

**Planning Commission**  
**2025 August Planning Commission Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, August 25, 2025**

**1. Call to Order**

**2. Agenda Additions or Deletions**

**3. Minutes**

A. August 4, 2025

**4. Status of Council Recommendations**

Sirens Survey

**5. Construction Permits**

A. Active Construction Permits

B. Approved by Clerk-Treasurer Permit

C. Approved by Otter Tail County

D. Permits needing approval

1. 409 Diane Ave-house

**6. Old Business**

A. Nuisance Properties

B. City Ordinance Update

**7. New Business**

**8. Adjournment**

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**Planning Commission**  
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**3. Minutes**

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A. August 4, 2025

**Files Attached**

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- 8.4.25 Planning Commission Minutes.pdf

City of Vergas Planning Commission Minutes  
Monday, August 4th, 2025 at 6:00 pm  
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, August 4, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, and Rebecca Hasse. Absent: Jim Courneya, and Shane Hasse; Also present: Clerk-Treasurer Julie Lammers.

**Call to Order**

Chairman Ohman called the meeting to order at 6:13 PM

**Agenda Additions or Deletions**

No additions or deletions were made to the agenda.

Motion by Hasse, seconded by Ohman to approve the agenda as presented. The motion passed unanimously.

**Minutes**

Motion by Ohman, seconded by Albright to approve minutes for June 23, 2025. The motion passed unanimously.

**Status of Council Recommendations**

None

**Construction Permits**

Lammers, City Clerk/Treasurer, informed the commission that several construction permits that were scheduled to be approved at the July 24th meeting had already begun work without formal approval. She noted that the lean-to and driveway projects were already completed, though she was unsure about the status of the shed and garage. The chicken coop project had not yet started.

The commission discussed the issue of projects beginning before approval. Given the delay in the approval process due to the missed July meeting, the commission determined that it would be appropriate to waive any fees associated with the premature starts.

Lammers presented information on permits approved by Otter Tail County. Ohman requested that future county permit reports include property addresses and descriptions of work being done, in addition to the parcel numbers currently provided. Lammers agreed to add this information to future reports.

Motion by Ohman, seconded by Hasse to approve all pending construction permits and waive any associated fees due to the delay in approval. The motion passed unanimously.

**Old Business**

**Nuisance Properties**

Lammers informed the commission that a resident at 371 South Pelican Avenue has had a demolition derby car in their front yard for most of the summer and recently acquired a second one. The commission discussed whether this violated city ordinances. Hasse noted that other demolition derby participants in town keep their cars at locations outside city limits to comply with ordinances.

Ohman suggested that Albright and Stenger (code enforcement) should visit the property to discuss the issue with the owners and inform them of the ordinance requiring vehicles to be licensed, operable, and insured. The commissioners agreed that starting a conversation would be the appropriate first step before pursuing enforcement action.

Hasse reported that she had driven by the 120 E Elm property and noticed that the windows that were previously broken had been completely removed from the garage rather than repaired.

Lammers mentioned that the city now has a new attorney who specializes in nuisance properties and would be willing to assist with enforcement.

The commission also discussed a complaint about the fire department siren that sounds at 7:00 AM, 12:00PM, 1:00 PM, and 6:00 PM daily. Albright shared that a resident found the siren disruptive, particularly for visitors unfamiliar with the schedule. The commission reviewed the city's noise ordinance and discussed whether the siren could be considered a violation, especially considering its impact on individuals with sensory sensitivities and young children.

While some commissioners noted the siren was a traditional part of Vergas life, they acknowledged it could be problematic for those living close to it. The commission decided to recommend that the City Council review the issue and conduct a survey to gather public input.

Motion by Ohman, seconded by Albright to recommend the City Council review the fire department siren schedule and conduct a survey to gather public input on whether to continue the practice. The motion passed unanimously.

### **City Ordinance Update**

The commission deferred discussion on city ordinance updates to the next meeting. Lammers requested that commissioners review the three chapters she had previously sent them and offered to resend the materials with a reminder.

### **New Business**

#### **RV Permit**

Lammers presented a request from a resident wanting to place a 22-foot camper on his property at 1150 and 1155 Kelley Shores. The resident plans to use the camper on weekends while building a house on the property.

The commission discussed the city's ordinance prohibiting camping within city limits without a permit. Lammers noted that while campers can be parked on private property, people cannot camp in them without permission. She also mentioned that during special events like Looney Days, the city typically does not enforce this ordinance.

Albright suggested issuing a one-year permit to allow the temporary use of the camper, with the requirement that the resident would need to renew it if needed beyond that timeframe.

