

COUNCIL ACTION FORM

SUBJECT: PROPOSED ANNEXATION OF 5871 ONTARIO STREET

BACKGROUND:

The City of Ames received an annexation petition for the property at 5871 Ontario Street. The petitioner is the property owner, D&R Furman LLC. The property is one parcel containing 34.25 acres on the north side of Ontario Street, west of South Dakota Avenue between Ontario Street and the Union Pacific Railroad line. (Location Map Attachment A) The proposed annexation is for a 100% consenting annexation of land totaling 34.25 gross acres. The property owner seeks annexation in order to develop the property as single-family homes.

The Land Use Policy Plan (LUPP) includes the subject parcel within the “Southwest I Allowable Growth Area”. A map of the current LUPP designation and Ames Urban Fringe Plan is included as Attachment B and a map of the Southwest Growth Area and all allowable growth areas is included as Attachment C. The parcel is designated as Urban Residential (See Attachment B – LUPP & Ames Urban Fringe Map). Lands within the Urban Residential designation are intended for future annexation into the City with development of urban densities and design standards. If approved for annexation, the LUPP designation would be “Village/Suburban Residential”, allowing for a broad range of residential development types.

The Ames Planning and Zoning Commission held a public hearing on this proposed annexation on April 6th. Following the staff presentation, two individuals spoke regarding the proposed annexation and had questions about the type of future development. The Commission voted 7-0 to recommend that the City Council approve the request to annex 34.25 acres by finding that the proposed annexation is consistent with the Land Use Policy Plan and Urban Fringe Plan.

ALTERNATIVES:

1. The City Council can conduct the public hearing and approve a resolution to annex the property located at 5871 Ontario Street.
2. The City Council can deny the proposed annexation.
3. The City Council can hold a public hearing, request additional information from the petitioner(s) or City staff, and defer action to a later date.

MANAGER'S RECOMMENDED ACTION:

The proposed annexation includes 34.25 acres of land owned by the applicant who is requesting to be annexed as a 100% voluntary annexation. The proposed annexation allows for residential development in the Southwest Allowable Growth Area. Upon annexation, the site can be served by the logical extensions of City utilities and services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative 1, thereby approving the proposed annexation of 34.25 acres of land in Section 31 of Franklin Township, Story County.

According to state law, any owner seeking annexation has a right to withdraw up to three days following the public hearing, unless that owner has waived those rights in writing or has an agreement with the City to provide for the extension of services. In this instance, the owner has signed a waiver of right to withdraw and submitted said waiver to the City.

ADDENDUM

Land Use: The City's intergovernmental agreement implementing the Ames Urban Fringe Plan (AUF) requires the City to consider annexation properties only for those areas designated as "Urban Residential" or "Planned Industrial" in the Ames Urban Fringe Plan. The land area proposed for annexation is consistent with this agreement, and is identified on the AUF as "Urban Residential." The parcel is designated as Urban Residential (See Attachment B – LUPP & Ames Urban Fringe Map).

The Land Use Policy Plan (LUPP) includes the subject parcel within the "Southwest I Allowable Growth Area". A map of the current LUPP designation and Ames Urban Fringe Plan is included as Attachment B and a map of the Southwest Growth Area and all allowable growth areas is included as Attachment C. If approved for annexation, the LUPP designation would be "Village/Suburban Residential", allowing for a broad range of residential development types.

The land will automatically be zoned as "Agriculture" upon annexation. The property owner anticipates development of single-family homes and seeking rezoning of the property to FS-RL, which is a supported residential zoning designation under the Village/Suburban Residential Land Use designation.

Infrastructure: As part of an annexation request, the City reviews the potential to serve development with City utilities. City infrastructure is currently available at the adjacent Brookview Place subdivision to the east. Utilities can be readily extended to the site to serve development. A full evaluation of utilities services and infrastructure capacity will be done before approval of a specific development. Ontario Street will likely be widened along the property frontage at the time of development. Should a traffic study be necessary, Public Works would request a study at the time of rezoning to consider the effects of development on the operations of nearby street intersections and consistency of the project with the Long Range Transportation Plan.

Other Agencies: Electric service is served by Midland Power Cooperative and as such will be served by Midland once developed.

The subject property is entirely within the Ames School District.

Non-Consenting Properties: The proposal is for 100% voluntary annexation. With a voluntary application, the City may include up to 20 percent of the total annexed land area with additional non-consenting property owners. This is often times done to create more uniform boundaries, or to avoid creating islands, since the Code of Iowa does not allow islands to be created as land is annexed into the city. This is commonly referred to as the "80/20 rule."

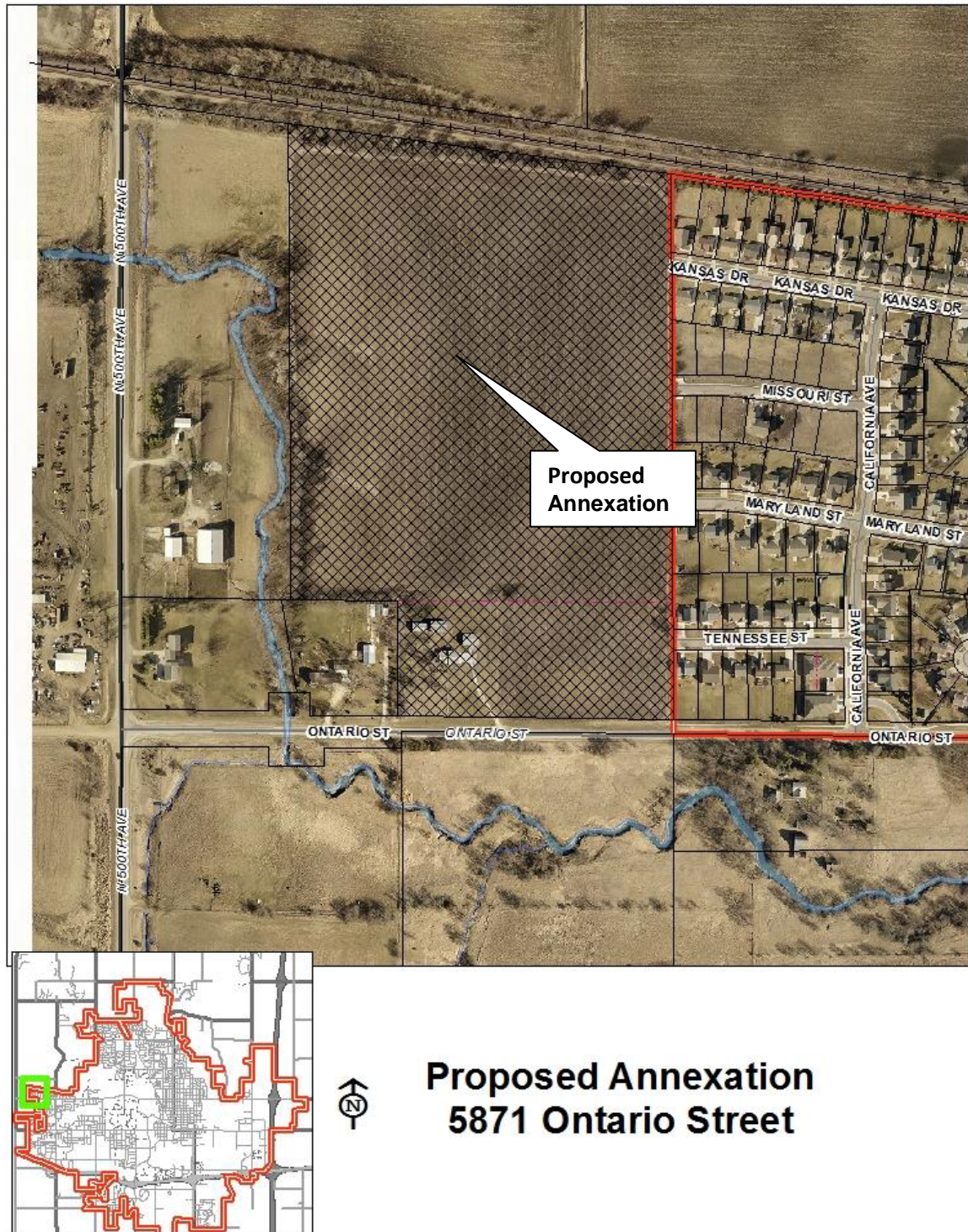
When considering the potential extent of annexation, staff sees no benefit to use the 80/20 rule to add additional properties the annexation. Approximately 8 acres of land could be added as non-consenting, there is no identified benefit for including any

adjacent parcels with the annexation as each neighboring parcel has the ability to annex on their own and there is limited development potential for the properties to the west that could be added to the annexation.

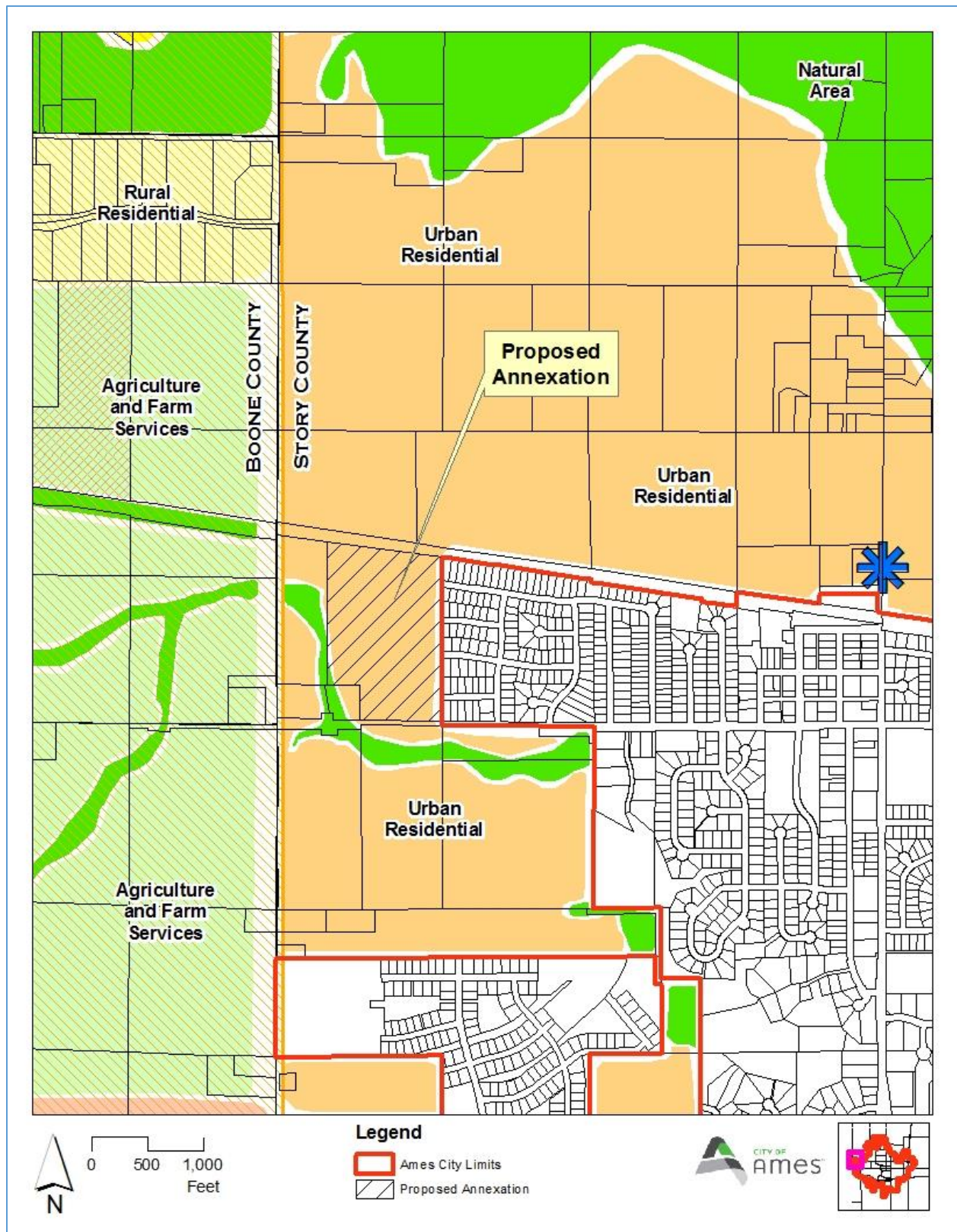
Consultation with Township Trustees and County Supervisors:

As part of the state-mandated process for annexations, City staff invited the Franklin Township Trustees and the Story County Board of Supervisors for a Consultation Meeting on March 14, 2016. No one representing Washington Township attended the meeting. The Planning Director for Story County Planning & Zoning attended along with the engineer working on behalf of the applicant. One written comment has been received at this time from Union Pacific Railroad, however not in objection to the proposed annexation, rather acknowledging notice and advising of issues common to developing near railroad lines.

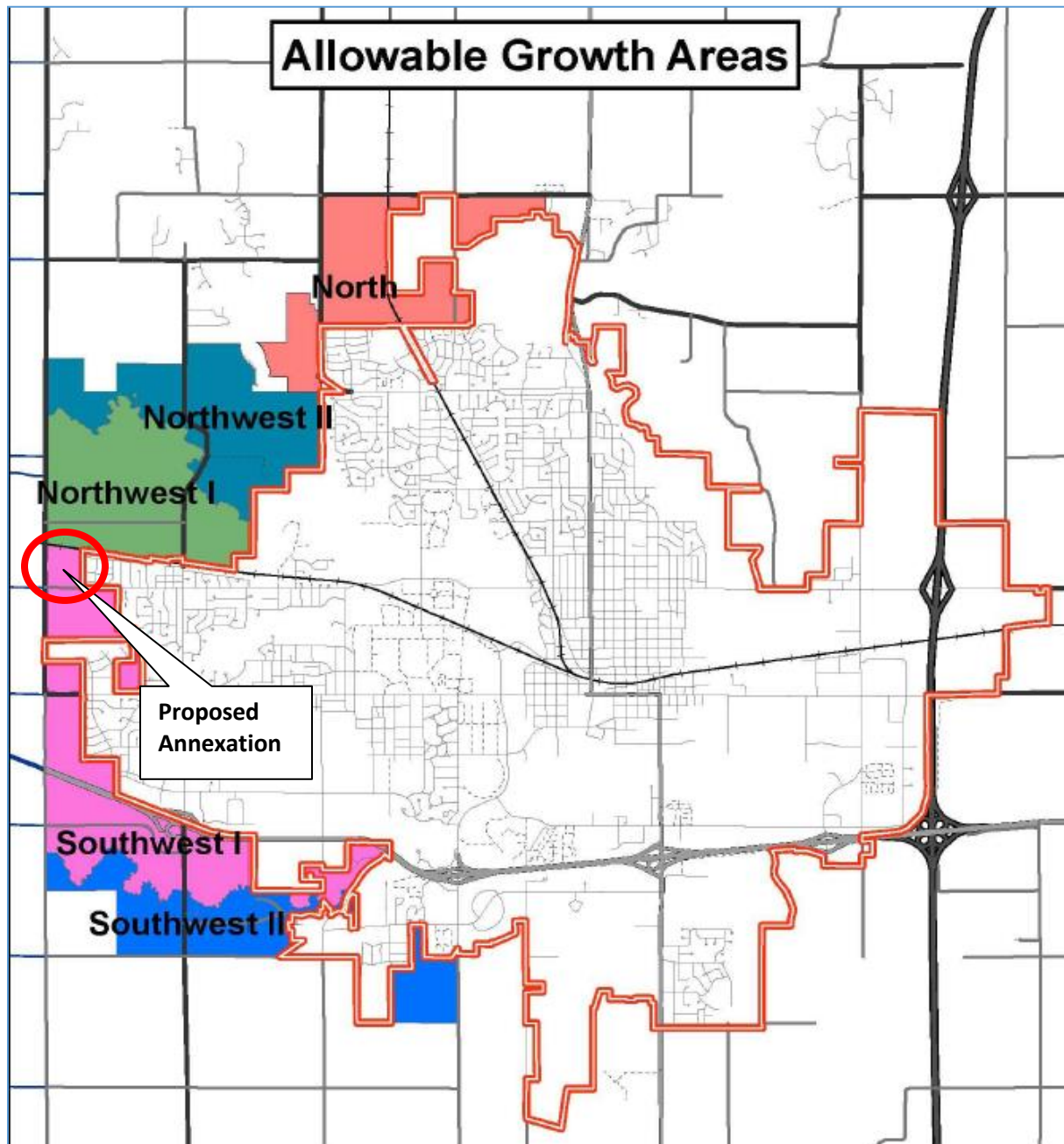
Attachment A- Proposed Annexation Location



Attachment B- LUPP and Ames Urban Fringe Map



Attachment C- Allowable Growth Areas



ATTACHMENT D: STORY COUNTY RESOLUTION

[ATTACHMENTS TO RESOLUTION NOT INCLUDED]

Instrument: 2016- 00002983
Date: Apr 13, 2016 08:16:50A
Rec Fee: .00 E-Com Fee: .00
Aud Fee: .00 Trans Tax: .00
Rec Management Fee: .00
Non-Standard Page Fee: .00
Filed for record in Story County, Iowa
Stacie L. Herridge, County Recorder

DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER

Prepared by Jerry L. Moore, Story County Planning & Development Department, 900 6th St., Nevada, Iowa 50201 515-382-7245

Please return to:
Auditor

STORY COUNTY IOWA RESOLUTION OF THE BOARD OF SUPERVISORS RESOLUTION NO. 16-55

WHEREAS, there has been submitted to the Board of Supervisors for Story County, Iowa, a copy of an application for the D & R Furman Voluntary Annexation into the City of Ames regarding real property located at 5871 Ontario Street (34.25 acres), currently situated in unincorporated Story County, Iowa, and located within the Ames Urban Fringe Plan and designated Urban Residential in the Urban Service Area on the Land Use Framework Map, a copy of which application and plat diagrams is attached hereto and by this reference made a part hereof, consisting of one parcel of land comprising 100 percent of the total territory proposed for annexation as identified below, and;

Applicant	Number of Parcels and Parcel Identification Number
D & R Furman	1 parcel
	(approx. 34.25 acres)

WHEREAS, this parcel is described as shown on Attachment "A"; and

WHEREAS, Attachment "B" is a map that illustrates the total territory (identified as proposed annexation) for which the City is contemplating annexation; and

WHEREAS, Attachment "C" is a map that illustrates the property in the Southwest Allowable Growth Areas; and

WHEREAS, the members of this Board of Supervisors take no position in support of or against the said application.

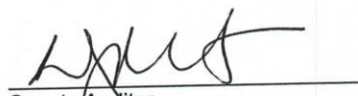
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, that its records shall reflect that the Board of Supervisors takes no position in support of or against the proposed annexation, and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the City Clerk of the City of Ames, Iowa.

Dated this 12th day of April 2016.



Board of Supervisors
Story County, Iowa



County Auditor
Story County, Iowa

Moved by: Sanders
Seconded by: Clinton
Voting Aye: Sanders, Clinton, Toot
Voting Nay: None
Absent: None

Chairperson declared this Resolution: **ADOPTED AND APPROVED.**

COUNCIL ACTION FORM

SUBJECT: REZONE FROM A (AGRICULTURAL) TO FS-RL (SUBURBAN RESIDENTIAL LOW DENSITY) AND FS-RM (SUBURBAN RESIDENTIAL MEDIUM DENSITY) WITH A MASTER PLAN AT 896 S. 500TH AVENUE (CRANE FARM)

BACKGROUND:

The property owners, GW Land Holdings LLC, are requesting rezoning of the 52.36 acre property addressed at 896 S. 500th Avenue. This property is located on the north side of US 30, west of South Dakota Avenue at the west terminus of Mortensen Road (See Attachment A Location Map). The property owners seek rezoning in order to develop the site for a residential subdivision that will include an extension of Mortensen Road, single-family detached and single family attached homes north of Mortensen Road, and medium-density apartments located south of the Mortensen Road extension.

The request is to change the zoning from Agriculture to approximately 22 gross acres of Suburban Residential Low Density (FS-RL) and 30 gross acres to Suburban Residential Medium Density (FS-RM). (See Attachment D, Proposed Zoning; Attachment E, Master Plan; and Attachment F, Rezoning Plat) The developer's Master Plan indicates a net developable acreage of 14.15 acres for FS-RL and 22.44 acres for FS-RM, as well as approximately 3.5 acres of open space. (See Attachment E, Master Plan)

The property was annexed by the City on December 22, 2015. Before annexation, the Ames Urban Fringe Plan designated this property for Urban Residential land use and as being within the Southwest Allowable Growth Area. Upon annexation, the property was designated as Village/Suburban Residential on the Land Use Policy Plan (LUPP) map consistent with its identification as a "New Lands" area. (See Attachment B, Land Use Policy Plan Map) The project site is also within the Southwest 1 Incentivized Growth Area where the City Council may consider financial assistance for oversizing of public facilities. (See page 13 of addendum)

The FS-RL and FS-RM zoning districts are zoning options that are consistent with the Village Suburban land use designation. **Ultimately, development of the site will require approval of a major subdivision for creation of the lots and layout of streets and major site development plan(s) for the proposed apartments.** The Developer desires to start construction this summer on the multi-year phased project, and projects a 3 to 5 year build-out of the full site.

The Zoning Ordinance requires that a Master Plan be submitted as part of a rezoning petition for property with the FS zoning designation. A Master Plan provides a broad view of the development concept by describing the intended uses, building types, access points, and protected areas. Approval of rezoning with a Master Plan binds subsequent development to the details included within the Master Plan. The proposed

Master Plan includes:

1. FS-RL zoning for a 14.15 net acre portion of the site located north of the proposed Mortensen Road extension for development of 55 single-family attached and detached dwelling units. Total development density calculated within the FS-RL zone is 3.90 units per net acre, which meets the minimum density requirement of 3.75 dwelling units and will not exceed the maximum 10 units per acre. Conformance to the minimum density requirement would yield 53 homes.
2. FS-RM zoning for a 22.55 net acre portion of the site located south of the proposed Mortensen Road extension for development of 352 apartments with units ranging from 1 to 4 bedrooms for a total of 801 beds. Note that bedrooms are not directly controlled by density standards, only the units are counted towards density. Total development density within the FS-RM zone is 15.60 units per net acre, which meets the minimum density requirement of 10 dwelling units and will not exceed the maximum 22.31 units per acre. Conformance to minimum density would require a minimum of 223 apartments.
3. The Master Plan identifies a 3.2 acre area as green space to account for a current pond that exists on the site. Additional open space will be added to the plan during subdivision review to conform to the 10% open space requirement of FS zoning and to meet the City's storm water control requirements.
4. A central transportation corridor with the extension of Mortensen Road on an east-west alignment through the site, which will provide facilities for motor vehicles, pedestrians and bicycles. Mortenson Road would be extended as a collector/minor arterial street through this project, and the connection to 500th Avenue would occur with later development. The Mortenson Road extension will also include a shared use path along the roadway.
5. An additional access point with the extension of Wilder Avenue to Mortensen Road. A future street access point to the north at the west end of the site is also planned.

The attached addendum includes a full description of the Master Plan and analysis of the rezoning proposal, including conformance to the LUPP policies for "New Lands" with the housing mix of single family and multi-family. The addendum also addresses known infrastructure issues relating to sanitary sewer, traffic, and CyRide. Additionally, the Apartment Development "RH" Checklist is attached for review of the proposed FS-RM component of the project.

Staff believes that the request in general conforms to the LUPP goals and policies, with a belief that the third phase of FS-RM proposed at the west end of the site could be developed with either multi-family or single-family housing options rather than exclusively as apartments as shown on the Master Plan. **A key component of the apartment proposal is the diversity in apartment unit types with a mix of bedrooms and amenities that will meet a broad market need for rental housing options that are not focused on student housing based floor plans in the first phase of development.**

With regards to the details of the Master Plan, staff concludes that it appropriately identifies developable and undeveloped areas, range of uses and residential unit types consistent with the proposed FS-RL and FS-RM zoning district. **To conform to the overall intent of the Master Plan and rezoning, staff recommends all of the following stipulations to the Master Plan as part of this rezoning and are included in the rezoning agreement that accompanies the project:**

- a. Evaluate future development within the FS-RM zoned component as meeting overall minimum density with development of a minimum of 223 dwelling units, rather than each phase of development required to meet minimum density requirements; and
- b. Modify the FS-RM description of apartments to be a range or as a maximum number of dwelling units described per phase; and
- c. Accept the proposed mix of apartments in the Phase One and Phase Two development areas of the Master Plan with the unit types and bedrooms mixes as depicted in the table on the Master Plan; and
- d. Modify the description of the Phase Three development area of the Master Plan to allow for a full range of housing types allowed with FS-RM, to include Single Family Detached, Single-Family Attached, and Multi-Family Apartment housing types with a maximum density of 11 units per acre; and
- e. Modify the description of the FS-RL area north of the proposed Mortenson Road to be a range of units based upon minimum density of 3.75 units per net acre and add a 10% margin to the proposed 55 units to account for variability in final subdivision design. This would be stated as a range of density for single-family homes between 50 and 60 dwelling units; and
- f. Add a phasing note that development will occur contemporaneously with the extension of Mortenson Road and the development of single-family homes along with the multi-family development.

At the time of rezoning the City assesses the conformance of a project to the LUPP goals of the City and reviews the infrastructure demands associated with the eventual development of that property. At the April 12th City Council meeting, staff noted that a broad assessment of sanitary sewer capacity was underway for west Ames, including the area of this project, and that a final decision on the zoning should be delayed until April 26th.

The findings of this assessment are highlighted in the Sanitary Sewer System Capacity Update (Agenda Item 37). Subject to the City Council choosing on April 26th to undertake a capital improvement project that will deal with the capacity deficiency for a segment of the Lincoln Way trunk line in the 2016 construction season, staff believes the rezoning can be approved. Final verification of the timing of the improvements and their relationship to development of individual

lots would still need to be verified through the subdivision and major site development plan process that would occur subsequently to rezoning of the property.

The applicant completed a traffic study for this property. In general the study found that roadways operate in a manner consistent with the projections of the Long Range Transportation Plan and standards of the City for intersection level of service. The exception is for the long term cumulative condition of traffic levels at Lincoln Way and 500th Avenue that will have additional traffic once Mortenson Road is extended through to 500th Avenue. **Staff believes the traffic study identifies that the development of the site should share in proportional cost of a future improvement. Staff will review the study findings further and consider how best to mitigate this potential impact at the time a Preliminary Plat is reviewed for the site.**

The Planning and Zoning Commission reviewed this request at its March 16th meeting. The Commission recommended approval of the requested rezoning with the Master Plan submitted by the applicant, subject to the previously noted conditions.

ALTERNATIVES:

1. The City Council can approve the request for rezoning from Agriculture to Suburban Residential Low Density (FS-RL) and Suburban Residential Medium Density (FS-RM) with the attached Master Plan, and the following stipulations as part of the Zoning Agreement that accompanies the Master Plan:
 - a. Evaluate future development within the FS-RM zoned component as meeting overall minimum density with development of a minimum of 223 dwelling units, rather than each phase of development required to meet minimum density requirements; and
 - b. Modify the FS-RM description of apartments to be a range or as a maximum number of dwelling units described per phase; and
 - c. Accept the proposed mix of apartments in the Phase One and Phase Two development areas of the Master Plan with the unit types and bedrooms mixes as depicted in the table on the Master Plan; and
 - d. Modify the description of the Phase Three development area of the Master Plan to allow for a full range of housing types allowed with FS-RM, to include Single Family Detached, Single-Family Attached, and Multi-Family Apartment housing types with a maximum density of 11 units per acre; and
 - e. Modify the description of the FS-RL area north of the proposed Mortenson Road to be a range of units based upon minimum density of 3.75 units per net acre and add a 10% margin to the proposed 55 units to account for variability in final subdivision design. This would be stated as a range of density for single-family homes between 50 and 60 dwelling units; and

- f. Add a phasing note that development will occur contemporaneously with the extension of Mortenson Road and the development of single-family homes along with the multi-family development.
2. The City Council can approve the request for rezoning from Agriculture to Suburban Residential Low Density (FS-RL) and Suburban Residential Medium Density (FS-RM) with modified conditions.
3. The City Council can deny the request for rezoning from Agriculture to Suburban Residential Low Density (FS-RL) and Suburban Residential Medium Density (FS-RM) with the attached Master Plan if the Council finds that the City's regulations and policies are not met.
4. The City Council can defer action on this request and refer it back to City staff and/or the applicant for additional information.

CITY MANAGERS RECOMMENDED ACTION:

The proposed development is within a defined growth area of the City and supported for development by the Land Use Policy Plan. The most significant land use policy issue for the proposed rezoning is the mix of housing types. The developer believes their proposed mix of development with a split of multi-family and single-family housing fits the market demands of the community and the attributes of the site that take into account the Mortenson Road extension and Highway 30 proximity.

Staff's evaluation of housing needs has included the context of this 52 acre site within the broader 120 acres of developable area between Highway 30 and Lincoln Way and apartment development proposals throughout the City. Staff believes that a significant amount of the area can be rezoned to FS-RM when considering all of the factors described in the addendum. In reaching this conclusion, there are two qualifiers. **The first being that by providing for up to 30 gross (20 net acres) of land for multi-family housing in this 120-acre Southwest I area, that the remaining area should clearly be planned as single-family development with only minor allowances for some commercial or attached single-family near Lincoln Way. Further development of apartments would not be anticipated for the remaining area within Southwest I between Lincoln Way and Highway 30, based upon the City's desire and need for single family areas to balance out housing options across the City.**

Additionally, while many factors favor locating FS-RM along the south half the site (e.g. separation from existing single family, adjacency and transition use to the highway), staff believes the merits of this rational begin to diminish as the land extends west for the later development phases. Highway adjacency alone should not dictate apartments as the only housing option. Staff believes there needs to be flexibility for the western most 8 acres of FS-RM that it could be single-family or multi-family homes because of concerns about apartment needs for the community overall, location of the third phase, and general desire for single-family home options. With this adjustment to the Master Plan for Phase Three, the ultimate disposition of the housing types would be determined

based upon the housing needs of the city at the time of development of Phase 3. By rezoning it FS-RM with a full range of housing types, it indicates the policy of supporting a wider mix of housing options than only apartments for the last phase.

Since the public hearing on April 12th regarding rezoning of the property, the Public Works Department has identified that there is a need for a capital improvement project along Lincoln Way to serve the broad western Ames area south of Lincoln Way, including this site.

Subject to the City Council deciding on April 26th to initiate a capital improvement project to deal with the capacity deficiency in the 2016 construction season, the rezoning of this project can be found to conform to the LUPP and the standards of the City's Zoning Ordinance. If such direction is given to the staff on April 26th, it is the recommendation of the City Manager that the City Council act in accordance with Alternative #1, which is that the City Council approve the request for rezoning from Agriculture to Suburban Residential Low Density (FS-RL) and Suburban Residential Medium Density (FS-RM) with the attached Master Plan, along with the noted stipulations as part of the Zoning Agreement that accompanies the Master Plan.

ADDENDUM

Existing Land Use Policy Plan. Prior to annexation of the property, the Land Use Policy Plan (LUPP) identified these parcels within the “Southwest I Allowable Growth Area” and designated as Urban Residential. Upon annexation which was approved by City Council on December 22, 2015 the property was designated as “Village/Suburban Residential”, allowing for a broad range of residential development types. Areas annexed to the City are also categorized as New Lands within the LUPP.

Existing Uses of Land. Land uses that occupy the subject property and other surrounding properties are described in the following table:

Direction from Subject Property	Existing Land Uses
Subject Property	Farmland
North	Farmland and Single Family Homes
East	Single-Family Homes and Apartments
South	Highway 30 and Farmland/Homesteads
West	Farmland/Homesteads

Existing Zoning. The land was automatically zoned as Agricultural upon annexation. The site is bounded to the south by Highway 30 and to the west by County Line Road (S. 500th Avenue). Property to the east of the subject site is zoned Residential Low Density (RL) north of Mortensen Road and Residential High Density (RH) south of Mortensen Road. The property to the north is zoned Residential Low Density (RL). (See Attachment C)

The developers on the project are seeking rezoning to FS-RL and FS-RM which are both supported residential zoning designations under the Village/Suburban Residential Land Use designation. The proposed area for rezoning to FS-RL and FS-RM is reflected in Attachment D. Other zoning options the developer could seek are Village or a Planned Residential Development.

Proposed Floating Suburban Zoning. The applicant has requested FS zoning as an alternative to Village Residential Zoning as describe within the LUPP. FS zoning is an option that may be selected by an applicant to create a more homogenous development type as compared to the heterogeneous development pattern of Village Residential. With FS zoning there is an option for Residential Low or Residential Medium density zoning. FS-RL zoning allows for either single family attached or single family detached housing within the same zoning district.

Development within FS-RL zoning must reach a minimum density of 3.75 units per net acre and not exceed 10 units per net acre. FS-RM zoning allows for multi-family housing types at a medium-density range. Allowed uses are Independent Senior Living, apartments within buildings of 12 units or less, and attached single-family homes. **Development within the FS-RM zoning district must achieve a minimum**

density of 10 units per net acre and shall not exceed 22.31 units per net acre. The 12 unit building size limit of FS-RM is a key design component and distinction between High Density Residential zoning districts. Additionally, blending of net density between the FS zoning districts is not permitted as each FS type must stand on its own.

When considering the needs for multi-family dwelling types there are a number of factors to consider. The City has adopted a policy to evaluate all apartment development requests with the RH matrix (Attachment H), which addresses service levels and compatibility of the higher density uses with their surroundings. Another question to consider is the market need for multi-family and how does a request compare to the housing policies of the City and distribution of opportunities across the City. The LUPP describes apartment housing in New Lands as being accommodated through smaller building types at lower densities than the developments found within the core of the City and in RH developments. FS-RM zoning standards embody this vision through the site design standards and building size limits.

Additionally, the LUPP under Chapter 2, New Lands Policy Options, identifies an expected mix of land area as 80% single-family and 20% medium density for areas designated as New Lands. No one project must meet this mix, but continued evaluation of growth and development trends by the City is needed to track our growth and meet our targeted mix. As a whole, the City has achieved the targeted mix with approximately 13% (approx. 74 of 580 acres) of residential area in “New Lands/Near Term Lands” has been designated for multi-family housing since 2000. While there has been a significant increase in apartments across the City in the past 15 years, this has mostly occurred as RH development outside of the New Lands areas

The table below identifies both sites that are area already zoned for apartment development and those that are in process of requesting apartment development. This table should be regarded as best estimate available for number of apartments that may be approved and constructed in the near term. Staff notes that the estimated totals for 2017, 2018, and 2019 are likely at the high end of market acceptance in any one year and should not be read as predicting this level of construction.

Spring 2016 Apartment Project Estimate

	Unit Estimates & Year Open	2017	2018	2019
	Pending Rezoning Requests			
1	Crane Property on Mortenson (proposed FS-RM 23 acres-352 units)	180	88	84
2	Village Park Cottonwood/S. 530 th Avenue (proposed RH/FS-RM 20 acres- 250 units)	110	70	70
3	Rose Prairie (proposed FS-RM 13 acres)		?	?
	Pending LUPP Amendment Requests			
4	S. Duff LUPP Amendment Brick Towne (proposed 40 acres- 700 units)	150	250	300
5	Sheldon/Hyland Campustown LUPP (proposed 1.5 acres-160 units)		160	
	Site Plan Approvals			
6	Stadium View (approved 198 units total)	80		
7	122 Hayward (Campustown)	45		
8	Aspen Heights (205 Wilmoth 10 acres)	135		
	Vacant Zoned Land			
9	S. 17 th (12 vacant RH acres, limited 525 beds)	?	?	?
10	Quarry Estates (10 acres FS-RM, 80-100 units)		?	?
11	North Dakota/Lincoln Way (3 acres RH, est. 50 units)	?	?	
	Estimated Total	700	558	454

**Does not include all projects that will be complete in 2016, e.g. The Edge, ISU Dorm, Campus Avenue, Walnut Ridge, 1st Phase Stadium View, etc.*

Recent development trends of the past 6 years have yielded an average of building permits issued for 295 apartment units and 725 bedrooms per year. The highest single year of construction was 2014 with building permits for 416 units and 1190 bedrooms. When considering the city's apartment construction it is important to note that student housing generally has a much higher ratio of bedrooms to units compared to standard multi-family housing that is built with mostly one and two-bedroom units. Construction of more "typical" apartment units would then increase the number of units built to yield the same number of bedrooms as compared to prior years.

Based upon staff's prior assessment of apartment development trends; vacancy rates; economic development; and university enrollment increases, there appears to be a sustainable near term demand for multi-family housing options at levels similar to recent years. Staff specifically believes that multi-family housing targeted to the workforce or the general housing needs of community, beyond student specific housing, has lagged in the past few years and that these types of multi-family are needed within the community. The applicant's Phase 1 apartment description fits staff's belief of apartment development that meets a broader market interest.

Master Plan. A Master Plan is intended to provide a general description of the intended development of a property. A Master Plan must address natural areas, buildable areas, building types, range of uses and basic access points, as described in zoning requirements of Section 29.1507(4) (see Attachment F).

The entire property has been in agricultural use for many years. The submitted Master

Plan proposes areas for residential development on 36.7 acres of the property, the extension of the Mortensen Road right of way being accommodated on 5.25 acres of the site and common open space shown at approximately 3.21 acres. Additional areas of landscaping will be required under the FS zoning regulations to meet a minimum of 10% of the gross area and will need to be accommodated at the time of subdivision of the properties.

The Master Plan proposes a development pattern with distinct areas and a mix of housing types that include: single-family detached homes, single-family attached homes and multi-family units. The applicant describes a development of 55 units in the FS-RL area north of the proposed Mortensen Road extension. The development also includes a total of 352 multi-family units in the FS-RM portion of the site south of Mortensen Road ranging in unit size from 1-4 bedrooms for a total of 801 beds.

The minimum density for the area to be rezoned to FS-RL is 3.75 dwelling units per net acre. The Master Plan proposes net density for the area of approximately 3.9 dwelling units per acre, including both single-family detached and attached homes. The minimum density standard for the area to be rezoned to FS-RM is 10 dwelling units per net acre. The Master Plan proposes net density for the area to be zoned FS-RM of approximately 15.6 dwelling units per acre. Full review of net acreage will occur with the subsequent preliminary plat subdivision review.

The Master Plan identifies one area of open space for the project on the current Master Plan. Suburban Residential (FS) zoning requires that a minimum of 10% gross area of the development shall be devoted to common open space. While this is not a requirement of the Master Plan such open space areas will be required to meet the minimum standard at the time of subdivision of the property.

Both attached and detached single-family homes are required be on individual lots. Layout and specific design of the site will be evaluated at the time of preliminary plat review. The attached single-family homes in the FS-RL zone will require an administrative site development plan review and apartments will require a major site development review after subdivision.

