

Planning Commission
2021 June Public Hearing & Planning Commission Meeting
Vergas Event Center and Zoom - Meeting ID 2670942170 password: 56587
6:00 PM on Wednesday, June 9, 2021

1. **Public Hearing-806 Scharf Ave E**
2. **Call to Order**
3. **Agenda Additions or Deletions**
4. **Minutes - April 26, 2021**
5. **Status of Recommendations to City Council**
 - Pickle ball Court
 - Member
 - Comperhensive Plan
6. **Variance**
 - 806 Scharf Ave E
7. **Construction Permits**
 - a. 301 Altona Ave - 8x14 stororage shed
 - b. Vergas Auto Repair- door, awing, 6X16 seating area
8. **Old Business**
 - Nuisance Properties
 - 88 Park View Drive
9. **New Business**
 - 105 Main St
 - Grass Ordinance

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1. Public Hearing-806 Scharf Ave E

Files Attached

- 06-09-21 PUBLIC HEARING NOTICE-Set Back Variance.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 at 806 Scharf Ave E. City Ordinance 151.21 e3b regarding 10-foot setback on side yard, property owner requesting a 9-foot setback on the side yard.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments 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) 342-2091 prior to the hearing so arrangements can be made to address any special requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:00 p.m. on Wednesday, June 9, 2021. Attend the meeting via Zoom, meeting id: 267-094-2170 (password 56587) and at the Vergas Event Center.

Julie Lammers
City Clerk-Treasurer

.....
Please Publish Frazee-Vergas Forum June 1, 2021 and June 8, 2021

AFFIDAVIT REQUIRED: Please send to – City of Vergas
Attn: Julie Lammers
City Clerk-Treasurer
P O Box 32
Vergas MN 56587

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4. Minutes - April 26, 2021

Files Attached

- 05-24-2021 Planning Commission Meeting minutes.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, May 25, 2021

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, May 25, 2021, at 6:00 pm at the Vergas Event Center and on Zoom with the following members present Bruce Albright, Van Bruhn, Robert Jacoby, Natalie Fischer and Paul Pinke. Absent: None. Also, present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Alex Johnson, Sherri Hanson, Maria Sontag, Jill Shipman, Shannon Charpentier, Tyler Sazama, Frank Vana, Lyle Krieg, Jon Lotzer, Barry Strelow, Adam Dressen, Justin Lammle, Jaron Lammle and Emily Reno.

Bruce Albright opened the meeting at 6:00 pm.

Addition of 88 Park View Drive and Veterans Memorial were added to agenda.

Motion by Fischer, seconded by Pinke to approve the minutes of the April 26, 2021, meeting. Motion passed unanimously.

Status of Recommendation to City Council

Council approved having all non-conforming construction permits must be brought to Planning Commission. Council approved allowing temporary sheds for 2 years if under 150 square feet and building with living quarters is built within 2 years.

Council approved beginning the process of dedicating the undedicated part of Townline Road.

Council requested a resolution for the truck routes to be used for 4-wheelers.

Construction Permits

Albright reviewed the pickleball plan provided by the committee for pickle ball courts to be located at 230 East Frazee Ave. Jill Shipman reviewed the plans and stated they have their contractors lined up. Fischer questioned maintenance of the pickleball courts. Shipman stated all maintenance will be from the pickleball association. Frank Vana questioned why pickleball committee did not purchase 5-10 acres so they could provide parking. Sherri Hanson asked if Vana would like to donate some land and he responded with "you may buy the whole lot". Albright questioned if pickleball committee should have an informational meeting like the veteran's memorial committee did. Discussed the need for proof of finances before City allows projects to move forward. If the project gets started and they run out of funds, the City will be forced to either pay for removal or pay for the rest of the project. Questioned maintenance of the pickleball courts, who is going to take care of them when the current group is gone. Discussed the tennis courts and the fact they were raised by JC's and when they no longer existed the courts became an expense of the city. Discussed moving the pickleball courts back to the original placement adding more parking spots and giving more room for Vana to get to his property. Motion by Fischer, seconded by Bruhn to add to the City of Vergas proposals involving permanent structure(s) and/or activity on city property to state no construction can begin without 50% of funding in hand, pickleball committee providing measurements to sidelines, and informational meeting held on June 8, 2021, at 6 pm. Voting yes: Bruhn, Fisher, Pinke. Voting no: Jacoby. Motion passed.

Motion by Pinke, seconded by Bruhn to approve construction permit along Long Lake Trail with County approval for a cement pad for picnic table. Motion passed unanimously.

