael Rosendahl | 96 Park View DR | Alter, add fill to lot | |
| 2024-001 | 1/10/2024 | 82000990148000 | Jeff Hanson | 451 Pelican Ave., Vergas | Repair shingles, siding, and home repair | |
| 2024-002 | | | | | one 3' x 3' window in house, new front door | |
| 2024-003 | 3/18/2024 | 82000500038000 | John Thiessen | 860 E. Scharf Ave., Vergas | Repair, Re-roofing | 5.22.24 |
| 2024-004 | 4/1/2024 | 82000990303000 | Paul & Deb Sonnenberg | 511 Glenn ST., Vergas | Build house | |
| 2024-005 | 3/25/2024 | 82000500035001 | Mike Baumgart | 520 S. Pelican Ave., Vergas | Install basketball court, finish deck project | |
| 2024-006 | 4/4/2024 | 82000990116001 | City of Vergas/Vergas Lions | 144 W. Pelican Ave., Vergas | Replace sign with new sign - Peterson Park | |
| 2024-007 | 4/8/2024 | 82000500012006 | Summers Construction | 100 S. Railway Ave., Vergas | Install concrete slab apron in fron of overhead doors | 4.22.24 |
| 2024-008 | 3/14/2024 | 82000500010000 | Sandra Grow | 401 W. Lake ST., Vergas | Build concrete steps, small greenhouse (raised bed) garden w/plastic top, | |
| 2024-009 | 4/22/2024 | 82000500037005 | Donald Allmaras | 816 Scharf Ave., vergas | Rebuild existing cabin in same footprint as existing cabin | |
| 2024-010 | 4/26/2024 | 82000990059001 | Brianna Alley | 140 E. Main St., Vergas | Install sign | 5.22.24 |
| 2024-011 | 5/20/2024 | 82000990173000 | Charles Boehm | 116 Park View Dr., Vergas | Install riprap | |
| 2024-012 | 5/20/2024 | 82000990044000 | Carl Hoffmann | 106 E. Elm St., Vergas | Demolish, remove addition & install new | |
| 2024-013 | 5/20/2024 | 82000990314000 | JRMH Holdings | Lot 7, Block 1, 2nd Add.,Vergas | Install culvert & build pad | |
| 2024-014 | 5/20/2024 | 82000990176000 | Matthew Lachowitz | 110 Park View DR., Vergas | Build 6' x 12' storage shed | |
| 2024-015 | 5/20/2024 | 82000990096000 | Lakes Community Coop | 101 1st Ave. N. Vergas | Remodel as stated on Const. Permit | |
| 2024-016 | 5/20/2024 | 82000990226000 | Jeff Laney | 92 Park view DR, Vergas | Build pergola & do riprap | |
| 2024-017 | | | Keith Kuehn | | | |
| 2024-018 | 6/11/2024 | 82000990315000 | JRMH Holdings | D Glenn ST/Lot 8, Block 1, 2nd A | Install culvert | |
| 2024-019 | 6/11/2024 | 8200990264000 | Elaine Palmer | 1025 E. Scharf Ave., Vergas | Repair waterproofing foundation | |
| 2024-020 | 6/24/2024 | 82000990109000 | Katie Galbrecht(McCorquodale) | 202 W. Main ST, Vergas | Alter shed from tarp to metal | |
| 2024-021 | 6/24/2024 | 82000990078000 | Matt Engebretson | 280 1ST AVE. S., Vergas | Install garden fence,add to existing deck, reshingle garage, install gutters on house | |

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

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 6, Block 1, Addition Keiley Shores 1st Addn.
 Property: Width 99.37 feet, Length 188.4 and 172.42 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: Andrew + Rachel Kinneberg

Address of Construction Project: 1050 E Scharf Ave. Vergas, MN

Mailing Address: 949 Parkway Dr Wst + Fargo, ND 58078 Phone: (701) 793-0681

1. Permit to (CIRCLE ONE)
- | | | | |
|--|--------------------------------|--------------------------------|-------------------------------|
| <input checked="" type="radio"/> Build | <input type="radio"/> Install | <input type="radio"/> Addition | <input type="radio"/> Alter |
| <input type="radio"/> Move | <input type="radio"/> Demolish | <input type="radio"/> Repair | <input type="radio"/> Remodel |

Description of work to be done: New construction home on lake lot.

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

3. VALUATION (not just your cost) of work being completed: \$ 400,000.00

Building Contractor: Self managed

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: Sonnenberg Plumbing License Number: PL644231 Phone: (218) 849-7914

Electrician:

Name: Zitow Electric License Number: EA005259 Phone: (218) 342-2871

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: Renee Kumborg DATE: 07/17/2024
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.

Renee Kumborg 07/17/2024 _____
Signature of Applicant Date Zoning Official Date

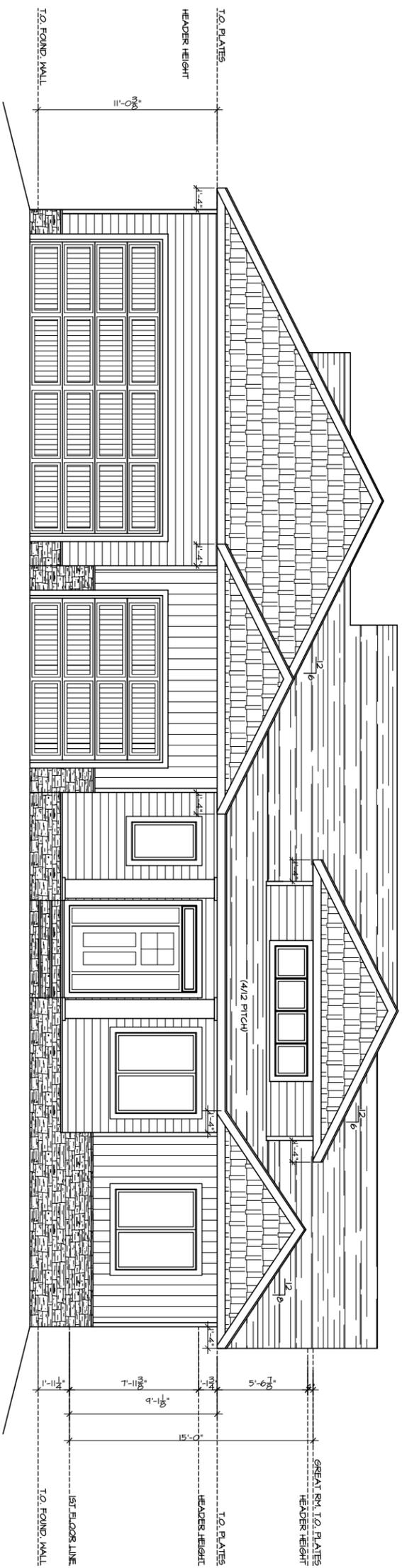
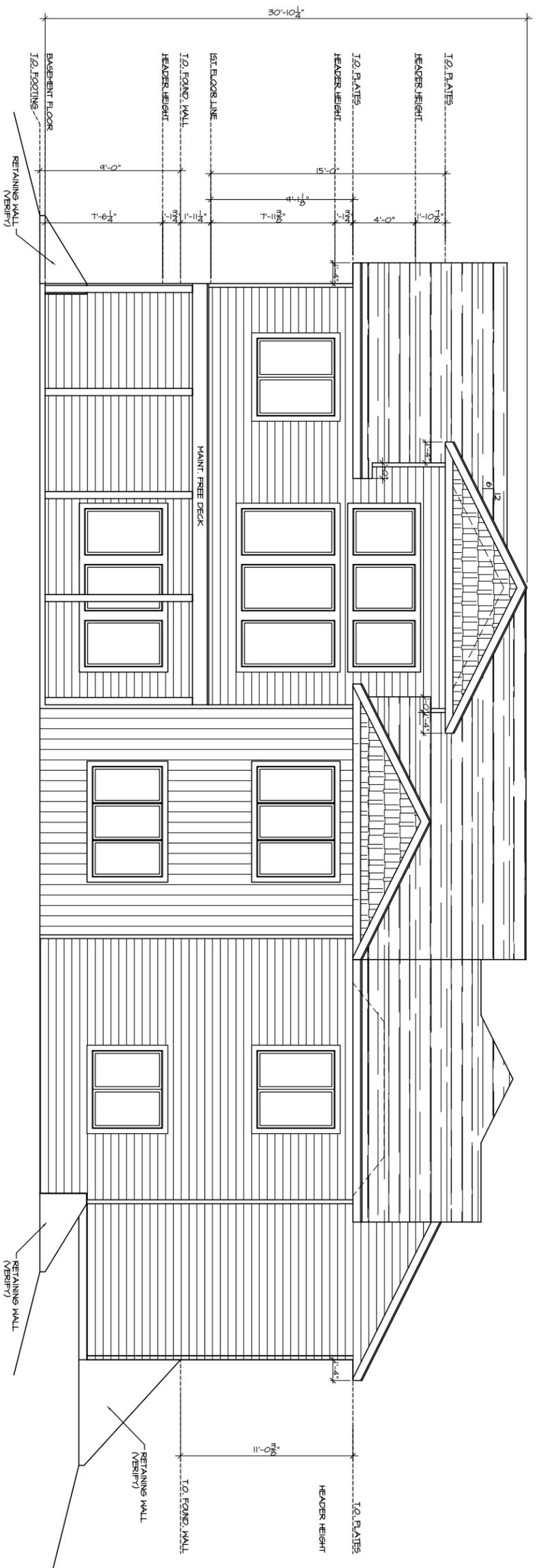
FOR OFFICE USE ONLY

