

MARSHALL COUNTY PLANNING & ZONING COMMISSION

Proposed Agenda

Regular Scheduled Meeting

August 5, 2025– 9:00 AM

Marshall County Courthouse, Commissioners Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Review & Approval of Minutes from July 22, 2025
- V. Matters for Board Discussion
- VI. Open
- VII. Disclosure of Conflicts/Ex Parte Communication
- VIII. New Business:
 - A. Variance – Justin Bock/Kelly Burley**
 - 1) Staff report by E. Collins-Miles
 - 2) Open Public hearing
 - a) Discuss new developments
 - b) Testimony from applicant
 - c) Testimony from proponents and opponents
 - d) Applicant back up for questions (if needed)
 - 3) Close public hearing
 - 4) Boards Discussion
 - a) Questions for audience (No new topics to be discussed)
 - b) P & Z Boards motion and roll call for vote for recommendation to County Commission
 - B. Conditional Use – Christopher Soine**
 - 1) Staff report by E. Collins-Miles
 - 2) Open Public hearing
 - a) Discuss new developments
 - b) Testimony from applicant
 - c) Testimony from proponents and opponents
 - d) Applicant back up for questions (if needed)
 - 3) Close public hearing
 - 4) Boards Discussion
 - a) Questions for audience (No new topics to be discussed)

- b) P & Z Boards motion and roll call for vote for recommendation to County Commission

C. Revised Zoning Regulations for Marshall County, South Dakota, Ord. #72

- a) The Planning & Zoning Director, Erin Collins-Miles will read the second notice for the proposed Zoning Regulations. A copy of the proposed zoning revision is available in its entirety for public review during normal business hours in the offices of the County Zoning Administrator, Erin Collins-Miles and the County Auditor, Megan Biel.
- b) Discussion of adoption of Ordinance No. 72.
- c) The reading of the ordinance and its adoption will take place during Regular Session.

IX. Building Permits

X. Other

XI. Old Business

XII. Adjourn

**MARSHALL COUNTY PLANNING & ZONING BOARD
PO BOX 9
BRITTON, SOUTH DAKOTA
UNAPPROVED MINUTES
July 22, 2025**

The Marshall County Planning & Zoning Board met at 9:00 AM, at the North Marshall Firehall Meeting Room. Present at the hearing were the following Board members; Matthew Schuller, Doug Medhaug, Jason Bender, Lynda Luttrell and Andrea Kilker. Commissioner Schuller presided. Others present at the hearing were Erin Collins-Miles - Planning & Zoning and Megan Biel – Auditor. Thomas and Tamra Satrang were present for a portion of the meeting

AGENDA:

Luttrell motioned; Medhaug seconded to approve the agenda. All members voted aye. Motion carried.

MINUTES:

Bender motioned; Kilker seconded to approve the minutes from July 8, 2025. All members voted aye. Motion carried.

VARIANCE:

Regarding a Variance for Thomas Satrang; The applicants were present at the meeting. There were no proponents or opponents present to give testimony. Kilker motioned; Luttrell seconded

to approve the requested 26.6' variance to the road right-of-way setback at the SE corner to build the platform and stairs, a 2' variance to the property line setback and a 25' variance to the normal high-water mark setback to construct a staircase off of the 2nd story deck. This motion was made noting that other similar variances have been granted in the past, which allows both sets of stairs to be placed on the lot as requested by the applicant; per the Marshall County Zoning Ordinance, and to adopt the facts and the recommended findings of the Planning Commission listed in the staff report. A roll call vote was taken; Medhaug – Aye, Luttrell – Aye, Kilker – Aye, Bender – Aye, Schuller - Aye. Motion carried.

REVISED ZONING REGULATIONS:

Erin Collins-Miles, Planning & Zoning Director, read the notice and the proposed ordinance changes to the Board and discussed the first reading of Ordinance 72. Bender motioned; Medhaug seconded to recommend Ordinance No. 72 to the County commission. A roll call vote was taken; Medhaug – Aye, Luttrell – Aye, Kilker – Aye, Bender – Aye, Schuller - Aye. Motion carried. The County Commission will hold the First reading of the ordinance at 10:15 AM in regular session. The second reading and adoption is scheduled to take place on August 5, 2025, during regular session.

BUILDING PERMITS:

Kilker motioned; Luttrell seconded to accept building permits for the following applicants: Eddy Kornelsen - Lake Township, Smartlink o/b/o AT&T - Veblen Township, Daniel Anderson - Lake Township and Thomas Satrang - Lake Township (variance). All members voted aye. Motion carried.

OTHER:

Erin Collins-Miles presented the Board with a quote to purchase a new laptop and docking station for the Zoning office. Luttrell motioned; Kilker seconded to approve the request due to immediate need. All members voted aye. Motion carried.

Collins-Miles also presented the contract for MSAG assistance to the Board for approval, which was previously discussed during budget meetings. Bender motioned; Medhaug seconded to allow Collins-Miles, E911 Director, to sign the contract and begin the services. All members voted aye. Motion carried.

Updates were given on various building permits and projects that are awaiting further action and approval during one of the next upcoming scheduled meetings.

ADJOURN:

Medhaug motioned; Luttrell seconded to adjourn as Planning and Zoning Board and convened as Marshall County Commission at 9:27 AM. All members voted aye. Motion carried.

ATTEST:

Erin Collins-Miles
Marshall County Planning and Zoning Administrator
Marshall County, South Dakota
Published at the approximate cost of.....