

Chair Quade Mayer
Mayor Elizabeth Olson
Larry Murphy
Connie Steiner
Mike Netland

City of Menahga
Planning and Zoning Commission Meeting
7:00 pm Thursday, October 6, 2022

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

Agenda

A. Call to Order

B. Roll Call – Welcome New Member – Connie Steiner

C. Pledge of Allegiance

D. Approve the Agenda

E. Approval of Minutes

- Minutes of September 1, 2022

F. New Business

1. Zoning Form Review – Jake Huebsch
2. Proposed Fee Schedule for Zoning
3. Updated Zoning Map from Ulteig

G. Unfinished Business

1. City Property Concerns – complaints and violations update

H. Adjournment

**City of Menahga
Planning & Zoning Minutes
Thursday, September 1, 2022**

A. Call to Order

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, September 1, 2022.

Chairman Quade Mayer called the meeting to order at 6:00 pm

B. Roll Call

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

Quade Mayer, Mayor Elizabeth Olson, Larry Murphy

Absent: Jeremiah Erickson and Mike Netland

Also present were Temporary Administrative Assistant Jensine Kurtti and Sourcewell Representative Jake Huebsch

C. Pledge of Allegiance

D. Training Session with Jake Huebsch from Sourcewell

Jake Huebsch introduced himself to the members and started by asking what the commission members felt were the biggest areas of concern. Huebsch has been retained by the City of Menahga to help with zoning issues on an as-needed basis. It was decided that Huebsch will review the forms and fees of the City and review the current zoning ordinance and come back with suggestions. Huebsch will also be available to review zoning permits (as needed) and property complaints to determine compliance and corrective actions. Huebsch then made a presentation on the basics of zoning and the laws that govern them. All members found his information helpful and informative. Jensine Kurtti will supply Huebsch with ordinance and zoning information as needed.

E. Approval of the Agenda

Main Motion: To approve the Agenda with no additions.

Moved by:	Olson
Seconded by:	Murphy
Action:	Motion carried by a 3-0 voice vote
In favor:	Mayer, Olson, Murphy
Opposed:	none

F. Approval of Minutes

Main Motion: To approve the August 4, 2022 Minutes as presented.

Moved by:	Murphy
Seconded by:	Olson
Action:	Motion carried by a 3-0 voice vote
In favor:	Mayer, Olson, Murphy
Opposed:	none

H. New Business

1. City Property Concerns – Complaints and Violations

Jensine Kurtti informed the commission that the City has received a complaint on a house at 237 – 3rd St NW that has been vacant for a very long time. The complaint had 11 signatures. They group would like to see if the owner of this property will either fix it up or have it torn down. It was mentioned that the property has a lot of animals and rodents that inhabit the property which is probably a health concern. It was decided that Jake Huebsch will send a letter to the owner and see what he plans to do with the property.

Other concerns were compliance concerns, mostly in the Shoreland District and lot coverage requirements. Huebsch will also weigh in on them and contact the owners, if necessary.

2. Region Five Energy and Environmental Meeting

This was provided as a notification that the City will be having a community meeting on September 13, 2022 at 7 pm. This meeting is being given by Region Five and they will explain the grant possibilities for Menahga regarding energy and environmental projects and needs.

3. Planning Commission Member Update

Liz Olson had spoken with Jeremiah Erickson as to his position on the commission. Jeremiah told Olson that he no longer lives in Menahga, and therefore he cannot serve on the Planning Commission, as residency is a requirement in section 31.36 of the City Ordinance. This will result in a vacancy on the Planning Commission, which will be filled by the Menahga City Council.

Main Motion: To declare a vacancy on the Planning Commission effective September 1, 2022 for the seat held by Jeremiah Erickson, which will expire 12-31-24.

Moved by:	Olson
Seconded by:	Murphy
Action:	Motion carried by a 3-0 voice vote

In favor: Mayer, Olson, Murphy
Opposed: none

4. Training in Nisswa Materials

On August 18, 2022, Sourcewell held a training session on Zoning in Nisswa, Minnesota. Commission Members Liz Olson and Mike Netland attended the session, as well as Temporary Administrative Assistant Jensine Kurtti. The attendees felt it was a very good session and shared the written materials with the other commission members.

I. Adjournment

Main Motion: To adjourn the meeting at 7:59pm.

Moved by:	Olson
Seconded by:	Murphy
Action:	Motion carried by a 3-0 vote
In favor:	Mayer, Murphy, Olson
Opposed:	None.

Temporary Administrative Asst.
Jensine Kurtti

Chairman, Quade Mayer

BOUNDARY LINE ADJUSTMENT

Application Fee: As Per City Fee Schedule

Applicant Name: _____

Date: _____

Site Address: _____

Telephone: _____

Parcel Zoning: _____ Property PID(s): _____

General Information & Qualifications:

- A boundary or lot line adjustment is a procedure for changes in property lines through the attachment of land to a contiguous lot, tract or parcel. It is intended to modify or correct the location of a boundary or lot line to remedy adverse topographical features or encroachments of structures. A boundary line adjustment may be allowed within any zoning district, with the administrator approval, provided any residual tract or any existing structure does not become noncompliant with the provisions of this code. The application for a boundary line adjustment will not be considered complete until all fees and items are submitted.
- The length of the process may vary, usually it takes about two-three weeks.
- The boundary line adjustment shall not:
 - Replat, amend, alter or vacate a plat;
 - Create any additional lot, tract, parcel or division;
 - Result in a lot, parcel, site or division which does not meet the minimum requirements of this code for setbacks, lot standards and access; or
 - Increase the nonconforming aspect of an existing nonconforming lot.

