

**AGENDA**  
**MEETING OF THE AMES AREA METROPOLITAN**  
**PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE AND**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**NOVEMBER 22, 2016**

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

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)**  
**TRANSPORTATION POLICY COMMITTEE MEETING**

**CALL TO ORDER: 6:00 p.m.**

1. Motion approving appointment of Ames Public Works Director John Joiner to Statewide Urban Design and Specifications (SUDAS) Board of Directors
2. Resolutions certifying projects shown in Iowa Clean Air Attainment Program Grant application conform to AAMPO's regional transportation planning process:
  - a. South 5<sup>th</sup> Street Construction Project
  - b. CyRide #2 Green Route, #6 Brown Route, and #3 Blue Route Service Expansion
  - c. CyRide #9 Plum Route Service Expansion

**POLICY COMMITTEE COMMENTS:**

**ADJOURNMENT:**

**REGULAR CITY COUNCIL MEETING\***

\*The Regular City Council Meeting will immediately follow the meeting of the Ames Area Metropolitan Planning Organization Transportation Policy Committee.

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

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting of November 15, 2016
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for November 1-15, 2016
5. Motion approving the following requests from Olde Main Brewing Company for 5-day Liquor Licenses:
  - a. Special Class C Liquor License (December 5 - 9) at the ISU Alumni Center, 420 Beach Avenue (pending dram)

- b. Class C Liquor License (December 9 - 13) at Reiman Gardens, 1407 University Boulevard (pending dram)
- c. Class C Liquor License (December 7 - 11) at the Hansen Ag Student Learning Center, 2516 Mortensen Road (pending dram)
- 6. Motion approving 5-day (December 10 - 14) Class C Liquor License for Gateway Market at Reiman Gardens, 1407 University Boulevard
- 7. Motion approving 5-day (December 10 - 14) Class C Liquor License for Greater Caterers of Iowa at CPMI Event Center, 2321 N. Loop Drive (pending dram)
- 8. Motion approving 5-day (December 2 - 6) Class C Liquor License for the Gateway Hotel & Conference Center, LLC at the ISU Alumni Center, 420 Beach Avenue
- 9. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class C Liquor & Outdoor Service- Outlaws, 2522 Chamberlain Street
  - b. Class B Native Wine - Chocolaterie Stam, 230 Main Street
  - c. Class B Liquor & Outdoor Service - Country Inn & Suites, 2605 SE 16<sup>th</sup> Street (pending dram)
  - d. Class C Beer & Class B Native Wine - Swift Stop #8, 705 24<sup>th</sup> Street
  - e. Class C Liquor & Outdoor Service - The Café, 2616 Northridge Parkway (pending dram)
- 10. Resolution approving Annual Affirmative Action Report
- 11. Resolution approving 2018-2022 Federal Airport Improvement Program
- 12. Resolution approving annual 2016 Urban Renewal Report and certification of TIF Debt for Campustown and annual appropriation of Kingland TIF Rebate
- 13. Resolution approving Agreement with Bottlesode Authorizing Commercial Use of Small Unmanned Aircraft System (drone)
- 14. Iowa Clean Air Attainment Program (ICAAP) Grant Application for Grand Avenue Extension Improvements:
  - a. Motion authorizing the ICAAP Application for the Grand Avenue Extension Improvements in the amount of \$931,000
  - b. Resolution providing official certification to commit the necessary local matching funds and assuming responsibility for maintaining the facility for public use
- 15. Resolution approving preliminary plans and specifications for City Hall Gym HVAC Renovations; setting December 21, 2016, as bid due date and January 10, 2017, as date of public hearing
- 16. Resolution approving preliminary plans and specifications for Boiler Maintenance Services for Power Plant; setting December 21, 2016, as bid due date and January 10, 2017, as date of public hearing
- 17. Resolution accepting completion of Power Plant Fuel Conversion - Electrical Installation General Work Contract
- 18. Resolution accepting completion of Cooling Tower Replacement at Power Plant
- 19. Resolution approving partial completion of public improvements and reducing amount of security held for Crane Farm Subdivision

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

**HEARINGS:**

20. Hearing on Annexation of territory east of Ames between Interstate 35 and 590<sup>th</sup> Avenue (East Industrial Area):
  - a. Resolution approving annexation
21. Hearing on 2016/17 U.S. Highway 69 Improvements Program (South Duff Avenue Traffic Signal)
  - a. Motion accepting report of bids

**ADMINISTRATION:**

22. Staff Report on Emergency Residence Project FY 2015/16 draw-down request and definition of “Ames Resident”
23. Presentation from United Way of Story County regarding Clear Impact Scorecard (Human Services Outcomes)

**PLANNING & HOUSING:**

24. Motion directing staff to prepare Zoning Ordinance pertaining to Supervised Transitional Living Homes
25. Ames Urban Fringe Plan Amendments:
  - a. Resolution approving Urban Service Area designation for 5508 Lincoln Highway and 5820 Lincoln Highway
  - b. Resolution including a new policy for lands designated as Highway-Oriented Commercial
26. Staff Report on proposed Story County Text Amendment for Social Service Providers within Agricultural zoning districts
27. Update regarding Lincoln Way Corridor Plan Focus Area Workshop
28. Planning Division Work Plan discussion

**ORDINANCES:**

29. Hyde Avenue:
  - a. Second passage of ordinance establishing parking regulations
  - b. Second passage of ordinance establishing speed limit
30. Second passage of ordinance establishing 2700, 2702, 2718, and 2728 Lincoln Way; 112 and 114 South Hyland Avenue; and 115 South Sheldon Avenue Urban Revitalization Area
31. Second passage of ordinance changing boundaries by removing properties addressed as 2700, 2702, and 2718 Lincoln Way

**COUNCIL COMMENTS:**

**CLOSED SESSION:**

32. Motion to hold Closed Session as provided by Section 21.5(1)c, *Code of Iowa*, to discuss matters presently in or threatened to be in litigation

**ADJOURNMENT:**

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

**ITEM # AAMPO 1**

**DATE: 11-22-16**

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: SUDAS BOARD OF DIRECTORS REPRESENTATIVE APPOINTMENT**

**BACKGROUND:**

The Ames Area Metropolitan Planning Organization is allocated one member on the Statewide Urban Design and Specifications (SUDAS) Board of Directors, as is each metropolitan planning organization (MPO) in the state. A total of 37 members make up the Board of Directors.

The individual serving on the board must be a registered professional engineer in Iowa. The City of Ames Public Works Director has served as the AAMPO representative on the Board of Directors since the inception of SUDAS in June of 2004.

**ALTERNATIVES:**

1. Approve the reappointment of the City of Ames Public Works Director, John Joiner, as the AAMPO representative to the SUDAS Board of Directors.
2. Appoint another staff representative to the SUDAS Board of Directors.

**ADMINISTRATOR'S RECOMMENDED ACTION:**

The City of Ames Public Works Director has served ably as the Ames Area MPO appointed representative to the SUDAS Boards of Directors since SUDAS was established and incorporated in 2004.

Therefore, it is recommended by the Administrator that the Ames Area MPO Transportation Policy Committee adopt Alternative No. 1, thereby approving the appointment of City of Ames Public Works Director John Joiner as the Ames Area MPO representative to the SUDAS Board of Directors.

**AAMPO POLICY COMMITTEE ACTION FORM**

**SUBJECT: APPROVAL OF IOWA CLEAN AIR ATTAINMENT PROGRAM GRANT RESOLUTIONS**

**BACKGROUND:**

The Iowa’s Clean Air Attainment Program (ICAAP) helps fund transportation projects and programs that result in attaining or maintaining the National Ambient Air Quality Standards (NAAQS). While the Ames Area MPO is “in attainment” of the NAAQS, ICAAP funds are available for projects in the area which result in reductions in vehicle emissions and traffic congestion.

The Ames Area MPO is required to review all potential ICAAP applications within the area for the following three items: 1) completeness; 2) financial feasibility; and 3) conformity with Ames Area MPO transportation planning processes and plan. If these three items criteria are met, the MPO is to adopt formal resolutions stating that the proposed projects conform to the regional transportation plan. These resolutions are needed by the project sponsors in order to submit their project to the Iowa Department of Transportation for consideration.

The following projects have been submitted to the Ames Area MPO for the FY 2018 ICAAP grant cycle:

<b>Project Sponsor</b>	<b>Project Name</b>	<b>ICAAP Request</b>	<b>Total Project Cost</b>
City of Ames	S. Grand Ext/5 <sup>th</sup> Street Construction Project	\$931,000	\$3,400,000
CyRide	1) #9 Plum Weekday Route Expansion & Bus Expansion	\$230,446	\$288,057
	2) #2 Green/#6 Brown/#3 Blue Service Expansion	\$101,757	\$127,209

**ALTERNATIVES:**

1. Certify that the projects shown in the Iowa Clean Air Attainment Program grant application conform to the MPO’s regional transportation planning process.
2. Do not move forward with approving either or both grant applications.

**ADMINISTRATOR'S RECOMMENDED ACTION:**

The Ames Area MPO Transportation Technical Committee has reviewed the proposed grant applications and unanimously recommended approval. The work accomplished under this grant could lead to future ICAAP funding that will free up local funds to be reprioritized for other local regional projects.

Therefore, it is the recommendation of the Administrator that the Transportation Policy Committee adopt Alternative No. 1 as described above.

# MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

NOVEMBER 15, 2016

The Regular Meeting of the Ames City Council was called to order by Mayor Ann Campbell at 6:00 p.m. on the 15th day of November, 2016, in the City Council Chambers in City Hall, 515 Clark Avenue. Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem were present. *Ex officio* Member Sam Schulte was also present.

Mayor Campbell announced that the Council would be operating from an Amended Agenda. Added under Item No. 28 was first passage of an ordinance repealing Ordinance No. 4269 since it contained the wrong table and a new ordinance was being adopted. There was a wording change at Item No. 30 pertaining to 3615 Zumwalt Station Road and approval of three covenants under that item had been added.

**PROCLAMATION FOR “SMALL BUSINESS SATURDAY,” NOVEMBER 26, 2016:** Mayor Campbell proclaimed November 26, 2016, as “Small Business Saturday.” Accepting the Proclamation were Cindy Hicks, Main Street Cultural District Director; Karin Chitty, Campustown Action Association Director; and John Hall, representing the Ames Chamber of Commerce Director of Business Development. Ms. Hicks, 304 Main Street, thanked patrons in advance for shopping small, shopping local, and shopping Ames.

**CONSENT AGENDA:** Moved by Gartin, seconded by Corrieri, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meetings of October 19, 2016, and November 1, 2016, and of Regular Meeting of October 25, 2016
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for October 16-31, 2016
5. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class B Native Wine - Kitchen, Bath & Home, 201 Main Street
  - b. Class E Liquor - AJ’s Liquor III, 2401 “A” Chamberlain Street
6. Motion approving ownership change for Class E Liquor License for Target Store T01170, 320 South Duff Avenue
7. Motion approving ownership change for Class C Liquor License for Chipotle Mexican Grill, 435 South Duff Avenue, Suite 102
8. Motion approving ownership change for Class C Beer Permit and Class B Native Wine Permit for Casey’s General Store #2298, 428 Lincoln Way
9. Motion approving transfer for Class C Beer Permit and Class B Wine permit for Aldi, Inc., to new location at 108 South 5<sup>th</sup> Street
10. Motion changing Regular Meeting Date from December 27, 2016, to December 20, 2016
11. Motion approving Encroachment Permit for sign at 121 Main Street
12. RESOLUTION NO. 16-647 approving Restrictive Covenant Agreement with Assault Care Center Extending Shelter and Support (ACCESS) and authorizing payment of \$80,000 at time of closing
13. Asset Management Agreement (AMA)/Pipeline Services for Power Plant:
  - a. RESOLUTION NO. 16-648 approving renewal of contract with BP Canada Energy Marketing Corp. of Omaha, Nebraska for AMA Addendum (for basic services) in an amount not to exceed \$30,000
  - b. RESOLUTION NO. 16-649 approving renewal of contract with BP Canada Energy Marketing Corp. of Omaha, Nebraska for AMA Transaction Confirmation
  - c. RESOLUTION NO. 16-650 approving renewal of contract with BP Canada Energy Marketing Corp. of Omaha, Nebraska for Transaction Confirmation

- d. RESOLUTION NO. 16-651 approving purchase of additional natural gas, plus delivery as needed, in an amount not to exceed \$500,000
14. RESOLUTION NO. 16-652 awarding contract for construction and installation of interactive play wall at Ames Public Library to Swan Creek Cabinetry, Inc., of Boone, Iowa, in the amount of \$53,463.81
15. RESOLUTION NO. 16-653 approving contract and bond for Electric Administration and Distribution Buildings Roof Replacements
16. RESOLUTION NO. 16-654 approving Change Order No. 4 with FPD Power Development, LLC, for Power Plant Fuel Conversion - Electrical Installation General Work Contract
17. RESOLUTION NO. 16-655 approving partial completion of public improvements and reducing security for Village Park Subdivision
18. RESOLUTION NO. 16-656 approving partial completion of public improvement and reducing security for Quarry Estates Subdivision, 1<sup>st</sup> Addition
19. RESOLUTION NO. 16-657 accepting completion of 2015/16 Airport Improvements (Terminal Site Work)
20. RESOLUTION NO. 16-658 approving Water Territory Transfer Agreement between the City of Ames and Xenia for Ames Golf & Country Club and The Irons Subdivision
21. RESOLUTION NO. 16-659 approving Final Plat for Hayden's Crossing Subdivision, 2<sup>nd</sup> Addition  
Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

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

**NET METERING:** Electric Services Director Donald Kom advised that the Electric Utility Operations Review Advisory Board (EUORAB) had been meeting for the past several months to review the current process, listen to customers and vendors, and discuss alternative solutions to the Net Metering language contained in the *Municipal Code*. Mr. Kom said that net metering is the most widely used billing method for customers with installed generation. Under the current Municipal Code, excess energy produced by a solar customer is delivered to the Utility at the time it is produced and later replaced "at cost" back to the customer. The rate structure encourages over-production (oversizing) during the sunny part of the day for reuse by the customer in the evenings, at night, and when the sun isn't shining. Unintended consequences include: the use of the Utility infrastructure as a storage device, reduction/elimination of a solar customer's contribution to the fixed costs of the Utility infrastructure when it is the infrastructure that allows the solar customer to bank the energy, lost opportunity to purchase wholesale energy, and cost-shifting from solar customers to non-solar customers.

According to Mr. Kom, several options were discussed at the EUORAB meeting of November 1, including the following:

1. Purchase excess energy at Avoided Cost
2. Purchase excess energy at Fixed Cost
3. Require storage to accompany a solar installation
4. Require future new solar installations to be westerly facing
5. Move the fixed costs to the Customer Charge
6. Develop a Demand Charge for Residential Solar customers
7. "Right Size" the solar panel

Director Kom stated that, at its November 1, 2016, meeting, EUORAB voted to support Option 2, Purchase Excess Energy at Fixed Cost, and to forward that recommendation to the City Council for its consideration.



Mr. Kom explained that net metering applies to a customer-owned generating system that primarily offsets part or all of the customer's electric service energy requirements provided by the City. Net Metering is available to any retail customer receiving electric service under a City of Ames Electric Services rate schedule who owns and operates an approved on-site generating system powered by a renewable resource capable of producing not more than 55 kW of power and who interconnects with Electric Services Electric Distribution System. The current net metering language allows customers to produce energy at one period in time only to be able to use it at another time. The utility is used as a storage system with the potential to economically disadvantage one group of customers in order to benefit another group.

According to Director Kom, over the past year, the number of new installations has grown significantly. In reviewing the new projects installed, staff has noted an emerging pattern where developers are oversizing the installations for that the total amount of energy produced by the solar system exceeds the total amount of energy consumed by the customer at certain times of the day. This creates three significant problems:

1. When a solar array is oversized, the Utility becomes a "storage medium" to which the customer can overproduce as much as it wants and then drawn on that overproduction at a later time. That process creates a situation where the solar customers are using the City's electric grid without paying for the fixed costs associated with maintaining it. Those costs are transferred to the non-solar customers.
2. The Utility does not store excess solar energy, so any overproduced energy is used by other customers at the time it is produced. Later, the Utility must purchase the replacement energy; the result is an increased cost to non-solar-producing customers for the betterment of the solar-producing customers.
3. By using the excess energy when produced, the "cost" of the energy is at fully bundled retail rates. The City purchased less of the lower-cost wholesale energy, which increases rates to all customers.

Council Member Orazem asked Director Kom if there was anything that makes it more or less attractive for commercial enterprises to adopt solar or would the City want to do that. With residential solar means the rate is energy plus a small customer costs. All costs are captured through an energy-only rate. Commercial customers' energy cost is a lot lower because some of the costs are captured in a demand charge. He said that doesn't mean that solar for commercial is less attractive, but it would mean that they would size it differently.

At the inquiry of Council Member Corrieri over this being a long-term solution or if the City would revisit this issue, Director Kom emphasized that the option recommended by EUORAB is a long-term solution; however there are changes occurring that deal with storage. Staff would continue to look at future technology improvements related to storage capacity and/or solar panel realignment might yield benefits to the Utility by helping reduce electric demand during the summer peak time. City staff will work with interested parties to further study possibilities that might lead to other future revisions to the net metering policy.

Ms. Corrieri asked if the City is really just trying to limit oversizing; and, if so, why doesn't the City just prohibit oversizing. Mr. Kom stated that to do that would "tie the hands of the customers who want to have solar." The option being suggested gives customers the option to do what they feel is in their best interest at this time and the City will accommodate them. However, there are no contributions going back to the fixed costs of the Utility.

Council Member Beatty-Hansen asked about the percentage of overall energy that the systems are producing. Mr. Kom answered that it only equates to less than one percent. He stated that there are 21 customers who have only been on the system for a year. Many of them are oversizing their systems, making use of the distribution system, but with the way the rates are now, they are not contributing back to the Utility's fixed costs.

Council Member Nelson asked for a comparison of the policies regarding solar for the other three utility vendors in different parts of town. Director Kom said he was not real familiar with the programs of the other utilities. Mr. Nelson asked at what rate Utilities are required to buy back electricity. There are some state programs; however, Mr. Kom believed it is about 6 cents for those defined as a "generating unit;" however, municipal is not obligated to follow those same rules. Mr. Nelson asked, if the City were interested in offering incentives, why it wouldn't at least offer what a nearby utility is doing. Director Kom replied that the Council can create any incentives beyond Option 2 ; however, they do not want to create a situation where one subclass of a customer is being subsidized by another set of customers even though it is a very small amount. He again noted that the more incentives that are given to solar installers, the more it affects everyone else's rate; it spreads the costs over the customers who have not installed solar.

Ms. Beatty-Hansen asked if Mr. Kom of he had any concept of the amount in terms of each person's bill; in other words, how much are the people who don't have solar paying for solar. Mr. Kom gave a sample bill of a customer before installing solar and after installing it. He stated that the cost of solar to the City is approximately \$200,000 per year, which equates to an extra few cents per customer. Ms. Beatty-Hansen did not feel that the City needed to change the rate now. She believes that it could "put the brakes" on residential solar installations for a few cents per customer. Director Kom again explained that problems occur when people are grossly oversizing the system; e.g., they are being paid 11.66 cents, which is the retail rate in the summer, when the City can purchase wholesale energy at 2 cents. Ms. Beatty-Hansen said she agreed with Council Member Corrieri that the City could cap oversizing before it got really out of control.

Council Member Corrieri said she had concerns about setting a value now without really spending time to dig into the other options. Her fear is that the City will set the number and then not revisit this issue. Mr. Kom noted that when the rates are increased, all the numbers will increase by the same percentage. Staff is continuing to look at battery storage and other options as an alternative. The number is not forever fixed for good; it will change. The Energy Cost Adjustment will also affect it, just like it does now. This issue will be reviewed again. Ms. Corrieri also asked if the EUORAB will discuss it or will there be some sort of work group with commercial and residential users. Mr. Kom said there will be further discussions with interested groups and vendors. He noted that one of the groups that is interested in this topic is the Ames Progressive Alliance. He said that the City will continue to work with that group and others like it in the future.

Council Member Gartin asked if staff had consulted with Sol-Smart about Net Metering. Mr. Kom said that they had recently had a conversation with Sol-Smart; however, Net Metering was not discussed. He said that staff could have a conversation with Sol-Smart in the future; however, he did not believe that it would make any recommendations as to how the Utility is run.

Mr. Gartin also asked if any best practices regarding solar had emerged. Director Kom said that there are many different approaches. The EUORAB looked at several, but did not find a better option than what they had planned to recommend for approval. Council Member Gartin said that he sees solar as evolving.

It was asked by Council Member Gartin how wind energy could factor into this. Director Kom replied that the same rate could easily be applied at the residential wind turbine. From a wholesale standpoint, however, wind is the most-expensive resource. He commented that there is much more discussion that needs to be held on that topic, perhaps in a workshop.

After being questioned by Council Member Betcher how long it would take to ask Sol-Smart, Mr. Kom commented that staff would have time to have that conversation; any ordinance would still need to be prepared and three readings to adopt it would be required.

Mark Steffen, 2316 Aspen Road, Ames, identified himself as a new member of Ames Progressive Alliance. Regarding cross-subsidies between different levels of rate-payers, he commented that several Council members had remarked about how small the cost was for residential solar (a few cents to each customers' bill). He asked the Council to consider how large the contribution is from the standard ratepayers to the industrial ratepayers, who get a discounted rate because they generate jobs and economic development. Mr. Steffen said he was trying to point out that there are other cross-subsidies that are much larger. In the opinion of Mr. Steffen, the subsidy for solar does make sense. He also noted that those who install solar take a risk; it is not a risk put on the City. If solar is installed and it doesn't work out, the owner endures the costs. He also asked Council to consider the scale of this problem. There might be 160 solar meters out of 25,000 customers in the City of Ames. Mr. Steffen commented that in terms of time of production, solar and wind actually compliment each other. However, wind is difficult to install and maintain in comparison to solar. Mr. Steffen recommended that the City have a cap on solar to keep it from getting out of control, but he believes that the City should continue with its existing solar tariff and study it more.

Moved by Nelson, seconded by Gartin, to approve the purchase of excess energy from customer generation using the "Fixed Cost" approach with the following additional incentives:

1. Residential: 2 ½ cents/kilowatt incentive
2. General Power: 2 cents/kilowatt incentive
3. Large Power: 1 ½ cents/kilowatt incentive
4. Industrial: 1 cent/kilowatt incentive

in addition to the rates that are shown in the table.

Mr. Nelson said he would expect the City to revisit this in a year or two.

At the request of Council Members Gartin and Orazem as to how he had come up with those numbers, Council Member Nelson explained that he had taken the energy cost that is shown in the table, doubled it, added that to the total cost, and then figured out a percentage of the energy at total cost.

Director Kom said if Council wanted to do that, staff could implement it. He would like Electric to have a chance to go back and look at it, however.

Mr. Kom pointed out that all customers were made aware before they signed their paperwork that the rate would be adjusted down.

Council Member Betcher stated that she would like staff to consult with Sol-Smart for input.

Vote on Motion: 5-1. Voting aye: Betcher, Beatty-Hansen, Gartin, Nelson, Orazem. Voting nay: Corrieri. Motion declared carried.

Moved by Beatty-Hansen, seconded by Corrieri, to direct staff to propose a procedure to check back on this in a year's amount of time, to formalize the concept of a user group, and consult with Sol-Smart.

Council Member Gartin asked how that would work with EUORAB. City Manager Schainker emphasized that there is a Board (EUORAB) that has done research and outreach. Council Member Beatty-Hansen said the user group would work with EUORAB.

Council Member Corrieri shared that she had voted against Council Member Nelson's motion because she believes the issue should be studied more before numbers are agreed upon.

Mr. Schainker wanted it clarified that what was being requested - that the Council was tasking the EUORAB to study the issue and bring in a user group. Council Member Gartin commented that there is already a Board that does that; the Board is structured to handle the outreach to the community. He doesn't see how that would be any better than what has already been done.

At the request of Mayor Campbell, Director Kom reviewed the work that the Board has already done. He said that the Board was listening to the customers and community when it made its recommendation. The Mayor noted that user groups have already been working with the EUORAB.

Director Kom said that he will have conversation with Sol-Smart and bring that information back to the Council at the time of the first reading of the ordinance.

Motion withdrawn.

Moved by Beatty-Hansen, seconded by Corrieri, to direct that the EUORAB continue to look at this in the future, making sure that when technology changes and data is gathered, they also talk to user groups, and to report back in a year.

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

**REQUEST FROM MICA FOR FUNDING FOR STORY DENTAL CLINIC OPERATIONS:**

Assistant City Manager Brian Phillips recalled that at its September 13, 2016, the Council referred a letter from MICA requesting a one-time allocation of \$50,000 for the Story County Dental Clinic. The Clinic has struggled financially in the past. According to Mr. Phillips, MICA had also asked for \$50,000 each from the United Way of Story County and the Story County Board of Supervisors. Earlier this year, United Way and Story County each awarded \$35,000 as a one-time allocation. Mary Greeley Medical Center also provided \$15,000 in financial support. Mr. Phillips noted that MICA had applied for a substantial increase (84%) in its ASSET request for FY 2016/17.

Gloria Simons, 226 SE 16<sup>th</sup> Street, Ames, said that the Dental Clinic is requesting additional support primarily due to Medicaid's reimbursement rate not completely covering the costs of services. Very little Medicaid reimbursement for basic services, such as check-ups and cleanings, is received. The dentist has been retained on staff for the past three years, which has generated more patient visits for basic services, so MICA's funding shortfall has grown. Ms. Simons said that the Clinic has gone digital in its record-keeping and billing; that has helped.

Council Member Gartin expressed his hesitancy to recommend operational funding for services outside of the ASSET process. Assistant City Manager Phillips said that he believes that this request is unique. Mr. Gartin wanted that reassurance so as not to set a precedent if additional funding were to be approved.

At the request of Council Member Betcher, Ms. Simons reported on their fund-raising efforts. She also explained some of the challenges that have been created by the way services must be billed to Medicare.

At the inquiry of Council Member Corrieri, Ms. Simons stated that their request for the next cycle of ASSET funding will be higher to account for the increased service needs at the Dental Clinic.

Mr. Phillips advised that, if the Council wants to allocate additional funding, there are two ways to do so: Authorize additional services at the existing rate of clients who are eligible or increase the cost per unit of service.

*Ex officio* Member Sam Schulte encouraged Ms. Simons to also have a discussion with the Student Government about its need for additional funding.

Moved by Gartin, seconded by Orazem, to adopt RESOLUTION NO. 16-674 approving an additional allocation of \$50,000 to MICA for its dental clinic operations from the Local Option Sales Tax, by modifying the rate in which it is reimbursed, and direct staff to modify the contract that is currently in place.

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

**HEARING ON URBAN REVITALIZATION AREA FOR 2700, 2702, 2718, AND 2728 LINCOLN WAY; 112 AND 114 SOUTH HYLAND AVENUE; AND 115 SOUTH SHELDON AVENUE:**

Kelly Diekmann stated that the developer and contract purchaser for this project (River Caddis) had requested the designation of an Urban Revitalization Area (URA) for the properties at 2700, 2702, 2718, and 2728 Lincoln Way; 112 and 114 South Hyland Avenue, and 115 S. Sheldon Avenue. The site is eligible for an URA designation under the statutory criteria of promoting economic development. The Council had earlier directed that the Concept Plan be established as the criteria for the revitalization area with the additional criteria requiring participation in the Crime-Free Housing Programs with the Police Department, approval of a unified sign program, and the installation of commercial restaurant exhaust equipment to allow for at least one tenant space to be used as a full restaurant site. Council also had reviewed the developer's updated concept on August 9, 2016, and gave direction to address architectural details, use, colors, the amenity deck, and security measures similar to the Campustown URA. The Draft URA Plan had been reviewed by the Council on September 27 with an updated concept plan and a list of the specific criteria for property tax abatement eligibility. The developer has received approval from the Zoning Board of Adjustment for stacked parking with a valet to serve the hotel use and for a parking dimension exception to allow for greater sidewalk widths along Lincoln Way.

The Council's attention was brought to the amenity deck, which now includes four-foot parapet walls with additional plexi-glass or similar transparent barriers along the east and south sides. The design incorporates tensile fabric coverings along the east side and layering of vegetation to protect the edge of the space, acoustic mats, and video surveillance.

According to Director Diekmann, the Urban Revitalization Plan meets state requirements and also includes qualifying criteria. The Plan also identifies that it will expire on December 31, 2021, noting that any eligible property will continue to receive previously approved tax abatement.

Mayor Campbell opened the public hearing. No one came forward to speak, and the Mayor closed the hearing.

Plan. Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 16-660 approving the Plan.

Roll Call Vote: 5-1. Voting aye: Beatty-Hansen, Corrieri, Gartin, Nelson, Orazem. Voting nay: Betcher. Resolution declared carried, signed by the Mayor, and hereby made a portion of these Minutes.

Ordinance. Moved by Orazem, seconded by Corrieri, to pass on first reading an ordinance establishing 2700, 2702, 2718, and 2728 Lincoln Way; 112 and 114 South Hyland Avenue; and 115 South Sheldon Avenue Urban Revitalization Area.

Roll Call Vote: 5-1. Voting aye: Beatty-Hansen, Corrieri, Gartin, Nelson, Orazem. Voting nay: Betcher. Resolution declared carried, signed by the Mayor, and hereby made a portion of these Minutes.

Development Agreement. Kelly Diekmann explained the provisions of the Development Agreement. He emphasized that the Agreement states that the City has an obligation to maintain the URA and its eligibility criteria as adopted, without consent of the developer to amend the Plan. He explained that City staff must inspect the property for compliance when it is substantially complete to allow the developer to complete the project in accordance with the criteria to ensure that there is adequate time for compliance before filing for final eligibility determination for property tax abatement. The Agreement has no specified end date; it will continue beyond the initial life of the tax abatement program.

Council Member Gartin wanted it stated that this would not be setting a precedent for future developments.

Council Member Betcher questioned the amenity deck's closure time stated in the Development Agreement. It was to be 10:00 p.m. on weekdays and 11:00 p.m. on weekends per the Council discussion that was held during its September 27, 2016, meeting. Ms. Betcher emphasized that the Council was told 10:00 p.m. on weekdays and 11:00 p.m. on weekends at that time. Developer Kevin McGraw, River Caddis, said he was ok with the amenity deck not being open past 10:00 p.m. on the weekdays and 11:00 p.m. on weekends.

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 16-661 approving the Development Agreement with the revision to the apartment amenity deck being open no later than 10:00 p.m. on weekdays and 11:00 p.m. on weekends.

Council Member Beatty-Hansen asked if the hotel doesn't work out. Director Diekmann replied that if the hotel option is not working, the developer will have to come back to the City and request an amendment to the Development Agreement.

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

Sale of Right-of-Way adjacent to 115 South Sheldon Avenue. Moved by Gartin, seconded by Orazem, to adopt RESOLUTION NO. 16-662 setting the date of public hearing for December 13, 2016, for the sale of right-of-way adjacent to 115 South Sheldon Avenue.

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

**HEARING ON AMENDMENT TO CAMPUSTOWN URBAN REVITALIZATION AREA:** Director Diekmann explained that three properties were being removed from the Campustown URA: 2700, 2702, and 2718 Lincoln Way. Because the boundaries were changing, a new Plan had to also be adopted.

The public hearing was opened by Mayor Campbell. No one asked to speak, and the hearing was closed.

Moved by Nelson, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 16- 663 approving the revised Plan.

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

Moved by Nelson, seconded by Corrieri, to pass on first reading an ordinance changing the boundaries of the Area by removing properties addressed as 2700, 2702, and 2718 Lincoln Way.

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

**HEARING ON MAJOR SITE DEVELOPMENT PLANS FOR 2036, 2041, 2105, 2121, AND 2135 COTTONWOOD ROAD AND 3201 UNIVERSITY BOULEVARD:** City Planners Ray Anderson and Justin Moore presented reports on the Major City Development Plans for 2041, 2105, 2121, 2135, and 2036 Cottonwood Road and 3201 University Boulevard. Hunziker Development Company, LLC, is requesting approving of Major Site Development Plans for each of the properties.

At the inquiry of Council Member Beatty-Hansen, Traffic Engineer Damion Pregitzer explained the placement of the shared use path. Noting the number of 90-degree turns in the path, Council Member Nelson asked how deep the storm water detention pond is next to the path. Planner Anderson replied that it would be 12-feet-deep. Council Member Gartin asked if there could be a straight path, rather than a jog leading from Cottonwood Road south. Developer Chuck Winkleblack, Hunziker & Associates, 105 South 16<sup>th</sup> Street, Ames, advised that there is an Access Point in Lot 12 that had to be worked around; it was not shown on the map. He also noted that what is shown is what was worked out as a compromise with the neighborhood residents.

Mayor Campbell opened the public hearing and closed same after there was no one requesting to speak.

Moved by Orazem, seconded by Gartin, to adopt the following:

- a. RESOLUTION NO. approving Plan for apartments at 2041 Cottonwood Road
- b. RESOLUTION NO. approving Plan for apartments at 2105 Cottonwood Road
- c. RESOLUTION NO. approving Plan for apartments at 2121 Cottonwood Road
- d. RESOLUTION NO. approving Plan for apartments at 2135 Cottonwood Road
- e. RESOLUTION NO. approving Landscape Plan for 2036 Cottonwood Road and 3201 University Boulevard

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

**HEARING ON ZONING ORDINANCE TEXT AMENDMENT TO CORRECT SCRIVENER'S ERRORS IN ORDINANCE NO. 4269 PERTAINING TO CLUBHOUSES WITHIN FLOATING SUBURBAN MEDIUM DENSITY RESIDENTIAL (FS-RM) ZONING DISTRICTS:** It was noted by Director Diekmann that the City Council recently approved an amendment to the Zoning Ordinance to allow for clubhouses as an accessory use within the FS-RM zoning district. Council completed the readings of the Ordinance on September 13, and the Ordinance was adopted and subsequently published. Staff recently discovered that the wrong table of uses was included in the adopted Ordinance. The FS-RL table was inadvertently used, and now it includes the change that was meant for the FS-RM table.

The public hearing was opened by the Mayor. There was no one wishing to speak, and the hearing was closed.

Moved by Beatty-Hansen, seconded by Nelson, to pass on first reading an ordinance to correct scrivener's errors in Ordinance No. 4269 pertaining to clubhouses within Floating Suburban Medium Density Residential (FS-RM) Zoning Districts.

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

Moved by Nelson, seconded by Corrieri, to suspend the rules necessary for the adoption of an ordinance.

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

Moved by Beatty-Hansen, seconded by Corrieri, to pass on second and third readings and adopt ORDINANCE NO. 4280 to correct scrivener's errors in Ordinance No. 4269 pertaining to clubhouses within Floating Suburban Medium Density Residential (FS-RM) Zoning Districts.

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

Moved by Beatty-Hansen, seconded by Nelson, to pass on first reading an ordinance repealing Ordinance No. 4269.

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

Moved by Nelson, seconded by Corrieri, to suspend the rules necessary for the adoption of an ordinance.

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

Moved by Beatty-Hansen, seconded by Corrieri, to pass on second and third readings and adopt ORDINANCE NO. 4281 repealing Ordinance No. 4269.

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

**HEARING ON CYRIDE REROOFING 2016:** Transit Director Sheri Kyras said that replacement of the roof over the original portion of the building was included in the first year of the 2016-2021 Capital Improvements Plan. The roof had not been replaced since before 1999 and had developed multiple leaks in recent years. The new roof would be a mechanically fastened PVC roof system, instead of a ballasted-type roof. According to Ms. Kyras, six bids were received. Academy Roofing & Sheet Metal submitted the low base bid of \$278,500. Alternate No. 1, to replace the existing skylights with new units, was \$28,500. The total project cost equates to \$307,000; \$375,000 had been budgeted. Director Kyras advised that the Ames Transit Agency Board of Trustees had approved award of the contract with Alternate No. 1 to Academy Roofing & Sheet Metal on November 1, 2016. It was noted by Ms. Kyras that award of the contract is subject to concurrence by the Iowa Department of Transportation's Office of Public Transit.

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 16-669 approving final plans and specifications and awarding contract to Academy Roofing & Sheet Metal of Des Moines, Iowa, in the total amount of \$307,000.

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

**3615 ZUMWALT STATION ROAD:** Planner Julie Gould explained that 3615 Zumwalt Station Road is located within Story County and the Urban Services Area designation of the Ames Urban Fringe Plan. The site is approximately one quarter of a mile west of the intersection of State Street and Zumwalt Station Road. The 3615 Zumwalt property contains a home owned by the Sanders. The larger farmland to the north and west is owned by Champlin Farms LLC and has no residence on the property. The proposed boundary line adjustment would resolve a dispute of ownership of approximately 60 feet of land along the rear property line of the 3615 Zumwalt Station Road property. As part of the survey



approval, the applicant requests that the City Council waive the requirement to completely survey the existing boundaries of both properties that are part of the boundary line adjustment and accept the complete survey of the smaller adjusted property at 3615 Zumwalt Station Road. The Sanders seek to increase their parcel size as a result of a settlement between the two property owners giving the Sanders legal title to a strip of land that they thought they already owned. To do so requires moving the north property line approximately 60 feet farther north. Approximately 0.93 acres would be exchanged between the two sites as part of the boundary line adjustment.

Planner Gould explained the provisions of the Ames Urban Fringe Plan that state properties in Story County with the land use designation of Urban Residential are to become part of a municipal jurisdiction as they develop. However, neither property owner wishes to annex at this time and request that the Plat of Survey be approved without annexation.

Ms. Gould stated that the applicant also requests a waiver of Section 23.308(3), which necessitates the adjacent property owned by Champlin to be surveyed along with the Sanders' parcel. Section 23.103 of the Subdivision Code does allow waivers if approved by the City Council. Granting the waiver would allow a survey to be created of only the Sanders parcel. The applicant believes that requiring the Champlin property to be surveyed presents an extraordinary hardship on the Sanders due to the size and configuration of the Champlin property. According to Planner Gould, approval of the Plat of Survey would allow the applicant to prepare the official Plat of Survey and submit it to the Planning and Housing Director for review. After the Director's approval, the Plat of Survey would be signed by the surveyor and submitted for recording by the County Recorder.

Director Diekmann noted that three covenants had been listed on Agenda; however, only one – the Covenant pertaining to future annexation for the Sanders' property - was being required at this time.

Council Member Gartin said it appeared to him that this was the City resolving a property line dispute between property owners. Attorney for the Sanders, John Tillo, advised that the boundary line adjustment could not move forward without approval of the City Council. He said that his clients are asking for a waiver of the subdivision regulations. Mr. Gartin asked if there was going to be a Quit Claim Deed from the Champlins to the Sanders, to which Mr. Tillo replied in the affirmative.

Mr. Tillo explained that his clients had bought the property in question in 1971. When they went to sell the property, the property line came into question.

Moved by Orazem, seconded by Betcher, to adopt the following:

1. RESOLUTION NO. 16-670 approving the Plat of Survey for 3615 Zumwalt Station Road
2. RESOLUTION NO. 16-671 approving the Covenant Pertaining to Annexation

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

**LANDSCAPE ORDINANCE CONCEPT PROVISIONS (POSTPONED FROM OCTOBER 25, 2016, MEETING):** Planning and Housing Director Kelly Diekmann stated that the Council had postponed action on the concept in an attempt to get more input from developers about the 50-point scoring system being proposed by staff. If approved, the traditional prescriptive requirements would be eliminated and replaced with a scoring system based on combinations of key design points that achieve the intent and purpose of desired landscaping. At this time, staff needs direction as to whether there were parts of this that the Council members wanted included or not.

Council Member Gartin noted that the feedback he had received was that the revision of the Landscape Ordinance was a great idea, but in practice, a way to make it work could not be found. He praised Planning staff for its hard work, but felt that it might be time “to put this back on the shelf.”

Council Member Orazem shared that he preferred Option 3. Director Diekmann said that in its analysis, staff determined that that Option would not necessarily be easier; it would just be cleaner. Mr. Orazem said his main desire was flexibility. He would like to see “extra credit” given for a creative design.

Council Member Nelson asked if staff had any other options. Director Diekmann noted that the amount of latitude to be given to staff would have to be determined. He said that staff had heard a lot from the work group about what wouldn’t work. He said that if there were things that the Council members definitely wanted included, they should make staff aware of those.

Council Member Nelson said it would be important to know to what extent “odd-ball situations” create roadblocks.

Moved by Nelson, seconded by Corrieri, to direct staff to internally develop a completely different draft and meet with the work group on the recommendations before a draft ordinance is created.

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

Council Member Nelson said one of the items that caught his eye was the one pertaining to landscaping rock. He felt the use of rock instead of mulch should not be precluded.

**PLANNING DEPARTMENT WORK PLAN DISCUSSION:** Council Member Betcher asked if it would be possible to table this item.

Moved by Betcher, seconded by Gartin, to table this item to the next meeting.

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

**ORDINANCE ESTABLISHING PARKING REGULATIONS ON HYDE AVENUE:** Moved by Nelson, seconded by Beatty-Hansen, to pass on first reading an ordinance establishing parking regulations on Hyde Avenue.

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

Moved by Gartin, seconded by Orazem, to pass on first reading an ordinance establishing the speed limit on Hyde Avenue.

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

**ORDINANCE REZONING, WITH MASTER PLAN, 5571 GRANT AVENUE, NOW KNOWN AS HYDE AVENUE (ROSE PRAIRIE):** Moved by Corrieri, seconded by Gartin, to pass on third reading and adopt ORDINANCE NO. 4276 rezoning, with Master Plan, from Agricultural (A) to Suburban Residential Low Density (FS-RL), Suburban Residential Medium Density (FS-RM), and Convenience General Service (CGS).

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

**ORDINANCE REZONING, WITH MASTER PLAN, 3115, 3119, 3301, 3325, 3409, AND 3413 SOUTH DUFF AVENUE:** Moved by Gartin, seconded by Corrieri, to pass on third reading and adopt ORDINANCE NO. 4277 rezoning, with Master Plan, 3115, 3119, 3301, 3325, 3409, and 3413 South Duff Avenue from Highway-Oriented Commercial (HOC) and Agricultural (A) to Residential High Density (RH) and Highway-Oriented Commercial (HOC).

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

**ORDINANCE REGARDING PERMITTED USES AND MIXED-USE DEVELOPMENT STANDARDS IN CAMPUSTOWN SERVICE CENTER:** Moved by Gartin, seconded by Corrieri, to pass on third reading and adopt ORDINANCE NO. 4278 regarding permitted uses and Mixed-Use Development Standards in Campustown Service Center.

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

**ORDINANCE CREATING MINOR AMENDMENT PROCESS FOR MAJOR SITE DEVELOPMENT PLANS AND SPECIAL USE PERMITS:** Moved by Corrieri, seconded by Gartin, to pass on third reading and adopt ORDINANCE NO. 4279 creating Minor Amendment Process for Major Site Development Plans and Special Use Permits.

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

**115 SOUTH SHELDON AVENUE:** Mayor Campbell noted that she had not brought it to the Council's attention that the action that should have been taken by the Council on Item 25d was to set the date of hearing on vacating the right-of-way located adjacent to 115 South Sheldon Avenue, not on the sale of the property. The area has to be vacated first before it can be sold.

Moved by Orazem, seconded by Gartin, to rescind the Resolution setting the date of public hearing on the sale of right-of-way adjacent to 115 South Sheldon Avenue.

