

Planning Commission
2024 September Planning Commission and Public Hearings
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, September 23, 2024

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

- A. Aug. 26 2024
- B. Sept. 12, 2024

4. Status of Council Recommendations

Chicken Ordinance

5. Construction Permits

- A. Approved by Clerk-Treasurer
 - 1. 301 Glenn St, Sign

B. Permits needing approval

- 1. 1015 E Scharf, new house
- 2. 620 Glenn St, new house

- C. Grade and Fill Permit
 - 1. 1. 620 Glenn St
- D. Active Construction Permits

6. New Business

7. Old Business

- A. Ordinances-proposed Vergas Basic Code
- B. Nuisance Properties within Vergas
- C. Vergas Zoning Map
- D. 2024-5 Planning Commission Budget
- E. Attached Accessory Structures

8. Adjournment

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Planning Commission
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6:00 PM on Monday, September 23, 2024

5. Minutes

- A. Aug. 26 2024
- B. Sept. 12, 2024

Files Attached

- 08-26-2024 Planning Commission Meeting Agenda Minutes and Public Hearing.pdf

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES
Monday, August 26, 2024
5:30 pm
Vergas Event Center and Zoom

The City of Vergas Planning Commission meeting held a public hearing on Monday, August 26, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse and Alex Ohman. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizen Dwight Lundgren and Shelley Bunkowske; Otter Tail County Employee Kyle Westergard.

Chairman Bruce Albright called the public hearing to order at 5:30 pm.

Albright reviewed the property at 110 Park View Drive. The Planning Commission approved a permit for a shed to be built 10 feet from the property line and the shed was built 1.5 feet from the property line. Lundgren questioned reasons shed was not placed where construction permit stated it would be. Reasons given for the building moved from construction permit plans: power and water lines in the space, placement of dock and lift access would be blocked, this allowed shed to be farther from lake, shed is in line of other sheds along the lake, having shed in planned location would not allow docks and lifts to be removed from lake.

Albright reviewed the League of MN recommendation for a variance to be approved.

Granting variance:

The following 3 factors must be satisfied: Use of property in a reasonable manner, use maintains circumstances unique to the property and maintain essential character. Is variance consistent with the comprehensive plan.

DuFrane stated that it seems there is a habit of letting people put their stuff wherever they want, and the water line is his not the city water line. Courneya stated he would have preferred the variance was applied for before the shed was built.

Motion by Courneya, seconded by Hasse to close the public hearing at 5:41 pm. Motion passed unanimously.

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES
Monday, August 26, 2024
6:00 pm
Vergas Event Center and Zoom

A City of Vergas Planning Commission meeting held a public hearing on Monday, August 26, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse and Alex Ohman. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Otter Tail County employees Kyle Westergard and Chris LeClair; and citizens Dwight Lundgren, Tami Rust, Matthew Lachowitz, Tom Wollin, Cindy Hurt, Bruce Hurt, Jeff Laney, Bob Hager, Steve Tharaldson, Paul Pinke, Shelley Bunkowske and Jeanette Lee Carrell.

Call to Order

Chairman Bruce Albright called the public hearing to order at 6:00 pm. Planning Commission Members introduced themselves.

Albright reviewed the need for the Vergas Lakeshore Management Ordinance to be updated from the current ordinance which is the ordinance Otter Tail County had approved on March 5 of 1992. The state of MN gives the city guidelines of what the City can do. Otter Tail County has updated their ordinance several times and the Planning Commission is recommending the current Otter Tail County ordinance with 2 appendixes for lake classifications and state laws affecting the City differently than the County. The city may not be less restrictive than the County and the County cannot be less restrictive than the State. If the city adopts the proposed Lake Shore Management Ordinance, they will begin discussion with the County to take over our permitting process of property within 1,000 feet of lakeshore for a trial period of two years.

Tom Wollin questioned Vergas being one of the first communities entering into an agreement with the County. Anytime the city relinquishes its authority to another entity the citizens cannot change things or vote the decision makers out.

Bob Hager questioned ordinances being different for city residents and county residents on the same lake.

Dwight Lundgren asked if the city would retain any voice or decisions? Otter Tail County Land and Resource Management Director Chris LeClair stated the County memorandum of agreement states they would be doing the day-to-day construction, but the variances and conditional use permits (administrative) would still be under the city's jurisdiction.

Motion by Ohman, seconded by Courneya to close the public hearing at 6:28 pm. Albright thanked everyone for attending.

Monday, August 26, 2024
6:30 pm
Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, August 26, 2024, in a hybrid meeting at the Government Services Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse and Alex Ohman. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Otter Tail County employees Kyle Westergard and Chris LeClair; and citizens Dwight Lundgren, Tami Rust, Matthew Lachowitzer, Tom Wollin, Cindy Hurt, Bruce Hurt, Jeff Laney, Bob Hager, Steve Tharaldson, Paul Pinke, Shelley Bunkowske and Shawn Day.

Call to Order

Chairman Bruce Albright called the meeting to order at 6:30 pm.

Agenda Additions and Deletions

Motion by Courneya, seconded by R. Hasse to approve agenda with following addition: 2 construction permits. Motion passed unanimously.

Minutes

Motion by Ohman, seconded by R. Hasse to approve minutes for July 22 2024. Motion passed unanimously.

Status of Council Recommendations

Albright updated planning commission members on the council discussion regarding the chicken ordinance. Commission members recommended the Council adopt the ordinance as submitted. The following requirements shall be met in order to keep chickens on a parcel 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/enclosed at all times;
3. No roosters shall be kept on the premises;
4. The premises must be located in a 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.

Public Hearing Recommendations

Variance for Shed to be 1.5 feet from property line

Reviewed the request for variance of the shed. Property owner Matthew Lachowitzer received a letter from his neighbor stating they have no concerns with the placement of the shed. Albright stated there was no opposition of the shed being placed 1.5 feet from the property line. Courneya stated we would like to see variances come before buildings are built but he did like that they saved a maple tree. Motion by Courneya, seconded by R. Hasse to approve the variance request for the shed. Motion passed unanimously.

Shoreline Management Ordinance

Motion by Ohman, seconded by R. Hasse to recommend to Council to approve the adoption of the Lake Shore Management Ordinance. Motion passed unanimously.

Construction Permits

Approved by Clerk-Treasurer

Shingling at 540 S Pelican Ave and wood siding on the back side of 137 E Main St.

Permits needing approval.

480 Glenn St

Motion by R. Hasse, seconded by Ohman to approve permit for house to be built on 480 Glenn St with the approval of the Otter Tail County Land and Resource Management for a sewer permit. Motion passed unanimously.

251 1st Ave N

Motion by R. Hasse, seconded by Courneya to approve permit for lean-to to be built at 251 1st Ave N with the approval of the Otter Tail County Land and Resource Management for a sewer permit. Motion passed unanimously.

490 Glenn St

Motion by R. Hasse, seconded by Ohman to approve permit for house to be built on 490 Glenn St with the approval of the Otter Tail County Land and Resource Management for a sewer permit and home being built no higher than 25 feet. Motion passed unanimously.

460 Oak Circle

Motion by R. Hasse, seconded by Ohman to approve permit for house to be built on 460 Oak Circle with the approval of the Otter Tail

County Land and Resource Management for a sewer permit. Motion passed unanimously.

1156 E Frazee Ave

Motion by R. Hasse, seconded by Ohman to deny permit to build a shop at 1156 E Frazee Ave due to the building being over 25 feet in height. Motion passed unanimously.

Active Construction Permits

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

Proposed Construction Permit Form

Motion by Ohman, seconded by Courneya to approve the proposed permit application. Motion passed unanimously.

New Business

None.

Old Business:

Ordinances

There are a few committees that have not finished their updates. Lammers will focus on Vergas Basic Code once the Lake Shore Management Ordinance is complete.

Nuisance Properties within Vergas

Lammers received a complaint regarding property at 320 E Frazee Ave as they are harboring cats causing cats to multiply and residents are wondering why they can only have 3 cats, but this property has over 14 cats. Motion by Ohman, seconded by Courneya to send letter to property owner stating they cannot harbor cats, and they need to license their 3 cats and remove the rest from their property. Motion passed unanimously.

Discussed properties with chickens that are not currently in compliance with city ordinance. Motion by Ohman, seconded by Courneya to send letters to those with chickens informing them they are not following the current ordinance, and the city will be discussing the ordinance at their meeting on Tuesday, September 10, 2024. Motion passed unanimously.

Discussed complaint regarding a camper being lived in at 101 E Mill St. There is no proof they are living in the camper, commissioners decided to wait until it can be proven they are staying in the camper.

Vergas Zoning Map

Ohman is updating and will provide information for Lammers to provide to the EDA.

2024 Planning Commission Budget

Lammers updated the commissioners that no decision has been made regarding the 2025 budget yet.

Attached Accessory Structures

Ohman recommended discussing this at next month's meeting after all board members have time to review the information.

Adjournment

Motion by Courneya, seconded by R. Hasse to adjourn at 8:05 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

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

Council recommendations:

Update Chicken ordinance.

Approve Lake Shore Management Ordinance

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6. Status of Council Recommendations

Chicken Ordinance

Files Attached

- 10-8-24 PUBLIC HEARING NOTICE-Chickens.pdf

**VERGAS CITY COUNCIL
PUBLIC HEARING NOTICE**

Notice is hereby given that the City Council of Vergas, MN will meet at the Vergas Event Center 140 W Linden Vergas MN 56587 at 6:00 p.m. on October 8, 2024, to consider: Updating the Vergas Chicken Ordinance 91.04:

Current Ordinance:

91.04 FARM ANIMALS.

Farm animals shall only be kept in an agricultural district of the city, or on a residential lot of at least ten 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.

Proposed Ordinance:

91.04 FARM ANIMALS.

Farm animals shall only be kept in an agricultural district of the city, or on a residential lot of at least ten 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.

An exception shall be made for chickens when the following requirements shall be met:

1. No more than four (4) chickens shall be kept on the premises (parcel);
2. Chickens shall be kept in a coop or attached coop run/enclosed at all times;
3. No roosters shall be kept on the premises;
4. The premises must be located in a 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.
6. A license is purchased at the city office.

