

AGENDA
SPECIAL MEETING OF THE AMES CITY COUNCIL
AND REGULAR MEETING OF THE AMES CITY COUNCIL
CITY COUNCIL CHAMBERS
AMES CITY HALL
FEBRUARY 13, 2018

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

CALL TO ORDER: 5:15 p.m.

FY 2018/19 BUDGET WRAP-UP

1. Council Budget Presentations:
 - a. Public Art
 - b. Arts Funding (COTA)
 - c. Human Services (ASSET)
 - d. Outside Funding Requests
 - e. Other Requests
2. Public Input on Capital Improvements Plan (CIP) and Budget
3. Final Council Decisions:
 - a. Set salaries for Council appointees
 - b. Amendments to 2018-2023 CIP, if desired
 - c. Vote on motion to approve 2018-2023 CIP, as amended
 - d. Amendments to FY 2017/18 Adjusted Budget, if desired
 - e. Vote on motion to approve Adjusted Budget for FY 2017/18, as amended
 - f. Motion to set March 6, 2018, as date of final public hearing on Adjusted Budget for FY 2017/18
 - g. Amendments to proposed FY 2018/19 Budget
 - h. Vote on motion to approve proposed budget for FY 2018/19, as amended
 - i. Motion to set March 6, 2018, as date of final public hearing on proposed budget for FY 2018/19
 - j. Decision to select an allocation method to assess Rental Housing Fees for FY 2018/19

REGULAR CITY COUNCIL MEETING*

*The Regular City Council meeting will immediately follow Budget Wrap-Up.

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 Special Meetings of January 20, January 31, February 2, February 6, 7, and 8, 2018, and Regular Meeting of January 23, 2018
3. Motion setting July 31, 2018, as Regular City Council meeting and canceling City Council meeting of July 24, 2018

4. Motion approving certification of civil service applicants
5. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor – Hy-Vee Market Café, 3800 Lincoln Way
 - b. Class C Liquor & Outdoor Service – Cy's Roost, 121 Welch Avenue
 - c. Class C Liquor & Outdoor Service – Mickey's Irish Pub, 109 Welch Avenue
 - d. Class E Liquor, C Beer, & B Wine – Fareway Stores, Inc., #386, 619 Burnett Avenue
 - e. Class E Liquor, C Beer, & B Wine – Fareway Stores, Inc., #093, 3619 Stange Road
 - f. Class C Liquor & Outdoor Service – El Azteca, 2727 Stange Road
 - g. Class C Liquor – Ge'Angelo's, 823 Wheeler Street, Suite #9
 - h. Special Class C Liquor License & Outdoor Service – Blaze Pizza, 2320 Lincoln Way
6. Motion approving new Class E Liquor License, Class B Wine Permit, & Class C Beer Permit for The Filling Station, 2400 University Boulevard (pending final inspection)
7. Motion approving ownership change for Special Class C Liquor License for The Spice Thai Cuisine, 402 Main Street
8. Motion approving ownership change for Class C Liquor License & Outdoor Service for Dublin Bay, 320 S. 16th Street
9. Motion approving ownership change for Class C Liquor, Catering, & Outdoor Service for Cyclone Experience Network, Jack Trice Stadium
10. Motion approving ownership change for Class C Liquor, Catering, & Outdoor Service for Cyclone Experience Network, Hilton Coliseum
11. Motion approving Letter of Intent to participate in Community Catalyst Building Remediation Program Grant
12. Motion directing City Attorney to draft ordinance restricting parking at all times on north side of Phoenix Street from North Dakota Avenue to Yuma Avenue
13. Resolution approving 2017 Resource Recovery Annual Report
14. Resolution approving Memorandum of Understanding with International Union of Operating Engineers, Local 234, to increase starting wage of part-time Transit Drivers beginning July 1, 2018
15. Resolution setting date of public hearing for March 6, 2018, regarding notice of intent to issue Corporate Purpose General Obligation Bonds in an amount not to exceed \$8,525,000
16. Resolution approving Public Highway At-Grade Crossing Agreement with Union Pacific Railroad for shared use path extension along 13th Street (2017/18 Arterial Street Pavement Improvements Project)
17. Resolution approving Engineering Services Agreement with Black & Veatch Corporation of Overland Park, Kansas, for CEMS Replacement for Electric Services in an amount not to exceed \$90,400
18. Resolution approving amendment to Engineering Services Agreement with WHKS & Co. of Ames, Iowa, for 2018/19 Traffic Signal Design in an amount not to exceed \$18,800
19. Resolution approving Change Order to Task Order 4.1 under Master Agreement with FOX Engineering for New Water Treatment Plant in an amount not to exceed \$102,000
20. Resolution approving preliminary plans and specifications for 2016/17 Shared Use Path System Expansion (Grand Avenue - 16th Street to Murray Drive); setting February 28, 2018, as bid due date and March 6, 2018, as date of public hearing
21. Resolution approving preliminary plans and specifications for 2017/18 Right-of-Way Appearance Enhancements (927 Dayton Avenue); setting February 28, 2018, as bid due date and March 6, 2018, as date of public hearing
22. Resolution approving preliminary plans and specifications for Furnishing Electrical Materials for Top-O-Hollow Substation; setting March 7, 2018, as bid due date and March 27, 2018, as date of public hearing

23. Resolution approving preliminary plans and specifications for Brookside Park Path Lighting Project; setting March 14, 2018, as bid due date and March 27, 2018, as date of public hearing
24. Resolution approving contract and bond for 2016/17 Storm Water Erosion Control Program (South Skunk River - Carr Park to Homewood Golf Course) - Contract B
25. Resolution approving contract and bond for 2017/18 Shared Use Path System Expansion (Mortensen Road)
26. Resolution approving Change Order No. 2 for 2016/17 CyRide Route Pavement Improvements
27. Resolution accepting completion of 2015/16 Airport Improvements (Terminal Building)
28. Resolution accepting completion of (Year One) Water Treatment Plant Five-Year Well Rehabilitation Project
29. 2017 East Lincoln Way:
 - a. Resolution rescinding Resolution No. 17-498 approving Plat of Survey for 2005 and 2017 East Lincoln Way
 - b. Resolution approving Plat of Survey for 2017 East Lincoln Way and 320 Carnegie Avenue

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:

30. Hearing on proposal to adopt, by reference, the 2017 Edition of National Electrical Code (NEC) with one local and two State of Iowa amendments:
 - a. First passage of ordinance

PLANNING & HOUSING:

31. Resolution approving request to voluntarily sever territory annexed by Resolution No. 17-125 (398 S. 500th Avenue and 5508 Lincoln Way)
32. Resolution approving 2018 Urban Revitalization tax abatement requests

