



**MARSHALLTOWN
MORE THAN EVER**

**CITY OF MARSHALLTOWN
PLAN ZONING COMMISSION
NOTICE OF PUBLIC MEETING
CITY HALL COUNCIL CHAMBERS
10 WEST STATE STREET
JULY 17, 2025, 5:00 PM**

AGENDA

CALL TO ORDER

ROLL CALL

Jon Boston, Matthew Brodin, Mahala Casady, Deirdre Gruendler, Benjamin Harris-Medina, Gabe Isom, Stephen Valbracht

APPROVAL OF MEETING MINUTES

1. Approval of Meeting Minutes From June 12th, 2025

BUSINESS

2. Conduct a Public Hearing and Consider Making A Recommendation on a Comprehensive Plan Amendment and a Rezoning Application for 708 Noble Street, 709 E Linn Street, and 711 E Linn Street

ADJOURNMENT

MISSION STATEMENT

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

Planning and Zoning Commission – Regular Meeting

Meeting Minutes – June 12th, 2025

Call to Order

Meeting was called to order at 5:00 PM in the City Council Chambers at 10 W. State Street

Roll Call:

Present: Boston, Casady (Doyle), Harris-Medina, Valbrecht

Absent: Isom, Brodin, Gruendler

APPROVAL OF MEETING MINUTES

1. Approval of meeting minutes from April 17th, 2025.

Voice vote, all ayes. Motion carries.

2. Approval of meeting minutes from May 15th, 2025.

Voice vote, all ayes. Motion carries.

BUSINESS

3. Consider making a recommendation on a special use permit application for 3202 S 6th Street.

Clayton Ender, Assistant Director of Housing and Community Development, provided a staff review of the proposed special use permit.

No written comment submitted, only received request for meeting materials to be emailed to a property owner within the notification boundary. No public comments received.

Motion by Valbrecht to recommend approval of the special use permit application for 3202 S 6th Street as presented by staff. Seconded by Casady. All ayes upon roll call. Motion carries.

4. Consider making a recommendation on a special use permit application for 2500 S Center Street.

Clayton Ender, Assistant Director of Housing and Community Development, provided a staff review of the proposed special use permit.

No written comment submitted and no phone call inquiries.

Motion by Valbrecht to recommend approval of the special use permit application for 2500 S Center Street as presented by staff. Seconded by Casady. All eyes upon roll call. Motion carries.

ADJOURNMENT

Staff provided updates on discussion for next scheduled meeting.

Adjourned 6:13 pm

MARSHALLTOWN

I O W A

HOUSING & COMMUNITY DEVELOPMENT

Deb Millizer, Director
 Clayton Ender, Assistant Director
 24 North Center Street
 Marshalltown, IA 50158-4911
 Tel - (641) 754-5756
 Fax - (641) 754-5717

TO: Planning and Zoning Commission
FROM: Clayton Ender, AICP, Assistant Housing & Community Development Director
DATE: July 17th, 2025
RE: Conduct a Public Hearing and Consider Making A Recommendation on a Comprehensive Plan Amendment and a Rezoning Application for 708 Noble Street, 709 E Linn Street, and 711 E Linn Street

City Staff Contact:	Clayton Ender, AICP Assistant Director of Housing and Community Development Phone: 641-754-5756 Email: cender@marshalltown-ia.gov
Applicant / Property Owner:	Marshalltown Company POB 738 Marshalltown IA 50158
Recommendation:	<p>Staff recommends approval of the comprehensive plan amendment and the zone change application and provides the following motions for the commission’s consideration:</p> <p>The Planning and Zoning Commission recommends approval of a comprehensive plan future land use map amendment for approximately 0.49 acres to the land use classification of light industrial.</p> <p>The Planning and Zoning Commission recommends approval of the rezoning ordinance as drafted, which includes conditions pertaining to prohibited uses.</p>
Current Comprehensive Plan Future Land Use Designation, Current Zoning District & Current Usage:	<p>Current Future Land Use Designation:</p> <p><u>Low Density Residential</u> “Single-family detached and two-family residential development at a density of 4-6 units per acre.”</p>