Based on discussions with the applicant, it is anticipated that full build out of the development would take place over multiple phases and over a time frame of approximately 4-5 years.

Staff generally supports the rezoning of the FS-RM area of the project for the apartments shown within phase one and phase two as noted on the plan because of the mix of unit types the applicant has proposed for the development. Being that unit types and bedrooms are not typically a requirement of a Master Plan, Staff would suggest that the complete description of the building types be noted as required for the future development. Staff has included recommendations in Alternative 1 to clarify the requirements of the master plan and building configurations in the different phases.

When evaluating the Master Plan for the phase three portion of the project, Staff believes there is an opportunity to have more flexibility for the western most 8 acres of

the project area requested for FS-RM zoning that could allow for single family or multi-family options and allow for the city to better evaluate for housing needs. While apartments may be suitable and desirable for the site, if it is zoned as FS-RM and stated to be only apartments that forecloses future options for the land. Staff believes that the site may be conducive to development with attached single family options, small lot detached single family in addition to or in lieu of all apartments. If the City Council agrees, there are potential options under the Zoning Ordinance to allow flexibility in the later phases of the development to better evaluate the housing needs at the time of development.

The City Council could consider the option recommended by staff and the Planning and Zoning Commission as part of Alternative 2, which includes revising the Master Plan to allow for both apartments and single family attached and detached housing options within phase three of the development. This would build into the Master Plan the options for a broader allowance for housing types into the end stage of the development prior to site plan approval. Other options could also be considered for the rezoning of the property if the City Council believes phase three of the project should address a larger proportion of single-family detached or attached housing to be more in line with the intent of the LUPP for support of single family housing in the new lands areas. Rezoning the third phase of the project to FS-RL would eliminate the allowance for apartments and would permit only single family detached or single family attached housing types, configuration of the site would then be done through subdivision review. Alternatively, the zoning could also remain Agricultural for phase three at this time, allowing for the remaining portions of the project to move forward, however, this would require the applicant to request a rezoning at a later date for that portion of the project and create an outlot for deferred development as part of a subsequent subdivision.

Access. The Master Plan includes two access points with existing streets, Mortensen Road and Wilder Avenue. With the phasing of the project beginning from the east side of the site, both connections will be the first accesses constructed. However, it is expected that the Mortensen Road will eventually connect to County Line Road (500th Avenue), if and when the property to the north develops. The west area of the site will also require constructing a residential collector street to be stubbed to the north to facilitate future development connecting to Mortenson Road. This project will not extend Mortenson all the way to 500th Avenue due to a needed alignment of the road further to the north of this site.

The Master Plan shows Mortensen Road being the central transportation corridor on an east-west alignment through the site. This corridor will provide facilities for motor vehicles as well as for pedestrians and bicycles with the extension of the shared use path along the south side of Mortensen and the continuation of the sidewalk network along the north side of Mortensen and along the other internal street connections. Internal circulation for vehicles, bicycles and pedestrians will be reviewed at the time of subdivision and site development plan approvals.

Infrastructure. As part of a rezoning request, the City reviews the potential to serve development with City utilities. City of Ames existing sewer mains extend to the north and east property lines at Mortensen Road and Wilder Avenue. Utility connections will

be verified at the time of site development based on the use(s) and site layout proposed.

Generally, single-family homes are proposed north of a Mortensen Road connection with apartments proposed south of the Mortensen road extension. Public Works has received general information from the developer regarding sewer loading information for the development. The assessment of capacity found there are projected deficiencies in the main trunk line along Lincoln Way when accounting for planned and proposed development. Public works has also identified an improvement project that can increase capacity within this main line. A full update of the findings of the sanitary sewer modeling is part of a separate agenda item under Public Works.

This area lies within the City's water service territory. The property does contain an existing 16" water main which bisects the site from the end of existing Mortensen Road to the water tower property on S. 500th Avenue. Water supply is available and adequate to serve the site. Utility connections will be verified at the time of site development based on the use(s) and site layout proposed.

Electric service is split for the property, with the City of Ames providing electric service for the east half of the site and Alliant Energy providing service for the west half.

A traffic study was prepared by the applicant at the direction of the City's traffic engineer. The study reviewed the current conditions of the area at seven local street intersections for both the proposed development at buildout and the anticipated 2040 future development in line with the Long Range Transportation Plan. The study evaluated the current conditions, and the impact of the proposed anticipated additional trips generated from the proposed development and found there was little impact from the proposed development on the current system. There was some decrease in the level of service of the system when reviewed in combination with the estimated 2040 development condition with future growth anticipated east of 500th Avenue north to Lincoln Way, however, generally the review was in line with the Long Range Transportation Plan. The final conclusions of the study did show that a widening of the intersection with Lincoln Way will be needed in the 2040 cumulative growth scenario. The proportional share of these costs will be considered as part of the subsequent subdivision for the site.

CyRide. Currently, CyRide has a route (Purple) that terminates at the end of Mortensen Road abutting the subject property. CyRide noted that they would not be adding additional service to the area. Residents wishing to use the bus would need to walk to either the Purple or Red route stops located further east along Mortensen Road. Purple route service is very limited and only operates 5 times a day Monday through Friday. However, Red route runs 7 days a week with very frequent service, but the closest stop to the proposed development would be at Mortensen Road and Dickinson Avenue.

The relocation of the current CyRide turnaround was discussed with the applicant, however, at this time no formal plans have been reviewed. This issue of CyRide routing and bus turnarounds will be further reviewed by staff and addressed through the

subdivision process. Any changes to the turnaround can be addressed in conjunction with the major subdivision for the property.

RH Site Evaluation Matrix

The RH Site Evaluation Matrix has been completed and attached to the report for this site to review for the apartments proposed for the site (See Attachment H). Staff overall viewed the site to rank high in areas of proximity to daily services and amenities, opportunities for variety of housing types, connectivity of bike and pedestrian access, and integration of the development into the existing neighborhood. The site being located along Mortensen Road and Wilder Avenue allows for an easy integration with the neighborhood to the north and offers connection and access to the existing neighborhood through the street connections and the connection and extension of the existing shared use path along Mortensen Road. Its location also allows for access to the school and park amenities within the existing neighborhood and offers more than one housing type for a variety of housing choice within the neighborhood. The site ranked low due to the majority of the site not being adjacent to a CyRide stop and the distance in excess of ¼ mile to a transit stop for CyRide. The site is also separated from employment centers and the University and necessitates extended emergency response time for the site.

Capital Investment Strategy. The location of the subject property is within the Southwest 1 Allowable Growth Area of the LUPP. The Southwest 1 growth area was further described in the LUPP as an incentivized growth area which states, where Suburban Residential development occurs, the incentive provision of the Capital Investment Strategy will pay the costs associated with over-sizing infrastructure improvements if the improvements are determined necessary to meet future planning objectives within and outside the time frame of the LUPP and deemed fiscally responsible and appropriate by the City.

The applicant has requested that the city contribute financially to the costs associated with the Mortensen Road improvement. This is a financial consideration for the City Council and not directly related to the rezoning request. An agreement will need to be drafted and approved by the City Council for any financial contribution for the improvements prior to approval of the subdivision.

Public Notice. Notice was mailed to property owners within 200 feet of the subject site and a sign was posted on the subject property. As of this writing, no comments have been received.

Attachment A

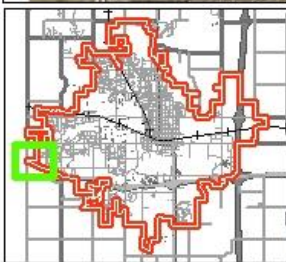
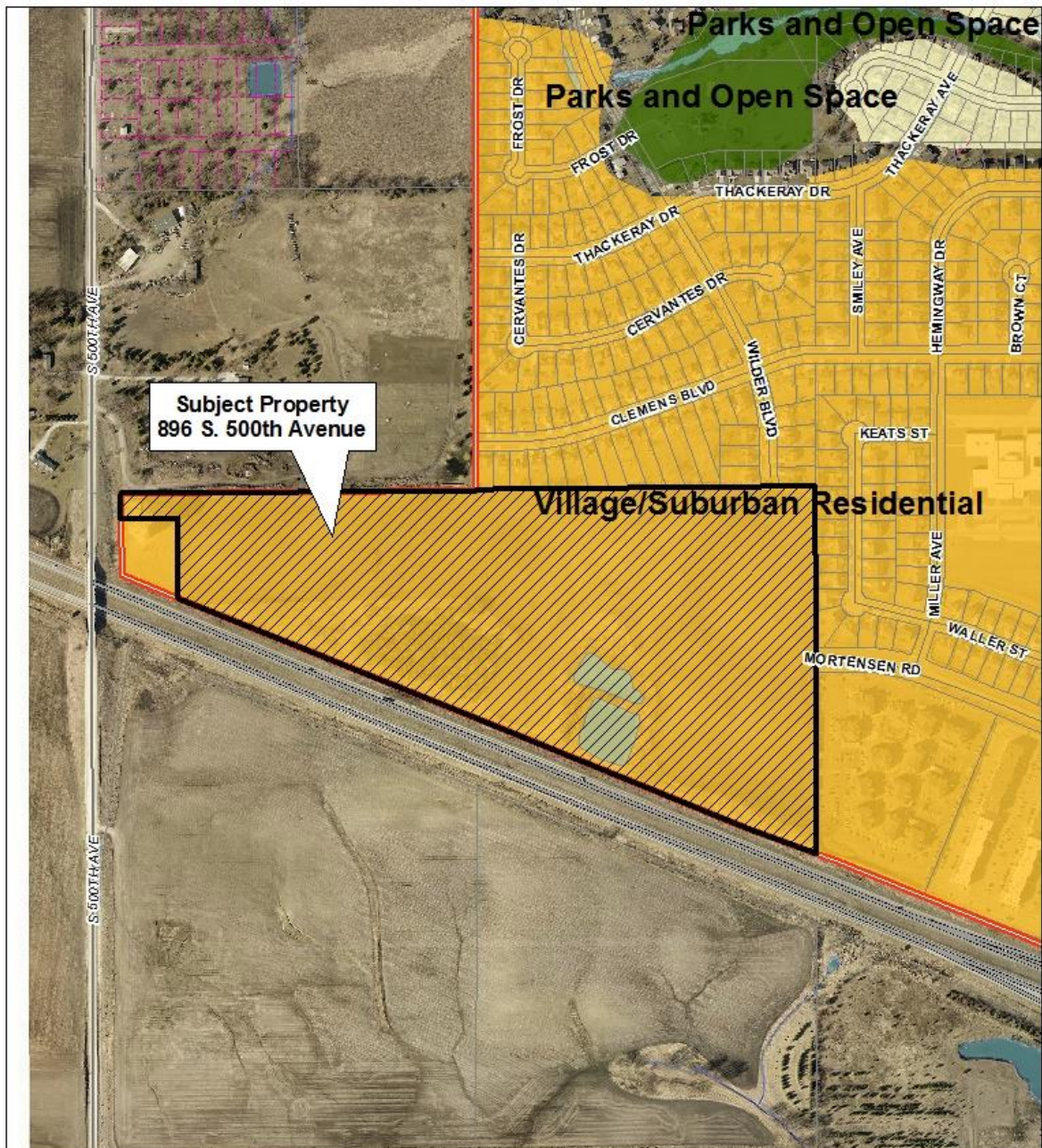
Location Map



Location Map
896 S. 500th Avenue

Attachment B

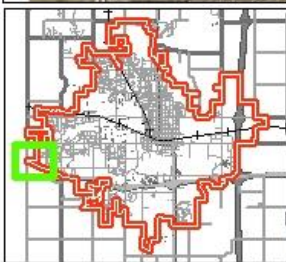
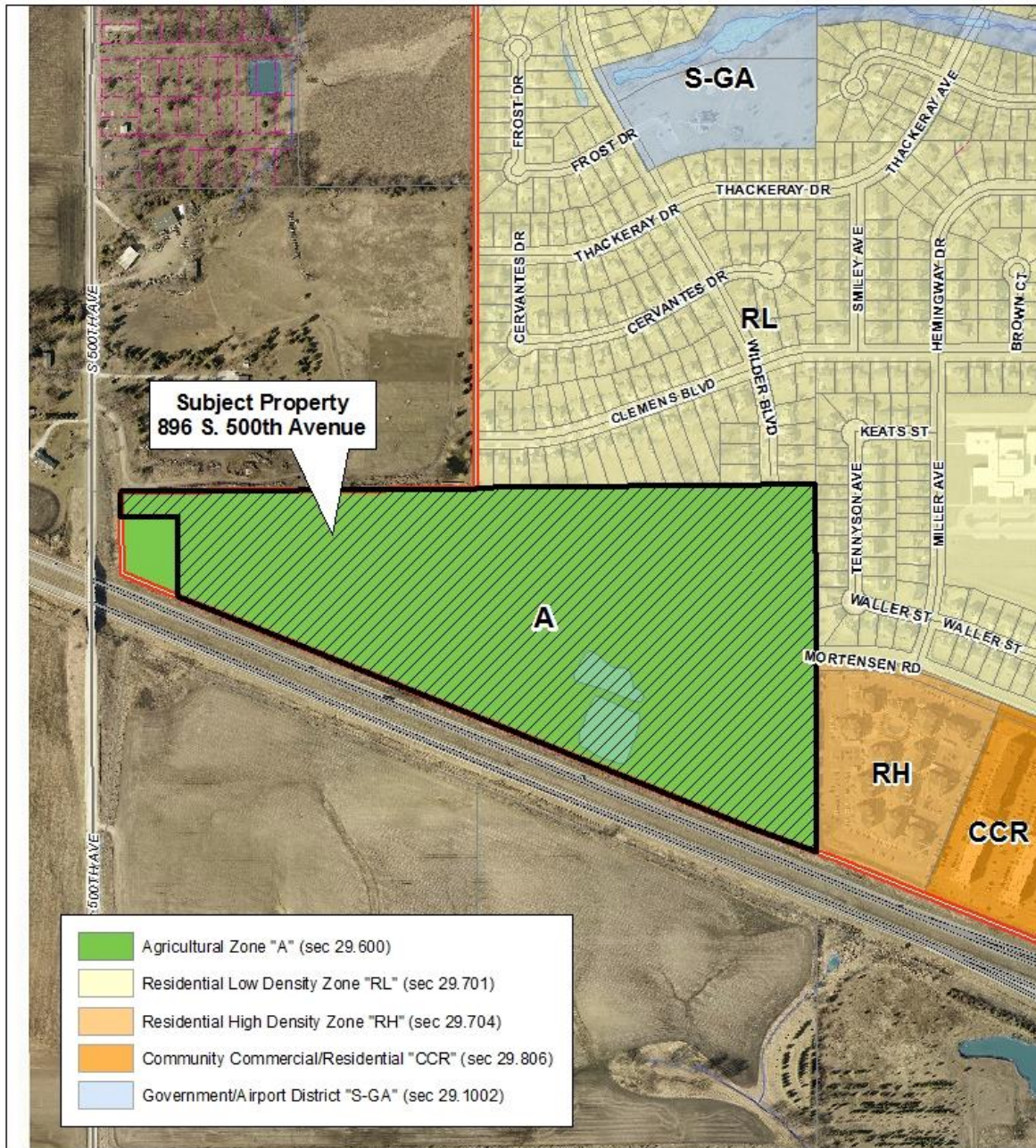
Land Use Policy Plan Map



Land Use Policy Plan Map
896 S. 500th Avenue

Attachment C

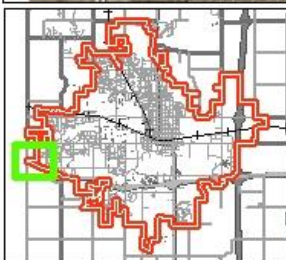
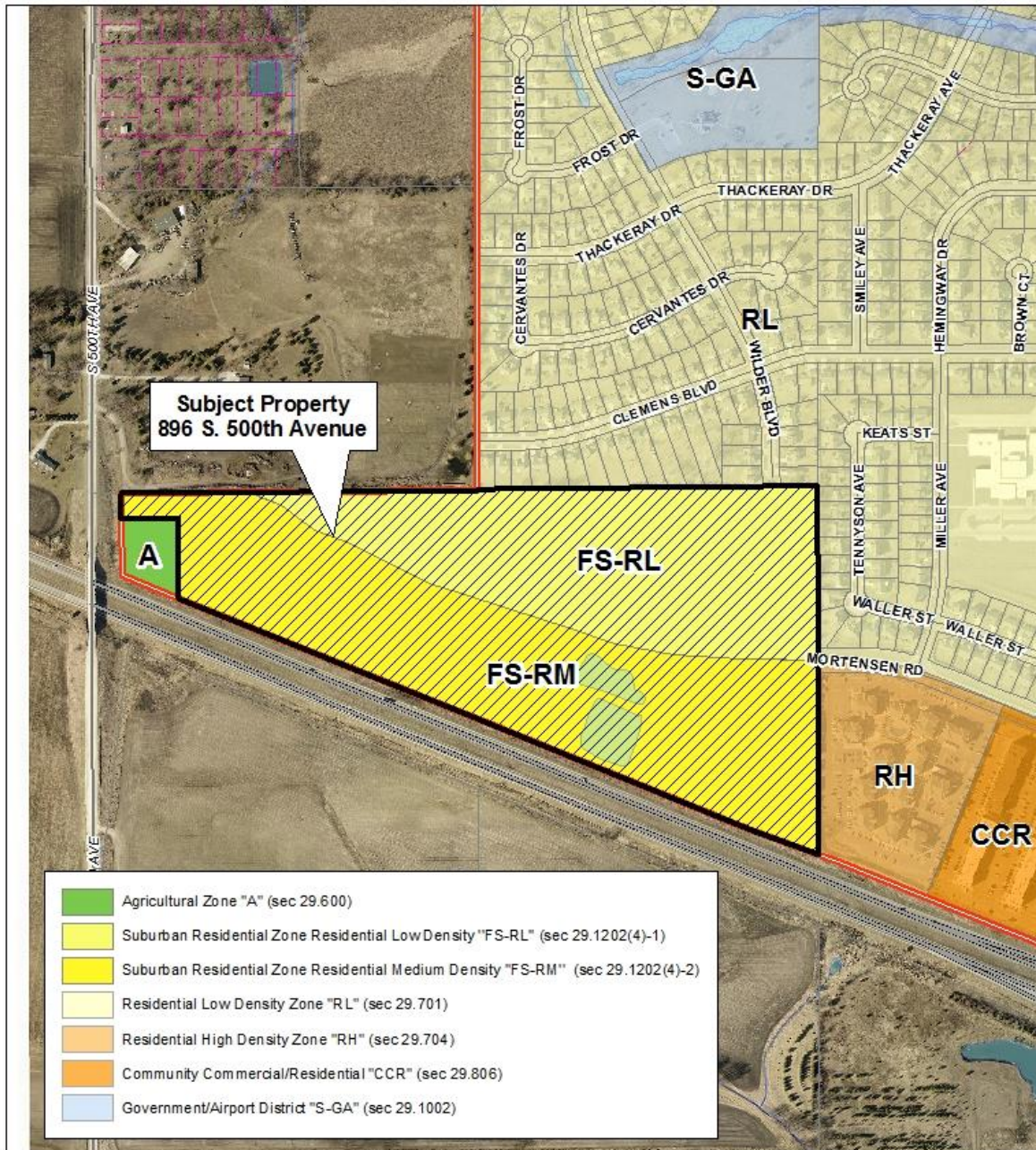
Existing Zoning



Existing Zoning Map
896 S. 500th Avenue

Attachment D

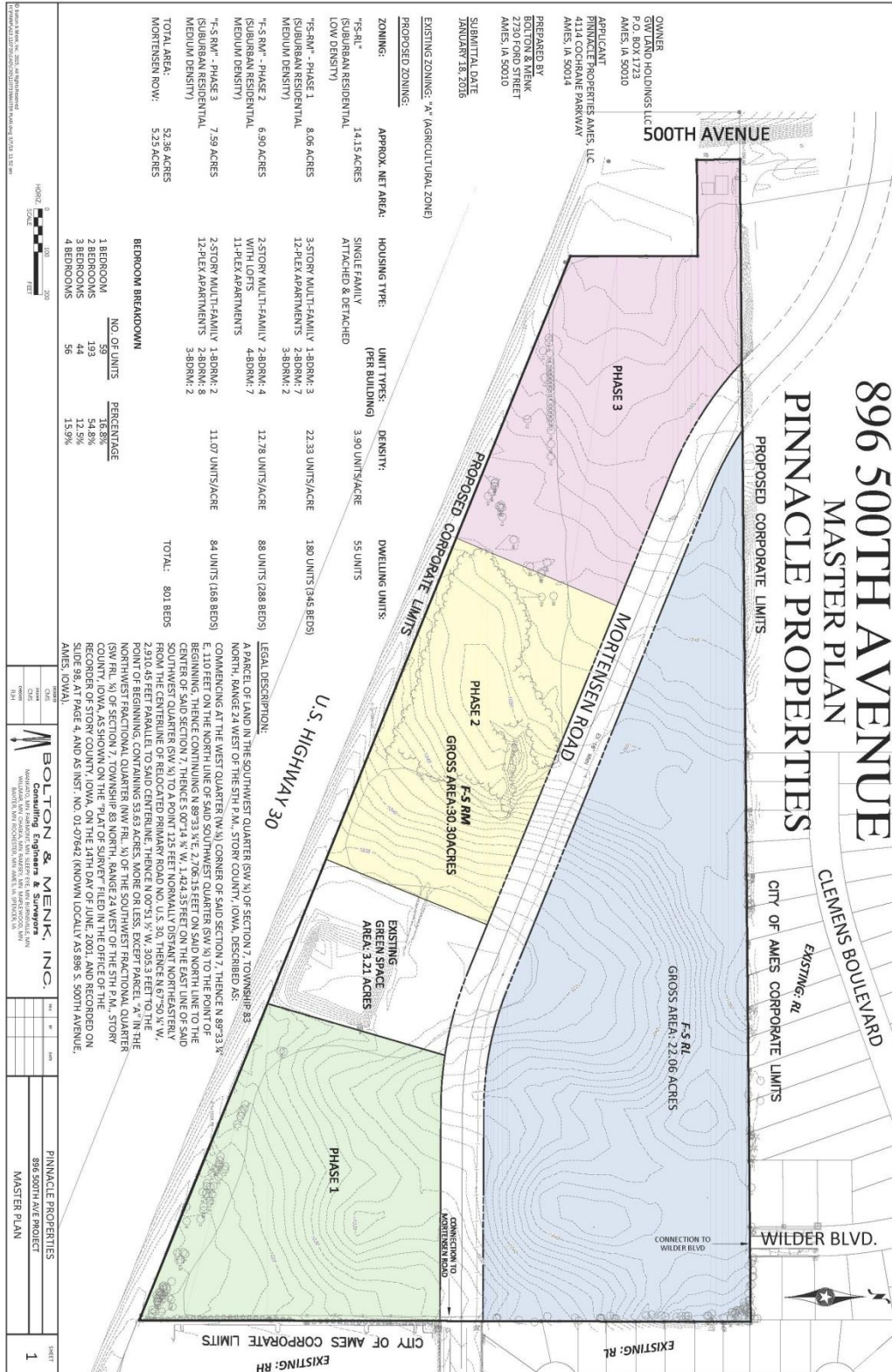
Proposed Zoning



Proposed Zoning Map
896 S. 500th Avenue

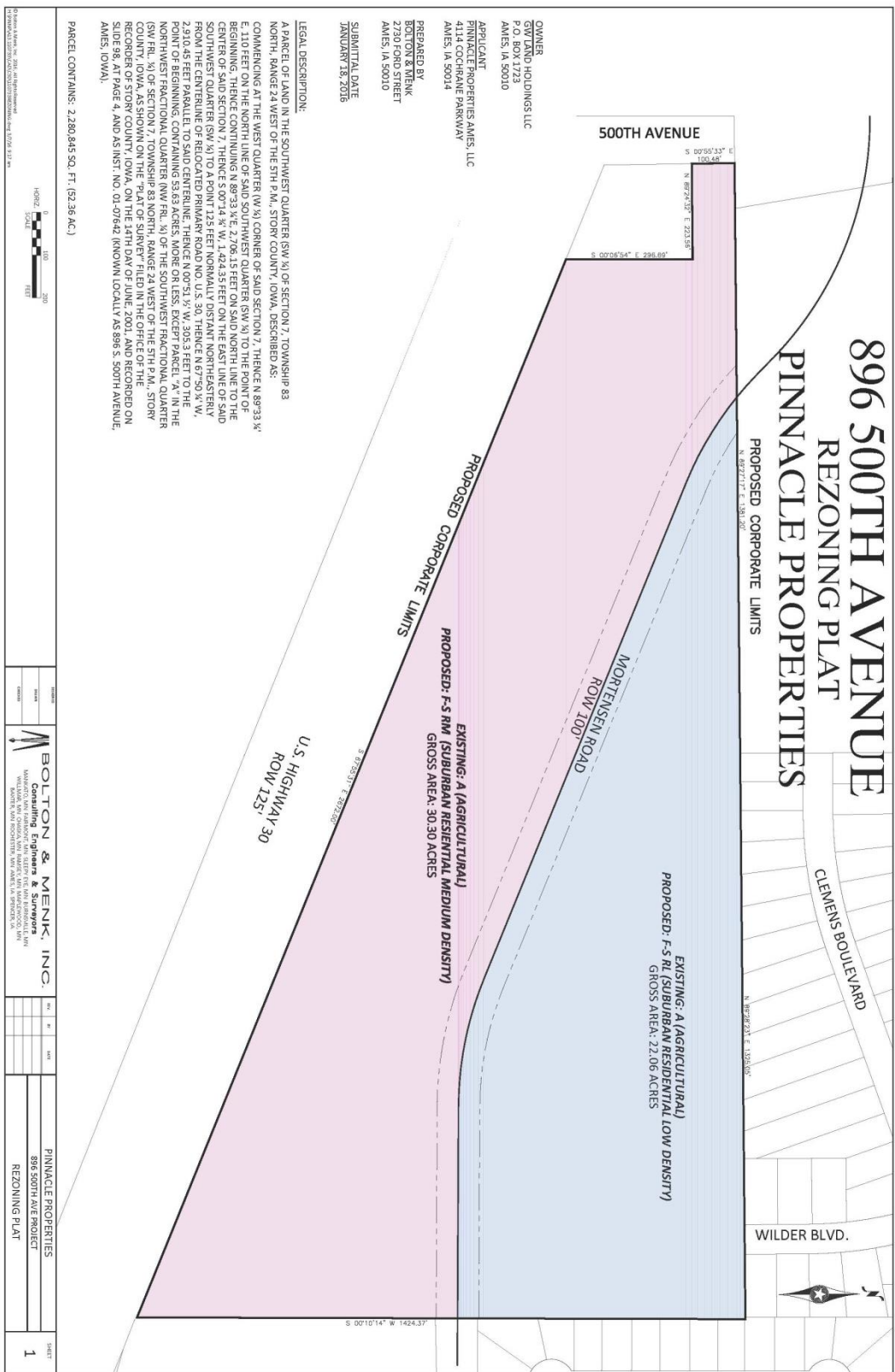
Attachment E

Master Plan



Attachment F

Rezoning Plat



Attachment G

Applicable Regulations

- Land Use Policy Plan (LUPP) Goals, Policies and the Future Land Use Map:

The Land Use Policy Plan (LUPP) Future Land Use Map identifies the land use designations for the property proposed for rezoning.

- Ames *Municipal Code* Chapter 29, Section 1507, Zoning Text and Map Amendments, includes requirements for owners of land to submit a petition for amendment, a provision to allow the City Council to impose conditions on map amendments, provisions for notice to the public, and time limits for the processing of rezoning proposals.
- Ames *Municipal Code* Chapter 29, Section 1200, Floating Zones, includes a list of uses that are permitted in the Village Residential, Suburban Residential and Planned Residential zoning districts and the zone development standards that apply to properties in those zones.

Per Section 29.1507(4): master plan Submittal Requirements:

- a. Name of the applicant and the name of the owner of record.
- b. Legal description of the property.
- c. North arrow, graphic scale, and date.
- d. Existing conditions within the proposed zoning boundary and within 200 feet of the proposed zoning boundary: Project boundary; all internal property boundaries; public rights-of-way on and adjacent to the site, utilities; easements; existing structures; topography (contours at two-foot intervals); areas of different vegetation types; designated wetlands; flood plain and floodway boundaries; areas designated by the Ames Land Use Policy Plan as Greenways and Environmentally Sensitive Areas
- e. Proposed zoning boundary lines.
- f. Outline and size in acres of areas to be protected from impacts of development
- g. Outline and size in acres of areas proposed of each separate land use and for each residential unit type
- h. Pattern of arterial streets and trails and off-site transportation connections
- i. For proposed residential development provide the number of unit type for each area, expressed in a range of the minimum to maximum number to be developed in each area
- j. For proposed residential development provide a summary table describing all uses of the total site area, including the number of units per net acre for each unit type and each zoning area.

Attachment H

RH Matrix Checklist

RH Site Evaluation Matrix	Project Consistency		
	High	Average	Low
Location/Surroundings			
Integrates into an existing neighborhood with appropriate interfaces and transitions High=part of a neighborhood, no significant physical barriers, includes transitions; Average=adjacent to neighborhood, some physical barriers, minor transitions; Low=separated from an residential existing area, physical barriers, no transitions available	X		
Located near daily services and amenities (school, park ,variety of commercial) High=Walk 10 minutes to range of service; Average=10 to 20 minutes to range of service; Low= Walk in excess of 20 minutes to range of service. *Parks and Recreation has specific service objectives for park proximity to residential	X		
Creates new neighborhood, not an isolated project (If not part of neighborhood, Does it create a critical mass or identifiable place, support to provide more services?)		X	
Located near employment centers or ISU Campus (High=10 minute bike/walk or 5 minute drive; Average is 20 minute walk or 15 minute drive; Low= exceeds 15 minute drive or no walkability)			X
Site			
Contains no substantial natural features on the site (woodlands, wetlands, waterways)		X	
Located outside of the Floodway Fringe	X		
Separated adequately from adjacent noise, business operations, air quality (trains, highways, industrial uses, airport approach)		X	
Ability to preserve or sustain natural features		X	
Housing Types and Design			
Needed housing or building type or variety of housing types	X		
Architectural interest and character		X	
Site design for landscape buffering		X	
Includes affordable housing (Low and Moderate Income)		X	
Continued next page...			

Transportation			
Adjacent to CyRide line to employment/campus High=majority of site is 1/8 miles walk from bus stop; Average= majority of site 1/4 mile walk from bus stop; Low= majority of site exceeds 1/4 miles walk from bus stop.			X
CyRide service has adequate schedule and capacity High=seating capacity at peak times with schedule for full service Average=seating capacity at peak times with limited schedule Low=either no capacity for peak trips or schedule does not provide reliable service		X	
Pedestrian and Bike path or lanes with connectivity to neighborhood or commute	X		
Roadway capacity and intersection operations (existing and planned at LOS C)	X		
Site access and safety	X		
Public Utilities/Services			
Adequate storm, water, sewer capacity for intensification High=infrastructure in place with high capacity Average=infrastructure located nearby, developer obligation to extend and serve Low=system capacity is low, major extension needed or requires unplanned city participation in cost.		X	
Consistent with emergency response goals High=Fire average response time less than 3 minutes Average=Fire average response time within 3-5 minutes Low=Fire average response time exceeds 5 minutes, or projected substantial increase in service calls			X
Investment/Catalyst			
Support prior City sponsored neighborhood/district investments or sub-area planning	X		
Creates character/identity/sense of place		X	
Encourages economic development or diversification of retail commercial (Mixed Use Development)			X

Attachment I

GW Land Holdings, LLC
121 N. Russell Avenue
Ames, IA 50010

Pinnacle Properties, LLC
4114 Cochrane Parkway
Ames, IA 50014

April 7, 2016

Ames City Council
City of Ames, Iowa
515 Clark Avenue
Ames, IA 50010

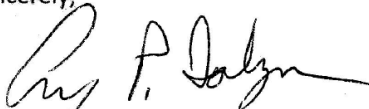
Re: Pending re-zoning action for 896 S500th Avenue, Ames, Iowa 50014.

Dear Council,

As the Owner/Developers of 896 S500th Avenue in West Ames, we are writing to ask the Council to combine the second and third readings of the proposed ordinance for re-zoning with the first reading of the proposed ordinance, when Council acts on this request, assuming Council finds this to be an appropriate zoning change for the property. We are seeking to re-zone this property as a mixture of FSRL and FSRM zoning classifications. This property is located in the Southwest Allowable Growth Area in the City of Ames. We are attempting to develop a long dormant 53 acre parcel with a wide variety of housing types, including single family dwellings, townhomes, and smaller apartment buildings, made up of mostly 1 and 2 bedroom units, catering to a variety of tenants.

As Council may remember, the issue of annexation of this parcel into the city of Ames first came before the Council on September 22, 2015. Action on annexation was delayed at that time to gauge interest of other property owners in the area in annexation, and potential use of the 80/20 rule. Ultimately it was determined there was no additional interest in annexation and the property was annexed into the city at the October 13th Council hearing. Since that time we have been working with the City of Ames staff to develop a site plan for development of both the FSRL and FSRM portions of the property. Throughout this process with city staff we have been open and transparent regarding our overall development plans. At this point, even with combined readings we will likely not begin construction of the necessary roads and other infrastructure until July, 2016 at the earliest. We are reaching a point where any further delays will ripple through the schedule and will seriously affect the ability to bring either the single family lots or multi-family properties to market by next year. Given that this is an area the city has designated for growth, we hope the Council will be willing to combine readings of the re-zoning ordinance, to allow this project to continue to move forward on a timely basis. We thank you for your consideration of this request.

Sincerely,



Alex P. Galyon
Manager/Owner, GW Land Holdings, LLC



Keith Arenson
Manager/Owner, Pinnacle Properties, LLC

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

Prepared by: Judy K. Parks, City of Ames Legal Department, 515 Clark Ave., Ames, IA 50010; 515-239-5146
Return to: Ames City Clerk, Ames City Hall, 515 Clark Ave., P.O. Box 511, Ames, IA 50010

**ZONING AGREEMENT FOR ADOPTION OF
THE MASTER PLAN FOR
THE CRANE FARM SUBDIVISION
896 S. 500TH AVENUE**

THIS AGREEMENT, made and entered into this ____ day of _____, 2016, by and between the City of Ames, Iowa (hereinafter called “City”) and GW Land Holdings, L.L.C. (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 an area which has been recently annexed into the City, known as the Crane Farm Subdivision (hereinafter referred to as the “Site”); and

WHEREAS, the Developer sought Voluntary Annexation of the Site, after which the Developer sought rezoning of 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 A - Agriculture zoning to FS-RL – Suburban Low Density Residential and FS-RM – Suburban Medium Density Residential 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.

CRANE FARM SUBDIVISION MASTER PLAN ADOPTED

The Master Plan set forth at Attachment A and incorporated by reference in this agreement shall be the Master Plan for the Crane Farm Subdivision.

II.

MASTER PLAN CONDITIONS

The Parties agree to the following additional items, some of which could not be graphically represented on the master plan and are modifications to the terms stated on Attachment A:

- A. The Site shall be developed to include a central transportation corridor extending from Mortensen Road on an east-west alignment through the Site to provide facilities for motor vehicles, pedestrians, and bicycles, including a shared use path along this street.
- B. Development of the Site shall include an additional access point created with the extension of Wilder Avenue to Mortensen Road, and a future street access point to the north at the west end of the of the site.
- C. The Developer shall comply with each of the following conditions regarding density and unit types:
 - (1) Evaluate future development within the FS-RM zoned area as meeting overall minimum density with development of a minimum of 223 dwelling units, rather than each phase of development required to meet minimum density requirements; and
 - (2) Apartment development shall be between 223 and 360 units; and
 - (3) Phase One Apartment development shall be developed within the context of the unit types and bedrooms mixes as depicted in the table on the Master Plan; and
 - (4) Apartment development within Phase Two shall have a mix of units and bedroom types with no apartments exceeding 4 bedrooms per unit; and
 - (5) The Phase Three development area of the Master Plan allows for a full range

of housing types allowed with FS-RM, to include Single Family Detached, Single-Family Attached, and Multi-Family Apartment housing types with a maximum density of 11 units per acre; and

- (6) The FS-RL area north of the proposed Mortenson Road shall be developed within a range of 50 to 60 single-family homes; and
- (7) Development of the FS-RL and FS-RM phases must occur contemporaneously with the extension of Mortenson Road, and the platting of FS-RL lots shall occur in phases contemporaneously with the site development of the FS-RM apartments of Phase One and Phase Two.

III. 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 annexation.

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.

IV. 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

By _____
Ann H. Campbell, Mayor

STATE OF IOWA, COUNTY OF STORY, ss:

On this _____ day of _____, 2016,
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

Attest _____
Diane R. Voss, City Clerk

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 _____, 2016, 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

GW LAND HOLDINGS, LLC

By _____
Alex P. Galyon, Manager

STATE OF IOWA, COUNTY OF STORY, ss:

This instrument was acknowledged before me on _____, 2016, by Alex Galyon as Manager of GW Land Holdings, LLC.

Notary Public in and for the State of Iowa

COUNCIL ACTION FORM

SUBJECT: PUBLIC UTILITY EASEMENT VACATION – 108 SOUTH FIFTH STREET

BACKGROUND:

In February of 2016 staff received a request from the developer of the property at 108 South 5th Street to vacate an existing public utility easement. This property is currently in the development process, and the new building will be in conflict with the existing easement the runs through the property.

Public Works staff contacted all registered right-of-way users to determine the extent of utilities in the immediate area. Responses from all right-of-way users indicate that there are no current utilities in the easement area and no future plans to utilize the easement area. A map of the area is shown in Attachment A.