Motion by Albright, seconded by Ohman to approve a one-year RV permit for 1150/1155 Kelley Shores, requiring renewal after one year if needed. The motion passed unanimously.

### **Adjournment**

Motion by Ohman, seconded by Hasse, to adjourn at 6:43pm. The motion passed unanimously.

Recorded by Rachel Nustad

Secretary,  
Julie Lammers, CMC  
Vergas City Clerk-Treasurer

#### **Council Recommendations:**

To recommend that the City Council review the fire department siren schedule and conduct a survey to gather public input on whether to continue the practice.

DRAFT

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**4. Status of Council Recommendations**

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Sirens Survey

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**5. Construction Permits**

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D. Permits needing approval  
1. 409 Diane Ave-house

**Files Attached**

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- 08.25.2025 Construction Permits (1).pdf



**2025 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>	<u>Who closed</u>
2024-009	4/22/2024/ 04/21/25	82000500037005	Donald Allmaras	816 Scharf Ave.,	Rebuild existing cabin in same footprint as existing cabin		
2024-017	6/24/2024/ 05/21/2025	82000990166001	Keith Kuehn	306 E. Frazee Ave,	Build 12'x24' addition on to existing garage, steps & railing on porch		
2024-026	7/24/2024 7/1/2025	82000990218000	Andrew & Jackie Bunkowske	1220 E. Scharf Ave.,	Moving a shouse onto the property EXTENDED		
2024-028	8/20/2024 8/18/2025	82000500035001	Mike Baumgart	540 S Pelican Ave	Shingling		
2025-001	1/21/2025	82000990054000	Vergas State Bank	106 E Main St	Remove walls, build walls, create break room area, new flooring & lighting	5/22/25	Julie
2025-002	1/27/2025	82000990137000	Pat Strand	271 Linden St	Replace 10 windows	5/22/25	Owner
2025-003	3/24/2025	82000990228000	Michael Rosendahl	96 Parkview Dr	culvert	5/22/25	Julie
2025-004	3/24/2025	82000500012006	Amber Pausch	110 Railway Ave	replace and remove doors, install tongue and groove	5/22/25	Julie
2025-005	4/28/2025	82000990252000	Chris Lindburg	210 Eva St	New home		
2025-006	4/28/2025	82000990167000	James Stenger	316 E Frazee Ave	replace doors, windows, skirting		
2025-007	4/28/2025	82000990089000	Merel Kvam	131 1st Ave	Enclose existing lower level of fire escae		
2025-008	4/28/2025	82000990089001	Merel Kvam	125 1st Ave	Remove existing additions and add onto structure		
2025-009	4/28/2025	82000990250000	Colton Ditterich	230 Eva St	New home		
2025-010	4/28/2025	82000990243000	Hunter Ditterich	411 Diane Ave	New home		
2025-011	3/24/2025	82000990104000	Laura Osborn	110 w Elm	Replace door, repair deck and rain gutters		
2025-012	5/7/2025	82000990144000	Mary Hoffman	401 Pelican Ave	Replace existing bow window	7/23/25	
2025-013	5/19/2025	82000990302000	Paul & Deb Sonnenberg	511 Glenn Street	Shed 10x18	5/22/25	Owner
2025-014	5/14/2025	82000990088000	Lakes Area Word Fellowship	151 1st Ave N	Siding		
2025-015	5/19/2025	82000500023000	Holly Sandberg	500 S Pelican Ave	replace driveway	6/11/25	Owner
2025-016	5/19/2025	82000500031000	Bruce Sonnenberg	461 S Pelican Ave	24x24 2 stall garage		
2025-017	5/22/2025	82000990055000	Tim Strom	110 Main St	Sign/Sulpture	7/23/25	
2025-018	5/22/2025	82000500012007	Summers Construction	400 S Railway Ave	Convert backroom into 2 offices, parking lot 3150 sq feet	7/23/25	
2025-019	5/27/2025	82000990068000	Altona Square (Ditterich )	105 E Main St	Turtle (Child) sign - on City Property	7/23/25	

