

**Planning Commission**  
**Planning Comm Meeting**  
**Government Services Center & Zoom Id 267-094-2170 password 56587**  
**6:00 PM on Monday, February 23, 2026**

**1. Public Hearing -Conditional Use for Daycare in residential district**

**2. Call to Order**

**3. Agenda Additions or Deletions**

**4. Minutes**

A. January 26, 2026

**5. Status of Council Recommendations**

Conditional Use Permit

**6. Construction Permits**

A. Active Construction Permits  
B. Approved by Clerk-Treasurer Permit  
C. Conditional Use Permit  
1. 303 Altona Ave

**7. Old Business**

A. City Ordinance Update

**8. New Business**

**9. Adjournment**

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**Planning Commission  
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**1. Public Hearing -Conditional Use for Daycare in residential district**

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**Files Attached**

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- 02-23-26 PUBLIC HEARING NOTICE-Conditional Use Permit to allow Daycare in residential area .pdf

**VERGAS PLANNING COMMISSION  
PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a Conditional Use Permit to allow Daycare Facility in a R-1 Low Density Residential District for up to 30 children to be located at 303 Altona Avenue.

**Current Ordinance: § 151.21 R-1 LOW DENSITY RESIDENTIAL DISTRICT.**

(A) *Purpose.* The purpose of the R-1 Low Density Residential District is to provide for moderate density one and two-family dwelling units and directly related, complementary uses.

(D) *Conditional uses.* Within the R-1 District no structure or land shall be used for the following except by conditional use permit and in conformance with the standards specified in division (I) of this section.

(1) Home occupations in a residence.

(2) Hospitals and nursing homes, licensed day care centers serving 12 or more people and cemeteries.

(3) Accessory buildings other than those listed in (C)(1), including storage sheds and greenhouses over 12 feet in height or 500 square feet or covering more than 30% of the area of the side or rear yard in which they are located.

All interested parties are invited to attend and will have the opportunity to ask questions and provide public input or comments. If you are unable to participate in the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer before 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 Vergas Planning Commission will hold the Public Hearing on this request at 6:00 p.m. on Monday, February 23, 2026. A planning commission meeting will be held 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  
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**6. Minutes**

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A. January 26, 2026

**Files Attached**

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- Planning Commission Minutes 1.26.26.pdf

City of Vergas Planning Commission Minutes  
Monday, January 26, 2026 at 6:00 pm  
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, January 26, 2026, on Zoom and at the Vergas Government Services Building.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alex Ohman, Chair	A											
Bruce Albright, Liaison	P											
Dave Johnston, Member	P											
Rebecca Hasse, Member	P											
Jim Courneya, Member	P											
Julie Lammers, Clerk-Treasurer	P											
Mike Dufrane, Utilities Superintendent	P											

*P: Present. A: Absent N/A: No meeting*

**Call to Order**

Albright called the Planning Commission meeting to order at 6:00 PM.

**Agenda Additions or Deletions**

None.

**Positions**

***Chair***

Motion by Hasse, seconded by Courneya, to elect Ohman as the Chair. The motion passed unanimously.

***Vice Chair***

Motion by Hasse, seconded by Courneya, to elect Albright as the Vice Chair. The motion passed unanimously.

**Set Time, Place and Date of Regular 2026 Meetings**

The commission discussed continuing their traditional meeting schedule. Albright noted that meetings are held as needed rather than monthly, and the council has budgeted for approximately 10 meetings per year.

Motion by Courneya, seconded by Johnston, to continue meeting on the fourth Monday of each month at 6:00 PM at the Government Services Center as needed. The motion passed unanimously.

**Minutes**

Albright noted minor corrections to the minutes, including a spelling error for a name and an address correction.

Albright provided context about the Sonnenberg conditional use permit discussed at the October meeting, explaining that the permit allowed them to operate Marlo Motors from their "shouse" in Lawrence Lake Acres with several conditions. No vehicles would be kept on the property, and only a small sign would be displayed. He explained the conditions were established to address neighborhood concerns about bringing a commercial business into a residential area, with the permit being revocable if conditions were violated.

Motion by Johnston, seconded by Courneya, to approve the October 27, 2025 minutes with the noted corrections. The motion passed unanimously.

**Status of Council Recommendations**

Albright reported that the City Council approved the conditional use permit for Paul and Deb Sonnenberg for Marlo Motors to operate out of their property in Lawrence Lake Acres with all the recommended conditions. This was approved at the Council's November 18, 2025 meeting.

## **Construction Permits**

### ***Active Construction Permits***

Albright explained to new member Johnston that simple permits (like window replacements) are administratively approved by the Clerk-Treasurer to prevent delays, while more substantial projects come before the Planning Commission. Courneya and Albright confirmed they had updated the active construction permits list during a recent review.