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

Receipt # _____ Date Paid _____, 20__

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

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



ROAD SIDE ELEVATION
SCALE: 1/4"=1'-0"

DRAWN BY: MELISSA M.
DATE: 4/12/24

KINNEBERG LAKE HOME

1050 EAST SCHARF AVE.
VERGAS, MN

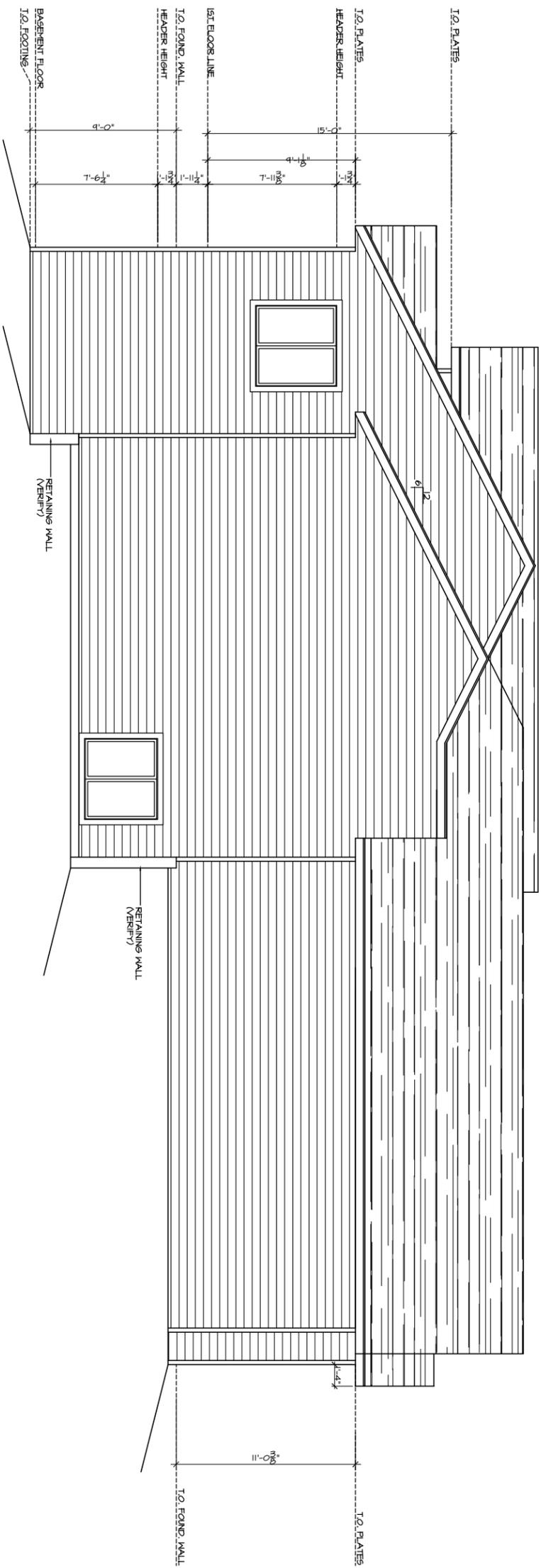
Page 18 of 48

ATTENTION:

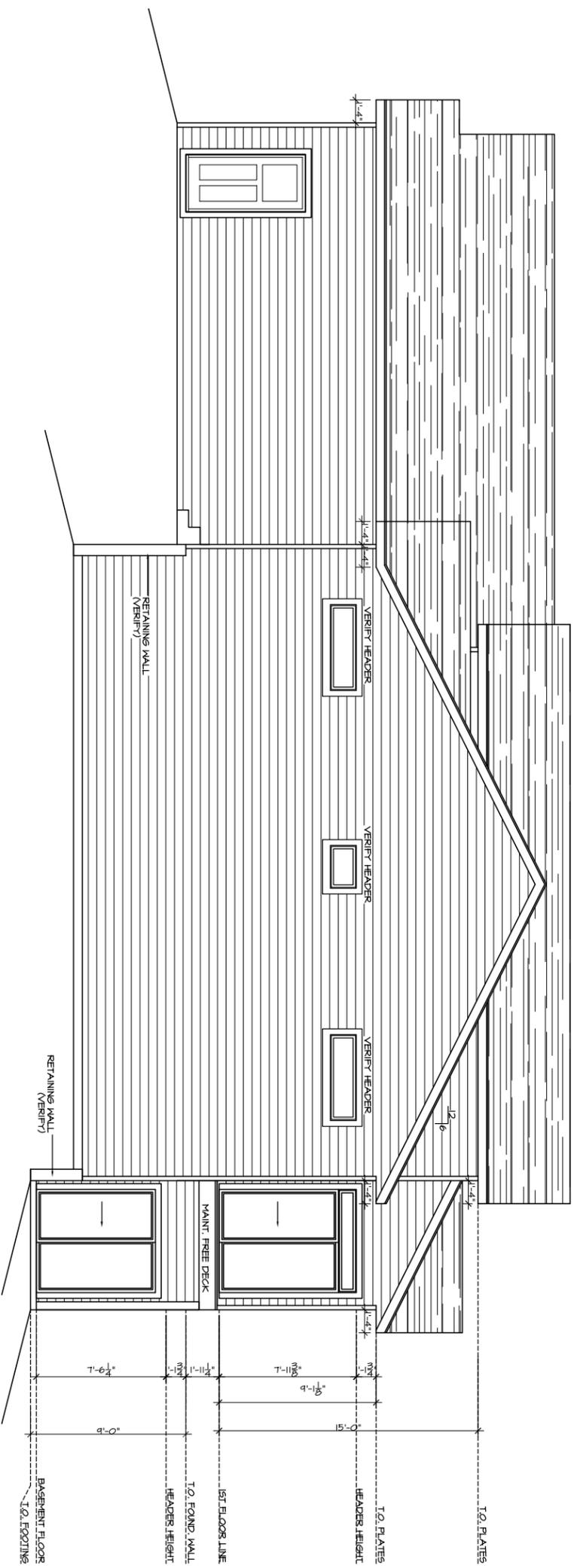
Plans furnished were prepared by draftsmen who are not qualified as professional architects or engineers. We expressly disclaim any liability for errors on the plans. Use of such plans are at the sole risk of the user and are furnished WITHOUT any WARRANTY. Responsibility for the usage of correct structural materials, spans, load bearing, and construction methods are the responsibility of the builder, owner, or user of these plans.

PAGE

2 OF 7



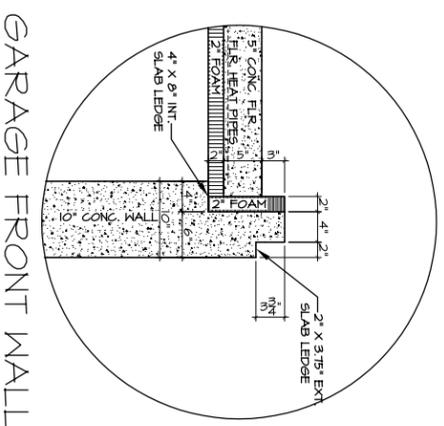
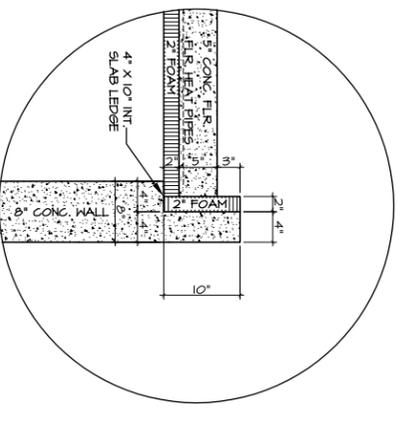
LEFT SIDE ELEVATION
SCALE: 1/4"=1'-0"



RIGHT SIDE ELEVATION
SCALE: 1/4"=1'-0"