WATER & POLLUTION CONTROL:

33. Resolution approving updated Industrial Pretreatment Program

ADMINISTRATION:

34. Resolution approving Radio Project Phase 2 Funding Agreement with Story County, Iowa State University, and the Story County 9-1-1 Board
35. Motion approving Council Goals, Objectives, and Tasks for 2018 through 2019

ORDINANCES:

36. First passage of ordinance assigning recently approved annexed area (Resolution No. 17-698) to Ward and Precinct
37. Second passage of ordinance amending *Municipal Code* Chapter 28 to incorporate Pretreatment local limits table
38. Third passage and adoption of ORDINANCE NO. 4334 rezoning property at 3504 Grand Avenue from Residential High Density (RH) to Neighborhood Commercial (NC)

COUNCIL COMMENTS:

ADJOURNMENT:

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

COUNCIL ACTION FORM

SUBJECT: 2018 URBAN REVITALIZATION TAX ABATEMENT REQUESTS

BACKGROUND:

The City Council has established Urban Revitalization Areas (URAs) which allows for the granting of tax exemption for the increased valuation of a property for projects that meet the criteria of each URA's Urban Revitalization Plan. In most cases, these criteria set certain standards for physical improvements that provide public benefits. When property within one of these URAs is developed, redeveloped, rehabilitated, or remodeled, the property owner is eligible for abatement of property taxes on the incremental increase in property value after the improvements are completed. This abatement can extend for three, five, or ten years, depending on the Urban Revitalization Plan for each URA.

Every year, owners who have made improvements to property within the City's URAs during the previous year may apply for tax exemption on the incremental added value of their properties. The City must determine if the completed improvements meet the criteria in the Urban Revitalization Plan for the URA in which the property is located. **If the City Council finds that the criteria are met, this approval is forwarded to the City Assessor, who then reviews the request and determines the amount of the exemption based on the increase in incremental valuation.**

Property owners for ten projects submitted requests for property tax exemptions on the increase in valuations based on the 2018 assessments. A table of project addresses, Urban Revitalization Area, project costs, and requested tax abatement schedule is included in Attachment 1. Attachments 2 through 7 contain the specific eligibility criteria for the designated Areas, a brief description of the individual projects in those areas, and staff determination of eligibility. Attachment 8 contains the submitted application forms.

In summary, staff believes all have met the eligibility criteria of their respective Plans except for the Aspen Heights (aka Breckenridge) project in the S. Wilmoth Urban Revitalization Area due to their lack of enrollment in the Crime Free Multi-Housing Program. More information is found in Attachment 4 regarding Aspen Heights and the Plan criteria.

The property owners have reported construction values totaling \$48,043,400 for these ten projects. The various applicant estimates are self-reported construction and soft costs and may not be the same as the added property value. The actual increase in valuation from the improvements will be determined by the City Assessor and that valuation will be the basis of the partial property tax exemption.

ALTERNATIVES:

1. The City Council can approve nine of the ten requests for tax exemptions (except for Aspen Heights) as outlined in Attachment 1 by finding that they meet the criteria of their respective Urban Revitalization Areas.
2. The City Council can deny any or all of these requests for approval of the tax exemptions if the Council finds the improvements do not comply with the respective Urban Revitalization Area criteria.

CITY MANAGER'S RECOMMENDED ACTION:

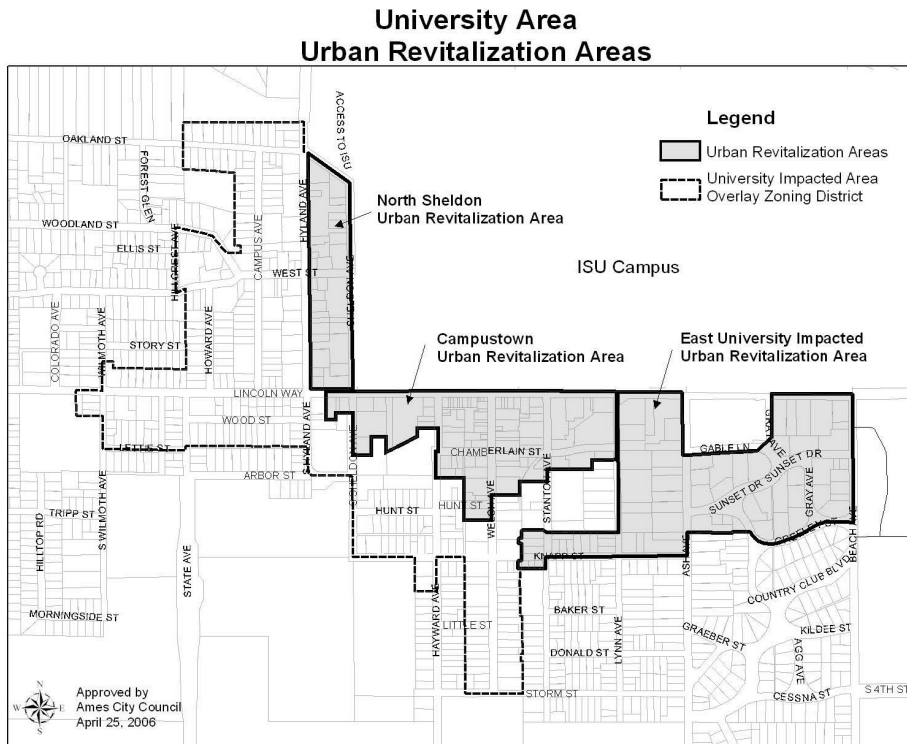
Staff has examined the applications submitted as of February 1, 2018, and finds that nine of the ten requests have met the criteria for their respective Urban Revitalization Plans approved by the City Council. One project, Aspen Heights (aka Breckenridge) at 205 S. Wilmoth Avenue has not fully met all the criteria as noted in Attachment 4 (i.e., they have not yet enrolled in the Crime Free Multi-Housing Program). If they meet the criteria by next January, they may apply at that time for the nine years of remaining abatement on the 2017 improvement valuation.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving nine of the ten requests (except Aspen Heights) for tax exemption as meeting the criteria for their respective Urban Revitalization Areas. This action will allow the qualifying requests for tax exemption to be processed by the City Assessor, who will determine the actual value of the respective tax exemptions.

