

**Planning Commission**  
**2025 April Planning Commission Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, April 28, 2025**

**1. Public Hearing - Structure Placement**

**2. Pubic Hearing - Fence Placement and height**

**3. Call to Order**

**4. Agenda Additions or Deletions**

**5. Minutes**

A. March 24, 2025

**6. Status of Council Recommendations**

None.

**7. Construction Permits**

- A. Active Construction Permits
- B. Permits to be Approved
  - 1. 125 1st Ave - remove existing addition and replace
  - 2. 210 Eva St - new home
  - 3. 316 E Frazee Ave.- doors, windows, skirting on deck, driveway
  - 4. 110 W Elm - doors and deck
  - 5. 131 1st Ave - enclose the existing lower level
  - 6. 230 Eva St - house and garage
  - 7. 411 Diane Ave - house and garage
- C. Grade and Fill
  - 1. 316 E Frazee Ave--Class 5 driveway

**8. New Business**

- 1. Local Government Units (LGUs)
  - A. Violations
  - B. Administration Resolution
- 2. Interium Use Permit
- 3 May Meeting

**9. Old Business**

- A. Nuisance Properties

**10. Adjournment**

# Table of Contents

1. Public Hearing - Structure Placement .....	3
2. Pubic Hearing - Fence Placement and height .....	5
5. Minutes .....	7
6. Status of Council Recommendations .....	9
7. Construction Permits .....	10
8. New Business .....	37
9. Old Business .....	61

**Planning Commission**  
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**1. Public Hearing - Structure Placement**

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**Files Attached**

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- 04-28-25 PUBLIC HEARING NOTICE-Variance for 16 Park View Dr for shed .pdf

**VERGAS PLANNING COMMISSION**

**PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a variance for the placement of a structure at 116 Park View Drive.

Current Ordinance:

Structures Setbacks: Additional Structure Setbacks Structures and accessory structures must also meet the following setbacks, regardless of the waterbody classification:

Table V Additional Structure Setbacks

Setback from:	Setback (ft)
Top of bluff	30
Unplatted cemetery	50
Right-of-way line of federal, state or county highway	20
Right-of-way line of town road, public street, or other roads not classified.	20
Property Line	10
Property Line for Accessory Structures equal to or less than 120 ft	5
Property Line for Water-Oriented Accessory Structure	10

Bluff Impact Zones Structures, impervious surfaces, and accessory structures and facilities, except stairways and landings, must not be placed within bluff impact zones.

Variance: 1-2 feet from the property line.

All interested parties are invited to attend and will be given the opportunity to ask questions and provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 ext. 1 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:00 p.m. on Monday, April 28, 2025. Attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the Vergas Government Services Center (131.E Main St)

Julie Lammers, CMC  
City Clerk-Treasurer



**Planning Commission**  
**2025 April Planning Commission Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, April 28, 2025**

**2. Pubic Hearing - Fence Placement and height**

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**Files Attached**

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- 04-28-25 PUBLIC HEARING NOTICE-Variance for 1210 E Frazee Ave - 8 foot high fencing .pdf

**VERGAS PLANNING COMMISSION  
PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a variance for the placement and height of a fence at 1210 E Frazee Ave.

**Current Ordinance:**

Structures Setbacks: Additional Structure Setbacks Structures and accessory structures must also meet the following setbacks, regardless of the waterbody classification:

**Table V Additional Structure Setbacks**

Setback from:	Setback (ft)
Top of bluff	30
Unplatted cemetery	50
Right-of-way line of federal, state or county highway	20
Right-of-way line of town road, public street, or other roads not classified.	20
Property Line	10
Property Line for Accessory Structures equal to or less than 120 ft	5
Property Line for Water-Oriented Accessory Structure	10

**Fences do not require a permit.** A vision obstructing fence must not be placed: 1) within twenty (20) feet of a road right-of-way; 2) in the SIZ, BIZ, wetland; or 3) beyond the building line between two adjacent properties.

Variance: Eight-foot fence to be placed along the property line.

All interested parties are invited to attend and will be given the opportunity to ask questions and provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 ext. 1 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at  
6:15 p.m. on Monday, April 28, 2025 (immediately following 6 pm public hearing).

Attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the  
Vergas Government Services Center (131.E Main St)

Julie Lammers, CMC  
City Clerk-Treasurer

**Planning Commission**  
**2025 April Planning Commission Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, April 28, 2025**

**5. Minutes**

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A. March 24, 2025

**Files Attached**

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- 03.24.25 Planning Commission Minutes.pdf

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

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, March 24, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, and Rebecca Hasse. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane.

**Call to Order**

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

**Agenda Additions and Deletions**

Motion by Ohman, seconded by Courneya, to approve the agenda with the following additions: fence permit and nuisance. Motion passed unanimously.

**Minutes**

Motion by Courneya, seconded by Ohman, to approve minutes for February 24, 2025. Motion passed unanimously.

**Status of Council Recommendations**

No items were presented to the city council for recommendations.

**Construction Permits**

Motion by Ohman, seconded by Hasse, to schedule a public hearing on April 28, 2025, at 6:00 pm for a fence on the property at 1210 E Frazee Ave. Motion passed unanimously.

Motion by Ohman, seconded by Hasse, to approve the approach with culvert permit at 96 Park View Drive. Motion passed unanimously.

Motion by Courneya, seconded by Ohman, to approve the siding and doors permit for 110 S Railway Ave. Motion passed unanimously.

**New Business**

No new business discussed.

Bruce Albright joined the meeting.

**Old Business**

A. Zoning Map C-2 update. Motion by Ohman, seconded by Courneya, to change the zoning in Vergas to add C-2 areas. Motion passed unanimously. The committee requested that both 1349 Frazee Ave and the corner of County Highway 35 and County Highway 4 be changed to C-2.

B. Attached Accessory Structures. Motion by Albright, seconded by Ohman, to accept new language for ordinance 151.21.F.1 as follows:

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

**Nuisance**

Motion by Ohman, seconded by Albright to have certified letters sent to all residents with unlicensed animals. Motion passed unanimously.

The Committee discussed nuisance property tours. Commissioners are to tour the city alone or with DuFrane before next month's meeting to have letters sent to property owners. A green child sign on city property is located by Ditterich Grocery Store without a sign permit. There is a need to slow traffic between the liquor and grocery stores. The committee discussed placing a speed bump between buildings. Ohman stated he would talk with Duane Ditterich regarding the sign needing a permit.

**Adjournment**

Motion by Hasse, seconded by Courneya, to adjourn at 6:42 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC

Vergas City Clerk-Treasurer

*Follow-up actions:*

Lammers updates ordinances.

Council Recommendations:

Add C-2 to the zoning map.

**Planning Commission**  
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**6. Status of Council Recommendations**

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None.

**Planning Commission**  
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**7. Construction Permits**

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- A. Active Construction Permits
- B. Permits to be Approved
  - 1. 125 1st Ave - remove existing addition and replace
  - 2. 210 Eva St - new home
  - 3. 316 E Frazee Ave.- doors, windows, skirting on deck, driveway
  - 4. 110 W Elm - doors and deck
  - 5. 131 1st Ave - enclose the existing lower level
  - 6. 230 Eva St - house and garage
  - 7. 411 Diane Ave - house and garage
- C. Grade and Fill
  - 1. 316 E Frazee Ave--Class 5 driveway

**Files Attached**

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- Construction Permit 125 1st Ave N.pdf
- Construction Permit 210 Eva St.pdf
- Construction Permit 316 E Frazee Ave.pdf
- Construction Permit 110 W Elm St.pdf
- Construction Permit 131 1st Ave N.pdf
- Construction Permit 230 Eva St.pdf
- Construction Permit 411 Diane Ave.pdf
- Grade and Fill Permit 316 E Frazee Ave.pdf

Permit Number: \_\_\_\_\_ Date Received: 4/14/25 Parcel Number: 82000990089001

**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: NEREI KVAM

Address of Construction Project: 125 1ST AVE Wagon

Mailing Address: 131 1ST AVE Wagon Phone: 727-325-7701

1. Permit to (CIRCLE ONE)

Addition   Alter   Build   Demolish   Install   Move   Remodel   Repair

Description of work to be done: Remodel existing building with new building supply to improve property

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: \$40,000  
Building Contractor:

Name: OWNER License Number: Phone:

Plumber: (must have MN License)

Name: OWNER License Number: Phone:

Electrician:

Name: OWNER 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: DATE: 4/14/2025

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 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



CHURCH

50'

26'

75'

Scale 1" = 10'

Proposed  
Additional  
Deck

Existing  
Bldg.

56'

FRANKLIN  
FACE

ALLEY



GOODIN COMPANY

Wholesalers  
Plumbing • HVAC • Pipe • Valves  
Fittings • Water Well • Industrial Supplies

- Minneapolis (612) 588-7811
- St. Paul (651) 489-8831
- Duluth (218) 727-6670
- Detroit Lakes (218) 847-9211
- St. Cloud (320) 259-6086
- Brainerd (218) 828-4242
- Sioux Falls (605) 332-3444
- Fargo (701) 298-3210
- Rochester (507) 529-1284
- Eau Claire (715) 830-1800
- Omaha (402) 331-6813
- Wausau (715) 675-2513

Permit Number: 0025-0025 Date Received: 3/31/25 Parcel Number: 82000990252000

**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 7, Block 2, Addition Sunny Oaks  
Property: Width 82.5 feet, Length 100 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: Chris/Ethan Lindberg

Address of Construction Project: 210 Eva St

Mailing Address: PO Box 11 Vergas, Mn Phone: 701 212 9417

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: New Home

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: \$ 165,000  
Building Contractor:

Name: CNL Construction License Number: BC758440 Phone: 701 212 9417

Plumber: (must have MN License)  
Name: TNT Plumbing License Number: PM061454 Phone: 218 841 1184

Electrician:  
Name: Frazer Elect License Number: CA000687 Phone: 218 334 2382

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: 3-28-25

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] 3-31-25  
Signature of Applicant Date Zoning Official Date

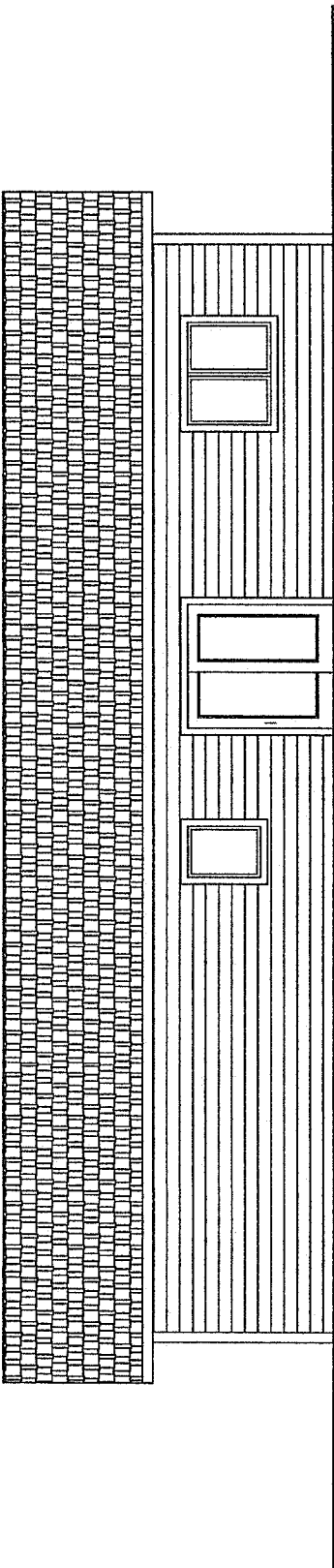
City of Vergas has 60 days to approve or deny a permit. The date begins when all documents have been submitted to the city. Permits are valid for one year.