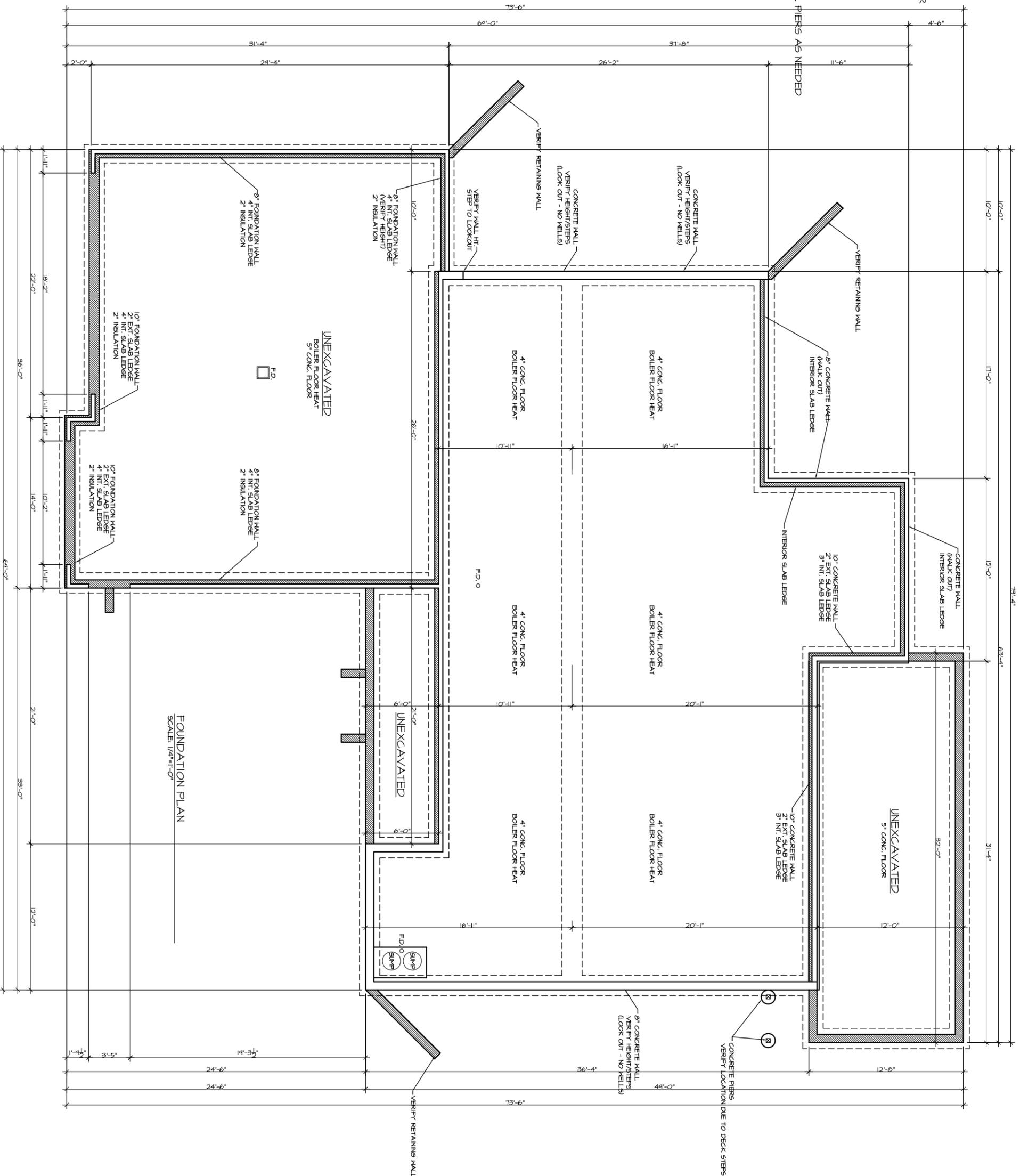
| | | | |
|----------------|---|--|---------------------------------------|
| PAGE 3 OF 7 | ATTENTION: Plans furnished were prepared by draftsmen who are not qualified as professional architects or engineers. We expressly disclaim any liability for errors on the plans. Use of such plans are at the sole risk of the user and are furnished WITHOUT ANY WARRANTY. Responsibility for the usage of correct structural materials, spans, load bearing, and construction methods are the responsibility of the builder, owner, or user of these plans. | <h1 style="margin: 0;">KINNEBERG LAKE HOME</h1> <p style="margin: 0;">1050 EAST SCHARF AVE. VERGAS, MN</p> | DRAWN BY: MELISSA M. DATE: 4/12/24 |
| | Page 19 of 48 | | |

NOTES:
 OPTION TO ADD BOILER FLOOR HEAT TO ENTIRE MAIN FLOOR
 BOILER FLOOR HEAT IN ENTIRE BASEMENT
 BOILER FLOOR HEAT IN GARAGE
 2" FOAM INSULATION ON EXTERIOR OF BASEMENT WALLS
 SOUND INSULATION BETWEEN ALL BEDROOMS/BATHROOMS
 FLOOR DRAINS IN GARAGE, MECH, BOTH LAUNDRY ROOMS
 VERIFY ALL RETAINING WALLS
 VERIFY ALL FOUNDATION WALLS FOR STEPPING / WALK OUT
 MAINT. FREE DECK & RAILING
 9'-0" FOUNDATION WALL
 VERIFY DECK STEPS NEEDED DUE TO SLOPE - ADJUST CONC. PIERS AS NEEDED
 VERIFY ALL TRANSOM HEADER HEIGHTS



GARAGE SIDE & BACK WALL

GARAGE FRONT WALL

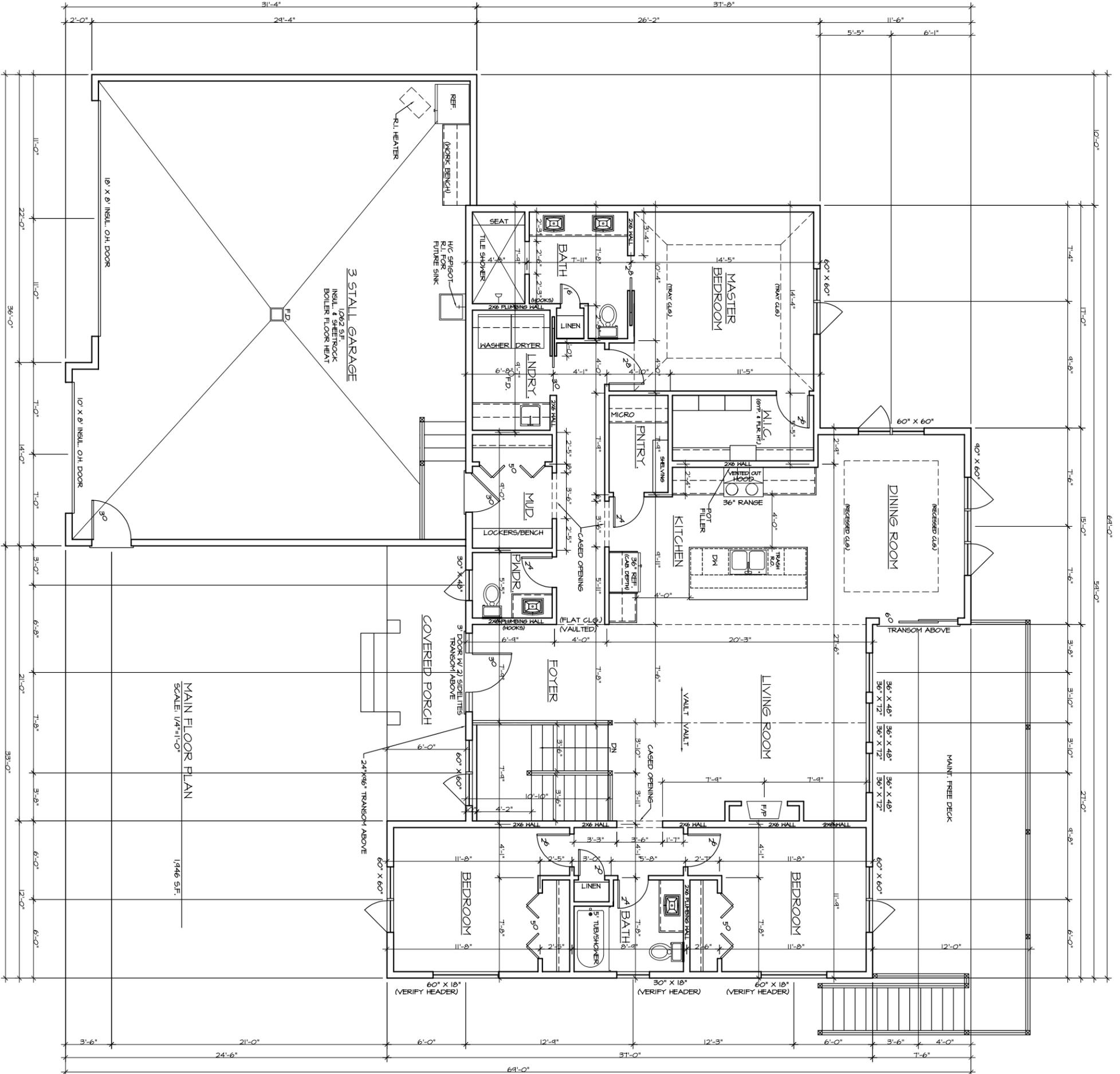


FOUNDATION PLAN
 SCALE: 1/4"=1'-0"

ATTENTION:
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KINNEBERG LAKE HOME
 1050 EAST SCHARF AVE.
 VERGAS, MN
 Page 20 of 48
 DRAWN BY: MELISSA M.
 DATE: 4/12/24

NOTES:
 OPTION TO ADD BOILER FLOOR HEAT TO ENTIRE MAIN FLOOR
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 9'-0" FOUNDATION WALL
 VERIFY DECK STEPS NEEDED DUE TO SLOPE - ADJUST CONC. PIERS AS NEEDED
 VERIFY ALL TRANSOM HEADER HEIGHTS



MAIN FLOOR PLAN
 SCALE: 1/4"=1'-0"
 1446 S.F.