ALTERNATIVES:

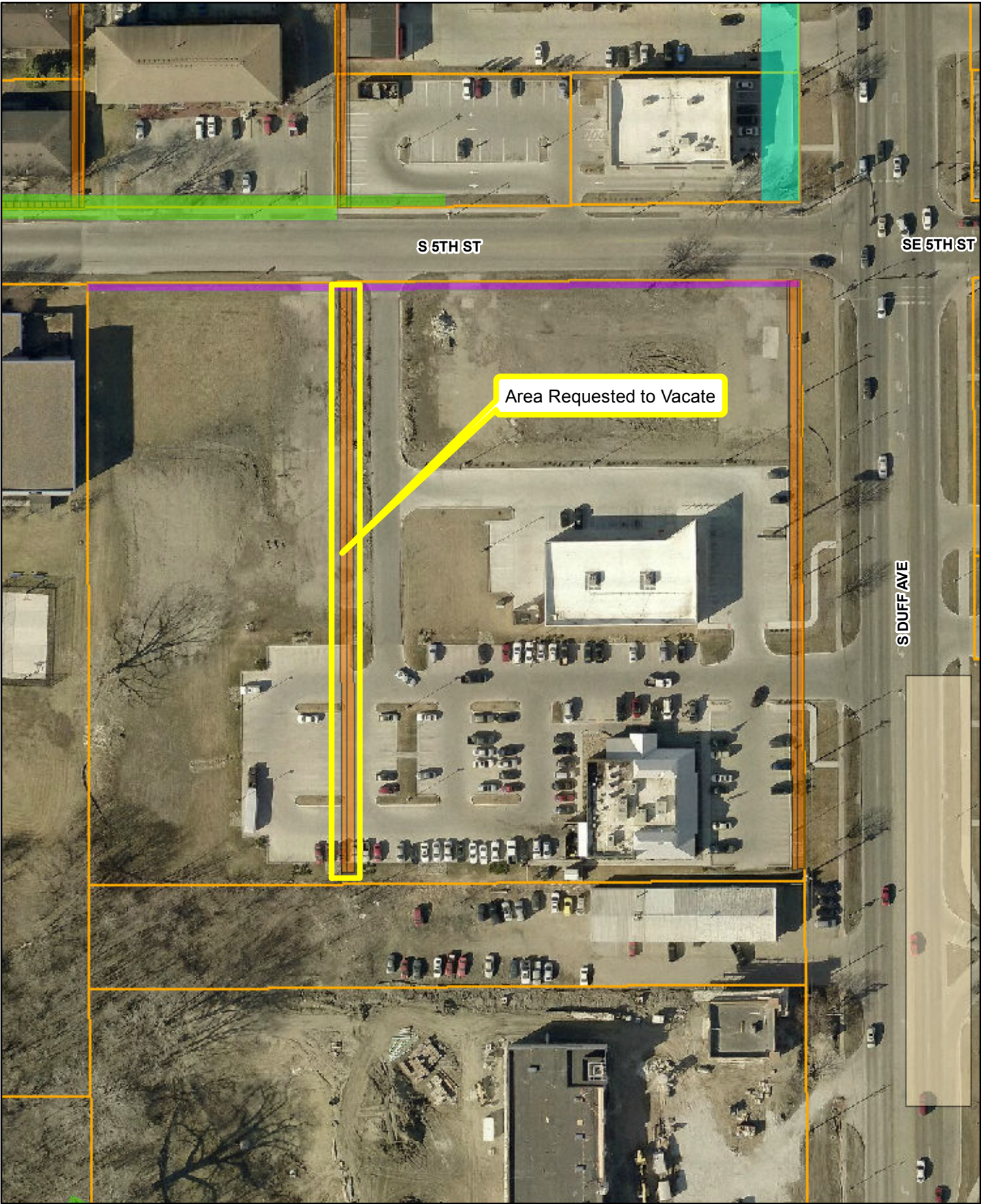
1. Set a date of public hearing for April 26, 2016 to approve vacation of the public utility easement at 108 South 5th Street.
2. Do not set the date of public hearing to vacate the existing easement.

MANAGER'S RECOMMENDED ACTION:

There are no current or future planned facilities within this easement. Setting the date of hearing is the first step toward completion of this process and will allow the proposed redevelopment on this site to continue to move forward.

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

Attachment A



Geographic Information System (GIS) Product Disclaimer: City of Ames GIS map data does not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership & land use nor does it replace field surveys of utilities or other features contained in the data. All features represented in this product should be field verified. This Product is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, merchantability and fitness for use rests solely on the User.



108 South 5th Street
Easement Vacation Request



Scale: 1 in = 100 ft
Date: 4/3/2016

COUNCIL ACTION FORM

SUBJECT: PUBLIC UTILITY EASEMENT VACATION – 1126 FLORIDA AVENUE

BACKGROUND:

In March of 2016, staff received a request from the property owner at 1126 Florida Avenue to vacate the existing public utility easement. This easement runs along the east side of the owner's apartment complex.

This property was recently sold. During the due diligence process by the property owner, it was discovered that two of the owner's garages and one apartment building were constructed within the easement area. Easement language prohibits the erection of permanent structures within easements.

Vacating an easement is different than vacating City-owned property, such as an unused alley. When vacating City property, a value is typically established per City policy and charged to the purchaser (usually the adjoining property owner). In the case of vacating an easement, the underlying land is owned by and remains with the property owner; and the City is simply releasing its rights to use the property. In this case, Public Works staff contacted all registered right-of-way users to determine the extent of the utilities in the immediate area and received responses back from all users that **there are no current utilities in the easement area and no future plans to utilize the easement area**. A map of the area is shown in Attachment A.

ALTERNATIVES:

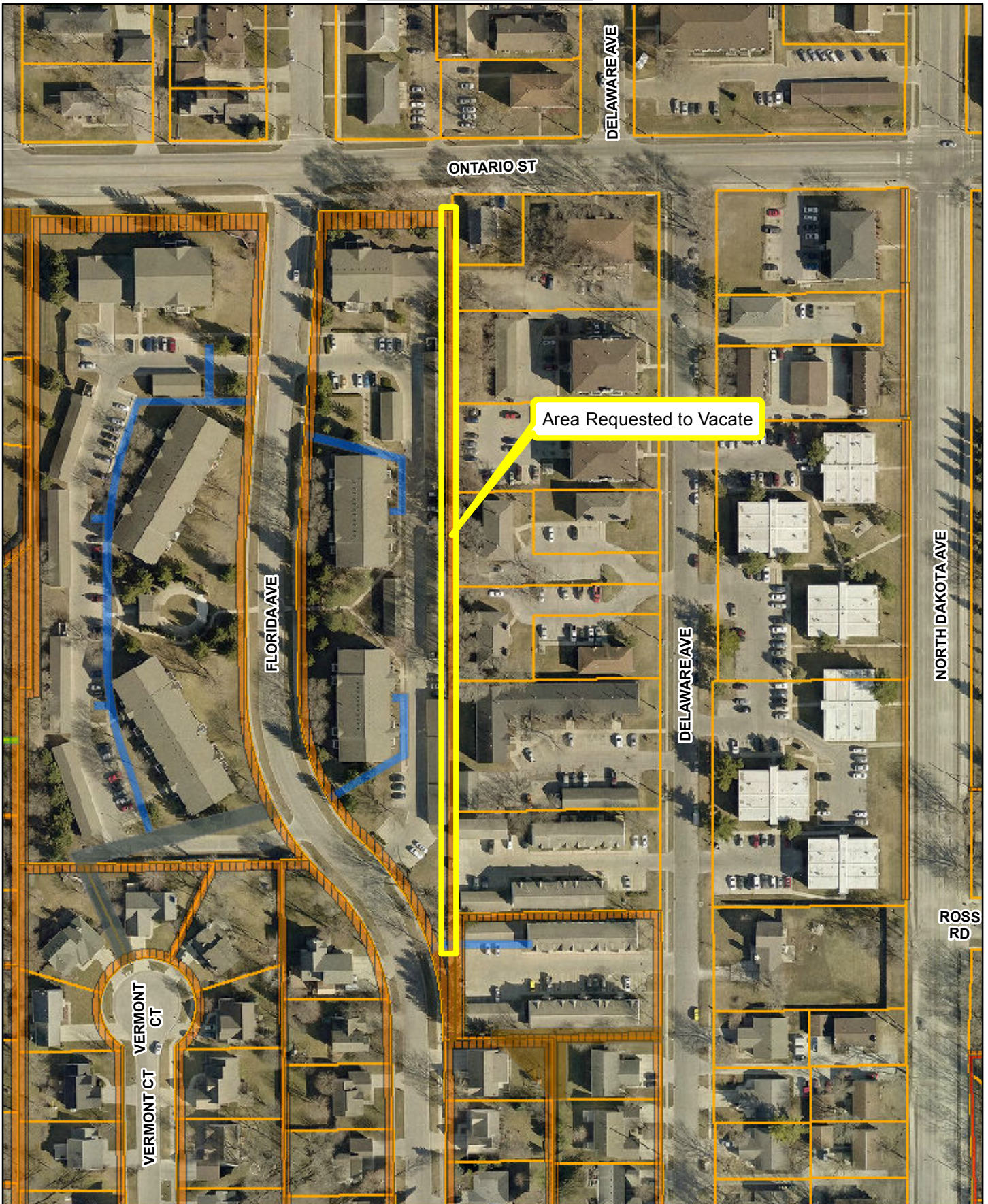
1. Set a date of public hearing for April 26, 2016 to approve vacation of the public utility easement at 1126 Florida Avenue.
2. Do not set the date of public hearing to vacate the existing easement.

MANAGER'S RECOMMENDED ACTION:

There are no current or future planned facilities within the easement area. Setting the date of hearing is the first step toward completion of this process and toward correction of the unfortunate situation in which buildings were constructed over a public utility easement.

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

Attachment A



Geographic Information System (GIS) Product Disclaimer: City of Ames GIS map data does not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership & land use nor does it replace field surveys of utilities or other features contained in the data. All features represented in this product should be field verified. This Product is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the User.



1126 Florida Easement
Vacation Request



Scale: 1 in = 150 ft
Date: 3/25/2016

COUNCIL ACTION FORM

SUBJECT: **ISSUANCE OF HOSPITAL REVENUE REFUNDING BONDS FOR
MARY GREELEY MEDICAL CENTER**

BACKGROUND:

Mary Greeley Medical Center (MGMC) has an opportunity for savings by refunding outstanding Series 2011 bonds. Summary information on the refunding is included in an attachment prepared by the MGMC financial advisor.

The Municipal Code section that provides for the duties and authorities of the hospital trustees does not delegate activities related to the issuance and sale of revenue bonds. Therefore, City Council approval is required to issue revenue bonds for the hospital.

The issuance of revenue refunding bonds by MGMC does not create a financial obligation or pledge of credit or taxing authority for the City of Ames. Only revenues from MGMC will be used to pay back the bonds.

Issuance of these bonds requires that a public hearing be held.

ALTERNATIVES:

1. Establish April 26, 2016, as the date to hold a public hearing and take action to authorize the issuance of Hospital Revenue Refunding Bonds, Mary Greeley Medical Center Series 2016, in an amount not to exceed \$68,000,000.
2. Delay the hearing on the issuance of Hospital Revenue Refunding Bonds.

MANAGER'S RECOMMENDED ACTION:

Mary Greeley Medical Center provides quality medical services to Ames and the surrounding area, and is a major economic contributor to the community. Issuance of refunding bonds will provide savings by refunding outstanding bonds. Issuance of the bonds involves no financial obligation on the part of Ames property tax payers.

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

Bond Refinancing Overview



Steve Proeschel

MANAGING DIRECTOR

Tel: +1 (612) 303-6649

Email: steven.j.proeschel@pjc.com

John Henningsgard

MANAGING DIRECTOR

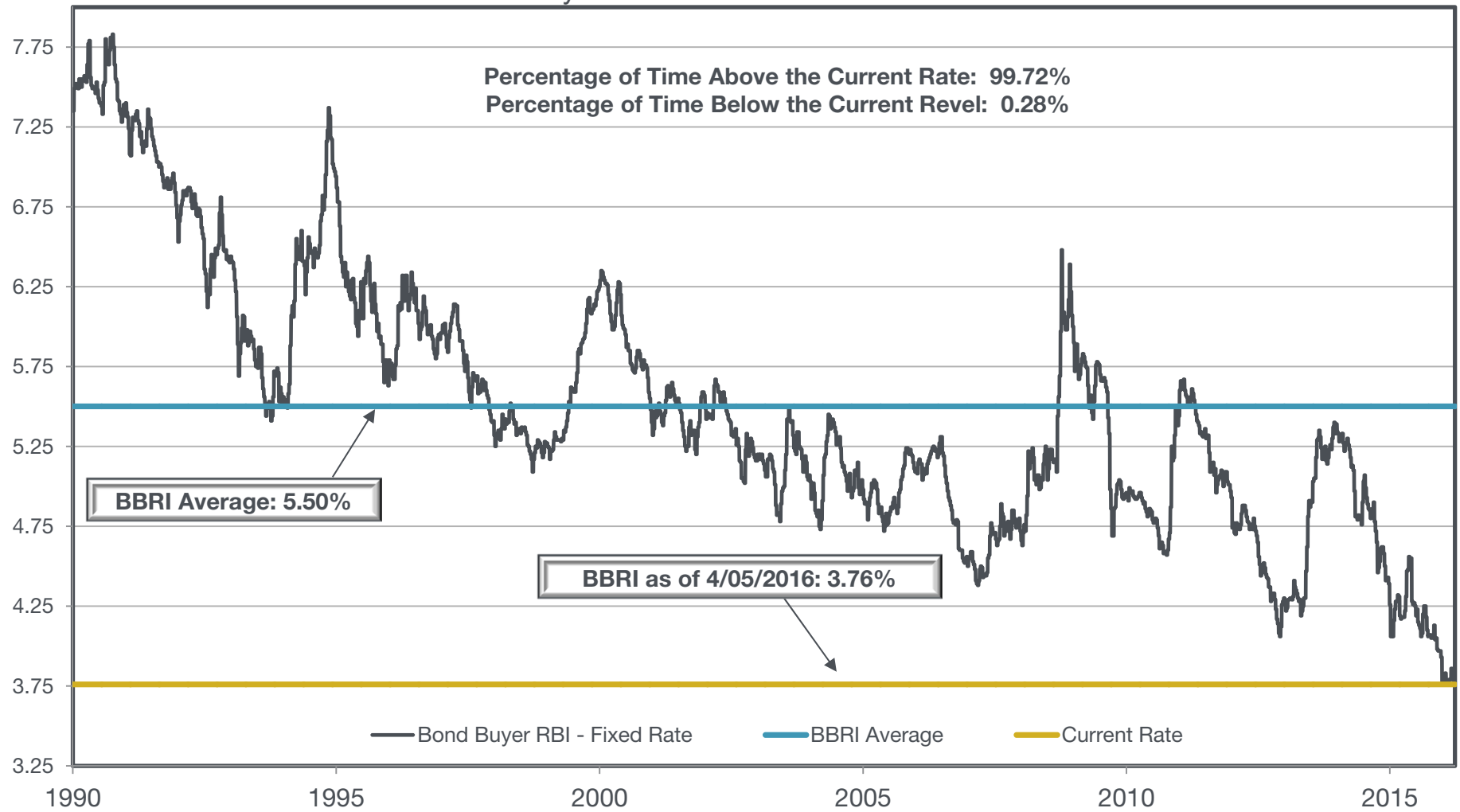
Tel: +1 (612) 303-1706

Email: john.d.henningsgard@pjc.com

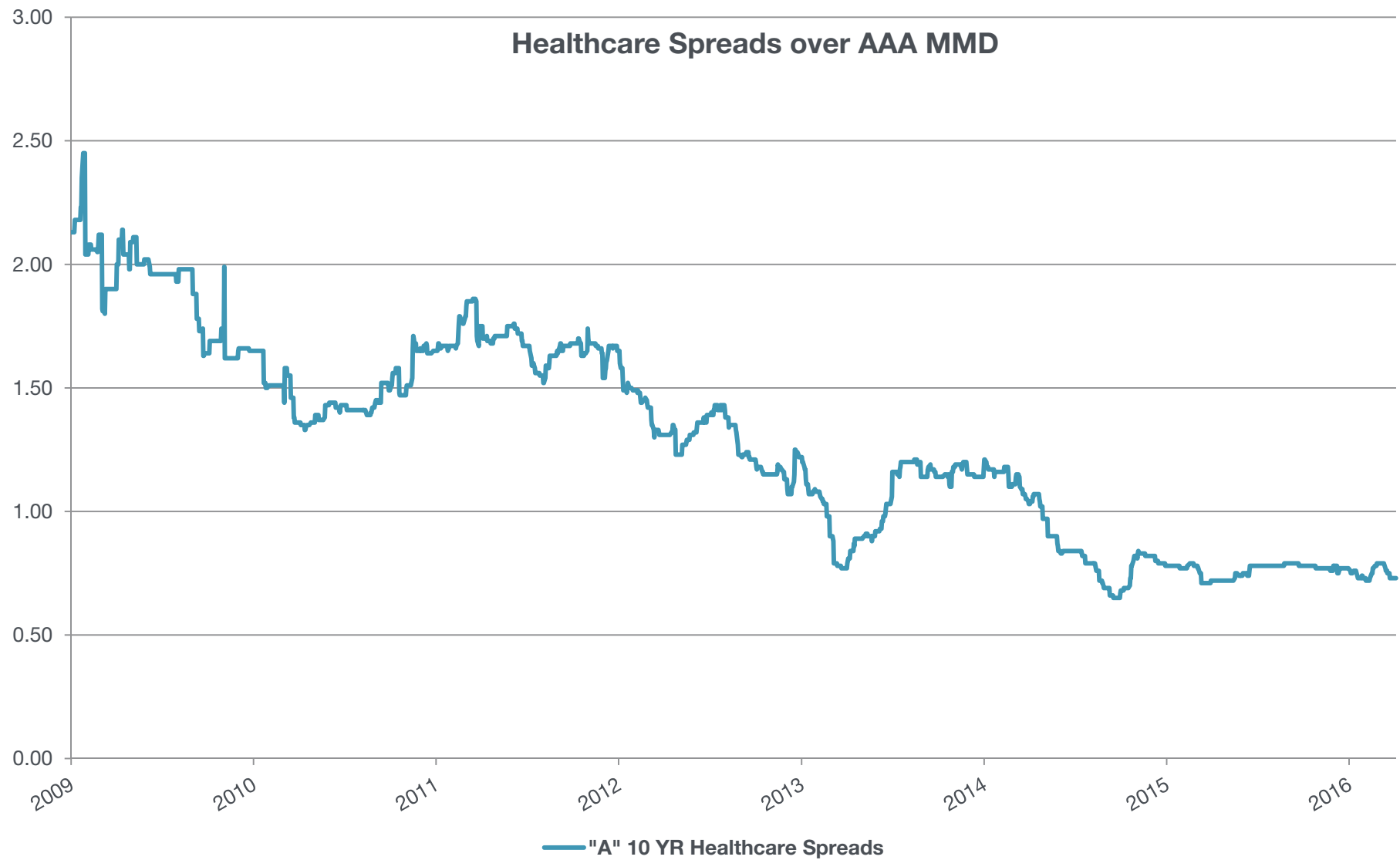
Current Conditions in Tax Exempt Market

The Bond Buyer Revenue Bond Index

25 Rated Issues (average rating equivalent to Moody's A1 and S&P A+)
30 year term - AMT and Non-AMT Issues



Historical Healthcare Credit Spread Conditions



Refunding Opportunity for the Series 2011 Bonds

- Mary Greeley has the opportunity to refinance the Series 2011 Bonds for significant cash flow and net present value savings.
- The Series 2011 Bond proceeds were used to finance the construction and equipping of the energy plant, a six-story patient tower and the two story vertical addition to the Medical Center's west wing.
- Because bond proceeds were used for new money purposes, these bonds are eligible for an advance refunding prior to the call date.
 - These bonds are currently outstanding in the amount of \$63,560,000
 - The Bonds currently have an average coupon of 5.30%
 - Average Life of 13.67 years
 - The Bonds are callable on June 15, 2020
- For our analysis, we have assumed the following:
 - Closing date of June 15, 2016
 - Costs of issuance estimated at approximately 1% of Par Amount
 - Current market Treasury yields on escrow securities
- The following slide summarizes the refinancing economics for an advance refunding of the Series 2011 Bonds.

Summary of Refunding Economics*

	Existing Series 2011	Refunding of Series 2011
Dated/Delivery Date	10/25/2011	5/24/2016
Final Maturity	6/15/2036	6/15/2036
Principal Amount of Bonds Refunded/Refunding	\$63,560,000	\$65,580,000
Average Interest Rate/True Interest Cost	5.30%	3.15%
Average Life	13.665	13.560
Average Annual Savings	N/A	\$235,000
Gross Debt Service Savings	N/A	\$5,059,612
Total Net Present Value Savings	N/A	\$3,891,010
NPV Savings as a % of Refunded Par Amount	N/A	6.12%

*Preliminary, subject to change.

Steps Remaining to Complete Financing

- Approval process:
 - Mary Greeley Medical Center Board final approval on April 25th
 - Public Hearing and final approval by City Council on April 26th
- Preliminary Official Statement printed on April 27th
- Bond pricing week of May 9th (specific day to be determined)
- Bond closing tentatively scheduled for week of May 23rd

Disclosure

Piper Jaffray is providing the information contained herein for discussion purposes only in anticipation of being engaged to serve as underwriter or placement agent on a future transaction and not as a financial advisor or municipal advisor. In providing the information contained herein, Piper Jaffray is not recommending an action to you and the information provided herein is not intended to be and should not be construed as a “recommendation” or “advice” within the meaning of Section 15B of the Securities Exchange Act of 1934. Piper Jaffray is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act or under any state law to you with respect to the information and material contained in this communication. As an underwriter or placement agent, Piper Jaffray’s primary role is to purchase or arrange for the placement of securities with a view to distribution in an arm’s-length commercial transaction, is acting for its own interests and has financial and other interests that differ from your interests. You should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

The information contained herein may include hypothetical interest rates or interest rate savings for a potential refunding. Interest rates used herein take into consideration conditions in today’s market and other factual information such as credit rating, geographic location and market sector. Interest rates described herein should not be viewed as rates that Piper Jaffray expects to achieve for you should we be selected to act as your underwriter or placement agent. Information about interest rates and terms for SLGs is based on current publically available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Piper Jaffrey could achieve for you should we be selected to act as your underwriter or placement agent. More particularized information and analysis may be provided after you have engaged Piper Jaffray as an underwriter or placement agent or under certain other exceptions as describe in the Section 15B of the Exchange Act.

COUNCIL ACTION FORM

SUBJECT: 2015/16 RIGHT-OF-WAY RESTORATION CONTRACT

BACKGROUND:

In recent years, Public Works staff has observed and analyzed restoration of the right-of-way areas associated with various Capital Improvements Plan (CIP) projects. Some areas have been restored with sod, while other areas have been restored using seed or dormant seed. Success using these types of restoration is volatile and appears to depend on the weather at the time of installation. In areas where vegetation is not anticipated to be successful, other forms of restoration have been used, such as pervious pavement and colored or standard concrete.

Prior to the 2015 construction season, having restoration as a subcontract in each of the CIP contracts meant restoration would ultimately be the responsibility of each prime contractor. Since the prime contractor's focus is on getting the primary work completed, such as paving or water mains, finishing the project with an exceptional level of restoration frequently has become a lesser priority. To better address the restoration of rights-of-way, a new program was approved in the 2014/15 CIP. Staff has seen success in the new program and has utilized a "lessons learned" approach to this year's plans and specifications in order to provide a better overall project for the bidding contractors, field inspection staff and the citizens of Ames.

Project locations are shown below, although other areas may be added by change order if necessary.

STREET	FROM	TO	CIP PROGRAM
Baughman Street	Beedle Dr	Dotson Dr	2015/16 Asphalt Pavement Improvements
Beedle Drive	Lincoln Way	Aplin Rd	
Dotson Drive	Lincoln Way	Baughman St	
Aplin Road	Beedle Dr	Wellon's Dr	
Jeffrey Lane	Harris St	north	
Harris Street	Wellon's Dr	East of Jeffrey Ln	
Wellon's Drive	Harris St	Aplin Rd	
Wellon's Circle	Wellon's Dr	West	
Friley Road	Beach Ave	Gaskill Rd	2015/16 Concrete Pavement Improvements #1
Country Club Blvd.	Pearson Ave	Beach Ave	2015/16 Water System Improvements #1
E 9th Street	Duff Ave	Carroll Ave	2015/16 Clear Water Diversion
McDonald Drive	Lincoln Way Frontage	North	
Duff Avenue	5th St	7th St	
Clark Avenue	Lincoln Way	Main St	2015/16 Downtown Pavement Improvements
S Duff Avenue	Lincoln Way	S 3rd Ave	2015/16 Water System Improvements #2

N 2nd Street	N Riverside Dr	N Maple Ave	2013/14 Storm Sewer & 15/16 Concrete #2
South Dakota Avenue	Mortensen Rd	Todd Dr	2015/16 Shared Use Path
Oakwood Road	State Ave	Green Hills Dr	Oakwood Road Recreational Trail
S Franklin Avenue	Tripp St	Coy St	2014/15 Seal Coat Pavement Improvements
Ashmore Drive	Beach Ave	Ash Ave	
Ashmore Circle			
Ashmore Court			
Coy Street	S Franklin Ave	West	2014/15 Asphalt Street Pavement Improvements & 2014/15 Water System Improvements

On April 20, 2016, bids for the project were received as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's estimate	\$192,940.00
Green Tech of Iowa	\$150,210.00
Central Landscape	\$152,106.55
Country Landscapes, Inc.	\$155,101.00
Miner Hardscape LLC	\$165,557.00

Costs associated with this project are estimated to include:

Engineering and Construction Administration (Estimated)	\$ 22,532.00
Restoration work	<u>\$ 150,210.00</u>
Total Estimated Costs	\$ 172,742.00

Project funding is summarized below:

Road Use Tax	\$ 175,000
Water Utility Fund	\$ 50,000
Sanitary Sewer Utility	<u>\$ 50,000</u>
Total Funding	\$ 275,000

Any unutilized funds will be allocated to other locations/programs as needed to ensure a properly vegetated right of way.

ALTERNATIVES:

- 1a. Accept the report of bids for the 2015/16 Right-of-Way Restoration Contract (Various Locations).
- b. Approve the final plans and specifications for this project.
- c. Award the 2015/16 Right-of-Way Restoration Contract to Green Tech of Iowa of Grimes, Iowa, in the amount of \$150,210.

2. Award the contract to one of the other bidders.
3. Do not proceed with this project.

MANAGER'S RECOMMENDED ACTION:

Proceeding with this project will make it possible to begin restoration efforts on projects held over from the 2015 construction season, as well as projects planned for the upcoming 2016 construction season.

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

COUNCIL ACTION FORM

SUBJECT: 2015/16 SHARED USE PATH SYSTEM EXPANSION (SOUTH DAKOTA AVENUE)

BACKGROUND:

This program provides for construction of shared use paths on right-of-way adjacent to streets and through greenbelts. The Transportation Plan identifies those paths that separate bicycle traffic from higher-speed automobile traffic. **This specific project is for the construction of a shared use path on the east side of South Dakota Avenue from Mortensen Road north to Steinbeck Street. This project also includes the installation of a mid-block pedestrian refuge island and rectangular rapid flashing beacon (RRFB) for the trail crossing on South Dakota Avenue between Todd Drive and Clemens Boulevard.** The mid-block refuge was discussed with and is supported by the Edwards Elementary principal and PTO leadership.

On April 20, 2016 bids for the project were received as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's Estimate	\$104,486.00
Con-Struct, Inc.	\$113,037.00
Howrey Construction	\$116,354.00
Manatts, Inc.	\$116,799.00
Caliber Concrete LLC	\$149,926.95

The following table summarizes the 2015/16 Shared Use Path System Expansion program funding sources, funding distribution and expense breakdown for each project location.

Program Funding Summary

2015/16 Shared Use Path System Expansion Program		
Local Option Sales Tax (LOST)	\$	60,000.00
2015/16 Accessibility Enhancement Program		
Local Option Sales Tax	\$	52,000.00
2011/12 Shared Use Path System Expansion Program		
Project Savings - LOST	\$	12,000.00
2015/16 Storm Sewer Improvement Program		
Storm Sewer Utility Fund	\$	6,000.00
Total Funding	\$	130,000.00

Program Expense Summary

Engineering & Contract Administration (estimated)	\$	16,955.55
Construction Costs (estimated)	\$	113,037.00
Total Expenses	\$	129,992.55

ALTERNATIVES:

1. a. Accept the report of bids for the 2015/16 Shared Use Path System Expansion (South Dakota Avenue).

b. Approve the final plans and specifications for this project.

c. Award the 2015/16 Shared Use Path System Expansion (South Dakota Avenue) to Con-Struct, Inc. of Ames, Iowa, in the amount of \$113,037.00
2. a. Accept the report of bids for the 2015/16 Shared Use Path System Expansion (South Dakota Avenue).

b. Reject award and direct staff to modify the project for a future letting.
3. Do not proceed with the project at this time.

MANAGER'S RECOMMENDED ACTION:

By awarding this project, it will be possible to move forward and expand the shared use path system and provide an additional recreational facility for the citizens of Ames to use and enjoy. By not awarding this project, this could delay the start of this trail expansion project until at least fall 2016.

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

COUNCIL ACTION FORM

SUBJECT: 2013/14 STORM SEWER IMPROVEMENTS, 2015/16 CONCRETE PAVEMENT IMPROVEMENTS PROGRAM #2 & 2015/16 WATER SYSTEM IMPROVEMENTS PROGRAM #3 (NORTH 2ND STREET)

BACKGROUND:

This annual program is to remove and replace existing concrete street pavements that have deteriorated beyond reasonable repair to enhance rideability. The two project locations for the 2015/16 Capital Improvements Plan are Friley Road and North 2nd Street. Program #1 for Friley Road has already been bid. **The location for this project is North 2nd Street from North Riverside Drive to North Maple Avenue.** In addition to the street pavement improvements, storm sewer infrastructure improvements, water services transfers, 4" water main abandonment, and pedestrian curb ramps upgrades are also to be completed as part of this project.

Staff has completed plans and specifications for this contract with a base bid (all work except the pavement) plus two alternate pavement bids. The alternate pavement bids are for selecting either a Hot Mix Asphalt (HMA) pavement or a Portland Concrete Cement (PCC) pavement, one of which must be chosen.

On April 20, 2016 bids for the project were received as follows:

<i>Bidder</i>	<i>Base Bid</i>	<i>Pvmt Alternate Bid</i>	<i>Pvmt Bid Alternate</i>	<i>Total Bid (Base + Alternate)</i>
Engineer's Estimate	\$ 601,508.10	Asphalt	\$ 230,834.00	\$ 832,342.10
Engineer's Estimate	\$ 601,508.10	Concrete	\$ 305,568.00	\$ 907,076.10
Con-Struct, Inc.	\$ 506,087.90	Concrete	\$ 224,083.20	\$ 730,171.10
Manatt's Inc.	\$ 526,840.13	Asphalt	\$ 207,077.60	\$ 733,917.73

The project recommended for award is the base bid plus Portland Concrete Cement (PCC) pavement at **a total project cost of \$730,171.10.**

The table on the next page summarizes the 2015/16 Concrete Pavement Improvements program funding sources, funding distribution and expense breakdown for each project location.

<i>Program Funding Summary</i>		Program #1 (Friley Rd)	Program #2 (N 2nd St)
2015/16 Concrete Pavement Improvements Program			
G.O. Bonds	\$ 1,100,000.00	\$ 365,000.00	\$ 735,000.00
Road Use Tax	\$ 50,000.00		\$ 50,000.00
Electric Utility Fund	\$ 50,000.00	\$ 25,000.00	
2013/14 Storm Sewer Improvements Program			
Storm Sewer Utility Fund	\$ 128,600.00		\$ 128,600.00
2015/16 Sanitary Sewer Rehabilitation Program			
Sanitary Sewer Fund	\$ 37,000.00		\$ 37,000.00
2015/16 Water System Improvements Program			
Water Utility Fund	\$ 123,460.00		\$ 123,460.00
Total Funding		\$ 390,000.00	\$ 1,061,000.00
<i>Program Expense Summary</i>			
Engineering & Contract Administration (estimated)	\$ 183,757.17	\$ 47,695.76	\$ 109,525.67
Construction Costs (estimated)	\$ 1,225,047.83	\$ 317,971.73	\$ 730,171.10
Total Expenses		\$ 365,667.49	\$ 839,696.77

Any remaining funds will be utilized for other prioritized locations, under separate bid packages.

ALTERNATIVES:

1. a. Accept the report of bids for the 2013/14 Storm Sewer Improvements, 2015/16 Concrete Pavement Improvements Program #2 and 2015/16 Water System Improvements Program #3 (North 2nd Street).
- b. Approve the final plans and specifications for this project.
- c. Award the 2013/14 Storm Sewer Improvements, 2015/16 Concrete Pavement Improvements Program #2 and 2015/16 Water System Improvements Program #3 (North 2nd Street) to Con-Struct, Inc. of Ames, Iowa, in the amount of \$730,171.10.
2. a. Accept the report of bids for the 2013/14 Storm Sewer Improvements, 2015/16 Concrete Pavement Improvements Program #2 and 2015/16 Water System Improvements Program #3 (North 2nd Street).
- b. Reject award and direct staff to modify the project for a future letting.
3. Do not proceed with the project at this time.

MANAGER'S RECOMMENDED ACTION:

By awarding this project, it will be possible to replace a deteriorated street in this neighborhood while improving rideability and daily travel for neighborhood residents. By not awarding this project, this could delay this project until the fall of 2016.

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

COUNCIL ACTION FORM

SUBJECT: REPLACEMENT OF FOUR FINAL CLARIFIER DRIVES AT THE WATER POLLUTION CONTROL FACILITY

BACKGROUND:

Drive assemblies on the four final clarifiers were originally installed at the Water Pollution Control Facility in 1989. The drives were inspected in 2012 as a part of a facility-wide assessment and the consultant recommended that the drives be replaced within five years.

On March 22, 2016, Council issued a notice to bidders for the replacement of four final clarifier drives. On April 19, 2016, Staff opened bids for the project. Four bids were received and are summarized below.

Bidders	Total Project Bid Price
Woodruff Construction, LLC	\$197,300
Minturn, Inc	\$238,500
Weidner Construction, Inc.	\$254,400
Eriksen Construction Co., Inc.	\$305,000

The engineers estimate was \$240,000. The FY 2015/16 WPC CIP includes \$200,000 and the FY 2016/2017 WPC CIP includes \$210,000 to replace the drives as a part of the WPC Facility Improvements Project. Staff has reviewed the bid submittals. One question arose about the schedule provided by the apparent low bidder. Staff spoke with the project manager and is comfortable with the schedule being proposed.

ALTERNATIVES:

1. Award a contract for replacement of four final clarifier drives at the Water Pollution Control Facility to Woodruff Construction, LLC of Ames, IA in the amount of \$197,300.
2. Do not award a contract at this time.

MANAGER'S RECOMMENDED ACTION:

The replacement of four final clarifier drives has been identified in the Capital Improvements Plan. The final clarifier drives are essential to the operations and maintenance of the Water Pollution Control Facility.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding a contract for replacement of four final clarifier drives at the Water Pollution Control Facility to Woodruff Construction, LLC of Ames, IA in the amount of \$197,300.

Staff Report

LANDSCAPE ORDINANCE TEXT AMENDMENT UPDATE

April 12, 2016

BACKGROUND:

The City Council first referred a review of the City's landscape ordinance in the fall of 2011. Council directed staff to work with a stakeholder group to discuss the options to enhance the quality, aesthetics, and vitality of landscaping that was provided at the time of development. Background materials are available on the Planning Division website under 'What's New' at <http://www.cityofames.org/planning>.

In 2015 the City Council prioritized staff time to work on the ordinance update and to consider issues of sustainability in conjunction with parking along with the previously identified landscaping issues. Based on this combined of direction, staff has defined the goals of the landscape ordinance update as "creating more visually distinctive landscaping with visual accents of interest in color and texture that also promote a sustainable environment."

The City's landscape zoning standards are principally found in Section 29.403 of the Municipal Code. In a broad sense, the City requires that a site provide for open space and landscape areas within the standards of most base zoning districts. However, the City's defined landscaping requirements are essentially based upon three concepts – screening of parking lots, internal parking lot landscaping, and front yard or foundation plantings for apartment buildings.

The basic landscape requirements were written as part of the 2000 city-wide Zoning Ordinance rewrite. **The standards are essentially prescriptive in calculating the number of required trees and shrubs and specifying their spacing with little to no latitude in how they are implemented.** There have been a limited number of targeted updates to the standards for specific uses, such as auto dealers, and for gateway areas such as the Southeast and Southwest that identified specific requirements for themed native plantings, options for plantings, and to promote treatment of storm water with landscape based systems.

In preparation for this update, staff initially reviewed and compiled landscape ordinance standards from various cities around Iowa and the Midwest in an effort to understand how they compared with Ames. From staff's research it appears the City's standards are not onerous and are more of a basic middle-of-the-road approach to landscape requirements. Although the current standards do not appear to be onerous, **it is clear from working with developers and property owners, as well as with City staff members, that no one is satisfied with how the City standards are currently implemented.**

Staff hired the landscape architecture and planning firm of Confluence to assist staff in research of options, to provide experience from other jurisdictions and development projects, and to help facilitate a dialogue on landscape requirements with the local stakeholders group.

Two workshops have been held by the Planning & Housing Department in conjunction with Confluence. The first stakeholder meeting was on January 28th with an open invitation to known interested parties, including local developers, designers, engineers, ISU faculty, property managers, and City staff to discuss all concerns or issues related to our current landscape standards and for a presentation on the basic elements of landscape architecture. **Approximately 30 persons attended this first meeting, and the full list of categorized comments is attached to this report.** There were a number of complaints about the monotony of planting requirements, the need for parking lot screening, concerns about maintenance and ensuring that storm water treatment is incorporated, and a desire for opportunities to be more creative, to summarize a few of the comments. A full list of comments is posted in the background information [online](#).

Based on the feedback received at the January 28 workshop, staff put together a memo for feedback on four main concepts of a new ordinance and some specific ideas for new standards. Staff provided an outline of the issues to local developers and stakeholders and held a second workshop on March 30th. The consensus among the stakeholder group after the second workshop remained that changes to our ordinance are likely beneficial to all stakeholders.

LANDSCAPE ORDINANCE FRAMEWORK:

Staff believes now is the appropriate time to update the City Council and seek direction on the intent and framework of a new ordinance before drafting a specific ordinance. Staff needs direction on three issues to formulate a draft ordinance. The first issue is the approach in how to design landscaping, the second is to review sustainability priorities, and the third issue is to consider changes to the site inspection process.

Issue 1 – ‘Flexibility’ vs. ‘Predictability’

A main point of discussion is ‘Flexibility’ versus ‘Predictability’ in terms of how the new ordinance is to be formatted. Staff identified four separate approaches with differing levels of flexibility. Those included the following:

A. Complete Discretionary Review Process

This would be a new process that allows greater flexibility through discretionary staff approval of the landscape layout and types of plantings. This would be a wide open approach that would largely look at landscape designs on a site-by-site basis, but allow complete flexibility for the Planning Director to approve a landscape design that meets defined basic design principles.

From staff's review of comparable ordinances this is an uncommon approach, but it does occur and would not be difficult to write as an ordinance.

B. 'Points' Based Site Development Approach.

Under this approach, a project would be required to achieve a predefined minimum level of points, but would be able to choose how landscaping is configured based upon the pre-established values for different attributes. This approach would allow for some flexibility in what to prioritize on each site based on its attributes and the interests of the developer. For example, use of bio-retention cells would earn more points than planting of shrubs, use of larger trees would earn higher points than smaller trees, conditioning soil would earn points in lieu of planting as many shrubs, etc.