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	<p>Current: Zoning:</p> <p>RM, Medium Density Residential Zoning District</p> <p>Current Usage:</p> <p>708 Noble Street – Vacant parcel 709 E Linn Street - Single-unit dwelling 711 E Linn Street – Three-Unit Residential</p>
<p>Proposed Comprehensive Plan Future Land Use Designation, Proposed Zoning District & Proposed Usage:</p>	<p>Proposed Future Land Use Designation:</p> <p><u>Light Industrial</u> “Industrial businesses that are cleaner and less intense, with more office and showroom, clean manufacturing or processing, less trucking, warehousing or heavy manufacturing.”</p> <p>Proposed Zoning:</p> <p>GI, General Industrial Zoning District With Conditions</p> <p>Proposed Usage:</p> <p>Off-street parking facilities</p>
<p>Review Criteria:</p>	<p>In determining whether to approve, approve with conditions, or deny a zone change, the review bodies shall consider the following review criteria:</p> <ol style="list-style-type: none"> 1. The request complies with the applicable standards of this Zoning Ordinance, the City Code of Ordinances, and any applicable county, state, or federal requirements. <p>The proposed rezoning complies with applicable local, state, and federal laws or administrative rules.</p> <ol style="list-style-type: none"> 2. The request substantially conforms to any associated prior approval for the development, including, but not limited to, a special use permit, Master Development Plan, or Site Plan. <p>The proposed rezoning does not conflict with past approvals for the subject properties.</p>

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3. The administrative body has considered the recommendation of staff.

Staff recommends approval of the comprehensive plan amendment and the rezoning application as outlined in the recommendation section of this staff report.

4. The request is consistent with applicable policies of the Comprehensive Plan and applicable utility plans and capital improvements plans; or, if it addresses a topic that is not contained or not fully developed in the Comprehensive Plan, the request does not impair the implementation of the Comprehensive Plan.

The request includes an amendment to the comprehensive plan's future land use map. Because the proposed usage of the site is off-street parking facilities to support light industrial land usage the proposal includes amending the future land use map of the subject properties to the land use category of light industrial.

Provided the city also adopts the comprehensive plan amendment the rezoning will be in compliance with the comprehensive plan.

5. The request promotes the purposes of this Zoning Ordinance as established in § 156.A.002, Purposes, and in other applicable purpose statements in this chapter.

§ 156.A.002(C)(1) "Encourage a diverse and stable economy with employment opportunities, particularly those that have meaningful multiplier effects in the local economy, by promoting the vitality and development of commercial and industrial districts"

§ 156.A.002(C)(2) "Enable and encourage entrepreneurship and local business growth"

§ 156.A.002(C)(3) "Enable retention and sensitive expansion of local businesses."

6. Adequate facilities, including public or private utilities, solid waste service, roads, drainage, and other improvements are present or are planned to be provided.

The subject property has adequate access to existing public streets, water, sanitary sewer, storm sewer and other utilities.

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7. The request demonstrates compatibility with surrounding conforming and permitted land uses and structures and with the general character of the area.

Proposed parking facility construction and expansion will be required to comply with applicable design standards of the zoning code. Furthermore, the proposed conditions on the rezoning to prohibit certain land uses will support compatibility with existing adjacent residential land uses.

8. The dimensions of the subject property to accommodate reasonable development that complies with the requirements of this ZO, including parking, open space, and buffering requirements.

The subject properties are of sufficient size and dimension to allow for construction of the proposed improvements along with applicable buffering standards.

9. The pace of development and the amount of vacant land currently zoned for comparable development in the vicinity of the subject property.

The Marshalltown Company main campus is within an established neighborhood with limited vacant land for expansion. The company is in the process of several facility expansions which will utilize existing vacant land. Due to the limited vacant land being used for facility expansion the property owner has had to look towards acquisition of parcels in the vicinity to accommodate off-street parking requirements. This will require rezoning to be compliant with the zoning ordinance.

10. A comparison of the hardship to the applicant with the relative gain to the public health, safety, and welfare.

The proposed development will support economic growth with the community.

11. The proposed zone change is consistent with the Comprehensive Plan or Future Land Use Map and increase the likelihood of advancing the goals, objectives, and policies of the Comprehensive Plan Land Use Map, or another adopted area plan, including but not limited to redevelopment plans.

See review criteria #4 regarding future land use map.

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Land use General Goal 1: Maximize the potential of the community of Marshalltown as a thriving center for business and healthy recreation, while maintaining and enhancing its livability as a residential community.

Land use industrial Goal 1: Retain and expand Marshalltown's industrial land uses to ensure a diverse tax base and local employment opportunities.

The proposed rezoning will work to advance the goals of the comprehensive plan, including those called out above, by supporting the expansion of an existing industrial business, Marshalltown Company. This expansion will increase the local tax base and support local employment opportunities.

12. The range of uses allowed by the proposed zoning district will be compatible with the properties in the immediate vicinity of the subject property.

Staff is recommending that this rezoning be subject to conditions restricting land usage beyond the standard land use restrictions. The purpose for the restrictions would be to support compatibility of permitted land uses within the rezoned area with those of the existing adjacent residential uses and residential zoned areas.

The complete list of prohibited uses is included within the draft ordinance. The property owners will need to agree to these conditions in writing prior to close of a public hearing at city council.

13. The suitability of the subject property for the zoned purposes.

The applicant has provided a site development concept drawing showing how the subject properties are intended to be used for off-street parking facilities. Initial staff review indicates that the subject properties are suitable for the intended development.

14. The character of the surrounding area is transitioning or being affected by other factors, such as traffic, a new school, adjoining uses, or environmental issues.

Generally, to the west of the proposed rezoning area, the surrounding area is composed of an established residential neighborhood. East of S 8th Avenue is presently used for industrial development, mainly Marshalltown Company's main campus.

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15. Nearby property owners are in support of, or do not oppose, the proposed map amendment.

Notice of the proposed rezoning, including meeting dates and times, has been mailed to all property owners within 250 feet of the rezoning boundary + width of any intersecting street. Signs have also been posted advertising the rezoning.

As of publication of this staff memo no public comments have been received.

Attachments:

Aerial Vicinity Map
Draft Ordinance
Rezoning Application

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ORDINANCE 15102

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP FOR LOT 12, BLOCK 1, WOODS ADDITION TO MARSHALL, MARSHALL COUNTY, IOWA AND THE NORTH 90 FEET OF LOT 1 AND ALL OF LOT 2, BLOCK 2, BINFORD AND WEBSTER'S ADDITION FOR TO MARSHALL, MARSHALL COUNTY, IOWA FROM MEDIUM DENSITY RESIDENTIAL ZONING DISTRICT TO GENERAL INDUSTRIAL ZONING DISTRICT

WHEREAS, the owner of record for Lot 12, Block 1, Woods Addition to Marshall, Marshall County, Iowa and the North 90 Feet of Lots 1 and all of Lot 2, Block 2, Binford and Webster's Addition to Marshall, Marshall County, Iowa has petitioned to have their properties rezoned from RM, Medium Density Residential Zoning District to GI, General Industrial Zoning District; and,

WHEREAS, certain conditions further restricting land uses within the rezoning area are justified to ensure compatibility of development with existing adjacent residential development; and,

WHEREAS, the owner of the subject properties within the area of the official zoning map amendment have agreed to the conditions of the official zoning map amendment in writing; and,

WHEREAS, the Planning and Zoning Commission has reviewed this petition at their regular meeting on July 17th, 2025 and following a public hearing has made a recommendation to approve the official zoning map amendment petition; and,

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

Section 1. Official Zoning Map Amendment. The following legally described property is hereby rezoned from RM, Medium Density Residential Zoning District to GI, General Industrial Zoning District:

Lot 12, Block 1, Woods Addition to Marshall, Marshall County, Iowa

AND

The North 90 Feet of Lot 1 and all of Lot 2, Block 2, Binford and Webster's Addition to Marshall, Marshall County, Iowa

AND

To the centerline of adjacent public right-of-way

Section 2. Conditions. The official zoning map amendment outlined in Section No. One of this ordinance shall be subject to the following conditions:

A. Prohibited Land Uses. The following land uses shall be prohibited:

1. All Group Living Uses
2. Airport or Heliport Uses
3. Correctional Facility Uses
4. Solar Panel Array Uses (Principal Use)
5. Ground Mounted Solar Panel Array Uses (Accessory Use)
6. Adult Entertainment Business Uses
7. All Heavy Industrial Uses
8. All Waste-Related Service Uses, Excluding Recycling Facility Uses

Section 3. 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 4. 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 _____ 2025 and signed this _____ day of _____ 2025.

Signatures on following pages.

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 _____ 2025, and was published in the Marshalltown Times-Republican, a newspaper of general circulation in the City of Marshalltown, Iowa, on the ____ day of _____ 2025.

Alicia Hunter, City Clerk

DRAFT

MARSHALLTOWN COMPANY

SIGNATURE

PRINT NAME AND TITLE

On this ___ day of _____, 2025 before me, the undersigned, a notary in public in and for the State of Iowa, personally appeared _____, to me known to be the identical person(s) named in the foregoing instrument and who executed the same as his/her/their/ voluntary act and deed.

Notary Public in and for the State of Iowa

DRAFT

MARSHALLTOWN

— I O W A —

HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

36 North Center Street, Marshalltown, IA 50158

Ph: 641-754-5756 Fax: 641-754-5742

www.marshalltown-ia.gov

Rezoning Request Application Packet

Application: Applications will not be accepted unless complete. All required items must be submitted with the application. Failure to complete and submit all the required materials as a part of this application will result in a delay in accepting your application until it is complete.

Notifications: The City will place a sign on the property to notify the public that a rezoning request has been submitted. The sign includes the city's phone number so that concerned individuals will have an opportunity to learn about the proposal and can present information on this matter to the Commission and/or Council at the public hearing. A notice of public hearing is also published in the newspaper.

1. The burden of providing sufficient evidence to make the applicant's case shall be on the applicant in all cases.
2. The rezoning request must be considered by the Plan Zoning Commission and the City Council. Contact the Housing & Community Development Director for a schedule of the upcoming meetings. Please note the deadline dates for each meeting. The commission will review the request at a regularly scheduled meeting at least once prior to the public hearing. A public hearing must be held by the commission prior to making a recommendation to the City Council. The Plan Zoning Commission meets in the City Council Chambers at City Hall at 5:00 PM on the Thursday following the first Council meeting of the month.
3. The Marshalltown City Council meets on the 2nd and 4th Mondays of the month at 5:30 p.m. in the City Hall Council Chambers. According to Iowa Code, the rezoning requires three readings and a public hearing.
4. Under optimum conditions it takes about 4-6 months to rezone property if the issue is not controversial. Larger projects may require additional time.
5. Applicants are encouraged to provide all applicable information as early as possible to facilitate the process.

Date Submitted & Fee Paid: _____

Rezoning Request Application Form

36 N. Center Street, Marshalltown, IA 50158 Ph: 641-754-5756 Fax: 641-754-5742

www.marshalltown-ia.gov

All items listed must be submitted with this application:

Failure to complete and submit all the required materials as a part of this application will result in a delay in accepting your application until it is complete.

- ✓ **Legal description of the property.** The property owner must provide a copy of the full legal description. If you do not have a copy, you can obtain one from the Marshall County Recorder's Office for a fee. The tax description found on the County Assessor's website is not the full legal description.
- ✓ **Application fee.** A \$500 fee is required payable to "City of Marshalltown." The fee must be paid when the application is submitted to the Zoning Office.

Please type or print legibly in ink.

Property Address: See attached	
Owner: Marshalltown Company	
Mailing Address: 104 S. 8th Ave Marshalltown, IA 50518	
Phone: (641) 753-5999	E-mail: jmathern@marshalltown.com
Current Zoning Classification: See attached	
Current Use: See attached	
Proposed Zoning Classification: General Industrial	
Proposed Use: Parking	
Please list the uses of surrounding properties: General Industrial, Residential, Commercial	
Signature and Date:  6-17-2025	

PARCEL LEGAL DESCRIPTIONS

#1) 708 NOBLE ST MARSHALLTOWN, IA 50158

PIN: 541836104012

DESCRIPTION: WOODS ADD BLK 1 LOT 12

#2) 709 E LINN ST MARSHALLTOWN, IA 50158

PIN: 841836107007

DESCRIPTION: BINFORD & WEBSTERS ADD BLK 2 LOT 2

#3) 711 E LINN ST MARSHALLTOWN, IA 50158

PIN: 841836107008

DESCRIPTION: [WD] N90' BINFORD & WEBSTERS ADD | BLK 2 LOT 1

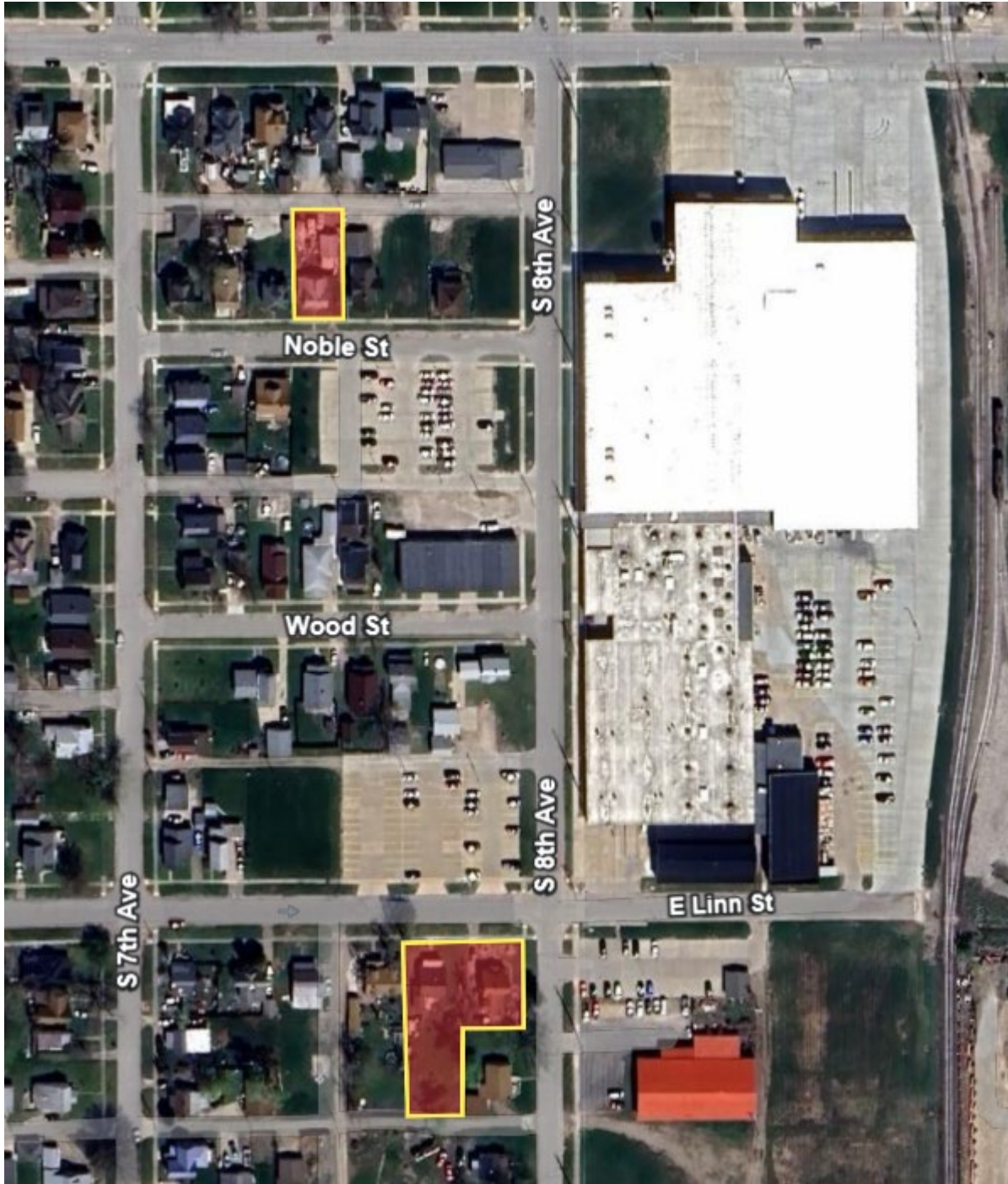
Lot 12 in Block 1 in Wood's Addition to Marshall, Marshall County, Iowa.

The North 90 feet of Lot One, Block Two, Binford and Webster's Addition to Marshall, Marshall County, Iowa.

Lot Two in Block Two in Binford and Webster's Addition to the town of Marshall, Marshall County, Iowa



Aerial Vicinity Map:



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