ATTACHMENT 1: 2018 URBAN REVITALIZATION APPLICATIONS

ADDRESS	URA	COSTS	YEARS
313 Lynn Avenue (Delta Gamma)	East University	\$2,930,000	10
2136 Lincoln Way (Sigma Chi)	East University	\$2,947,016	10
2121 Sunset Drive (Delta Tau Delta)	East University	\$6,404,845	10
120-124 Hayward Avenue (Campus Plaza)	Campustown	\$10,250,000	3
205 S. Wilmoth Avenue (Breckenridge)	S. Wilmoth	\$19,200,000	10
301 Main Street (Sheldon-Munn)	Downtown	\$3,589,861	3
3505 Lincoln Way, Suites 102-105	Walnut Ridge	\$600,000	10
3505 Lincoln Way, Suites 101, 201-208	Walnut Ridge	\$600,000	10
3515 Lincoln Way, Suites 101-105, 201-208	Walnut Ridge	\$600,000	10
306 S. 3 rd Street, Celebrations	South Lincoln	\$921,678	10

ATTACHMENT 2: EAST UNIVERSITY IMPACTED AREA CRITERIA AND APPLICATION SUMMARIES



Applicability of Revitalization: Revitalization shall be applicable only to buildings in the designated area which comply with following conditions-

- Existing or former residences recognized by Iowa State University as part of the Greek residence system, and which, following rehabilitation, 70% of the area of existing exterior walls of the structure will remain, or
- Construction of a new Greek residence recognized by Iowa State University as part of the Greek residence system if built on a site that was formerly a Greek residence.

313 Lynn Avenue

Conversion of an existing building into a Greek House (Delta Gamma). The renovations included an addition to the front and rear of the building, but retained 70 percent of the exterior walls. The owner is seeking a 10-year exemption. **Staff finds that the improvements meet the eligibility criteria.**

2136 Lincoln Way

Construction of a new Greek House (Sigma Chi) on the site of a prior Greek house. In accordance with the changes to the East University Impacted URA by the City Council in December, 2017, this property is eligible for tax exemption, although it will have lost the first two years of their 10-year exemption. **Staff finds that the improvements meet the eligibility criteria as established in December 2017.**

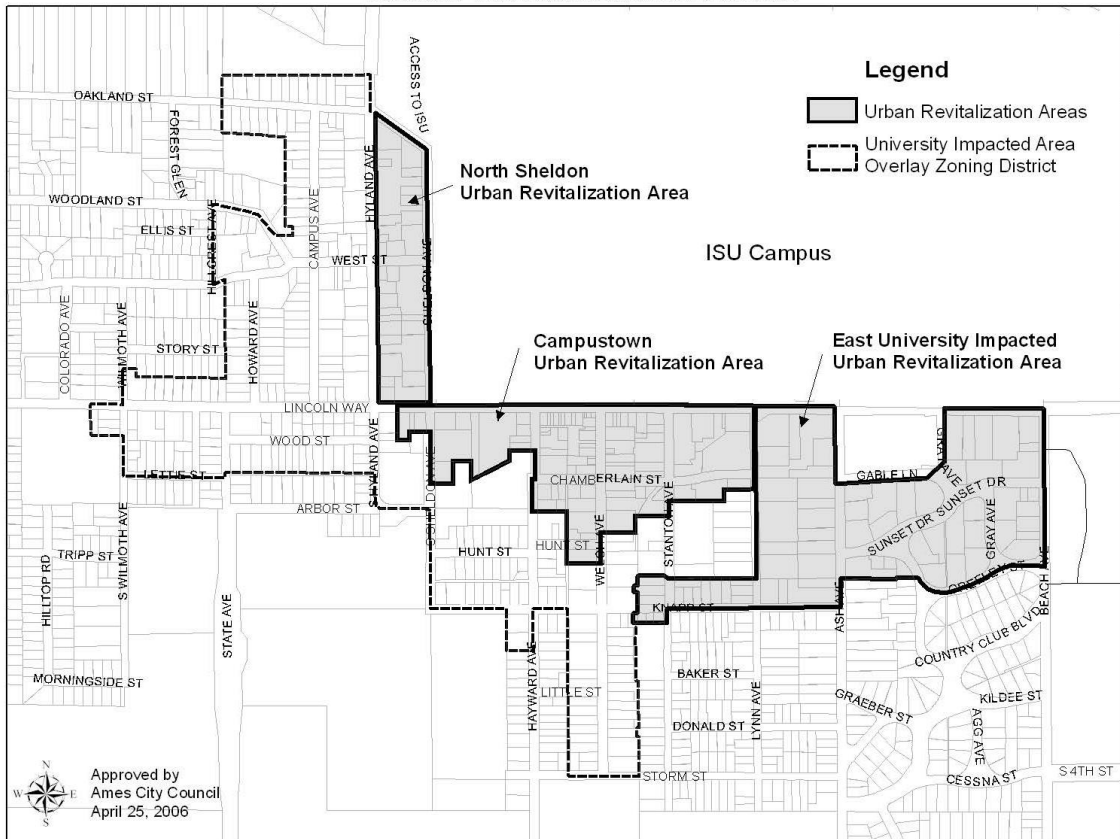
2121 Sunset Drive

Construction of a new Greek House (Delta Tau Delta) on the site of a prior Greek house. In accordance with the changes to the East University Impacted URA by the City

Council in December, 2017, this property is eligible, although it will have lost the first two years of their 10-year exemption. **Staff finds that the improvements meet the eligibility criteria as established in December 2017.**

ATTACHMENT 3: CAMPUSTOWN CRITERIA AND APPLICATION SUMMARY

University Area Urban Revitalization Areas



CAMPUSTOWN URBAN REVITALIZATION PLAN - Criteria for Renovation or New Construction