Veterans Memorial Park was discussed with different locations proposed for committee to review such as the corner of County Road 4 and 35, by Long Lake Trail planter, in the beach park by Lion's shelter, behind the event center. Lyle Krieg stated they needed an area with 62 feet width, that is visible and handicapped accessible.

Motion by Pinke, seconded by Bruhn to approve construction permit at 130 Main St for 2 windows, a steel roof on garage and overhand with the requirement of a gutter system installed on the roof as water currently runs on to neighbor's property. Voting yes: Bruhn, Jacoby and Pinke. Voting no: none. Abstain: Fisher. Motion passed.

Motion by Pinke, seconded by Jacoby to approve construction permit at 1156 E Frazee Ave for a parking pad as stated in construction permit application. Motion passed unanimously.

Motion by Pinke, seconded by Fischer to approve construction permit at 1210 E Frazee Ave for landscaping on side of house as stated in construction permit application. Motion passed unanimously.

Variance

Reviewed ordinance request regarding 806 Scharf Ave E. Motion by Pinke, seconded by Fischer to have public hearing on Wednesday, June 8, 2021, at 6:00 pm. and to hold a planning commission meeting following public hearing. Motion passed unanimously.

Old Business:

Albright reviewed comprehensive plan information. Alex Johnson presented the proposal from West Central Initiative (WCI). Motion by Jacoby, seconded by Fischer to recommend to Council to approve a comprehensive plan with West Central Initiative. Motion passed unanimously.

Discussed nuisance properties within the City. Reviewed spreadsheet with information on properties that were sent letters. Utilities Superintendent stated all properties have cleaned up their nuisances. Discussed other properties we have received complaints about 441 Pelican Avenue and parcel 82000500034000. Commissioners will review and discuss again during next meeting.

Albright reviewed Townline Road and East Lake Street. Current City attorney is retiring in July and would like to complete these two street dedications before he retires. Discussed acquiring a 33-foot right-of-way and getting easement from property owners.

The easement lines are on the property located at 88 Park View Drive. Adam Dressen questioned who maintains the rock in the easement. Questioned if KLJ is done locating the three easements and did they stake it correctly. Are the rock formations out of the easement area? City Council did ask for trail easement to also marked and Albright has not seen that easement has been staked. Without being able to answer these questions, Commissioners were unable to act. Discussed water flow from both the City and 88 Park View Drive property. This item will be put on the agenda for the special planning commission meeting on June 9, 2021.

New Business

Discussed complaint that came in from a citizen regarding the conditional use permit for Tyler Sazama located at 401 S Pelican Avenue. Commissioners reviewed pictures and discussed items in pictures with Sazama and could not find any violations for the conditional use permit. Commissioners stated Sazama is in compliance with the conditional use permit. Sazama stated he was bothered with the fact someone would take pictures of his backyard. DuFrane stated he did not see a nuisance issue with this property.

There are 12 properties on Eva Street and Diane Avenue which have assessments on due to sewer, water and road being built. 11 of them are owned by Jarod Lammle and Tony Hersch. Barry Strelow, Edina Realty has asked if planning commission would consider abating the assessments of these 11 properties. Owners were looking at the interest of the lots. Lammers will provide interest amounts to the property owners.

Natalie Fischer stated she would like to resign from the planning commission due to there being three Council members being on the planning commission and Neil Grothe has expressed interest in being on the planning commission. Motion by Bruhn, seconded by Pinke to recommend to Council to accept Fischer's resignation and

add Neil Wothe to the planning commission. Motion passed unanimously.

Meeting adjourned at 8:30 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer
City of Vergas

Follow Up Actions:

Ness Backhoe to build berm at 88 Park View Drive.

Attorneys prepare resolution to allow type two 4-wheelers are allowed on County Roads (the city truck routes).

Lammers contact County regarding cement slab along trail.

Public Informational meeting June 8 at 6 pm for pickleball court.

Public Hearing June 9 at 6:00 for variance with meeting to follow.

Lammers to provide interest amounts to Jaron Lammle. (Lammers has called (no answer) and emailed (no response) to provide.

Actions Completed and Removed from Follow up:

Council recommendations:

Council to add to the City of Vergas proposals involving permanent structure(s) and/or activity on city property to state no construction can begin without 50% of funding in hand.

Council to approve permit for pickleball courts with 50% of funding raised, pickleball committee providing measurements to sidelines and an informational meeting held on June 8, 2021, at 6 pm.

Council to hire West Central Initiative to write comprehensive plan.

