



CITY OF MARSHALL
Planning Commission
Agenda
Wednesday, March 12, 2025 at 5:30 PM
344 W. Main St., City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider Approval of the Minutes from the Regular Meeting Held on February 12, 2025

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

- [2.](#) Manufactured Home Park Closure Notice

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
FEBRUARY 12, 2024**

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

Call to Order.

The meeting was called to order by Vice Chairperson Doom.

Approval of the Minutes.

Vice Chairperson Doom asked for the approval of the minutes of the December 4, 2024, 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 4:0.

Conduct a public hearing on the request for a Conditional Use Permit for a duplex in an R1 District at 212 Carrow Circle.

Gutman presented this is a request to have a single ownership duplex in an R-1 low density residence District. This building was built in 1976 as a single-family residence. Recently, it has been used as a duplex, and such use in a lower density district requires a conditional use permit. Muchlinski asked if the owner would be living on the property. Gutman stated the owner would be living at this property for half of the year. Tanya Olsen, office manager at 212 Carrow Street, stated her children live on this property. Olsen stated none of the neighbors have placed any complaints. PIEPER MADE A MOTION, SECOND BY DEUTZ, to close the public hearing. ALL VOTED IN FAVOR. MUCHLINSKI MADE A MOTION, SECOND BY DEUTZ to recommend to City Council an approval of the request to grant a Conditional Use Permit for a single ownership duplex in an R-1 low density residence District with the following condition: an inspection is conducted to determine that the lower-level apartment is properly separated from the upper unit and garage and a building permit is obtained for all required work. ALL VOTED IN FAVOR. MOTION PASSED 4:0.

Other Business

None.

Adjourn

PIEPER MADE A MOTION, SECOND BY DEUTZ, to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 4:0. Vice Chairperson Doom declared the meeting adjourned.

Respectfully submitted,
Karla Ellis, Recording Secretary

Presenter:	Ilya Gutman
Meeting Date:	Wednesday, March 12, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Manufactured Home Park Closure Notice
Background Information:	<p>The City received notice from Paul Schierholz on behalf of Schierholz & Associates of an intent to cease operation of Broadmoor Valley as a manufactured home park as of March 1, 2026. This notice triggers a statutory hearing process for the City under Minnesota Statute § 327C.07 et seq., and specifically Minn. Stat. § 327C.095. To simplify, the statute requires the city, as “host or steward” of the public, to ensure that the residents of the Park are getting notice of the intended closure, have an opportunity to be heard, and have opportunity to learn about options for financial reimbursement from a state fund.</p> <p>The Statute requires notification of the Planning Commission and City Council once the city receives a closure notice, and it requires the City Council to establish a public hearing regarding the Park closure notice. At this hearing, the City Council must appoint a neutral third-party arbiter. The third-party neutral gathers information and acts as an arbitrator for requests from the park residents. Payment of the qualified neutral, based on the neutral’s hourly cost, comes from the Fund.</p> <p>Mr. Schierholz has indicated that the costs of maintaining the Park and the lack of public investment into Park facilities is creating the need to consider closure of the Park. Mr. Schierholz has not provided any specific information or insight with respect to his intentions with the property if park is closed.</p> <p>Relevant Dates</p> <ul style="list-style-type: none"> • 2/18/2025 = date the City received sufficient notice (Letter is dated 2/10/2025 but City did not receive until 2/18/2025) • 3/12/24 = Planning Commission date when it will officially notify Council about receiving the Notice of Intent to Cease Operation and ask to conduct a public hearing. • 3/25/2025 = Proposed date of Council meeting to set the date of public hearing. • 5/7/2025 = Potential date of public hearing. • 5/19/2025 = the last date by which the City must have held hearing (90 days from when received notice)

	<p>Pursuant to Minn. Stat. § 327C.095, the Planning Commission, upon receipt of the closure statement from Schierholz & Associates, shall submit the closure statement to the Council, which shall set the date for public hearing on the proposed closure. The City must provide notice of the hearing to at least one resident of each manufactured home in the park listing the time, place, and purpose of the public hearing. At the hearing, the City will serve in the role as a “host” of the meeting to ensure that the residents of the Park have an opportunity to be heard.</p> <p>At the public hearing, the Council reviews the closure statement and informs future displaced residents that a Minnesota Manufactured Home Relocation Trust Fund (“Relocation Fund”) exists, and residents, if they qualify, could receive compensation for reasonable relocation costs or, alternatively, an amount in lieu of relocation costs if their manufactured home meets certain criteria. Other than informing the residents of the existence of the Fund, the Council does not administer that Fund or decide who has eligibility for compensation.</p> <p>Summary of City Responsibilities</p> <ul style="list-style-type: none"> • Publicly “receive notice” of the Park closure through the Planning Agency of the City. • Schedule and host a public hearing within 90 days after receiving notice of the closure. • Provide notice of the hearing to at least one resident of each manufactured home in the park listing the time, place, and purpose of the public hearing. • At the hearing, City Council reviews the closure statement. • At the hearing, City Council hears from attendees who want to speak at the hearing about the impact that the park closing may have on the displaced residents and on the park owner. • At the hearing, the City Council appoints the third-party neutral who acts as the contact for dispute resolution and payment determination. • The third party neutral, and not the City, has decision making authority related to the contributions or disbursements to and from the Fund by either the manufactured home park owner or the owners of the manufactured home(s).
Fiscal Impact:	None
Alternative/ Variations:	None
Recommendations:	Motion to pass the closure letter onto the Council and recommend calling for public hearing.

Schierholz and Associates, Inc.

PO Box 60969

Colorado Springs, CO 80960

February 10, 2025

TO: Residents of Broadmoor Valley MHC

The previous park closure letter of November 18, 2024, was not a lawful closure statement and consequently we will not be able to close Broadmoor Valley on December 1, 2025.

CC: Commissioner of health and the housing finance agency and the local planning agency which is the City of Marshall

Announcement: The owner of Broadmoor Valley will cease operation as a manufactured home park on March 1, 2026.

There are two MHC within 25 miles of Marshall, Minnesota, their location is below.

Serenity Estates Mobile Home Community within 25 miles at 221 Jackson Street Minneota, MN 56264. There at 14 sites available and the site rent is \$300 per month.

Lindsay Mobile Court and RV Camping within 25 miles at 750 W. 1st Street, Cottonwood, MN 56229, the have 36 sites. 8 sites are available. Site rent is \$350 per month.

The potential cost of relocation could be as high at \$7,500 for a single-section home or \$12,500 for a multi-section manufactured home.

PARK CLOSURE STATEMENT UNDER MINNESOTA STATUTE 2023 327C.095

YOU MAY BE ENTITLED TO COMPENSATION FROM THE MINNESOTA MANUFACTURED HOME RELOCATION TRUST FUND ADMINISTERED BY THE MINNESOTA HOUSING FINANCE AGENCY.

Sincerely,

Schierholz and Associates, Inc. dba Broadmoor Valley



By Paul Schierholz, President