

MARSHALLTOWN

— I O W A —

PLAN AND ZONING COMMISSION

Notice of Special Meeting

Thursday, September 26, 2024, at 5:00 pm

City Council Chambers, City Hall

10 West State Street, Marshalltown, IA 50158

1. CALL TO ORDER

2. ROLL CALL

- Boston
- Brodin
- Casady
- Eilers
- Gruendler
- Isom
- Valbracht

3. Approve Minutes From September 12, 2024 Meeting

Documents:

[09-12-2024_PZ_Minutes_CK.pdf](#)

4. Public Hearing On Special Use Permit Application For ITC
Midwest LLC

Documents:

[Marshalltown IA Special Use Permit Application.pdf](#)
[Map for Prelim 2999 E. Main St.pdf](#)
[Site Plan ITC-02-001 - corrected road name.pdf](#)

4.1. Discussion And Recommendation To The Board Of Adjustment

5. Public Hearing On Chapter 156: Zoning Amendment

Documents:

[Amendment - Table 156.B.004-1 and Section 156.J.005.1\(D\)\(1\) \(SCL 9.23.24\).pdf](#)
[Amendment - Table 156.B.004-1 \(Exhibit A\) \(SCL 9.23.24\).pdf](#)

5.1. Discussion And Recommendation To City Council

6. Discussion Regarding Date For The Next Plan And Zoning Meeting

MISSION STATEMENT

The City of Marshalltown collaborates to provide a welcoming, safe, vibrant and growing community.

Plan and Zoning Commission

Meeting Minutes – September 12, 2024

The meeting was called to order by Chairman Boston at 5:00 PM in the City Council Chambers at 10 W. State Street, Marshalltown, IA

Item 2: Roll Call:

Present: Boston, Eilers, Isom, Valbracht, Casady and (attended remotely) Gruendler and Brodin).

Also attending, Troy Weary, ITC representative, Chad Levi of ITC (remotely), Carol Webb, City Administrator, Heather Thompson, Public Works director, Melisa Fonseca, Council member, Cindy Kendall, and Trey Rouse, Consultants.

Item 3: Approve Meeting Minutes from June 26, 2024 and July 9, 2024.

The Chair asked for comments. As there were no comments or corrections, the minutes of the August 15, 2024 meeting were approved as presented.

Item 4: Review Special Use Permit from ITC Midwest, LLC

ICT representatives Chad Levi and Troy Weary introduced the business of ITC as a transmission company partnering with Alliant Energy. As such, their company is proposing the construction of a substation at 2999 E. Main Street. The Special Use Application was found to be in order and a public hearing was set for September 26, 2024.

Item 5: Discussion on proposed changes to Chapter 156 – Table 156.B.004-1, Residential District Lot and Building Standards.

The Commission received the marked-up copy of Chapter 156 Table 156.B.004-1 in the packets. The Commission discussed various side yard setbacks and community comparison offered by Trey Rouse, Bolton & Menk Consultant.

Item 6: Approval of modification and setting public hearing on Chapter 156, Table 156.004-1.

A motion was presented by Valbracht, seconded by Isom to change the Medium Residential Density Infill to 25 feet and holding a public hearing on September 26, 2024. Passed on a roll call vote, all ayes.

Item 7. Discussion on Chapter 156 Table 156.J.005-1 Special Use Permit Requirement for a Public Hearing by the Planning and Zoning Commission for Special Use Permits

This table was changed during the 2022 zoning revisions. The proposal is to eliminate the public hearing for the Planning and Zoning Commission for Special Use Permit process. Motion by Valbracht, second by Brodin to recommend the change, and to hold a public meeting on September 26, 2024.

As there was no other business to come before the Commission, the meeting was adjourned at 5:32 pm.

Special Use Permit Application

Housing & Community Development Department - 24 N. Center Street, Marshalltown, IA
50158 Ph: 641-754-5756 - Fax: 641-754-5742 - E-mail: bldginsp@marshalltown-ia.gov

All applicable items listed must be submitted with this application:

_____ **Project Description.** Include a cover letter or project description summarizing the proposed project.

_____ **A site plan, drawn in ink to scale.** This site plan shall not be larger than 11" X 17."

_____ **Any other applicable drawings or diagrams.** This may include site improvements, design features, public services, and compatibility.

