

**AGENDA**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**AUGUST 26, 2014**

**NOTICE TO THE PUBLIC:** The Mayor and City Council welcome comments from the public during discussion. **If you wish to speak, please complete an orange card and hand it to the City Clerk. When your name is called, please step to the microphone, state your name for the record, and limit the time used to present your remarks in order that others may be given the opportunity to speak.** The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input at the time of the first reading. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring.

**CALL TO ORDER:** 7:00 p.m.

**PROCLAMATION:**

1. Proclamation for School Attendance Awareness Month, September 2014

**PRESENTATION:**

2. Presentation of Ames Economic Development Commission Annual Report

**CONSENT AGENDA:** All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council members vote on the motion.

3. Motion approving payment of claims
4. Motion approving minutes of Regular Meeting of August 12, 2014
5. Motion approving certification of civil service applicants
6. Motion approving Report of Contract Change Orders for August 1-15, 2014
7. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class C Liquor & Outdoor Service Privilege – SMG Food & Beverage, CY Stephens Auditorium
  - b. Class C Liquor & Outdoor Service Privilege – SMG Food & Beverage, Scheman Building
  - c. Special Class C Liquor – SMG Food & Beverage, Fisher Theater
  - d. Class E Liquor, C Beer, & B Wine – Hy-Vee Drugstore, 500 Main Street
  - e. Class C Liquor & Outdoor Service – Indian Delights, 127 Dotson Drive
  - f. Class C Liquor – Mandarin Restaurant of Ames, 415 Lincoln Way
  - g. Special Class C Liquor & Outdoor Service – Noodles & Company, 414 South Duff Avenue
  - h. Class C Liquor & Outdoor Service – Blue Owl Bar, 223 Welch Avenue
  - i. Class B Beer – Flame-N-Skewer, 2801 Grand Avenue
8. Resolution approving revision to ASSET Policies and Procedures
9. Resolution approving revision to ASSET 28E Agreement to add Central Iowa Community Services as a Funder
10. Resolution approving Professional Services Agreement with Howard R. Green, Inc., of Johnston, Iowa, for Grand Avenue Extension Location & Environmental Study in the amount of \$315,150.23
11. Resolution authorizing extension of Engagement and Retainer Agreement with Ritts Law Group of Alexandria, Virginia, in an amount not to exceed \$100,000 for consulting services related to the Clean Air Act
12. Requests from Octagon Center for the Arts for Art Festival on September 28, 2014:
  - a. Motion approving Blanket Temporary Obstruction Permit for the Central Business District
  - b. Motion approving Blanket Vending License
  - c. Resolution approving waiver of fee for Blanket Vending License

- d. Resolution approving closure of portions of Main Street, Burnett Avenue, Kellogg Avenue, and Douglas Avenue from 6 a.m. to 6 p.m. waiver of fee for usage of electricity; and waiver of fee for Blanket Vending License
- e. Resolution approving waiver of fee for usage of electricity
- 13. Resolution approving preliminary plans and specifications for Non-Asbestos Insulation and Related Services and Supplies for Power Plant; setting September 25, 2014, as bid due date and October 14, 2014, as date of public hearing
- 14. Resolution approving preliminary plans and specifications for Furnishing 69kV SF6 Circuit Breakers for Electric Services Department; setting September 10, 2014, as bid due date and September 23, 2014, as date of public hearing
- 15. Resolution approving preliminary plans and specifications for 2012/13 Storm Sewer Outlet Erosion Control; setting September 17, 2014, as bid due date and September 23, 2014, as date of public hearing
- 16. Resolution awarding contract to Power, Process & Industrial, LLC, of Marceline, Missouri, for purchase of Steel Riser Pipe for Power Plant Circulating Water System in the amount of \$47,100.14, with applicable sales taxes paid directly by the City to the State of Iowa
- 17. Resolution awarding contract to Power, Process & Industrial, LLC, of Marceline, Missouri, for purchase of Platforms and Roof Access Components for Power Plant in the amount of \$47,536.21, with applicable sales taxes paid directly by the City to the State of Iowa
- 18. Resolution awarding contract to Wood Group Pratt & Whitney of Bloomfield, Connecticut, to provide inspection and assessment services of GT1 Combustion Turbine
- 19. Resolution approving Change Order No. 3 for Vet Med Substation Feeder Extension
- 20. Resolution accepting completion of 2013/14 Specialized Wet/Dry Vacuum, Hydroblast, and Related Cleaning Services for Power Plant
- 21. Resolution approving Major Final Plat for Aspen Ridge Subdivision, 2<sup>nd</sup> Addition
- 22. Resolution accepting completion of Ringgenberg Park Subdivision, 3<sup>rd</sup> Addition, and releasing security

**PUBLIC FORUM:** This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting. The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. **The Mayor may limit each speaker to five minutes.**

**HEARINGS:**

- 23. Hearing on rezoning with Master Plan for 601 State Avenue from Special Government/Airport (S-GA) to Residential Low Density (RL) and Floating Suburban Residential Low Density (FS-RL) [Continued from August 12, 2014]:
  - a. Resolution approving Contract Rezoning Agreement
  - b. First passage of ordinance
- 24. Hearing on Major Site Development Plan for 3299 East 13<sup>th</sup> Street (continued from July 8, 2014):
  - a. Motion accepting request to withdraw application
- 25. Hearing on amendments to Major Site Development Plan for 2205 Green Hills Drive:
  - a. Resolution approving amended Plan

**PLANNING & HOUSING:**

- 26. Discussion of Planning and Housing Goals/Priorities:
  - a. Motion approving priorities for next six months

27. CDBG Disaster Application:

- a. Resolution rescinding approval of Hatch Development Group as the preferred consultant/developer for City-owned properties in the 500 Block of 6<sup>th</sup> Street

**ADMINISTRATION:**

28. Update on City Council goal to strengthen Human Services

**FINANCE:**

29. Resolution approving sale and issuance of General Obligation Corporation Purpose Bonds Series 2014 in an amount not to exceed \$9,985,000

**ORDINANCES:**

30. First passage of ordinance pertaining to parking regulations on new streets and corrections at various locations
31. First passage of ordinance designating parking restrictions and loading zone on Aspen Road
32. Second passage of ordinance rezoning 205 South Wilmoth Avenue from Special Government/Airport (S-GA) to Residential Low Density (RL)
33. Third passage and adoption of ORDINANCE NO. 4191 rezoning 4710 Mortensen Road from Community Commercial/Residential (CCR) to Floating Suburban Residential Medium-Density (FS-RM)
34. Third passage and adoption of ORDINANCE NO. 4192 making a zoning text amendment regarding accessory structures for institutional uses in residential zoning districts

**COUNCIL COMMENTS:**

**ADJOURNMENT:**

**\*Please note that this agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*.**

# MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

AUGUST 12, 2014

The Regular Meeting of the Ames City Council was called to order at 7:00 p.m. on August 12, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue pursuant to law with Mayor Ann Campbell presiding and the following City Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Lissandra Villa was also present.

Mayor Campbell announced that the Agenda had been amended to add a Closed Session to discuss matters in litigation; however, staff has now pulled that off the Agenda.

**PRESENTATION OF SPECIAL ACHIEVEMENT IN GIS AWARD TO PUBLIC WORKS:** City GIS Coordinator Ben McConville introduced Lisa Mondt and Dominic Roberge, GIS Specialists. Mr. McConville stated that the City's Public Works Department GIS Work Group had been honored with an award from the Environmental Systems Research Institute for implementation and use of GIS systems, and in particular, the use of new and upcoming mobile and on-line technologies. Mr. McConville thanked Ms. Mondt and Mr. Roberge, the City's Information Technology Division, City management, and the GIS users for their hard work and/or support.

**PROCLAMATION CELEBRATING 40<sup>TH</sup> ANNIVERSARY OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM:** Mayor Campbell read a Proclamation in observance of the 40<sup>th</sup> Anniversary of the CDBG Program and recognized the significant positive impacts that the funding has had on the housing development needs in Ames. Accepting the Proclamation was Vanessa Baker-Latimer, City Housing Coordinator. The Mayor introduced Steve Eggleston, Head Field Officer of the Des Moines Housing and Urban Development (HUD) Office. Mr. Eggleston thanked Housing Coordinator Baker Latimer for her good work in using this tool to address the housing needs of the Ames community.

**CONSENT AGENDA:** Council Member Gartin asked to pull Items numbered 17 (2015/16 ASSET priorities) and 22 (requests from KHOI Radio for Grassroots Radio Conference) for separate discussion.

Moved by Goodman, seconded by Betcher, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving minutes of Regular Meeting of July 22, 2014
3. Motion approving certification of civil service applicants
4. Motion approving contract change orders for July 16-31, 2014
5. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class C Liquor – Olde Main Brewing Co., 316 Main Street
  - b. Class C Liquor & B Native Wine – The Mucky Duck Pub, 3100 South Duff Avenue
  - c. Class C Liquor – Es Tas Stanton, 216 Stanton Avenue
  - d. Class C Liquor – El Azteca, 1520 South Dayton Avenue
  - e. Class C Liquor – Okoboji Grill, 118 South Duff Avenue
  - f. Class C Beer & B Wine – Hy-Vee Gas #5013, 4018 Lincoln Way
  - g. Class C Liquor – Deano's, 119 Main Street
6. Motion approving 5-Day Class B Beer Permit & Outdoor Service for Bar at Zylstra Harley Davidson, 1219 McCormick Avenue
7. Motion approving 5-Day Class C Liquor License for Dublin Bay at Reiman Gardens, 1407 University Boulevard



8. Motion approving 5-Day licenses for Olde Main Brewing at ISU Alumni Center, 420 Beach Avenue:
  - a. Class C Liquor (August 26-30)
  - b. Class C Liquor (September 6-10)
9. Motion approving Outdoor Service Privilege on September 6 and 7 for The Mucky Duck Pub, 3100 South Duff Avenue
10. Motion approving Outdoor Service Privilege for El Azteca, 2727 Stange Road
11. Motion directing City Attorney to draft ordinance pertaining to parking regulations on new streets and corrections at various locations
12. RESOLUTION NO. 14-421 confirming appointment of Peter Hallock, Old Town District representative, to fill vacancy on Historic Preservation Commission
13. RESOLUTION NO. 14-422 approving payment of City's share of Intermodal Facility Operating Subsidy to Iowa State University
14. RESOLUTION NO. 14-423 approving Official Statement and setting date of sale of General Obligation Corporation Purpose Bonds Series 2014 in an amount not to exceed \$9,985,000
15. RESOLUTION NO. 14-425 accepting the 2014 Edward Byrne Memorial Justice Assistance Grant and authorizing the Police Department to participate in the Program
16. RESOLUTION NO. 14-426 approving Emergency Management Agency 28E Agreement
17. RESOLUTION NO. 14-427 approving 36-Month Internet Service Agreement with Century Link
18. Requests from Youth and Shelter Services for 100<sup>th</sup> Anniversary Celebration on Wednesday, September 10:
  - a. RESOLUTION NO. 14-428 approving closure of Kellogg Avenue, from 5<sup>th</sup> Street south to the alley, from 1:00 p.m. to 9:00 p.m.
  - b. RESOLUTION NO. 14-429 approving waiver of parking meter fees and enforcement
19. Requests from Main Street Cultural District for Oktoberfest on September :
  - a. Motion approving Blanket Temporary Obstruction Permit and Blanket Vending Permit
  - b. Motion approving 5-day Class B Beer Permit & Outdoor Service (pending dram shop insurance coverage)
  - c. RESOLUTION NO. 14-431 approving closure of Main Street from Kellogg to Douglas from 10:00 a.m. to 2:00 a.m., including closure of 46 parking spaces; and waiver of fees for Blanket Vending Permit, meter costs for parking space closures, and costs for use of electricity in the 200 block
20. RESOLUTION NO. 14-432 approving preliminary plans and specifications for 2014/15 Right-of-Way Restoration; setting September 3, 2014, as bid due date and September 9, 2014, as date of public hearing
21. RESOLUTION NO. 14-433 changing bid due date from August 26, 2014, to August 27, 2014, for Water Pollution Control Facility Digester Improvements
22. RESOLUTION NO. 14-434 approving preliminary plans and specifications for Information Technology Fiber Optic Deployment; setting September 10, 2014, as bid due date and September 23, 2014, as date of public hearing
23. RESOLUTION NO. 14-435 awarding contract to WESCO Distribution of Des Moines, Iowa, for Aluminum Cable in the amount of \$74,472
24. RESOLUTION NO. 14-436 awarding contract to PCI of Lansing, Kansas, in the amount of \$48,452.95 for Custodial Services for Ames Public Library
25. RESOLUTION NO. 14-437 approving contract and bond for Water Treatment Plant Five-Year Well Rehabilitation Project (Year 3)
26. RESOLUTION NO. 14-438 approving changes in project sequence for Screw Pump Rehabilitation CIP project for Water & Pollution Control
27. RESOLUTION NO. 14-439 approving Change Order to contract with ABC Companies for purchase

and refurbishment of used CyRide buses in the amount of \$15,215

28. RESOLUTION NO. 14-440 approving Change Order #44 to contract with Henkel Construction Company for CyRide Bus Facility Expansion Project in the amount of \$10,582.70
29. RESOLUTION NO. 14-441 approving Change Order with FOX Engineering to delete the unexpended balance related to the redesign of the aerators in the amount of \$62,007.09
30. RESOLUTION NO. 14-442 approving contract renewal with Baldwin Pole & Piling, Inc., of Des Moines, Iowa, for purchase of Electric Distribution and Transmission Utility Poles
31. RESOLUTION NO. 14-443 accepting completion of Public Library's Wood Window Restoration Project
32. RESOLUTION NO. 14-444 accepting completion of Hickory Drive (Lincoln Way - Westbrook Drive)
33. RESOLUTION NO. 14-445 accepting completion of 2012/13 West Lincoln Way Intersection Improvements (Lincoln Way and Dotson Drive)
34. Brookview Place West, 4<sup>th</sup> Addition:
  - a. RESOLUTION NO. 14-446 approving partial completion of public improvements
  - b. RESOLUTION NO. 14-447 approving Final Plat
35. South Fork Subdivision, 6<sup>th</sup> Addition:
  - a. RESOLUTION NO. 14-448 approving partial completion of public improvements
  - b. RESOLUTION NO. 14-449 approving Final Plat

Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**2015/16 ASSET PRIORITIES:** Council Member Gartin said that he had requested to pull this item for separate discussion so that staff could highlight the ASSET funding priorities for the upcoming year.

Assistant City Manager Melissa Mundt listed the three priorities: (1) Basic Needs, (2) Health-Related, and (3) Youth. Ms. Mundt explained the process that identified and ranked the priorities.

Moved by Gartin, seconded by Goodman, to adopt RESOLUTION NO. 14-424 approving the 2015/16 ASSET priorities.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**REQUESTS FROM KHOI RADIO FOR GRASSROOTS RADIO CONFERENCE ON AUGUST**

**14-17:** Council Member Gartin stated he wanted to ensure that the City had confirmation from the property owners affected by the street closure that they had been notified of that closure. City Manager Steve Schainker said that, per the City's policy, event representatives are to contact the property owners. Event coordinator Joe Lynch stated that the property owners had been contacted.

Moved by Gartin, seconded by Betcher, to approve a Temporary Obstruction Permit for two metered parking stalls in front of 323 Main Street on August 17.

Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Gartin, seconded by Betcher, to adopt RESOLUTION NO. 14-430 approving the closure of Douglas Avenue, from 5<sup>th</sup> Street south to the alley, from 3:00 to 8:00 p.m. on August 14.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**PUBLIC FORUM:** No one came forward to speak, and Mayor Campbell closed Public Forum.

**BRECKENRIDGE DEVELOPMENT:** Mayor Campbell announced that public comment on the hearings for the proposed rezoning of 205 South Wilmoth, the proposed rezoning of 601 State Avenue, and the Breckenridge Development Agreement would be taken prior to City Council action on any of the three items.

Planning and Housing Director Kelly Diekmann advised that staff would be making presentations on the North Parcel, South Parcel, and proposed Settlement Agreement. Concurrent public hearings will then occur on the North and South Parcels, and public comments will be heard on the proposed Settlement Agreement. The applicant will speak first and be followed by members of the public. Mr. Diekmann stated that the North Parcel rezoning was independent of the South Parcel rezoning. The proposed Settlement Agreement will be a third independent action.

1. Hearing on Rezoning 205 South Wilmoth Avenue: City Planner Karen Marren explained the request to rezone the North Parcel located at 205 South Wilmoth Avenue from Special Government/Airport (S-GA) to Residential Low Density (RL). She described the next steps that would occur should the Council decide that RL is the appropriate zoning for the property in question. If the City Council determines that Low-Density Residential is appropriate for the area in question, the next subsequent step in the review process would be subdivision. Low-Density Residential only allows single-family detached homes, which would require that the applicant subdivide each home on an individual lot.

At the request of Council Member Corrieri, Planner Marren and Director Diekmann explained the comments that had been made by members of the Planning and Zoning Commission at a hearing held on June 4, 2014, regarding rezoning this Parcel to RL.

Council Member Betcher asked Director Diekmann to confirm that there is no dispute about net acreage and the maximum number of lots that may be developed on the Parcel as being 40-50. Mr. Diekmann answered that a decision was made that a Master Plan was not required because of only one use being allowed and no site constraints. Staff had estimated 40-50 lots; literally, it is 7.26 units x 8.23 acres, but that includes public streets.

2. Hearing on Rezoning of 601 South State Avenue: The request to change the zoning designation from S-GA to RL for the portions of the property north of College Creek and Suburban Residential Low-Density (FS-RL) for the property south of College Creek was described by Director Diekmann. He added that, if that is the action chosen by the City Council, it would allow for the development of up to a maximum of 194 dwelling units.

According to Director Diekmann, the Council might want to consider tabling this hearing to allow staff time to gather more specificity behind some potential conditions that might be appealing to the City Council.

Mr. Diekmann explained each of the six alternatives:

1. Approve rezoning of approximately 1.63 acres north of College Creek from S-GA to RL and approximately 27.37 acres of land south of College Creek from S-GA to FS-RL, all located at 601 State Avenue with a signed Zoning Agreement prior to third reading of the ordinance.

This is the applicant's requested zoning change and is based on the assumption that up to

190 dwelling units may be built.

2. Approve rezoning of approximately 1.63 acres north of College Creek from S-GA to RL and rezoning approximately 27.37 acres of land south of College Creek from S-GA to FS-RL, all located at 601 State Avenue, with a signed Zoning Agreement prior to third reading, agreeing with potential moving of the bike path, agreeing that the developable acreage of the area is 10 - 14 acres, and agreeing to participate in the off-site traffic improvements required on Mortensen and State.

This alternative would give direction regarding location of the bike path, would clarify Council's agreement with staff's interpretation of the maximum density formula, and would secure a proportional contribution to the cost of a nearby traffic improvement that is impacted by development of the parcel.

3. Approve rezoning of approximately 1.63 acres north of College Creek from S-GA to RL and rezoning approximately 27.37 acres south of College Creek from S-GA to RS-RL, all located at 601 State Avenue with conditions other than those listed under Alternative 2.
4. Deny the request for rezoning of approximately 29 acres of land located at 601 State Avenue from S-GA to RL and FS-RL.

This is the recommendation from the Planning and Zoning Commission. Under this alternative, the developer would not be able to file the same zoning application for one year.

5. Indicate its willingness to approve rezoning of approximately 1.63 acres north of College Creek from S-GA to FL and rezoning of approximately 27.37 acres south of College Creek from S-GA to F-PRD (Planned Residential District).

This option would require the developer to withdraw the current rezoning request and to then apply for F-PRD zoning of the portion south of the Creek.

6. Postpone action on the request and refer back to staff and the applicant.

Under this alternative, Council could provide direction to staff and the applicant to confirm the desired conditions in a written Zoning Agreement prior to Council approval of first reading of a rezoning ordinance. In contrast to Alternative 4, this would avoid the requirement that one year pass before the developer may seek FS-RL zoning of the parcel.

Director Diekmann again suggested that the City Council might want to consider continuing the hearing if it does not feel it has enough information. Staff had highlighted some discrepancies in the Master Plan in terms to commitments of the applicant to the development of the property. Mr. Diekmann advised that, late yesterday afternoon, the applicant had provided additional information concerning the bike path, commitments to the off-site traffic impacts, and about the applicability of what developable area means on a Master Plan versus a net density calculation that may be appropriate at the subdivision stage. Other core issues are the range of unit types, actual building types, and where is the area that they will be built. The bike path influences that; there is approximately 1.7 acres just within the bike path easement that currently exists. In the developer's proposal for just over 21 acres of developable land, it is assumed that the bike path is moved and that that area is available for development. Even if the bike path is not moved, they are still assuming that as developable area even though literally a home would not be placed on

the bike path.

According to Director Diekmann, at question is the amount of developable net acreage. The developer alleges that approximately 21 acres are developable, which leads to a maximum density of 194 units and 582 beds for student housing. While the proposed zoning is consistent in its request of a base FS zoning, there are unknowns within the rezoning and Master Plan related to the development intensity of the site. Outstanding issues include the advisability of relocating the bike path, agreement by the City to relocate the bike path, off-site traffic impacts, lack of CyRide service for a significant population of proposed students, and the overall design of the site in relation to the current site constraints and the surrounding area. According to Mr. Diekmann, given the unresolved nature of the density interpretation issue, the bike trail location, and the developer's commitment to off-site traffic improvements, it is staff's recommendation that the hearing be continued until the core issues are resolved.

Council Member Gartin pointed out that there is nothing to preclude the developer from bringing in dirt and building up an area to expand the number of acres to the area north of the bike trail. Mr. Diekmann advised that the "control on fill is at the subdivision stage." At that stage, grading plans are reviewed. Director Diekmann stated that, if a tremendous amount of fill dirt had to be brought in to make the area developable, the grading plan would not meet the Land Use Policy Plan expectation for natural resource preservation and also the subdivision lay-out criteria.

Council Member Betcher asked Director Diekmann to explain how a "proportional share of off-site improvements" is calculated. She also asked if the City usually required a developer to pay for all off-site improvements. Mr. Diekmann indicated that this situation has an existing deficiency and the development would be taking a sub-par condition and exacerbating it. Since it is already part of a problem, the City would calculate a proportional share. The developer would not be obligated to fix something that is already failing at its sole cost. If the development would cause a negative impact to occur, the developer would be required to pay the full cost of the improvement. In this case, there is already a deficient intersection that would be made worse by the operations of the proposed development. City Manager Steve Schainker further explained that there are two types of off-site improvements. One type is when it is immediately adjacent to new development – normally paid wholly by the developer. The other is when off-site improvements are not adjacent to the new development; however, impacts from the new development are felt a distance away, so a proportional share is paid by the developer.

City Attorney Judy Parks explained the Development Agreement in detail. The Agreement was contemplated originally as a proposal that came at the public presentation on July 8, 2014. The concepts of that proposal have been put into a more formal document with more detail on how they would be effectuated at the Council's approval. The Development Agreement is an alternative to the three zoning applications being granted as proposed by the applicant.

At the inquiry of Mayor Campbell, Director Diekmann noted that one of the exhibits to the Agreement shows where the buildable area is, and the assumption is that a clubhouse and 305 beds could fit within that area of the South Parcel.

Ms. Parks summarized that one rezoning had already been approved, i.e., the Middle Parcel; one rezoning is in the process and may be able to go forward tonight because nothing had changed; and one, i.e., the South Parcel, which at this point is still a work in progress. In order for the Council to know what the base zoning would look like for all three Parcels, Ms. Parks advised that it would be inappropriate for the Council to act on the Agreement tonight because it is

unknown what is going to happen with the South Parcel yet. Ms. Parks pointed out that new information pertaining to the South Parcel was provided to the City late yesterday by the developer's attorney Brian Torresi.

Outlining the Council's options, Ms. Parks stated that the developer has clarified that it wants this to move forward, which means the Council has two choices: (1) the basic zonings of RL, RL, and FSRL, as the developer as proposed; or (2) the Development Agreement.

Director Diekmann reiterated that, on August 11, the applicant's attorney Brian Torresi had submitted some revisions to the Master Plan where they changed the numbers. Those revisions were distributed late and not all members of the Council had a chance to review them. In correspondence accompanying the Master Plan changes, Mr. Torresi addressed comments in the Staff Report on:

1. Determination of the location of a bike path. The developer approves it staying where it currently exists or the City resolving where to move it. Breckenridge feels that the bike path issue is a non-issue.
2. Breckenridge to pay a proportionate share of the cost of off-site traffic improvements at the intersection of Mortensen Road and State Avenue. Breckenridge understands and agrees that it will have to pay a proportionate share of the cost of off-site improvements at that intersection; therefore this is also a non-issue.
3. Resolution between staff and Breckenridge related to various interpretations concerning how net acreage is to be calculated. Section 29.1202(6) of the *Ames Municipal Code* provides that regulations for the FS zone are provided in Table 29.1202(b). That Table was recently amended by the City Council on July 22, 2014 by adding the word "only" to the formula for determining net acreage. According to Mr. Torresi, it had always been the practice for development in the City of Ames in FS-RL zones that the seven areas that may be subtracted from gross acreage to determine net acreage, as identified in the Table, were allowed to be subtracted, but did not have to be subtracted. By requiring Breckenridge to determine the net acreage of the property by subtracting all of the areas identified on the Table, the Council will be taking a position that appears to be targeted toward Breckenridge's development and contrary to the stated intent of the Table.

Attorney Torresi indicated that Breckenridge supported Alternative 1 as contained in the Council Action Form with the revised plan and a modified version of Alternative 2 as long as subsections (a)(I) and (b) are removed.

In reference to the Development Agreement pertaining to the North Parcel, Council Member Betcher asked, if the base zoning were to be RH, would there was anything to preclude the developer from constructing a building over five stories high to meet the 500+ beds that they desire. Director Diekmann advised that, in theory, the building could be taller than five stories; building height is not covered in the Development Agreement, but would be covered under Major Site Plan review. The height limit in RH is nine stories or 100 feet.

Brian Torresi, Davis Brown Law Firm, Ames, addressed what he alleged to be inconsistencies in staff's testimony in that the letter received yesterday by staff was in direct response to the Council Action Form, which was published after 5:30 p.m. on Friday, August 8. He added that staff was not working on Saturday or Sunday, so Monday was the first time that he could

respond to the staff report. Mr. Torresi said the City Council could choose to move forward with the Development Agreement. Attorney Torresi emphasized that the Development Agreement was not forced upon the City in threat of litigation. According to Mr. Torresi, the Development Agreement represents the best way to develop the three parcels based on input from the neighbors, the University, and the City. If the Council members should decide not to move forward with the Agreement, the developer is asking that they approve RL for the North Parcel. Mr. Torresi added that the developer believes that the Parcel should not be RL along Lincoln Way; however, the Land Use Policy Plan (LUPP) designates it as RL, and that is, therefore, their request. Pertaining to the South Parcel, the developer's application is in accordance with the LUPP, and it has the option to choose between FSFV and F-PRD. Mr. Torresi stated that the City Council can't zone that Parcel FSFV or F-PRD unless it finds that the applicant actually selected one of those zones. The applicant selected FS, and the least-intense zone in FS is FS-RL, which is what the applicant is requesting. Mr. Torresi reiterated that the revised Master Plan was submitted yesterday in response to the Council Action Form. He pointed out that the changes decrease the maximum number of developable units.

Mr. Torresi stated that the developer has no issue with moving the bike path and there is no issue with the developer paying its proportionate share of off-site traffic improvements. He believes that determination of the net developable acreage is the only issue; that is for the engineer to determine. According to Mr. Torresi, there is nothing else that the applicant is going to ask for, and the property has to be rezoned. He said that "Breckenridge is not going to go away," and all three Parcels must be rezoned.

Council Member Goodman explained frustration that new information was received late yesterday by City staff from the developer's attorney. The Council did not receive this information until today, and members of the affected neighborhoods had not seen the information. He preferred that the hearing be postponed until the Council and public had had an opportunity to review the new information.

Council Member Betcher read a section of the letter that she construed to be "lawsuit fodder" and asked City Attorney Parks for her opinion. City Attorney Parks said that she could not address that at this point because she had not had adequate time to review the letter.

Mayor Campbell opened the hearings on 205 South Wilmoth Avenue and 601 State Avenue. She noted that public input concerning the Development Agreement would also be accepted.

Robert Lorr, 233 Hilltop Road, Ames, said that, by his calculations, 172 units with up to three people in each would mean 515 people. He understands that roommates would also be allowed, which would add to that number. Mr. Lorr believes that that kind of density added to the density in the North Parcel would equate to more than the developer originally started out requesting. It was noted by Mr. Lorr that Ames has been named as one of the best places to live and retire, and two of the reasons for identifying Ames as a good place to live included a low crime rate and high quality of neighborhoods. According to Mr. Lorr, if this development goes the way that this developer's other projects have gone in other communities, it is a disaster waiting to happen." According to Mr. Lorr, one of Breckenridge's similar developments has an average of 30 police calls/day and weak infrastructure because the design is not conducive to the climate. Mr. Lorr urged the Council to reject the Development Agreement.

Ken Platt, 3620 Woodland Street, Ames, said that he was very confused by the recent revisions. He acknowledged that Breckenridge is here to stay; however, believes that density is the

problem. Mr. Platt believes that Breckenridge is proposing to place too many people in too small a place. He does not support the Settlement Agreement. Mr. Platt indicated his support for the RL designation for both the North and South Parcels; however, does not support RL for the Middle Parcel because he does not believe anyone would purchase a home between two highly concentrated student housing complexes with clubhouses. He thinks that parents would purchase the single-family residents for their students to live, which would mean another 300 people added to the approximately 900 students, equating to a total of around 1,200 people. Mr. Platt recommended that the North Parcel be zoned RL. He expressed his opinion that developing the land in question as being proposed by Breckenridge would be very, very detrimental to the surrounding neighborhoods. He can find no logic to it, and he urged the Council to reject the development proposal. It was also pointed out by Mr. Platt that ISU officials have stated that the area in question is not suitable for high-density student populations. He said that it is unfortunate that the City had been “saddled” with this situation, but the best way to deal with the problem is by minimizing the negative effects, which can be done by keeping the designations as RL. Mr. Platt stated his opinion that actions should not be taken by the City Council to avoid a lawsuit; that would be a bad choice. A question posed by Mr. Platt was what happens if the student population decreases; he doesn't know who would buy the units.

Sarah Cady, 2812 Arbor Street, Ames, pointed out that the neighborhood does not want this development, the City does not want this development, and the University does not want this development. She said that she does not see an obvious path to stopping it, however. It was pointed out by Ms. Cady that the developer is already being sued in other municipalities for his inability to provide adequate heat and running water to its residents. She said that development had not even started, and Breckenridge had already violated City of Ames Code with illegal signage on the Middle and North Parcels. Ms. Cady stated her belief that the proposal for 500 - 600 bedrooms in the South Parcel would be too taxing on existing infrastructure. She also said that, despite what the developer has said about the project being one-half mile from the ISU Campus, only the northeastern corner of the Middle Parcel is within one-half mile of the southeastern edge of the Campus and State Gym area. There is no public transit along State Avenue, meaning the most residents of the South and Middle Parcels would have to drive during the winter months. According to Ms. Cady, the FOX Engineering Traffic Analysis indicated that, even with a 20% reduction in vehicle count relative to the proposed number of residents, trip count on State Avenue could increase up to 25% with a 10 to 15% increase in east/west traffic at the State and Mortensen intersection, and a 80 to 90% increase in north/south traffic at the same intersection. Ms. Cady believes those traffic counts coupled with the unique traffic patterns of a student-focused apartment complex could mean a traffic disaster for adjacent neighborhoods. She is also very concerned that the developer apparently plans on building to the maximum density possible on the South Parcel as that will significantly disturb the natural topography and creek buffer. Ms. Cady stated that she was in favor of RL zoning for the South Parcel. She told the Council that she supports the proposal because it is the lesser of all evils. Ms. Cady does not believe that the detached rental houses would be repurposeable as owner-occupied in the future. She would like to see a realistic layout and plan. Regarding the North Parcel, she would like to see what is proposed for building size, buffer options, ingress/egress from the neighborhood, an on-site parking layout, and traffic mitigation. For the South Parcel, Ms. Cady would like to see a plan that includes more preservation of severe slopes in the conservation easement, and a tentative layout of parking, streets, and the bike path. It was noted that the City does not currently have language in its Zoning Code limiting the number of rental houses in low-density neighborhoods. She indicated her desire that the zoning language be changed before any more large tracts of government property are sold. Ms. Cady asked the Council to make a decision for the long-term stability and strength of Ames neighborhoods.



Carolyn Bolinger, 2718 Valley View Circle, Ames, said that she had lived in Ames for 43 years and had always felt that the City Council members had carefully thought-out all issues before resolution was decided. She made reference to the numbers of apartment buildings being built that are visible from her property. Ms. Bolinger stated that she would like to see the current Council carefully consider what is going into the proposed development and those whom would be directly impacted.

Sharon Guber, 2931 Northwestern Avenue, Ames, expressed her disapproval of the City Council holding a hearing on two rezonings and discussion on a complicated Development Agreement at one meeting; she hoped the Council would never do that again. Ms. Guber pointed out that it is the job of the City Council to plan for the future and act in the present. She urged the City to consider what is appropriate for the area in question; in her opinion, that is RL zoning. Ms. Guber showed a map of the topography, showing the slopes that exist, and urged that the bike path remain where it is. It was also pointed out by Ms. Guber that the City Council has the prerogative to see details at this point; they should exercise that option. A listing of other Aspen Heights locations and the number of bedrooms in each development was shown by Ms. Guber. She asked that the Council approve RL zoning for the North, Middle, and South Parcels.

Catherine Scott, 1510 Roosevelt, Ames, spoke first about the South Parcel, telling the Council that the big decision it has to make is the number of college students that are appropriate for that Parcel. If the maximum number is known, it should be easier to choose a zoning designation that will keep the number at or below that number. She encouraged the Council to take the advice of the neighborhood residents as to what number of new residents that would best protect their quality of life. Ms. Scott indicated her support for Alternative 4, to deny the FS-RL zoning request, which was the recommendation of the Planning and Zoning Commission. She believed that RL zoning would be appropriate for all three parcels. She also believes that no zoning change should be approved until all information is received and nothing should be left open to interpretation.

Sharon Stewart, 437 Hilltop Road, Ames, asked that the decision on the three Agenda items be delayed until the most-recent changes to the Master Plan can be adequately reviewed. She contended that Breckenridge follows a continuous pattern where appropriate information is not given at appropriate times. According to Ms. Stewart, that should be unacceptable and it would set a very bad precedent if the Council were willing to accept that from a developer. Ms. Stewart urged that the Council require a more detailed and complete Master Plan. She also noted that Section 23.201 (38) of the *Municipal Code* clearly defines net acreage. In looking at the topography of the land in question and reading the definition, Ms. Stewart believes this is very clear. She spoke next about the Settlement Proposal and gave the reasons why she believed that it should not be approved. Ms. Stewart strongly encouraged the Council to require Breckenridge to subdivide.

Michael Petersen, 3302 Morningside Street, Ames, addressed flooding and wildlife concerns in relation to the City Code if the proposed development is allowed. Mr. Petersen identified himself as a professionally trained wildlife biologist. He presented some of his concerns regarding potential effects that Breckenridge's proposal would have particularly on the environmentally sensitive South parcel if rezoned to FS-RL, as well as other effects on the two remaining Parcels and on the surrounding residential neighborhood. Mr. Petersen specifically raised the issue of the culvert under State Avenue. According to Mr. Petersen, during flooding rains, the result is a large lake that backs up onto his and his neighbor's property. Four 500-year

floods have inundated that area since 1984, yet Breckenridge has never given specifics on how it plans to protect the area from the added threat of floods. Concerns about the loss of critical wildlife habitat and wildlife that would occur if Breckenridge develops the area were expressed by Mr. Petersen. It was Mr. Petersen's belief that the City has a unique opportunity to preserve some remaining wildlife habitat that is essential for a number of species that are in jeopardy. A map was shown of an extended conservation easement proposal being requested from the College Creek/Old Middle School Neighborhood. According to Mr. Petersen, City Planning and Housing Department and Parks and Recreation Department have been informed of the requested larger conservation easement. Mr. Petersen also raised the issue of net developable areas, noting that net acres are to be determined by subtracting areas having 10% or greater slopes. He urged the Council to zone all three parcels as RL and make them be subdivision-compliant.

Warren Madden, Iowa State University Senior Vice-President for Business and Finance, stated that the University continues to believe that the area in question would best be served by single-family homes. It does not believe that the area in question is the best place for a concentration of under-graduate student housing, which is what is being proposed. The University intends to retain the area to the south of the property in question for agricultural research and teaching purposes. The land to the east will continue to be used for the ISU cross country track and arboretum. According to Mr. Madden, initially, the University felt that some of the items in the proposed Development Agreement could result in a community and University benefit and potentially benefit the neighborhood. However, it appears that the neighborhood and Breckenridge can't come together on an acceptable density level. There is an apparent inability to negotiate. There is a lack of clarity on the development of the plans, particularly as it relates to density. In addition, some of Breckenridge's management issues in other community have raised concerns about how the high-density development would be managed. These concerns make it very difficult to move ahead with the proposal. Based on the University's assessment, it has concluded that the neighborhood recommendations for RL zoning on all three parcels is probably the best alternative. If the density questions were answered and people could see the impact of the proposal, there might be a possibility that a Development Agreement could work; however, based on the information known today, it is not believed that is possible.