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5. Status of Recommendations to City Council

Pickle ball Court
Member
Comperhensive Plan

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6. Variance

806 Scharf Ave E

Files Attached

- Application for Variance - 806 Scharf Ave.pdf

Application for Variance
City of Vergas -County of Ottertail
111 E Main Street -PO Box 32
CITY OF VERGAS Vergas MN 56587
218-342-2091

MAY 10 2021

RECEIVED

Application Fee \$ 400.00
Receipt Number _____
Accepted By/Date _____

Applicant's Name DANIEL BENHAM Telephone Home: _____ Cell: 701 371 5969

Address: 1306 Bay View Dr Devils Lake ND 58301

Property Owner's Name JAMES A BENHAM REV TRUST Telephone Home: _____ Cell: _____

Location of Project: 806 SCHAEF AVE E Parcel # R82000500037007

Legal Description:

Section 30 Township 137 Range 040 Lake Number: _____ Lake Name LONG Lake Class _____

Description of Proposed Project: Addition to existing Cabin about 20 feet towards Schaeff Ave E
AND Remodel interior of existing Cabin

Specify the section of the ordinance from which a variance is sought:

151.21 E3b Setback Side yard 10ft

Explain how you wish to vary from the applicable provisions of the ordinance:

Existing Cabin may or may not be 10ft from side yard property line, it is very close to 10 feet
(See Site Plan)

Please attach a site plan or accurate survey as may be required by ordinance.

Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purpose and intent of the ordinance? Yes (X) No () Why or why not?
The ordinance was created after the property line was created. Now conforming
2. In your opinion, is the variance consistent with the comprehensive plan? Yes (X) No () Why or why not?
The addition will only extend on the same lines as the existing cabin. It
will not detract from the visual look of the property
3. In your opinion, does the proposal put property to use in a reasonable manner? Yes (X) No () Why or why not?
This will provide another bedroom for the family to use
4. In your opinion, are the unique circumstances to the property not created by the landowner? Yes (X) No () Why or why not?
The lot line was created when the old resort cabins were parcelled out for sale in the
late 60's/early 70's
5. In your opinion, will the variance, if granted, alter the essential character of the locality? Yes () No (X) Why or why not?
This will only extend what is already in place

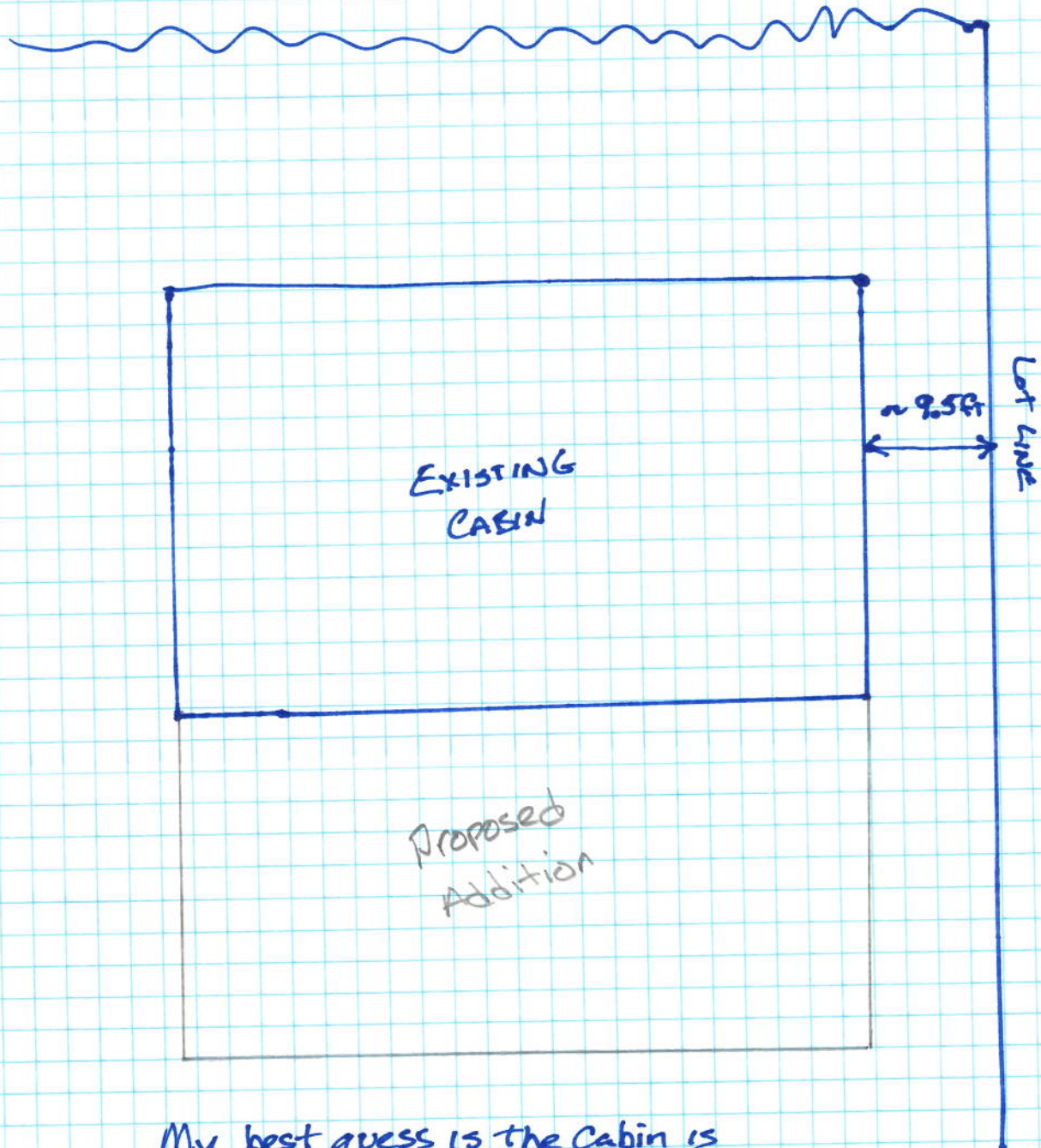
The Planning Commission must make an affirmative finding on all the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature: [Signature]

