MARSHALLTOWN
IOWA

PLAN ZONING COMMISSION

Notice of Special Meeting
Thursday, October 25, 2018 at 5:00 PM
10 W. State Street - Council Chambers

1. Call To Order & Roll Call
   Bloomquist
   Boston
   Brodin
   Deimerly-Snyder
   Lins-Eich
   Greer
   Valbracht

2. PUD Amendment - 1501 S. 7th Avenue

   Documents:

   MEMO_1501 S 7TH AVENUE.PDF
   1501 S 7TH AVENUE.PDF

3. Rezoning Discussion To Property Located East Of Wal-Mart.

   Documents:

   MEMO_CONLIN.PDF
   CONLIN INFO.PDF

MARSHALLTOWN

IOWA

FROM: Michelle Spohnheimer, Housing & Community Development Director

DATE: October 23, 2018

RE: **PUD Amendment 1501 S. 7th Avenue**

We have had a request to amend the Planned Unit Development for the property at 1501 S. 7th Avenue from MVAH Partners LLC. This property has been an established PUD allowing for multi-family development since 2003 and has had general concept ideas over time. The applicant is proposing a multi-family housing development and would like to amend the PUD to identify allowable density and overall concept and site layout.

The Commission may consider this proposal and recommend approval to the City Council as an amendment to the PUD.

The application is attached.

If you have questions please do not hesitate to contact me at 641-754-5756 or e-mail me at mspohnheimer@marshalltown-ia.gov.

Planned Unit Development Process
Housing & Community Development Department
Ph. 641-754-5756 Fax 641-754-5742

The following information is a list of the steps, which are required for approval of a Planned Unit Development. Please refer to the Zoning Ordinance for additional information related to PUD requirements.

Concept Plan
1. Submit initial written concept statement and concept plan of development with all required information to Zoning Administrator.
2. Meet with Development Review Committee (Confidential with City Staff and Utilities) for review. – Deadline 1 week prior to meeting
3. Meet with Plan Zoning Commission (Public) to review the Concept Plan. – Application deadline 1 week prior to meeting.
4. Meet with Plan Zoning Commission for a public hearing on the Concept Plan.
5. Meet with City Council for 3 readings (meetings) **AND** a public hearing at a third meeting on the Concept Plan.

Preliminary Master Plan
1. Pay PUD Fee of $300.00 + $50.00/acre to the City of Marshalltown.
2. Submit Preliminary Master Plan with all required information to Zoning Administrator.
3. Meet with Development (City Staff and Utilities) for review. – Deadline 1 week before the meeting.
4. Meet with Plan Zoning Commission to review the Preliminary Master Plan. – Deadline 1 week prior to meeting.
5. Meet with City Council – Deadline 1 week before meeting.

Final Master Plan
1. Submit Final Master Plan with all required information to Zoning Administrator.
2. Meet with Plan Zoning Commission to review the Final Master Plan. – Deadline 1 week prior to meeting.
3. Meet with City Council for approval of the Final Master Plan.

PUD Amendment
1. Pay PUD fee of $100.00 to the City of Marshalltown
2. Minor Amendment (not more than 10% increase in density)
   a. Meet with Plan Zoning Commission to review the Amendment. – Deadline 1 week prior to meeting.
   b. Meet with City Council for approval of the Amendment.
3. Major Amendment (10% or greater increase in density)
   a. Follow the concept plan requirements.

* A multi-phased PUD must have full approval of the Concept Plan and then must obtain Preliminary and Final approval of the Master Plan for *each phase* of the project.

Complete the following contact information. (Please type or print clearly)

Owner Corporation Name MVAH Partners, LLC	
Contact/Owner Name Hume An / Paul Metzger	
Owner Address 9100 Centre Pointe Drive, Suite 210 West Chester, Ohio 45069	Owner Fax n/a
Owner Phone 1.312.286.8128 Hume An / 1.513.678.2417 Paul Metzger	
Owner E-mail Hume.an@mvahpartners.com / paul.metzger@mvahpartners.com	

Name of Law Firm Not represented by an attorney at this time.	
Attorney Name	
Attorney Address	Attorney Fax
Attorney Phone	
Attorney E-mail	

Engineer Firm Name Civil Design Advantage, LLC	
Engineer Contact Person Erin Ollendike, P.E.	
Engineer Address 3405 SE Crossroads Drive - Suite G Grimes, Iowa 50111	
Engineer Phone 1.515.369.4400	Engineer Fax n/a
Engineer E-mail ErinO@cda-eng.com	

MVAH PARTNERS

October 22, 2018

Ms. Michelle Spohnheimer, Housing & Community Development Director
The City of Marshalltown
36 N. Center Street
Marshalltown, IA 50158

Dear Ms. Spohnheimer,

MVAH Partners is pleased to present our application to obtain approval for a property located at 1501 S. 7^{th} Avenue, Marshalltown, IA 50158.

