# 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)
- Lincoln Way Corridor Plan (Provide implementation program for Council Review, September)
- 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** 

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	Propose an implementation plan	25
Housing Background Information*	Draft materials from 2015 ACS	25
<b>321 State Affordable Housing Development</b>	Prepare Development Agreement	40
Southwest Growth Master Plan	Prepare RFP to select consultant	180
Wireless Ordinance Revisions	Adopt Ordinance December	30
Rental Occupancy	Modify Codes December	80
Comprehensive Plan	Prepare RFP Fall 2017	100
North Growth Gap Area Fringe Plan and Annexation	Fringe Plan amendment underway	80
TOTAL HOURS ALLOCATED		650

<sup>\*</sup>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** 

Project Description	Comments	Est. Hours
LUPP Policy for RH Land Use	Review effectiveness of RH	120
LOFF POINTY TOT KIT LATIN USE	Checklist, add policies for High Density development preferences	120
Outdoor Display and Temporary Uses	Hold a workshop-potential text amendments	30
Downtown Plan	Prepare Downtown Plan to coordinate City facility and development interests	120
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
RH Zoning Standards and Design Guidelines		75-200
Sign Code for Digital Signs and Billboards	Update Digital Messaging sign standards	150-250
Review demolition criteria in the E-IOU in general, including hardship elements		80-150
Review demolition criteria in the E-IOU to add criteria for historic preservation and to evaluate sustainability (life cycle evaluation) of demolition vs. rehabilitation.		80-150
Update the Planned Residential Development Zoning District		90-180
Ames Urban Fringe Plan Review with Story County and Gilbert on potential update land use classifications and future growth areas	Story County request to review classifications and policies	?
Revise Group Living and Front Yard Parking Terms	Follow up from prior meetings	10
Directed staff to prepare a memo regarding what other cities are doing in regards to requiring bicycle parking.		10
Request for memo regarding letter from Martin Stern seeking to develop 230 acres south of Highway 30 with a Development Agreement.		20
Provide information on options for incentivizing conversion of rental property to single-family homeownership.		50
Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning district		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.

1.   1.   1.   1.   1.   1.   1.   1.		Council Prior	rity Projects																							
Company   Comp					А	ctual	%		w Gantt	t for	Acti	ual			itus?						nt Month	?		21		
Company   Comp	-	Data	tion of Australia						D/L A	NA I	1 A S	. O N			Λ Ν4		Λ ς	O N 1			NA I	Ι Λ	٠	N D		
1.     1.     1.     1.     1.     1.     1.     1.     1.   1.     1.   1	Jept.		List of Activities	Hours			-																		Comments	Status
1.					Wienen	Wieniens																				
1	&Н	1/1/2016	East Industrial Park opportunity (Fringe Plan, Annex, Zoning and Master Plan)	270	1	24	75%				П														Awaiting infrastrcuture design information to proceed with master plan and zoning.	Ongoing
Part					1	_																-		$\perp$		Ongoing
Part	хп	2012/2013	Lanuscaping Standards and Parking Lot. Sustainability	200	1	21	100%																		- · · · · · · · · · · · · · · · · · · ·	Complete
Part	&Н	2015-Fall	Housing Background Information	180	1	15	70%																		Staff review census and housing data for 2015 in preperation of writing a report.	Ongoing
1	&Н	1/1/2015	Wireless Standards Update	50	1	13	35%																		State Legislature amended wireless facility stanards in 2017, staff to review and assess needed changes to present to Council.	Ongoing
10   10   10   10   10   10   10   10	&H	1/1/2016	321 State Avenue Development (Old Middle School Site)	250	6	36	50%																		Requested for staff to prepare a Development Agreement for the City's ten-acre site at 321 State Avenue based on a commitment to the 35-home Phase 1 layout	Ongoing
Part						_										ш	Ш							_	, , , ,	Not Prioritized
19						_					+					+	++	++							Met with ISU staff, referral request from Martin Stern for development agreement	Ongoing
Fig.	XП	2015-Fall	New Comprehensive Plan	2000	18	36	1%																			Ongoing
Part   1975												1														Not Prioritized
No.   1975   1																										Not Prioritized
March   Marc	&Н	2015-Fall	Investigate ways to increase avaliability of all types of housing	60-200			60%																		Prior Council goal, will be addressed through background report and other issues. (Project 10)	Not Prioritized
March   1995		9/13/2016	Trinitas student housing dev. West Ames, Fringe Plan, Annex, Dev. Agr. PRD	100	10	9	100%																		Project not approved. Applicant consider amended application for PRD.	Complete
Fig.   2022   Sec.	&Н	2015-Spring	LUPP Policy for RH Land Use	120			0%																		Review effectiveness of RH Checklist, add policies for High Density development	Not Prioritized
Mail	&н	2012	Sign Code for Digital Signs and Billboards	150-250			0%	++		+	+	+			+	+	+++	+	+	$\vdash$	H		+	+	preferences	Not Prioritized
Part   17/1/2017   Pert   concentration of the control of the co																										Not Prioritized
Part	&H	1/12/2016	Review demolition criteria in the O-UIE to add criteria for historic preservation and to	60-150			0%									11										Not Prioritized
Mail			evaluate sustainability (life cycle evaluation) of demolition vs. rehabilitation.																							