(A)	(B)	(C)
<p><i>Project must meet one criterion of three options from Column (A).</i></p> <p>(1) Slum and Blighted Properties where a majority of the assessed valuation has been determined to be substantially unsafe or to have an unsafe use by the City Council.</p> <p>-OR-</p> <p>(2) Parking & Mixed Use</p> <ul style="list-style-type: none"> A minimum of 70% of the total required parking is provided in a structure. If utilizing a parking deck, the restrictions in Chapter 29.406(12) of the Municipal Code must be adhered to. <p><i>and</i></p> <ul style="list-style-type: none"> The first floor must be used for permitted commercial and retail uses as shown in Table 29.809(2) of the Municipal Code or for a small production facility. The second floor must be used for either commercial or retail uses as shown in Table 29.809(2) or for household living. All floors above the second floor must be used for household living. <p>-OR-</p> <p>(3) Adaptive Reuse</p> <ul style="list-style-type: none"> The building on the site is at least 50 years or older. <p><i>and</i></p> <ul style="list-style-type: none"> 70% of the area of existing walls of the structure will remain. <p><i>and</i></p> <ul style="list-style-type: none"> Historic materials and designs are preserved and/or restored. 	<p><i>Project must meet one criterion of two options from Column (B).</i></p> <p>(1) Underrepresented Properties that are to include a business use where the actual sales of the business use is below the expected sales for the business use as determined by the City Council to be of benefit to the City.</p> <p>-OR-</p> <p>(2) Design Standards</p> <ul style="list-style-type: none"> Retail and office uses on the first floor adjacent to a public sidewalk must have direct access to the public sidewalk. <p><i>and</i></p> <ul style="list-style-type: none"> Buildings greater than 3-stories shall include architectural features that create visual interest and variation in building design by differentiating building facade elements and include visual relief for long facades. <p><i>and</i></p> <ul style="list-style-type: none"> Approval of master sign program by the Planning and Housing Director with signage designs which are complimentary to the building design and supports business identity. <p><i>and</i></p> <ul style="list-style-type: none"> Limit driveways along Lincoln Way and Welch Avenue if alternative means of access are available. <p>No drive-throughs are allowed along Lincoln Way and Welch Avenue.</p> <p><i>and</i></p> <ul style="list-style-type: none"> 100% of the front facades and 80% of the remaining sides of the structure shall be faced with clay brick for the first four stories. On stories five through seven any other building materials except vinyl will be allowed. <p>-OR-</p> <p>An adaptive reuse project (A3) may use siding materials that are historically significant for all stories of a building.</p>	<p><i>All projects with residential uses shall also meet the following criteria or equivalent as approved by City Council.</i></p> <ol style="list-style-type: none"> Limit commercial space in the same building to the ground floor. Provide separate entrances for commercial and residential uses. Residential entrances are visible from the street and provide secure access. Prevent access from the exterior to the interior through doors that serve only as fire exits. Prohibit public access to structured parking, using overhead door and secure access control. Provide transparent glass windows into all stairwells. Provide camera monitoring of all pedestrian and vehicle entrances and areas. Minimum widths of all exit routes: 48" for halls, 42" for doors, 60" between rails for stairs. No balconies are permitted. Provide for natural daylight requirements of applicable codes with exterior windows. On facades facing any street use only fixed windows, note modified tamper resistant windows do not comply. Design of all other windows to prevent passing of sphere larger than 4" diameter. Prevent by physical means access to all roofs. Where access is not required, provide security fencing controlling access to all areas between new or existing buildings. Provide a minimum of four 100w metal halide or LED 6,500 lumens light fixtures on each building facade: two at elevation between first and second floors and two at elevation between third and fourth floors.

Campustown URA Criteria Appendix

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

5. Architectural Design Guidelines:

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

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

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

6. Master Sign Program

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

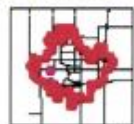
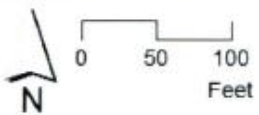
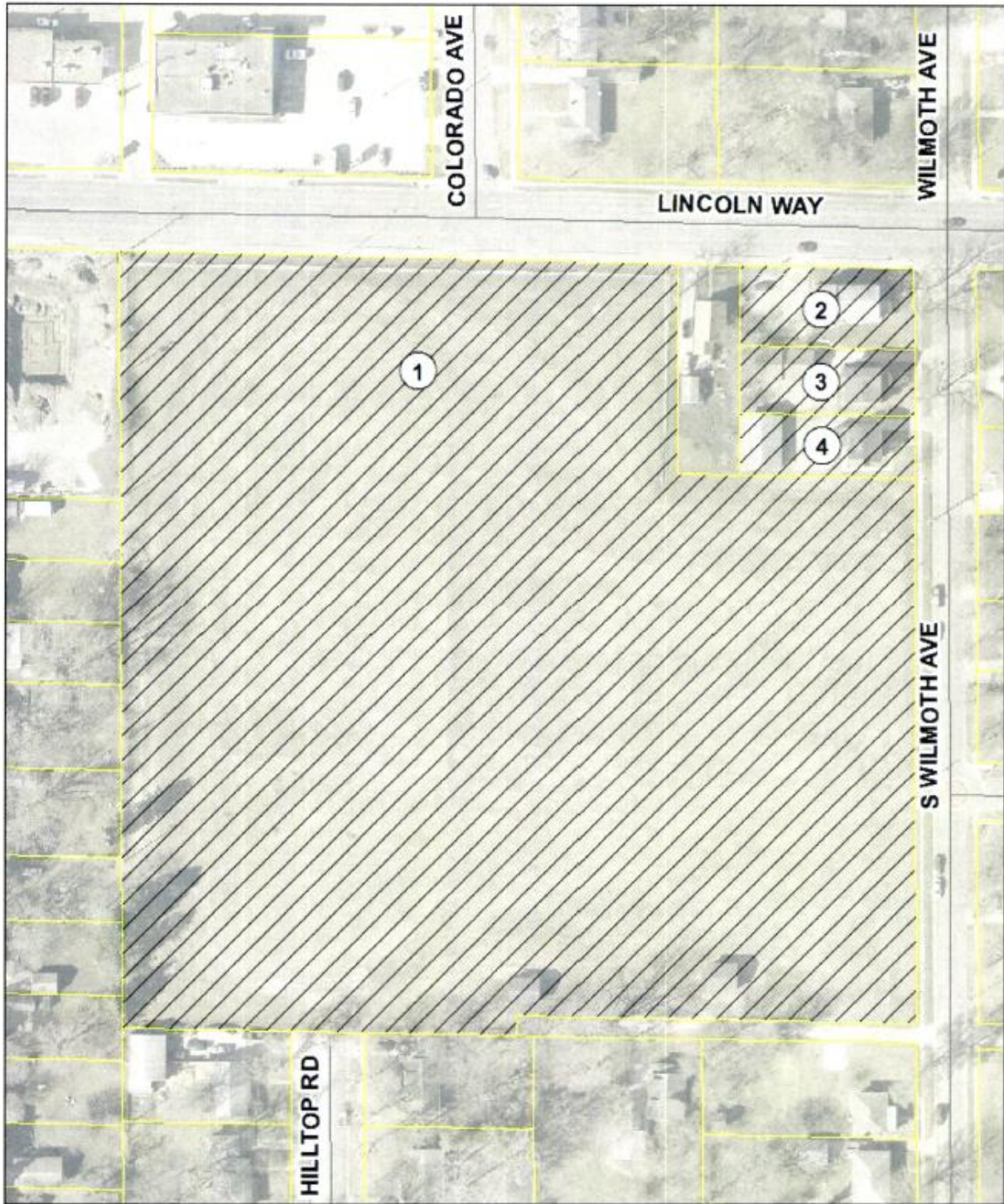
Signage shall be orientated to the pedestrian level, internal illuminated cabinet signs with white or light color backgrounds are prohibited, channel letters should be affixed directly to the building without a visible raceway or have a backing panel that covers a creating the appearance of an overall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