Sue Ravenscroft, 455 Westbrook, Ames, spoke. She indicated that she had watched zoning processes in Ames for at least ten years and had never seen one that was made as complicated as the one in question – all brought about by the developer. Ms. Ravenscroft believes that residents want predicability and assurance that their neighborhood will not suddenly become an expensive student “ghetto.” Ms. Ravenscroft believes that the developer has created as much confusion and uncertainty as possible. She is concerned that the developer hopes to win by wearing down the neighbors and City staff with contradictory proposals. Ms. Ravenscroft believes that placing 63 bedrooms per acre on the North Parcel is unacceptable. That density will cause major traffic issues, not just at State and Mortensen, but also on Lincoln Way from Franklin to State; this will have disastrous results. She urged the Council to zone the North Parcel RL and the South Parcel RL. Ms. Ravenscroft noted that the South Parcel is environmentally sensitive, and the ISU research plots impose further considerations, such as protection from light pollution. The South Parcel should have an extensive conservation easement. In addition, Ms. Ravenscroft expressed her opinion that the Settlement Proposal should be rejected in its entirety.

Tony Ramey, 425 Hilltop Road, Ames, indicated that he was in favor of rezoning the North Parcel to RL. Regarding the rezoning of the South Parcel, he is opposed to RL north of College Creek and FS-RL south of College Creek. Mr. Ramey is also opposed to the Settlement Proposal

with Breckenridge that will sell the Middle Parcel for single-family dwellings and allow more than 800 beds for student rental to be developed by Breckenridge on the North and South Parcels. The Council was asked by Mr. Ramey to fight the litigation by Breckenridge to avoid the requirement to provide subdivision compliance for all three RL zoned parcels and fight any litigation that Breckenridge might bring to resist the rezoning of the South Parcel to RL in its entirety. Mr. Ramey said that an alternative compromise that, in his opinion, would be fair would be for Breckenridge to sell the South Parcel to ISU and to develop the Middle and North Parcels according to the original Fall 2012 proposal of cottage-style buildings to support 300 bedrooms and student renters on the Middle Parcel plus 200 bedrooms and student renters on the North Parcel. He gave the reasons why that proposal appeals to him. He asked that the City Council do all it can to help the Neighborhood Association to achieve something closer to a genuine parity.

Rich Ketcham, 2923 Arbor Street, Ames, said that he lives about three houses from the proposed Breckenridge development. He encouraged the Council to take as draconian measure as possible within the bounds of the law to the whole Breckenridge development process. In Mr. Ketcham's opinion, Breckenridge has demonstrated time and time again that it has its own agenda; they have been disingenuous time and time again. What Breckenridge is proposing would be like having the City of Gilbert or Slater dropped into the neighborhood only they would be all students. Mr. Ketcham echoed Council Member Goodman's concerns about the last-minute changes. He encouraged the City to fight the proposed development with "every tooth and nail" that it has and help the neighbors preserve the values of their existing properties.

Dickson Jensen, 4611 Mortensen Road, Ames, identified himself as a local developer who owns and operates over 1,000 apartments in Ames. He indicated that he had never seen any process like what is being proposed by Breckenridge. His method of building is to follow the rules and get the job done; that is the way it is supposed to be. Mr. Jensen urged the City Council not to allow this to continue. He requested that the City to turn down the settlement and not associate litigation with zoning. Mr. Jensen expressed his opinion that both the North and South Parcels should be zoned RL. He asked how the City was going to enforce an owner-occupied 21-year covenant. It was Mr. Jensen's suggestion that the City stop the development that no one wants by buying the land in question.

Joe Doolittle, 406 Briarwood Place, Ames, said that his main concern as an educator is for the safety of the Middle School students. While the current bike path has been designated as a "safe path," Mr. Doolittle does not believe that it would be a safe situation for Middle School students to go through a development that has a clubhouse approximately 50 yards away from the bike path. He does not want students to be put in that situation. Mr. Doolittle urged that the City limit the number of students that are allowed to live on the South Parcel.

Joanne Pfeiffer, 3018 Morningside, Ames, said she had been asking herself if she should be expecting the City Council to protect her home and her neighbors' homes. She said that she has learned that the Council members are sworn to support the Constitution of the United States and the Constitution of the State of Iowa. The State of Iowa Constitution contains the Bill of Rights, and specifically, in the first section, all people have the right to acquire, possess, and protect property and to pursue and obtain safety and happiness. Ms. Pfeiffer noted that government is instituted for the protection and the security and the benefit of the people. She believes that the City Council members are in office for the protection, security, and benefit of the community and of the neighborhoods of Ames. Ms. Pfeiffer thinks that, in order to do that, the following is needed: accurate traffic studies and provisions for safe conditions on all roads and walkways;

providing safe places to exercise, walk, bike, and run; conditions for safe homes where residents feel secure, free from vandalism, violence, and altercations; conditions for social relationships, connectivity, support, trust among neighbors with informal social control of undesirable behaviors; a green space; accurate flooding studies and precautions that are needed to prevent flooding. Ms. Pfeiffer asked the Council to approve RL for all three Parcels. She believes that it is a matter of the peoples' rights and the legacy for future generations and is the Council's duty to protect residents' property, safety, and happiness.

Rich Ketcham, 2923 Arbor Street, Ames, again spoke, asking questions about the clubhouse being requested. He asked how the developer plans to facilitate the operation of a clubhouse in an RL zone, specifically asking if a variance would be required, if the clubhouse would be operated as a commercial business, and if it would be subject to liquor license requirements, parking requirements, etc.

Scott Renaud, FOX Engineering, Ames, indicated that the developer, from the beginning of this process, has been trying to follow the rules and to follow the Ames Land Use Policy Plan. Mr. Renaud provided the history of how Breckenridge came to own the Parcels in question. The School Board sold the land at an auction. According to Mr. Renaud, the local development community "sat on their hands" and did not bid on the land. Mr. Renaud contended that a larger supply of rental housing is needed; rents are on the rise because of the lack of supply. Regarding net developable acres, Mr. Renaud contended that easements and slopes may be in lots. They might not be buildable, but they can be included as part of the lot density. He said the final goal is to get to between 100 and 172 lots. The developer has been working with the City for over two years.

The meeting recessed at 9:45 p.m. and reconvened at 9:55 p.m.

Mayor Campbell closed the hearing on the North Parcel (205 S. Wilmoth).

Council Member Nelson asked for a summary of the bedroom ranges given the different zoning scenarios. Director Diekmann advised that for the North, it has been roughly estimated that there would be 40-50 units possible at three beds/unit for a total of between 120 and 150 at a maximum level. For the South, with the applicant's letter received yesterday, they state that they are willing to modify their Master Plan to no more than 172 units at three beds/unit for a total of 516 beds at a maximum level with FS-RL zoning. This is based on 21 acres of developable land. For the Middle Parcel, it would be roughly 50 units at three beds/unit for a total of 150 beds.

Moved by Orazem, seconded by Goodman, to approve the request for rezoning of approximately 8.36 acres of land located at 205 S. Wilmoth Avenue (North Parcel) from S-GA (Government/Airport) to RL (Residential Low Density).

Roll Call Vote: 6-0. Motion declared carried unanimously.

Council Member Betcher expressed concerns about closing the hearing on the South Parcel (601 State Avenue) since new information from the developer's attorney had been received so late and the Council and the City Attorney were not able to adequately review it.

Moved by Betcher, seconded by Gartin, to continue the hearing until August 26, 2014.

City Attorney Parks explained that if the hearing were to be continued, there would still be the opportunity for additional public input and Council consideration of the issues that may have been

raised in the new communication.

Council Member Corrieri disagreed, noting that a valid Protest had been filed against FS-RL and five votes would be required to approve the rezoning to FS-RL. She did not believe that the new information would make a difference on how the Council would vote, and she did not want it prolonged. Ms. Betcher said it would not be responsible on the part of the Council to act on something that is different than what the public thought it was considering.

In addition, Council Member Betcher stated that she did not have concrete information about net developable acres; the numbers keep changing. She would like to suggest that Alternative 6 be approved with specific direction on a Zoning Agreement similar to that contained in Alternative 2.

At the inquiry of Council Member Orazem, Director Diekmann advised that the Master Plan goes with the rezoning; it is not a separate action.

After the question was raised by Council Member Betcher, Mr. Diekmann pointed out that one of the requirements of the Master Plan is to identify unit types, developable area, and net acreage associated with the building types. Ms. Betcher emphasized that the net acreage should be known before the item is voted on. Director Diekmann clarified that the expectation is for a reasonable estimate of the net acreage that will be buildable on the site; that is an element of the Master Plan.

Vote on Motion: 3-3. Voting aye: Betcher, Gartin, Nelson. Voting nay: Corrieri, Goodman, Orazem. Mayor voted aye to break the tie. Motion declared carried.

Moved by Betcher, seconded by Goodman, to instruct staff to come back on August 26, 2014, with a signed Zoning Agreement with the following conditions:

1. That the shared-use path remain in its current location and configuration
2. The developable areas of the site be reduced to 10-14 acres based on Code-allowed exceptions for constrained areas and the current configuration of the shared-use path.
3. The Developer agrees to pay a proportional share of the cost of traffic improvements at the intersection of Mortensen Road and State Avenue.

Council Member Orazem said that he definitely did not want the bike path going through the middle of the proposed development.

Moved by Orazem, seconded by Betcher, to amend the motion to state that the Master Plan includes allowance for relocating the shared-use path subject to approval by the City.

Director Diekmann clarified that if the Zoning Agreement that accompanies the diagram would state that the path may stay or may move as approved by the City, the decision on location would be made at the time of subdivision. Staff is not 100% sure that relocation of the shared-use path is feasible as it has not evaluated the current proposal pertaining to grades and it does not have confirmation from the School District that it is in agreement with relocating the path on its property to make those grades work.

Director Diekmann told the Council that the question before the City Council members at this meeting is whether they believed the Master Plan had adequate information per the Municipal Code requirements. Therefore, it could accept the Master Plan, as proposed, or request more detail, as staff is recommending. Staff position is that the Master Plan does not seem to get to the level of detail

that is appropriate on this site for what is really the developable area and the developer has not calculated an estimate of net acreage regarding the unit types that are being proposed on the site.

Council Member Goodman pointed out that if staff were going to do the “leg work” on FS-RL to determine the density, it would make sense to do the same for RL. He felt that it would be necessary to allow for a thorough understanding of the alternatives.

Council Member Orazem asked if a Master Plan would be required for RL zoning. Director Diekmann responded that the Council has the prerogative to require a Master Plan to accompany any rezoning request.

Vote on Amendment: 4-2. Voting aye: Betcher, Gartin, Nelson, Orazem. Voting nay: Corrieri, Goodman. Motion declared carried.

Vote on Motion, as Amended: 4-2. Betcher, Gartin, Nelson, Orazem. Voting nay: Corrieri, Goodman. Motion declared carried.

Breckenridge Development Agreement. Council Member Goodman noted that it will require five votes to approve rezoning to FS-RL because a valid Protest had been filed. He asked if this Agreement should even be discussed when it is felt that there would not be five votes in favor of rezoning to FS-RL. City Attorney Parks clarified that there is a statutory process in place that requires a super majority, i.e., five votes, if a valid Protest has been filed..

Moved by Orazem, seconded by Corrieri, to deny approval of the Development Agreement for the Breckenridge parcels.

Vote on Motion: 6-0. Motion declared carried unanimously.

**HEARING ON VACATION OF ACCESS EASEMENT AND SANITARY SEWER EASEMENT FOR 701 SOUTH DUFF AVENUE:** Eric Cowles, Civil Engineer, noted that Hunziker Land Development had worked with the Howes and Mr. Flummerfelt, and staff believes that the issues have been resolved.

The public hearing was opened by Mayor Campbell.

Jim Howe, 912 Clark, Ames, identified himself as the owner of the business located at 811 South Duff Avenue. He told the Council that he believes, after talking to Chuck Winkleblack, that they will still be able to get semis and large farm equipment in and out of his shop if the 16' easement is approved. Mr. Howe indicated that he is in agreement to move the easement for the Park Department that is located in back of his shop. He said that there is one remaining issue regarding getting very large equipment, e.g., a 53' tractor-trailer, into his business. There is still a concern about the corner, as it would be impossible to get very large equipment to Howe Welding without encroaching on Hunziker's property line. Mr. Howe said he believed, after talking with Chuck Winkleblack, that it is resolvable.

Chuck Winkleblack, 105 S. 17<sup>th</sup> Street, Ames, said it is Hunziker's intent to work with Jim Howe. He indicated that when they get to the point of constructing the wall, they will figure out what works; however, the easements will not change.

After no one else came forward to speak, the Mayor closed the hearing.

Council Member Gartin asked City Attorney Parks if the easement would run with the land. Ms.

Parks said that it would be related to what uses are on the land. Mr. Cowles said that the City will be a party to the 12' easement; it will be in perpetuity.

Moved by Nelson, seconded by Gartin, to adopt RESOLUTION NO. 14-450 approving the vacation of an access easement and sanitary sewer easement for 701 South Duff Avenue.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**HEARING ON VACATION OF PUBLIC UTILITY EASEMENT FOR 4540 MORTENSEN ROAD:** Mayor Campbell opened the public hearing and closed same after no one requested to speak.

Moved by Goodman, seconded by Corrieri, to adopt RESOLUTION NO. 14-451 approving the vacation of a public utility easement for 4540 Mortensen Road.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**HEARING ON 2014-2018 CONSOLIDATED PLAN IN CONNECTION WITH CDBG PROGRAM:** The hearing was opened by the Mayor. No one asked to speak, and the public hearing was closed.

Moved by Betcher, seconded by Goodman, to adopt RESOLUTION NO. 14-452 approving the 2014-2018 Consolidated Plan in connection with the CDBG Program.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**NEW WATER TREATMENT PLANT:** Water and Pollution Control Director John Dunn told the Council that the City had received the Construction Permit from the state on August 8, 2014; the project is now ready to be bid.

Moved by Nelson, seconded by Corrieri, to adopt RESOLUTION NO. 14-453 approving preliminary plans and specifications for construction of the new Ames Water Treatment Plant - Contract 2; setting September 24, 2014, as bid due date and October 14, 2014, as date of public hearing.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**CAMPUSTOWN URA CRITERIA FOR 2300 LINCOLN WAY:** Director Diekmann advised the Council that the URA criteria requires facades facing any street use only fixed windows, which is for the safety of pedestrians walking or standing near the building from projectiles that could be thrown through an open window. The applicant requested an equivalent proposal to meet certain criteria of the Campustown Urban Revitalization Area. The equivalent proposal is to install awning windows on the street facing sides of the building (Lincoln Way and Lynn Avenue) that swing out along the bottom edge of the window a maximum of four inches. The proposal has been reviewed by the Ames Police Chief, and the Police Department is in favor of it.

Moved by Goodman, seconded by Nelson, to adopt RESOLUTION NO. 14-454 determining that the developer's proposal to install windows that open on the street-facing sides of the building under construction at 2300 Lincoln Way is an equivalent alternative to the Campustown Urban Revitalization Criteria for fixed windows on the street-facing sides of the building, provided the

following conditions are met:

1. Windows installed on the street-facing sides of the building shall have fixed windows for the upper 5'6" of the height of each 7'6" window opening.
2. No more than the lower 2' of each window opening shall be an awning style of window that hinges at the top and swings out at the bottom.
3. Awning windows on the street-facing sides of the building shall open no more than 4".
4. Screens for the awning windows shall be made of heavy gauge aluminum, 1/8" thick, in a grid pattern with 1/2" openings.
5. Awning window screens shall be secured to U-shaped channels with tamper-resistant screens, and the U-shaped channels are secured to the jamb of the window with tamper-resistant screws.
6. City staff will inspect the installed windows and screens to confirm that the conditions for approval of the equivalent alternative have been met prior to consideration of a request for tax abatement for this property.

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**DOWNTOWN FACADE GRANT FOR 121 MAIN STREET:** Council Member Nelson stated his concern that the City would be making payment to the contractor rather than to the building owner, to whom the grant was awarded. City Attorney Parks acknowledged that the grant process did not account for this type of situation where the building owner cannot be found. City staff has made several attempts to contact the applicant for the Grant, Caleb Matthews, but has not received a response. In addition, the property at 121 Main Street has now been sold.

Planning and Housing Director Diekmann advised that the owner of 121 Main Street has never requested payment of the Facade Grant, which is a requirement of the terms and conditions of the Grant. City staff has determined that Integrity Construction has never received payment for the completed facade work. Mr. Diekmann reiterated that the former owner, Caleb Mathews, cannot be found. He did pay fees for professional design services, but did not request reimbursement from the Facade Grant. Staff was recommending that the City Council authorize returning the unspent \$1,000 for design fees to the Downtown Facade Grant fund balance.

Mr. Nelson believes that the court system should decide to whom the Facade Grant should be paid.

Brad Heemstra, 623 Lincoln Way, Ames, owner of Integrity Construction, indicated that the property was to be sold under a Sheriff's Sale; however, a new owner satisfied the debt and no Sheriff's Sale was held. Integrity Construction's attorney has filed a Mechanic's Lien and is in first position.

Moved by Goodman directing staff to work with the new owners and Caleb Matthews to receive the Grant proceeds.

Motion died for lack of a second.

Director Diekmann noted that the former building owner is not entitled to the Grant proceeds because he failed to abide by the terms of the Grant Agreement. In essence, the City could void the Grant Agreement for non-performance. He confirmed that the work on the building had been done to the City's specifications; however, the contractor was not paid for the work.



Moved by Goodman, seconded by Orazem, to direct staff to take alternative action to resolve the remaining Downtown Facade Improvement Grant allocated for 121 Main Street.

Vote on Motion: 5-0-1. Voting aye: Betcher, Corrieri, Goodman, Nelson, Orazem. Abstaining due to a conflict of interest: Gartin. Motion declared carried.

**REQUEST FOR URBAN FRINGE PLAN AMENDMENT:** Chuck Brekke, 26772 U. S. Highway 69, Ames, advised that he had met with Story County officials on May 7, 2014. He said that Story County officials had indicated their approval of the proposal, but wanted approval of the City. Mr. Brekke stated that the parcel in question is separate from the business parcel.

Council Member Orazem asked what the City's position would be if this area were to be annexed, specifically what would be the use of the property. Director Diekmann said it would be industrial; however, the houses could stay as non-conforming uses in an Industrial zone. A map was shown of the Industrial Reserve land as shown in the Ames Urban Fringe Plan.

Council Member Goodman pointed out that the parcel in question is located in between two other parcels with existing houses.

Moved by Goodman, seconded by Orazem, to direct staff to move forward with the proposed amendment to the Ames Urban Fringe Plan.

Council Member Gartin cautioned that the Council would be setting a precedent if it approves a residential use in an area designated as Industrial Reserve. However, due to the unique circumstances around this request, he indicated that he would be in favor of the motion.

Vote on Motion: 6-0. Motion declared carried unanimously.

**DRAINAGE CONCERNS AT 4006 STONE BROOKE ROAD:** Civil Engineer Eric Cowles showed a map of 4006 Stone Brooke Road, which indicated the location of the storm sewer and surface water flowage easement.

Dan Carter, 4006 Stone Brooke Road, Ames, told the Council that, with even a two-inch rain, there is a very large rush of water to the creek channel that is located next to his home. Several times in the past, there has been enough force to carry 25-30' trees. Mr. Carter emphasized that the draining

ditch is not adequate. He asked if the City would investigate ways to address the problem. He would like to see a tile installed.

Mayor Campbell noted that the Drainage Channel Review was performed by Bolton & Menk, consulting engineers.

Charlie Martinson, 4313 Stone Brooke Road, Ames, identified himself as the President of the Stone Brooke Homeowners' Association. He indicated that contributing to the problem was Regency when it developed the area known as the Reserve and built a retention pond. The Kinyon development also built a holding pond. Northern Lights is a big contributor to the problem. The retention ponds hold back a little water, but since the surface has changed, the water runs to the creek in Stone Brooke. Mr. Martinson contended that the Bolton & Menk study concentrated on the Kinyon-Clark Subdivision and didn't mention the 300 acres being drained through other tiles.

Eileen Tramp, 1508 Stone Brooke Road, Ames, stated that she and her husband live a few feet from

the creek. Since 1995, there has been substantially increased water flow and velocity. It has become treacherous in the past few years. Erosion is also occurring. The creek narrows by her property and then overflows. According to Ms. Tramp, this causes a real safety concern for the area.

Mr. Cowles told the Council that the descriptions of the situations were accurate.

At the inquiry of Council Member Gartin, Mr. Cowles explained that the City now has a Post-Construction Ordinance; however, when the Stone Brooke town homes were constructed, those requirements did not exist.

Dan Carter stated that he and his wife had purchased their home approximately nine years ago. He had talked to the builder of the home prior to his passing away, and he had indicated that they never had any water problems. Mr. Carter said that he had sand-bagged around his home twice in the past years.

Mr. Cowles indicated that the City is responsible for the maintenance of the creek; however, not of the bridge.

Council Member Orazem believes that the Homeowners' Association should play a role in the improvements.

Moved by Gartin, seconded by Orazem, to accept the report and direct staff to investigate ways to protect the in-ground addition at 4006 Stone Brooke Road for overtopping of the adjacent creek.

Ms. Betcher stated her belief that the problem is broader than just Mr. Carter's property.

Moved by Betcher, seconded by Orazem, to amend the motion to not be specific to just 4006 Stone Brooke Road.

Council Member Goodman said he was not comfortable with the motion because it was too broad. His main concern is safety. Mr. Goodman suggested that creek stabilization occur and signage be placed warning of the danger of rushing waters after it rains.

Vote on Amendment: 4-2. Voting aye: Betcher, Gartin, Nelson, Orazem. Voting nay: Corrieri, Goodman. Motion declared carried.

Vote on Motion, as Amended: 4-2. Voting aye: Betcher, Gartin, Nelson, Orazem. Voting nay: Corrieri, Goodman. Motion declared carried.

**MAINSTREAM LIVING PARKING REQUESTS:** Moved by Orazem, seconded by Goodman, to direct the City Attorney to draft an ordinance designating parking restrictions and loading zone. Vote on Motion: 4-0-2. Voting aye: Betcher, Gartin, Goodman, Orazem. Voting nay: None. Abstaining due to a conflict of interest: Corrieri, Nelson. Motion declared carried.

**2013 CARBON FOOTPRINT REPORT:** Due to the lateness of the hour, the Mayor pulled this item from the Agenda and recommended that it be placed on a future agenda.

**UPDATE ON CITY COUNCIL GOAL TO STRENGTHEN HUMAN SERVICES:** Due to the lateness of the hour, the Mayor pulled this item from the Agenda and recommended that it be placed on a future agenda.

**ORDINANCE REZONING 4710 MORTENSEN ROAD:** Moved by Goodman, seconded by Corrieri, to pass on second reading an ordinance rezoning 4710 Mortensen Road from Community Commercial/Residential (CCR) to Floating Suburban Residential Medium-Density (FS-RM).  
Roll Call Vote: 6-0. Motion declared carried unanimously.

**ORDINANCE REGARDING ACCESSORY STRUCTURES FOR INSTITUTIONAL USES IN RESIDENTIAL ZONING DISTRICTS:** Moved by Goodman, seconded by Corrieri, to pass on second reading an ordinance making a zoning text amendment regarding accessory structures for institutional uses in residential zoning districts.  
Roll Call Vote: 6-0. Motion declared carried unanimously.

**ORDINANCE AMENDING CHAPTER 13 PERTAINING TO EGRESS WINDOWS:** Moved by Nelson, seconded by Corrieri, to pass on third reading ORDINANCE NO. 4190 amending Chapter 13 to only require below-grade egress windows in bedrooms.  
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**COUNCIL COMMENTS:** Moved by Orazem, seconded by Goodman, to refer to staff the email from Maureen Ogle, 3002 Evergreen Circle, Ames, requesting a four-way stop at Northridge and Stange with a flashing light for motorists on Stange.  
Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Goodman, seconded by Orazem, to refer to staff the request of Scenic Development for a text amendment to the City's parking ordinance as it relates to front-yard parking.  
Vote on Motion: 6-0. Motion declared carried unanimously.

Council Member Goodman said he believed that it was time to have conversation about the possibility of creating some sort of balance in the New Lands or Existing Lands neighborhoods. He would like to see that come back on a Council Agenda soon.

Moved by Goodman, seconded by Betcher, to have Council review Planning & Housing Department's work priorities on August 26 and possibly move that project up on the list.

Motion withdrawn.

Moved by Corrieri, seconded by Gartin, to refer to staff the request from Stumbo & Associates on behalf of Larry Roden requesting a waiver or deferral of sidewalk installation for property located near the intersection of Freel Drive and Southeast 5<sup>th</sup> Street.  
Vote on Motion: 5-1. Voting aye: Betcher, Corrieri, Gartin, Nelson, Orazem. Voting nay: Goodman.  
Motion declared carried.

Moved by Gartin, seconded by Corrieri, to ask staff to come up with a "tweak" to the process when streets are closed to make the applicant be responsible for contacting the business owners and property owners to inform them of the closure.  
Vote on Motion: 6-0. Motion declared carried unanimously.

**CLOSED SESSION:** This item was pulled from the Agenda as it was no longer needed.

**ADJOURNMENT:** Moved by Goodman to adjourn the meeting at 12:34 p.m. on August 13, 2014.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

AMES, IOWA

AUGUST 21, 2014

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on August 21, 2014, in the Council Chambers of City Hall, 515 Clark Avenue. Because it was impractical for the Commission members to be present in person, Commission Members Crum, Pike, and Shaffer were brought into the meeting telephonically. Human Resources Director Julie Huisman attended the meeting.

**APPROVAL OF MINUTES:** Moved by Shaffer, seconded by Pike, to approve the minutes of the July 24, 2014, Civil Service Commission meeting as written.

Vote on Motion: 3-0. Motion declared carried unanimously.

**CERTIFICATION OF ENTRY-LEVEL APPLICANTS:** Moved by Shaffer, seconded by Crum, to certify the following individuals to the Ames City Council as entry-level applicants:

Apprentice Substation Electrician:	Corey Wortman	87
	Brandon Osborne	84
Water Plant Assistant Operator:	Isaac Meyer	80
	Jesse Hansen	78
	Daniel Reinsch	77
Water Plant Operator:	Eric Meinecke	93
	Gary Eshelman	90
	Scott Harter	80
	Alan Hanson	77
	Marty Murphy	76

Vote on Motion: 3-0. Motion declared carried unanimously.

**CERTIFICATION OF PROMOTIONAL-LEVEL APPLICANTS:** Moved by Shaffer, seconded by Crum, to certify the following individuals to the Ames City Council as entry-level applicants:

Mechanic:	Brian Stalzer	78
	Quentin Toresdahl	78

Vote on Motion: 3-0. Motion declared carried unanimously.

**COMMENTS:** The next regularly scheduled Civil Service Commission meeting was set for September 25, 2014, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:19 a.m.

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Michael Crum, Chair

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Jill Ripperger, Recording Secretary



## REPORT OF CONTRACT CHANGE ORDERS

<b>Period:</b>	<input checked="" type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input type="checkbox"/>	16 <sup>th</sup> – End of Month
<b>Month &amp; Year:</b>	August 2014	
<b>For City Council Date:</b>	August 26, 2014	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Electric Services	Vet Med Substation Feeder Extension	2	\$170,786.97	Tri-City Electric Company of Iowa	\$4,714.00	\$8,414.00	D. Kom	CB
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

*Caring People  
Quality Programs  
Exceptional Service*

**7a-i**

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**TO:** Mayor Ann Campbell and Ames City Council Members

**FROM:** Lieutenant Jeff Brinkley – Ames Police Department

**DATE:** June 22, 2014

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
August 26, 2014

The Council agenda for August 26, 2014, includes beer permits and liquor license renewals for:

- Class C Liquor & Outdoor Service – SMG Food & Beverage, C.Y. Stephens Auditorium
- Class C Liquor & Outdoor Service – SMG Food & Beverage, Scheman Building
- Special Class C Liquor – SMG Food & Beverage, Fisher Theater
- Class E Liquor, C Beer & B Wine – HyVee Drugstore, 500 Main St
- Class C Liquor & Outdoor Service – Indian Delights, 127 Dotson Dr
- Class C Liquor – Mandarin Restaurant, 415 Lincoln Way
- Special Class C Liquor & Outdoor Service – Noodles & Company, 414 S Duff Ave
- Class C Liquor & Outdoor Service – Blue Owl Bar, 223 Welch Ave
- Class B Beer – Flame-N-Skewer, 2801 Grand Ave

A routine check of police records for the past twelve months found no violations for any of the listed establishments. The police department would recommend renewal of these licenses.

**COUNCIL ACTION FORM**

**SUBJECT:     PROPOSED REVISIONS TO ASSET POLICIES AND PROCEDURES**

**BACKGROUND:**

Each year, the ASSET Administrative Team and ASSET volunteers review their Policies and Procedures. As a result of the 2014 review, ASSET has voted to recommend changes to its Policies and Procedures to account for the regionalized mental health and disability services funding.

Story County has transitioned its programs to Central Iowa Community Services (CICS) as part of the State of Iowa regionalization for mental health and disability services. **This change does not alter the number of volunteers, but includes CICS representation in the ASSET process through Story County. Section II-III clarifies these changes in the Policies and Procedures.**

In addition to adding CICS, ASSET also recommended clean up of Service Codes Addendum C to accurately reflect the services being funded and to clarify units of service where necessary.

A mark-up of the revised Policies and Procedures is attached with the recommended changes highlighted in yellow.

**ALTERNATIVES:**

1. Approve the recommended changes to the ASSET Policies and Procedures described above, dated July 2014.
2. Do not approve the recommended changes.

**CITY MANAGER'S RECOMMENDED ACTION:**

ASSET's Administrative Team and volunteers are recommending approval by the Funders of the proposed changes to the ASSET Policies and Procedures Manual.

Therefore, it is the recommendation of the City Manager that City Council approve Alternative #1 as described above.



# ASSET

## POLICIES & PROCEDURES

July 2014

**Sponsoring Organizations:**

**City of Ames**

**Story County**

**Central Iowa Community Services**

**United Way of Story County**

**State of Iowa (Local DHS Office)**

**ISU Government of the Student Body**

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# POLICIES AND PROCEDURES FOR ASSET

By agreement among sponsoring organizations (Funders), a team shall be authorized by all sponsors but separate from any sponsor. The name of this process is "Analysis of Social Services Evaluation Team" or "ASSET."

## I. PURPOSE

- A. To promote coordination of human services planning and funding among the sponsoring organizations.
- B. To assess the human services needs in Story County and evaluate the capabilities of agencies to provide the programs that meet those needs.
- C. To provide funding recommendations to the governing bodies of the sponsoring organizations.

## II. SPONSORING ORGANIZATIONS

- A. Ames City Council (City)
- B. Story County Board of Supervisors (County)
- C. Central Iowa Community Services (CICS – Mental Health/Disability Services Region)
- D. United Way of Story County (UWSC)
- E. ISU Government of the Student Body (GSB)
- F. State of Iowa through local office of Department of Human Services (DHS)

## III. TEAM STRUCTURE (subject to change and pending approval by ASSET funders)

- A. The City, County, UWSC, and GSB shall each appoint five (5) volunteers as voting members of the team (Volunteers). *FY2015-16 is the first year CICS is participating in the ASSET process. The County is a member of CICS and CICS will utilize the County volunteers until further determination is made on making separate volunteer appointments.*
- B. The City, County, CICS, UWSC, GSB, and DHS shall each appoint one staff person. The staff appointees shall be non-voting members for the purpose of ASSET business (Staff).
- C. One Agency Panel Representative (APR) for each panel, elected by the Human Services Council, from ASSET funded agencies, shall be non-voting members of ASSET.
- D. The Administrative Assistant shall be a contract position paid jointly by the Funders through a 28E Agreement and shall be a non-voting participant.

#### **IV. TENURE OF MEMBERS**

- A. The terms of Volunteers shall be three (3) years. ASSET recognizes that GSB appointees may not be able to serve three-year terms. The APR's shall serve for three years.
- B. The terms of Staff shall be continuous until terminated by the appointing Funder.
- C. An un-expired term of a Volunteer shall be filled by the Funder that appointed that Volunteer.
- D. No Volunteer may serve more than two (2) consecutive full terms, except the Past Chair, Chair or Chair Elect may serve longer in order to fulfill the duties of their offices.
- E. If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of seven consecutive years unless conditions delineated in paragraph D above apply.
- F. If a Volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill his/her responsibilities, the Volunteers may, by a simple majority vote of quorum, request that a Funder appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify an Administrative Team member, or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.

#### **V. OFFICERS**

- A. Officers shall be Chair, Chair-Elect, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers.
- B. Staff and APR members are ineligible to hold an office.
- C. A Chair may not hold that office for more than two consecutive one-year terms.
- D. A vacancy in any office shall be filled by a majority vote of a quorum of the Volunteers for the unexpired portion of the term, except for the position of past chair, which would remain vacant should that volunteer leave the ASSET process.
- E. The ASSET Chair is authorized to sign contracts and agreements on behalf of ASSET with respect to operations of the ASSET board. The Chair-Elect may sign if the Chair is unavailable.

#### **VI. ASSET OPERATIONS**

- A. Regular meetings of ASSET shall be held in accordance with Chapter 21 of the Code of Iowa. If circumstances warrant it, a meeting of ASSET may be cancelled by the Administrative Team. An announcement of meeting cancellation will be posted and notice sent to members and participating agencies as soon as possible under the circumstances.

- B. Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order. However, technical or non-substantive departures from these rules shall not invalidate any action taken at a meeting.
- C. Agendas will be posted at Ames City Hall, the ASSET website (<http://www.storycountyasset.org>) and at other public locations, at least three days prior to the meeting, and notification mailed electronically to each ASSET member and participating Agency.
- D. A quorum shall consist of one-half plus one of the currently appointed volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a simple majority vote of those present, except for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval, if at least one voting member from each funder is represented.
- E. The Chair may vote on all business that comes before ASSET and shall be included as part of the quorum.
- F. Special meetings may be called by the Chair or by petition of one-fourth of the Volunteers with not less than five days written notice to the Volunteers, Staff, and APR's, by email or regular mail.
- G. Minutes of ASSET meetings shall be recorded and distributed to Staff, Volunteers, Agency Panel Representatives, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

## **VII. ADMINISTRATIVE TEAM OPERATIONS**

- A. Staff members, the Chair, the immediate past Chair, the Chair-Elect, and the Treasurer, shall serve as an Administrative Team.
- B. The Administrative Team will meet prior to regular ASSET meetings. If there are no significant pending actions, an Administrative Team meeting may be cancelled by the Chair or Chair Elect.
- C. All members of the Administrative Team shall be voting members on Administrative Team business, including staff members.
- D. A quorum shall consist of more than half of the existing Administrative Team members. A quorum shall include at least one Volunteer. A majority vote of the quorum present shall constitute a decision of the Administrative Team.
- E. Minutes of the Administrative Team and ASSET shall be recorded and distributed to all Staff, Volunteers, APR's, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

## **VIII. AGENCY PANEL REPRESENTATIVES (APR)**

- A. One APR shall represent each panel.
- B. The role of the Agency Panel Representative (APR) shall be as follows:

1. The APR's shall be non-voting members of ASSET who shall provide information and perspective to ASSET based on their specific knowledge of the service area they represent.
2. The APR's shall be totally integrated into ASSET, but shall not serve on the committees that review the agencies and recommend funding.

## **IX. COMMITTEES**

- A. Staff and committees shall have substantial responsibility for the operation of ASSET and for assisting the Volunteers. Committees may be established as follows:
  1. The Administrative Team may form committees to identify issues, perform studies, and bring recommendations to ASSET.
  2. ASSET may request committees to identify issues, perform studies, and bring recommendations to ASSET. Committee members may be appointed by the ASSET Chair.
  3. A Funder may request formation of a committee and make recommendations to ASSET with respect to membership on such committee. The ASSET Chair may appoint the committee members.

## **X. DUTIES AND RESPONSIBILITIES OF ASSET**

- A. To make annual allocation recommendations to the Funders for services provided by participating agencies. The recommendations shall be consistent with instructions and priorities received from each Funder;
- B. To set a timetable each year for the funding recommendation process;
- C. To organize hearings for agency presentations regarding their proposed budgets and program plans;
- D. To review services and code definitions as assigned to agencies for use in the budget and billing process;
- E. To meet with the Funders at least twice yearly. At these meetings each Funder has one vote. A majority of Funders constitutes quorum;
- F. To give timely reports on funding recommendation decisions to the Funders and to the agencies;
- G. To develop and maintain an index of services offered in Story County; (This index will be located in the ASSET Reference Manual for Volunteers and Agencies.)
- H. To perform any specific task that the Funders might request of ASSET.

## **XI. AGENCY PARTICIPATION**

- A. **ELIGIBILITY.** Agencies seeking funding eligibility must be serving clients within the geographic area of Story County and shall meet the criteria outlined in the

Application.

- B. Agencies and services will be reviewed annually by ASSET, through the budget process.
- C. Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP). These reports shall be submitted within six months after the close of the Agency's fiscal year. Reports will meet the following guidelines:
  - 1. *Agencies with an annual budget below \$100,000 must, at least, submit six (6) hard copies, or one electronic copy of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant.*
  - 2. *Agencies with an annual budget of \$100,000 or more must submit six (6) hard copies, or one electronic copy, of their full audits, and six hard copies, or an electronic copy, of their IRS Form 990's to the ASSET Administrative Assistant.*
- D. Agencies seeking eligibility to apply for funding through the ASSET process should fill out the application form called "Application for ASSET Agency Participation", shown as Appendix B to this document, and present verification of the stated criteria and all required attachments. All application documents shall be submitted to the Admin Team.
- E. The ASSET Administrative Team shall insure that the forms are complete and make recommendations to the Volunteers. The Volunteers will then approve or disapprove the recommendation.
- F. A written notification shall be sent to the Agency, stating its acceptance or the reason why it was not accepted.
- G. Approval of an applicant Agency does not guarantee a subsequent dollar allocation.
- H. Any Agency may request to be placed on the ASSET or Administrative Team agenda by contacting the Administrative Assistant.