_____ **Application fee.** A \$300 fee is required for a special use request. Make check payable to "City of Marshalltown." The fee must be paid when the application is submitted.

_____ **Full legal description of the property.** *Please note that the tax description on the Marshall County assessor's webpage is NOT the full legal description.* The legal description is listed on the property's abstract and/or a recorded deed or may be obtained from the Marshall County Recorder's Office for a fee.

_____ **Owner's consent to apply (if applicable).** If the applicant is NOT the current title owner, a letter from the title owner shall be included indicating consent to apply.

It is the burden of the applicant to provide sufficient facts with this application and at the Board of Adjustment meeting to support a finding that all the standards for approval have been met.

For all special use requests, the Plan & Zoning Commission shall first review the proposal, hold a public hearing and make a recommendation to the Board of Adjustment which will also hold a public hearing prior to acting. A public hearing notice will be published and a sign will be posted on site for public information.

Attendance at all meetings is required.

Please type or print legibly in ink.

Property Address:	
Owner:	
Mailing Address:	
Phone:	Email Address:
Agent Name (if applicable):	
Owner's Agent Address:	
Agent Phone:	Agent Email Address:

Answer the following questions as part of the application. Responses may be provided as a separate document.

1. **Surrounding Properties.** How will this special use permit impact the surrounding properties? How will the proposed special use operate or be designed in a manner that does not diminish the use or functionality of surrounding properties? You may include supporting evidence from a professional appraiser, real estate professional, or other professional. *Additional review criteria:* The board shall consider if approval creates an unwanted concentration of similar special uses.
2. **Hours of Operation and Site Improvements.** Please state the following: Provisions for hours of operation, parking and loading areas, driveways, lighting, signs, landscaping, buffering, and other site improvements.
3. **Public Services Available.** Please state if adequate public services are available without disruption to existing uses (such as: streets, off-street parking, pedestrian facilities, water, sewer, gas, electricity, police and fire protection).
4. **Nuisance.** Is there any existing or potential of a nuisance if the special use permit is granted? (If, in the opinion of Plan and Zoning Commission or Board of Adjustment, the special use becomes a nuisance, the Special Use Permit may be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.)
5. **Design Features.** Please describe how design features will be incorporated to sufficiently protect adjacent uses. Address areas such as: service areas, pedestrian and vehicular circulation, safety provisions, access ways to and from the site, buffering, fencing, and building placement;
6. **Compatibility.** Will the proposed use be compatible with adjacent existing uses? (Compatibility shall be expressed in terms of appearance, architectural scale and features, site design and scope, landscaping, as well as the control of adverse environmental impacts, including noise and lighting, or other undesirable conditions.)
7. **Location.** Identify any other practicable alternative locations considered where a Special use would not be required

The board will use this information provided as part of the application in addition to information presented at the public meetings to review your request. Please attach any additional supporting information to be considered that has not previously been discussed. If you have any questions, please contact the Zoning Department at 641-754-5756 or bldginsp@marshalltown-ia.gov Meeting schedules will be set by the City Planner and agendas are posted to the City website: <https://www.marshalltown-ia.gov/AgendaCenter>