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

120-124 Hayward Avenue

This mixed use development contains ground floor commercial space and five upper floors of housing. The owners are seeking a 3-year exemption. The building was designed with the intent of meeting the design criteria and the final inspection finds that it does. The final walk through with the Police Department verified consistency with the public safety requirements. **Staff finds that the improvements meet the eligibility criteria.**

ATTACHMENT 4: SOUTH WILMOTH URA CRITERIA AND APPLICATION SUMMARY



ATTACHMENT 3: ADDITIONAL QUALIFYING CRITERIA

1. All buildings shall use clay brick as the principal building material for 80 percent of the street facing facades, excluding openings. The remaining facades shall incorporate clay brick or cut stone into 50 percent of the façade materials. In the event that a building is behind another building and is set back at least 200 feet from Wilmoth Avenue or Lincoln Way, such building requires 80 percent brick on only one façade and 50 percent on all other facades.
2. Buildings used solely for residential and accessory uses shall utilize hipped or gabled roofs. Mixed-use buildings are exempt from this standard.
3. The project shall provide additional commercial parking in excess of the retail/office parking rate of 3.3 spaces per 1,000 square feet of gross commercial floor area. A minimum of 20 percent of the commercial floor area shall provide parking at a rate of 9 spaces per 1,000 square feet of gross commercial floor area for the first 30,000 square feet of gross floor area.
4. A clubhouse, as defined in the Zoning Ordinance, shall not be permitted on the ground floor of a commercial mixed use building.
5. Ground floor commercial uses of mixed use buildings must be a permitted use of the HOC base zone for Office Uses; Retail Sales and Services Uses; Entertainment, Restaurant, and Recreation; and miscellaneous use of childcare.
6. Typical commercial tenant footprint shall have a minimum depth of 40 feet.
7. Commercial areas shall have a floor to ceiling height of a minimum of 12 feet.
8. Primary entrances to residential buildings shall include covered entries with architectural enhancements increasing the buildings visual interest and identifying the entrance.
9. The residential project shall receive and maintain certification for the Iowa Crime Free Multi-Housing Program administered by the Ames Police Department.
10. The project shall utilize a Sign Program for commercial tenants that provide a cohesive design and lighting style to the site. Sign Program will allow for wall signage per the Sign Code. If a commercial ground sign is constructed, it is restricted to a single monument sign along Lincoln Way and shall include a decorative base compatible with the commercial buildings finishes and have an opaque sign face background. The Sign Program must be approved by the Planning Director.
11. The project shall provide landscape buffering with the L3 and F2 standards in a minimum of a 10-foot-wide planter along the perimeter property lines of the site.

12. The project shall provide street trees, per City specifications, along Wilmoth Avenue.

13. There shall be no balconies facing the south, west or east on the perimeter of the project or adjacent to Lincoln Way.

205 S. Wilmoth Avenue

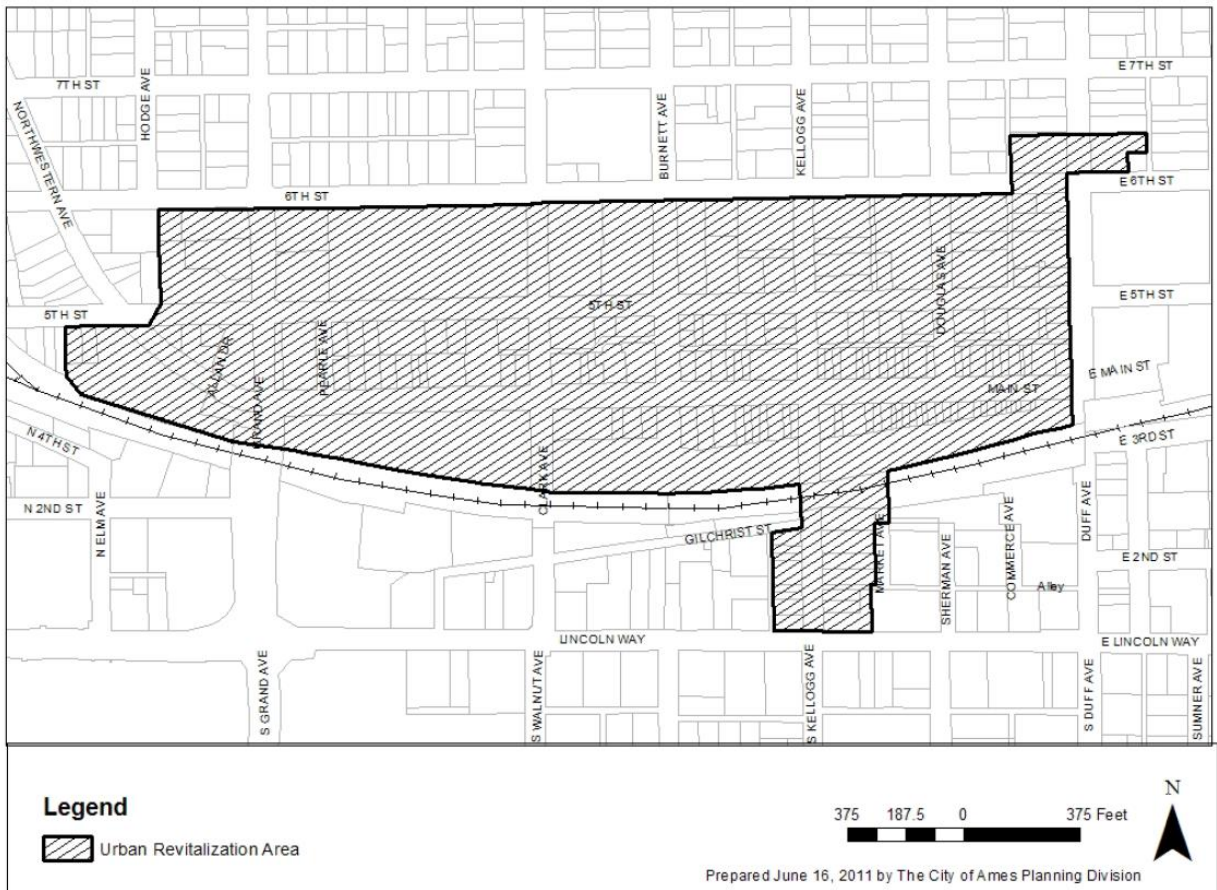
The major site development plan for this project was approved on April 26, 2016. It comprises four residential buildings with a total of 122 apartments with 422 bedrooms. There is a mixed-use building comprising 15,000 square feet of commercial space with 20 apartments with 64 bedrooms above it. A 7,000 square foot clubhouse is located at the northeast corner of the site.