MVAH Partners is the former workforce housing arm of Miller-Valentine Group, a national real estate company headquartered in Cincinnati that has developed over 10,000 workforce and senior housing units in 16 states. MVAH brings a twenty-five-year track record of developing high-quality housing across the country.

We pride ourselves on working with our partners to evaluate long-term financial strategies and means of implementation, considering ways to optimize portfolios and reposition assets, and proposing strategic partnerships that can potentially further economic and community development. Partners include nonprofits, city/county organizations and housing authorities. This strategy has led to numerous awards, both regional and national.

We are excited to present our initial plans to develop workforce housing in Marshalltown to meet the critical housing needs of the City.

Sincerely,

Hume An
Senior Vice President

9100 Centre Pointe Drive, Suite 210 ■ West Chester, OH 45069 ■ (312)-286-8128

Narrative for Rezoning Application - 1501 S. 7th Avenue

Marshalltown, Iowa

Our proposal for 1501 S. 7th Avenue. is the development of a workforce housing development comprised of up to 46 units. The purpose of this narrative is to support the zoning application made by MVAH Development, LLC. The development will be comprised of one (1) four-story buildings on one (1) site:

• Parcel Numbers:	8318-01-151-005
• Lot Area:	2.39 acres
• Current Zoning:	Planned Unit Development
• Proposed Use:	One (1) multifamily building comprised of 46 units and 89 parking spaces

Narrative:

Our proposal is to develop workforce housing ideally for those who already work in Marshalltown, and the site was carefully chosen for its suitability for such a use. The site is within one mile of a number of uses that are complementary and beneficial to the prospective residents of the property, including, restaurants, grocery and other shopping, schools, parks, and entertainment options.

Our proposed development will be beneficial to the neighborhood and to area residents. The development will bring economic benefit to local businesses and will also serve to provide a range of rental housing opportunities to area residents. Specific community benefits include:

- The addition of new quality apartments for Marshalltown's workforce: Municipalities that can provide good housing options and a sense of place will be able to attract and retain the best workers.

  A strong and stable workforce will in turn give the municipality a competitive advantage in attracting new major employers. In addition to a strong workforce, new employers will want to see good housing options in the community for the workers they will bring with it.

- 40 construction jobs and 2 permanent jobs.

- The highest and best land use: the site is currently vacant land with vegetative overgrowth. Our use of multifamily, workforce housing represents the highest and best use as it will provide quality apartments for Marshalltown's workers.

- A regular community forum to provide neighbors and local officials with the opportunity to meet directly with the building's management and program staff.

- A new source of disposable income from building residents to support local businesses and services.

- An example of sustainable building.

Building Amenities

Well Designed and Secure Housing: High quality materials and sustainable design are just a few examples of the forward thinking design being incorporated into the proposed development. Developer prioritizes the security of our residents and the surrounding neighbors. We address this partly by providing ample opportunity for built-in security or "eyes on the street". An inviting lobby area with views of the street improve a sense of security. Developer proposes safety features such as an electronic door security system, extensive use of security cameras inside and outside the building and secured indoor parking for residents.

High Quality Management and Hours of Operationg: MVAH Management LCC (MVAHM) intends to provide the professional management at the development. MVAHM (formerly as MV Residential Property Management) has been managing housing for over 23 years with a portfolio of several thousand units.

As a management agent, MVAHM understands the importance of balanced property management. MVAHM's management model balances the needs of the community of building residents with the needs of the individual resident. MVAHM's property management team works closely with our residents and service providers (if applicable) to ensure that our development will be a 'good fit' for the resident, and work through resident and community issues that may arise. This approach has been critically important to helping our residents maintain their housing with MVAHM.

MVAHM's property management team networks and establishes relationships with community stakeholders such as neighborhood associations, police and fire departments and other service providers. These relationships ensure that this Project is perceived as a community asset and will lead to a strong referral network to maintain a fully leased building.

We plan on staffing the building with a part-time site manager and a part-time maintenance worker. Both will be on site five days a week, and the maintenance worker will be on call 24/7.

Environmental Goals: Developer will seek third-party green building certification by employing the following strategies with regard to the development and construction of the Project:high-value insulating walls, low-flow faucets, toilets and showers, low-energy fluorescent and LED lighting, and materials that are low-emitting.