ATTENTION:

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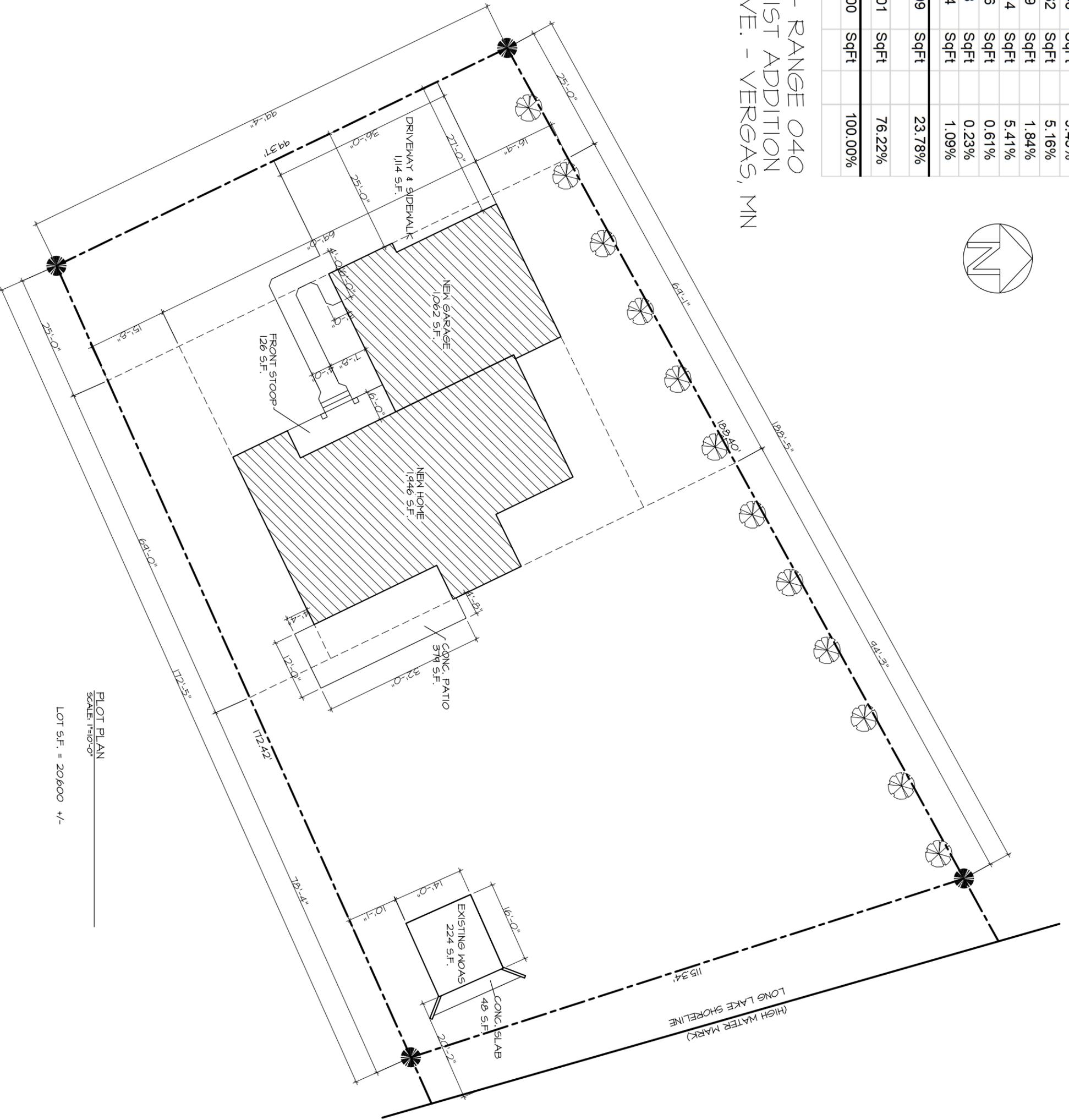
KINNEBERG LAKE HOME

1050 EAST SCHARF AVE.
 VERGAS, MN
 Page 21 of 48

DRAWN BY: MELISSA M.
 DATE: 4/12/24

| | | | |
|----------------------------|--------------|-------------|----------------|
| Total House | 1946 | SqFt | 9.45% |
| Total Attached Garage | 1062 | SqFt | 5.16% |
| Total Lakeside Patio | 379 | SqFt | 1.84% |
| Total Sidewalk & Driveway | 1114 | SqFt | 5.41% |
| Total Front Stoop | 126 | SqFt | 0.61% |
| Total WOAS Conc. Slab | 48 | SqFt | 0.23% |
| Total Existing WOAS | 224 | SqFt | 1.09% |
| Total Lot Coverage: | 4899 | SqFt | 23.78% |
| Total Open Space: | 15701 | SqFt | 76.22% |
| Total Lot Size: | 20600 | SqFt | 100.00% |

SEC 30 - TWP 137 - RANGE 040
 KEILLEY SHORES 1ST ADDITION
 1050 EAST SCHARF AVE. - VERGAS, MN



PLOT PLAN
 SCALE: 1"=10'-0"
 LOT S.F. = 20,600 +/-

ATTENTION:
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| | |
|--|--|
| <h1 style="margin: 0;">KINNEBERG LAKE HOME</h1> <p style="margin: 0;">1050 EAST SCHARF AVE. VERGAS, MN</p> | <p style="margin: 0;">DRAWN BY: MELISSA M. DATE: 4/12/24</p> |
|--|--|

jammers@cityofvergas.com

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

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: Cory Severson

Address of Construction Project: 820 E. Schant Ave

Mailing Address: 6299 13th Cir S Phone: 701-238-2330

1. Permit to (CIRCLE ONE) ~~FRAGD~~ NO 58104
- | | | | |
|--|----------|---|--|
| <input checked="" type="radio"/> Build | Install | <input checked="" type="radio"/> Addition | <input checked="" type="radio"/> Alter |
| Move | Demolish | Repair | Remodel |

Description of work to be done:

We would like to add a deck to the front of the house + remove the existing steps

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

3. VALUATION (not just your cost) of work being completed: \$ N/A = the deck was an existing deck we moved from Fargo.

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 Vegas.
- 6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
- 7. APPLICANT'S SIGNATURE: [Signature] DATE: 7/22/2024
 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] _____ 7/22/2024 _____
 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 _____ Total Fees

