

# MARSHALLTOWN

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## CITY CLERK'S OFFICE

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Joel Greer, Mayor  
Jessica Kinser, Administrator  
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January 5, 2021

**To:** Mayor Joel Greer & Members of the City Council  
**From:** Alicia Hunter, City Clerk  
**Re:** Chapter 151 Moving Buildings Permit

**Policy Issue:** Goal 3 / Objective 1 of the Strategic Plan: Review City-issued licenses and permits for necessity.

**Recommendation:** To amend Chapter 151 to provide revision to the application process and increase the fee schedule.

**Background:**

Chapter 151 Moving Buildings, outlines the permit requirements to move any building or structure over any street, alley, avenue or public ground in the city.

Staff recommend revising the application process to be completed through the Public Works Division instead of the City Clerk. Applicants would complete an application and submit a routing and traffic control plan, and proof they meet the insurance requirements per current code section 10.009. Staff recommend removing the requirement for written consent from abutting property owners and updating the time requirements to no holidays or weekends and move hours of sunrise to sunset. The amendment would also update the appeal process should a permit be denied.

Staff recommend increasing the current permit fee from \$25 to \$50 to cover Public Works staff time to supervise the move and also add a \$200 fee for loads exceeding vehicle weight limits (Single Axle-20,000 lbs, Tandem Axle-34,000 lbs, Group Axles-exceeding 72,000 lbs).

**Budget Impact:** Increase revenue to cover staff supervision of move.

**Attachment:** Markup version of suggested ordinance revision  
Application

**CITY COUNCIL**

Al Hoop, Gabriel Isom, Barry Kell, Mike Ladehoff,  
Jeff Schneider, Gary Thompson, Dex Walker