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

Moved by Beatty-Hansen, seconded by Orazem, to adopt RESOLUTION NO. 16-662 setting the date of public hearing on the vacation or right-of-way adjacent to 115 South Sheldon Avenue.

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

**COUNCIL COMMENTS:** Moved by Gartin to refer to staff the letter from Vikki Feilmeyer requesting a text amendment to Campustown Service Center Zone Uses on behalf of Kum & Go for 203 Welch Avenue.

City Manager Schainker noted that that item was to have been brought up during the Planning Work Program discussion; it had not yet been discussed, but if it is would need to be prioritized.

Motion withdrawn.

City Manager Schainker noted that several sales of City rights-of-way had been put on hold at the request of the City Attorney to change the process. City Attorney Parks told the Council that the process should move forward as it; it should not impede the sale of properties that has already come before the City Council. She suggested that the City follow the current process of conveying properties through Quit Claim Deeds.

Moved by Corrieri, seconded by Gartin, to direct staff to continue under the current process.

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

Moved by Gartin, seconded by Beatty-Hansen, to refer to staff the letter from Heartland Senior Services pertaining to additional funding for the home-delivered meal program.

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

**ADJOURNMENT:** Moved by Nelson to adjourn the meeting at 8:50 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

AMES, IOWA

NOVEMBER 17, 2016

The Ames Civil Service Commission convened in regular session at 8:28 a.m. on November 17, 2016, in the Council Chambers of City Hall, 515 Clark Avenue. Because it was impractical for the Commission members to be present in person, Commission Members Pike and Ricketts were brought into the meeting telephonically. Commission Member Crum was not available. Human Resources Director Kaila Kenjar attended the meeting.

**APPROVAL OF MINUTES:** Moved by Pike, seconded by Ricketts, to approve the minutes of the October 27, 2016, Civil Service Commission meeting as written.  
Vote on Motion: 2-0. Motion declared carried unanimously.

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

Instrument & Control Technician:	Rusty Tingle	*85
	Scott Sebring	74
Purchasing Clerk:	Jessica Lang	93
	Thomas Waller	91
	Katherine May	88
	Amanda Moore	87
	Amy Shaw	87
	Natalie Warner	87
	Molly Jobe	85
	Barbara Parsons	85
	Danielle Tiarks	85
	David Frohling	84
	Yvette Louisell	84
	Holly Peebler	84
	Brian Carr	83
	Anna Krause	83
	Anastasia Miller	83
	Daniel Stafford	83
	Tara Landt	81
	Teresa Schallau	81
	Thomas Bieze	80
	Nicole Hurlburt	80
Eric Krofta	80	
Ryan Niemela	80	
David Adams	79	
Kylie Reitano	79	
Thomas Sandve	79	
Emily Young	79	
Paula Conis	78	
Nicole Hyer	78	
Joti Lyster	78	
Natasha Sawyer	77	

Corey Eastman	76
Brenda Smith	76
Quinn Zuercher	76
Jeannette Flynn	73
Jenna Hadley	73
Nolan Rasmusson	73
Hanna Wiltse	72
Aftin Haman	70

Traffic Signal Technician:	James Albright	78
	Terry Keigley	77
	Bart Fowles	71

\*Includes five veteran's preference points

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

**COMMENTS:** The next regularly scheduled Civil Service Commission meeting was set for December 15, 2016, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:30 a.m.

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Harold Pike, Vice Chair

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Jill Ripperger, Recording Secretary



## REPORT OF CONTRACT CHANGE ORDERS

<b>Period:</b>	<input checked="" type="checkbox"/> 1 <sup>st</sup> – 15 <sup>th</sup>
	<input type="checkbox"/> 16 <sup>th</sup> – End of Month
<b>Month &amp; Year:</b>	<b>November 2016</b>
<b>For City Council Date:</b>	<b>November 22, 2016</b>

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Water & Pollution Control	Water Pollution Control Lift Station Improvement Project	3	\$440,000.00	C. L. Carroll Co., Inc.	\$5,100.00	\$9,000.00	J. Dunn	MA
Public Works	2015/16 Arterial Street Pavement Improvements (13 <sup>th</sup> St)	3	\$1,324,632.00	Con-Struct, Inc.	\$9,822.00	\$11,398.93	J. Joiner	MA
Finance/IT	Phone System Upgrade	2	\$417,407.67	Black Box Network Services	\$9,497.66	\$9,027.97	D. Pitcher	MA
Electric Services	#71 Boiler Feed Pump Rebuild	2	\$4,815.00	Flowserve Corporation	\$211,426.43	\$3,852.00	D. Kom	CB
			\$		\$	\$		
			\$		\$	\$		

<b>Name of Applicant:</b> <u>LJPS Inc.</u>		
<b>Name of Business (DBA):</b> <u>Olde Main Brewing Company</u>		
<b>Address of Premises:</b> <u>420 Beach Ave</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(505) 232-0553</u>		
<b>Mailing</b> <u>PO Box 1928</u>		
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

**Contact Person**

<b>Name</b> <u>Matt Sinnwell</u>
<b>Phone:</b> <u>(505) 400-5981</u> <b>Email</b> <u>mattombc@gmail.com</u>

**Classification** Special Class C Liquor License (BW) (Beer/Wine)

**Term:** 5 days

**Effective Date:** 12/05/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Special Class C Liquor License (BW) (Beer/Wine)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>
<b>Corporate ID Number:</b> <u>286196</u> <b>Federal Employer ID</b> <u>77-0613629</u>

**Ownership**

**Scott Griffen**

**First Name:** Scott      **Last Name:** Griffen  
**City:** Ames      **State:** Iowa      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 50.00%      **U.S. Citizen:** Yes

**Daniel Griffen**

**First Name:** Daniel      **Last Name:** Griffen  
**City:** Potomac      **State:** Maryland      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%      **U.S. Citizen:** Yes

**Susan Griffen**

**First Name:** Susan      **Last Name:** Griffen  
**City:** Potomac      **State:** Maryland      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%      **U.S. Citizen:** Yes



**Insurance Company Information**

<b>Insurance Company:</b>	<u>Founders Insurance Company</u>
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

<b>Name of Applicant:</b> <u>LJPS Inc.</u>		
<b>Name of Business (DBA):</b> <u>Olde Main Brewing Company</u>		
<b>Address of Premises:</b> <u>1407 University Blvd</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</u>
<b>Business</b> <u>(515) 232-0553</u>		
<b>Mailing</b> <u>PO Box 1928</u>		
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

**Contact Person**

<b>Name</b> <u>Matt Sinnwell</u>	
<b>Phone:</b> <u>(505) 400-5981</u>	<b>Email</b> <u>mattombc@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 5 days

**Effective Date:** 12/09/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>286196</u>	<b>Federal Employer ID</b> <u>77-0613629</u>

**Ownership**

**Scott Griffen**

**First Name:** Scott                      **Last Name:** Griffen  
**City:** Ames                              **State:** Iowa                      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 50.00%                      **U.S. Citizen:** Yes

**Daniel Griffen**

**First Name:** Daniel                      **Last Name:** Griffen  
**City:** Potomac                      **State:** Maryland                      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%                      **U.S. Citizen:** Yes

**Susan Griffen**

**First Name:** Susan                      **Last Name:** Griffen  
**City:** Potomac                      **State:** Maryland                      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%                      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Founders Insurance Company</u>
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>LJPS Inc.</u>		
<b>Name of Business (DBA):</b> <u>Olde Main Brewing Company</u>		
<b>Address of Premises:</b> <u>Hansen Ag Student Learning Center</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50014</u>
<b>Business</b>	<u>(515) 232-0553</u>	
<b>Mailing</b>	<u>PO Box 1928</u>	
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50010</u>

**Contact Person**

<b>Name</b> Matt Sinnwell
<b>Phone:</b> (505) 400-5981 <b>Email</b> mattombc@gmail.com

**Classification** Class C Liquor License (LC) (Commercial)
**Term:** 5 days
**Effective Date:** 12/07/2016
**Expiration Date:** 01/01/1900
**Privileges:**
Class C Liquor License (LC) (Commercial)
**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>
<b>Corporate ID Number:</b> <u>286196</u> <b>Federal Employer ID</b> <u>77-0613629</u>

**Ownership**
**Scott Griffen**

**First Name:** Scott      **Last Name:** Griffen  
**City:** Ames      **State:** Iowa      **Zip:** 50010  
**Position:** Owner  
**% of Ownership:** 50.00%      **U.S. Citizen:** **Yes**

**Daniel Griffen**

**First Name:** Daniel      **Last Name:** Griffen  
**City:** Potomac      **State:** Maryland      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%      **U.S. Citizen:** **Yes**

**Susan Griffen**

**First Name:** Susan      **Last Name:** Griffen  
**City:** Potomac      **State:** Maryland      **Zip:** 24854  
**Position:** Owner  
**% of Ownership:** 25.00%      **U.S. Citizen:** **Yes**

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Founders Insurance Company</u>
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Orchestrate Management V, LLC</u>		
<b>Name of Business (DBA):</b> <u>Gateway Market MLK</u>		
<b>Address of Premises:</b> <u>Reiman Gardens</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50011</u>
<b>Business</b>	<u>(515) 331-1753</u>	
<b>Mailing</b>	<u>130 E 3rd St., Ste 201</u>	
<b>City</b> <u>Des Moines</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50309</u>

**Contact Person**

<b>Name</b> <u>Michelle Mathews</u>
<b>Phone:</b> <u>(515) 331-1753</u> <b>Email</b> <u>mmathews@ohospitality.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 5 days

**Effective Date:** 12/10/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>
<b>Corporate ID Number:</b> <u>339740</u> <b>Federal Employer ID</b> <u>20-8201459</u>

**Ownership**

**Paul Rottenberg**

**First Name:** Paul      **Last Name:** Rottenberg  
**City:** Des Moines      **State:** Iowa      **Zip:** 50315  
**Position:** partner  
**% of Ownership:** 14.06%      **U.S. Citizen:** Yes

**LADCO Development, Inc**

**First Name:** LADCO      **Last Name:** Development, Inc  
**City:** West Des Moines      **State:** Iowa      **Zip:** 50266  
**Position:** partner  
**% of Ownership:** 14.06%      **U.S. Citizen:** Yes

**REB Development, LLC**

**First Name:** REB      **Last Name:** Development, LLC  
**City:** Clive      **State:** Iowa      **Zip:** 50325  
**Position:** partner  
**% of Ownership:** 14.06%      **U.S. Citizen:** Yes

**Michelle Mathews**

**First Name:** Michelle

**Last Name:** Mathews

**City:** Des Moines

**State:** Iowa

**Zip:** 50309

**Position:** controller

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

**Insurance Company:** Integrity Insurance

**Policy Effective Date:**

**Policy Expiration**

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Great Caterers of Iowa</u>		
<b>Name of Business (DBA):</b> <u>Great Caterers of Iowa</u>		
<b>Address of Premises:</b> <u>2321 N Loop Dr</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50010</u>
<b>Business</b> <u>(515) 264-8765</u>		
<b>Mailing</b> <u>1480 Sloans Way</u>		
<b>City</b> <u>Pleasant Hill</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50327</u>

**Contact Person**

<b>Name</b> <u>Joni Bell</u>
<b>Phone:</b> <u>(515) 264-8765</u> <b>Email</b> <u>joni@greatcaterersofiowa.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 5 days

**Effective Date:** 12/10/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>
<b>Corporate ID Number:</b> <u>39-1876218</u> <b>Federal Employer ID</b> <u>39-1876218</u>

**Ownership**

**Joni Bell**

**First Name:** Joni

**Last Name:** Bell

**City:** Pleasant Hill

**State:** Iowa

**Zip:** 50327

**Position:** owner

**% of Ownership:** 100.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Illinois Union Insurance Company</u>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>



**Applicant License Application ( )**

<b>Name of Applicant:</b> <u>Gateway Hotel &amp; conference</u>		
<b>Name of Business (DBA):</b> <u>Gateway Hotel &amp; Conference Center LLC</u>		
<b>Address of Premises:</b> <u>2100 Green Hills Drive</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50014</u>
<b>Business</b>	<u>(515) 292-8600</u>	
<b>Mailing</b>	<u>2100 Green Hills Drive</u>	
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50014</u>

**Contact Person**

<b>Name</b> <u>Kerrie White</u>
<b>Phone:</b> <u>(515) 292-8600</u> <b>Email</b> <u>kerriew@gatewayames.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**5 days

**Effective Date:** 12/02/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>
<b>Corporate ID Number:</b> <u>465157</u> <b>Federal Employer ID</b> <u>46-4160164</u>

**Ownership**

**Friends of ISU Hotel Holdings**

**First Name:** Friends of ISU      **Last Name:** Hotel Holdings  
**City:** Ames      **State:** Iowa      **Zip:** 50014  
**Position:** Partner  
**% of Ownership:** 100.00%      **U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>General Casualty</u>	
<b>Policy Effective Date:</b> <u>12/02/2016</u> <b>Policy Expiration</b> <u>12/07/2016</u>	
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

*Caring People  
Quality Programs  
Exceptional Service*

9a-e

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

**FROM:** Lieutenant Dan Walter – Ames Police Department

**DATE:** November 14<sup>th</sup>, 2016

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
November 22nd, 2016

The Council agenda for November 22nd, 2016, includes beer permits and liquor license renewals for:

- Class C Renewal - LC0033577 - Outlaws, 2522 Chamberlain St.
- Class B Renewal - WBN000581 - Chocolaterie Stam, 230 Main St
- Class B Renewal - LB0002099 - Country Inn & Suites, 2605 SE 16<sup>th</sup> St.
- Class C Renewal - BC0029659 - Swift Stop #8, 705 24<sup>th</sup> Street
- Class C Renewal - LC0032319 - The Café, 2616 Northridge Parkway

A routine check of police records for the past twelve months found no liquor law violations for any of the above listed businesses. The police department recommends renewal of licenses for all of the above businesses.

## **COUNCIL ACTION FORM**

**SUBJECT:** ANNUAL AFFIRMATIVE ACTION REPORT

**BACKGROUND:**

The City of Ames Affirmative Action Plan and Policy requires that the Affirmative Action Officer perform an availability and utilization analysis at the end of each fiscal year. The purpose of this analysis is to identify areas of the workforce that do not mirror the gender and ethnic/minority characteristics of the available qualified population and to offer suggestions for addressing in the coming fiscal year.

The attached report represents the analysis for the end of fiscal year 2015/2016.

**ALTERNATIVES:**

1. Approve the Annual Affirmative Action Report.
2. Do not approve the report.

**MANAGER'S RECOMMENDED ACTION:**

Submission of this report to the City Council is required under the City's adopted Affirmative Action Plan and Policy.

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



**CITY OF AMES  
AFFIRMATIVE ACTION  
EXECUTIVE SUMMARY  
July 1, 2015 – June 30, 2016**

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The City of Ames is strongly committed to maintaining a work environment and hiring practices that are free from illegal discrimination. The City is also committed to working toward a workforce that mirrors the gender and racial/ethnic characteristics of the available, qualified, and diverse population of the Ames community.

Each year, in accordance with the City of Ames Affirmative Action Policy and Plan, the Affirmative Action Officer prepares a report describing the City's progress toward attaining this goal. The information contained within this report summarizes the City of Ames workforce, as it existed during the fiscal year between July 1, 2015 and June 30, 2016. This information is used to summarize the changes that have occurred in the gender and racial/ethnic characteristics of the workforce and of the community.

The City of Ames population data is obtained from the U.S. Census Bureau and is used as a benchmark for analysis. The data provided also reflects the estimated number of residents by gender and race in Story County and Iowa during the 2015 calendar year. These numbers are extrapolated based on the 2010 Census data. (City of Ames and Story County population data includes the Iowa State University student population.)

## INTRODUCTION

Each year the Human Resources Department incorporates data from agencies and associations that depict the hiring and recruitment environment for the affirmative action reporting year. This year an article dated June 10, 2015 from the International Public Management Association for Human Resources (IPMA-HR)<sup>1</sup> indicated that for the second year in a row there had been an increase in government hiring nationwide, leading to a more competitive job market with an emphasis on recruitment, retention and succession planning. The report is consistent with information shared last year about the expected increase in hiring full-time permanent staff<sup>2</sup> and the data below supports these market trends. Affirmatively attracting and hiring the most qualified individuals for open positions was a challenge in fiscal year 2015/2016 and will continue into 2016/2017 as we continue to experience relatively low unemployment rates in Story County (~3%)<sup>3</sup>. Recruitment data, analyzed and presented here support these assumptions.

## GENDER REPRESENTATION

Females represented approximately 48%<sup>4</sup> of the Story County population, 47%<sup>2</sup> of the Ames population, and 50%<sup>2</sup> of the statewide population.

The following data is based on the City of Ames female workforce.

- The number of full-time female employees decreased marginally from 25.57% in FY 14/15 to 25.21% in FY 15/16.
- The number of full-time female new hires increased slightly from 13% in FY 14/15 to 14.8% in FY 15/16.
  - The number of full-time and part-time new hires comprises of 33.6% females.
- The total City female workforce has increased slightly from 44.86% in FY 14/15 to 45.6% in FY 15/16. (The total City workforce includes all full-time and other than full-time employees.)

The number of female applications received was 805 or 43.23% of all applications. This is nearly double the amount of female applications received in fiscal year 14/15. The increase is largely attributed to the advertising of Animal Control Clerk and Library Clerk openings, two entry level positions in which case more than 75% of the applicants were female. Historical data on applications received for the past three years is presented below. Fluctuations are driven largely by the type of positions recruited. In 14/15 most positions were for historically male dominated roles and in 13/14 we experienced heavy recruitment for administrative service type positions.

- FY 15/16 – received 805 female applications (43.23% of total)
- FY 14/15 – received 541 female applications (26.2% of total)
- FY 13/14 – received 883 female applications (43.5% of total)

## MINORITY REPRESENTATION

Racial and ethnic minorities represent approximately 14.1%<sup>2</sup> of the Story County population and 17.8%<sup>2</sup> of the Ames population.

The following data is based on the City of Ames minority workforce.

- The number of full-time minority employees increased slightly to 2.97% in FY 15/16.

<sup>1</sup> <http://ipma-hr.org/publications/news-media/state-and-local-government-hiring-pace-picks-up>

<sup>2</sup> Hiring Trends Point to Tough Competition for Candidates in 2015

<http://thehiringsite.careerbuilder.com/2015/01/01/careerbuilder-hiring-forecast-2015/>

<sup>3</sup> <https://www.iowaworkforcedevelopment.gov/labor-market-information-division>

<sup>4</sup> U.S. Census Bureau <http://factfinder/census.gov>

- The number of full-time minority new hires was 2 for the FY 15/16, unchanged over the fiscal year 14/15.
- The total City minority workforce increased from 4.37% in FY 14/15 to 5.41% in FY 15/16. (The total City workforce includes full-time and other than full-time employees.)

The number of minority applications received by the City of Ames Human Resources department continues to increase over previous years and this year accounted for a more than 3% increase in overall percentage representation.

- FY 15/16 – received 279 minority applications (14.98% of total)
- FY 14/15 – received 244 minority applications (11.8% of total)
- FY 13/14 – received 255 minority applications (12.6% of total)

Minority applicants applied for a variety of full and part-time vacancies in FY 15/16 with no clear trends in the types of positions sought. That said, there were 10 recruitments where no minority candidates applied. Of these recruitments eight were internal promotional opportunities.

Each recruitment selection process was unique and included different consideration factors such as a qualifications review, written, oral, and performance testing. Based on the applicant tracking data, 3.54% of the minority applicants elected to end the selection process by either not scheduling for or showing for the written exam, not completing the application, or withdrawing from consideration (see below). This is considerably lower than in years past. Great care is taken to ensure that selection procedures are job-related and that candidates are selected based on their merit.

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Not qualified	97
Did not Schedule Written Exam	0
No Show for Written Exam	13
Written Exam	8
Withdrew from Exam process	4
Oral Board	8
Training & Experience	85
Incomplete Applications	49
Phone Interview	8

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## CONCLUSION

The City of Ames affirms its commitment to providing Equal Employment Opportunity for applicants by utilizing a variety of resources for diversity recruitment. Job postings are distributed to area resources dedicated to the same such as Iowa Workforce Development, NAACP, Mid Iowa Community Action, local community colleges and churches, the ISU minority student affairs office, the Department of Human Services, and local Veteran specific agencies to ensure public knowledge of vacancies.

The City of Ames continues to accept only on-line applications through NEOGOV, which makes it easier for applicants to apply for positions. The City's recruitment staff also follows a documented recruitment process that abides by Civil Service guidelines and aligns with the intent of Office of Federal Contract Compliance Programs regulations, meaning that every candidate is provided with a fair and consistent recruitment experience.

During the 2015/2016 fiscal year the City realized 40 separations, 23 of which were attributed to retirement and three to death. Together with the addition of staff there were a total of 44 recruitments, some for multiple hires. As our aging workforce transitions into retirement we can expect a great deal of effort to be spent in recruiting for the replacement of several top performing, high level professionals over the next several years giving us opportunity to increase our efforts in affirmative recruitment and hiring. With this opportunity will also come challenges when competing with other area employers for top talent.

The City of Ames continues to explore new initiatives to strengthen its minority recruiting efforts. Below are the initiatives the recruiting team has planned for the 2016/2017 fiscal year.

- Continue to advertise openings to protected veterans through websites and publications that are specifically targeted to that audience.
- Facilitate formal leader and hiring manager training on recruitment and selection best practices and current process.
- Share the Affirmative Action report with the Executive Leadership Team.
- Have female or minority representation on all on-site Oral Boards or panel interviews.
- Increase the use of social media in recruiting; particularly the targeted advertising features.
- Offer an all-employee Employee Development Center (EDC) course in Interviewing Skills and Best Practices.

The City of Ames' Affirmative Action Policy and Plan will continue to provide guidance to City departments and employees with the duty to promote the City's values by defining and supporting diversity in the working and learning environments; by creating an environment that provides fair and equal opportunities for all employees and by maintaining compliance with federal and state laws. The City will continue to make progress toward achieving a workforce that mirrors the qualified available population with a goal of maintaining a work place that is free of any illegal discrimination.

The City of Ames' Affirmative Action Policy and Plan provides complaint and investigation procedures for both applicant and current employee recourse in the event of an objective investigation for complaints of illegal discrimination.

## FEDERAL EEO-4 JOB CATEGORIES

1. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, fire and police chiefs, and superintendents.
2. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: human resource officers, systems analysts, and accountants.
3. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: engineering technicians, inspectors, and police and fire sergeants.
4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers and firefighters.
5. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Includes: library assistants, recreation coordinators, and administrative assistants.
6. **Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: principal clerks and senior clerks.
7. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, plant operators, and equipment operators.
8. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: transit drivers, RRP process maintenance workers and maintenance workers.



# WORK FORCE ANALYSIS

Full Time Workforce Race/Ethnicity Summary by EEO Categories  
July 1, 2015 - June 30, 2016

Job Categories	FY	Total Employees		Racial/Ethnic Minorities <i>Men and Women</i>										Women Only		
		#	%	White	Asian / Pacific	American Indian/ Alaskan Native	Black or African American	Hispanic or Latino	#	%	#	%	#	%		
Administrators	15/16	37	97.30%	36	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.70%	11	29.73%
	14/15	34	97.06%	33	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.94%	11	32.35%
Professionals	15/16	66	95.45%	63	2	3.03%	0	0.00%	1	1.52%	0	0.00%	0	0.00%	25	37.88%
	14/15	73	95.89%	70	2	2.74%	0	0.00%	1	1.37%	0	0.00%	0	0.00%	28	38.36%
Technicians	15/16	40	97.50%	39	1	2.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	20.00%
	14/15	41	97.56%	40	1	2.44%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	7	17.07%
Protective Service	15/16	89	94.38%	84	1	1.12%	0	0.00%	2	2.25%	2	2.25%	2	2.25%	9	10.11%
	14/15	89	94.38%	84	1	1.12%	0	0.00%	2	2.25%	2	2.25%	2	2.25%	9	10.11%
Paraprofessionals	15/16	22	100.00%	22	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	40.91%
	14/15	22	100.00%	22	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	40.91%
Administrative Support	15/16	61	98.36%	60	1	1.64%	0	0.00%	0	0.00%	0	0.00%	0	98.36%	52	85.25%
	14/15	64	98.44%	63	1	1.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	55	85.94%
Skilled Craft Workers	15/16	71	97.18%	69	0	0.00%	0	0.00%	1	1.41%	1	1.41%	1	1.41%	0	0.00%
	14/15	82	97.56%	80	0	0.00%	0	0.00%	1	1.22%	1	1.22%	1	1.22%	0	0.00%
Service Maintenance	15/16	86	98.84%	85	1	1.16%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	5.81%
	14/15	80	100.00%	80	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	6.25%
<b>2015/2016 Total</b>		<b>472</b>	<b>97.03%</b>	<b>458</b>	<b>6</b>	<b>1.27%</b>	<b>0</b>	<b>0.00%</b>	<b>4</b>	<b>0.85%</b>	<b>4</b>	<b>0.85%</b>	<b>4</b>	<b>0.85%</b>	<b>119</b>	<b>25.21%</b>
<b>2014/2015 Total</b>		<b>485</b>	<b>97.32%</b>	<b>472</b>	<b>5</b>	<b>1.03%</b>	<b>0</b>	<b>0.00%</b>	<b>4</b>	<b>0.82%</b>	<b>4</b>	<b>0.82%</b>	<b>4</b>	<b>0.82%</b>	<b>124</b>	<b>25.57%</b>



# WORK FORCE ANALYSIS

Other Than Full Time Workforce Race/Ethnicity Summary by EEO Categories  
 July 1, 2015- June 30, 2016

Job Categories	FY	Racial/Ethnic Minorities														Women Only # %			
		Total Employees		White		Asian / Pacific Islander		American Indian/ Alaskan Native		Black or African American		Hispanic or Latino		Men and Women					
		#	%	#	%	#	%	#	%	#	%	#	%						
Administrators	15/16	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	14/15	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals	15/16	2	100.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%
	14/15	2	100.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%
Technicians	15/16	20	95.00%	19	95.00%	1	5.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	45.00%
	14/15	17	94.12%	16	94.12%	1	5.88%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	47.06%
Protective Service	15/16	13	92.31%	12	92.31%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	7.69%	6	46.15%
	14/15	11	81.82%	9	81.82%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	18.18%	4	36.36%
Paraprofessionals	15/16	25	92.00%	23	92.00%	2	8.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	18	72.00%
	14/15	23	91.30%	21	91.30%	2	8.70%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	16	69.57%
Administrative Support	15/16	74	93.24%	69	93.24%	3	4.05%	0	0.00%	1	1.35%	1	1.35%	1	1.35%	1	1.35%	57	77.03%
	14/15	55	98.18%	54	98.18%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.82%	1	1.82%	45	81.82%
Skilled Craft Workers	15/16	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%
	14/15	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%
Service Maintenance	15/16	742	93.26%	692	93.26%	12	1.62%	2	0.27%	19	2.56%	17	2.29%	17	2.29%	17	2.29%	406	54.72%
	14/15	710	94.65%	672	94.65%	7	0.99%	2	0.28%	17	2.39%	12	1.69%	12	1.69%	12	1.69%	385	54.23%
<b>2015/2016 Total</b>		<b>877</b>	<b>93.27%</b>	<b>818</b>	<b>93.27%</b>	<b>18</b>	<b>2.05%</b>	<b>2</b>	<b>0.23%</b>	<b>20</b>	<b>2.28%</b>	<b>19</b>	<b>2.17%</b>	<b>19</b>	<b>2.17%</b>	<b>19</b>	<b>2.17%</b>	<b>499</b>	<b>56.90%</b>
2014/2015 Total		819	94.63%	775	94.63%	10	1.221%	2	0.244%	17	2.08%	15	1.83%	15	1.83%	15	1.83%	461	56.29%

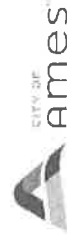


Table Comparison of City of Ames Employees to 2010 City of Ames Census and Estimated 2015 Story County Residents

Total Ames Population	2010 Census City of Ames	2000 Census City of Ames	2015 Estimate <sup>1</sup> Story County	2014/2015 All Employees	2014/2015 All Employees
White	48,456	46,517	83,538	1,247	1,276
Asian/Pacific Islander	5,192	4,103	7,490	15	24
American Indian/Alaskan Native	103	107	2,881	2	2
Black/African American	1,993	1,385	2,785	21	24
Hispanic/Latino <sup>4</sup>	2,027	1,065	2,977	19	23
Two or more races	1,194	Not reported	1,728	Not reported	Not reported
Total Racial/Ethnic	10,509	6,660	16,132	57	73
Total Women	27,718	25,469	45,994	585	618
Total Population	58,965	53,177	96,021	1,304	1,349

Percent of Ames Population	2010 Census City of Ames	2000 Census City of Ames	2015 Estimate <sup>2</sup> Story County	2014/2015 <sup>3</sup> All Employees	2015/2016 All Employees
White	82.18%	87.48%	87.30%	95.63%	94.59%
Asian/Pacific Islander	8.81%	7.72%	7.80%	1.15%	1.78%
American Indian/Alaskan Native	0.17%	0.20%	0.30%	0.15%	0.15%
Black/African American	3.38%	2.60%	2.90%	1.61%	1.78%
Hispanic/Latino <sup>4</sup>	3.44%	2.00%	3.10%	1.46%	1.70%
Two or more races	2.02%	Not reported	1.80%	Not reported	Not reported
Total Racial/Ethnic	17.82%	12.52%	14.10%	4.37%	5.41%
Total Women	47.01%	47.89%	47.90%	44.86%	45.81%

<sup>1</sup> <http://quickfacts.census.gov>

<sup>2</sup> <http://factfinder.census.gov>

<sup>3</sup> Includes seasonal parks and recreation employees and temporary library employees.

\*\*Hispanic ethnicity may be of any race so also included in applicable race category



City of Ames Salary Analysis  
Full Time Employees  
July 1, 2015 - June 30, 2016

July 1, 2014 - June 30, 2015 Salary Level/ FY	Racial/Ethnic Minorities								Total Employees #	Women Only #
	White #	Asian / Pacific #	Indian/ Alaskan Native #	Black or African American #	Hispanic or Latino #	American	Hispanic or Latino #	Women Only #		
25,000 - 32,999 15/16	0	0	0	0	0	0	0	0	0	0
14/15	1	0	0	0	0	0	0	0	0	0
33,000 - 42,999 15/16	21	1	0	0	0	0	0	0	8	8
14/15	25	0	0	0	0	0	0	0	10	10
43,000 - 54,999 15/16	111	4	0	1	0	0	1	0	39	39
14/15	123	4	0	1	0	0	1	0	51	51
55,000 - 69,999 15/16	180	0	0	1	1	0	1	1	40	40
14/15	182	0	0	1	1	0	1	2	32	32
70,000 Plus 15/16	147	1	0	2	3	0	2	3	32	32
14/15	141	1	0	2	2	0	2	2	31	31
Total Full Time Employees 15/16	458	6	0	4	4	0	4	4	119	119
14/15	472	5	0	4	4	0	4	4	124	124



City of Ames Turnover Analysis  
Full Time Employees  
July 1, 2015 - June 30, 2016

	New Hires						Separations					
	10/11	11/12	13/14	14/15	15/16		10/11	11/12	13/14	14/15	15/16	
White	26	19	26	23	25		24	22	29	37	40	
Asian/Pacific Islander	0	0	0	1	1		0	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	0		0	0	0	0	0	
Black/African American	0	0	0	1	0		0	0	0	1	0	
Hispanic/Latino	0	0	0	0	1		0	0	0	0	0	
Female	7	5	9	3	4		3	9	11	12	11	
	<b>10/11</b>						<b>11/12</b>					
	<b>13/14</b>						<b>14/15</b>					
	<b>15/16</b>						<b>15/16</b>					

**COUNCIL ACTION FORM**

**SUBJECT: 2018-2022 FEDERAL AIRPORT IMPROVEMENTS PROGRAM**

**BACKGROUND:**

In order to comply with an annual requirement of the Federal Aviation Administration (FAA), the City submits an Airport Improvement Program (AIP) to the FAA showing the next five Federal Fiscal years of airport projects. The information contained in the Federal AIP is then copied into the Airport Improvements Program of the City's own Capital Improvements Plan (CIP) to ensure the obligation of local matching funds required for each project.

A copy of this year's FAA submittal is attached. The proposed AIP 5-year program project list is as follows (FFY = Federal Fiscal Year):

<b>Project Description</b>	<b>FFY2018</b>	<b>FFY2019</b>	<b>FFY2020</b>	<b>FFY2021</b>	<b>FFY2022</b>
Electrical Vault & Terminal Demolition			\$396,000		
Runway 01/19 Extension - Environmental Assessment				\$102,000	
Runway 01/19 Extension - Land Acquisition					\$2,387,000
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$396,000</b>	<b>\$102,000</b>	<b>\$2,387,000</b>
<i>Federal/State Funds</i>	<i>\$0</i>	<i>\$0</i>	<i>\$356,400</i>	<i>\$91,800</i>	<i>\$2,148,300</i>
<i>Local Funds</i>	<i>\$0</i>	<i>\$0</i>	<i>\$39,600</i>	<i>\$10,200</i>	<i>\$238,700</i>

The remaining projects are in the Long Range Needs Assessment (LRNA), which are those remaining steps necessary to extend the main Runway 01/19 to a length of approximately 8,000 feet. This would include grading (FFY 2023), road realignment (FFY 2024), and paving (FFY 2025).

The costs shown above vary slightly from those currently contained in the adopted CIP. Those revisions will be included in the updated 2017-2022 CIP which staff will present to Council in January.

**ALTERNATIVES:**

1. Approve the 2018-2022 Federal Airport Improvements Program.
2. Approve the 2018-2022 Federal Airport Improvements Program with modifications.

**CITY MANAGER'S RECOMMENDED ACTION:**

Approving this annual update to the 5-year Federal Airport Improvement Program will ensure that those federal dollars programmed for the Municipal Airport will be available in the respective year of the City's Capital Improvement Plan.

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

## FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP)

### PRE-APPLICATION FFY 2018

### CHECKLIST

**Please attach the following documents with your application:**

- Sponsor Identification Sheet for the Airport
- CIP Data Sheet (one for **each** project listed in the first 3 years of the CIP) and detailed cost estimate for each data sheet.
- 5-year Capital Improvement Program (CIP)
- Long Range Needs Assessment
- Verification of an updated ALP (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with NEPA.
- Verification of completed land acquisition or signed purchase agreement.
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting Federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 & 5 of the Airport Winter Safety and Operations, Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment, AC 150/5220-20 showing the minimum equipment needed, along with the ACIP Data Sheet. Include a copy of a completed FAA Snow Plow Design Spreadsheet.
- If requesting Federal assistance for general aviation apron expansion, include a copy of a completed GA Apron Design spreadsheet.
- If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
  - 1) a statement that airside development needs are met or include a financial plan to fund airside needs over the next 3 years;
  - 2) a statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach), and;
  - 3) justification for the project.
- SAM (System for Award Management) registration is up-to-date. ([www.sam.gov](http://www.sam.gov))

Please scan and e-mail with support documents identified in checklist to [shane.wright@dot.iowa.gov](mailto:shane.wright@dot.iowa.gov).

Iowa Department of Transportation  
Office of Aviation  
800 Lincoln Way  
Ames, IA 50010

Attn.: Program Manager  
E-mail: [shane.wright@dot.iowa.gov](mailto:shane.wright@dot.iowa.gov)  
FAX: 515-233-7983  
515-239-1048





## FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Airport Name: Ames Municipal Airport

Telephone: 515-239-5275

Prepared By: Damion Pregitzer

E-mail Address: dpregitzer@city.ames.ia.us

Date Prepared: October 2016

Date Approved: November 22, 2016

Project Description	Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Electrical Vault & Terminal Demolition	<b>Federal</b>	\$	\$	\$ 356,400.00	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$ 39,600.00	\$	\$
	<b>Total</b>	\$	\$	\$ 396,000.00	\$	\$
Environmental Assessment	<b>Federal</b>	\$	\$	\$	\$ 91,800.00	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$	\$ 10,200.00	\$
	<b>Total</b>	\$	\$	\$	\$ 102,000.00	\$
Runway 01/19 - 2000' Extension Land Acquisition	<b>Federal</b>	\$	\$	\$	\$	\$ 2,148,300.00
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$	\$	\$ 238,700.00
	<b>Total</b>	\$	\$	\$	\$	\$ 2,387,000.00
	<b>Federal</b>	\$	\$	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$	\$	\$
	<b>Total</b>	\$	\$	\$	\$	\$
	<b>Federal</b>	\$	\$	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$	\$	\$
	<b>Total</b>	\$	\$	\$	\$	\$
	<b>Federal</b>	\$	\$	\$	\$	\$
	<b>State</b>	\$	\$	\$	\$	\$
	<b>Local</b>	\$	\$	\$	\$	\$
	<b>Total</b>	\$	\$	\$	\$	\$

## AIRPORT LONG RANGE NEEDS ASSESSMENT

FFY 2023 – FFY 2027

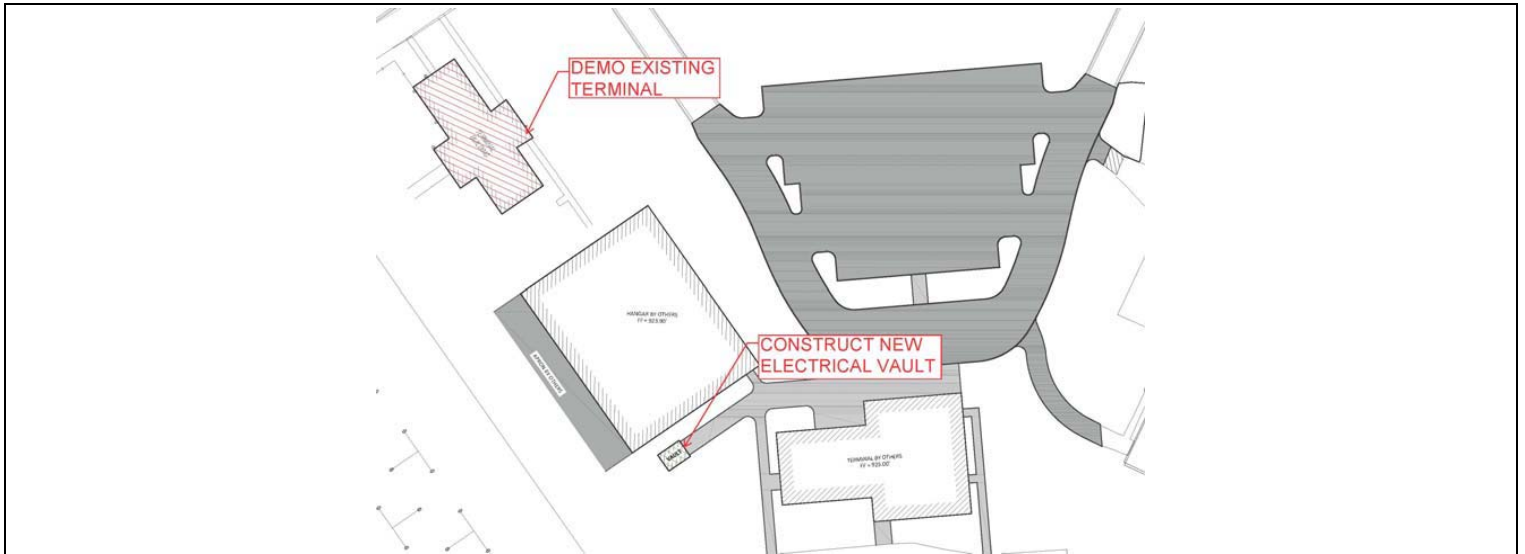
Airport Name: Ames Municipal Airport

Description of Project (include estimated Fiscal Year)	Funding Source	Total Estimated Cost
Runway 01/19 Extension Design & Grading (2023)	<b>Federal:</b> 90% <b>State:</b> <b>Local:</b> 10% <b>Total:</b> 100%	\$ 1,759,320.00 \$ \$ 195,480.00 \$ 1,954,800.00
Road Relocation for Runway 01/19 Extension (2024)	<b>Federal:</b> 90% <b>State:</b> <b>Local:</b> 10% <b>Total:</b> 100%	\$ 1,285,740.00 \$ \$ 142,860.00 \$ 1,428,600.00
Runway 01/19 - 2000' Extension Paving (2025)	<b>Federal:</b> 90% <b>State:</b> <b>Local:</b> 10% <b>Total:</b> 100%	\$ 3,928,500.00 \$ \$ 436,500.00 \$ 4,365,000.00
	<b>Federal:</b> <b>State:</b> <b>Local:</b> <b>Total:</b>	\$ \$ \$ \$
	<b>Federal:</b> <b>State:</b> <b>Local:</b> <b>Total:</b>	\$ \$ \$ \$
	<b>Federal:</b> <b>State:</b> <b>Local:</b> <b>Total:</b>	\$ \$ \$ \$

## CIP DATA SHEET

<b>AIRPORT</b>	Ames Municipal Airport	<b>LOCID</b>	AMW	<b>LOCAL PRIORITY</b>	1
<b>PROJECT DESCRIPTION</b>	Electrical Vault & Terminal Demolition	<b>Identify FFY that you desire to construct</b> (FFY: Oct. 1-Sept. 30)			2020

**SKETCH:**



**JUSTIFICATION:**

With the construction of a new terminal building in 2015-2016 the existing terminal building is no longer needed expect to house the existing electrical vault in the basement. This project will relocate the electrical vault and demo the old building

**COST ESTIMATE:** (Attach detailed cost estimate)

<b>Federal(90%)</b>	<b>\$356,400.00</b>	<b>State</b>	<b>\$0</b>	<b>Local (10%)</b>	<b>\$39,600.00</b>	<b>Total</b>	<b>\$396,000.00</b>
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**SPONSOR'S VERIFICATION:**

For each and every project as applicable

Date	(see instruction sheet or point mouse over each date box for more information)
12/2008 Required	<ul style="list-style-type: none"> <li>- Date of approved ALP with project shown</li> <li>- Date of environmental determination (ROD, FONSI, CE), or cite CE paragraph # (307-312) in Order 1050.1E</li> <li>- Date of land acquisition or signed purchase agreement</li> </ul>
9/10/12	<ul style="list-style-type: none"> <li>- Date of pavement maintenance program</li> <li>- Snow removal equipment inventory &amp; sizing worksheet (for SRE acquisition)</li> <li>- Apron sizing worksheet (for apron projects)</li> <li>- Revenue producing facilities (for fuel farms, hangers, etc.)</li> <li>- Date statement submitted for completed airside development</li> <li>- Date statement submitted for runway approaches are clear of obstructions</li> </ul>

**FAA USE ONLY**

FAA Verification: (initial/date)

SPONSOR'S SIGNATURE:  DATE: 11/22/2016

PRINTED NAME: Damion Pregitzer TITLE: Traffic Engineer

PHONE NUMBER: 515-239-5275

**FAA USE ONLY**

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

**ELECTRICAL VAULT & TERMINAL DEMOLITION**

No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal 90%	State 0%	Local 10%
1	MOBILIZATION	1	LF	\$ 43,800.00	\$ 43,800.00	\$ 39,420.00	\$ -	\$ 4,380.00
2	TRENCHING	485	LF	\$ 5.50	\$ 2,667.50	\$ 2,400.75	\$ -	\$ 266.75
3	NO. 8 AWG L824C CABLE, INSTALLED IN DUCT BANK OR CONDUIT	2524	LF	\$ 1.65	\$ 4,164.60	\$ 3,748.14	\$ -	\$ 416.46
4	NO. 6 AWG 600V CABLE, INSTALLED IN DUCT BANK OR CONDUIT	160	LF	\$ 1.95	\$ 312.00	\$ 280.80	\$ -	\$ 31.20
5	NO. 8 AWG 600V CABLE, INSTALLED IN DUCT BANK OR CONDUIT	336	LF	\$ 1.55	\$ 520.80	\$ 468.72	\$ -	\$ 52.08
6	AIRPORT VAULT, 11'x16', COMPLETE	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 99,000.00	\$ -	\$ 11,000.00
7	INSTALLATION OF VAULT EQUIPMENT, COMPLETE, IN PLACE	1	LS	\$ 33,000.00	\$ 33,000.00	\$ 29,700.00	\$ -	\$ 3,300.00
8	L-828 CONSTANT CURRENT REGULATOR, 10KW, COMPLETE, IN PLACE	1	EA	\$ 14,300.00	\$ 14,300.00	\$ 12,870.00	\$ -	\$ 1,430.00
9	L-828 CONSTANT CURRENT REGULATOR, 7.5KW, COMPLETE, IN PLACE	2	EA	\$ 12,100.00	\$ 24,200.00	\$ 21,780.00	\$ -	\$ 2,420.00
10	INSTALL EXISTING 25KW REGULATOR, COMPLETED, IN PLACE	1	EA	\$ 11,000.00	\$ 11,000.00	\$ 9,900.00	\$ -	\$ 1,100.00
11	CONDUIT, 2" PVC, IN TRENCH	358	LF	\$ 12.10	\$ 4,331.80	\$ 3,898.62	\$ -	\$ 433.18
12	CONDUIT, 4" PVC, IN TRENCH	150	LF	\$ 15.40	\$ 2,310.00	\$ 2,079.00	\$ -	\$ 231.00
13	DUCT BANK, CONCRETE ENCASED, WITH (6) 3" CONDUITS & (4) 2" CONDUITS	52	LF	\$ 192.50	\$ 10,010.00	\$ 9,009.00	\$ -	\$ 1,001.00
14	REMOVAL OF TERMINAL BUILDING	1	LS	\$ 75,000.00	\$ 75,000.00	\$ 67,500.00	\$ -	\$ 7,500.00
	Subtotal			\$	\$ 335,616.70	\$ 302,055.03	\$ -	\$ 33,561.67
	PROJECT DEVELOPMENT / SCOPING			\$	\$ -	\$ -	\$ -	\$ -
	DESIGN ENGINEERING (8%)			\$	\$ 26,849.34	\$ 24,164.40	\$ -	\$ 2,684.93
	CONSTRUCTION ENGINEERING (10%)			\$	\$ 33,561.67	\$ 30,205.50	\$ -	\$ 3,356.17
	GRANT ADMINISTRATION			\$	\$ -	\$ -	\$ -	\$ -
	DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN			\$	\$ -	\$ -	\$ -	\$ -
	ENVIRONMENTAL CATEx			\$	\$ -	\$ -	\$ -	\$ -
	ESTIMATED CITY ADMINISTRATION			\$	\$ -	\$ -	\$ -	\$ -
	<b>ELECTRICAL VAULT &amp; TERMINAL DEMOLITION</b>			\$	\$ 396,000.00	\$ 356,400.00	\$ -	\$ 39,600.00

**COUNCIL ACTION FORM**

**SUBJECT: TAX INCREMENT FINANCING (TIF) AND REPORTING RESOLUTIONS FOR ANNUAL URBAN RENEWAL REPORT, AND CERTIFICATON AND ANNUAL APPROPRIATION OF KINGLAND TIF REBATE**

**BACKGROUND:**

The 2012 Iowa Urban Renewal and Tax Increment Financing (TIF) Reform bill included provisions for reporting, including the Annual Urban Renewal Report, which must be approved by the governing board and provided to the Iowa Department of Management to be made available to the public on an internet site.

