

Planning Commission
2025 March Planning Commission Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
6:00 PM on Monday, March 24, 2025

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

A. February 24, 2025

4. Status of Council Recommendations

None.

5. Construction Permits

A. Active Construction Permits

B. Permits to be Approved

1. 96 Parkview Drive, approach with culvert
2. 110 S Railway, install siding, add and replace doors

6. New Business

7. Old Business

- A. Zoning Map C -2 update
- B. Attached Accessory Structures Ordinance

8. Adjournment

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Planning Commission
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5. Minutes

A. February 24, 2025

Files Attached

- 02.24.25 Planning Commission Minutes Draft.pdf

City of Vergas Planning Commission Minutes
Monday, February 24, 2025
6:00pm
Government Services Building and Zoom

The City of Vergas Planning Commission meeting held a public hearing on Monday, February 24, 2025, in a hybrid Zoom meeting at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, Rebecca Hasse, and Shane Hasse. Absent: none. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; citizens Tony Sager and Elliot Steinbrink.

Call to Order

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

Agenda Additions and Deletions

Motion by Albright, seconded by Courneya to approve the agenda as presented. Motion passed unanimously.

Minutes

Motion by Courneya, seconded by R. Hasse to approve minutes for January 27, 2025. Motion passed unanimously.

Status of Council Recommendations

No items were presented to the city council for recommendations.

Construction Permits

There are no construction permits needing approval.

New Business

No new business discussed.

Old Business

A. Zoning Map C-2 update. Discussed building plans for the development on the corner of Pelican Avenue and County Hwy 35. This will be a common interest community plat. Commissioners will bring proposed ideas on changing zoning map to next month's meeting.

B. Updated nuisance letter: Lammers provided letter, and commission requested the wording of 1st notice, 2nd notice, and final notice be added to the letter. The city office will begin using the new format.

C. Attached Accessory Structures. Ohman provided a sample ordinance and commission discussed and asked Lammers to have the City Attorney review the following: 151.21.F.1

(1) *Building requirements; attached garages*. No garage attached to the dwelling unit shall exceed 40% of the total area of the building.

Adjournment

Motion by R. Hasse, seconded by Courneya to adjourn at 6:50 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC

Vergas City Clerk-Treasurer

Follow up actions:

Lammers have attorney review ordinance proposed.

Council Recommendations:

None.

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6. Status of Council Recommendations

None.

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7. Construction Permits

- A. Active Construction Permits
- B. Permits to be Approved
 - 1. 96 Parkview Drive, approach with culvert
 - 2. 110 S Railway, install siding, add and replace doors

Files Attached

- 2024 Final Construction Permits.pdf
- 03.24.2025 Culvert Permit Application.pdf
- 03.24.25 Construction Permit for 110 S Railway Ave.pdf

2024 Construction Permits - Vergas MN

<u>Permit No</u>	<u>Issue Date</u>	<u>Parcel Number</u>	<u>Name</u>	<u>Address</u>	<u>Description</u>	<u>Date Closed</u>	
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	10.28.24	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,	10.28.24	
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	10.28.24	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	10.28.24	
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	10.28.24	
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	10.28.24	
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	10.28.24	
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	10.28.24	
2024-029	8/21/2024	82000990063000	Huddleston Hardware	137 E. Main ST	Covering exterior stucco with wood siding	10.28.24	
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	10.28.24	
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' Real Estate sign		
2024-035	9/16/2024	82000500188000	Ryan Weibye	1156 E. Frazee Ave.	Build shop, stick built w 4' footing, plumbing & water thru house		
2024-036	9/23/2024	82000990295000	Mark & Mary Anderson	620 Glenn St.	Build new single residence		550000

2024-037	9/23/2024	82000990263000	Dave & Pam Johnston	1015 E. Scharf Ave.	Build new single residence		550000
2024-038	9/26/2024	82000990225000	Steve Tharaldson	90 Park View Dr.	Replace asphalt shingles on house		
2024-039	9/26/2024	82000990125001	Verla Day	320 S. Pelican Ave.	Install new 11'x7' sliding barn door on storage shed		
2024-040	10/6/2024	82000990171000	Vergas Apartments	315 E. Frazee Ave.	Replace roof & shiongles, leaking in apt. #2		
2024-041	10/6/2024	82000990219001	Arlen Franchuk	311 ParkmView Dr.	Replace asphalt shingles on house		
2024-042	10/9/2024	82000990228000	Michael & Mandy Rosendahl	96 Park View Dr.	Move dirt in yard, no new material is to be brought in		
2024-043	10/9/2024	82000990229000	Edward & Renee Rosendahl	98 Park view Dr.	Move dirt in yard, no new material is to be brought in		
2024-044	10/9/2024	82000990181000	Charles & doris Gundberg	100 Park View Dr.	Move dirt in yard, no new material is to be brought in		
2024-045							

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

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 5, Block 3, Addition Katzke Acres 1st Addn
Property: Width 100 feet, Length 250 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: Michael Rosendahl

Address of Construction Project: 76 Parkview Dr.