## **XII. FUNDING PROCESS**

- A. Each Agency requesting funding shall be assigned to one or more panel(s) by service area(s).
- B. Each Volunteer shall be assigned to only one panel and shall review the services within that panel.
- C. The Administrative Team shall prepare the appropriate budget and reporting forms for the agencies to complete and make the forms available via the ASSET website.
- D. Agencies must submit completed budget and reporting forms for all approved services to ASSET by the date stated in the yearly ASSET calendar.
- E. The Administrative Team shall conduct an Agency training session on the date

stated in the yearly ASSET calendar.

- F. Volunteers shall conduct Liaison visits to individual agencies as scheduled on the ASSET calendar.
- G. Hearings for agencies shall be conducted each year as scheduled on the ASSET calendar.
- H. Recommendations for allocations shall be made by ASSET to the Funders after the hearings and panel work sessions are completed.
- I. Information regarding the funding and rationale shall be provided to the agencies and their governing bodies after Funders' approval.
- J. If any Agency does not provide the required information, or provides information that is inadequate, incorrect, or not timely, ASSET shall make a report to the Funders that procedures were not followed and may recommend that funding be reduced, sequestered, or not allocated at all.
- K. After completion of the funding process, the Volunteers shall refer information on unfunded or under funded services, if any, to the Early Childhood Iowa Area Board, Decategorization Board, United Way of Story County Grant Program, and any other potential funders of those services.

### **XIII. PLANNING PROCESS**

Asset shall provide a community forum to work constructively and cooperatively in addressing human services concerns. This may be achieved by, but is not limited to:

- A. Participating in studies and developing strategies that enhance the delivery of human services within the county;
- B. Collecting and evaluating facts that provide valid data for decisions on program needs, and effectiveness of current delivery;
- C. Evaluate the need for new or modified services and/or duplication of services.

### **XIV. CHANGES IN SERVICES**

- A. Any new or existing ASSET Agency, providing services to Story County clients, that wishes to add new or expanded services, must report the changes to the ASSET Administrative Team. -Changes that should be reported include increases in service beyond the normal expected growth, new or different services that have an impact on staffing, or services that result in new clientele.
- B. Agencies will report new and expanded services to the ASSET Administrative Team on the "Notification of New or Expanded Service" form, shown as Addendum D to this document. The need for new or expanded services shall be identified and aligned with the Funder's priorities and the priority areas from the most recent Story County community assessment. The Administrative Team will review the information and determine if the service(s) meets criteria to be included in the ASSET funding process. The Administrative Team will inform the ASSET Board. This review and informing of ASSET is not a commitment of funding. If ASSET asks for additional



information, a committee of Volunteers may be appointed to gather more information and report its findings to ASSET for further review.

- C. If an Agency is reducing or dropping a service, a letter should be submitted to the ASSET Administrative Team within thirty days of the Agency board's vote to drop or reduce a service.
- D. Service changes may occur any time during the funding year. If funding through ASSET is being considered, the ASSET Administrative Team should be notified of a new program by the date stated in the ASSET calendar.

**XV. FUNDING APPEAL PROCESS. An Agency wishing to make an appeal may do so by following the individual Funders appeal process.**

**XVI. AMENDMENTS TO POLICIES AND PROCEDURES**

- A. These Policies and Procedures shall be reviewed annually prior to May 1.
- B. Amendments to the Policies and Procedures may be proposed by a Volunteer, a Staff member, or a Funder.
- C. A proposed amendment shall require a majority vote of quorum to recommend such amendment to the Funders.

## **ADDENDUM A**

### **STORY COUNTY DECATEGORYIZATION / EARLY CHILDHOOD IOWA AREA BOARDS**

The Story County Decategorization Board and the BooSt Together for Children (Boone and Story Counties) Early Childhood Iowa (ECI) Area Board will provide ASSET with quarterly reports to update funders and community stakeholders.

## ADDENDUM B – APPLICATON FOR ASSET AGENCY PARTICIPATION

### CRITERIA FOR FUNDING ELIGIBILITY

Financial support through ASSET is open to **not-for-profit human service agencies** that are serving clients within the geographic area of Story County and who meet the basic eligibility criteria. The Application for ASSET Agency Participation form that follows must be completed.

**Approval of an applicant Agency does not guarantee a subsequent dollar allocation.** The allocation recommendation will be made on a program-by-program basis during the annual allocation process. To be considered for financial support, agencies must comply with the following requirements and provide supporting documents to demonstrate compliance:

1. The Agency must be a non-profit corporation or chartered as a local unit of a non-profit corporation that has an IRS section 501(c)(3) status.
2. The Agency must have articles of incorporation, bylaws, or other documents, which clearly define its purposes and function.
3. The Agency must have an Equal Opportunity Policy that has been approved by its Board of Directors.
4. The Agency must have been incorporated and actively conducting business for at least one year at the time of the application.
5. The Agency must maintain, in its budget and programs, a demarcation between any religious programs and other programs so that ASSET does not financially support programs designed for religious purposes.
6. The Agency must demonstrate need and community support for the proposed service through letters of support, needs assessments, or other documentation.
7. The Agency shall be governed by a Board of Directors or Advisory Board whose members serve without compensation and that approves and oversees the implementation of the budget and policies of the Agency. It is recommended that the Board of Directors have representation from Story County.
8. Agencies that offer the following services shall not be eligible for funding from ASSET Funders:
  - a. Agencies that are primarily political in nature.
  - b. Agencies that provide services limited to the members of a particular religious group.
  - c. Agencies that exist solely for the presentation of cultural, artistic, or recreational programs.
  - d. Basic educational program services considered the mandated responsibility of the public education system.

To request consideration as an ASSET service provider, send six sets of the request, including the documentation listed above, to: ASSET, P. O. Box 1881, Ames, IA 50010

**A. Agency General Information**

1. Legal name of organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

2. Executive director: \_\_\_\_\_

3. Date of incorporation: \_\_\_\_\_ State of incorporation: \_\_\_\_\_  
*Please attach letter of determination of tax-exempt status from Internal Revenue Service.*

4. Tax Identification Number: \_\_\_\_\_ Your Fiscal Year: \_\_\_\_\_

5. Is organization affiliated with a national and/or state organization? \_\_\_\_\_ If so, name of national and/or state organization \_\_\_\_\_

Explain nature of affiliation and describe national and/or state organization's control over local administration and activities \_\_\_\_\_

Explain benefits of affiliation \_\_\_\_\_

6. What is your Agency mission statement? \_\_\_\_\_

**7. Governing Arrangements**

*Please attach a list of members of the governing body including names, professional affiliation, addresses, places of business.*

How are members and composition of the governing body selected? \_\_\_\_\_

What is the governance role of the Board of Directors? \_\_\_\_\_

How do you ensure Story County representation? \_\_\_\_\_

**8. Membership**

Does the organization have a membership program? \_\_\_\_\_

If so: Membership categories and dues \_\_\_\_\_

Membership benefits \_\_\_\_\_

**B. Agency Service Information**

1. Geographic area served: \_\_\_\_\_

2. Types of services: \_\_\_\_\_

3. What are the characteristics and demographics of the population served? \_\_\_\_\_

Do you offer a sliding fee scale for your services? \_\_\_\_\_

4. List other agencies (both non-profit and for-profit) in Story County that provide similar services, if any: \_\_\_\_\_  
\_\_\_\_\_
5. List agencies (both non-profit and for-profit) in Story County with whom you collaborate: \_\_\_\_\_  
\_\_\_\_\_
6. List agencies (both non-profit and for-profit) in Story County with whom you share referrals: \_\_\_\_\_  
\_\_\_\_\_

**C. Agency Accreditation and Licensing**

Is the organization accredited? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

For what length of time? \_\_\_\_\_

Describe organization and staff licensing and certification requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Financial/Legal Information**

- Please attach 6 copies of current budget and budget for coming fiscal year, including all sources of income.
- Please attach statement of assets and liabilities and statement of income and expenses. List all sources of funds for this budget.
- Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP) as follows:
  1. *Agencies with an annual budget below \$100,000 must, at least, submit six (6) hard copies, or one electronic copy of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant.*
  2. *Agencies with an annual budget of \$100,000 or more must submit six (6) hard copies, or one electronic copy, of their full audits, and six hard copies, or an electronic copy of their IRS Form 990's to the ASSET Administrative Assistant.*

These reports shall be submitted within six months after the close of the Agency's fiscal year.

**E. ASSET Information**

1. Please list or attach a complete description of the service(s) that you provide that you will be asking for funding from ASSET. \_\_\_\_\_  
\_\_\_\_\_

2. Using the enclosed Service Code List, please tell us which service code(s) your service(s) fits into. \_\_\_\_\_

## ADDENDUM C - SERVICE CODES

(Complete descriptions of each service code are in the ASSET Reference Manual)

### 1. HEALTH SERVICES

#### 1.1 Health and Safety Services

1.1a Community Clinics: Unit of Service: 1 Clinic Hour

1.1b In Home Nursing: Unit of Service: 1 Visit

1.1c In Home Hospice: Unit of Service: 1 day (24 hour)

1.1d Blood Services: Unit of Service: 1 Pint of Blood

1.1e Substance Abuse or Co-occurring Disorder Treatment (Out Patient): Unit of Service: 1 Client Hour

#### 1.2 Mental Health Services

1.2a Preliminary Diagnostic Evaluation: Unit of Service: 1 Client Hour

1.2b Primary Treatment and Health Maintenance (Outpatient): Unit of Service: 1 Client Hour

1.2c Residential Treatment – Adults Unit of Service: 1 24 hour Day

1.2d Residential Treatment – Children Unit of Service: 1 24 hour Day

1.2e Peer Assessment and Screening Unit of Service: 1 Client Hour

#### 1.3 Services for Mentally and/or Physically Impaired

1.3a Supported Community Living Services Unit of Service: 15 minutes or 1 24-hour day

1.3b Special Recreation Unit of Service: 1 participant/per hour

1.3c Community Support Services Unit of Service: 15 minutes 1 Staff Hour

~~1.3d Work Activity Center Unit of Service: 6-1/2 Hour Day This is no longer offered thru MSL~~

1.3e Home and Community Based Services Unit of Service: 15 minutes to 1 24-hour day 1 Hour

~~1.3f Residential Care/Mentally Retarded Unit of Service: 1 24-hour Day This is no longer offered~~

1.3g Employment Assistance for Physically or Mentally Disabled Unit of Service: 15 minutes One Staff Hour

~~1.3h Alternative Family Living Unit of Service: One Month (administration fee, based on family stipend and client income) This is no longer offered~~

1.3i Individual and Family Support Services Unit of Service: 1 Service or 1 support

1.3j Day Habilitation Services Unit of Service: 15 minutes to One-Half Day

1.3k Pre-Vocational Services Unit of Service: One-Half Day

1.3l Enclave Services Unit of Service: One Client Hour

~~1.3m Direct Support Paraprofessional Unit of Service: One course term This is no longer offered~~

1.3n Peer Support Unit of Service: Four client contacts per month

#### 1.4 General Health Support Services

1.4a Day Care – Adults Unit of Service: 1 client day

1.4b In-Home Health Monitoring Unit of Service: 1 person monitored per month

1.4c Homemaker/Home Health Assistance Unit of Service: 1 Hour

1.4d Home Delivered Meals Unit of Service: 1 Meal

1.4e Congregate Meals Unit of Service: 1 Meal

### 2. BASIC NEEDS SERVICES

#### 2.1 Emergency Services

2.1a Emergency Assistance for Basic Material Needs Unit of Service: 1 Client Contact

2.1b Battering Relief Unit of Service: 1 Staff Hour

2.1c Rape Relief Unit of Service: 1 Staff Hour

- 2.1d Child Protection Services Unit of Service: 1 Client Contact
- 2.1e Crisis Intervention Unit of Service: 1 Contact
- 2.1f Court Watch Unit of Service: 1 Staff Hour
- 2.1g Third Party Supervision Unit of Service: 1 Client Contact
- 2.1h Emergency Shelter Unit of Service: one 24 hour period of shelter and food

**2.2 Public Safety and Legal Services**

- 2.2a Correctional Services Unit of Service: 1 Client Hour
- 2.2b Dispute Mediation Services Unit of Service: 1 Client Hour
- 2.2c Legal Aid – Civil Unit of Service: 1 Staff Hour

**2.3 General Support Services for Individuals and Families in Need**

- 2.3a Clothing, Furnishing, and Other Assistance Unit of Service: 1 Client Contact
- 2.3b Employment Assistance for Adults Unit of Service: 1 Client Contact
- 2.3c Disaster Services Unit of Service: 1 Staff Hour
- 2.3d Transportation Unit of Service: One way trip
- 2.3e Budget/Credit Counseling Unit of Service: One Client Contact
- 2.3f Respite Care Unit of Service: 1 client hour of service
- 2.3g Health and Safety Education Unit of Service: 1 person certified

**3. YOUTH AND CHILDREN SERVICES**

**3.1 Child Care**

- 3.1a Day Care – Infant Unit of Service: 1 Full Day
- 3.1b Day Care – Children Unit of Service: 1 Full Day
- 3.1c Day Care - School Age Unit of Service: 1 partial day
- 3.1d Preschool Unit of Service: 1 day
- 3.1e Meal Service for Family Day Care Homes Unit of Service: Cost per Meal
- 3.1f Childcare Service Coordination Unit of Service: 1 Client Contact
- 3.1g Childcare Resource Development Unit of Service: 1 Staff Hour
- 3.1h Childcare for Mildly Ill Children Unit of Service: 1 Partial Day

**3.2 Social Adjustment and Developmental Services**

- 3.2a Youth Development and Social Adjustment Unit of Service: 1 Client Contact/Day
- 3.2b Day Camp Unit of Service: 1 Client Contact/Day
- 3.2c Employment Assistance for Youth Unit of Service: 1 Staff Hour
- 3.2d Out of School Program Unit of Service: 1 partial day (3 hours)

**4. PREVENTION AND/OR SUPPORT SERVICES**

**4.1 Family Life Services**

- 4.1a Family Development/Education Unit of Service: 1 Client Hour
- 4.1b Foster Family Homes Unit of Service: 1 Staff Hour
- 4.1c Separated Families Unit of Service: 1 Client Contact
- 4.1d Adoption Services Unit of Service: 1 Hour of Client Contact or 1 Family Study

**4.2 Support Services**

- 4.2a Information and Referral Unit of Service: 1 Call
- 4.2b Volunteer Management Unit of Service: 1 Staff Hour
- 4.2c Service Coordination Unit of Service: 1 Client Hour
- 4.2d Activity and Resource Center Unit of Service: 1 Client Contact

**4.3 Prevention and Awareness Services**

- 4.3a Public Education and Awareness Unit of Service: 1 Staff Hour
- 4.3b Advocacy for Social Development Unit of Service: 1 Staff Hour
- 4.3c Resource Development Unit of Service: 1 Staff Hour
- 4.3d Consultation Service Unit of Service: 1 Staff Hour
- 4.3e Informal Education for Self-Improvement/ Self-Enrichment Unit: 1 Client Contact

**ADDENDUM D – NOTIFICATION OF NEW OR EXPANDED SERVICE**

DATE: \_\_\_\_\_ AGENCY: \_\_\_\_\_

PROGRAM/SERVICE: \_\_\_\_\_ SERVICE CODE \_\_\_\_\_

Provide a brief description of the new or expanded service and population to be served.

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Please describe how the need for this service was identified.

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Describe how this new or expanded service meets the

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Is there new clientele to be served? If yes, how many?

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How will outcomes be measured?

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Do you anticipate that ASSET funds will be requested for this service? \_\_\_\_\_  
If yes, how would ASSET funds be used to support the service? (scholarships/staff/direct  
service, etc)

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Is this service funded through a time-limited grant? \_\_\_\_\_

If yes, what is the length of the grant? \_\_\_\_\_

Does this grant require a local cash match? \_\_\_\_\_ If yes, how much? \_\_\_\_\_



## ADDENDUM E – CONFLICT OF INTEREST

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)

Policy: Conflict of Interest Policy

Date Adopted: 4/10/03

Date Revised:

Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board members(s)”, agree to the following conflict of interest policy hereinafter referred to as “policy”, as adopted and revised as indicated above:

1. The policy will be adopted yearly at the first regularly scheduled board meeting following the start of the fiscal year. Each board member is to review and sign the policy at the first board meeting prior to voting on any matters before the board (if applicable).
2. A new voting board member/staff person will be required to review and sign the policy prior to voting as a board member (if applicable) at the beginning of their term and/or the first meeting of the fiscal year.
3. It is the duty of a voting board member/staff person to disclose a conflict of interest to the full board when a conflict arises. Disclosure may be made at any time to the ASSET Administrative Team; hereinafter referred to as “the Team”, who shall then notify the full Board. A record of the conflict of interest shall be made at the first regularly scheduled board meeting following disclosure.
4. A conflict of interest is defined in chapter 68B, Iowa Code. The Iowa Code defines conflict of interest as that which evidences an advantage or pecuniary benefit for the member and/or their immediate family not available to others similarly situated. A violation for a conflict of interest is punishable by both civil and criminal penalties in the State of Iowa.
5. A “potential” conflict of interest is defined herein. A potential conflict of interest is when a voting board member/staff person has reason to believe there may be a conflict of interest. This potential conflict shall be disclosed in the same manner as a conflict. If, in the opinion of the Team, the circumstances meet the definition of a conflict of interest the matter shall then be disclosed to the full board and a record shall be made at the next regular meeting.
6. A voting board member/staff person with a conflict of interest shall not vote or use their personal influence with any board member on the matter in conflict.

I agree by my signature below that I have read the above Story County ASSET Conflict of Interest Policy and understand it and will abide by the terms and conditions as stated herein.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**COUNCIL ACTION FORM**

**SUBJECT: REVISION TO ASSET AGREEMENT ADDING CENTRAL IOWA COMMUNITY SERVICES AS A JOINT FUNDER IN THE ASSET PROCESS**

**BACKGROUND:**

The community's five ASSET funders (City of Ames, Story County, United Way of Story County, ISU Government of the Student Body, and Iowa Department of Human Services) provide funding for administrative services according to a 28E intergovernmental agreement most recently revised in September 2013. **ASSET is seeking revisions to the agreement at this time to include Central Iowa Community Services (CICS) as party to the agreement as a Sponsoring Organization or Joint Funder.**

CICS was formed under Iowa Code Chapter 28E to create a mental health and disability service region in compliance with Iowa Code 331.390. Within this region, CICS is creating a regional system designed to improve health, hope, and successful outcomes for adults who have mental health disabilities and intellectual/developmental disabilities, including those with multi-occurring issues and other complex human service needs. A brochure describing CICS' programs is attached to this report.

CICS is charged with creating partnerships with stakeholders in the region (providers, families, individuals, and partner health and human service systems) to develop a system of care approach that is characterized by the following principles and values:

- Welcoming and individual-oriented
- Person and family driven
- Recovery/resiliency oriented
- Trauma-informed
- Culturally competent
- Multi-occurring capable

CICS will maintain local county offices as the foundation to the service delivery system.

Attached is the revised ASSET 28E agreement that adds CICS as a Joint Funder in the ASSET process.

**ALTERNATIVES:**

1. Approve the attached ASSET 28E agreement to include Central Iowa Community Services as a Joint Funder in the ASSET process.

2. Do not approve adding Central Iowa Community Services to the ASSET Process.

**MANAGER'S RECOMMENDED ACTION:**

With significant changes in the State of Iowa's funding and service delivery for mental health and disabilities, Story County has worked hard to encourage the new region to be part of the ASSET model for funding mental health and disabilities services in the region. CICS has agreed to become part of the ASSET process of Story County.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the attached ASSET 28E agreement including Central Iowa Community Services as a Joint Funder in the ASSET process.

AMENDED INTERGOVERNMENTAL / AGENCY AGREEMENT  
TO FUND ADMINISTRATIVE SERVICES  
FOR THE ASSET PROCESS

This agreement is made and entered into by and between Story County, Iowa (hereinafter referred to as County); the City of Ames, Iowa (hereinafter referred to as Ames); United Way of Story County (hereinafter referred to as United Way); Iowa Department of Human Services for Story County (hereinafter referred to as DHS); the Iowa State University Government of the Student Body (hereinafter referred to as GSB); and Central Iowa Community Services (hereinafter referred to as CICS), as indicated by the list and signatures appearing at the end of this agreement. All signing are parties to this agreement (hereinafter referred to as the ASSET Board and/or Joint Funders).

I. AUTHORITY

The parties enter into this Agreement under and by virtue of the powers granted by Chapter 28E, Code of Iowa, 2011.

II. PURPOSE

The purpose of this agreement is to fund a contract for administrative services to support the ASSET Board and its sub-committees to conduct the business of the ASSET Board.

III. ENTITY ESTABLISHED

No entity is established.

IV. ADMINISTRATION

This agreement shall be administered by the contracting party and the signing members of the ASSET Board. The administrative services provided for by this agreement shall be administered by and provided by United Way of Story County on a contract basis.

V. FINANCING

Each ASSET Board signing member shall contribute equally to the contract to fund the yearly expense for administrative services.

VI. INDEMNIFICATION

Each party shall be responsible to the others only for the amount of their agreed to share of the yearly contract for administrative services undertaken pursuant to the provision of this agreement.

VII. DURATION OF THE AGREEMENT

The duration of the agreement shall be perpetual until dissolution pursuant to the separately adopted by-laws of the ASSET Board.

VIII. TERMINATION

Termination of this agreement shall be pursuant to the separately adopted by-laws of the ASSET Board.

IX. EFFECTIVE DATE

This agreement shall be effective upon its execution by the County, Ames, United Way, DHS, GSB, and CICS upon filing of a signed copy with the Story County Recorder's Office and with the Iowa Secretary of State.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as of the days and dates set forth below.

STORY COUNTY, IOWA

Attest:

\_\_\_\_\_  
Chairperson, Story County  
Board of Supervisors

\_\_\_\_\_  
Story County Auditor

Date \_\_\_\_\_

CITY OF AMES, IOWA

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_

UNITED WAY OF STORY COUNTY

Attest:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Executive Secretary

Date \_\_\_\_\_

IOWA DEPARTMENT OF HUMAN SERVICES, STORY COUNTY

Attest:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Service Area Manager

Date \_\_\_\_\_

IOWA STATE UNIVERSITY  
GOVERNMENT OF THE STUDENT  
BODY

Attest:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Date \_\_\_\_\_

CENTRAL IOWA COMMUNITY  
SERVICES

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

Date \_\_\_\_\_

**Boone County**

900 W. 3<sup>rd</sup> St.  
Boone, Iowa 50036  
Phone: (515) 433-0593  
Fax: (515) 432-2480  
E-mail: jgrush@co.boone.ia.us  
Website: www.co.boone.ia.us  
Office Hours: Monday – Friday, 9:00am - 4:30pm

**Franklin County**

123 1st Ave. SW  
Hampton, Iowa 50441  
Phone: (641) 456-2128  
Fax: (641) 456-2852  
E-mail: rwood@co.franklin.ia.us  
Website: http://co.franklin.ia.us  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Hamilton County**

500 Fairmeadow Dr.  
Webster City, Iowa 50595  
Phone: (515) 832-9550  
Fax: (515) 832-9554  
E-mail: ptreibel@hamiltoncountymhsb.org  
Website: www.hamiltoncounty.org  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Hardin County**

1201 14th Ave.  
Eldora, Iowa 50627  
Phone: (641) 939-8168  
Fax: (641) 939-8247  
E-mail: ladams@hardincountyia.gov  
Website: www.co.hardin.ia.us  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Jasper County**

115 N. 2nd Ave. East  
Newton, Iowa 50208  
Phone: (641) 791-2304  
Fax: (641) 787-1302  
E-mail: cpc@co.jasper.ia.us  
Website: www.co.jasper.ia.us  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Madison County**

209 E. Madison  
Winterset, Iowa 50273  
Phone: (515) 462-2931  
Fax: (515) 462-3076  
E-mail: dwendt@madisoncoia.us  
Website: www.madisoncoia.us  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Marshall County**

101 E. Main St.  
Marshalltown, Iowa 50158  
Phone: (641) 754-6390  
Fax: (641) 754-6391  
E-mail: cpc@co.marshall.ia.us  
Website: www.co.marshall.ia.us  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Poweshiek County**

120 West St.  
Grinnell, Iowa 50112  
Phone: (641) 236-9199  
Fax: (641) 236-0599  
E-mail: droth@iowatelecom.net  
Website: www.poweshiekcounty.org  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Story County**

126 S. Kellogg Ave. Suite 001  
Ames, Iowa 50010  
Phone: (515) 663-2930  
Fax: (515) 663-2940  
E-mail: communityservices@storycounty.com  
Website: www.storycountyiaowa.gov  
Office Hours: Monday – Friday, 8:00am - 4:30pm

**Warren County**

1011 N. Jefferson Way Suite 900  
Indianola, Iowa 50125  
Phone: (515) 961-1068  
Fax: (515) 961-1142  
E-mail: kristid@co.warren.ia.us  
Website: www.co.warren.ia.us  
Office Hours: Monday – Friday, 8:00am - 4:30pm



# Central Iowa Community Services

*Serving Boone, Franklin, Hamilton, Hardin,  
Jasper, Madison, Marshall, Poweshiek, Story,  
and Warren Counties*



## WHAT'S AVAILABLE

- *Information and Referral*
- *Mental Health and Disability Services Coordination and Funding*
- *General Assistance*
- *Substance Abuse Services*
- *Case Management*

## WHO'S ELIGIBLE

Individuals who are a resident of Boone, Franklin, Hamilton, Hardin, Jasper, Madison, Marshall, Poweshiek, Story, or Warren Counties in need of assistance may apply for services. Each program has its own set of criteria for eligibility. For more specific information, call your local Community Services office (see contact information on the last pages).

## MENTAL HEALTH AND DISABILITY SERVICES

Individuals seeking funding for mental health and disability services can make application at your local Community Services office.

The Community Services office will determine eligibility for funding, provide specific information regarding services and supports in the local area, and assist with referrals to service providers.

## GENERAL ASSISTANCE

General Assistance is emergency assistance for low-income and indigent individuals and families. General Assistance may assist eligible persons with items such as:

- *Rent*
- *Utilities*
- *Food Vouchers*
- *Prescription Drugs*
- *Burial/Funeral Assistance*
- *Transportation for transient individuals*

Contact your local Community Services office for information about how to apply. If your local Community Services does not provide funding, they can refer you to the appropriate agency.

## SUBSTANCE ABUSE SERVICES

County funded substance abuse services are coordinated through the Community Services office. Contact your local Community Services office for information on the services covered and how to make application.

## CASE MANAGEMENT

Case Management provides support and advocacy to people with intellectual and developmental disabilities and brain injury with a focus on individual strengths and desires. Case Management services are also provided to children who are eligible for Medicaid Waiver Programs, including Brain Injury Waiver and Intellectual Disability Waiver. Case Management offers a progressive approach to assist people with the following:

- *Identifying needs and desires*
- *Referring to appropriate services*
- *Linking to community resources*
- *Accessing and securing funding*
- *Monitoring and coordinating services*
- *Enhancing natural supports*

For more specific information, call your local Community Services office (see contact information on the last pages).

**COUNCIL ACTION FORM**

**SUBJECT: GRAND AVENUE EXTENSION - LOCATION AND ENVIRONMENTAL STUDIES**

**BACKGROUND:**

In preparation for a future project to extend Grand Avenue from South 3<sup>rd</sup> Street to South 16<sup>th</sup> Street and the realignment and extension of South 5<sup>th</sup> Street between South Duff Avenue and Grand Avenue, location and environmental studies must be performed for this corridor, prior to transitioning into the other phases of project development outlined in the Capital Improvements Plan (CIP).

The study area for this project consists of the extension of Grand Avenue and two intersection improvement areas, including at South 5<sup>th</sup> Street and South Duff Avenue and at South 16<sup>th</sup> Street and South Duff Avenue. The project scope focuses on the completion of services and deliverables to provide project management assistance, development of a location study, and necessary National Environmental Policy Act (NEPA) documentation.

Proposals for this work were received from four engineering firms and were evaluated according to the criteria listed below:

Project Understanding and Approach	25	Previous Experience	10
Key Personnel – NEPA and Environmental Experience	15	Ability to Perform Work	5
Key Personnel – Location Studies Experience	15	Responsiveness / Ability to Follow Instructions	5
Key Personnel – Contract Management Experience	10	Proposed Project Design / Letting Schedule	10
Proximity of Key Staff	5	<b>Total Possible Points</b>	<b>100</b>

Four City staff members individually ranked each firm on the above listed criteria, followed up by a group discussion to verify how well each firm fulfilled the necessary criteria and demonstrated the needed experience to complete this project.

Listed below are the individual scores along with the overall ranking information:

<b>Grand Avenue Extension – Location and Environmental Studies</b>											
<b>Firm</b>	City Staff 1		City Staff 2		City Staff 3		City Staff 4		Average Score	Average Ranking	<b>Overall Ranking</b>
	Rating	Ranking	Rating	Ranking	Rating	Ranking	Rating	Ranking			
Howard R. Green, Inc.	88	1	92	1	90	1	87	1	89	1	<b>1</b>
Stanley Consultants, Inc.	85	2	88	2	75	3	82	2	83	2.25	<b>2</b>
Snyder & Assoc.	80	3	83	4	83	2	82	2	82	2.75	<b>3</b>
Kirkham, Michael & Assoc.	78	4	84	3	69	4	79	4	78	3.75	<b>4</b>

Typically on City projects, the proposed cost is a consideration when scoring submitted proposals. However, since Federal Demonstration Funds (earmarks) are funding a portion of this project, Iowa DOT standards state staff can only enter negotiations for funding amounts after an engineering firm is selected through the approved Iowa DOT consultant selection process. Therefore, staff has negotiated a contract with the highest ranked firm, Howard R. Green, Inc. from Johnston, Iowa.

**This consultant has performed satisfactorily on other City projects in the past and has extensive prior project work history and knowledge regarding the Grand Avenue Extension. In April 2013, this consultant was hired to work with City staff to complete a Transportation Funding Study which analyzed potential funding sources for the Grand Avenue Extension beyond local sources. That effort was undertaken because the Grand Avenue Extension continues to be delayed in the CIP, due to the elimination of congressionally directed funding (earmarks).**

The project study area includes a large portion of the floodway and fringe areas, which has led to a goal to construct the proposed bridge and roadway at an elevation to prevent overtopping during high water events. Therefore, the project scope has become more complex and will be completed over the course of two phases. It is anticipated that those two phases will be completed sequentially over the course of two fiscal years.

The Iowa Department of Transportation has reviewed the professional services agreement and scope of services for phase one and has given concurrence to moving forward with this project and the selected consultant. This project will be funded by \$300,000 in General Obligation Bonds and approximately \$104,000 in Federal Demonstration Funds that are included in the 2013/14 CIP, bringing total available funding to approximately \$404,000.

**ALTERNATIVES:**

1. Approve the engineering services agreement for the Grand Avenue Extension - Location and Environmental Studies with Howard R. Green, Inc. from Johnston, Iowa, in an amount not to exceed \$315,150.23.
2. Direct staff to negotiate an engineering agreement with another consulting firm.

**MANAGER'S RECOMMENDED ACTION:**

Based on staff's evaluation using the above criteria, Howard R. Green, Inc. will provide the best value to the City in completing this project.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the engineering services agreement for the Grand Avenue Extension - Location and Environmental Studies with Howard R. Green, Inc. from Johnston, Iowa, in an amount not to exceed \$315,150.23.

**It is important to note that this project has been delayed in the CIP, since the elimination of Congressionally directed funding (earmarks) has made it difficult to finance this \$18 million project. In order to identify a financing strategy that will mitigate the amount of local funding, this same company was hired to advise the City on this funding strategy. In the meanwhile, however, it is advisable to do all possible preparatory work so that this project can move forward if and when funding is identified.**



**To:** Mayor and City Council

**From:** Bob Kindred

**Date:** August 22, 2014

**Subject:** Item #11 – Extension of Engagement and Retainer Agreement with Ritts Law Group for Consulting Services Related to the Clean Air Act

Staff has not yet finished preparing the Council Action Form for this item, which will increase authorized funding by \$100,000. This increase will allow staff to continue the construction permitting process needed to convert our Power Plant to natural gas.

We will notify you when this report is posted to the City web site on Monday.

**COUNCIL ACTION FORM**

**SUBJECT: OCTAGON ART FESTIVAL REQUESTS**

**BACKGROUND:**

The Octagon Center for the Arts plans to host the 44<sup>th</sup> Annual Art Festival in the Ames Main Street Cultural District (MSCD) on Sunday, September 28, 2014. The event is scheduled to begin at 10:00 a.m. and conclude at 5:00 p.m. Booths selling art works, crafts and food items will be in operation that day. In addition, there will be entertainment on the sidewalks in Tom Evans Plaza and in Cynthia Duff Plaza.

To facilitate this event, the following items are requested:

1. Closure of the following streets from 6:00 a.m. to 6:00 p.m.:
  - a. Main Street, east of Clark (not blocking Wells Fargo Driveway) to just west of Duff Avenue (allowing traffic to access parking lot behind businesses)
  - b. Douglas Avenue, 5<sup>th</sup> Street to Main Street
  - c. Kellogg Avenue, 5<sup>th</sup> Street to Main Street
  - d. Burnett Avenue, south of the alley to Main Street
2. Waiver of costs for electricity during the event (estimated at \$10)
3. Approval of a Blanket Temporary Obstruction Permit for the Central Business District
4. Approval of a Blanket Vending License for the duration of the event
5. Waiver of fee for Blanket Vending License (\$50)

Insurance coverage for the event has been provided by The Octagon Center for the Arts. Notification signs will be placed on parking meters on Saturday evening after 6:00 p.m. Since the event occurs on a Sunday, there is no potential loss of parking meter revenue. Public Works will provide the necessary barricades for the street closures.

The Main Street Cultural District has been informed of the Art Festival and is in support of it. **Additionally, Octagon staff has contacted affected businesses door-to-door. Signatures confirming the notification have been obtained from nearly all affected businesses. Octagon representatives have estimated that three to four businesses expressed opposition to the closing of the parking on Main Street. Approximately one third of the affected businesses will be open on the day of the event.**

**ALTERNATIVES:**

1. The City Council can approve the requests from The Octagon Center for the Arts for the Art Festival on September 28, 2013, including closure of various streets from 6:00 a.m. to 6:00 p.m., blanket Vending License and waiver of fee for Vending License,

Blanket Temporary Obstruction Permit for sidewalks adjacent to closed streets, and waiver of costs for electricity during the event.

2. The City Council can approve the requests, but require payment for the Blanket Vending License and reimbursement for electricity use.
3. The City Council can deny these requests.

**MANAGER'S RECOMMENDED ACTION:**

This is the 44<sup>th</sup> year that the Octagon has sponsored the Art Festival. There will be more than one hundred artists on hand with unique hand-crafted artwork for sale, two stages with live entertainment, and local food vendors. No admission is charged, and Festival organizers expect 12,000 people to attend. The Main Street Cultural District has expressed its full support for the event.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the requests from The Octagon Center for the Arts for the Art Festival on September 28, 2013.

# Main Street

## CULTURAL DISTRICT

Ames, Iowa

August 22, 2014

Mayor and City Council  
City of Ames  
515 Clark Ave  
Ames, IA 50010

Mayor Campbell and City Council,

The Main Street Cultural District (MSCD) is proud to have the Octagon Center for the Arts in Downtown Ames. The programs and events they offer greatly enhance the culture of the district and benefit the entire community. We would like to express our support of the 44<sup>th</sup> Octagon Art Festival that will take place on Sunday, September 28<sup>th</sup>.

The MSCD is fully in support of this event, and ask that Council requests be granted. Thank you for your consideration and your continued support of the Main Street Cultural District. We hope to see you downtown for the festival.

Sincerely,



Cari Hague  
Executive Director  
Main Street Cultural District

Cc: Brian Phillips





Octagon Center for the Arts • 427 Douglas Ave. Ames, IA 50010 • 515.232.5331 • [www.octagonarts.org](http://www.octagonarts.org)

August 7, 2014

Mayor and City Council  
515 Clark Ave.  
Ames, IA 50010

Honorable Mayor and City Council,

On Sunday, September 28, the Octagon Center for the Arts is hosting the 44th Annual Octagon Art Festival in Downtown Ames Main Street Cultural District.

The purpose for the celebration is: *An event to showcase the various artists representing the creative talent in Ames and the Midwest, to celebrate the richness and enjoyment that art provides through visual expression, highlight the beauty of Ames' community and people while sharing the wonderful Downtown Ames experience with visitors from all over Iowa and neighboring states.*

The Octagon Arts Festival will officially begin Sunday, September 28 at 10 a.m. and conclude at 5 p.m. Octagon staff members are currently notifying businesses on Main Street about street closures for this festival.