Part   2012-winder   Perceivate building and animal coules to determine of largest housing to make the process of the proces					40	_						1											_		Ch. Co. and discovery Control of Adult	Not Prioritized
Part					18	5									++	-			++			+				Complete
Legislation control co	0.11	2012		40 120			00/				$\perp$	1				+										Nat Drianitias
Part	SН	2013		40-120			0%																		Story County request to review classifications and policies	Not Prioritized
PAIR   2005-Series   Pair	&H	2014-Fall	ÿ	5			0%																		, , ,	Not Prioritized
March   1/14/2016    Review Downtour Rigidle Program Registerents and consider Townshipment General   10.00												1														Not Prioritized
PRH   9/3/2016   Request from Kerl's Appliance to purchase of pu	&Н	2016-Spring	Review various planning and building code processes in workshops	150			0%																			Not Prioritized
R P8H 12/20/2016 William Underwood Fringe Plan Industrial Amendment & Annexation Dayton Avenue 60 / 9%	&Н	9/13/2016	Review Downtown Façade Program Requirements and consider "Development Grants"	50-200			0%																		,	Not Prioritized
P8H 1/2//2013  William Underwood Fringe Tills in Indextrial Amendment & Amendm	&Н	9/20/2016	Request from Ken's Appliance to purchase of property S 3rd	5	12	10	90%																		Met with Howe outlined two options for disposition of the property to sell either 15 feet of	Ongoing
R P8H 3/1/2017 British dark for every accommendation pertaining to the Story County Housing Trust family of the Story County Housing Trust family control of the Story County Housing Trust family Houseward Trust fa	&H	12/20/2016	William Underwood Fringe Plan Industrial Amendment & Annexation Dayton Avenue	60			0%																11			Not Prioritized
E   2/9/2017   Directed self to develop a recommendation pertaining to the Story County Housing Trust Fund concept.	&H	1/14/2017	Downtown Sub-Area Plan for private and public uses	120			0%																		Draft RFP for Council Review to define development interests and public spaces.	Ongoing
E   2/9/2017   Directed self to develop a recommendation pertaining to the Story County Housing Trust Fund concept.	RН	3/1/2017	Barilla Urhan Renewal Area	20	18	6	100%	++		-++	++	++		-	-		-				$\vdash\vdash$	+	-	+	City Attorney drafting developer agreement	Complete
R P&H 5/16/2017. Review outdoor sales standards for commercial areas. This includes fireworks and other outdoor falles standards for commercial areas. This includes fireworks and other outdoor sales standards for commercial areas. This includes fireworks and other outdoor sales standards for commercial areas. This includes fireworks and other outdoor sales standards for commercial areas. This includes fireworks and other of the sewer analysis and LUPP. Gap Area. Council authorized friedfich Development (LIC pagy) for an other other parameters furctures.  R P&H 5/16/2017. Directed staff to prepare a memo regarding what other cities are doing in regards to 10 20 1 100% requiring bicycle parking.  R P&H 7/11/2017. Reverse for memo regarding what other cities are doing in regards to 10 20 1 100% requiring bicycle parking.  R P&H 7/11/2017. Provide information on options for incentivizing conversion of rental property to single-family homeownership.  R P&H 8/8/2017. Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning 2 20 1 100% of a light of the parking includes an application requirement for sales and a letter from Story County requesting to partner on a county wide negligible for the parking sales and a letter from Story County requesting to partner on a county wide requirement for parking story.  R P&H 8/8/2017. Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning 2 20 1 100% of a letter from Story County requesting to partner on a county wide requirement for parking story.  R P&H 9/12/2017. Requested by Jeff Harris on behalf of Earl May to modify Minor Site Development 10 19 2 100% of a requirement for parking for reconstruction.  R P&H 9/12/2017. Referred letter from Z&A asking for changes to garage door widths.  A P&H 9/12/2017 Referred staff or memo regarding the request from Habitat for Humanity to rezone 4 20 1 100% of the park of the property of	311		Directed staff to develop a recommendation pertaining to the Story County Housing Trust		10		100%																		city retorney drawing developer agreement.	complete
R P&H 5/9/2017 Fringe Map initiation for Freidrich Development in North Growth Gap Area (Dankbar) 150 18 8 10%	&H	5/16/2017		30											+			+	++						Council request to review outdoor sales standards for commercial zones for fireworks and	Not Prioritized