This would be a unique approach to Ames; and neither staff nor Confluence has identified a zoning ordinance that takes this approach. Such an ordinance would likely be modeled after green building or sustainable scorecard systems that are used for projects seeking recognition of exceptional accomplishments. The process to develop the scoring and weighting would involve a moderate to significant amount of staff time with the stakeholders, the Planning and Zoning Commission, and the City Council to develop an ordinance.

C. Balance of Prescriptive Standards and Discretion.

This format would provide for key base level prescriptive standards in terms of number, expected ratios and coverage requirements, and planting sizes, but would allow for some Planning Director discretion based on location, specific plant layout design, and individual needs of the site. This would be more flexible than current landscape standards with the intent to promote higher quality design and interest, while providing some flexibility to deal with site specific issues.

From staff's review of ordinances, this is a somewhat common approach that could either include incentives or outright options to vary from standards. Staff believes it would take a moderate amount of time to formulate a draft ordinance and review it with the stakeholders.

D. Prescriptive Ordinance Modifying Current Standards.

This format would keep a largely prescriptive style ordinance with very little discretion. This would be the same process that applies to site development plans now, but would provide for updated standards that address some concerns expressed by stakeholders.

This type of ordinance is the most common. It would take a minimal amount of time to draft an ordinance as there would be a narrow set of issues modified under this approach.

Generally, feedback from developers has been a desire for more flexibility due to the belief that practical issues have not been accommodated by the current standards and

that the freedom to be creative is also restricted by the current requirements. During the discussions there were concerns expressed about ultimately how decisions are arrived at in a truly discretionary process, what time commitments would be involved in site plan review with flexible standards, and whether staff was willing to support a flexible ordinance. Alternatively, prescriptive standards are easier to implement and offer more predictability that would not increase time in the development review process.

The overall tenor of the discussion appears to reflect the belief that a combination approach of having prescriptive standards helps to provide a guide and overall framework to draw from when designing a landscape layout that provides flexibility when coupled with the ability to make exceptions or seek new alternatives via discretionary review. This would mean exploring Option B or Option C to define the range of flexibility. **What would be critical in an option that is based upon flexibility is that it is not a one-sided process used to diminish landscape value, but instead is a tool that promotes higher quality and interesting landscaping than has been accomplished under our existing prescription requirements.**

Staff generally is supportive of any of the options, with some hesitancy on implications to staff time for administration of completely discretionary process. One idea was to create a fully voluntary and discretionary alternative process for those that were interested, and to allow others to default to prescriptive standards. Once Council indicates their preference in the range of flexibility to be afforded during the review, staff can begin to define the specifics of an ordinance.

Issue 2 – Sustainability and Design:

The next issue and one of the primary directives included in the revision of the landscape ordinance is for a crossover between high quality landscaping while promoting environmental benefits. This would allow a developer to incorporate their storm water management plan more comprehensively into the landscape plan and work toward creating a more environmentally friendly site for a variety of issues. Currently the landscape standards do not prohibit storm water features, but depending on the design they may not count as meeting screening and parking lot landscape requirements.

Sustainability is a broad concept for site design that can take on many forms from water quality, to energy efficiency, to human health. In consultation with our consultant, Confluence, and review of United States Green Building Council (USGBC) and the American Society for Landscape Architects (ASLA) references, staff has derived a list of issues that could be incorporated into an ordinance to varying degrees. These include the following:

- **Incorporating existing vegetation**

The inclusion of existing vegetation promotes environmental preservation and retention of native species, thereby assisting in preservation of existing habitat and helping to ensure an initial presence of mature vegetation.

- **Encouraging the planting of significant trees that can mature to a large status**

The planting of significant trees helps promote larger over-story growth which assists in mitigating heat island effects as well as providing shading and promoting a favorable aesthetic appeal by allowing for a more dense tree canopy.

- **Plant diversity**

Diversity in plant species promotes a varied landscape with benefits to the local ecosystem, resistance to disease and pests, visual interest, as well as providing various types of storm water benefits and soil stabilization.

- **Storm water design**

Coordinate landscape requirements and storm water design to offer the potential for innovative ways to do site development by treating and managing storm water on the surface of a site rather than underground or in detention facilities. These measures can also create visual interest on a site and meet screening and buffering requirements in some circumstances with strategic planting of native grasses and trees.

- **Shading or 'heat island' mitigation/windbreak**

The ability to absorb heat over building areas assists with the reduction of energy that a structure requires in the warm months to maintain a comfortable temperature. Additionally, shielding parking areas and buildings from excessive heat via shading helps reduce the 'heat island effect' which is a main contributor toward warmer urban temperatures as opposed to rural areas. Alternatively planting of windbreaks can over time shield buildings in the wintertime and reduce heating costs.

- **Air quality**

Adequate vegetation such as plants and most often trees are beneficial to a higher air quality given the nature of oxygen production from trees and significant vegetation.

- **Soil depth and quality**

Vegetative health and sturdiness is a direct result of soil quality and relative amount of organics within soil. Without organics, it is just dirt. The same plant or tree in poor quality soil as opposed to high quality soil can vary significantly in its ability to thrive, grow optimally and in some cases survive its expected lifespan. Additionally, healthy soils absorb moisture more effectively and help reduce the effects of storm water runoff.

- **Garden and local food options**

Sustainability encompasses not only passive environmental treatment but also includes various aspects of food production. The growth of local, fresh produce assist in an environmentally sustainable and economical option. Community

gardens are an example of this type. Such gardens provide an economical local food option and help to promote direct environmental and human health.

- **Recreational spaces and open areas**

Human activity and social gathering areas help enhance physical and emotional health. Landscaping could potentially encompass the creation of social gathering spots for interaction and activity on a site development. This is most likely an issue related to residential development.

- **Reduced impervious surfaces**

Impervious surfaces contribute to increased runoff and water discharge thereby allowing less to be absorbed down into groundwater sources. Increasing pervious areas of greenspace reverses that effect and promotes healthier vegetation and less runoff. Seek to reduce or avoid the construction of impervious parking lots and building roofs area that are excessive.

Staff recommends that all of these issues be integrated into the new standards. **The question is to what degree or if there are priorities that should be incorporated in the mandatory or essential provisions in an ordinance.** Depending on the options and degree of requirements, the stakeholder group was willing to consider these provisions. Most felt that use of storm water features in lieu of other landscape requirements would be the most beneficial option. Some jurisdictions provide regulatory incentives to incorporate sustainability features for the more significant or costly alternatives as opposed to mandating compliance; however, staff has not at this time identified obvious regulatory trade-offs for these issues that would be viewed as an incentive and still meet community expectations for site design.

Issue 3 – Site inspection and maintenance

The City's Municipal Code (Sections 29.1500 et al and 29.1600) ties building occupancy to completion of the required site plan improvements, including the planting of landscaping. Once landscaping has been planted, a property owner is required to maintain the landscaping subject to a municipal citation for non-compliance. Although occupancy is tied to site completion, there are often requests for temporary occupancy while landscaping is finished along with other improvements. Landscaping can be financially secured and deferred due to weather at the approval of the Planning Director. **The overall deferral process and temporary occupancy practice can become time consuming for site inspections to verify completion. Additionally, once occupancy is granted it can be difficult to get a property owner to follow through on completing a project.** Furthermore, the temporary occupancy permits are an administrative complication for the Inspection Division, including compliance with the Rental Housing Code for Letters of Compliance.

Staff would like to consider alternatives for site inspection requirements as part of the landscape ordinance update in an effort to ease staff's administrative burden. There are two basic concepts that staff would like to investigate as alternatives to the current system.

The first idea would be to allow the property owner to submit written confirmation verifying that landscaping has been completed or will be complete within 30 days with an allowance for seasonality. Upon receipt of the letter, the Inspection Division would be able to grant building occupancy. Staff would complete an inspection after receipt of the letter. Non-compliance to the landscape plan would then trigger a citation of a municipal code infraction with a corrective order to complete their requirements. This approach would not entangle building occupancy with compliance to landscaping improvements, which would assist the Inspection Division in their permit tracking. To a small degree, it would increase property owner responsibility for compliance.

The second idea is to adjust the financial incentive for completing landscaping based upon creating a site inspection fee and an increase in the financial security amount to 150% of the estimated cost. Under this approach it would be similar to the current system, but due to higher costs for not completing the work it may motivate property owners to come into compliance quicker.

NEXT STEPS:

Updating the ordinance has been a long time interest of the community and it is clear that we can improve both the quality and aesthetics of landscaping while supporting sustainability with an ordinance update. With City Council's direction on the three issues above, staff will draft an ordinance with specific standards to review with the stakeholder group and then proceed to a public hearing process. With the interest and momentum we have on completing this task, staff believes that we can resolve the landscaping standards and reach consensus on most issues rather quickly and have an ordinance available to the Planning and Zoning Commission and for the City Council within the next two months.

COUNCIL ACTION FORM

SUBJECT: WATER SERVICE AGREEMENT FOR SCENIC POINT DEVELOPMENT
AT 3599 G.W. CARVER

BACKGROUND:

When annexation occurs in water service territory controlled by Xenia Rural Water District, three separate agreements are consummated to confirm the territory transfer to the City. First, the City requires the developer to accept any financial responsibility for buying out Xenia's service territory. Second, Xenia requires the developer to agree to pay a certain amount for the service territory buy-out. Third, Xenia and the City then confirm the territory transfer by written agreement. This last step provides written documentation of the territory transfer, and also allows Xenia to comply with state law by legally transferring the obligation to provide water service in that area.

The property covered by this agreement is addressed as 3599 G.W. Carver Avenue (See Attachment A) and is owned by Hunziker Christy Shirk Builders, Inc. The City Council approved annexation of 4.08 gross acres of land on July 14, 2015 with the property owner's agreement for covering any cost of a rural water service buyout. The developer subsequently negotiated a separate buyout agreement with Xenia Rural Water District.

The attached agreement allows Xenia to comply with state law in transferring water service territory of the annexed area to the City of Ames.

ALTERNATIVES:

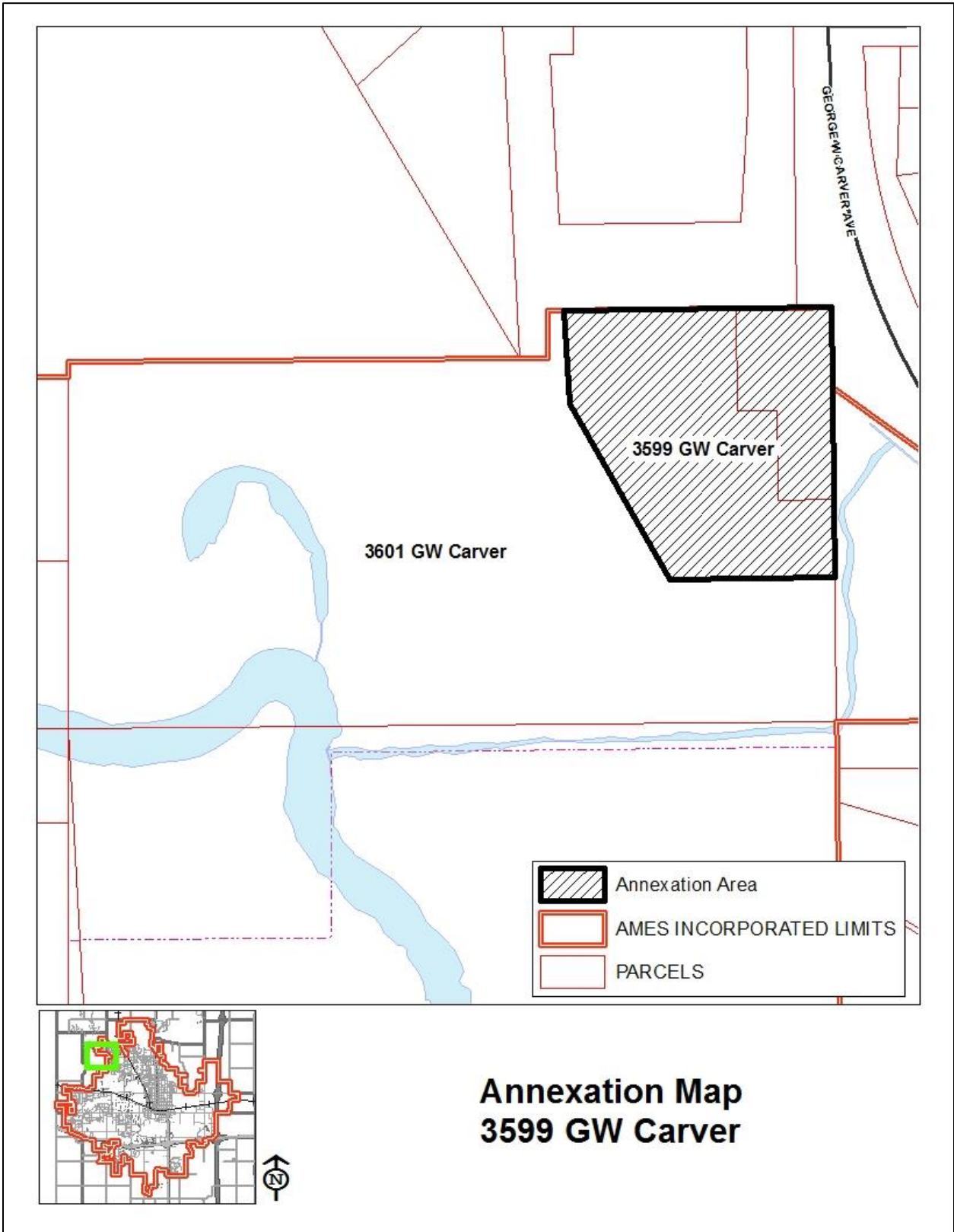
1. The City Council can approve the attached agreement with Xenia Rural Water District, confirming that the City of Ames will provide water service to the annexed property for Scenic Point located at 3599 G.W. Caver Avenue.
2. The City Council can refer this item back to staff for further information.

MANAGER'S RECOMMENDED ACTION:

With annexation of this property and the developer's buyout agreement in place, the last step in the process is for the City to agree to serve the former Xenia water service territory. That will allow the annexation to be filed with the state, thereby allowing the developer to process a development application for rezoning and subdivision of the property.

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

**ATTACHMENT A:
ANNEXATION MAP**



COUNCIL ACTION FORM

SUBJECT: **CAMPUSTOWN FAÇADE GRANT FY15/16**

BACKGROUND:

The Campustown Façade Program was developed to enhance the appearance of Campustown commercial buildings, fulfilling the City Council's objective of supporting Campustown. The goal of the proposed Campustown Façade Program is to promote diverse building styles and increased activity and commercial use. This program supports enriching the individual detail and character of each building within the context of a pedestrian oriented commercial district. The City Council identified the Campustown Service Center zoning district south of the ISU Campus and Neighborhood Commercial zoning district on West Street as the areas within which properties are eligible for project grants. (See Attachment A.)

This program involves a review of grant applications once per year, and includes up to \$15,000 of matching funds per façade. Each project may be awarded up to two façade grants, totaling \$30,000 with each grant being scored independently. The program also includes the allowance for up to \$2,000 in additional funding for design fees when a project includes a licensed design professional. Projects are scored on visual impact, financial impact, and consistency with the Idea Book concepts. (See Attachment B, Scoring Criteria.) A project must have a commercial use on the ground floor, but upper floors of a building that includes residential or commercial uses may be included in a grant request. Facades eligible for funding must be street facing and improvements must be permanent improvements to the facades.

Grant Applications

The City solicited grant applications for the Campustown program in February with a deadline of early March for submittal of applications. An invitation for grant applications was sent to all eligible property and business owners in the façade program area and was also publicized by Campustown Action Association and other media outlets. **Three applications for building facades improvements were submitted for consideration by the Council for a grant award. However, the third application was recently withdrawn.**

The first grant application is for the property at 103 Stanton Avenue for the Cranford building requesting \$15,000 in grant funds with an additional \$1,500 in design fees. The second application is for the property at 116 Welch Avenue for Arcadia Cafe requesting \$15,000 in grant funds and an additional \$1,000 in design fees. **The total amount of grant funding requested for Campustown Façade Grants is \$32,500. Council budgeted \$50,000 in the FY 2015/16 budget for this Façade Program.** Project information and design illustrations are attached for each project. (See Attachment C.)

Although a third application for grant funding was submitted, the applicant elected to

withdraw the application at this time due to concerns with the project regarding Zoning Code compliance. However, this applicant may be eligible to apply for grant funding during a future application period.

According to the approved Campustown Façade Program, each year project applications will be reviewed for grant funding based the design concepts of the Idea Book as noted below. A facade project must further the goals of the design concepts and not substantially detract from other design concepts in the Idea Book. A facade improvement that replaces an already compliant façade is an ineligible request.

Idea Book Design Concepts:

- *Transparent Campustown.* Visual transparency invites pedestrians to patronize the businesses inside. Physical access promotes cohesiveness within the district. Promoting more glass and larger physical openings show the commercial offerings in the district and encourage people to spend more time there.
- *Social Campustown.* Well-designed outdoor gathering areas create a positive social atmosphere. Small, unused, visible spaces can be transformed to expand commercial opportunities. It is not the intent of the program to fund sidewalk dining or other uses of the public right-of-way, although improvements to the building that are part of any outdoor gathering area project would be eligible.
- *Diverse Campustown.* The variety of building types and design styles contribute to the vibrancy, funkiness, visual interest, and diversity of businesses. Façades are encouraged to be distinct from their neighbors and unique in the district.
- *Identifiable Campustown.* High quality signs, graphics, and other design features that express the unique identity of local businesses can be part of a distinctive design for façade improvements.
- *Historic Campustown.* Some buildings in Campustown have potential to illustrate the historic development of Campustown over 100 years. Projects can include removing cover-up materials, restoring original storefronts/entrances, and restoring masonry.

CRANFORD BUILDING PROJECT APPLICATION – 103 Stanton Avenue is a corner property in Campustown along Lincoln Way and Stanton Avenue. The Lincoln Way façade of this building was the awarded a pilot project grant in 2015. The building contains Jeff's Pizza and The Singer Station along its Lincoln Way frontage and Jeff's Pizza along the Stanton frontage. This building has historical interest because it was designed and constructed in 1922 by the first woman to receive an engineering degree from Iowa State and because it was funded by women faculty and graduate students as their residence. The street level façade along Stanton is now covered up by wood panels and has windows and doors of a variety of sizes.

With the current façade grant application the same façade treatment is proposed with a new layer of brick veneer being applied to the façade to match the work completed as

part of the previous façade along Lincoln Way and to match the existing brick façade of the upper floors of the building. Doors and windows will be replaced in a similar size and pattern consistent with the design and the Lincoln Way frontage allowing for a minimal increase in transparency for the façade from the existing condition. Wood trim, wood kick plate panels and other wood elements will be repaired if possible, or if not, replaced with similar wood elements.

Removal of old cover-up materials, restoration of materials and replicating original fenestration patterns make the project consistent with the *historic* design concept. Also, by minimally increasing the total area of openings, the proposed façade project could also be considered consistent with the *transparent* design concept of the Idea Book.

The project estimate submitted for the application shows a total project cost of \$76,721. After review of the detailed project estimate it appears some of the project cost includes interior work for the space which would not be counted toward the façade project value for grant funding. **Based on the values indicated, staff has calculated the project cost for just the exterior façade work to be approximately \$29,017 with an additional \$1,500 in design fees, thereby reducing the façade grant eligibility from the requested \$15,000 to approximately \$14,500 as 50% of eligible costs.**

ARCADIA CAFÉ PROJECT APPLICATION – 116 Welch Avenue requests a revision to the front façade of the existing building. The proposal includes replacement of the existing canopy on the building with a new fabric awning, removal and replacement of the pre-cast concrete wall panels with new manufactured stone veneer and natural cedar siding, revision of the entries of the building for accessibility, and the improvement of signage with new pedestrian oriented blade signs. **The biggest improvement to the façade will be to the front transparency of the building with the installation of new café style windows which can be opened up to allow for the front area of the building to create a social atmosphere with the connection to the pedestrian sidewalk along Welch.**

Although the current façade consists of brick and a transparent glass storefront, the proposed project improves upon these conditions and furthers the goals of the Idea Book. **With the improvement to the new café window system, the project can be deemed to be consistent with both the transparent campustown and social campustown design concepts by creating a better visual and physical connection from the street into the café. The project is consistent with the identifiable campustown concept with the installation of the new awning and pedestrian oriented signage. Consistent with the *diverse* design concept, the appearance of the façade will be distinctly different from other buildings in the area with the use of the stone and natural cedar siding while staying in compliance with the City's zoning requirements for use of clay brick.**

The project estimate submitted for the application shows a total project cost of \$57,941. Based on the values indicated, staff has calculated the project cost for just the exterior façade work to be approximately \$44,757 with an additional \$1,000 in design fees. **The**

total grant amount would be \$16,000.

ALTERNATIVES:

1. The City Council can approve Campustown Façade Grants for both projects listed above, awarding \$16,000 in grant funding for 103 Stanton Avenue, the Cranford Building, and awarding \$16,000 for 116 Welch Avenue, Arcadia Café.

The reduced grant value in the grant request for 103 Stanton from the requested \$16,500 to \$16,000 takes into consideration the reduction in the project cost staff calculated for the project.

2. The City Council can approve an alternative selection of façade grants or grant amounts to the projects that the Council finds meet its priorities for Campustown façades.
3. The City Council can refer this request to staff or the applicants for additional information.

MANAGER'S RECOMMENDED ACTION:

The proposal for the Cranford Building shows that an historic approach can also provide significant impact on an identifiable Campustown. The improvements will be a significant contributor to the improved appearance of the two blocks of Campustown undergoing the most dramatic redevelopment. The project represents the concepts of Historic Campustown and Transparent Campustown.

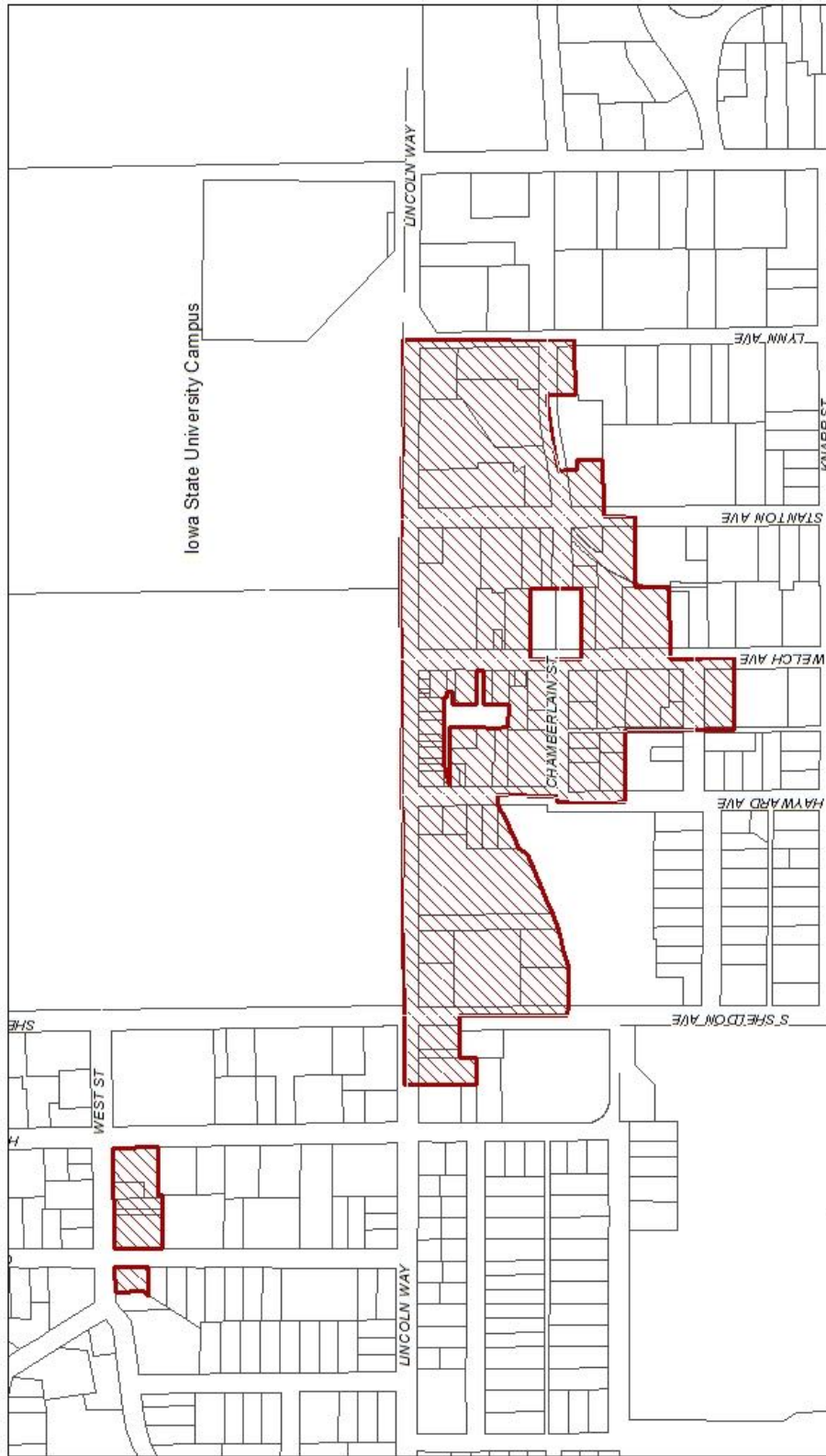
The Arcadia Café façade project is an improvement project which shows the intent of the façade program to create character and design details in buildings that address a social and interactive atmosphere in Campustown. It is consistent with four of the five design concepts of the Idea Book.

The design of both projects support the distinct character and style of each building. Together they improve the pedestrian environment of the Campustown area. The new facades certainly meet the intentions of the program in that they greatly enhance the appearance of their respective buildings and contribute to increased vitality and economic development through private investment of the area.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving \$32,000 in grant funding for Campustown Façade projects for both 103 Stanton Avenue and 116 Welch Avenue.

Attachment A

Campustown Facade Improvement Program



 Campustown Facade Grant Eligibility Area



November 2015
Map prepared by Ames Planning and Housing

Attachment B

Scoring Criteria for Campustown Façade Grants

*To be used to evaluate competing grant applications and to advise City Council in awarding grants. **The purpose of the grant program is to promote investment that creates or expands use and interest within Campustown.** Higher scores will be given to projects that meet many of the Idea Book design concepts and create a significant visual or financial impact for the Campustown Area.*

IDEA BOOK DESIGN CONCEPTS

Maximum Score 40 Points

The number of points granted in this category shall be based upon the strength of the proposed improvement project to be consistent with the Design Concepts as identified in the Campustown Idea Book. Projects identifying compliance with more of the design concepts deserve more points.

VISUAL IMPACT

Maximum Score 30 Points

- Improvements apply to more than one story on one facade
- Improvements apply to more than one storefront on one facade
- Improvements will create more visual significance because:
 - key, highly visual elements of the building are being improved
 - the building is prominently visible due to its location (e.g., it serves as a focal point from a street, is at a prominent intersection, or is larger than other buildings around it)

FINANCIAL IMPACT

Maximum Score 30 Points

- Matching funds exceed the minimum dollar-for-dollar match
- The project includes improvements being made to
 - ensure public safety,
 - establish or preserve the building's structural integrity
 - resist water and moisture penetration
 - correct other serious safety issues
- The façade project is part of a larger project that improves other exterior or interior parts of the building
- The project helps to make use of space that has been unoccupied or used only for storage

RECEIVED

FEB 26 2016

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

Campustown Façade Grant
Application Form

1. **Project Address:** 103 STANTON AVE.

2. **Property Owner:** MONTE GIBBS + MARILYN ALGER

Business: _____

Address: 4400 199th STREET AMES, IA 50014
(Street) (City) (State) (Zip)

515-203-0325 (Phone Number) (Fax Number) mrgibbs@isunet.net (E-Mail Address)

3. **Applicant:** MONTE GIBBS

Business: _____

Address: 4400 - 199th STREET AMES, IA 50014
(Street) (City) (State) (Zip)

515-203-0325 (Phone Number) (Fax Number) mrgibbs@isunet.net (E-Mail Address)

4. **Designer:** TAMMY STEFFEN

Business: BENJAMIN DESIGN COLLABORATIVE

Address: 401 CLARK AVE. SUITE 200 AMES, IA 50010
(Street) (City) (State) (Zip)

515-232-0888 (Phone Number) (Fax Number) tammy@benjamin-design.com (E-Mail Address)

☒ I certify that to the best of my knowledge I have submitted all the required information to apply for approval of a Campustown Façade Grant and that the information is correct.

☒ I have read and agree to abide by the "Eligibility, Terms, and Conditions" of the Campustown Façade Grant Program.

☒ I have contacted the Building Official and have included in this project all work to correct code defects.

Signed by: Monte R Gibbs

Date: Feb. 12 - 2016

Applicant

Monte R. Gibbs

Print Name

Attachment C
Project Details

Benjamin Design Collaborative, P.C.

401 Clark Avenue, Suite 200

Ames, Iowa 50010

515-232-0888

Fax 515-232-0882



Façade Improvement Project

Cranford Apartments
103 Stanton Avenue

February 22, 2016

Written Statement

The Owners of Cranford Apartments, Monte Gibbs and Marilyn Alger, wish to apply for the Campustown Façade Improvement Grant offered by the City of Ames. They wish to apply for one grant for the work facing Stanton avenue, Cranford Apartments storefront.

The work they intend to complete will be limited to the main floor of the building, the retail floor. The following specific items will be included in the work:

- ▶ Placement of new brick over the existing mortar plastered brick.
- ▶ Removal of all the single glazed windows, aluminum and wood frames and replace with new insulated glazing set in aluminum frames. The intention is for the windows to return similar in size to the original openings.
- ▶ Removal of the existing doors and replacement with aluminum frame doors, medium style, with all new hardware.
- ▶ Placement of new wood panel facings below the glazing, designed to emulate the historic character closer to the original structure. It is assumed the original elements were made out of wood and were removed when the plywood facing was installed. The new panels will be of the same style as the north facade, which had no original elements to recover.

The Cranford Apartment building was constructed in 1922, designed by Alda Wilson, who also managed the construction process. Alda's older sister, Elmina Wilson was the first woman to receive a master's degree in Civil Engineering in the United States and Alda received her degree in Civil Engineering, both from Iowa State College. The Faculty Women's Housing Company financed the project, providing needed housing for faculty women and students. Alda Wilson served as Carrie Chapman Catt's companion and executive assistant, from 1928 - 1947 as they traveled the country and world promoting the Women's Suffrage Movement. The Cranford Apartment building stands as an important reminder of that legacy.

The Cranford stands as an iconic structure at the corner of Stanton and Lincoln Way, with the return of larger more historic windows and brick facing. The goal is to provide a stronger social connection to the businesses along the street and provide an improved vision between the patron of the businesses and pedestrians along the sidewalk. By returning the fabric of the main floor façade closer to its historical roots, the building will connect the patrons to its historical beginnings and the messages they contain.

Attachment C
Project Details

Benjamin Design Collaborative, P.C.
401 Clark Avenue, Suite 200
Ames, Iowa 50010
515-232-0888
Fax 515-232-0882



Cranford Apartments Façade Grant

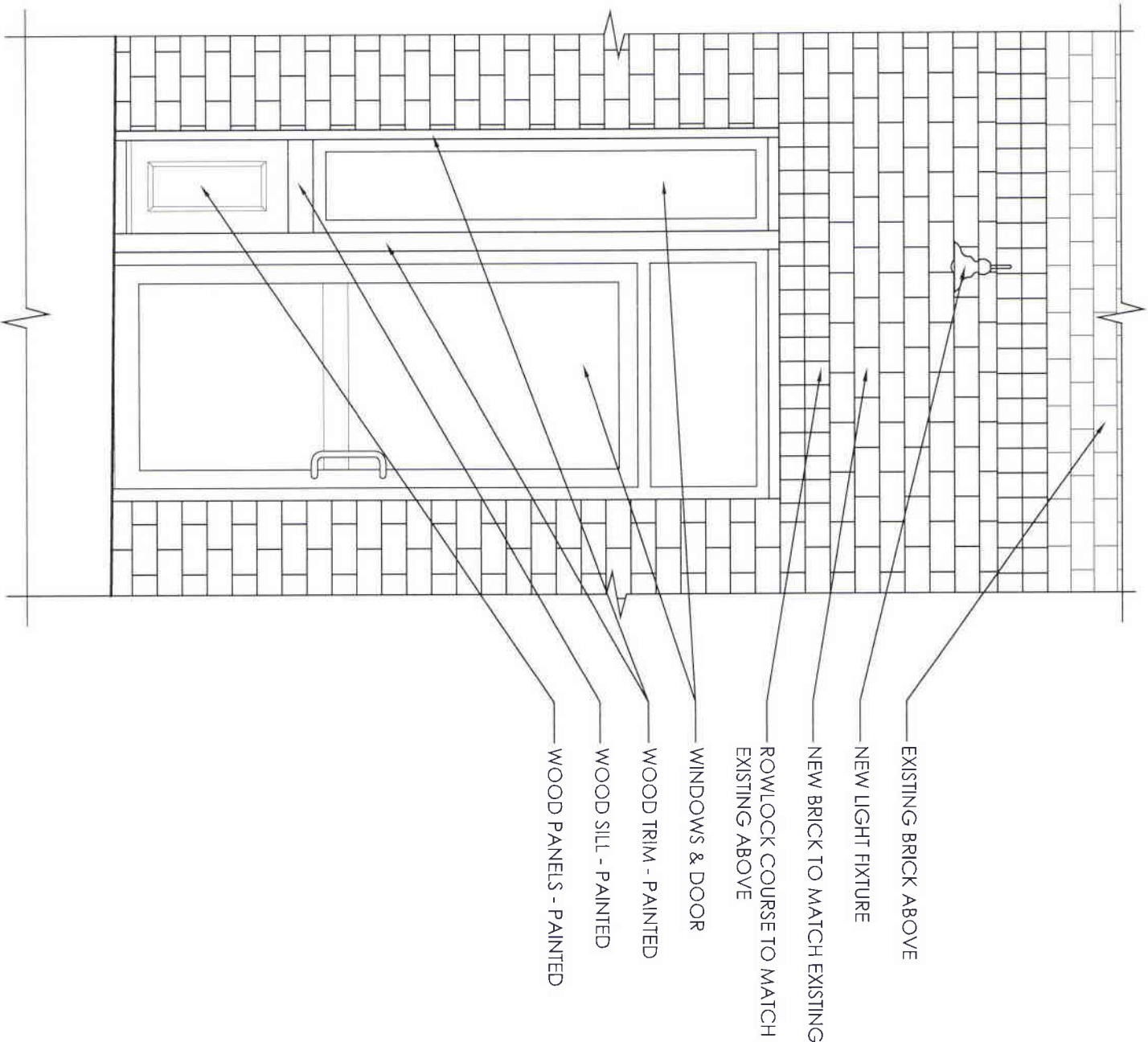
February 22, 2016

Monte Gibbs & Marilyn Alger
Ames, IA

Preliminary Estimate

Recap of Divisions

Division 1 - General Requirements		4,017
Division 2 - Site Work		7,678
Division 3 - Concrete		475
Division 4 - Masonry		12,873
Division 5 - Metal		3,425
Division 6 - Carpentry		9,795
Division 7 - Thermal & Moisture Protection		800
Division 8 - Doors & Windows		8,584
Division 9 - Finishes		5,100
Division 10 - Specialties		1,500
Division 22 - Plumbing		350
Division 23 - HVAC		6,000
Division 26 - Electrical		1,400
Subtotal of Individual Items of Work		61,997
Subtotal of Work		61,997
Estimate Contingency	10.0%	6,200
Total Construction Cost of Project		\$68,197
 Total Construction Cost		 \$68,197
Construction Contingency	5.0%	3,410
Owner's Contingency	3.0%	2,046
A / E Fees <i>(estimated)</i>	4.5%	3,069
Total Project Cost		\$76,721



PROPOSED MATERIALS

SCALE: 1/2" = 1'-0"