Receipt = _____ Date Paid _____, 20__

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

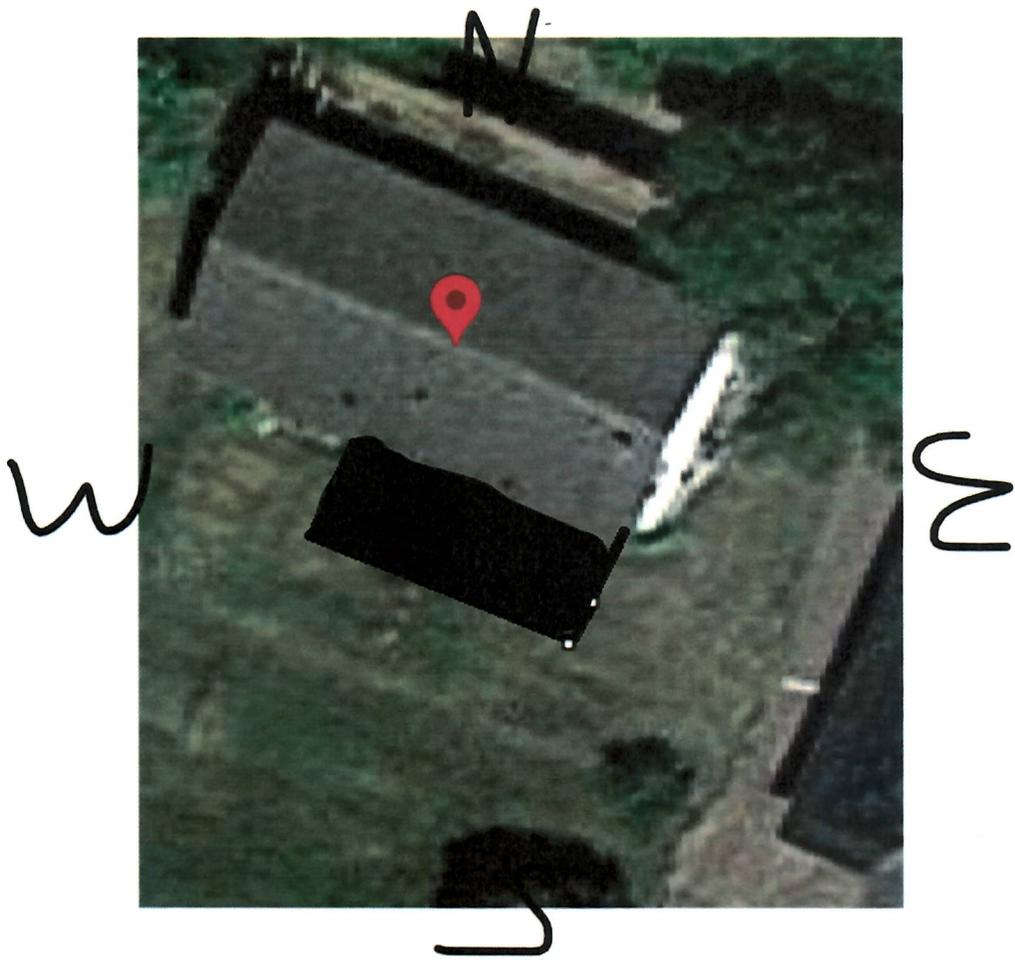
Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

My neighbor in Fargo had his deck removed. We were planning on just using the decking for the steps but thought it might just be nice to use it on the front of our place in Vergas at 820 E. Scharf instead. We would plan to remove the steps and put the deck from just to the left of the entry door and span just to the right of the far window by the kitchen. The size would be approximately 20' wide by 12' deep with a railing around it and steps to get up from the west side.

Remove steps



20' wide by 12' deep. It will run from just beside the entry door to the end of the kitchen window on the east side. The black area below shows the approximate size. The steps would be on the west side and railings would be placed around.





PIN, Name, use % for wild

Outlot G
82000990207000

820
82000500740000

82000500037

82000990208000

Outlot H
OUTLOT H
126.33'

111.08'
111.08'
82000990209000

E-SCHARF AVE
Keilley Shores

Block 1
49.94'
Outlot I

OUTLOT I
109.61'

Dedicated Road

82000990193000

82000990194000

151.41'



95°47'28"W 46°39'26"N



OTTER TAIL
COUNTY - MINNESOTA

HOME

DEPARTMENTS

CONTACT US

Basic Search

Map Search

- Property Overview
- Legal
- Taxpayer
- Alternate Addresses
- Property Values
- Credits and Exclusions
- Multi Parcel Groups
- Property Divisions
- Property Transfer History
- Maps
- Land Information
- Additional Structures
- Property Tax Information
- Property Tax Payments
- Property Taxes Due
- Special Assessments
- Drainage Assessments

PARID: 82000500040000 ROLL: REAL PROPERTY
 CORY L & KRISTA SEVERSON ET AL 820 SCHARF AVE E

Parcel

Assessment Year: 2024
 Pay Year: 2025
 Property Address: 820 SCHARF AVE E
 City: VERGAS
 State: MN
 Zip: 56587
 Market NBHD: 0000 - NA
 Class: 151 - 4C12 SEASONAL RESIDENTIAL RECREATION
 Land Use Code:
 Deeded Acres: 0
 Plat: -
 Lot
 Block
 Section-Twp-Range: 30-137-040
 Tax District: 8201 - VERGAS/SD023/COHRA
 Town/City: 012300 - VERGAS CITY
 School District: 020023 - FRAZEE/VERGAS ISD 23 (BECKER)
 TIF Project #: -

Parcel Status

In Forfeiture: No
 COJ: No
 In Bankruptcy
 Mortgage Company: 9100189-DOVENMUEHLE MORTGAGE INC
 ACH: No
 Delinquent: No
 Homestead: N ? Non-Homestead
 Relative Homestead: N

Legal

SECT-30 TWP-137 RANGE-040 PT GL 2 BG NELY COR OUTLOT G KEILLEY SHORES S 67° E 124.44' TO NELY COR OUTLOT H N 22° E 139' TO SHORELN OF LONG LAKE NWLY ALG SHORELN TO INTERSEC WITH LN BEARING N 24° E FR PT OF BG S 24° W 123' TO BG TRACT HI

Record Navigator

1 of 1

Asmt Year 2024 ▼

Actions

- Printable Summary
- Printable Version

Reports

Value Notice

Go



Government Services Center
 500 W Fir Ave
 Fergus Falls, Minnesota 56537

Contact/Directory





OTTER TAIL
COUNTY - MINNESOTA

HOME DEPARTMENTS CONTACT US

Basic Search Map Search

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- Drainage Assessments

PARID: 82000500040000 ROLL: REAL PROPERTY
CORY L & KRISTA SEVERSON ET AL 820 SCHARF AVE E

Land Summary

| Line | Class | Rec # | Code | Land Description | Square Feet | Acres | Value |
|---------------|-------|-------|------|------------------|-------------|-------|---------|
| 1 | 151 | 1 | OTH | OTHER | 22,651 | .52 | 335,900 |
| Total: | | | | | | .52 | |

Land Details

Line: 1
 Class: 151 - 4C12 SEASONAL RESIDENTIAL RECREATION
 Rec #: 1
 Land Type: A - ACREAGE
 Land Code: OTH
 Square Feet: 22,651
 Acres: .52
 Land Value: 335,900
 Frontage:
 Depth:
 Units:
 Traffic:
 View:
 Type:
 Shape:
 Access:
 Zoning:

Land Parcel Information

Acres
Location
Primary Zoning

Record Navigator

1 of 1
Asmt Year 2024 ▾

Actions

- Printable Summary
- Printable Version

Reports

Value Notice

Go



Government Services Center
500 W Fir Ave
Fergus Falls, Minnesota 56537

Contact/Directory



| | |
|------------------------|------------------------|
| ASSESSOR | AUDITOR |
| 505 W Fir Avenue | 510 W Fir Avenue |
| Fergus Falls, MN 56537 | Fergus Falls, MN 56537 |
| Phone: 218-998-8010 | Phone: 218-998-8041 |



| <ul style="list-style-type: none"> Property Overview Legal Taxpayer Alternate Addresses Property Values Credits and Exclusions Multi Parcel Groups Property Divisions Property Transfer History Maps Land Information Additional Structures Property Tax Information Property Tax Payments Property Taxes Due Special Assessments Drainage Assessments | PARID: 82000500040000 | | ROLL: REAL PROPERTY | | | | | | | | | | | | | | | | | | | | |
|--|---|------|----------------------------|-------------|------------|--------|--------|-------|---------|-------|---|---|----|------|--|--|---|---|---------|--|--|--|--|
| | CORY L & KRYSTA SEVERSON ET AL | | 820 SCHARF AVE E | | | | | | | | | | | | | | | | | | | | |
| | Additional Structures Summary | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Line</th> <th>Rec</th> <th>Description</th> <th>Year Built</th> <th>Width</th> <th>Length</th> <th>Area</th> <th>Units</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>NA</td> <td>2024</td> <td></td> <td></td> <td>1</td> <td>1</td> <td>240,700</td> </tr> </tbody> </table> | Line | Rec | Description | Year Built | Width | Length | Area | Units | Value | 1 | 1 | NA | 2024 | | | 1 | 1 | 240,700 | | | | |
| | Line | Rec | Description | Year Built | Width | Length | Area | Units | Value | | | | | | | | | | | | | | |
| | 1 | 1 | NA | 2024 | | | 1 | 1 | 240,700 | | | | | | | | | | | | | | |
| | Additional Structures Details | | | | | | | | | | | | | | | | | | | | | | |
| | Card: | 1 | | | | | | | | | | | | | | | | | | | | | |
| | Line # | 1 | | | | | | | | | | | | | | | | | | | | | |
| | Record # | 1 | | | | | | | | | | | | | | | | | | | | | |
| Class | 151 | | | | | | | | | | | | | | | | | | | | | | |
| Code | VAL - NA | | | | | | | | | | | | | | | | | | | | | | |
| Units | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Grade: | C - Average | | | | | | | | | | | | | | | | | | | | | | |
| Year Built | 2024 | | | | | | | | | | | | | | | | | | | | | | |
| New Construction | 0 | | | | | | | | | | | | | | | | | | | | | | |
| Width | | | | | | | | | | | | | | | | | | | | | | | |
| Length | | | | | | | | | | | | | | | | | | | | | | | |
| Height | | | | | | | | | | | | | | | | | | | | | | | |
| Area | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Value | 240,700 | | | | | | | | | | | | | | | | | | | | | | |

