

**City of Menahga  
Planning & Zoning Minutes  
Thursday, October 6, 2022**

**A. Call to Order**

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, October 6, 2022.

Chairman Quade Mayer called the meeting to order at 7:00 pm

**B. Roll Call**

Comprising a quorum of the commission, the following members were present:

Quade Mayer, Mayor Elizabeth Olson, Larry Murphy, Mike Netland

Absent: Connie Steiner

Also present: Temporary Administrative Assistant Jensine Kurtti and

Sourcewell Representative Jake Huebsch

**C. Pledge of Allegiance**

**D. Approval of the Agenda**

**Main Motion: To approve the Agenda with no additions.**

Moved by:	Netland
Seconded by:	Olson
Action:	Motion carried by a 4-0 voice vote
In favor:	Mayer, Olson, Murphy, Netland
Opposed:	none

**E. Approval of Minutes**

**Main Motion: To approve the September 1, 2022 Minutes as presented.**

Moved by:	Olson
Seconded by:	Murphy
Action:	Motion carried by a 4-0 voice vote
In favor:	Mayer, Olson, Murphy, Netland
Opposed:	none

## F. New Business

### 1. Zoning Form Review – Jake Huebsch

Jake Huebsch from Sourcewell presented the commission with draft copies of land use forms that he felt may be helpful when dealing with various land use permits and issues. These forms were for Boundary Line Adjustment, Rezoning Application, Fence Permit, Land Use Application and Lot Split Application. After discussion, there were a few minor changes to the original drafts and Jake will now update the Land Use Ordinance to be in line with the forms that the City will use. Jake commented that this will not be the last time the commission will have input, as to implement the changes, there will be a public hearing. The commission by consensus felt that the forms would be helpful and should be used moving forward.

### 2. Proposed Fee Schedule

Jake Huebsch presented the commission with a suggested fee schedule for Land Use Permits and other Land Use issues. Jake stated that Menahga's current Zoning Permit Fee of \$40 is the lowest fee that he has ever seen. The new fee schedule sets the cost for a permit by square footage, rather than building cost. The commission felt that the Fee Schedule was fair in that the fees related to the amount of time it takes to process the application, and other related costs that is needed to provide the service.

**Main Motion: To adopt the Fee Schedule as presented and recommend that the updated fees be included in the 2023 Fee Schedule.**

Moved by:	Netland
Seconded by:	Murphy
Action:	Motion carried by a 4-0 voice vote
In favor:	Mayer, Olson, Murphy, Netland
Opposed:	none

### 3. Updated Zoning Map from Ulteig

Jensine Kurtti presented the commission with an updated Zoning Map. This map was updated by going through old council minutes since 1978 and making changes. Once the changes were identified, the map was given to the City of Menahga's Engineering Firm, Ulteig Engineering, which created an official map at no cost. There was one minor change to the map that would need to be corrected, otherwise it was perfect. Kurtti will contact Ulteig and have the correction made.

## G. City Property Concerns – complaints and violations update

Jake Huebsch addressed the commission on the properties that had been identified as not conforming to the zoning ordinance. Kurtti had provided Huebsch with all the documentation

and he had reviewed it. Huebsch then asked the commission how they felt he should proceed. The commission felt that the first thing to do, is send a letter to the owner and ask them to correct the violation and if that does not work, to take a stronger approach to correct the violation. All members agreed that enforcement of the ordinance is the biggest issue that the City of Menahga is faced with. Huebsch and Kurtti will work together to send out letters and look for options to bring problem properties into compliance.

## I. Adjournment

### Main Motion: To adjourn the meeting at 9:08 pm.

Moved by:	Netland
Seconded by:	Murphy
Action:	Motion carried by a 4-0 vote
In favor:	Mayer, Murphy, Olson, Netland
Opposed:	None.

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Temporary Administrative Asst.  
Jensine Kurtti

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Chairman, Quade Mayer