EXISTING EAST ELEVATION

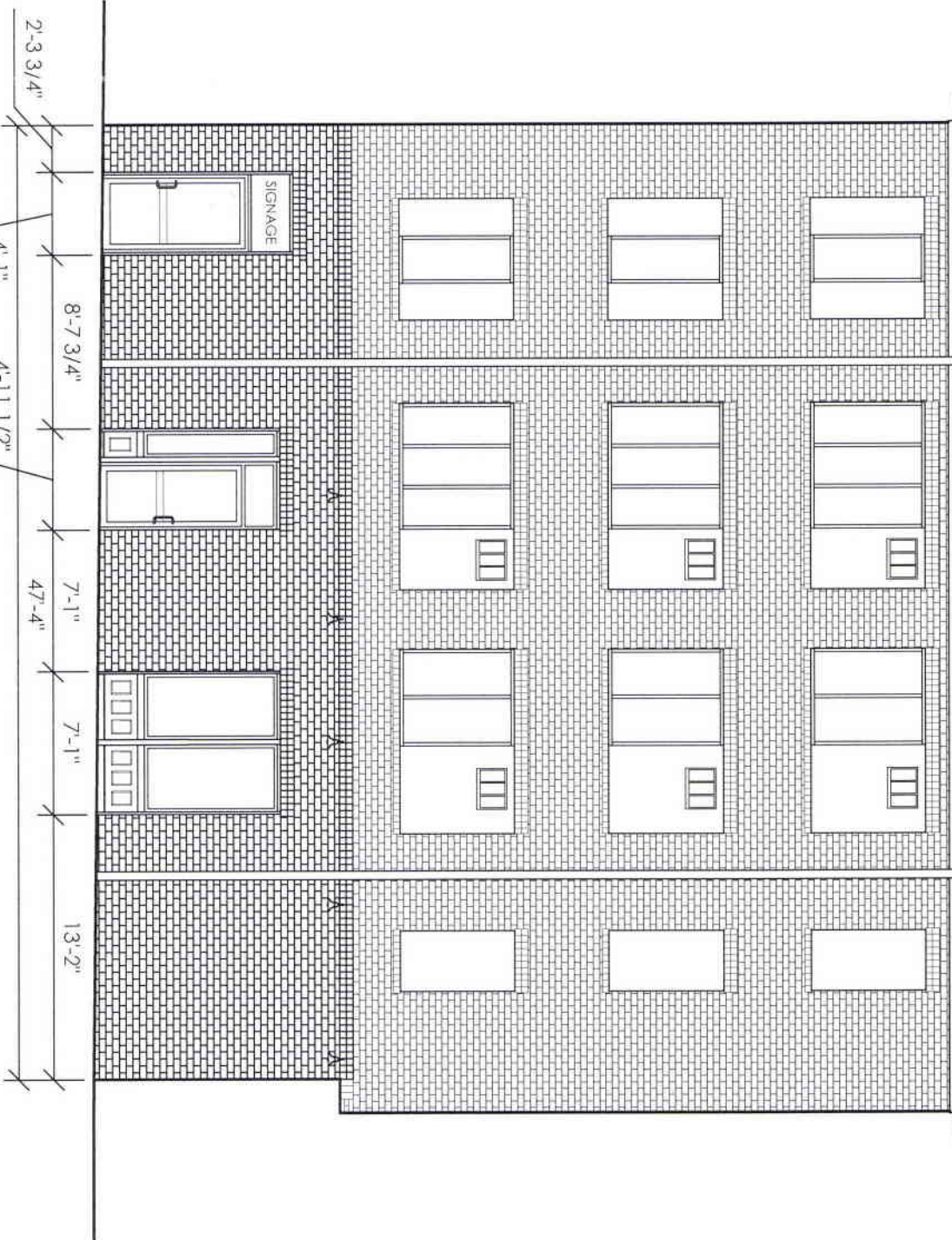
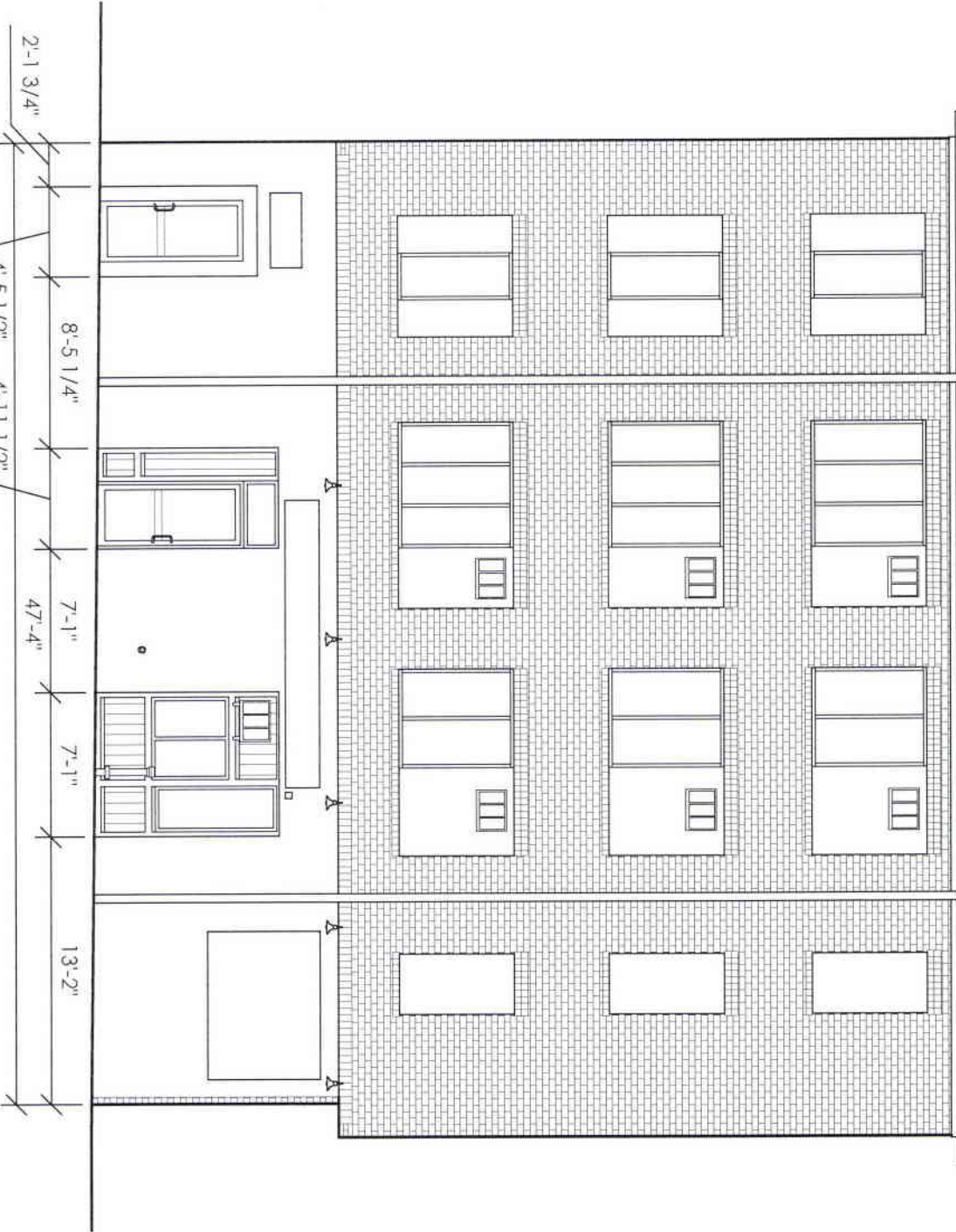
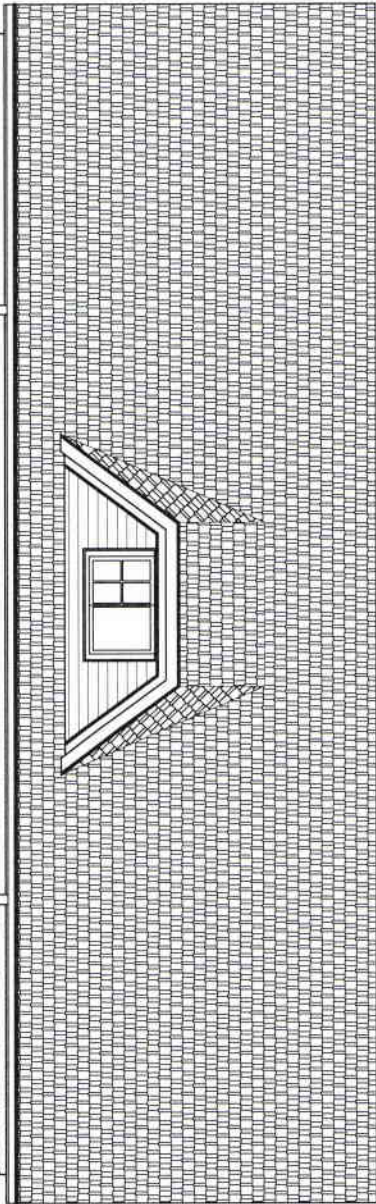
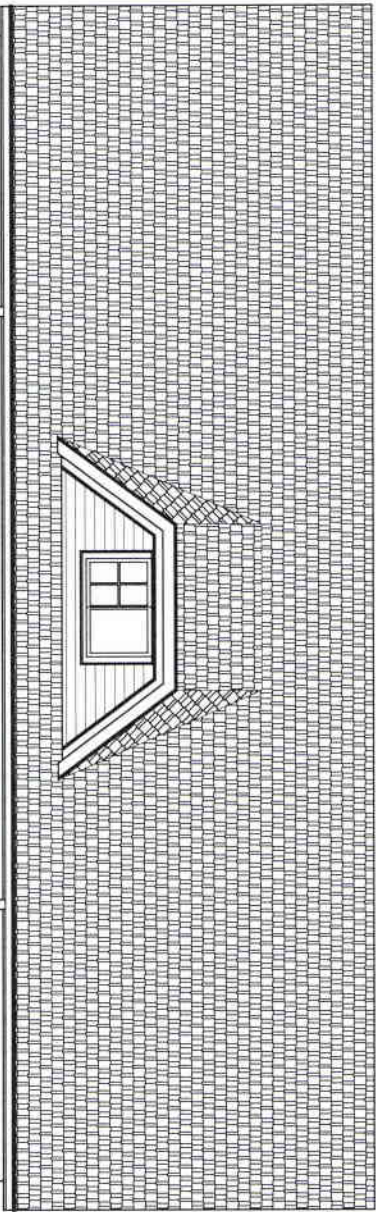
NOT TO SCALE



RENOVATED NORTH ELEVATION

NOT TO SCALE

CRANFORD EAST FACCADE RENOVATION



EXISTING EAST ELEVATION

PROPOSED EAST ELEVATION

SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"

CRANFORD FACADE REMODEL
MONTE GIBBS & MARILYN ALGER
103 STANTON AVE., AMES, IA



Benjamin Design Collaborative, P.C.

401 Clark Avenue, Suite 200, Ames, IA 50010

Phone - 515-232-0868

Fax - 515-232-0882

www.benjamintrdesign.com

[DATE]
02-22-16

[PROJ. NO.]
21510

[FILE NAME]
21510

[CONTENTS]
EXISTING &
PROPOSED
EAST
ELEVATIONS

[SHEET NO.]
A1

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Attachment C
Project Details

Application Form Last Updated: January 14, 2016

MAR 4 2016

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

Campustown Façade Grant
Application Form

1. **Project Address:** 116 Welch Avenue, Ames, IA 50014

2. **Property Owner:** Campus Investors IS, LLC

Business: c/o American Campus Communities

Address: 12700 Hill Country Blvd, Suite T-200, Austin, TX 78738

(Street) (City) (State) (Zip)

512-732-9617 512-494-0603 Tboatsell@americancampus.com

(Phone Number) (Fax Number) (E-Mail Address)

3. **Applicant:** Ryan L. Jeffrey and Liz Jeffrey

Business: Arcadia Cafe

Address: 2712 Lincoln Way, Ames, IA 50014

(Street) (City) (State) (Zip)

515-292-3510 liz@arcadiainames.com ryan@arcadiainames.com

(Phone Number) (Fax Number) (E-Mail Address)

4. **Designer:** Arthur Baumgartner

Business: Haila Architecture | Structure | Planning Ltd.

Address: 416 Kellogg Avenue, Ames, IA 50010

(Street) (City) (State) (Zip)

515-292-0007 515-292-0008 abaumgartner@haila-asp.com

(Phone Number) (Fax Number) (E-Mail Address)

☐ I certify that to the best of my knowledge I have submitted all the required information to apply for approval of a Campustown Façade Grant and that the information is correct.

☐ I have read and agree to abide by the "Eligibility, Terms, and Conditions" of the Campustown Façade Grant Program.

☐ I have contacted the Building Official and have included in this project all work to correct code defects.

Signed by:  Date: 3/4/2016

Applicant

LIZ C. Jeffrey
Print Name

Project Information

Project Name: Arcadia Cafe

Location: 116 Welch Avenue, Ames, IA 50014

Project Features: Exterior Canopy, Lighting Upgrades,
Pedestrian Oriented Signage and Interaction,
Renovation & Improvement of Undesirable
Building, Transparency, Accessibility

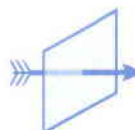
Date of Prep: Prepared March 04, 2016



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MAR 4 2016

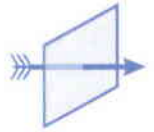
CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING



Written Statement

Transparent Campustown

Less than quality storefront windows once offered 116 Welch Avenue an inviting appearance, but has since been covered with posters, shades, even paint, to prevent the daylight from entering the space. The facade renovation will install cafe style windows, a high quality glass operable wall system providing visual and physical transparency between the street and the interior space. The visual connection from the street into the very back of the cafe encourages a pedestrian friendly environment, giving the passerby opportunity to linger and absorb the sights, sounds, and smells of the interior as it spills out onto the streets of Campustown. The separation between commercial activity and street life begins to vanish creating a cohesive and personable community.



Social Campustown

The night life for which Welch Avenue is known will be improved upon with additional lighting on the building's facade, goose neck lighting above the canopy and recessed lighting to illuminate the sidewalk, creating a safe and inviting atmosphere while roaming the streets of Campustown at night and increasing walk-ability of Welch Ave. The operable wall system will encourage interaction between pedestrian and patrons as the cafe style window removes the barrier between the interior and street scape.



Identifiable Campustown

Material selection of the new facade not only brings comfort to those walking by, but also texture, warmth, and friendly accommodations. The cultured stone veneer will be a drastic aesthetic improvement the existing pre-cast concrete wall panels and the natural cedar siding will add a splash of color and warmth to the previously cold facade. Both materials add depth and diversity to the otherwise predictable palate of brick to Welch Ave. These materials combined with high quality signage, on the prominent canopy and the two blade signs, express the character of the cafe within. 116 Welch Avenue hopes to become a precedent for the rest of Welch to help encourage distinct facades for each of the variety of businesses to enrich the greater context of Campustown.



Diverse Campustown

The relatively steep slope of Welch Avenue creates a unique challenge for street level businesses in terms of accessibility. The new entry arrangement ramp of 116 Welch encourages persons from all backgrounds to come inside. Universal accessibility, material diversity, and a consistent unique character throughout the entirety of the building creates a vibrant and creative atmosphere not seen elsewhere on the brick-lined Campustown strip.



Structural Integrity & Constructibility

HAILA Architecture | Structure | Planning Ltd. & Jensen Builders Ltd.

Both contractor and architect, as listed above, have been integral in the design and constructibility of the facade and interior renovation projects. The overall structure will not require any modifications to the existing load bearing elements, but due to recent construction in the adjacent lot to the north previous means of egress have now been rendered unusable. Applicable code implications will require extensive reconfiguration of the means of entry and egress on the main facade.

116 Welch Avenue has not been identified as having a historically significant facade that positively contributes to the surrounding Campustown Community, this allowing greater flexibility in the design. The extensive renovation of this existing facade requires careful consideration of thermal and moisture control issues. Through consultation with the local businesses listed, HAILA Architecture | Structure | Planning Ltd. and Jensen Builders Ltd., the proposed facade renovation will address the harsh Midwest Iowa climate of appropriately through detailed drawings by a licensed architect and through the use of high quality materials and products.



Attachment C Project Details

Arcadia Cafe

116 Welch Avenue, Ames, IA 50014

Prepared March 01, 2016

Project Budget

Approximate Budget Cost \$57,941

This budget has been constructed with both the contractor and architect weighing in on the prices, as they have been integral in the design and constructibility of the facade project, and both feel that the budget is reasonable.

Professional Construction Estimate

1. Demolition	\$2,000
2. Traffic Control	\$560
3. Concrete work	\$3,024
4. Cultured Stone Veneer	
• Columns	\$6,272
• Window Sill	\$1,881
5. Natural Cedar Siding & Wall Assembly	\$1,267
6. Operable Cafe Style Windows	\$12,320
7. Aluminum Doors & Windows	\$6,585
8. Lighting	\$2,352
9. Printed Awning	\$8,960
10. Blade Signage	\$2,000
11. Caulking & Miscellaneous	\$1,120
12. Estimated Contingency	\$3,400
13. General Contractor Markup	\$5,200

Professional Design Fees

14. Facade Design Only	\$1,000
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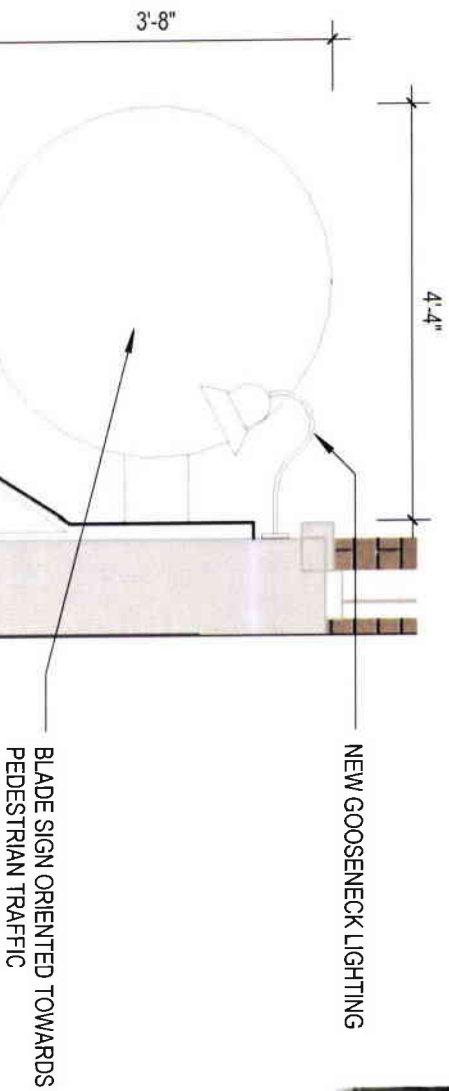
Total Project Cost \$57,941

Financial and Visual Impact

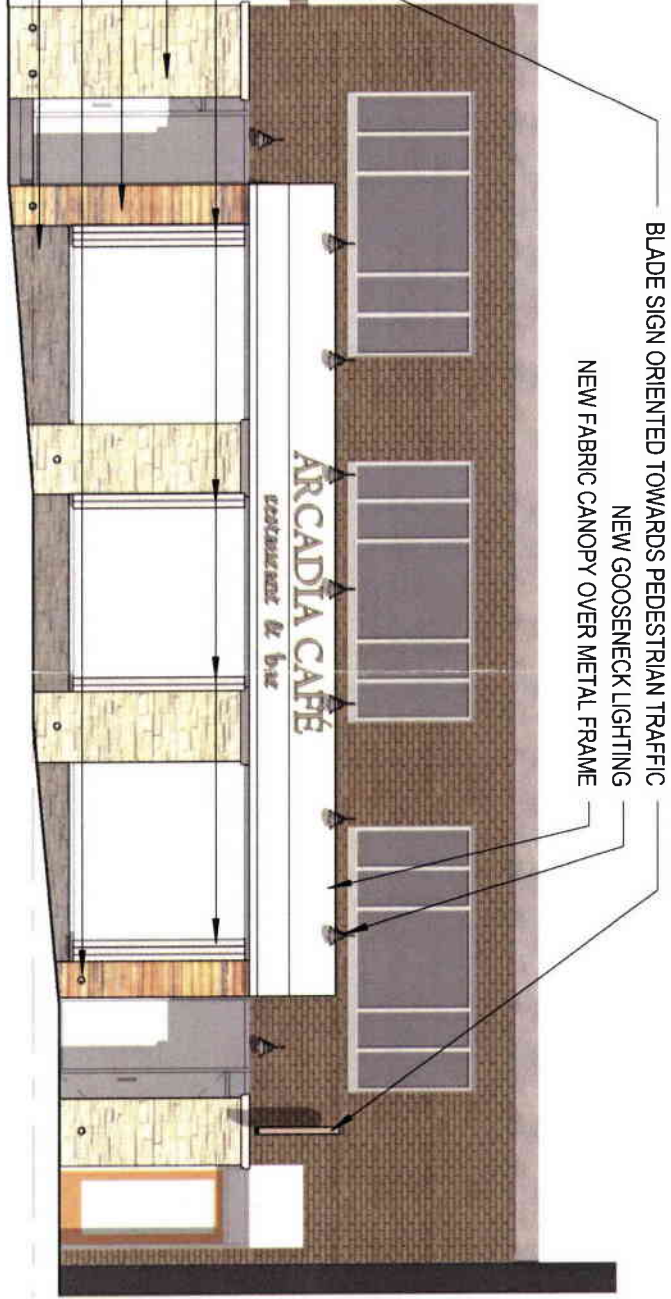
The costs listed above only account for work to the facade. However, Arcadia Cafe's total investment in this property will likely eclipse \$200,000. With the current commercial space being unoccupied, these investments will significantly improve the aesthetic and social value of the prominent location within Campustown.



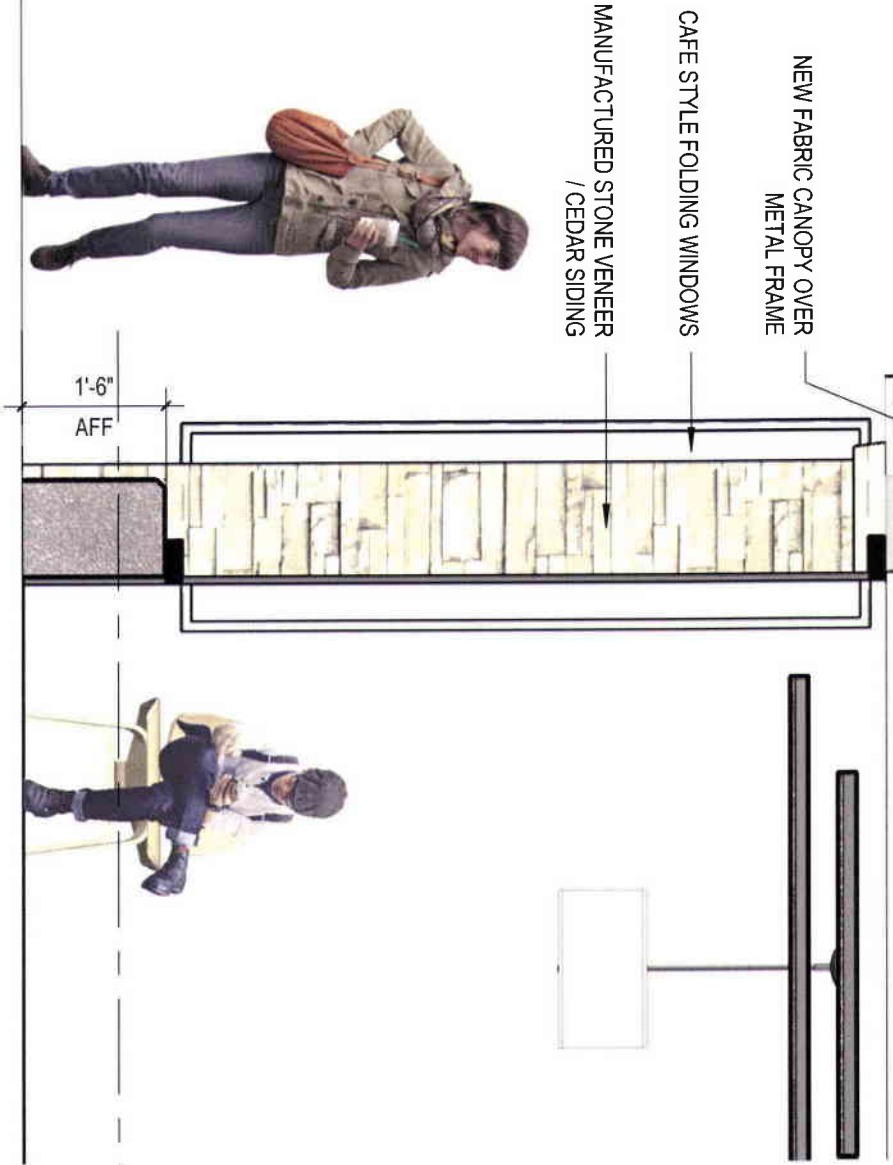
PRECEDENT STUDY THE PRAIRIE CANARY - GRINNELL, IA



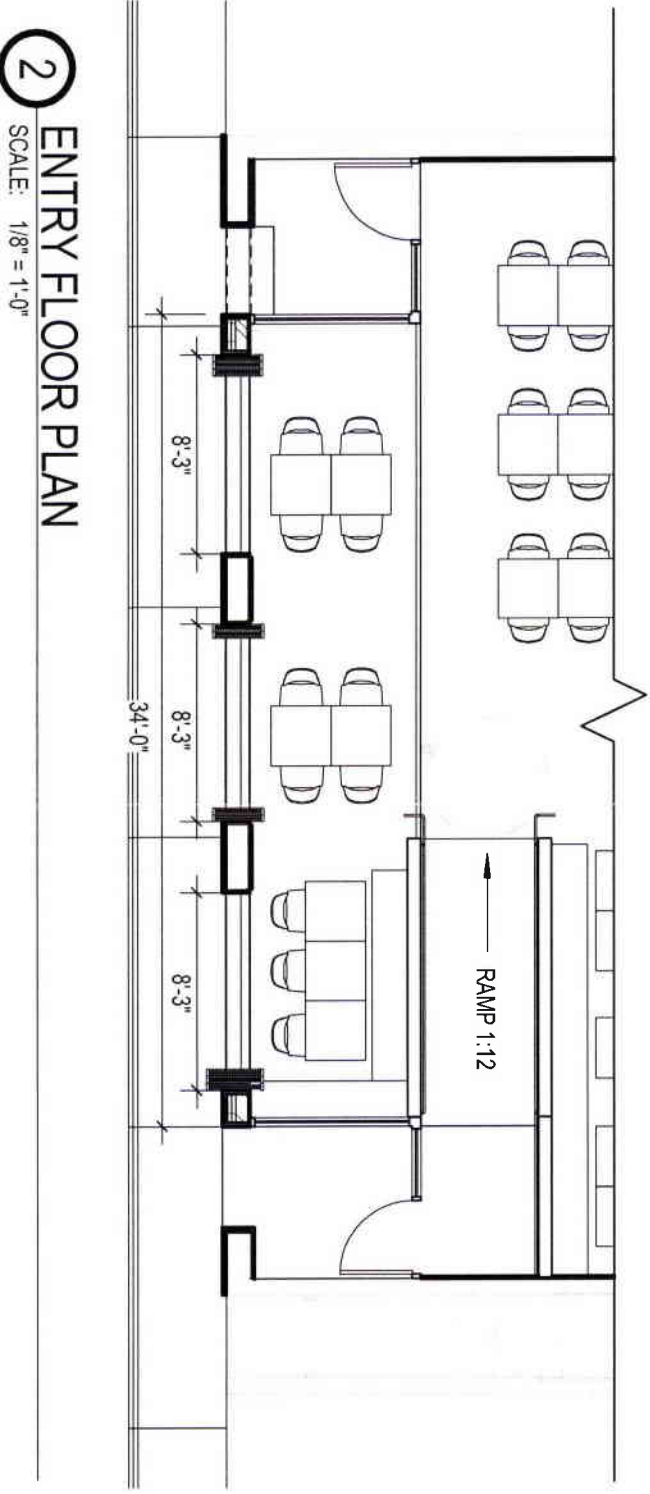
CAFE STYLE FOLDING WINDOWS
MANUFACTURED STONE VENEER
NATURAL CEDAR SIDING
NEW RECESSED SIDEWALK LIGHTING
MANUFACTURED STONE SILL



1 ENTRY FACADE
SCALE: 1/8" = 1'-0"



3 WALL SECTION
SCALE: 1/2" = 1'-0"



2 ENTRY FLOOR PLAN
SCALE: 1/8" = 1'-0"



HAILA

ARCHITECTURE
STRUCUTRE
PLANNING LLP

MAR 4 2016

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

CAFE RENOVATION

ARCADIA CAFE

116 WELCH AVE, AMES, IOWA 50014

2016-03-04

NOT FOR CONSTRUCTION

ITEM #: 52
DATE: 04-26-16

COUNCIL ACTION FORM

SUBJECT: **PRELIMINARY PLAT FOR DOTSON DRIVE SUBDIVISION
(601 AND 705 DOTSON DRIVE AND 4112 COCHRANE PARKWAY)**

BACKGROUND:

Hunziker Christy Shirk Builders, Inc. is requesting approval of a Preliminary Plat for the development of a single-family residential subdivision known as Dotson Drive Subdivision. **Currently there are three existing lots that make up the area of the proposed Preliminary Plat.** Two of the properties (Lots 2 & 3 of Ames Middle School 2003, Plat 3) are located along the west side of Dotson Drive and were previously owned by the Ames Community School District. The third property is Outlot T of Southfork Subdivision, previously owned by Pinnacle Properties, and is located along the south side of College Creek. The property encompasses an existing Conservation Easement from Southfork Subdivision. The three properties total 8.49 acres for Dotson Drive Subdivision. (See *Attachment A – Location and Zoning Map*). The City approved a rezoning request from Government/Airport (S-GA) to Suburban Residential Low Density (FS-RL) with a Master Plan on October 27, 2015 for all three properties (See *Attachment B – Master Plan*).

The proposed Preliminary Plat (See *Attachment C*) includes 15 lots for single-family detached homes and three additional outlots for open space. Seven of the lots along the north portion of the site will have access onto Dotson Drive while the remaining eight lots will be accessed from a newly developed public loop street, Dotson Place. There is a broad size range in the single family lot areas from .2 acres to 1.27 acres in size. All lots meet minimum size requirements and frontage requirements for the FS-RL zoning district. Additionally, there will be a path connection from Dotson Drive to Cochrane Parkway along Lot 2.

Three outlots in the proposed subdivision total 1.12 acres. Outlots A and B, which include 1.02 acres, will function as open space, utility easement areas and part of the storm water system. On the Final Plat, Outlots A and B will include public utility, storm water detention, and surface water flowage easements over each entire outlot. Outlot C is a parcel of land included in this development from the previously platted Southfork Subdivision and is part of the existing Conservation Easement Area.

The rezoning of the site in October 2015, included a Master Plan (See *Attachment B - Master Plan*) defining the general arrangement of uses and conditions for development of the site. The Preliminary Plat must be found to conform to the Master Plan land use descriptions.

Staff finds that the Preliminary Plat is consistent with the approved Master Plan

proposed layout, number of proposed units, and unit types. Due to the arrangement of outlots and conservation areas within the proposed subdivision, the project meets the minimum density requirement at 3.75 units per acre and provides for 10% of the site as required open space.

Planning and Zoning Commission Recommendation. On April 6, 2016 the Commission considered the Preliminary Plat for Dotson Drive Subdivision. No one from the public spoke at the hearing. The Commission recommended approval of the Preliminary Plat by a vote of 7 to 0.

ALTERNATIVES:

1. The City Council can approve the preliminary plat for Dotson Drive Subdivision.
2. The City Council can deny the preliminary plat for Dotson Drive Subdivision
3. The City Council can defer action on this request and refer it back to City staff and/or the applicant for additional information.

MANAGER'S RECOMMENDED ACTION:

The proposed project has achieved the lot development requirements of the Ames Subdivision and Zoning regulations and conforms to the approved Master Plan for the proposed development.

It should be noted that this project exists in a portion of the west Ames Sanitary Sewer service area described in Sanitary Sewer System Capacity Update (Agenda Item #37) that will require a capital improvement project to correct a capacity issue in the sanitary sewer system. Subject to the City Council deciding on April 26th to initiate a capital improvement project to deal with the capacity deficiency in the 2016 construction season, the proposed preliminary plat can be approved at this time. If such direction is given to the staff on April 26th, it is the recommendation of the City Manager that the City Council act in accordance with Alternative #1 and approve the preliminary plat for Dotson Drive Subdivision.

ADDENDUM

Project Description. The Preliminary Plat of “Dotson Drive Subdivision” includes 15 lots for development, Lot A for Dotson Place (public street right-of-way to be dedicated to the City) and, three outlots (Outlots A, B, and C). Outlot A (0.6 acres) is to be used as public open space and includes some storm water features. Outlot A also includes the College Creek bridge connection under Dotson Drive and the existing connection point for the crossing of the shared use path over Dotson Drive. Outlot B (0.42 acres) is indicated as a public utility easement and storm water features and Outlot C (0.1 acres) is part of the existing conservation easement from Southfork Subdivision and is shown as open space on the Preliminary Plat. (*See Attachment C - Preliminary Plat*)

The main access for the development is Dotson Drive. The proposed Plat includes the construction of Dotson Place as a public loop road for frontage and access to 8 of the proposed single family lots along the southern boundary of the development area. The remaining 7 lots on the north end of the development will gain frontage and driveway access from Dotson Drive.

The total development area of 3.99 acres will have single family home lots that range in size from 0.2 acres to 1.27 acres. All lots proposed are indicated to meet the number and general location based on the approved Master Plan and the minimum lot area and frontage requirements of the Zoning Code for the FS-RL zoning district.

Density calculations have been based on net area consistent with the allowance for the FS-RL zone, by subtracting out of the gross lot area the total area to be held as outlots, conservation easements, and land in the subdivision that will be dedicated to the city as public street right-of-way for Dotson Place, and area of the shared use path easement (shown on Lot 2). With a total net area of 3.99 acres the net density of 15 proposed single family homes is 3.76 dwelling units per net acre. This just meets the minimum required net density of 3.75 dwelling units per net acre of the FS-RL Zone.

Public Improvements. The proposed development lots will be accessed off of Dotson Drive. The north portion of the site will include single-family lots fronting on Dotson Drive with private driveways. The southern portion of the site will include a new loop street, Dotson Place, to allow driveways to lots 8-15. Dotson Drive is a residential collector street with an expected moderate level of vehicle traffic and it is beneficial to traffic operations to limit driveways. The loop road will help to eliminate some curb cuts onto existing Dotson Drive. Staff has considered the sight visibility issues for the slope and curvature of Dotson Drive and has agreed upon location of the 7 individual lots as an appropriate concept for the subdivision. The open area created by the loop street will be part of retained under the control of the homeowners association and will not become a city responsibility for maintenance.

New sewer and water connections were installed with the extension of Dotson Drive and required as part of the Minor Final plat for Ames Middle School Plat 3. The subject site is within the west Ames sanitary sewer service area. Provided that Council moves

forward with the planned sanitary sewer capacity improvements for the main trunk line in Lincoln Way, this project can be approved. Final details on the timing of the Lincoln Way improvements can be reviewed at the time of final plat review that would allow for individual home construction.

Sidewalks, Pedestrian Trails and Street Trees. A street tree planting plan has been submitted that includes street trees planted along the west perimeter of Dotson Drive, and along the south perimeter of the new loop road Dotson Place. Chapter 23 of the Municipal Code, would typically require street trees for residential subdivisions along both sides of the street at a spacing of 30-50 feet on center to allow for the growth of the tree canopy, however, adjusted spacing is permitted by the code for obstructions in the right of way including driveway locations, underground utilities, and the location of street lights. With the configuration of Dotson Place and the location of the public sidewalk, water main, and future driveways, minimal space would be available to locate streets trees on the north side of Dotson Place. Therefore, staff feels it is acceptable for the streets trees in this situation to be located within the right-of-way along the south side of the street abutting Outlot B.

Open Space and Pedestrian Connections. Open Space areas are proposed by the applicant for the subdivision with the creation of the three outlots for a total of 1.12 acres of open space proposed for the development. The FS zoning requires that 10% of the gross development area be designated as common open space which is intended for usable outdoor area for the residents of the development. With access to the shared use path and sidewalks along Dotson Drive staff would consider Outlots A and B as usable open space for the development for a total of 1.02 acres or 12% of the gross area of the development which meets the minimum requirement. Outlot C, however, is not accessible to the residents of the proposed development and therefore staff would not consider it as open space to meet the requirement of the code.

Residential sidewalks are planned for construction for the development along the west side of Dotson Drive and along the north side of the new Dotson Place. Existing sidewalks and shared use path connections have already been installed along the east side of Dotson Drive and in some areas along the west side of Dotson Drive which were included in the public improvement required for Ames Middle School 2003, Plat 3 which was completed by the Ames Community School District.

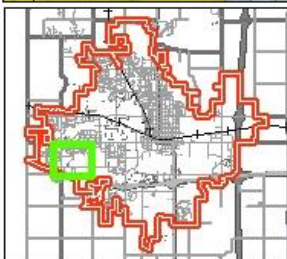
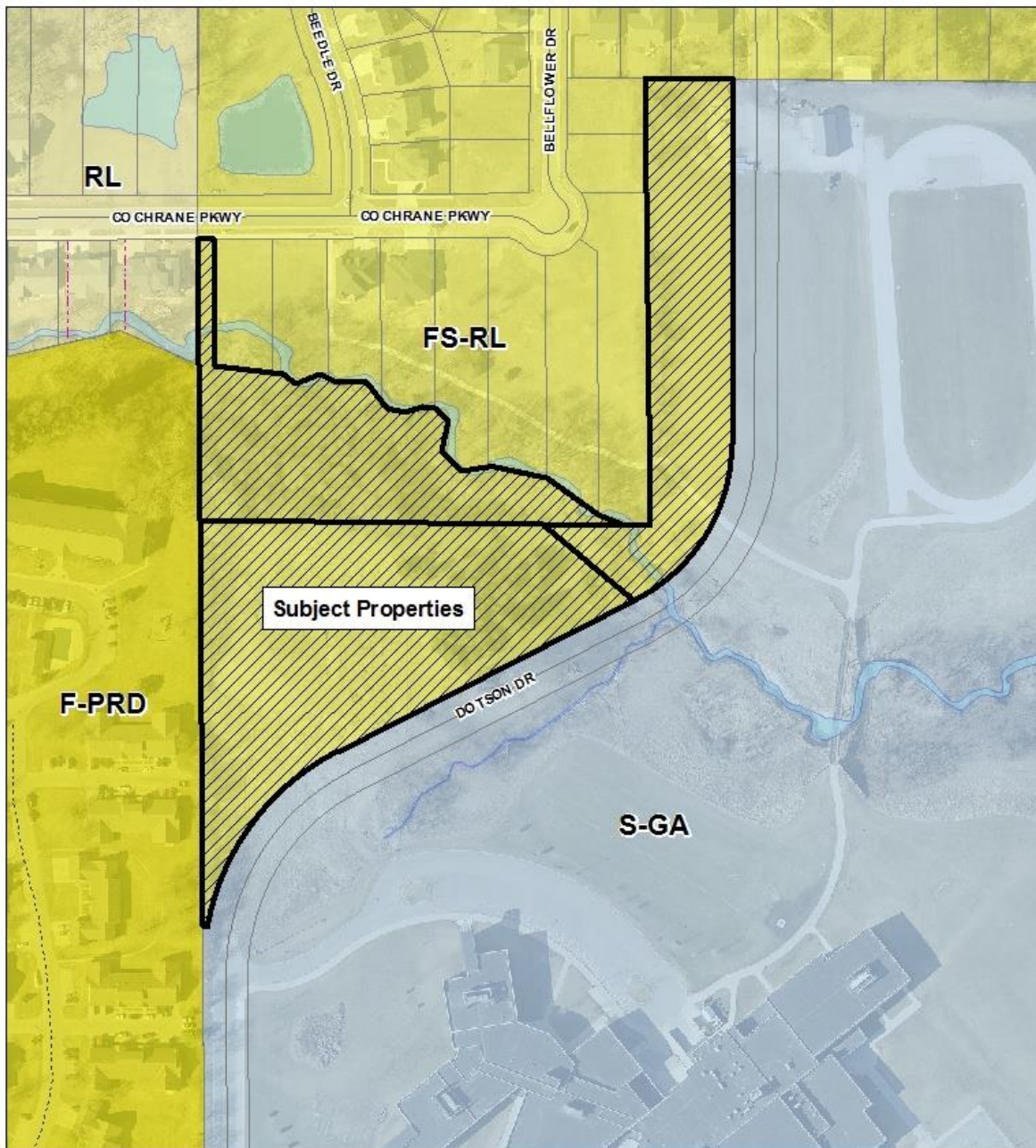
A shared use path connection already exists within Outlot A of the proposed subdivision; however, the developer will be responsible for the connection of a second shared use path shown on the south side of Lot 2 for connection to Southfork Subdivision to the west. The construction of the shared use path shown along the south side lot 2 will be considered a public improvement at the time of final plat to be installed with all other public improvements of the subdivision.

Storm Water Management. The Public Works Department has reviewed the submitted Storm Water Management Plan for this subdivision and has determined that the development will require a partial waiver of the requirements of the adopted Post

Construction Storm Water Ordinance. Staff is working with the applicant to determine compliance with the ordinance. The applicant has requested a waiver of certain standards to take into account the conditions of the site. If the Municipal Engineer does not find that a waiver can be approved, it would affect the platting of the northern lots with direct access to Dotson Drive and there could be a need for an amendment to the plat at the time of final plat.