Sunday, September 28-Octagon Art Festival

6 am: Setup, barricades setup to close streets in downtown

10am: festival open to public

5pm: festival closes to public, teardown

6pm: streets cleared of artists, streets reopen

Following is a list of specific Octagon Arts Festival requests for consideration by the Ames City Council:

### **Closed Streets**

The following street closures are requested to cover from 6 am - 6 pm on September 28. **(Please view map)**

- Main Street will be closed from just East of Clark (not blocking Wells Fargo driveway) to just West of Duff Avenue, allowing traffic to access parking lot behind businesses.
- Douglas Avenue will be closed up to 5th Street.
- Kellogg Avenue will be closed up to 5th Street (still allows garbage transportation through alley way)
- Burnett Avenue will be closed just past the Alley (still allows garbage transportation through alley way).
- Barricades are requested for all intersections. Barricades will be staffed at all times after their placement. Octagon event volunteers will man barricades to facilitate the flow of emergency vehicles if need be.

### **Utilities**

•Costs for electricity needed for the Arts Festival are requested to be waived. This involves electricity from City facilities on Main Street, Douglas Avenue, Kellogg Avenue, and Burnett Avenue, including connection costs.

### **Blanket Temporary Obstruction Permit**

•A temporary obstruction permit is requested for the central business district to allow businesses to be included in the festival atmosphere and display merchandise in front of the stores, obstructing a portion of the sidewalks. Artists and vendors will be setting up booths in the streets, allowing enough room down center of street for traffic of emergency vehicles should they be needed.

### **Noise Permit**

•A noise permit is being requested to allow the playing of music, as well as other entertainment, in the Downtown Area from 10 a.m. on Sunday, September 28, through 5 p.m. Two entertainment areas will be set up. Main Entertainment Area near Tom Evans Park. Smaller entertainment area will be located at Main and Douglas, near Cynthia Duff Walkway.

### **Food Vending Permit**

Approximately ten food vendors will be offering culinary options to festival visitors. Focal area for the food vendors will be centered in the Kellogg and Main Street intersection.

•The Octagon is requesting that the food vending fee be waived.

### **Small Banner display**

•The Octagon is requesting to place approximately 5 or 6 vinyl banners that are 3 ft by 5 ft in size at the street corner pylons along Main Street intersections. Both the Main Street Cultural District and the Octagon have displayed these banners in past years to promote public events taking place in the Main Street Cultural District. These banners would be securely installed, with zip ties, at end of August and promptly taken down day after event.

On behalf of the Octagon Center for the Arts, we appreciate the City of Ames supporting artistic and cultural experiences such as the Octagon Art Festival. We invite the mayor and city council members to stop by the festival on Sunday, September 28 from 10 am – 5 pm in downtown Ames.

Much gratitude,

Heather Johnson  
Executive Director  
Octagon Center for the Arts  
427 Douglas Avenue  
Ames, IA 50010

**COUNCIL ACTION FORM**

**SUBJECT: NON-ASBESTOS INSULATION AND RELATED SERVICES AND SUPPLY CONTRACT FOR POWER PLANT**

**BACKGROUND:**

This contract involves the removal, repair, and reinstallation of non-asbestos insulation of all types used at the City's Power Plant.

The Power Plant benefits from having an ongoing service contract with a firm that provides routine and emergency non-asbestos insulation services. This process reduces the City's exposure to market forces regarding prices and availability for labor, travel, and supplies for these services. By having a contract in place, City staff will also save considerable time obtaining quotes, evaluating proposals and preparing specifications and other procurement documentation.

The approved FY2014/15 Power Plant operating budget includes \$90,000 for these services. Invoices will be based on contract rates for time and materials for services that are actually received.

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for Non-Asbestos Insulation and Related Services and Supplies Contract, and set September 25, 2014, as the bid due date and October 14, 2014, as the date of public hearing and award of contract.
2. Purchase non-asbestos insulation services on an as-needed basis.

**MANAGER'S RECOMMENDED ACTION:**

This contract is needed to carry out emergency and routine non-asbestos insulation services at the Power Plant. The contract will establish rates for service and provide for guaranteed availability, thereby setting in place known rates for service.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: PRELIMINARY PLANS AND SPECIFICATIONS FOR FURNISHING  
69KV SF6 CIRCUIT BREAKERS**

**BACKGROUND:**

Electric Services needs to procure 69kV SF6 circuit breakers for replacement of existing three-tank oil filled circuit breakers at the Ames Plant Switchyard. These circuit breakers are utilized to disconnect portions of the electric transmission system when there is a fault on that portion of the system. This helps prevent damage to property and equipment, reduces the length of an outage, and minimizes the risk to staff or the public who may be near an electric fault.

The Engineer's estimate of the cost of these circuit breakers is \$150,000. Funding is available from the FY 2014/15 maintenance account for Minor Transmission Substation Improvements.

**ALTERNATIVES:**

1. Approve the preliminary plans and specifications for Furnishing 69kV SF6 Circuit Breakers and set September 10, 2014, as the bid due date and September 23, 2014, as the date of public hearing and award of contract.
2. Do not approve the plans and specifications at this time.

**MANAGER'S RECOMMENDED ACTION:**

The purchase of this equipment is necessary to replace antiquated three-tank oil circuit breakers. Replacement parts for these circuit breakers are becoming more difficult to procure and repair work more costly to perform. The replacement of these breakers will reduce the risk of oil leakage should the circuit breaker fail. They will also improve the reliability and speed of response of the protection schemes on this portion of the electric transmission system.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 STORM SEWER OUTLET EROSION CONTROL (PINEHURST DRIVE IN GREEN SUBDIVISION – 5<sup>TH</sup> ADDITION)**

**BACKGROUND:**

This annual program provides for stabilization of areas that have become eroded due to discharges of the storm sewer system into streams, channels, swales, gullies or drainage ways in residential areas. This program will provide a more permanent control of the erosion and will reduce recurring maintenance costs in these areas.

The 2012/13 project outlet locations include Pinehurst Drive in the Green Subdivision 5<sup>th</sup> Addition and behind Windsor Oaks at 1100 Adams Street. The work anticipated for the Windsor Oaks area is the management/removal of crown vetch that has grown in to the area. This invasive plant will continue to grow and spread throughout the area and will be detrimental to the native plants in the area.

**This specific project is for re-stabilization of the creek channel at Pinehurst Drive in Green Subdivision 5<sup>th</sup> Addition.** The area has seen erosion of the banks that were stabilized with treated timbers. Those timbers have passed their useful functionality and need to be replaced.

Staff contracted with Clappsaddle Garber Associates (CGA) to analyze the creek flows and develop options for the stabilization. Staff and CGA met with area residents on-site to review options, and the residents all agreed on one of the options that was presented, but wanted the length of the stabilization increased to protect an additional downstream area. As such, a bid alternate for the additional length was added to the project. This bid alternate will only be recommended for award if pricing remains within budget.

This program was shown in the 2012/13 Capital Improvements Plan with \$100,000 from the Storm Sewer Utility Fund. The estimated expenses for this 2012/13 Storm Sewer Outlet Erosion Control Program are as follows:

<b>Pinehurst Drive in Green Subdivision 5<sup>th</sup> Addition (This Project)</b>	<b>\$ 66,640</b>
Windsor Oaks (Estimated)	\$ 13,360
Engineering and Contract Administration	<u>\$ 20,000</u>
	\$100,000

**ALTERNATIVES:**

1. Approve the plans and specifications for the 2012/13 Storm Sewer Outlet Erosion Control by establishing September 17, 2014, as the date of letting and September 23, 2014, as the date for report of bids.
2. Do not proceed with the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

By approving this project now, it will be possible to re-stabilize the creek bank ahead of the spring snow melt and rains to avoid further damage to the bank and reduce the risk of property damage.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1, thereby approving the 2012/13 Storm Sewer Outlet Erosion Control by establishing September 17, 2014, as the date of letting and September 23, 2014, as the date for report of bids.

**COUNCIL ACTION FORM**

**SUBJECT:**     **STEEL RISER PIPE FOR POWER PLANT UNIT #8**

**BACKGROUND:**

Riser pipes transport circulating cooling water to the top of the cooling tower at the Power Plant. After 33 years of operation, the existing steel pipes for Unit #8 have deteriorated and the plant is now experiencing leaks due to corrosion. **This project is for the purchase of the piping material only.** Installation will be done by City staff or under the City's blanket contract with Pro Energy.

On July 23, 2014, a Request for Quotation (RFQ) document was issued to twenty firms for the purchase of the pipe. The RFQ was advertised on the Current Bid Opportunities section of the Purchasing webpage, and was also sent to two plan rooms.

On August 7, 2014, four quotes were received as shown on the attached report.

Staff has reviewed the bids and concluded that the apparent low bid submitted by Power, Process & Industrial LLC, Marcelline, Missouri, in the amount of \$47,100.14 is acceptable. This vendor is not licensed to collect sales taxes for the State of Iowa, so the City will pay applicable Iowa Sales Taxes directly to the State.

Funding is available in the approved FY2014/15 Electric Production operating budget.

**ALTERNATIVES:**

1. Award a contract to Power, Process & Industrial LLC, Marcelline, Missouri, for the purchase of steel riser pipe for the Power Plant circulating water system in the amount of \$47,100.14, with applicable sales taxes to be paid directly by the City to the State of Iowa.
2. Reject all quotes and delay the purchase of the riser pipe.

**MANAGER'S RECOMMENDED ACTION:**

The existing riser pipes are deteriorating and are in need of replacement. Without this replacement, there is a risk that the pipes could fail, which could result in the potential for damage to adjacent equipment and property. The recommended bid is also substantially lower than the other three bids received.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.



**2015-020 STEEL RISER PIPE FOR POWER PLANT CIRCULATING WATER SYSTEM**

BIDDER:		Power, Process & Industrial LLC Marceline, MO		April S. Lee & Associates Inc St. Cloud, MN		Allstate Tower, Inc. Henderson, KY		Potts Welding and Boiler Repair Co., Inc. Newark, DE	
DESCRIPTION	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Steel riser pipe as specified	3	\$15,345.88	\$46,037.64	\$24,082.00	\$72,246.00	\$23,748.00	\$71,244.00	\$39,450.00	\$118,350.00
Sub-total:			\$46,037.64		\$72,246.00		\$71,244.00		\$118,350.00
Non-Taxable Freight Amount:			\$1,062.50		\$1,000.00		\$2,455.00		\$7,035.00
<b>TOTAL</b>			<b>\$47,100.14</b>		<b>\$73,246.00</b>		<b>\$73,699.00</b>		<b>\$125,385.00</b>

**NOTE: All four bidders are not licended to collect State of Iowa sales tax.**



**COUNCIL ACTION FORM**

**SUBJECT: PLATFORMS AND ROOF ACCESS COMPONENTS FOR POWER PLANT**

**BACKGROUND:**

The Power Plant is planning two structural modifications to provide storage area for new oxygen probes and to replace the roof access doors. The storage area is needed for the probes to protect them when they are removed for boiler maintenance. The existing roof access doors are broken and this roof access project will allow roof access in a safe manner.

On July 15, 2014, the bid document was issued to fifteen firms. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage, and was also sent to three plan rooms.

On July 29, 2014, three bids were received as shown below:

<b>Power, Process &amp; Industrial LLC, Marceline, MO</b>	<b>\$47,536.21</b>
Custom Steel Service, Inc, Ames, IA	Non-responsive
April S. Lee & Associates, Inc, St. Cloud, MN	Non-responsive

After evaluation, staff determined that the bids submitted by Custom Steel Services, Inc. and April S. Lee & Associates, Inc. are both non-responsive. These two bids are non-responsive because the pricing submitted did not include all of the materials specified in the bidding document requirements.

**As a result, only one bid from Power, Process & Industrial LLC, Marceline, MO, remains for consideration in the amount \$47,536.21.** Staff has reviewed the bid and concluded that it is acceptable. This vendor is not licensed to collect sales taxes for the State of Iowa, so the City will pay applicable Iowa Sales Taxes directly to the State of Iowa.

Although this work was not originally anticipated to be this expensive, it needs to be done. Funding is available from savings in the FY2013/14 boiler maintenance contract, and will be carried forward when the City budget is amended.

**ALTERNATIVES:**

1. Award a contract to Power, Process & Industrial LLC, Marceline, MO, for the purchase of platforms and roof access components for the Power Plant in the

amount of \$47,536.21, with applicable sales taxes to be paid directly by the City to the State of Iowa.

2. Reject all quotes and delay the purchase of these materials.

**MANAGER'S RECOMMENDED ACTION:**

The purchase of these materials is necessary to make changes to allow safe roof access and store oxygen probes at the Power Plant.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: INSPECTION OF GT1 COMBUSTION TURBINE TO DETERMINE  
OPTIONS AND COSTS OF RETURNING UNIT BACK TO SERVICE**

**BACKGROUND:**

On July 8, 2013, the engine of GT1 combustion turbine catastrophically failed while operating. GT1 is one of two combustion turbines used to augment Units 7 and 8 at the City's Power Plant. At the time of the failure, the front compressing section of the engine was rotating at 5,900 revolutions per minute (rpm) when it threw blades and tore much of that section and the inlet vanes and cowling apart. The compressor failure caused other collateral damage to the engine and other components of the combustion turbine. The root cause of the failure is unknown at this point.

This incident is covered by the City's property insurance coverage. Immediately following the failure, the City's Risk Manager notified the appropriate insurance contacts. Very shortly following the failure, an insurance adjuster and an engine consultant hired by the insurance adjustment company visited the site to observe the aftermath of the failure. The City also provided the adjuster and the engine consultant with all available documentation they had requested.

**City staff subsequently issued a request for proposal (RFP) to the original equipment manufacturer (OEM), Wood Group Pratt & Whitney (WGPW), for the purpose of inspecting the post-failure combustion turbine to determine the extent of damage and to identify the repair options and associated repair costs to return the unit back to service. The OEM was chosen for this task because it was deemed that they could provide the most valid assessment of the damage and the repair options.**

The proposal for this work from WGPW is itemized below:

- 1) On-site inspection and documentation of the engine failure and resultant damage; removal of the engine from its base plate and compartment and placement onto a shipping stand and preparation for shipment; completion of the visual inspection of the engine compartment after the removal of the engine to determine what other systems and equipment need repair or replacement; provide motor carrier transport from Ames to WGPW's facility; provide detailed field services report.

Estimated cost of \$23,264.50

- 2) Receive engine at WGPW's facility; disassemble, inspect, and document the

shop inspection of the engine; evaluate failure and provide an engineering report.

Cost of \$82,848.43

- 3) Field inspect expander (free turbine). To be performed by Energy Services, Inc.

Estimated cost of \$6,387.50 plus expenses.

- 4) Field inspect electric generator. To be performed by Leppert-Nutmeg, Inc.

Estimated cost of \$14,308.00 plus expenses.

*Note: The costs for the four items above reflect an increase of 2.2% due to 2014 pricing versus the pricing in the original proposal (August 2013) from WGPW.*

In addition to the amounts noted above, the overall cost estimate for this work includes \$7,150 for the expenses noted under Items 3 and 4 above, as well as a 10% administration fee that WGPW will apply to the invoices from its two subcontractors, Energy Services and Leppert-Nutmeg. **This brings the total estimated cost for all work described above to \$136,027.98.**

Even though the failure of the engine, based upon visual observations, did not seemingly damage the expander (free turbine) and the generator, it is important to perform an inspection and assessment of them, since staff does not know their condition, related to the engine failure or otherwise. Since we are on a path to return the combustion turbine to service (with a repaired or replacement engine), it is important to make sure we are mating a repaired or replacement engine to an expander and electric generator in good condition.

Once the inspections and assessments of the engine, expander, and generator are completed, WGPW will provide the City with a report of the findings which will include the options and costs for returning the combustion turbine to service.

**It is important to emphasize that the expenditures highlighted above do not cover the costs for repair or replacement of any of the combustion turbine's components (the engine, expander, electric generator, or any of the balance-of-plant equipment).**

The cost of these inspections and assessments will be included in the insurance claim and will be applied against the City's insurance deductible (\$350,000). As shown on page 69 of the 2014/15 Capital Improvements Plan, \$1,500,000 is budgeted for engine replacement and generator/turbine inspection and overhaul work on GT1.

**In order to proceed with this work, Council will need to waive the City's standard**

**purchasing policies requiring formal competitive bids. This waiver is recommended due to Wood Group Pratt & Whitney's unique capacity – as the Original Equipment Manufacturer – to evaluate the condition of GT1 and to make recommendations for how the unit can best be returned to service. WGPW is uniquely qualified to provide services to inspect and assess the failure of GT1 combustion turbine engine and to identify the items needing repair or replacement and the associated costs.**

**ALTERNATIVES:**

1. Waive the City's purchasing policy requirement for formal bidding procedures and award a contract with Wood Group Pratt & Whitney of Bloomfield, Connecticut, for up to \$136,027.98 to provide services to inspect and assess the failure of GT1 combustion turbine engine necessary to identify the items needing repair or replacement and the associated costs.
2. Direct staff to solicit proposals for inspection and assessment from other service and repair providers of this engine.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to evaluate whether the City's GT1 combustion turbine engine can and should be repaired versus other options, and to also assess the condition of the unit's expander (free turbine) and electric generator. Wood Group Pratt & Whitney is the OEM for GT1's engine, and is therefore regarded to be in the best position to evaluate the condition of GT1 following the engine failure and to identify and cost out options to return the unit to service in good operating condition.

This generating unit provides needed capacity and provides quick energy production in an emergency. Failure to return the unit to service will require the City to purchase replacement capacity and/or explore the purchase and installation of a new generating unit.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: VET MED SUBSTATION FEEDERS EXTENSION CHANGE ORDER**

**BACKGROUND:**

This electric distribution system improvement project will add a new underground feeder south from the Vet Med Substation to the ISU Research Park. This portion of the project is for the construction phase.

On May 13, 2014, City Council awarded a contract to Tri-City Electric Company of Iowa, Davenport, IA, in the amount of \$170,786.97 for the Vet Med Feeder Extension.

The following two change orders were issued for this project:

**Change Order No. 1 for \$4,714** covered additional 6 inch burial depth of a ductbank underneath U. S. 30, and installation of a small pedestal fence and conduit into the pedestal outside the substation.

**Change Order No. 2 for \$8,414** covered costs associated with mobilizing equipment, over excavating all three vaults for additional granular base, de-watering trenches, and flushing/swabbing/mandrel duct bank pipes with compressed air.

The total cost of the base contract plus the previous two change orders is \$183,914.97.

**City Council authorization for a third change order is now needed.** This change order is required to cover extra work associated with the contractor pulling 15kV primary cables from the south side of U.S. 30 to Airport Road and to install two padmount switchgears. This work was originally going to be accomplished by a City crew. However, having the contractor do this work will allow the City crew to be re-directed to higher priority projects. **The total cost of this Change Order No. 3 is \$22,854.40.**

With Change Order No. 3, the costs for this phase of the project will increase to \$206,769.37, and the overall total amount committed will be \$224,103.37.

The engineer's estimated cost of this project was \$300,000, and the approved FY2013/14 Capital Improvements Plan included \$300,000 for materials and construction of this project.

To date the project budget has the following items encumbered:

<b>\$300,000.00</b>	<b>Amount budgeted for project</b>
\$17,334.00	Bid award amount for 1200 amp switchgear (Awarded by City Council on February 11, 2014)
\$170,786.97	Bid award amount for Vet Med Substation Feeder Extension construction phase. (Awarded by City Council on May 13, 2014)
\$4,714.00	Contract Change Order No. 1 to Vet Med Substation Feeder Extension construction phase. (Approved by Donald Kom on July 3, 2014)
\$8,414.00	Contract Change Order No. 2 to Vet Med Substation Feeder Extension construction phase. (Approved by Donald Kom on July 31, 2014)
<b><u>\$22,854.40</u></b>	<b>Contract Change Order No. 3 to Vet Med Substation Feeder Extension construction phase (this item)</b>
<b>\$224,103.37</b>	<b>Total committed to date</b>

**ALTERNATIVES:**

1. Approve contract Change Order No. 3 to Tri-City Electric Company of Iowa, Davenport, IA, for the Vet Med Substation Feeder Extension in the amount of \$22,854.40.
2. Reject contract Change Order No. 3.

**MANAGER'S RECOMMENDED ACTION:**

This project is necessary to extend feeder capacity from the Vet Med Substation to the ISU Research Park. This will provide capacity for new load growth and improve reliability to the Research Park and surrounding areas. Approval of Contract Change Order No. 3 is required to extend a new feeder to support future load growth in the ISU Research Park area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT SPECIALIZED WET/DRY VACUUM, HYDRO BLAST, AND RELATED CLEANING SERVICES CONTRACT COMPLETION**

**BACKGROUND**

The Electric Utility has two coal-fired, high-pressure steam generation units within the City's Power Plant, referred to as Unit No. 7 and Unit No. 8. These units require regular professional maintenance and repair. This consists of both emergency and planned repairs and service. This contract was to provide lighter duty specialized wet/dry vacuum, hydro blast, and related cleaning services for the Power Plant.

On June 23, 2009, City Council awarded a contract to Bodine Service of Clinton, LLC. That contract included four optional twelve-month renewal periods. On April 23, 2013, City Council approved the fourth and final renewal of this contract in an amount not to exceed \$52,000.

There were two change orders to this contract.

**Change Order No. 1** for \$10,000 for additional funds to the FY2013/14 contract.  
(Approved administratively on April 8, 2014)

**Change Order No. 2** for \$15,000 for more additional funds to the FY2013/14 contract.  
(Approved by City Council on April 22, 2014)

The net contract amount including these two change orders is \$77,000. The actual amount spent on this contract was \$58,375.02, which is less than the total contract amount by \$18,624.98. This is due to the time and material charges associated with the change orders being less than were anticipated.

All of the requirements of the contract have been met by Bodine Service of Clinton, LLC, and the Power Plant Engineer has provided a certificate of completion.

**ALTERNATIVES:**

- 1) Accept completion of the contract with Bodine Services of Clinton, LLC for the FY2013/14 Specialized Wet/dry Vacuum, Hydroblast and Related Cleaning Services Contract.
- 2) Delay acceptance of this contract.



**MANAGER'S RECOMMENDED ACTION:**

The contractor for the Specialized Wet/dry Vacuum, Hydroblast and Related Cleaning Services Contract has completed all of the work for the 2013/14 period. The Power Plant Engineer has issued a certificate of completion on the work.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: ASPEN RIDGE SUBDIVISION, 2ND ADDITION, MAJOR FINAL PLAT**

**BACKGROUND:**

Randall Corporation has submitted a Final Plat for Aspen Ridge Subdivision, 2<sup>nd</sup> Addition, to allow for commercial development and future expansion of the town homes directly to the east of this subdivision. The proposed subdivision is located north of South 16<sup>th</sup> Street, between the extension of South Grand Avenue on the west and the Aspen Ridge Town Homes to the east. This Final Plat includes 7.99 acres, and is consistent with the Preliminary Plat approved on May 13, 2014.

The proposed Final Plat (attached) includes three commercial lots and one outlot for future development of additional town homes. Public improvements required to serve the proposed subdivision have been installed as part of the approval of the previous subdivision of this land, including the paving of S. 16<sup>th</sup> Street and S. Grand Avenue adjacent to the subdivision, the installation of a shared-use path on the north side of S. 16<sup>th</sup> Street, and the sidewalk on the east side of S. Grand Avenue. Existing public utilities on the perimeter of the proposed subdivision are adequate to serve all of the proposed lots. From these utilities on the perimeter, service lines will be extended to serve the three proposed commercial lots. Easements are being provided to the City as required for the future extension of utilities. A 50-foot wide access easement will serve commercial Lots 1, 2 and 3 with a shared access from S. 16<sup>th</sup> Street. Lot 1 will also be served with a shared access easement along the north 20 feet of Lot 1. Approval of a Final Plat will be required in the future for the development of Outlot C.

Upon review of the proposed Final Plat, staff finds that it complies with the approved Preliminary Plat, adopted plans (including the City's Land Use Policy Plan), and all other relevant design and improvement standards required by the Municipal Code.

**ALTERNATIVES:**

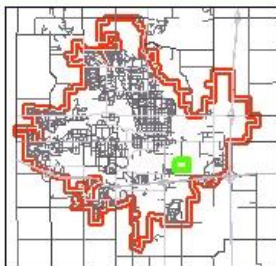
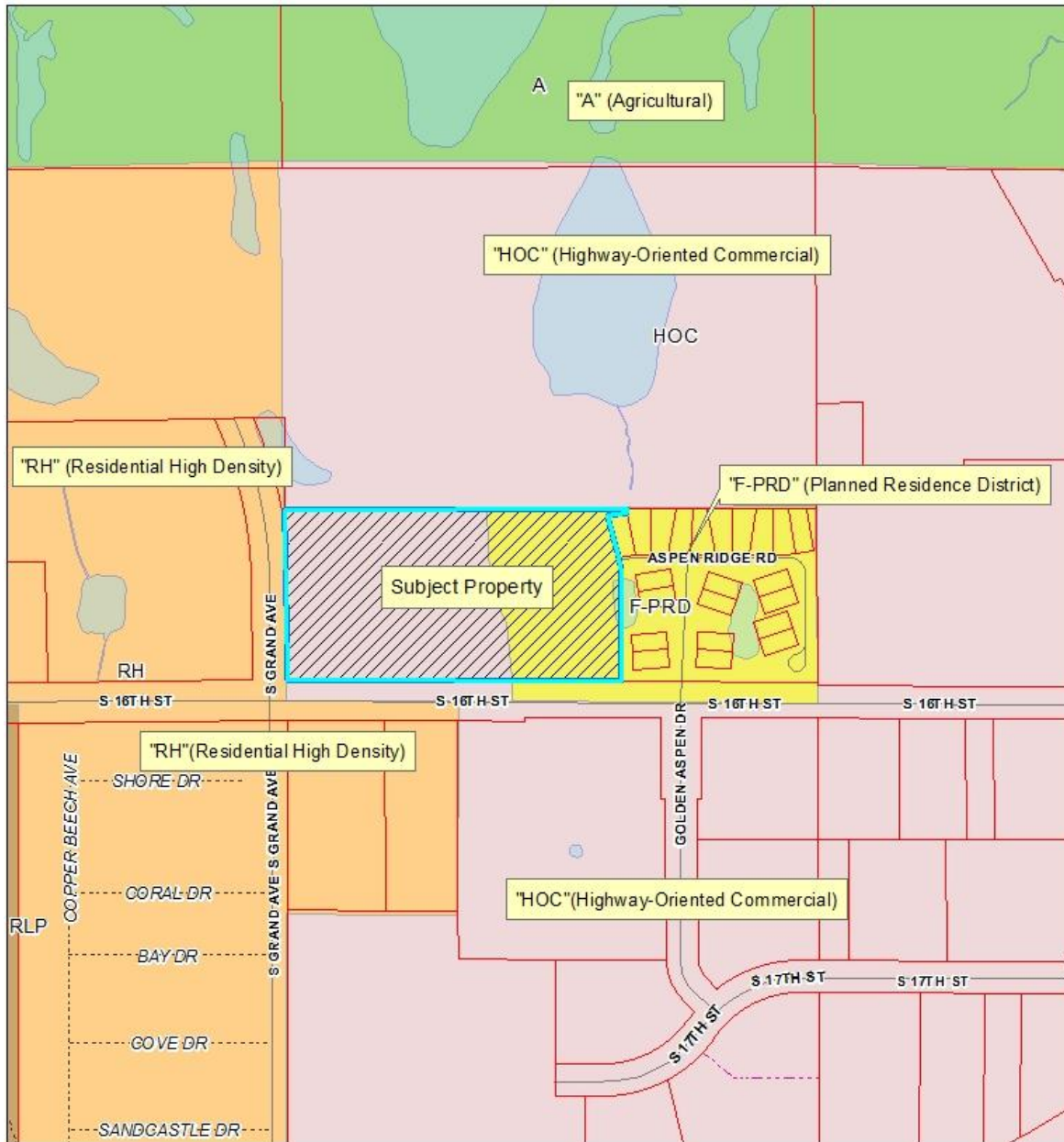
1. The City Council can approve the Final Plat of Aspen Ridge Subdivision, 2nd Addition, based upon findings that the Final Plat conforms to relevant and applicable design standards, other City ordinances and standards, to the City's Land Use Policy Plan, and to the City's other duly adopted plans.
2. The City Council can deny the Final Plat for Aspen Ridge Subdivision, 2nd Addition, if it finds that it does not comply with the applicable ordinances, standards or plans.
3. The City Council can refer this request back to staff or the applicant for additional information. (The *Municipal Code* requires a final decision regarding final plat

approval be rendered by the City Council within 60 days of the complete application for Final Plat approval of a Major Subdivision. City Council must approve, approve subject to conditions, or disapprove this Final Plat application no later than September 29, 2014, to meet the 60 day deadline.)

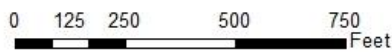
**MANAGER'S RECOMMENDED ACTION:**

City staff has evaluated the proposed final subdivision plat and determined that the proposal is consistent with the preliminary plat approved by City Council, that required frontage improvements are complete, and that the plat conforms to the adopted ordinances and policies of the City as required by Code.

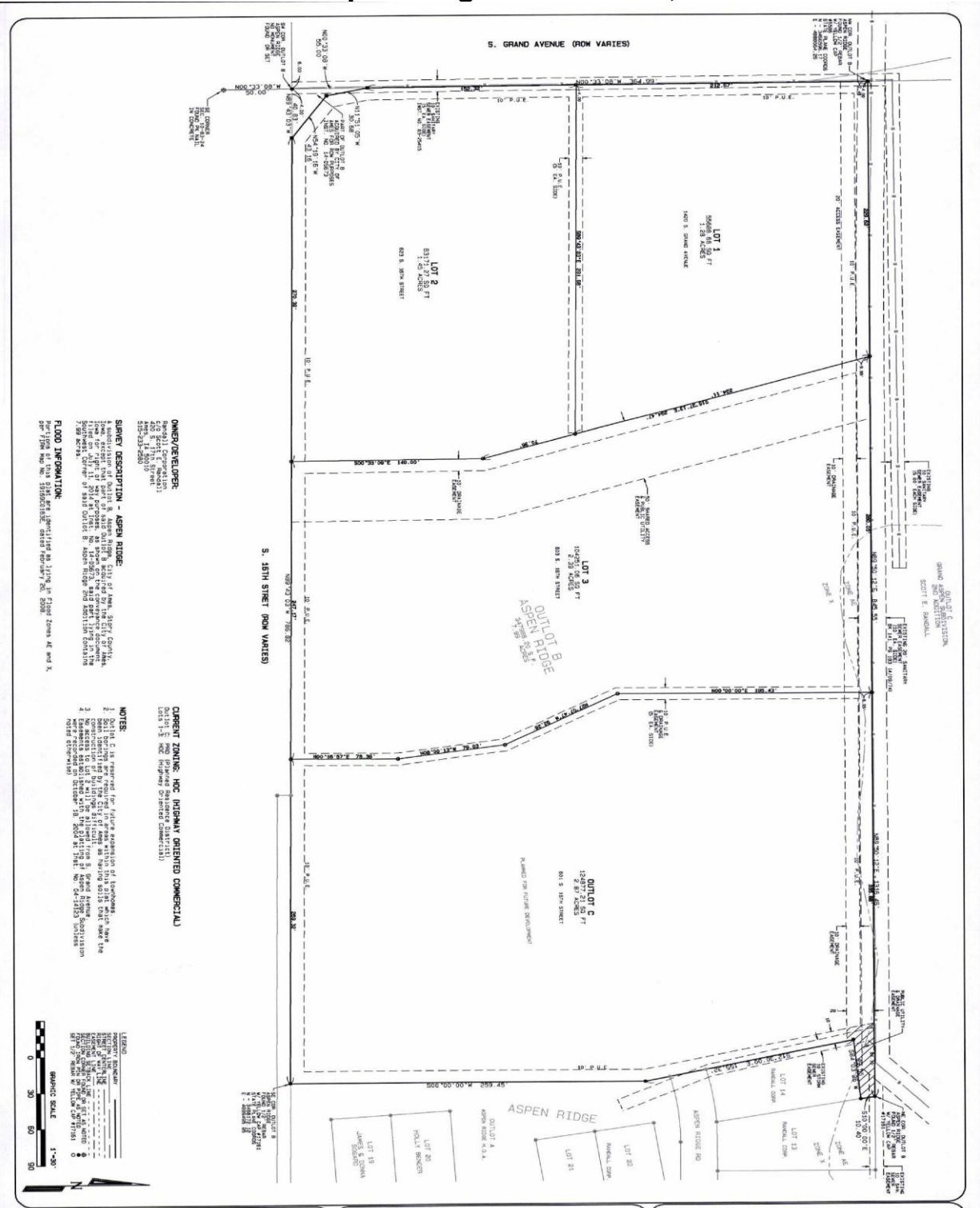
Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above.



### Location/Zoning Map Aspen Ridge Sub. 2nd Add.



# Final Plat of Aspen Ridge Subdivision, 2<sup>nd</sup> Addition



**STUMBO & ASSOCIATES**  
LAND SURVEYING  
510 S. 17th STREET, SUITE 102 AMES, IOWA 50001  
PHONE 515-233-3669 FAX 515-233-4403

**FINAL PLAT**  
**ASPEN RIDGE 2ND ADDITION**  
PART OF OUTLOT B, ASPEN RIDGE, CITY OF AMES,  
STORY COUNTY, IOWA  
JOB #15502FP2 DATE: 8/20/14 PAGE: 1 of 1

Certification: I hereby certify that this land surveying document was prepared and the related survey work was performed by me or by a duly licensed land surveyor under my supervision and control. My license number is 17161. Date: 8/20/14  
By: *R. R. Stumbo*

**17161**  
IOWA  
STUMBO & ASSOCIATES  
LICENSED LAND SURVEYOR

## Applicable Laws and Policies Pertaining to Final Plat Approval

Adopted laws and policies applicable to this case file include, but are not limited to, the following:

### *Ames Municipal Code Section 23.302*

(10) City Council Action on Final Plat for Major Subdivision:

(a) All proposed subdivision plats shall be submitted to the City Council for review and approval. Upon receipt of any Final Plat forwarded to it for review and approval, the City Council shall examine the Application Form, the Final Plat, any comments, recommendations or reports examined or made by the Department of Planning and Housing, and such other information as it deems necessary or reasonable to consider.

(b) Based upon such examination, the City Council shall ascertain whether the Final Plat conforms to relevant and applicable design and improvement standards in these Regulations, to other City ordinances and standards, to the City's Land Use Policy Plan and to the City's other duly adopted plans.

(c) The City Council may:

(i) deny any subdivision where the reasonably anticipated impact of such subdivision will create such a burden on existing public improvements or such a need for new public improvements that the area of the City affected by such impact will be unable to conform to level of service standards set forth in the Land Use Policy Plan or other capital project or growth management plan of the City until such time that the City upgrades such public improvements in accordance with schedules set forth in such plans; or,

(ii) approve any subdivision subject to the condition that the Applicant contribute to so much of such upgrade of public improvements as the need for such upgrade is directly and proportionately attributable to such impact as determined at the sole discretion of the City. The terms, conditions and amortization schedule for such contribution may be incorporated within an Improvement Agreement as set forth in Section 23.304 of the Regulations.

(d) Prior to granting approval of a major subdivision Final Plat, the City Council may permit the plat to be divided into two or more sections and may impose such conditions upon approval of each section as it deems necessary to assure orderly development of the subdivision.

(e) Following such examination, and within 60 days of the Applicant's filing of the complete Application for Final Plat Approval of a Major Subdivision with the Department of Planning and Housing, the City Council shall approve, approve subject to conditions, or disapprove the Application for Final Plat Approval of a Major Subdivision. The City Council shall set forth its reasons for disapproving any Application or for conditioning its approval of any Application in its official records and shall provide a written copy of such reasons to the developer. The City Council shall pass a resolution accepting the Final Plat for any Application that it approves.

*(Ord. No. 3524, 5-25-99)*



August 20, 2014

Honorable Mayor and Council Members  
City of Ames  
Ames, Iowa 50010

Ladies and Gentlemen:

I hereby certify that the sidewalk and bike path construction as required as a condition for approval of the final plat of **Ringgenberg Park, 3<sup>rd</sup> Addition** have been completed in an acceptable manner. The above mentioned improvements have been found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security (\$150,000.00) for the bike paths and sidewalks on file with the City for this subdivision be released in full.

Sincerely,

John Joiner, P.E.  
Public Works Director  
City of Ames

JJ/jc

cc: Finance, Contractor, Construction Supervisor, PW Senior Clerk, Planning & Housing

**COUNCIL ACTION FORM**

**SUBJECT: REZONING WITH MASTER PLAN FOR PROPERTY AT 601 STATE AVENUE**

**BACKGROUND:**

The City Council held a public hearing on August 12, 2014 for the requested rezoning with Master Plan for the property located at 601 State Avenue and continued the public hearing until its August 26<sup>th</sup> meeting to allow for the applicant and City staff to verify project information and formulate a Zoning Agreement. This report is an addendum to the Council Action Form prepared for the August 12<sup>th</sup> Council meeting.

The request by the developer is for rezoning of a 29 acre site to approximately 1.63 acres north of College Creek from "S-GA" (Government/Airport) to "RL" Residential Low Density, and rezoning of approximately 27.37 acres of land south of College Creek, from "S-GA" (Government/Airport) to "FS-RL" (Floating Suburban Residential Low Density). The Council made a motion directing staff to prepare a Contract Rezoning Agreement signed by the developer that incorporated the following three issues:

- a. Master Plan to include an allowance for relocation of the bike path and easement subject to the approval by the City at the time of subdivision,
- b. Density of development limited to a developable area of approximately 10-14 acres based on Code-allowed exceptions for constrained areas and with the bike path in its current location, and
- c. Off-Site Traffic Improvements with an agreement that the City and developer agree to a proportional share of the cost of traffic improvements at the intersection of Mortensen Road and State Avenue.