This report includes uploading documents related to the urban renewal districts, such as the plan document and the City Council action establishing the district, as well as financial information on TIF funds related to urban renewal districts. The due date for the report filing is December 1 of each year. The penalty for non-compliance is withholding certification of tax levies.

The attached report includes financial information for the South Bell TIF district, the only active TIF for the City. Documents for the ISU Research Park and Campustown (Kingland) TIF districts have been uploaded to the Department of Management website and will be available for public viewing. The attached Annual Urban Renewal Report is for the fiscal year ending June 30, 2016.

In addition to the state reporting, the City is required to certify TIF debt with the County Auditor for the upcoming fiscal year. The ISU Research Park debt is a general obligation bond debt, so no additional action is required by the City Council. The Kingland TIF involves a rebate of incremental property taxes subject to annual appropriation by the City Council. A resolution is required for the annual appropriation for the collection and rebate of incremental taxes per the agreement with Kingland.

**ALTERNATIVES:**

1. The City Council can approve the City's annual 2016 Urban Renewal Report and approve a resolution appropriating the payment of a rebate of incremental taxes for the Campustown TIF district.
2. The City Council can choose to not approve the report and resolution and refer this item back to staff.

**CITY MANAGER'S RECOMMENDED ACTION:**

In order for the City to comply with mandated TIF reporting requirements and fulfill requirements under the development agreement with Kingland, it is necessary to submit this report to the Iowa Department of Management by December 1 of this year and to approve the appropriation of the tax increment rebate.

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

**Levy Authority Summary**

Local Government Name: AMES  
Local Government Number: 85G811

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
AMES COMMUNITY DEVELOPMENT PARK URBAN RENEWAL	85012	1
AMES SOUTH BELL AVENUE URBAN RENEWAL	85021	2

**TIF Debt Outstanding: 715,801**

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2015: -255,740 0 Amount of 07-01-2015 Cash Balance Restricted for LMI**

TIF Revenue: 41,286  
TIF Sp. Revenue Fund Interest: -948  
Property Tax Replacement Claims 4,259  
Asset Sales & Loan Repayments: 11,340  
**Total Revenue: 55,937**

Rebate Expenditures: 0  
Non-Rebate Expenditures: 117,960  
Returned to County Treasurer: 0  
**Total Expenditures: 117,960**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2016: -317,763 0 Amount of 06-30-2016 Cash Balance Restricted for LMI**

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 915,604**

**Urban Renewal Area Data Collection**

Local Government Name: AMES (85G811)  
 Urban Renewal Area: AMES COMMUNITY DEVELOPMENT PARK URBAN RENEWAL  
 UR Area Number: 85012

UR Area Creation Date: 11/1997

UR Area Purpose: Enhance the availability of sites to accommodate the construction of new industrial and commercial buildings and encourage and support development that will expand the tax base.

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
AMES CITY/AMES SCH/AMES COMMUNITY DEVELOPMENT PARK URBAN RENEWAL TIF INCREM	85526	85126	0

**Urban Renewal Area Value by Class - 1/1/2014 for FY 2016**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:** 0      0      **Amount of 07-01-2015 Cash Balance Restricted for LMI**

TIF Revenue:	0
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>0</b>

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>0</b>

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:** 0      0      **Amount of 06-30-2016 Cash Balance Restricted for LMI**



256 Characters Left

Sum of Private Investment Made Within This Urban Renewal Area  
during FY 2016

**TIF Taxing District Data Collection**

Local Government Name: AMES (85G811)  
 Urban Renewal Area: AMES COMMUNITY DEVELOPMENT PARK URBAN RENEWAL (85012)  
 TIF Taxing District Name: AMES CITY/AMES SCH/AMES COMMUNITY DEVELOPMENT PARK URBAN RENEWAL TIF INCREM  
 TIF Taxing District Inc. Number: 85126  
 TIF Taxing District Base Year: 1997  
 FY TIF Revenue First Received: 2000  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2020

UR Designation	
Slum	No
Blighted	No
Economic Development	11/1997

**TIF Taxing District Value by Class - 1/1/2014 for FY 2016**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	43,167	0	0	0	0

FY 2016 TIF Revenue Received: 0

**Urban Renewal Area Data Collection**

Local Government Name: AMES (85G811)  
 Urban Renewal Area: AMES SOUTH BELL AVENUE URBAN RENEWAL  
 UR Area Number: 85021

UR Area Creation Date: 01/2009

UR Area Purpose: To expand the available inventory of fully serviced industrial land within Ames.

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
AMES CITY/AMES SCH/SOUTH BELL AVENUE URBAN RENEWL TIF INCREM	85586	85186	1,827,450
AMES CITY AG/AMES SCH/SOUTH BELL AVENUE URBAN RENEWAL TIF INCREM	85587	85187	0

**Urban Renewal Area Value by Class - 1/1/2014 for FY 2016**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	2,030,500	0	0	0	2,030,500	0	2,030,500
Taxable	0	0	1,827,450	0	0	0	1,827,450	0	1,827,450
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:** -255,740      **0**      **Amount of 07-01-2015 Cash Balance Restricted for LMI**

TIF Revenue: 41,286  
 TIF Sp. Revenue Fund Interest: -948  
 Property Tax Replacement Claims 4,259  
 Asset Sales & Loan Repayments: 11,340  
**Total Revenue: 55,937**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 117,960  
 Returned to County Treasurer: 0  
**Total Expenditures: 117,960**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:** -317,763      **0**      **Amount of 06-30-2016 Cash Balance Restricted for LMI**

## Projects For AMES SOUTH BELL AVENUE URBAN RENEWAL

### South Bell Infrastructure

Description:	Public Infrastructure for South Bell Area
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

## Debts/Obligations For AMES SOUTH BELL AVENUE URBAN RENEWAL

### 2009B GO Bonds

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	641,676
Interest:	74,125
Total:	715,801
Annual Appropriation?:	No
Date Incurred:	10/29/2009
FY of Last Payment:	2020

## **Non-Rebates For AMES SOUTH BELL AVENUE URBAN RENEWAL**

TIF Expenditure Amount:	117,960
Tied To Debt:	2009B GO Bonds
Tied To Project:	South Bell Infrastructure

**TIF Taxing District Data Collection**

Local Government Name: AMES (85G811)  
 Urban Renewal Area: AMES SOUTH BELL AVENUE URBAN RENEWAL (85021)  
 TIF Taxing District Name: AMES CITY/AMES SCH/SOUTH BELL AVENUE URBAN RENEWL TIF INCREM  
 TIF Taxing District Inc. Number: 85186  
 TIF Taxing District Base Year: 2008  
 FY TIF Revenue First Received: 2010  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2030

	UR Designation
Slum	No
Blighted	No
Economic Development	01/2009

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	2,030,500	0	0	0	2,030,500	0	2,030,500
Taxable	0	0	1,827,450	0	0	0	1,827,450	0	1,827,450
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	14,531	1,827,450	1,827,450	0	0

FY 2016 TIF Revenue Received: 41,286

**TIF Taxing District Data Collection**

Local Government Name: AMES (85G811)  
 Urban Renewal Area: AMES SOUTH BELL AVENUE URBAN RENEWAL (85021)  
 TIF Taxing District Name: AMES CITY AG/AMES SCH/SOUTH BELL AVENUE URBAN RENEWAL TIF INCREM  
 TIF Taxing District Inc. Number: 85187  
 TIF Taxing District Base Year: 2008  
 FY TIF Revenue First Received: 2011  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2031

	UR Designation
Slum	No
Blighted	No
Economic Development	01/2009

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	0	0	0	0	0

FY 2016 TIF Revenue Received: 0

ITEM#	13
DATE:	<u>11-22-16</u>

**COUNCIL ACTION FORM**

**SUBJECT: AGREEMENT WITH BOTTLESODE FILMS TO OPERATE DRONE WITHIN 5 MILES OF AMES MUNICIPAL AIRPORT**

**BACKGROUND:**

On September 13, 2016, the City Council referred a request from Joe Sines, owner of Bottlesode Films, to operate a drone, also known as a Small Unmanned Aircraft System (sUAS), within five miles of the Ames Municipal Airport. Since that time, staff has worked with Mr. Sines to collect his required paperwork. This includes his FAA sUAS pilot's license, proof of his sUAS registration, and proof of insurance. All of these requirements are outlined in the regulations for sUAS that were recently finalized by the FAA.

Staff found that Mr. Sines has complied with all applicable sUAS codes and standards, and staff has drafted an agreement with Bottlesode Films (Joe Sines) to have permission to operate within the five-mile radius of the Ames Airport.

**ALTERNATIVES:**

1. Approve the agreement with Bottlesode Films, c/o Joe Sines, to operate a sUAS within five miles of the Ames Municipal Airport.
2. Reject the agreement.

**MANAGER'S RECOMMENDED ACTION:**

By approving this agreement, the City will continue to support aviation innovation in the Ames area, while complying with best safety practices in sUAS operation. Ultimately, the experience gained by working with these operators will help staff develop a more complete sUAS policy for Ames.

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



**COUNCIL ACTION FORM**

**SUBJECT: IOWA CLEAN AIR ATTAINMENT PROGRAM (ICAAP) GRANT APPLICATION FOR GRAND AVENUE EXTENSION IMPROVEMENTS**

**BACKGROUND:**

This project is part of the Grand Avenue Extension project in an effort to ultimately connect South Grand Avenue to South 16<sup>th</sup> Street. This specific project, as shown in the 2016/17 Capital Improvements Plan (CIP), includes the extension of South Grand Avenue to the new intersection with South 5<sup>th</sup> Street, and the construction of rerouted South 5<sup>th</sup> Street from South Grand Avenue to South Duff. The project also includes modifications to the intersection at South Duff.

The Iowa DOT administers grants through the Iowa Clean Air Attainment Program (ICAAP) that provide approximately \$4 million annually to fund projects with the highest potential for reducing transportation-related congestion and air pollution. The application deadline for the next application cycle is December 1, 2016. There is a minimum requirement of 20% in local matching funds. For this project the local match will be approximately \$2,469,000, leaving \$931,000 to be requested from the Iowa DOT.

There are other requirements for this grant. First, an official certification from the governing body (in this case the City Council) is needed to commit the necessary local match funding for project implementation and, upon project completion, to assume responsibility for adequately maintaining the project for public use during the project's useful life. Secondly, an end-of-project report on emissions benefits will also be required.

**ALTERNATIVES:**

1. Authorize the ICAAP application for the Grand Avenue Extension Improvements in the amount of \$931,000, and provide official certification in the form of a resolution to commit the necessary local matching funds for the project as well as to assume responsibility for maintaining the facility for public use during the project's useful life.
2. Do not authorize this grant application.

**MANAGER'S RECOMMENDED ACTION:**

The ICAAP grant funding is available to help fund this project, which will help relieve traffic congestion along Lincoln Way (between Grand Avenue and South Duff Avenue) and South Duff Avenue (between Lincoln Way and South 5<sup>th</sup> Street).

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

**COUNCIL ACTION FORM**

**SUBJECT:** CITY HALL GYMNASIUM HVAC RENOVATIONS

**BACKGROUND:**

The City Hall Gymnasium HVAC system is no longer running at full capacity and is in need of repairs. Due to the cost to repair the unit and the age of the system, staff has determined that replacing the system is the most efficient use of maintenance funds.

Staff contracted with LMV Engineering, LLC at a cost of \$11,000 to design a new HVAC system for the gymnasium. The new system will replace both the existing system and the ductwork in the gymnasium. The base specifications call for new spiral ductwork, while an alternative specification has also been prepared for a fabric duct. Either style of new ductwork will be less obtrusive than the existing ductwork.

The estimate for construction is \$170,000. Funding will come from the City Hall Improvements Capital Improvement Program. This program has an accumulated balance of \$185,574 that is available for construction. The engineering expense was accounted for previously.

City staff will coordinate staging and construction to minimize the impact of the construction work on gym users.

**ALTERNATIVES:**

1. Approve plans and specifications for the City Hall Gymnasium Renovations project and establish December 21, 2016, as the bid due date and January 10, 2017, as the date for report of bids.
2. Do not move forward with this project.

**MANAGER'S RECOMMENDED ACTION:**

By replacing the gymnasium HVAC units and ductwork, the climate control of the gymnasium will be greatly improved.

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

**COUNCIL ACTION FORM**

**SUBJECT: BOILER MAINTENANCE SERVICES CONTRACT FOR POWER PLANT**

**BACKGROUND:**

The Electric Utility has two coal-fired, high-pressure steam generation units within the City's Power Plant, referred to as Unit No. 7 and Unit No. 8. These units require regular professional maintenance and repair consisting of both emergency and planned repairs and service. Services included in this scope are primarily associated with a variety of boiler and pressure vessel maintenance, including structural steel and pressure vessel repair.

The repair of the equipment on these generation units requires professional trade crafts such as boilermakers, steam/pipe fitters, and millwrights. The crafts are certified to install and repair high-pressure vessel and piping systems and other apparatus of the generation units. One of the most important aspects of this work is to provide the dependable, high pressure certified repairs and documentation required by State Code.

The Power Plant currently has a Power Plant Maintenance Services Contract in place with ProEnergy Services LLC which includes a wide range of services. Services include large variety of boiler and pressure vessel maintenance and repairs, structural steel, and high pressure piping work. Staff has been utilizing this contract the last three years to meet the Power Plant's boiler maintenance needs.

**Staff has determined that it is in the best interest of the Power Plant to separate the current contract into two separate contracts – a general Power Plant Maintenance Services Contract, and a Boiler Maintenance Repair Contract. The current contractor does an excellent job performing the general power plant maintenance work, but has some difficulty in performing the “pressurized” work required for boiler maintenance. A separation of work under two different contracts would guarantee quality repair craftsmanship for important high performance and high pressure boiler parts that are required to maximize plant runtime and prevent unplanned plant outages. To be clear, the City will continue to utilize the existing contract with ProEnergy Services LLC for general power plant maintenance. This new bid will be only for specialized boiler maintenance services.**

The approved FY2016/17 Power Plant operating budget for Electric Production includes \$200,000 for the existing contract. A portion of this will be used to fund the new contract. Invoices will be based on contract rates for time and materials for services actually received.

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for the Boiler Maintenance Services Contract for Power Plant, and set December 21, 2016 as the due date for bids and January 10, 2017 as the date of public hearing and award of contract.
2. Direct staff to continue to utilize the Power Plant Maintenance Services Contract to meet the Power Plant's boiler maintenance needs.

**MANAGER'S RECOMMENDED ACTION:**

This work is necessary to ensure that a qualified professional firm will respond to both scheduled and emergency needs for boiler repair and maintenance, and will also control costs by having established billing rates. Funds will be expended only as work is required and in accordance with approved invoices.

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

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT FUEL CONVERSION – COMPLETION OF ELECTRICAL INSTALLATION GENERAL WORK CONTRACT**

**BACKGROUND**

In November 2013 the City Council voted to convert the City's Power Plant from coal to natural gas. As a part of this conversion, on September 22, 2015, City Council awarded a contract to FPD Power Development, LLC, Minneapolis MN for the Power Plant Fuel Conversion – Electrical Installation General Work Contract in the amount of \$3,145,149. **This specific portion of the conversion project was to hire a contractor to perform the electrical installation work.**

The following four change orders have previously been issued for this contract:

**Change Order No. 1** for \$12,044.24 was for FPD to purchase and provide twenty Type K pneumatic positioners for the Unit 7 wind box dampers.

**Change Order No. 2** for \$41,265.65 was for FPD to 1) locate and install prefabricated equipment pedestals in the DCS equipment room for the mounting of DCS network cabinets, plus install an underfloor cable tray system for the routing of cables to the cabinets; 2) provide and install the necessary grounding of the natural gas piping system, starting at the meter/regulation station just outside the Power Plant and continuing along the piping system's route as it traverses through the Power Plant; and 3) source and supply three relay coils and one lock-out relay as spares for Unit 8.

**Change Order No. 3** for \$123,893.91 was for FPD to accomplish the following three tasks:

1. Convert soot blowing systems from the one-of-a-kind in-house designed PLC system to the new integrated DCS system. Originally, due to an error in the specification and drawings, cables for this system were routed to and terminated in the wrong electrical cabinet. New cables had to be pulled and terminated into the correct electrical cabinet.
2. Perform the electrical installation of the excitation systems provided by General Electric (GE). This scope of work was not included in the specification and drawings for the electrical installation contract work. The decision to install new generator excitation systems was made too late to be included in the electrical installation contract.

3. Reimburse FPD Power Development, LLC, for sales taxes paid on materials they purchased to fulfill the obligations of their contract with the City. It was the intention that FPD include sales taxes in their bid, but they did not due to unclear instructions regarding sales taxes in the City's Invitation to Bid.

**Change Order No. 4** for \$64,743.87 was for FPD to provide extra labor, equipment, and other relevant and associated costs necessary to extend the electrical installation work by 13 weeks due to circumstances beyond the control of FPD Power Development, LLC.

The approved bid for this portion of the conversion project is \$3,145,149. The total amount expended to date, including these four change orders, is \$3,387,096.67. The amount over the contracted total will be covered from the available project balance. The complete project budget is shown beginning on page 3.

**ALTERNATIVES:**

- 1) Accept completion of the contract with FPD Power Development, LLC, Minneapolis, MN, for the Power Plant Fuel Conversion - Electrical Installation General Work Contract at a total cost of \$3,387,096.67, and authorize payment of the retainage to the contractor.
- 2) Delay acceptance of this contract.

**CITY MANAGER'S RECOMMENDED ACTION:**

All of the contract requirements have been met by FPD Power Development, LLC, and the Engineer has provided a certificate of completion.

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

## PROJECT BUDGET

The overall project budget and commitments to date are summarized below. To date, the project budget has the following items encumbered:

\$17,475,000	FY 2015/16 CIP amount budgeted for project \$26,000,000 less reduced bonds issuance by \$8,525,000 based on a new project estimate
\$637,011	Unspent Funds from the Power Plant Cooling Tower CIP
<b>\$18,112,011</b>	
	<u>Sargent &amp; Lundy, LLC</u>
\$1,995,000	Encumbered not-to-exceed amount for Engineering Services
\$2,395,000	Engineering Services Contract Change Order No. 1
\$174,000	Engineering Services Contract Change Order No. 2
\$154,000	Engineering Services Contract Change Order No. 3
	<u>GE Power Inc.</u>
\$3,355,300	Contract cost for Natural Gas Conversion Equipment
\$29,869	Equipment Contract Change Order No. 1
(-\$321,600)	Equipment Contract Change Order No. 2
(-\$51,000)	Equipment Contract Change Order No. 3
\$1,620	Equipment Contract Change Order No. 4
\$0	Equipment Contract Change Order No. 5
\$32,679	Equipment Contract Change Order No. 6
\$62,310	Equipment Contract Change Order No. 7
\$121,360	Equipment Contract Change Order No. 8
	<u>Emerson Process Management Power &amp; Water Solutions, Inc.</u>
\$1,595,000	Contract cost for DCS equipment
\$39,377	DCS Contract Change Order No. 1
\$12,611	DCS Contract Change Order No. 2
\$0	DCS Contract Change Order No. 3
	<u>GE Energy Control Solutions, Inc.</u>
\$814,920	Contract cost for TCS equipment Bid 1
\$244,731	TCS Bid 1 Contract Change Order No. 1
\$34,000	TCS Bid 1 Contract Change Order No. 2
\$0	TCS Bid 1 Contract Change Order No. 3
\$16,854	TCS Bid 1 Contract Change Order No. 4
\$41,760	TCS Bid 1 Contract Change Order No. 5

General Electric International, Inc.

\$186,320	Contract Cost for Turbine Steam Seal System - TCS Bid 2
\$24,536	TCS Bid 2 Contract Change Order No. 1
\$150,000	TCS Bid 2 Contract Change Order No. 2
\$0	TCS Bid 2 Contract Change Order No. 3
\$9,208.42	TCS Bid 2 Contract Change Order No. 4

Henkel Construction Co.

\$898,800	Contract cost for Control Room Installation General Work Contract
\$66,782	Control Room Contract Change Order No. 1
\$17,683.54	Control Room Contract Change Order No. 2

TEI Construction Services, Inc.

\$1,572,019	Contract cost for Mechanical Installation General Work Contract
\$8,750	Mechanical Contract Change Order No. 1
\$156,131	Mechanical Contract Change Order No. 2
\$187,984	Mechanical Contract Change Order No. 3
\$9,785.37	Mechanical Contract Change Order No. 4
\$3,032.17	Mechanical Contract Change Order No. 5
\$7,725.98	Mechanical Contract Change Order No. 6
\$3,032.16	Mechanical Contract Change Order No. 7
\$21,673.58	Mechanical Contract Change Order No. 8
\$175,496.89	Mechanical Contract Change Order No. 9
\$48,486.22	Mechanical Contract Change Order No. 10
\$12,539.88	Mechanical Contract Change Order No. 11

FPD Power Development, LLC

\$3,145,149	Contract cost for Electrical Installation General Work Contract
\$12,044.24	Electrical Contract Change Order No. 1
\$41,265.65	Electrical Contract Change Order No. 2
\$123,893.91	Electrical Contract Change Order No. 3
\$64,743.87	Electrical Contract Change Order No. 4

Graybar Electric

\$98,560	Contract cost for UPS System
(-\$1,010)	UPS System Contract Change Order No. 1

Hertz Equipment Rental Corporation

<u>\$166,835.50</u>	Contract cost for Portable Electric Space Heaters
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**\$17,959,259.02**

**Costs committed to date for conversion**

**\$152,751.98**

**Remaining Project Balance** to cover miscellaneous equipment and modifications to the power plant needed for the fuel conversion

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT COOLING TOWER REPLACEMENT – CONTRACT COMPLETION**

**BACKGROUND**

This project was for a contractor to demolish the Power Plant's old Unit 7 and Unit 8 cooling towers and to supply and erect new fiberglass towers on the existing concrete basins.

On March 24, 2015, the City Council awarded a contract to Evaptech, Inc., of Lenexa, Kansas, for this project at a contracted cost of \$2,810,000. There were six change orders to this contract.

**Change Order No. 1** for \$14,300 was for EvapTech to provide the casing, louver panels, and fan stacks in beige color for Unit 7 & 8 Cooling Towers.

**Change Order No. 2** for \$10,000 was to cover basin concrete repairs.

**Change Order No. 3** for \$75,671 was to cover the additional cost of demobilization and remobilization from the site between the completion of the Unit 7 cooling tower and the start of the Unit 8 cooling tower work. Coordination challenges between the cooling tower project and the fuel conversion project made this necessary, due to the City's inability to take Unit 8 out of service immediately following the completion of the Unit 7 cooling tower.

**Change Order No. 4** for \$20,000 was for EvapTech to repair cracks and spalled concrete areas in the Unit 8 cooling tower basin.

**Change Order No. 5** for a reduction of \$5,000 was for a credit that has been applied for the stairway that was originally included for the Unit 8 tower but which the City requested not be installed.

**Change Order No. 6** for a reduction of \$5,632.85 was for a credit applied for the repair of 83 Tower Motor. This cost was split between Evaptech and the City.

**The final contract amount including these six change orders is \$2,919,338.15.**

**The Engineer's original cost estimate for this project was \$3,485,000.** The Council-approved Capital Improvements Plan included a total of \$4,000,000 for this project.

All of the requirements of the contract have been met by EvapTech, Inc., and the Engineer has provided a certificate of completion.

**ALTERNATIVES:**

- 1) Accept completion of the contract with Evaptech, Inc. of Lenexa, KS, for the Cooling Tower Replacement at a total cost of \$2,919,338.15 and authorize final payment to the contractor.
- 2) Delay acceptance of this contract.

**CITY MANAGER'S RECOMMENDED ACTION:**

The contractor for the Cooling Tower Replacement has completed all of the work specified under the contract. The Engineer has issued a certificate of completion, and the City is legally required to make final payment to the contractor.

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



**Public Works Department**  
515 Clark Avenue, Ames, Iowa 50010  
Phone 515-239-5160 ♦ Fax 515-239-5404

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November 14, 2016

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

Ladies and Gentlemen:

I hereby certify that the water main and storm water detention facility required as a condition for approval of the final plat of **Crane Farm Subdivision** have been completed in an acceptable manner by **Con-Struct, Inc.** The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be reduced to **\$1,032,557**. The remaining work covered by this financial security includes installation of the street paving, storm sewer, sanitary sewer, street lighting, COSESCO, storm water management, street trees, landscaping and public sidewalks/pedestrian ramps.

Sincerely,

John C. Joiner, P.E.  
Director

JJ/jc

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

## Crane Farm Subdivision

November 14, 2016

Page 2

Description	Unit	Quantity
Mobilization	LS	1
Subgrade Preparation, 12"	SY	11,280
Subbase, Modified, 12"	SY	11,280
Subdrain, Perforated Polyethylene, 6"	LF	4,600
Pavement, PCC 9"	SY	10,240
Sanitary Sewer Gravity Main, Trenched, PVC, 8"	LF	175
Sanitary Sewer Gravity Main, Trenched, PVC, 12"	LF	1,770
Storm Sewer, Trenched, RCP, 18"	LF	480
Storm Sewer, Trenched, RCP, 24"	LF	895
Storm Sewer, Trenched, RCP, 30"	LF	735
Water Main, Trenched, 8"	LF	205
Manhole Type SW-301, 48"	EA	8
Manhole Type SW-401, 48"	EA	5
Intake Type SW-501	EA	8
Intake Type SW-503	EA	8
Excavation, Class 13	CY	19,000
Storm Sewer Trenched, Polyethylene 4"	LF	110
Storm Sewer Trenched, RCP 24"	LF	230
Intake Type SW-513, Modified	EA	2
Rip Rap, Class D	Ton	900
Seeding	ACRE	2.25
Street Lighting	LS	1
Erosion Control	ACRE	27
Sidewalk, 4", PCC	SY	1,145

**COUNCIL ACTION FORM**

**SUBJECT: PUBLIC HEARING ON EAST INDUSTRIAL ANNEXATION**

**BACKGROUND:**

The City has been exploring the expansion of industrial land to the east for several years. The City Council's Economic Development goals from 2014 and 2015 include the objective of annexing 1400 acres of land along Lincoln Highway for the East Industrial area expansion.

This area has been identified as desirable for industrial development because of access to the Union Pacific railroad, to Interstate 35 and to US Highway 30, to an industrial volume of natural gas, and the availability of large tracts of relatively flat land, all of which combine to make the area appealing for industrial development. The City has been working on a number of issues in anticipation of annexation, including working with the Central Iowa Water Association on a mechanism to transfer water service rights to the City, preparing preliminary plans and budget estimates for extending sanitary sewer service and water service as far east as 590<sup>th</sup> Avenue, and amending the Ames Urban Fringe Plan to allow annexation. In 2010 the Ames and Nevada City Councils also entered into a ten-year memorandum of understanding agreeing that 590<sup>th</sup> Avenue would be the limit of annexation between the two cities.

**The City of Ames has received annexation petitions from property owners representing 1,082.78 acres on both sides of Lincoln Highway between Ames and Nevada in the planned East Industrial expansion area.** The petitions are signed by 11 owners representing 36 separate parcels. Most have signed a waiver of their right to withdraw from the annexation process. One property owner has not provided a waiver to withdraw from the annexation. This owner would have the right to withdraw from the annexation within three days of the conclusion of the public hearing. If they were to withdraw, the boundaries of the annexation would need to be adjusted.

The annexation petitions encompass properties recently designated as Planned Industrial in the Ames Urban Fringe Plan map. That designation was completed in March, 2016 with the approval by the City Councils of Ames and Gilbert and the Story County Supervisors. An excerpt of the Ames Urban Fringe (AUF) Future Land Use Map is found in Attachment 1. The 28E Agreement that implements the AUF Plan requires the City to consider annexation applications only for those areas designated as Urban Residential or Planned Industrial in the Ames Urban Fringe Plan.

**Inclusion of Non-consenting Owners**

Annexations are governed by the Code of Iowa Section 368.7. Annexation petitions initiated by individuals or entities are classified as a voluntary annexation. With a voluntary annexation, the City may include up to 20 percent of the total annexed land area with additional non-consenting property owners in order to avoid creating islands (the Code of Iowa does not allow islands to be created by annexations) or to create

more uniform boundaries (to make the provisions of services more efficient). This rule is often referred to as the 80/20 rule, requiring a minimum of 80 percent consenting land owner area and a maximum of 20 percent non-consenting land owner area.

Prior to presenting the annexation petitions to the City Council to initiate the process, City staff met with several of the owners of the non-consenting parcels on August 15, 2016. The meeting was intended to describe the impacts of annexation and measure their interest in joining the proposed annexation. The owners who attended had a number of questions about City services, taxes, and the timing of a possible annexation. None indicated a desire to join the annexation.

At the August 23, 2016 City Council meeting, staff was directed to include additional properties under the 80/20 rule. Seventeen parcels (owned by 12 separate owners) were included in the annexation in order to avoid creating islands and to create more uniform boundaries. The proposed annexation now totals 1,349.63 acres, plus additional railroad and highway rights-of-way. Attachment 2 shows the location of the annexation between Ames and Nevada. Attachment 3 includes a map identifying the consenting and non-consenting properties owners. **The consenting owners comprise 80.23 percent of the entire annexation area represented in Attachment 3.** A table showing the names of the owners, their acreages, and whether or not they are consenting is included in Attachment 4.

**Planning and Zoning Commission Recommendation:** At the October 5, 2016 meeting of the Planning and Zoning Commission, the Commission voted 6-0 to recommend the annexation of 1,349.63 acres of land, including 266.85 acres owned by non-consenting owners. At the public hearing, four people who are not residents of the area spoke in favor of the annexation. They commented on the expected impacts to the property tax base, City and school revenues, new companies, capital investment and job creation. One person who lived in the area spoke, noting that those in favor did not live in the annexation area and would not pay the increased property tax.

Commissioners noted the need for land to accommodate industrial growth outside of the ISU Research Park, that the last major industrial development (Barilla) occurred nearly twenty years ago, and the suitability of this area for industrial development.

#### **ALTERNATIVES:**

1. The City Council can approve the annexation of 1,349.63 acres of land, including 266.85 acres of non-consenting property as shown on Attachment 2, and direct staff to file the annexation with the state City Development Board if there has been no withdrawal of a consenting property owner within three days of the conclusion of the public hearing.
2. The City Council can approve an annexation of less than 1,349.63 acres by identifying which properties to exclude.
3. The City Council can deny the annexation requests.

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

This annexation request represents the direction given by the City Council to prepare and make available vacant land for industrial uses. The proposed boundaries for the annexation follow the designation of this land as Planned Industrial in the Ames Urban Fringe Plan. The proposed boundaries also reflect the "buyout area" of the agreement between the City and the Central Iowa Water Association which became effective on March 21, 2016. The boundary of the annexation is the maximum area that can be served by currently planned infrastructure extensions.

Petitions for annexation have been submitted by owners of 1,082.78 acres in the area. City staff reached out to the owners of the remaining 266.85 acres to gauge their level of interest in joining the annexation. As of this writing, no others have sought annexation.

The proposed annexation is consistent with the Land Use Policy Plan in terms of its location, land needs for economic development, and its access. The annexation is also consistent with the 28E annexation moratorium with Nevada as noted in the addendum. Once the site is annexed, the City will continue with overall planning efforts for the area to coordinate deployment of infrastructure and zoning for intended industrial uses.

Although most of the consenting property owners have signed a waiver to withdraw from the annexation process, one large property owner has not and would have the right to withdraw from the process within three days of the City Council concluding the public hearing on the annexation. If City Council concludes the public hearing and approves the annexation, City staff will commence work on filing the documentation with the state once the statutory withdrawal period has expired.

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving the annexation of 1,349.63 acres, including the additional 266.85 acres of non-consenting land.** In the event a consenting property owner was to withdraw within three days, staff would provide an update on the annexation options at the December 13<sup>th</sup> City Council meeting.



## **ADDENDUM**

### Annexation Considerations

The City has a policy requirement that annexations be consistent with the LUPP and the AUF. The growth areas identified in these documents are areas that were selected on, among other things, the ability to provide services to allow for annexation and development. In this circumstance, the annexation area is consistent with the recent LUPP and Fringe Plan amendments intended to identify the desired location of an east industrial expansion area.

Upon annexation, a property will automatically assume the LUPP land use designation consistent with its use designation as described in the AUF. In this case, the Planned Industrial LUPP designation would be assigned to these properties upon annexation. Those areas currently designated as Natural Area would become Environmentally Sensitive Areas.

All newly-annexed property is automatically zoned Agriculture. Zoning would not change unless a request is initiated by an individual property owner or by the City Council. Any proposed zoning would need to be consistent with the Land Use Policy Plan. City Council has directed staff to consider a master planning project for the east industrial expansion area to review infrastructure demands and the types of industrial uses allowed for the area and their relationship to zoning.

Also upon annexation, the City of Ames would provide fire and police protection, replacing the rural fire service (in this case, Nevada Fire Department) and the County sheriff, respectively. Assessed valuations would change based on the next calendar year assessment. The new levy would be reflected in the tax statement in the fall of the following calendar year.

Prior to the AUF amendment, the City entered into an agreement with Central Iowa Water Association to establish rates for the buyout of the CIWA territory and incorporation into the Ames service area. The property owners have the obligation to secure buyouts of rural water requirements before development of any properties can occur within the City. The City is not responsible for water buyout obligations of individual property owners.

Other service providers' boundaries will vary in newly annexed areas based on state regulated district boundaries. Ames Community School District boundaries currently extend to within one half mile of 590<sup>th</sup> Avenue, at which point the Nevada School District provides services. See Attachment 5. IES Utilities (aka Alliant Energy) provides electric services for much of the proposed annexation area, although Consumer's Energy provides services for the eastern one-quarter mile. These boundaries are unaltered by annexation.

### Annexation Process

The City Council, on August 23, accepted the petitions and referred them to the Planning and Zoning Commission for a recommendation. City staff invited the Supervisors of Story County and the Trustees of Grant Township for a required consultation. Only Story County provided a representative to that meeting. No requests

for alterations to the proposed annexation were received in the seven days following that consultation. **The Supervisors approved a resolution in support of the annexation at their meeting on October 4.** (See Attachment 6.)

Because the proposed annexation request lies within two miles of another city (Nevada) and because there are non-consenting owners, the City Development Board of the Iowa Economic Development Authority would need to act on the request following their own public hearing.

### Land Use Policy Plan (LUPP)

The Land Use Policy Plan contains goals and principles for the City. Adopted in 1997 and amended several times, the current Land Use Policy Plan remains the guiding document for growth, development, and sustainability for the community. A few items of the LUPP can be seen to provide guidance on this proposed annexation. Three goals, in particular, speak to encouraging growth for employment and economic development.

**Goal No. 1.** Recognizing that additional population and economic growth is likely, it is the goal of Ames to plan for and manage growth within the context of the community's capacity and preferences. It is the further goal of the community to manage its growth so that it is more sustainable, predictable and assures quality of life.

Objectives. In managing growth, Ames seeks the following objectives.

- 1.A. Ames seeks to diversify the economy and create a more regional employment and market base. While continuing to support its existing economic activities, the community seeks to broaden the range of private and public investment.
- 1.B. Ames seeks to integrate its growth with an economic development strategy for the Central Iowa region.
- 1.C. Ames seeks to manage a population and employment base that can be supported by the community's capacity for growth. A population base of 61,000-73,000 and an employment base of up to 34,000 is targeted within the City. Additionally, it is estimated that the population in the combined City and unincorporated Planning Area could be as much as 67,000 and the employment base could be as much as 38,000 by the year 2030.

**Goal No. 2.** In preparing for the target population and employment growth, it is the goal of Ames to assure the adequate provision and availability of developable land. It is the further goal of the community to guide the character, location, and compatibility of growth with the area's natural resources and rural areas.

Objectives. In assuring and guiding areas for growth, Ames seeks the following objectives.

- 2.A. Ames seeks to provide at least 600 to 2,500 acres of additional developable land within the present City and Planning Area by the year 2030. Since the potential demand exceeds the supply within the current corporate limits, alternate sources shall be sought by the community through limited intensification of existing areas while concentrating on the annexation and development of new areas. The use of existing and new areas should be selective rather than general.
- 2.B. Ames seeks to assure the availability of sufficient suitable land resources to accommodate the range of land uses that are planned to meet growth. Sufficient land resources shall be sought to eliminate market constraints.

- 2.C. Ames seeks a development process that achieves greater compatibility among new and existing development.
- 2.D. Ames seeks a development process that achieves greater conservation of natural resources and compatibility between development and the environment.
- 2.E. Ames seeks to integrate its planning with that of Story County and surrounding counties in assuring an efficient and compatible development pattern, and in assuring that there are adequate agricultural resources to serve the region.

**Goal No. 9.** It is the goal of Ames to promote expansion and diversification of the economy in creating a base that is more self-sufficient and that is more sustainable with regard to the environment.

Objectives. In creating an economic base that is more self-sufficient and environmentally sustainable, Ames seeks the following objectives.

- 9.A. Ames seeks more diversified regional employment opportunities involving technology-related services and production, office centers and retail centers.
- 9.B. Ames seeks to attract and support a small- and medium-size business center that utilizes the skills and products of the area's trained workforce.
- 9.C. Ames seeks to expand its research and technology development through greater private, public and university coordination and cooperation.
- 9.D. Ames seeks economic activities that are compatible and sustainable with its environment.

A 2011 update provided estimates of future land use allocations. Found on page 33 of the LUPP, it estimates between 55 and 325 acres are needed for future industrial uses. Growth in population since 2011 has occurred at a higher rate than the mid-level projections of 2011 as the City is already at a population of 65,000 people with 14 years remaining within the projection horizon to 2030. Job growth and stability has been within previous projections. The 2014 U.S. Census estimate for Ames is 31,700 primary jobs within the city and a total of 34,000 jobs, when including additional employment opportunities.

A recent inventory by staff in the fall of 2015 indicates there are approximately 350 vacant acres of combined Research Park, General, and Planned Industrial zoned land in the city. Although the requested annexation is nearly 1,350 acres, this size also recognizes the potential for future industrial growth and to identify an area in which incompatible uses would be given greater scrutiny.

Vacant industrial land within the City of Ames is now limited. Land is available on South Bell Avenue but is limited to smaller parcels, ranging in size from about 1 acre to 5.25 acres. Other industrially-zoned land is available on Freel Drive and SE 5<sup>th</sup> Street but is either in the flood plain or would require extensive cleanup. Vacant industrial land can be found within the ISU Research Park although zoning and private restrictions would limit the types of industrial uses that could locate here. A 53-acre parcel zoned Planned Industrial lies on the south side of E. 13<sup>th</sup> Street, east of an undeveloped commercial

parcel, although there are no utilities to serve the east side of the interstate. The proposed expansion will create more market opportunities to site industrial uses.

On page 35 of the LUPP are locational and design recommendations for Planned Industrial areas.

- Planned Industrial - Industrial uses that involve a clustered/industrial park setting in order to achieve greater integration of uses, access and appearance. Locations should be near limited-access thoroughfares.

Planned Industrial uses should be located near limited-access thoroughfares. Since these locations involve main entries to Ames, specific design features are recommended.

Recommended design features include the following:

- Greater set-back of buildings from major thoroughfares;
- Building design involving a “front” face toward each major thoroughfare;
- Landscape buffer along major thoroughfares; and,
- Storage, assembly yards and parking areas located on the opposite side of the building from a major thoroughfare.

