

# **MARSHALL COUNTY PLANNING & ZONING COMMISSION**

## **Proposed Agenda**

Regular Scheduled Meeting

December 16, 2025– 9:00 AM

North Marshall Firehall Meeting Room

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Review & Approval of Minutes from December 9, 2025
- V. Matters for Board Discussion
- VI. Open
- VII. Disclosure of Conflicts/Ex Parte Communication
- VIII. New Business:
  - A. Variance – Samuel & Amanda Nordquist**
    - 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. Plats**
    - a. D & M Addition
      - a) Plat of Tracts 1 & 2 of D & M Addition Located in the S1/2 of Section 29, T126N, R57W of the 5<sup>th</sup> P.M., Marshall County, South Dakota
    - b. D & M 2<sup>nd</sup> Addition
      - a) Plat of Tract 1 of D & M 2<sup>nd</sup> Addition Located in the NW1/4 of Section 32, T126N, R57W of the 5<sup>th</sup> P.M., Marshall County, South Dakota
- IX. Other

X. Old Business

XI. Adjourn

**MARSHALL COUNTY PLANNING & ZONING BOARD  
PO BOX 9  
BRITTON, SOUTH DAKOTA  
UNAPPROVED MINUTES  
December 9, 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, Tom & Pat Tollefson, Travis & Nicole Stiegelmeier.

**AGENDA:**

Kilker motioned; Bender seconded to approve the agenda. All members voted aye. Motion carried.

**MINUTES:**

Medhaug motioned; Kilker seconded to approve the minutes from November 18, 2025. All members voted aye. Motion carried.

**REZONE:**

Pertaining to a Rezone for Samuel & Amanda Nordquist; The Board discussed the proposed Rezone at length, with some members of the public present to give testimony. Matters concerning the purchasing of the proposed lots were discussed as well. Kilker motioned; Medhaug seconded to recommend Ordinance No. 74 to the County Commission 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, Bender – Aye, Kilker – Aye, Schuller – Aye. Motion carried.

The second reading for the proposed Rezone ordinance is scheduled for December 30, 2025 during regular session of the Commissioner Meeting.

**VARIANCE:**

Pertaining to a variance for Samuel & Amanda Nordquist; Members of the public were present to give testimony regarding the proposed project, with some concerns of lot sizes, road access and maintenance, and the purchasing of the proposed lots. In order to allow more time for discussion, Kilker motioned; Bender seconded to postpone the requested varying lot size variance for the proposed 35 lake lots until the scheduled meeting on December 16, 2025; 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, Knebel – Aye, Bender – Aye, Schuller - Aye. Motion carried.

**CONDITIONAL USE:**

A motion and roll call vote were taken to approve an application for a Conditional Use from the Marshall County Zoning Ordinance for Otter Tail Power Cooperative on the property described as Plat of Lot 1 of Otter Tail Power Addition in the Southeast Quarter (SE1/4) of Section 21, T125N, R55W of the 5th P.M., Marshall County, South Dakota. Kilker motioned; Bender seconded to approve the permit. Roll call vote; Bender – Aye, Luttrell – Aye, Kilker – Aye, Medhaug – Aye, Schuller - Aye. Motion carried.

**BUILDING PERMITS:**

Kilker motioned; Bender seconded to accept a building permit for the following applicant: Brian Andersen – Hamilton Township. All members voted aye. Motion carried.

Zoning Director noted that the building permit for The Towers, LLC, BP No. 70-25, was completed in its entirety after receipt of remaining documents. The permit is on file in the Zoning office.

**OTHER:**

The Zoning Director made note of a correction in documents for all notices and permits completed for The Towers, LLC/Buell Consulting, noting that the incorrect road name of 425th Ave. was listed as the road directly East of the proposed Tower. The correct road is 415th Ave. and is being noted as such with the publication of the official Zoning minutes.

**ADJOURN:**

Kilker motioned; Medhaug seconded to adjourn as Planning and Zoning Board and convened as Marshall County Commission at 10:03 AM. All members voted aye. Motion carried.

**ATTEST:**

Erin Collins-Miles

Marshall County Planning and Zoning Administrator

Marshall County, South Dakota

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