Since the City Council hearing, City staff met with the developer and his representatives to discuss the direction of the Council. The meeting provided a further understanding of the applicant's proposed Master Plan dated August 11, 2014 and proposed development intensity and building types.

Without a clear understanding of the potential impacts of the new storm water requirements at the time of subdivision for the site, the developer noted concerns for limiting the development area shown in pink on the Master Plan beyond the limitation of the flood plain. The area may be needed to accommodate the new stormwater regulations in addition the area for building construction. He also discussed the issue of identifying a net acreage for the property at this Master Plan stage as the site layout has not yet been determined, including storm water controls, and will not be completed until the time of subdivision for the property.

The applicant did note during the discussion an agreement for the potential relocation of the bike path as indicated on the submitted Master Plan, which location will ultimately



be determined at the time of subdivision, and an agreement for payment of a proportional share of a signalized traffic improvements at the intersection of Mortensen Road and State Avenue. The applicant did not support paying for the proportional cost of a potential roundabout improvement rather than signalization of the intersection due to higher cost and that signalization of the intersection would mitigate the project's impacts on intersection operations.

Since meeting with the developer, a letter has been submitted to staff from Brian Torresi, dated August 18, 2014 (attached), which clarifies project details and confirms agreements. They agree to relocation of the bike path subject to joint agreement of the location and design by the City and developer at the time of subdivision. This will also require approval of the school district for the realignment on the portion of the property owned by the district. The letter also denotes the developer's agreement to payment toward a signalized traffic improvement for the intersection of Mortensen Road and State Avenue.

The key element of the letter identifies that while it is still unknown at this time what the precise net acreage will be for the property, it does indicate inferred acreages of developable area of 15-17 acres intended for building development based upon assumption of maximum density of 10 units per net acre. Mr. Torresi notes in the letter that these would be considered maximums of net acres and that a final determination of net acres and corresponding units would occur at the time of subdivision.

**With the August 18, 2014 letter, the developer agrees to a stated specific maximum development limits in terms of both units and bedrooms with the understanding that the precise calculation of net acres and corresponding maximum development levels are to be determined at the time of a proposed subdivision. The developer agrees to a maximum 172 units for the entire site, regardless of zoning classification; units are to be configured as two and three bedroom units; and in no event will the number of bedrooms for the entire site exceed 450 bedrooms for the south parcel.**

In regards to Council direction to prepare an agreement, a Contract Rezoning Agreement including the above development terms and a Master Plan Zoning Agreement for implementing the Master Plan are included with this report. If the Council approves the first reading of the rezoning ordinance with the Master Plan Zoning Agreement, a final Master Plan graphic will be included reflecting the terms spelled out in the agreement for final approval of the City prior to a third reading of the rezoning ordinance. In regards to the Contract Rezoning Agreement, staff would suggest no action be taken, until the third reading of the rezoning ordinance. This will allow for staff to complete and insert the cost estimate for off-site traffic improvements into Section III.

Staff notes that if the property is rezoned as requested, that the site requires subdivision review and approval by the City Council prior to initiating development of homes. To develop the site in conformance with the proposed contract rezone and Master Plan, the single-family attached residential building type proposed will require the developer to complete a preliminary plat for a major subdivision and a final plat for the property

before development of any of the proposed residential units. Council will have the opportunity to review the subdivision plan in accordance with the standards and approval criteria of the subdivision ordinance as follows:

- (a) safe and convenient pedestrian and vehicular access to the subdivision;
- (b) appropriate preservation and integration of natural features within the subdivision;
- (c) the capacity and capability of infrastructure facilities, utility service and community facility service; and
- (d) minimizing overall lengths of public ways and infrastructure facilities while limiting the use of dead-end streets and cul-de-sacs.

The plat will also be required to conform to relevant and applicable design and improvement standards in the subdivision regulations and to other City ordinances and standards. In particular, the City Council shall determine whether the subdivision conforms to minimum levels of service standards set forth in the Land Use Policy Plan for public infrastructure and shall give due consideration to the possible burden of the proposed subdivision on public improvements in determining whether to require the installation of additional public improvements as a condition for approval. Elements of the design standards of the Subdivision Code which will also be reviewed are such items as, lot and block layout; street type, location, and layout; lot conformance with natural features; sidewalk and bike path locations and safety; landscape requirements such as street trees; public infrastructure improvements for water and sewer, as well as storm water control; and improvement agreements needed for the installation or completion of the public improvements on the property.

Because the Master Plan identifies an attached single-family home type for the FS-RL portion of the property, once a Final Plat has been approved by the Council and recorded for the property to create the new lots, minor site plan review will be required for each property to review for compliance with the zone development standards (Article 12, FS Zoning) and the general development standards (Article 4) of the zoning code before subsequent building permits can be issued for any of the proposed units. This review is an administrative review by staff.

### **ALTERNATIVES:**

1. The City Council can approve the first reading of an ordinance for rezoning of approximately 1.63 acres north of College Creek from "S-GA" (Government/Airport) to "RL" Residential Low Density, and rezoning of approximately 27.37 acres of land south of College Creek, from "S-GA" (Government/Airport) to "FS-RL" (Floating Suburban Residential Low Density), all located at 601 State Avenue.

Since the Master Plan Zoning Agreement needs an updated graphic and the Contract Rezoning Agreement needs a final cost sharing estimate for the traffic improvements at the Mortenson Road and State Avenue intersection, staff recommends that these two agreements be completed and signed by the developer prior to the third reading of the rezoning ordinance.

**This is the Applicant's requested zoning change with the submitted Master Plan and agreed upon contract for the conditions of the rezoning:**

- 1) **Limiting development to a maximum of 172 units and 450 beds, whichever is less.**
  - 2) **Allowance for relocation of the bike path at the sole expense of the developer and upon mutual agreement with the City on a new location.**
  - 3) **Agreement to pay a proportional share of signalization improvements of Mortenson and State intersection prior occupancy of the first home on the site.**
2. The City Council can deny the request for rezoning of approximately 29 acres of land located at 601 State Avenue from "S-GA" (Government/Airport) to "RL" (Residential Low Density) and "FS-RL" (Floating Suburban Residential Low Density).

**This is the recommendation from the Planning and Zoning Commission. Under this alternative, the developer would not be able to file the same zoning application for one year.**

3. Action on this request can be postponed and referred back to staff and the applicant for specified information.

#### **MANAGER'S RECOMMENDED ACTION:**

The proposed zoning change to FS-RL and a portion of the site as R-L is consistent with the Land Use Policy Plan designation of Village/Suburban Residential and Low Density Residential. Within the applicable base zoning districts, the master plan described by the developer includes an estimated 21 acres as developable area of the site overall, including areas for site improvements and stormwater treatment, but limits the density of the development to a total of 172 units with a maximum of 450 bedrooms, which assumes a net acreage of 15-17 acres for the property based on mix of 2 and 3 bedroom units and the maximum density for the FS-RL zone at 10 units per net acre.

Staff finds the applicant's statements of inferred net acres and overall developable area to be consistent with Council's motion to limit developable area to 14 acres before accounting for moving the bike path as allowed in an earlier part of the motion. The estimated range of 15-17 net developable acres assumes the bike path has been mutually agreed upon to be moved. The discussion with the applicant explains more clearly that within the 19.93 acres of "pink" FS-RL developable area that it is intended to allow for stormwater improvements as well as for building locations in a more limited area than the extent shown on the Master Plan. However, final determination on design and layout will occur at the time of subdivision review.

Staff notes that, based on the subsequent subdivision review, the area of development may be reduced when applying the standards of the Subdivision Code and specifics of the FS zoning standards. This could have a corresponding reduction in the total number of units and beds based on final designed layout of lots and storm water management controls required for the property. The applicant affirmatively states their understanding

of subdivision requirements and the precise calculation of net acres for the site may deviate from their estimate.

Staff also notes that with approval of the master plan, the potential rerouting of the shared use path is conceptual at this stage and is still subject to City Council agreement and approval with a subsequent subdivision. Public Works and Parks and Recreation staff are generally accepting of the design with certain specifications. The most significant is that the applicant would need to work with Iowa State University to move the State Avenue crossing further north to match the rerouted path, rather than circulate people north and south along State Avenue to the existing crossing. The new configuration of the path will also require approval and granting of an easement by the School District for the realignment of the path indicated on the Middle School property.

**On August 12<sup>th</sup>, staff had previously recommended that Council defer action on the rezoning request to allow the applicant to clarify issues with the building types, net acres of development, and area of development as required components of a Master Plan. Additionally, the applicant had not formally committed to contributing to off-site traffic impacts for Mortenson and State intersection. Based on the information provided by the developer since August 12<sup>th</sup>, staff has concluded that the proposed rezoning and master plan as described by the applicant can be found to be consistent with the rezoning and master plan requirements of the Chapter 29 of the Municipal Code. FS-RL is a zoning district that is consistent with the underlying land use designation of the site.**

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving the first reading of an ordinance for rezoning of approximately 1.63 acres north of College Creek from “S-GA” (Government/Airport) to “RL” Residential Low Density, and rezoning of approximately 27.37 acres of land south of College Creek, from “S-GA” (Government/Airport) to “FS-RL” (Floating Suburban Residential Low Density), all located at 601 State Avenue.**

**Since the Master Plan Zoning Agreement needs an updated graphic and the Contract Rezoning Agreement needs a final cost sharing estimate for the traffic improvements at the Mortenson Road and State Avenue intersection, staff is also recommending that these two agreements be completed and signed by the developer prior to the third reading of the rezoning ordinance.**

Council should remember that a protest of the zone change application signed by 17 property owners representing 19 of the 31 properties within 200 feet of the subject site has been submitted to the City. As a result of this protest, action to rezone the site to any zoning district except RL (Low Density Residential) will require five affirmative votes by the City Council.

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**DO NOT WRITE IN THE SPACE ABOVE THIS LINE; RESERVED FOR RECORDER**

Prepared by: Judy K. Parks, Ames City Attorney, 515 Clark Ave., Ames, IA 50010; 515-239-5146

Return to: Ames City Clerk, Ames City Hall, P.O. Box 811, Ames, IA 50010

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**CONTRACT REZONING AGREEMENT BETWEEN BRECKENRIDGE GROUP  
AMES IOWA LLC AND THE CITY OF AMES PERTAINING TO THE  
LAND AT 601 STATE AVENUE**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Ames, Iowa (hereinafter called “City”) and Breckenridge Group Ames Iowa LLC (hereinafter called “Developer”), their successors and assigns.

**WITNESSETH THAT:**

**WHEREAS**, the parties hereto desire the improvement and development of an area legally described as set out on Attachment A and depicted in Attachment B (collectively, the “Parcel”); and

**WHEREAS**, Developer has applied to the City for rezoning of the Parcel from its present designation as S-GA (Government/Airport) to FS-RL (Floating Suburban Residential Low Density) and RL (Residential Low Density), consistent with the Land Use Policy Plan; and

**WHEREAS**, an agreement between the Developer and the City related to the Parcel is jointly sought with respect to certain conditions being agreed upon in addition to granting the base zoning, as provided for under Iowa Code section 414.5.

**NOW, THEREFORE**, the parties hereto have agreed and do agree as follows:

**I.  
INTENT AND PURPOSE**

- A. It is the intent of this Agreement to:
1. Recognize that the Developer is owner of the Parcel which is being rezoned but expressly agrees to the imposition of additional conditions as authorized pursuant to Iowa Code Section 414.5.

2. Provide for a certain maximum density of development on the Parcel.
3. Provide for proportional cost sharing of off-site traffic improvements required for the development which is contemplated to occur on this Parcel.
4. Allow for relocation of the bike path across the Parcel.

## **II. DENSITY OF DEVELOPMENT OF PARCEL**

With regard to the Density of development of this parcel, the calculations to determine with precision how many acres will be developed and to what level those will be developed depend on factors that become known only as a result of the subdivision and site layout steps that occur after the parcel is rezoned. Since those steps have not occurred, the precise amount of developable area is not yet known and a maximum range is being estimated. In order to provide a limit to the density of development prior to site layout stage, the Developer agrees that it will limit the entire development of the property to no more than 172 units, a mix of two and three bedroom units, and a maximum of four hundred fifty (450) bedrooms. The Parties recognize that these are maximum limits and acknowledge that upon completion of the final design steps, the actual bedroom count may be fewer in accordance with the requirements of the City of Ames Municipal Code.

## **III. OFF-SITE TRAFFIC IMPROVEMENT COSTS**

A. Off-Site Traffic Improvement Costs. With regard to off-site improvements, the Developer agrees that it shall pay its proportionate cost for improvements to the intersection of Mortensen Road and State Avenue, to include roadway and other infrastructure improvements at that intersection, as needed to safely absorb the additional pedestrian and vehicular traffic generated by the development contemplated on this site. For the contemplated improvements of that intersection, the Developer's estimated proposed share would be \$\_\_\_\_\_ to be paid to the City prior to receiving the first certificate of occupancy for a unit on the site. Upon payment of the cost to the City the developer has no further mitigation responsibility in regards to Mortenson Road and State Avenue intersection for development of the site. The City has no obligation to complete said improvements upon payment of the proportional cost and the City may spend the funds for other transportation related improvements.

B. Non-Inclusion of Other Improvement Obligations. The parties acknowledge and agree that this Agreement is being executed in contemplation of a conceptual plan for development, without further review or approval of subsequent specific plans for development of the Parcel. The parties acknowledge and agree that it is not possible to anticipate all the infrastructure requirements that the Developer may be required to complete to properly develop the site. Therefore, the parties agree that all work done by and on behalf of the Developer with respect to, but not limited to, landscaping, sidewalks, bike paths, building design, building construction and utilities, both on-site and off-site, shall be made in compliance with Iowa Code, SUDAS and all other federal, state and local laws and policies of general application, including

but not limited to subdivision and zoning codes, whether or not such requirements are specifically stated in this Agreement.

#### **IV. BIKE PATH RELOCATION**

A. Bike Path. The parties agree that the bike path through this parcel may be relocated to another location, which shall be mutually agreed upon, to minimize the amount of development-related traffic that crosses the bike path. It is understood relocation of the bike path shall be to City specifications and at the sole expense of the Developer. It is further understood that relocation may require the Developer to take additional measures at its sole expense, including securing permission from third parties, to relocate portions of the path on property outside the boundaries of this parcel in order to insure connectivity of the path with other segments of the path.

#### **V. GENERAL PROVISIONS**

A. Modification. The parties agree that this Agreement may be modified, amended or supplemented only by written agreement of the parties.

B. General Applicability of Other Laws and Ordinances. The Developer understands and agrees that all work done by or on behalf of the Developer with respect to streets, sidewalks, shared use paths, building design and construction, and utilities (both on-site and off-site) shall be made in compliance with Iowa Code, the Ames Municipal Code, Iowa Statewide Urban Design and Specifications and all other federal, state and local laws of general application, whether or not such requirements are specifically stated in this agreement. All ordinances, regulations and policies of the City now existing, or as may hereafter be enacted, shall apply to activity or uses on the site.

C. Incorporation of Recitals and Exhibits. The recitals, together with any and all exhibits attached hereto, are confirmed by the parties as true and incorporated herein by reference as if fully set forth verbatim. The recitals and exhibits are a substantive contractual part of this agreement.

#### **VI. COVENANTS RUN WITH THE LAND**

This Agreement shall run with the site and shall be binding upon the Developer, its successors, subsequent purchasers and assigns. Each party hereto agrees to cooperate with the other in executing a Memorandum of Agreement that may be recorded in place of this document.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed effective as of the date first above written.

**CITY OF AMES, IOWA**

By \_\_\_\_\_  
Ann H. Campbell, Mayor

Attest \_\_\_\_\_  
Diane R. Voss, City Clerk

STATE OF IOWA, COUNTY OF STORY, ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, a Notary Public in and for the State of Iowa, personally appeared Ann H. Campbell and Diane R. Voss, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ames, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation by authority of its City Council, as contained in Resolution No. \_\_\_\_\_ adopted by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and that Ann H. Campbell and Diane R Voss acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

**BRECKENRIDGE GROUP AMES IOWA LLC**

By \_\_\_\_\_  
Greg Henry, CEO

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, ss:

This instrument was acknowledged before me on \_\_\_\_\_, 2014, by Greg Henry, of Breckenridge Group Ames Iowa LLC.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF AMES, IOWA, AS PROVIDED FOR IN SECTION 29.301 OF THE *MUNICIPAL CODE* OF THE CITY OF AMES, IOWA, BY CHANGING THE BOUNDARIES OF THE DISTRICTS ESTABLISHED AND SHOWN ON SAID MAP AS PROVIDED IN SECTION 29.1507 OF THE *MUNICIPAL CODE* OF THE CITY OF AMES, IOWA; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH AND ESTABLISHING AN EFFECTIVE DATE**

**BE IT HEREBY ORDAINED** by the City Council of the City of Ames, Iowa;

Section 1: The Official Zoning Map of the City of Ames, Iowa, as provided for in Section 29.301 of the *Municipal Code* of the City of Ames, Iowa, is amended by changing the boundaries of the districts established and shown on said Map in the manner authorized by Section 29.1507 of the *Municipal Code* of the City of Ames, Iowa, as follows: That the real estate, generally located at 601 State Avenue, is rezoned with a Master Plan from Special Government/Airport (S-GA) to Residential Low Density (RL) and Floating Suburban Residential Low Density (FS-RL).

**Real Estate Description:** North Tract: That part of Lot 2, Ames Middle School 2003, Plat 2 lying North of the centerline of an existing creek and being more particularly described as follows: Beginning at the Northeast Corner of said Lot 2; thence S00°48'56"E, 97.42 feet along the East line thereof to the approximate centerline of said creek; thence following said line S79°47'00"W, 67.81 feet; thence N61°44'50"W, 133.74 feet; thence S27°29'01"W, 217.58 feet; thence S62°33'38"W, 122.40 feet; thence S06°19'30"E, 90.87 feet; thence S74°57'15"W, 150.40 feet; thence S32°58'47"W, 79.43 feet; thence S89°05'41"W, 61.87 feet; thence S76°47'10"W, 218.20 feet; thence S63°12'57"W, 133.13 feet; thence S42°05'28"W, 125.26 feet; thence N89°34'38"W, 239.77 feet; thence N59°27'19"W, 195.77 feet to the West line of said Lot 2; thence N00°15'00"W, 123.82 feet to the Northwest Corner thereof; thence following the boundary of said Lot 2 S89°10'19"E, 210.71 feet; thence S89°14'16"E, 665.23 feet; thence N00°18'11"W, 125.01 feet; thence S89°22'29"E, 27.50 feet; thence N00°18'11"W, 342.83 feet; thence N88°29'30"E, 555.97 feet to the point of beginning, containing 242400.13 s.f.

South Tract:

That part of Lot 2, Ames Middle School 2003, Plat 2 lying South of the centerline of an existing creek and being more particularly described as follows: Commencing at the Northeast Corner of said Lot 2; thence S00°48'56"E, 97.42 feet along the East line thereof to the point of beginning; thence continuing S00°48'56"E, 396.10 feet; thence S06°31'20"E, 200.95 feet; thence S00°47'57"E, 300.01 feet; thence S06°33'03"E, 167.66 feet to the Southeast Corner of said Lot 2; thence N89°08'56"W, 1507.08 feet to the Southwest Corner thereof; thence N00°15'00"W, 543.21 feet along the West line thereof to the approximate centerline of said creek; thence following said line S59°27'19"E, 195.77 feet; thence S89°34'38"E, 239.77 feet; thence N42°05'28"E, 125.26 feet; thence N63°12'57"E, 133.13 feet; thence N76°47'10"E, 218.20 feet; thence N89°05'41"E, 61.87 feet; thence N32°58'47"E, 79.43 feet; thence N74°57'15"E, 150.40 feet; thence N06°19'30"W, 90.87 feet; thence N62°33'38"E, 122.40 feet; thence N27°29'01"E, 217.58 feet; thence S61°44'50"E, 133.74 feet; thence N79°47'00"E, 67.81 feet to the point of beginning, containing 1020749.98 s.f.

Section 2: All other ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3: This ordinance is in full force and effect from and after its adoption and publication as provided by law.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

## **BRECKENRIDGE MASTER PLAN ZONING AGREEMENT**

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**DO NOT WRITE IN THE SPACE ABOVE THIS LINE; RESERVED FOR RECORDER**

Prepared by: Judy K.. Parks, Ames City Attorney, 515 Clark Ave., Ames, IA 50010; (515) 239-5146

Return to: Ames City Clerk, Ames City Hall, P.O. Box 811, Ames, IA 50010

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### **AGREEMENT FOR ADOPTION OF THE MASTER PLAN FOR PROPERTY AT 601 STATE AVENUE**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Ames, Iowa (hereinafter called "City") and Breckenridge Group Ames Iowa LLC (hereinafter called "Developer"), its successors and assigns, both collectively being referred to as the "Parties,"

#### **WITNESSETH THAT:**

**WHEREAS**, the Parties hereto desire the improvement and development of land located at 601 State Avenue (hereinafter referred to as the "Site"); and

**WHEREAS**, the Site is designated on the Land Use Policy Plan as Village/Suburban Residential; and the Developer is seeking rezoning of the Site from SG-A – Government/Airport zoning to FS-RL - Suburban Low Density Residential for that portion of the parcel south of College Creek and RL (Low Density Residential) for that portion of the parcel north of College Creek, consistent with the LUPP designations; and

**WHEREAS**, the City Council resolved that a Master Plan accompany this rezoning, pursuant to Ames Municipal Code section 29.1507(3), and the Developer has submitted a Master Plan in conformance with the requirements set forth in Ames Municipal Code section 29.1507(4); and

**WHEREAS**, Ames Municipal Code section 29.1507(5) requires approval of a zoning agreement when a Master Plan is required and that all development of the Site comply with the Master Plan.

**NOW, THEREFORE**, the Parties hereto have agreed and do agree as follows:

**I.  
601 STATE AVENUE MASTER PLAN ADOPTED**

The Master Plan set forth at Attachment A and incorporated by reference in this agreement shall be the Master Plan for 601 State Avenue.

**II.  
NON-INCLUSION OF OTHER OBLIGATIONS**

The Parties acknowledge and agree that this Agreement is being executed to fulfill a specific requirement of section 29.1507(5) of the Ames Municipal Code. It is also understood that this Agreement supplements but does not replace or supersede any agreements made with the City or third parties as necessary to complete development.

The Parties understand that the Master Plan adopts a general conceptual plan for development, without review or approval of specific subdivision plats or site plans for development of the Site. The Parties therefore acknowledge that the Master Plan adoption does not anticipate or incorporate all the additional approvals or requirements that may be required to properly and completely develop the Site and does not relieve the developer of compliance with other provisions of the Ames Municipal Code, the Iowa Code, SUDAS, or other federal, state or local laws or regulations.

**III.  
MODIFICATION OF AGREEMENT**

Any modifications or changes to the Master Plan shall be undertaken in accordance with the process provided for in Ames Municipal Code section 29.1507(5).

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed effective as of the date first above written.

CITY OF AMES, IOWA

STATE OF IOWA, COUNTY OF STORY, ss:

By \_\_\_\_\_  
Ann H. Campbell, Mayor

Attest \_\_\_\_\_  
Diane R. Voss, City Clerk

On this \_\_\_\_ day of \_\_\_\_\_, 2014, before me, a Notary Public in and for the State of Iowa, personally appeared Ann H. Campbell and Diane R. Voss, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ames, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation by authority of its City Council, as contained in Resolution No. \_\_\_\_\_ adopted by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2014, and that Ann H. Campbell and Diane R. Voss acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

BRECKENRIDGE GROUP AMES IOWA  
LLC

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, ss:

By \_\_\_\_\_  
Greg Henry, CEO

This instrument was acknowledged before me on \_\_\_\_\_, 2014, by Greg Henry as \_\_\_\_\_ of Breckenridge Group Ames Iowa LLC.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

August 18, 2014

City of Ames, Iowa  
Department of Planning & Housing  
Attn: Kelly Diekmann  
515 Clark Ave.  
Ames, IA 50010

Re: 601 State Avenue, Ames, Story County, Iowa (the "Property")

Kelly:

Thank you for taking the time to meet last Thursday related to the Master Plan for the Property and the related Rezoning Application Form. As directed by the Ames City Council (the "Council"), we discussed the following items in order to develop the framework for an agreeable and executed zoning agreement (the "Agreement") prior to the next Council meeting on August 26, 2014:

1. an allowance in the Master Plan for the relocation of the bike path (the "Bike Path Item");
2. an agreement by Breckenridge Group Ames Iowa, LLC ("Breckenridge") to share, proportionately, in the cost of off-site traffic improvements at the intersection of Mortensen Road and State Avenue (the "Shared Cost Item"); and
3. an agreement related to the net developable area of the Property as shown on the Master Plan (the "Developable Area Item").

With respect to the Bike Path Item, Breckenridge agrees, as Breckenridge has before, that the bike path should be relocated to minimize the amount of development-related motor vehicle traffic that crosses the bike path. Thus, the Agreement should contain language that indicates that the bike path shall be relocated to such location as may be mutually agreeable to Breckenridge, the Council, and the Ames Community School District (the "District"), the latter needing only to agree to relocate or realign, at Breckenridge's sole cost and expense, that portion of the bike path that extends onto the District's property west of the Property.

With respect to the Shared Cost Item, Breckenridge understands and agrees that, subject to the last two (2) sentences of this paragraph, Breckenridge will have to pay a proportionate share of the cost of off-site traffic improvements at the intersection of Mortensen Road and State

DAVIS BROWN KOEHN SHORS & ROBERTS P.C.

Avenue. Thus, the Agreement should contain language that indicates Breckenridge's willingness in this regard. It is our understanding that you will provide us with a cost estimate, and that the Agreement may require Breckenridge to provide some form of financial security to secure this obligation. We look forward to seeing the cost estimate. Notwithstanding anything herein to the contrary, the engineer for Breckenridge has determined that traffic at the intersection of Mortensen Road and State Avenue is adequately improved with proper traffic signalization at said intersection, and thus, Breckenridge will share in the cost of said traffic signalization. In the event the Council desires to construct alternate traffic improvements or devices, such as a roundabout, Breckenridge agrees to only pay a proportionate share of the cost related to traffic signalization, whether or not traffic signalization or a roundabout is implemented.

With respect to the Developable Area item, we discussed the fact that the Department of Planning and Housing (the "Department") has estimated that ten (10) to fourteen (14) acres of the Property are developable (the "Department's Density Calculation") and that the engineer for Breckenridge, as shown on the Master Plan, has estimated that over twenty-one (21) acres of the Property are developable ("Breckenridge's Density Calculation"). We note that the term "developable area" is not defined anywhere in the Ames Municipal Code (the "Code").

There were quite a few incorrect assumptions made by the Department and/or Council at the last Council meeting, such as:

- a. Based on Breckenridge's Density Calculation, Breckenridge intends to "develop" the Property in sensitive areas, within buffers, on steep slopes, etc. That assumption is not accurate. As stated by Breckenridge's engineer, the developable area on the Master Plan identifies a larger area than where structures and other improvements will actually be located in order to account for the use or designation of certain areas to address development-related constraints or engineering needs such as stormwater detention and mitigation and related items. Breckenridge is well aware of the fact that the Property contains many constraints, most of which will be addressed and/or identified in processes that will occur after the rezoning of the Property. Breckenridge's primary concern is, if the developable area on the Master Plan is decreased, that said area will be further decreased as this development moves forward to subsequent phases of development based on the constraints and unique engineering needs related to the Property. In other words, Breckenridge is showing most of the Property as "developable" because those areas might need to be utilized in some manner other than actual construction of improvements.
- b. Based on the Master Plan identifying a range of developable units from one hundred (100) to one hundred seventy-two (172), Breckenridge will surely develop the higher limit and approval of the Master Plan is an approval of development at that higher limit. Those assumptions are not accurate. As you are aware, the Master Plan is supposed to provide a range of development, not a specific number of units. Breckenridge's development of the Property and

the Master Plan are compliant with the Code and consistent with each other as long as the final number of units is within the range identified on the Master Plan. Approval of the Master Plan is an approval of the range, not an approval for Breckenridge to actually hit that higher limit.

- c. Based on Breckenridge's desire to develop one hundred seventy two (172) units (see above) and the perceived desire to maximize bedroom count, all of the units on the Property will be units that contain three (3) bedrooms, resulting in, potentially, five hundred sixteen (516) bedrooms on the Property. That assumption is not accurate. As stated many times before, Breckenridge must have variation in their product offerings, and thus the units will be a mix of units that contain two (2) bedrooms or three (3) bedrooms.
- d. Developable area and net acres are calculated in the same manner and used synonymously. That assumption is incorrect. As noted above, the engineer for Breckenridge believes that most of the Property should be designated as developable area, but the Department's report seems to blur the distinction between developable area and net acres. The Department's Density Calculation refers to net acreage, and Breckenridge's Density Calculation refers to developable area. The actual determination of net acreage, although loosely referenced in the Master Plan related to types of units on the Property, will be addressed in processes that will occur after the rezoning of the Property and not through the Master Plan process which, by Code, is general in nature.
- e. Breckenridge's desire to develop one hundred seventy-two (172) units (see above), viewed in conjunction with the current maximum density in FS-RL zones of ten (10) units per acre, identifies that Breckenridge has calculated the net acres of the Property at seventeen and two-tenths (17.2) of an acre – approximately four (4) acres higher than the Department. That assumption is incorrect. As noted above, the numbers on the Master Plan merely identify a general range of unit development, as required by the Code, and the actual number of units, as well as actual net acreage, is determined in processes that will occur after the rezoning of the Property.

In consideration of the aforementioned assumptions, the confusion that arises from them, and the overall complexity of this matter, Breckenridge would agree, as part of the Agreement, to limit the entire development of the Property to a maximum of four hundred fifty (450) bedrooms, which necessarily infers a net acreage of fifteen (15) – one (1) acre higher than the Department's Density Calculation – taking into account the three (3) bedroom assumption noted above, despite its inaccuracy. Again, language to this effect in the Agreement or on the Master Plan does not commit the Council to guarantee that four hundred fifty (450) bedrooms will be developed on the Property, only that the maximum number of bedrooms could be four hundred fifty (450). Given the complexities, inconsistency, and potential disagreement related to the undefined



August 18, 2014

Page 4

“developable area” term and the belief that net acreage is more appropriately determined at a later time, agreeing to bedroom count seems to be the most prudent way to move this forward.

In sum, the Agreement should provide: (1) that the bike path shall be relocated to a location that is mutually agreeable to the Council, Breckenridge, and the District; (2) that Breckenridge agrees to pay a proportionate share of traffic improvements at the intersection of Mortensen Road and State Avenue and to secure the payment of same through an instrument acceptable to the Council; and (3) that the maximum number of bedrooms to be developed on the Property is four hundred fifty (450).

Please let me know if you have any questions related to the subject matter herein and if this correspondence contains any inaccurate information.

Very truly yours,

DAVIS, BROWN, KOEHN, SHORS & ROBERTS, P.C.



Brian D. Torresi

Cc: Charlie Vatterott  
Scott Renaud  
Judy Parks



*Caring People  
Quality Programs  
Exceptional Service*

24

**TO:** Ames City Council and Mayor

**FROM:** Charlie Kuester, Planner

**DATE:** August 22, 2014

**SUBJECT:** Major Site Development Plan for proposed Denny Elwell sign at 3299 E. 13<sup>th</sup> Street

As is indicated on the attached email, the applicant has requested that this item be withdrawn from consideration.

S:\PLAN\_SHR\Council Boards Commissions\CC\Council Memos\Elwell\_Sign\_Withdrawal-08-26-14.docx

RE: Elwell-Rueter Marketing Sign

Jason Schechinger

to:

dvoss@city.ames.ia.us

08/22/2014 11:44 AM

Cc:

Charles Kuester

Show Details

History: This message has been replied to.

Please withdraw our request for hearing on August 26<sup>th</sup> Council Agenda, regarding the marketing sign located at 3299 E 13<sup>th</sup> Street.

We apologize for the inconvenience

Jason Schechinger | Property Manager/Lease Administrator

Denny Elwell Company | 2401 South East Tones Drive, Suite 17 | Ankeny, Iowa 50021

T: 515-963-7136 | F: 515-964-8749 | M: 515-829-2358

[www.dennyelwellcompany.com](http://www.dennyelwellcompany.com) | [jschechinger@dennyelwellcompany.com](mailto:jschechinger@dennyelwellcompany.com)

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**From:** Jason Schechinger

**Sent:** Wednesday, August 20, 2014 2:55 PM

**To:** 'dvoss@city.ames.ia.us'

**Cc:** 'Charles Kuester'

**Subject:** Elwell-Rueter Marketing Sign

Diane,

Please see the attached correspondence. If this is not satisfactory, please let me know.

Thanks

Jason Schechinger | Property Manager/Lease Administrator

Denny Elwell Company | 2401 South East Tones Drive, Suite 17 | Ankeny, Iowa 50021

T: 515-963-7136 | F: 515-964-8749 | M: 515-829-2358

[www.dennyelwellcompany.com](http://www.dennyelwellcompany.com) | [jschechinger@dennyelwellcompany.com](mailto:jschechinger@dennyelwellcompany.com)

**COUNCIL ACTION FORM**

**SUBJECT:** MAJOR REVISIONS TO PREVIOUSLY APPROVED GREEN HILLS  
MAJOR SITE DEVELOPMENT PLAN

**BACKGROUND:**

Civil Design Advantage, LLC, on behalf of the Green Hills Retirement Community, is requesting approval of a Major Site Development Plan to amend the existing Green Hills Community Planned Residential Development (PRD).

Green Hills originated as a retirement community as part of a conceptual master plan with the nearby Gateway Hotel in 1979. The residential tower and health center was built in 1985-86. The overall complex has gone through four major expansions since the original development, with the last revision in 2011 to expand the health services on the campus and for site improvements for their residents. The existing complex includes ownership homes, assisted living, and skilled nursing facilities.

The following list summarizes the proposed uses and changes to the existing Site Plan to accommodate the next phases of development:

- Revision to the current health care center administrative area and main entrance to accommodate a proposed residential expansion,
- Four-story, 32 unit addition on east side of the existing high-rise building for a new independent senior living wing,
- Four-story, 20 unit future addition to the independent living expansion on the east side of the existing high-rise building for a new independent senior living wing addition,
- One-story addition and renovation on southeast side of existing tower for a new 6,500 square foot commons area to include a theater, game room, auditorium, and library,
- Increase of 36 surface level parking spaces (14 of which are future expansion) in the area of the new main entrance for the campus,
- Increase of 52 new underground parking spaces for the independent living wing and future expansion, and
- A 67 space employee parking lot expansion of the north parking lot located across from the recent memory care addition.

The applicant has proposed a phasing plan for the PRD (Attachment A) which includes multiple phases for all the proposed amendments as described below:

1. Completion of the North Detention Pond work – 1 year (following completion of the City project to clean out the existing pond)

2. North Parking Lot Expansion – 1 to 2 years
3. Independent Living 32-unit Addition with parking – 1 to 2 years
4. Commons Addition and Remodeling – 1 to 2 years
5. Future Commons Remodeling – 3 to 5 years
6. Independent Living 20-unit Addition with parking – 3 to 10 years
7. Future Commons 6,500 square foot amenity space Phase – 5 to 10 years

The applicant has noted that the proposed phasing plan is established as a means of allowing for the center to create new living units first as a means to fund the future projects noted in the plan. While this approach is understandable, staff notes an initial concern that the intent of the PRD is to allow for a unique development type that allows for a blend of housing types, opens spaces and amenities that typically could not be developed in standard base zones. In this case, the concern was that 52 new living units are being added without the benefit of new amenity spaces until much further along in the phasing plan. The applicant believes that the amenities included with the 2011 amendments (i.e., wellness center and pool) are supportive of the proposed expansion as well and that the phasing plan is appropriate for the scale of intensification that is proposed.

**Planning and Zoning Commission.** The Planning and Zoning Commission reviewed the proposed Major Site Development Plan at their meeting of August 6, 2014. Due to late changes to the plans of adding a north parking lot at the time of writing the Commission's report, they made a conditional recommendation of support.

The new employee north parking lot parking caused some concern over the layout of the parking and the encroachment of the lot into the wooded area of the site. The Commission voted to recommend approval with conditions of staff verifying compliance of the site for the overall open space, inclusion of the parking lot into the overall site plan, and verification of the proposed clearing and encroachments into the wooded areas of the site.

Since the Planning and Zoning Commission meeting, the applicant has submitted revised materials for the Site Plan indicating that the property meets the minimum percentage of open space for the site, and has included the proposed parking lot expansion into the overall phasing plan for the project. The applicant has also submitted an inventory of the number, type and size of trees that will be cleared because they will be impacted by the proposed location of the parking lot expansion. The trees identified for removal within the major wooded tree line (west of the mowed walking trail and south of the detention pond) includes Box Elder (2), Black Walnut (9), and Maple (4) trees, for a total of 15 trees ranging in size from approximately 1¼" to 15" inches in diameter. Attachment A includes an excerpt from the 20-page Major Site Development Plan, proposed elevations for the building additions, the proposed north parking lot expansion plans and landscape plan, and a copy of the proposed phasing plan which identifies where each of the development phases occur on the property and within the existing buildings.