The LUPP identifies “New Lands” as areas appropriate for industrial expansion. New Lands include all of the areas designated in the Ames Urban Fringe Plan as Urban Services Area. This is the designation approved this past spring. Pages 62-63 state:

**Industrial Expansion Areas.** In further supporting the community’s goal for economic expansion, additional industrial uses are needed. Expansion areas are recommended for both private sector activities and ISU Research Park activities. It is recommended that the New Lands area provide the base for the community’s industrial expansion.

**Planned Industrial.** It is recommended that much of the new industrial uses be associated with planned industrial parks. These planned industrial parks should be located in conjunction with a limited - access highway. A limited- access highway location provides adequate ingress and egress for the regional - scale activities without imposing the associated extraneous traffic on the community’s internal traffic system.

Uses. All future large-scale industrial activities should be located in planned industrial parks. Locating large-scale activities in parks assures adequate land area, access, utilities provisions and environmental controls. The park locations also assure that appearances are compatible with the community’s entries along which planned industrial locations are recommended.

Location. The interchange of Interstate 35 and 13th Street is recommended as the primary location for planned industrial. A site of 150 to 175 acres in the southeast quadrant of the interchange is the most suitable site. In addition, two smaller sites totaling 75 to 100 acres on the east side of the Airport and near the Research Park are recommended.

This portion of the LUPP denotes I-35 and 13<sup>th</sup> Street as a recommended site. This was consistent with the development that was to have occurred with the proposed regional mall. However, since the withdrawal of the developer from that plan, the focus is now on the Lincoln Highway corridor for the reasons noted above. The land along 13<sup>th</sup> Street is still available for future needs.

Subsequent to the adoption of the Land Use Policy Plan in 1997, the City completed an east industrial analysis in 1998. The study looked at about 3,100 acres east of Interstate 35 to determine suitability for industrial development. The study identified impacts on utilities and transportation, proposed industrial zoning, and concluded that the annexation and development was feasible.

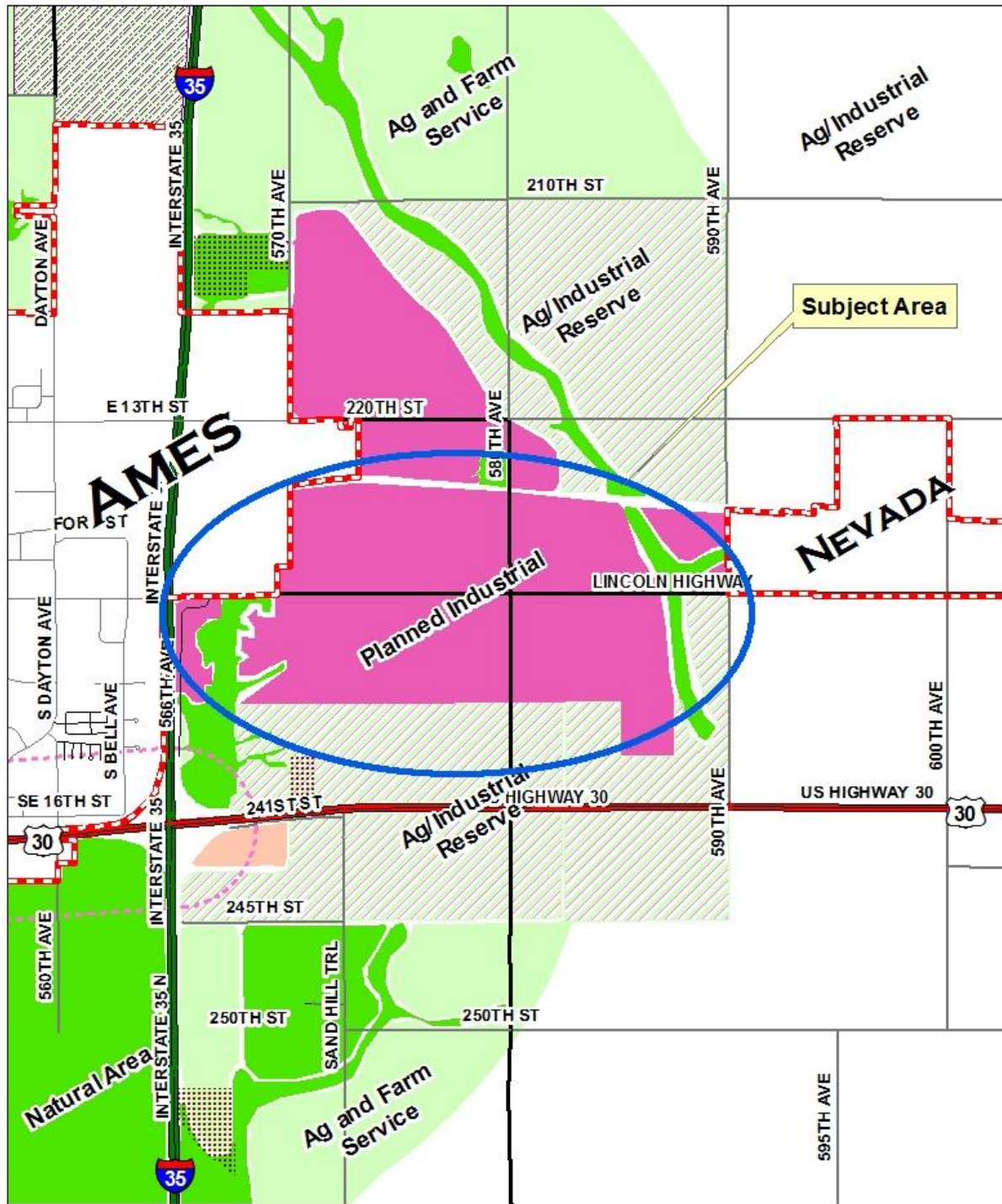
A follow-up study in 2002 recognized that the Barilla America consumed all the industrial land east of the interstate and that preparation should start for replacement land. It noted that additional industrial land was needed to accommodate expected population growth, that the ISU Research Park cannot be used for general manufacturing uses, and that existing industrial sites are too small to accommodate large industrial growth. These shortcomings remain today.

The recent amendments to the Ames Urban Fringe Plan recognized the benefits of a Planned Industrial designation for future industrial expansion east of the City. **The primary attributes that make this area desirable for industrial use are access to the railroad, access to highways, relatively flat land, ability to extend infrastructure to serve development, and large tracts of land under single ownership control.**

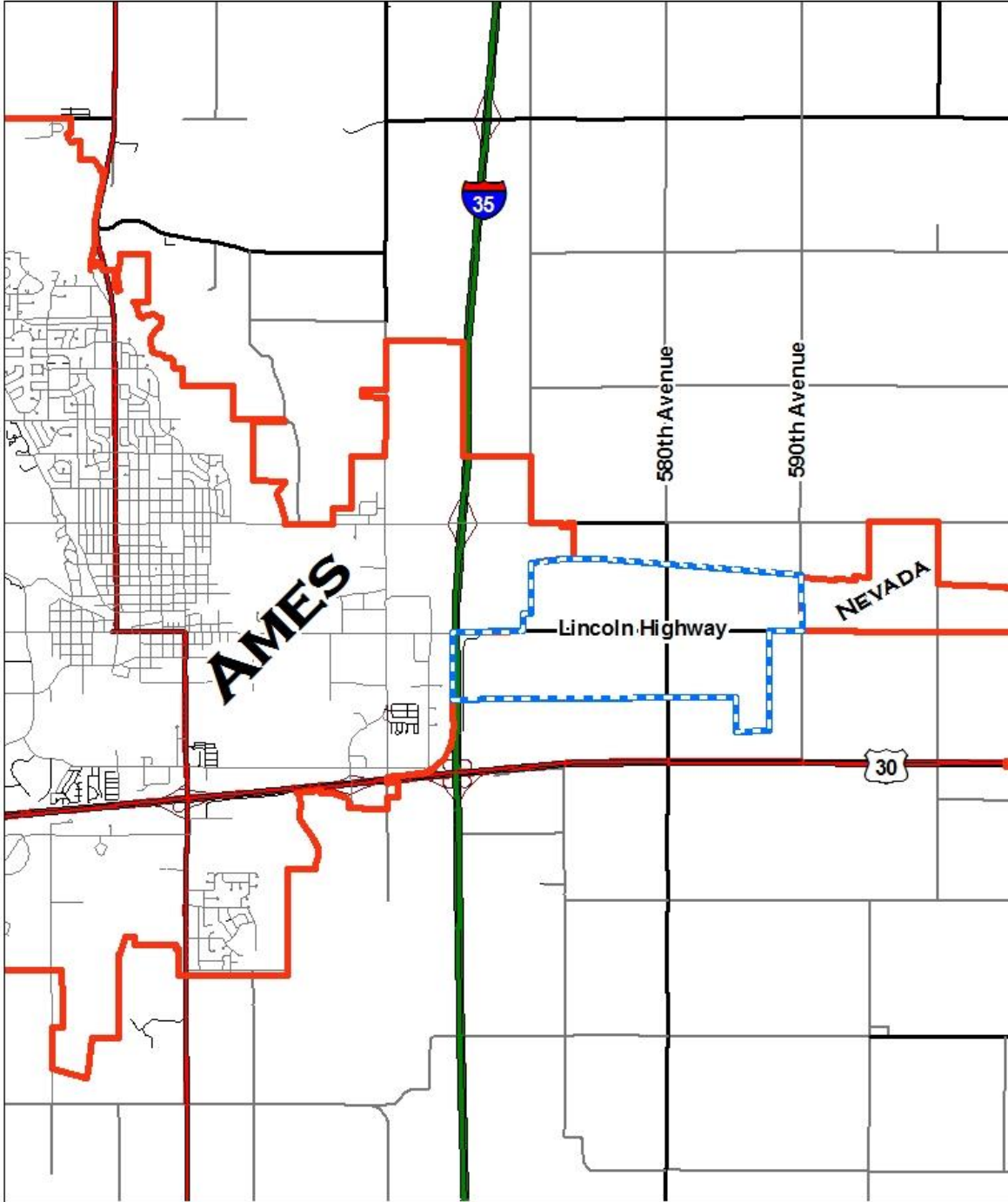
#### Annexation Moratorium with Nevada

In 2010, Nevada annexed the land where the DuPont ethanol plant is currently located, just east of 590<sup>th</sup> Avenue. Following that annexation, the Cities of Ames and Nevada entered into an agreement establishing a moratorium line at 590<sup>th</sup> Avenue. For ten years following the adoption of that agreement, Nevada would not annex anything west of 590<sup>th</sup> Avenue and the City of Ames would not annex anything east. This proposed annexation is consistent with that agreement.

ATTACHMENT 1  
AMES URBAN FRINGE PLAN MAP [EXCERPT]



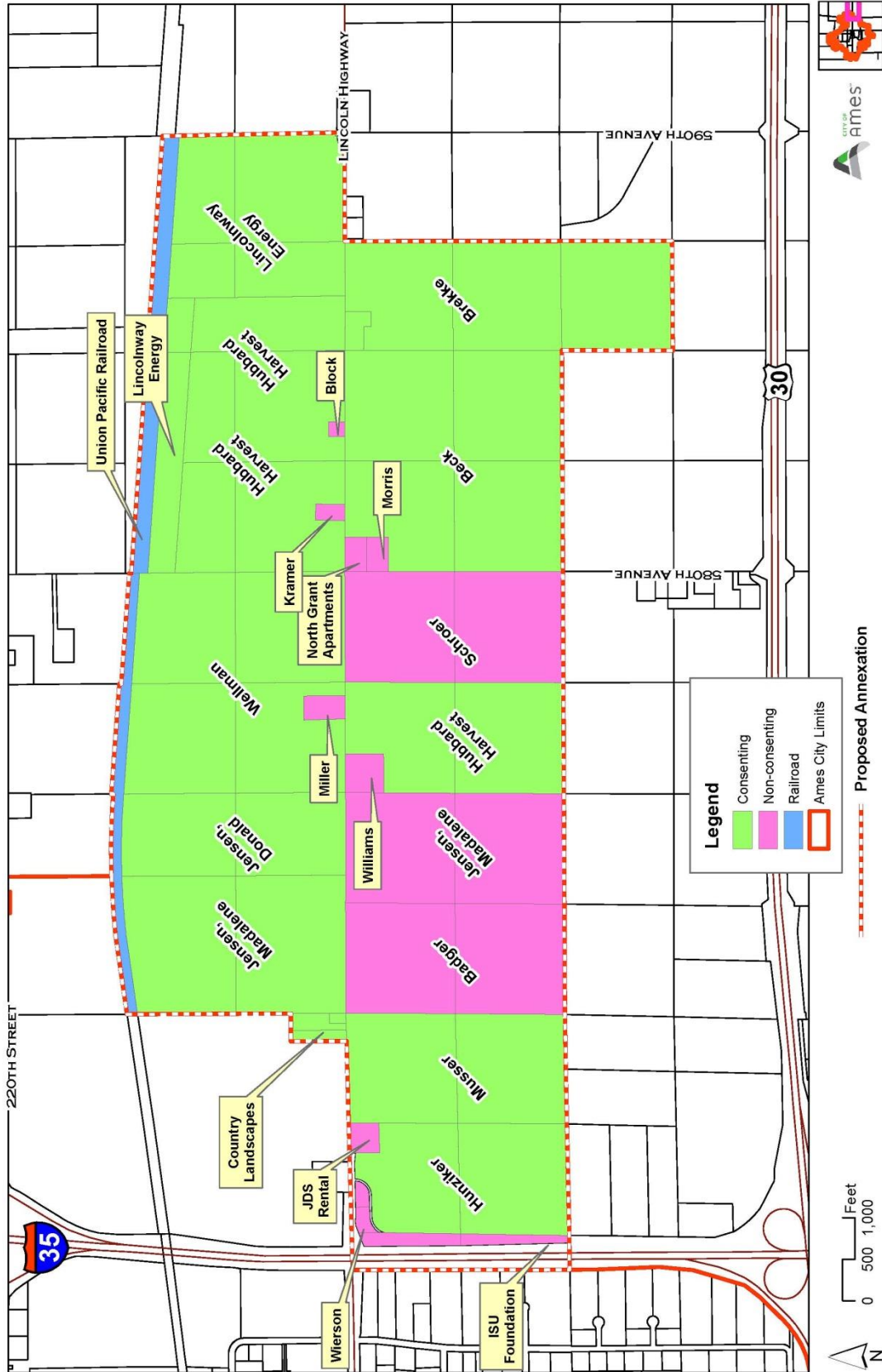
ATTACHMENT 2  
PROPOSED ANNEXATION



Proposed Annexation



# ATTACHMENT 3 OWNERSHIP MAP [NORTH TO THE LEFT]

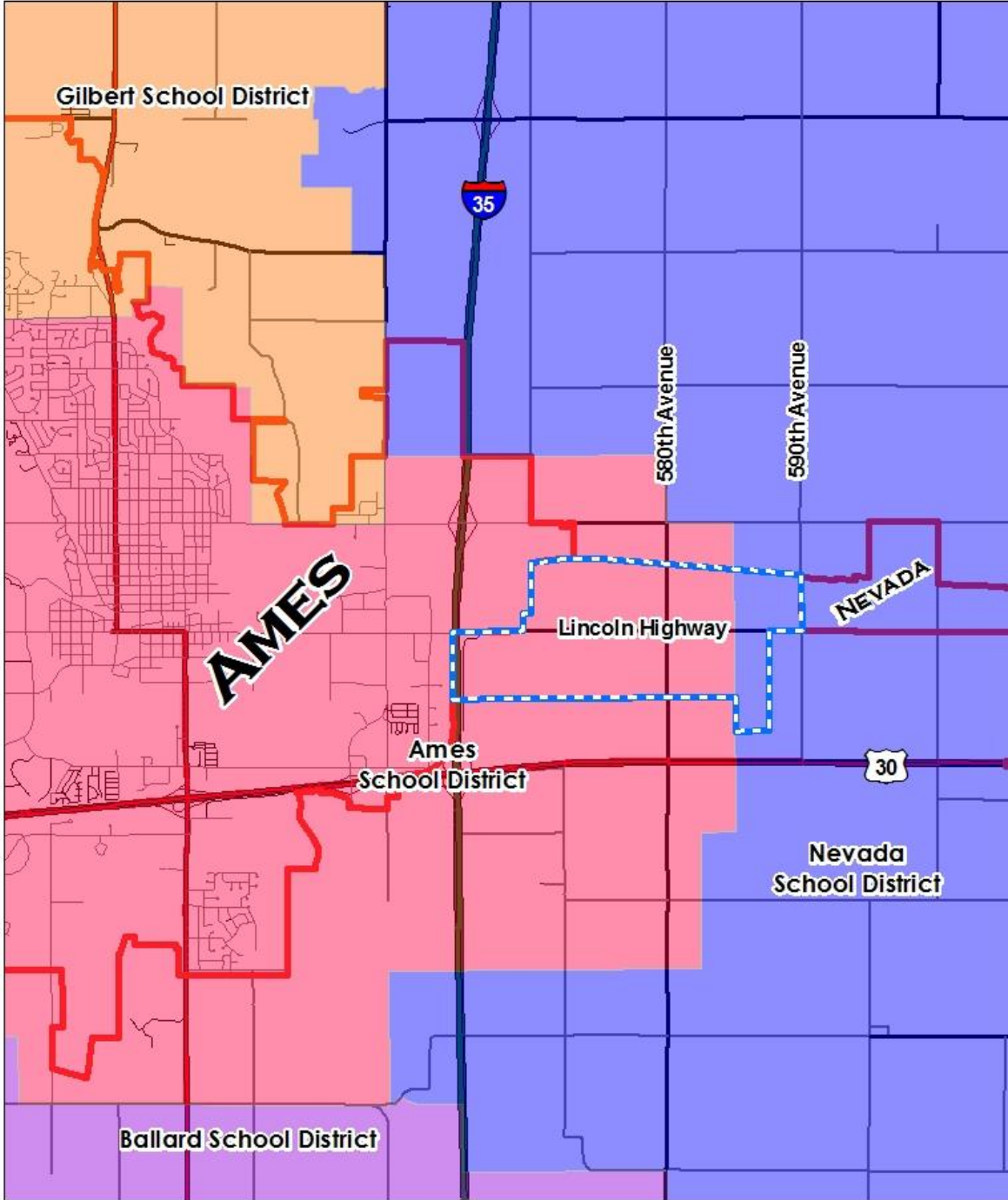




**ATTACHMENT 4**  
**OWNERS, ACREAGES & CONSENT STATUS**

<b>Name</b>	<b># of Parcels</b>	<b>Total Acres</b>	<b>Consenting</b>
Badger, Micheal	2	80.00	No
Beck, Judd	4	155.00	Yes
Block, Justin	1	0.80	No
Brekke, Randy	3	116.21	Yes
Brekke, Randy and Suzanne	1	2.79	Yes
Country Landscapes	3	4.84	Yes
Hubbard Harvest, LLC	7	198.30	Yes
Hunziker, Erben and Margaret Apts, LLC	2	73.20	Yes
ISU Achievement Foundation	1	4.04	No
JDS Rental Properties, LLC	1	2.97	No
Jensen, Donald	2	62.99	Yes
Jensen, Ivan and Madalene	2	78.49	No
Jensen, Ivan and Madalene	2	68.59	Yes
Kramer, Dwight and Zoeann	1	1.57	No
Lincolnway Energy LLC	6	117.90	Yes
Miller, Malcom and Nancy	1	3.00	No
Morris, Cheryl and Danny	1	2.50	No
Musser, Virginia Revoc Trust	2	80.00	Yes
North Grant Apartments LLC	1	2.50	No
Schroer, Janice Revoc Trust	2	80.00	No
Wellman, Paul Trustee	4	152.29	Yes
Wierson, Gayland and Janice	3	5.98	No
Williams, Christopher	1	5.00	No
<b>Totals</b>	<b>53</b>	<b>1,349.63</b>	

ATTACHMENT 5  
SCHOOL DISTRICTS



Proposed Annexation



**ATTACHMENT 6  
COUNTY RESOLUTION OF SUPPORT [W/O ATTACHMENTS]**

I Instrument:2016- 00009934  
M Date:Oct 05,2016 12:15:13P  
D Rec Fee: .00 E-Com Fee: .00  
G Aud Fee: .00 Trans Tax: .00  
R 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 6<sup>th</sup> St., Nevada, Iowa 50201 515-382-7245

Please return to:  
Auditor

**STORY COUNTY IOWA  
RESOLUTION OF THE BOARD OF SUPERVISORS  
RESOLUTION NO. 17-32**

WHEREAS, there has been submitted to the Board of Supervisors for Story County, Iowa, copies a Voluntary Annexation application from the City of Ames; and

WHEREAS, nine separate consenting property owners representing 36 parcels submitted a Voluntary Annexation application that includes 1082.78 acres and 12 other nonconsenting property owners representing 17 additional parcels are included in the Voluntary Annexation; all located in Story County and comprising 1349.63 acres for the annexation as identified below, and;

Applicants	Number of Parcels	Total Acres
9 Consenting	36	1082.78
12 Nonconsenting	17	266.85
21 Total	53 Total	1349.63

See Attachment C for details

WHEREAS, the boundary of these parcels are 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 of Ames is contemplating annexation; and

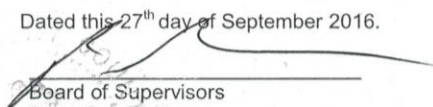
WHEREAS, Attachment "C" is a graph that illustrates details about the consenting and nonconsenting property owners and the acres of the total territory of the proposed annexation; and

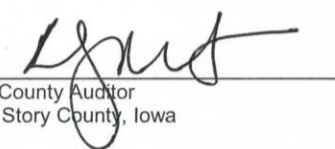
WHEREAS, the members of this Board of Supervisors supports the said Voluntary Annexation application.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Story County, Iowa, that its records shall reflect that the Board of Supervisors supports 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 27<sup>th</sup> day of September 2016.

  
Board of Supervisors  
Story County, Iowa

  
County Auditor  
Story County, Iowa

Moved by: Chitty  
Seconded by: Sanders  
Voting Aye: Chitty, Sanders  
Voting Nay: None  
Absent: Wayne E. Clinton

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

ITEM# 21  
 DATE: 11-22-16

**COUNCIL ACTION FORM**

**SUBJECT: 2016/17 US 69 IMPROVEMENTS PROGRAM (S. DUFF AVENUE SAFETY AND ACCESS PROJECT)**

**BACKGROUND:**

On October 11, 2016, City Council approved plans and specifications for the 2016/17 US 69 Improvements Program (S. Duff Avenue Safety and Access Project) from South 5<sup>th</sup> Street to the Squaw Creek Bridge. Council also set the letting date for November 16, 2016.

This project involves reconfiguring Walmart’s west parking lot area along with their South Duff Avenue frontage to allow for cross access for the east side businesses. It is intended that the local match for this project be funded equally by agreement between Walmart, Hunziker and the City.

CGA, the City’s engineering consultant, has worked with input from the City, Iowa Department of Transportation District 1, Walmart, and other local businesses to generate plans and specifications that meet the technical requirements of the respective parties. It is important to note that work on the street right-of-way (US highway 69) is under the jurisdiction of the Iowa DOT, whereas work on Walmart’s property will follow City zoning requirements to the maximum extent possible while still achieving the goals of the project.

On November 16, 2016, bids for the project were received as follows:

<b>Bidder</b>	<b>Bid Amount</b>
<i>Engineer's Estimate</i>	\$907,263
Con-Struct, Inc.	\$1,150,026

A summary of the project funding is shown below:

<b>Revenues</b>		<b>Expenses</b>	
U-STEP	\$400,000	Design	\$87,873
TSIP	\$450,000	Construction	\$1,150,026
City of Ames	\$85,000	Construction Admin (est.)	\$30,000
Walmart	\$85,000	<b>Total</b>	<b>\$1,267,899</b>
Hunziker	\$85,000		
<b>Total</b>	<b>\$1,105,000</b>	<b>Needed Funds</b>	<b>\$162,899</b>

The one bid received puts the project \$162,899 over budget without including any amount for contingency. The lack of competitive bids is likely because the Iowa DOT

requires night work on all projects affecting the traveled lanes of South Duff (US Highway 69), limiting work from 7 PM to 7 AM. **Staff will need to evaluate funding alternatives and discuss them with Hunziker and Walmart before making a recommendation to the City Council.**

**Staff has also notified the affected businesses owners to update them on the progress of the project. Based upon the feedback staff has received, the City Council should be aware that many of the adjacent businesses feel strong opposition to the project happening prior to the completion of the South Grand Avenue Extension. Generally, the business owners opposed to the project feel the potential risks do not outweigh the benefits, and that the project may become an unnecessary investment for the City after the Grand Avenue Extension reduces congestion along South Duff. Walmart, Hunziker, and U-Haul continue to be in support of the project moving forward.**

### **NEXT STEPS:**

Additional time is needed to complete the cost sharing and cross-access agreements for this project. Therefore, staff plans to bring the following items back to Council for finalization at the December 13, 2016, meeting:

- 1) Staff will work to secure the cross-access easement agreement on Walmart's property. As a reminder, the cross-access easement on U-Haul's property was secured on August 9, 2016. As part of the contract rezoning, U-Haul is required to construct a driveway within the easement area connecting from Walmart's property, south, to the last property north of Squaw Creek. Standard provisions of the City Code require completion within two years from the date of rezoning contract approval (September 13, 2016). However, U-Haul has submitted a site plan and plans to complete the work in 2017.
- 2) Staff will work with Hunziker and Walmart to secure a development agreement for the construction phase of the project, as mentioned above. The November 16<sup>th</sup> bid provides an actual contract cost that can be reflected in the agreement.

If City Council awards the contract on December 13, 2016, the project will proceed as soon as weather permits in Spring 2017. The anticipated completion date will be before October 15, 2017.

### **ALTERNATIVES:**

1. Accept the report of bids for the 2016/17 US 69 Improvements Program (S. Duff Avenue Safety and Access Project), and:
  - a. Approve the final plans and specifications for this project.
  - b. Delaying award of the project until December 13, 2016.
2. Reject the bids and direct staff to cancel or make modifications to the project.

**CITY MANAGER'S RECOMMENDED ACTION:**

By reporting the bids and delaying the award for this project, staff will have needed time to complete the cost sharing and cross-access easement agreements and to determine if all three parties are able to absorb the higher-than-estimated cost. Staff will bring this project back to the City Council at its December 13<sup>th</sup> meeting.

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

Staff Report

**EMERGENCY RESIDENCE PROJECT FY 2015/16 DRAWDOWN  
AND DEFINITION OF “AMES RESIDENT”**

November 22, 2016

**BACKGROUND:**

In July, the City Council authorized staff to carry forward the \$28,272.42 that remained unpaid under the Emergency Residence Project's FY 2015/16 contract for shelter services. This was done to allow City staff more time to reconcile billings where clients were submitted to both the City and the County for drawdown in the same period.

Since then, City staff has met with ERP staff on several occasions, and has reviewed client records from ERP to more accurately judge which client stays should be paid by which funder. Because ASSET contracts require agencies to keep three years of records, this review was limited to the 2013/14, 2014/15 and 2015/16 fiscal years. City staff reviewed each client stay during that period and used the available information to determine whether the client should be considered a City, County, or out-of-county client.

The method previously used by ERP to submit bills to the City and the County involved taking selected client entries each month and submitting some to the City and some to the County. When a client stayed over into the following month, that client appeared on multiple monthly spreadsheets, with the first entry not indicating an exit date. Therefore, in some instances the same client was submitted to both the County and the City, and because only one entry would contain the complete record of the client stay, it created the appearance of a double-billing. It should be noted that staff has discussed this previous billing method with ERP and is confident future billings will not be so confusing.

Because City staff was unable to verify the client entry and exit dates using an independent source besides the billings, staff chose to separate clients into groups based on the residence recorded (Ames, Story County, and outside Story County). After sorting clients by funder type, staff found that in both FY 2013/14 and FY 2014/15, ERP provided more nights of shelter to City-eligible clients than the number of contracted units. Therefore, it was appropriate for ERP to draw its full City contract amount in those years.

In FY 2015/16, the City contract called for ERP to provide 2,919 nights of shelter to City clients in exchange for \$68,500. The review indicates that ERP provided a total of 2,824 City client-nights of shelter. Another 16 client-nights are likely to be City clients in City staff's opinion based on the context of the entry in ERP's records. However, complete information was not available.

An additional point of information mentioned in previous discussions with the City Council regarding ERP is that the Ames Police Department is a source of referrals for the shelter. According to the data provided by ERP, 192 client-nights of shelter were provided to individuals referred by APD who were considered non-Ames clients. A case could be made that these client-nights of service should be considered for City funding since they were referred to ERP by City staff.

**FY 2015/16 ERP Records Review**

Type of service	Number of shelter-nights	Cost at \$23.47/unit	Contract Balance Remaining
<i>ORIGINAL CONTRACT</i>	~2919	\$ 68,500	\$ 68,500
City client nights of shelter	2,824	66,279.28	2,220.72
Add'l likely City client nights	16	375.52	1,845.20
Add'l APD referrals	192	4,506.24	0
<b>TOTAL</b>	<b>3,032</b>	<b>\$ 71,161.04</b>	<b>\$ 0</b>

**DRAWDOWN OPTIONS:**

- 1. Allow ERP to draw down the 2,824 nights of shelter provided in FY 2015/16 to clients who were definitively from Ames.** This option would allow ERP to draw all but \$2,220.72 of its FY 2015/16 allocation.
- 2. Allow ERP to draw down the 2,824 nights of shelter to Ames residents plus the 16 additional nights of shelter provided to those who were likely Ames clients.** This option would allow ERP to draw down all but \$1,845.20 of its FY 2015/16 allocation.
- 3. Allow ERP to draw down the 2,824 definitively Ames units of service, plus the 16 units of service likely from Ames, plus the 192 Ames Police Department referrals.** This option would allow the entire undrawn balance in ERP's FY 2015/16 allocation to be drawn down. **If this option is selected, City staff would like Council to indicate whether it is the expectation that Ames Police Department referrals will be paid by the City as "City clients" in the future.**

**CLIENTS FUNDED BY OTHER SOURCES AND RESIDENCY**

At the April 26, 2016, City Council meeting, the City Council asked that City staff 1) explain how ERP has historically been financing Ames clients once the City's allocation has been fully exhausted, and 2) provide options for the definition of "Ames resident."

In visiting with ERP staff, it appears that once the City's allocation has been fully drawn down, clients who would have otherwise been eligible for City funding are provided



shelter using ERP's donor funds. ERP has indicated in the past that it has turned away clients, primarily due to a lack of space in the shelter or at the local motels ERP contracts with when the shelter is full as opposed to a lack of funding.

In other ASSET services, the residency of clients is a key consideration in determining which funder provides funds to the agency and in what amounts. ASSET volunteers use client residency information provided by the agencies to ensure that City funds aid City clients, ISU Student Government funds aid ISU student clients, and so forth. Residency information is also used to ensure that in larger programs, ASSET funds are not being used outside the area, where they will not directly benefit the residents of the Ames/ISU/Story County area.

With the sheltering services provided by ERP, "residency" is naturally difficult to define. Previously, ERP has used the measure of where a person last received mail or the address indicated on an ID card as factors in determining what address to record for its clients. In the past several weeks, ERP has modified its intake process. **Information is now gathered from incoming clients regarding where they stayed the night before arriving at the shelter, and how long they had been living in that situation.**

Staff researched other potential methods to determine residency, but was unable to identify any effective, commonly used measures. Factors that staff identified as possibilities through research, but which staff could not find practical examples of, include 1) where a person last received mail, 2) where a person last registered to vote, or 3) where a person last had a relationship with a social services agency or received public assistance. However, the clients using ERP's services come from chaotic life situations and can be vulnerable. It is likely that not all will have connections to government agencies or documented social services.

Using measures such as these to determine residency may be beneficial as a clear "test" of whether a client is from Ames or not, but it is also likely to result in clients who have lived in Ames for some time but do not have those connections being funded through ERP's donations and not through City ASSET funds.

## **RESIDENCY OPTIONS:**

Based on recent discussions with the City Council, staff has communicated to ERP that it will only accept clients for City funding whose last mailing address was Ames. The City Council may choose to continue that practice or modify it using one or more of the options that follow:

- 1. Continue allowing ERP to claim as City clients those whose last mailing address was Ames.** This has been the practice that the City Council identified most recently it would like to pursue.

- 2. Allow ERP to claim as City clients those who stayed in Ames for some period prior to entering the shelter.** This is now the prevailing method used by ERP to determine residency in lieu of asking for an ID card. The City Council would have to determine what length of time would be required to meet this criterion (e.g., one day, one week, thirty days, etc.).
- 3. Allow ERP to claim as City clients those who are clients at a local social services agency but that do not have any documentation identifying them as a resident of another community.**
- 4. Allow ERP to claim as City clients those who are registered to vote or have a driver's license or other identification listing an Ames address.**



# MEMO

**To:** Mayor and City Council  
**From:** Brian Phillips, Assistant City Manager  
**Date:** September 23, 2016  
**Subject:** Human Services Outcomes Measurement

During the City Council Goal-Setting Session held in January 2016, the City Council adopted an objective to develop an outcomes measurement system to assist in determining the City's funding allocations to human service agencies. This objective has two tasks:

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.

Staff has communicated the Council's interest in using an outcomes measurement system with other ASSET staff, thereby completing Task 1. This year, United Way of Story County (UWSC) began implementing an outcomes measurement system called the Clear Impact Scorecard. This is an internet-based tool for establishing measurements, recording progress, and retrieving data. UWSC has indicated to the agencies it funds that they will need to work towards using the Scorecard to track their measurements. Doing so will become a requirement of UWSC's agency agreements beginning in July 2017.

UWSC will be meeting with each agency to first determine the types of data that the agency has the capability of measuring. UWSC will then work with the agencies to develop additional metrics as needed. Data for some initial measurements has already been incorporated into the system to provide a historical perspective. Once the profile of outcomes to be tracked has been established, the agencies can add notes to the information to indicate major changes in how a service is delivered, with the intent that that information can be used to identify whether the outcomes improved as a result of the change. When multiple agencies report on the same outcomes, the information can be viewed independently or aggregated together by UWSC.

UWSC will be asking agencies to provide updated outcomes data each month. It is UWSC's intent to share the information collected with other ASSET funders to identify where funding

will be the most effective to create change for human services clients. Additionally, it is hoped that agencies will use the information to show the results of their efforts to clients and donors.

UWSC has purchased licenses for all its partner agencies to use the Clear Impact Scorecard, plus the Ames, Huxley, and Nevada Public Libraries, which conduct programs related to grade-level reading. UWSC receives a discount from Clear Impact due to its work related to grade-level reading. Each license therefore costs \$285 for this year. Each year, the license must be renewed at the rate offered by Clear Impact. Some agencies already have licenses, due to their work with United Way of Central Iowa. In total, UWSC has obtained 33 licenses. UWSC has also contracted for 15 hours of technical assistance in this first year to better understand the features offered by the Scorecard.

UWSC staff has expressed interest in having the City and other ASSET funders use the information from the Clear Impact Scorecards to assist with funding decisions in a coordinated manner. Although the City Council has requested a report identifying other methods to measure outcomes, it may be more effective for the City to partner with United Way on its measurement system rather than creating an independent outcomes measuring system, which would create an additional reporting burden for agencies.

Details about the Clear Impact Scorecard can be found at: <https://clearimpact.com/scorecard/>  
If the City Council would like more information from United Way regarding this initiative, the Council could invite UWSC staff to present information at a future City Council meeting. Alternatively, if the City Council would like to evaluate other options to measure outcomes, it would be appropriate for the City Council to provide further direction to City staff to do so.

**COUNCIL ACTION FORM**

**SUBJECT: ZONING TEXT AMENDMENT TO ALLOW FOR SUPERVISED TRANSITIONAL HOMES IN THE RL, RM, RH, UCRM, RLP, FS-RL, FS-RM, F-PRD AND S-SMD ZONING DISTRICTS**

**BACKGROUND:**

The City Council received a request on April 21<sup>st</sup> to consider initiating a Zoning Text Amendment to create a “transitional housing” use option for residential zoning districts (See Attachment A). The interested parties’ desires are to allow for a broader range of choices for meeting “transitional living” needs within existing single-family dwellings. They would like to acquire facilities for youth or adults needing transitional housing with live-in support. Through conversations with service providers, staff anticipates that such facilities would exceed the maximum occupancies of household living category with a “family” as defined by the Zoning Ordinance and would be group living that is only allowed within a limited number of zoning districts and areas.

At that time, City Council determined that the current ordinances of the City may not effectively address the needs of the human services agencies. Therefore, Council directed staff to initiate a text amendment to allow for a new supervised transitional home for inclusion in the Zoning Ordinance and to propose standards for such a use.

On August 23, 2016, Council reviewed alternatives for a draft amendment and directed staff to move forward with a text amendment to approve Supervised Transitional Homes through an administrative approval process granting authority for staff to approve the supervised transitional home subject to meeting the following requirements:

- Use meets the definition of “Supervised Transitional Home” as defined;
- Occupancy limited to 2 persons per bedroom up to a maximum of 8 occupants per dwelling unit (excluding staff);
- Separation Distance of 500 feet to any other supervised transitional home;
- No additional parking above the code required parking established based on the dwelling type (two parking stalls per dwelling unit for single family and two-family housing types);
- Meet minimum life safety requirements for operable windows, egress windows, and fire detection/suppression equipment prior to the approval of a permit;
- Allow within all residential zoning districts, only within a single-family structure (attached or detached).

**City Council also directed staff to review with the Fire Department options for providing periodic inspections of the homes for minimum life safety requirements after the initial approval.** After review with the Chief, the periodic review of these homes could be included in the routine schedule of other inspections completed by the

Fire Department for commercial properties and other social service facilities. These inspections are not part of the Rental Code process and occur typically once every three years. Chapter 8 of the Municipal Code (Fire Code) could include an amendment to allow for transitional homes to be inspected based on the standards identified in Article 13 of the Zoning Ordinance establishing the Life Safety criteria for such inspections. With a current review of amendments for Chapter 8 underway by the Fire Department, adding new language for periodic inspection for Supervised Transitional Homes could be incorporated at the time of Council review. The standards for Life Safety described in Article 13 #5 below would be added to Chapter 8 for the specific inspections. The standards include operable windows, emergency ingress/egress, and fire protection systems.

**PROPOSED TEXT AMENDMENTS:**

**Article 2, Section 29.201(225):** Add new definition for Supervised Transitional Home

**Supervised Transitional Home** is a small group living residential use occupying a dwelling unit as a single housekeeping unit for purposes of assisting occupants with daily living skills as a transition to a long term living environment. Such use provides permanent in-home supervision by an institutional use, non-profit, or social service agency where the in-home supervision is not included in the total number of allowed occupants for the dwelling unit. The use is not intended as transitional living facilities for former offenders, residences for persons with physical or mental disabilities, temporary shelters, or for residential uses complying with household living or family home regulations. Supervision means that an employee of an “agency” is present on site every day.

**Article 5, Table 29.501(4)-1:** Add Supervised Transitional Home to list of uses included under Group Living Use Subcategory

**Table 29.501(4)-1  
RESIDENTIAL USE CATEGORIES**

Group Living

**Definition.** Residential occupancy of a structure by a group of people who do not meet the Household Living definition. Size is larger than the average household size. Average length of stay is 60 days or longer. Structures generally have a common eating area for residents. Residents may receive any combination of care, training, or treatment, or none of these, as long as they also reside at the site.

**Uses Included**

- Assisted Living Facilities
- Boarding, rooming or lodging houses and single room occupancy (SRO) hotels with more than 6 units
- Congregate housing
- Dormitories or residence halls
- Fraternities and sororities
- Hospices
- Nursing and convalescent homes
- Residences for the physically disabled, mentally retarded, or emotionally disturbed which do not meet the definition of Family Home

Transitional Living Facilities, such as halfway houses for former offenders  
**Supervised Transitional Homes**

**Article 7: Residential Zones.** Add use listing for Supervised Transitional Home to zone use tables for RL, RM, UCRM, RH, and RLP zones. (See Attachment B, Draft Zone Use Tables).

**Article 10: Special Use Districts.** Add use listing for Supervised Transitional Home to zone use tables for S-SMD zone. (See Attachment B, Draft Zone Use Tables).

**Article 12: Floating Suburban Residential Zones.** Add use listing for Supervised Transitional Home to zone use tables for FS-RL, FS-RM, and F-PRD zones. (See Attachment B, Draft Zone Use Tables).

**Article 13, Additional Development Standards.** Add new subsection 29.1314: Supervised Transitional Homes

- (1) Housing Type. Limited to single family attached or detached homes;
- (2) Occupancy. Limited to two occupants per bedroom, up to a maximum of 8 occupants per dwelling unit, not including the in home supervisor;
- (3) Separation Distance. Use shall not be located closer than 500 feet to any other supervised transitional home;
- (4) Parking. No additional parking above the code required parking established based on the dwelling type.
- (5) Life Safety Requirements. The provisions of this section shall govern the minimum standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.
  - (a) Operable Windows: Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware
  - (b) Means of Egress: A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Every dwelling unit shall have at least one exit directly to the outside.
  - (c) Egress windows/emergency escape openings:
    - (i) Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

- (ii) Below grade and basement windows must comply with the 2006 International or currently adopted Residential Building Code.
- (d) Fire Protection Systems: All systems, devices, and equipment to detect a fire, actuate an alarm, or suppress or control a fire, or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.
  - (i) Smoke detectors required. Single or multiple station smoke alarms shall be installed and maintained in dwellings and dwelling units at all of the following locations: On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, in each room used for sleeping purposes, and in each story within a dwelling unit, including basements and cellars, but not including crawl spaces and uninhabitable attics.
  - (ii) Portable Fire Extinguishers. At a minimum, all dwelling units shall have one charged and operable 2-A: 10-BC rated fire extinguisher; All charged and operable fire extinguishers must meet the requirements of applicable fire safety regulations promulgated by authorized officials of the State of Iowa in the Iowa Administrative Code. Fire extinguishers shall be subjected to required maintenance at intervals of not more than one year by a trained individual.
- (6) Approval Authority. Applicants must submit an application to the Planning and Housing Department with a fee of \$150. The application will be reviewed by the staff, and the applicant will be notified of the decision of the Department. Based upon information provided in the application and a site inspection, if needed, staff shall determine compliance with the zoning ordinance prior to approval of a permit. If the applicant is aggrieved, the decision may be appealed to the Zoning Board of Adjustment within 30 days.
- (7) Inspection. A periodic inspection by the Fire Department shall be conducted to review the home for compliance with the life safety requirements as identified in this section 29.1314 for the duration of the use. In the event the home does not maintain consistency with the Life Safety Standards listed above, the permit for the transitional home may be revoked by staff with a right to appeal to the Zoning Board of Adjustment within 30 days of the determination that the home is non-compliant with the standards of the Zoning Ordinance.

**ALTERNATIVES:**

1. The City Council can direct staff to prepare an ordinance and publish notice for a public hearing to amend the Zoning Ordinance to create Supervised Transitional



Homes as a new group living use with special standards for approval in Article 13 of Chapter 29 of the Ames Municipal Code.

Additionally, Council can direct staff, at the time of the next code update of Chapter 8 (Fire Code), that requirements for inspections of Transitional Group Homes be required.