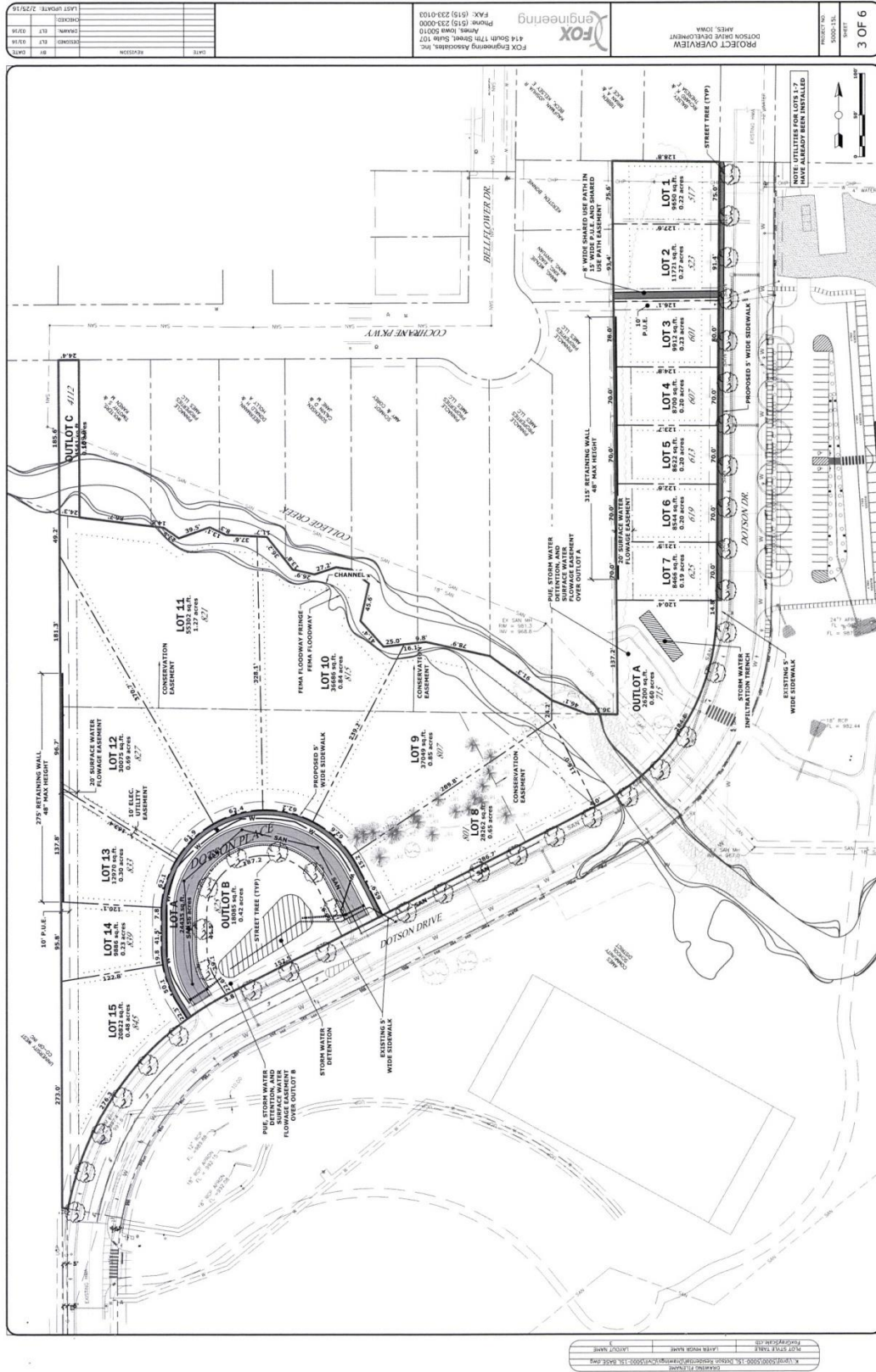
Applicable Law. Laws pertinent to the proposal are described on Attachment D. Pertinent for the City Council are Sections 23.302(5) and 23.302(6).

Attachment A: Location and Zoning Map



**Location and Zoning Map
601 and 705 Dotson Drive
and 4112 Cochrane Parkway**

Attachment C: Preliminary Plat



Attachment D: Applicable Subdivision Law

The laws applicable to this Preliminary Plat Subdivision include, but are not limited to, the following: (verbatim language is shown in *italics*, other references are paraphrased):

Code of Iowa Chapter 354, Section 8 requires that the governing body shall determine whether the subdivision conforms to its Land Use Policy Plan.

Ames Municipal Code Chapter 23, Subdivisions, Division I, outlines the general provisions for subdivisions within the City limits and within two miles of the City limits of Ames.

Ames Municipal Code Section 23.302(5):

- (5) *City Council Review of Preliminary Plat: All proposed subdivision plats shall be submitted to the City Council for review and approval in accordance with these Regulations. The City Council shall examine the Preliminary Plat, any comments, recommendations or reports examined or made by the Planning and Zoning Commission, and such other information as it deems necessary and reasonable to consider.*

Ames Municipal Code Section 23.302(6):

- (6) *City Council Action on Preliminary Plat:*

- a. *Based upon such examination, the City Council shall determine whether the Preliminary 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. 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.*
- b. *Following such examination and within 30 days of the referral of the Preliminary Plat and report of recommendations to the City Council by the Planning and Zoning Commission, the City Council shall approve, approve subject to conditions, or disapprove the Preliminary Plat. The City Council shall set forth its reasons for disapproving any Preliminary Plat or for conditioning its approval of any Preliminary Plat in its official records and shall provide a written copy of such reasons to the developer.*

Ames Municipal Code Chapter 23, Subdivisions, Division IV, establishes requirements for public improvements and contains design standards.

Staff Report

**REQUEST FOR ACCESS EASEMENT
THROUGH THE CITY'S WELCH PARKING LOT (LOT X)
TO FACILITATE REDEVELOPMENT AT 122 HAYWARD**

April 26, 2016

BACKGROUND:

Dean Jensen is the owner and developer of two properties proposed to be merged for redevelopment into a new mixed-use student housing development at 122 Hayward Avenue. The project would include 45 apartments totaling 145 bedrooms with approximately 3,300 square feet of commercial space on the ground floor.

On November 24, 2015, City Council considered the effects of an existing storm sewer that ran underneath a portion of the site and the developer's desire to obtain an indication from the City whether or not he would be allowed to build over the sewer. Given the existence of satisfactory language reflected in the current abstract that waived any claims against the City for damages sustained by property owner from the construction or maintenance of the storm sewer, the Council indicated its willingness to allow for the developer to build on the property, including over the storm sewer.

The developer then proceeded to create plans for the new project and applied for a Minor Site Development Plan on January 29, 2016. The proposed plans are predicated on receiving vehicular access to private structured parking across the City's property (commonly identified as the Welch Parking Lot X) located to the north and east of the site. (See Attachment A, Location Map.) **Staff noted, during the review of the project that, as currently designed, the property owner would need to secure an easement to have perpetual access for the proposed project across the City property.**

Subsequent to staff's discussion about access needs, on March 26, 2016 the City Council finalized its goals/objectives for the next two years. One of the objectives under the goal of Strengthening Downtown and Campustown is to, "Explore public/private improvements (e.g. entertainment, parking, housing, amenities) for public/private space in Campustown and Downtown." The first task under this objective is to, "Work with CAA, business, and property owners to help determine what type of use can be made of the interior parking lot between Welch Avenue and Hayward Avenue." The dimensions and layout of this .42 acre parcel are shown on Attachment B.

Based upon City Council's direction to investigate use of the Parking Lot X area for a variety of purposes, it appears there is a conflict with granting a perpetual

easement to the 122 Hayward project at this time, since it could diminish the opportunities for the use of the area in the future.

Attachment C depicts a potential easement alignment to provide access to 122 Hayward at two points that fit the design of the project. The access from Welch would accommodate two way traffic, while the route to Hayward is only 16 feet in width and provides for one way traffic exiting onto Hayward.

OPTIONS:

Option 1- Provide An Easement

Staff could investigate a means of providing for an easement as requested by the developer within either a defined area or broadly in a manner that gives the City the ability to alter the path of travel in the future, but guarantees access to the property. Staff would return with a formal easement document for Council's approval within the next month.

This option would give the developer assurance of access to the site as requested, after which he would continue with development of the 122 Hayward site. However, this option would reduce the range of options that would be desirable and feasible for either use of the space as currently configured or for redevelopment of the space in conjunction with other properties in the future.

Option 2 Decline The Granting Of An Easement And Initiate Study Of Area

With this option the City Council would not guarantee a perpetual easement to the developer of 122 Hayward at this time. City Council would wait for staff to complete the task identified for their Objective before deciding how to proceed with granting of a perpetual easement.

Under this option, the developer would be delayed in initiating his project and miss the construction cycle for occupancy in 2017. The developer could consider a redesign of the project and utilize access from Hayward to provide required parking. However, the redesign of the project would prove costly to the developer and likely delay the construction of the project.

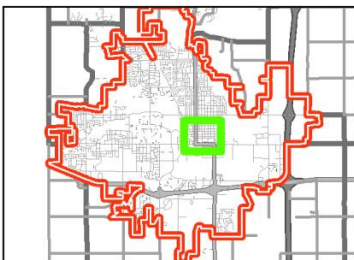
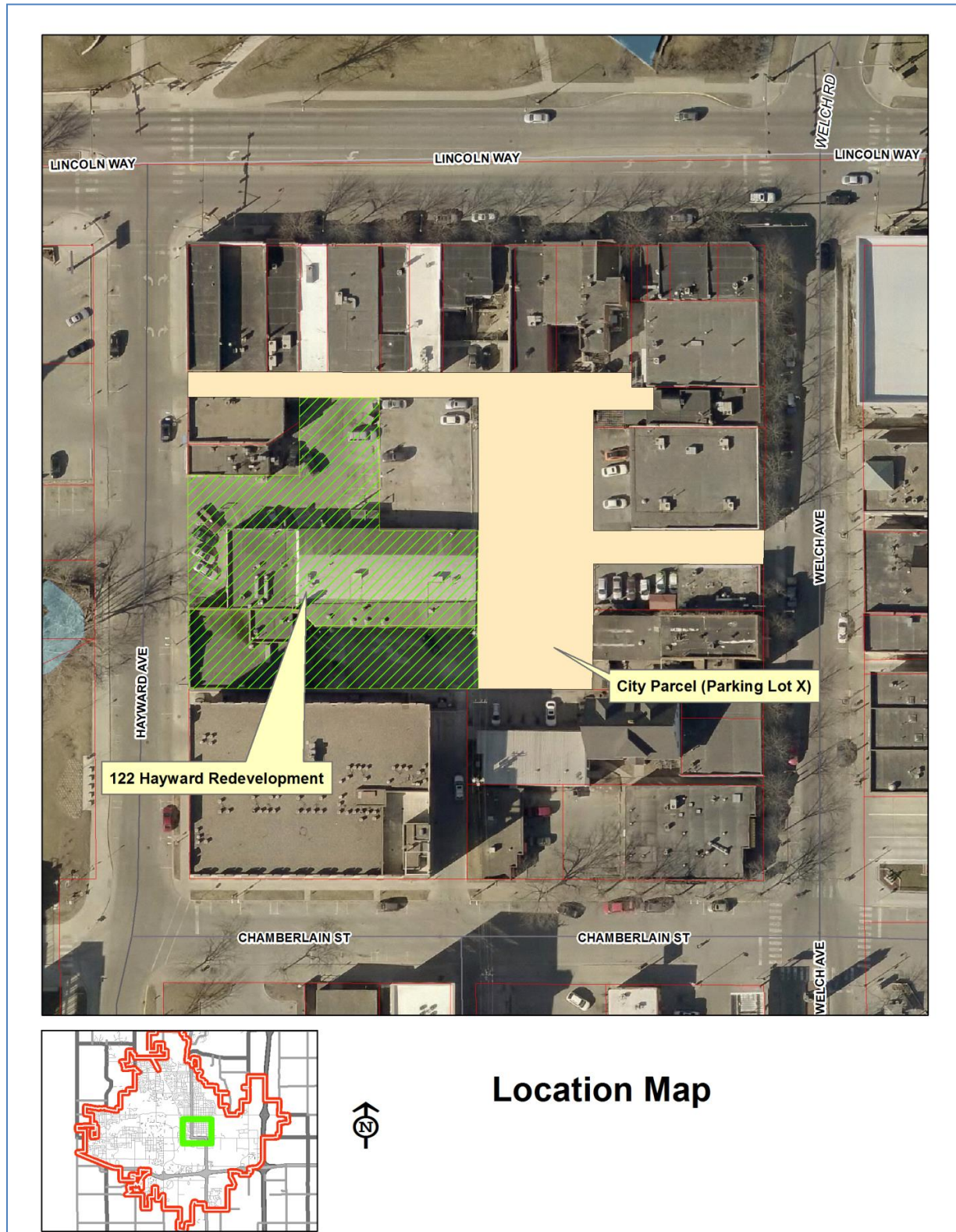
STAFF COMMENTS:

The developer initiated the project design for 122 Hayward relying upon access through the City's parcel, believing that by not taking access from Hayward he was supporting a walkable environment along Hayward and that Parking Lot X was publicly available for access. The existing properties currently use Lot X for access to the side and rear of the site along with a driveway to Hayward.

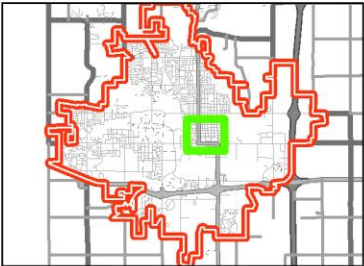
After consulting with the City Attorney, the current use of the site does not grant a permanent right for access through the city property. It is unlikely that the developer has "prescriptive rights" because of the ability of the property owner to access public streets due to the site's frontage along Hayward.

Given the Council's Goal/Objective regarding the future use of Parking Lot X, the staff is hesitant to approve the Minor Site Development Plan that is currently being proposed by the developer. As proposed, the granting of a perpetual easement in the Welch Parking Lot could diminish the opportunities for the use of the area in the future as envisioned by the Council. **Therefore, both the developer and staff are seeking Council guidance regarding this apparent conflict.**

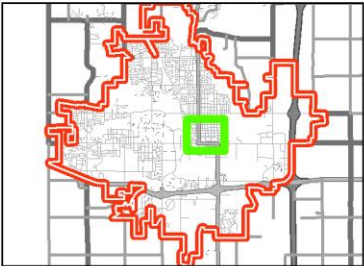
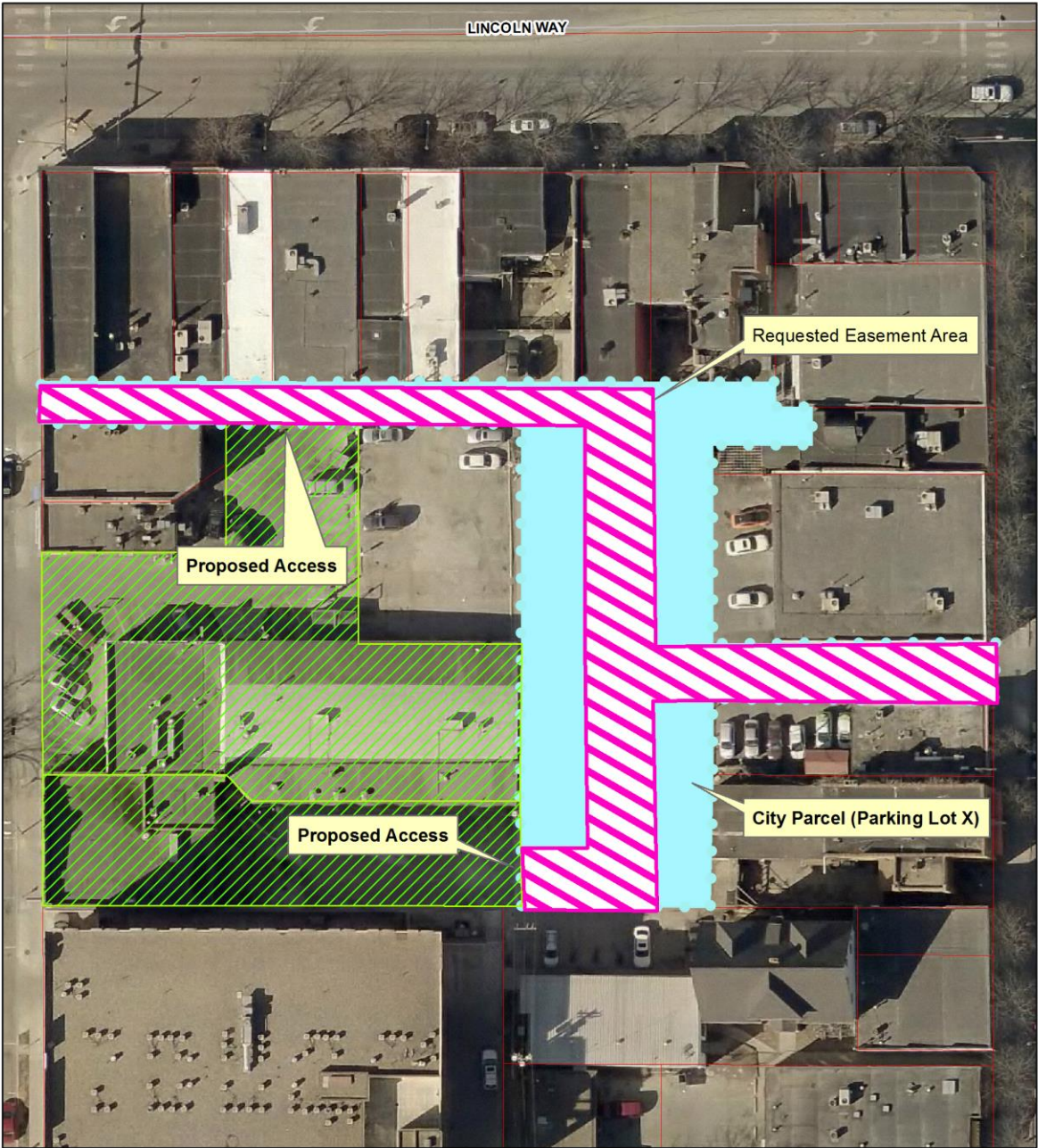
Attachment A Location Map



Location Map



City Parcel Dimensions



**Hayward Proposed Access Points and
Access Easement Request**



Staff Report

**CAMPUSTOWN URBAN REVITALIZATION AREA
NATURAL DAYLIGHT CRITERIA EQUIVALENCY REQUEST
FOR PROPERTY AT 122 HAYWARD AVENUE**

April 26, 2016

BACKGROUND:

Dean Jensen, RES Development, Ames, as the property owner and developer, has submitted applications for approval of a Minor Site Development Plan and Plat of Survey to combine two lots into a single parcel for redevelopment of the property located at 122 Hayward Avenue (currently addressed as 118 and 120 Hayward Avenue, see *Attachment A: Location Map*). The developer intends to demolish the existing one-story commercial building and construct a new mixed-use, seven story, structure with commercial uses on the first floor, amenities for apartment tenants above the commercial, two levels of structured parking, and five levels of apartment units. Nine apartments are planned for each residential level. The apartment layouts include (3) two-bedroom, (1) three-bedroom and (5) four-bedroom units on each level. A total of 45 units, 145 bedrooms; and, 45 parking spaces will be located inside the structure. Six additional parking spaces are planned outside the building, on the ground level north of the building.

(See *Attachment D: Preliminary Plans, not yet approved, including the "Cover Sheet", "Lower Parking Plan", "Upper Parking Plan", "Typical Floor Plan", "North & South Building Elevations"; and, "East & West Building Elevations."*)

The Developer has put forward a request to have the City Council determine if their approach to provide natural lighting for the apartment unit living areas is equivalent to the criterion of the Campustown Urban Revitalization Area (URA) (see *Attachment C: Campustown URA Criteria*). The developer desires to construct the project as proposed and intends to seek property tax abatement once the project is constructed. The specific criterion that is related to this request is:

Criteria #10 "provide for natural daylight requirements of applicable codes with exterior windows."

Specifically, the developer asks that the Council determine that the although approximately 1/3 of the bedrooms within the project do not have exterior windows, that due to the degree of glazing on the residential facades and the proposed level of artificial lighting within each living area that the project can be found to be equivalent to the standard as described in the URA Plan. (see *Attachment B: Developer's Request*).

The Campustown URA has always included conditions that are mandatory for receiving property tax abatement. The Campustown URA criteria are expectations that exceed the basic standards of the City's codes and rely on the incentive of receiving property tax to abatement to have such features included within the design of a project. The current language for requirements applied to residential uses was added to the Campustown Criteria in 2009. The residential requirements were described in the February 2009 reports as a means to address the City's experiences with large and intense developments and to increase safety and security and access to light and air for these intense developments.

The language at question relates to a building code standard that articulates a requirement that occupied space must meet minimum lighting levels, either through the use of windows or artificial lighting, within each room (*see IBC Excerpt Attachment F*). A building must provide natural light for habitable spaces, with the net glazed area to be not less than 8% of the floor area of the room served by the window. The other approach is to use artificial light that is adequate to provide an average illumination of 10 footcandles over the area of the room at a height of 30 inches above the floor level.

Staff has interpreted the URA criterion for natural daylight requirements to mean that natural lighting, through the use of window glazing, is to be incorporated into the design of new buildings for all habitable spaces e.g. bedrooms, living/dining rooms and kitchens, but not to bathrooms and hallways as would be included within the meaning of the Building Code. Staff sees the use of natural daylight as a higher design standard than artificial lighting and in most circumstances viewed as an enhanced living environment.

The developer proposes that natural light does not have to be provided to all habitable spaces in the building to meet the URA criteria for lighting. The developer proposes that artificial light can be provided in place of exterior windows for some of the rooms, provided the rooms that do have exterior windows exceed the minimum glazed area for the entire apartment units that would be required by the IBC. **They believe this approach achieves a higher standard for the building design than is required by the IBC, and satisfies the URA criteria for natural daylight with exterior windows.**

On *Attachment E: Lighting*, the developer has shown the square footage of glazing provided for rooms that have exterior windows, and the ratio of glazing to floor area of the room being provided with natural light. The percentage of floor area provided as glazing exceeds the minimum IBC requirement of 8% for all habitable rooms provided with windows. All living rooms, dining areas and kitchens in the building receive natural light. All living room windows include 46 square feet of glazing (8'-0" wide by 5'-9" tall) Ninety-five of the 145 bedrooms have windows; whereas, the other 50 bedrooms are lighted with artificial light, and will not have windows. All bedroom windows include 19 square feet of glazing (3'-4" wide by 5'-9" tall). Ten of the 29 bedrooms on each of the five levels will be lighted with artificial light, only. *Attachment D: Lighting*, also shows the percentage of exterior wall surface for all four building elevations that is devoted to glazing. The percentage of glazing on the exterior facades ranges from 20% on the south elevation to 30.7 % on the west elevation.

Another code related to lighting is the City of Ames Rental Housing Code (see *Attachment G: Rental Housing Code*). The Rental Housing Code requires that each habitable room be provided with natural light by means of one or more exterior glazed openings. The window openings are to have a total minimum area of at least 10 square feet per apartment. However, it expressly states that in lieu of window openings for natural light in habitable rooms, adequate light may be a system of artificial light capable of producing an average illumination of six footcandles over the area of the room at a height of 30 inches above the floor level. This Rental Code standard is a lower bar than that of the current building code adopted by the City. **The developers proposed artificial lighting provided in each of the 50 interior bedrooms is equal to 18 footcandles, which exceeds the minimum required for rooms with artificial light, and no natural daylight.**

Options

1. The City Council can approve the developer's proposal of an equivalent alternative to meet the Campustown Urban Revitalization Criteria #10 for natural daylight requirements for the proposed mixed-use building at 122 Hayward Avenue.

The City Council is asked to exercise their discretion and determine that the proposed approach to window glazing and artificial lighting for 1/3 of the bedrooms in the 122 Hayward project meets the equivalency language of the URA Plan. City Council could determine that the proposal does meet the equivalency expectation and approve the developer's approach to designing the building. With this option, acceptance of the developer's proposal would allow the developer to proceed with the project with the assurance that tax abatement would be available upon completion of the project if it meets all other requirements of the Campustown URA Plan.

2. The City Council can direct staff to prepare an amendment to the Campustown Urban Revitalization Criteria for natural daylight requirements to allow the developer's proposal to comply with the standards.

In the event the City Council does not believe the proposal is equivalent to the standards, but is supportive of the developer's request, the City Council could initiate an amendment to the Campustown URA criteria that revises the natural day-lighting requirement. A change could be made to reflect the intent of increased glazing on residential facades or a glazing requirement based upon the apartment unit area. Such a change would then apply to all future projects. The developer would likely continue with their project while the City pursues an amendment to the criteria.

3. The City Council can deny approval of the developer's proposal of an equivalent alternative to meet the Campustown Urban Revitalization Criteria for natural daylight requirements for the proposed mixed-use building at 122 Hayward Avenue.

If the City Council does not believe the approach by the developer meets the intent of the URA criteria it can choose to deny the request. The developer would then

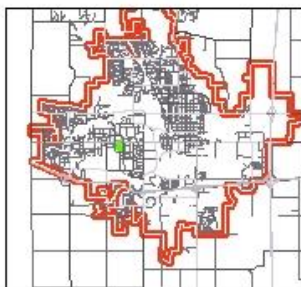
need to decide whether to construct the project as proposed and not seek property tax abatement or to redesign the project to be eligible for tax abatement with all habitable rooms having an exterior window.

4. The City Council can refer this request back to City staff and/or the applicant for additional information prior to making this determination.

STAFF COMMENTS:

The intent of the natural light criterion can be found to have two purposes. The first is to enhance the living environment of each habitable room with access to natural light. Staff believes the second outcome from the natural light criterion is that there would likely be a higher percentage of glazing on residential facades due to the requirement that each room have access to an exterior window rather than meeting lighting requirements solely with artificial light. The increase in glazing creates a higher degree of architectural interest than blank facades with non-transparent materials.

Attachment A
Location Map



Location Map
122 Hayward Avenue



0 20 40 80 120
Feet

Attachment B
Developer's Request – Page 1



April 20, 2016

Honorable Mayor and City Council
515 5th Street
Ames, IA 50010

Re: 122 Hayward Avenue, Ames, IA
Clarification Request of Council for
Campustown Urban Revitalization
Criteria (C) 10.

Honorable Mayor and Council,

By this letter, we are respectfully requesting clarification as to the intent of Campustown Urban Revitalization Criteria (C) and its criteria application to our project in seeking Council's approval:

10. Provide for natural daylight requirements of applicable codes with exterior windows.

The applicable building code is the 2012 International Building Code (IBC), Chapter 12 – Interior Environment, Section 1205 Lighting and the City of Ames Municipal Code, Division V, Chapter 13 – Rental Housing, Section 13.501 Light – Natural Light Requirements. Both of these code sections are attached. Both of these codes allow for minimum Lighting requirements to be met with either Natural Light or Artificial Light. The Rental Housing code does require a minimum total of 10 square feet of windows per apartment.

Please also find attached a typical overall residential floor plan and exterior wall elevation(s) showing the window openings, their glazed area, the room served area and the ratio of the glazed area to the room served area:

1. Note the window glazed area to floor area ratio in all living rooms and perimeter bedrooms significantly exceed the IBC Natural Light code requirement of 8% minimum.
2. Note the artificial lighting in all interior bedrooms significantly exceeds the IBC Artificial Light code requirement of an average of 10 footcandles or more at 30" above the finish floor.

2519 CHAMBERLAIN ST, STE 101 AMES, IA 50014

Phone: (515) 268.5485 Fax: (515) 268.8181

Attachment B
Developer's Request – Page 2



3. Note that each Apartment Unit total window glazed area to Apartment Unit habitable (Living, Sleeping, Cooking and Eating) space area ratio exceeds the IBC Natural Light requirement of 8% minimum.
4. The Rental Housing Code states that each Habitable Room shall be provided with Natural Light by means of one or more glazed window opening OR Artificial Light capable of producing an average illumination of 6 footcandles over the area served at a height of 30" above the floor level. The lighting in the 10 interior bedrooms meet this code requirement with 18 footcandles of artificial light, 3 times greater than required.
5. Note that each Apartment Unit total window glazed area (between 65 sf and 122 sf) significantly exceeds the Rental Code minimum requirement of 10 square feet.
6. Note that on each exterior wall face, the ratio of window glazed area to overall wall area is 20% or greater.

It is apparent the minimum Natural Daylight required by the International Building Code (IBC) and the City of Ames Rental Housing Code is provided in excess. It is apparent the exterior walls of the building demonstrate a significant percentage of window openings relative to the wall surface available. All Bedroom windows (19 sf) are 3'-4" wide x 5'-9" tall and all Living Room windows (46 sf) are 8'-0" wide and 5'-9" tall, both sized substantially greater than a typical apartment window.

We trust you will agree item (C) 10.'s intent of incentivizing a developer to provide Natural Light over Artificial Light which would result in a sizeable amount of exterior window openings on the exterior elevations is met. Your approval of our correctly applying this criteria to our 122 Hayward Avenue project will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dean W. Jensen". The signature is fluid and cursive, with a large initial 'D'.

Dean W. Jensen,
Campus Plaza, LC Property Owner and Developer

2519 CHAMBERLAIN ST, STE 101 AMES, IA 50014

Phone: (515) 268.5485 Fax: (515) 268.8181

CAMPUSTOWN URBAN REVITALIZATION PLAN - Criteria for Renovation or New Construction

(A)

Project must meet one criterion of three options from Column (A).

(1) Slum and Blighted

Properties where a majority of the assessed valuation has been determined to be substantially unsafe or to have an unsafe use by the City Council.

-OR-

(2) Parking & Mixed Use

- A minimum of 70% of the total required parking is provided in a structure. If utilizing a parking deck, the restrictions in Chapter 29.406(12) of the Municipal Code must be adhered to.

and

- The first floor must be used for permitted commercial and retail uses as shown in Table 29.809 (2) of the Municipal Code or for a small production facility. The second floor must be used for either commercial or retail uses as shown in Table 29.809 (2) or for household living. All floors above the second floor must be used for household living.

-OR-

(3) Adaptive Reuse

- The building on the site is at least 50 years or older.

and

- 70% of the area of existing walls of the structure will remain.

and

- Historic materials and designs are preserved and/or restored.

(B)

Project must meet one criterion of two options from Column (B).

(1) Underrepresented

Properties that are to include a business use where that actual sales of the business use is below the expected sales for the business use as determined by the City Council to be of benefit to the City.

-OR-

(2) Design Standards

- Retail and office uses on the first floor adjacent to a public sidewalk must have direct access to the public sidewalk.

and

- Buildings greater than 3-stories shall include architectural features that create visual interest and variation in building design by differentiating building facade elements and include visual relief for long facades.

and

- Approval of master sign program by the Planning and Housing Director with signage designs that are complimentary to the building design and supports business identity

and

- Limit driveways along Lincoln Way and Welch Avenue if alternative means of access are available. No drive-troughs are allowed along the Lincoln Way and Welch Avenue.

and

- 100% of the front facades and 80% of the remaining sides of the structure shall be faced with clay brick for the first four stories. On stories five through seven any other building materials except vinyl will be allowed.

-OR-

An adaptive reuse project (A3) may use siding materials that are historically significant for all stories of a building.

(C)

All projects with residential uses shall also meet the following criteria or equivalent as approved by City Council.

1. Limit commercial space in the same building to the ground floor.
2. Provide separate entrances for commercial and residential uses.
3. Residential entrances are visible from the street and provide secure access.
4. Prevent access from the exterior to the interior through doors that serve only as fire exits.
5. Prohibit public access to structured parking, using overhead door and secure access control.
6. Provide transparent glass windows into all stairwells.
7. Provide camera monitoring of all pedestrian and vehicle entrances and areas.
8. Minimum widths of all exit routes: 48" for halls, 42" for doors, 60" between rails for stairs.
9. No balconies are permitted.
10. Provide for natural daylight requirements of applicable codes with exterior windows.
11. On facades facing any street use only fixed windows, note modified tamper resistant windows do not comply.
12. Design of all other windows to prevent passing of sphere larger than 4" diameter.
13. Prevent by physical means access to all roofs.
14. Where access is not required, provide security fencing controlling access to all areas between new or existing buildings.
15. Provide a minimum of four 100w metal halide or LED 6,500 lumens light fixtures on each building facade: two at elevation between first and second floors and two at elevation between third and fourth floor.

Campustown URA Criteria Appendix

1. All Projects must comply with an option from both column A and column B. Additionally, projects with residential uses must also comply with all requirements of column C.
2. Projects requesting final tax abatement approval must be compliant with an approved Site Development Plan and have received a certificate of building occupancy from the City of Ames Inspection Division.
3. All features incorporated into a project to meet URA criteria must be maintained for the life of the tax abatement.
4. Applications for final tax abatement approval must include supporting documentation for each of the relevant criteria.

5. Architectural Design Guidelines:

The intent of this criterion is to promote building variation appearance within Campustown. The relative scale of new buildings can lead to similar building appearances due to construction techniques, uniform roof lines, and long building lengths; whereas, Campustown historically had diversity in building appearance and scale.

Visual interest of a building means incorporating architectural features that define buildings elements, such as the base, middle, and top of a building. Appropriate architectural features can include window details, brick and material color variations that highlight building elements and support building identity, parapets, or expressive storefront glazing systems.

Variation and Relief means building offsets that affect the apparent massing of the building at the ground level or for upper stories. For example, a uniform storefront at the base of building may have upper floor relief with a courtyard or changes in façade planes, alternatively, the lower levels of the building may have the appearance of multiple facades with a building offset that differentiates the façades and has a minimum depth of 6 inches. Recessed storefronts creating outdoor usable space at the ground floor can also provide variation and relief. The degree of needed façade relief will correspond to the scale of the building and length of the facade to achieve the desired effect of the URA criteria. Long facades are generally in excess of 60 feet, substantially longer façades may necessitate additional elements of relief.

6. Master Sign Program

Sign program details in the plan shall include the style of signs (blade, channel letters, etc.) location of signs, size and scale, lighting details, method of attachment to buildings.

Signage shall be orientated to the pedestrian level, internal illuminated cabinet signs with white or light color backgrounds are prohibited, channel letters should be affixed directly to the building without a visible raceway or have a backing panel that covers a creating the appearance of an overall sign face. Preferred signage would be decorative in appearance through its use of sign face materials, design, lighting, and style of signage.

In consideration of approval of the Sign Program, the Planning Director will review the Campustown Idea Book signage guidelines, scale of signage and location in relation to the building features, and lighting type. Once a sign program is approved, individual sign permits must be consistent with the sign program.

Attachment D Preliminary Plans – Cover Sheet

Hayward Mixed Use 45 Unit Building

122 Hayward Ave. Ames, IA 50014


Campus Plaza LC
Ames, IA 50014

Architect/Construction Manager:
JCorp, Inc.
P.O. Box 109, Hwy 1A 50014 Ames, IA 50014 Phone: (515) 272-5461 Fax: (515) 272-5461

Structural Engineer:
Raker Rhodes
417 Grand Avenue, Des Moines, IA 50312 Phone: (515) 272-0275

MEP Engineer:
TBD
Structural Concrete Mfg.