A full analysis of the Major Site Plan changes and consistency with the requirements of a PRD is included in Attachments B and C. The proposed project increases ownership units from 140 units to 192 units within the overall complex of skilled nursing, assisted living, and common buildings. The proposed modifications increase the number of units and bedrooms, and thus increase density, while rearranging the location of the main campus entrance and parking to provide for better access and circulation for the site. The stormwater detention pond includes a plan to expand its capacity upon completion of City maintenance for sediment removal.

The new development does not detract from the overall site plan approach and design of the development that has already been built in the sense that low density is maintained to the south and the new development is intensification of mid-rise buildings to the north with existing taller buildings. It is noted that while most of the new development area is within a vacant area of the site, the proposed parking lot addition does impact the natural wooded area of the campus to the north and consideration should be given to the extent of clearing needed for the parking area and the landscaping proposed along a natural feature of the site. The new expansion and parking lot areas will also decrease the overall open space percentage of the Green Hills development from the previously approved Major Site Plan.

#### **ALTERNATIVES:**

1. The City Council can approve the Major Site Development Plan to amend the Green Hills Community Planned Residence District Zone as submitted.
2. The City Council can approve the Major Site Development Plan to amend the Green Hills Community Planned Residence District Zone, with modified conditions.
3. The City Council can deny the Major Site Development Plan to amend the Green Hills Community Planned Residence District Zone if it finds that the plan does not comply with the adopted Zoning Ordinance or Land Use Policy Plan.
4. The City Council can postpone the application and request additional information of City staff or the applicant.

#### **MANAGER'S RECOMMENDED ACTION:**

A Planned Residence District relies upon the Major Site Development Plan review to establish base zoning requirements, including maximum number of units, bedrooms and density. PRD's include requirements for development to meet certain principles and development standards. This allows for a high level of flexibility with a case-by-case examination of each new part of a development plan when an amendment or new phase is proposed.

Approval of the proposed project will allow for an increase in the number of living units on the property, enhanced common area building amenities, and additional parking with a multi-phase plan to be built out within ten years. Intensification of the site will mostly occur within vacant landscaped area of the site, with the exception of encroachment into the large wooded area at the northwest side of the lot.

The Major Site Development Plan also establishes specific conditions that must be met to develop as permitted, including housing types and sizes, arrangement and location of buildings and parking, recreation and amenities and measures to protect the environment. The proposed amendment to the approved 2011 PRD plan allows for a balance of increasing density in a manner compatible with its surroundings and meeting the intent and purpose of PRD to provide for housing in a manner that highlights natural features and amenities for the residents. **Staff has determined that – based on the plans submitted since the Planning and Zoning Commission recommendation – the applicant has met the condition and concerns of the Commission and that the proposed amendments to the plan are still in line with the original design standards approved for the Green Hills PRD and Major Site Development Plan.**

**Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1, thereby** approving the Major Site Development Plan to amend the Green Hills Community Planned Residence District as submitted.

**Attachment A:  
Major Site Development Plan Documents**

**Plan sheets are included as a separate PDF Document.**



**Attachment B**  
**Findings Regarding Planned Residential District Development Principles.**

The Plan modifications are reviewed below with respect to the following development principles in Ames *Municipal Code* Section 29.1203(2). (For an existing PRD, “underlying zoning” referred to in the criteria statements is not applicable.)

1. ***Provide for innovative and imaginative approaches to residential development that would not occur as a result of the underlying zoning regulations.***
  - The request is a modification to a currently approved PRD. Although no changes to the stand alone apartments or townhomes is proposed, the increase in independent living units available and the increase commons areas for the residents supports the sustainability of the existing variety of housing types that does not generally occur in low density or medium density neighborhoods. The amendment follows the pattern of concentrated intensification of the site while preserving a large area of woods.
  
2. ***Result in a more efficient, aesthetic, desirable and economic use of land and other resources while maintaining density of use, as provided for in the Land Use Policy Plan and the underlying zoning.***
  - Increasing the density of use on the site in a central location is an efficient use of land that is also sensitive to surrounding neighborhoods and conserving natural areas. The architectural design of the new buildings uses a mix of quality materials, including brick, and creates interest through the varying building forms to be compatible with existing development and its prominent location along Highway 30.
  
3. ***Promote innovative housing development that emphasizes efficient and affordable home ownership and occupancy.***
  - The proposed independent living expansion and commons areas do not remove any of the existing townhomes or apartments, but do increase the availability of housing choice targeted to independent senior living apartments; therefore no change to affordability of home ownership is anticipated. The proposed expansions have been reviewed by the resident’s association with support.
  
4. ***Provide for flexibility in the design, height, and placement of buildings that are compatible with and integrate with existing, developed neighborhoods and the natural environment.***
  - The building expansions are proposed one and four-story structure with elevations that integrate with the existing building design and materials of the

existing site. The design of the expansion is as wing additions to existing buildings that includes some underground parking, but also has front yard parking that includes appropriate landscaping for an attractive entrance to the facility. Note that the new employee parking lot is across Green Hills Drive and does begin to encroach into natural wood areas. Existing landscape plants will be salvaged where possible and relocated. The building expansions are proposed on a vacant underutilized area of the site and will provide for a more formal entrance to the Green Hills Development from Green Hills Drive with little impact to the surrounding neighborhood.

**5. *Promote aesthetic building architecture, significant availability of open space, well designed and landscaped off-street parking facilities that meet or exceed the underlying zone development standards, more recreation facilities than would result from conventional development, and pedestrian and vehicular linkages within and adjacent to the property.***

- The overall site is indicated as having an overall open space percentage of 41%, which exceeds the minimum 35% required for the PRD zone. The large wooded areas on the north end of the site, as well as, integrated landscaped spaces between and around the new and existing housing units achieve the landscape intent and minimum percentage for this requirement. Access to the large expanses of open space is provided by trails in the wooded area to the west.
- The proposed new addition and parking area to the southeast reduces the large open green space on the east side of the site, but maintains the trail connectivity and circulation through and around the site, which is an essential element due to the size of the overall site. No changes are proposed to pedestrian linkages surrounding the development. Vehicular circulation stays the same other than to orient visitor entrance and parking off of Green Hills Drive with the remodel of the administrative space and the introduction of the new surface parking lot and drop off area to the south.
- The addition of the new parking lot to the north of the site does impact the existing wooded area and will decrease the overall open space on the overall site plan; however, the impact to the heaviest treed area of the site is minimal.

Within a PRD, it is the intent of the code to create a plan that is more aesthetic in design and sensitive to the natural features of the site and to the surrounding uses than would customarily result from the application of the base zone requirements. In this case, the required screening for the parking lot may be better suited with a more natural, free form design than the traditional shrub line and symmetrical tree spacing to allow for a better blend of plant materials with the existing wooded area. The proposed landscape plan for the parking lot is shown in Attachment C.

**6. *Provide for the preservation of identified natural, geologic, historic and cultural resources, drainage ways, floodplains, water bodies, and other***

***unique site features through the careful placement of buildings and site improvements.***

- There are no known sites of significance that should be protected in the proposed expansion area. The south and west perimeter of the site around the townhomes was originally designated as “Limited Development Zone” to provide a transition area between the development and single family neighborhood to the south and west. There is no development proposed in those areas.
- A parking lot expansion is proposed to the existing north lot, west of the existing detention pond. The plan indicates clearing and grubbing in the area of the new pavement, with two trees identified as being protected during construction. A tree inventory of the trees proposed to be cleared for the site has been submitted generally indicating the location, type, and size of the trees that will be impacted. The inventory identifies 15 trees for removal; Box Elder(2), Black Walnut(9), and Maple(4) trees, ranging in size from approximately 1¼“ to 15” inches in diameter.

**7. *Provide for a development design that can be more efficiently served by existing and proposed infrastructure, including: street, water, sewer, and storm water infrastructure, than would be otherwise required as a result of conventional development.***

- The existing street infrastructure was designed to anticipate this intensity of expanded development. There will be some minimal upgrades to existing utilities within the site to serve the increase in water and sewer demands. The storm water design continues to use the detention pond along U.S. 30, which the owner is in process of excavating as part of the previously approved memory care expansion project approved in 2011. Increasing the intensity of land use within an existing development is a more efficient use of public infrastructure than new development, which typically requires extensions and upgrades.

## Attachment C

### Planned Residential Development (PRD) Supplemental Development Standards.

Property that is zoned F-PRD shall be developed in accordance with the Zone Development Standards listed in Table 29.1203(5). Each of those standards is addressed below. Refer to Table 29.1203(5) for the detailed standards.

**1. Area Requirement. A minimum of two (2) acres shall be required for all areas developed as F-PRD.**

- The subject site includes 30.44 gross acre. Therefore, the area requirement is met.

**2. Density. Densities shall comply with the densities provided for in the Land Use Policy Plan and the underlying base zone regulations. In the case of more than one base zone designation, each area of the PRD project shall comply with the density limitation that is established for the base zone of that area. Density transfer from one area of a PRD project to another area of the same project with a lower base zone density is not permitted.**

- The entire site is designated Residential Low Density (RL) on the Future Land Use Map of the Land Use Policy Plan (LUPP). The RL designation has a maximum of 7.26 dwelling units per net acre. One 192 owned dwelling units divided by 30.44 acres equals 6.3 dwelling units per gross acre, and an estimated net density subtracting the open space area of approximately 8.5 units per acre with the additional skilled nursing and assisted living units. The appropriate base zone for the development is RM in consideration of the housing types and uses in the PRD. Additionally, the property was zoned RM prior to the PRD rezoning. RM can therefore be considered the base zone. Since RM has a maximum density of 22.31 units per acre, the proposal is also found to be less than the RM maximum. In consideration of the LUPP and the allowance for PRD flexibility to promote development and conservation and the zoning ordinance base zone options, the project complies with density requirements.

**3. Height Limitations. Structures proposed to be developed in areas zoned PRD shall be compatible with the predominant height of the structures in adjacent neighborhoods.**

- The heights of the proposed expansions are one and four story, which integrates with the existing residential high-rise building on the east side of the site and the lower one story common and administrative spaces of the property as well as the residential townhomes to the west of the site.

#### **4. *Minimum Yard and Setback Requirements.***

- The PRD zone does not have a set code required minimum setback. The Green Hills community is managed in two financial entities: the homeowners and the health center, therefore there is a property line between the residential tower and proposed independent living expansion and the health center portions of the building. Although there is not a zoning code requirement for a building setback, the Building Official has worked with the architect to determine compliance with fire separation codes along property lines. The City has the flexibility to not require zoning setbacks, but does not have the flexibility to allow exceptions from fire codes. Therefore, the proposal meets zoning standards and will also be a safely operated building in conformance with fire codes.
- The proposed future commons addition is positioned on the site with the southernmost corner of the building located on the property line along Green Hills Drive and the new independent living expansion is setback approximately 12 feet from Green Hills Drive, where typically the front yard setback would be a minimum of 25 feet. To address design concerns the architecture of the building includes varying planes to minimize the appearance of mass. The Council can determine if these proposed setbacks are adequate and in line with the existing Green Hills Major Site Development Plan.

#### **5. *Parking Requirements.***

- The proposed modifications and the overall development meet all City of Ames parking requirements due to recent revisions to minimum parking requirements and provisions for remote parking. The new expansion is providing for all required parking for the new residential units within the proposed underground parking structure.
- Two new surface parking lots are proposed; one lot will be installed at the new main entrance which will include 34 new parking spaces with access from Green Hills Drive. This lot does not comply with the front yard parking limitations of residential base zones, but may be allowed through the Major Site Plan with a determination that the landscape design and layout of the parking area mitigate negative impacts of parking lots and integrate with the site. The other surface lot will be an expansion of the existing north lot for staff parking, which will include 67 new spaces west of the detention pond and perimeter landscaping.

#### **6. *Open Space Design Requirements.***

- The proposal reduces the large open space at the southeast corner of the campus, but maintains the trail connectivity in areas around the proposed building expansion. The new parking that replaces a portion of the open space will allow for a better entrance into the facility with a central parking

area and new main entrance for the facility. This addition of the new north parking lot will however, reduce further the percentage of open spaces for the overall site plan.

- The Green Hills residents are actively involved in landscape plant selection and maintenance on an on-going basis; therefore, the patio areas for the new independent living units allows for some flexibility in the plantings and design of the terrace spaces with optional privacy walls and typical plantings that blend with the overall landscape plan for the campus.

#### **7. *Maintenance of Open Space and Site Amenities.***

- The maintenance of open space and site amenities is owned and operated by Green Hills.

# MAJOR SITE DEVELOPMENT PLAN FOR: GREEN HILLS ADDITION & RENOVATION

## AMES, IOWA

### VICINITY MAP



AMES, IOWA

### OWNER/ APPLICANT

GREEN HILLS RESIDENTS ASSOCIATION  
CONTACT: ROD COPPLE  
2200 HAMILTON DR  
AMES, IA 50014  
PHONE: (515) 298-5000

### ENGINEER / LANDSCAPE ARCHITECT

CIVIL DESIGN ADVANTAGE, LLC  
ATTN: KEITH WEGGEN  
3405 SE CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
PHONE: (515) 369-4400

### ARCHITECT

AG ARCHITECTURE  
ATTN: DAVID TRINKNER  
1414 UNDERWOOD AVE #301  
WAUWATOSA, WI 53213  
PHONE: (414) 431-3131

### LEGAL DESCRIPTION

PARCEL E OF THE PLAT OF SURVEY RECORDED AS INSTRUMENT NUMBER 2014-00003092, BEING A PART OF LOT 2 GREEN HILLS COMMUNITY SUBDIVISION, FIRST ADDITION AND ALL OF LOT 3 OF THE GATEWAY-GREEN HILLS SUBDIVISION, SECOND ADDITION, BOTH BEING OFFICIAL PLATS IN THE CITY OF AMES, STORY COUNTY, IOWA.

### SITE ADDRESS

2205 GREEN HILLS DR  
AMES, IOWA 50014

### BENCHMARKS

B.M. BURY BOLT ON HYDRANT @ NW CORNER OF 310 SOUTH 16TH STREET.  
ELEVATION=85.08

### SUBMITTAL DATES

FIRST SUBMITTAL TO CITY: 05/15/2014  
SECOND SUBMITTAL TO CITY: 07/02/2014  
THIRD SUBMITTAL TO CITY: 07/23/2014  
THIRD SUBMITTAL TO CITY: 08/13/2014

### DEVELOPMENT SUMMARY

TOTAL PRD AREA: 1,325,996 SF (30.44 AC)  
LOT 3 AREA: 85,400 SF (1.96 AC)  
SETBACKS:  
FRONT YARD: 25'  
REAR YARD: NONE  
SIDE YARD: NONE  
OPEN SPACE REQUIRED TOTAL PRD: 464,099 SF (35%)  
OPEN SPACE PROVIDED TOTAL PRD: 549,433 SF (41%)  
OPEN SPACE REQUIRED LOT 3: 29,890 SF (35%)  
OPEN SPACE PROVIDED LOT 3: 45,282 SF (53%)

Parent/ Lot	Parking Per City of Ames Code	Required	Note	
E	Independent Living			
A	Medium	186		
C	Townhouses	183		
B	Health Care & Assisted Living (per formula)	13	1 for 5 beds	
A, B, C, E	Employers	25	1 for 2 employees maximum shift	
	Total Staffs Needed	311		
	Parking Per State of Iowa Code			
	Independent Living	234	no employees	
	Health Care & Assisted Living (per formula)	25	1 for 5 beds	
	Employers	47	1 for employee on largest shift	
	Total Staffs Needed	210		
Parent/ Lot	Parking Staffs Provided	Existing	Proposed	Future
A	Main Lot - Handicap	1	0	0
A	Parking Garage	43	0	0
B	All Lot	18	0	0
B	Handicap Lot	4	0	0
B	HC Main Lot - Handicap	2	0	0
C	All Lot	1	0	0
C	All Lot - Handicap	2	0	0
C	Handicap Drive	88	0	0
C	Handicap Drive - Handicap	1	0	0
C	Median Court	7	0	0
C	North Lot	22	0	0
C	Entrances (1 garage 1 driveway)	100	0	0
C	North Parking Lot Expansion	0	13	07
E	Main Lot	0	20	0
E	Main Lot - Handicap	0	2	0
E	Parking Garage	0	32	0
L	Main Lot	0	0	14
L	Main Lot - Handicap	0	0	0
L	Parking Garage	0	0	20
	Total Existing Parking Staffs	162		
	Additional Phase 1 Parking Staffs		14	
	Total Phase 1 Parking Staffs		176	
	Additional Phase 2 Parking Staffs		14	
	North Parking Lot Expansion		07	
	Total Parking Staffs at Full Build Out		197	

### INDEX OF SHEETS

NO.	DESCRIPTION
C1.0	COVER
C1.1	REFERENCE PLAN
C2.1	TOPOGRAPHIC SURVEY/ DEMOLITION PLAN
C3.1	DIMENSION PLAN
C4.1	GRADING PLAN
C4.2	PEDESTRIAN RAMP ENLARGEMENTS
C4.3	EROSION AND SEDIMENT CONTROL PLAN
C5.1	UTILITY PLAN
L1.1-1.2	LANDSCAPE PLAN

### GENERAL LEGEND

PROPOSED	EXISTING
LOT LINE	SANITARY MANHOLE
PERMANENT EASEMENT	WATER VALVE BOX
TEMPORARY EASEMENT	FIRE HYDRANT
TYPE SW-501 STORM INTAKE	WATER CURB STOP
TYPE SW-503 STORM INTAKE	WELL
TYPE SW-505 STORM INTAKE	STORM SEWER MAN-HOLE
TYPE SW-506 STORM INTAKE	STORM SEWER SINGLE INTAKE
TYPE SW-513 STORM INTAKE	STORM SEWER DOUBLE INTAKE
TYPE SW-401 STORM MANHOLE	FLARED END SECTION
TYPE SW-402 STORM MANHOLE	ROOF DRAIN/ DOWNSPOUT
TYPE SW-301 SANITARY MANHOLE	DECIDUOUS TREE
STORM/SANITARY CLEANOUT	CONIFEROUS TREE
WATER VALVE	DECIDUOUS SHRUB
FIRE HYDRANT ASSEMBLY	CONIFEROUS SHRUB
DETECTABLE WARNING PANEL	ELECTRIC POWER POLE
SANITARY SEWER WITH SIZE	GUY ANCHOR
SANITARY SERVICE	STREET LIGHT
STORM SEWER	POWER POLE W/ TRANSFORMER
STORM SERVICE	UTILITY POLE W/ LIGHT
WATERMAIN WITH SIZE	ELECTRIC BOX
WATER SERVICE	ELECTRIC MANHOLE OR VAULT
SAWCUT (FULL DEPTH)	TRAFFIC SIGN
SILT FENCE	TELEPHONE JUNCTION BOX
	TELEPHONE MANHOLE/VAULT
	TELEPHONE POLE
	GAS VALVE BOX
	CABLE TV JUNCTION BOX
	CABLE TV MANHOLE/VAULT
	MAIL BOX
	BENCHMARK
	SOIL BORING
	GAS MAIN POTHOLE
	UNDERGROUND TV CABLE
	GAS MAIN
	FIBER OPTIC
	UNDERGROUND TELEPHONE
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	FIELD TILE
	SANITARY SEWER W/ SIZE
	STORM SEWER W/ SIZE
	WATER MAIN W/ SIZE

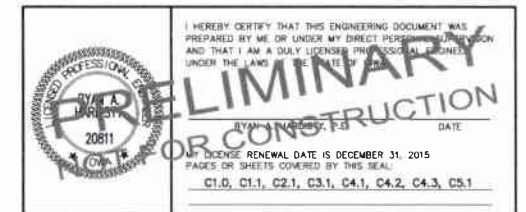
THIS PROJECT REQUIRES AN IOWA NPDES PERMIT #2. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE PERMIT AND INITIAL STORM WATER POLLUTION PREVENTION PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE STORM WATER POLLUTION PREVENTION PLAN THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE, AND FEDERAL REQUIREMENTS.

REFER TO SEPARATE STORMWATER POLLUTION PREVENTION PLAN PREPARED BY CIVIL DESIGN ADVANTAGE FOR ALL FOR EROSION AND SEDIMENT CONTROL MEASURES.

THE MOST RECENT EDITION OF THE SDAS STANDARD SPECIFICATIONS AND THE CITY OF AMES SUPPLEMENTAL SPECIFICATIONS SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS NOTED OTHERWISE.



CIVIL DESIGN ADVANTAGE  
3405 SE CROSSROADS DR. SUITE G, GRIMES, IOWA 50111  
PH: (515) 369-4400 Fax: (515) 369-4410  
PROJECT NO. 1403.099



RECEIVED

AUG 20 2014

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

GREEN HILLS ADDITION & RENOVATION - 1403.099



FILE: \\S:\PROJECTS\GREEN HILLS RETIREMENT COMMUNITY\REF PLAN\REF PLAN.dwg  
 DATE: 07/20/14  
 TIME: 10:00 AM  
 USER: RAH



1403.099

C1.1

**GREEN HILLS RETIREMENT COMMUNITY**  
**REFERENCE PLAN**

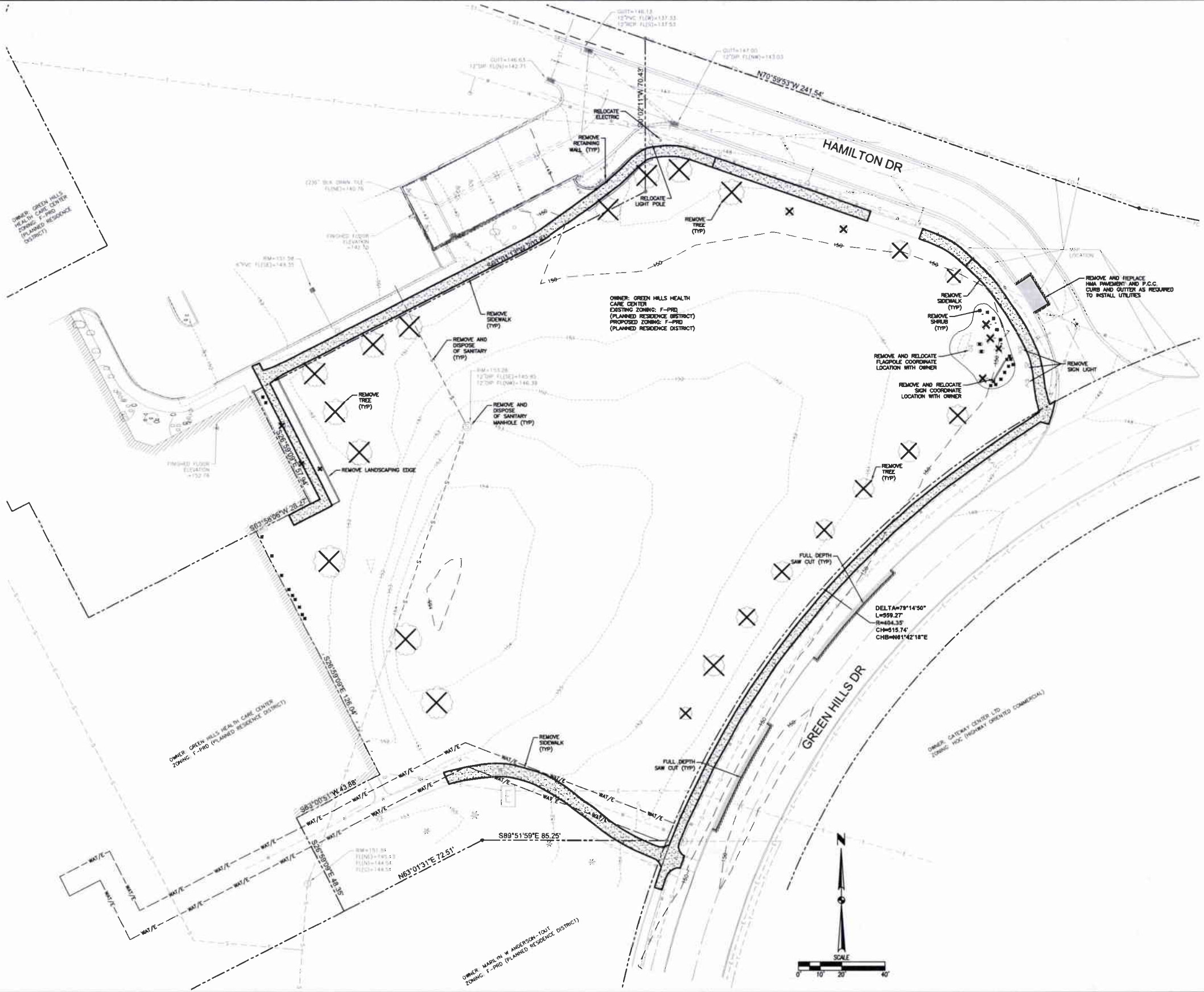


3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410  
 PROJECT MANAGER: KW  
 ENGINEER: RAH

REVISIONS	DATE
FOURTH SUBMITTAL	06/13/14
THIRD SUBMITTAL	07/20/14
SECOND SUBMITTAL	07/20/14
FIRST SUBMITTAL	05/14/14



DATE: 07/23/14  
 DRAWN BY: J. W. WALKER  
 CHECKED BY: J. W. WALKER  
 PROJECT NO: 1403.099



- ### DEMOLITION NOTES
- PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER OR ENGINEER AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
  - PRIOR TO DEMOLITION, CONTRACTOR SHALL NOTIFY IN WRITING (48 HRS NOTICE) THE FOLLOWING:
    - CITY
    - APPROPRIATE UTILITY COMPANIES
    - OWNER
    - CIVIL DESIGN ADVANTAGE
    - ARCHITECT
  - DO NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE NOTED. COORDINATE REMOVAL OR ABANDONMENT OF ALL UTILITIES WITH THE APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
  - PROTECT EXISTING UTILITIES THAT ARE TO REMAIN. THE LOCATIONS OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLAN MAY BE PRESENT.
  - BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO SIX MAXIMUM STANDARD PROCTOR DENSITY AND MOISTURE RANGE OF OPTIMUM MOISTURE TO 4% ABOVE OPTIMUM MOISTURE. TESTING OF BACKFILL TO BE BY A GEOTECHNICAL ENGINEER EMPLOYED BY THE OWNER. IN THE EVENT OF A TEST FAILURE, ANY RETESTING SHALL BE PAID FOR BY THE CONTRACTOR.
  - FIELD VERIFY EXISTING GRADES AND LOCATION OF EXISTING UTILITIES, CONDUIT LINES, POLES, TREES, PAVING, BUILDING AND OTHER SITE FEATURES PRIOR TO DEMOLITION AND IMMEDIATELY INFORM THE ENGINEER AND/OR OWNER OF ANY DISCREPANCIES.
  - DEMOLITION NOTES AS SHOWN ON THE PLAN ARE NOT ALL INCLUSIVE. CONTRACTOR TO ABANDON IN PLACE OR REMOVE AND DISPOSE OF ALL EXISTING SITE IMPROVEMENTS ABOVE AND BELOW GROUND TO COMPLY WITH THE GENERAL INTENT OF THIS DOCUMENT.
  - ALL CONSTRUCTION/DEMOLITION DEBRIS SHALL BE DISPOSED OFFSITE IN FULL COMPLIANCE WITH CURRENT ENVIRONMENTAL REGULATIONS.
  - CONSTRUCTION LIMITS SHALL BE CONFINED TO THE SITE BOUNDARY AS NOTED. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
  - ALL WORK SHALL BE IN ACCORDANCE WITH OSHA STANDARDS. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.



REVISIONS	DATE	BY	APP'D
FOURTH SUBMITTAL	07/23/14		
THIRD SUBMITTAL	07/23/14		
SECOND SUBMITTAL	07/23/14		
FIRST SUBMITTAL	07/23/14		

3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410

**EA**  
 CIVIL DESIGN ADVANTAGE

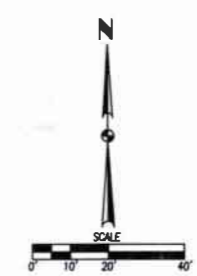
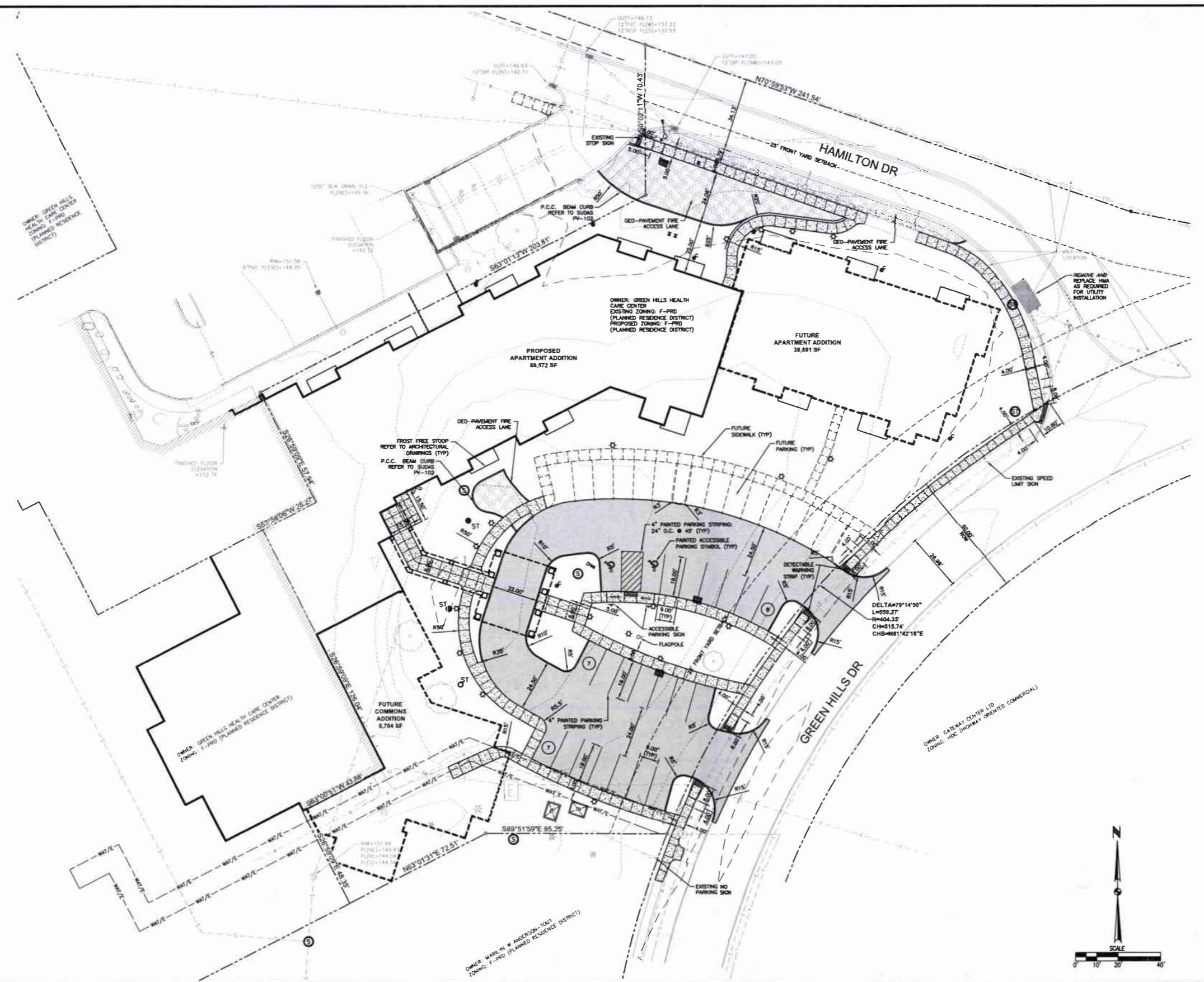
PROJECT MANAGER: KW  
 ENGINEER: RAH

**GREEN HILLS RETIREMENT COMMUNITY  
 TOPOGRAPHICAL SURVEY/ DEMOLITION PLAN**

**C2.1**  
 1403.099



DATE: 07/20/14  
 TIME: 10:00 AM  
 DRAWN BY: J. W. ANDERSON  
 CHECKED BY: J. W. ANDERSON  
 PROJECT: GREEN HILLS RETIREMENT COMMUNITY DIMENSION PLAN



**GENERAL NOTES**

1. THE MOST RECENT EDITION OF THE SDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
2. ALL WORK SHALL COMPLY WITH ADA ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES.
3. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
4. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER, ENGINEER, AND/OR ARCHITECT, AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
5. ONE WEEK PRIOR TO CONSTRUCTION WITHIN CITY R.O.W. OR ANY CONNECTION TO PUBLIC SERVICES CONTRACTOR SHALL NOTIFY THE CITY OF AMES CONSTRUCTION DIVISION.
6. ALL CONSTRUCTION WITHIN PUBLIC R.O.W./ EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SERVICES AND STREETS, SHALL COMPLY WITH THE CITY OF AMES STANDARDS.
7. ALL DIMENSIONS ARE TO BACK OF CURB, BUILDING FACE OR PROPERTY LINE UNLESS OTHERWISE NOTED.
8. CONTRACTOR TO VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL PLANS.
9. PLACE 3/4 INCH EXPANSION JOINT BETWEEN ALL P.C.C. PAVEMENT/SIDEWALKS AND BUILDINGS. PLACE 1/2 INCH EXPANSION JOINT BETWEEN SIDEWALKS AND P.C.C. PAVEMENT.
10. REMOVE ALL DEBRIS SPILLED INTO R.O.W. AT THE END OF EACH WORK DAY.
11. ALL PROPERTY PINS SHALL BE PROTECTED FROM GRADING OR OTHER OPERATIONS. ANY PINS DISTURBED SHALL BE RESET AT THE CONTRACTOR'S EXPENSE.
12. DO NOT STORE CONSTRUCTION MATERIALS AND EQUIPMENT IN THE RIGHT OF WAY.
13. THE CONTRACTOR SHALL NOT DISTURB DESIRABLE GRASS AREAS AND DESIRABLE TREES OUTSIDE THE CONSTRUCTION LIMITS. THE CONTRACTOR WILL NOT BE PERMITTED TO PARK OR SERVICE VEHICLES AND EQUIPMENT OR USE THESE AREAS FOR STORAGE OF MATERIALS. STORAGE, PARKING AND SERVICE AREAS WILL BE SUBJECT TO THE APPROVAL OF THE OWNER.
14. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING ANY AREAS OF PAVEMENT OR SIDEWALK NOT TO BE REMOVED THAT IS DAMAGED DUE TO OPERATING EQUIPMENT ON THE PAVEMENT OR SIDEWALK. REPLACEMENT FEATURES ARE NOT INSTALLED THE SAME DAY, AS DIRECTED BY THE ENGINEER OR THE CITY.
15. THE CONTRACTOR MAY BE REQUIRED TO PLACE TEMPORARY WARNING SIGNS AND SAFETY FENCE AT CERTAIN LOCATIONS WHERE REPLACEMENT FEATURES ARE NOT INSTALLED THE SAME DAY, AS DIRECTED BY THE ENGINEER OR THE CITY.
16. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF WORK BETWEEN SUPPLIERS AND SUBCONTRACTORS INVOLVED IN THE PROJECT, INCLUDING STAGING OF CONSTRUCTION DETAILS.
17. CONCRETE REMOVAL FOR DRIVEWAY APPROACHES SHALL BE REMOVED TO THE NEAREST TRANSVERSE JOINT. CONTRACTOR SHALL VERIFY REMOVAL LIMITS WITH CITY OF AMES CONSTRUCTION INSPECTOR PRIOR TO ANY CONCRETE REMOVAL.
18. ALL PERMITS AND ADDITIONAL FEES REQUIRED TO COMPLETE THE WORK SHALL BE INCLUDED IN THE CONTRACTOR BID.
19. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL NOTIFY (48 HRS NOTICE) THE FOLLOWING:
  - A. CITY OF AMES
  - B. APPROPRIATE UTILITY COMPANIES
  - C. OWNER
  - D. CIVIL DESIGN ADVANTAGE
20. CIVIL DESIGN ADVANTAGE
21. PARKING LOT STRIPING SHALL BE A 4" WHITE STRIPE UNLESS OTHERWISE NOTED (MINIMUM TWO COATS).
22. ALL EXTERIOR LIGHTING SHALL BE LOW-VOLTAGE FULL CUTOFF TYPE FIXTURES AND SHALL NOT EXCEED ZERO FOOT-CANDLES BEYOND THE PROPERTY LINE. THE CONTRACTOR SHALL COORDINATE FINAL LIGHTING AND ELECTRICAL DESIGN WITH THE OWNER.
23. ANY SITE CHANGES THAT DIFFER FROM THE SITE PLAN MUST BE APPROVED BY THE CITY OF AMES PRIOR TO INSTALLATION/AMENDMENT.
24. ALL EXISTING AND PROPOSED LANDSCAPING SHALL BE MAINTAINED BY THE OWNER FOR THE LIFE OF THE CERTIFICATE OF OCCUPANCY.
25. ALL DISTURBED AREAS WITHIN SITE SHALL BE RESTORED BY TURFGRASS SEEDING OR SOODING. ALL DISTURBED AREAS WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE SOODING.
26. REFER TO ARCHITECTURAL PLANS FOR BUILDING DIMENSIONS.
27. ALL PAVEMENT SHALL HAVE 12" OF SUBGRADE PREPARATION.
28. PRIOR TO THE CONSTRUCTION OF THE FUTURE COMMONS ADDITION THE EXISTING WATERMAIN SHALL BE RELOCATED AND THE EASEMENT VACATED.