Submittal Requirements:

- Original and two (2) copies of a certificate of survey by a state registered land surveyor for all affected lots or tracts, showing the following:
 - The proposed lines for affected lots, indicated by heavy solid lines;
 - The existing lot lines for all affected lots proposed to be changed, indicated by heavy broken lines;
 - The location and dimension of all structures/improvements existing upon the affected lots and the distances between structures/improvements and the proposed boundary lines;
 - The area and dimensions of each lot following the proposed adjustment;
 - The original legal description of the entire property, together with new separated legal descriptions for each parcel;
 - All parcel numbers of affected lots; and
 - The location and dimension of any drain field, easements or rights of way existing within or adjacent to any affected lots.

Upon submittal of all required documents, the administrator shall review the proposed boundary line adjustment application for compliance with the requirements of this section and all other applicable code provisions. If the adjustment is in compliance, it shall require filing a certificate of transfer of subdivided property with the office of

the recorder or register of deeds, or the registrar of titles of Wadena County. The auditor's office will require the following: evidence that the current year and delinquent taxes are paid in full; and a deed of attachment be filed that states that the property as described is for the purpose of attachment.

We, the undersigned, owners of property, as shown on the attached diagram, pursuant to the applicable statutes of Minnesota, state that to the best of their knowledge, it is in the best interests of the City and the abutting property owners that said property be adjusted as proposed. In consideration of the boundary line adjustment, the undersigned severally waives and releases the City from any and all claims, demands, actions or causes of action of every kind and nature for damages to their real estate arising out of, resulting from, or incidental to the said boundary line adjustment.

Signature of Property Owner(s)

Property Owner Signature

Date

Property Owner Signature

Date

Mailing Address: City of Menahga 15 2nd St NE, Menahga, MN 56464

115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

APP # _____
Date _____
Fee _____
Check# _____

CITY OF MENAHGA
REZONING APPLICATION

APPLICATION:

- A. Applicant shall complete Application and submit to the City.
- B. All applications must be submitted **30 days** prior to the date in which applicant wishes to be heard.
- C. The fee shall be paid by the applicant at the time of application, rezone fee \$300.

REVIEW:

- A. Staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Application and supporting documents, staff shall schedule a public hearing, if required, date on the City Council's agenda for the earliest possible opening. Applicant will be notified by mail or email of the date and time of the public hearing.
- C. Staff will prepare a staff report on the application.
- D. The Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the city may need to obtain in reviewing permits.

ACTION:

- A. The City shall hold a public hearing on the application.
- B. The City shall consider the request.

**CITY OF MENAHGA
REZONING APPLICATION**

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ E-mail _____

(if different than above)

City, State, Zip _____

Applicant is:

Legal Owner

Contract Buyer

Option Holder

Agent

Other _____

Title Holder of Property *(if other than applicant)*

(Name)

(Address)

(City, State, Zip)

Location of property involved in this request:

Property ID # _____ Zoning District _____
(# on tax statement)

Nature of request (select only one):

Rezoning Proposed New Zoning District _____

Additional Information you wish to provide:

Signature of Owner & Date, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant & Date, (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

CHECKLIST

- _____ Completed application, signed by property owner
- _____ Fee
- _____ All current City charges paid
- _____ Site plan with the minimum information outlined in the Ordinance (unless waived by zoning Administrator):

CONTACT INFORMATION

City of Menahga
115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557



City of Menahga

FENCE PERMIT For ZONING APPROVAL

Permit #: _____ Date Received _____ Fee _____

Owner/Applicant _____ Telephone _____ Mailing Street Address _____ City/State/Zip Code _____ Address where fence is to be installed _____ Parcel number _____

SUBMITTAL REQUIREMENTS FOR FENCE PERMIT

Site Plan showing lot dimensions and locations of existing and proposed structure(s) including location of proposed fence or wall gates.

Cross Section and/or Elevations of side views showing:

- Height of the fence itself (the "body" of the fence)
• Height of fence posts
• Spacing from ground surface to bottom of fence body

Certificate of Survey from a licensed surveyor indicating the location of the property line and the proposed fence, unless:

- The proposed fence will clearly be located entirely on the subject property and meet all required setbacks; OR
• Stakes from a previously completed survey are in place and marked; OR
• A signed, written statement from the neighboring property owner is submitted indicating that they do not dispute the location of the fence. (Sample language: "By my signature, I am stating that I do not dispute the applicant locating a fence as presented in the attached application.")

If the fence in in the front yard, on a corner lot (road intersection) please see additional standards on the following page regarding height limits in this area.