9100 Centre Pointe Drive, Suite 210 ■ West Chester, OH 45069 ■ (312)-286-8128

(18) 2-BR UNITS
(18) 3-BR UNITS
(46) TOTAL

4-STORIES

(2) 2-BR AS COMMON SPACE

(4) ACCESSIBLE PARKING
(85) STANDARD
(89) TOTAL PARKING

MARSHALLTOWN
IOWA

FROM: Michelle Spohnheimer, Housing & Community Development Director

DATE: October 23, 2018

RE: **Rezoning Discussion – Property generally located East of Wal-Mart**

We have had a request to discuss rezoning of property generally located East of Wal-mart which is currently zoned R-2 Low Density Residential. Conlin Properties, Inc. has interest in developing a portion of the property on the South West corner of the area.

Staff would like to have a discussion about looking at the larger area with respect to zoning and future development. We have been discussing the creation of a Mixed Use district for the Highway 14 Corridor and there is a possibility that district could be applied to this area as well or the Traditional Neighborhood District could be used allowing for a mixed use area and design standards for development.

Information related to Conlin Properties, LLC is attached and pending this discussion a formal application can be brought forward for a rezoning which would include a public hearing and recommendation on to the City Council.

If you have questions please do not hesitate to contact me at 641-754-5756 or e-mail me at mspohnheimer@marshalltown-ia.gov.

CONLIN
PROPERTIES, INC.
3721 SW 61st Street, Suite A
DES MOINES, IA 50309
(515) 246-8016

MANAGEMENT BACKGROUND

Conlin Properties, Inc. ("Conlin Properties") was incorporated in May of 1986. Initially, James Conlin began his career in property management in 1968 with the purchase of 5 rental homes on the south side of Des Moines. Conlin Properties is owned by Jim and his wife, Roxanne B. Conlin. The company is based in Des Moines and manages a portfolio of properties throughout the Central Iowa area.

PRESENTLY

The company primarily manages a portfolio of multifamily properties and homeowner associations. This is comprised of 6.5+MM square feet of residential property and includes approximately 6,000 units. The company holds a real estate broker's license with the State of Iowa. Affiliated companies of Conlin Properties, Inc include:

- Conlin Development Group, LLC – developer
- Conlin Construction Services, LLC – construction management
- Conlin Community Management – homeowner association management

MANAGEMENT STYLE

The management company employs a centralized style of management and relies on strong training of its on-site staff members. Its corporate office staff includes a COO, President, a Vice President, Property Supervisor, Director of Human Resources, Controller, Director of Home Owners Associations, and various support staff. All property managers are well trained in fiscal financial management of rental and association property.

PROFESSIONAL ALLIANCES

Greater Des Moines Homebuilders Association
National Homebuilders Association
Greater Iowa Apartment Alliance
Chamber of Commerce – many central Iowa communities

ASSET MANAGEMENT

Conlin Properties, Inc., is a fee-based asset management company. Primary goals encompass providing safe and affordable housing in conjunction with managing real estate to enable asset appreciation.

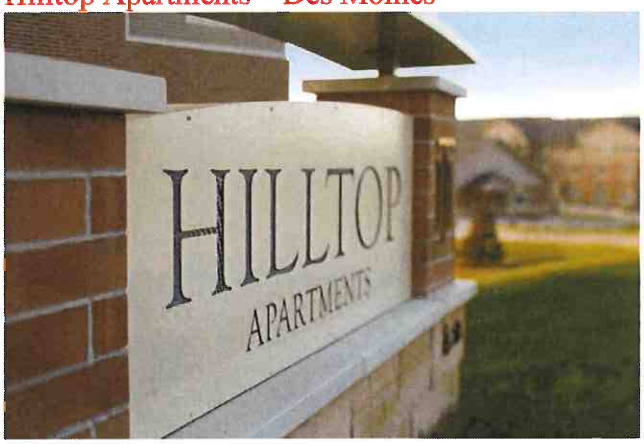
TAX CREDIT DEVELOPMENT

Conlin Properties is one of the largest developers of tax credit funded apartments in the State of Iowa. Over 30 properties have been developed throughout central Iowa, beginning in 1991, including rehabilitation and new construction. In addition, the company retains several fee-based clients in their portfolio and serves in a consulting capacity to many area non-profit developers. The current portfolio includes nearly 2000 LIHTC units.

SAMPLE OF PROPERTIES MANAGED BY CONLIN PROPERTIES

Chapel Ridge West – West Des Moines

Hilltop Apartments – Des Moines



Canterbury Heights Senior – Pleasant Hill

KEY PERSONNEL

James C. Conlin

Mr. Conlin is the founder, owner and Chief Executive Officer of Conlin Properties. His personal resume is enclosed.

JB Conlin

JB, the son of Jim and Roxanne Conlin, has worked with his father for more than 25 years building the portfolio and managing the family's various business obligations. Currently, JB serves as the Chief Operating Officer for Conlin Properties with the understanding he will transition to CEO in the future. JB has extensive knowledge in all facets of the multifamily business which include the design and construction of apartment complexes. JB holds a Finance degree from the University of Iowa and completed the University's Executive MBA program in 2013.