**PAVING TYPE AND THICKNESS**

- IN SIDEWALK AREAS:  
4" P.C.C.
- IN CLASS "A" CURB AND SIDEWALK AREAS:  
5" P.C.C.
- IN PARKING AREAS:  
5" P.C.C.
- IN DRIVE LANES, APPROACHES, AND ENTRANCES:  
7" P.C.C.

DATE	07/20/14
REVISIONS	
FOURTH SUBMITTAL	07/20/14
THIRD SUBMITTAL	07/20/14
SECOND SUBMITTAL	07/20/14
FIRST SUBMITTAL	05/14/14

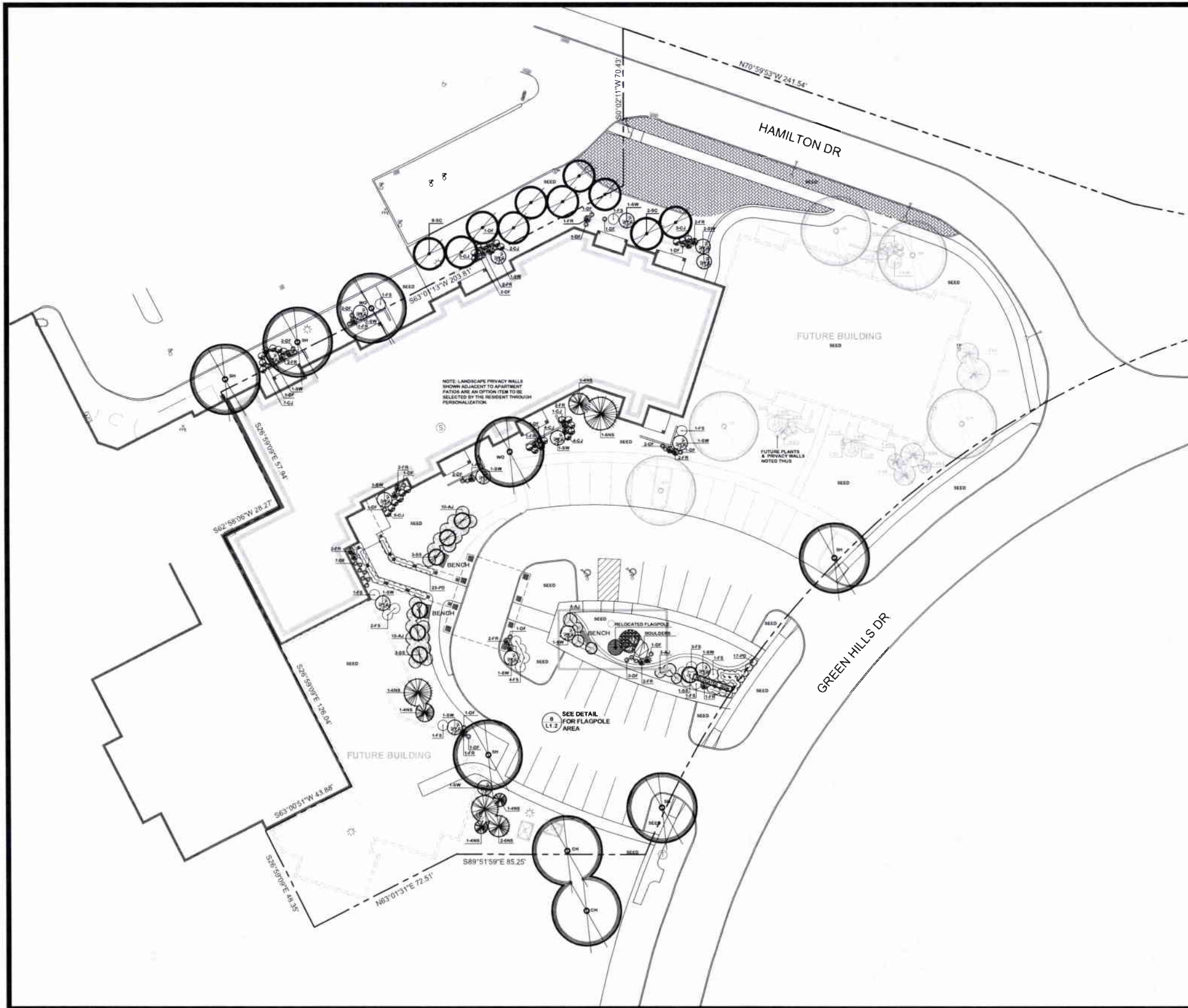
3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410  
 PROJECT MANAGER: KW  
 ENGINEER: RAH

**CIVIL DESIGN ADVANTAGE**  
 AMES, IOWA


**GREEN HILLS RETIREMENT COMMUNITY  
 DIMENSION PLAN**

**C3.1**  
 1403.099





### CERTIFICATION



I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed professional Landscape Architect under the laws of the State of Iowa.

MAY 15, 2014  
Date

Ronald E. Baker  
Iowa Reg. No. 219  
Pages or sheets covered by this seal:  
Sheet: LANDSCAPE PLANTING PLAN L1.1

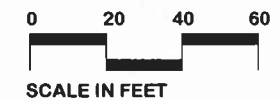
### PLANT SCHEDULE

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	COND	REMARKS
<b>DECIDUOUS OVERSTORY TREES</b>						
5	SH	GLEDITSIA TRIACANTHOS INERMIS 'SKYLINE'	SKYLINE HONEYLOCUST	2" CAL	B & B	
2	WO	QUERCUS BICOLOR	SWAMP WHITE OAK	6" HT	CONT	
2	CH	CELTIS OCCIDENTALIS	COMMON HACKBERRY	1 1/2" CAL	CONT	
<b>DECIDUOUS ORNAMENTAL TREES</b>						
7	SS	AMELANCHER CANADENSIS	SHADBLow SERVICEBERRY	6" HT	CONT	MULTI LEADER
10	SC	MALUS SARCOENTH	SARGENT CRABAPPLE	1 1/2" CAL	B & B	MATCHED
<b>DECIDUOUS SHRUBS</b>						
32	CJ	BERBERIS THUNBERGII 'CONCORDE'	CONCORDE JAPANESE BARBERRY	# 3	CONT	
12	FS	SPIRAEA JAPONICA 'FROEBELI'	FROEBEL SPIREA	15"	POT	
15	SW	PHYSOCARPUS OPULIFOLIUS 'SEWARD'	SUMMER WINE NINEBARK	24"	POT	
<b>GRASSES</b>						
19	FR	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	# 5	CONT	
25	DF	PENNISETUM ALOPECUROIDES 'HAEMEL'	DWARF FOUNTAIN GRASS	# 1	CONT	
<b>EVERGREEN TREES</b>						
4	4S	PICEA ABIES	NORWAY SPRUCE	4" HT	B & B	
4	6S	PICEA ABIES	NORWAY SPRUCE	6" HT	B & B	
<b>EVERGREEN SHRUBS</b>						
27	AJ	JUNIPERUS HORIZONTALIS 'PLUMOSA'	COMPACT ANDORRA JUNIPER	CLASS # 5	CONT	
<b>PERENNIALS</b>						
40	PD	HEMEROCALLIS PURPLE DE ORO (DWARF)	PURPLE DE ORO DWARF DAYLILY	# 1	CONT	

### NOTES

- SEED ALL AREAS WITHIN CONTRACT LIMITS, NOT COVERED BY PAVING, BUILDING OR PLANTING BEDS, UNLESS OTHERWISE NOTED.
- PLANT QUANTITIES ARE FOR INFORMATION ONLY; DRAWING SHALL PREVAIL IF CONFLICT OCCURS.
- NOTIFY LANDSCAPE ARCHITECT AFTER STAKING IS COMPLETED AND BEFORE PLANT PITS ARE EXCAVATED.
- CONTRACTOR SHALL PLACE NATURAL SHREDDED BARK MULCH AROUND ALL TREES AND IN ALL PLANTING BEDS TO A DEPTH OF 3 INCHES (INCLUDING EX. TREES)
- KIND, SIZE AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO AMERICAN STANDARD FOR NURSERY STOCK, ANSI Z60.1, LATEST EDITION.
- SEEDING LAWN AREAS:  
MULCH: 2,000 POUNDS PER ACRE, WOOD FIBER OR CLEAN PAPER FREE OF IMPURITIES  
BINDER: ENVIRON-MEND BINDER 160 POUNDS PER ACRE  
PRE-PLANT FERTILIZER: STARTER FERTILIZER (15-15-15) AT 400 POUNDS PER ACRE  
SEEDING RATE: TOUCHDOWN BLUEGRASS OR EQUAL, 10 TO 12 POUNDS PER 1,000 SQUARE FEET.

ALL CONSTRUCTION MATERIALS, DUMPSTERS, DETACHED TRAILERS, OR SIMILAR ITEMS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN THE PUBLIC RIGHT-OF-WAY.



1"=20' LANDSCAPE PLANTING PLAN



1414 UNIVERSITY AVE.  
AMES, IOWA 50010  
414.431.8811 FAX  
414.431.8811 TEL  
WWW.GREENHILLSARCH.COM

LANDSCAPE  
PLANTING  
DESIGN  
BY:



1421 S. Duff Ave., Ste. 101  
Ames, Iowa 50010  
phone (515) 232-0447  
fax (515) 232-0931  
www.sandbarch.com

REVISIONS  
REVISED PER CITY COMMENTS 7-1-14  
REVISED PER CITY COMMENTS 7-22-14

DRAWN BY  
REB  
DATE  
15 MAY 2014  
PROJECT  
134601  
SHEET NO.

L1.1

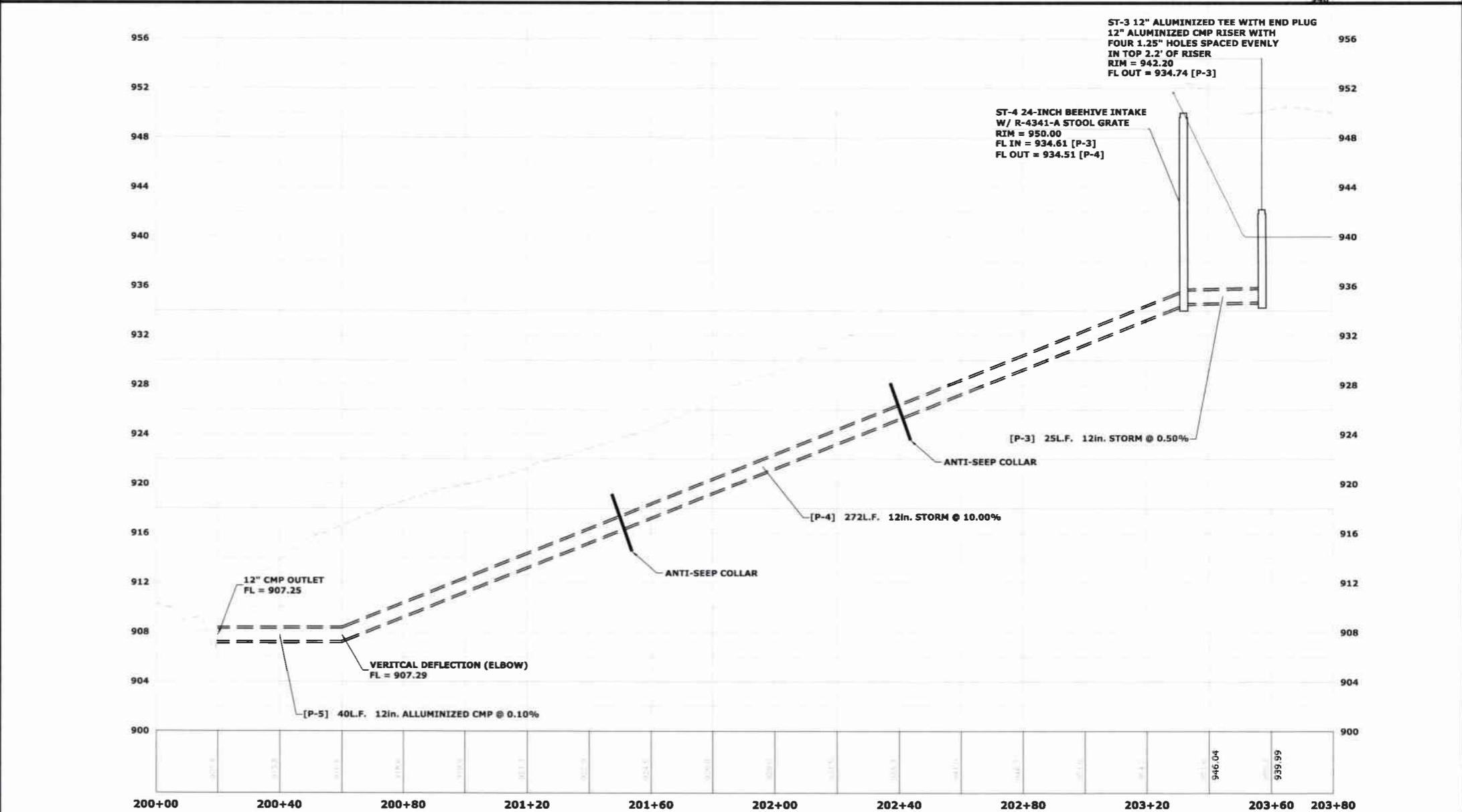
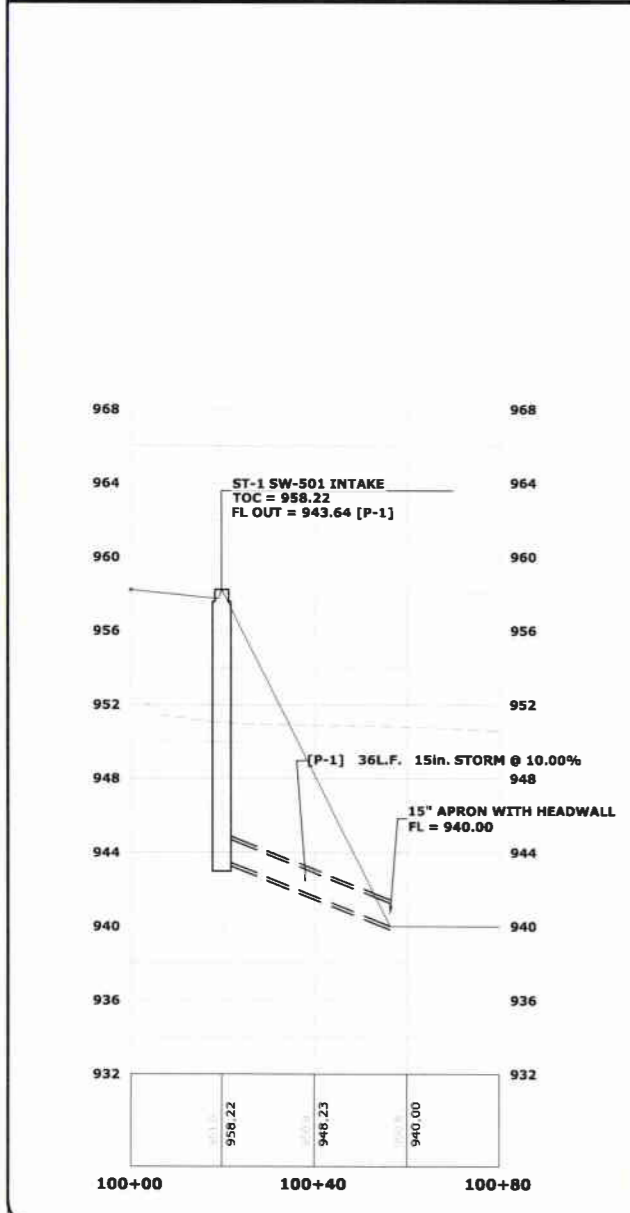
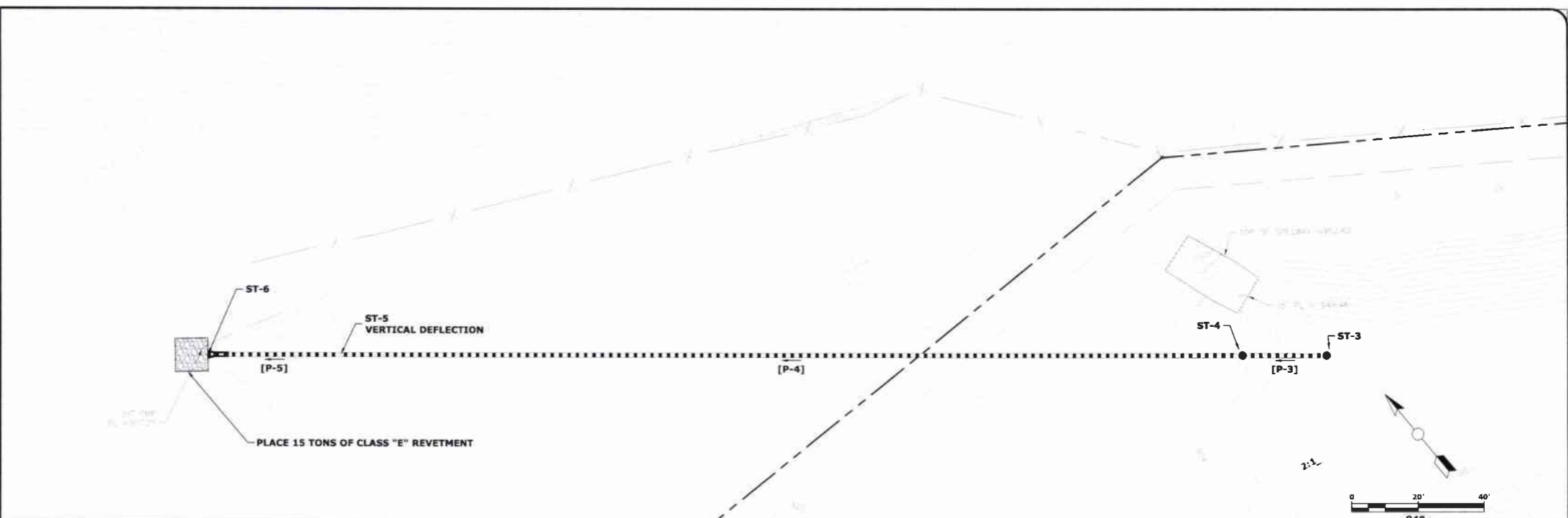
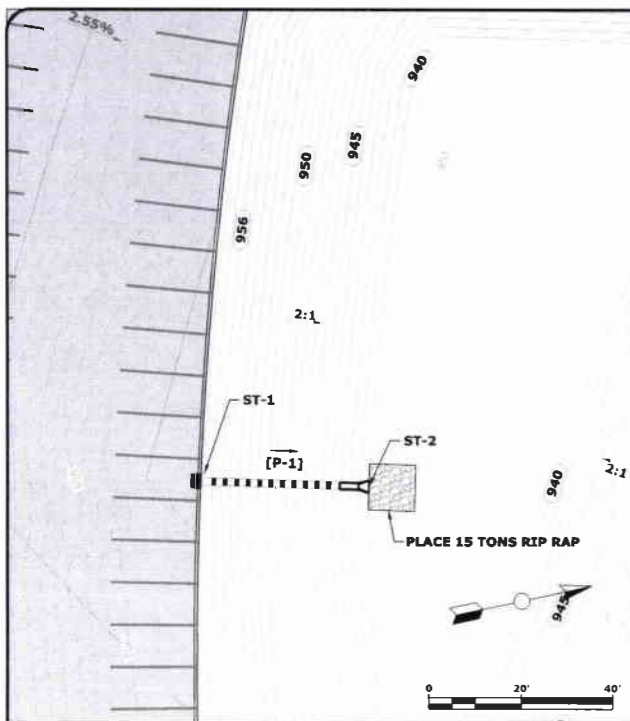








DRAWING FILENAME  
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 PLOT STYLE TABLE  
 LAYER NAME  
 ENCL. 0  
 ENCL. 0



REVISION	DATE	BY	DATE
DESIGNED	08/14	ELT	08/14
DRAWN	08/14	SRS	08/14
CHECKED			

DATE	BY	DATE

FOX Engineering Associates, Inc.  
 414 South 17th Street, Suite 107  
 Ames, Iowa 50010  
 Phone: (515) 233-0000  
 FAX: (515) 233-0103



STORM SEWER PLAN & PROFILE  
 2014 PARKING LOT EXPANSION  
 GREEN HILLS RETIREMENT COMMUNITY  
 2210 HAMILTON DRIVE  
 AMES, IOWA

PROJECT NO.  
 5112-14B  
 SHEET  
 CN3.0









1214 UNIVERSITY AVE. MAQUOKETA, IA 52055  
562.421.1212 FAX 562.421.1231 FAX  
WWW.G2ARCH.COM

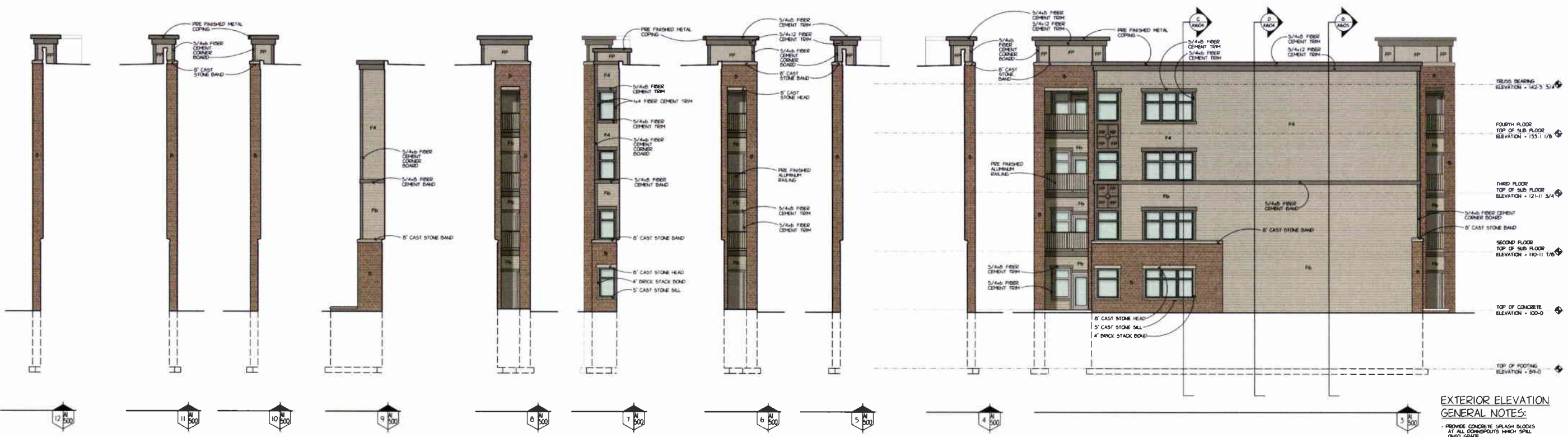
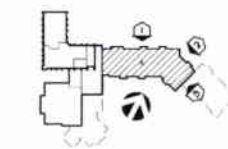
REGISTERED ARCHITECTS

REVISED

PROGRESS SET  
NOT FOR  
CONSTRUCTION

THE DRAWING, TO BE USED ONLY FOR THE PROJECT AND SITE SHOWN HEREON. NO OTHER USES OR ALTERATIONS ARE PERMITTED WITHOUT THE WRITTEN CONSENT OF G2 ARCHITECTURE.

DRAWN BY DRN  
DATE 25 JULY 2014  
PROJECT 134601  
SHEET NO.



EXTERIOR ELEVATION

GENERAL NOTES:

- PROVIDE CONCRETE SPLASH BLOCKS AT ALL DOWNSPUTS WHICH SPILL INTO GRADE.
- PREFINISHED ALUMINUM GUTTERS AND DOWNSPOUTS USE ROOF PLAN SHEET A200 FOR LOCATION.
- ALL CONCRETE REINFORCING ETC. TO BE PAINTED TO MATCH ADJACENT SURFACE.
- WINDOW SCHEDULE ○ SHEET A1400

- A. THREE DIMENSIONAL SHINGLES
- D. BRICK
- F4. 4" EXPOSURE FIBER CEMENT SIDING
- F6. 6" EXPOSURE FIBER CEMENT SIDING
- FP. FIBER CEMENT PANELS
- 8". 8" CAST STONE BAND



RECEIVED

AUG 20 2014

1/8" EXTERIOR ELEVATIONS AI500

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

DRAWING LIMIT LINE

1. ALL DIMENSIONS UNLESS OTHERWISE NOTED.  
2. ALL MATERIALS AND FINISHES TO BE AS SHOWN ON SHEET A1500.  
3. ALL MATERIALS AND FINISHES TO BE AS SHOWN ON SHEET A1500.  
4. ALL MATERIALS AND FINISHES TO BE AS SHOWN ON SHEET A1500.  
5. ALL MATERIALS AND FINISHES TO BE AS SHOWN ON SHEET A1500.



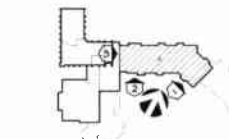


1418 UNBROOK AVE  
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614.451.0331 FAX  
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REVISIONS

PROGRESS SET  
NOT FOR  
CONSTRUCTION

DRAWN BY  
DRN  
DATE  
25 JULY 2014  
PROJECT  
134601  
SHEET NO.



TREAS BEARING  
ELEVATION = 142-3 3/4'  
FOURTH FLOOR  
TOP OF SUB FLOOR  
ELEVATION = 133-1 1/8'  
THIRD FLOOR  
TOP OF SUB FLOOR  
ELEVATION = 121-11 3/4'  
SECOND FLOOR  
TOP OF SUB FLOOR  
ELEVATION = 110-11 7/8'  
TOP OF CONCRETE  
ELEVATION = 100-0'  
TOP OF FOOTING  
ELEVATION = 89-0'

EXTERIOR ELEVATION  
GENERAL NOTES:

- PROVIDE CONCRETE SPLASH BLOODS AT ALL DOWNSPUTS WHICH SPILL ONTO GRADE
- PREPARED ALUMINUM GUTTERS AND DOWNSPUTS SEE ROOF PLAN SHEET ALSO FOR LOCATION
- ALL CONDUIT METERS, VENTS, ETC. TO BE PAINTED TO MATCH ADJACENT SURFACE
- HATCH SCHEDULE: ○ SHEET AT400
- A THREE DIMENSIONAL SHAKLES
- B BRICK
- F4 4" EXPLORE FIBER CEMENT SIDING
- F6 6" EXPLORE FIBER CEMENT SIDING
- FP FIBER CEMENT PANELS



TREAS BEARING  
ELEVATION = 142-3 3/4'  
FOURTH FLOOR  
TOP OF SUB FLOOR  
ELEVATION = 133-1 1/8'  
THIRD FLOOR  
TOP OF SUB FLOOR  
ELEVATION = 121-11 3/4'  
SECOND FLOOR  
TOP OF SUB FLOOR  
ELEVATION = 110-11 7/8'  
TOP OF CONCRETE  
ELEVATION = 100-0'  
TOP OF FOOTING  
ELEVATION = 89-0'

RECEIVED 1/8" EXTERIOR ELEVATIONS AI501

AUG 20 2014

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

PROJECT: GREEN HILLS ADDITION & RENOVATION  
DRAWING NO: AI501  
DATE: 7/25/14  
DRAWN BY: DRN  
CHECKED BY: [Signature]  
SCALE: AS SHOWN

DRAWING LIMIT LINE





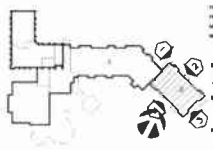
1414 UNIVERSITY AVE  
WATERTOWN, IA 50597  
515.451.3137 TEL  
515.451.8337 FAX  
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DRAWN BY: DRN  
DATE: 15 AUG 2014  
PROJECT: 134601  
SHEET NO:



- TRUSS BEARING ELEVATION - 142-3 3/4'
  - FOURTH FLOOR TOP OF SUB FLOOR ELEVATION - 135-1 1/8'
  - THIRD FLOOR TOP OF SUB FLOOR ELEVATION - 121-11 3/4'
  - SECOND FLOOR TOP OF SUB FLOOR ELEVATION - 110-11 7/8'
  - TOP OF CONCRETE ELEVATION - 100-0
  - TOP OF FOOTING ELEVATION - 69-0
- EXTERIOR ELEVATION GENERAL NOTES:**
- PROVIDE CONCRETE SPLASH BLOCKS AT ALL CORNERS/OUTS WHICH SILL INTO GRADE.
  - PREFINISHED ALUMINUM GUTTERS AND DOWNSPUTS (SEE ROOF PLAN SHEET A1230 FOR LOCATIONS)
  - ALL CONDUIT METERS VENTS ETC. TO BE PAINTED TO MATCH ADJACENT SURFACE.
  - HATCH SCHEDULE ○ SHEET A1400
- A THREE DIMENSIONAL SHINGLES
  - B BRICK
  - F4 4" EXPOSURE FIBER CEMENT SONG
  - F6 6" EXPOSURE FIBER CEMENT SONG
  - FP FIBER CEMENT PANELS



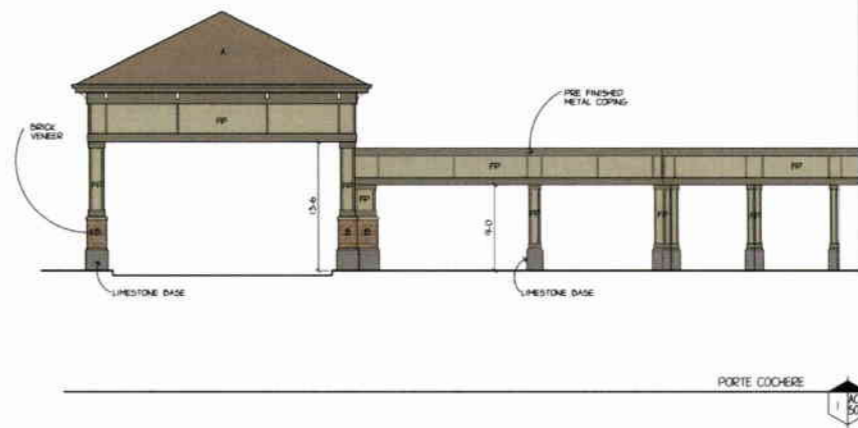
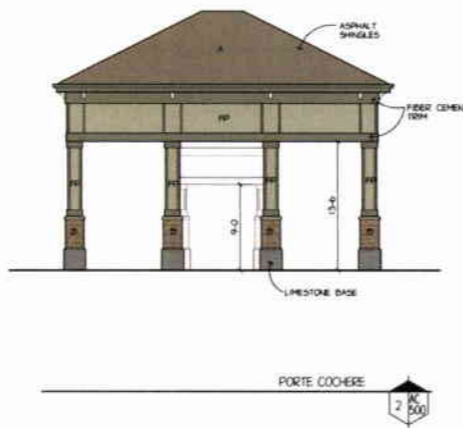
**RECEIVED**  
AUG 20 2014  
CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

1/8" EXTERIOR ELEVATIONS AI505 INDEPENDENT

SCALE: 1/8" = 1'-0" (VERTICAL) 1/8" = 1'-0" (HORIZONTAL)  
DATE: 15 AUG 2014  
PROJECT: 134601  
SHEET NO: 1/1

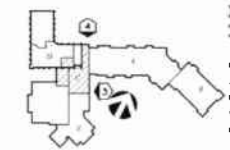
DRAWING LIMIT LINE

PROJECT: 134601 - GREEN HILLS ADDITION & RENOVATION  
DRAWN BY: DRN  
DATE: 01 MAY 2014  
PROJECT: 134601  
SHEET NO: 18"



EXTERIOR ELEVATION GENERAL NOTES:

- PROVIDE CONCRETE SPLASH BLOCKS AT ALL DOWNSPUTS WHICH SPILL ONTO GRADE
  - PRE-PRIMED ALUMINUM GUTTERS AND DOWNSPOUTS SEE ROOF PLAN SHEET 134601 FOR LOCATIONS
  - ALL CONDUIT, METERS, VENTS, ETC. TO BE PAINTED TO MATCH ADJACENT SURFACE
  - WINDOW SCHEDULE: (C) SHEET AT 400
- A THREE DIMENSIONAL SHINGLES  
 B BRICK  
 F4 4" EXPOSURE FIBER CEMENT SIDING  
 F6 6" EXPOSURE FIBER CEMENT SIDING  
 FP FIBER CEMENT PANELS



SCHEMATIC DESIGN NOT FOR CONSTRUCTION

DRAWN BY: DRN  
DATE: 01 MAY 2014  
PROJECT: 134601  
SHEET NO: 18"

RECEIVED

AUG 20 2014

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

18" EXTERIOR ELEVATIONS AC500



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Iowa

Ames,  
Addition & Renovation  
Green Hills



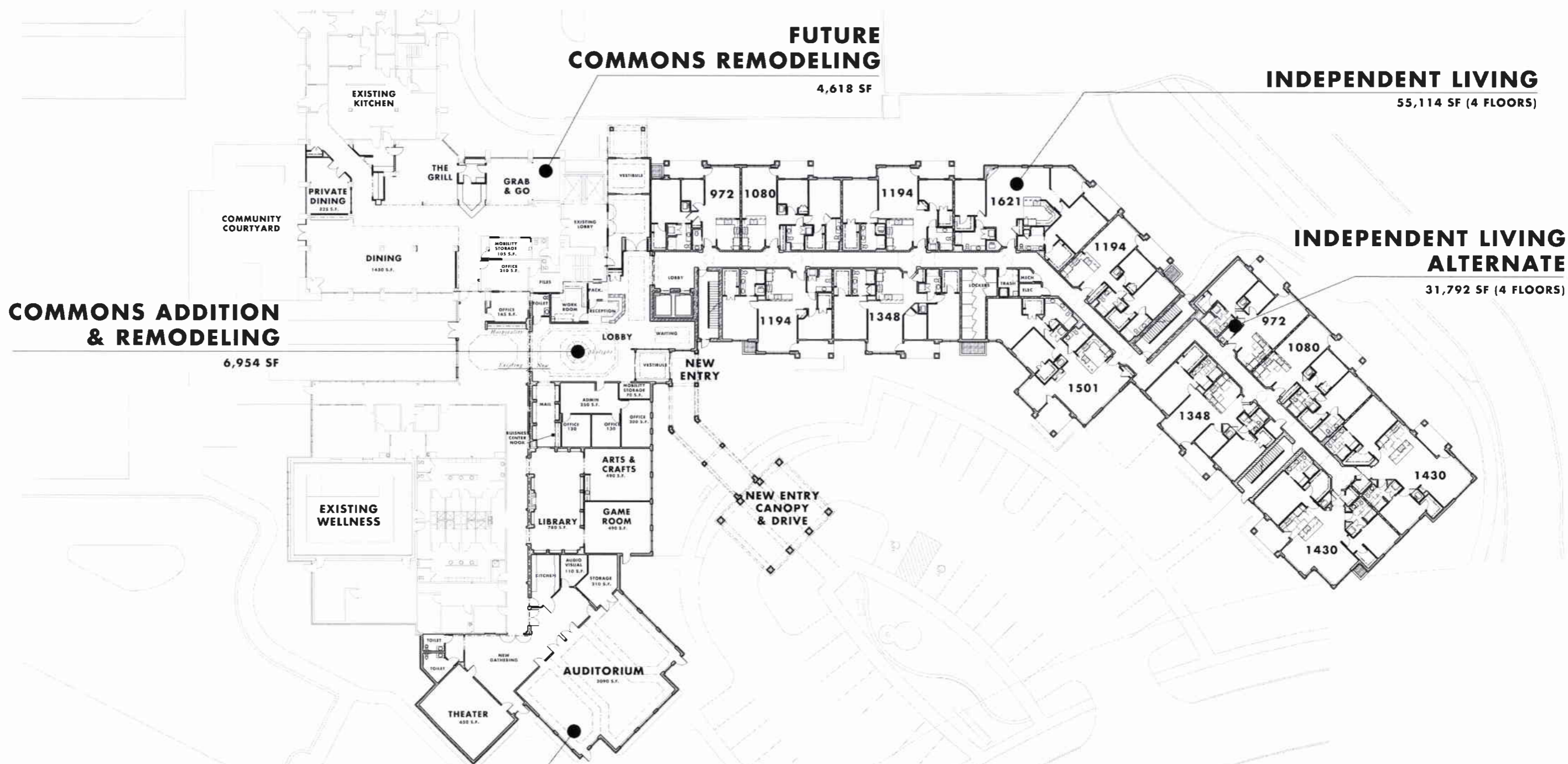


1414 UNDERWOOD AVE  
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414.431.0821 FAX  
WWW.ABARCH.COM

REVISIONS

SCHEMATIC DESIGN  
NOT FOR  
CONSTRUCTION

DATE: 01 MAY 2014  
PROJECT: 134601  
SHEET NO.



**FUTURE COMMONS REMODELING**  
4,618 SF

**INDEPENDENT LIVING**  
55,114 SF (4 FLOORS)

**INDEPENDENT LIVING ALTERNATE**  
31,792 SF (4 FLOORS)

**COMMONS ADDITION & REMODELING**  
6,954 SF

**FUTURE COMMONS PHASE**  
6,654 SF

INDEPENDENT LIVING (INCLUDES PARKING)	69,572 SF	COMPLETED IN 1-2 YEARS
INDEPENDENT LIVING ALTERNATE (INCLUDES PARKING)	39,891 SF	COMPLETED IN 3-10 YEARS
COMMONS ADDITION & REMODELING	6,954 SF	COMPLETED IN 1-2 YEARS
FUTURE COMMONS PHASE	6,654 SF	COMPLETED IN 5-10 YEARS
FUTURE COMMONS RENOVATIONS	4,618 SF	COMPLETED IN 3-5 YEARS
NORTH DETENTION POND		COMPLETED IN 1 YEAR *
NORTH PARKING LOT EXPANSION		COMPLETED IN 1-2 YEARS
<b>TOTAL</b>	<b>127, 689 SF</b>	

\* FOLLOWING COMPLETION OF CITY WORK

**RECEIVED** 1/16" OVERALL FIRST FLOOR PLAN A201

AUG 20 2014

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

VERTICAL text on the left margin, likely a scale or title reference.