Date: 5-4-21

Long
Lake



My best guess is the Cabin is
Approximately 9.5 ft from the
Property line.

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7. Construction Permits

- a. 301 Altona Ave - 8x14 storage shed
- b. Vergas Auto Repair- door, awing, 6X16 seating area

Files Attached

- Construction permit for 301 Altona Ave.pdf
- Construction permit for 301 Altona Ave-drawing.pdf
- Construction permit for 250 1st Ave N.pdf

Permit Number: _____ Date Received: 6/02/21 Parcel Number: _____

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota: Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.

- **All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.**

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: David Antonson

Address of Construction Project: 301 Altona Ave, Vergas

Mailing Address: Same Phone: 218-841-0328 (David)

Name of Owner (if not the Applicant): Jesus Little Lambs

Address of Owner (if not the Applicant): Same as const. address

1. Permit to (CIRCLE ONE)
possibly Build Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

Storage shed 8' x 14'

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

3. **VALUATION** (not just your cost) of work being completed: \$ under \$3,000.

Building Contractor:

Name: N.A. License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: N.A. License Number: _____ Phone: _____

Electrician:

Name: N.A. License Number: _____ Phone: _____

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.

5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT *Chairman*

7. APPLICANT'S
SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

\$ _____ Water Hook-up

\$ _____ Sewer Hook-up

\$ 25.00 Permit Fee

\$ _____ Tar Break Up Deposit

\$ 25.00 Total Fees

Receipt # 129167 Date Paid June 2, 2021

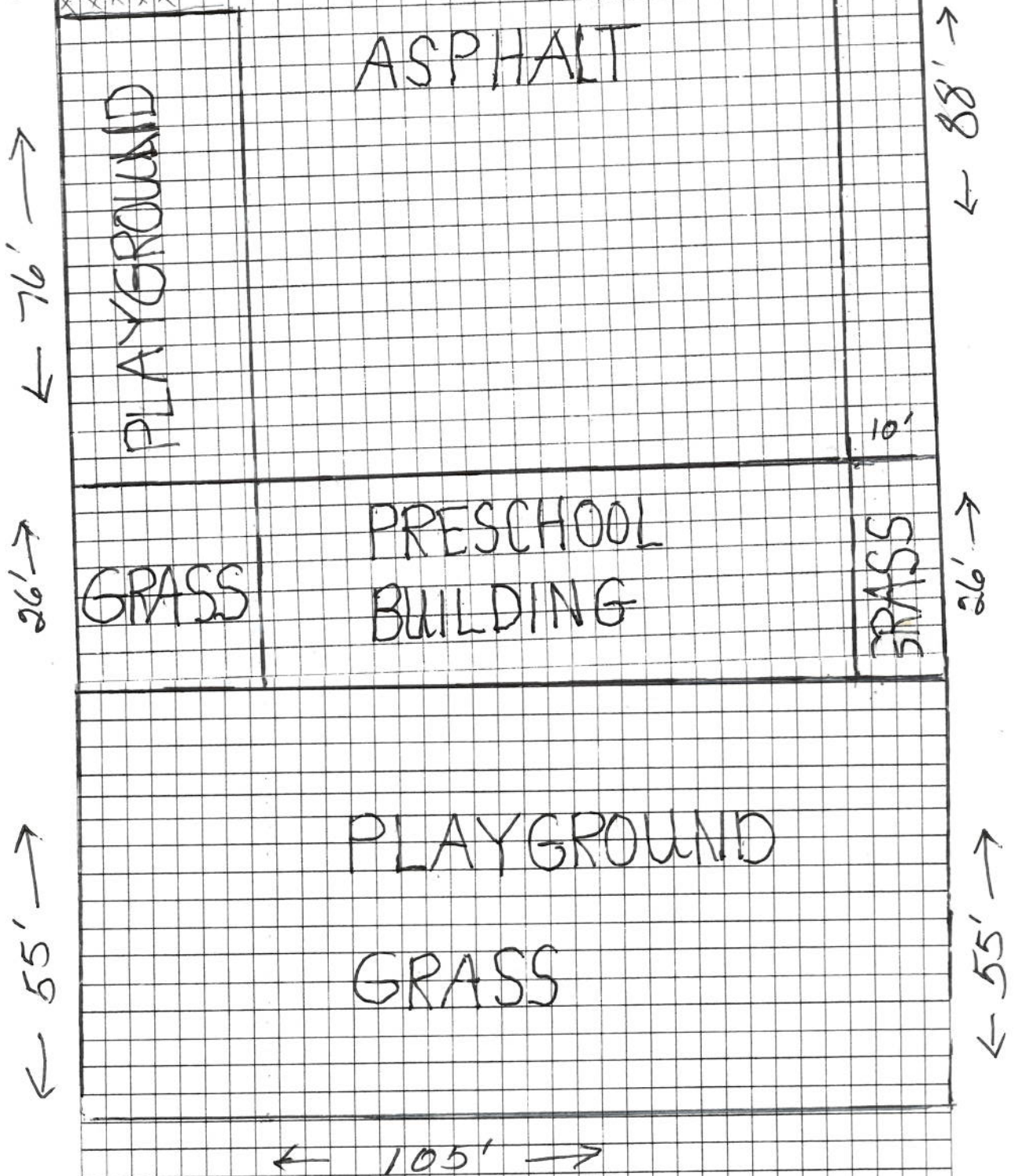
Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: *Paul J. Antman* Date: June 2, 2021
(Permitting Authority)

Date Approved by PC Council: 6/9, 2021

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

will be 10'
from property line
Storage
shed →



I do hereby say that the facts stated by me in the above 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.