Owner/Agent Signature: _____

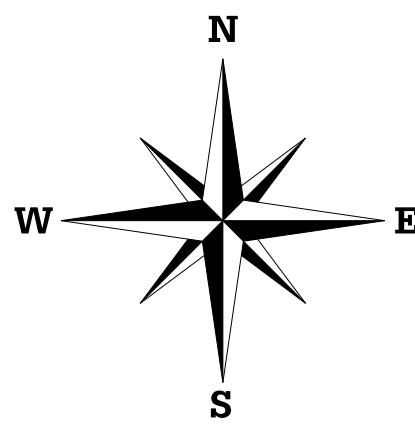
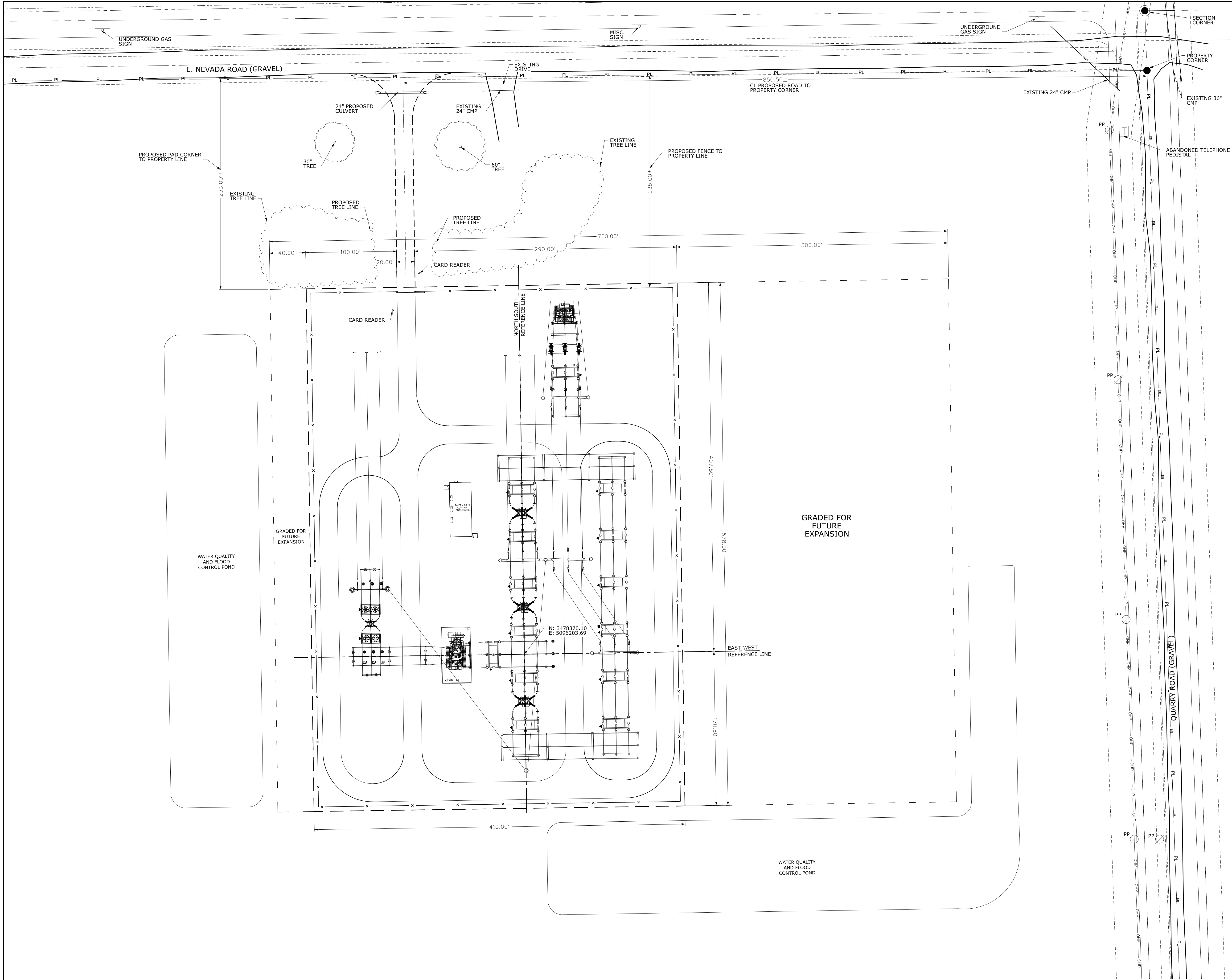
Date: _____



CITY OF MARSHALLTOWN
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION



ITC PROPOSED ADDRESS
2999 EAST MAIN STREET



CONTROL

HORIZONTAL- NAD 83 IOWA STATE PLANE,
NORTH ZONE, US FOOT
US SURVEY FEET

VERTICAL- NAVD 88
IOWA DOT REAL TIME NETWORK
BENCHMARKS MUST BE ESTABLISHED BEFORE
COMMENCEMENT OF CONSTRUCTION ACTIVITIES