2. The City Council can direct staff to prepare an ordinance and publish notice for a public hearing to amend the Zoning Ordinance to create Supervised Transitional Homes as a new group living use with special standards for approval in Article 13 of Chapter 29 of the Ames Municipal Code, but not require ongoing inspections after initial approval.
3. The City Council can direct staff to develop alternative language for the proposed amendments regarding Supervised Transitional Homes.
4. The City Council can refer this item back to staff for additional information.

**CITY MANAGER’S RECOMMENDED ACTION:**

The proposed Supervised Transitional Home regulations are tailored to the needs of local social service agencies to increase opportunities for a housing service that has limited options within the current Zoning Ordinance. Staff believes the described standards are supportive of the general amendment request from the social service agencies and provides a framework to address how such a use can be incorporated into the community.

**Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as described above which will allow initial approval of each home by staff and a periodic inspection requirement by the Fire Department.**

**Attachment A**  
Letter

CITY MANAGER'S OFFICE

APR 21 2016

April 20<sup>th</sup>, 2016

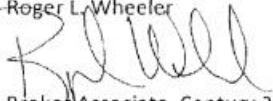
CITY OF AMES, IOWA

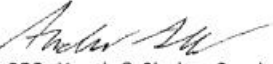
To the honorable Mayor and City Council of Ames, Iowa.

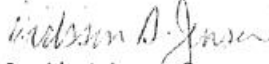
We would like the City of Ames to consider initiating a text amendment that would create a "transitional housing" type of use permitted within residential zoning districts. There is a need to create such a use since most residential zoning districts restrict Group Living and Social Service Provider uses from facilities in single-family home areas and there are very few medium or high density residential zoned properties that can meet the needs of local and incoming social service providers.

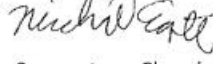
Our group is currently working to provide necessary services to the community that provide transitional living arrangements to youth and adults who are fighting addiction and seeking recovery from life trauma that has left them homeless or in need of housing. All of the facilities that we are promoting have live-in supervision and would have reasonable maximum occupancies and lengths of stay.

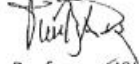
Please let me know if you have any questions. I will make myself and anyone from our group completely available to council and staff as the need arises.

Roger L. Wheeler  
  
Broker Associate, Century 21 SRE

Andrew Allen  
  
CEO, Youth & Shelter Services

Dickson Jensen  
  
President, Jensen Group

Mike Easton  
  
Cornerstone Church

Tim Day  
  
Professor, ISU

## Attachment B Draft Zone Use Tables

**Table 29.701(2)  
Residential Low Density (RL) Zone Uses**

USE CATEGORIES	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	<del>N, except for existing Residences for the physically disabled, mentally retarded or emotionally disturbed which do not meet the definition of Family Home</del>	<del>SP</del>	<del>ZBA</del>
Residences for the physically disabled, mentally retarded or emotionally disturbed which do not meet the definition of Family Home	Y	SP	ZBA
Supervised Transitional Home	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single Family Dwelling	Y	ZP	ZEO
Two Family Dwelling	Y, if pre-existing.	ZP	ZEO
Single Family Attached Dwelling	N	--	--
Apartment Dwelling (12 units or less)	N	--	--
Family Home	Y	ZP	ZEO
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
Clubhouse	N	--	--
<b>Short-term Lodging</b>	N, except Bed and Breakfast permitted as a Home Occupation.	HO	ZBA/Staff
<b>OFFICE USES</b>	N	--	--
<b>TRADE USES</b>			
<b>Retail Sales and Services – General</b>	N	--	--
<b>Entertainment, Restaurant and Recreation Trade</b>	N	--	--
<b>INSTITUTIONAL USES</b>			
<b>Colleges &amp; Universities</b>	Y	SP	ZBA
<b>Child Day Care Facilities</b>	Y	SP or HO, depending on the size	ZBA
<b>Community Facilities</b>	Y	SP	ZBA
<b>Medical Centers</b>	N	--	--
<b>Religious Institutions</b>	Y	SP	ZBA
<b>Schools</b>	Y	SP	ZBA
<b>Social Service Providers</b>	Y, if pre-existing	SP	ZBA
<b>TRANSPORTATION, COMMUNICATIONS &amp; UTILITY USES</b>			
<b>Basic Utilities</b>	Y	SDP Major	City Council
<b>Radio &amp; TV Broadcast Facilities</b>	N	--	--
<b>Parks &amp; Open Areas</b>	Y	SDP Minor	Staff
<b>Essential Public Services</b>	Y	SP	ZBA
<b>Personal Wireless Service Facilities</b>	Y	SP	ZBA

**Table 29.702(2)  
Residential Medium Density (RM) Zone Uses**

USE CATEGORIES	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	N, except Hospices, Assisted Living, and Nursing Homes, permitted by Special Use Permit.	SP	ZBA
Hospices, Assisted Living, and Nursing Homes	Y	SP	ZBA
Supervised Transitional Home	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single Family Dwelling	Y	ZP	ZEO
Two Family Dwelling	Y	ZP	ZEO
Single Family Attached Dwelling	Y	SDP Minor	Staff
Apartment Dwelling (12 units or less)	Y	SDP Minor	Staff
Family Home	Y	ZP	ZEO
Dwelling House	Y	ZP	ZEO
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
Clubhouse	N	--	--
<b>Short Term Lodging</b>	N, except Bed and Breakfast permitted as a Home Occupation.	HO	ZBA
<b>OFFICE USES</b>	N	--	--
<b>TRADE USES</b>			
<b>Retail Sales and Services – General</b>	N	--	--
<b>Entertainment, Restaurant and Recreation Trade</b>	N	--	--
<b>INSTITUTIONAL USES</b>			
<b>Colleges &amp; Universities</b>	Y	SP	ZBA
<b>Community Facilities</b>	Y	SP	ZBA
<b>Funeral Facilities</b>	Y	SP	ZBA
<b>Child Day Care Facilities</b>	Y	HO or SP (depending on size)	ZBA
<b>Medical Centers</b>	N	--	--
<b>Religious Institutions</b>	Y	SP	ZBA
<b>Schools</b>	Y	SP	ZBA
<b>Social Service Providers</b>	Y	SP	ZBA
<b>TRANSPORTATION, COMMUNICATIONS &amp; UTILITY USES</b>			
<b>Basic Utilities</b>	Y	SDP Major	City Council
<b>Essential Public Services</b>	Y	SP	ZBA
<b>Radio &amp; TV Broadcast Facilities</b>	N	--	--
<b>Parks &amp; Open Areas</b>	Y	SDP Minor	Staff
<b>Personal Wireless Communication Facilities</b>	Y	SP	ZBA

**Table 29.703(2)  
Urban Core Residential Medium Density (UCRM) Zone Uses**

USE CATEGORIES	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	N, except existing Residences for the physically disabled, mentally retarded or emotionally disturbed which do not meet the definition of Family Home	SP	ZBA
Residences for the physically disabled, mentally retarded or emotionally disturbed which do not meet the definition of Family Home	Y	SP	ZBA
Supervised Transitional Home	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single Family Dwelling	Y	ZP	ZEO
Two Family Dwelling	Y, if pre-existing	ZP	ZEO
Single Family Attached Dwellings (2 units only)	Y, if pre-existing	SDP Minor	Staff
Apartment Dwelling (12 units or less)	Y, if pre-existing	SDP Minor	Staff
Former School Building Converted for Use as an Apartment Dwelling	Y	AR	City Council
Family Home	Y	ZP	ZEO
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
Clubhouse	N	--	--
<b>Short Term Lodging</b>	N, except Bed and Breakfast permitted as a Home Occupation.	HO	ZBA/Staff
<b>OFFICE USES</b>			
	N	--	--
<b>TRADE USES</b>			
<b>Retail Sales and Services – General</b>	N	--	--
<b>Entertainment, Restaurant and Recreation Trade</b>	N	--	--
<b>INSTITUTIONAL USES</b>			
<b>Colleges &amp; Universities</b>	Y	SP	ZBA
<b>Community Facilities</b>	Y	SP	ZBA
<b>Funeral Facilities</b>	N	--	--
<b>Child Day Care Facilities</b>	Y	HO or SP (depending upon size)	Staff/ZBA
<b>Medical Centers</b>	N	--	--
<b>Religious Institutions</b>	Y	SP	ZBA
<b>Schools</b>	Y	SP	ZBA
<b>Social Service Providers</b>	Y, only if pre-existing	SP	ZBA
<b>TRANSPORTATION, COMMUNICATIONS &amp; UTILITY USES</b>			
<b>Basic Utilities</b>	Y	SDP Major	City Council
<b>Essential Public Services</b>	Y	SP	ZBA
<b>Radio &amp; TV Broadcast Facilities</b>	N	--	--
<b>Parks &amp; Open Areas</b>	Y	SDP Minor	Staff
<b>Personal Wireless Communication Facilities</b>	Y	SP	ZBA

**Table 29.704(2)  
Residential High Density (RH) Zone Uses**

Use Categories	Status	Approval Required	Approval Authority
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	Y – No Transitional Living Facility for former offenders may be closer than 500 ft. to another such facility or to a Family Home	SDP Minor	Staff
<b>Supervised Transitional Homes</b>	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single Family Dwelling	Y, if pre-existing	ZP	ZEO
Two Family Dwelling	Y	ZP	ZEO
Single Family Attached Dwelling	Y	SDP Minor	Staff
Apartment Dwelling	Y	SDP Minor	Staff
Family Homes	Y	ZP	ZEO
Dwelling House	Y	ZP	ZEO
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
Clubhouse	Y	SDP Minor	Staff
<b>Short-term Lodging</b>	N, except Bed and Breakfast permitted as a Home Occupation.	HO	ZBA
<b>OFFICE USES</b>	N, except in conjunction with a mixed office/residence use where the residence use is above the first floor. Office uses limited to 5,000 sf. within a single development with a Minor Site Development Plan. Any area in excess of 5,000 sf may be approved as a Major Site Development Plan.	SDP Minor or Major	Staff/City Council
<b>TRADE USES</b>			
<b>Retail Sales and Services - General</b>	N, except in conjunction with a mixed retail/residence use where the residence use is above the first floor. Retail uses limited to 5,000 sf. within a single development with a Minor Site Development Plan. Any area in excess of 5,000 sf may be approved as a Major Site Development Plan.	SDP Minor or Major	Staff/City Council
<b>Entertainment, Restaurant and Recreation Trade (E,R, &amp; R)</b>	N, except in conjunction with a mixed E,R & R/residential use where the residential use is above the first floor. Such E, R,& R uses shall be limited to restaurants. E, R & R uses are limited to 5,000 sf within a single development with a Minor Site Development Plan. Any area in excess of 5,000 sf may be approved as a Major Site Development Plan.	SDP Minor or Major	Staff/City Council
<b>INSTITUTIONAL USES</b>			
Colleges & Universities	Y	SP	ZBA
Community Facilities	Y	SDP Minor	Staff
Child Day Care Facilities	Y	SDP Minor	Staff
Funeral Facilities	Y	SDP Minor	Staff
Medical Centers	N	--	--
Religious Institutions	Y	SDP Minor	Staff
Schools	Y	SDP Minor	Staff
Social Service Providers	Y	SP	ZBA
<b>TRANSPORTATION, COMMUNICATIONS &amp; UTILITY USES</b>			
Basic Utilities	Y	SDP Major	City Council
Essential Public Services	Y	SP	ZBA
Parks & Open Areas	Y	SDP Minor	Staff
Radio & TV Broadcast Facilities	Y	SP	ZBA
Personal Wireless Communication Facilities	Y	SP	ZBA
Commercial Parking	Y, only for remote parking for residential uses in an abutting CSC District, pursuant to Section 29.406(18)	SDP Minor	Staff

**Table 29.705(4)  
Residential Low Density Park (RLP) Zone Uses**

USE CATEGORY	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	N	--	--
Supervised Transitional Home	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>	Y	SDP Major	City Council. Single-Family Manufactured Home and accessory uses listed in Table 29.500 only. Home Office and Home Business allowed as necessary uses.
<b>Short-term Lodgings</b>	N	--	--
<b>OFFICE USES</b>	N	--	--
<b>TRADE USES</b>	N	--	--
<b>INDUSTRIAL USES</b>	N	--	--
<b>INSTITUTIONAL USES</b>	N	--	--
<b>TRANSPORTATION, COMMUNICATIONS AND UTILITY USES</b>	N	--	--
<b>MISCELLANEOUS USES</b>	N	--	--

**Table 29.1202(4)-1  
Suburban Residential Floating Zoning  
Residential Low Density (FS-RL) Uses**

USE CATEGORIES	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	N	--	--
Supervised Transitional Home	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single Family Dwelling	Y	ZP	ZEO
Two Family Dwelling	Y, if pre-existing	ZP	ZEO
Single Family Attached Dwelling. Front Driveway Access (5 units or less)	Y	SDP Minor	Staff
Single Family Attached Dwelling. Rear Driveway Access (12 units or less)	Y	SDP Minor	Staff
Apartment Dwelling (12 units or less)	N	--	--
Family Home	Y	ZP	ZEO
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
Clubhouse	N	--	--
<b>Short-term Lodging</b>	N, except Bed and Breakfast permitted as a Home Occupation.	HO	ZBA/Staff
<b>OFFICE USES</b>	N	--	--
<b>TRADE USES</b>			
Retail Sales and Services - General	N	--	--
Entertainment, Restaurant and Recreation Trade	N	--	--
<b>INSTITUTIONAL USES</b>			
Colleges & Universities	Y	SP	ZBA
Child Day Care Facilities	Y	SP	ZBA
Community Facilities	Y	SP	ZBA
Medical Centers	N	--	--

Religious Institutions	Y	SP	ZBA
Schools	Y	SP	ZBA
Social Service Providers	N	--	--
<b>TRANSPORTATION, COMMUNICATIONS &amp; UTILITY USES</b>			
Basic Utilities	Y	SDP Major	City Council
Radio & TV Broadcast Facilities	N	---	---
Parks & Open Areas	Y	SDP Minor	Staff
Essential Public Services	Y	SP	ZBA
Personal Wireless Service Facilities	Y	SP	ZBA

**Table 29.1202(4)-2  
Suburban Residential Floating Zoning  
Residential Medium Density (FS-RM) Uses**

USE CATEGORIES	STATUS	APPROVAL REQUIRED	APPROVAL AUTHORITY
<b>RESIDENTIAL USES</b>			
<b>Group Living</b>	<del>N, except Hospices, Assisted Living, and Nursing Homes, permitted by Special Permit.</del>	SP	ZBA
Hospices, Assisted Living, and Nursing Homes	Y	SP	ZBA
Supervised Transitional Home	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single Family Dwelling	Y	ZP	ZEO
Two Family Dwelling	Y	ZP	ZEO
Single Family Attached Dwelling. Front Driveway Access (5 units or less)	Y	SDP Minor	Staff
Single Family Attached Dwelling. Rear Driveway Access (12 units or less)	Y	SDP Minor	Staff
Apartment Dwelling (12 units or less)	Y	SDP Major	City Council
Family Home	Y	ZP	ZEO
Independent Senior Living Facility (unlimited number of units)	Y	SP	ZBA
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
Clubhouse	Y	SDP Major	City Council
<b>Short Term Lodging</b>	N, except Bed and Breakfast permitted as a Home Occupation.	HO	ZBA
<b>OFFICE USES</b>	N	--	--
<b>TRADE USES</b>			
Retail Sales and Services General	N	--	--
Entertainment, Restaurant and Recreation Trade	N	--	--
<b>INSTITUTIONAL USES</b>			
Colleges & Universities	Y	SP	ZBA
Community Facilities	Y	SP	ZBA
Funeral Facilities	Y	SP	ZBA
Child Day Care Facilities	Y	HO or SP (depending on size)	Staff/ZBA
Medical Centers	N	--	--
Religious Institutions	Y	SP	ZBA
Schools	Y	SP	ZBA
Social Service Providers	Y	SP	ZBA
<b>TRANSPORTATION, COMMUNICATIONS &amp; UTILITY USES</b>			
Basic Utilities	Y	SDP Major	City Council
Essential Public Services	Y	SP	ZBA
Radio & TV Broadcast Facilities	N	---	---



Parks & Open Areas	Y	SDP Minor	Staff
Personal Wireless Communication Facilities	Y	SP	ZBA

**Table 29.1203(4)  
Planned Residence District (F-PRD) Floating Zone Uses**

<b>Permitted Principle Uses</b>	<b>Permitted Accessory Uses</b>
Single Family House Two-Family House Apartment Building Townhouse Group Living, if pre-existing Supervised Transitional Home	Recreational facilities for the residents of the PRD Accessory uses of the Household Living category provided for in Section 29.500 of this ordinance Garages Open spaces uses Home occupations subject to standards of Section 29.1304 of this ordinance Home Day Care subject to the standards of Section 29.1304 Office and Trade use where the property owner can demonstrate through a written Market Study that the Office and Trade use can be supported by the residents of the Planned Residence District Project Rental services offices not to exceed 5,000 square feet Assisted Living, for the residents of the PRD

**Table 29.1003(2)  
South Lincoln Sub Area (S-SMD) Mixed-Use District**

<b>Use Category</b>	<b>Status</b>	<b>Approval Required</b>	<b>Approval Authority</b>
<del>Residential Uses</del> <b>RESIDENTIAL USES</b>			
<b>Group Living</b>	Y, No transitional Living Facility for former offenders may be closer than 500 ft to another such facility or to a Family Home	SDP Minor	Staff
Supervised Transitional Homes	Y, subject to Section 29.1314	ZP	ZEO
<b>Household Living</b>			
Single-Family Dwelling	Y	ZP	ZEO
Two-Family Dwelling	Y	ZP	ZEO
Single-Family Attached Dwelling	Y	SDP Minor	Staff
Apartment Dwelling (18 units or less)	Y	SDP Minor	Staff
Apartment Dwelling (18 units or more)	Y, if pre-existing	SDP Minor	Staff
Family Home	Y	ZP	ZEO
Dwelling House	Y	ZP	ZEO
<del>Group Living</del>	<del>Y</del>	<del>SDP Minor</del>	<del>Staff – No transitional Living Facility for former offenders may be closer than 500 ft to another such facility or to a Family Home</del>
<b>Short-term Lodging</b>	N, except Bed and Breakfast permitted as a Special Home Occupation	HO	ZBA
<b>Household Living Accessory Uses</b>			
Home Office	Y	HO	ZBA/Staff
Home Business	Y	HO	ZBA/Staff
<del>Office Uses</del> <b>OFFICE USES</b>	Y	SDP Minor	Staff

<b>Trade Uses-TRADE USES</b>			
Retail Sales and Service - General	Y, however, no more than 15,000 sf total commercial use per lot	SDP Minor	Staff
Retail Trade - Automotive Uses, etc.	N	----	----
Entertainment, Restaurant and Recreation Trade	Y	SDP Minor	Staff
Wholesale Trade	N	----	----
<b>Industrial Uses-INDUSTRIAL USES</b>			
<b>Institutional Uses-INSITUTIONAL USES</b>			
Colleges and Universities	N	----	----
Community Facilities	Y	SDP Minor	Staff
Child Day Care Facilities	Y	HO or SP (depending on size)	Staff or ZBA
Funeral Facilities	Y	SDP Minor	Staff
Social Service Providers	Y	SDP Minor	Staff
Medical Centers	N	----	----
Religious Institutions	Y	SP	ZBA
Schools	Y	SDP Minor	Staff
<b>Transportation, Communications &amp; Utility Uses-TRANSPORTATION, COMMUNICATION &amp; UTILITY USES</b>			
Basic Utilities	Y	SDP Major	City Council
Essential Public Services	Y	SP	ZBA
Parks and Open Areas	Y	SDP Minor	Staff
Radio & TV Broadcast Facilities	N	----	----
Personal Wireless Communication Facilities	Y	SP	ZBA
Commercial Parking	Y, only as an accessory use for remote parking for residential uses pursuant to Section 29.406(18) <del>DP</del>	SDP	Minor



**COUNCIL ACTION FORM**

**SUBJECT:**       **AMENDMENT TO AMES URBAN FRINGE LAND USE CLASS MAP  
AND TEXT AMENDMENT TO HIGHWAY ORIENTED COMMERCIAL  
FRAMEWORK POLICIES**

**BACKGROUND:**

At its September 13, 2016 meeting, the City Council initiated an amendment to the Ames Urban Fringe Land Use Framework Map as requested by Travis J. Vencel, representing Trinitas Ventures (Attachment F). The area for the proposed change is on the south side of Lincoln Way adjacent to and immediately west of the Ames corporate limits and extending to the Boone County line of 500<sup>th</sup> Avenue (see Attachment A).

The letter from Mr. Vencel asked Council to authorize applying for an amendment to the Ames Urban Fringe Land Use Framework Map Plan that would change the land use designation from Highway Oriented Commercial to Urban Residential for approximately 11 acres owned by Misters Belitsos and Wolfe for the north portion of property that is already Urban Service Area for the south half of the property. As part of the proposed amendment, staff has also included an abutting developed commercial property (Campus Fortress LC) on the south side of Lincoln Way with the amendment request. Story County and the City of Gilbert agreed to initiate the amendment process on October 4, 2016 and October 3, 2016, respectively.

**Staff proposes a slightly different amendment to the Fringe Plan than originally envisioned by the applicant. Staff believes that the Urban Services Area designation should be changed as was requested. However, rather than change the area designated as Highway Oriented Commercial to Urban Residential to allow for annexation, a text amendment that allows for annexation of commercial area would be appropriate for this site and for broader application in the future. The applicant's goal of annexation can be met with either staff's approach or their original request.**

The Ames Urban Fringe Plan is a shared land use plan cooperatively developed by Story County the City of Ames and the City of Gilbert made possible through a 28E intergovernmental agreement. The 28E Agreement lays out processes for annexation, subdivision, plan review and amendments for lands within the Fringe Area. The Urban Fringe Plan has two important layers of policies that are depicted on a Land Use Class map and a Land Use Framework map. The Land Use Class map designates property into one of three designations that then defines how subdivisions are reviewed and what type of land may be annexed into a City. The Land Use Framework Map identifies the types of acceptable uses in the Fringe area that match corresponding development policies of the Fringe Plan. **The 28E agreement requires that, before any land may**

**be annexed into a city, the Land Use Class map for a property must have an Urban Service Area designation.**

The subject area is Highway Oriented Commercial and Rural Urban Transitional (Attachment B and C). For it to be annexed, it must be changed from Rural Urban Transitional to Urban Service Area as a Land Use Class. However, City staff believes there is a disconnect in the Fringe Plan policies about the Land Use Framework and annexation requirements because they prohibit the annexation of Highway Oriented Commercial lands even when the polices for the Convenience Commercial Node that overlap the Highway Oriented Commercial designation support annexation for new development. (Attachment E includes relevant policies of the Fringe Plan.) To address these apparently conflicting policies for this area, **staff proposes retaining the Land Use Framework Map designation of Highway-Oriented Commercial to reflect the general use of the area and intent of the nearby Convenience Commercial Node, and to adopt a text amendment for annexation.** The text amendment shown below would create a new Policy 10 that specifies HOC land can pursue annexation if it is within the Urban Service Area designation.

*Proposed- HOC Policy 10: When Highway-Oriented Commercial property is within an Urban Service Area designation, a property may be annexed without a Land Use Framework Map Amendment. The intent of this option is to further the policies of the Convenience Commercial Node, specifically CVCN Policy 5.*

The proposed text amendment would at this time only apply to the same three properties that are part of this proposed Urban Service Area designation amendment. The remaining HOC properties in the Urban Fringe would not be able to seek annexation without a separate Fringe Plan Amendment for an Urban Service Area designation.

The Ames Planning and Zoning Commission considered this item at their meeting on November 2, 2016. Notice was mailed to all property owners within 300 feet of the proposed land use changes. Approximately 34 notices were mailed. No one from the public spoke. The Commission asked for background on the Fringe Plan and for this area. The Commission also asked for clarification on the annexation process and the future project review steps for proposed student housing project and how the impacts of student development will be assessed for CyRide and other issues. The Commission recommended approval of the Fringe Plan Amendment on a 4-1 vote.

### **ALTERNATIVES:**

1. The City Council may approve an amendment to the Ames Urban Fringe Plan to change the Land Use Map of Ames Urban Fringe Plan on the south side of Lincoln Way adjacent to and immediately west of the Ames corporate limits west to the Boone County line of 500<sup>th</sup> Avenue from Rural Urban Transition Areas to Urban Service Area, and include a new policy for lands designated as Highway Oriented Commercial to read as follows:

“HOC Policy 10: When Highway-Oriented Commercial property is within an Urban Service Area designation, a property may be annexed without a Land Use Framework Map Amendment. The intent of this option is to further the policies of the Convenience Commercial Node, specifically CVCN Policy 5.”

2. The City Council may approve of the Land Use Class map amendment to the Urban Service Area and a change to the Land Use Framework map to Urban Residential with no text amendment (*applicant's original request*).
3. The City Council may defer action and request further information or analysis from the staff.

**CITY MANAGER'S RECOMMENDED ACTION:**

The applicant originally requested a Land Use Framework map change to Urban Residential to allow for annexation. The applicant's development intent for the Belitsos/Wolfe property is for a residential student housing development. However, staff believes there is a disconnect in the Fringe Plan inasmuch as the stated policies exclude annexation of all Highway Oriented Commercial land while the Convenience Commercial Node language encourages commercial development and annexation to the City.

Due to the desire to have the commercial use continue in this area overall, staff believes the text amendment and Urban Service Area designation are appropriate at this time rather than labeling the area as residential to allow for annexation. Placing a residential land use designation on the Land Use Framework Map may give a perception of the type of development that may occur at a specified location and that could be inconsistent with the priorities of HOC and the Convenience Commercial Node. Ultimately the Fringe Plan does not control use, it is the underlying zoning that controls use, but the Plan relates development and subdivision policies to the Framework Map and its designated uses.

The alternative to staff's proposed amendment is to make a Framework Map amendment with the Land Use Class amendment and no text change, this alternative would also meet the interests of the applicant.

The 23 acres described for the Land Use Class designation of Urban Services is consistent with the City's Land Use Policy Plan that includes this area within the Southwest Allowable Growth Area. Decisions on use and density and infrastructure capacity would be addressed in subsequent steps of annexation and rezoning.

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative No. 1, thereby approving a change to the Land Use Class Map (See Attachment B) from Rural Urban Transition Areas to Urban Service Area, and adding an additional Policy to Highway Oriented Commercial designation that allows for annexation.**

## APPENDIX

**Request and Referral:** Trinitas, the applicant, has requested an amendment to the Ames Urban Fringe Plan. The developer has a clear desire for a specific project type on the subject site. This request is the first of a several step process for the development to occur. Trinitas has requested the amendment to support construction of a “cottage” style residential development at a proposed density level similar to that allowed in an FS-RL district. The proposed residential project would include the larger Belitsos/Wolfe parcel that is part of the Fringe Plan Amendment and the abutting Crane property along 500<sup>th</sup> Avenue that is already designated for Urban Services, this would total approximately 39 gross acres. The Trinitas letter is included as Attachment F.

The proposed amendment area is adjacent to and immediately west of the Ames corporate limits on the south side of Lincoln Way and along the Boone County line of 500<sup>th</sup> Avenue (see Attachment A). Staff expanded the Trinitas request to include the property, Campus Fortress LC, to the west of this site, since it also within one to two miles of the location of Convenience Commercial Node and would complete the designation of the south side of Lincoln Highway and could then be extended city water and sewer service if desired by the property owner and the City.

The total area subject to the amendment is approximately 23 acres spread across the three properties with frontage along the south side of Lincoln Way. Due to the arrangement and mix of uses on the north side of Lincoln Way, it is not in the City’s interest to expand the Urban Service Area designation to the north or further west than what is proposed. The appropriate time to consider further extension of the Urban Services Designation would be in conjunction with a specific redevelopment proposal in the area north or west of the subject amendment area.

### **Ames Urban Fringe Plan (Excerpt of Plan Policies are Attached):**

#### ***Rural Urban Transition Area***

The land use class, Rural Urban Transition Area, is separate from the land use designation, Highway Oriented Commercial. Highway Oriented Commercial is categorized under the land use class, Rural Urban Transition Area. The stated goals of the fringe plan for Rural Urban Transition Areas are “to be rural in character as it develops, but within an urban setting at some time in the future [page 19]. It also states that because of the proximity and/or juxtaposition in relation to city limits, development of these areas must be carefully orchestrated to be compatible with city development patterns.

Rural Urban Transition Area Goal 3.1 states that strategically located development of the Urban Fringe that will not be served by the City of Ames or City of Gilbert in the time horizon of the Ames Urban Fringe Plan. Any lands designated as Rural Urban Transition when abutting a city boundary seems to be in conflict with this goal of the Rural Urban Transition Area. Since the class is separate from the land use designation,

the Highway Oriented Designation could remain. This particular HOC designated lands should be identified as Urban Transition on the AUF map given its strategic location abutting the City's boundary.

### ***Urban Services Area***

The Urban Service Area of the Fringe Plan is described as lands into which Ames may expand its municipal boundaries as development occurs adjacent to city limits and are intended to be urban in character. Typically, lands within this area are annexed as they are developed. Lands on the south side of Lincoln Way adjacent to the west side of the City are located within identified Allowable Growth Areas in the Ames Land Use Policy Plan.

It could be argued that the Urban Service Area land class is the more appropriate land use class at this location because of the stated Urban Service Area Policies. All of the policies require or encourage development in the Urban Service Area to provide improvements consistent with the requirements of the City of Ames, which can only be done adequately when adjacent to the city boundary.

### ***Convenience Commercial Node***

The Land Use Frame Work Map shows a Convenience Commercial Node located at the intersection of Lincoln Highway and 500<sup>th</sup> Avenue. Convenience Commercial Node is a designation that fall under the Urban Services Area classification. The intent of a commercial node is to provide nodes of commercial development at a neighborhood scale for conventional suburban residential development. Convenience Commercial Node policies encourage development that serves the immediate neighborhood, but in a manner and scale that would be compatible with the residential character of the surrounding neighborhood. A Convenience Commercial Node is defined to represent areas for "neighborhood scale commercial development for conventional suburban residential developments and support a population base of 2000-3000 persons within a one to two mile radius." [See page 39 of the Ames Urban Fringe Plan].

There is a commercial node shown on the Ames Urban Fringe Map Policy 5 specifically states that annexations should be required by the City before development or further subdivision occurs.[Page 41] A change in land use class from Rural Urban Transition Areas to Urban Service Area would not change the intent of the Ames Urban Fringe Plan, given the location of the Convenience Commercial Node designation and its proximity to the proposed site. A Convenience Commercial Node does not have a defined boundary but is to serve an area; letting commercial development occur ad hoc as long as it is within the one – two mile radius of a node location.

Once the Commission has made a recommendation, the amendment must be considered by the City Council. If the Ames City Council votes to approve amendments to the Ames Urban Fringe Plan, then the amendment request will be sent on to the City of Gilbert and Story County. Based on the policies of the AUF plan, both Gilbert and Story County, must approve the proposed change. **Ultimately, it takes all three jurisdictions to agree to any change to (or to waive their interest in) the Ames Urban Fringe Plan.**



**Land Use Policy Plan**

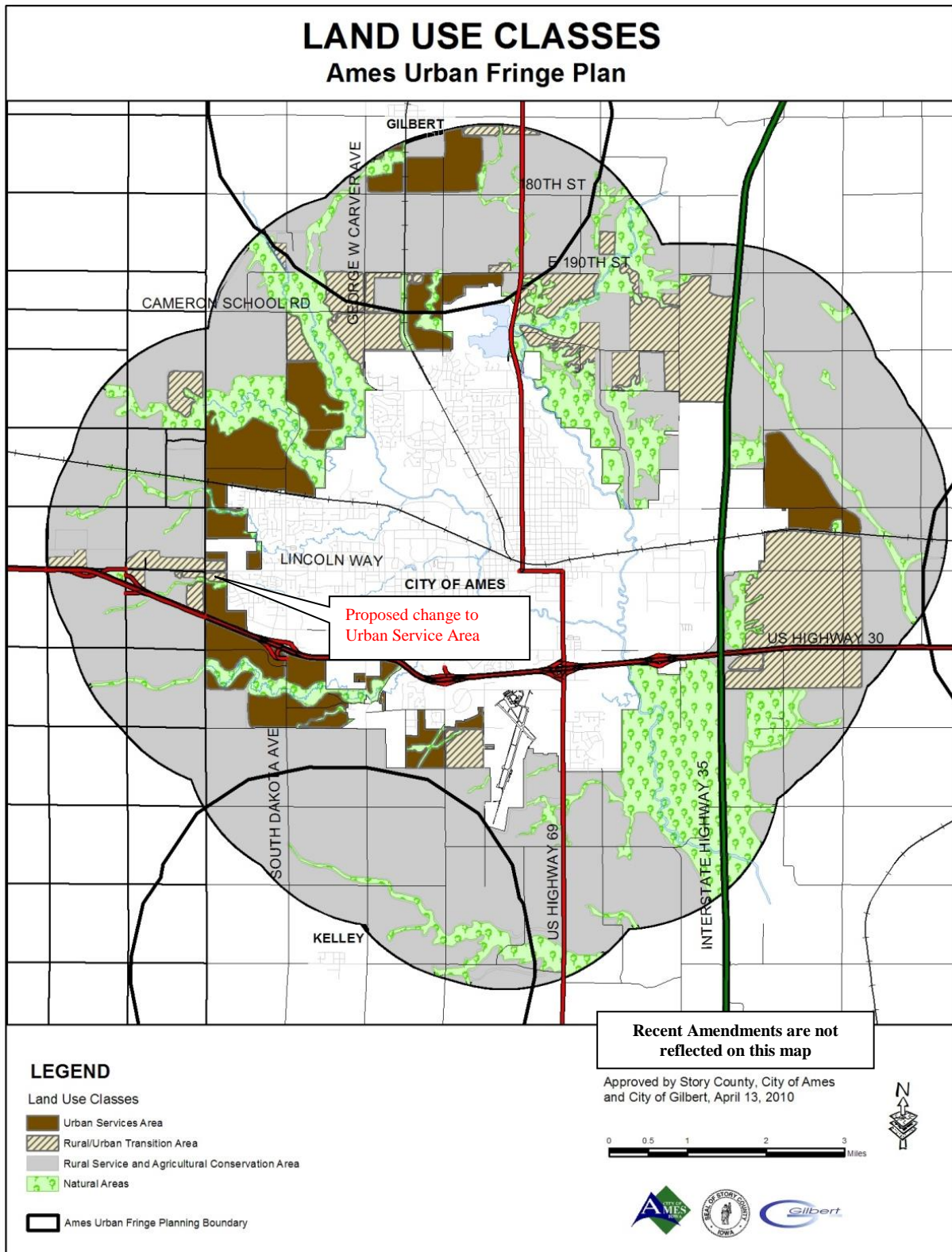
Staff believes the interest in annexation and development of the site is consistent with the City's general plans for growth due to the designation of the area as Southwest I Allowable Growth Area (Attachment D). The Land Use Policy Plan designates Allowable Growth Areas, identifying "new areas for growth and to establish incentives for their development." In general, the Allowable Growth Areas of the LUPP reflect the Urban Services Areas of the Ames Urban Fringe Plan, validating the change in the Ames Urban Fringe Land Use Class Map from Rural Urban Transition Area to Urban Service Area. The Fringe Plan Commercial Node designation also supports service by the City when a site is developed.

# Attachment A: Location Map

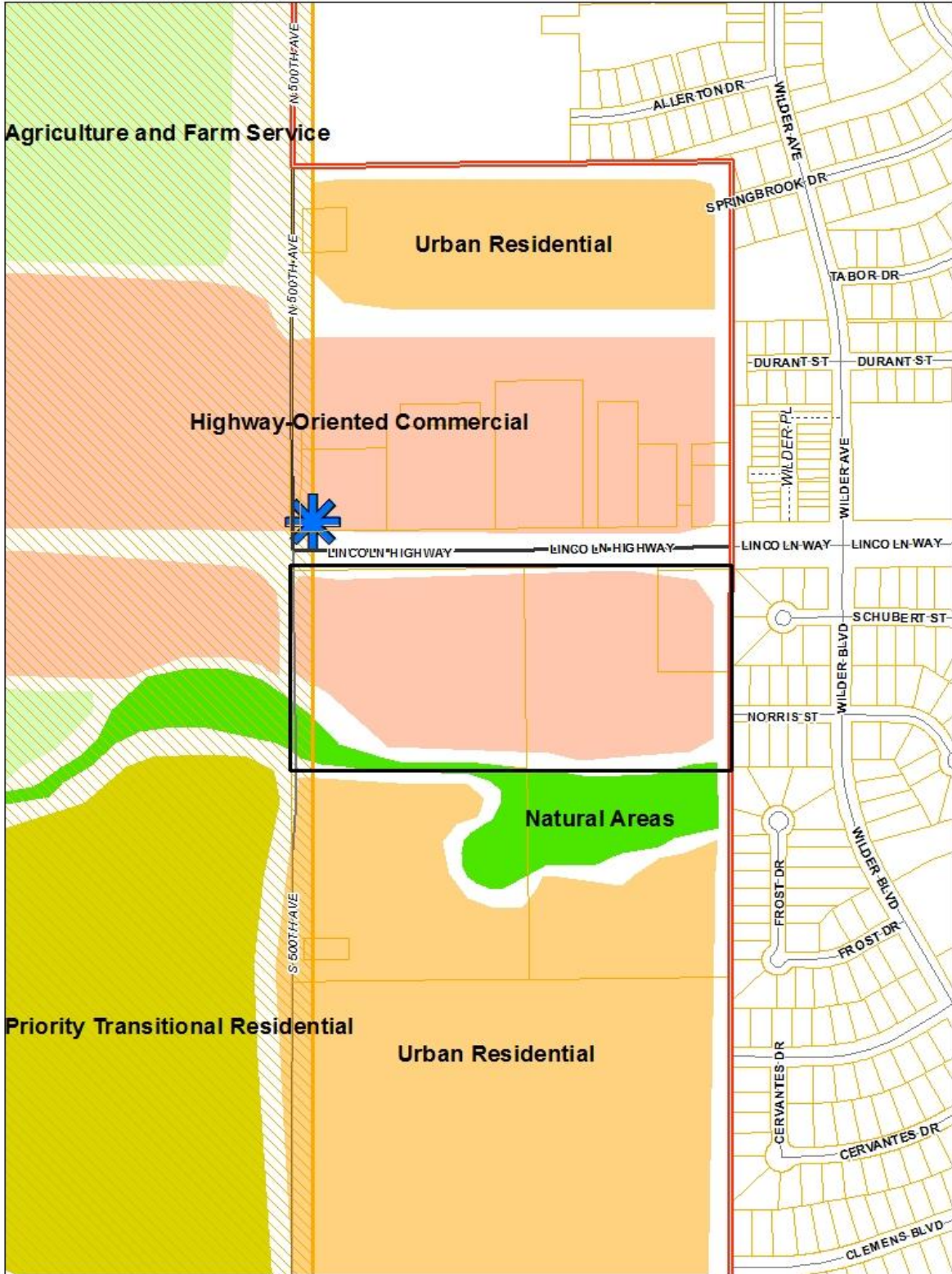


**Southeast Corner of Lincoln Way  
and 500th Avenue**

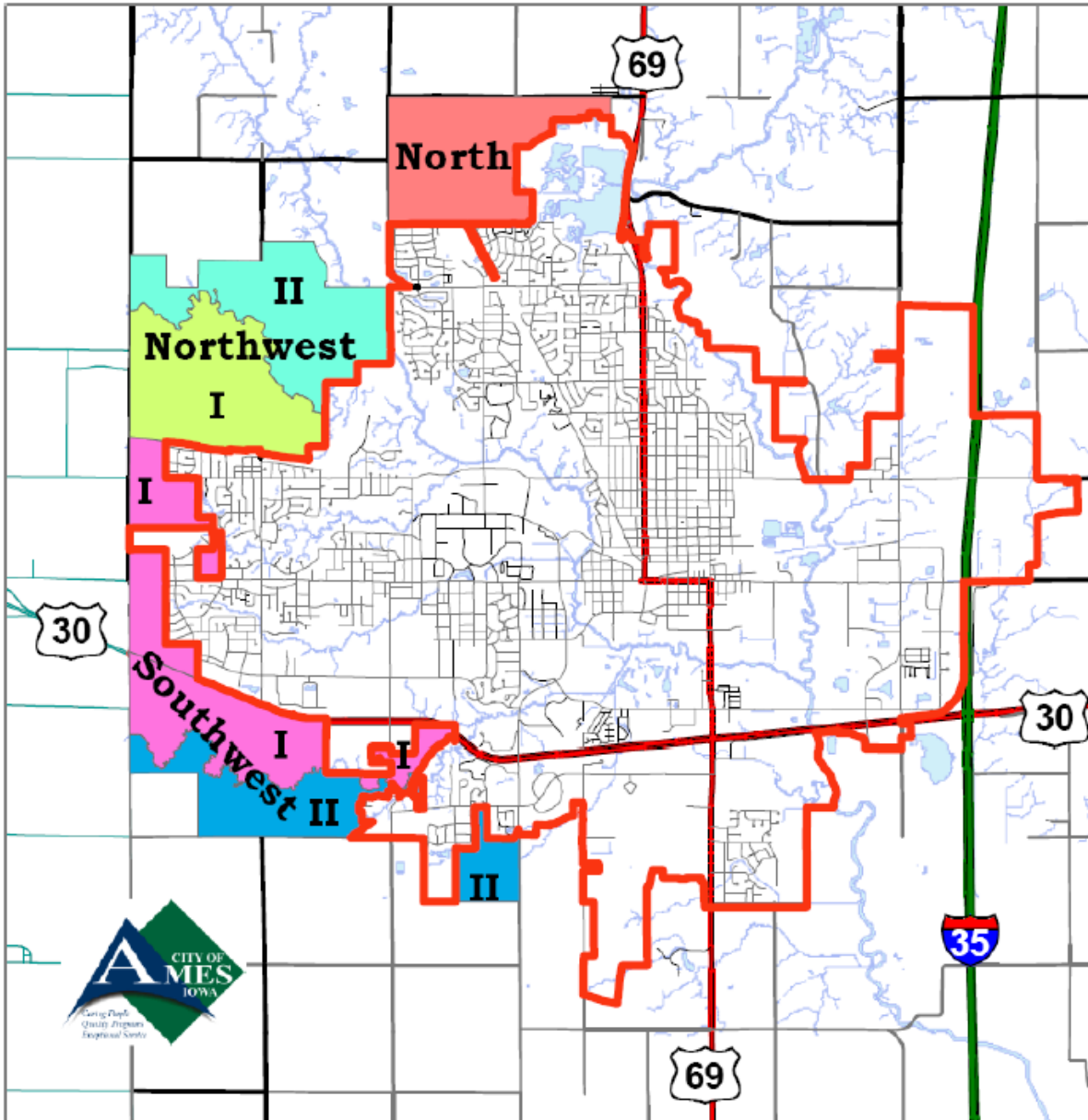
**Attachment B: Ames Urban Fringe Plan  
Land Use Classes Map**



**Attachment C: Ames Urban Fringe Plan  
Land Use Framework Map Excerpt**



**Attachment D: Allowable Growth Areas  
(Excerpt from Land Use Policy Plan)**



## **Attachment E: Land Use Policies (Excerpts from Ames Urban Fringe Plan)**

### **Rural/Urban Transition Area**

The Rural/Urban Transition Area is to accommodate rural development that can also be accommodated within municipal jurisdiction at some time, perhaps beyond the life of the Plan. This area coordinates public preferences for broad choices in rural development with orderly and efficient future transition between land uses within municipal limits and unincorporated areas. These areas are not necessarily expected to be developed under sole municipal jurisdiction during the life of the Plan, but because of their proximity and/or juxtaposition in relation to city limits, development of these areas must be carefully orchestrated to be compatible with city development patterns.