R P&H 5/16/2017 Directed staff to prepare a memo regarding what other cities are doing in regards to 10 20 1 100% requiring bicycle parking.  R P&H 7/11/2017 Request for memo regarding letter from Martin Stern seeking to develop 230 acres south of Figure 100% of Highway 30 with a Development Agreement.  R P&H 7/18/2017 Provide information on options for incentivizing conversion of rental property to single-family homeownership.  R P&H 8/8/2017 Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning 2 20 1 100% of Statistic district.  R P&H 8/8/2017 Referred to staff a letter from Story Country requesting to partner on a country wide housing study.  R P&H 8/8/2017 Referred to staff or a memo regarding what other cities are doing in regards to 10 20 1 100% of Statistics.  R P&H 8/8/2017 Referred to staff a letter from Story Country requesting to partner on a country wide housing study.  R P&H 9/12/2017 Referred to staff or a memo regarding what other cities are doing in regards to 10 20 1 100% of Statistics.  R P&H 9/12/2017 Referred to staff a letter from Story Country requesting to partner on a country wide housing study.  R P&H 9/12/2017 Requested by Tim Grandon for Council August 2017 of Statistics.  R P&H 9/12/2017 Requested to staff or a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100% of Statistics.  R P&H 9/12/2017 Referred to staff or a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100% of Statistics.	9 ⊔	E /0 /2017		150	10	0	100/	+			++	++		-	-						$\vdash$	$\dashv$		+		Applicant
R P&H 7/11/2017 Request for memo regarding letter from Martin Stern seeking to develop 230 acres south of Highway 30 with a Development Agreement.  R P&H 7/18/2017 Provide information on options for incentivizing conversion of rental property to single-family homeownership.  R P&H 8/8/2017 Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning district  R P&H 8/8/2017 Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning district  R P&H 8/8/2017 Requested by Tim Grandon for council to staff a letter from Story County requesting to partner on a county wide housing study.  R P&H 6/13/2017 Request by Jeff Harris on behalf of Earl May to modify Minor Site Development agreement source of the property owner not getting a requested by Jeff Harris on behalf of Earl May to modify Minor Site Development agreement issue of the property owner not getting a requested Council consider a text amendment to change application requirements for parking for changes to garage door widths  R P&H 9/12/2017 Referred to staff for a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100%  Memo provided to Council August 2017  Memo provided to Council August 2017	XП	5/9/2017	Fringe Map Initiation for Freidrich Development in North Growth Gap Area (Dankbar)	150	18	8	10%																		Gap Area. Council authorized Friedrich Development LLC to apply for a major amendment to the Fringe Plan and for the developer to pick up the costs of sewer service.	Аррисант
R P&H 7/11/2017 Request for memo regarding letter from Martin Stern seeking to develop 230 acres south 20 20 2 100%  Mr. Stern desires to have City Council enter into a development agreement of Highway 30 with a Development Agreement.  Development Agreement.  Mr. Stern desires to have City Council enter into a development agreement public improvements in the Southwest Allowable Growth Area. Memo provided information on options for incentivizing conversion of rental property to single-family homeownership.  R P&H 8/8/2017 Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning district  R P&H 8/8/2017 Referred to staff a letter from Story County requesting to partner on a county wide housing study.  R P&H 6/13/2017 Request by Jeff Harris on behalf of Earl May to modify Minor Site Development 10 19 2 100%  R P&H 9/12/2017 Referred Letter from 2BA asking for changes to garage door widths  R P&H 9/8/2017 Referred to staff for a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100%  Mr. Stern desires to have City Council enter into a development agreement public improvements in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement agreement public improvements in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement public improvements in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement in the Southwest Allowable Growth Area. Memo provided to Council enter into a development agreement in the Southwest Allowable Growth Area. Memo provided to C	&Н	5/16/2017		10	20	1	100%																		Memo to be provided prior to September 19th.	