### ***Approved by Clerk-Treasurer Permit***

Lammers reported approving a permit for 235 East Frazee Avenue for an inside remodel and doors, but noted that the sign portion of the permit remained unapproved pending design changes to comply with Minnesota State Cannabis regulations. The Commission discussed that this property, formerly Big Jim's Drive-In, would be Vergas' new cannabis dispensary pending licensing. Discussion ensued regarding the store's location near a park, with Lammers explaining that the Planning Commission had previously decided to allow any type of business in the commercial district. She also noted that no property in Vergas is more than 500 feet from a park, making the state's distance requirements impossible to satisfy within city limits.

### ***Conditional Use Permit***

#### **303 Altona Avenue**

Lammers explained that this property was recently purchased by EDA/HRA (Economic Development Authority/Housing and Redevelopment Authority) to build two homes for daycare facilities. She clarified that EDA/HRA would not operate the daycares but would rent to daycare operators. A conditional use permit is required for daycare operations in a residential area. Lammers noted that the City Council had waived the standard \$400 fee for the conditional use permit. She recommended scheduling the public hearing during a regular meeting to save costs and suggested it could be included in the newsletter to save on mailing expenses. The commission discussed the timing, with Albright, speaking from his EDA position, noting that while the property had been acquired, many details remained unresolved including financing for the estimated \$500,000-600,000 project. Despite these uncertainties, the commission agreed that obtaining the conditional use permit early would be beneficial for grant applications and fundraising efforts.

Motion by Courneya, seconded by Johnston, to schedule a public hearing for the daycare conditional use permit at the next regular meeting. The motion passed unanimously.

Albright shared that the EDA would be touring Perham and New York Mills daycare facilities to gather information about design considerations and operational requirements. He noted the complexity of daycare regulations, including requirements for separate playgrounds, sick rooms, and laundry facilities.

## **Old Business**

### ***Nuisance Properties***

Lammers reported no significant updates on nuisance properties, except that property owner on 350 S Pelican has signed an agreement stating his garage would be removed by May 1st.

Albright explained the city's three-step nuisance property enforcement process for new member Johnston:

1. First notification letter with photo evidence and applicable ordinance
2. Second letter with a \$40 fine if not corrected
3. Final letter from the city attorney with potential further action

### ***City Ordinance Update***

Lammers reported that ordinance updates had been completed based on commission discussions, but she still needed to incorporate older ordinances. She anticipated resuming this work after meeting state requirements due at the end of the month. Albright explained that the current ordinances are disorganized, with no continuous numbering or comprehensive index. The updated version would include an index and proper formatting to keep everything in order when changes are made.

## **New Business**

### ***Vergas Comprehensive Plan 2036 - 2025 Update***

Lammers presented the updated comprehensive plan with progress notes. She explained that 2023 items are in regular print, 2024 items in bold, and 2025 items will be in italics to track progress by year. Moving forward, they plan to update the document throughout the year rather than waiting until the end of the year. Lammers requested commission members to review the document and inform her of any missing items that should be added to the update. Albright explained that the plan, adopted in 2022, covers a 15-year period through 2036 and was developed with extensive public input. He noted the importance of tracking progress on community goals and periodically reassessing whether certain goals remain relevant.

## **Adjournment**

Motion by Hasse, seconded by Johnston, to adjourn the meeting at 6:40 PM. The motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

Secretary,  
Julie Lammers, CMC  
Vergas City Clerk-Treasurer

## **Council Recommendations**

None.

## **Follow Up Actions**

- Lammers: Approve the sign permit for 235 East Frazee Avenue after receiving a copy of the updated quote from the applicant.
- Planning Commission: Hold a public hearing for the conditional use permit for the daycare centers at 303 Altona Avenue at the next regular meeting.
- Lammers: Continue updating the city ordinances by incorporating old ordinances and amendments; resume work after state requirements are submitted by end of month.
- All Planning Commission members: Review the updated Vergas Comprehensive Plan and notify Lammers of any missed items to be added.
- Planning Commission: Track 2026 progress items in the Comprehensive Plan as they are completed.

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**7. Status of Council Recommendations**

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Conditional Use Permit

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**8. Construction Permits**

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1. 303 Altona Ave

**Files Attached**

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- 2026 Construction Permits.pdf

2026 Construction Permits -  
Vergas MN

<u>Permit #</u>	<u>Issue Date</u>	<u>Parcel Number</u>	<u>Name</u>	<u>Address</u>	<u>Description</u>	<u>Date Clos ed</u>	<u>Value</u>	<u>Who close</u>
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			
2025-006	4/28/2025	82000990167000	James Stenger	316 E Frazee Ave	replace doors,windows,skirting			
2025-008	4/28/2025	82000990089001	Merel Kvam	125 1st Ave	Remove existing additions and add onto structure			
2025-030	7/15/2025	82000990076000	Noah Olds	101 E Linden St	Build 23 X 22' Garage			
2025-041	12/4/2025	82000500012002	Keystone Storage & Rentals	235 E Frazee Ave	New Sign, 2 new doors, and service 2 windows			

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**9. Old Business**

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A. City Ordinance Update