Mailing Address: 20633 330 B Ave NW Warren, MN 56262 Phone: 218-686-8666

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: install crossing so we can remove dirt from the lake shore.

15" culvert x 24' ~ looks I can go longer.
also 8 yards of dirt for culvert

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

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: _____

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: 03/06/25

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] 03/06/25 _____
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.

FOR OFFICE USE ONLY

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

Receipt # _____ Date Paid _____, 20__

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

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

Permit Number: _____ Date Received: _____ Parcel Number: _____ Fee \$75.00

City of Vergas Application For Grade and Fill Permit

Property Description:

Lake # 56-388 Lake Name Long Parcel Number 82000990228000

Legal Description 137-041-24

Lot 5 Block 3 Addition Katzke Acres 1st Addn

Property: Width 100 feet, Length 250 feet

Property Owner: Michael Rosendahl

Address of Project property: 96 Parkview Dr.

Mailing Address: 20637 330th Ave NW Warren, MN 56762

Phone: 218-686-8666

Contractors Name: Torrey Sonenberg

License Number: _____ Phone: 218-850-7046

Address _____

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:

install culvert & crossing to have access to property.

Detailed Information:

Area to be cut/excavated _____ length _____ width _____ depth _____

Area to be filled/leveled 24' length 12' width 2' depth _____

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

Type of soils and/or fill material dirt

Total cubic yards of earthmoving requested 8400 yds ?

Signature of property owner Mike R Date 03/05/25

96 Parker Dr.

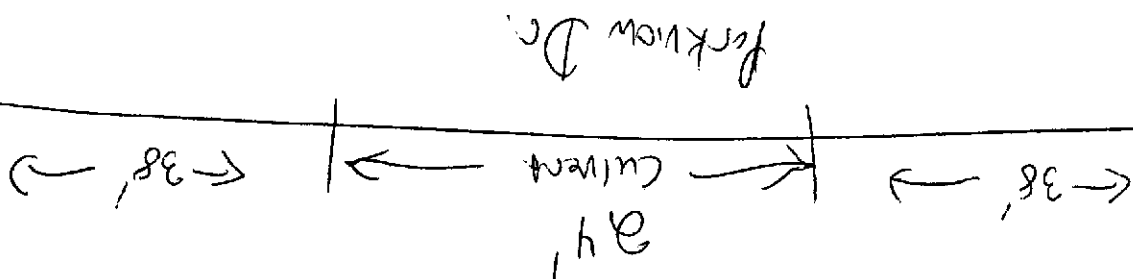
Requesting to install 15" diameter culvert

24' long, unless I can go longer. Along with

8 yards of dirt to cover culvert and slope

access.

Johnny Sorenberg to install culvert.



Parker Dr.

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

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- ☐ ☐ All Property Lines staked
- ☐ ☐ Proposed building site staked.
- ☐ ☐ If along lakeshore –
 - ☐ Ordinary High-Water Level (OHWL) staked.
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 - ☐ 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: Amber Pausch

Address of Construction Project: 110 S Railway Ave Vergas

Mailing Address: P.O. 206 Vergas, Phone: 218-234-7708

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Install tongue + groove on underside of overhang. Replace one door ~~with ADA sill~~ and remove one door. - Replacing North door w/ a wider door + ADA sill. Removing the south door.

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: \$ 10,180

Building Contractor:

Name: Summers Construction License Number: bc694394 Phone: 218-841-5012

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: Chamber Pausch DATE: 3-18-25

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.

Chamber Pausch 3-18-25 _____
Signature of Applicant Date Zoning Official Date

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FOR OFFICE USE ONLY

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

Receipt # _____ Date Paid _____, 20__

Signature: _____ Date: _____, 20__
(Permitting Authority)
Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

Planning Commission
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Government Services Center & Zoom Id 267-094-2170 password 56587
6:00 PM on Monday, March 24, 2025

9. Old Business

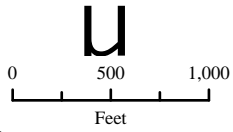
- A. Zoning Map C -2 update
- B. Attached Accessory Structures Ordinance

Files Attached

- 2024 Zoning Map.pdf
- Proposed Ordinance 151.21.F.1 Building Requirements .pdf

ZONING

Vergas, MN



Zone

- Residential (R-1)
- Residential (R-2)
- Commercial (C-1)
- Industrial (I)
- Rural Residential and Agriculture (F)
- City Limits

2022-10918

11/14/2024

Little Long

W Lake St

N 1st Ave

Elm St

S 3rd Ave

S Pelican Ave

W Hill St

W Sunset Strp

Eva St

W Loony La

E Looney La N

Bennett Rd

N Old Detroit Rd

CSAH 4

Altona Ave

Park View Dr

E Scharf Ave

Long (main lake)

E Scharf Ave

S Town Line Rd

Lawrence

Lawrence

East Loon

151.21.F.1

(1) *Building requirements; attached garages.* No garage attached to the dwelling unit shall exceed 40% of the total area of the building.