### **Key Issues and Goals for Rural/Urban Transition Area**

The Rural/Urban Transition Area represents a critical intersection of county and city land use policies. It is here that the greatest potential for conflict among cooperating communities exists, and also where the greatest potential for public frustration over a non-unified planning approach exists.

Lands in the Rural/Urban Transition Area, if developed appropriately, can contribute to efficiently meeting the needs of the City of Ames and City of Gilbert to grow, while also helping to meet the market demand for larger residential lots in a rural setting. Lands identified for future industrial or commercial use are also included in the Rural/Urban Transition Area, but not all of this land will be utilized this way in the near future. Until such time that conversion of these land resources is justified, land in the Rural/Urban Transition Area designated for industrial or commercial uses is best maintained for agricultural production.

Because of the dual role of land in the area, the Rural/Urban Transition Area becomes the center stage for cooperative planning among the City of Ames, City of Gilbert, Story County, and Boone County. All have strong interests in the land use of the area, and may therefore seek to apply differing policies at different times, depending on the location of proposed development. Therefore, a clear outline of split jurisdictional responsibilities, shared goals, and clear expectations are needed.

### Land Use

The Rural/Urban Transition Area is intended to create as smooth a transition as possible between rural and urban areas. Residential land uses occur, in some cases, at a density more typical of rural areas, while in other areas where city expansion is more likely in the near future, residential density is more typical of an urban area. Likewise, urban infrastructure standards may be applied in certain critical areas, while other areas are subject only to the minimum urban standards necessary to smooth potential transition into city limits in the distant future.

### Water and Wastewater

The provision of water and wastewater services in the Rural/Urban Transition Area will need to be carefully orchestrated to ensure that the needs of all cooperating communities are met, while unnecessary expenditures on urban-type services are eliminated where urban expansion is not anticipated in the near future. In certain areas, the installation of dry sewer and water services

may be necessary to ease the future rural-to-urban transition of development. Annexation and development agreements may also be necessary.

Transportation

The existing county road systems that include dirt, gravel, and hard-surfaced roads, will continue to be utilized within the Rural/Urban Transition Area. Boone and Story County shall have a limited paving program and generally will not pave roads or add new roads in this area unless and until traffic volume increases indicate the need to improve the system in order to provide safe roads. However, developer-funded additions to the road system are probable in keeping with city and county subdivision improvement standards. System expansions must be done within the fiscal means of the county and should provide flexibility to evolve as needs and technology change. The location and design of new facilities should be compatible with the Cities of Ames and Gilbert street networks and transportation plans. Street systems shall protect the character of existing areas. Transportation system planning is an on-going process that should be flexible, but comprehensive, open to public participation, and long-term focused.

Public Facilities and Services

Development within the Rural/Urban Transition Area should not expect the same level of public facilities and services as the urban growth areas of the City of Ames and City of Gilbert. New public facilities and services are likely to be built and provided in the urban growth areas as the cities develop. Services shall be provided as the density of population increases, making the provision for services efficient and cost-effective. In rural areas, the affected county will maintain its existing levels of law enforcement and emergency services.

In addition to the goals stated above for all areas, the following goals guide planning and management of land use in the Rural/Urban Transition Area.

*RUTA Goal 3.1*

Provide for strategically located development in portions of the Urban Fringe that will not be served by the City of Ames or City of Gilbert in the time horizon of the Ames Urban Fringe Plan.

*RUTA Goal 3.2*

To prepare non-agricultural development for efficient rural-to-urban transition.

*RUTA Goal 3.3*

To ensure that new development has safe and adequate water and wastewater service and other adequate facilities and that there is sufficient space for these facilities to be improved so that they may become public facilities.

*RUTA Goal 3.4*

To maintain the rural character of the surrounding countryside.

*RUTA Goal 3.5*

To maintain the county road system and effectively incorporate new subdivision roads and other system expansions in the existing and planned road system.

## **Urban Service Area**

The Urban Service Area contains the lands into which Ames and Gilbert may expand its municipal boundaries as development occurs. This area is adjacent to city limits and should be planned for urban development, with urban development standards, such as centralized water and wastewater services. These areas should be protected from any form of development that would constrain the efficient growth of the communities. Inappropriate development includes low-density residential lots served by on-site wastewater treatment systems and other forms of rural development. This will enable Ames and Gilbert to grow in unison with the growth in the Ames Urban Fringe, in an orderly manner where there is coordination of annexation with the timely and efficient extension of public facilities and services.

## **Key Issues and Goals for Urban Service Area**

### *Balanced, Smart Growth*

Rural and city residents are affected by large lot, scattered development in the Urban Fringe. Development that occurs in a disorderly, unplanned pattern can create barriers to planned expansion of infrastructure and city boundaries. Infrastructure is expensive and barriers add unnecessary costs to the expansion and extension of services. Expansion of infrastructure is critical to the physical and economic health of each county, Gilbert, and Ames. Unplanned, sporadic residential growth also consumes areas ideal for agricultural uses. There are areas within the Urban Fringe where high value agricultural land needs to be preserved. There are also natural areas that are negatively affected by residential development. Sprawling development increases the area of conflict between agricultural uses and residential development. It is critical that the Ames Urban Fringe Plan provide better guidance for the timing and intensity of land use and development decisions.

### *Utility Capacity and Service Area Definition*

Ames and Gilbert expect to grow beyond their current boundaries. Both communities have identified areas where infrastructure can be efficiently extended in the next 30 years. Property owners in the Urban Fringe have reasonable expectations for the extension of centralized water and sewer service in the future. Developed rural water suppliers provide rural levels of service; however, limited capacity for adequate fire protection exists.

On-site wastewater treatment systems can be used successfully by certain levels of non-urban development. These systems, however, are not ideal for suburban and urban-intensity development and are very costly when they fail. When these areas are annexed, conversion to urban-type wastewater treatment system is also very costly, for property owners as well as taxpayers. Requiring up-front installation of infrastructure or agreements for the development of infrastructure in order to install municipal water and sewer service will be required for development within the identified growth areas. When on-site systems are requested for planned areas outside of the growth area, these areas will be reviewed by their proximity or affect on the municipalities. Additional requirements for water and sewer services, both on-site and off-site, may be required in some locations.

### *Development in Identified Growth Areas*

Identified growth areas delineate locations where the communities expect to support growth over the next 30 years. Development within these growth corridors will be required to provide the necessary infrastructure to support the expanding urbanized population. If interim development



is allowed, it should not create a barrier to future infrastructure expansion and growth. Such development should entail explicit development and annexation agreements and may require the installation of “dry” sanitary and sewer systems – meaning installing the necessary water and sewer infrastructure that will eventually connect to municipal services. Since the growth areas provide undeveloped areas for planned growth for City of Ames and City of Gilbert development, these unincorporated areas should be reserved for annexation. Involuntary annexation should not occur unless it is determined that the affected community has sufficient capacity to serve the location with municipal infrastructure and services, including but not limited to public safety services, water, sewer, and road maintenance. However, reasonable availability of adequate municipal water and wastewater service does not mean that infrastructure will be extended to each vacant parcel. It means that the affected community, in review of the annexation, will provide for the extension of utilities to existing developed parcels in a reasonable time frame as specified in State of Iowa law.

#### *Peripheral Development*

There has been a proliferation of new parcels created through the plat of survey process. Historically, there has been little political resistance to these incremental, small subdivisions of land. This practice has created more intensive development without the consideration of the cumulative impacts. These developments form an obstacle to rational urban growth. Irregular platting of land becomes a prime motivation for defensive actions by the City of Ames because it provides obstacles to orderly city growth.

#### *Rural Planning and Development Regulations*

Rural residential development may consume valuable farmland, generate public services demands usually exceeding revenues from the development, often interfere with normal farm practices, and increases pressure on the conversion of farmland. Designated areas for rural development avoid creating barriers to the long-term growth of the City of Ames and City of Gilbert and the preservation of valuable farmland and farm economy.

#### *Fiscal Planning*

Development patterns impact the ability of Boone County, Story County, the City of Gilbert, and the City of Ames to provide public facilities and services generated by new development. The establishment of impact fees or “pay-as-you-grow” programs for new growth may be necessary to promote development in designated areas. Service and infrastructure capacity should be in place to serve designated growth areas. Development outside of service areas is costly and should be avoided or should be required to pay the expense of inefficient growth.

#### *Development Review Process*

Development review is the key implementation mechanism for the Ames Urban Fringe Plan. Defining a common and straightforward development review process for land use decisions in the Ames Urban Fringe, building on shared plan that identifies growth goals and objectives with specific growth policies, results in a common understanding of each other’s jurisdictions, goals, and objectives, and provides more streamlined and effective development decisions.

In addition to the goals stated above for all areas, the following goals guide planning and management of land use in the Urban Service Area.

*USA Goal 4.1*

Ensure that development and improvements in the Urban Fringe are consistent with Ames Urban Fringe Plan.

*USA Goal 4.2*

Ensure that new development has adequate public facilities.

*USA Goal 4.3*

Require new development to fund the cost of new improvements and services required by new development.

*USA Goal 4.4*

Coordinate infrastructure development and provision of services with applicable entities.

## **Highway-Oriented Commercial (HOC)**

This designation applies to commercial land uses along arterial corridors that are primarily designed to accommodate the automobile. It is intended to provide for an orderly and efficient transition between existing or future urban areas and the rural, unincorporated areas.

HOC Policy 1: Highway-Oriented Commercial designation includes commercial uses that are more compatible with the characteristics of rural areas than with urban commercial corridors and centers.

HOC Policy 2: Strategically locate Highway-Oriented Commercial in targeted areas along high traffic transportation corridors. (Relates to RUTA Goal 3.2, 3.5)

HOC Policy 3: Give preference to clustering of uses in order to limit the short-term and long-term costs associated with infrastructure improvements and the distribution of public services. (Relates to RUTA Goal 3.2, 3.4)

HOC Policy 4: Require urban transportation infrastructure to meet the demands of high vehicular movement. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 5: Require full urban infrastructure standards under certain conditions such as location with respect to existing or planned urban infrastructure, intensity or size of development improvements, timing of development, development design, and commercial use, such as a restaurants, water intensive uses, or places designed for the gathering of people. Such urban infrastructure standards may include, but not be limited to, wastewater treatment and potable water distribution of sufficient size to support emergency services. If these improvements are not installed at the time of development, require infrastructure assessment agreements. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 6: Where the city does not require urban standards, require temporary common wastewater collection systems that meet IDNR and city specifications, and temporary common water distribution systems, such as wells or rural water services, that meet specifications of the City of Ames or City of Gilbert. Require agreements that if and when the property is annexed to a city, the land developer and/or landowner shall be responsible for the full cost of abandoning the rural systems and connecting to urban infrastructure. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 7: Make provisions to protect environmental resources, environmentally sensitive areas and adjacent Natural Areas. (Relates to RUTA Goal 3.4)

HOC Policy 8: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR, county and city standards. (Relates to RUTA Goal 3.4)

HOC Policy 9: Require annexation and development agreements to guide future transition of the subdivision/development into the City of Ames or City of Gilbert. (Relates to RUTA Goal 3.2)

### **Convenience Commercial Node (CVCN)**

Convenience Commercial Nodes represent areas for neighborhood scale commercial development for conventional suburban residential developments and support a population base of 2000 – 3000 persons within a one to two mile radius. Total land area of a Convenience Commercial Node is generally between one and ten acres. Land use and standards for building placement and materials, landscaping and screening, signage and lighting ensure compatibility between the commercial activity and adjacent residential land uses will be.

CVCN Policy 1: Require land uses that serve convenience and localized neighborhood needs and are functionally and aesthetically compatible with surrounding residential land uses.

CVCN Policy 2: Each commercial building can be no larger than 35,000 square feet, and is located within a cluster of other commercial land uses, which cannot exceed a total of 100,000 square feet.

CVCN Policy 3: Locate Convenience Commercial Nodes on streets of collector class or greater.

CVCN Policy 4: Require clustering of uses to limit the short-term and long-term costs associated with infrastructure improvements and the distribution of public services.

CVCN Policy 5: Require annexation by the city before land is developed or further subdivided. In some cases, depending on the initial square footage to be developed, type of commercial use, or timing of development, the City may determine that convenience commercial node is to be rural in character and may not be required to be annexed until some time after initial development.

CVCN Policy 6: Require urban infrastructure standards and subdivision standards, including urban right-of-way standards, urban street construction, urban sanitary and water systems and urban storm water management systems.

CVCN Policy 7: Where the city does not require annexation before development, require temporary common wastewater collection systems that meet IDNR and city specifications, and temporary common water distribution systems, such as wells or rural water services, that meet specifications of the City of Ames or City of Gilbert. Require agreements that if and when the property is annexed to a city, the land developer and/or landowner shall be responsible for the full cost of abandoning the rural systems and connecting to urban infrastructure.

CVCN Policy 8: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR, county and city standards.

CVCN Policy 9: Where the city does not require annexation, require annexation and development agreements to guide future transition of the subdivision/development into the City of Ames or City of Gilbert.

## Attachment E: Applicant's Request

August 5, 2016

Honorable Mayor & City Council  
City of Ames  
515 Clark Avenue  
Ames, Iowa 50010

**RE: Request for a Council Action on Parcels in West Ames**

Honorable Mayor & City Council:

Trinitas has acquired options to purchase two parcels for residential development in west Ames. The Crane and Belitsos/Wolfe properties are shown on the map below. The Crane parcel is 13+ acres (including County right of way) and the Belitsos/Wolfe property is 21 acres, for a total of approximately 39 acres.



Trinitas met with the Planning Director Kelly Diekmann on July 22nd and was advised that City Council action is required before these parcels can be annexed into the City of Ames for residential development. Trinitas is proposing a townhome/cottage style development in the area using the F-PRD zoning process at an FS-RL density level. In order to proceed with the annexation process Trinitas needs City Council to permit the following:

- Authorize City Staff to proceed with an amendment to the Ames Urban Fringe Joint and Cooperative Agreement (the "Plan") and the related Land Use Framework Map of the Plan to designate the parcels as being within the Urban Service Area.
- Authorize City Staff to initiate the annexation into the City of Ames, once the Plan is amended.
- Authorize consideration of an ordinance change to allow the "dwelling house"<sup>1</sup> as an allowable use in an F-PRD zone. This would allow for 4-5 bedroom units with unrelated tenants. The "dwelling house" is currently only allowed in the RM and RH zones.
- Authorize City Staff to proceed with a sanitary sewer analysis of the property to make sure there is sufficient capacity for the development's planned density.

<sup>1</sup> Section 29.20(60) of the Ames Municipal Code defines a "Dwelling House" as any building in an "RM" or "RH" district consisting of no more than one dwelling unit designed for and occupied exclusively by a single family, or by not more than one more person than the number of bedrooms, up to five people, provided there is one parking space per bedroom for units with two bedrooms or more, or in University Impacted areas 1.25 parking spaces per bedroom in units with two or more 4 bedrooms, and one bedroom units shall have 1.5 parking spaces per unit.

- Authorize City Staff to proceed with a traffic study, at the expense of Trinitas, with respect to the proposed development's impact on traffic in the area.

Trinitas is asking City Council to authorize proceeding with an amendment to the Plan to change the designation of the area adjacent to Lincoln Way on the Belitsos/Wolfe property from Highway Oriented Commercial ("HOC") within the Rural/Urban Transition Area to Urban Residential within the Urban Service Area. A strip of land adjacent to Lincoln Way is shown as HOC. Trinitas does not see a need for HOC in this area and, additionally, there is a wetland on that strip of land that severely limits any possible commercial development next to Lincoln Way. Furthermore, a commercial node is planned at the nearby intersection of Lincoln Way and 500th Avenue. There is sufficient HOC to serve the area.

Trinitas is planning for a mix of 1, 2, 3, 4 and 5 bedroom dwelling homes and duplex homes. Trinitas would prefer to rezone to F-PRD once annexation is complete. The residential densities planned for the parcel are appropriate for FS-RL zoning.

Trinitas is asking for change to allow the "dwelling house" in the F-PRD zone. The F-PRD process is at City Council's discretion and involves considerable planning with City Staff, Planning & Zoning review, and City Council approval of the site plan and architecture as part of the rezoning process. As such, the City will be able to exercise considerable control over the location of dwelling houses as part of the rezoning process. The F-PRD zone has the ability to assure adequate parking for the 4 and 5 bedroom dwellings.

Trinitas is also asking City Council to direct City Staff to begin the process to see if there is adequate sanitary sewer capacity to serve the development and to initiate a traffic study to determine the traffic impact of the development. Staff has informed Trinitas of the issue but would not proceed to study the issue unless directed by City Council.

Trinitas is looking to start construction of the project in Summer of 2017 with occupancy in August of 2018. In order to meet that schedule it is the desire of Trinitas that the Plan amendment be completed by the end of 2016, with annexation and the remaining action items to follow shortly thereafter and commence in the beginning of 2017. Annexation will be entirely voluntary and will not require any additional non-consenting parcels to be included in the annexation. Following annexation will be rezoning to F-PRD. The rezoning process is estimated to take 3-4 months which puts the construction start date at Summer 2017.

Trinitas is very interested in developing in Ames. After being turned down for development on S. 16th we asked City Staff for the best location for a Trinitas cottage style development, a product which will be new to Ames, and Trinitas was directed to the west Ames area. Fortunately for Trinitas we found property owners willing to sell in the area that City Staff felt appropriate for our development. We look forward to bringing our product to Ames in the near future.

Sincerely,



Travis J. Vencel

cc: Diane Voss, City Clerk  
Kelly Diekmann, Director, Planning & Housing  
Steve Schainker, City Manager

## Staff Report

**UPDATE ON SOCIAL SERVICE PROVIDERS TEXT AMENDMENT  
FOR UNINCORPORATED STORY COUNTY**

November 22, 2016

**BACKGROUND:**

The Ames Urban Fringe Plan was adopted in 2007 and a 28E intergovernmental agreement for its implementation was adopted 2011. The Fringe Plan identifies goals and policies for development within two miles of the City, identifying areas reserved for agricultural preservation (with limited residential potential), areas that would allow lower density residential uses with the expectation that they may someday be annexed into the City, and areas in which development will not occur until full city services are provided and the land is annexed. The implementation agreement expands upon how to administer the Plan and jurisdictional roles for development review with the boundaries of the Fringe Plan.

When it comes to zoning issues within the County, the implementation agreement states that zoning in the unincorporated area remains the sole domain of the County and that the City's jurisdiction is limited to subdivision review. However, it was anticipated that the County would maintain zoning districts and standards that would be consistent with purposes of the Fringe Plan to support agricultural uses and limit development in most areas in the Fringe Plan.

Story County has notified the City's planning staff that it will soon be considering a text amendment to allow Social Service Providers in the A-1 zoning district, subject to the approval of a conditional use permit issued by the Story County Board of Adjustment. **The request for the text amendment was spurred by Youth and Shelter Services' interest in a number of properties near Ames, but specifically one of the McCay properties located at 5500 240<sup>th</sup> Street in the Southwest Growth Area.** Much of the Southwest Growth Area is zoned A-1, but is designated in the Ames Urban Fringe Plan as an Urban Service Area for future annexation and development within the City.

County A-1 zoning currently allows for agriculture uses, single-family dwellings, cemeteries, stables and riding academies, and parks by right. A-1 zoning also includes a very broad list of conditional uses, but is silent on social service providers. It should be noted that under current County zoning, the list of allowed conditional uses in the A-1 zoning district include such diverse uses as private airports, gun clubs, power plants, drag strips and race courses, mining, concrete plants, construction and demolition landfills, and composting operations. The proposed amendment would add social service providers to the list of uses allowed by conditional use permits. The proposed amendment would apply throughout the County, not just to areas within the Ames Urban Fringe Plan.

## **STAFF COMMENTS:**

No specific action is required from the City Council for Story County to proceed with consideration of the proposed text amendment. However, as emphasized in the Fringe Area Plan, the Urban Service Areas should be protected from any form of development that would constrain the efficient growth of the communities.

If it desires, the City Council could choose to direct staff to prepare a formal response on the proposed amendment. The 28E implementation agreement anticipated that amendments would be made to the County zoning regulations and required the County to provide notice to the City to provide comment. **In this case, staff wants the City Council to understand the implications of the amendment is that individual sites could be approved with a conditional use permit in the Fringe Area that are not likely to be urban scale developments. This may or may not impede future annexation and urbanization. For example, the McCay property is situated in the area that the Council has directed staff to develop a master plan to support future development in the City of Ames. Whatever is built in this area in the immediate future could impact the City's future plan for development in the Southwest Growth Area.**

**While the City would hold no formal role in the review of a County conditional use permit, City staff could provide comments about any concerns for a specific site and its consistency with the Fringe Plan. The City would only have direct authority over a proposal if subdivision was requested as part of a project.**

## **OPTIONS:**

In the event that the City Council decides to weigh in on the proposed text amendment to allow a social service provider in the County A-1 zoning district, there are two types of comments that would be relevant:

### **Option 1:**

If the City Council believes that allowing a social service provider in the A-1 zoning district is incompatible with the intent of the Urban Fringe Plan, it can direct staff to develop and provide comments to the County.

### **Option 2:**

If the City Council believes that allowing a social service provider in the A-1 zoning district is not incompatible with the intent of the Plan, but wishes to ensure that City development standards are met or that a mechanism is in place to require annexation of the property at some future time, it can direct staff to prepare a recommended list of conditions to be presented to the Board of Supervisors. Those conditions could be incorporated into the County's Conditional Use standards or be presented to the County Zoning Board of Adjustment as conditions of approval of a conditional use permit if the project moves forward.



## Attachment-Excerpt of the Fringe Plan

As the Southwest Growth Area lies within the Urban Services area of the Fringe Plan, the following is intended to remind the City Council of the Urban Services Area intent [emphasis added].

Pg. 21

“The Urban Service Area contains the lands into which Ames and Gilbert may expand its municipal boundaries as development occurs. This area is adjacent to city limits and should be planned for urban development, with urban development standards, such as centralized water and wastewater services. **These areas should be protected from any form of development that would constrain the efficient growth of the communities.** Inappropriate development includes low-density residential lots served by on-site wastewater treatment systems and other forms of rural development. This will enable Ames and Gilbert to grow in unison with the growth in the Ames Urban Fringe, in an orderly manner where there is coordination of annexation with the timely and efficient extension of public facilities and services.”

....

And

Pg. 36

“This area is intended to be urban in character and become part of a municipal jurisdiction as it develops. **Urban services and development standards are required for development within this area.** Typically, lands within this area are annexed as they are developed.”

USA Policy 1: Require land uses and the intensity of development within identified growth areas to be consistent with the Ames Urban Fringe Plan.

....

Also, there are specific policies for development in the Urban Residential Areas (a subset of the Urban Services Areas).

Pg. 37

“UR Policy 1: This land use designation includes residential use in "traditional" Village Residential Development with minimum average net density of 8 units per acre. It also includes conventional single-family/suburban residential development with minimum average net residential densities of 3.75 units per acre and conventional suburban/medium density residential development with minimum average net residential densities of 10 units per acre. When combined in a development or area, conventional suburban single-family and conventional suburban medium density residential developments should not exceed 5 dwelling units per net acre.

**“UR Policy 2: Require annexation by the city before land is developed or further subdivided.**

“UR Policy 3: Require urban infrastructure and subdivision standards, including urban right-of-way standards, urban street construction, urban sanitary and potable water systems and urban storm water management systems.

**“UR Policy 4: Require land development agreements with the city before land is developed or further subdivided.**

**“UR Policy 5: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR and city standards.”**

Staff Report

**UPDATE ON LINCOLN WAY CORRIDOR PLAN**

November 22, 2016

**BACKGROUND:**

The objectives of the plan for the Lincoln Way Corridor are to create identity as a place, support multi-modal transportation, and revitalize properties with land uses that support the corridor's context and identity. To meet these objectives, the Corridor Plan includes Focus areas to address different priorities along the corridor. The Focus Areas allow for more in-depth review of contextual redevelopment options, rather than broad and general interests in redevelopment and intensification along the corridor. The City Council identified the following five Focus Areas during its April review of the consultant's initial findings:

1. Downtown Gateway (Clark Avenue to Duff Avenue)
2. Lincoln Way and Grand Avenue (Oak Avenue to Grand Avenue)
3. Oak to Riverside Neighborhood
4. Campustown Transition (Sheldon Avenue to Campus Drive)
5. Westside Mixed Use (West Hy-Vee Area/Beedle Drive to Colorado Avenue)

In June the consultants held a visioning workshop for the five chosen focus areas. Residents, business owners and the general public were invited to provide input on what is desired in individual focus areas and to identify places where they would like to see specific improvements in land use and development, urban design and character, or transportation and mobility. The workshop included visual preference surveys as well as chances to provide written comments on specific ideas. Responses for the overall corridor needs related to issues such as image and identity, bike and pedestrian-friendliness, aesthetics and character of streets and developments, housing conditions, connections to other destinations, and safe and effective transit.

Over the summer and fall the consultants evaluated the feedback received and drafted their preliminary assessment and recommendations for the corridor and the focus areas. On November 10<sup>th</sup> the consultants held Focus Area Workshops to present the recommendations for each of the focus areas for public comment. Property owners within the five focus areas were given notice by mailed postcards with additional publication, social media outlets, and the project and City websites being used for general notice of the workshop sessions. Presentation materials from the workshop sessions are on the project [website](#) for anyone who was unable to attend. The Focus Area presentation is the top link on the page at "click here."

The PowerPoint presentation of the workshop analysis and recommendations is included with this report. The PowerPoint includes what the consultant synthesized down from public input as objectives for the focus areas, as well as conceptual development modeling for each area. **Staff will review these recommendations with Council in more detail at the meeting on Tuesday.**

**Staff Comments:**

The Focus Area Workshops averaged between 10-15 people for each of the three sessions. Staff believes that the objectives identified in the recommendations are appropriate for the focus areas and that some clear priorities and options emerged during the corridor planning process. Priorities varied from improving access management and mobility along the corridor with minor building improvements to promoting additional infill to the west and for significant redevelopment adjacent to Downtown. **Staff believes that the greatest priority for identifying a vision and expected redevelopment is the Downtown Gateway area centered upon Kellogg due to development and community interest.** The likely lowest priority for redevelopment is the Grand/Lincoln Way area due to availability of land and lack of priorities for reuse compared to other areas in the corridor. Staff will discuss all of these areas in more detail at the City Council meeting.

**The next step for the consultant is to prepare a complete draft plan that addresses the whole corridor with continued refinements to the Focus Areas. Estimates of development potential for commercial square footage and housing units will also be available. The consultant believes that the first draft of the plan will be available for staff before the end of the year. Meeting this timeline of completing a draft plan allows for City Council, Planning and Zoning Commission, and public review at the beginning of next year with a goal for Council approval of a final plan in March.**

CITY OF AMES

**LINCOLN WAY**  
**CORRIDOR PLAN**

**Community Open House:**  
**Focus Area**  
**Recommendations**

**November 10, 2016**

# Today's Discussions

- ▶ **Review of Community Outreach**
- ▶ **Focus Area Recommendations**
- ▶ **Community Discussion**

CITY OF AMES

**LINCOLN WAY**  

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**CORRIDOR PLAN**

**Community  
Outreach Review**

# Community Outreach Review

- ▶ **March 2016:**
  - ▶ **Corridor-wide Workshop**
  - ▶ **Neighborhood Workshop**
  - ▶ **Business Workshop**
- ▶ **June 2016: Focus Area Visioning**
- ▶ **Project Website**
  - ▶ **Questionnaires**
  - ▶ **sMap**

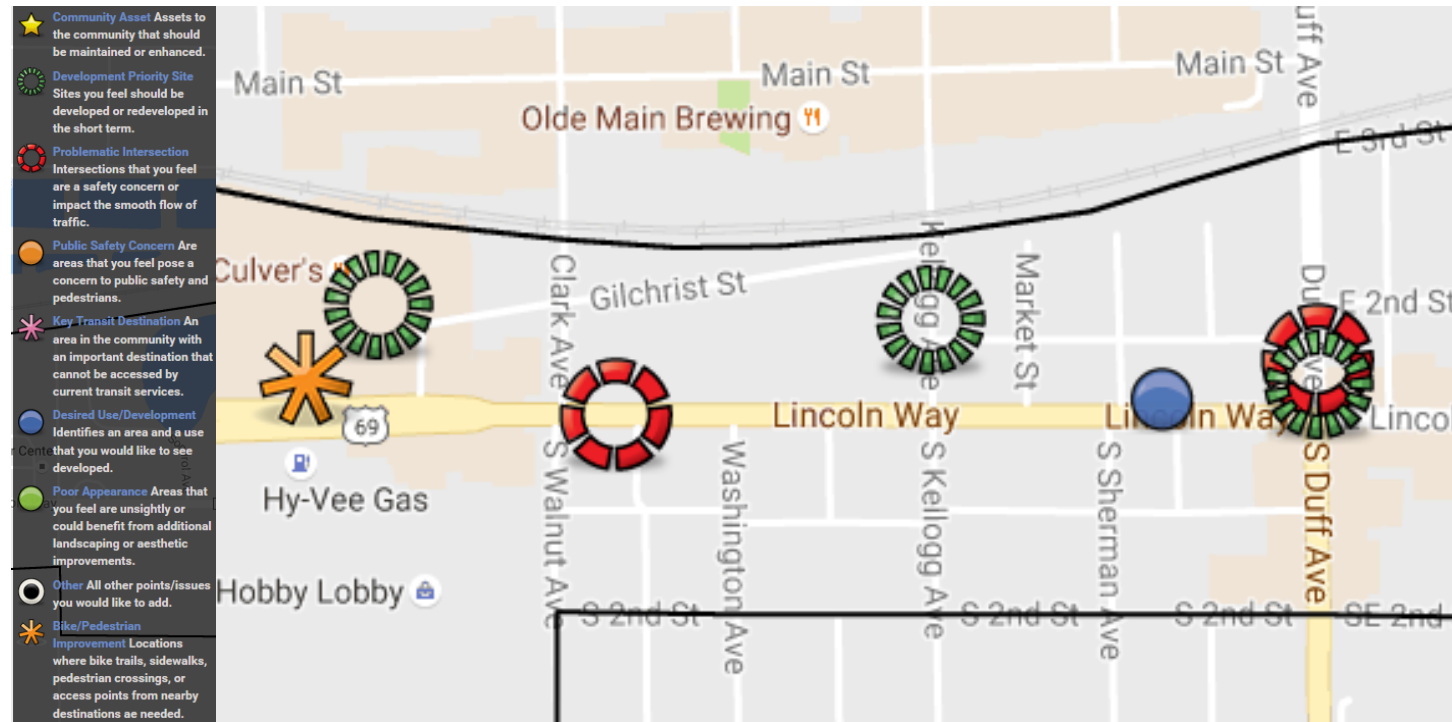


# Corridor-wide Outreach

- ▶ **Image and identity of Lincoln Way**
- ▶ **Bike and pedestrian-friendliness**
- ▶ **Aesthetics and character of street and development**
- ▶ **Housing conditions**
- ▶ **Connections to other destinations**
- ▶ **Safe and effective transit**

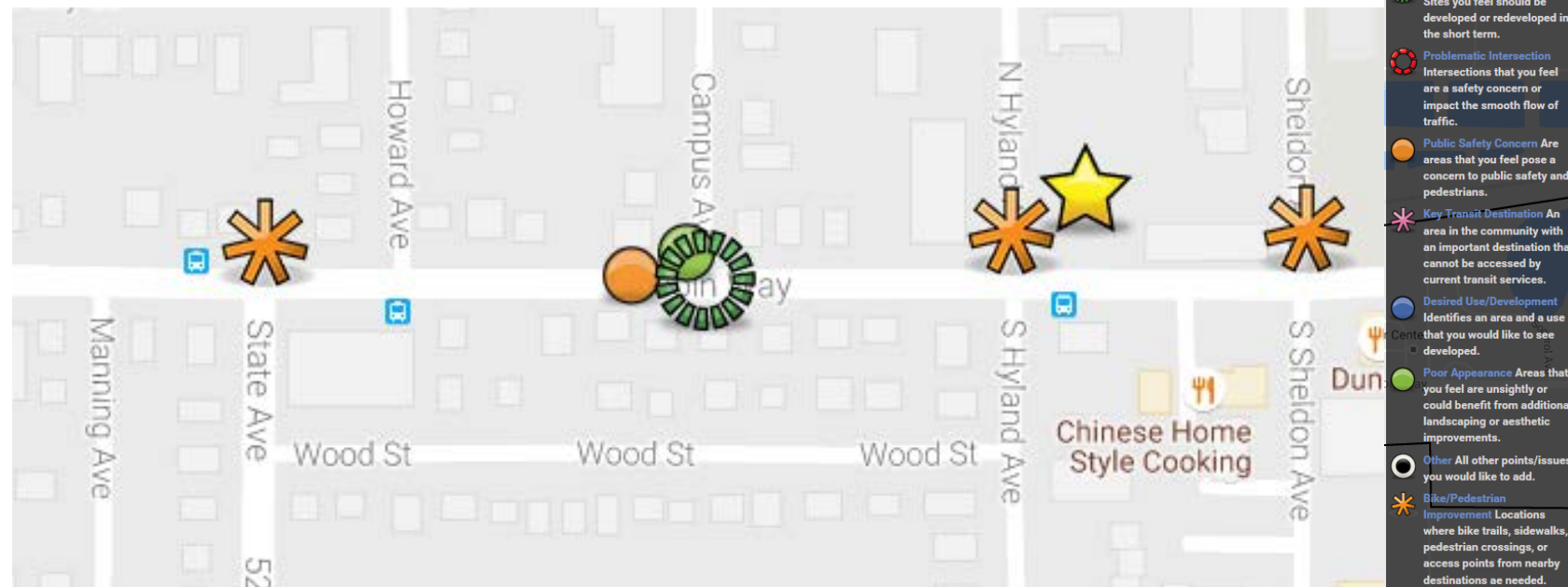
# Downtown Gateway Outreach

- ▶ Lack of optimized land use in Downtown area
- ▶ IDOT jurisdiction of Lincoln Way
- ▶ Need to encourage property assembly
- ▶ Need design guidelines for good character
- ▶ Wayfinding to Main Street is needed
- ▶ Hotel to serve Downtown area
- ▶ Entrance to downtown on Kellogg
- ▶ Parking management



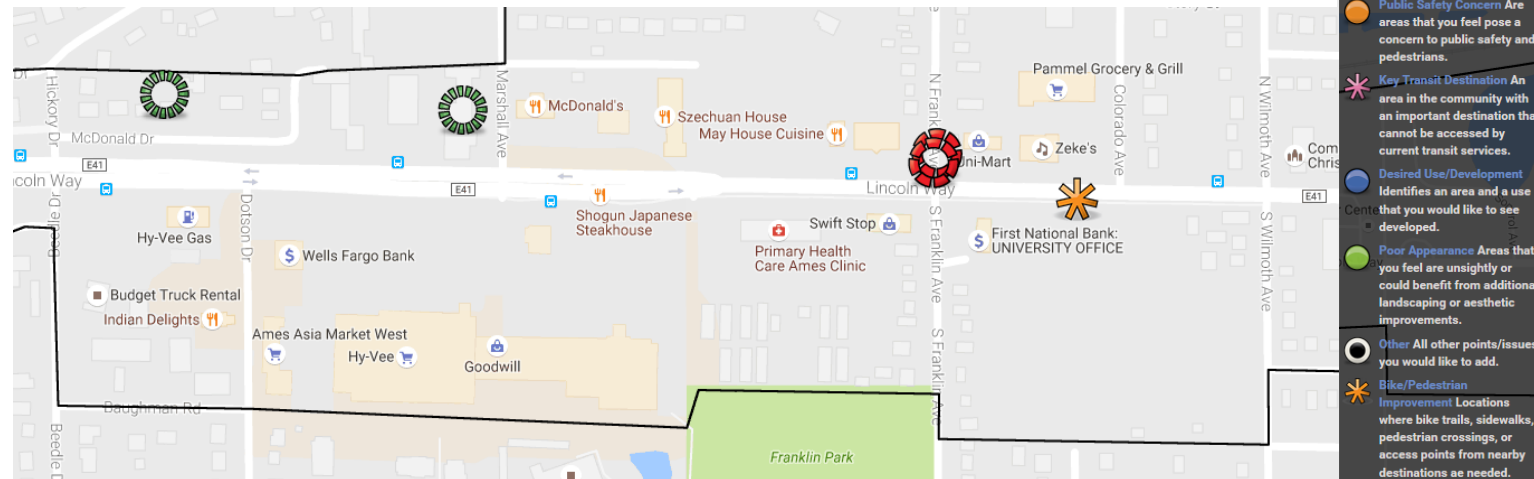
# Campustown Transition Outreach

- ▶ **Overall parking management**
- ▶ **Need transition to single-family areas**
- ▶ **Keep trees and green space as redevelopment occurs**
- ▶ **Need a clear end to Campustown**



# Westside Mixed Use Outreach

- ▶ **More dining options in this area**
- ▶ **Better landscaping for a more attractive commercial area**
- ▶ **More trees along the street**
- ▶ **Needs to be more pedestrian friendly**
- ▶ **Protect surrounding neighborhoods**

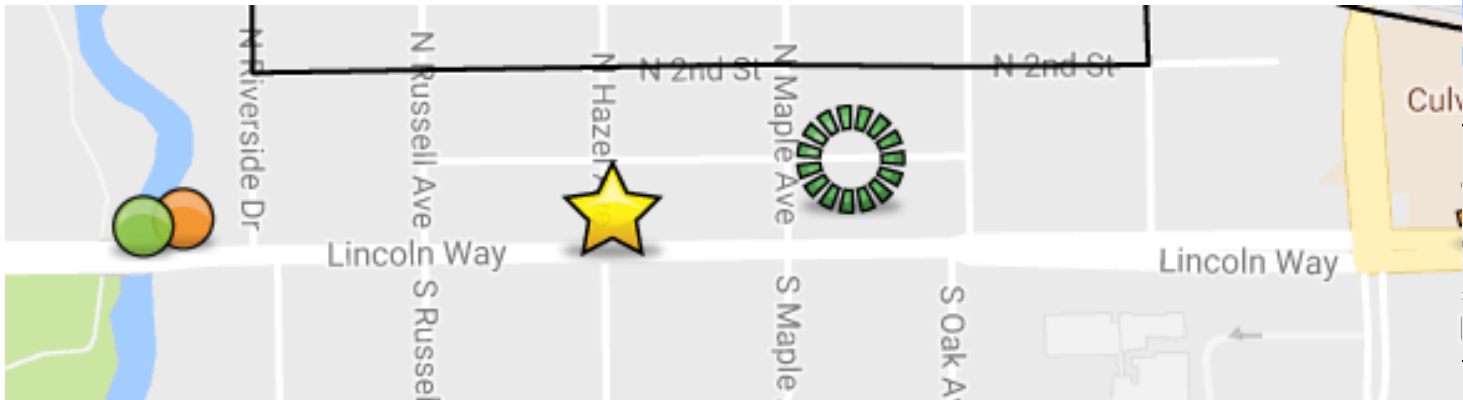


# Lincoln Way & Grand Ave Outreach

- ▶ **Good area for rowhomes of good character**
- ▶ **Possible expansion of Downtown area**
- ▶ **Screen railroad corridor**
- ▶ **Use old building for model of development character**
- ▶ **Better access to bike/pedestrian overpass/underpass**

# Oak-Riverside Outreach

- ▶ **Area between Downtown and Campustown is not bike/pedestrian friendly**
- ▶ **Preserve Squaw Creek as development occurs**
- ▶ **Preserve residential character of the neighborhood**



- Community Asset** Assets to the community that should be maintained or enhanced.
- Development Priority Site** Sites you feel should be developed or redeveloped in the short term.
- Problematic Intersection** Intersections that you feel are a safety concern or impact the smooth flow of traffic.
- Public Safety Concern** Are areas that you feel pose a concern to public safety and pedestrians.
- Key Transit Destination** An area in the community with an important destination that cannot be accessed by current transit services.
- Desired Use/Development** Identifies an area and a use that you would like to see developed.
- Poor Appearance** Areas that you feel are unsightly or could benefit from additional landscaping or aesthetic improvements.
- Other** All other points/issues you would like to add.
- Bike/Pedestrian Improvement** Locations where bike trails, sidewalks, pedestrian crossings, or access points from nearby destinations are needed.