Civil Engineer:
Fox Engineering
414 South 17th Street Suite 107 Ames, IA 50010 Phone: (515) 235-0000 Fax: (515) 235-0103



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APR 21 2016

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

AREA BREAKDOWN	
Name	Area
1st Level	11,471 SF
2nd Level	11,454 SF
3rd Level	11,454 SF
4th Level	11,454 SF
5th Level	11,454 SF
6th Level	11,454 SF
7th Level	11,454 SF
8th Level	11,454 SF
9th Level	11,454 SF
10th Level	11,454 SF
11th Level	11,454 SF
12th Level	11,454 SF
13th Level	11,454 SF
14th Level	11,454 SF
15th Level	11,454 SF
16th Level	11,454 SF
17th Level	11,454 SF
18th Level	11,454 SF
19th Level	11,454 SF
20th Level	11,454 SF
21st Level	11,454 SF
22nd Level	11,454 SF
23rd Level	11,454 SF
24th Level	11,454 SF
25th Level	11,454 SF
26th Level	11,454 SF
27th Level	11,454 SF
28th Level	11,454 SF
29th Level	11,454 SF
30th Level	11,454 SF
31st Level	11,454 SF
32nd Level	11,454 SF
33rd Level	11,454 SF
34th Level	11,454 SF
35th Level	11,454 SF
36th Level	11,454 SF
37th Level	11,454 SF
38th Level	11,454 SF
39th Level	11,454 SF
40th Level	11,454 SF
41st Level	11,454 SF
42nd Level	11,454 SF
43rd Level	11,454 SF
44th Level	11,454 SF
45th Level	11,454 SF

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

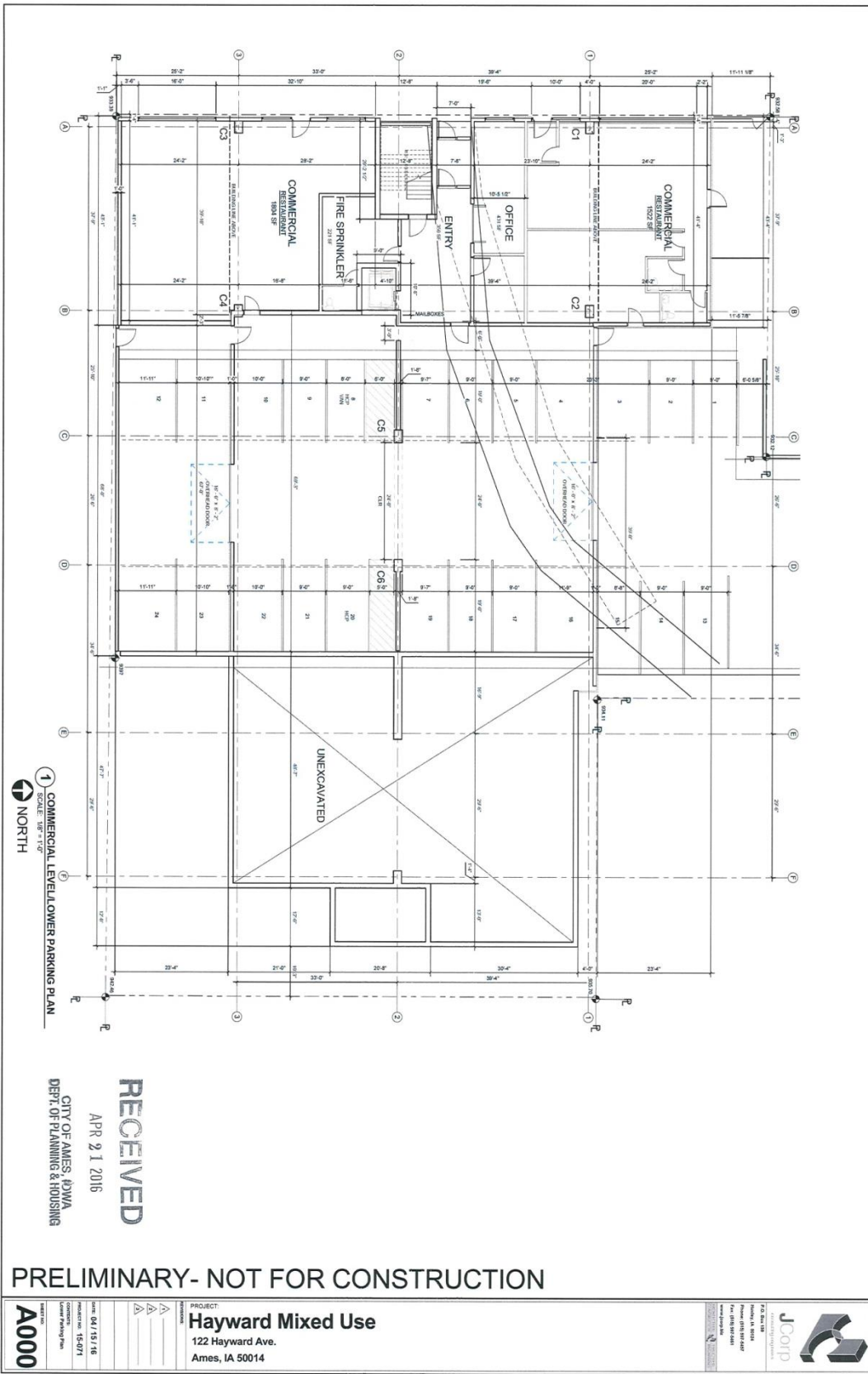
Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	Appendix

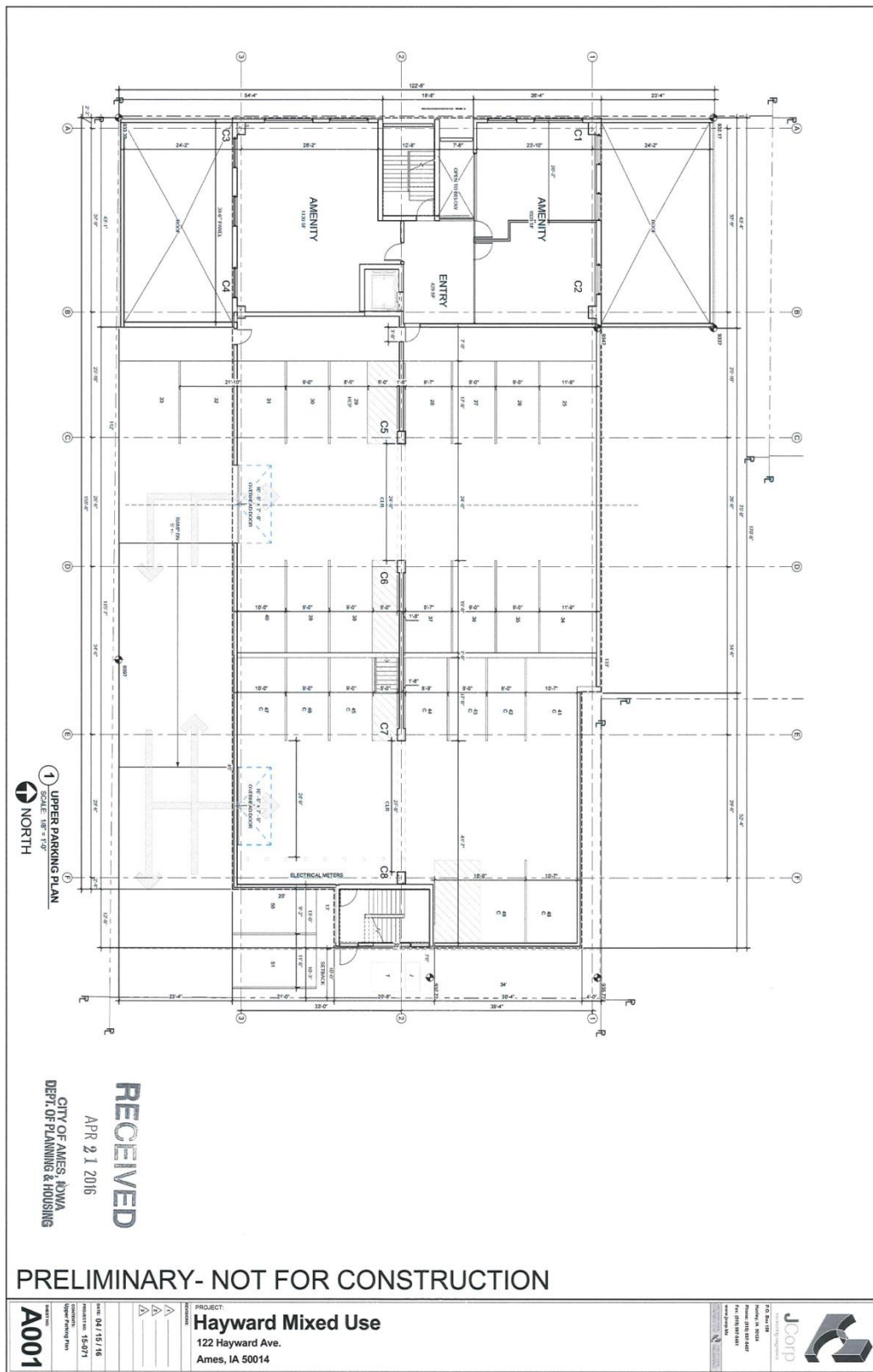
Drawing Index

Sheet Number	Sheet Title
1	General Notes
2	Foundation
3	Structural Steel
4	Concrete
5	Roofing
6	MEP
7	Exterior
8	Interior
9	Site
10	

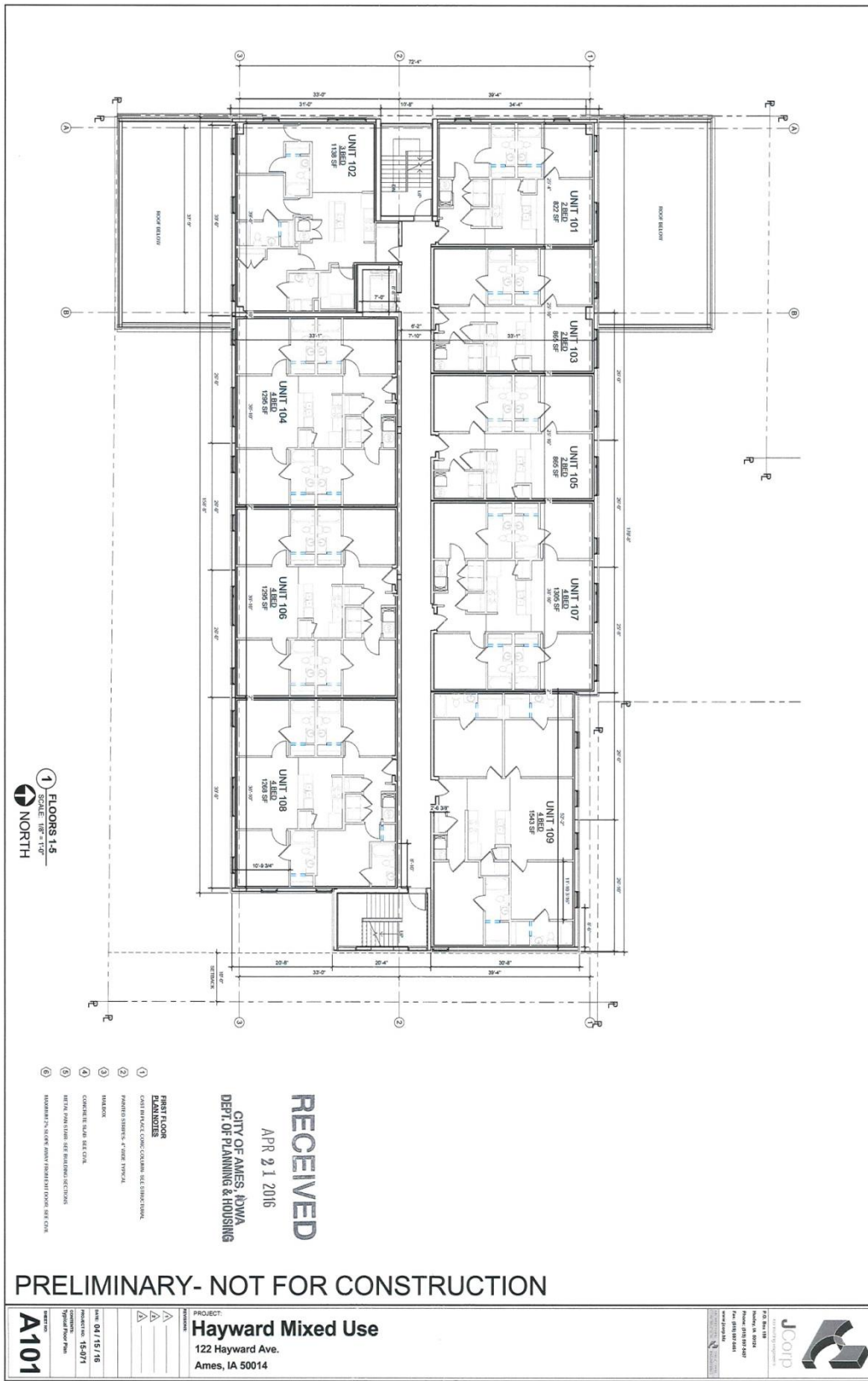
Attachment D Preliminary Plans – Lower Parking Plan



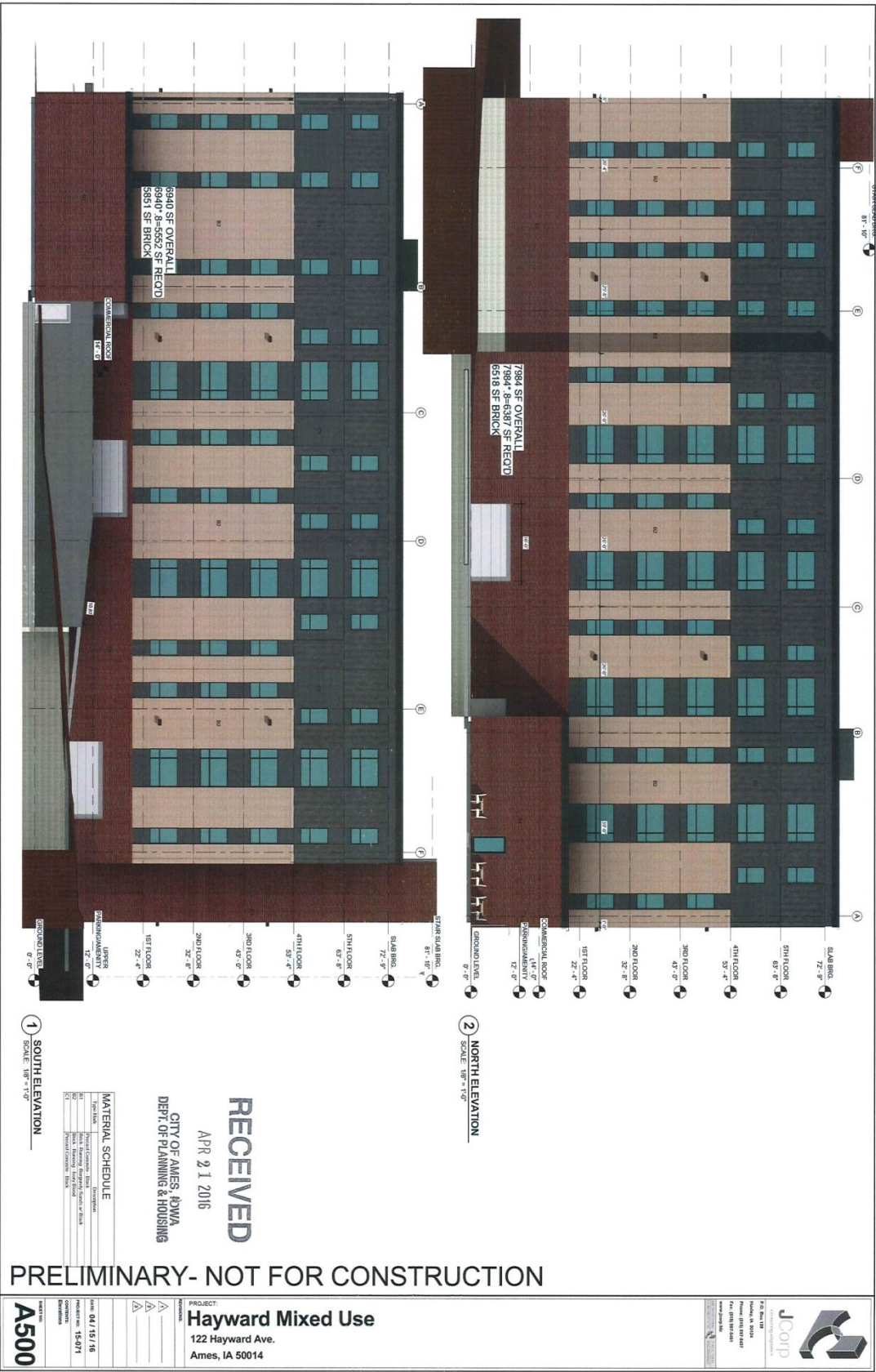
Attachment D **Preliminary Plans – Upper Parking Plan**



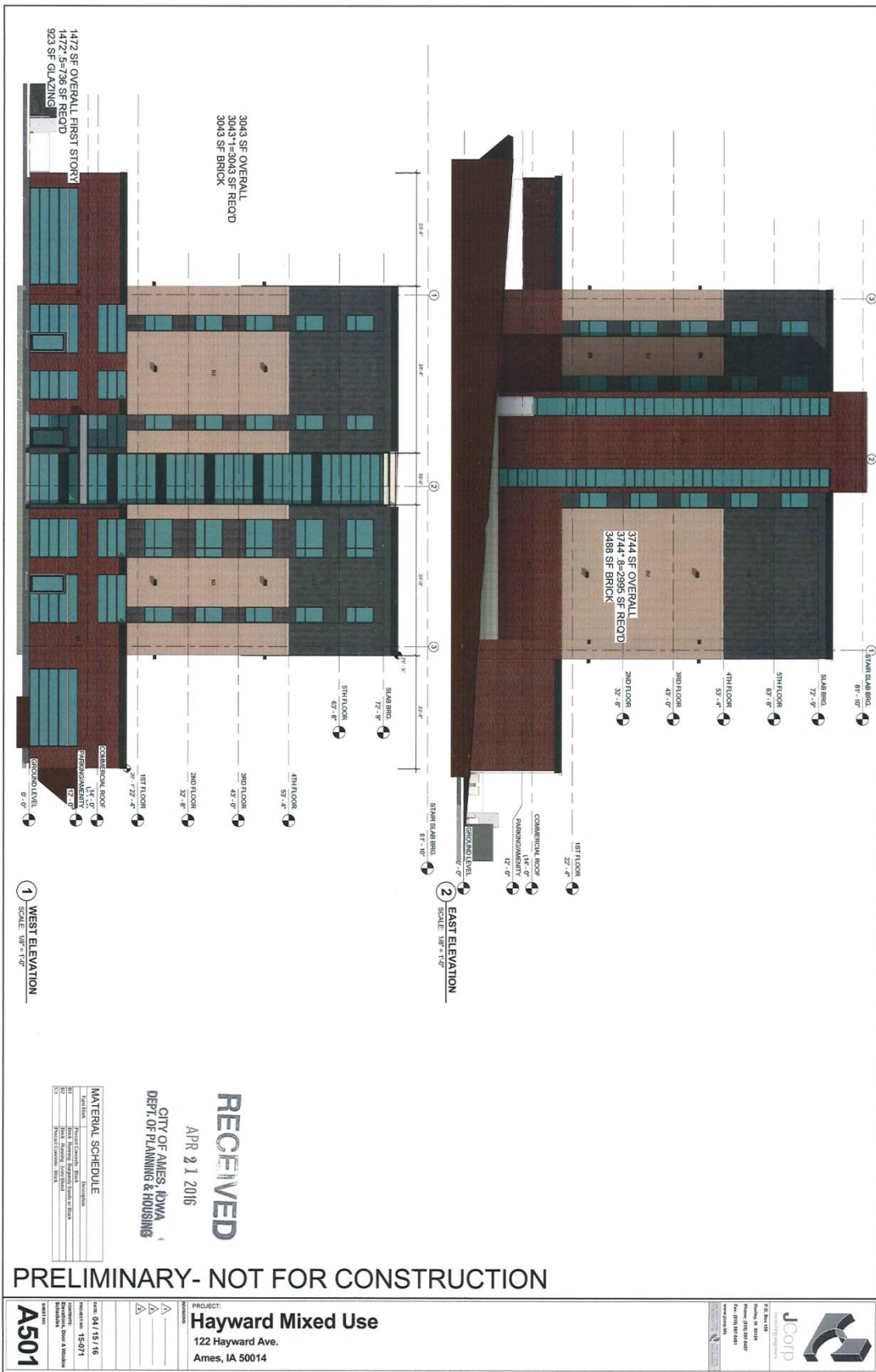
Attachment D Preliminary Plans – Typical Floor Plan



Attachment D Preliminary Plans – North & South Building Elevations

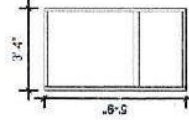
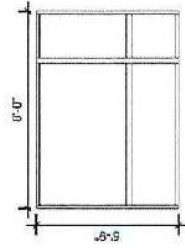


Attachment D Preliminary Plans – East & West Building Elevations



Attachment D
Preliminary Plans – Natural Daylight Percentages

Typical Floor Natural Daylight Percentages			
Name	Area	Window Area	Percentage Glazing
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	165 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	122 SF	0 SF	0.0%
BEDROOM	112 SF	19 SF	17.0%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	164 SF	19 SF	11.6%
BEDROOM	171 SF	19 SF	11.1%
BEDROOM	150 SF	19 SF	12.7%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	122 SF	19 SF	15.6%
BEDROOM	140 SF	19 SF	13.6%
BEDROOM	100 SF	19 SF	19.0%
BEDROOM	139 SF	19 SF	13.7%
BEDROOM	107 SF	38 SF	35.4%
BEDROOM	122 SF	38 SF	31.2%
BEDROOM	105 SF	38 SF	36.1%
LIVING ROOM	154 SF	48 SF	31.2%
LIVING ROOM	166 SF	48 SF	28.9%
LIVING ROOM	169 SF	48 SF	28.4%
LIVING ROOM	184 SF	48 SF	26.1%
LIVING ROOM	184 SF	48 SF	26.1%
LIVING ROOM	184 SF	48 SF	26.1%
LIVING ROOM	188 SF	48 SF	25.5%
LIVING ROOM	215 SF	48 SF	22.3%

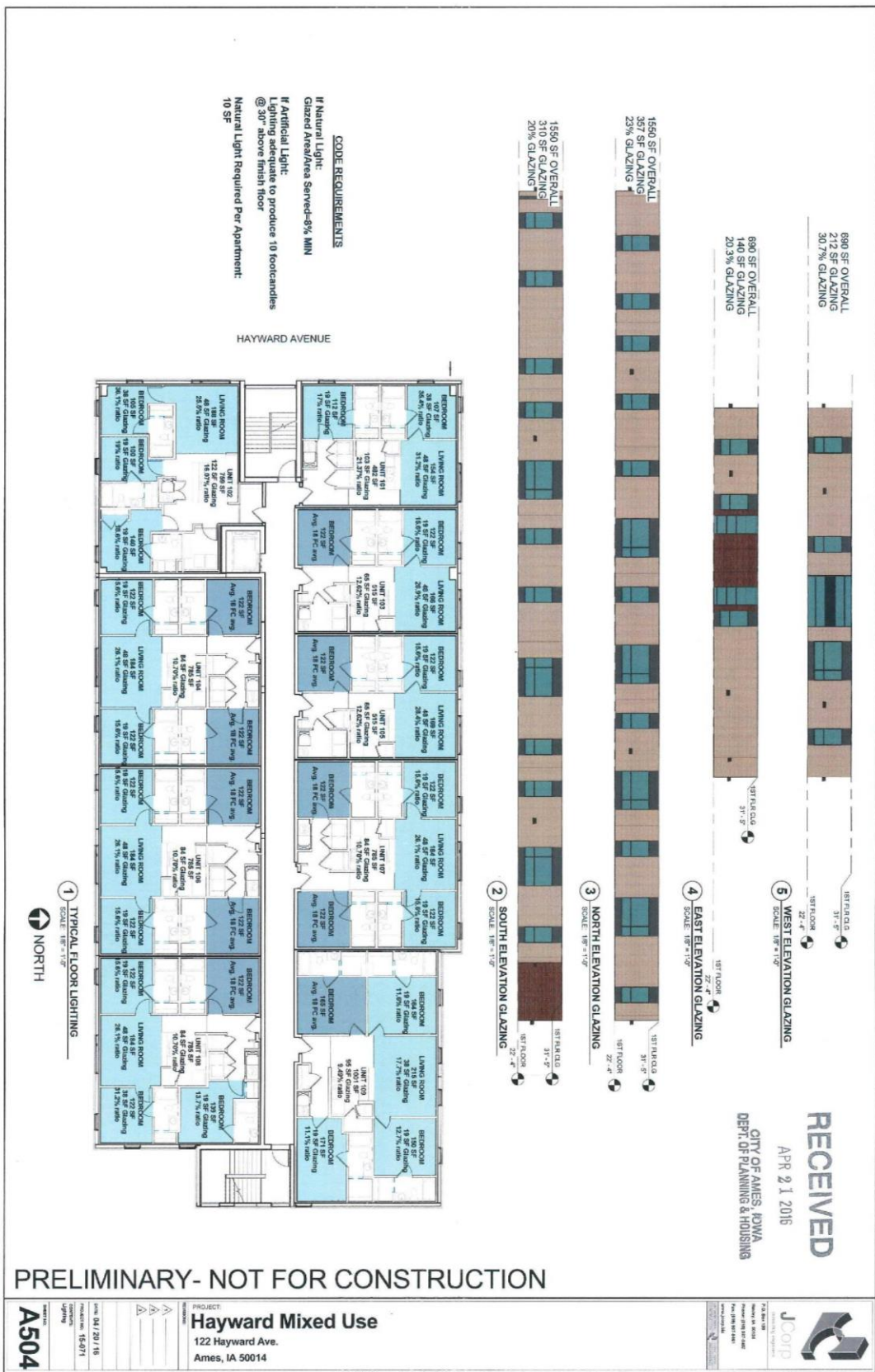


JCorp, inc |
 P.O. BOX 1000, SUITE 100
 FARMINGTON, CT 06031
 TEL: 860.272.5401
 WWW.JCORP.CT

Hayward Mixed Use

Daylighting
 04 / 15 / 16

Attachment E Lighting



Attachment F 2012 International Building Code

INTERIOR ENVIRONMENT

D of the IPC. It would be unreasonable to expect any heating system to maintain a desired indoor temperature when the outdoor temperature is below the design temperature. When the 97.5-percent column in Appendix D of the IPC is used, it can be assumed that the actual outdoor temperature will be at or below the design temperature for roughly 54 hours of the total of 2,160 hours in the months of December through February (2.5 percent of 2,160 hours = 54).

The exception recognizes that not all interior spaces are associated with human comfort by the nature of their uses, such as a commercial cooler or freezer. These and similar spaces would not require heating systems.

SECTION 1205 LIGHTING

1205.1 General. Every space intended for human occupancy shall be provided with natural light by means of exterior glazed openings in accordance with Section 1205.2 or shall be provided with artificial light in accordance with Section 1205.3. Exterior glazed openings shall open directly onto a public way or onto a yard or court in accordance with Section 1206.

❖ This section establishes that an option can be exercised on a room-by-room or space-by-space basis. The option allows the designer to provide either natural light in accordance with this chapter or equivalent levels of artificial lighting.

1205.2 Natural light. The minimum net glazed area shall be not less than 8 percent of the floor area of the room served.

❖ This section establishes the minimum glazed area required based on the floor area served by the window. This is required only for spaces that are not provided with artificial light in accordance with Section 1205.3. It is the intent of the code to establish this ratio as the minimum glazed opening onto yards or courts, in accordance with Section 1205.1.

Early codes set this standard at 10 percent of the floor area served. This ratio was derived from certain architectural styles that yielded adequate light and ventilation; however, this is a more than adequate amount and has been reduced to the current levels because of energy conservation issues. Openings in excess of that minimum area are permitted to open onto areas other than a complying court or yard. In Figure 1205.4.1, the room dimensions are 15 feet by 20 feet (4572 mm by 6096 mm), or 300 square feet (27.9 m²) of area. If windows B and C are double hung, with a combined glazed area of 24 square feet (2.23 m²), they provide the minimum area required of 8 percent of the floor area (24/300 = 0.08). In this example, glazing unit A is not required for natural light; therefore, it need not face onto a required yard or court.

1205.2.1 Adjoining spaces. For the purpose of natural lighting, any room is permitted to be considered as a portion of an adjoining room where one-half of the area of the common

INTERIOR ENVIRONMENT

will be open and unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room or 25 square feet (2.32 m²), whichever is greater.

Exception: Openings required for natural light shall be permitted to open into a sunroom with thermal isolation or a patio cover, where the common wall provides a glazed area of not less than one-tenth of the floor area of the interior room or 20 square feet (1.86 m²), whichever is greater.

❖ In a case where a space (or room) has no glazed area open to the required courts or yards but is adjacent to one that does, it may "borrow" natural lighting from the adjacent space if: (1) the wall between the adjoining spaces is at least one-half open and unobstructed; (2) the opening equals at least 10 percent of the floor area of the interior space and (3) the opening is not less than 25 square feet (2.33 m²). The required glazed area facing the required court or yard must not be less than 8 percent of the total floor area of all rooms served. For example, in Figure 1205.2.1, the glazed area in Space B is required to be equal to or greater than 0.08 (floor area of Space A + floor area of Space B).

In the figure, the opening between the adjacent spaces must meet all three criteria: the wall must be at least half open and unobstructed; it must be a minimum of 25 square feet (2.33 m²) and it must be not less than one-tenth of the floor area of space A.

The exception deals with a very common circumstance, especially in residential construction. As long as the sunroom is large enough and is thermally isolated, the building owner need not move openings for lighting when installing an addition that falls within the definition of "sunroom." Note that sunrooms can also be part of the initial construction of a building.

1205.2.2 Exterior openings. Exterior openings required by Section 1205.2 for natural light shall open directly onto a public way, yard or court, as set forth in Section 1206.

Exceptions:

1. Required exterior openings are permitted to open into a roofed porch where the porch:

1.1. Abuts a public way, yard or court;

1.2. Has a ceiling height of not less than 7 feet (2134 mm); and

1.3. Has a longer side at least 65 percent open and unobstructed.

2. Skylights are not required to open directly onto a public way, yard or court.

❖ In order that enough light will be provided through openings to naturally lit rooms, the openings must open onto yards or courts with the minimum dimensions specified in Section 1206. Skylights admit light directly from above and, therefore, are not required to face a court or yard in accordance with Exception 2. Exception 1 gives the criteria by which a roofed porch may be located directly outside required openings without significantly obstructing the entrance of light to the space.

1205.3 Artificial light. Artificial light shall be provided that is adequate to provide an average illumination of 10 footcandles (107 lux) over the area of the room at a height of 30 inches (762 mm) above the floor level.

❖ The section establishes the minimum required illumination for rooms without the minimum required natural light (see Figure 1205.3). Please note that Section 1006.2 requires 1 footcandle (11 lux) of light at the walking surface of all means of egress.

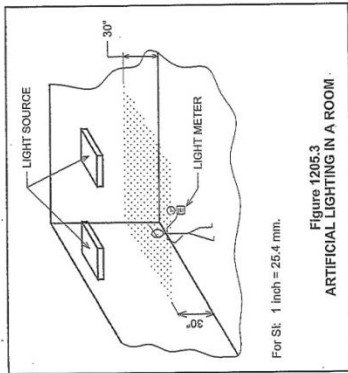


Figure 1205.3
ARTIFICIAL LIGHTING IN A ROOM

For 1 ft = 304 mm.

1205.4 Stairway illumination. Stairways within dwelling units and exterior stairways serving a dwelling unit shall have an illumination level on tread runs of not less than 1 footcandle (11 lux). Stairs in other occupancies shall be governed by Chapter 10.

❖ Illumination is essential for stairway safety during normal use, as well as during egress in an emergency. The lighting must be operable by switches in the vicinity of the stairway, located as required by the National Electrical Code® (NEC). Emergency egress lighting, also referred to as "means of egress illumination," is required in occupancies other than dwelling units at a lower rate of illumination (see commentary, Sections 1006 and 1205.5).

1205.4.1 Controls. The control for activation of the required stairway lighting shall be in accordance with NFPA 70.

❖ The NEC provides for controls at the top and bottom of stairways within dwelling units, allowing an occupant to illuminate the stairways before traversing any stairways, regardless of the direction of travel. Illuminated switches, where required, allow an occupant to quickly find the switches when the stairways are dark. Illumination controls for exterior stairways that are operable from the inside of a dwelling unit allow an occupant to safely egress by activating exterior stairway illumination prior to leaving the building. Exterior stairways must be provided with the minimum illumination level specified in Section 1205.4.

1205.5 Emergency egress lighting. The means of egress shall be illuminated in accordance with Section 1006.1.

❖ Means of egress illumination is required in all buildings to allow occupants enough light to negotiate the exit access (such as corridors) and exits (such as enclosed stairways) at all times the building is occupied (see commentary, Section 1006.1).

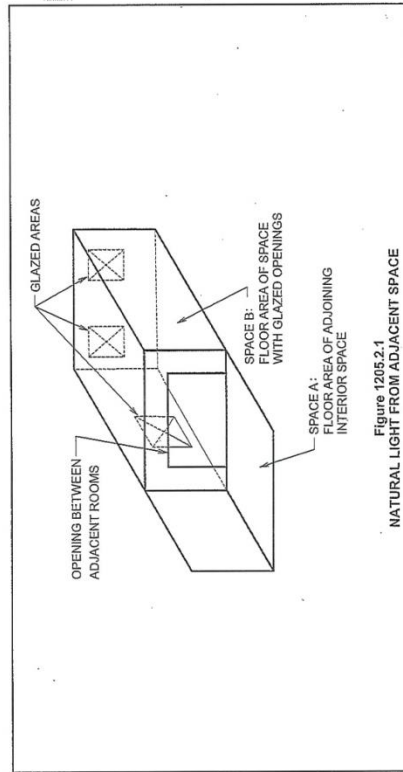


Figure 1205.2.1
NATURAL LIGHT FROM ADJOINING SPACE

2012 INTERNATIONAL BUILDING CODE® COMMENTARY

2012 INTERNATIONAL BUILDING CODE® COMMENTARY

12-10

12-9

Attachment G
Rental Housing Code

DIVISION V
LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

Sec. 13.500. GENERAL

(1) **Scope.**

The provisions of this chapter shall govern the minimum conditions and standards for light, ventilation and space for occupying a structure.

(2) **Responsibility.**

The owner of the structure shall provide and maintain light, ventilation and space conditions in compliance with these requirements. A person shall not occupy as owner-occupant, or permit another person to occupy, any premises that do not comply with the requirements of this chapter.

(3) **Alternative devices.**

In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the International Building Code shall be permitted.

Sec. 13.501. LIGHT - NATURAL LIGHT REQUIREMENTS

(1) **Window Space.**

Each habitable room shall be provided with natural light by means of one or more exterior glazed openings. Such window openings shall have a total minimum area of at least ten (10) square feet per apartment. In lieu of window openings for natural light in habitable rooms, adequate light may be a system of artificial light. Artificial light must be capable of producing an average illumination of 6 footcandles over the area of the room at a height of 30 inches above the floor level.

(2) **For the purpose of determining light and ventilation requirements:**

(a) Any room may be considered as a portion of an adjoining room when the common wall has an unobstructed opening of at least 25 square feet.

(b) Openings of less than 1½ square feet shall not be included in computation.

(c) Pre-existing conditions:

Approval of this pre-existing condition is transferable from one owner to another, provided compliance with all conditions of this section is maintained continuously. Failure to maintain continuous compliance with this section may result in termination of approval, and require compliance with current code provisions, following appropriate notification and hearing procedures of this Code.

Sec. 13.502. VENTILATION.

(1) **Natural Ventilation Requirements** (formerly Section 13.39(2)(g)(ii) and (iii))

(a) All habitable rooms and bathrooms shall have natural ventilation provided by easily openable exterior openings. Such openings shall be equal to at least fifty (50) percent of the minimum window area as required in (1) above.

(b) In lieu of openable windows for natural ventilation in dwellings, adequate ventilation may be an installed mechanical ventilation system capable of producing 0.35 air change per hour in the room or a whole-house mechanical ventilation system installed capable of supplying outdoor ventilation air of 15 cubic feet per minute (cfm) per occupant computed on the basis of two occupants for the first bedroom and one occupant for each additional bedroom.

(2) **Pre-existing conditions:**

Approval of this pre-existing condition is transferable from one owner to another, provided compliance with all conditions of this section is maintained continuously. Failure to maintain continuous compliance with this section may result in termination of approval, and require compliance with current code provisions, following appropriate notification and hearing procedures of this Code.

(3) **Clothes dryer exhaust.**

Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted in accordance with the manufacturer's instructions.

COUNCIL ACTION FORM

SUBJECT: GUIDELINES AND CRITERIA FOR IMPLEMENTATION OF THE CDBG PUBLIC FACILITIES IMPROVEMENTS PROGRAM FOR NON-PROFIT ORGANIZATIONS.

BACKGROUND:

As part of the City's 2015-16 CDBG Annual Action Plan projects, a \$100,000 was set aside to implement a Public Facilities Improvements Program for non-profit organizations. The objective of the Public Facilities Improvement Program as outlined in the City's FY 2014-18 Five-Year Consolidated Plan is to "Utilize and Leverage CDBG funds for Low and Moderate Income Persons through private and public partnerships" as follows: Continue provision of Public Facilities Needs for homeless, special populations and low income households (senior centers, homeless facilities, child care centers, mental health facilities, neighborhood facilities, and other public facilities needs).

The term "public facilities" in the CDBG programs defined as publicly owned or are traditionally provided by the government, or owned by a non-profit, and operated so as to be open to the general public. Public Facilities does not include residential housing.

The overall goal of the program is to assist local non-profit organizations who own facilities that serve and/or benefit "limited clientele" that is:

- (a) generally presumed to be principally low and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers); or
- (b) it must require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate-income limit; or
- (c) it must have income eligibility requirements which limit the activity exclusively to low and moderate income persons; or
- (d) It must be of such a nature, and be in such a location, that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.

Staff last administered this program utilizing the City's CDBG funding back in FY 2007-08. Therefore, staff is updating the City Council on the program guidelines and criteria before re-implementing the program.

Major highlights of the program requirements are as follows:

- Financial assistance is being provided to assist with non-profits with Facility Rehabilitation and/or Americans with Disabilities Act (ADA) Improvements to their properties.
- Funds will be available to non-profit organizations that currently receive funding through the ASSET process.
- Non-profit applicants must have a current and acceptable financial audit as determined by the City Finance Department.
- The non-profits organizations must be located and operating within the city limits of Ames.
- The maximum amount of assistance that will be provided for the Facility Rehabilitation or the ADA Improvements is 75% of the cost of improvements, not to exceed \$70,000 per organization. The organization will be responsible for contributing a 25% match. The Organization will be responsible for any amount exceeding the \$70,000 funding cap.
- The organization shall pay the 25% match and any estimated amount above the funding cap to the City of Ames to be held in a designated account before any work may commence.
- Facility Rehabilitation Improvements can include repairs to defects in the four major systems (mechanical, plumbing, electrical and structural) such as:
 - Roof, gutter, downspouts
 - Furnaces, water heaters, duct work, water piping
 - Painting, siding
 - Wiring
 - Handrails, guardrails
 - Porches, steps, doors, windows
 - Energy Conservation (insulation, caulking, etc.)
 - Windows
 - Other interior space(s) will be limited to areas used for **direct** client services (i.e. counseling rooms, day care rooms, camp facilities, client rooms, etc.).
 - Purchase structural equipment and fixtures when such items are essential and necessary for use in connection with the facilities service purpose.
- ADA Improvements pertain to the removal of architectural barriers that modify, alter, or replace components of a structure that, in their present state or by their absence, impede physically limited occupants from enjoying the full benefits of comfort and livability normally experienced by non-handicapped dwellers. The construction contract shall specify as applicable, ramps, wider doorways, lower

plumbing fixtures or light controlling switches, installation of secondary toilet rooms, baths, and/or laundry facilities, grab bars, and other items specific to a given structure and its occupancy and/or use.

- To receive financial assistance the organization will be required to sign a restrictive covenant and promissory note with the City that will place a ten-year forgivable, no interest, second mortgage lien on each property to recapture the financial assistance provided as follows:
 - Ownership of the property is sold or transferred to any party.
 - The facility programming ceases to administer programs where 51% or more of the beneficiaries no longer have incomes at 80% or less of the Story County Area Median Income limits.
 - Occupancy of the facility where the programs are administered by the Borrower ceases.
 - Any default under or breach of the promises, terms, and conditions stated in the program policies and procedures, and/or mortgage instrument.
 - The borrower ceases to maintain property's insurance policy for the term of the note and fails to maintain the property in good condition.
- The forgivable lien provision for recapture of the financial assistance provided shall be in accordance with the following schedule if one of the above conditions occurs:
 - 100% payback during the years 0-5 following the date of the rehabilitation;
 - 80% payback during the year 6 following the date of the rehabilitation;
 - 60% payback during the year 7 following the date of the rehabilitation;
 - 40% payback during the year 8 following the date of the rehabilitation;
 - 20% payback during the year 9 following the date of the rehabilitation; and
 - After the tenth year following the date of the rehabilitation, if all promises, terms, and conditions have been kept, 100% of the lien shall be forgiven.
- The City will provide technical assistance to the organization(s) to solicit bids, to select contractor(s) and will enter into a written contract between the organization(s) the contractor(s) and the City.
- The City will create a Public Facilities Review Committee (PFRC) to review, evaluate and score based on the specified criteria. The committee may include representatives from City's ASSET Staff, Building Inspections, Purchasing, Finance Administration, Public Works, and Planning & Housing.
- All applicants submitting a proposal will be invited to make a presentation to the committee.
- Applications will be provided with Administrative and Financial Capacity

Checklist in which they can self-evaluate the strength and weakness of their organization in carry out the project activity.

