

Zoning Ordinance Rewrite Project

Thank you for being willing to serve on either our Ordinance Advisory Committee (OAC) or Staff Advisory Team (SAT) as part of our Zoning Re-write Project. I wanted to share a little more background with you about this project as well as what to expect as part of this process.

History

The City of Marshalltown has had a Zoning Ordinance since 1957. In 1998 we began a major rewrite of the ordinance. During the past 20 years we have seen a number of amendments of varying levels. A number of things go into maintaining a zoning ordinance. We see changes because of Federal or State case law, changes due to development trends or new technology, and requests for variations from private property owners. Over time as changes are made to the ordinance we sometimes have unintended consequences develop such as conflicting language or areas that get left out or overwritten. It is important to occasionally go through things and evaluate our code and make the necessary updates to position us for the future.

Current Project

The City Council approved a Zoning Ordinance Rewrite project as part of the Strategic Plan in 2020. Staff prepared a Request for Proposals and received submissions in late 2020. Kendig Keast Collaborative (KKC) in partnership with Bolton & Menk Inc. (BMI) was selected to complete the project. KKC has extensive experience rewriting zoning codes and has worked in close to 200 communities across the U.S. and BMI has a solid foundation in working with our community. This project is estimated to take approximately 12 months to complete.

Roles

The following groups will be participating in this process.

- Staff Advisory Team (SAT): This team includes City staff from the Housing & Community Development Department, Engineering Department and Fire Department. The SAT will do the bulk of the detailed review and drafting along with KKC & BMI.
- Ordinance Advisory Committee (OAC): The OAC is made up of representatives from the Plan Zoning Commission, Board of Adjustment, Council, Community Organizations and Community Members. The OAC will participate in broader discussion related to the proposed changes and think about how the code impacts the future of community development and remains consistent with our community goals and other planning efforts.
- Focus Groups (FG): As part of this process we will have four FG meetings with targeted individuals. It is our intention to have the following areas included;
 - Business Community,
 - Development Community,
 - Latinx Community,
 - General Community.
- Local Government: The City Council, Plan Zoning Commission and Board of Adjustment will be invited to attend joint sessions for periodic project updates.
- General Public: At times there will be opportunities for the general public to provide input into the process. These opportunities may take the form of public hearings, online surveys, virtual meetings or open house presentations.

Meeting schedules/format

As previously mentioned this process will take approximately 12 months to complete. It is anticipated that the meetings will primarily be virtual meetings at this time due to continued COVID precautions. Meeting dates/times will be set up using a doodle poll to determine the times when most members are available. Joint local government meetings will be public meetings and will be posted as Plan Zoning Commission meetings on Thursdays at 5:00 PM.

We understand that you may not be able to attend each meeting so if you are unavailable please submit comments to us in advance if possible so they can be included in our discussions. We will share meeting highlights with the groups following each meeting as well.

General Schedule

- Project kick off and initial meetings – January 2021
- Draft of Module 1 delivered – April 2021
- Draft of Module 2 delivered – July 2021
- Presentation of Final Draft - November 2021
- Adoption Process Begins - December 2021

Contacts

If at any time you want to discuss detailed information related to the process or proposed changes please contact the City Planning staff and we will work through the information with KKC & BMI

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Project webpage

We have a project webpage set up to provide information about the process.

www.marshalltown-ia.gov/zoning