Applicant Signature _____ Date _____

For Office Use Only

Fee: _____ Zoning District: _____

Fence Permit approved by: _____ Zoning Enforcement Officer _____ Date _____

Type of payment: Cash _____ Check _____ Receipt # _____

NOTES:

- **The “good” side of the fence is required to face toward your neighbor or the street:** That side of the fence considered to be the face, the side not attached to the primary structural supports, shall face the abutting property or street right of way.
- **Allowable fencing material:** Approved fencing materials include stone, brick, finished wood, rigid plastic, chainlink, treated of cedar wood, split rail fences or other materials commonly used for fencing. Other materials may only be approved by conditional use permit, except that the following types of fences are prohibited unless specifically allowed otherwise: barbed wire, electrical fencing, razor wire, creosote lumber, chicken wire (unless used for the enclosure of gardens), concrete block or poured concrete, plastic webbing, plywood or pressed wood. Notwithstanding the above prohibitions, commercially available snow fencing may be allowed between November 1 and March 15 of each calendar year.
- **On a corner lot,** nothing shall be placed or allowed to grow in such a manner as to materially impede vision between a height of two and one-half feet (2 1/2') and ten feet (10') above the centerline grades of the intersecting streets. For uncontrolled intersections, the regulated area shall extend to the triangle created by connecting the end points of the lines within twenty five feet (25') of the street intersecting right-of-way lines and for controlled intersections within ten feet (10') of the street intersecting right-of-way lines.

FENCE HEIGHT AND SETBACKS IN RESIDENTIAL DISTRICTS

Location	Maximum Height ¹	Distance From Lot Line ²
Front yard	6 feet	2 feet unless fence can be maintained entirely from 1 side, and then 0 feet
Interior or street side yard	6 feet	2 feet unless fence can be maintained entirely from 1 side, and then 0 feet
Rear yard (nonshoreland)	6 feet	2 feet unless fence can be maintained entirely from 1 side, then 0 feet. If the property abuts an alley, then 8 feet
Shoreland	6 feet	All fences shall be 10 feet from the lake OHWL and at least 10 feet from any alley or road surface.
Any property line adjoining a business	6 feet unless otherwise allowed by conditional use permit	2 feet unless fence can be maintained entirely from 1 side and then 0 feet

Notes:

1. As measured from 6 inches above the adjacent ground level.
2. Does not apply to a lot line which is also a public right-of-way.

FENCE HEIGHT AND SETBACKS FOR BUSINESS or COMMERCIALY ZONED PROPERTY

Location	Maximum Height ¹	Distance From Lot Line ²
Any lot line	7 feet, unless otherwise allowed by variance	2 feet unless fence can be maintained entirely from 1 side, and then 0 feet

Notes:

1. As measured from 6 inches above the adjacent ground level.
2. Does not apply to a lot line which is also a public right-of-way.

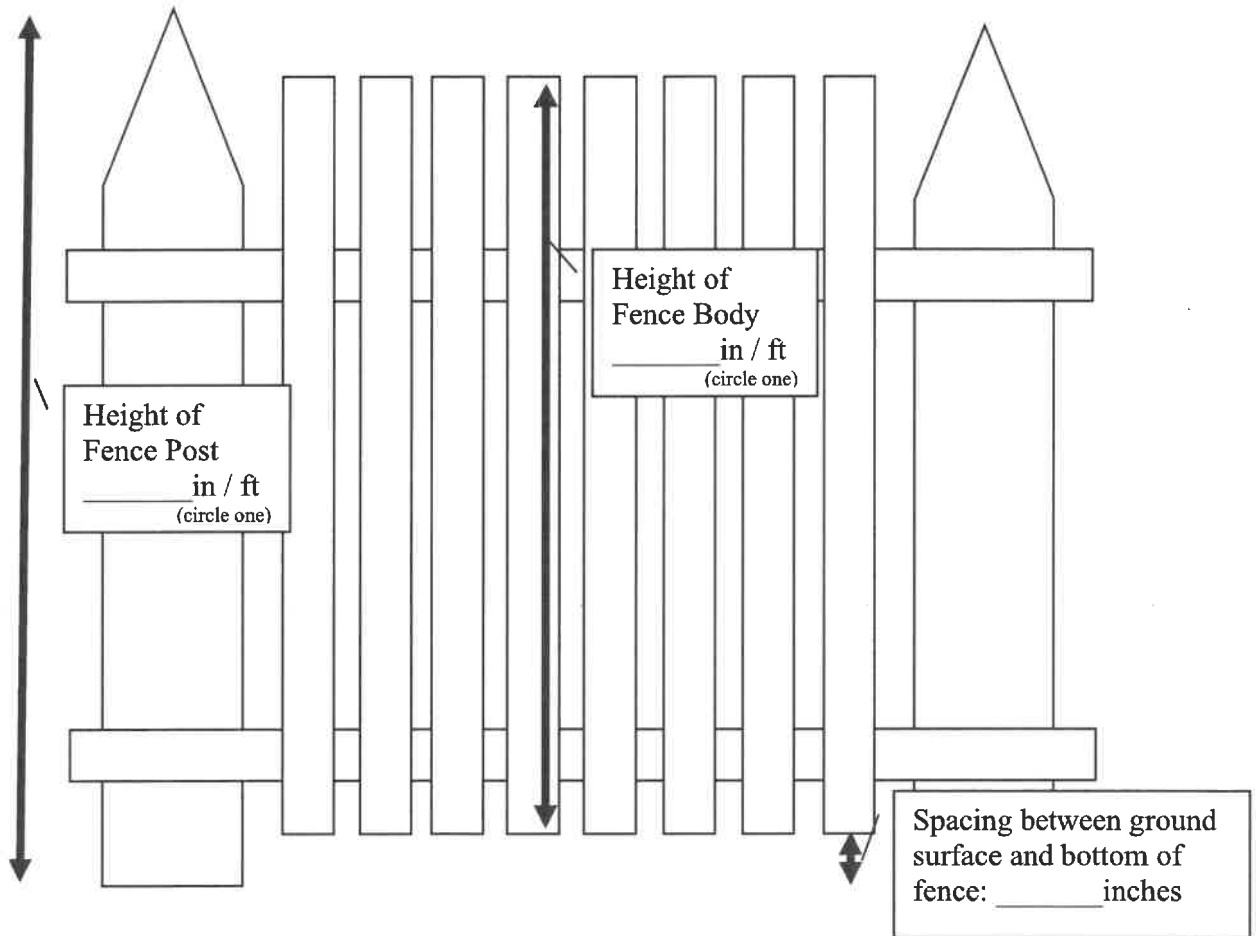
PLEASE COMPLETE THE FOLLOWING:

Proposed Fencing Material (circle one):

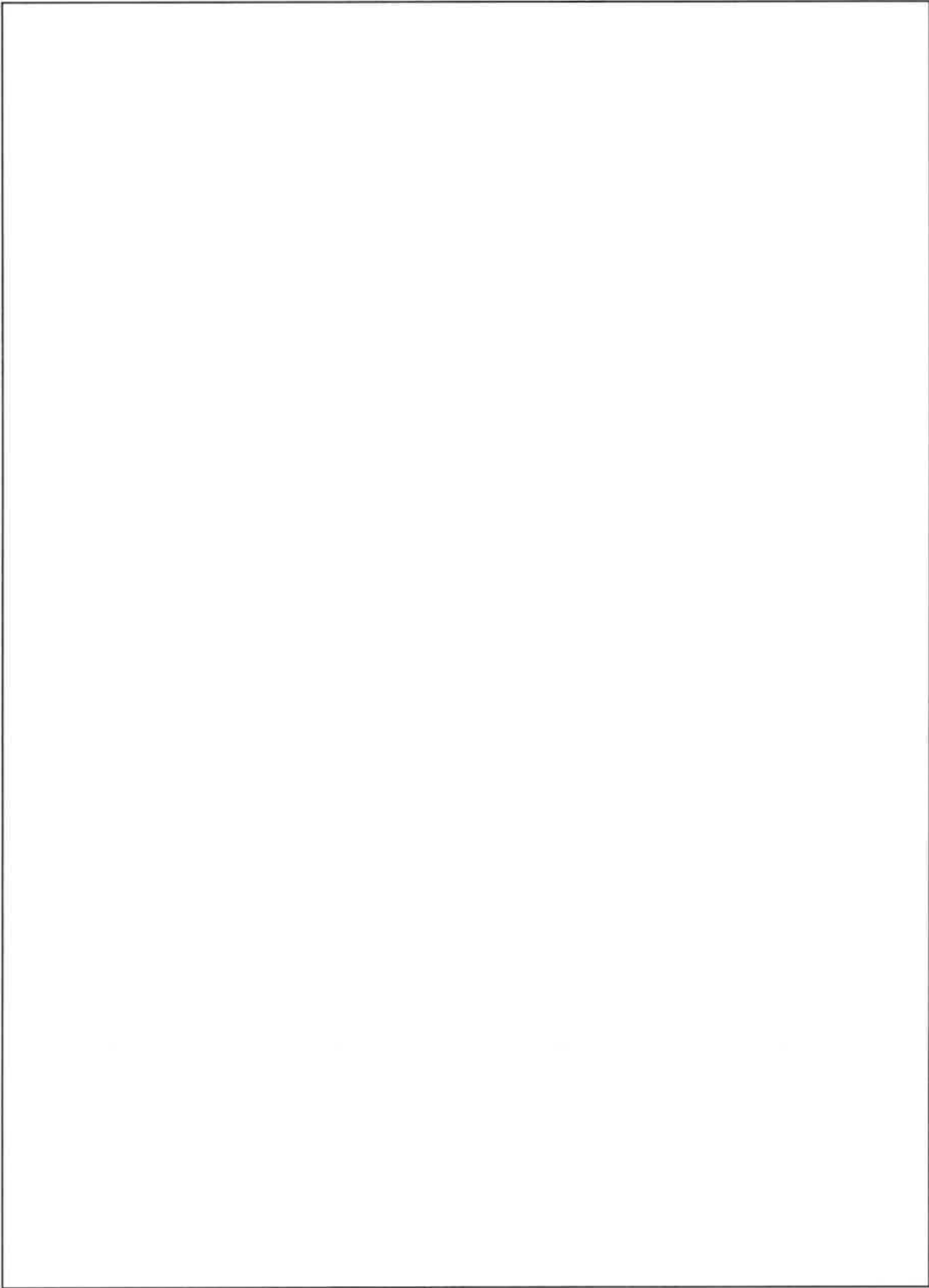
Wood Split Rail Stone/Brick Plastic/PVC Chain Link Other Metal/Iron

Other (please specify): _____

Total Length of fence to be installed (ft) _____



Please include a site survey or site plan with this paperwork.





City of Menahga
115 2nd Street SE • PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

APPROVED

DENIED

Permit # _____

Land Use Application

Application Date: _____

This application is for: remodeling moving construction demolition
of a: residence business accessory building other _____

Estimated cost of proposed construction: \$ _____

Please provide a separate sheet with a detailed site plan of property and the position of the planned work on your property. Indicate lot dimensions, corners, direction, setbacks, and distance from other structures. See attached for more information.