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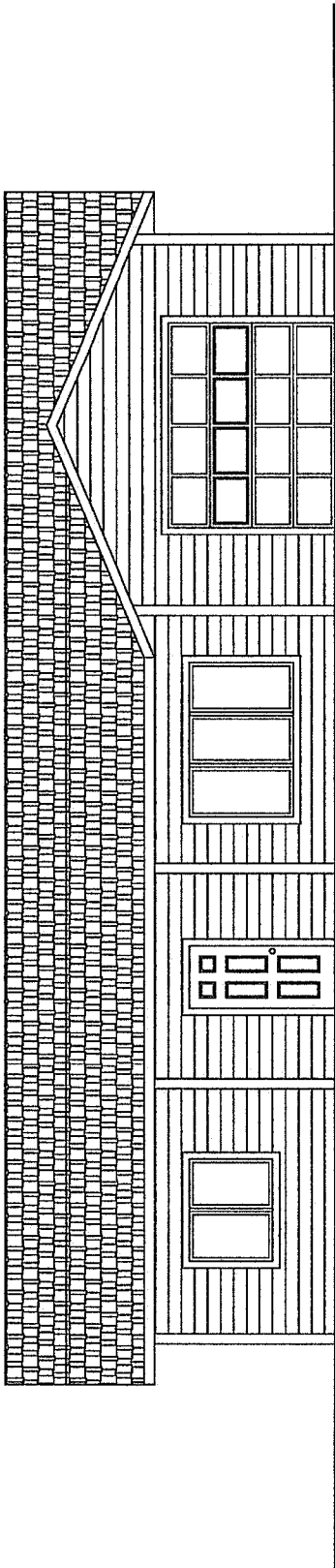
**FOR OFFICE USE ONLY**  
\$ 750 Water Hook-up \$ 750<sup>00</sup> Sewer Hook-up  
\$ 480 Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 1,980<sup>00</sup> Total Fees  
Receipt # 153473 Date Paid 3-31, 2025

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





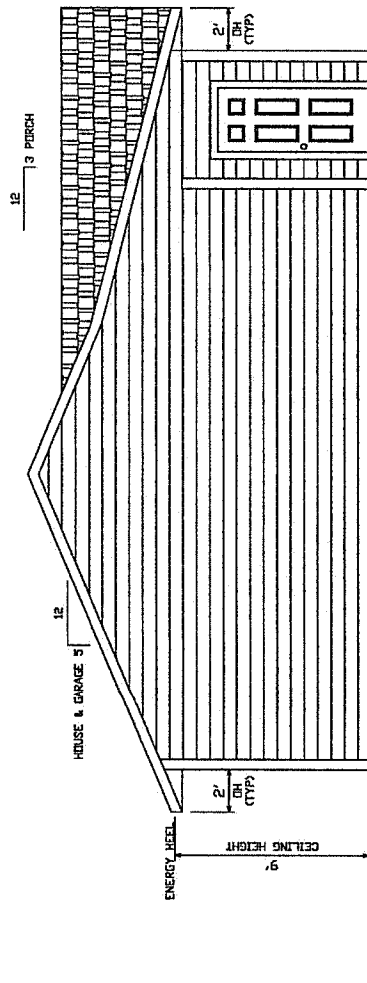
NORTH ELEVATION



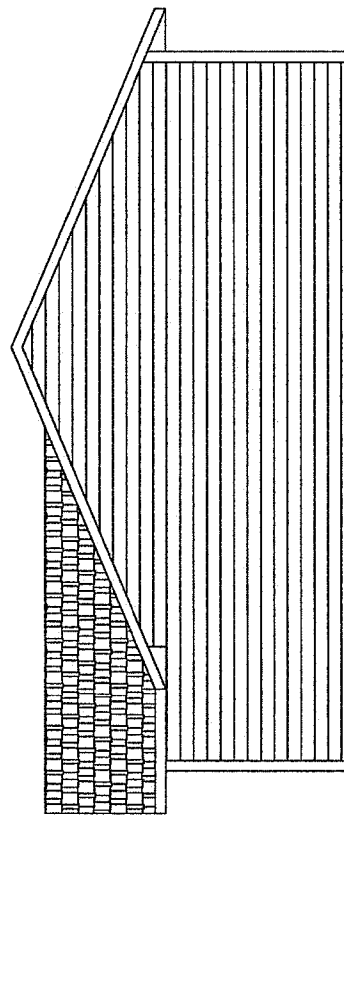
SOUTH ELEVATION

**\*9' CEILINGS\***  
 CAUTION: THESE ARE NOT PROFESSIONAL ARCHITECTURAL  
 DRAWINGS. THEY ARE NOT TO BE USED FOR CONSTRUCTION  
 WITHOUT THE ASSISTANCE OF A REGISTERED ARCHITECT OR ENGINEER.  
 NO WARRANTY OR REPRESENTATION IS MADE AS TO ACCURACY  
 OR COMPLETION OF THIS DRAWING. IF YOU ARE NOT CONVINCED BY  
 THIS DRAWING, PLEASE CONSULT WITH A QUALIFIED PROFESSIONAL  
 QUALIFIED PROFESSIONAL.

NANCY'S DRAFTING & DESIGN			
1/4"=1'-0"		(218)841-5253	
2/2025			
CNL CONSTRUCTION INC.			
E LINDBERG		1	



WEST ELEVATION



EAST ELEVATION

CAUTION: THESE DRAWINGS ARE PREPARED BY A REGISTERED PROFESSIONAL ARCHITECT AND ARE NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THESE DRAWINGS. THE ARCHITECT'S SERVICES ARE LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING SHOWN HEREON. THE ARCHITECT DOES NOT WARRANT THE QUALITY OF THE MATERIALS OR THE WORKMANSHIP OF THE CONSTRUCTION.

NANCY'S DRAFTING & DESIGN		CNL CONSTRUCTION INC.	
1/4"=1'-0"	(210)841-5253	E LINDBERG	
2/2025	NMB	1	





Permit Number 2025-006 Date Received: 4/9/25 Parcel Number: 82000990167000

**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 7/18, Block 1, Addition Scharf & Nesbitt  
Property: Width 32 feet, Length 399 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: James Stenger

Address of Construction Project: 316 E. Frisbee Ave, Vergas

Mailing Address: Same as above Phone 218-234-8419

1. Permit to (CIRCLE ONE)

Addition ☐ Alter Build ☐ Demolish Install ☐ Move ☐ Remodel Repair

Description of work to be done:

See Attached Sheet

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: \$ 9000  
**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: 4/8/25

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] 4/8/25 \_\_\_\_\_  
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  
\$ 30 Total Fees

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_

### Proposed Projects for 316 East Frazee Ave

- Replace front and back entry doors – The back door of the house is an interior door and needs to be replaced with something more appropriate for Minnesota weather. The front door has some water damage to the bottom of it and has troubles closing. The storm door on the front of the house would also be removed. (Photos Attached)
- Removal and Replacement of deck skirting – Weathered and broken (Photos Attached)
- Removal of basement storm windows and adding concrete blocking to fill space – The storm windows in the basement are weathered and damaged. Looking to remove them and block in the existing holes. No longer needed in the basement for ventilation. Not large enough for an egress window and not needed as there are no living quarters in the basement. (Photos Attached)
- Adding Insulation to attic – minimal insulation has been added to the attic since the house was built in 1949. Blown-In insulation would be added
- Repair Chimney Flashing – Flashing is starting to move away from chimney and want to repair before it makes a bigger issue for the house.
- Adding a sidewalk – I would like to add a sidewalk from the driveway to my front deck (Main Entry to the house). It would be a 4' wide by 22' concrete sidewalk from the bottom of the deck stairs to the driveway. I would then mulch the area between the sidewalk and house.
- Adding Raised Circular planters – Looking to add 3 raised planters in the mulched area proposed above and an additional raised planter in the yard.

### Driveway Upgrade

- Changing Turn Around – In the current state, for me to turn around in my driveway I must drive on to my neighbor's yard. I am proposing to change that by flipping it to the other side of the driveway alongside the newly proposed sidewalk. I am trying to fix a 76-year-old problem that was ok with previous owners of the properties at that time but should be corrected. The new turn around would be 18'x18'. I would work with my neighbor to restore the previous turn around back to grass.
- Adding Gravel – The Driveway has not had work done to it in many years and needs to be built back up a bit. Low spots have created soft spots and much of the year I cannot park in the back of my house due to standing water (harboring insects and odor) and making ruts in the driveway. I am looking to bring in 20 yards of Class 5 Gravel, much of this would be used for the Turn Around, but gravel would be added to the whole driveway.

**Front Entry  
Door**



**Back Entry  
Door**



**Skirting to be  
Removed and  
Replaced**



**Storm windows to be  
removed and blocked up (2  
windows are under the front  
deck)**



# Current Driveway





# Proposed Drieway





Permit Number: 2025-005 Date Received: 4-7-25 Parcel Number: 82000990104000

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: Laura Osborn

Address of Construction Project: 110 W. Elm St

Mailing Address: \_\_\_\_\_ Phone: 612-987-4939

1. Permit to (CIRCLE ONE)

Addition ☐ Alter ☐ Build ☐ Demolish ☐ Install ☐ Move ☐ Remodel ☐ Repair

Description of work to be done: Front Door / Back Door replace  
repair deck (unattached)  
Rain Gutters 601

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: \$ Under \$3000

Building Contractor:

Name: Manz Const 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: 4/7/25

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 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  
\$ 30 Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 30 Total Fees

Receipt # 2 Date Paid 4/7, 2025

Signature: [Signature] Date: 4/28, 2025  
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_\_\_



Permit Number: 0072025 Date Received: 4-10-25 Parcel Number: 82000990089000

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 75 feet, Length 150 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: MEREL KVAM

Address of Construction Project: 131 1<sup>ST</sup> AVE N

Mailing Address: KVAM 171 E KJ M Phone: 727-325-7701

1. Permit to (CIRCLE ONE)

Addition ☐ Alter ☐ Build ☐ Demolish ☐ Install ☐ Move ☐ Remodel ☐ Repair

Description of work to be done: ENCLOSE EXISTING LOWER LEVEL OF THE FIRE ESCAPE

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: \$ \$500 - 600.00  
Building Contractor:

Name: OWNER License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumber: (must have MN License)

Name: OWNER License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: OWNER 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: 4/6/2025

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 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 \$ 30 Sewer Hook-up  
\$ 30 Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 30 Total Fees

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

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

Permit Number: \_\_\_\_\_ Date Received: 4/23/25 Parcel Number: 8200099028 0000

**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 1, Addition Sunny Oaks  
Property: Width 82.5 feet, Length 100 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: Colton Ditterich

Address of Construction Project: 230 EVA ST.

Mailing Address: 123 E Main St Vergas P.O. 192 Phone: 218-298-1306

#### 1. Permit to (CIRCLE ONE)

Addition    Alter    Build    Demolish    Install    Move    Remodel    Repair

Description of work to be done: Build Single Family House

Will any of the following be included in your project:

☒ Driveway    ☐ Culvert    ☐ Tar break-up

16  
☒ Grading on parcel  
Commercial

#### 2. Proposed use of building: (CIRCLE ONE)

Residential

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: \$ 190,000 per Approved  
Building Contractor:

Name: CNL Construction License Number: BC7584400 Phone: 701-212-9417

Plumber: (must have MN License)

Name: Legacy Plumbing License Number: PM066220 Phone: 218-329-9976  
Vergas

Electrician:

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

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: 4-16-25

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] 4-16-25 \_\_\_\_\_  
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**