2025-020	5/28/2025	82000990062000	Billy's Corner Bar	158 E Main St	Remove and Replace Flat Roof	7/23/25	
2025-021	5/29/2025	82000990106000	Paul Pinke	201 W Main St	replace steps in back porch	7/23/25	
2025-022	5/30/2025	82000990079000	Connie Lee	150 E Herman St	Windows, siding, drywall		
2025-023	6/6/2025	82000990125001	Verla Day	320 South Pelican Ave	Re doing the chimney blocks		
2025-024	6/18/2025	82000990145000	Loren Menz	310 W Glenn St	Extend existing asphalt driveway to city street, rebuild driveway that was poorly built and difficult to use	6/23/25	Owner
2025-025	6/30/2025	82000990224000	Robert Hager	88 Park View Dr	Add a 7'X9' lean on to existing 10'X12' shed		
2025-026	6/30/2025	82000990134000	Bruce Schlauderaff	301 S Unit Ave	8' X 10' plastic shed with metal frame being moved into yard		
2025-027	7/1/2025	82000500012007	Refine Homes	100 S Railway Ave	Remove Summers Construction sign from font of building. Paint top board and bottom. Install new sign for Refine Homes. Additional two sided flag sign on left post. Sign on right of doors.		
2025-028	7/2/2025	82000990086000	Franklin Fence Co. Inc	109 1st Ave S	Install 30' X 100' area of tar on the hill going up from the street to the crest of the hill	8/2/25	Owner
2025-029	7/7/2025	82000500014000	Jill Hoffman	161 S 3rd Ave	Install new door and screen		
2025-030	7/15/2025	82000990076000	Noah Olds	101 E Linden St	Build 23 X 22' Garage		
2025-031	7/17/2025	82000990161000	Michael Kratzke	402 E Frazee Ave	Change roof line for our addition that already exists - 4 feet total		
2025-032	7/23/2025	82000990073000	Rachel Nustad	151 E Linden St	Move 5'X12' chicken coop onto property		
2025-033	7/28/2025	82000990170000	Benjamin Lankow	339 E Frazee Ave	Roof and window trim		
2025-034	7/28/2025	82000990180000	Tom & Judy Wollin	102 Park View Dr	Replace 13 windows		
2025-035	7/28/2025	82000500012002	Kyle Theisen/Vanessa Perry	235 E Frazee Ave	Attach vinyl signs to the exterior of the building	8/2/25	Owner
2025-036	8/25/2025	82000990149002	Josh Hanson	409 Diane Ave	New House		

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**6. Old Business**

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A. Nuisance Properties  
B. City Ordinance Update

**Files Attached**

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- 2025 Nuisance Notices-updated 8.5.25.pdf

Parcel Number	Owner	Renter	Address	Mailing Address	Reason for Letter	DATE Planning Commission requested	Date Letter Sent	Responses	DATE Planning Commission removed	Date Second Letter Sent	Responses
8200050009000	Michelle Vana	The Homestead Inn	606 E Frazee Ave		Unlicensed vehicles	4/28/2025	4/24/2025	Stated everything is cleaned up and he his selling vehicles		6/25/2025	Vehicle is licensed and operable
82000990045000	Joyce Penney	PO Box 161	120 E Elm St		Shed with broken windows, debris	4/28/2025	4/28/2025	Does not feel she has debris and no broken windows	Albright, Courneva checkine on	6/25/2025 6/29/2025	
82000990046000	BJ's Real Estate	Joseph & Pam Bracken	130 E Elm St	3200 11th St S Unit 113	Debris in yard	4/28/2025	5/20/2025	removed vehicle		6/25/2025 6/29/2025	Property went back to past owner (was purchaing contract for deed. They are cleaning up proerty and have put up for sale.
82000990110000	Brandon Lemon	PO Box 62	213 Main St W		Debris in yard, screen door	4/28/2025	5/2/2025				
82000990114000	Dillion Olen & Jenny Collins		260 W Linden St		Debris	4/28/2025	5/3/2025		Albright, Courneva checkine on		
82000990127000	Tony License		350 S Pelican Ave	PO Box 82	Debris in yard, garage	4/28/2025	5/6/2025		Albright, Courneva checkine on		
82000990170000	Benjamin Lankow		339 E Frazee Ave		Debris in yard, brush pile, roof	4/28/2025	5/9/2025	Does not feel City can control what he does in his yard.	Attorney letter		
82000990141000	Rhonda Ueke		371 S Pelican Ave		Demo Car (s)	8/4/2025					No action taken - reviewing ordinances Albright, Cournya will confirm demo car
82000990149003	Key Stone Storage	Kaitlyn Aune	261 W Hill St		Demo Car	8/4/2025					No action taken - reviewing ordinances Albright, Cournya will confirm demo car
82000990155001	Brian Lende		201 W Hill St		Demo Car	8/4/2025					No action taken - reviewing ordinances Albright, Cournya will confirm demo car
82000990155000	James Endersby		415 S Unit Ave		Demo Car	8/4/2025					No action taken - reviewing ordinances Albright, Cournya will confirm demo car
	City of Vergas/CDH- Vergas Fire Dept				Siren						Sent to Council, requested they do a survey