Record Navigator

1 of 1

Asmt Year 2024 ▼

Actions

Printable Summary

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| | |
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| ASSESSOR | AUDITOR |
| 505 W Fir Avenue | 510 W Fir Avenue |
| Fergus Falls, MN 56537 | Fergus Falls, MN 56537 |
| Phone: 218-998-8010 | Phone: 218-998-8041 |

| | |
|------------------|------------------|
| RECORDER | TREASURER |
| 565 W Fir Avenue | 570 W Fir Avenue |

Planning Commission
2024 July Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, July 22, 2024

6. New Business

Attached Accessory Structures

Files Attached

- Sample- Park Rapids Ordinance 615 (1).pdf

ORDINANCE NO: 615
AN ORDINANCE AMENDING CHAPTER 151: ZONING, OF THE PARK RAPIDS
CITY CODE

The City Council of the City of Park Rapids does ordain that (new material is underlined; deleted material is ~~lined out~~; sections which are not proposed to be amended are omitted; and sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Park Rapids Code, Chapter 151.115: Accessory Uses and Structures, is deleted in its entirety and hereby amended as follows:

§ 151.115 ACCESSORY USES AND STRUCTURES.

- (A) All accessory structures shall comply with the following standards:
- (1) No building permit for an accessory structure shall be issued prior to issuance of a building permit for the principal building to which it is accessory, except one accessory structure with a footprint not exceeding one-hundred-twenty (120) square feet and not on a permanent foundation may be permitted and constructed prior to the permitting of the principal building.
 - (2) All accessory buildings attached to the principal building on a lot, shall be made structurally a part thereof and shall comply in all respects with the requirements of this chapter applicable to the principal building.
 - (3) No accessory structure incidental to a dwelling shall exceed 3,000 square feet, without a conditional use permit.
 - (4) Accessory structures attached to a dwelling shall have a minimum roof pitch of 6/12, except as allowed by a conditional use permit.
 - (5) No additions shall be allowed to nonconforming accessory structures.
- (B) Accessory structures and uses in residential districts shall comply with the following standards, in addition to those in (A):
- (1) Private garages on residential properties are intended for the storage of private passenger vehicles of the family resident upon the premises; in which no business, service, or industry is carried on. An exception is made for home occupations that meet the requirements of § 151.146.
 - (2) All detached accessory buildings shall be located in the side or rear yards.
 - (3) The maximum footprint of a detached accessory structure shall be based on the following lot to accessory building footprint ratio: for every ten (10) square feet of lot, one (1) square foot of accessory building footprint is allowed.
 - (4) The maximum footprint of an accessory structure attached to a dwelling shall not exceed seventy-five (75) percent of the combined footprint of the accessory structure and dwelling (decks, porches, and other non-enclosed spaces shall not count towards the calculation of combined footprint), except as allowed by a conditional use permit.
 - (5) If the footprint of an accessory structure attached to a dwelling exceeds sixty (60) percent of the combined footprint of the accessory structure and dwelling (decks, porches, and other non-enclosed spaces shall not count towards the calculation of combined footprint) the following additional standards shall

apply to the entire combined structure, except as allowed by a conditional use permit:

- a. Each wall of the combined structure must contain at least one egress window for every fifteen (15) full feet of the wall's length.
 - b. The combined structure must use consistent architectural features such as, but not limited to, wainscoting, board and batten for portions of the wall, two-tone color schemes, residential design garage doors or other similar features throughout that ensure visual cohesiveness with the residential character of the area.
 - c. Roof eaves must extend at least eighteen (18) inches beyond the two longest walls of the building and twelve (12) inches beyond other walls.
- (C) Accessory structures and uses in business and industrial districts shall comply with the following standards:
- (1) Accessory structures and uses may occupy any of the ground areas which the principal building is permitted to occupy, except as provided herein.
 - (2) Buildings for parking attendants, gate houses, transformer buildings, and other similarly used accessory structures may be located anywhere in the front or side yard in Districts I-1 and B-1 with no setback requirement except that they shall not be located within the sight triangle at road intersections.
 - (3) Parking of automobiles and other motor vehicles is permitted in the front and side yards in Districts I-1 and B-1 provided a greenbelt of eight (8) feet in width and the entire length of the area used for parking (except for where driveway approaches are located) is installed.

SECTION 2. Park Rapids Code, Chapter 151.147: Standards for Single-Family Dwellings, is hereby amended as follows:

§ 151.147 STANDARDS FOR SINGLE-FAMILY DWELLINGS.

The following standards apply to all single-family dwelling units, unless specifically exempted.

(A) All single-family dwellings shall have a minimum floor area of 800 square feet on the main level. Attached garages, decks, porches, and other non-habitable spaces shall not count towards the 800 square foot minimum.

(B) All single-family dwelling units, except mobile homes in mobile home parks, shall be attached to a permanent foundation with frost protection as per state building code.

(C) All single-family dwelling units, except mobile homes in mobile home parks, shall have a minimum width of 20 feet and meet ~~current~~ all applicable ordinances, laws, and building codes.

SECTION 3. This Ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Park Rapids, Minnesota, this 14th day of June 2022.

(SEAL)

Mayor Ryan Leckner

Attest:

Beret Ramstad Skoyles
City Clerk

First Reading: The 24th day of May 2022.
Second Reading: The 14th day of June 2022.
Published: The 22nd day of June 2022.

Planning Commission
2024 July Planning Commission
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, July 22, 2024

7. Old Business

- A. Ordinances-proposed Vergas Basic Code
- B. Lake Shore Management Ordinance
- C. Nuisance Properties within Vergas
- D. Vergas Zoning Map
- E. 2024-5 Planning Commission Budget

Files Attached

- 2024 Nuisance Notices 7 22 2024.pdf
- 92Chickens UNDERWOOD MN.pdf
- Battle Lake Animal Ordinance.pdf
- Ordinance 163 - SIGNED Animal Ordinance.pdf FRAZEE CHICKEN ORD.pdf
- 2024 Planning Commission Budget.pdf

| <u>Parcel Number</u> | <u>Owner</u> | <u>Address</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> | <u>Abated</u> |
|----------------------|--------------|------------------|--------------------------|---|-------------------------|-------------------------------|----------------------|--------------------------------|---|----------------------------|---------------|
| 82000990170000 | Ben Lankow | 339 E Frazee Ave | Garbage | 10.23.2023 | 10.16.2023 | 10.27.2023 | Attorney Sent letter | | | 92.16 | |
| 82000990120000 | Cliff Moe | 101 E Mill St | Dogs, kennel | 4.22.2024 | 7.17.2024 | | | | | 92.16E, 91.13 | |
| 82000990120000 | Cliff Moe | 101 E Mill St | Chickens | 6.1162024 | 7.17.2024 | | | | | 91.04 | |

ORDINANCE #92

AN ORDINANCE REGULATING THE KEEPING OF CHICKENS WITHIN THE CITY LIMITS OF UNDERWOOD MINNESOTA

It is recognized that the ability to cultivate one's own food is a sustainable activity that can also be a rewarding pastime. Therefore, the purposed and intent of this ordinance to permit the keeping and maintenance of chicken hens for residential egg and meat sources in a clean and sanitary manner that is not a nuisance to or detrimental to the public health, safety, and welfare of the community.

SECTION 1 DEFINITIONS

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

- a. CHICKEN means a female chicken or hen.
- b. AT LARGE means a chicken out of its chicken run, off the premises or not under the custody and control of the owner.
- c. CHICKEN COOP means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements.
- d. CHICKEN RUN means an enclosed outside yard for keeping chickens.
- e. PERSON means the resident, property owner, custodian, or keeper of any chicken.
- f. PREMISES means any platted lot or group of contiguous lots, parcels or tracts of land and is located within the city.