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

Julie Lammers
City Clerk-Treasurer

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8. Construction Permits

A. Approved by Clerk-Treasurer

1. 301 Glenn St, Sign

B. Permits needing approval

1. 1015 E Scharf, new house

2. 620 Glenn St, new house

C. Grade and Fill Permit

1. 1. 620 Glenn St

D. Active Construction Permits

Files Attached

- Construction Permit 301 W Lake St, Sign.pdf
- Construction Permit 1015 E Scharf, new build.pdf
- Construction Permit, 620 Glenn St.pdf
- Grade and Fill, 620 Glenn St.pdf
- 2024 Construction Permits SEPT 2 2024.pdf

Fee Paid \$30.00

Owner: Josh Hanson

Applicant: Josh Hanson

General Contractor: Josh Hanson

No. 2024-034

City of Vergas

Construction Permit

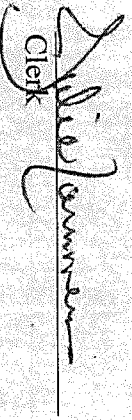
IN CONSIDERATION OF The statements and representations made by Josh Hanson Applicant, at address 301 W. Lake St. Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Michael Maneval as owner to install a 4' x 8' Real Estate sign, which must be 10' from the property line and must allow that the total area of all impervious surfaces located in the district shall not exceed 25% of the lot area, as described _____ front or width in feet: _____; side or length in feet _____; height in feet _____ number of stories _____; contents _____; cubic feet _____ square feet; upon that tract of land described as follows: Lot _____ Block _____; plat or addition 82000500005001 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 16th day of September, 2024

Attest:


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: 2024-034 Date Received: 9/16/2024 Parcel Number: 82000 500 005 001

Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218- 302-5996 Ext. 1 or stopping by the city office at 131 Main Street Vergas MN.

Construction Permit Application

To the Vergas Planning Commission 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.
- Before the construction permit will be reviewed the following must be completed.

NA

- ☐ ☐ Identify and describe the work to be covered by the permit for which application is being made.
- ☐ ☐ Sketch of the proposed project (Site Plan) including current and proposed structures.
 - ☐ Note the lot size and dimensions and location of proposed project.
- ☐ ☐ Blueprint or Design Drawings must be submitted for any new construction, addition or remodel.
- ☐ ☐ All Property Lines staked
- ☐ ☐ Proposed building site staked.
- ☐ ☐ If along lakeshore –
 - ☐ Ordinary High-Water Level (OHWL) staked.
 - ☐ Current picture of lakeshore must be provided.
 - ☐ Copy of DNR permit for work in public waters.
 - ☐ Wetland Conservation Act Review area marked.

- 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:

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: JOSE HANSON

Address of Construction Project: 301 W LAKE STREET

Mailing Address: P.O. Box 9 VERGAS MN Phone: 218-234-1685

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: INSTALL 4x8 REAL ESTATE SIGN
ON ABOVE PROPERTY. SIGN HAS ALREADY BEEN INSTALLED AND APPLICANT
WAS NOT AWARE HE NEEDED CONSTRUCTION PERMIT \$60.00 ENCLOSED

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

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

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

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

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

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. I am 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.

I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

4. APPLICANT'S

SIGNATURE: [Signature] DATE: 9-12-24

Permit expires in one year if project is not complete, please reapply for permit.

By signing this application, you are giving City employees and representatives permission to inspect your property.

CONSTRUCTION APPLICATION SITE PLAN DESIGN

Provided on separate sheet must include the following.

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] 9-12-24
Signature of Applicant Date Zoning Official Date

City of Vergas has 60 days to approve or deny a permit. The date begins when all documents have been submitted to the city. Permits are valid for one year.

30. work w/o Permit fee FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up

\$ 30.- Permit Fee \$ _____ Tar Break Up Deposit

\$ 60.- Total Fees

Receipt # 153917 Date Paid Sept. 16, 2024

Signature: _____ Date: _____, 20__

(Permitting Authority)

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

Permit Number: _____ Date Received: 9/17/2024 Parcel Number: 82-000 990 263 000

**Any questions regarding construction permit please contact City Clerk-Treasurer by calling
218- 302-5996 Ext. 1 or stopping by the city office at 131 Main Street Vergas MN.**

Construction Permit Application

To the Vergas Planning Commission 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.
- **Before the construction permit will be reviewed the following must be completed.**

NA yes

- ☐ ☒ Identify and describe the work to be covered by the permit for which application is being made.
- ☐ ☒ Sketch of the proposed project (Site Plan) including current and proposed structures.
 - ☐ Note the lot size and dimensions and location of proposed project.
- ☐ ☒ Blueprint or Design Drawings must be submitted for any new construction, addition or remodel.
- ☐ ☒ All Property Lines staked
- ☐ ☒ Proposed building site staked.
- ☒ ☐ If along lakeshore –
 - ☐ Ordinary High-Water Level (OHWL) staked.
 - ☐ Current picture of lakeshore must be provided.
 - ☐ Copy of DNR permit for work in public waters.
 - ☐ Wetland Conservation Act Review area marked.

- **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:

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: David & Pam Johnston

Address of Construction Project: _____

Mailing Address: _____ Phone: _____

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: _____

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

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

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 114 feet, Length 191 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: Dave & Pam Johnston

Address of Construction Project: 1015 E Scharf Vergas 56587
1427 8th Ave SW

Mailing Address: Hutchinson MN 55350 Phone: 320 583 0528

1. Permit to (CIRCLE ONE)

<input checked="" type="radio"/> Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel
Description of work to be done			
<u>New Build</u>			

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

3. VALUATION (not just your cost) of work being completed: \$ 550,00

Building Contractor:

Name Summers Construction License Number: BC691784 Phone: 218 342 4201

Plumber: (must have MN License)

Name: Sonnenberg Plumbing License Number: PC644231 Phone: 218 234 1649

Electrician:

Name: Ritzow 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

7. APPLICANT'S

SIGNATURE: [Signature] DATE: 9-17-24

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] 9-17-24
 Signature of Applicant Date Zoning Official Date