In April, 2016, the developer sought “pre-approval” of the project for tax exemption. In question at the time were three design criteria regarding roof design, entrance design, and landscaping. The City Council found that the proposed design met the intent of the Plan criteria and “pre-approved” their eligibility for tax abatement. **This pre-approval only addressed those three specific design criteria of the Plan and did not exempt them from having to meet all the other criteria.**

The Aspen Heights buildings meet the design requirements of the Plan. However, Criteria Number 9 requires Aspen Heights to receive and maintain certification in the Crime Free Multi-Housing Program. This program has three components: training of management staff, a site review for CPTED (Crime Prevention Through Environmental Design) principles, and a social event for the residents. The Aspen Heights apartment management has yet to contact the Ames Police Department about the program and has made no effort to enroll. **Staff finds that the improvements do not meet the eligibility criteria.**

If Aspen Heights receives the Crime Free Multi-Housing designation prior to February 1, 2019 and submits a new application for tax exemption by that date, they may then be eligible for the requested exemption although they will have lost the first year of the 10-year abatement schedule.

ATTACHMENT 5: DOWNTOWN URA CRITERIA AND APPLICATION SUMMARY



DOWNTOWN CRITERIA

- Properties must be located within the designated Downtown Urban Revitalization Area.

AND

- Improvements must be made to one or more of the facades of a building on the property that follow the current Downtown Design Guidelines for façade improvements as approved by City Council.

AND

- The scope of the work must follow the current Downtown Design Guidelines for façade improvements as approved by City Council.

AND

- If first floor is vacant before the façade improvements are made, then the front half of the first floor is required to have a retail use after the improvements are completed. If the first floor is not vacant before the façade improvements are made, and has a permitted use, then it is eligible. No residential structures are eligible.

AND

- The improvements must be maintained for the three years.

301 Main Street

The building underwent a major renovation to the commercial and residential spaces. It included a façade grant awarded in the 2015-16 fiscal year. The improvements to the commercial space were a combination of renovation both vacant and occupied tenant spaces. Commercial uses are limited to either existing office uses or new retail and service uses for tax abatement eligibility. The property owner also renovated the apartments. The criteria, however, specifically exclude residential structures from tax abatement eligibility.

The owner is seeking a 3-year exemption. The building is divided into two separate assessment classes of residential and commercial uses. **With the exemption applied only to the commercial class portion of the building, staff finds that the improvements meet the eligibility criteria.** The assessor will apply the exemption only to the commercial portion of the building with the City Council determination of conformity to the criteria.

ATTACHMENT 6: WALNUT RIDGE MIXED USE URA CRITERIA AND APPLICATION SUMMARIES

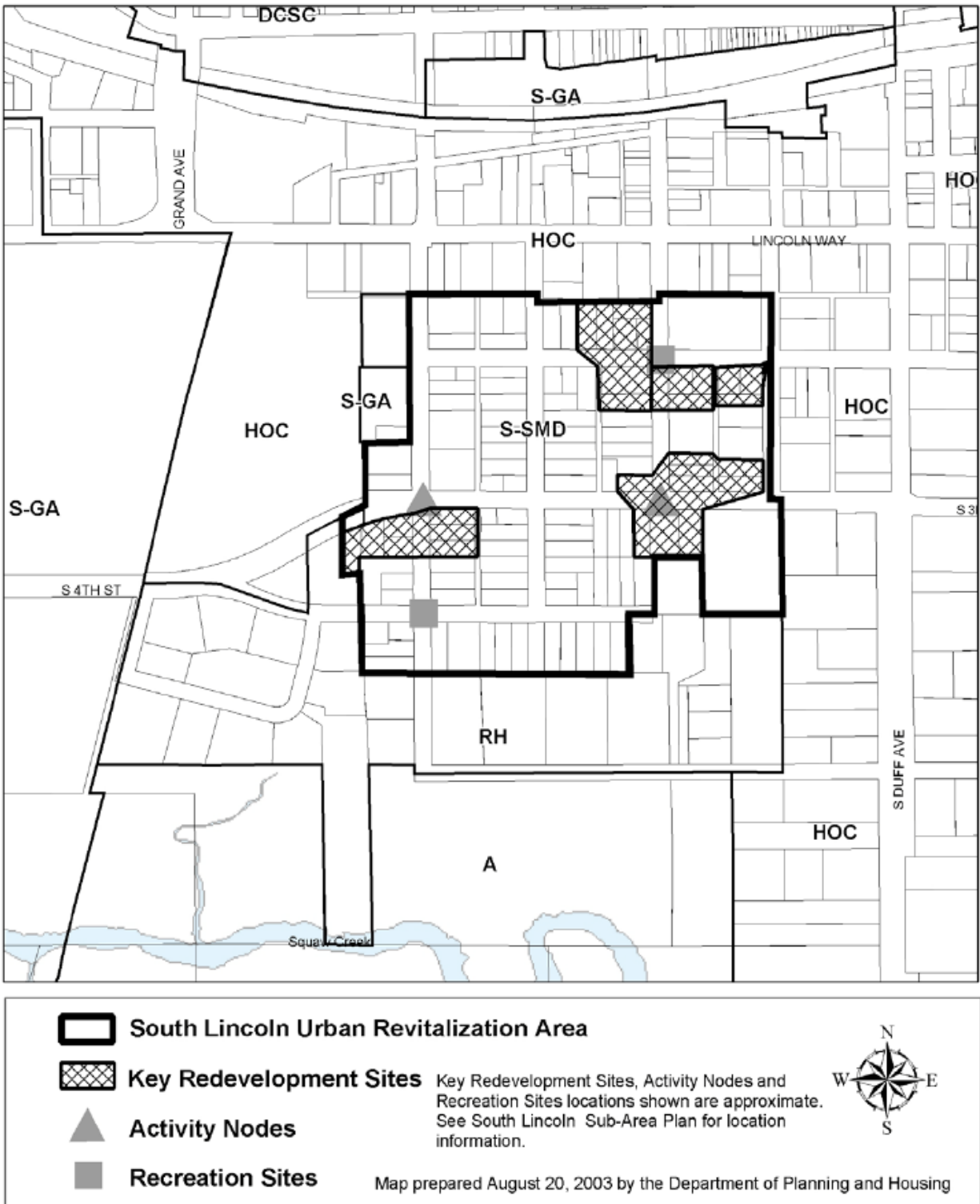
Eligibility Criteria.

