

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
JUNE 11, 2025**

MEMBERS PRESENT: Doom, Muchlinski, Lee, Runchey, Deutz
MEMBERS ABSENT: Pieper, Stoneberg
OTHERS PRESENT: Ilya Gutman, Amanda Schroeder

Call to Order.

The meeting was called to order by Chairperson Lee.

Approval of the Minutes.

Chairperson Lee asked for the approval of the minutes of the May 14, 2025, regular meeting of the Marshall Planning Commission. MUCHLINSKI MADE A MOTION, SECOND BY DEUTZ, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION. MOTION PASSED 5:0.

Conduct a public hearing on Ordinance amending Section 86-1 Definitions to address Sober Houses

Gutman informed several inquiries were made about the opening of “sober homes” in town last year, and two are already in existence. The State of Minnesota has recently passed a law that added a definition for them and certain requirements. However, sober homes are not state licensed facilities, unlike group homes and other residential programs. In reality, this means that a “sober home” is just a rental property where several unrelated adults live. Since the City has removed a limit on the number of such unrelated adults in a rental unit, the only limit left is the maximum number of people (two) per bedroom from the current City Housing Code. In staff’s view, “sober homes” are, for all practical purposes, residential facilities and should be treated as such. Proposed Ordinance change makes sure that no more than six people will be living in a single-family house if it becomes a “sober home.” Residential facilities serving six or fewer individuals are required by State Statutes to be a permitted use in single family residence districts. Since there is some movement to introduce licensing for “sober homes” on the state level, this change will be in line if this happens. Doom asked if these were residents who had already completed a halfway house program and were ready for the next phase. Ilya stated theoretically the residents would have already completed treatment. DOOM MADE A MOTION, SECOND BY DEUTZ, to close the public hearing. ALL VOTED IN FAVOR. DOOM MADE A MOTION, SECOND BY MUCHLINSKI to recommend approval of the revisions amending Sections 86-1 Definitions to incorporate “sober homes” as recommended by staff. ALL VOTED IN FAVOR. MOTION PASSED 5:0.

Conduct a public hearing on Ordinance amending Sections 86-96 A Agricultural District, 86-104 B-3 General Business District, 86-106 I-1 Limited Industrial District, and 86-107 I-2 General Industrial District to update Billboard requirements.

Gutman presented there was a slew of applications for conditional use permits for billboards, also known as advertising signs, recently. The Ordinance defines them as “a sign which directs attention to a business, commodity, service, activity or entertainment not conducted, sold or offered upon the premises where such sign is located. An advertising sign is the same as a billboard.” All billboards currently require a conditional use permit, and they may be installed in general business commercial districts and industrial districts only. With five new applications in the last three years, there seems to be a need to review the ordinance governing them. Attached spreadsheet includes analysis of billboard related ordinances in other cities (not metro area), along with current Marshall regulations and proposed changes. Suggested changes will bring our standards more in line with the way other cities regulate them. It will increase the minimum distance between billboards and a buffer to the nearest residential district, while also adding a minimum distance to public spaces such as parks, churches, and schools. It will keep the current dimension limitation practically intact along the Highway 23 corridor, while reducing maximum area and height for billboards placed elsewhere. Doom asked why the City of Marshall is requesting five hours per month. Ilya stated the correct verbiage should be “five hours per month for safety messages”. Ilya shared all Conditional Use Permits regarding billboards have this already built in the permit conditions. DEUTZ MADE A MOTION, SECOND BY MUCHLINSKI, to close the public hearing. ALL VOTED IN FAVOR. DOOM MADE A MOTION, SECOND BY MUCHLINSKI to recommend approval of the revisions amending Sections 86-96 A Agricultural District, 86-104 B-3 General Business District, 86-106 I-1 Limited Industrial District, and 86-107 I-2 General Industrial District to update billboard requirements as recommended by staff with a change to include provisions allowing the city to promote any public safety measure on the signs without time restrictions. ALL VOTED IN FAVOR. MOTION PASSED 5:0.

–UNAPPROVED–

Conduct a public hearing on Ordinance amending Section 86-248 Outside Storage to clarify Commercial Display and Sales Lots Requirements

Gutman shared the current ordinance requires that all sales and display lots are paved. Staff are proposing to change the ordinance to allow small equipment to be displayed on grass or other landscaped areas provided there is a paved surface (for example, parking or sidewalk) within 5 feet. The reason is that these kinds of sales lots are of much more limited utilization than car sales lots with significantly less traffic. On the other hand, maintaining an easy and accessible approach to display is still important. This ordinance change was a result of a current ordinance violation. The proposed change will allow distinguishing between high use display and sales areas, such as car sales lots, and low use display and sales areas such as lawn equipment sales. In effect, this change relaxes current paving requirements. Doom stated there should not be any grass covering the front and rear wheels. Doom suggested the surface where the equipment is parked should be acceptable and maintained. MUCHLINSKI MADE A MOTION, SECOND BY DEUTZ, to close the public hearing. ALL VOTED IN FAVOR. MUCHLINSKI MADE A MOTION, SECOND BY DEUTZ to recommend approval of the revisions amending Sections 86-248 Outside Storage to include a requirement for maintenance ALL VOTED IN FAVOR. MOTION PASSED 5:0.

Other Business:

Muchlinski questioned if there was anything in the ordinance that prohibits putting signs in public right away. Ilya responded there is nothing written at this moment.

Adjourn

Since there was no other business, DEUTZ MADE A MOTION, SECOND BY RUNCHEY, to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 5:0. Chairperson Lee declared the meeting adjourned.

Respectfully submitted,
Karla Ellis, Recording Secretary