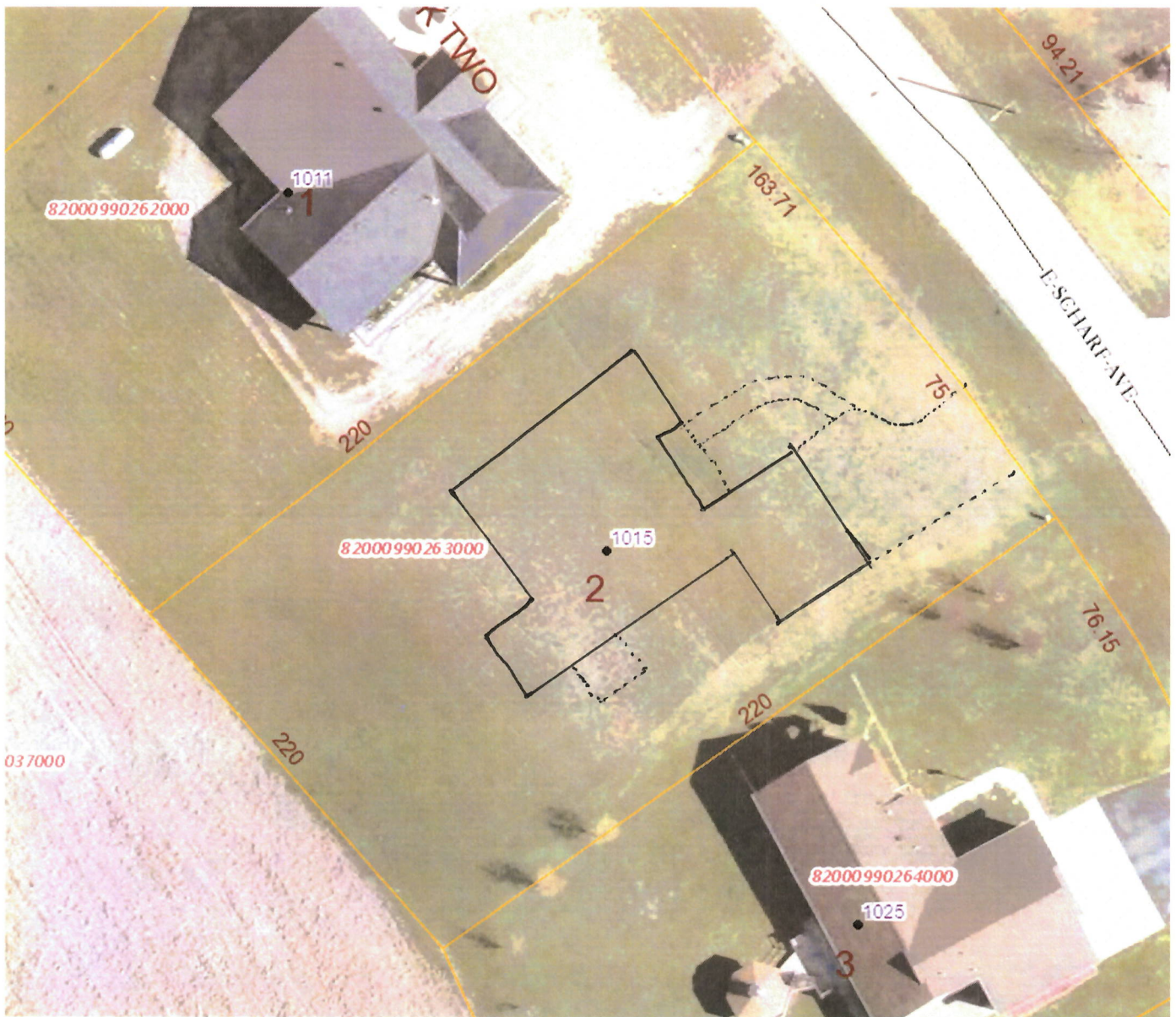
FOR OFFICE USE ONLY

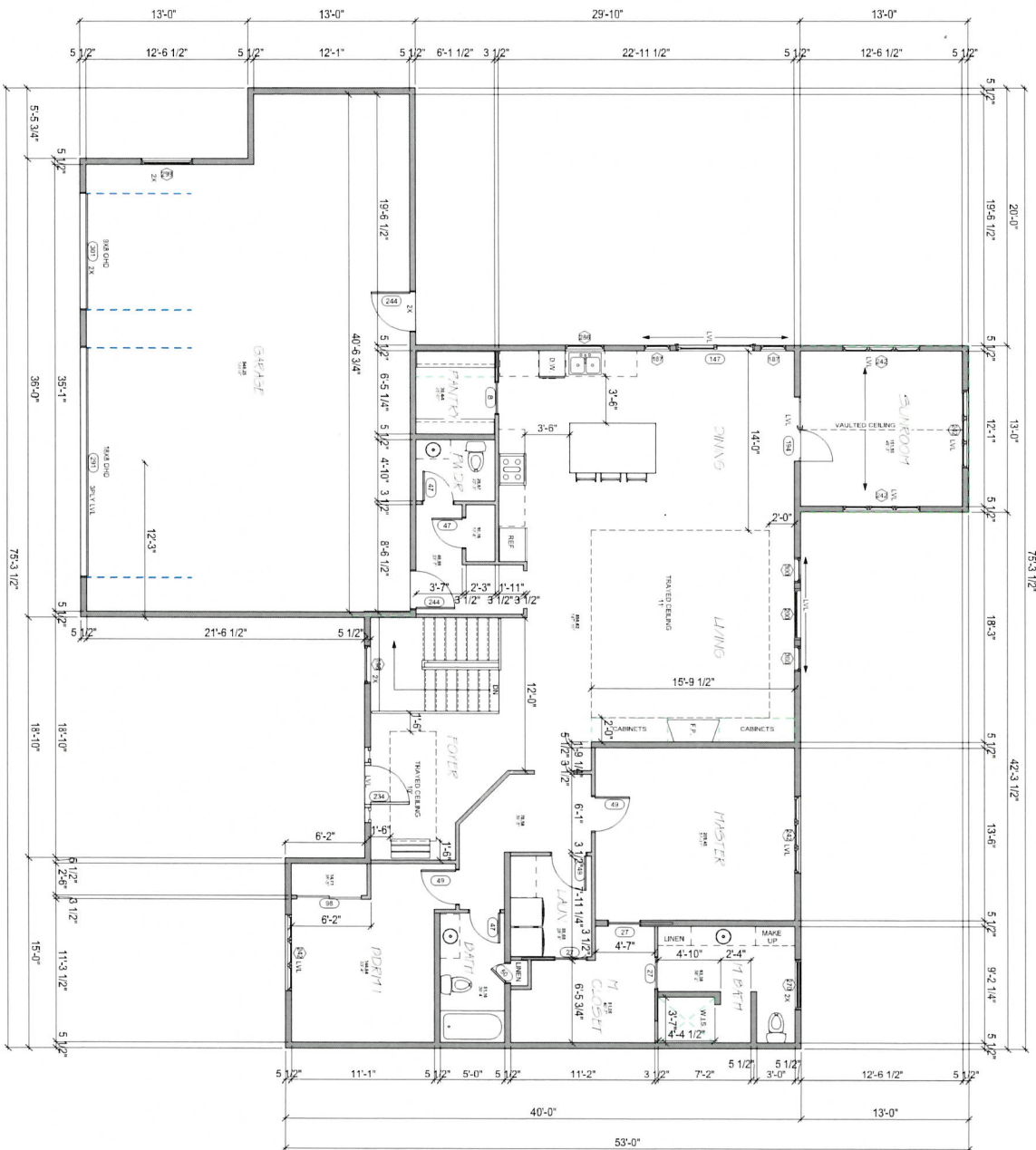
\$ _____ Water Hook-up \$ _____ Sewer Hook-up
 \$ _____ Permit Fee \$ _____ Tar Break Up Deposit
 \$ 6,650.00 Total Fees

Receipt # 153919 Date Paid Sept. 17, 2024

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

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





MAIN LEVEL

Door Schedule				
Type Mark	Count	Head Height	Width	Height
1	1	6'-0"	2'-4"	6'-8"
2	1	6'-0"	2'-4"	6'-8"
3	1	6'-0"	2'-4"	6'-8"
4	1	6'-0"	2'-4"	6'-8"
5	1	6'-0"	2'-4"	6'-8"
6	1	6'-0"	2'-4"	6'-8"
7	1	6'-0"	2'-4"	6'-8"
8	1	6'-0"	2'-4"	6'-8"
9	1	6'-0"	2'-4"	6'-8"
10	1	6'-0"	2'-4"	6'-8"
11	1	6'-0"	2'-4"	6'-8"
12	1	6'-0"	2'-4"	6'-8"
13	1	6'-0"	2'-4"	6'-8"
14	1	6'-0"	2'-4"	6'-8"
15	1	6'-0"	2'-4"	6'-8"
16	1	6'-0"	2'-4"	6'-8"
17	1	6'-0"	2'-4"	6'-8"
18	1	6'-0"	2'-4"	6'-8"
19	1	6'-0"	2'-4"	6'-8"
20	1	6'-0"	2'-4"	6'-8"
21	1	6'-0"	2'-4"	6'-8"
22	1	6'-0"	2'-4"	6'-8"
23	1	6'-0"	2'-4"	6'-8"
24	1	6'-0"	2'-4"	6'-8"
25	1	6'-0"	2'-4"	6'-8"
26	1	6'-0"	2'-4"	6'-8"
27	1	6'-0"	2'-4"	6'-8"
28	1	6'-0"	2'-4"	6'-8"
29	1	6'-0"	2'-4"	6'-8"
30	1	6'-0"	2'-4"	6'-8"
31	1	6'-0"	2'-4"	6'-8"
32	1	6'-0"	2'-4"	6'-8"

Scale: 1/4" = 1'-0"

Date: 8/29/2024 11:03:03 AM

JOHNSTON RESIDENCE

MAIN LEVEL

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL: _____

DATE: _____

CONTRACTOR APPROVAL: _____

DATE: _____

DRAWN BY: R.HAMILTON

CHECKED BY: _____

REVISION # _____

REVISION # _____

REVISION # _____

FRANKLIN FENCE

109 1st Avenue South

Vergas, MN 56587

Phone : 218-342-2084

E-Mail : franklinfence@arvig.net

Permit Number: _____ Date Received: 4/4/24 Parcel Number: 82000996295000

Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 Ext. 1 or stopping by the city office at 131 Main Street Vergas MN.

Construction Permit Application

To the Vergas Planning Commission 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.
- **Before the construction permit will be reviewed the following must be completed.**

NA

- ☐ ☒ Identify and describe the work to be covered by the permit for which application is being made.
- ☐ ☒ Sketch of the proposed project (Site Plan) including current and proposed structures.
 - ☒ Note the lot size and dimensions and location of proposed project.
- ☐ ☐ Blueprint or Design Drawings must be submitted for any new construction; *will email drawings* addition or remodel.
- ☐ ☒ All Property Lines staked
- ☐ ☒ Proposed building site staked. *(Flagged)*
- ☐ ☐ If along lakeshore --
 - ☐ Ordinary High-Water Level (OHWL) staked.
 - ☐ Current picture of lakeshore must be provided.
 - ☐ Copy of DNR permit for work in public waters.
 - ☐ Wetland Conservation Act Review area marked.

- **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:

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: MARK & MARY ANDERSON

Address of Construction Project: 620 GLENN STREET VERGAS MN 56587

Mailing Address: 11000 XYLON LN. W. CHAMPLIN, MN 55316 Phone: 763-607-8654

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: CONSTRUCTION OF NEW HOME AND BUILDING (ATTACHED)

Will any of the following be included in your project:

2. Proposed use of building: (CIRCLE ONE)
- ☒ Driveway ☒ Culvert ☐ Tar break-up ☒ Grading on parcel
- Residential Commercial

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

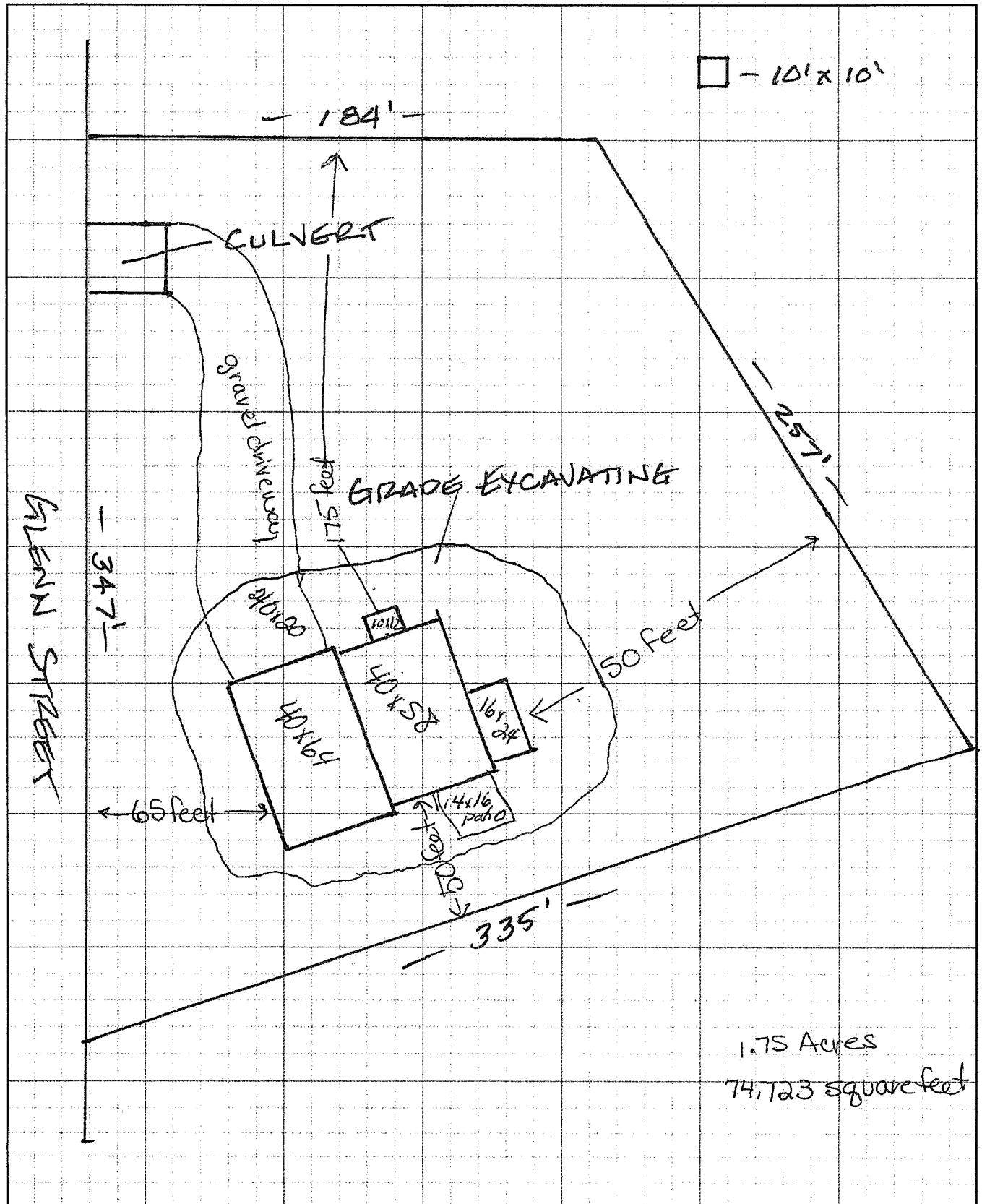
Project Name: ANDERSON

#:

By: MARK ANDERSON

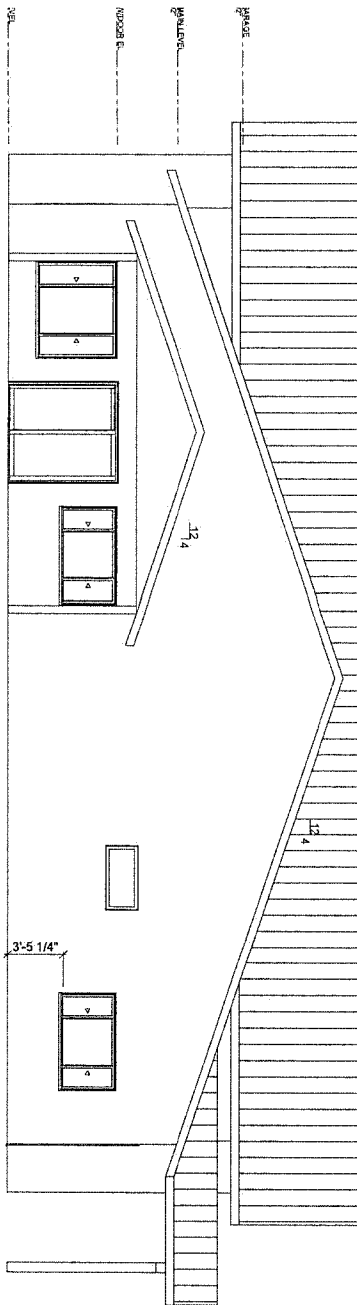
Date: 9-4-24

LOT 5

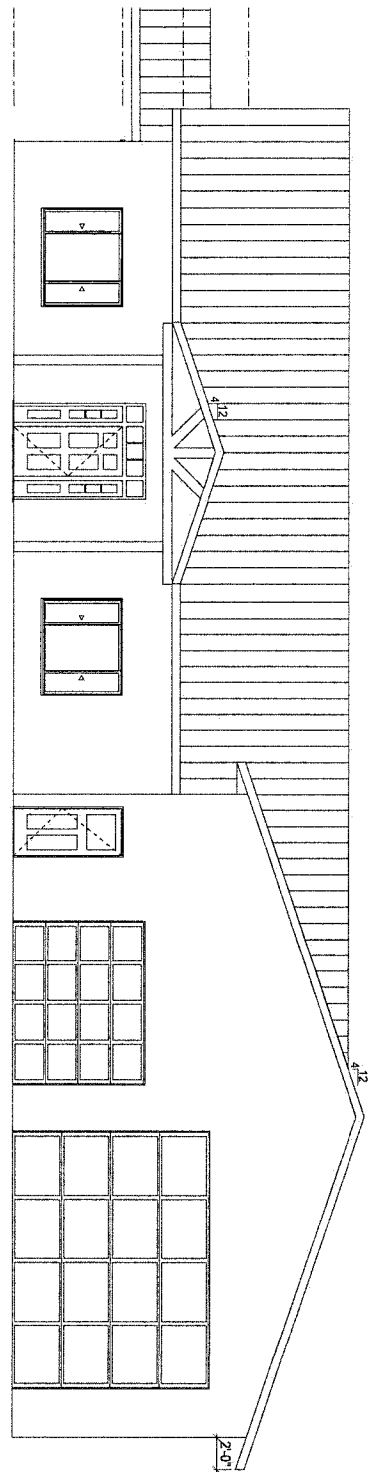


ELEVATIONS

WEST ELEVATION



SOUTH ELEVATION



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Scale 1/4" = 1'-0"

Date 7/11/2024 1:54:06 PM

A-1

**ANDERSON
RESIDENCE**

ELEVATIONS

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL:

DATE: _____

CONTRACTOR APPROVAL:

DATE: _____

DRAWN BY: R.HAMILTON
CHECKED BY: _____

REVISION #

1: REVISION #

2: REVISION #

3: REVISION #

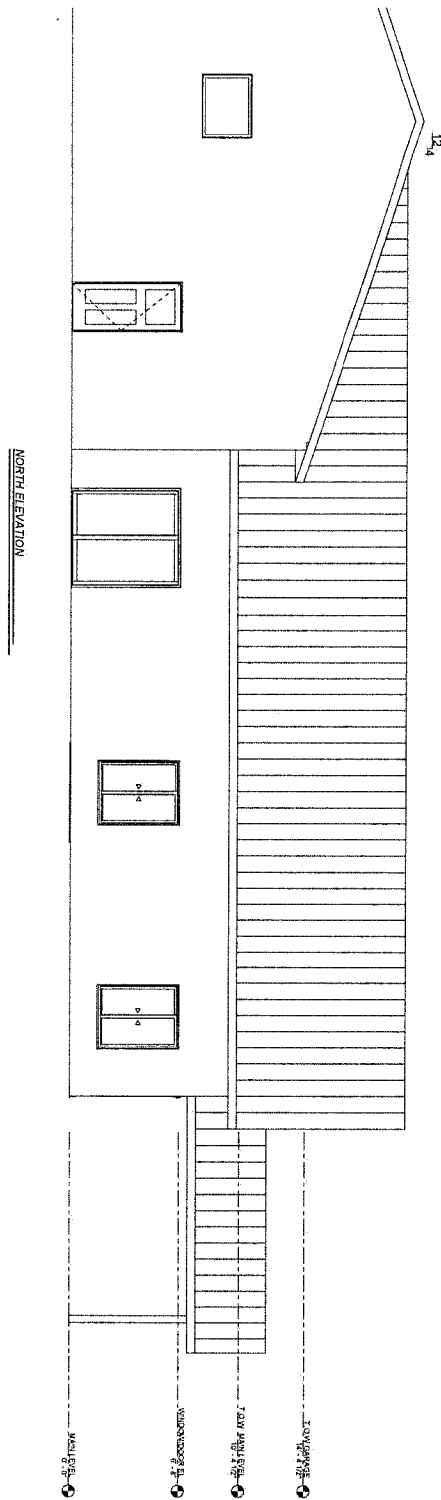
FRANKLIN FENCE

109 1st Avenue South
Vergas, MN 56587

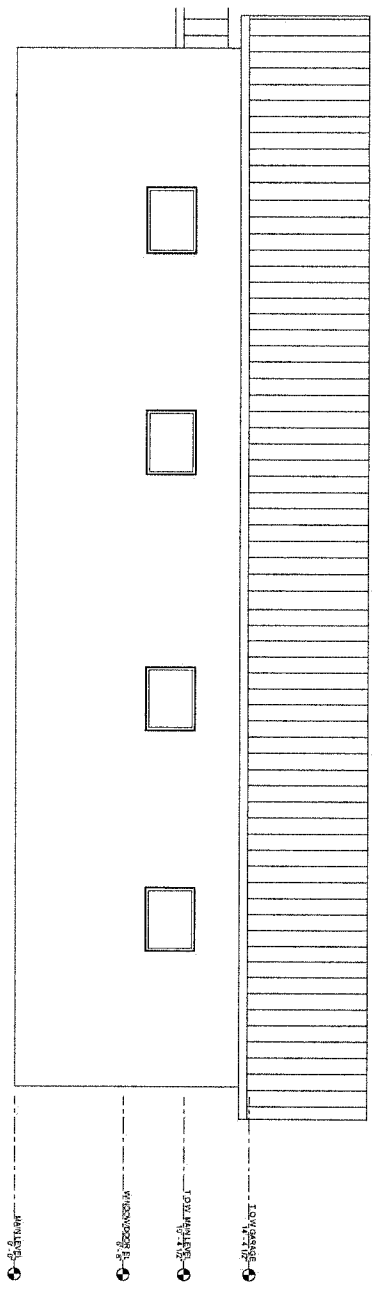
Phone : 218-342-2084

E-Mail : franklinfence@arvig.net





NORTH ELEVATION



EAST ELEVATION

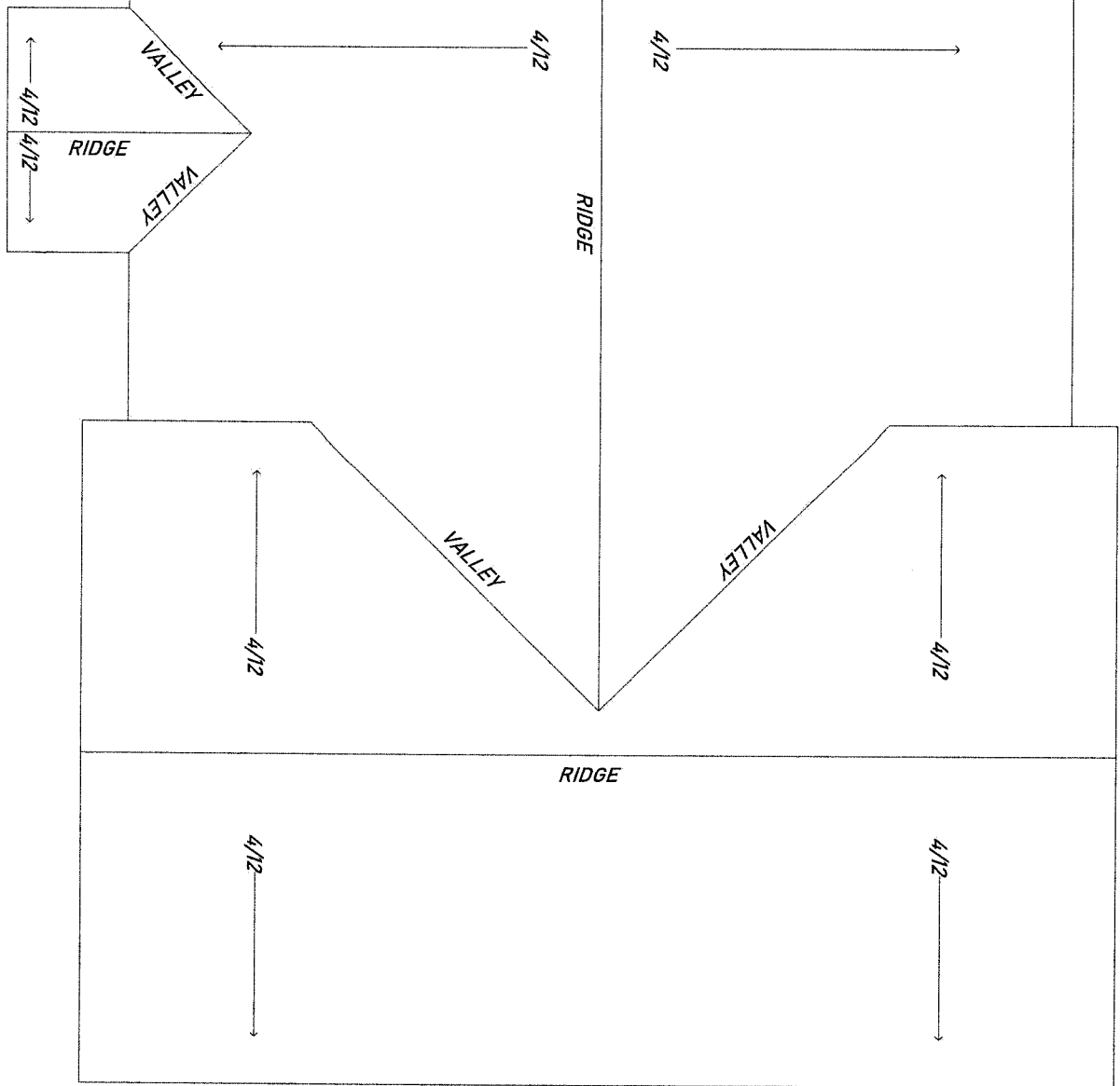
ELEVATIONS

FRANKLIN FENCE & RAIL, INC.
 109 1st Avenue South
 Vergas, MN 56587
 Phone : 218-342-2084
 E-Mail : franklinfence@arvig.net

Scale 1/4" = 1'-0"
 Date 7/11/2024 1:54:29 PM

A-2	ANDERSON RESIDENCE ELEVATIONS	FINAL DRAWINGS FOR CONSTRUCTION		DRAWN BY: R.HAMILTON CHECKED BY:	FRANKLIN FENCE 109 1st Avenue South Vergas, MN 56587 Phone : 218-342-2084 E-Mail : franklinfence@arvig.net	
		CUSTOMER APPROVAL: DATE: _____ CONTRACTOR APPROVAL: DATE: _____	REVISION # 1: REVISION # 2: REVISION # 3:			

ROOF PLAN



FRANKLIN FENCE & RAIL FENCE CO. INC.
 109 1st Avenue South
 Vergas, MN 56587
 Phone : 218-342-2084
 E-Mail : franklinfence@arvig.net

Scale 1/4" = 1'-0"
 Date 7/11/2024 1:55:10 PM

A-4

**ANDERSON
 RESIDENCE**

ROOF PLAN

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL:

DATE:

CONTRACTOR APPROVAL:

DATE:

DRAWN BY: R.HAMILTON
 CHECKED BY:

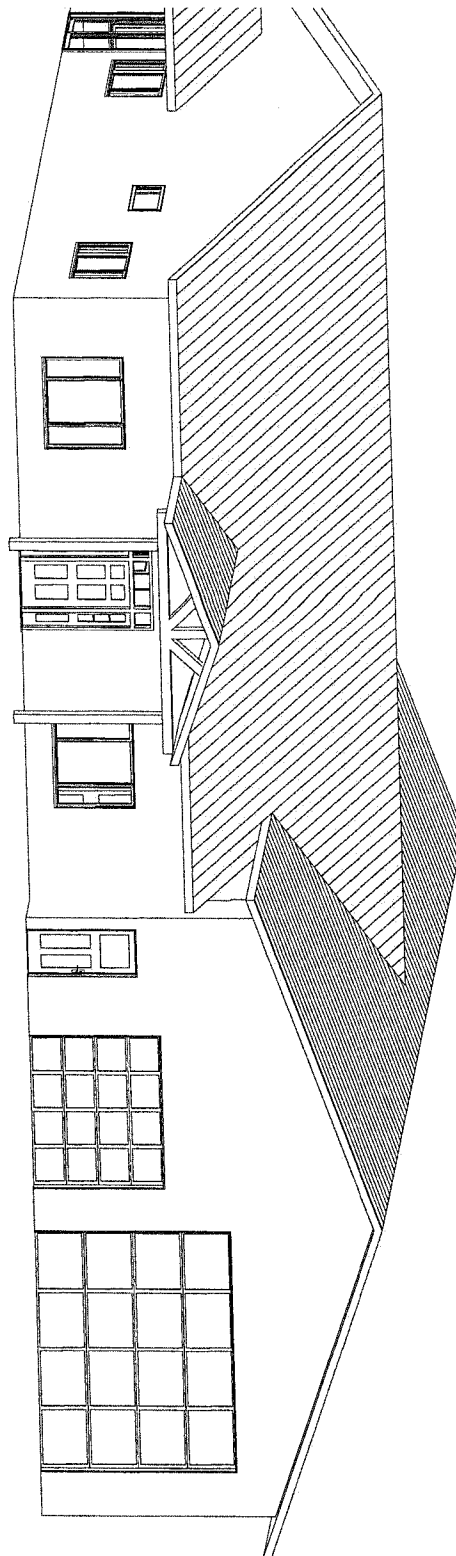
REVISION #
 1: REVISION #
 2: REVISION #
 3:

FRANKLIN FENCE

109 1st Avenue South
 Vergas, MN 56587
 Phone : 218-342-2084
 E-Mail : franklinfence@arvig.net



RENDERING



FRANKLIN FENCE & RAILROAD CO. INC.
109 1st Avenue South
Vergas, MN 56587
Phone : 218-342-2084
E-Mail : franklinfence@arvig.net

Date 7/11/2024 1:55:43 PM

Scale

B-1

**ANDERSON
RESIDENCE**

RENDERINGS

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL:

DATE: _____

CONTRACTOR APPROVAL:

DATE: _____

DRAWN BY: R.HAMILTON
CHECKED BY: _____

REVISION #

1. REVISION #

2. REVISION #

3. REVISION #

FRANKLIN FENCE

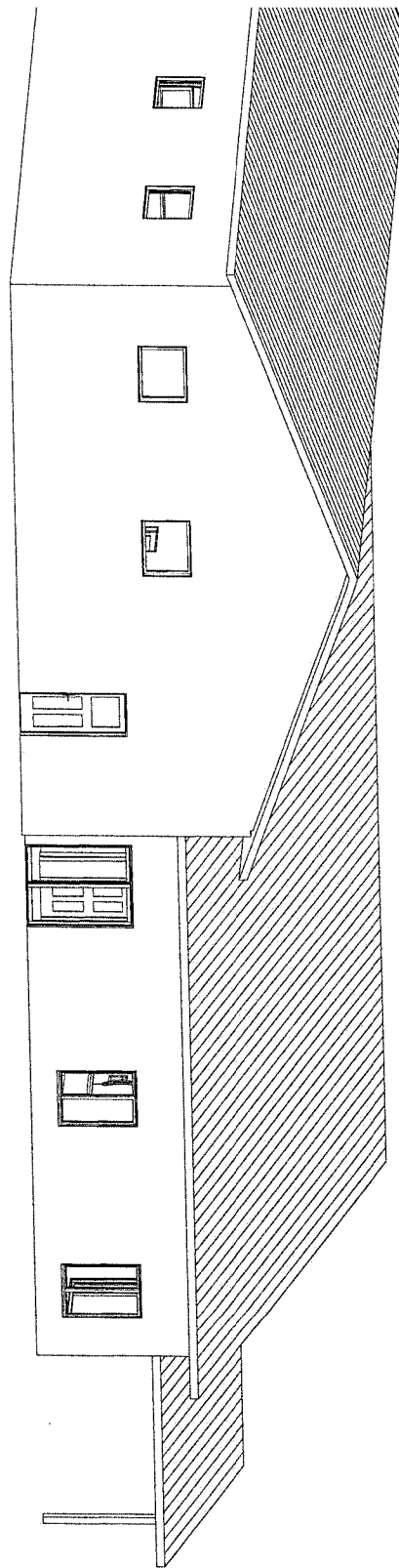
109 1st Avenue South

Vergas, MN 56587

Phone : 218-342-2084

E-Mail : franklinfence@arvig.net

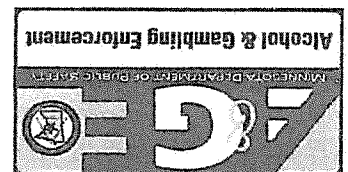




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Scale
 Date 7/11/2024 1:56:19 PM