SECTION 2 PERMIT REQUIREMENTS

No person shall own, keep, harbor, or have custody of any live chickens without first obtaining a permit from the city, subject to the following conditions:

- a. The keeping of any poultry besides chickens is prohibited.
- b. Roosters are prohibited.
- c. No more than 10 chickens shall be housed or kept on any one residential lot in any area of the city deemed residential.
- d. Chickens shall only be allowed on single family home lots.
- e. Outdoor slaughtering of chickens in city limits is prohibited.
- f. Chicken fighting shall not be allowed within city limits.
- g. Chickens shall not be housed in a residential house or an attached or detached garage.
- h. Must have a signed and dated consent form from adjacent properties to be included with permit application.
- i. Chickens must be confined at all times in a chicken coop or chicken run. Chicken coops and runs shall comply with the following requirements:
 - i. Chicken coops must not exceed 50 square feet or six (6) feet in height and must provide at least 4 square feet per chicken. Coops may be elevated with a clear open space of up to twenty-four (24) inches between the ground and the floor or framing of the coop. The coops floor, foundations and footings must be constructed to make the coop rodent resistant.
 - ii. Located in the side or rear yard.
 - iii. Meet the structure setback of twenty-five (25) feet from any residential dwelling on any adjacent lot and at least ten (10) feet from the property lines.

- iv. Construction shall be adequate to prevent access by rodents and predators.
- v. Chicken runs must not exceed 10 square feet per chicken and six (6) feet in height and must be enclosed with wood or woven wire.
- vi. All chicken coops and runs shall be screened with a solid fence or landscaped buffer with a minimum height of four (4) feet, maximum height of (6) feet.
- vii. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounds must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.
- viii. All food shall be stored in an enclosed rodent proof container.
- ix. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within forty-eight (48) to seventy-two (72) hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering or offsite composting.

SECTION 3 CONDITIONS AND INSPECTION

No person who owns, controls, keeps, maintains, or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop or chicken run authorized by permit under this section may be inspected at any reasonable time by the designated Animal Control Officer, Law Enforcement Officer or other agent of the City. A person who has been issued a permit shall submit it for examination upon demand by the Animal Control Officer, Law Enforcement Officer or other agent of the City. Slaughter and breeding of chickens on any premises within the City is prohibited.

SECTION 4 PRIVATE RESTRICTIONS AND COVENANTS ON PROPERTY

Notwithstanding the issuance of a permit by the City, private restrictions and/or covenants on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenant declarations and deed restrictions. A permit issued to a person whose premises are subject to private restrictions and/or covenants that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

SECTION 5 REFUSAL TO GRANT OR RENEW PERMIT

The Administrator-Clerk may refuse to grant or renew a permit to keep or maintain chickens for failure to comply with the provisions of this section, submitting an inaccurate or incomplete application, if the conditions of the permit are not met, if the nuisance condition is created, or if the public health and safety would be unreasonably endangered by the granting or renewing of such permit.

SECTION 6 FOWL/POULTRY

Possession of fowl, with the exception of chickens, is prohibited within city limits.

SECTION 7 PERMIT APPLICATIONS

Permits may be obtained from the City Clerk’s office. All sections must be complete and accurate, including but not limited to a diagram indicating pen dimensions and location, including setback distance from adjoining structures and property lines.

SECTION 8 PENALTY

Failure to comply with these conditions may result in the removal of all chickens from the premises to include the revocation of the permit.

- a. Any person whose permit is revoked shall, within ten (10) days thereafter, humanly dispose of all chickens being owned, kept or harbored by such person
- b. Any person violating any conditions of this permit shall reimburse the city for all costs borne by the city to enforce the conditions of the permit.

This ordinance will amend ordinance #72, 1A to read poultry except chickens as defined in section 1. 2A would be amended to include except chickens as defined in section 1.

EFFECTIVE DATE. This ordinance shall take effect upon its summary publication in the City’s official newspaper. Said publication shall read as follows:

Pursuant to Minnesota Statue Section 412.191, Subd 4, the City Council for the City of Underwood authorizes the publication of the Title & Summary of the following ordinance. A copy of the full ordinance is available for inspection during regular hours at the City Clerk’s Office located at 120 Main Street South, Underwood, MN.

ORDINANCE #92

Title: REGULATING THE KEEPNG OF CHICKENS WITHIN THE CITY LIMITS OF UNERWOOD MINNESOTA.

Summary: Ordinance #92 allowing the keeping of chickens in areas deemed residential, subject to specific conditions.

Passed and adopted by the City Council of the City of Underwood this 10th day of April, 2023.

Anna Kiser
Mayor

Judy Everett
City Clerk/Treasurer

A council approved summary of this ordinance was published in the Battle Lake Review on the **date**

§ 90.13 FARM ANIMALS.

(A) No person shall keep, maintain, or harbor farm animals other than farm poultry within the city.

(B) Farm poultry shall only be kept in an agricultural district of the city, or on one residential lot (single parcel) of at least 20 acres in size provided that no animal shelter shall be within 300 feet of an adjoining piece of property. An exception shall be made to this section for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. No more than ten chickens may be kept, maintained, or harbored per permit and only one permit may be issued per parcel.

(C) It is unlawful for any person to keep, harbor, maintain, possess, or otherwise control any chicken within the city without a permit issued by the city.

(D) An application for a permit hereunder shall be filed with the City Clerk/Treasurer or his or her designee upon an application form furnished by the city. The permit fee, which shall be paid and filed with the permit application, shall be in an amount established by City Council resolution. A permit issued hereunder shall be for the duration of two years from the date of issuance. The initial permit application shall include, but not be limited to, the following:

- (1) The full name and address of the following persons:
 - (a) The applicant signed thereto; and
 - (b) The owner(s) of the premises on which chickens are sought to be kept and for which the permit would apply.
- (2) The street address of the premises on which chickens are sought to be kept;
- (3) The number of chickens sought to be kept on the premises, up to a maximum of ten;
- (4) A detailed sketch plan of the premises on which chickens are sought to be kept. The sketch plan shall include: the location of the residence on the premises; the location of accessory structures on the premises; and the location, dimensions, and design of the chicken coop and chicken run and setbacks to the side and rear property lines. The information regarding the coop and run shall establish compliance with the chicken coop and chicken run specifications provided in this section;
- (5) A statement certifying whether the property's homeowners' association rules, if any, prohibit the keeping of chickens on the property for which the application sought;
- (6) If the applicant is not the fee owner of the premises on which the chickens are sought to be kept and for which the permit would apply, the application shall be signed by all fee owners of the premises; and
- (7) Any other and further information the city deems necessary.

(E) At least 30 days prior to the expiration of the current permit, the applicant shall file with the City Clerk/Treasurer or his or her designee, on a form prepared by the city, an application for permit renewal. There shall not be a fee for a timely filed application for permit renewal. The renewal permit application shall include, but not be limited to, the following:

- (1) The number of chickens the applicant currently maintains on the property;
- (2) Confirmation that the chicken coop and chicken run remain in the same location on the premises. If the applicant seeks to move the location of the structure, the applicant shall file an initial permit application and pay the permit fee therefor; and
- (3) Any other and further information the city deems necessary.

(F) The City Clerk/Treasurer or his or her designee may grant an initial or renewal permit under this section; however, a permit may not be issued or renewed unless the application filed demonstrates compliance with the requirements of this division (F). A permit shall not be issued or renewed until the city inspects and approve the premises, including the chicken coop and chicken run, at which chickens are sought to be kept. At the city's discretion, the inspection may occur through the review of documentation and photos specified by the city. The City Clerk/Treasurer or his or her designee shall deny a permit hereunder for any of the following reasons.

(1) The application is incomplete or contains false, fraudulent, or deceptive statements.

(2) The applicant does not or has not complied with one or more of the provisions of this section.

(3) The premises for which the permit is sought, including, but not limited to, the proposed or existing chicken coop or chicken run, is not in compliance with any provisions of this section, other city code provisions, or state laws relating to zoning, health, fire, building, or safety.

(4) The proposed chicken coop or chicken run would result in a violation of or be inconsistent with the accessory structure zoning regulations elsewhere in this code.

(5) The applicant or owner of the premises where the chickens are to be kept has been convicted of a violation under this section or a similar regulation of this state or political subdivision thereof.

(6) The applicant does not own or lease the chickens proposed to be kept on the premises.

(7) The applicant is not the occupant of the premises for which the permit is sought to be issued.

(G) A permit granted under this section shall be subject to the following conditions.

(1) The owner of the chickens must occupy the premises for which the permit is issued.

(2) The premises, including the chicken coop and chicken run thereon, for which a permit is issued shall at all reasonable times be open to inspection by the City Clerk/Treasurer or his or her designee or any other city official, in accordance with § [10.20](#), to determine compliance with this section, other city code provisions, and state laws relating to zoning, health, fire, building, or safety.

(3) A permit issued hereunder shall be nontransferable. It is unlawful to keep, harbor, maintain, possess, or otherwise control any chicken on property that is not identified on the permit.

(4) All feed for the chickens shall be stored in metal, water-tight, vermin-proof containers with properly fitting lids.