Property owner name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone numbers: _____

Email address: _____

Contractor name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone numbers: _____

Site address: _____

Parcel number: _____

The property is currently zoned:

- A-R, agricultural residential
- R-2, multiple-family residence
- C-1, commercial
- I, industrial
- M-H, manufactured home residence

- R-1, one-to four-family residence
- C-B, central business
- C-2, highway commercial
- S-D, shoreland district

List the distance the proposed structure is from the property lines (in feet):

Front: _____ Rear: _____ Side: _____ Side: _____

List the size of the proposed structure: _____ Number of stories: _____

Square footage: _____ Length: _____ Width: _____ Height: _____

Type of construction: On site Modular Pre-fabricated Mobile home

Number of units: _____ Number of bedrooms: _____

Number of off-street parking spaces to be provided: _____

Number of off-street loading spaces to be provided: _____

Describe the building's current use (vacant or number of buildings and use of each):

Accessory Building Information

Accessory buildings are detached structures such as attached or detached garages, sheds, playhouses, storage buildings, greenhouses, etc.

Please describe the proposed accessory building:

List the distance the proposed structure is from the property lines (in feet):

Front: _____ Rear: _____ Side: _____ Side: _____

List the size of the proposed structure: _____ Number of stories: _____

Square footage: _____ Length: _____ Width: _____ Height: _____

Applicant statement. I certify that the proposed construction will conform to the dimensions shown in this application and that no changes will be made. If construction or structural alteration of a building is proposed by this application, I will conform to the provisions of all relevant laws and ordinances. All of the statements are true description of the proposed new or altered uses and/or structures. I agree that the applied for permit, if granted, is issued on the representations made and that the permit may be revoked for any breach of representations or conditions. All land use permits shall expire one year from the date of approval.

Applicant Signature

Date

Zoning Administrator

Date

Impervious Surface Calculation for Your Lot

Name: _____ PID # _____

Property Address: _____ Wahkon, MN

	Structure or Impervious Surface	Dimensions	Total sq. ft.
1	Existing or Proposed Dwelling		
2	Proposed Dwelling Addition		
3	Existing Accessory Structure		
4	Existing Accessory Structure		
5	Proposed Accessory Structure		
6	Sidewalks		
7	Deck with Impervious Below		
8	Patio(s)		
9	Driveways & Parking Areas		
10			
11			
12			
13			
		Total Impervious Surface (A)	

Existing Lot Dimensions:

_____ x _____ = _____ sq. ft. **(B)**

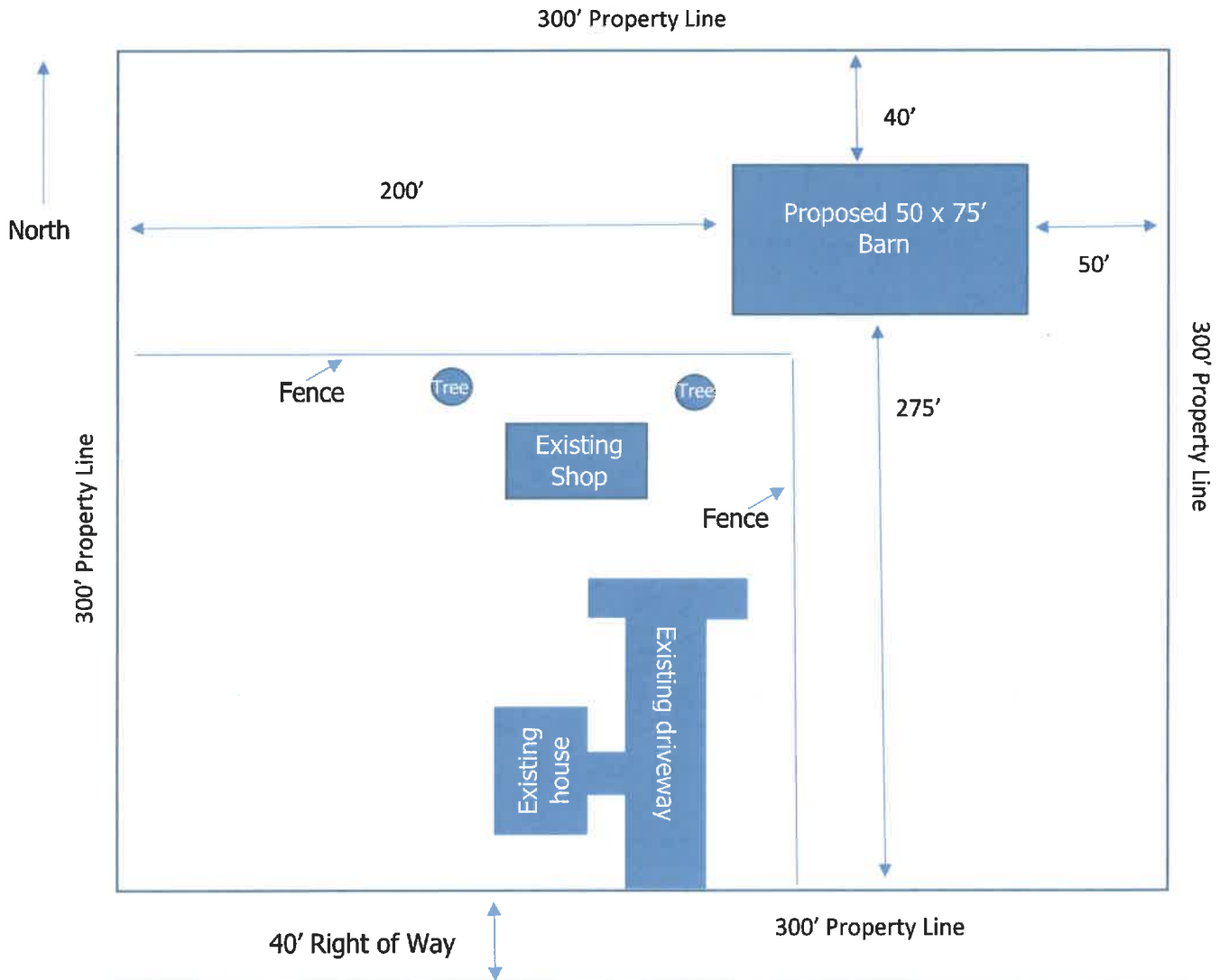
Impervious coverage (A divided by B multiplied by 100)