B-2	ANDERSON RESIDENCE RENDERINGS	FINAL DRAWINGS FOR CONSTRUCTION CUSTOMER APPROVAL: _____ DATE: _____ CONTRACTOR APPROVAL: _____ DATE: _____	DRAWN BY: R. HAMILTON CHECKED BY: _____ REVISION # 1: REVISION # 2: REVISION # 3:	FRANKLIN FENCE 109 1st Avenue South Vergas, MN 56587 Phone : 218-342-2084 E-Mail : franklinfence@arvig.net	



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Fergus Brewing Company		Date organized		September 2017		Tax exempt number	
Address		1683 Ottertail Drive		City		Fergus Falls		State	
		MN						Zip Code	
		56537							
Name of person making application		Kathy Wagnild		Business phone				Home phone	
						218-205-1447			
Date(s) of event		September 28, 2024		Type of organization		<input type="checkbox"/> Microdistillery <input checked="" type="checkbox"/> Small Brewer			
Organization officer's name		Scott Wagnild		City		Fergus Falls		State	
		MN						Zip Code	
		56537							
Organization officer's name		Kathleen Wagnild		City		Fergus Falls		State	
		MN						Zip Code	
		56537							
Location where permit will be used. If an outdoor area, describe.				City				State	
								Zip Code	
City of Vergas, Hairy Man Festival									

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Secura Insurance Company General liability \$1 Million
Liquor liability \$1 Million

APPROVAL
APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number
Signature City Clerk or County Official	Please Print Name of City Clerk or County Official

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGC.TEMPORARYAPPLICATION@STATE.MN.US

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

Permit Number: _____ Date Received: 9/5/24 Parcel Number: 85000990295000 Fee \$75.00

City of Vergas Application For Grade and Fill Permit

Property Description:

Lake # 560 SSS00 Lake Name Lawrence Parcel Number 82000990295000

Legal Description _____

Lot _____, Block _____, Addition _____

(see map)

Property: Width _____ feet, Length _____ feet

Property Owner: MARK AND MARY ANDERSON

Address of Project property: 620 GLENW STREET VERGAS, MN 56587

Mailing Address: 11000 XYLON LN. N. CHAMPLIN, MN 55816

Phone: 763-607-8654

Contractors Name: SONNENBERG EXCAVATING

License Number: _____ Phone: 218-342-2167

Address 48990 CTY HWY 17 VERGAS MN, 56587

Note:

1. The lot lines and project area(s) must be staked before application is made.
2. If the project disturbs more than 1 acre of land, you are required to obtain a General Storm Water Permit from the Minnesota Pollution Control Agency.

On a separate paper, attached to this application, please draw a scale drawing of the project.

Please describe the project:

Detailed Information:

Area to be cut/excavated 150' length 100' width 4'-6' depth

Area to be filled/leveled 200' length 150' width VARIED depth

Culvert(s) X yes _____ no If yes, you must indicate size and location on drawing.

Type of soils and/or fill material SAND & CLAY

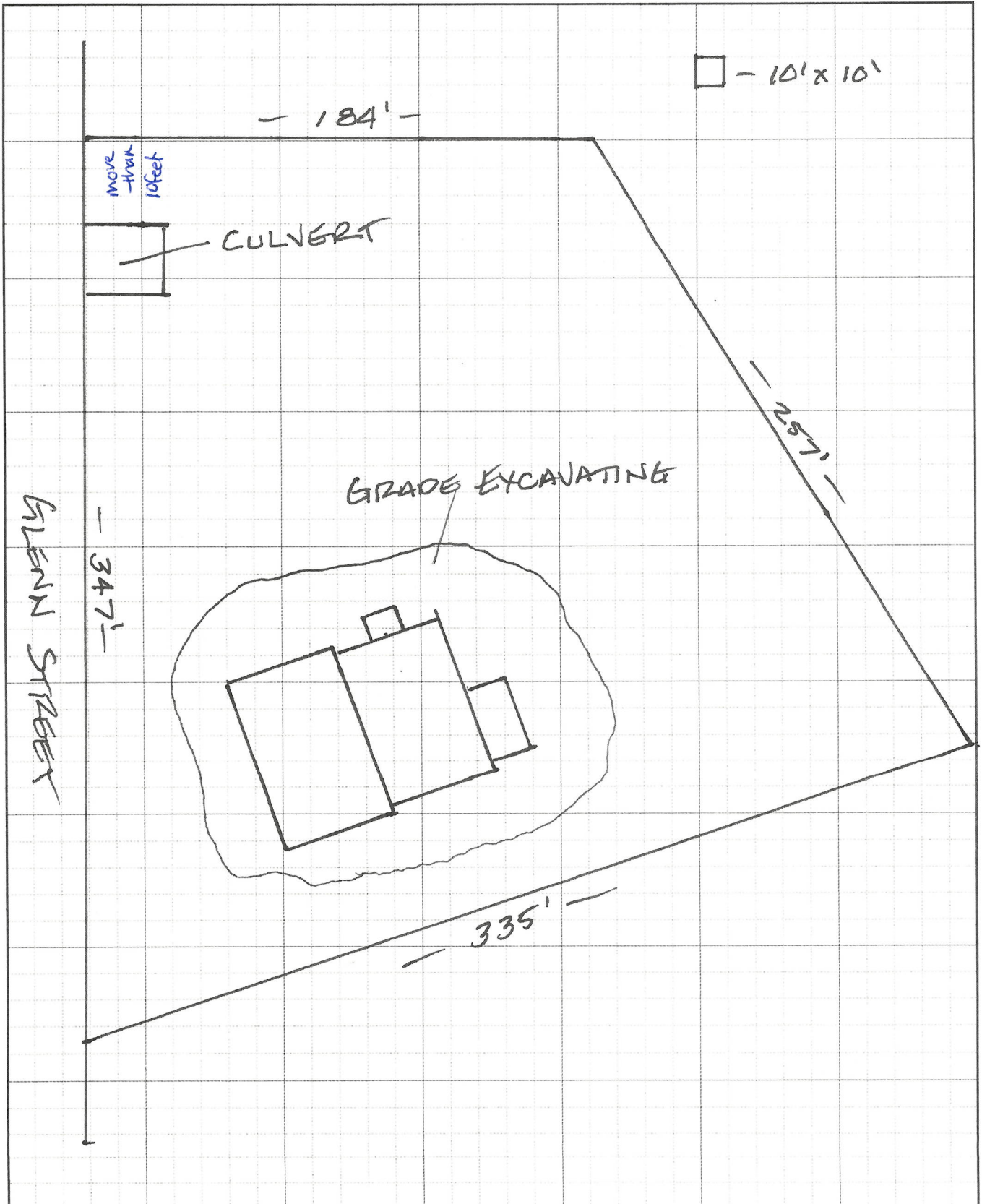
Total cubic yards of earthmoving requested 3800

Signature of property owner [Signature] Date 9-4-24

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Project Name: ANDERSON #: _____
By: MARK ANDERSON Date: 9-4-24
LOT 5



2024 Construction Permits - Vergas MN

Permit No	Issue Date	Parcel Number	Name	Address	Description	Date Closed	
2023-023	9/25/2023	82000990305000	Josh Hanson	491 Glenn ST.,	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.,	Install new shingles & doors	5.22.24	
2023-032	10/23/2023	82000500010001	Aaron Johnson	411 W. Lake ST.,	Fix signs, concrete in existing garage, garage door, sidewalk,	5.22.24	
2023-033	10/23/2023	82000500038000	John Thiessen	860 E. Scharf Ave.,	Replace deck in same spot	5.22.24	
2023-034	10/23/2023	82000990265000	Terry & Julie Karger	1035 E. Scharf Ave.,	Building new home and attached garage	8/29/2024	
PENDING		82000990228000	Michael Rosendahl	96 Park View DR	Alter, add fill to lot	Denied	
2024-001	1/10/2024	82000990148000	Jeff Hanson	451 Pelican Ave.,	Repair shingles, siding, and home repair	8.22.24	
2024-002							
					one 3' x 3' window in house, new front door		
2024-003	3/18/2024	82000500038000	John Thiessen	860 E. Scharf Ave.	Repair, Re-roofing	5.22.24	
2024-004	4/1/2024	82000990303000	Paul & Deb Sonnenberg	511 Glenn ST.,	Build house		600000
2024-005	3/25/2024	82000500035001	Mike Baumgart	520 S. Pelican Ave.,	Install basketball court, finish deck project	8/29/2024	
2024-006	4/4/2024	82000990116001	City of Vergas/Vergas Lions	144 W. Pelican Ave.	Replace sign with new sign - Peterson Park	8.22.24	
2024-007	4/8/2024	82000500012006	Summers Construction	100 S. Railway Ave.	Install concrete slab apron in fron of overhead doors	4.22.24	
2024-008	3/14/2024	82000500010000	Sandra Grow	401 W. Lake ST.,	Build concrete steps, small greenhouse (raised bed) garden w/plastic top,		
2024-009	4/22/2024	82000500037005	Donald Allmaras	816 Scharf Ave.,	Rebuild existing cabin in same footprint as existing cabin		50000
2024-010	4/26/2024	82000990059001	Brianna Alley	140 E. Main St.,	Install sign	5.22.24	
2024-011	5/20/2024	82000990173000	Charles Boehm	116 Park View Dr.,	Install riprap	8/29/2024	
2024-012	5/20/2024	82000990044000	Carl Hoffmann	106 E. Elm St.,	Demolish, remove addition & install new		40000
2024-013	5/20/2024	82000990314000	JRMH Holdings	480 Glenn St	Install culvert & build pad	8/29/2024	
2024-014	5/20/2024	82000990176000	Matthew Lachowitzer	110 Park View DR.	Build 6' x 12' storage shed	8/29/2024	
2024-015	5/20/2024	82000990096000	Lakes Community Coop	101 1st Ave. N.	Remodel as stated on Const. Permit	8.22.24	100000
2024-016	5/20/2024	82000990226000	Jeff Laney	92 Park view DR	Build pergola & do riprap		
2024-017	6/24/2024	82000990166001	Keith Kuehn	306 E. Frazee Ave,	Build 12'x24' addition on to existing garage, steps & railing on porch		
2024-018	6/11/2024	82000990315000	JRMH Holdings	470 Glenn St	Install culvert		
2024-019	6/11/2024	8200990264000	Elaine Palmer	1025 E. Scharf Ave.,	Repair waterproofing foundation	8/29/2024	
2024-020	6/24/2024	82000990109000	Katie Galbrecht(McCorquodale)	202 W. Main ST,	Alter shed from tarp to metal	8/29/2024	
2024-021	6/24/2024	82000990078000	Matt Engebretson	280 1ST AVE. S.,	Install garden fence,add to existing deck, reshingle garage, install gutters on house		
2024-022	6/24/2024	82000990213001	Ramon Zavala/Allen Krook	104B Altona Ave.	Install shingles on residential single unit	8/29/2024	
2024-023	6/24/2024	82000990213000	Ramon Zavala/Tom Bruhn	104A Altona Ave.,	Install shingles on residential single unit	8/29/2024	
2024-024	6/24/2024	82000990226000	Jeff Laney	92 Park View DR	Build steps to beach steps		
2024-025	6/24/2024	82000500040000	Cory Severson	820 E. Scharf Ave.	Remove current steps & build 20' wide & 12' deep deck with railing on front of house		
2024-026	7/24/2024	82000990218000	Andrew & Jackie Bunkowske	1220 E. Scharf Ave.,	Moving a shouse onto the property		
2024-027	7/24/2024	82000990261000	Andrew & Rachel Kinneberg	1050 E. Scharf Ave.	Building new single residence		400000
2024-028	8/20/2024	82000500035001	Mike Baumgart	540 S Pelican Ave	Shingling		
2024-029	8/21/2024	82000990063000	Huddleston Hardware	137 E. Main ST	Covering exterior stucco with wood siding		
2024-030	8/26/2024	82000990100000	Shawn Day	251 1st Ave. N	Add a lean-to to the side of the garage fo wood storage		
2024-031	8/26/2024	82000990314000	Josh Hanson	480 Glenn ST	New home construction		360000
2024-032	8/26/2024	82000990310000	Bruce & Cindy Hunt	460 Oak Circle	New home construction		425000
2024-033	8/26/2024	82000990308000	Tami Rust	490 Glenn ST	New home construction		889000
2024-034	9/16/2024	82000500005001	Josh Hanson	301 W. Lake ST	Install 4' x 8' sign		
2024-035	9/16/2024	82000500188000	Ryan Weibye	1156 E. Frazee Ave.	Build Shop		80000

