



Chair Quade Mayer
Larry Murphy
Connie Steiner
Mike Netland
Brian Madsen

City of Menahga
Planning and Zoning Commission Meeting
7:00 pm Thursday, July 6, 2023
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 June 8, 2023

F. New Business

1. Land Use Ordinance Update
2. Land Use Permits 2023
3. Short Term Rental Form
4. Winter Public Access

G. Old Business

1. Nuisance 90.01 thru 92.43 and Enforcement 10.98 to 10.99 Update
2. Nuisance Violation Update

H. Adjournment

**City of Menahga
Planning & Zoning Minutes
Thursday, June 8, 2023**

A. Call to Order

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, June 8, 2023.

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, Larry Murphy, Connie Steiner and Brian Madsen

Absent: Mike Netland

Also present were City Administrator/Clerk/Treasurer Lacey Erickson, Administrative Assistant Jensine Kurtti and Jake Huebsch from Sourcewell.

C. Pledge of Allegiance

D. Approval of the Agenda

Main Motion: To Approve the Agenda as presented.

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

E. Approval of Minutes

The minutes from May 4, 2023 were presented.

Main Motion: To approve the minutes from May 4, 2023 as presented.

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

F. Public Hearing

1. Comprehensive Plan Update

Chairman Quade Mayer opened the public hearing for comment, comments as follows: a comment was made thanking the commission for their updating of the Comprehensive Plan. With no further comments, the public hearing was closed. Kurtti stated that no public comments were made either by mail or email. Chair Mayer then opened discussion from the commission, Jensine Kurtti gave an overview of the updated plan, explaining the changes that were made with updated statistics and city related addendums. Asking for further comment and hearing none, he moved on to the motion.

Main Motion: To approve the Updated Comprehensive Plan, as presented and direct the City Administrator/Clerk/Treasurer to draft a resolution adopting the updated plan, which will replace the 2012 Comprehensive Plan and present to the City Council for their consideration, at the June 12, 2023 Regular Council Meeting.

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

2. Menahga Nuisance Ordinance Section #90.01 – 92.43

Chairman Quade Mayer opened the public hearing for comment, comments as follows: none. With no further comments, the public hearing was closed. Kurtti stated that no public comments were made either by mail or email. Chair Mayer then opened discussion from the commission. Jake Huebsch gave an overview of the nuisance ordinance, stating that "he and Jensine Kurtti had put a lot of work into this, and the commission had seen this several times". Asking for further comment and hearing none, he moved on to the motion.

Main Motion: To approve the proposed Menahga Nuisance Ordinance #90.01 – 92.43, as presented. Direct the City Administrator/Clerk/Treasurer to draft a resolution adopting the Menahga Nuisance Ordinance #90.01 – 92.43, which will repeal and replace the Menahga Ordinance Title IX General Regulations Chapter 90.01 – 92.43 in its entirety, and present to the City Council for their consideration, at their June 12, 2023 Regular Council Meeting.

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

3. Enforcement and General Penalty Ordinance Section #10.98 – 10.99

Chairman Quade Mayer opened the public hearing for comment, comments as follows: a statement was made that she “was thankful you are getting this in place”. With no further comments, the public hearing was closed. Kurtti stated that no public comments were made either by mail or email. Chair Mayer then opened discussion from the commission. Jake Huebsch stated that this is a step-by-step process for the police to be able to issue citations. The approved documents will be sent to the State, and then citations will be able to be issued. Asking for further comment and hearing none, he moved on to the motion.

Main Motion: To approve the Enforcement and General Penalty Ordinance #10.98-10.99, as presented. Direct the City Administrator/Clerk/Treasurer to draft a resolution adopting the Enforcement and General Penalty Ordinance #10.98 – 10.99, which will repeal and replace Chapter 10 General Provisions Section 10.98 and 10.99 in its entirety, and present to the City Council for their consideration, at their June 12, 2023 Regular Council Meeting.

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

4. Amendment to the City Fee Schedule

Chairman Quade Mayer opened the public hearing for comment, comments as follows: none. With no further comments, the public hearing was closed. Kurtti stated that no public comments were made either by mail or email. Chair Mayer then opened discussion from the commission. Jensine Kurtti provided a copy of the City’s Fee Schedule showing an added line under Administrative Citations. The added line “Public Nuisance Citation (per citation/per day of non-compliance)” - \$75. Mayer asked for further comment and hearing none, he moved on to the motion.

Main Motion: To approve the Amendment to the City Fee Schedule, as presented. Amending the City of Menahga Fee Schedule will allow the City of Menahga to issue citations for nuisance violations within the City. Direct the City Administrator/Clerk/Treasurer to draft a resolution amending the City Fee Schedule, and present to the City Council for their consideration, at their June 12, 2023 Regular Council Meeting.

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

G. New Business

1. Action on Comprehensive Plan Update

Vote taken after each public hearing agenda item above.

2. Action on Ordinance Section #90.01 – 92.43

Vote taken after each public hearing agenda item above.

3. Action on Ordinance Section # 10.98 – 10.99

Vote taken after each public hearing agenda item above.

4. Amendment to the City Fee Schedule – Administrative Fees for Citations

Vote taken after each public hearing agenda item above.

H. Adjournment

Main Motion: To adjourn the meeting at 7:17 pm.

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

Administrative Asst. Jensine Kurtti

Chairman, Quade Mayer

Permit #	Name	Date	Description
23-01	Altenbrun	3/8/2023	Expansion of garage by adding a lean-to
23-02	Carlson	4/21/2023	Expansion of your structure 6.5' x 14' (91 SQFT)
23-03A	Hanna	5/4/2023	6-foot wood fence
23-03B	Garcia	5/4/2023	Expansion of deck to be 12' x 25' (300 sqft)
23-04	Torma	5/5/2023	Construct a 32' x 30' (960 sqft) Accessory Structure.
23-05	Jacobs	5/20/2023	Construct and install a 6' tall wood perimeter fence.
23-06	Frost	5/20/2023	Construct an approximately 2,168 sqft dwelling.
23-07	Coleman	5/21/2023	Expand sidewalk/walkway along the westside of house.
23-08	Natural Alternatives	6/6/2023	Construct a concrete slab approximately 71 x 34 (2,414 sqft)
23-09	Alto	6/26/2023	Construct an accessory structure (garage) 26 x 36 (936 sqft)



Annual Short-Term Rental Registration

Registration No. _____

Date Received _____

Annual Short-Term Rental Registration Form

Dwelling units used as short-term rentals must be registered with the City prior to operation. Short term rentals are defined as dwelling units rented for a period of less than 30 consecutive days, for tourist or transient use. New owners must re-register, and registration forms cannot be transferred from one property owner to the next. Each unit must have its own registration. All units must have the appropriate licensure from the State of Minnesota Department of Health. Occupancy limits are 3 occupants per bedroom plus 1 occupant per unit. Registrations expire each year on Dec 31st.

Rental Site Information

Site Address: _____

MDH License #: _____ Name of Rental (if applicable): _____

Occupancy Allowed: _____ Property/Site Manager: _____ Yes _____ No

Manager's Name: _____

Manager's Phone Number: _____

Property Owner Information

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Property Owner's Email: _____

Property Owner Signature

Print Name

Signature

Date

Administration

Review Notes and Conditions:

Reviewed By:

Approved	Denied	Expiration Date	Fee	Date

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