(A) _____ ÷ **(B)** _____ x 100 = _____ %

Site Plan Example

Please use a separate sheet and provide the following information on the site plan. All information must be included in order for the plan to be accepted for review.

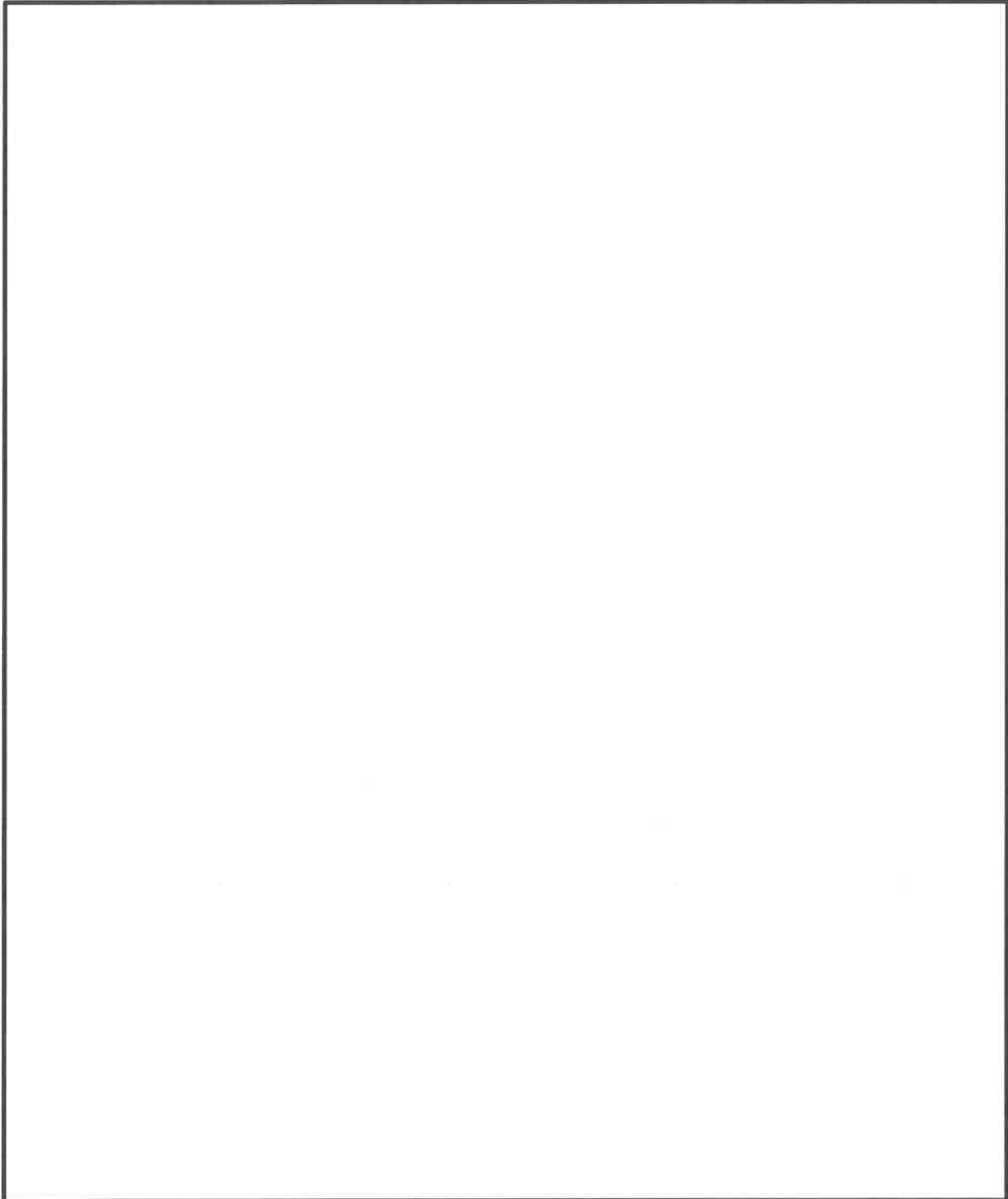
1. Gross and net acreages of proposed development.
2. Location, width and name of all existing streets, highway, public property, railroad, utility right of ways and easements within the proposed development.
3. Location and size of existing buildings and infrastructure (water and sewer lines).
4. Wetlands, wooded areas and other natural features.
5. Tree inventory, including trees to be removed and saved.
6. Layout of proposed streets, right of way and appropriate street information.
7. Layout of proposed sidewalks, trails and pedestrian ways.
8. Location and dimension of all easements.
9. Minimum building setback lines.
10. Direction.



Site Plan



Include: Property lines, existing and proposed structures, driveways, etc.