Planning Commission
2024 September Planning Commission and Public Hearings
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, September 23, 2024

9. New Business

Files Attached

- Comp Plan Progress 2024.pdf

Vergas Comprehensive Plan 2024 Progress Review

Land Use & Built Form

Goal: Capitalize on in-fill opportunities and direct growth to new areas where infrastructure is planned to be cost-effective and sustainable

Strategies:

- When considering expansion options, prioritize expansion that follows a set of guidance developed through a growth and management plan.
- Investigate annexing shorelines across bodies of water when landowners are favorable to the request

Action Item	2023 Progress	2024 Progress
Develop tiered system for expansion based on Vergas water & sewer capacity, EMS services and other public services & facilities.	Water/Sewer Committee is developing a tiered system for expansion based on capacity.	
Identify possible annexation areas and contact owners.	Planning Commission looking at W. Lake Street	
Pay close attention to and abide by shoreline regulations governed by the state.	Planning Commission changed permit process and updating shoreline management ordinance	
Participate in preserving the health of lakes and surrounding wildlife.	Storm water runoff being discussed	

Goal: Land use and build form decisions support and celebrate the existing character of the town

Strategies:

- Encourage land uses that strengthen Vergas' reputation as a family-friendly, safe place with a small-town charm.
 - Limit land uses that allow for big box stores, chains, large processing plants or other developments that have short-term gains and long-term losses of community character and environmental protection.
 - Ensure that any land use involving light industrial development has a plan for maintenance and accessibility.
- Encourage or offer tax incentives for parking for new construction.

Action Item	2023 Progress	2024 Progress
EDA/HRA develop incentives to encourage uses identified above.		
Planning and Zoning develop policies regarding use identified above	Planning Commission updating zoning map with review and modification of city ordinances.	
EDA identify areas appropriate for light industrial development.		
Explore above and underground parking.	Parking lot identified and planned for OTC building site.	

Housing

Goal: Identify affordable housing lots that can be developed with the next 5 years

Strategies:

- Develop partnerships with Otter Tail Co. to share county-level resources with local developers and future residents via existing incentives and initiatives.

Conduct and inventory and promote lots available.		
Action Item	2023 Progress	2024 Progress
EDA develop a fact sheet regarding available assistance programs		
Utilize city website by adding housing resources comparable to neighboring cities		
Transportation		
Goal: Make Vergas accessible for all modes of transportation and for people of all abilities		
Strategies: <ul style="list-style-type: none"> Identify key places across the city that can improve handicap accessibility. Communicate and market existing transportation services. Identify additional locations for downtown parking. Construct handicapped parking spots and sidewalks along Co Rd 4. Explore advantages and disadvantages of rerouting Co Rd 4 through downtown to reduce thorough traffic on Main Street. Explore options for reducing stopped trains and subsequent stopped traffic. Promote programs for ridesharing networks and services		
Action Item	2023 Progress	2024 Progress
Conduct an ADA audit or other type of evaluation to identify key areas for improvement across the city.		
Create short reference guide for residents and visitors describing local and regional transportation options.		
Work with Planning Commission to determine if vacant or undeveloped property could serve as space for new parking lots, and potential diagonal parking.	Parking lot planned for OTC building property that was acquired by the city.	
Contact Canada Pacific to explore moving the exchange.		
Streets, sidewalks and yard waste committee review possibilities of collaboration with OTC Highway Department.		
Goal: Increase connectivity between Vergas and regional trails		
Strategies: Consult entities, like MN DOT, DNR, WCI and Partnership 4 Health, about pursuing grants for planning and infrastructure for a trail connection.		
Action Item	2023 Progress	2024 Progress
Work with OTC to pursue grant funding to connect the Heartland Trail along Co.Rd 4.	Feasibility study conducted for Heartland and Heart of Lake trails. Approved by Council and plan for Heart of Lakes trail connected with Co. Hwy 35 project	
Add multi-use path to the update of the 2019 Capital Improvement Plan to ensure that it is included in future city budget.		
Business & Economic Development		

Goal: Maintain the small business atmosphere		
Strategies: <ul style="list-style-type: none"> Advertise local businesses regionally Review and update city laws and ordinances that support small business owners		
Action Item	2023 Progress	2024 Progress
Work with neighboring Chambers of Commerce to advertise and access resources	OTC Lakes Country Magazine	
Collaborate with the Community Club to identify opportunities and resources to market regionally.	Facebook on ongoing bases features a Vergas business, and hosts events to promote businesses, i.e new event Shops n’ Hops. Vergas advertising and featured highlights in OTC Lakes Country Magazine. Established a full Vergas/lakes billboard that features map of area and Vergas hosted Events. Also have a brochure with Vergas events that was distributed and in stores for ongoing access and have full size posters in the businesses that shows 2023 events. Weekly TV3 Vergas show that highlights Vergas	
Submit stories, ads, and updates to surrounding local papers.	Frazee Forum has featured a number of Vergas stories, i.e. Maple Syrup Fest, Art Camp, Vergas Art Program. Ads in Frazee forum on an ongoing basis.	
Invest in enhancing the City website		
Preserve existing protections within city laws and ordinances		
Explore state and federal incentives for small businesses, especially those making positive impact in nearby communities.		
Goal: Invest in Human Capital		
Strategies: <ul style="list-style-type: none"> Invest in local childcare options Create opportunities for socializing, connecting, creative placemaking year-round. Provide opportunities for retirees to utilize their knowledge and experience and increase social connection.		
Action Item	2023 Progress	2024 Progress
Connect with OTC Early Childhood Coordinator to identify needs and resources.		
Improve marketing of existing community activities, from small socializing to large events.	As above, Facebook, OTC Lakes Country magazine, event brochure and billboard	
Identify gaps in existing community programming and recruit volunteers to host one and/or recurring events.		

Explore development of spaces for families to recreate and your specific activities.	Detroit Lakes water ski club practicing Long Lake city park and offering ski shows	
Identify and invite volunteers to join planning and implementation projects.	Ongoing. Is part of event planning to reach out for volunteers.	
Goal: Prioritize business development that provides daytime and evening activities for residents		
Strategies: <ul style="list-style-type: none"> Create more opportunities to recruit local businesses, especially where gaps in existing services Increase awareness of state and regional resources for small business owners and entrepreneurs.		
Action Item	2023 Progress	2024 Progress
Work in partnership with Vergas EDA to integrate public feedback into business development and expansion strategies		
Host a business and entrepreneurship fair in partnership with OTC with targeted outreach based on survey results and public input.		
Leverage partnerships with existing programs; i.e WCI, MN DEED, SCORE business mentors, Vergas Community Club, West Central Small Business Development Center, Women's Ventures, OTC Small Business Coaching.		
Goal: Develop and expand job opportunities		
Strategies: Maintain and increase number of visitors Pursue opportunities for light manufacturing Support digital entrepreneurs and remote workers		
Action item	2023 Progress	2024 Progress
Advertise business and recreational opportunities and events regionally.	As noted previously; Facebook, OTC Lakes Country magazine, TV3 Vergas show.	
Pursue and invest in trail development.	Feasibility study conducted to examine Vergas connection to Heartland and Heart of Lake Trails	
Cultivate more year-round attractions and events.	Year round event calendar, 9 of 12 months community event. This does not include events by other businesses and groups.	
Identify land available for development and purchase.	City purchase of 8 lots from OTC foreclosed land (Eva/Diane street)-Sunny Oaks. OTC to build 4 Senior living housing units in the development.	
Offer the Event Center as coworking space by appointment.	Event Center improvements and updates being made to make the space more visibly appealing and marketable.	