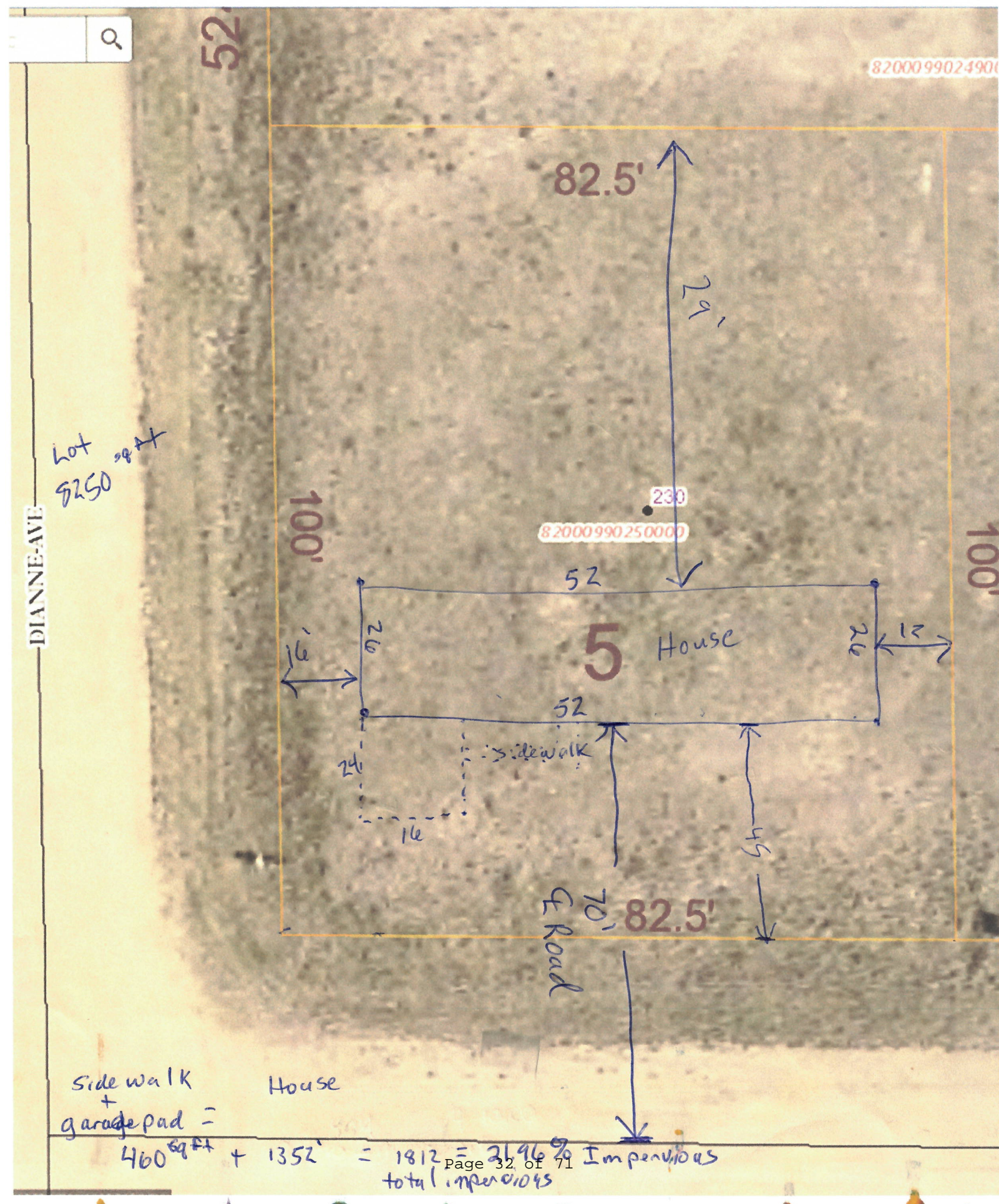
\$ \_\_\_\_\_ Water Hook-up \$ \_\_\_\_\_ Sewer Hook-up  
\$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ \_\_\_\_\_ Total Fees

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_







Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

**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.

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- **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 1, Block 2, Addition Sunny Oaks

Property: Width 106.42 feet, Length 175 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: Hunter Quinn Ditterich

Address of Construction Project: 411 Diane Ave

Mailing Address: 123 E Main St, Vergas MN 56587 <sup>PO Box 192</sup> Phone: 218-298-4587

1. Permit to (CIRCLE ONE)

Addition   Alter   Build   Demolish   Install   Move   Remodel   Repair

Description of work to be done: Build a new single family house

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: \$ 190,000 per Appraisal  
**Building Contractor:**

Name: CNL Construction License Number: BC7584400 Phone: 704-712-9417

**Plumber:** (must have MN License)

Name: Legacy Plumbing License Number: PM066220 Phone: 218 329-9976  
Vergas

**Electrician:**

Name: Zitzow Electric License Number: EA005259 Phone: 218 841 8643

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: 4-16-25

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]

4-16-25

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\_\_

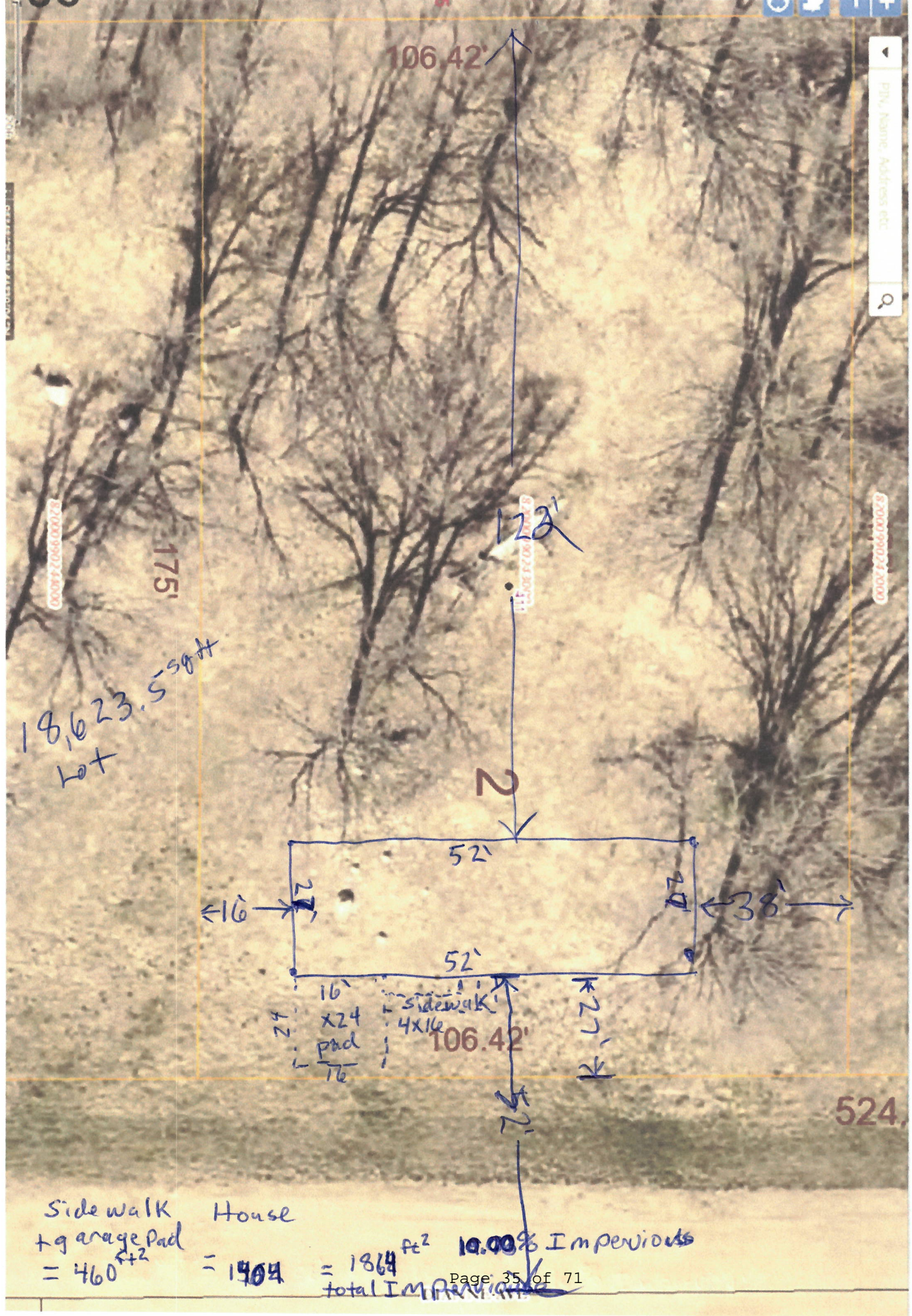
Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_



▼ PIN, Name, Address etc 🔍



Side walk + garage pad = 460  
House = 1404  
total IMPERVIOUS = 1864



Permit Number: 2025-000 Date Received: 4.9.25 Parcel Number: 82000990167000 Fee \$75.00

City of Vergas Application For Grade and Fill Permit

Property Description:

Lake # \_\_\_\_\_ Lake Name \_\_\_\_\_ Parcel Number \_\_\_\_\_

Legal Description \_\_\_\_\_

Lot 7/18, Block 1, Addition Scherf & Nesbitt

Property: Width 82 feet, Length 399 feet

Property Owner: James Senger

Address of Project property: 316 E. Frazee Ave

Mailing Address: 316 E. Frazee Ave

Phone: 218-234-3419

Contractors Name: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

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:

Detailed Information:

Area to be cut/excavated \_\_\_\_\_ length \_\_\_\_\_ width \_\_\_\_\_ depth \_\_\_\_\_

Area to be filled/leveled 18 length 18 width 3" depth \_\_\_\_\_

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

Type of soils and/or fill material CLASS 5 - Gravel

Total cubic yards of earthmoving requested 20

Signature of property owner [Signature] Date 4/8/25

In Addition to current driveway



**Planning Commission**  
**2025 April Planning Commission Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, April 28, 2025**

**8. New Business**

---

1. Local Government Units (LGUs)
  - A. Violations
  - B. Administration Resolution
2. Interim Use Permit
- 3 May Meeting

**Files Attached**

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- Resolution 2025-003 Wetland\_WCA\_Delegating\_WCA\_Resolution\_for\_LGU (002).pdf
- 2025 Interim Use Permit - Mark Sand & Gravel.pdf

**A RESOLUTION REGARDING THE ADMINISTRATION  
OF THE MINNESOTA WETLAND CONSERVATION ACT**

City of Vergas  
2025-003

**WHEREAS**, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

**WHEREAS**, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

**WHEREAS**, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

**WHEREAS**, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

**THEREFORE, BE IT RESOLVED** by the City of Vergas City Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Vergas is delegated to *Courtney Roth – Otter Tail County* as of May 13, 2025, in accordance with Minnesota Rules, Chapter 8420.

Adopted this 12<sup>th</sup> day of May, 2025.

By: \_\_\_\_\_  
Mayor of Vergas Dwight Lundgren

Offered by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_,  
adopted by a vote of \_\_\_\_\_ at the regular meeting of the City Council of the City of Vergas  
on May 12, 2025.

Attest: \_\_\_\_\_  
Julie Lammers  
Clerk-Treasurer

- |   |
|---|
| <p>1. For a City, Township, or Soil and Water Conservation District, replace “<i>Commissioner</i>” or “<i>Board of Commissioners</i>” with “Councilmember, Supervisor, City Council, Board of Supervisors,” etc. as applicable.</p> |
|---|

APPLICATION FOR INTERIM USE PERMIT

CITY OF VERGAS  
111 Main Street  
Vergas, Minnesota 56587  
218-342-2091

APPLICATION FOR INTERIM USE PERMIT

Application is hereby made for an Interim Use Permit for (description of Interim Use Permit)\_\_\_\_\_

Continued use of the existing gravel pit for extraction, stock piling and portable hot mix plant

Address of Property: 560 Pelican Ave S, Vergas, MN 56587

Owner: Mark Sand & Gravel Co.

Address: 525 Kennedy Park Rd, Fergus Falls, MN 56537

Phone: 218-736-7523

Applicant: Mark Sand & Gravel Co.

Address: 525 Kennedy Park Rd, Fergus Falls, MN 56537

Phone: 218-736-7523

\*\*\*\*\*

The following information is submitted in support of this application.

- ☒ 1) Completed application for Interim Use Permit.
- ☒ 2) Cash fee \$400.00
- ☒ 3) Legal description of the property. See affirmation of sufficient interest form.
- ☒ 4) Acknowledgement of Responsibility form completed. See attachment
- ☒ 5) Affirmation of Sufficient Interest form completed. See attachment
- ☒ 6) A narrative explaining the purpose of the request, the exact nature of the Interim use, and the justification for the request. See attachment
- ☒ 7) Copies of all MPCA permits. See attachments
- ☒ 8) Other See attachments as required by the Sand & Gravel ordinance

\*\*\*\*\*

APPLICATION FOR INTERIM USE PERMIT

**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that I **am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.


Name of Applicant: Mark Sand & Gravel Co.

Phone: 218-736-7523

Street address/legal description of subject project: \_\_\_\_\_

560 Pelican Ave S, Vergas, MN 56587

N1/2 SE1/4 EX 5 AC TR IN NE COR & NELY 1/2 SE1/4 SW1/4 & NE1/4 SW1/4

  
Signature

04/14/2025  
Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

APPLICATION FOR INTERIM USE PERMIT

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

**I have read and understand the instructions** supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

**I agree to allow access by City authorized persons** in, on, or to the property for purposes of review of this application and any necessary inspections.

  
Applicant's Signature

04/14/2025

Date

Name of Applicant: Mark Sand & Gravel Co.

Address: 525 Kennedy Park Rd., Fergus Falls, MN 56537

Phone: 218-736-7523

Name and Address of Additional Contract(s): Jeff Hatlewick, Vice President of Administration

PO Box 458, Fergus Falls, MN 56538

Phone: 218-766-6977

APPLICATION FOR INTERIM USE PERMIT

I fully understand that all of the above required information must be submitted at least **28** days prior to a Planning Commission meeting to ensure review by that date.



