

Staff Report

**PLANNING AND HOUSING DEPARTMENT  
WORK PLAN PRIORITIES**

September 19, 2017

**BACKGROUND:**

City Council last formally reviewed the work plan in November 2016, but has updated their goals and provided additional referrals and priorities to staff in the past 9 months. Staff has completed most of the steps identified from prior assignment and believes it is now appropriate to identify the next set of project priorities. City Council also identified with its 2017 goal setting that some of their priorities for Planning Division projects would be deferred until later in 2017, this included review of development processes and formulating a downtown plan. Additionally, rental concentration and occupancy standards are a high priority that was not anticipated during the last round of prioritization. The following list describes currently started projects and their status.

**COMMITTED PROJECTS AND STATUS**

- 1) East Industrial Annexation and Master Plan (Master Planning & Zoning steps with infrastructure plans, Winter 2017-18)
- 2) Lincoln Way Corridor Plan (Provide implementation program for Council Review, September)
- 3) 321 State Avenue Affordable Housing Development (Old Middle School) (Finalize development agreement and seek infrastructure bids, October))
- 4) Housing Background Report (combination of prior Council goals and referrals, on hold)
- 5) Wireless Ordinance Update (state and federal law changes 2015, 2017, on hold)
- 6) New Comprehensive Plan (Provide Draft RFP to Council, October)
- 7) North Growth Gap Area Major Amendment to Fringe Plan and annexation (Council hearing on Fringe Plan in October)
- 8) Rental Occupancy Changes (October - January )

**ADDITIONAL PROJECTS:**

In addition to the eight projects listed above, City Council through its establishment of Council Goals, referrals, and prior work plan priorities have a list of 32 other projects to consider in prioritizing the Planning Division work plan for the next six months. **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**

There are a number of outstanding requests for Councils consideration. These include new and previous referral requests for a variety of LUPP amendments and zoning text amendments. City Council has not indicated whether these items will be prioritized into the work plan.

1. Letter from September 8<sup>th</sup> requesting Council initiate Residential High Density Affordable Housing LUPP Amendment for Dayton Avenue
2. Letter from Martin Stern for Southwest Growth Area development agreement
3. Request to initiate LUPP Amendment for former Heartland Baptist Church on Grand Avenue
4. Request to initiate zoning text amendment for funeral homes in Community Commercial Node.
5. Request to initiate text amendment for site development plan application requirements in response to Earl May Minor Site Development Plan review.

### **STAFF COMMENTS:**

At staff's request, the City Council previously prioritized a Master Plan for the Southwest Growth Area. The intent was to assess property owner interests and set a land use and development plan for the area with a hope of coordinating interests with Iowa State University and its affiliated organizations land holdings. Staff was able to meet with ISU staff and discuss the ISU facility development plans. Staff was able to learn that no additional ISU land is likely available for development and that ISU operations are likely to expand in the area south of Zumwalt Station Road. Therefore, staff did not proceed with initiating the Master Plan process for the area after learning ISU controlled land likely would not be available to expand development options within the Southwest Growth Area.

Subsequently, the Council received a request from Martin Stern who has an option to acquire over 300 acres of land along 240<sup>th</sup> Street and County Line Road with an interest in the City committing to extending public infrastructure to support development of the area. Staff recently provided a report back to City Council on the intent and scope of this request.

### **UPCOMING PRIORITIES**

Staff asks for direction on the City Council's priorities for the next six months. Table 1 reflects the previously identified priorities and estimated number of hours related to the tasks in the upcoming 6-month timeframe. A number of these items will carry over into 2018. Additionally, some of the items listed below 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. Council could choose to adjust these priorities at this time as they consider the other additional projects listed as part of Table 2. Staff has a specific interest in direction on the Southwest Master Plan due to the significant number of hours related to that item and its relationship to the Martin Stern request.

**Table 1: Carryover items next six months**

<b>Project Description</b>	<b>Status</b>	<b>Est. Hours</b>
<b>East Industrial Park opportunity (Fringe Plan, Annex, Zoning and Master Plan)</b>	Coordinate utility study findings with PW, review zoning options with PZ & CC	90
<b>Lincoln Way Corridor Plan</b>	Propose an implementation plan	25
<b>Housing Background Information*</b>	Draft materials from 2015 ACS	25
<b>321 State Affordable Housing Development</b>	Prepare Development Agreement	40
<b>Southwest Growth Master Plan</b>	Prepare RFP to select consultant	180
<b>Wireless Ordinance Revisions</b>	Adopt Ordinance December	30
<b>Rental Occupancy</b>	Modify Codes December	80
<b>Comprehensive Plan</b>	Prepare RFP Fall 2017	100
<b>North Growth Gap Area Fringe Plan and Annexation</b>	Fringe Plan amendment underway	80
<b>TOTAL HOURS ALLOCATED</b>		650

*\*Incorporates various housing information referrals*

Table 2 is a list of the remaining items that have been referred to staff previously, but have not been prioritized or next steps have not been identified. The list is in random order. This table includes the items #2 through #5 of pending referrals listed above. Pending referral #1 is not on the list as no action has been taken by the Council.

**Staff highlights one project for Council’s consideration due to benefits of its timing this winter. If Council has a strong interest in outdoor display standards and temporary uses it would be appropriate to address this issue during the winter before the next summer.** Staff provided an overview of outdoor display standards in conjunction with fireworks stands at the May 16<sup>th</sup> City Council meeting and if Council wants to review these requirements it would be appropriate to consider a workshop on the issues of outdoor display and temporary uses.

**Table 2: 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>Outdoor Display and Temporary Uses</b>	Hold a workshop-potential text amendments	30
<b>Downtown Plan</b>	Prepare Downtown Plan to coordinate City facility and development interests	120
<b>Analyze current planning and building code approval processes to help decision making be more predictable, more strategic and more timely</b>	Plan for three meetings to present overview of processes, Council to provide further direction	80
<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>Directed staff to prepare a memo regarding what other cities are doing in regards to requiring bicycle parking.</b>		10
<b>Request for memo regarding letter from Martin Stern seeking to develop 230 acres south of Highway 30 with a Development Agreement.</b>		20
<b>Provide information on options for incentivizing conversion of rental property to single-family homeownership.</b>		50
<b>Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning district</b>		4

Referred to staff a letter from Story County requesting to partner on a county wide housing study.		10
Request by Jeff Harris on behalf of Earl May to modify Minor Site Development Application requirements for parking lot reconstruction.		10
Referred letter from ZBA asking for changes to garage door widths		4
Referred to staff for a memo regarding the request from Habitat for Humanity to rezone property at 3504 North Grand Avenue (former Heartland Baptist Church).		4
Review Downtown Façade Program Requirements and consider "Development Grants"		50-200
Request from Ken's Appliance to purchase of property S 3rd		5
Fringe Plan Amendment for Planned Industrial on Dayton Avenue (William Underwood)		60
Transportation Chapter Update	Planned to be coordinated with Complete Streets Policy and Public Works, could be incorporated into new Comprehensive Plan	120
Estimated total hours		Up to 1800 hours

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 that will not be able to be addressed this fall.

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. **Staff believes that it can initiate two additional medium to large items in the next few months and continue to work on the current Council priorities. If Council chooses to proceed with the Martin Stern request it would likely require most of the staff’s resources for the next four months.**