**CITY OF MENAHGA
LOT SPLIT APPLICATION**

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ E-mail _____

(if different than above)

City, State, Zip _____

Applicant is:

Legal Owner

Contract Buyer

Option Holder

Agent

Other _____

Title Holder of Property *(if other than applicant)*

(Name)

(Address)

(City, State, Zip)

Location of property involved in this request:

Property ID # _____ Zoning District _____

(# on tax statement)

Nature of request:

Subdivision -Metes and Bounds

Additional Information you wish to provide:

Signature of Owner & Date, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant & Date, (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

APP # _____
Date _____
Fee _____
Check# _____

CITY OF MENAHGA
LOT SPLIT APPLICATION

APPLICATION:

- A. Applicant shall complete Application and submit to the City.
- B. The fee shall be paid by the applicant at the time of application, lot split \$100.

REVIEW:

- A. Staff shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.

ACTION:

- A. Review for compliance with the local ordinance(s)
- B. If approved, staff will draft an approval letter.
- C. Applicant shall file all paperwork and certificate of survey with County recorders office.

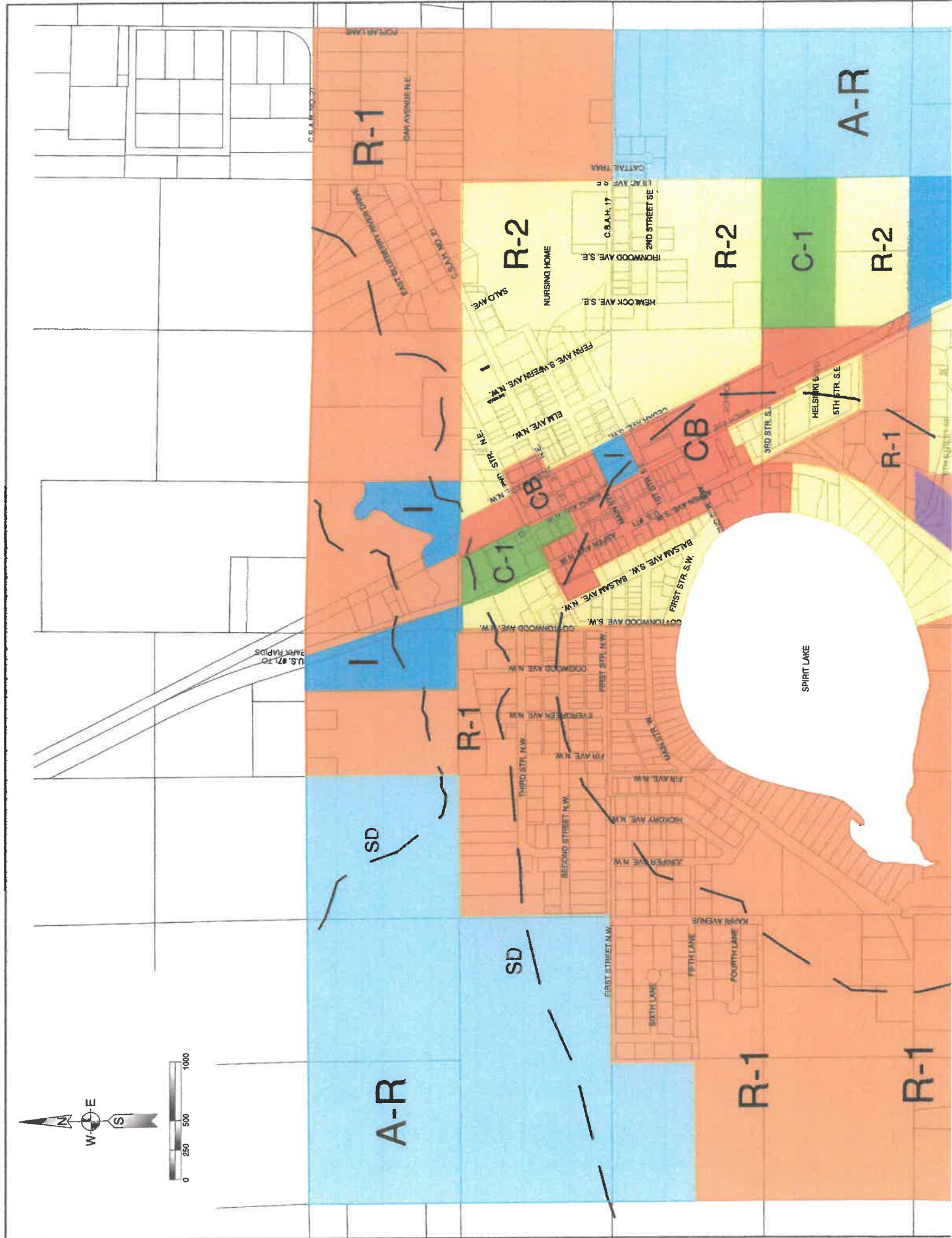
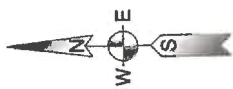
CHECKLIST