Applicant's Signature

04/14/2025

Date

Comments/Revisions. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Received by:

\_\_\_\_\_  
City Clerk's Signature

\_\_\_\_\_  
Date

## **MINUTES OF MEETING OF DIRECTORS**

**The meeting of the Board of Directors of MARK SAND & GRAVEL CO. was held at the offices of Mark Sand & Gravel Co., Fergus Falls, MN on February 20, 2025, at 11:30 am.**

**Present were Mark Thorson, the sole director, Justin Rodeman Vice President, Jeffrey Hatlewick, Vice President/Secretary and Brianne Balcer, Vice President.**

**The director and officers discussed the business of the corporation as it relates to the Bunkowski Pit Conditional Use Permit thereafter, upon motion duly made, seconded and carried, adopted the following resolutions:**

**RESOLVED, That Mark Thorson as sole director directed the following:**

**Mark Sand & Gravel Co. continues to have interest in mining and material production for aggregate supply and bituminous asphalt production. The company shall again apply for a conditional use permit as required on an annual basis to continue this production.**

**There being no further business to come before the meeting, the meeting adjourned.**

A handwritten signature in blue ink, reading "Jeff Hatlewick", is written over a horizontal line.

**Secretary, Mark Sand & Gravel Co.**

## Application for Interim Use Permit

Date: April 14, 2025

Application Fee: \$400.00

1. Applicant's Name: Mark Sand & Gravel Co. Phone: 218-736-7523  
525 Kennedy Park Road  
Fergus Falls, MN 56537 Fax: 218-736-2647
2. Owner of premises on which Mining and Reclamation is to take place:  
Mark Sand & Gravel Co. Phone: 218-736-7523  
525 Kennedy Park Rd  
Fergus Falls, MN 56537 Fax: 218-736-2647
3. Legal description or other description of land:
  - Bunkowski Pit
  - - **N1/2 SE1/4 Ex 5 AC TR in NE corner & NELY1/2 SE1/4 SW1/4 & NE1/4 SW1/4**



# Appendix I

## Plan of Operation

### **Purpose**

To continue the extraction of non-metallic minerals from this existing non-conforming use mine that was established in the late 1960's during the installation of the sewer system in the City of Vergas. Mark Sand & Gravel Co., under current ownership, has actively leased, mined aggregate materials and operated portable hot mix plants at this location since 1998. The aggregates from this mine are used for various road construction projects throughout the region. This particular mine has an extremely large aggregate deposit with hundreds of thousands of tons of aggregate materials still remaining to be mined. The rate of mining will depend on the local road construction projects offered for bid letting and the number of those projects awarded to Mark Sand & Gravel Co. At the current rate of mining there may be up to 20 years or more of aggregate materials remaining in this deposit.

### **Plan of Operation**

Mining will continue an existing pit face to the north and away from Otter Tail County Highway 35 in the existing pit until resources are exhausted. Approximate depth of material to be mined is 25 to 40 feet. All entrances and exits will occur off of Otter Tail County Highway 35 from the existing approach. All materials will be transported by trucks on Otter Tail County Highway 35, Otter Tail County Highway 4 and/or Otter Tail County Highway 17. Any material that is hauled by Mark Sand & Gravel Co. authorized trucks and is spilled on these roadways will be removed as soon as reasonably possible.

The open portion of this aggregate resource (currently 30 acres) has had the topsoil stripped and piled in berms at the edge of the excavation. This top soil will be spread over the areas that have been completely mined as they are reclaimed. If there is not sufficient top soil to cover the entire mined area to the desired depth it may be feasible to borrow topsoil from the eastern most lowland pasture area or import topsoil during the final reclamation process.

We will move in portable crushing/screening machines with several conveyors to stockpile the materials. These machines will be located in the area necessary to complete the mining of each phase. Stockpiles of aggregate materials will be located in each area of the mine. These stockpiles will be hauled to the end user as needed or used in the reclamation process. Our primary source of power will be a self-contained generator. Water during heavy rainfalls may be pooled in an approximate 1 acre area located at the lowest elevation. We will utilize front-end loaders, track excavators, skid steers, and dozers on this site to mine the land. Dump trucks and semi-trucks will be used to haul the equipment in as well as truck the finished product to the end-users. Dust control will be applied to ensure minimal disturbance for the neighbors near the pit.

Water resources are used for dust control as needed. In the past the water has been acquired through purchasing from the City of Vergas or by an approved Department of Natural Resources water appropriation permit for the pumping of water from nearby lakes. All of the water that is used for the mining operation, including dust control is allowed to pool and absorb into the soil at the lowest elevation of the pit. Dust control at the crusher is mainly attained by spraying water at the point of rock crushing. Dust

control for the gravel roads within the pit area is attained by spraying a mixture of calcium chloride and water onto the roadway. The pit entrance driveway has been paved to reduce the amount of fugitive dust created by vehicles entering and exiting.

The trees on this property are considered a valuable resource. It is our intention to avoid removing any trees if possible and especially those that are located near the property boundaries. Please see included maps for additional information on tree locations. The proposed direction of mining map impacts an extremely limited number of trees.

The on-site buildings will remain intact and are currently used for storage of personal belongings as related to the farming operation of Tom Bunkowski. Terry Bunkowski continues to rent the farmhouse. The hobby farm has great potential value and will remain as it is now and into the future as a rental property. Adjacent properties consist of seasonal storage garages, residential homes, vacant lots and agricultural land.

**Mining Plan** – Currently there are just under 30 acres that have been mined or have been stripped to prepare for mining or stockpiling. Once the areas are completely mined the sloping and backfilling will begin to a rough grade as the mining continues near that area. It is important that this sloped area be brought to finish grade before spreading the topsoil. The sloped area will need to be leveled again to fix any possible area of erosion before the land is seeded into grassland.

**Hot Mix Asphalt Plant** – This existing site includes approximately 7 acres of level ground at the pit bottom. Included in this 7-acre area will be at least two stockpiles of aggregate materials. The hot mix plant is portable and temporary. It will be placed only as long is needed to complete the local road construction projects and removed promptly when completed. The existing paved approach will be the entrance and exit to the hot mix asphalt production area. Semi-trucks will be utilized to haul the equipment into the pit area and to truck the finished product to the construction sites.

### **Reclamation**

Reclamation and sloping of the boundaries of the mined area will continue to occur at a ratio of at least four to one as the mining progresses. Sloped areas that have been rough graded after the completion of mining in that area are considered to be partially reclaimed. At the completion of a mining in each area the topsoil will be spread at the depth of the surrounding area or a minimum of 3 inches and it will be seeded with a MNDOT approved natural grass mixture. This mix is a general dry prairie mix for native roadsides, ecological restoration, or conservation program plantings. Our goal will be to leave the land mostly level with gently rolling hills and sloped borders near the mine boundaries. Any on-site water will be minimized into a temporary pond. 250 trees will be maintained and/or replaced as needed along the County Highway 35 property border for privacy and security until future development occurs.

**Hot Mix Asphalt Plant** – A seven-acre level stockpile area may be utilized throughout the permit period. The Hot Mix Asphalt Plant will be set in the pit bottom as the mining continues to the north. The plant site will follow the mining to the north to allow for future sloping along the south border of the pit.

## Appendix II

### 151.72 PERMIT APPLICATION REQUIREMENTS.

An application for a permit required by this article shall contain the following:

- A. The legal description of the lands from which it is proposed to excavate, remove, process, store or handle minerals. **See affirmation of sufficient interest form.**
- B. The name and address of the applicant and the name and address of the owner of the land. **See application for interim use permit**
- C. Names and addresses of all adjacent landowners within one-half mile radius.  
**See attached list of property owners.**
- D. Copies of any agreements pertaining to the operation including the duration of any lease, if applicable. **Not applicable**
- E. The purpose of the removal. **See attachment Appendix I**
- F. The estimated time required to complete removal. **See attachment Appendix I**
- G. The highways, streets or other public ways within the city upon and along which the material removed shall be transported. **See attachment Appendix I**
- H. The plan of operation, including, but not limited to:
  - 1. Soil processing (any operation other than direct mining and removal),
  - 2. Nature of the processing and equipment, **See attachment Appendix I**
  - 3. The area to be included in the operation, **See attached maps**
  - 4. Depth of topsoil and soil type, **See attached Soils Map and legend**
  - 5. The depth and grade of excavation, **See attachment Appendix I**
  - 6. The estimated quantity of material to be added to or removed from the premises, **See attachment Appendix I**
  - 7. Location of the plant, **all plants are portable, See attached map**
  - 8. Location of stock piles, **See attached maps**
  - 9. Source of water, disposal of water and reuse of water. In the event that water is used in the operation of a pit, approval from the state department of natural resources and other appropriate state or federal agencies shall be obtained as to the type, location and depth of such well and contained with such application. **See attachment Appendix I**
  - 10. The number and location of trees prior to excavation, **See attachment Appendix I and several maps**
  - 11. Adjacent and on-site buildings and land uses **See attachment Appendix I**

12. Map or plat of the proposed pit or excavation showing the confines or limits thereof, together with the proposed finished elevations based on sea level readings. See attached maps
13. Elevations and percent slope within 100 feet beyond the perimeter of the excavation and other such information necessary to analyze the site shall be provided by the applicant. United States Geological Survey datum shall be used for all topographic mapping where feasible. See attached maps
- I. The operation plan must also identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion and rising dust out of any sand or gravel pit. **See attachment Appendix I**
- J. A reclamation plan including, but not limited to:
  1. Final grade of the property; **See attachment Appendix I**
  2. Depth of topsoil reclaimed; **See attachment Appendix I**
  3. Type of vegetation replanted; **See attachment Appendix I**
  4. Number of trees to be replanted, replacing the trees removed during excavation. **See attachment Appendix I and attached maps**

#### **151.73 Bond**

**A.** A cost bond of \$10,000.00 as determined by the city council will be placed in escrow once this permit application is approved.

**B.** A performance bond of \$100,000.00 will be provided for upon approval of this permit. This property is owned by Mark Sand & Gravel Co. and will be maintained at a high level during the future of this operation. We want this property to maintain the high value that it has for future sales and development once the area has been completely mined.

#### **151.74 Agreement to hold city harmless**

Mark Sand & Gravel Co. will provide the city with a certificate of current insurance upon approval of this permit which will name the city as an additional insured. We will hold the city harmless as required.

#### **151.75.002 Inspection and Review Permit Fee**

Upon approval of this permit application Mark Sand & Gravel Co. agrees to provide the City of Vergas with the established inspection and review permit fee. This fee is to be held in an escrow account and used strictly for the engineering fees that are required due to the ordinance.

#### **151.76 Inspections**

Mark Sand & Gravel Co. wishes to be notified of each inspection by the city engineer so that we may accompany him on site during the inspection.

#### **151.77.03 Screening**

Mark Sand & Gravel Co. will continue to maintain and or upgrade the trees as necessary during the 2025 season.

## 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

Pay Taxes Online

Property Tax Payments

Property Taxes Due

Special Assessments

Drainage Assessments

PARID: 82000500022000  
MARK SAND & GRAVEL COMPANY

ROLL: REAL PROPERTY  
560 PELICAN AVE S

## Record Navigator

1 of 1

Asmt Year 2025 ▼

## Parcel

Assessment Year: 2025  
Pay Year: 2026  
Property Address: 560 PELICAN AVE S  
City: VERGAS  
State: MN  
Zip: 56587  
Market NBHD: 0000 - NA  
Class: 111 - 2B/1B RURAL VACANT LAND  
Land Use Code:  
Deeded Acres 132.34  
Plat: -  
Lot  
Block  
Section-Twp-Range 25-137-041  
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  
ACH No  
Delinquent No  
Homestead N ? Non-Homestead  
Relative Homestead N

## Legal

SECT-25 TWP-137 RANGE-041 132.34 AC N1/2 SE1/4 EX 5 AC TR IN NE COR & NELY 1/2  
SE1/4 SW1/4 & NE1/4 SW1/4 EX TRS

## Actions

Printable Summary

Printable Version

## Reports

Tax Statement



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

Contact/Directory

Facebook

# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, MN 55155-4194 | 651-296-6300 | 800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us

June 9, 2009

Mr. Jeff Hatlewick  
Director of Safety and Compliance  
525 Kennedy Park Road  
Fergus Falls, MN 56537

RE: Air Emission Permit No. 11100082-001 and Voiding Air Emission Registration Permit  
Nos. 99000305-001, 99000234-002, 99000264-001, 99000263-001, and 99000306-001

Dear Mr. Hatlewick:

The enclosed permit, Air Emission Permit No. 11100082-001, authorizes operation of your nonmetallic mineral processing facilities.