	Hired part time Event Center Coordinator to promote event center space.	
Maintain and develop broadband capabilities.		
Connect with neighboring communities to participate in county-wide networking opportunities. (host pre-existing groups for a meeting).	Regional Mayor meetings , Regional City Clerk meetings	
Public Services and Facilities		
Goal: Maintain adequate pubic facilities and services to meet the health, safety, education, and leisure needs of all Vergas residents.		
Strategies: <ul style="list-style-type: none"> Prioritize infrastructure investment based on existing facilities with deficiencies first, and retrofitting of facilities second, and future facility needs third. Engage in strategic partnerships to ensure that Vergas is identified as a community for investment in fiber optic cable to increase broadband access. Conduct a needs assessment to understand more about the barriers and opportunities to improve resident access to medical facilities. (transportation, awareness).		
Action Item	2023 Progress	2024 Progress
Encourage various committees to complete prioritization exercise.	Water Sewer Committee is working on prioritizing needs by making a project list.	
Explore expanded services, particularly MN DEED Border-to-Border Broadband opportunity.		
Collaborate with EDA/HRA to oversee a needs assessment.		
Goal: Ensure highest quality standards and services for public safety given Vergas' existing resources and staff capacity.		
Strategies: <ul style="list-style-type: none"> Ensure safety of navigation throughout city streets and sidewalks. Make Long Lake Park a desirable location for recreation year-round.		
Action Item	2023 Progress	2024 Progress
<ul style="list-style-type: none"> Review, update, and publicize the city's planning and zoning maps to accurately indicate which city sidewalks are to be maintained by the city vs residents. 	Planning Commission updating zoning maps	
<ul style="list-style-type: none"> Conduct a parking study. 		
<ul style="list-style-type: none"> Explore the possibility of a MNDOT Complete Streets project for Vergas. 		
<ul style="list-style-type: none"> Renovate and upgrade public restroom facilities at Long Lake park. 	Park improvement proposal developed, park board working with NDSU, which includes improved facilities. Painting and lighting improvements to restroom. Loon Art for the park fundraising event to support park improvements. Community feedback on plan at the Loon Art for the Park event.	
<ul style="list-style-type: none"> Explore opportunities to work with rental company for non-motorized watercraft. 		
<ul style="list-style-type: none"> Consider snowshoe rental companies. 		

Goal: Ensure that services and facilities allow residents and visitors of 55 years or older to age in place.		
Strategies: <ul style="list-style-type: none"> Ensure safety of navigation through city streets and sidewalks. Work to develop a full spectrum of transitions in senior housing needs, from accessibility options to access of services and skilled nursing.		
Action Item	2023 Progress	2024 Progress
Develop handicap parking spots		
Work with ED/HRS to conduct a needs assessment and feasibility study for expanded senior housing options.	Have 2021 Comprehensive plan, 2019 EDA/HRA Housing study and working with OTC Housing & Redevelopment	
Parks & Open Spaces		
Goal: Support Community Art and arts programming		
Strategies: <ul style="list-style-type: none"> Increase the number of displays of interactive art around town, in parks, and open spaces. Increase community education arts programming.		
Action Items	2023 Progress	2024 Progress
<ul style="list-style-type: none"> Create a directory of local artists. 	Studio Crawl is planned for Sept 23, 2023 and this is step in the direction to create a directory. VCC has local artist creating loon pieces placed around Vergas.	
<ul style="list-style-type: none"> Continue to offering summer youth art camp. 	Continues to grow. In 2023 had 126 youth art Youth pottery classes available	
<ul style="list-style-type: none"> Provide a listing of events on city website. 	On City website, VCC Facebook, and posters Established a Vergas Arts Program, aligned with VCC. Hosted 3 performing arts (Chmielewski band, Tony DeBlois, and Siama Story Teller).	
Goal: Update public facilities at Long Lake Park		
Strategies: <ul style="list-style-type: none"> Continue working with NDSU to develop concept designs for Long Lake park. Communicate with county and regional stakeholders in parks and recreation the desire to pursue state and federal funding.		
Action Item	2023 Progress	2024 Progress
Follow guidelines and budget in Capital Improvement plan for restroom facilities specifications and budget.		
Park Board present ideas to Planning and Zoning Commission and the City Council for implementation.	Park Board presented park improvement plan	
Goal: Leverage existing amenities to create a culture that celebrates physical activity and community-based sports that are complementary to school sports schedules.		
Strategies: <ul style="list-style-type: none"> Create opportunities for sports and physical education. Begin offering adult leagues for baseball, softball etc.. Explore opportunities for additional recreational space development.		

Action Item	2023 Progress	2024 Progress
Example; Offer lessons for pickleball, classes for local fitness trainers, dance classes.	Lakes Fit offers classes and pickleball has classes for beginners	
Coordinate community education for implementation.	Continue to collaborate with Frazee community education for Vergas swimming lessons	
Conduct a feasibility study for soccer fields and/or frisbee golf.		
Planning and Zoning identify sustainable areas.		

Planning Commission
2024 September Planning Commission and Public Hearings
Government Services Center & Zoom Id number 267-094-2170
password 56587
6:00 PM on Monday, September 23, 2024

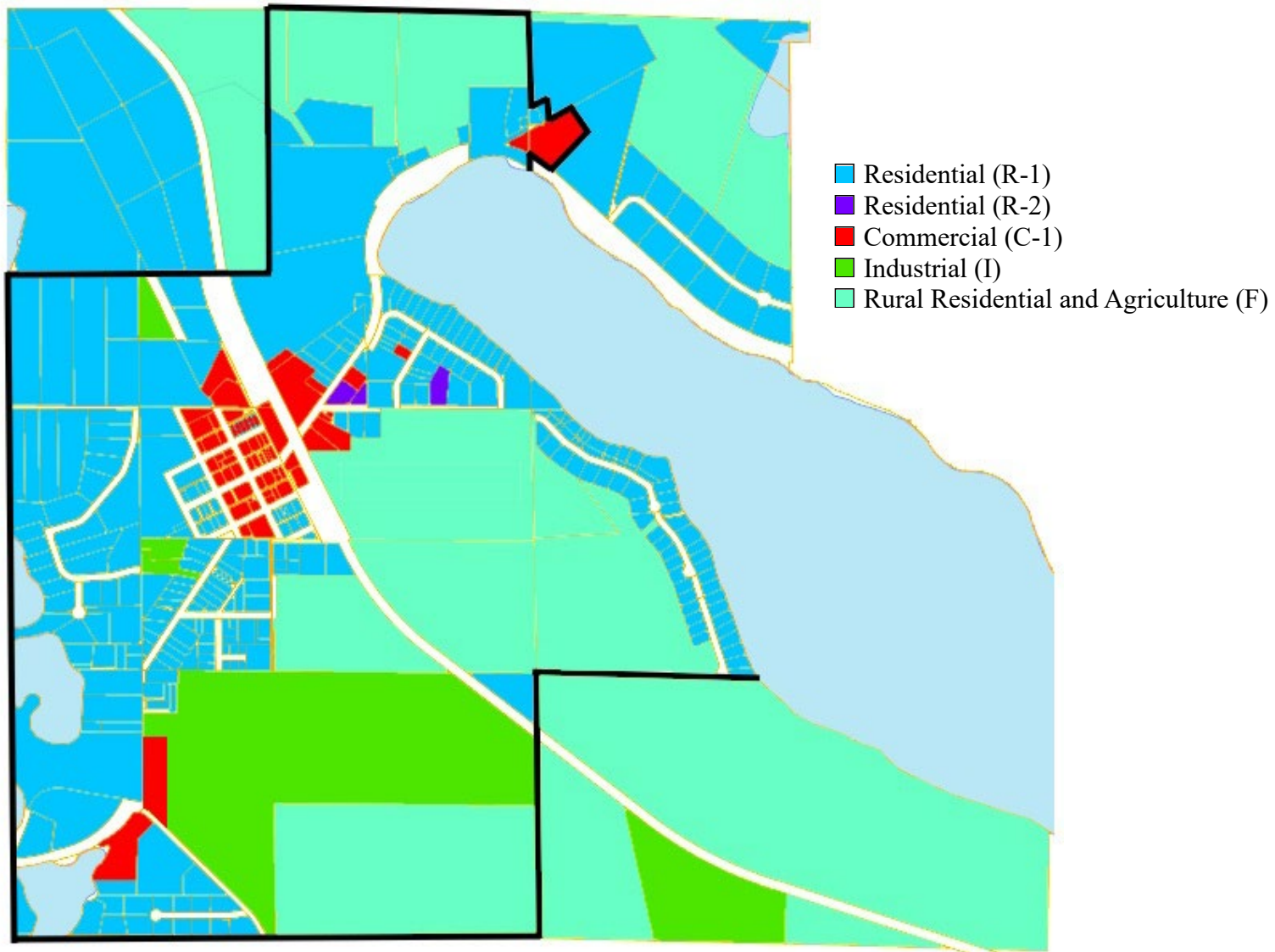
10. Old Business

A. Ordinances-proposed Vergas Basic Code
B. Nuisance Properties within Vergas
C. Vergas Zoning Map
D. 2024-5 Planning Commission Budget
E. Attached Accessory Structures

Files Attached

- Vergas Zoning Map Draft - 9-23-24.pdf
- 2024 Planning Commission Budget.pdf
- Park Rapids Accessory Uses and Structures.pdf

Draft Update to City of Vergas Zoning (9/23/24)



	<u>2024 Budget</u>	<u>Spent</u>	<u>Balance</u>	<u>Item</u>	Proposed 2025 Budget	Approved Preliminary 2025 Budget
Payroll	\$2,500.00	\$2,000.00	\$500.00		\$3,500.00	\$3,500.00
Planning & Zoning (41910)	\$1,000.00	\$1,595.88	-\$595.88	GIS Mapping	\$1,000.00	\$1,000.00
				24 Basic Code Books		
				Form Update	\$2,000.00	\$2,000.00
Engineer (303)	\$30,000.00	\$11,287.29	\$18,712.71		\$50,000.00	\$28,000.00
Gravel Pit Survey	\$9,000.00	\$7,299.88	\$1,700.12		\$9,000.00	\$9,000.00
Totals	\$42,500.00	\$14,883.17			\$65,500.00	\$43,500.00
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					
City Center Parking Lot	\$3,000.00					
Engineering:	\$2,226.77					

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

*Electronic Forms

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.