David [Signature] Chair 6-2-21

Signature of Applicant

Page Date of 22

Zoning Official

Date

Jesus Little Lambert Preschool

Form approved by City of Vergas Council 11/07/2011

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

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- **All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.**

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ 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: Vergas Auto Repair

Address of Construction Project: 250 1st AVE N

Mailing Address: PO BOX 73 Phone: 218-234-5581

Name of Owner (If not the Applicant): Kevin Zitron

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build	Install	Addition	<u>Alter</u>
Move	Demolish	Repair	Remodel

Description of work to be done:

replace door, install awning in front of shop & small 6x16 seating area -

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

3. **VALUATION** (not just your cost) of work being completed: \$ 5000

Building Contractor:

Name: Self License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

Form approved by City of Vergas Council 09/12/2017

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.
5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.
6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
7. APPLICANT'S SIGNATURE: [Signature] DATE: 5/26/21

FOR OFFICE USE ONLY

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

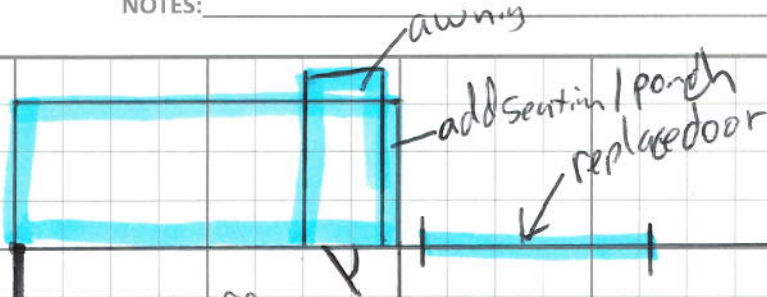
Receipt # _____ Date Paid _____, 20__

Form given to client to display the permit to be visible from the street & to notify office of completion.

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

Date Approved by Council: _____, 20__

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



existing office

existing building

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8. Old Business

Nuisance Properties
88 Park View Drive

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9. New Business

105 Main St
Grass Ordinance

Files Attached

- Grass Ordinance.pdf

Ordinance §92.38 states “All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of 12 inches in height.”