(5) A chicken coop and chicken run are required. The construction and location of the chicken coop and chicken run shall be in compliance with the applicable building and zoning regulations of the city and the following requirements.

(a) The interior floor space of the chicken coop shall be a minimum size of four square feet for each chicken authorized under the permit.

(b) The chicken coop and chicken run shall be professionally constructed or of similar construction standards and materials. The exterior finish materials of the chicken coop shall be:

1. Weather-resistant, protective covering material, decay-resistant wood, or if exterior finish wood is not decay resistant, then the wood finish shall be protected from the elements and decay by paint or protective covering (e.g., siding, fascia wrap); and

2. In accordance with the accessory structure regulations set forth in the zoning regulations in this code.

(c) The construction of and materials used for the chicken coop and chicken run must be adequate to prevent access by rodents.

(d) The chicken run shall be attached to the chicken coop. The chicken coop and run shall be deemed as a single accessory structure and subject to the accessory structure regulations set forth in the zoning regulations of this code.

(e) The floor area of the chicken run shall be a minimum size of ten square feet for each chicken authorized under the permit.

(f) The total square footage of the chicken coop and chicken run shall not exceed 200 square feet.

(g) The chicken run shall be fully enclosed by fencing or other similar material and may include a roof instead of fencing over the top of the run.

(h) The chicken coop and chicken run shall be located on the premises in compliance with the following setbacks:

1. At least ten feet from the rear lot line;
2. At least ten feet from the side lot lines; and

3. The chicken coop and chicken run shall be closer to the residence on the permitted property than an inhabitable building on a neighboring property.

(i) The chicken coop and chicken run, or any portion thereof, shall not be located in the **FRONT YARD**, which is defined as any area located between the front lot line and the front setback line or front building line, whichever is further from the front lot line, running from side lot line to side lot line.

(j) The chicken coop and chicken run shall be kept in good repair as to be in compliance with the property maintenance regulations elsewhere in this code.

(k) The chicken coop and chicken run shall be kept in a sanitary and odor-free condition, including the regular and frequent removal and proper disposal of any accumulated chicken feces or waste, dirt, or filth that could create a safety or health hazard. Composting of chicken feces and waste is prohibited.

(l) The chicken coop and chicken run shall be immediately removed when:

1. A permit granted under this section expires or is revoked; or
2. When the chicken coop and chicken run are no longer used for harboring chickens.

(6) The keeping, harboring, maintaining, or possessing of any chicken under a permit issued pursuant to this section shall be in accordance with the following.

(a) No more than ten chickens shall be kept or harbored on the premises to which the permit applies.

(b) Roosters are prohibited.

(c) Slaughtering of chickens on any property zoned for residential or institutional use is prohibited except for educational purposes.

(d) No chickens shall be kept, maintained, housed, or permitted inside any residential dwelling or any garage.

(e) Chickens shall be kept in the chicken coop or chicken run at all times. When transferring a chicken into or out of the coop or run, the chicken shall be transported in a fully enclosed container, such as a cage.

(f) Chickens shall not be kept in such a manner as to constitute a public nuisance. Any violation of the provisions of this section shall be deemed a public nuisance.

(g) No chicken eggs shall be sold or offered for sale; all chicken eggs shall be for personal use or consumption.

(7) A violation of any provision of this section or any provisions of the permit issued hereunder shall constitute grounds for revocation of a permit.

(Ord. passed 12-11-2018; Ord. passed 8-8-2023) Penalty, see § [90.99](#)

§ 90.14 REVOCATION OF LICENSE OR PERMIT.

The failure of any owner to comply with the requirements of this chapter shall constitute grounds for the immediate revocation of any license or permit issued under this chapter.

(Ord. 94, passed 8-10-1999; Ord. passed 12-11-2018; Ord. passed 8-8-2023)

**CITY OF FRAZEE, MINNESOTA
ORDINANCE NO. 163**

**AN ORDINANCE OF THE CITY OF FRAZEE, MINNESOTA,
AMENDING SECTION 5-5-2 OF THE FRAZEE CITY CODE**

SECTION 1. PURPOSE:

The City Council of the City of Frazee, Minnesota finds that it needs to update certain regulations pertaining to animal control.

SECTION 2. ADOPTION:

NOW BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF FRAZEE that Section 5-5-2 of the Frazee City Code is hereby amended to read:

5-5-2: ANIMALS RESTRICTED:

- A. Cats and Dogs: No more than three (3) of any combination of dogs and cats, more than three (3) months old, shall be kept on any premises within the city.
- B. Farm Animals: No cow, donkey, goat, horse, mule, pony, sheep, swine, or other farm animals shall be kept on any premises within the city, except in an open district, unless a permit is issued pursuant to section 5-5-3 of this chapter. Chickens may be allowed, as specified in subsection C of this section.
- C. Chickens: The following requirements shall be met in order to keep chickens on a premises within the city:
 - 1. No more than four (4) chickens shall be kept on the premises;
 - 2. Chickens shall be kept in a coop or attached coop run/enclose at all times;
 - 3. No roosters shall be kept on the premises;
 - 4. The premises must be located in the Single and Two-Family Residential (R-1) or Limited Multiple-Family Residential (R-2) zoning district; and
 - 5. The premises must have a lot area of at least five thousand (5,000) square feet.
- D. Prohibited Animals: It is unlawful for any person to keep, maintain, or harbor any of the following animals:
 - 1. Any animals or species prohibited by Minnesota Statute or Federal Law; and
 - 2. Any non-domesticated animal which is not naturally tame or gentle but is of a wild nature or disposition or which because of its size, vicious nature, or other characteristics would constitute a danger to human health, safety, or property, including but not limited to the following:

- a. Any skunk, whether captured in the wild, domestically raised, descended or not de-scented, vaccinated against rabies or not vaccinated against rabies;
- b. Any large cat of the family Felidae such as lions, tigers, jaguars, leopards, cougars, and ocelots, except commonly accepted domesticated house cats;
- c. Any member of the family Canidae, such as wolves, foxes, coyotes, dingos, and jackals, except domesticated dogs;
- d. Any crossbreed, such as the crossbreeds between dogs and coyotes and coyotes or dogs and wolves, but does not include crossbred domesticated animals;
- e. Any poisonous snake, such as a rattle snake, coral snake, water moccasin, and cobra;
- f. Any boa constrictor or snake or reptile which by its size, vicious nature, or other characteristic is dangerous to human beings;
- g. Any raccoon, ferret, mink, or weasel;
- h. Any bear, ape, gorilla, monkey, or badger; and
- i. Any other animal which is not listed explicitly above, but which can be reasonably defined as non-domesticated.

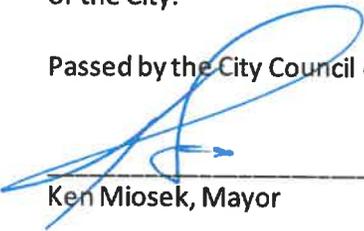
E. Exemptions: The following are exempt from this Ordinance:

- 1. Small non-poisonous, non-venomous, and non-invasive animals, which by their size and other characteristics are not dangerous to human beings, and that are kept in cages continuously. Such animals may include birds, guinea pigs, lizards, rabbits, and snakes.
- 2. Animals kept by public zoo, public school, research institution, or veterinary hospital, provided such animals are safely kept and do not create a public nuisance.

SECTION 3. EFFECTIVE DATE:

This ordinance shall become effective following its passage and publication in the official newspaper of the City.

Passed by the City Council of Frazee, Becker County, Minnesota this 19th day of September 2022.



Ken Miosek, Mayor

Attested:



Jordin Roberts, City Clerk/Administrator

| | 2024 Budget | Spent | Balance | Item | Proposed 2025 Budget |
|---------------------------|--------------------|-------------------|----------------|---|---------------------------------|
| Payroll | \$2,500.00 | \$2,000.00 | \$500.00 | | \$3,500.00 |
| Planning & Zoning (41910) | \$1,000.00 | \$1,595.88 | -\$595.88 | GIS Mapping 24 Basic Code Books Form Update | \$1,000.00 \$2,000.00 |
| Engineer (303) | \$30,000.00 | \$6,060.52 | \$23,939.48 | | \$50,000.00 |
| Gravel Pit Survey | \$9,000.00 | \$7,299.88 | \$1,700.12 | | \$9,000.00 |
| Totals | \$42,500.00 | \$9,656.40 | | | \$65,500.00 |

Engineering:

| | |
|----------------------------|------------|
| Staking Sunset & E Lake St | \$1,463.75 |
| 1,000 feet of lakeshore | \$202.50 |
| Gravel Pit Survey | \$1,299.88 |
| City Center Parking Lot | \$4,394.27 |
| Gravel Pit Survey | \$6,000.00 |

*Would like to budget for 14 meetings (Reg. and Public Hearings)

*Electronic Forms