Please read through the permit and review its conditions and requirements. Distribute the permit to staff members responsible for ensuring compliance with the conditions and limitations in the permit.

Minn. R. 7007.1110, subp. 2b requires facilities that hold a registration permit and are eligible for a nonmetallic mineral processing general permit to apply for the general permit. This letter also serves as your notice that the MPCA has voided, effective the date of this letter, the following Air Emission Permits in accordance with Minn. R. 7007.1110, subp. 17 (see below):

<u>Permit No.</u>	<u>Name of Facility</u>	<u>Date Permit Issued</u>
99000305-001	Mark Sand & Gravel Acquisition – Plant 2	April 25, 2002
99000234-002	Mark Sand & Gravel Acquisition – Plant 3	January 17, 2003
99000264-001	Mark Sand & Gravel Acquisition – Plant 4	August 8, 1997
99000263-001	Mark Sand & Gravel Acquisition – Plant 5	August 8, 1997
99000306-001	Mark Sand & Gravel Acquisition – Plant 6	April 25, 2002

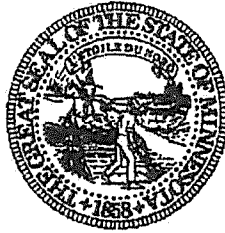
## *Minn. R. 7007.1110*

*Subp. 17. Voiding an existing permit. The commissioner shall void a part 70, capped, or state permit for a stationary source which is issued a registration permit. A stationary source which is covered under the terms of a general permit is no longer covered by the general permit when it is issued a registration permit. The commissioner shall void a registration permit issued under one registration permit option for a stationary source that is issued a registration permit for a different registration permit option. The commissioner shall void a registration permit for a stationary source that is issued a part 70, state, capped, or general permit.*

The reason to void the registration permits is the issuance of Air Emission Permit No. 11100082-001.

St. Paul | Brainerd | Detroit Lakes | Duluth | Mankato | Marshall | Rochester | Willmar





**AIR EMISSION PERMIT NO. 99000150 - 002**  
**'OPTION D' REGISTRATION PERMIT**  
**FOR A**  
**HOT MIX ASPHALT FACILITY**

According to Minnesota Statutes Chapter 115 and 116, Minnesota Rules Chapters 7001 and 7007, and 40 CFR part 52, subp. Y:

Mark Sand & Gravel Acquisition Co  
PO Box 458  
Fergus Falls, MN 565380458

(hereinafter Permittee) is issued an Air Emission Registration Permit by the Minnesota Pollution Control Agency for its Mark Sand & Gravel Acquisition - Plant 9 facility located at various locations throughout the state of Minnesota.

The permit authorizes modification, construction, reconstruction, and operation of the stationary source under the conditions set forth below.

**Issue Date:** 09/26/2002

**Expiration:** Pursuant to Minn. Rules pt. 7007.1050, subp. 3a, the permit shall be considered not to expire until a new permit is issued.

**Compliance Requirements:** The Permittee shall comply with Minn. Rules pts. 7007.1110 (Registration Permit General Requirements) and 7007.1130 (Option D Requirements) and all applicable requirements.

*Karen A. Studders*

for Karen A. Studders  
Commissioner  
Minnesota Pollution Control Agency

**National Pollutant Discharge Elimination System/State Disposal System**

**MNG490000**

**Permittee:** Multiple  
**Facility name:** Nonmetallic Mining/Associated Activities General Permit  
**Issuance date:** June 10, 2022  
**Expiration date:** May 31, 2027

The Permittee is an owner or operator of facilities within the boundary of the state of Minnesota that:

- a. Discharge stormwater to waters of the state, including groundwater, from the construction sand and gravel, industrial sand, dimension stone, crushed and broken limestone, crushed and broken granite, crushed and broken stone (not elsewhere classified) mining and quarrying areas, asphalt production areas, (including portable asphalt plants), concrete block and brick, concrete products (other than block and brick), and ready-mix concrete, as well as aggregate dredging operations and uncontaminated asphalt and concrete rubble recycling at sites already listed.
- b. Discharge mine site dewatering to waters of the state, including groundwater, from construction sand and gravel, industrial sand, dimension stone, crushed and broken limestone, crushed and broken granite, and crushed and broken stone (not elsewhere classified) mining and quarrying areas.
- c. Non-stormwater discharges that meet the requirements of this permit and occur at the above-mentioned facilities.

The state of Minnesota, on behalf of its citizens through the Minnesota Pollution Control Agency (MPCA), authorizes the Permittee to construct, install and operate a disposal system at the facilities named above and to discharge to a receiving water of the state of Minnesota in accordance with the requirements of this permit.

The goal of this permit is to reduce pollutant levels in point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules, and federal laws and regulations.

This permit is effective on the issuance date identified above. This permit expires at midnight on the expiration date identified above.

**Signature:** *Elise M. Doucette*

*This document has been electronically signed.*

Elise M. Doucette, Supervisor  
Water Section  
Industrial Division

*for the Minnesota Pollution Control Agency*

**Submit eDMRs**

Submit via the MPCA e-Services at  
[https://rsp.pca.state.mn.us/TEMPO\\_RSP/Orchestrate.do?initiate=true](https://rsp.pca.state.mn.us/TEMPO_RSP/Orchestrate.do?initiate=true)

**Submit WQ reports to:**

**Electronically:** [wq.submittals.mPCA@state.mn.us](mailto:wq.submittals.mPCA@state.mn.us)

Include *Water quality submittals form*:

<https://www.pca.state.mn.us/sites/default/files/wq-wwprm7-71.docx>

**Questions on this permit?**

For eDMR and other permit reporting issues, use the directory listed at the bottom of the DMR page:

<https://www.pca.state.mn.us/water/discharge-monitoring-reports>

For specific permit requirements, contact your compliance staff:

<https://www.pca.state.mn.us/water/wastewater-compliance->

wq-wwprm7-33b



## LICENSE AND PERMIT BOND

### KNOW ALL MEN BY THESE PRESENTS:

THAT WE, Mark Sand & Gravel Co., PO Box 458, Fergus Falls, MN 56538 as Principal, and Liberty Mutual Insurance Company, a Massachusetts Corporation, as Surety, are held and firmly bound unto City of Vergas, PO Box 32, 111 Main St., Vergas, MN 56587 in the sum of One Hundred Thousand and 00/100 DOLLARS (\$100,000.00) for the payment of which sum, well and truly to be made, we bind ourselves, our personal representatives, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of this bond is such that the Principal has applied for an Interim Use Permit for Reclamation of Aggregate Mining at 560 Pelican Ave S, Vergas, MN 56587, Vergas, Minnesota; Plat or Addition 82000500022000 in accordance with the requirements of ordinances of said Obligee, and has agreed to hold said Obligee harmless from suffering and loss or damage occasioned by said Principal's failing to comply with any provisions of any ordinances applicable to the work performed by said Principal.

NOW, THEREFORE, if the Principal shall, during the period commencing on the aforesaid date, faithfully perform all the duties according to the requirement of the Ordinances regulating said license, and protect said Obligee from and damage as hereinbefore stated, then this obligation shall become void and of no effect, otherwise to be and remain in full force and virtue.

This bond may be terminated as to future acts of the Principal upon thirty (30) days written notice by the Surety. Otherwise, this bond expires at midnight May 19, 2025. All claims must be made before the expiration date.

Dated this 19th day of March, 2024.

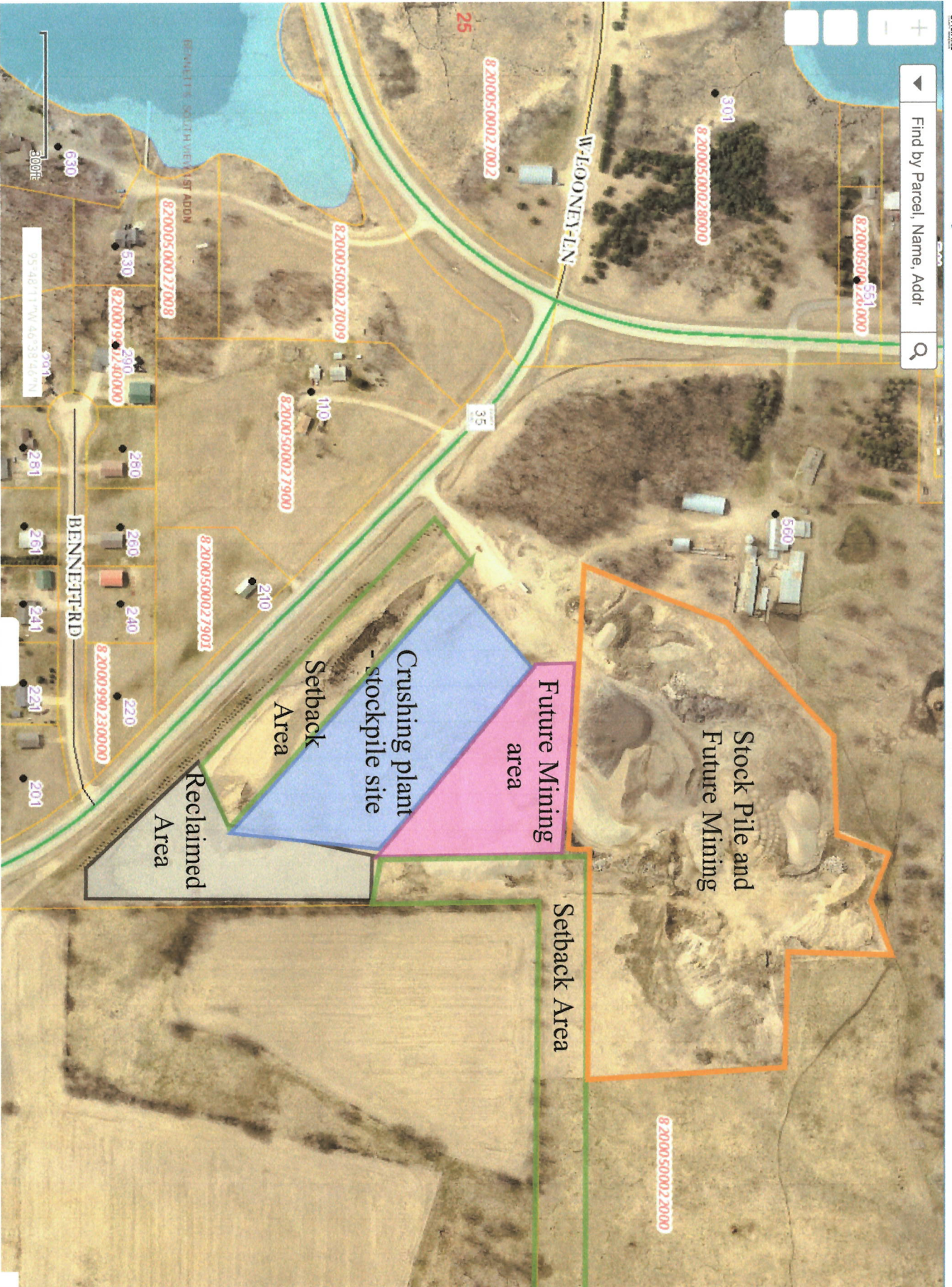
Mark Sand & Gravel Co.

Principal

Liberty Mutual Insurance Company

Surety

Joshua R. Loftis, Attorney-in-Fact





This is an aerial map of a property, outlined in red. The property is situated near a road and a railroad track. Various features are labeled on the map, including 'PEMIG' (appearing multiple times), 'PUBH', 'PAEF', and 'Measure'. A legend is located in the bottom right corner, and a scale bar is in the bottom left corner. The map shows a mix of green fields, brown areas, and blue water bodies.