family homeownership.  R P&H 8/8/2017 Requested by Tim Grandon for Council to allow for funeral homes within the CCN zoning 2 20 1 100%  R P&H 8/8/2017 Referred to Staff a letter from Story County requesting to partner on a county wide housing study.  R P&H 6/13/2017 Request by Jeff Harris on behalf of Earl May to modify Minor Site Development Application requirements for parking lot reconstruction.  R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths 4 0%  R P&H 8/8/2017 Referred to staff for a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100%  Memo provided to Council August 2017  Memo provided to Council August 2017  Memo provided to Council August 2017	&H		Request for memo regarding letter from Martin Stern seeking to develop 230 acres south	20	20	2	100%																		Mr. Stern desires to have City Council enter into a development agreement for making public improvements in the Southwest Allowable Growth Area. Memo provided September	Complete
district  R P&H 8/8/2017 Referred to staff a letter from Story County requesting to partner on a county wide housing study.  R P&H 6/13/2017 Request by Jeff Harris on behalf of Earl May to modify Minor Site Development 10 19 2 100%  Application requirements for parking lot reconstruction.  R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths  R P&H 8/8/2017 Referred to staff for a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100%  Memo provided to Council August 2017	&н			50														$\dagger \dagger$							<u> </u>	Not Prioritized
R P&H 8/8/2017 Referred to staff a letter from Story County requesting to partner on a county wide housing study.  R P&H 6/13/2017 Request by Jeff Harris on behalf of Earl May to modify Minor Site Development 10 19 2 100%  Application requirements for parking lot reconstruction.  R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths  R P&H 8/8/2017 Referred to staff a letter from Story County requesting to partner on a county wide housing study.  This is an ongoing enforcement issue of the property owner not getting a requested Council consider a text amendment to change application requirements for parking lot reconstruction.  R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths  A DW Memo provided prior to Sept. 19th  R P&H 8/8/2017 Referred to staff for a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100%  Memo provided to Council August 2017	&Н	8/8/2017		2	20	1	100%			H	++												+	+	Memo provided to Council August 2017	Complete
R P&H 6/13/2017 Request by Jeff Harris on behalf of Earl May to modify Minor Site Development 10 19 2 100%  Application requirements for parking lot reconstruction.  R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths  R P&H 8/8/2017 Referred to staff for a memo regarding the request from Habitat for Humanity to rezone 4 20 1 100%  Memo provided to Council August 2017	&H	8/8/2017	Referrred to staff a letter from Story County requesting to partner on a county wide	+			0%			H	++		++		+						H		+	+		Complete
R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths 4 0%	&H	6/13/2017		10	19	2	100%		H	++	++	++	+	H	++			++	++	++	HH	+	+	+	This is an ongoing enforcement issue of the property owner not getting a permit and has	
R P&H 9/12/2017 Referred letter from ZBA asking for changes to garage door widths 4 0%		1																							requested Council consider a text amendment to change application requirements. Memo	
											井	$\bot$						井		ഥ	Ш	山口	山			Not Prioritized
	&Н			4	20	1	100%																		Memo provided to Council August 2017	Complete
		<u></u>	p																							