



Development Plan Planning Guidelines Community Development Department

City of Marshall Guide to Development

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New Developments:

How do I develop property in the City of Marshall?

First, thank you for considering our community for your development. We have a trained staff of professionals to help you work through City processes. Your connections include:

- Marguerite Davenport, Director of Public Services
Phone: 269-781-5183
Fax: 269-789-4628
[Email Marguerite Davenport](#)
- Jim Durian, CEO, Marshall Area Economic Development Alliance (MAEDA)
Phone: 269-781-5183
[Email Jim Durian](#)
- Marcia Strange, Director of Community Development
Phone: 269-558-0354
Fax : 269-781-2878
[Email Marcia Strange](#)

Zoning:

The first step in considering a new development should be the district in which you wish to locate. You can view our [zoning map \(PDF\)](#) to determine the property's zoning district. Then, by viewing that district's description in the [City's Zoning Ordinance \(PDF\)](#), you can determine if your use would be a permitted or special land use.

The city may have goals that have not yet been implemented and are also available for consideration as part of the Future Land Use Plan.

1. [Zoning Ordinance \(PDF\)](#)

2. [Planning and Zoning Fee Schedule \(PDF\)](#)
3. [Pre-Submittal Meeting Application \(PDF\)](#)
4. [Master Plan \(PDF\)](#)
5. [Zoning Permit Applications](#)

The City has adopted overlay districts to help guide development in targeted areas of the City.

[Hospital Overlay District](#)

[River District Overlay](#)

Prior to beginning any development process in the city, applicants are encouraged to meet with city staff for a conceptual review meeting. This meeting can assist with ensuring a smooth approval process once a formal application is submitted. Please submit the [Pre-Submittal Meeting Application \(PDF\)](#) to [Marcia Strange by email](#) to request a conceptual review.

Conceptual review meetings can typically be scheduled a week in advance.

To make the best use of the meeting, the following items should be provided to staff:

- Location
- Existing Use
- Intended Development
- Preliminary Sketches
- Any other available information

At the meeting, City staff will:

- Review the proposed use for conformance with existing zoning ordinance
- Provide initial feedback on design
- Identify the correct process and ensure that the applicant understands the process and gains an understanding of what to expect
- Discuss any potential incentives available to the project
- Answer any other questions the applicant may have

Zoning and Planning Services Guide to Development:

Zoning:

The city has various zoning districts, and each zone has different requirements for lot area, lot width, and building setbacks. The zoning map can help you determine how the property is zoned. Once the zone has been determined, the zoning requirements may be reviewed in the [zoning ordinance](#).

The zoning administrator reviews all permit applications such as new dwellings, additions, accessory buildings, fences, and signs. The zoning administrator process applications for variance, appeals, land divisions, and is liaison to the [Zoning Board of Appeals](#). They also facilitate site-plan reviews for any commercial, office or multifamily development, and single-family residential projects where addition or accessory buildings are involved and acts as the staff liaison to the [Planning Commission](#).

Step 1- Conceptual Site Plan Review:

For all project types, the city offers conceptual site plan review opportunities prior to the permit submission or pre-application conference. This conceptual site plan review aims to help identify potential issues as early in the process as possible and avoid unnecessary delays during the formal review process. This review also helps to identify what permits or requirements might apply to your project. At any point prior to the submission of an application, you can request a meeting with our [Zoning Administrator](#) to discuss your project. There is no cost for this service.

While a final plan is not necessary for a conceptual site plan review, it is recommended to have the following information. This will allow the Zoning Administrator to provide more meaningful feedback and guidance.

- Project location
- Existing land use and zoning
- Intended development (residential, office, retail, commercial, etc.)
- Preliminary sketches (hand-drawn are acceptable)
- Surrounding land uses
- Any other additional project information available

Step 2-Site Plan Review:

This generally begins with a pre-application conference with City Staff and consultants. This meeting allows the City to learn more about the project, provide feedback about the proposed site plan, and identify any issues that need to be resolved prior to public hearings or final approval. Once the plan has been revised based on this feedback, a site plan review application will be required, and the site plan will be introduced to the Planning Commission for their review and feedback. From here, public hearings, if required, will be scheduled with the Planning Commission and City Council for final approval. Once the site plan is approved through the Building Plan Review process, a building permit and other associated trade permits may be applied to begin construction.

All development projects in the city require some form of site plan review. Simple residential projects, such as a single-family home or duplex, or a building addition, may only require a basic

site plan review from the zoning administrator for approval. Larger commercial/multifamily housing project or Planned Unit Developments require site plan review and approval from the Planning Commission and City Council. These include all commercial uses, residential uses with more than two dwelling units, Planned Unit Developments and development involving special land use. Article 6, 6.3 of the [zoning ordinance](#).

Step 3-Other Zoning Processes:

Some projects may require additional approvals and review before moving to the site plan approval or building permit phase. If required, any additional approvals need to be granted before a site plan can be approved. The following subsections describe when these might be necessary and the approval process for each.

Zoning Variances:

If a project you are planning does not meet zoning requirements, you may apply for a variance, or exception from the rules. Historically, variances have been granted only when there are unique circumstances or practical difficulties regarding the property or structure, and when the granting a variance would not be a detriment to neighboring properties. Variances are not granted solely to avoid compliance with the City's regulations. A public hearing before the Zoning Board of Appeals (ZBA) is required for all variances.

The time period from variance application to public hearing is usually six to eight weeks.

The following is a general guide for what to expect when seeking a variance:

- A [zoning variance application](#) must be submitted along with the non-refundable application fee, a site plan showing all required information, and a brief narrative explaining the request and how it meets the required variance approval criteria.
- City staff will review the application and schedule a date for a public hearing for the request
- At least 15 days prior to the public hearing, City staff will advertise the public hearing in the press and send notices to all residents within 300' of the request.
- At the public hearing, the ZBA will hear the request. The applicants will be required to attend to speak at their request. Public comments will also be made to get the views of interested residents.
- After hearing the request, the ZBA will vote to either Approve the request, Approve the request with Conditions, Deny the request, or Table for further information or consideration.
- Approved variances are valid for two years. Variances not acted upon after that time automatically revert. If acted upon, the variance stays with the property in perpetuity.

We suggest that you contact the zoning administrator to better understand the zoning variance process, determine the best course of action, and to confirm the [deadlines for application](#).

Special Land Uses:

Special land uses are generally consistent with the purpose of the zoning district in which they are permitted but, due to unique operational characteristics, may not be desirable or compatible in all locations. Therefore, special land uses require Planning Commission approval to ensure the use does not create detrimental impact on its surroundings. These uses are also subject to additional standards and requirements to mitigate their potential negative impacts. This process may typically take 2-3 months.

Before considering a [Special Use Permit](#), applicants should first review the Permitted Uses for Zoning Districts in the [Zoning Ordinance](#) to determine if the use is allowable. Special land uses also require a site plan per Section 6.10.

Rezoning:

Rezoning requests are an option to change which zoning district a property is located in. Before considering this action, please be aware that rezoning requests are generally reserved for situations where the existing zoning is no longer compatible with current development in the area, or for an area that is recommended for rezoning or change in land use in the current [City of Marshall Master Plan](#). If you have questions on whether your request meets this standard, we recommend speaking to our zoning administrator at 269-781-3985 to determine if this process is right for you.

For all rezoning requests, a [Rezoning Application](#) is required along with information about your request, including any maps, drawings, and other documentation that help explain the reasoning for the request. After the Zoning Administrator gives approval to proceed, all rezoning requests are heard by the Planning Commission, who will ultimately provide a recommendation to the City Council for approval or denial. Public hearings before both the Planning Commission and City Council are required as part of this process. The standards listed in section 7.3.H [zoning ordinance](#) define the standards that are used to evaluate rezoning requests.

Rezoning is typically a 4-month process.

Step 4- Building Permit:

Most new construction in the city requires the submission of a building permit and requires building plan reviews as part of that process. The applicant is notified about the status within 10 days. After a review process and payment, city issues building and trade permits through the Building Department. Permits can be applied online or in person. Credit card payment is accepted online, or a check can be delivered to City Hall for payment. Applications can be found on the city website. Once all zoning approvals have been provided by the City, the Building Department is notified that building and trade permits may be issued at their discretion. Not all projects in the City require zoning approval prior to issuance of building or trade permit, such as interior remodeling.

There are some projects that may not require a building permit. However, these projects may still have zoning restrictions for setbacks and lot coverage that need to be followed. These include the following:

- Single-story accessory buildings under 200 s.f. in area, that do not have a foundation.

- Fences
- Landscaping retaining walls under 4' height
- Prefabricated swimming pools that are less than 24" deep.

Land Divisions:

Land divisions, including lot line adjustments, require Zoning Administrator approval. Each resulting parcel and the buildings on it must meet the requirements of the zoning district where it is located. The ordinance sets standards requiring the results to be compatible and harmonious with the surrounding area. View or download the [land division application](#).

This is a 1-week process with a complete application before the information is sent to Assessing.

Other Zoning and Planning Services:

The Zoning Department also administers the following:

- [Fence permits](#)
- [Sign Permits](#)
- Accessory Buildings

The timeline for each of these zoning site plan reviews is similar to the Building Department.

For more information, - or questions about these functions, contact the [zoning administrator](#) at 269-558-0354.

Helpful Links:

- [Community Development and Zoning](#)
- [PUD Application](#)
- [Fee Schedule](#)
- [City Financial Incentives](#)
- [State Financial Incentives](#)

*To learn more about City Financial Incentives at the [Choose Marshall](#) website which is managed by Marshall Area Economic Development Alliance (MAEDA).

Meeting Dates:

- Planning Commission: Meets at 7 p.m. every 2nd Wednesday of the month. Meetings are typically held in the City Council Chamber at City Hall.
- Joint Planning Commission: Meets at 7 p.m. every 2nd Tuesday of the month. Meetings are held in the City Council Chamber at City Hall.

- Zoning Board of Appeals: Meets at 7 p.m. every 3rd Thursday of the month. Meetings are held in the City Council Chamber at City Hall.
- City Council: Meets at 7 p.m. every 1st and 3rd Monday of the month. Meetings are held in the City Council Chamber at City Hall.