# Bunkowski disturbed acres 2025



## Measurement

| Acres

Measurement Result

27.4 Acres

Clear

Press CTRL to enable snapping















































Natural Resources  
Conservation Service

Web Soil Survey  
National Cooperative Soil Survey

2/19/2021  
Page 1 of 3

## MAP LEGEND

	Area of Interest (AOI)		Spoil Area
	Area of Interest (AOI)		Stony Spot
	Soils		Very Stony Spot
	Soil Map Unit Polygons		Wet Spot
	Soil Map Unit Lines		Other
	Soil Map Unit Points		Special Line Features
	Special Point Features		Water Features
	Blowout		Streams and Canals
	Borrow Pit		Transportation
	Clay Spot		Rails
	Closed Depression		Interstate Highways
	Gravel Pit		US Routes
	Gravelly Spot		Major Roads
	Landfill		Local Roads
	Lava Flow		Background
	Marsh or swamp		Aerial Photography
	Mine or Quarry		
	Miscellaneous Water		
	Perennial Water		
	Rock Outcrop		
	Saline Spot		
	Sandy Spot		
	Severely Eroded Spot		
	Sinkhole		
	Slide or Slip		
	Sodic Spot		

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL:  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Otter Tail County, Minnesota  
Survey Area Data: Version 16, Jun 10, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 26, 2014—Oct 23, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
441B	Almora loam, 2 to 6 percent slopes	4.9	13.8%
1196B	Lida-Two Inlets complex, 1 to 8 percent slopes	26.8	76.2%
1196C	Lida-Two Inlets complex, 8 to 15 percent slopes	3.5	10.0%
Totals for Area of Interest		35.2	100.0%





# Bunkowski Topographical Map 2025

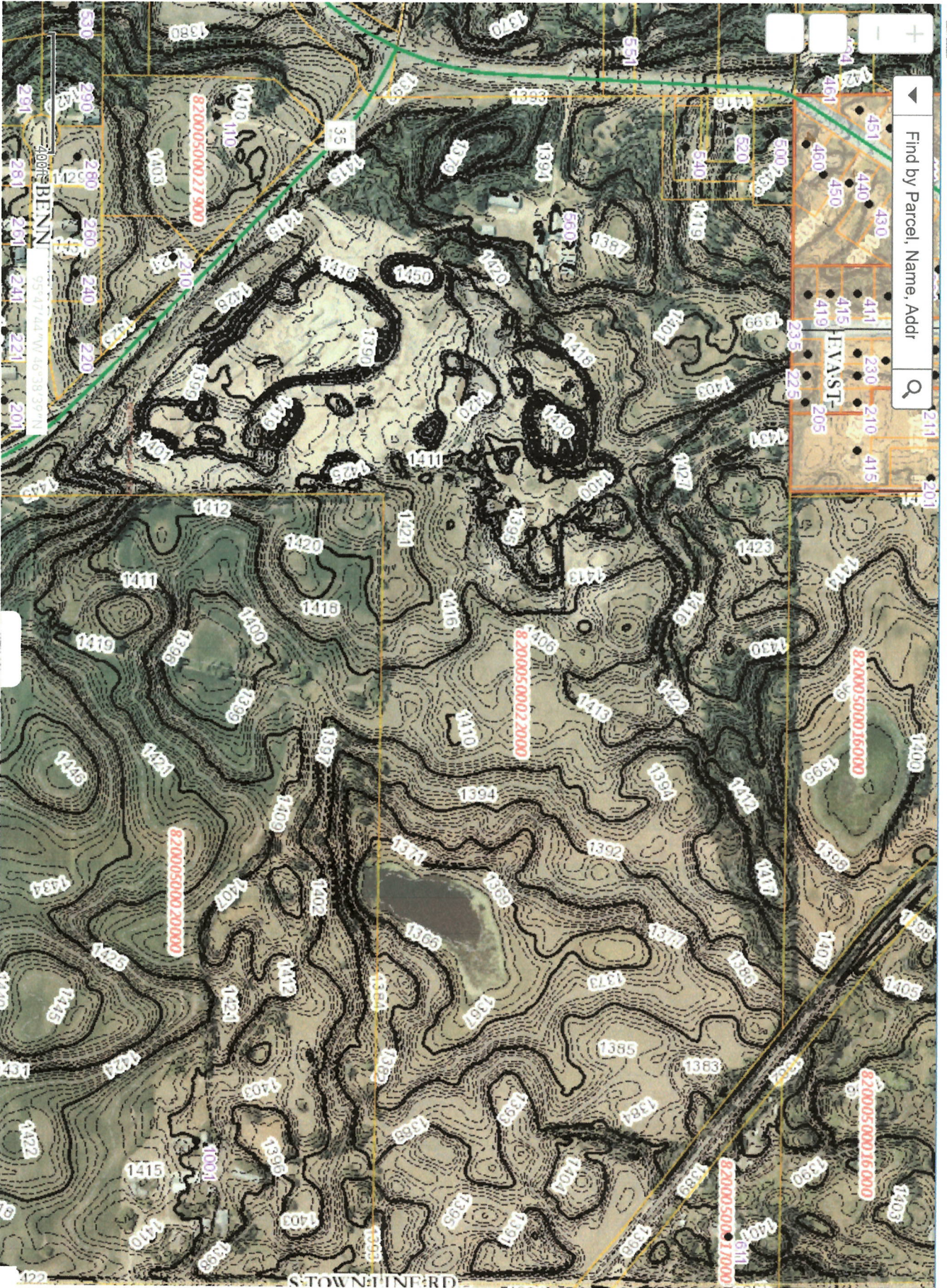


Otter Tail County

Visit the County Website

Give Feedback

Report an Error





**Planning Commission**  
**2025 April Planning Commission Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, April 28, 2025**

**9. Old Business**

---

A. Nuisance Properties

**Files Attached**

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- 2025 Nuisance Spreadsheet.pdf
- 2025 Nuisance Spreadsheet Pictures.pdf



Planning Commission  
Nuisance Letters  
Spreadsheet as of 4/28/2025

Parcel Number	Owner	Rentor	Address	Mailing Address	City	State	Zip	Reason for Letter	Commissioning DATE	Date Letter Sent	Responses	Commissioning DATE
82000990120000	Clifford Moe		101 E Mill Street	PO Box 242	Vergas	MN	56587					
82000990127000	Tony Licence		350 S Pelican Ave	PO Box 82 PU	Vergas	MN	56588					
82000990070001	Dean Haarstick		160 S 1st Ave	Box 160	Vergas	MN	56589					
82000990170000	Benjamin Lankow		339 E Frazee Ave		Vergas	MN	56590					
82000500020000	James Sandau		1001 Town Line Road	3200 11th St S Unit	Vergas	MN	56591					
82000990046000	BJ's Real Estate	James & Pam Bracken	130 E Elm St		Fargo	ND	58104	Unlicensed vehicles				
82000990114000	Dillion Oien & Jenny Collins		260 W Linden St		Vergas	MN	56587					
82000990109000	Katie McCorquodale	PO Box 50	207 Main St		Vergas	MN	56588					
82000990110000	Brandon Lemon	PO Box 62	213 Main St W		Vergas	MN	56589					
82000500189000	Mesa Jean Schultz		1149 E Frazee Ave		Vergas	MN	56590					
82000990149003	Key Stone Storage and Rentals		261 Hill St		Vergas	MN	56591					
82000990045000	Joyce Penney	PO Box 161	120 E Elm St		Vergas	MN	56592					

Planning Commission  
Nuisance Letters  
Spreadsheet as of 4/28/2025

Parcel Number	Owner	Rentor	Address	Mailing Address	City	State	Zip	Reason for Letter	Commissioning DATE	Date Letter Sent	Responses	Commissioning DATE removed
82000990124001	Merel Kvam		341 Unit Ave		Vergas	MN	56593					
82000500037000	Bunker Hill LLC		350 Townline Road		Vergas	MN	56594					