CITY OF AMES

# **LINCOLN WAY**

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# **CORRIDOR PLAN**

## **Focus Area**

## **Recommendations**

# Downtown Gateway

- ▶ **Priorities & Objectives**
  - ▶ **Provide a clear link (physical and character) to Downtown Ames**
  - ▶ **Encourage the assembly of larger redevelopment lots**
  - ▶ **Support more intense development**
  - ▶ **Make Lincoln Way safer to walk along and across**
  - ▶ **Encourage a variety of uses that complement Downtown**



# Downtown Gateway



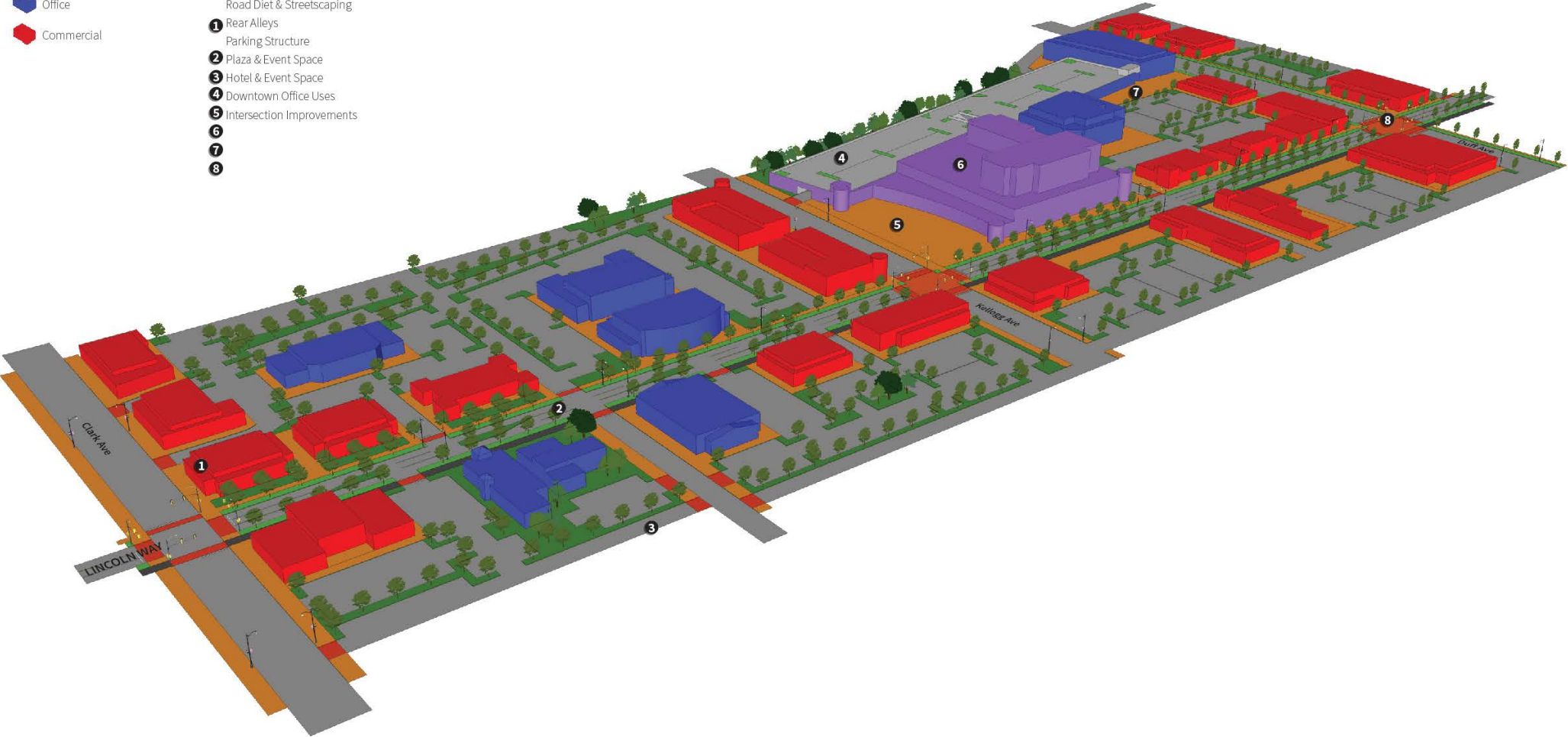
# Downtown Gateway

Focus Area Redevelopment Concept - *Alternative 1*

## Downtown Gateway

- Hotel
- Office
- Commercial

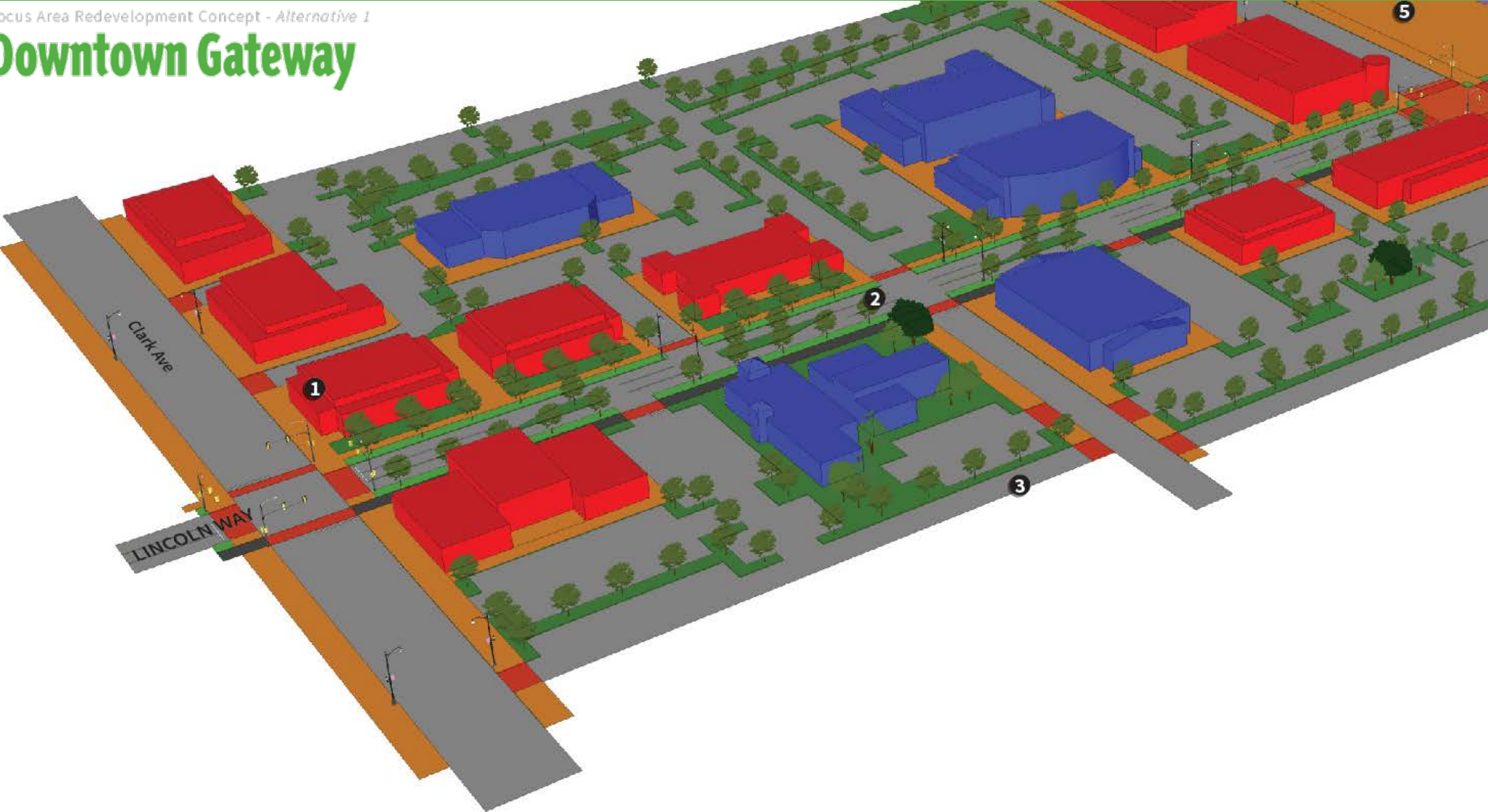
- Typical Commercial  
Redevelopment  
Road Diet & Streetscaping
- 1 Rear Alleys
  - 2 Parking Structure
  - 3 Plaza & Event Space
  - 4 Hotel & Event Space
  - 5 Downtown Office Uses
  - 6 Intersection Improvements
  - 7
  - 8



# Downtown Gateway

Focus Area Redevelopment Concept - Alternative 1

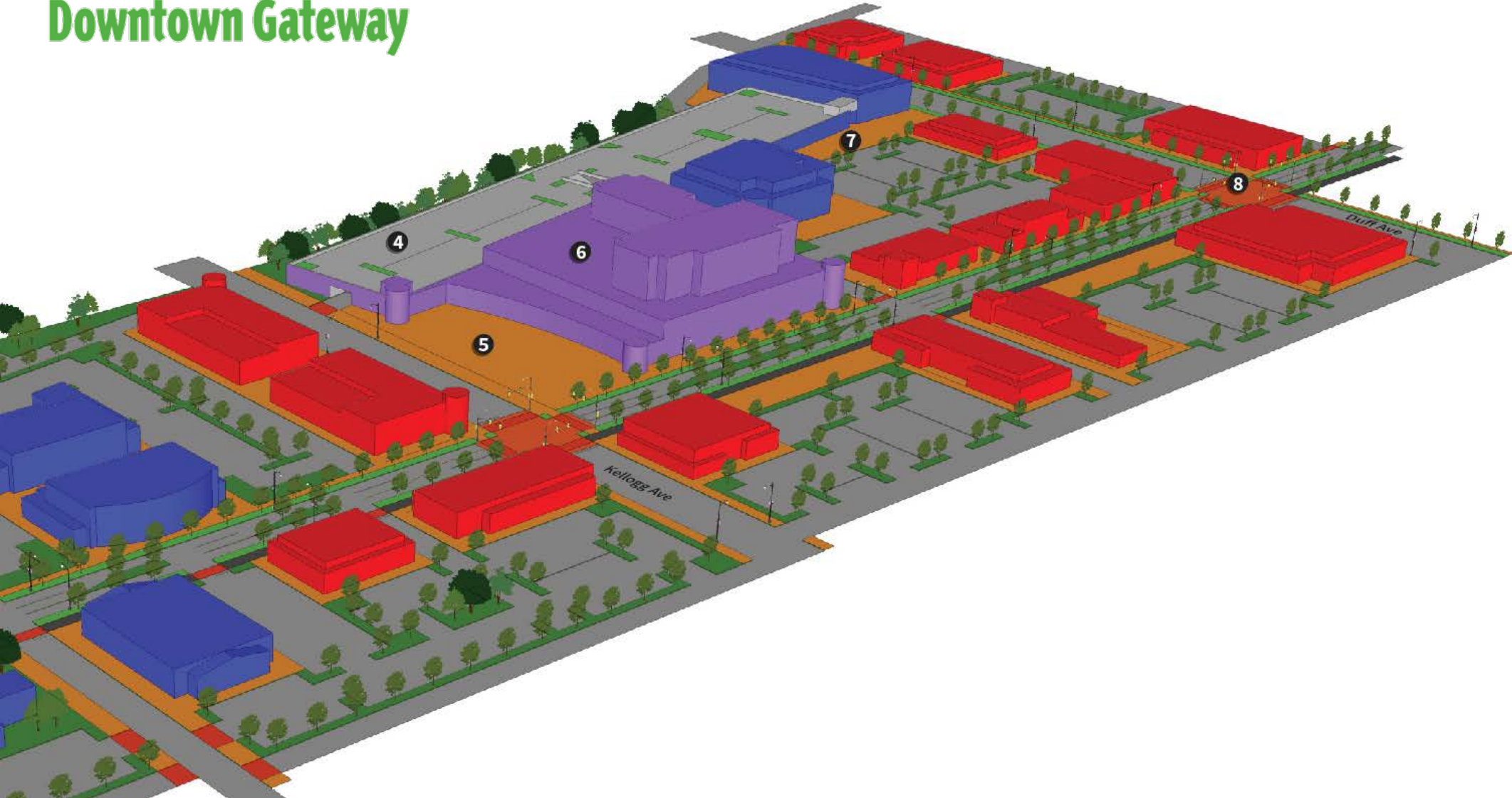
## Downtown Gateway



# Downtown Gateway

Focus Area Redevelopment Concept - *Alternative 1*

## Downtown Gateway



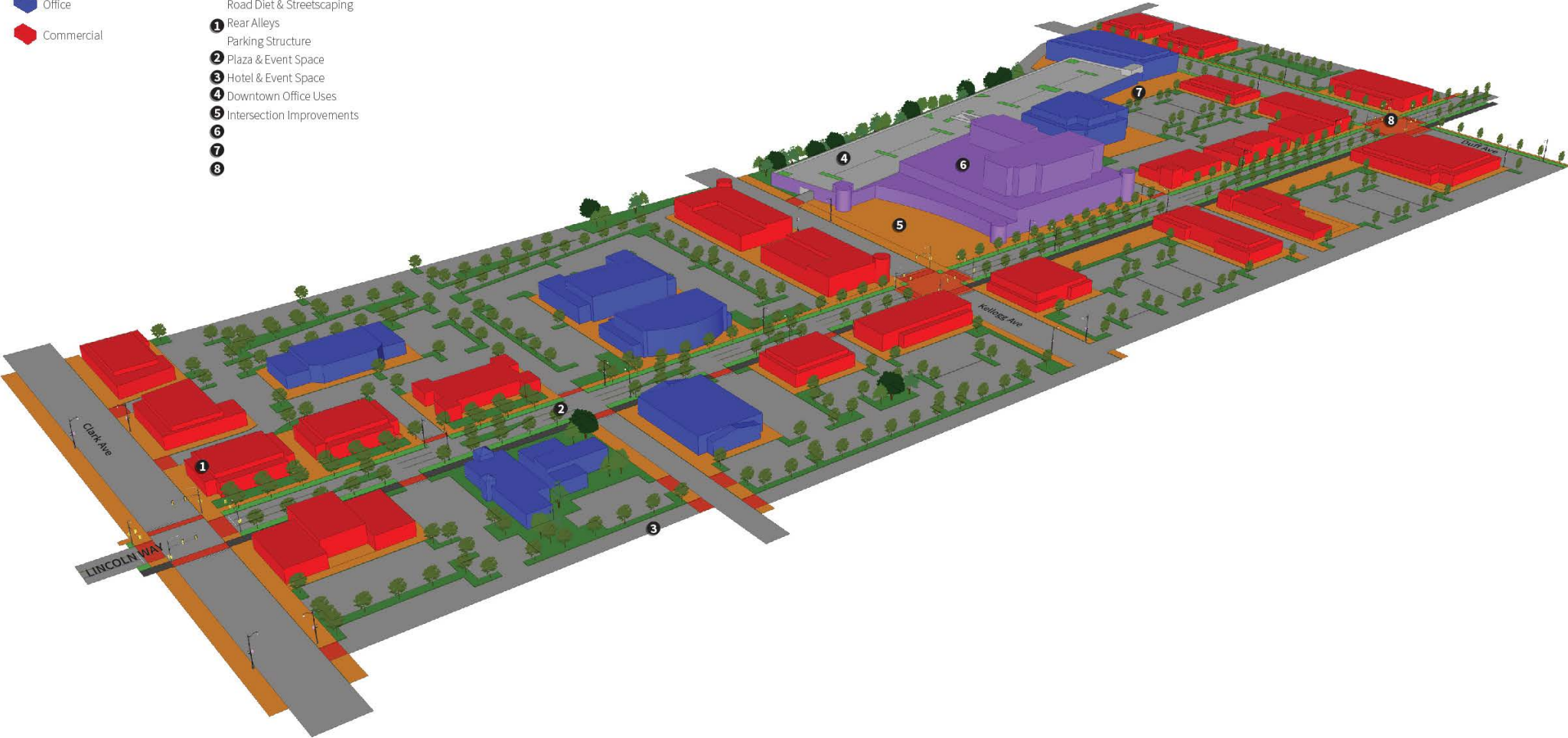
# Downtown Gateway

Focus Area Redevelopment Concept - *Alternative 1*

## Downtown Gateway

- Hotel
- Office
- Commercial

- Typical Commercial Redevelopment
- Road Diet & Streetscaping
- 1 Rear Alleys
- 2 Parking Structure
- 3 Plaza & Event Space
- 4 Hotel & Event Space
- 5 Downtown Office Uses
- 6 Intersection Improvements
- 7
- 8



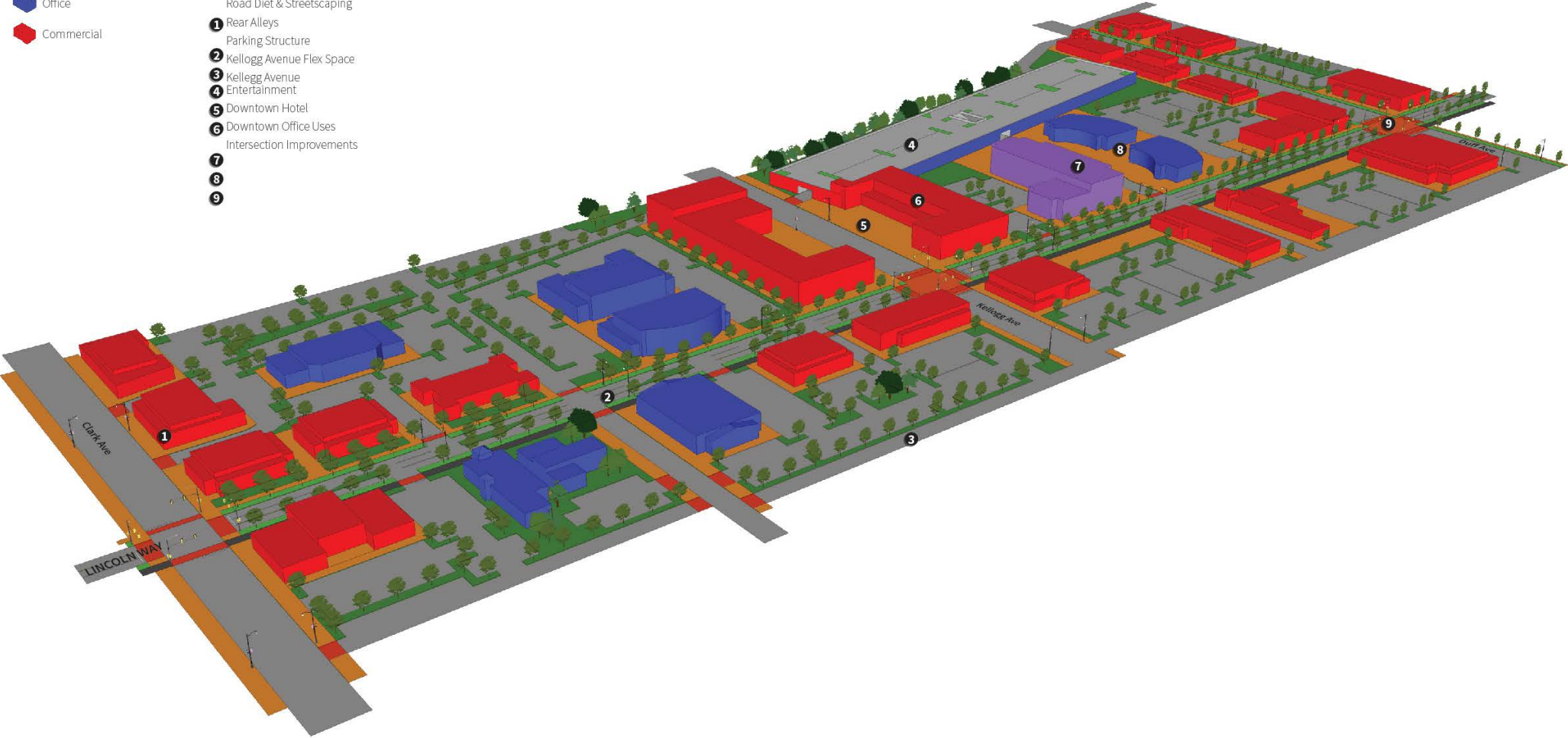
# Downtown Gateway

Focus Area Redevelopment Concept - *Alternative 2*

## Downtown Gateway

- Hotel
- Office
- Commercial

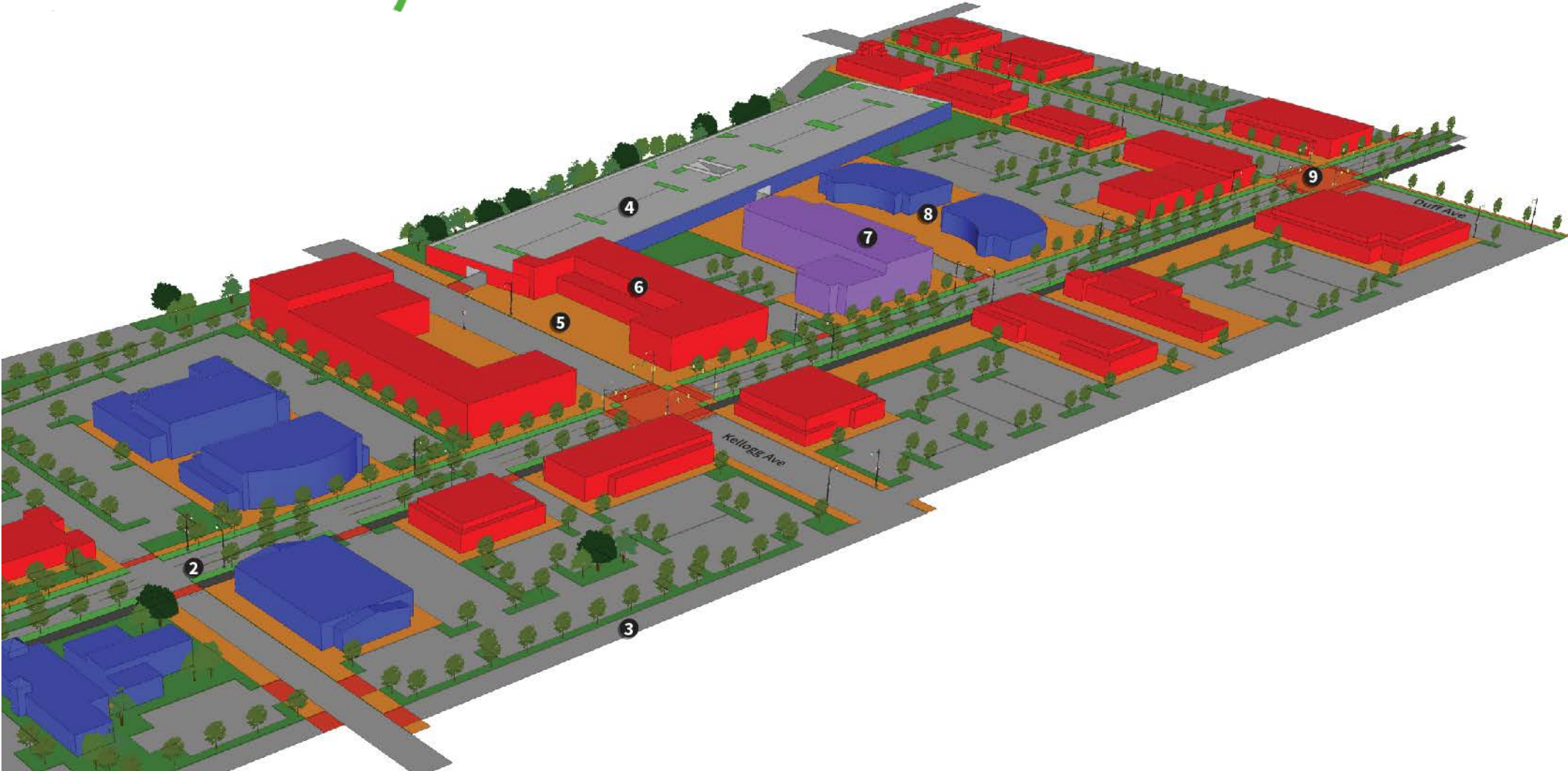
- Typical Commercial Redevelopment
- Road Diet & Streetscaping
- 1 Rear Alleys
- 2 Parking Structure
- 3 Kellogg Avenue Flex Space
- 4 Kellogg Avenue Entertainment
- 5 Downtown Hotel
- 6 Downtown Office Uses
- 7 Intersection Improvements
- 8
- 9



# Downtown Gateway

Focus Area Redevelopment Concept - Alternative 2

## Downtown Gateway

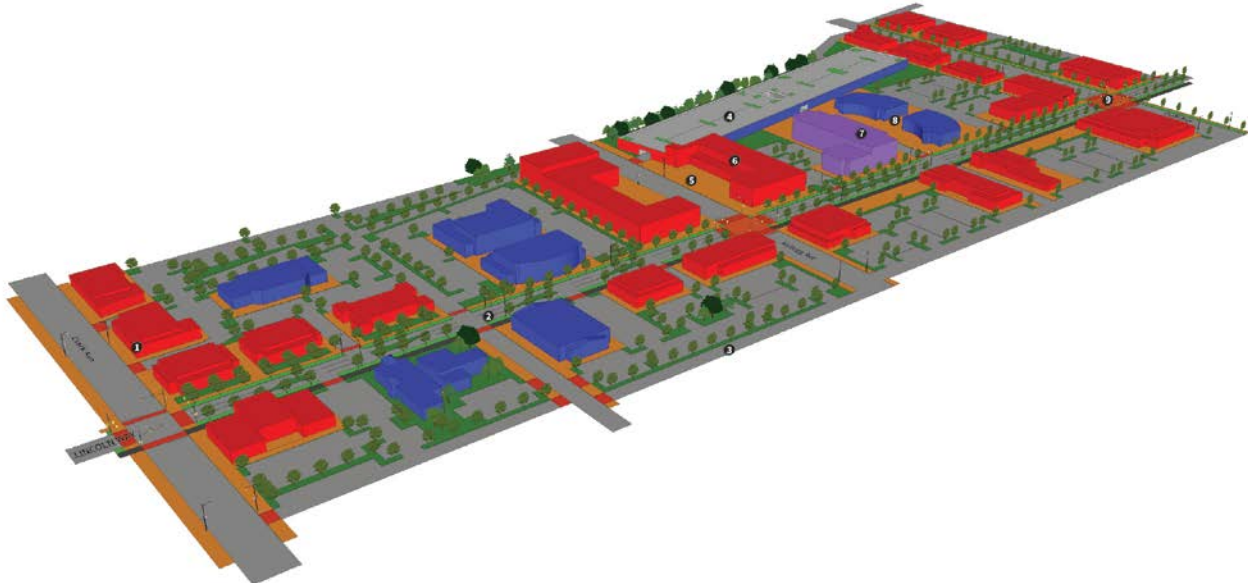
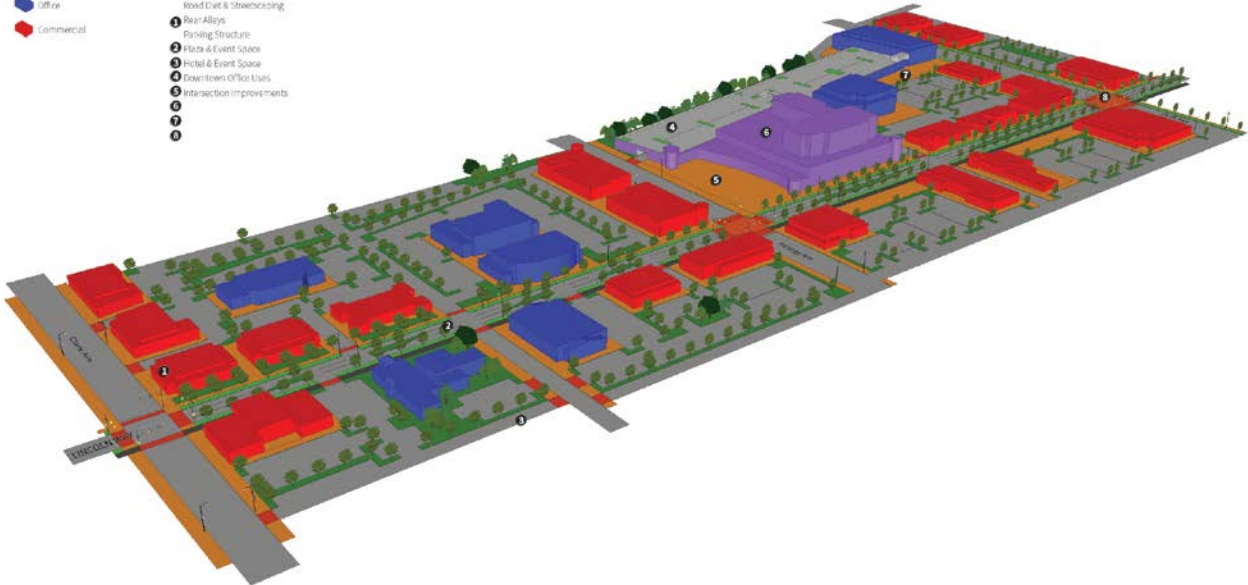


# Downtown Gateway

## Downtown Gateway

- Hotel
- Office
- Commercial

- Typical Commercial
- Redevelopment
- Road Curb & Streetscaping
- 1 Rear Alleys
- 2 Parking Structure
- 3 Plaza & Event Space
- 4 Hotel & Event Space
- 5 Downtown Office Uses
- 6 Intersection Improvements
- 7
- 8





# Campustown Transition

## ▶ **Priorities & Objectives**

- ▶ **Establish a clear boundary for Campustown-zoned development**
- ▶ **Transition from higher-intensity mixed-use to single-family residential**
- ▶ **Manage driveway access along Lincoln Way**
- ▶ **Create attractive frontage along Lincoln Way and local streets**

# Campustown Transition

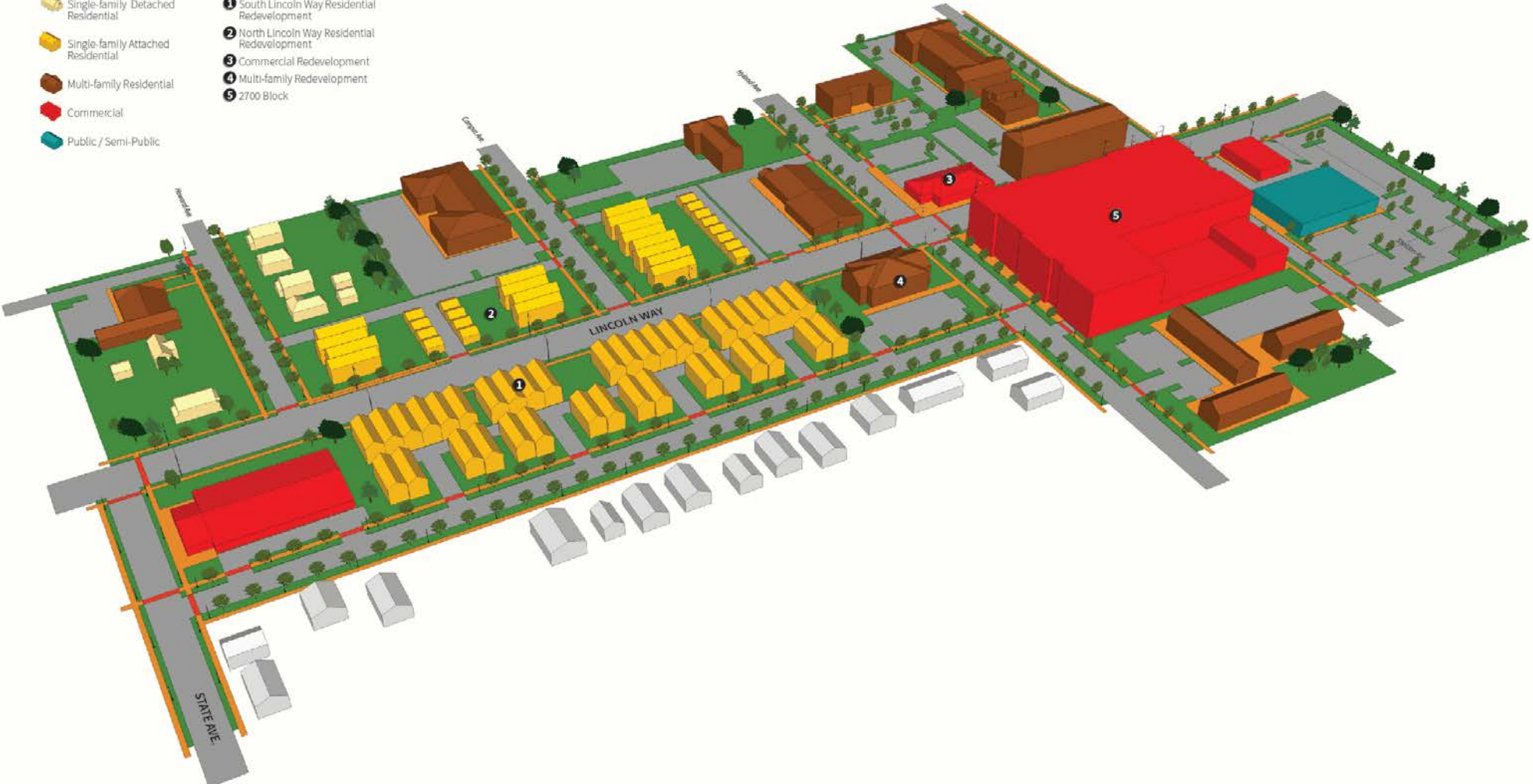


# Campustown Transition

Focus Area Redevelopment Concept

## Campustown Transition

-  Single-family Detached Residential
  -  Single-family Attached Residential
  -  Multi-family Residential
  -  Commercial
  -  Public / Semi-Public
- 1** South Lincoln Way Residential Redevelopment
  - 2** North Lincoln Way Residential Redevelopment
  - 3** Commercial Redevelopment
  - 4** Multi-family Redevelopment
  - 5** 2700 Block



# Campustown Transition

Focus Area Redevelopment Concept

## Campustown Transition



# Campustown Transition

Focus Area Redevelopment Concept

## Campustown Transition

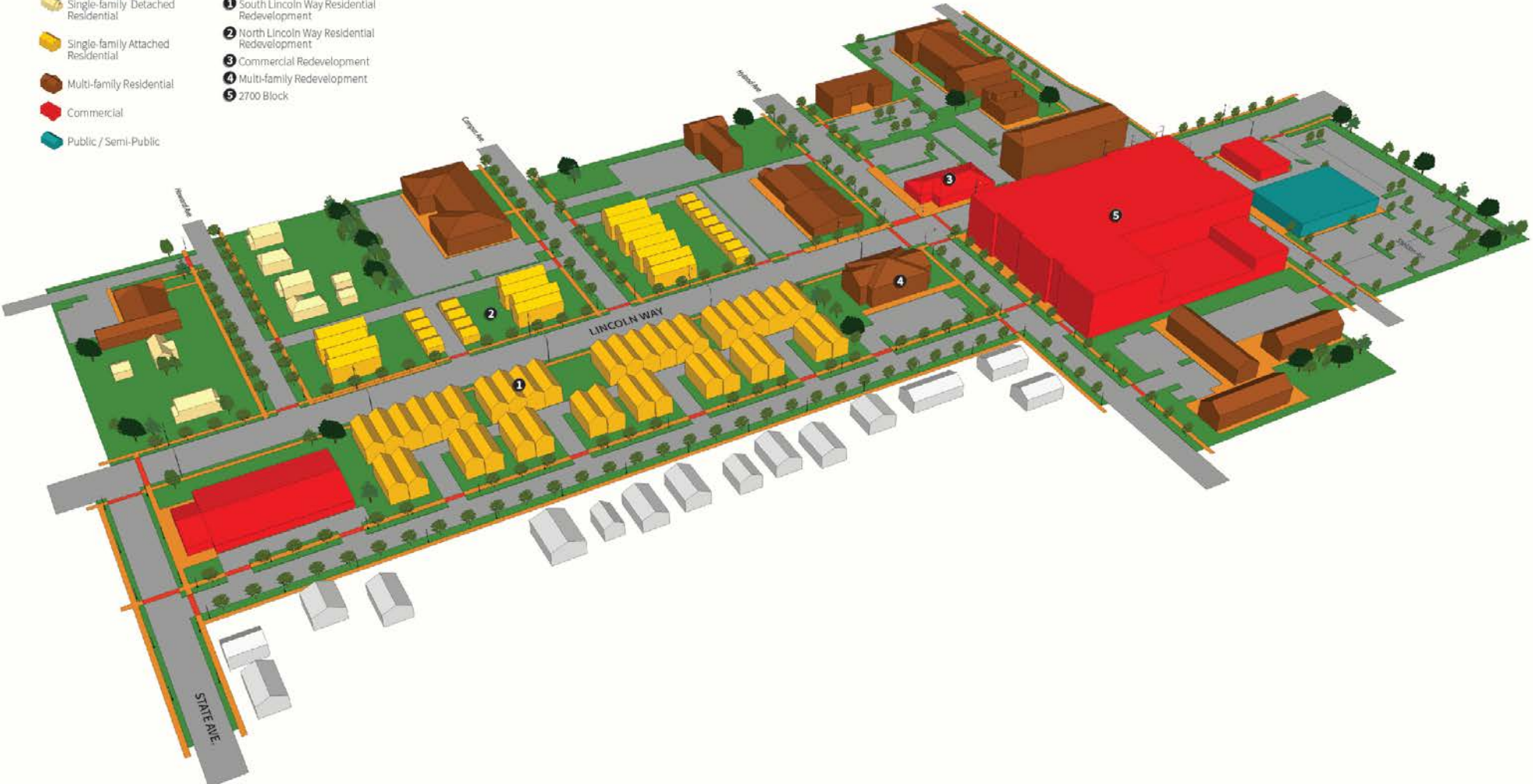


# Campustown Transition

Focus Area Redevelopment Concept

## Campustown Transition

-  Single-family Detached Residential
  -  Single-family Attached Residential
  -  Multi-family Residential
  -  Commercial
  -  Public / Semi-Public
- 1 South Lincoln Way Residential Redevelopment
  - 2 North Lincoln Way Residential Redevelopment
  - 3 Commercial Redevelopment
  - 4 Multi-family Redevelopment
  - 5 2700 Block



# Westside Retail

## ▶ **Priorities & Objectives**

- ▶ **Create a safe east-west bicycle corridor**
- ▶ **Support redevelopment of underutilized commercial properties**
- ▶ **Balance vehicular access with pedestrian and transit mobility**
- ▶ **Enhance the design of large parking areas**
- ▶ **Increase residential density around commercial services**
- ▶ **Improve the character of the streetscape**

# Westside Retail





# Westside Retail

Focus Area Redevelopment Concept

## Westside Retail

- Single-family Detached Residential
- Multi-family Residential
- Commercial
- 1 Commercial Infill
- 2 Residential Redevelopment
- 3 Parking Lot Landscaping
- 4 Commercial Streetscaping
- 5 Dedicated Bike Trail
- 6 Commercial Revitalization



# Westside Retail

Focus Area Redevelopment Concept

## Westside Retail



# Westside Retail

Focus Area Redevelopment Concept

## Westside Retail



# Westside Retail

Focus Area Redevelopment Concept

## Westside Retail

- Single-family Detached Residential
- Multi-family Residential
- Commercial
- 1 Commercial Infill
- 2 Residential Redevelopment
- 3 Parking Lot Landscaping
- 4 Commercial Streetscaping
- 5 Dedicated Bike Trail
- 6 Commercial Revitalization



# Lincoln & Grand Avenue

## ▶ **Priorities & Objectives**

- ▶ **Redevelop remnant industrial uses**
- ▶ **Encourage land uses that support both Downtown and nearby neighborhoods**
- ▶ **Enhance the character of the Lincoln Way frontage**
- ▶ **Provide flexibility for a mixed-use environment**
- ▶ **Minimize impacts on residents to the west**

# Lincoln & Grand Avenue






# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - *Alternative 1*

## Lincoln & Grand

-  Multi-family Residential
-  Commercial
-  Public / Semi-Public

- 1** Neighborhood Park
- 2** Rail Corridor Buffer & Trail
- 3** Existing IDOT Facility
- 4** Multi-family Redevelopment
- 5** Pedestrian Crossings
- 6** Commercial Frontage
- 7** Access to Grand Avenue

# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - Alternative 1

## Lincoln & Grand



# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - *Alternative 1*

## Lincoln & Grand

# Lincoln & Grand Avenue

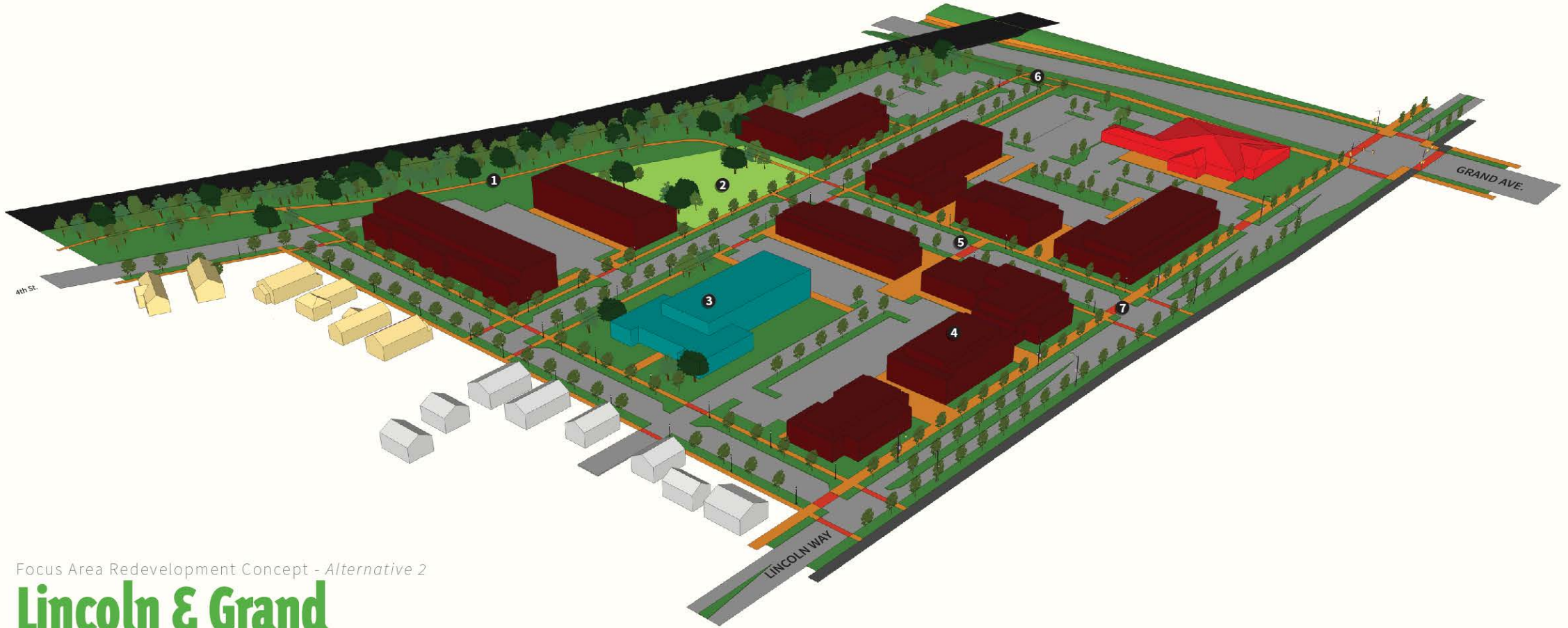


Focus Area Redevelopment Concept - *Alternative 1*

## Lincoln & Grand

-  Multi-family Residential
-  Commercial
-  Public / Semi-Public
-  Neighborhood Park
-  Rail Corridor Buffer & Trail
-  Existing IDOT Facility
-  Multi-family Redevelopment
-  Pedestrian Crossings
-  Commercial Frontage
-  Access to Grand Avenue

# Lincoln & Grand Avenue

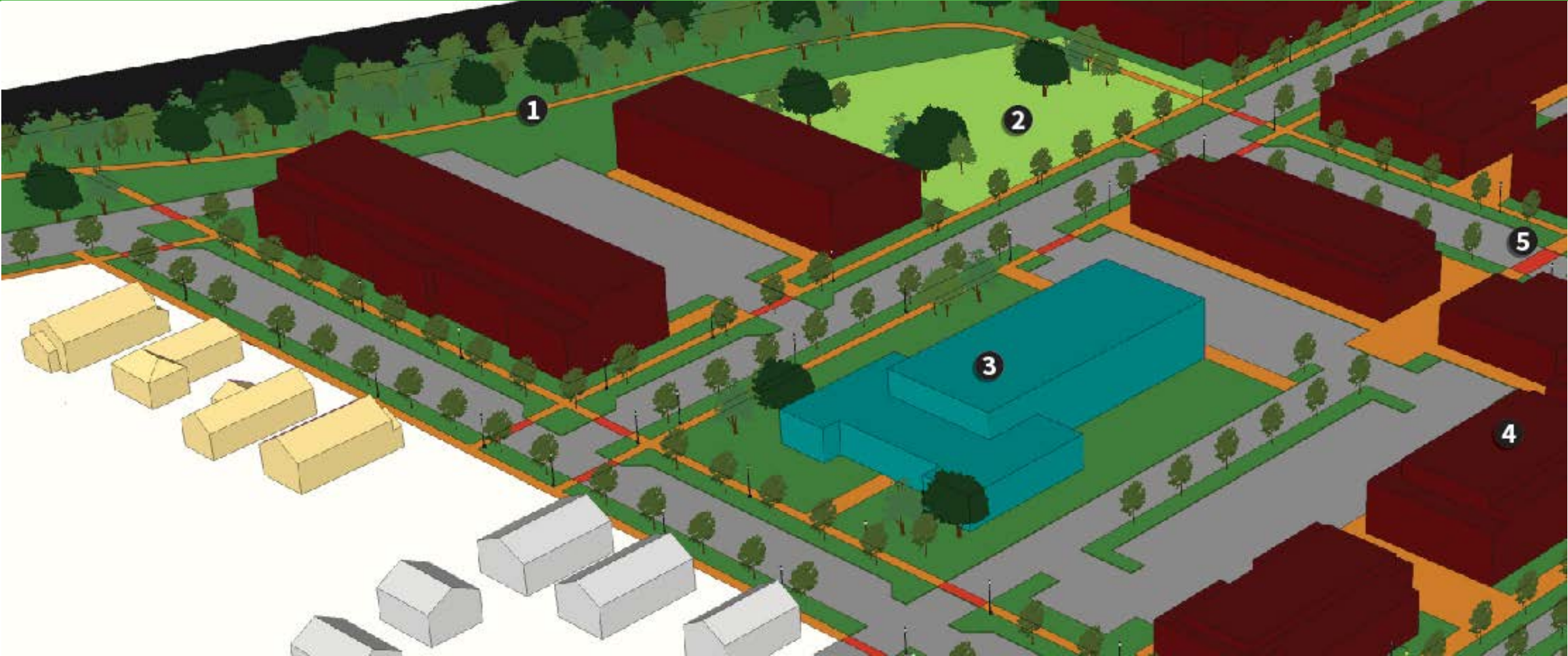


Focus Area Redevelopment Concept - *Alternative 2*

## Lincoln & Grand

-  Single-family Detached Residential
-  Mixed Use
-  Commercial
-  Public / Semi-Public
-  1 Rail Corridor Buffer & Trail
-  2 Neighborhood Park
-  3 Existing IDOT Facility
-  4 Flex Space Lofts
-  5 Elm Street Streetscape
-  6 Access to Grand Avenue
-  7 Pedestrian Crossings