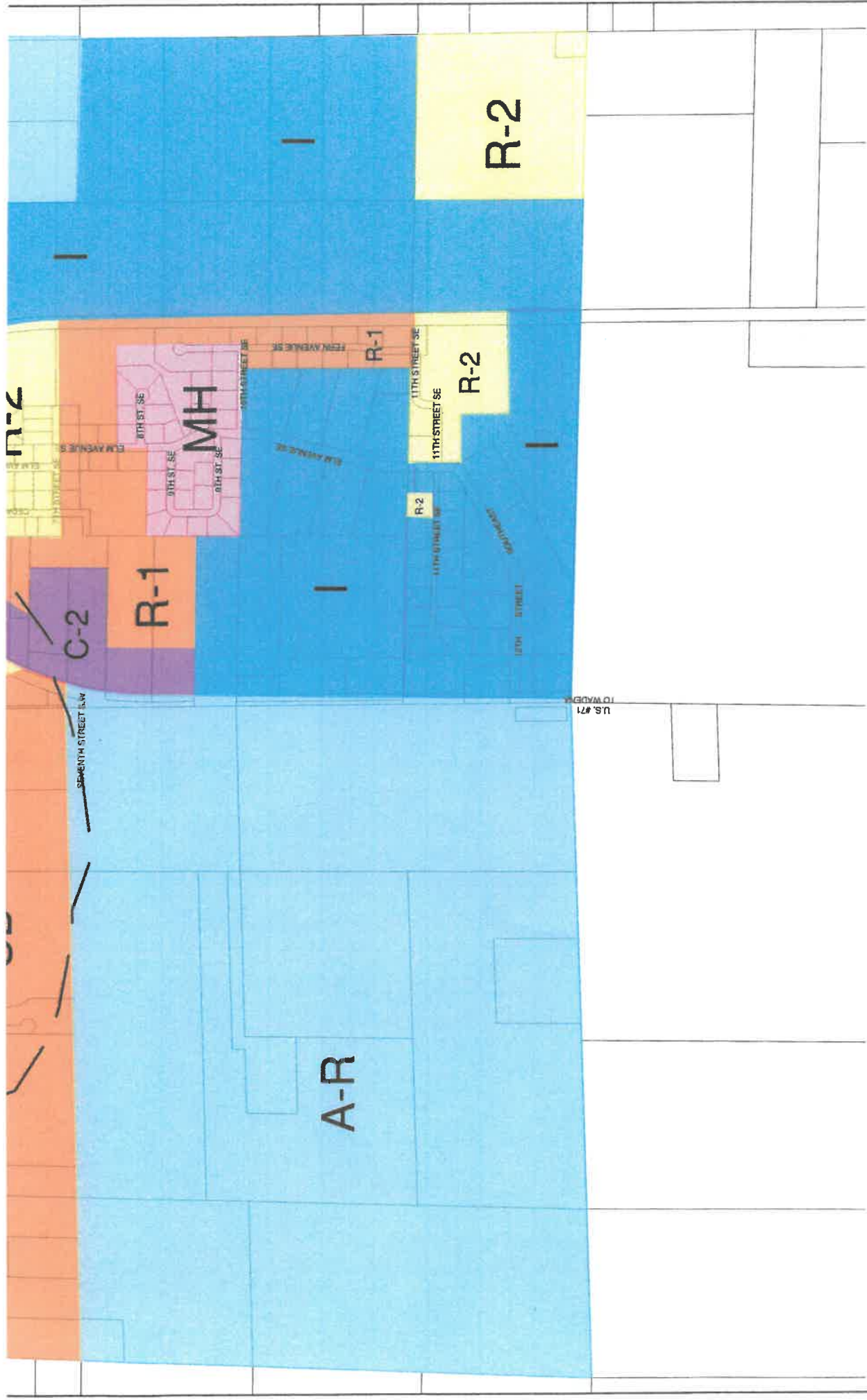
- _____ Completed application, signed by property owner
- _____ Fee
- _____ All current City charges paid
- _____ Survey with Legal Description
- _____ Site plan with the minimum information outlined in the Ordinance (unless waived by zoning Administrator):

CONTACT INFORMATION

City of Menahga
115 2nd Street NE
Menahga, MN 56464
Ph: 1-218-564-4557

Land Use Permits		
		All construction represents actual footprint of structure plus attached garage, deck, porch of other usable area being constructed.
New Residential Structure	Fee	
0 to 1,500 sq. ft.	\$200	
Over 1,501 sq. ft.	\$300	
		All construction based on actual square footage of structure.
New Commercial Structure		
0 to 1,500 sq. ft.	\$400	
Over 1,501 sq. ft.	\$500	
Accessory Structure(s) & Existing Residential and Commercial Expansions		Include: decks, sheds, garages, porches, existing structure expansion, addition, etc.
0 to 200 sq. ft.	\$50	
201 to 800 sq. ft.	\$75	
Over 801 sq. ft.	\$100	
Miscellaneous		
Variance	\$300	
Conditions Use Permit / Interim Use Permit	\$300	
Rezoning	\$300	
Fence	\$50	
Boundary Line Adjustment	\$100	
Minor Subdivision (lot split(s) resulting in 3 or less new parcels with certificate of survey)	\$100	
Subdivision / Plat	\$400	
Final Plat	\$100	
Permit after the fact (X 2 original permit cost)		
		Note: If costs of zoning review exceeds original application fee, review will be completed at the above rates. per hour; minimum 1 hour charge
Zoning Review		
Construction & Land Use Permit Review	\$50	per hour; minimum 1 hour charge
Extra site visit/inspection	\$50	per hour; minimum 1 hour charge






Menahga, Minnesota

Wadena County

ZONING MAP


 1345 Hwy 10 West
 Detroit Lakes, Minnesota 56502
 Phone: 701.280.8500
 Web: www.ulteig.com
 We listen. We solve.™