- The project shall be built in substantial compliance with the Major Site Development Plan approved by City Council on September 8, 2015 and in accordance with the condition of Resolution #15-561, or as amended.
- The residential project shall receive and maintain certification for the Iowa Crime Free Multi-Housing Program administered by the Ames Police Department.

These two buildings received an exemption last year based on partial completion of the project. The owners have completed further improvements that have increased the assessed valuation. The buildings are compliant with the approved Major Site Development Plan. The police department has verified that the residential components of both structures have retained certification in the Iowa Crime Free Multi-Housing Program. This enrollment will need to be maintained in order to continue receiving the 10-year abatement the owners are seeking. **Staff finds that the improvements meet the eligibility criteria.**

Note that 3505 Lincoln Way includes two applications. The building has been converted to a condominium regime and there are two separate owners.

ATTACHMENT 7: SOUTH LINCOLN MIXED USE URA CRITERIA AND APPLICATION SUMMARY



SOUTH LINCOLN NEIGHBORHOOD CRITERIA MATRIX

REQUIRED	AND	OPTIONAL	OR	OPTIONAL	OR	OPTIONAL
<p><i>Underutilized</i></p> <p>Properties must be located within the designated South Lincoln Urban Revitalization Area. Properties within the designated South Lincoln Urban Revitalization Area are all considered to be underutilized.</p>	<p><i>Commercial or Mixed Use</i></p> <p>If within a “Key Redevelopment Site” as designated by the South Lincoln Sub-area Plan, at least 1,500 square feet of the first floor must be used for permitted Office or Trade Uses as shown in Table 29.1003(2) of the <u>Municipal Code</u>.</p>	<p><i>Mixed Use</i></p> <p>If <u>not</u> within a “Key Redevelopment Site” as designated by the South Lincoln Urban Revitalization Plan, at least 4,000 square feet of the first floor must be used for permitted Office or Trade Uses as shown in Table 29.1003(2) of the <u>Municipal Code</u>. There must be at least one floor above that is to be used exclusively for household living.</p>	<p><i>Activity Node</i></p> <p>Must provide space for, construct, and provide public access in perpetuity to an activity node at a location identified in the South Lincoln Sub-area Plan, which shall include:</p> <ul style="list-style-type: none"> • at least 500 square feet of space with facilities for casual use by two to four people, if the development property is less than or equal to 15,000 square feet; • at least 1,200 square feet of space with facilities for casual use by ten or more people, if the development property is more than 15,000 square feet, and less than or equal to 25,000 square feet; • at least 2,500 square feet of space with a roofed structure and other facilities for special events for at least thirty people, if the development property is more than 25,000 square feet. <p style="text-align: center;">AND</p> <p>Provide distinctive paving, lighting, furnishings, plantings, architectural elements, and other improvements as approved by the City (See Guidelines).</p>	<p><i>Recreation Site</i></p> <p>Must provide space for, construct, and provide public access in perpetuity to a recreation site at a location identified in the South Lincoln Sub-area Plan, which shall include at least 5,000 square feet of space with facilities for active, structured recreation by groups of people, if the development property is less than or equal to 15,000 square feet.</p> <p style="text-align: center;">AND</p> <p>Provide facilities for half-court basketball, volleyball, or other active recreation and lighting furnishings, plantings, architectural elements, and other improvements as approved by the City (See Guidelines).</p>	<p style="text-align: center;">OR</p>	<p style="text-align: center;">OR</p>
<p>The improvements must be maintained for the life of the tax abatement schedule applied for.</p>						

306 S. 3rd Street

This project consists of a new office and storage facility for the Celebrations party store. The project demolished two houses, combined the lots, and created a second commercial building on the lot. The site is within a “key redevelopment area” within the Plan. The building meets all the design criteria of the South Lincoln Sub Area Mixed Use District and the “Commercial or Mixed Use” criteria of the Plan. In this case the project includes more than 1,500 square feet of commercial office space to meet the optional requirements of the criteria. The owner is seeking a 10-year abatement. **Staff finds that the improvements meet the eligibility criteria.**

ATTACHMENT 8: ALL APPLICATIONS

RECEIVED

URA-000366

Effective Date: December 27, 2017

FEB 01 2018

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

University Area Urban Revitalization Program

Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 313 Lynn Ave, Ames, IA 50014
- 2. **Property Identification Number (Geocode):** 09-09-201-085
- 3. **Urban Revitalization Area:** East University
- 4. **Legal Description** (attach, if lengthy): Parcel A
Lots 2 & 3 HT Hills Subdivision
- 5. **Description of Improvements - Attach if lengthy:** We renovated the existing building and added additions on the front and back of the building. More detail is attached.

Improvement costs: \$ <u>2.93 million</u>
Beginning construction date: <u>January 2017</u>
Estimated or actual completion date: <u>August 11, 2017</u>
Assessment year for which exemption is being claimed: <u>2017</u>
Exemption schedule (3, 5, or 10 years): <u>10 years</u>

- 6. **Property Owner:** Iowa State House Assoc. of Delta Gamma Frat. LLC
- Business:** Delta Gamma Fraternity Housing Corp.
- Address:** 3220 Riverside Dr. Ste A2 Columbus, IA 50221
(Street) (City) (State) (Zip)
- (Phone):** 614-487-5599 ext 303
- (Fax):** 614-487-5595
- (e-mail):** jessica@deltagamma.org