101 Mill St



1001 Townline RdS



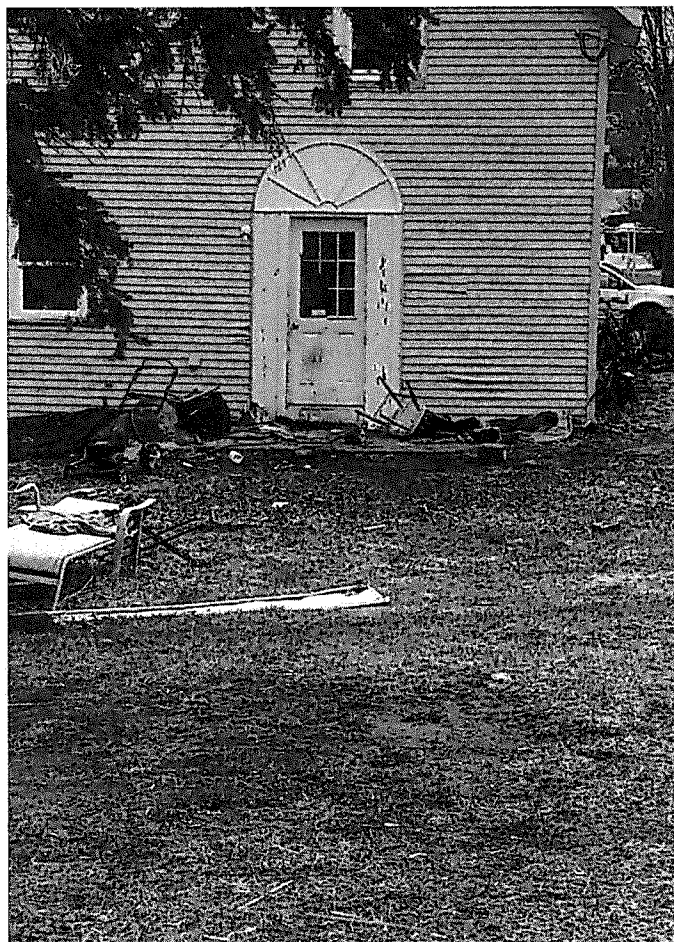
202 Townline Road



1305 Elm St

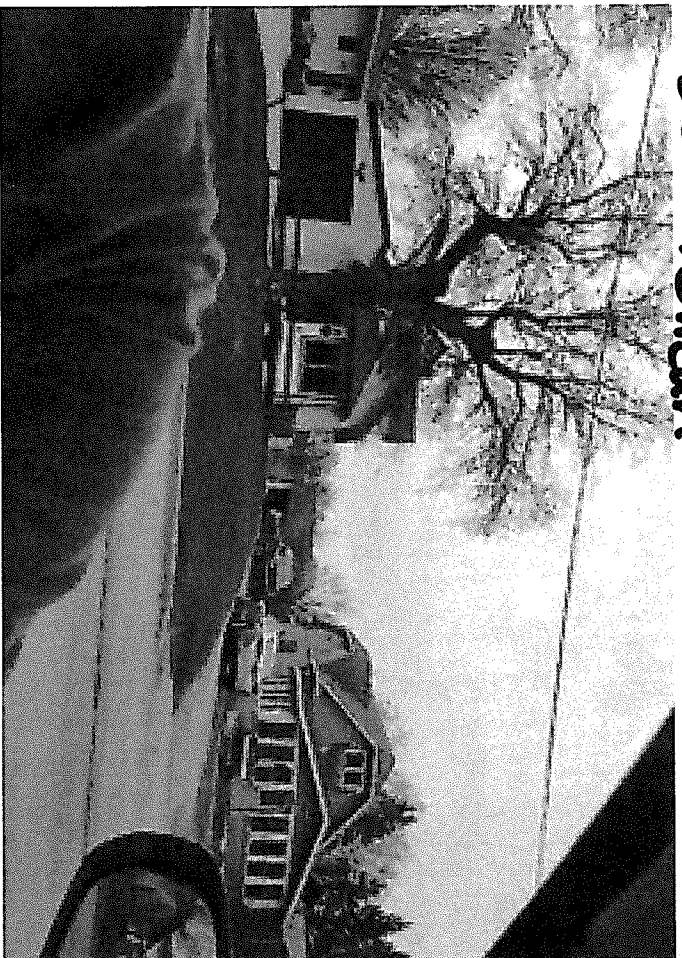


1001 Townline Rd S

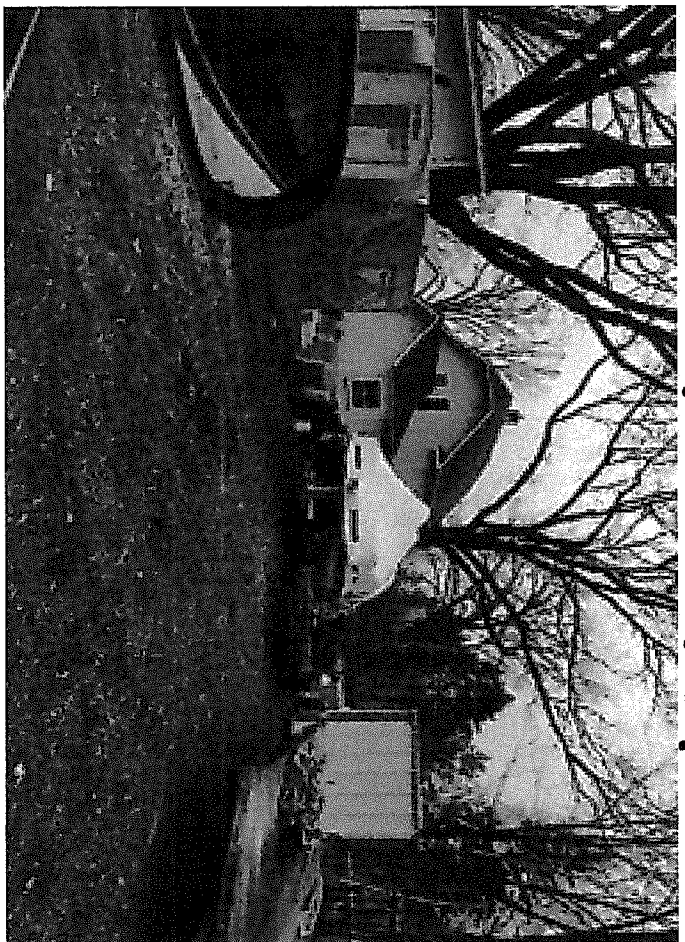




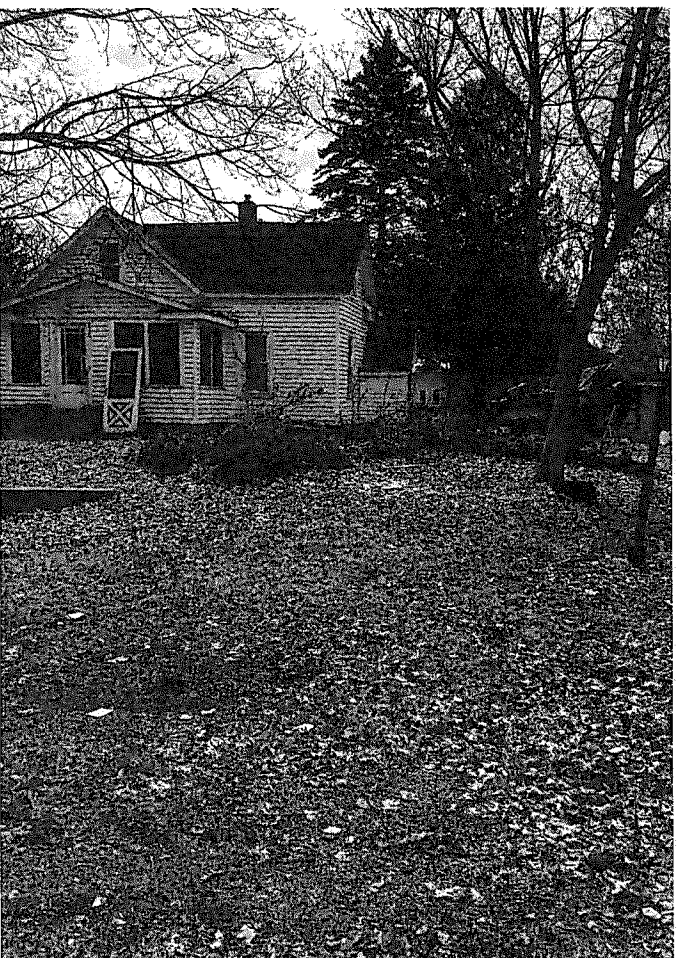
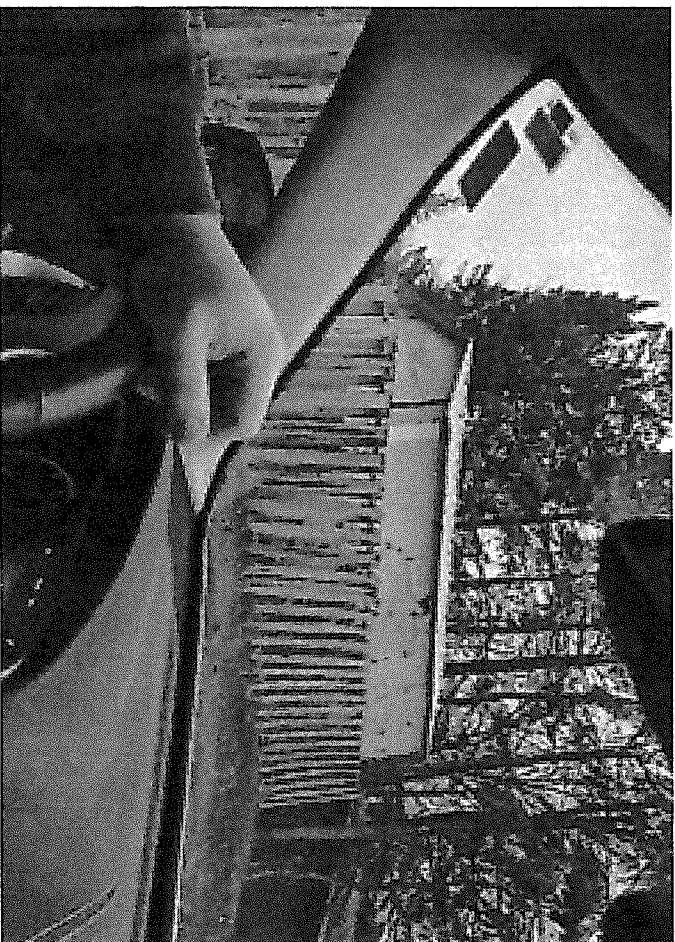
350 Pelican Ave



260 W Linden St

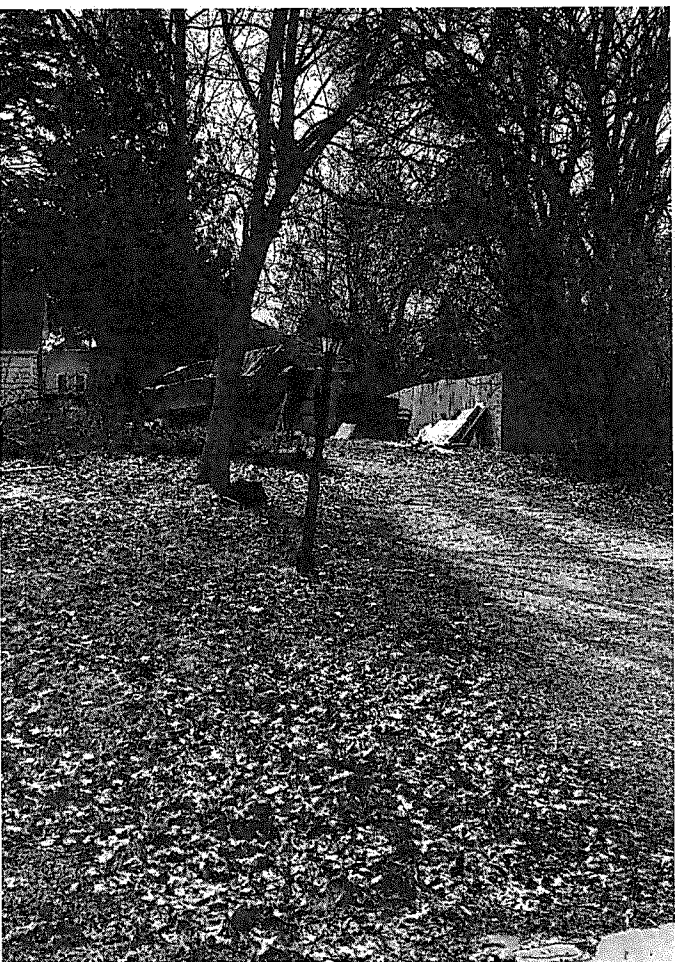
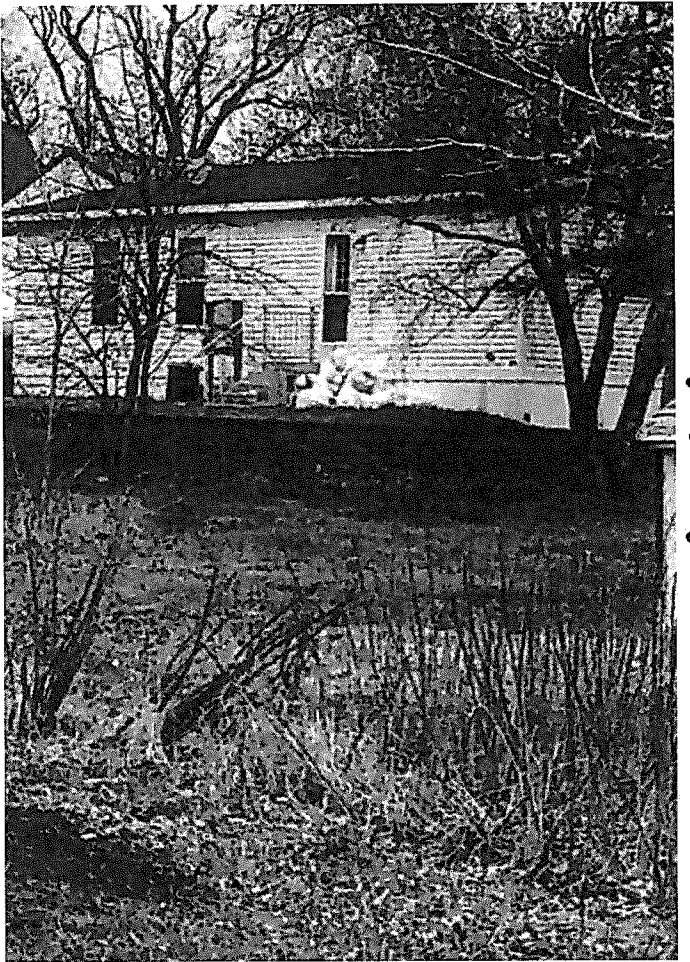


201 Main St





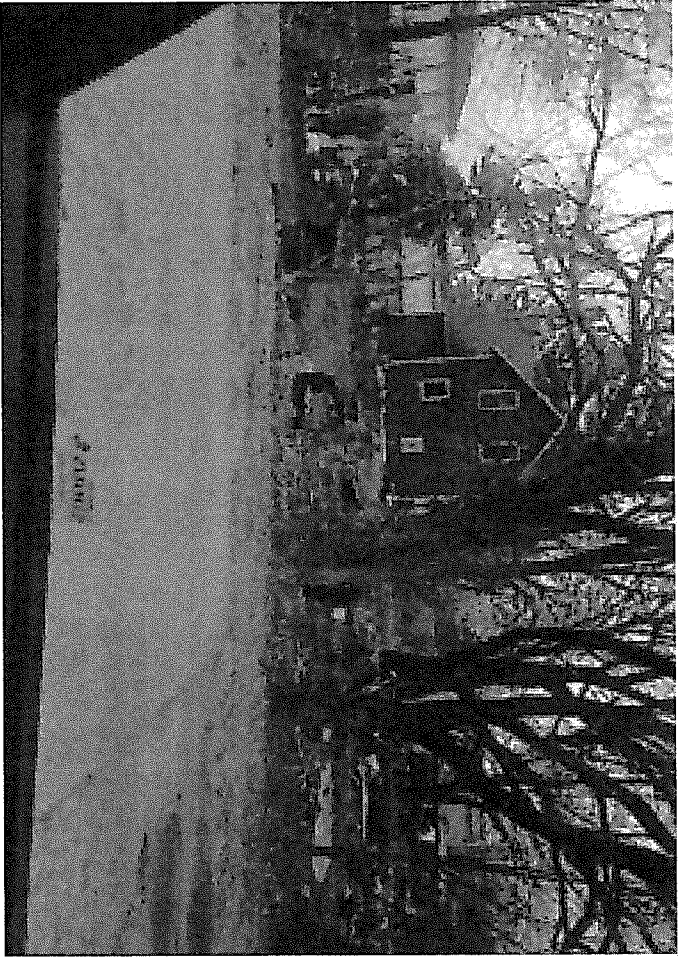
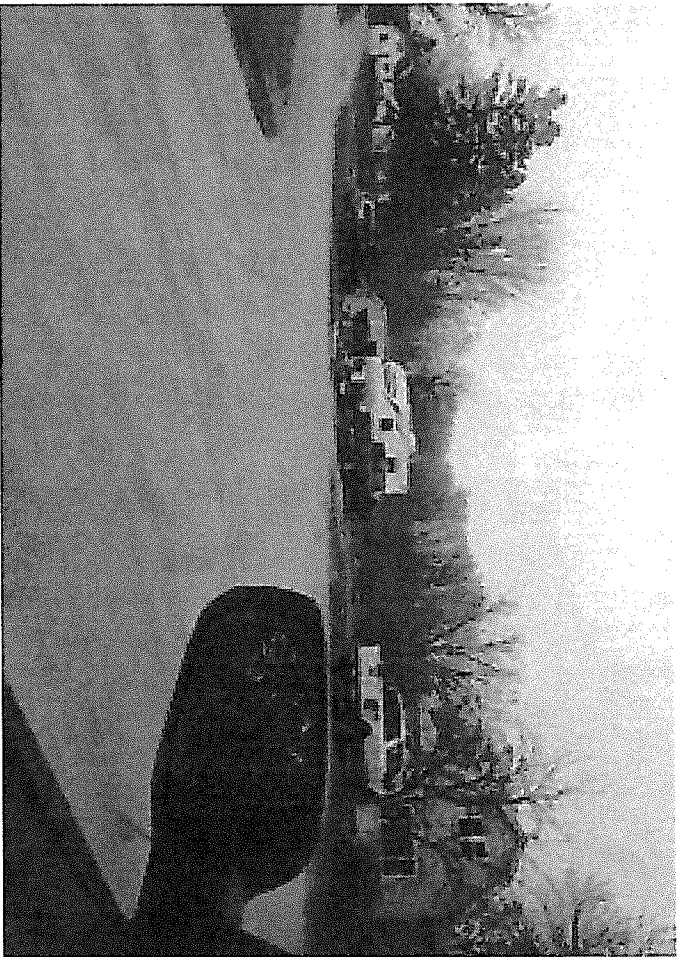
213 Main St W