Bret L. Mills

Mr. Mills serves as President for Conlin Properties, Inc., Conlin Development Group, and Conlin Construction Services. He joined Conlin Properties in 2011 after serving as the Director of the Iowa Department of Economic Development (IDED) for the state of Iowa. Prior to working in economic development, Bret served as the Executive Director of the Iowa Finance Authority (IFA) for five years after serving two years as the CFO. Prior to joining IFA, Mr. Mills worked at the Iowa Treasurer of State's office for fifteen years, the last nine as a Deputy Treasurer. He has also enjoyed his service to various community organizations. Bret has bachelor's degrees from the University of Iowa and Drake University as well as an MBA from Drake University. He is a licensed CPA in Iowa and has earned the HCCP designation as well as NDC's Housing Development Finance Professional.

Beth Ehlers

Ms. Ehlers serves as Vice President for Conlin Properties overseeing the portfolio of residential units which includes all LIHTC units, market rate apartment units, and Home Owner Association units. She has 20 years of experience with the Conlin organization and has a proven track record of achieving profitable results. Beth has extensive real estate and tax credit management experience with the professional designations of HCCP, NCP, and CAM and holds an active real estate license. She oversees the tax credit compliance department and insures that client properties adhere to strict IRS and Iowa Finance Authority's reporting requirements. Beth is active in the central Iowa apartment industry and recently served as the President of the Central Iowa Apartment Alliance.

JAMES C. CONLIN BIO & RESUME

Mr. Conlin began his real estate career in 1966 as a real estate sales manager with Cooper Realty in Des Moines. Therafter, he joined Stanbrough Realty and remained with Stanbrough through 1971. During that time, he began to build his personal real estate portfolio which later became what is known today as Conlin Properties. In 1972, he continued his expanding his career growth by serving as a Vice President/Sales Manager with Iowa Realty, opening sales offices in the Des Moines area. In 1981, he organized his own companies, The Conlin Companies. In 1986, he opened Regency Management and Investment. In January of 2000, the portfolio and company name was incorporated into Conlin Properties, Inc.

In 1989, he launched into real estate development and construction through his development arm, The Phoenix Group, Ltd. This company began in single family land development and then progressed into commercial and multi-family construction. The name was changed in 2000 to Conlin Construction Services, LLC.

Mr. Conlin began development of affordable housing through the Section 42 / LIHTC program in 1991 with 24 units in southwest Des Moines. Since then, he has successfully completed many projects in central Iowa.

His personal real estate portfolio includes almost 3000 housing units in central Iowa, as well as commercial properties. He and his spouse, Roxanne Barton Conlin, reside in Des Moines.

REFERENCES

Mr. James Beal, CPA
McGladrey & Pullen
640 Capital Square
400 Locust Street
Des Moines, IA 50309
(515) 284-8660

Mr. Douglas Gross, Attorney
Brown, Winick, Graves
Baskerville &
Schoenebaum, P.C.
666 Grand Avenue Suite 2000
Des Moines, IA 50312
(515) 242-2410

Mr. Rod Weikert
Senior Vice President
West Bank
1601 – 22nd Street
W. Des Moines, IA 50266
(515) 222-2335

515-246-2936

EMPLOYMENT HISTORY

1986 - Current	**CONLIN PROPERTIES, CEO & Founder** Formerly, Regency Management and Investment, Co. Real Estate Management 3721 SW 61s Street, Suite A Des Moines, IA 50309 515-246-8016
1990 - 1994	**IOWA REALTY COMMERCIAL BROKERS, Broker Associate** Commercial Real Estate sales and acquisition 1516 - 35th Street Suite 200 West Des Moines, IA 50265
1986-1990	**EQUITY BROKERS CORPORATION, President** Real estate sales and acquisition 319 – 7th Street Suite 500 Des Moines, IA 50309
1984 - 1986	**FIRST GROUP COMPANIES, Chief Operating Officer** Company divisions: First Realty Property Management First Securities First Investment Securities of Iowa First Realty Commercial Brokers
1981 - 1984	**CONLIN COMPANIES, President and Owner** Conlin Company Brokers The Conlin Securities Corp. Mid-Iowa Management (Est. 1977) (These companies were sold to First Group in 1984)
1972 - 1981	**IOWA REALTY COMPANY, INC. Vice President and Sales Manager**
1968 - 1972	**STANBROUGH REALTY, Salesperson**
1968	**Acquired first rental properties / started property management**
1966 - 1968	**COOPER REALTY, INC., Sales Manager**