LEGEND

- PL PL PROPERTY LINE
- SECTION CORNER
- LOT CORNER
- EASEMENT LINE
- X---X--- EXISTING OVERHEAD POWER
- PP EXISTING POWER POLE
- X---X--- PROPOSED FENCE
- PROPOSED SUBSTATION GRAVEL EDGE
- PROPOSED GRAVEL DRIVEWAY EDGE
- PROPOSED FUTURE GRAVEL EDGE
- EXISTING SECTION LINE
- EXISTING ROAD EDGE

NOTES

1. FOR ADDITIONAL LOT/EASEMENT INFORMATION SEE ALTA SURVEY.

PRELIMINARY



REV	DATE	REV	DATE	REV	DATE	REV	DATE	REV	DATE
								0	12-08-2023
FOR CONST [M0006915] NEW SUBSTATION									
MADE	APPROVED	ISSUED	MADE	APPROVED	ISSUED	MADE	APPROVED	ISSUED	MADE



NOTICE:

THIS DRAWING IS OWNED BY AND
INTENDED ONLY TO BE USED FOR
ENGINEERING AND CONSTRUCTION
PURPOSES BY ITC HOLDINGS CORP.,
ITS AFFILIATES AND ITS SPECIFICALLY
AUTHORIZED CONTRACTORS ("ITC").
ITC DISCLAIMS ALL WARRANTIES,
BOTH EXPRESSED AND IMPLIED.

SITE PLAN

LOCATION: TWINKLE SUBSTATION
SCALE: 1"=50'

REV: 0

DWG #: XXX-02-001

ORDINANCE _____

AN ORDINANCE TO AMEND TABLE 156.B.004-1 AND SECTION 156.J.005-1(D)(1) OF THE CODE OF ORDINANCES, CITY OF MARSHALLTOWN, IOWA

WHEREAS, the City Council of the City of Marshalltown, Iowa, has adopted Table 156.B.004-1 concerning Residential District Lot and Building Standards and the City Staff has identified various provisions of Table 156.B.004-1 that require amendment; and

WHEREAS, the City Council of the City of Marshalltown, Iowa, has adopted Section 156.J.005.1(D)(1) requiring Planning and Zoning Commission review of proposed special use permits and the City Staff has identified an unnecessary public hearing requirement with respect to Planning and Zoning Commission review of proposed special use permits, as provided in Section 156.J.005.1(D)(1); and

WHEREAS, the City Council finds the following amendments to Chapter 156 Zoning to be in the best interest of the City and the public in general.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MARSHALLTOWN, IOWA:

Section 1. Amendment to Table 156.B.004-1. Table 156.B.004-1 is hereby superseded and replaced, in its entirety, as provided in “Exhibit A,” attached hereto and incorporated herein by this reference:

Section 2. Amendment to Section 156.J.005-1(D)(1).

(1) *Review and decision.* The Zoning Administrator shall review the proposed special use permit and give a report to the Plan and Zoning Commission. The PZC shall ~~hold a public hearing and~~ make a recommendation to the BOA, ~~who~~ which shall subsequently conduct a public hearing before ~~making~~ taking final action to approve, approve with conditions, or deny the proposed special use permit.

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. Severability Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. When Effective. This ordinance shall be in full force and effect after its final passage, approval and publication as provided by law.

Passed this _____ day of _____ 2024 and signed this _____ day of _____ 2024.

CITY OF MARSHALLTOWN, IOWA

Joel Greer, Mayor

ATTEST:

Alicia Hunter, City Clerk

I, Alicia Hunter, City Clerk of the City of Marshalltown, Iowa, do hereby certify that the foregoing ORDINANCE was passed and approved by the City Council of the City of Marshalltown, Iowa, on the ____ day of _____ 2024, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the ____ day of _____ 2024.