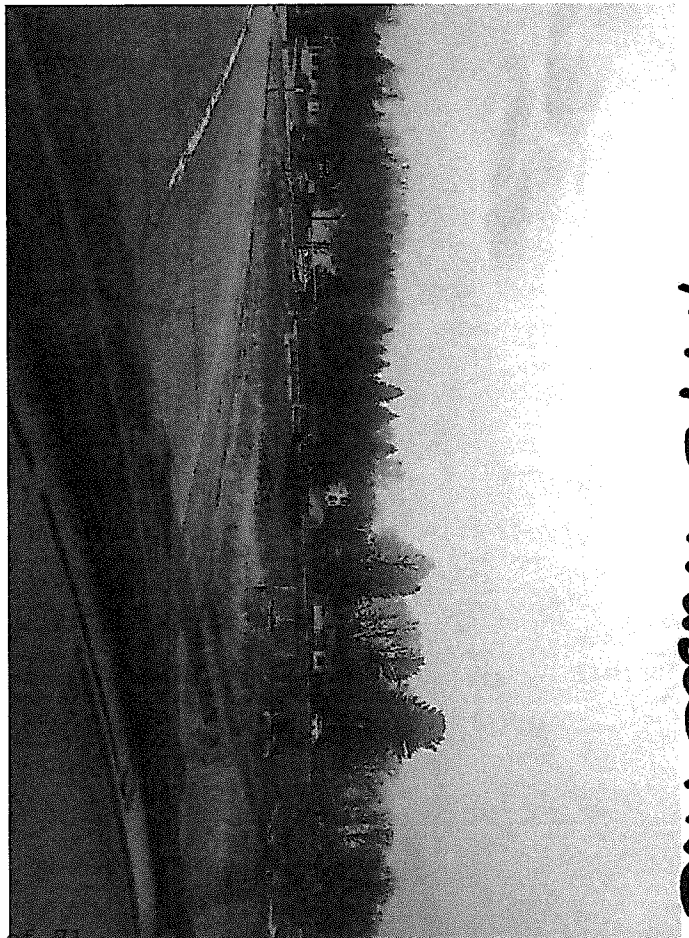
350 Pelican Ave



101 E Mill



1149 E Frazee Ave

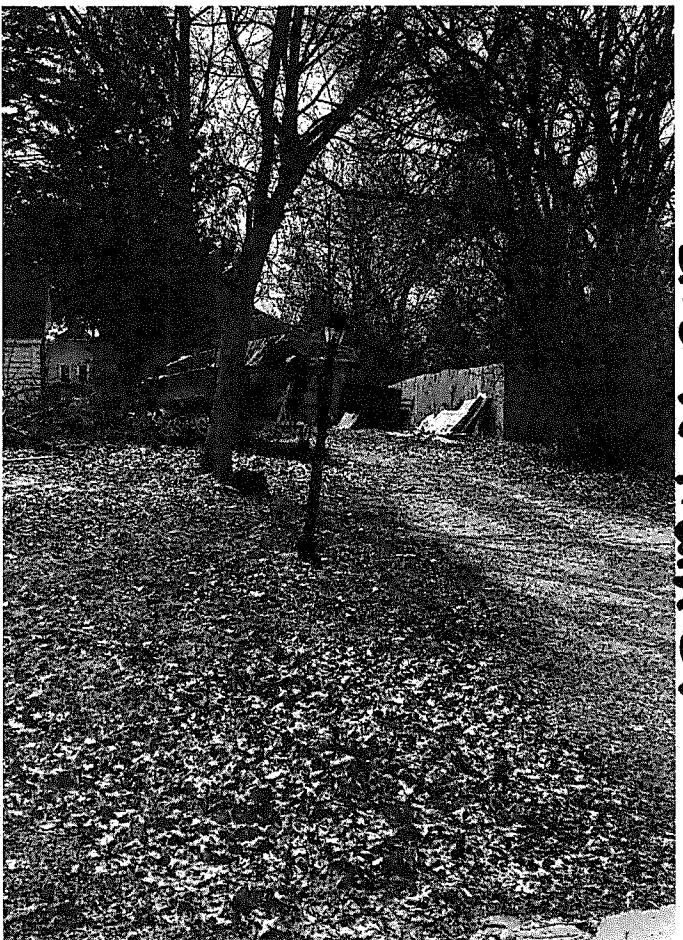




350 Pelican Ave



213 W Main St



350 Pelican Ave



261 Hill St

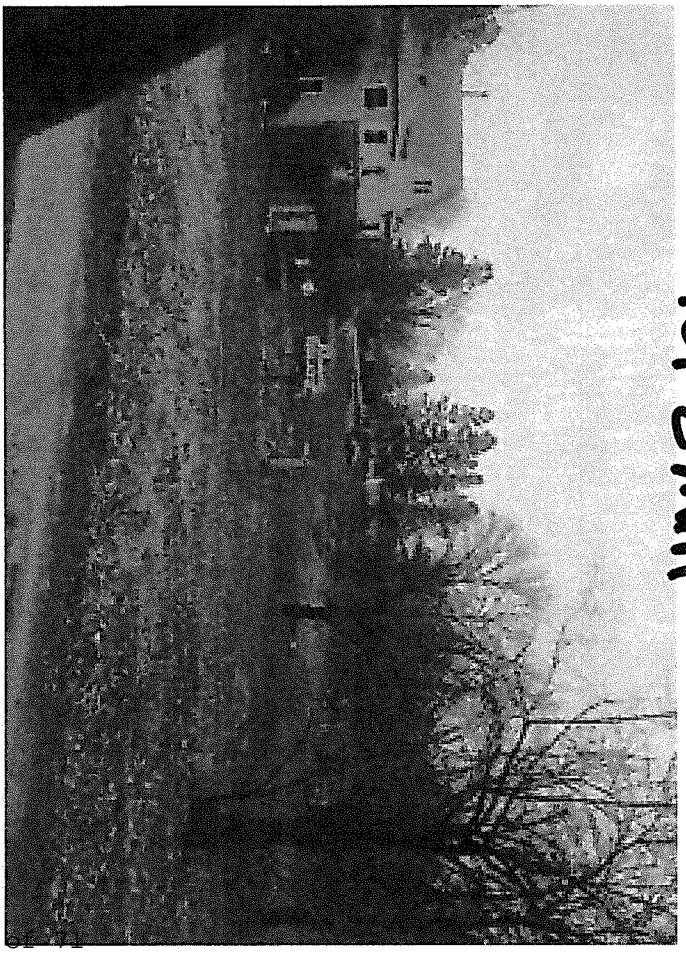




130 E Elm St



101 E Mill



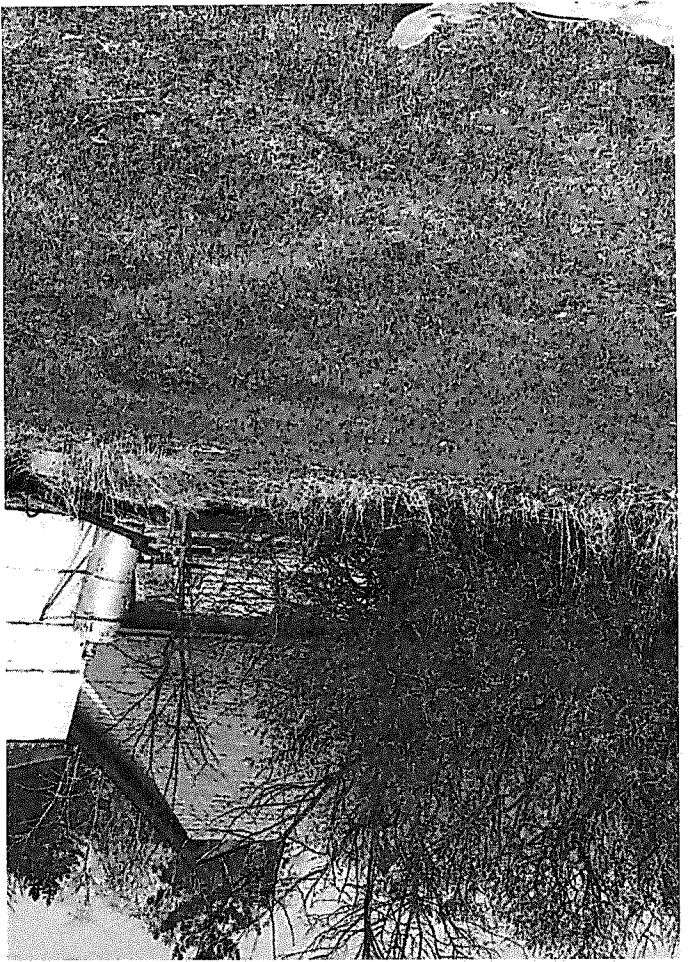
120 E Elm St



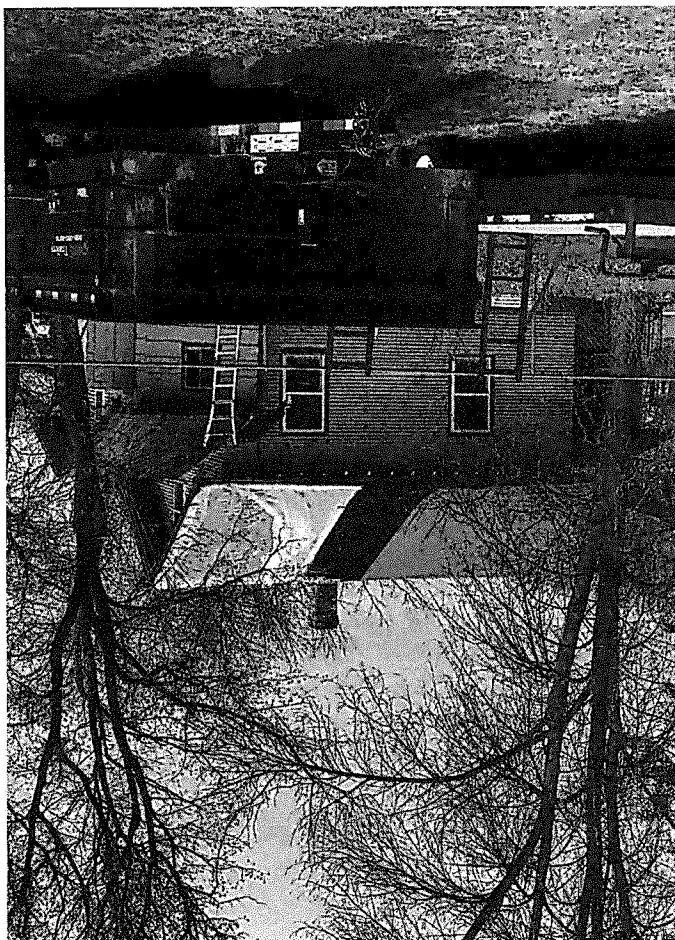
341 Unit Ave







1605 1st Ave



339 E Hazee Ave