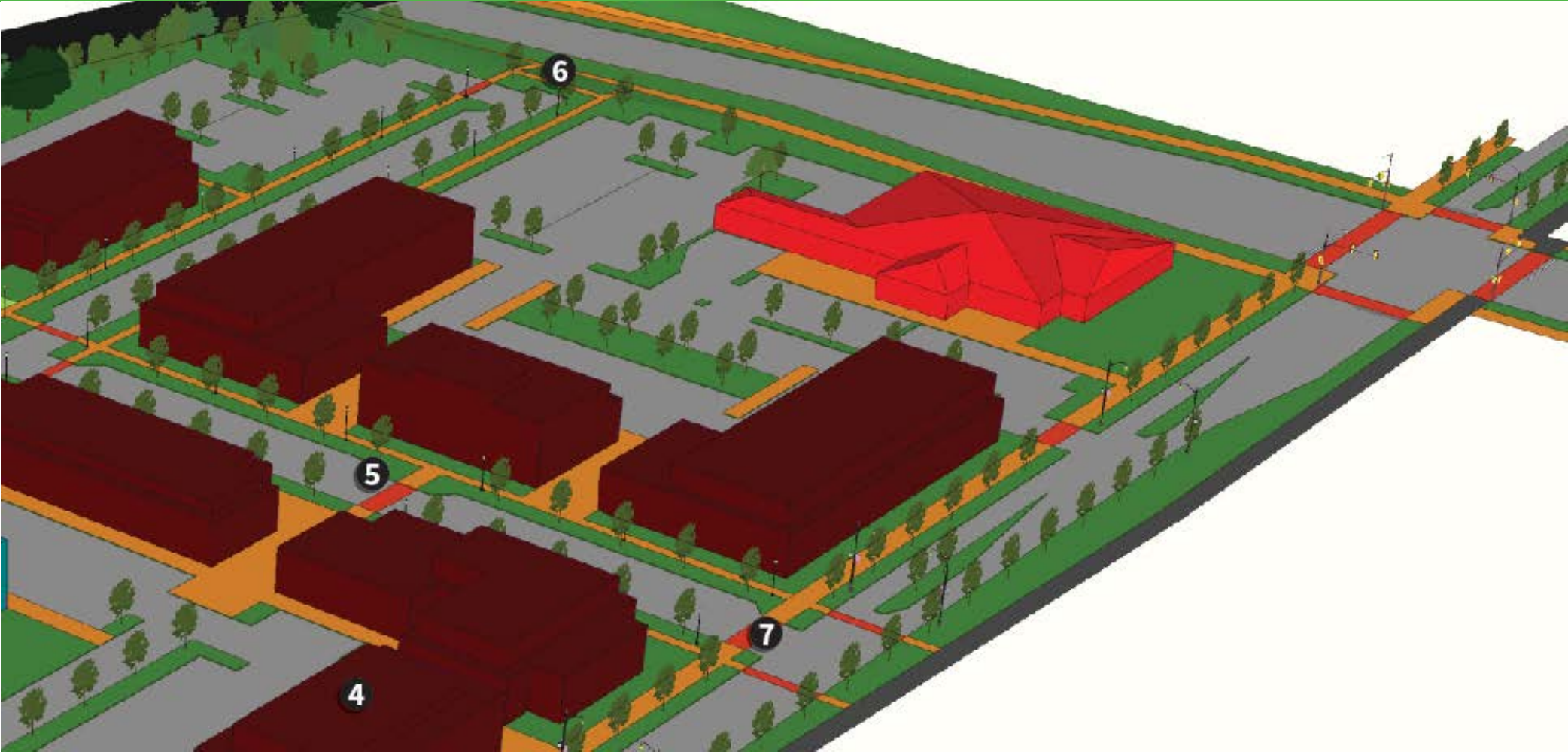
# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - *Alternative 2*

## Lincoln & Grand

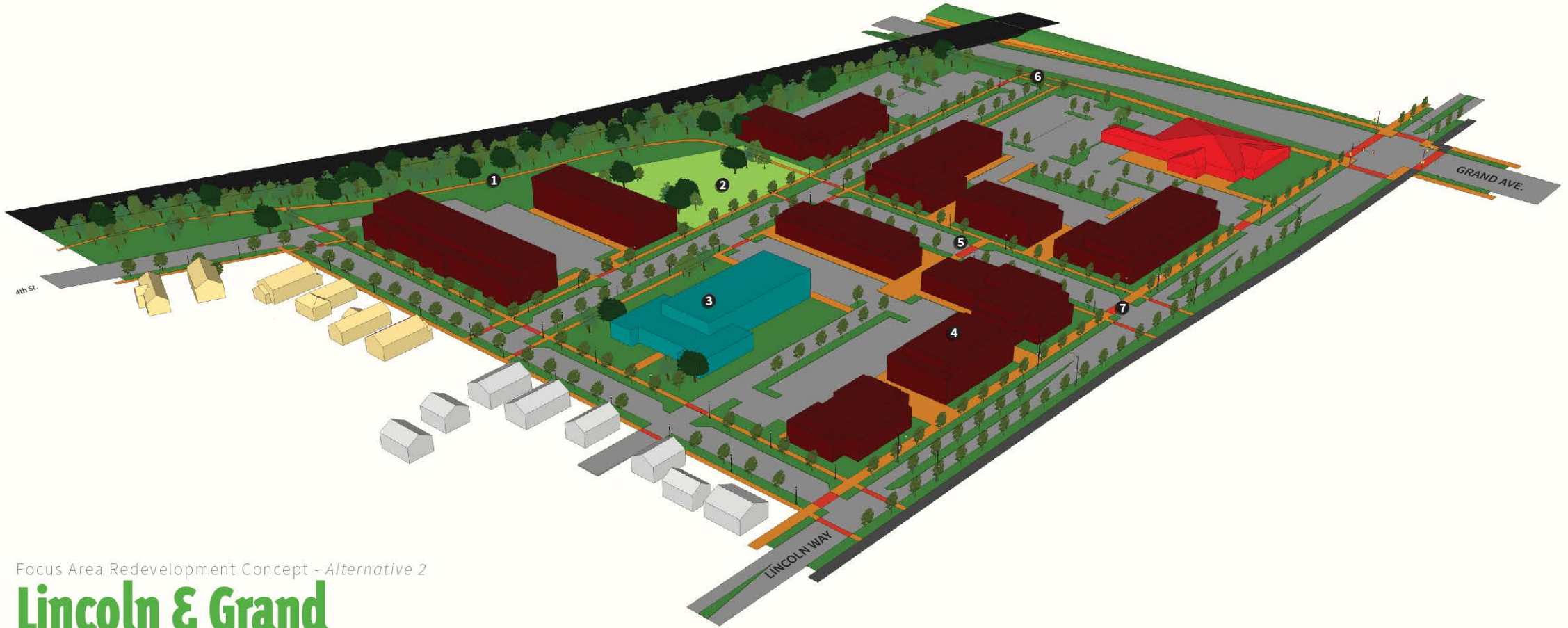
# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - *Alternative 2*

## Lincoln & Grand

# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - *Alternative 2*

## Lincoln & Grand

 Single-family Detached Residential

 Mixed Use

 Commercial

 Public / Semi-Public

**1** Rail Corridor Buffer & Trail

**2** Neighborhood Park

**3** Existing IDOT Facility

**4** Flex Space Lofts

**5** Elm Street Streetscape

**6** Access to Grand Avenue

**7** Pedestrian Crossings

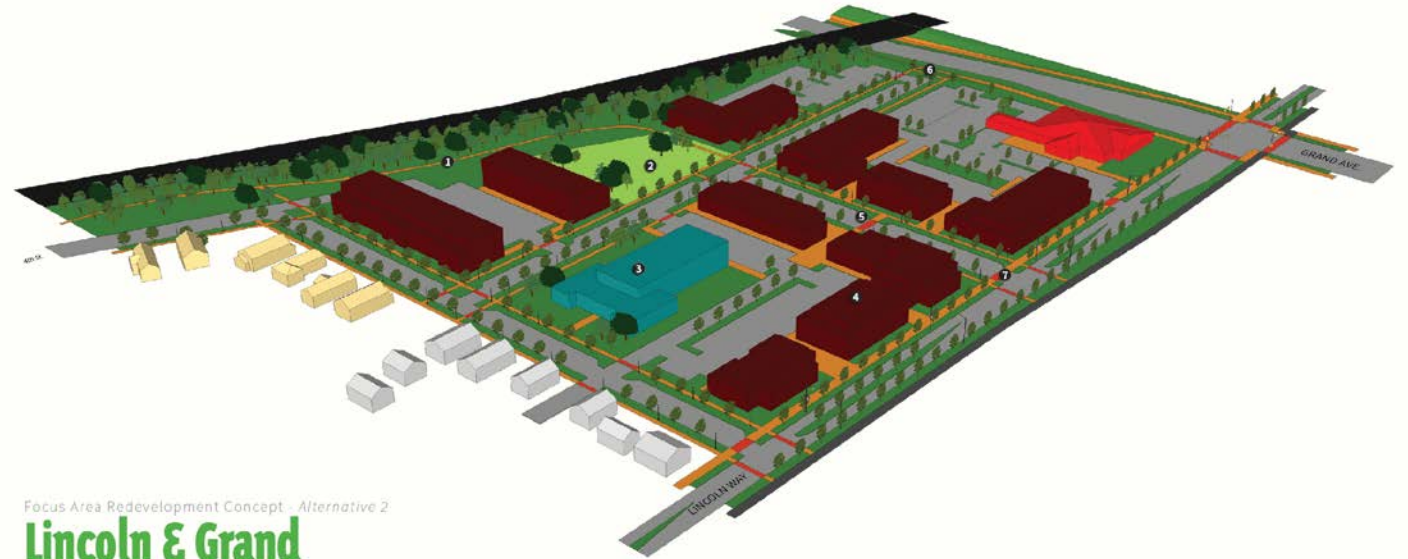
# Lincoln & Grand Avenue



Focus Area Redevelopment Concept - Alternative 1

## Lincoln & Grand

- Multi-family Residential
- Commercial
- Public / Semi-Public
- 1 Neighborhood Park
- 2 Rail Corridor Buffer & Trail
- 3 Existing IDOT Facility
- 4 Multi-family Redevelopment
- 5 Pedestrian Crossings
- 6 Commercial Frontage
- 7 Access to Grand Avenue



Focus Area Redevelopment Concept - Alternative 2

## Lincoln & Grand

- Single-family Detached Residential
- Mixed Use
- Commercial
- Public / Semi-Public
- 1 Rail Corridor Buffer & Trail
- 2 Neighborhood Park
- 3 Existing IDOT Facility
- 4 Flex Space Lofts
- 5 Elm Street Streetscape
- 6 Access to Grand Avenue
- 7 Pedestrian Crossings

## ▶ **Priorities & Objectives**

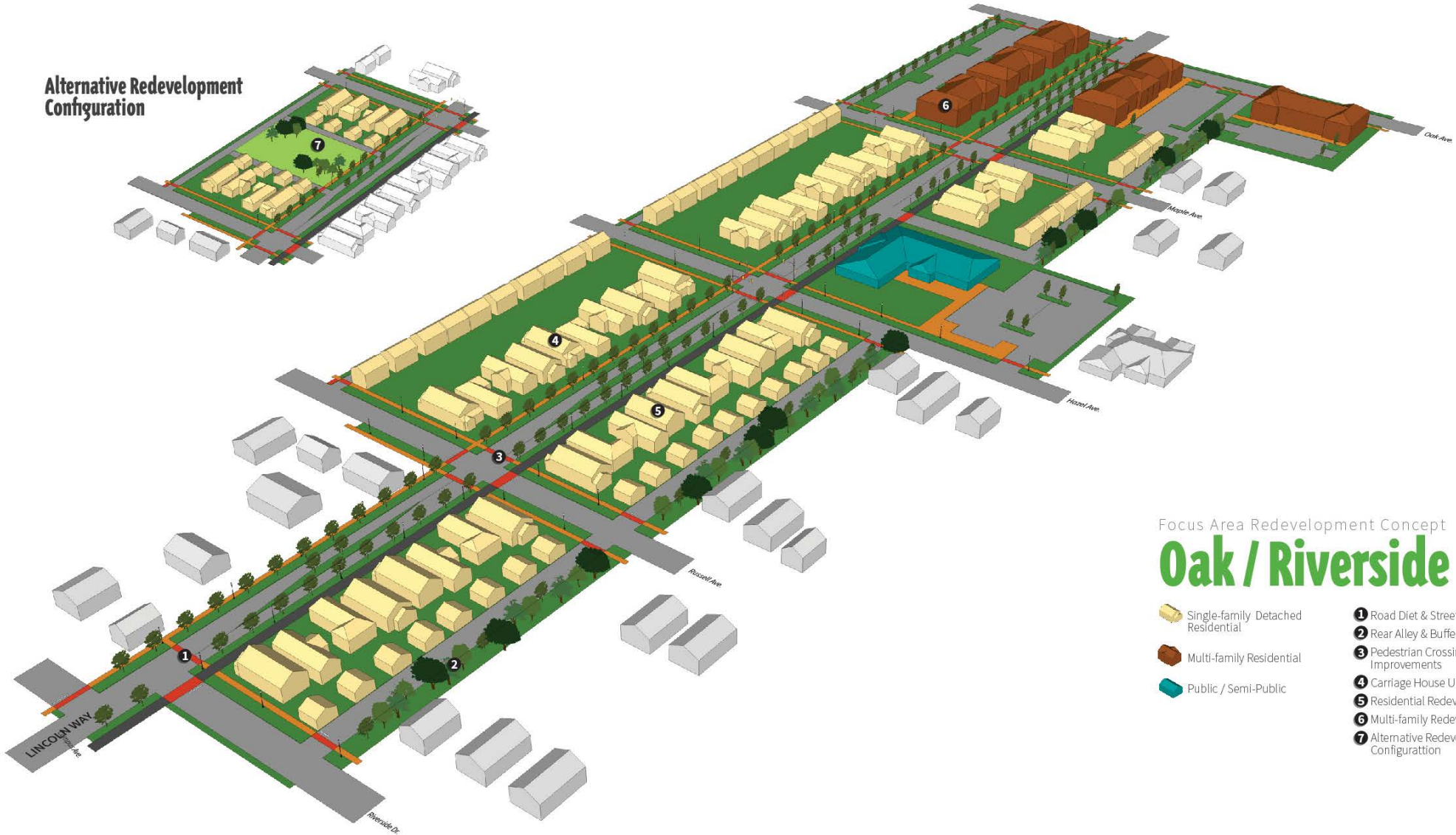
- ▶ **Support the redevelopment of deteriorating homes along Lincoln Way**
- ▶ **Providing housing choice for young professionals and seniors**
- ▶ **Minimize impacts on surrounding residential blocks**
- ▶ **Reinforce the residential nature of this portion of Lincoln Way**
- ▶ **Eliminate unsafe driveways and maximize access by rear alleys**



# Oak-Riverside



# Oak-Riverside



Alternative Redevelopment Configuration

## Focus Area Redevelopment Concept Oak / Riverside

- Single-family Detached Residential
  - Multi-family Residential
  - Public / Semi-Public
- 1 Road Diet & Streetscaping
  - 2 Rear Alley & Buffers
  - 3 Pedestrian Crossing Improvements
  - 4 Carriage House Units
  - 5 Residential Redevelopment
  - 6 Multi-family Redevelopment
  - 7 Alternative Redevelopment Configuration

# Oak-Riverside



Focus Area Redevelopment Concept  
**Oak / Riverside**

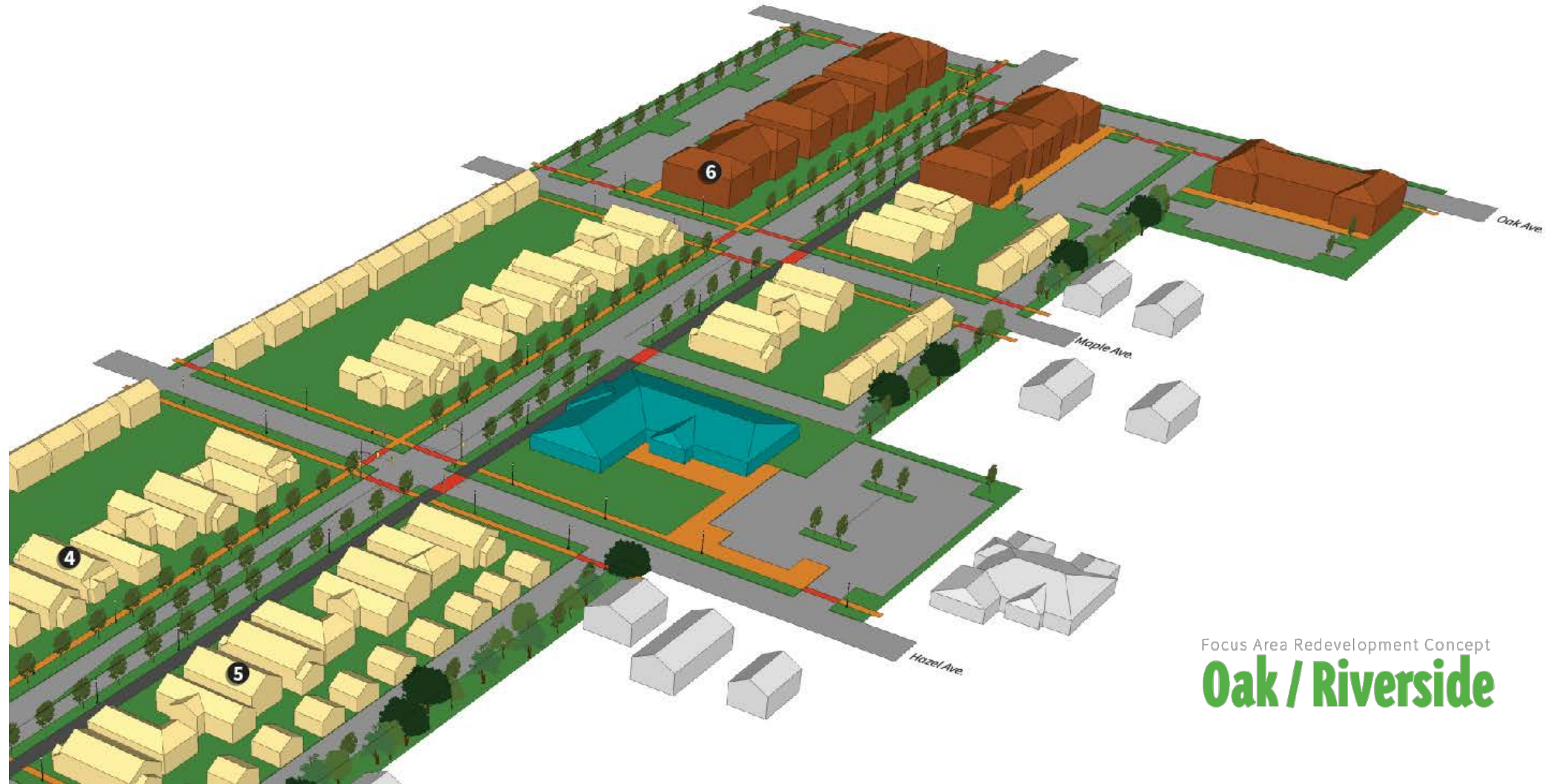
# Oak-Riverside

Alternative Redevelopment Configuration



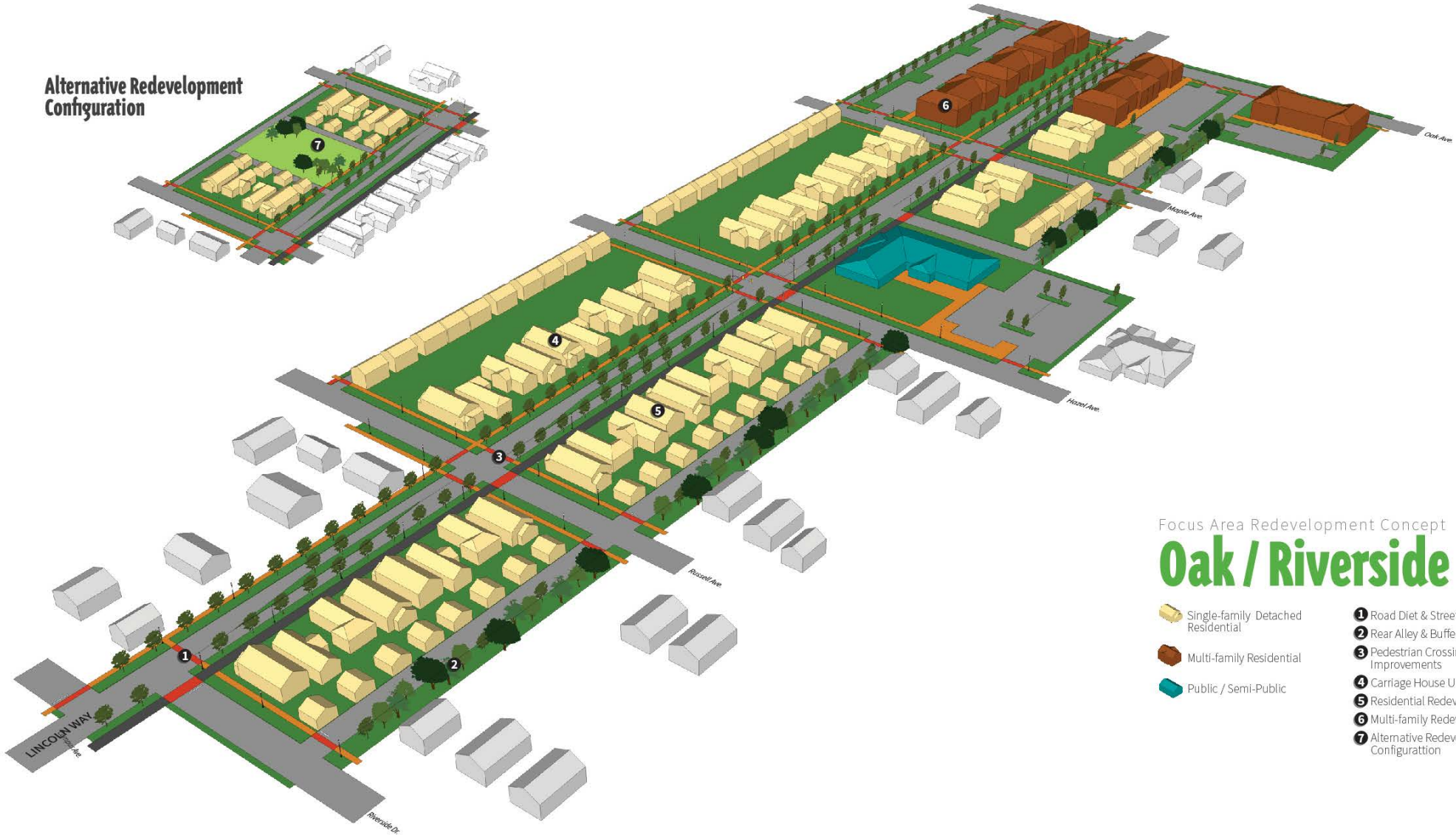
Focus Area Redevelopment Concept  
**Oak / Riverside**

# Oak-Riverside



Focus Area Redevelopment Concept  
**Oak / Riverside**

# Oak-Riverside



Alternative Redevelopment Configuration

Focus Area Redevelopment Concept

## Oak / Riverside

-  Single-family Detached Residential
-  Multi-family Residential
-  Public / Semi-Public
- 1** Road Diet & Streetscaping
- 2** Rear Alley & Buffers
- 3** Pedestrian Crossing Improvements
- 4** Carriage House Units
- 5** Residential Redevelopment
- 6** Multi-family Redevelopment
- 7** Alternative Redevelopment Configuration

# How to Give Feedback

- ▶ **Planning staff available**
- ▶ **Boards on the wall**
- ▶ **Hard copies at tables**
- ▶ **Notecards for comments**

CITY OF AMES

# **LINCOLN WAY**

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# **CORRIDOR PLAN**

# **Questions and Discussion**

**November 10, 2016**



## Staff Report

**PLANNING AND HOUSING DEPARTMENT  
WORK PLAN PRIORITIES**

November 15, 2016

**BACKGROUND:**

The Planning and Housing Department has provided an updated status of projects within its Work Plan and is now requesting direction on the City Council's next set of priorities. The past 11 months have included work on a number of development driven requests and continued work on City Council's priorities from September 2015. Staff most recently provided an update on the Work Plan in June of 2016 to receive direction on immediate requests for Council's review this past summer. It has been 13 months since City Council prioritized additional projects for the Planning Department and it is appropriate to plan now for new projects in 2017.

**COMMITTED PROJECTS AND STATUS**

- 1) East Industrial Annexation and Master Plan (Master Planning & Zoning steps Summer 2017)
- 2) Lincoln Way Corridor Plan (Council adoption March 2017, zoning and design implementation to follow)
- 3) Landscape and Parking Sustainability Update Ordinance (Adopt in March 2017)
- 4) 321 State Avenue Affordable Housing Development (Old Middle School) (Review RFP Winter 2016-17)
- 5) Housing Background Report (combination of prior Council goals and referrals, on hold)
- 6) Wireless Ordinance Update (state and federal law changes 2015, on hold)
- 7) North Growth Gap Area Sewer Extension Analysis (Public Works Consultant Draft Findings December, Council to provide further direction)
- 8) 2700 Block Lincoln Way Project (Complete in November 2016)
- 9) Transitional Housing Text Amendment (Complete in December 2016)
- 10) Trinitas Student Housing West Ames (Fringe Plan Amendment Hearing November 22<sup>nd</sup>, annexation initiation January 2017, PRD process March 2017)

**PREVIOUSLY COMMITTED, NOT YET STARTED:**

- 11) SW Growth Master Plan (Prepare RFP, described below)
- 12) New Comprehensive Plan (1<sup>st</sup> Step Prepare Council background summer 2017, RFP Winter 2017)

**ADDITIONAL PROJECTS:**

In addition to the 12 projects listed above, City Council through its establishment of Council Goals, referrals, and prior work plan priorities have a list of 25 other projects to consider in prioritizing the Planning Division work plan. **Attachment A is complete**

**Work Plan chart that indicates the current status of committed projects and the list of projects that have not yet been prioritized.** Although not all of the project scopes are well defined, staff has added a column to the work plan with estimates the range of hours needed for each project. This estimate is intended to help Council have an understanding of the order of magnitude of Planning Division resources needed for a project. City Council should note that often there are additional city staff resources needed to complete the project e.g. City Attorney's Office and the Public Works Department that are not reflected on this chart.

### **PENDING REFERRAL REQUESTS**

Staff is aware of two text amendment referral requests that have been transmitted to the City Council as non-agenda packet items in the past three weeks. City Council has not indicated whether these items will be referred or not. Council could choose to add these requests to the work plan and prioritize them for review or choose to not consider the requests at this time.

- Kum & Go has requested a text amendment to allow for vehicle service stations with a special use permit in Campustown for a site along the 200 Block of Welch Avenue.
- Iowa State Ready-Mix has requested the City revise its solar energy system requirements to allow for taller ground mounted systems than currently allowed.

### **2016-2017 COUNCIL GOALS**

City Council established as part of its biannual goal setting process two additional topics that are not already part of the committed projects. Below is an outline recently related activities to each of these goals and staff suggested tasks for each issue.

#### **STRENGTHEN DOWNTOWN & CAMPUSTOWN**

- Explore public/private improvements (e.g., entertainment, parking, housing, amenities) for public/private space in Campustown and Downtown)
  - Downtown Housing Options (MSCD interest to inventory buildings for 2nd floor housing options, task by MSCD)
  - Downtown housing development site 5th Street (Sub-committee reviewed options, site is not available, task completed)
  - Campustown parking Lot X easement for access granted to 122 Hayward in June 2016.
- Staff Suggested Related Tasks for Campustown Objective
  - Identify priorities for partnering on redevelopment projects along public property.
  - Suspend the URA for new projects until review of public lands priorities are accepted (This is potentially a significant issue for the 100 and 200 Blocks of Welch and 2500 Block of Lincoln Way)

- Comprehensive reassessment of the CSC Zoning standards and property tax abatement incentives criteria of the URA.
  - Focus on revised standards for commercial layout and design, street and sidewalk design and width, parking standards that support commercial businesses.
  - Coordinate the reconfiguration of Welch Avenue street improvements with zoning standards intended to support a walkable commercial district.
- Staff Suggested Related Tasks For Downtown Objective
    - Provide background report on public land ownership and current use.
    - Hold public forum workshop with the City Council to discuss needs and opportunities for public lands.

## **PROMOTE ECONOMIC DEVELOPMENT**

- Analyze current planning and building code approval processes to help decision making be more predictable, more strategic and more timely
  - Attached to this report is an outline of the most common permits and their approval authority as a reference for Planning approval processes.
- Staff Suggested Task For This Objective
  - Staff proposes to bring staff reports on a semi-monthly basis to allow Council to assess current practices and provide direction for any changes that may be desired. Council could pick a set of process from the attached list or review all.

## **STAFF SUGGESTED NEW PROJECTS**

Staff has also identified priorities for changes to the Zoning Ordinance that would provide better service to our customers and to clarify the City's policies and procedures.

### **1. Add definition to the meaning of Two-Family Dwelling, Permitted, "Y, if pre-existing" and how to address previous single-family conversion homes that are non-conforming.**

The Planning and Rental Inspection staff are frequently asked questions about single-family rental property that may have once been a two-family dwelling and if it could be converted or reestablished as a two-family dwelling. Mostly commonly this is a question at the time of purchase of a home by a potential investor or at the time of listing of the home by a realtor. Often the records for these properties are scarce which makes it difficult to provide consistent interpretations.

Interpreting current Zoning Ordinance language that relies upon the phrase "Y, if pre-existing" for two-family homes is confusing as we are now 16 years past when the ordinance was adopted and how the intent for the wording of "pre-existing" was meant

to be applied. **Staff believes we should clarify that the intent as a more traditional non-conforming use that is only permitted if it has been continuously used as a two-family home and that if the use has ceased it is not eligible to be reestablished despite what was its condition in 2000.** Under current language a two-family home, if determined to be pre-existing physically in 2000, may stop being rented for any length of time and could be reestablished as two rental units. Staff believes that in most neighborhoods reestablishing a duplex would be a surprise to a neighborhood and it affects the availability of homes that could provide for homeownership versus rental investment potential. Staff would also clarify that previous “conversion permits” are not two-family homes as they were a separate type of dwelling prior to 2000 that was no longer an allowed use in 2000 when the current zoning standards were established.

## **2. Revise permitting standards for home daycare to allow for staff approval and to match limits on children to state licensing definitions.**

Home daycare often triggers a special home occupation permit reviewed by the Zoning Board of Adjustment because of the mix of children in their care and the number of children exceeds six. State licensing would typically allow for up to 8 before triggering a different category for the proposed use. Staff is interested in adjusting the permitting process to make home daycare that is less than 8 children and consistent with state licensing requirements a permitted home occupation reviewed by staff. This is very straight forward adjustment that would be beneficial to customer interests and staff resources with little or no effect on neighborhoods.

## **3. Revisit the CSC zoning standards and the Campustown Urban Revitalization Plan Criteria to meet the City’s goals for commercial development and independent/eclectic character of Campustown.** (See also Campustown Council Goal Tasks listed above)

As redevelopment has progressed in Campustown to large student housing redevelopments, it appears we are potentially losing the independent feel and character of Campustown. The recently created Façade Program promotes a different set of values and character than the more economically valuable Urban Revitalization Area program incentive for complete redevelopment of a property. Additionally, our current zoning standards and URA criteria do not articulate priorities for desirable public spaces along streets or for well designed and usable commercial spaces. **The 100 Block of Welch and the 2500 Block of Lincoln Way are the only remaining blocks with a substantial amount of small businesses and an eclectic character making it appropriate to address these issues before a redevelopment project could erode the character of the area.** Tasks are part of the Campustown Council Goal listed above.

### **STAFF COMMENTS:**

With the recent development approvals for multi-family and single-family housing that provide available land for 3-10 years of growth, the City has the opportunity to initiate tasks that relate to creating new opportunities for specialized needs or interests of the City and refinements to the Zoning Ordinance to address the next round of development applications. **Staff recommends completing the already committed projects**

identified reflected above over the next few months and to identify the next set of priorities for 2017.

The most important new project in the Work Plan is the start of the process in 2017 for updating the Comprehensive Plan. The budget for 2017-18 will include request for \$250,000 for this project. Staff will plan a workshop to review the style of comprehensive plans and contemporary topics and issues that are commonly addressed in Comprehensive Plans. The City Council will be asked to provide feedback on an approach or style for the Plan before initiating the update process and preparing a RFP to hire a consultant for the project.

The second significant long range planning related project is a Master Plan for Southwest Allowable Growth Area that is south of Highway 30. The horizon for implementation of a SW Plan would be within the next three to five years. To meet a 3-5 year horizon the planning would start in 2017. Staff believes that investing in this plan now is a priority as the area appears ripe for development as a planned residential neighborhood with a commercial core, natural features with trails and parks, and a focus on new housing choices for smaller homes in concentrated nodes and corridors with a blend of larger lots and homes in the more sensitive natural and fringe areas of the plan.

The Southwest Master Plan would review the prior analysis of infrastructure needs and costs to serve different areas of the Southwest, establish a financial strategy prioritizing improvements and how to distribute developer and city costs, and establish an expectation for the housing variety and character of development. Working with the University and their land interests for this area is also critical to realizing any goals for development. With a cohesive plan for the Southwest, it would become an identifiable and marketable district of the City that could spur investment and support continued growth of the City in the south with the best access to our planned job bases.

Due to the extensive amount of previous preliminary engineering work, using a focused charrette process with local property owners and the public may be the most effective means of creating options for a land use plan. Staff will provide a detailed RFP, if this item is prioritized, that highlights what activities can be completed by staff and what potential costs for a consultant may be. Alternatively, the City Council could decide that reviewing the priority of expanding to the southwest is an issue best resolved as part of the Comprehensive Plan update process where it could be evaluated with other ideas and interests for growth and where to make the next commitment as a City to support infrastructure investments.

## **PRIORITIES FOR 2017**

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Staff recommends that the City Council take this opportunity to edit or delete any of the referrals that are on the current Work Plan list. Staff believes that a minimum five items can be deleted due to lack of need at this time or overlap with other projects. This includes deleting:

**Table 1: Recommended to Delete**

Rental concentration standard in low density residential zones (reported 2-2015)	Council tabled the item in February 2015
----------------------------------------------------------------------------------	------------------------------------------

Reevaluate building and zoning codes to determine if changes should be made to improve the existing housing stock at a lower cost	Former 2014 Council Goal.
National Register Nomination for Downtown Main Street	Project has been transferred to MSCD.
Expand airport protection area for land uses outside of the city	Reconsider with Public Works at time of next Airport Master Plan update.
Hotel Floor Area Ratio (FAR) Text Amendment to Increase Allowance (report provided 2014)	Requested by developer, City Council declined to initiate at that time. No known need at this time.

Staff proposes the following list of projects for 2017 based on its understanding of tasks and interests either described in this report or as represented on the Work Plan. The prioritized Table 2 identifies the most likely accomplishments for the next six months with our current devotion of hours to current planning, customer service, and neighborhood association support. Staff estimates that there are up to 1,000 hours available in the next six month period for policy planning related activities.

**Table 2: January through June 2017**

Project Description	Status	Est. Hours
East Industrial Park opportunity (Fringe Plan, Annex, Zoning and Master Plan)	Coordinate utility study findings with PW, review zoning options with PZ & CC	90
Lincoln Way Corridor Plan	Complete the Plan in March	140
Landscaping Standards and Parking Lot Sustainability	Adopt ordinance in March	120
Housing Background Information	Staff Report in January	25
321 State Affordable Housing Development	Issue RFP, review proposals for developer or City subdivision	120
Southwest Growth Master Plan	Issue RFP select consultant	180
Text Amendment for two-family homes pre-existing	Adopt ordinance in April	30
Text Amendment home daycare permitted home occupation	Adopt ordinance in February	10
Analyze current planning and building code approval processes to help decision making be more predictable, more strategic and more timely	Plan for three meetings to present overview of processes, Council to provide further direction	80
Review North Growth Gap Area sanitary sewer extension modeling results in conjunction with the Public Works Department	Provide staff report February, Council to provide further direction	15
Campustown priorities for partnering and review of standards	Workshop on Interests March 2017, Suspend URA for new projects April 2017	80
Wireless Ordinance Revisions	Adopt ordinance in May	30
<b>TOTAL HOURS ALLOCATED</b>		<b>960</b>

A number of the above items also will carry over into the 2<sup>nd</sup> half of 2017. Additionally, some of the items listed above will likely have supplementary tasks as a result of completing the current task. For example, the outcome of adopting the Lincoln Corridor Plan will result in City Council direction on further planning efforts with zoning standards

or streetscape and transportation improvements.

Staff has included the carryover items from Table 2 to Table 3 to help identify available resources for prioritizing the remain items.

**Table 3: July through December 2017**

<b>Project Description</b>	<b>Status</b>	<b>Est. Hours</b>
<b>East Industrial Park opportunity (Fringe Plan, Annex, Zoning and Master Plan)</b>	Finalize planning and zoning strategy for the area.	80
<b>321 State Affordable Housing Development</b>	Approval of zoning and subdivision plans	100
<b>Southwest Growth Master Plan</b>	Complete Infrastructure Strategy and Design Plan	250
<b>Comprehensive Plan Update Process</b>	Background on Comprehensive Plans, Prepare RFP	150
<b>Campustown priorities for partnering and review of standards (Placeholder)</b>	Continued work on identified interests.	40-200
<b>Analyze current planning and building code approval processes to help decision making be more predictable, more strategic and more timely</b>	Follow up from prior meetings	?
<b>Review findings of the Downtown Housing Inventory</b>	Meet with MSCD to review their findings, discuss their goals for housing. Provide a staff report to Council.	60
<b>Lincoln Corridor Implementation(Placeholder)</b>	Follow up on desired implementation measures	50-200
<b>TOTAL HOURS ALLOCATED</b>		650 - 1000

The following is a list of the remaining items that are not listed above or recommended to be deleted, but could be prioritized sooner if the Council so desires.

**Table 4: Remaining Items**

<b>Project Description</b>	<b>Comments</b>	<b>Est. Hours</b>
<b>LUPP Policy for RH Land Use</b>	Review effectiveness of RH Checklist, add policies for High Density development preferences	120
<b>RH Zoning Standards and Design Guidelines</b>		75-200
<b>Sign Code for Digital Signs and Billboards</b>	Update Digital Messaging sign standards	150-250
<b>Review demolition criteria in the E-IOU in general, including hardship elements</b>		80-150
<b>Review demolition criteria in the E-IOU to add criteria for historic preservation and to evaluate sustainability (life cycle evaluation) of demolition vs. rehabilitation.</b>		80-150

<b>Update the Planned Residential Development Zoning District</b>		90-180
<b>Ames Urban Fringe Plan Review with Story County and Gilbert on potential update land use classifications and future growth areas</b>	Story County request to review classifications and policies	?
<b>Revise Group Living and Front Yard Parking Terms</b>	Follow up from prior meetings	10
<b>North Growth Fringe Plan and LUPP Amendment Evaluation</b>	Potential follow up from sewer extension study	80-180
<b>Review Downtown Façade Program Requirements and consider "Development Grants"</b>		50-200
<b>Transportation Chapter Update</b>	Planned to be coordinated with Complete Streets Policy and Public Works	120
<b>Other Referrals</b>		?
<b>TOTAL HOURS ALLOCATED</b>		850-1500

Due to the high number of items that on the referral list the City Council can choose to prioritize its immediate interests and decide to keep the remaining items on the list for future consideration. It is not necessary to attempt to prioritize the whole list of issues for those items that are not likely to be addressed in 2017.

The hours estimates are built upon what staff believes is the amount of time needed to prepare information and reports for the City Council and for larger projects to include efforts for outreach. If City Council believes a certain level of outreach is required for any of the items that are on the Work Plan it would be helpful to review this as part of the hours estimate for each project. If City Council is satisfied with Table 2 as its priorities for the first half of 2017 no further prioritization is necessary. Alternatively, City Council can provide direction on a modified list of priorities for Table 2 and or Table 3 for those issues that are clearly priorities to the City Council at this time.



**Attachment:  
Common Planning and Zoning Related Approvals:**

**Staff Approvals-**

- Zoning/Building Permits
- Minor Site Development Plans
- Flood Plain Development Permits
- Historic Review-Certificates of Compliance
- Home Occupations

**Historic Preservation Commission-**

- Historic Review-Certificates of Compliance

**Zoning Board of Adjustment (ZBA)-**

- Variances
- Special Use Permits
- Flood Plain Conditional Uses
- Special Home Occupations
- Exceptions
- Appeals of Zoning Enforcement Officer determinations

**City Council- Recommendations by Planning and Zoning Commission**

- Annexation-Public Hearing
- Text Amendments- Public Hearing
- Land Use Policy Plan Major and Minor Amendments
- Rezoning and Rezoning with Master Plan- Public Hearing
- Major Site Development Plans- Public Hearing
- Major Subdivisions Preliminary Plat
- Planned Residential Development (PRD)-includes rezoning, site plan, and preliminary plats- Public Hearing
- Adaptive Reuse Plans-Public Hearing

**City Council- Only**

- Plats of Survey
- Final Plats
- Minor Subdivisions Final Plat
- Urban Revitalization Areas- Public Hearing
- Rural Subdivision Waivers
- Joint and Remote Parking