- Each proposal will be evaluated on a 0-10 point scale for each of the following categories:
 - Project Description and Need
 - Track Record/Capability
 - Proposed Outcome
 - Project Budget

Attached for your review is a complete draft copy of the program guidelines and criteria.

A majority of the program guidelines are written to meet HUD requirements, while other criteria are meant to promote administrative efficiency and effectiveness. The most important discretionary elements of the guidelines include limiting availability of funding to ASSEST non-profit agencies, allowing for a grant value of up to \$70,000, and including a forgivable lien provision.

ALTERNATIVES:

1. The City Council can approve a motion directing staff to proceed with the implementation of the FY 2015-16 CDBG Public Facilities Improvements Program for non-profit organizations consistent with the attached draft program.
2. The City Council can approve a motion a motion directing staff to proceed with the implementation of the FY 2015-16 CDBG Public Facilities Improvements Program for non-profit organizations with modifications to the attached draft program.
3. The City Council can decide not to approve a motion directing staff to proceed with the implementation of the FY 2015-16 CDBG Public Facilities Improvements Program for non-profit organizations as drafted.
4. The City Council can refer this request back to staff for additional information.

MANAGER'S RECOMMENDED ACTION:

This program has been put on hold for over two years, due to higher priority projects. Staff is now prepared to begin soliciting proposals next month with the intent to award grants this summer. It should be noted that in order to finance this project, the \$100,000 will need to be carried forward to the FY 2016-17 fiscal year and, therefore, will be included as a program in the 2016-17 CDBG Annual Action Plan to allow for completion of projects that are awarded loans.

The proposed program is patterned after the prior 2008 program, but reflects a substantial increase in the dollar value of an individual grant to \$70,000. Staff believes this is appropriate to help support any substantial rehabilitation needs and still allow for more than

one recipient of a grant within the total \$100,000 allocation to the program.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving a motion directing staff to proceed with the implementation of the FY 2015-16 CDBG Public Facilities Improvements Program for non-profit organizations as proposed.



DRAFT

CDBG NEIGHBORHOOD SUSTAINABILITY

PUBLIC FACILITIES IMPROVEMENTS PROGRAM FOR NON-PROFIT ORGANIZATIONS

Program Guidelines



May 2016

INTRODUCTION

The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to entitlement cities and counties.

The **primary** objective of the CDBG program is the development of viable urban communities through the provision of the following:

- ✓ principally for low-income persons;
- ✓ decent housing;
- ✓ a suitable living environment; and
- ✓ economic opportunity

Federal regulations require that CDBG funds be used for projects that qualify as meeting one of the National Objectives of the program and the eligible activity criteria. **Projects that fail to meet the applicable tests will NOT BE considered for funding.**

II. PROGRAM OBJECTIVES

The objective of the Public Facilities Improvement Program as outlined in the City's 2014-18 Five-Year Consolidated Plan is to "Utilize and Leverage CDBG funds for Low and Moderate Income Persons through private and public partnerships" as follows: Continue provision of Public Facilities Needs for homeless, special populations and low income households (senior centers, homeless facilities, child care centers, mental health facilities, neighborhood facilities, and other public facilities needs).

III. ELIGIBILITY REQUIREMENTS

To be considered eligible for assistance under this program the following conditions and/or criteria shall be met:

1. Organization Requirements

- a. All non-profit organizations must have their 501(c)(3) status at time of Proposal to receive funding through this program. Agencies without this status may collaborate with an existing 501(c)(3), but the 501(c)(3) must be the lead Organization. The Organization must own and operate the facility.
- b. The organization must be providing services that benefit a "Limited Clientele." See definitions.

These activities must:

- Benefit a clientele that is **generally presumed** to be principally low and moderate-income (abuse children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers); or
 - Require documentation on family size and income in order to show that at least 51percent (51%) of the clientele are LMI; (see **Appendix 1** income guidelines); or
 - Have income eligibility requirements limiting the activity to LMI persons only;
- or
- It must be of such a nature, and be in such a location, that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.
- c. The Organization must be an approved **Analysis of Social Services Evaluation Team (ASSET)** organization.
- d. The organization must maintain in its budget and program a separation between any religious and other programs so that the CDBG Public Facilities Improvements Program funds does not financially support religious purposes.
- e. Must be in good standing with current mortgage holder(s).
- f. Must have a current and acceptable financial audit as determined by the City Finance Department.
- g. Organization must demonstrate that they can meet the administrative and financial capacity as outlined by the CDBG Program (see **Appendix 2**)

2. Eligible Service Area(s) & Site Visits

- a. The facilities must be located and operating within the city limits of Ames.
- b. The City of Ames reserves the right to perform site visit during the review phase with all agencies; therefore, organizations should be prepared for City of Ames staff to: 1) tour the facility, and 2) to observe current project activities and services in which funds are being requested.

3. Property Requirements

- a. Property must conform to the current zoning regulations even if it is a legally vested non-conforming use or structure.
- b. The structure must be conventionally constructed. Mobile homes will not be eligible under this program.

- c. The property must be owned by the applicant, leased or rented facilities are not eligible.
- d. Properties used for household living uses, as defined by the City's zoning regulations, are not eligible properties.
- e. Assessed and/or Appraised value of the property must exceed the amount of the proposal request.
- f. Applicant must show proof of property insurance on the facility.

4. Project Timeframe

- a. Proposals should be start within 60 days after award selection.
- b. Projects should be completed within 120 days after the Notice to Proceed is issued.

IV. ELIGIBLE/INELIBILE ACTIVITIES

1. Eligible Activities

Eligible activities under this activity will include: a) Facility Rehabilitation; and b) Americans with Disabilities Act (ADA) improvements to non-profit owned public facilities.

- a. Facility Rehabilitation Improvements can be made to repair and/or replace defects in the four major systems (mechanical, plumbing, electrical, or structural). These items may include, but are not limited to, the repair or replacement of the following:
 - Roof, gutter, downspouts
 - Furnaces, water heaters, duct work, water piping
 - Painting, siding
 - Wiring
 - Handrails, guardrails
 - Porches, steps, doors, windows
 - Energy Conservation (insulation, caulking, etc.)
 - Windows

- Other interior space(s) will be limited to areas used for **direct** client services (i.e. counseling rooms, day care rooms, camp facilities, client rooms, etc.).
- Purchase of structural equipment and fixtures when such items are essential and necessary for use in connection with the facilities service purpose.

b. Removal of Architectural Barriers for ADA improvements (see definition)

2. Ineligible Activities

- Organizational operating costs
- Pre-design costs
- Projects that primarily serve people residing outside of Ames
- Projects that do not primarily serve low and moderate income persons
- Renovation of administrative offices only
- Pre-project expenses
- Projects that support political activities
- Projects that promote religion
- New construction
- New construction of garages or outbuildings
- Swimming pools hot tubs, whirlpools; furnishings; decks; window treatments; refrigerators; ranges; microwaves; dishwashers; window air conditioners; washers & dryers; machinery, etc.
- Detached garages
- Acquisition of land
- Refinancing of existing debt against the property or the Organizations(s)
- Financial satisfaction of outstanding liens, judgments, etc. against the property or Organization(s).
- Financial
- Repairs to mobile homes or manufactured homes if the property is not taxable as real estate.
- Costs of repairs incurred prior to execution date of the program contract are not eligible to be included in the program contract
- Repairs, which exceed local codes are not eligible for funding.

VI. FINANCIAL ASSISTANCE/RECAPTURE

1. Financial Assistance

- a. The maximum amount of CDBG funding available for this Program is \$100,000.
- b. The maximum amount of assistance available for the **Facility Rehabilitation or the ADA Improvements** is 75% of the cost of improvements, not to exceed \$70,000 per organization. The organization will be responsible for contributing a 25% match. The Organization will be responsible for any amount exceeding the \$70,000 funding cap.
- c. The Organization shall pay the 25% match and any estimated amount above the 75% funding cap to the City of Ames to be held in a designated account before any work may commence.

2. Recapture Provisions/Events of Default:

To receive financial assistance, the organization shall sign a **restrictive covenant and promissory note agreement** with the City of Ames.

- a. The City of Ames will place a "ten (10) year, "forgivable", no-interest, second mortgage lien on all properties receiving financial assistance under this program to recapture all, or a part, of the financial assistance provided to the Organization(s) upon the occurrence of any of the following:
 - i. Ownership of the property is sold or transferred to any party.
 - ii. The facility programming ceases to administer programs where 51% or more of the beneficiaries no longer have incomes at 80% or less of the Story County Area Median Income limits.
 - iii. Occupancy of the facility where the programs are administered ceases.
 - iv. Any default under or breach of the promises, terms, and conditions stated in the program policies and procedures, and/or mortgage instrument.
- b. The forgivable lien provision for recapture of the financial assistance provided shall be in accordance with the following schedule if one of the above conditions occurs:

100% payback during the years 0-5 following the date of the rehabilitation;
80% payback during the year 6-7 following the date of the rehabilitation;
60% payback during the year 7-8 following the date of the rehabilitation;
40% payback during the year 8-9 following the date of the rehabilitation;
20% payback during the year 9-10 following the date of the rehabilitation;
and

After the tenth year following the date of the rehabilitation, if all promises, terms, and conditions have been kept, 100% of the lien shall be forgiven.

- c. Under each of the above payback years, if the property is no longer occupied by the organization regardless of whether or not the title to the property is transferred, under the terms of the note, the original principal loan amount is immediately repayable to the City of Ames in full.
- d. The borrower ceases to maintain property's insurance policy for the term of the note and fails to maintain the property in good condition.

VII. PUBLIC FACILITIES IMPROVEMENTS STANDARDS

All of the repair work activities funded under the Public Facilities Improvements program for Rehabilitation and for ADA Improvements shall comply with the following Building Code Standards:

- A. Meet the minimum structural and safety standards of the following Chapters of the City's Municipal Code:
 - ❑ Chapter 5: Building, Electrical, Mechanical & Plumbing Codes
 - ❑ Chapter 8: Fire Code

VIII. SPECIAL TERMS AND CONDITIONS

In utilizing CDBG funds for Public Facility Improvements there will be a number of special terms and conditions that will be applicable to all Proposals funded (see **Appendix 3**)

IX. TECHNICAL ASSISTANCE

The CDBG program staff is available to provide technical assistance to help organizations develop a viable proposal. Staff reviews will consist of checking for eligibility, Proposal requirements, and to assure proposals are in compliance with the CDBG National Objectives established by HUD. Staff CANNOT provide assistance in developing a project or writing the Proposal. The Planning & Housing Department staff is available Monday through Friday, 8 a.m. to 5 p.m. **by appointment.**

X. PROPOSAL CONSIDERATIONS AND SUBMISSION

- A. The Proposal Review Process is described in **Appendix 4** of the Proposal Instructions. Before filling out the proposal, agencies should review the scoring criteria (e.g., Project Description and Need, Proposed Outcome, Track Record/Capacity, Project Budget). The Public Facilities Review Committee will use these criteria to evaluate and score each proposal. Staff will review all proposals for eligibility and completeness in accordance with the guidelines established by HUD (see **Appendix 4-A**). Public facilities proposals will be further reviewed for evidence of matching funds and gap financing. Only those proposals that are determine satisfy these requirements will be distributed to the Public Facilities Review Committee.

The proposal narrative portion not including requested attachments should be limited to the space provided. Hand written proposals are acceptable. All pages must be consecutively numbered. Check budget numbers for mathematical accuracy. Proposals must be in the possession of the City at the Planning & Housing Departments, City Hall, 515 Clark Avenue, Room 214 **no later than (to be determined)**.

1. **Proposal Copies:** Submit original and **four unbound** copies. (no staples, please). Completed application packet must include:
 - a. Proposal
 - b. Organization Chart
 - c. Board of Directors
 - d. Copy of most current financial audit (within last 12 months).
 - e. Attach statement of current assets and liabilities and statement of income and expenses.
 - f. Attach most current ASSET organization approval.
 - g. Proof of current property insurance.
 - h. Proof of ownership.
 - i. Written statement from mortgage lender(s) regarding payment history.
2. **Responsive Proposals:** Proposals must meet all the material requirements of the RFP. Only those proposals determined to be responsive will be evaluated and scored by the Public Facilities Review Committee in accordance with the proposal evaluation criteria set forth in **Appendix 5**. The Public Facilities Review Committee will request a formal presentation from the highest scored Proposals before funding recommendations are developed.
3. **Late Proposals:** Late proposals shall be rejected regardless of the reason, including mail delivery problems beyond Organization's control. Applicants

mailing their responses should allow sufficient time to insure delivery by the date and time specified.

4. **Non-Responsive Proposals:** Proposals deemed non-responsive or ineligible will not be evaluated or considered for award. Examples of non-responsive proposals include:
 5. Proposals that do not meet the HUD Low and Moderate Income National Objective.
 6. Proposals that are not eligible or do not conform to the CDBG RFP criteria.
 7. Proposals submitted by an organization, which does not have valid certifications and/or licenses required by state, federal or local law or regulations to perform the service requested at the time of the submittal.

- B. **Withdrawal:** An organization may withdraw the proposal by submitting a request in writing to the City of Ames Housing Division, Attention: Housing Coordinator, 515 Clark Avenue/
P. O. Box 811, Ames, IA 50010-0811.

C. **Discussions**

The City reserves the right to conduct discussions with the organization for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of the organization proposal.

D. **Ineligibility Determination**

The proposals can be denied participation under the Public Facilities Improvements Program for any of the following reasons:

- a. False, misleading or inaccurate statements, or information presented by the organization(s) at the time of Proposal.
- b. Has defaulted any City Department or has been terminated from any programs administered by the City of Ames.

XI. PROJECT ADMINISTRATION PROCESS

1. If the proposal is funded, the organization will enter into a contract with the City of Ames.
2. The City will issue a Notice to Proceed to the organization(s).
3. The City will provide technical assistance to the organization(s) to solicit bids in accordance with all applicable City and CDBG contract language and requirements registered and/or certified contractors.
4. The City will be provide technical assistance to the organization(s) in the

selection of a contractor(s). The organization(s), city and contractor(s) will enter into a written contract.

5. The organization is not eligible to act as the contractor.

Program Funds will not be **disbursed**, until the following requirements are adhered to:

1. The property must be inspected for HUD's Housing Quality Standards (HQS) and determined eligible under the CDBG Environmental Review Regulations.
2. The City of Ames will disburse checks payable to the contractor(s).
3. The City of Ames shall verify all requested repairs before a Proposal will be approved and/or before work may commence.
4. All contracted work must be inspected by the City of Ames for completion prior to any payments being disbursed from the City of Ames and the organization signs a payment release form.
5. All contracted work must be completed within forty-five the (45) calendar days from the date of the Notice to proceed unless an extension is approved by City of Ames.

XII. COMPLAINT/DISPUTE RESOLUTION PROCESSES

Any dispute resulting under the disbursement of funds or minor repair activities arising between the applicant and contractor or between the applicant(s), the contractor and the City will initially be mediated by the Housing Coordinator. Should either the applicant, or the contractor, desire to contest the determination made by the Housing Coordinator, a request for a hearing to the Public Facilities Review Committee must be made in writing. The Public Facilities Review Committee will attempt to mediate the dispute and make a final and binding determination as soon as possible for all parties

XIII. INCLUSIONS, OMISSIONS AND REVISIONS

1. These guidelines are designed to amplify the provisions for Program administration as set forth in the applicable CDBG regulations administered by the Department of Housing & Urban Development (HUD). These policy regulations and this plan, utilized together, provide the basis for program administration. The lack of any item to be included in these guidelines shall not relieve or release the organization or the City of Ames from the responsibility under the provisions of applicable CDBG administrative regulations and program guidelines.
2. These Program guidelines may be amended from time to time by the Housing Coordinator for reasons of operational efficiency or unforeseen circumstances that may arise or conflict with applicable Federal, State or City regulations affecting the administration of the Program.

XIV. DEFINITIONS

a. CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, and services and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest. The organization personnel should:

- Be familiar with the organization's code of ethics and potential conflict of interest issues
- Not take gifts or gratuities from persons or organizations associated with the procurement process.

b. LIMITED CLIENTELE:

An activity which benefits a limited clientele, at least 51 percent of whom are low and moderate-income persons. The following kinds of activities may not qualify under this paragraph: activities, the benefits of which are available to all the residents of an area; activities involving the acquisition, construction or rehabilitation of property for housing; or activities where the benefit to low and moderate income persons to be considered is the creation or retention of jobs.) To qualify under this paragraph, the activity must meet one of the following tests: (A) It must benefit a clientele who are generally presumed to be principally low and moderate-income persons. The following groups are presumed by HUD to meet this criterion: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Population Reports definition of "Severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or (B) It must require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate-income limit; or (C) It must have income eligibility requirements which limit the activity exclusively to low and moderate income persons; or (D) It must be of such a nature, and be in such a location, that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.

Public facilities such as homeless shelters or group homes for persons with special needs are just two of the examples of public facilities that may qualify under the Limited Clientele criteria. The populations served by these facilities are populations that are presumed to be LMI persons or families.

Public facilities or improvements can also qualify under the LMI housing national objective if the facility exclusively assists in the provision of housing to be occupied by LMI income households.

c. LOW AND MODERATE INCOME OR LOW INCOME HOUSEHOLD

The term low income shall be defined as “low income” at or below 50 percent of the median area income and “moderate income” at or below 80 percent of the median area income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended.

d. SEVERELY DISABLED:

- Use a wheelchair or another special aid for 6 months or longer;
- Is unable to perform one or more functional activities (seeing, hearing, having one’s speech understood, lifting and carrying, walking up a flight of stairs and walking), needed assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities or daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
- Are prevented from working at a job or doing housework;
- Have a selected condition including autism, cerebral palsy, Alzheimer’s diseases, senility or dementia or mental retardation; or
- Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

e. REMOVAL OF ARCHITECTURAL BARRIERS:

Modify, alter or replace components of a structure that, in their present state or by their absence, impede physically limited occupants from enjoying the full benefits of comfort and livability normally experienced by non-handicapped dwellers. The construction contract shall specify as applicable, ramps, wider doorways, lower plumbing fixtures or light controlling switches, installation of secondary toilet rooms, baths, and/or laundry facilities, grab bars, and other items specific to a given structure and its occupancy and/or use.

f. SENIOR / CHILD / YOUTH:

- Senior: A person at the age of 62 or older.
- Child: A person between the ages of 0–13.
- Youth: A person between the ages of 14-21.

APPENDIX 1

2015 Program Income Limits (subject to change)

80% of Story County Median (Low Income)	
Family Size	Gross Income Cannot Exceed
1	\$42,850
2	\$49,000
3	\$55,100
4	\$61,200
5	\$66,100
6	\$71,000
7	\$75,900
8	\$80,800

50% of Story County Median (Very Low Income)	
Family Size	Gross Income Cannot Exceed
1	\$26,800
2	\$30,600
3	\$34,450
4	\$38,250
5	\$41,350
6	\$44,400
7	\$47,450
8	\$50,500

30% of Story County Median (Extremely Low Income)	
Family Size	Gross Income Cannot Exceed
1	\$16,100
2	\$18,400
3	\$20,700
4	\$22,950
5	\$24,800
6	\$26,650
7	\$28,500
8	\$30,300

Effective March 25, 2015

APPENDIX 2

Administrative and Financial Capacity Checklist

Part 1 – Entity-wide Financial Management & Systems Questionnaire

A. Please describe your organization's fiscal management practices & systems related to financial reporting, accounting systems, financial capacity, budgetary and internal controls and audit requirements by completing the Financial Management questionnaire below.

FINANCIAL MANAGEMENT (QUESTIONNAIRE)			
	YES	NO	COMMENT
ACCOUNTING SYSTEM:			
1. Does your organization have and maintain a standard chart of accounts?			
2. Does your accounting system include a project cost ledger that can be used for recording expenditures for "each" program by required budget cost categories?			
3. How do employees account for their time and effort? Please explain.			
FINANCIAL CAPABILITY:			
1. Does your organization prepare annual financial statements?			
2. Are those financial statements reviewed formally and approved/accepted by your Board or Officers.			
3. Are the financial statements subject to an annual Audit?			
4. Describe which basis of accounting your organization uses, e.g. (accrual, cash, or other) and what authoritative guidance your organization relies for accounting for general and grant funded activities			
5. Has the organization established line(s) of credit? If so, identify source and amount.			

BUDGETARY CONTROLS:			
1. Are there budgetary controls in effect (e.g. comparison of budget with actual expenditures on a monthly basis) to preclude exceeding budgetary limitations?			
2. Are all purchases made by PO whereby that encumbers/earmarks funds available for use?			
3. Does someone in your organization periodically perform analysis and recommends/makes adjustments to budgetary spending levels due to identification of unforeseen or potential cash flow problems resulting from the analysis? If so, name the person(s)/ position(s) responsible for these activities			
INTERNAL CONTROLS:			
1. Are there written procedures for the following?			
a. Accounting entries are supported by appropriate documentation; e.g. purchase orders and vouchers.			
b. Separation of responsibility in the receipt, payment, and recording of cash			
c. Procedures for procurement and practices are consistent with applicable governing regulations			
d. Timekeeping and payroll functions having segregation, proper review, approval, and support documentation of hours worked by activity and program			
e. Disclosures of Board, Officers or employees for related party transactions.			
f. Describe the safeguards your entity has instituted to ensure adequate internal controls in the company (e.g. Officially adopted policies and procedures, all expenses approved by board, documented and required annual review of policies).			

Part 2 – Financial Statements

A. As part of your proposal you MUST attach:

1. A complete set of your financial statements, including the statement of Net Assets/Balance Sheet, Statement of Activities, Statement of Revenue & Expenses, Statement of Cash Flows, “Notes to the Financial Statements” (most current Audit Statement within the past year).

B. Financial Statement & Single Audits Findings

If there were findings noted in either your most recent Financial Statement audit or Single Audit, please describe the nature of the findings and what steps your organization has taken to resolve the finding.

APPENDIX 3

Special Terms and Conditions

1. Congress created the CDBG program and federal regulations apply. Funded agencies will be required to comply with all federal regulations associated with the funding and will be required to submit documents demonstrating administrative and financial capacity to manage a CDBG project
2. Agencies must be an incorporated nonprofit in Iowa by proposal submittal.
3. Agencies must include the DUNS number and a copy of the corporation's listing with the Secretary State of Iowa.
4. Projects must primarily serve low- and moderate-income Ames residents.
5. In construction or renovation contracts, the organization is responsible for insuring against direct physical damage to the construction project as well as to construction materials stored at the construction site.

Therefore, in addition to the contractor's required liability and workers' compensation insurance, the city also requires the organization to provide evidence of property insurance, which will protect the project site against damage while under construction.

6. The CDBG funding cycle is a competitive process and many worthy proposals will not be funded.
7. Funded agencies must acknowledge the City of Ames HUD CDBG contribution in written materials.
8. Funded program records are subject to review by the City of Ames and HUD.
9. Agencies are responsible for Workers' Compensation benefits, or claims by employees and must indemnify and hold the city harmless against any and all claims.
10. Nondiscrimination employment practices and ADA requirements apply; a Drug Free Work Place is required.
11. Funded agencies cannot be indebted to the IRS or any public entity nor have judgments or liens.
12. CDBG projects must comply with State and city licenses, zoning, permit and other related requirements.

13. PUBLIC RECORDS

All proposals submitted in response to the Request for Proposal shall become the property of the city and shall become a matter of public record available for review pursuant to Iowa state law after the award notification. The City of Ames is obligated to abide by all public information laws.

14. SYSTEM FOR AWARD MANAGEMENT

The System for Award Management (SAM) is the Official U.S. Government system that tracks federal contracts, including City of Ames CDBG contracts. The awarded contractors of the bids will be required to register in SAM.gov prior to entering into a contract. Registration in SAM is NOT required to submit a Request for Proposal.

15. COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT REQUIREMENTS

The City of Ames extends to each individual, firm, vendor, supplier, contractor and subcontractors an equal economic opportunity to compete for City business. HUD regulations require that all agencies and contractors outreach and make good faith efforts to utilize minority and women-owned small businesses. Efforts must also be made to hire low income area residents for new jobs created and to utilize low income businesses in the project.

16. ENVIRONMENTAL REVIEWS

An environmental review must be performed on any project funded in part with CDBG dollars. Premature committing or expending any funds prior to the environmental review will jeopardize the eligibility of the project. This includes an organization's matching funds from other sources. Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD's regulations. The review includes analysis of project is geographically 13 federal laws designed to protect certain environmental areas. If the proposal is funded, Grants Administration staff will initiate the review and the organization will be kept informed about the estimated length of time to clear the project. The review normally is completed at no cost. However, if the located in an area of potential archaeological resources, archeological monitoring or testing will be required and must be included in the project budget.

Staff can assist you in making this determination. Depending upon the project location projects involving construction, rehabilitation and demolition, it may take up to 120 days to obtain an environmental clearance.

17. DAVIS BACON LABOR STANDARDS

The Davis Bacon Act is a regulatory requirement that applies to all projects using \$2,000 or more in federal funds for construction activities. The act requires all contractors and subcontractors to pay employees working on the project the

prevailing wages and fringe benefits as determined by the federal government. This may increase the project costs.

18. ARCHITECTURAL SERVICES

Architectural services are generally required for all new construction projects and for most rehabilitation projects. However, the size and nature of the project and the organization capacity can be examined to determine whether architectural services will be needed. Some smaller scale projects may not require the use of an architect, while large-scale projects always require an architect. Architects assess existing buildings to determine the level and extent of repairs needed to meet the local occupancy and building codes, zoning requirements and to determine safety issues. Issues include physical accessibility, emergency egress and sprinkler systems. Architects also are important in the helping the organization through the bid solicitation process and complying with federal procurement rules.

19. LEAD-BASED PAINT REGULATIONS

HUD has issued final regulations on notification, evaluation, and reduction of lead-based paint hazards in some facilities receiving federal assistance. Rehabilitation of facilities where children are served may be affected by this new regulation, which may require the testing of painted surfaces that will be disturbed to determine the presence of lead-based paint. If painted surfaces are not lead-free, remediation and safe work practices will be required.

20. ASBESTOS TESTING

An asbestos survey (AHERA) will be required on all renovation projects to determine the presence of asbestos. The organization should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials (ACMs) associated with the buildings' interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what classification.

21. PREMATURE COMMITTING OR EXPENDING FUNDS

Program expenses that have been committed or spent prior to City Council approval, environmental clearance and/or execution of the CDBG contract are not eligible for reimbursement.

22. ACCESSIBILITY TO PERSONS WITH DISABILITIES

Programs, projects, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA).

APPENDIX 4

Proposal Review Process

- ✓ All proposals will be reviewed by City staff for eligibility, completeness, and feasibility.
- ✓ Proposals that are deemed ineligible or infeasible will not be considered for funding and will not be forwarded to the Public Facilities Review Committee. The organization will be notified by mail and offered technical assistance for future funding rounds.
- ✓ Staff will develop technical reviews for all eligible/feasible projects. The technical review summarizes the project, notes proposal concerns, and includes organization past performance history, if they received a prior CDBG award.
- ✓ The technical review will be mailed to the organization, allowing a seven-day window for the organization to submit additional information or to clarify the proposed project. The organization's response is limited to one page.
- ✓ The Public Facilities Review Committee may include representatives from: City ASSET Staff, Building Inspections, Purchasing, Finance, Public Works, & Planning.
- ✓ The Public Facilities Review Committee will review, evaluate and score each proposal based on the criteria as outlined on Appendix 5.
- ✓ All applicants submitting a proposal be invited to make a brief presentation to the committee.
- ✓ The Public Facilities Review Committee will rank the proposals after the presentations. From the average proposal ranking, the committee will develop funding recommendations and forward their recommendations to the Housing Coordinator. The Housing Coordinator will review the committee recommendations and submit its recommendations to the City Council for final approval.
- ✓ Agencies whose proposals that are not selected for recommendation will be notified by mail and offered technical assistance for future funding rounds.

APPENDIX 5

Proposal Evaluation Criteria

Proposal No: _____ Funding Request: \$ _____ Evaluator: _____

Applicant: _____

Project: _____

PROJECT DESCRIPTION AND NEED (0 to 10 points)

Is the design of the proposed activity appropriate?

- ☐ Does the activity adequately address an established need and is not duplicative of other services?
- ☐ Has the prospective organization identified all the major tasks that will be involved in carrying out the activity?
- ☐ Does the organization understand the interrelationship of these tasks, and has it developed a realistic schedule for their accomplishment? Are there any stumbling blocks to prompt implementation?
- ☐ Has the organization made a careful estimate of the resources necessary for each component of its proposed program, and has it put together a realistic budget that reflects these resources?
- ☐ Are other sources of funds, when indicated, committed to this project?
- ☐ Is the budget for the CDBG funded activity separate from other activities undertaken by the organization?
- ☐ Is there evidence of collaboration with existing programs and services?
- ☐ Is there evidence of sustainability for future program years?

TRACK RECORD/CAPABILITY (0 to 10 points)

Does the organization have the capacity to complete the activity as proposed?

- ☐ Has the organization ever undertaken the proposed or similar activity before, and what was the result?
- ☐ Does the organization have experience with the Community Development Block Grant or other Federal programs?
- ☐ Do the prospective organization's staff appreciate the additional requirements associated with Federal funding (for example, when staff split their time between CDBG and non-CDBG functions, keeping detailed records of time spent on specific activities)?
- ☐ Is the organization familiar with the specific regulatory requirements associated with the proposed activity (such as Davis-Bacon prevailing wage requirements for new construction or rehabilitation projects involving eight units or more)?

- ☐ What is the organization's "track record" regarding compliance with such requirements?
- ☐ Does the prospective organization have adequate administrative and fiscal structures in place to deal with these guidelines (particularly record keeping)?
- ☐ If not, does it recognize its organizational weaknesses, and has it developed a plan for upgrading these aspects of its operations? If not, how does the organization plan to fill these gaps in personnel?
- ☐ Does the organization have qualified staff for all the necessary functions associated with the proposed activity, and is there adequate staff time available?
- ☐ Project can be completed within a reasonable time frame.
- ☐ Financial capacity as indicated by audited financial statements and banking/credit references.
- ☐ Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time.

PROPOSED OUTCOME (0 to 10 points)

- ☐ Does the proposal addresses the appropriate RFP priority?
- ☐ Is the project results-oriented, measurable outcomes and objectives that are challenging yet realistic?
- ☐ Is the number of low and moderate income residents to benefit from the project in relation to amount of funds and type of service at least 51%?

PROJECT BUDGET (0 to 10 points)

- ☐ What is the amount of project leveraging of other resources?
- ☐ Is the funding request is realistic and budget/expenses are reasonable?
- ☐ Are CDBG funds are an appropriate resource for the project?
- ☐ Is the project is ready to start within two months of receiving funding, i.e., all other needed financial and other resources are in place?

CRITERIA	POOR		FAIR		AVERAGE		GOOD		EXCELLENT	
Project Description and Need	1	2	3	4	5	6	7	8	9	10
Track Record/Capacity	1	2	3	4	5	6	7	8	9	10
Proposed Outcome	1	2	3	4	5	6	7	8	9	10
Project Budget	1	2	3	4	5	6	7	8	9	10

COUNCIL ACTION FORM

SUBJECT: ADOPTION OF CITY COUNCIL GOALS FOR 2016 AND 2017

BACKGROUND:

Each year, the City Council meets in a special session to establish new goals. The City Council met on January 23, 2016, and again on March 26, 2016, to review the previously adopted goals and discuss the priorities for the City as envisioned by the City Council. The goals adopted by the City Council are used to guide City staff's efforts in serving the public and identify unique activities that will be undertaken by the staff to assist the City Council in developing policy.

City Council goals consist of (1) Goals, which are broad, overarching themes that describe the City Council's efforts, (2) Objectives, which are a subset of activities that, combined together, accomplish each goal, and (3) Tasks, which outline the specific steps that must be accomplished, who will accomplish them, and when the task will be completed.

The time frame to complete the activities outlined in the goals is December 31, 2017. However, the City Council will meet to review the goals in January 2017, which will provide an opportunity to evaluate progress and identify new areas to focus the City's efforts.

The detailed listing of goals, objectives, tasks, and status updates is attached to this Council Action Form. The goals are as follows:

- Strengthen Downtown and Campustown
- Promote Economic Development
- Expand Sustainability Efforts
- Address Housing Needs
- Promote a Sense of One Community
- Strengthen Human Services
- Encourage Healthy Lifestyles

ALTERNATIVES:

1. Adopt the attached City Council Goals, Objectives, and Tasks, to be completed by December 31, 2017.
2. Direct staff to modify the proposed City Council Goals, Objectives, and Tasks.
3. Do not adopt the proposed City Council Goals, Objectives, and Tasks.

MANAGER'S RECOMMENDED ACTION:

Adopting the City Council goals is an important step in developing the vision for the Ames community in the coming two years. These goals help Council in developing policy and guide City staff in making decisions when working with our residents on a day-to-day basis. The City Council has developed its goals through a thoughtful series of discussions and City staff is prepared to assist in accomplishing the identified objectives.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby adopting the attached City Council Goals, Objectives, and Tasks, to be completed by December 31, 2017.

**CITY COUNCIL
GOALS, OBJECTIVES, AND TASKS**

Established on January 23, 2016
To Be Accomplished by December 31, 2017

STRENGTHEN DOWNTOWN & CAMPUSTOWN

- Explore public/private improvements (e.g. entertainment, parking, housing, amenities) for public/private space in Campustown and Downtown

Task 1 - Identify what public lands are available in the two business districts with which to partner.

Task 2 – Continue working with the AEDC and MSCD committees that are exploring Downtown residential development options utilizing private and public property.

Task 3 – Work with CAA, business, and property owners to help determine what type of use can be made of the interior parking lot between Welch Avenue and Hayward Avenue.

Task 4 – Analyze the question from the current Resident Satisfaction Survey regarding use of public lands to support this goal.

- Re-examine the parking regulations and fees in the Campustown business district and surrounding neighborhoods.

Task 1 – Staff will provide the Council with a report outlining the history of previous efforts to address parking regulations.

Task 2 – Staff will provide an analysis of parking rates and utilization in the Intermodal Facility and in metered parking areas in the Campustown business district.

- Evaluate safety for pedestrians crossing Lincoln Way between Campustown and the ISU campus

Task 1 – Authorize a consulting study with ISU to analyze the current situation and propose appropriate improvements to increase the safety for pedestrians from University Boulevard to Sheldon Ave. along Lincoln Way.

PROMOTE ECONOMIC DEVELOPMENT

- Extend water and sewer utility lines along Lincoln Way to 590th Street and annex the approximately 1,400 acres reflected in the Central Iowa Water Association buy-out agreement in this corridor.

Task 1 – Approve funding for the extension of water and sewer lines along Lincoln Way to 590th.

Task 2 – Amend the Land Use Policy/Fringe Area Plan and map to reflect an additional 4,400 acres planned for industrial development.

Task 3 – Obtain consent from property owners within the Phase I – Future Urbanized Area along Lincoln Way to initiate annexation of this area.

Task 4 – Initiate construction design documents for the utility extension.

Task 5 – Complete master plan for the East Industrial Area and proposed zoning for Phase I.

- Analyze current planning and building code approval processes to help decision making be more predictable, more strategic, and more timely.

Task 1 – Review with City staff the various planning and building code approval processes in workshops during the coming months.

EXPAND SUSTAINABILITY EFFORTS

- Facilitate the creation of a community solar project.

Task 1 – Hold a public meeting to learn more about the Cedar Falls model for a community solar project.

Task 2 – Following the March 2nd meeting, staff will prepare a report to review with EUORAB, and eventually the City Council, regarding other possible models to develop a community solar project along with an analysis of the pros and cons related to each approach.

- Define the City's role (e.g., codes, incentives) in re-purposing existing buildings.

Task 1 – Request that the Main Street Cultural District inquire of the Main Street Iowa Program what type of strategies are being utilized to promote redevelopment of properties.

Task 2 – Provide a staff report to the City Council outlining techniques that could enhance the possibility of re-purposing designated properties.

Task 3 – Meet with ISU Community and Regional Planning experts to learn techniques that may be employed. Staff will incorporate the information obtained in this meeting into the report identified in Task 2.

Task 4 – Host a joint meeting with the Ames Community School District Board to express the City Council’s interests in the future disposal of school district property and understand the school board’s plans.

ADDRESS HOUSING NEEDS

- Redevelop the Old Middle School and 6th Street sites for affordable housing.

Task 1 – Determine if development should be devoted 100% or 51% to low and moderate income households

Task 2 – Determine 1) If the City or a private company should develop the subdivision, 2) What type of housing units should developed on the site, and 3) If there any special features/amenities that the Council expects to be incorporated into the project. A workshop will be held in June/July 2016 to solicit City Council direction regarding these policy issues.

- Review background information regarding affordable housing needs in Ames

Task 1 – The Planning staff will provide a housing background report to the City Council no later than May 2016. This information will help the City Council decide if there is a preference to target specific types of affordable housing with City programs or policies.

PROMOTE A SENSE OF ONE COMMUNITY

- Consider the recommendation from the Iowa State University Student Government and Campustown Action Association to transition from the Student Affairs Commission to a new Campus and Community Commission

Task 1 – Review the proposal from the Ex-officio member of the Council and the CAA President.

STRENGTHEN HUMAN SERVICES

- Develop an outcomes measurement system to assist in determining the City's funding allocations to human service agencies.

Task 1 – City staff will communicate the Council's interest in this new measurement system with the other ASSET funders and report back to the Council their level of interest in implementing this new measurement system.

Task 2 – Staff will provide a report to the City Council identifying various models that currently exist to measure outcomes.

ENCOURAGE HEALTHY LIFESTYLES

- Explore partnering with Mary Greeley Medical Center, Iowa State University, Ames Community School District, and Heartland Senior Center to create an intergenerational Healthy Life Center Complex.

Task 1 – The City Manager will participate in the discussions with the exploratory group that has been created to discuss this feasibility of a new complex.

- Work with the appropriate groups to establish trail connections from the City limits to the Heart of Iowa trail.

Task 1 – The City Manager will meet with the Story County Board of Supervisors to determine their interest and plans to date for establishing these connections and report back to the Council with his findings.

- Create a plan to connect our park trail system that will include target dates, funding, and private/public partnerships.

Task 1 – Staff will provide a summary to the City Council of the state, federal, and private funding sources available for trail construction projects.

Task 2 – In August 2016 the Public Works Department will present to the City Council a map of the existing park/greenbelt trail system that will identify the gaps in the system.

Task 3 – Utilizing the recently approved Long Range Transportation Plan, in December 2016 the Public Works Department will present to the City Council a plan in five-year increments to complete the connections to this system. Identify trail segments that could be constructed with volunteer labor and develop a process to solicit proposals for volunteer trail construction.

- The City Council will participate in activities sponsored by Healthiest Ames.

Task 1 – Members of the City Council will staff a station at the Open Streets event.