CITY OF  
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*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

26

**To:** Mayor and City Council

**From:** Bob Kindred

**Date:** August 22, 2014

**Subject:** Item #26 – Discussion of Planning & Housing Goals/Priorities

With so much effort needed for other pressing priorities, staff has not yet finished preparing this report. We are anxious to review these priorities with you, however, and will send the finished report out to you as soon as possible on Monday.

## Staff Report

**CDBG Disaster Relief Grant Application**

August 26, 2014

**BACKGROUND**

On August 19<sup>th</sup>, City Council directed staff to pursue completing a Community Development Block Grant Disaster Relief (CDBG-DR) program grant application with assistance from Hatch Development Group (HDG). The intent was to pursue a grant for construction of a total of six units on three properties owned by the City along 6<sup>th</sup> Street that were recently acquired by the City. This action was taken on short notice, since the deadline for submitting a complete grant application is September 2, 2014.

City staff was able to meet with HDG and discuss the specifics of the site, the zoning of the site, and HDG's experience with the CDBG-DR program application requirements. HDG emphasized this site offers a great opportunity due to its proximity to downtown. They further believe the site is appropriate for a variety of housing types and density levels. **However, HDG informed the City on August 21<sup>st</sup> that after creating a pro forma for construction and operation of six affordable housing units, they were not able to demonstrate that it was viable project with positive cash flow in the first 10 years of the project.** With this information, City staff and HDG concurred that it was not appropriate to proceed with submitting a grant application for the CDBG-DR funding with HDG as a partner.

**Upon learning that HDG was unable to assist in preparing the grant application, staff reached out to an alternative group of Benjamin Design Collaborative/Story County Community Housing Corporation (BDC+SCCHC), which had also previously indicated interest in the project. After considering the tight time limits of the process and their priorities as an organization, they too declined to assist in preparation of a grant application for the site.**

Staff initiated this process knowing that the timelines were very tight to put together an appropriate application for the grant and that it may not be possible to complete. After further investigation, it was proven that the grant program was not suitable for the site at this time due to time constraints and requirements of the program.

Since the sites were acquired with our CDBG entitlement funds and they ultimately will be used in support of the community's affordable housing needs. Staff will begin a process later this fall to solicit requests for proposals to consider what affordable housing development options are available for the site and to have Council select a development partner for the three sites.

## STAFF REPORT

### UPDATE ON CITY COUNCIL GOAL TO STRENGTHEN HUMAN SERVICES

AUGUST 12, 2014

In January 2014, the City Council set its goals for the next two years. Several of the goals required reports or information on Human Services. The information provided below will help Council determine next steps in the Human Services area.

#### **Objective: Increase accountability of funded services:**

#### Task 1 - Staff will provide a report regarding the current accountability mechanisms in the ASSET Process.

Below is a list of the ways that ASSET holds agencies accountable for their funded programs:

- ASSET Administrative Team (Administrative Team) meets monthly to discuss issues or concerns with agencies and or programs.
- The Administrative Team each April-July reviews processes and procedures for ASSET to anticipate and address the needs of funders, volunteers and the agencies for the next budget cycle.
- The Administrative Team reviews and vets all request for new or expanded services in August prior to the start of the next budget season.
  - The Administrative Team makes decisions for ASSET regarding the requests for new and expanded services each August. The decisions are shared with ASSET at its August meeting.
    - It is typical that the Administrative Team will meet with the agencies in person to discuss these new or expanded services. Often, the Administrative Team will require further information or will need to research programs prior to making a decision on whether or not to add or expand a service.
    - Considerable thought about how a service that already exists might be impacted by another program being added is also discussed, as it spreads limited dollars between more and more services.
    - Additionally, if a new agency is request to add a service that is already funded by ASSET, there is considerable discussion about the need for additional providers and the impact of the dollars for the community.
- The Administrative Team holds budget training for all ASSET-approved service agencies in August. The training helps agencies understand how to complete the ASSET budget forms and instructs agencies about the priorities of all the four funders. New agencies are given one-on-one time after the training to answer more specific questions about ASSET processes and procedures. Agencies receive copies of each funder's priorities.
- The Administrative Team hosts annual volunteer training in September on how to conduct agency visits to help ASSET make the best decisions possible in funding programs and services. Volunteers are provided a reference manual to help them prepare for agencies visits each fall, which include questions to be asked of the agencies. Volunteers also receive each funder's priorities.

- Volunteers visit all agencies between September and October each year and go over questions. Reports on these visits are submitted and shared with ASSET volunteers and the Administrative Team.
- The Administrative Team reviews all the budgets in detail prior to distribution to volunteers and makes requests to agencies for corrections should errors be found or if clarification is needed on the information that was submitted. Budgets include reporting of outcomes measures, which are reviewed to see if they provide information about the effect of each program and if the agency is meeting the needs of the population they serve.
- The Administrative Team reviews all agency audits and/or IRS Form 990s, which are required to be submitted annually to ASSET.
- ASSET volunteers and the Administrative Team review midyear outcomes reports in December, prior to the January budget allocation hearings.
- The information from the budgets, audits and volunteer visits are all taken into account and used to determine funding in January for each service.
- Materials for ASSET are a public record and the meetings are open to the public.

ASSET has the following manuals available online, which are reviewed and updated annually as necessary:

- Policy Manual
- Reference Manual

Visit <http://www.storycountyasset.org/index.cfm?nodeID=24573> to see the resources available online for agencies, volunteers and the community.

**Other accountability mechanisms the Administrative Team has been working on:**

- The ASSET Administrative Team has required all agencies receiving Basic Needs dollars or Panel 2 dollars to attend ServicePoint training on June 23, 2014. ServicePoint is used by HUD to track information pertaining to homelessness and related continuum of care services. The training was to inform agencies about the software and how it is used to determine allocation of Federal dollars to the State of Iowa for homelessness related services. **Several agencies that receive dollars for housing, low income support and homelessness and or other related continuum of care services including homeless prevention already report on ServicePoint, however, the Administrative Team is working on 100% participation to ensure that Story County and Ames needs are accounted for in the statewide totals being submitted to HUD.** This will also ensure dollars are coming to the community from the federal government for homelessness services at the correct levels. Information on those participating in ServicePoint will be shared with ASSET volunteers to help volunteers understand further funding options for those requesting ASSET dollars and the impact of their participating or not participating in these processes.
- At the July 9, 2014 meeting, the Administrative Team added volunteer agency reports to the December 4, 2014 ASSET meeting agenda. This is part of the ongoing process improvements that are underway to ensure better accountability in the ASSET process. At the December 2, 2014 meeting, volunteers will be asked to provide updates on their assigned agencies to all volunteers. Previously, only the volunteer(s) assigned to the



agency had specific information about the agency. This limited the overall perspective or big picture as volunteers worked through the challenges of determining funding levels in January. This new step for the 2014-2015 process will enhance accountability to the funders by ensuring volunteers are informed of what is happening with all ASSET funded services for the budget allocation process.

- The United Way has recently hired a Community Impact Director who will be working with the community and partner agencies to establish community goals in the areas of education, income and health. Additionally, the Community Impact Director will be working to establish progress indicators and measurement tools. **The Administrative Team plans to work with United Way to incorporate their indicators into the ASSET process over the coming years.**

**Objective: Proactively engage with ASSET funders in understanding the needs in the community (including mental health and youth needs).**

Task 1 - Staff will provide a report to the City Council regarding the most recent (2010) Story County Community Health Needs Assessment.

- This is the link to the Executive Summary of the 2010 assessment, which summarizes the full report.
  - <http://www.storycountyqol.org/chna-executive-summary.html>

Task 3 - City Council will review the most recent Story County Community Health Needs Assessment, including mental health and youth needs, and determine if the assessment tool is adequate.

- **Story County Quality of Life Alliance or SCQOL group will be starting discussion on plans for the 2015 assessment. SCQOL will be looking data that is available and determining how best to use what is already available for guidance as well as gaps in data that SCQOL may need to seek out.**
- SCQOL is responsible for coordinating the Community Health needs assessment every five years. Here is its website with information about their organization. <http://www.storycountyqol.org/>
- The 2010 assessment was a joint effort through the Story County Community Coalition. The 2010 Community Assessment was paid for with contributions from Mary Greeley Medical Center (\$25,000); United Way of Story County (\$10440), Story County Medical Center (\$5,000), City of Ames (\$3,000), Story County Board of Supervisors (\$2,500), Story County Decat (\$2,500), McFarland Clinic (\$2,500), Story County Empowerment/Early Childhood Iowa (\$2,250), Story County Human Services Council (\$500), and Ames Education Foundation (\$100).
- The 2010 Needs Assessment cost \$53,790.

### **Other tasks to complete this goal**

This report completes the tasks outlined under the Council objective to “increase the accountability of funded services.” Should the City Council wish to further explore the topic of accountability, additional direction to City staff would be necessary.

Under the objective to “Proactively engage with ASSET funders in understanding the needs in the community (including mental health and youth needs)”, the Council has yet to receive a report regarding youth master planning. Once that report has been received by the City Council, the only remaining task under this objective is for the City Council to communicate suggestions to improve the Story County Community Health Needs Assessment to ASSET funders.

**COUNCIL ACTION FORM**

**SUBJECT: SALE AND ISSUANCE OF ESSENTIAL CORPORATE PURPOSE GENERAL OBLIGATION BONDS SERIES 2014 ISSUE IN AN AMOUNT NOT TO EXCEED \$9,985,000**

**BACKGROUND:**

The 2014/15 budget includes General Obligation (G.O.) Bond funded capital improvement projects in the amount of \$9,840,000. The City Council held a public hearing on issuance of these bonds on March 4, 2014 as part of the budget process. Council action is now required to authorize the sale.

Projects to be funded by this bond issue include the following:

Street Improvements	\$ 6,884,750
Bridge Rehabilitation	180,000
Storm Sewer	300,000
Grant Avenue Paving (abated by special assessments)	2,175,250
Resource Recovery Improvements (abated by RR revenue)	300,000
	<hr/>
Subtotal	\$ 9,840,000
Issuance Cost / Allowance for Sale at Premium	145,000
	<hr/>
<b>Total Debt Issue</b>	<b>\$ 9,985,000</b>

**On the morning of August 26, 2014, the City will accept bids for the bonds per the terms of our offering statement. The bids will be evaluated by our financial advisor, Public Financial Management, by the City's Bond Counsel, and by City staff to recommend award to the bidder with the lowest cost. A report of bids will be provided to Council at the August 26 meeting. The City Council will then be asked to adopt a resolution accepting bids and authorizing that the sale of bonds be awarded to the chosen bidder.**

**ALTERNATIVES:**

1. The City Council can adopt a resolution accepting bids and authorizing the sale and issuance of Essential Corporate Purpose General Obligation Bonds in an amount not to exceed \$9,985,000.
2. The Council can reject the bond sale resolution and delay the capital projects.

**MANAGER'S RECOMMENDED ACTION:**

Issuance of these bonds is necessary in order to accomplish the City's approved capital improvements during this fiscal year and savings can be realized by bond refunding.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative No. 1, thereby adopting a resolution accepting bids and authorizing the sale and issuance of Essential Corporate Purpose General Obligation Bonds in an amount not to exceed \$9,985,000.

~~ITEM# 13  
DATE: 08-12-14~~

**COUNCIL ACTION FORM**

**SUBJECT: PARKING REGULATION UPDATES (NEW STREETS AND MINOR CORRECTIONS)**

**BACKGROUND:**

When new or recently extend streets are completed in developing residential subdivisions, the wording of the Municipal Code’s Parking Ordinance (Section 18) must be updated to reflect these new streets. The following list will bring those street segments into compliance with standard City parking regulations where parking is allowed on one side of the street:

**Newly Paved Streets:**

- London Avenue = No Parking at all times on the north and west sides.
- Coyote Drive = No Parking at all times on the north side.
- Milstead Road = No Parking at all times on the north side.
- Danbury Road = No Parking at all times on the north and east sides.
- Aplin Road = No Parking at all times on the north side.
- Missouri Street = No Parking at all times on the north side.
- Southeast 4<sup>th</sup> Street = No parking at all times on the north side.
- Roden Avenue = No parking at all times on the east side.

**Street Extensions:**

- Ballentine Drive = No Parking at all times on the east side.
- Beedle Drive = No Parking at all times on the east side.

Typical streets within Ames subdivisions are designed to minimize impervious impacts and ongoing infrastructure cost, while proving a safe transportation environment. Due to this fact, parking is only allowed on one side of the street in order to maintain two-way traffic and provide for enough space for emergency vehicle access.

Maps showing the affected sections of streets are attached to this report.

**ALTERNATIVES:**

1. Direct the City Attorney to draft an ordinance to change Municipal Code Section 18.31 to codify the parking regulations noted above.
2. Direct staff to leave the parking ordinance section unchanged.

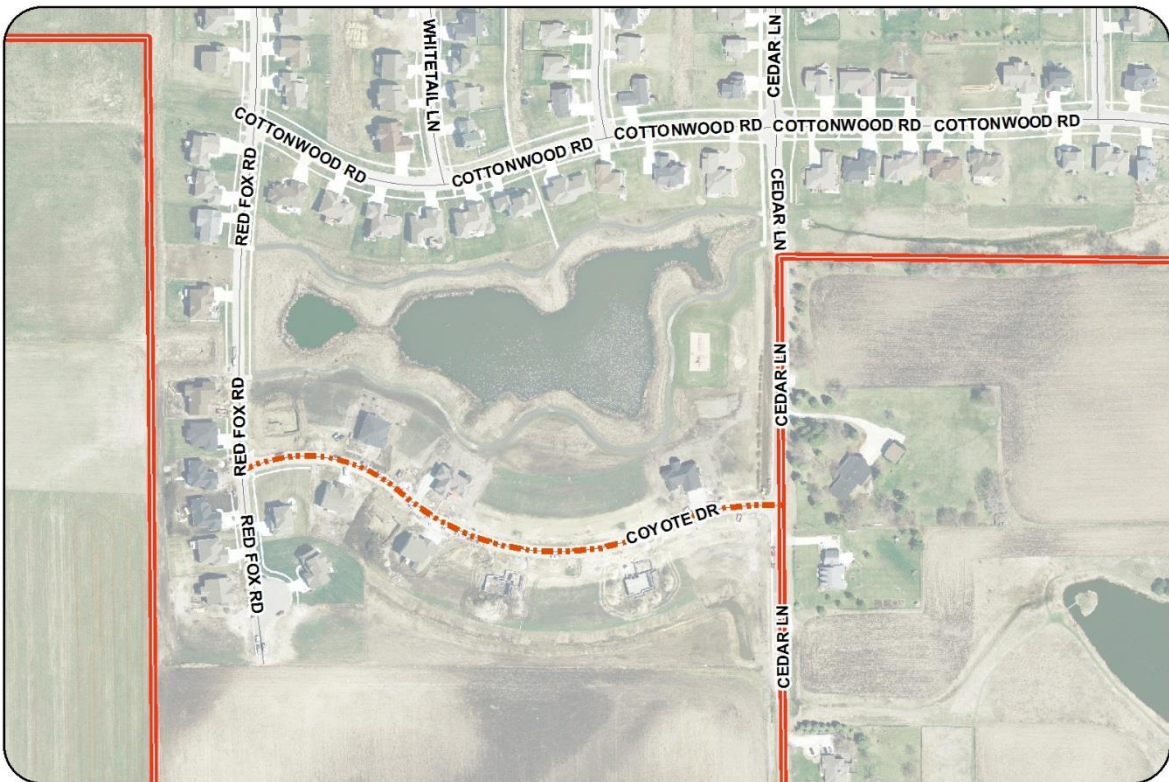
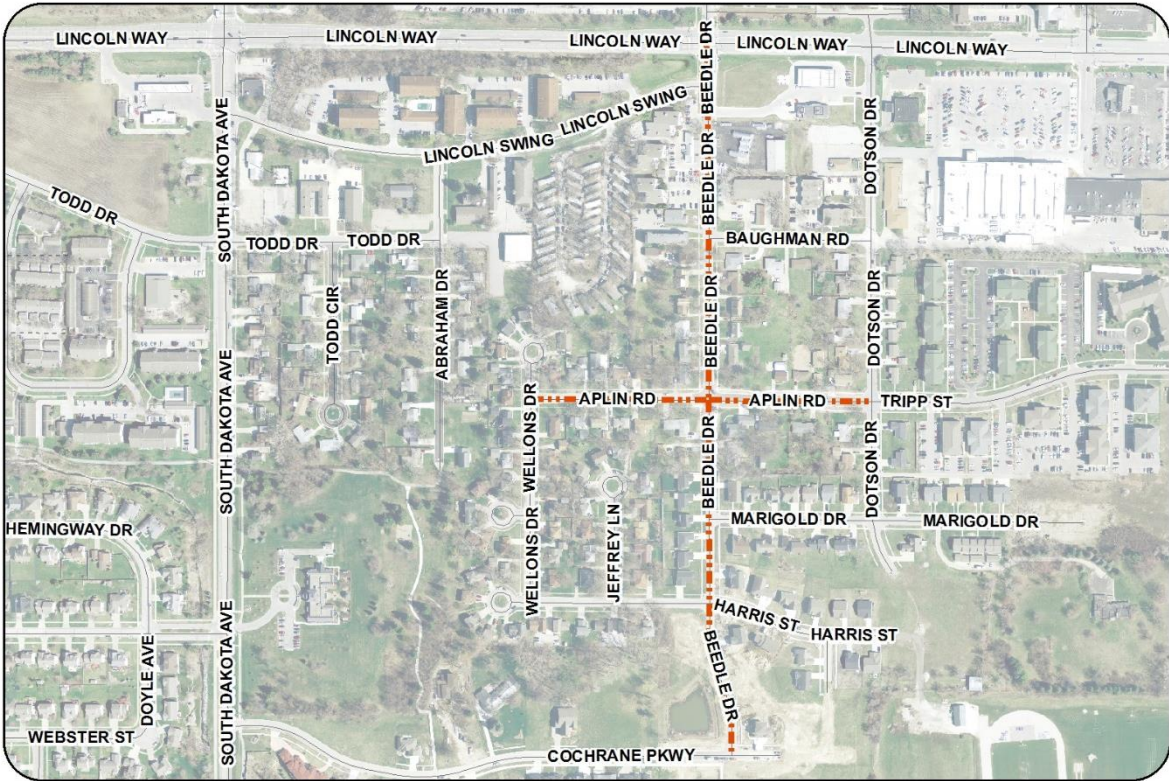
**MANAGER'S RECOMMENDED ACTION:**

These modifications to the Municipal Code will bring parking regulation on the aforementioned streets into conformance with other streets in Ames.

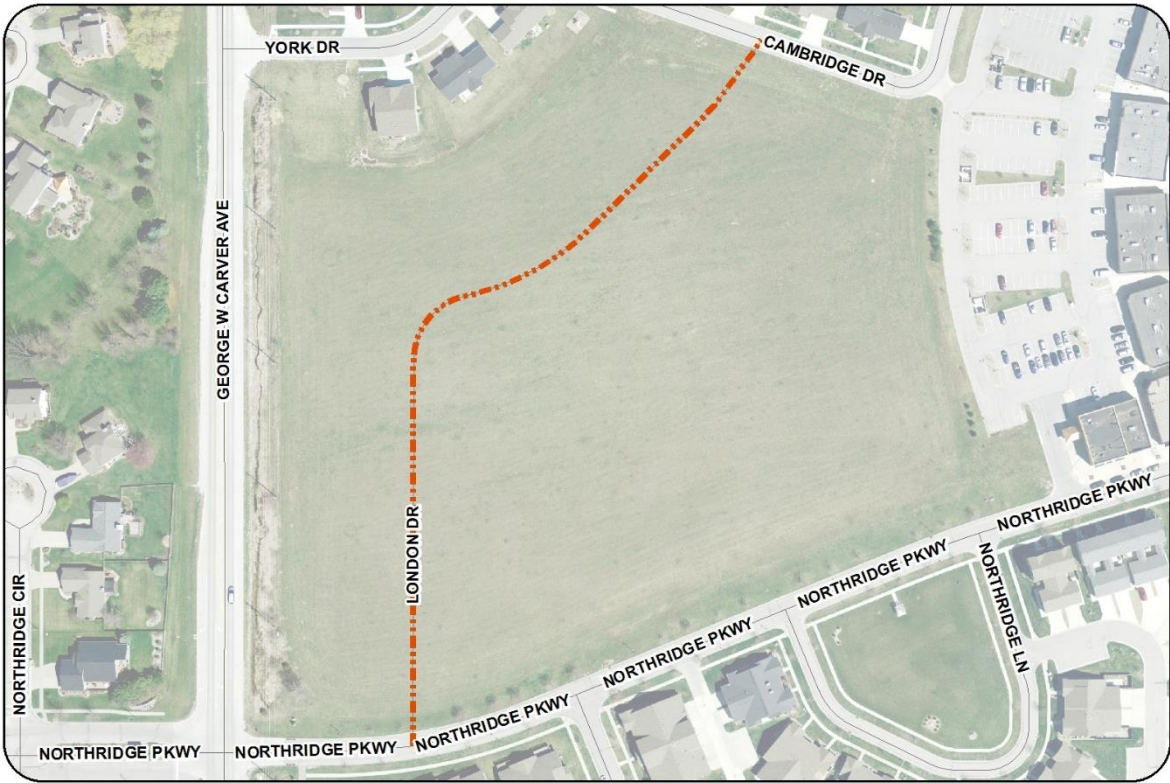
Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing the City Attorney to draft an ordinance to change parking regulations as specified above.



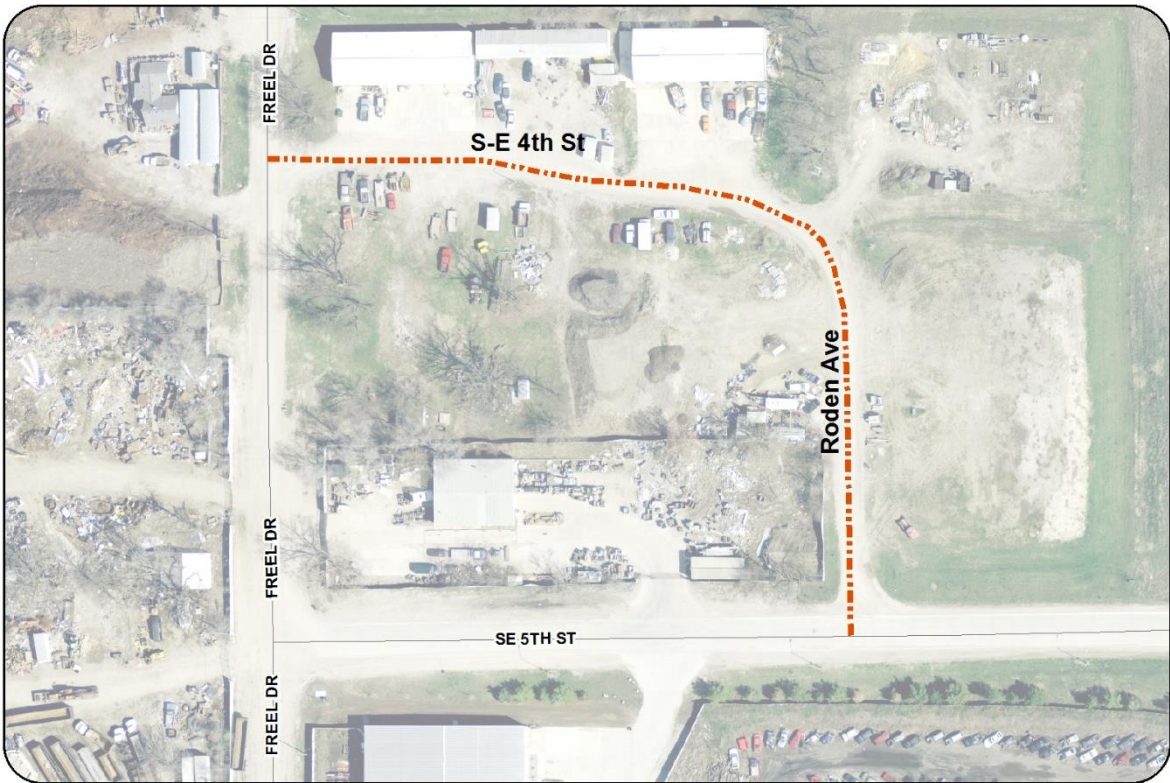
**Location Maps:**













**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 18.31(22) AND SECTION 18.31(352) AND ENACTING NEW SECTIONS 18.31(7),(22),(352), (357),(358),(359),(360),(361),(362),(363) THEREOF, FOR THE PURPOSE OF CODIFYING PARKING REGULATIONS ON NEWLY PAVED STREETS AND MINOR CORRECTIONS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY AND ESTABLISHING AN EFFECTIVE DATE.**

**BE IT ENACTED**, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Sections 18.31(22) and (352) and enacting new Sections 18.31(7),(22),(352),(357)(358),(359),(360),(361), (362),(363) as follows:

**“Sec. 18.31. REGULATIONS FOR SPECIFIC STREETS OR LOCATIONS.**

...  
(7) **APLIN ROAD.** Parking is prohibited at all times on the north side of Aplin Road.

...  
(22) **BEEDLE DRIVE.** Parking is prohibited at all times on the east side, and on the west side there-of, from Baughman Road to Lincoln Way.

...  
(352) **BALLENTINE DRIVE.** Parking is prohibited at all times on the North and East sides of Ballentine Drive.

...  
(357) **COYOTE DRIVE.** Parking is prohibited at all times on the north side of Coyote Drive.

(358) **DANBURY ROAD.** Parking is prohibited at all times on the north and east sides of Danbury Road.

(359) **LONDON AVENUE.** Parking is prohibited at all times on the north and west sides of London Avenue.

(360) **MILSTEAD ROAD.** Parking is prohibited at all times on the north side of Milstead Road.

(361) **MISSOURI STREET.** Parking is prohibited at all times on the north side of Missouri Street.

(362) **RODEN AVENUE.** Parking is prohibited at all times on the east side of Roden Avenue.

(363) **SOUTHEAST 4<sup>TH</sup> STREET.** Parking is prohibited at all times on the north side of Southeast 4<sup>th</sup> Street.”

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

~~ITEM# 51  
DATE: 08-12-14~~

**COUNCIL ACTION FORM**

**SUBJECT: MAINSTREAM LIVING, INC., IN SOMERSET – REQUEST TO CHANGE PARKING AND DRIVEWAY MODIFICATIONS**

**BACKGROUND:**

On March 18, 2014, City Council referred a letter from Mark and Shelly Ackermann regarding traffic concerns around the Mainstream Living house at the corner of Stange Road and Aspen Road. The Ackermanns expressed concerns over how parking along Aspen Road can create difficulties for those wheelchair accessible vehicles entering and exiting the site. Additional concern was expressed regarding visitor and staff parking. A related issue was referred by City Council on July 22, 2014, from the Mainstream Living staff to widen their driveway and allow for approximately two additional parking stalls to be constructed along the west side of the property. This report addresses both requests.

**Parking Regulations on Aspen Road (Eastbound Approach):**

City staff met with Mr. Ackermann and staff from the Mainstream Living Aspen group home to discuss the current parking situation around the property and develop potential solutions. The group wanted to address the more minor issue of staff and visitor parking first. Looking at an area map, it was quickly determined that there is underutilized parking along the west side of Stange Road between Aspen Road and Clayton Drive – approximately 9 to 10 spaces worth. As a result, Mainstream staff is now promoting use of the Stange parking spaces to their employees and visitors. City Staff is planning to help maximize the use of this parking by painting the stalls.

The second issue was how to better manage the parking along the segment of Aspen Road from Stange Road west to the driveway access to the shared commercial parking areas. Currently, on Aspen Road parking is allowed only on the south side of the road. It became apparent that any parking changes would most directly affect the new Wallaby’s site. Therefore, staff contacted Wallaby’s owner Rick Carmer to develop a solution that was mutually beneficial to both parties.

The combined group of citizens involved in this discussion (Mainstream, Wallaby’s and Mr. Ackermann) supports the creation of a “**5-Minute**” **Loading Zone** from the parking lot access drive to a point approximately 50 feet behind the Stop bar at Stange Road. The rest of the segment would be “**No Parking Here to Corner**” and have yellow curb painted. The purpose of the yellow curb is to protect the operations and sight distance of the eastbound approach of the intersection. This option would provide the additional space needed for larger vehicles accessing the Aspen group home, while Mr. Carmer felt it would also help the operations of his business and the safety of his patrons by

reducing congestion near the intersection. This solution is depicted below. It should be noted, however, that commercial uses in the Village are allowed to count on-street parking towards meeting their parking requirements. It is unclear at this point what the impact of removing these spaces would be.

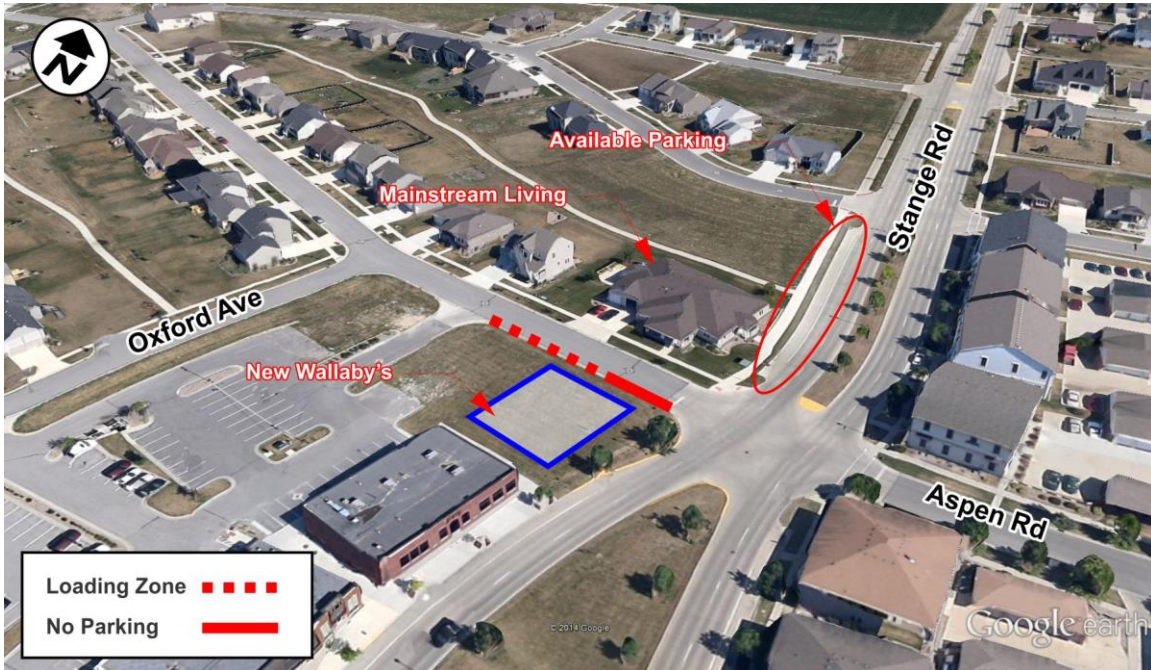


Figure 1: Somerset in the area of the Stange Rd. & Aspen Rd. Intersection

### The Mainstream Living Driveway Widening:

Currently, the driveway access for Mainstream Living is 30 feet wide at the property line and continues at that width up a two-stall garage on the west side of the building. The City of Ames follows the Iowa Statewide Urban Design and Specifications manual (SUDAS), which designates in Chapter 51-4 that the maximum drive width for a commercial area is 32 feet along a local street. Aspen Road is designated as a local street, which means Mainstream's driveway could only be widened an additional two feet and still be in compliance with City standards.

The Mainstream request is to allow the driveway to be wide enough for three cars, which typically means 12 foot per lane, or a total of 36 feet. Staff spoke with Bill Vaughn, President & CEO of Mainstream Living, about the purpose of making the drive wider than the standard 32 feet. One of the primary reasons is based upon the fact that many of the house residents are "medically fragile." It is common for ambulances to respond to medical emergencies at the group home, and these vehicles could benefit from a larger staging area. A secondary use of the space would be made available for family members who are staying overnight due to a house resident who is in critical or terminal condition. Below is a graphic depicting how the approximate change in width to a 32 foot or a 36 foot wide drive would appear.

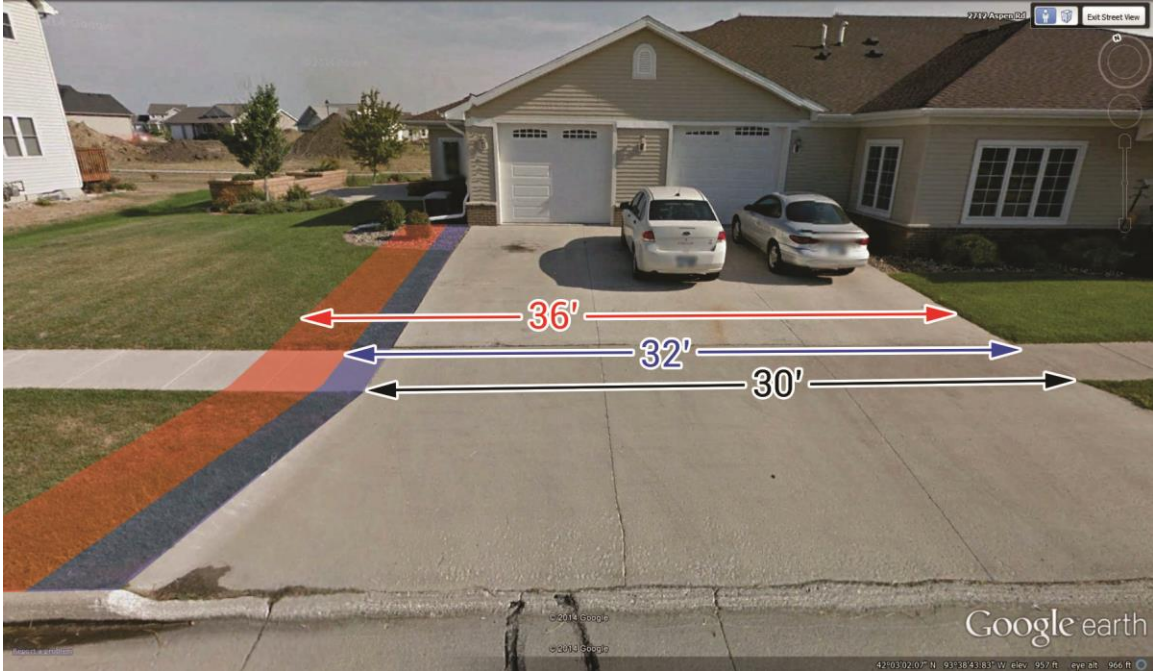


Figure 2: Mainstream Living potential driveway widening

The widening on the driveway does present a conflict with the Zoning Ordinance in the Municipal Code, specifically the regulation on “front yard parking”. Municipal Code states that it is legal to park a vehicle on a driveway that leads to a garage or located in the side yard. As seen in Figure 2 above any additional paving would be considered front yard parking.

Staff in Public Works and Planning discussed what options Mainstream Living would have to allow the extra drive width and parking area. The City’s Zoning Code allows parking in the front yard only if the paved driveway leads to a garage or to the side or rear yard. Therefore, the following options are available to Mainstream:

- 1) Expand the garage to the west, possibly creating an additional bay,
- 2) Build a “carport” or a parking stall that is covered but open on the sides, or
- 3) Take the issue before the Zoning Board of Adjustment and ask for a variance. (It should be noted that meeting the criteria for a variance is difficult.)

**ALTERNATIVES:**

1. a. Direct the City Attorney to draft an ordinance to designate:
  - i. No Parking Here to corner along Aspen Road for the first 50 feet west of Stange Road.
  - ii. A “5-Minute” Loading Zone from a point 50 feet west of Stange Road for approximately 100 feet.

b. Direct staff to work with Mainstream Living to pursue options to widen the drive to 36 feet wide as requested.

2. Direct staff keep the existing conditions.

**MANAGER'S RECOMMENDED ACTION:**

The options presented in this report were developed in collaboration with City staff, Mainstream Living, Wallaby's, and Mr. Ackermann to improve the parking situation and operations at and around the Aspen group home. These changes are also anticipated to promote safe traffic flow to and from the area businesses and Stange Road. While the options do not immediately resolve the on-site parking needs at the Aspen group home, they do provide direction for future steps that may be taken by Mainstream Living.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 18.31(13) AND ENACTING A NEW SECTION 18.31 (13) THEREOF, FOR THE PURPOSE OF DESIGNATING PARKING REGULATIONS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

**BE IT ENACTED**, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 18.31(13) and enacting a new Section 18.31(13) as follows:

**“Sec. 18.31. REGULATIONS FOR SPECIFIC STREETS OR LOCATIONS..**

(13) **ASPEN ROAD.** Parking is prohibited at all times on the north side from Ridgetop Road to the east end of Aspen Road. Parking is prohibited at all times along the south side Aspen Road for the first 50 feet west of Stange Road to the corner. Parking is limited to 5-Minute Loading Zones from a point 50 feet west of Stange Road for approximately 100 feet on the south side of Aspen Road.

*(Ord. 3279, Sec. 1, 7-12-94)”*

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor