



Chair Larry Murphy
Connie Steiner
Mike Netland
Brian Madsen

City of Menahga
Planning and Zoning Commission Meeting
6:00 pm Thursday, June 20, 2024

City Council Chambers
115 2nd Street NE
www.cityofmenahga.com

Agenda

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Approve the Agenda

E. Approval of Minutes

- Minutes of May 2, 2024 Regular Meeting
- Minutes of May 7, 2024 Work Session

F. Public Hearing – None

G. New Business

1. Set Date for July Meeting (meeting date is July 4th)
2. Jake Huebsch's Sourcewell Position Change
- 3.

H. Old Business

1. Review Updated Land Use Ordinance Chapter 151
2. Issued Land Use Permits
- 3.

I. Adjournment

**City of Menahga
Planning & Zoning Minutes
Thursday, May 2, 2024**

A. Call to Order

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, May 2, 2024.

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

B. Roll Call

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

Larry Murphy, Connie Steiner, Mike Netland and Brian Madsen

Also, present were City Clerk/Treasurer Brett Gagnonpalick , Administrative Assistant Jensine Kurtti and Jake Huebsch from Sourcewell.

C. Pledge of Allegiance

D. Approval of the Agenda

Main Motion: To add Fee Schedule under New Business #1.

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

E. Approval of Minutes

The minutes from April 4, 2024 Regular Meeting, April 9, 2024 Work Session, and April 24, 2024 were presented.

Main Motion: To approve the minutes from April 4, 2024 Regular Meeting, April 9, 2024 Work Session, and April 24, 2024 Work Session as presented.

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

F. Public Hearing – None

G. New Business

1. Fee Schedule

The commission reviewed the current Fee Schedule, so that it would reflect the items in the new Land Use Ordinance. It was decided that the City will allow any accessory structure (shed) less than 200 square feet to be allowed at no charge, but the landowner must sign a sheet acknowledging the setback requirements when locating their shed. Jake Huebsch also asked about consolidating the Subdivision/Plat fee of \$400 and Final Plat fee of \$100 into one fee of \$500.

Main Motion: To approve the updates to the Fee Schedule for Platting and Accessory Structures (sheds).

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

H. Old Business

1. Review Updated Land Use Ordinance

Jake Huebsch presented an updated copy of the Land Use Ordinance Chapter 151 to the commission. This revised draft came after the two Work Sessions that had been held by the commission in April. It was decided that the commission will hold another Work Session on the Ordinance on May 7, 2024 at 1 pm. The subject of cannabis was discussed and by consensus the commission felt its use should be addressed in the new ordinance.

Hopefully, after the May 7th Work Session it will be finalized and updated. Then the update will be given to the City Council Members during the week of May 13th for review, and the council will comment on the draft at their May 28, 2024 Council Meeting. Once finalized, it will be a matter of scheduling a Public Hearing with the Planning Commission, and back to the council for final approval. There will be a tight schedule to the process due to publishing requirements and meeting dates. The hope is that the updated Zoning Map can be approved at the same meeting.

2. Issued Land Use Permits

Jake Huebsch reported that two permits had been given in 2024, one for a lot split for Bolton, and a house for Richard Haataja. Jake mentioned that there was a pending application for landscaping on Spirit Lake, and a demolition permit for Brian Pettow.

I. Adjournment

Main Motion: To adjourn the meeting at 7:02 pm.

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

Administrative Assistant Jensine Kurtti

Chairman, Larry Murphy

**City of Menahga
Planning & Zoning Minutes
Tuesday, May 7, 2024**

Call to Order

The Menahga Planning and Zoning Commission held a Work Session Meeting on Tuesday, May 7, 2024. The purpose of the meeting was to review Menahga Ordinance Chapter 151. Chairman Larry Murphy called the meeting to order at 1:00 pm.

Roll Call

Comprising a quorum of the commission, the following members were present:
Larry Murphy, Connie Steiner, Mike Netland and Brian Madsen

Also, present were City Clerk/Treasurer Brett Gagnonpalick, Administrative Assistant Jensine Kurtti and Jake Huebsch from Sourcewell.

Review of Ordinance 151 Land Usage

Jake Huebsch led the group in reviewing line-by-line section 151.01, making changes and corrections as needed. The group reviewed the entire section ending with 151.71. Huebsch will update the changes and send an updated copy to Jensine Kurtti to forward to the City Council and the Planning Commission. Discussion on a timeline of completion of the ordinance and scheduling a Public Hearing was discussed. Huebsch will send a final copy to Kurtti by May 10th, Final comments and action from City Council at May 28th Work Session, Advertise in Review Messenger for Public Hearing June 5th, Public Hearing will be held by Planning and Zoning Commission on June 20th, City Council will take action on the Land Use Ordinance at their Work Session/Special Meeting on June 24th, and Public Notice will be in the June 26th Review Messenger. The updated Zoning Map will be approved at the same time as the Land Use Ordinance.

Adjournment

Main Motion: To adjourn the meeting at 3:17 pm.

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

Administrative Assistant, Jensine Kurtti

Chairman, Larry Murphy

Jensine Kurtti

From: Jake Huebsch <Jake.Huebsch@sourcewell-mn.gov>
Sent: Tuesday, June 4, 2024 8:52 PM
To: Jensine Kurtti
Subject: Last Day July 12

Jensine –

I have accepted a new position within Sourcewell, my last day in this role will be July 12th. Heather will be contacting the city regarding a transition plan. My goal is to finish up the ordinance work with the city.

Sourcewell has hired new members to the community development team that will be starting over the next month.

Jake

Jake Huebsch | Community Development Administrator

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Website: sourcewell-mn.gov