Alicia Hunter, City Clerk

EXHIBIT A

	Table 156.B.004-1 Residential District Lot and Building Standards (See Figures 156.B.004-1 through -6, below)										
Housing/Building Type ¹		Maximum Gross Density (Units/ Acre)	Common Civic or Open Space/ Landscape Surface Area Ratio ²	Minimum Lot ³		Maximum Building Height	Minimum/Maximum Setbacks				
Graphic Legend				Area	Width		Front	Side Street	Side ⁴	Rear	
				A	B		C	D	E	F	G
AG - Agricultural Residential Conventional Development Type											
Single-Family Detached ⁵		0.04	N/A	25 Acres	120	35 ft.	50 ft.	20 ft.	15 ft.	50 ft.	
Permitted Nonresidential Uses ⁷		N/A	N/A	25 Acres	120	35 ft.	50 ft.	20 ft.	15 ft.	50 ft.	
RR - Rural Residential Conventional Development Type											
Single-Family Detached		2.82	N/A	14,375 s.f.	85 ft.	35 ft.	35 ft.	10 ft.	8 ft.	35 ft.	
Permitted Nonresidential Uses ⁷		N/A	N/A	14,375 s.f.	85 ft.	35 ft.	35 ft.	10 ft.	8 ft.	35 ft.	
RL - Low Density Residential Conventional Development Type											
Single-Family Detached		4.40	N/A	9,000 s.f.	75 ft.	35 ft.	30 ft.	8 ft.	7 ft.	35 ft.	
Single-Family Attached		4.90	N/A	8,000 s.f.	60 ft.	35 ft.	30 ft.	8 ft.	7 ft.	35 ft.	
Duplex		5.64	N/A	7,000 s.f.	60 ft.	35 ft.	30 ft.	8 ft.	8 ft.	35 ft.	
Permitted Nonresidential Uses ⁷		N/A	N/A	9,000 s.f.	75 ft.	35 ft.	30 ft.	15 ft.	10 ft.	35 ft.	
RL - Low Density Residential Cluster Development Type											
Single-Family Detached		5.58	15%	6,500 s.f.	60 ft.	35 ft.	15 ft.	7 ft.	7 ft.	25 ft.	
Single-Family Attached		5.64	15%	6,000 s.f.	50 ft.	35 ft.	15 ft.	7 ft.	7 ft.	20 ft.	
Duplex		5.98	20%	5,250 s.f.	50 ft.	35 ft.	20 ft.	8 ft.	8 ft.	20 ft.	
Permitted Nonresidential Uses ⁷		N/A	20%	6,500 s.f.	60 ft.	35 ft.	15 ft.	7 ft.	7 ft.	25 ft.	
RM - Medium Residential Density Conventional Development Type											
Single-Family Detached		7.15	N/A	5,000 s.f.	60 ft.	35 ft.	30 ft.	10 ft.	5 ft.	25 ft.	
Single-Family Attached		8.56	N/A	4,500 s.f.	50 ft.	35 ft.	20 ft.	10 ft.	5 ft.	25 ft.	
Duplex		10.47	N/A	4,000 s.f.	50 ft.	35 ft.	20 ft.	8 ft.	5 ft.	20 ft.	
Townhouse		11.44	N/A	3,500 s.f.	25 ft.	45 ft.	20 ft.	8 ft.	5 ft.	20 ft.	
Multiplex		11.54	N/A	3,500 s.f.	75 ft.	45 ft.	20 ft.	8 ft.	5 ft.	20 ft.	

EXHIBIT A

Apartment	18.513	N/A	2,000 s.f.	60 ft.	45 ft.6	10 ft.	5 ft.	5 ft.	25 ft.
Manufactured Home Park	Refer to § 156.C.005(D)(1), Manufactured Home Park								
Permitted Nonresidential Uses ⁷	N/A	N/A	5,000 s.f.	75 ft.	35 ft.	20 ft.	10 ft.	10 ft.	25 ft.
RM - Medium Residential Density Infill Development Type									
Single-Family Detached	11.40	N/A	3,250 s.f.	40 ft.	35 ft.	20 ft.	5 ft.	5 ft.	20 ft.
Single-Family Attached	11.66	N/A	3,250 s.f.	40 ft.	35 ft.	20 ft.	5 ft.	5 ft.	20 ft.
Duplex	11.91	N/A	3,000 s.f.	30 ft.	35 ft.	10 ft.	5 ft.	5 ft.	20 ft.
Townhouse	11.44	N/A	3,500 s.f.	25 ft.	45 ft.	10 ft.	5 ft.	5 ft.	25 ft.
Multiplex	13.33	N/A	3,000 s.f.	75 ft.	45 ft.	10 ft.	5 ft.	5 ft.	25 ft.
Apartment	23.21	N/A	1,600 s.f.	60 ft.	45 ft.6	10 ft.	5 ft.	5 ft.	25 ft.
Manufactured Home Park	Refer to § 156.C.005(D)(1), Manufactured Home Park								
Permitted Nonresidential Uses ⁷	N/A	N/A	5,000 s.f.	75 ft.	35 ft.	20 ft.	10 ft.	10 ft.	25 ft.
RM - Medium Residential Density Tiny House or Cottage Development Type									
Cottage Court	9.48	30%	2,000 s.f.	45 ft.	20 ft.	20 ft.	8 ft.	5 ft.	20 ft.
Tiny House	14.5	30%	1,000 s.f.	40 ft.	20 ft.	20 ft.	8 ft.	5 ft.	20 ft.
RH - High Density Residential Conventional Development Type									
Single-Family Detached	13.46	N/A	2,750 s.f.	40 ft.	35 ft.	20 ft.	5 ft.	5 ft.	20 ft.
Single-Family Attached	13.78	N/A	2,750 s.f.	40 ft.	35 ft.	20 ft.	5 ft.	5 ft.	20 ft.
Townhouse	18.18	N/A	2,000 s.f.	20 ft.	45 ft.	10 ft.	10 ft.	5 ft.	15 ft.
Multiplex	21.50	N/A	2,000 s.f.	45 ft.	45 ft.	10 ft.	10 ft.	10 ft.	25 ft.
Apartment	30.66	N/A	1,200 s.f.	60 ft.	45 ft.6	10 ft.	5 ft.	5 ft.	10 ft.
All Permitted Nonresidential Uses ⁷	N/A	N/A	7,500 s.f.	50 ft.	40 ft.	10 ft.	10 ft.	10 ft.	25 ft.
RH - High Density Residential Infill Development Type									
Single-Family Detached	14.81	N/A	2,500 s.f.	40 ft.	35 ft.	20 ft.	5 ft.	5 ft.	20 ft.
Single-Family Attached	15.16	N/A	2,500 s.f.	40 ft.	35 ft.	20 ft.	5 ft.	5 ft.	20 ft.
Multiplex	21.39	N/A	1,875 s.f.	45 ft.	45 ft.	10 ft.	8 ft.	5 ft.	25 ft.
Townhouse	21.87	N/A	1,600 s.f.	18 ft.	45 ft.	5 ft.	5 ft.	5 ft.	15 ft.
Apartment	30.66	N/A	1,200 s.f.	60 ft.	45 ft.6	5 ft.	5 ft.	5 ft.	10 ft.
All Permitted Nonresidential Uses ⁷	N/A	N/A	N/A	N/A	40 ft.	10 ft.	10 ft.	10 ft.	25 ft.
Notes:									

1. Refer to § 156.C.004, Limited Use Standards, and § 156.C.005, Special Use Standards, for additional standards that may apply to a given housing type.

EXHIBIT A

2. Minimum common civic or open space is calculated based on a percentage of the overall subdivision and applies to residential and mixed-use districts. Landscape surface area ratio is calculated based on a percentage of the lot and applies to nonresidential developments.
3. Minimum lot area is calculated on a "per dwelling unit" basis. Minimum lot width is calculated for the entire lot.
4. Zero feet is the side setback for the shared party wall between single-family attached units and between townhouse units.
5. Including a manufactured or modular home on its own lot (applies to all districts).
6. The maximum height of an apartment building may be increased by special use permit as set forth in § 156.C.005, Special Use Permit Standards.
7. Refer to Table 156.C.003-1 for list of uses.