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by: Amanda P. Reymann Date: 1/26/18
 Property Owner(s)
Amanda P. Reymann
 Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: **Retainage Revised**
 APPLICATION DATE: **09/29/17**
 PERIOD TO: **09/30/17**
 PROJECT NO: **16100**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)		E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D.O.R.E.)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD					
1	General Conditions	184,679	184,679				184,679	0	100%
2	Dumpsters/Clean-Up	23,364	23,364				23,364	0	100%
3	Insurance	14,950	14,950				14,950	0	100%
4	Permits	11,100	11,100				11,100	0	100%
5	Surveying	5,400	5,400				5,400	0	100%
6	Temporary Roads & Fencing	18,325	18,325				18,325	0	100%
7	Earthwork/Site Utilities	78,150	78,150				78,150	0	100%
8	Wood Fencing	7,650	7,650				7,650	0	100%
9	Landscaping	17,271	17,271				17,271	0	100%
10	Demolition	58,200	58,200				58,200	0	100%
11	Cast-in-Place Concrete	145,761	145,761				145,761	0	100%
12	Masonry Material/Installation	102,591	102,591				102,591	0	100%
13	Structural Steel Material/Installation	16,054	16,054				16,054	0	100%
14	Rough Carpentry Material/Installation	140,624	140,624				140,624	0	100%
15	Finish Carpentry Material/Installation	155,887	155,887				155,887	0	100%
16	Sealants & Caulking	18,312	18,312				18,312	0	100%
17	Siding Material/Installation	70,200	70,200				70,200	0	100%
18	Insulation	26,898	26,898				26,898	0	100%
19	EDPM Roofing and Sheet Metal	110,800	110,800				110,800	0	100%
20	Openings	212,328	212,328				212,328	0	100%
21	Metal Framing/Drywall/ACT	76,630	76,630				76,630	0	100%
22	Floor Coverings	98,984	98,984				98,984	0	100%
23	Painting/Wallcovering	120,780	120,780				120,780	0	100%
24	Specialties	18,067	18,067				18,067	0	100%
25	Plumbing	118,620	118,620				118,620	0	100%
26	HVAC	131,280	131,280				131,280	0	100%
27	Fire Suppression	15,625	15,625				15,625	0	100%
28	Electrical	235,403	235,403				235,403	0	100%
29	Fee	66,067	66,067				66,067	0	100%
30	CO #01	(81,538)	(81,538)				(81,538)	0	100%
31	CO #02	32,757	32,757				32,757	0	100%
32	CO #03	(1,437)	(1,437)				(1,437)	0	100%
33	CO #04	51,221	51,221				51,221	0	100%
GRAND TOTALS		\$ 2,301,003	\$ 2,301,003	\$ -	\$ -	\$ -	\$ 2,301,003	\$ -	100%

Users may obtain validation of this document by requesting the license a completed AIA Document D401 - Certification of Document's Authenticity

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JAN 12 2018

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

URA-00348

Effective Date: December 27, 2017

University Area
Urban Revitalization Program

Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** ___2136 Lincolnway Ames Iowa 50014___

2. **Property Identification Number (Geocode):** ___X: 93.64129___ Y: 42.022766___

3. **Urban Revitalization Area:** ___Eastern University Impacted___

4. **Legal Description** (attach, if lengthy): ___See attached___

5. **Description of Improvements - Attach if lengthy:** ___See attached___

Improvement costs: \$ ___2,947,016 (Original contract plus change orders attached)___

Beginning construction date: ___June 2014___

Estimated or actual completion date: ___Temporary Occupancy August 2015___

___Permanent Occupancy January 2016___

Assessment year for which exemption is being claimed: ___TY 2015-2024___

___Payable 2016-2025___

Exemption schedule (3, 5, or 10 years): ___10 year exemption schedule___

6. **Property Owner:** ___Beta Omicron Chapter of Sigma Chi Fraternity Corporation Board___

Business: ___Sigma Chi Fraternity at Iowa State University___

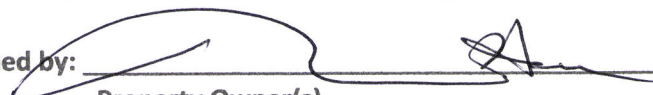
Address: ___PO Box 396___ Ankeny___ Iowa___ 50021___

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

___(815) 997-7399___ rlamoureux@betaomiconsig.org___

(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by:  Date: 1-12-18
Property Owner(s)

___Jon Hall___ Corporation Board President___
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

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JAN 12 2018

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

4. Legal Description –

Property located in Story County, Iowa, locally known as 2136 Lincoln Way, Ames, Iowa 50015, and legally described as follows:

Lots Six (6), Seven (7) and Eight (8) in Block One (1), College Heights Addition to Ames, Story County, Iowa, and beginning at the NW Corner of Lot Ten (10) in the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section Nine (9), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5th P.M., Story County, Iowa, thence South 301 feet, thence West 37 feet, thence North 151 feet, thence West 36 feet, thence North 150 feet, thence East 73 feet to the place of beginning (also described as the East 73 feet of the North 150 feet, and the East 37 feet of the South 151 feet of Lot 9 in the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Sec. 9-T83N-R24W, of the 5th P.M., Story County, Iowa,) excepting therefrom a tract conveyed to the City of Ames, Story County, Iowa, described as follows: Beginning at a point 7.48 feet South of the NE Corner of the East 73 feet of the North 150 feet of Lot 9 in the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Sec. 9-T83N-R24W of the 5th P.M., Story County, Iowa, thence North 7.48 feet, thence West 123 feet to the NW Corner of Lot 8, Block 1, College Heights Addition to Ames, Story County, Iowa, thence South 5.19 feet, thence Southeasterly to the point of beginning.

5. Description of Improvements – The Sigma Chi Fraternity Chapter House that was demolished was built in the early 1960's to meet the needs of college students at that time. It had a modern designed exterior consisting of a combination of brick and paneling. The structure was two stories with a partially finished basement. The interior was made up of 22 two or three man study rooms with a large open air dorm on the second floor of the house. The second floor also contained a community bathroom and shower room. A full kitchen existed on the first floor along with a dining room and a living room. The partially finished basement contained a laundry room and all of the environmental control equipment for the structure. It also contained two small, partially finished social rooms and room for storage.

The new construction that was built to replace the structure that was demolished was designed and built with standards that far exceeded the standards of the previous house and included those standards that are expected and required in the East University Impact area of Ames. These included:

- Building Material – accents of stone and contrasting brick patterns
- Building trim and detailed materials – lintels, sills, finials and balustrades of cut stone or cast concrete
- Building Form - more variation in plane of facades
- Roof Type – cascading roof form, steeper pitch, greater variety of shapes facing all directions
- Pedestrian entrance – cast accents around door, heavy wood door
- Windows – window proportions, segmented windows, true divided or leaded glass panes and stone or cast lintels

The new house whose size is roughly 20,000 square feet consists of 3 finished floors with a finished basement. The house contains 9 environmental zones to keep the air moving and healthy at all times and at a temperature that is comfortable regardless of the time of the year. The house accommodates 55 undergrads in a suite style living environment. The suites accommodate 3, 4 or 5 men, each suite

containing a full bathroom, common living area and sleeping/study area for each man living in the suite. The basement contains a recreation room along with a theatre. The first floor contains a chef's kitchen, a dining room that will accommodate up to 80 people, a living room and library. Large study rooms exist on all floors. A house director suite exists on the first floor. The property also contains a paved and marked parking lot accommodating 50 vehicles. Along with a stone and brick front porch, the back contains a picnic deck and barbeque area along with a basketball court.

Re: Final Draw - Sigma Chi

Greg Lynch

Mon 2/29/2016 8:58 AM

To: Rick Burnett <rhbretired@hotmail.com>;

RECEIVED

JAN 12 2018

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

Rick,

Thanks for the data.



Gregory P. Lynch, M.S., MAI, CAE, CCIM
Ames City Assessor

515.239.5370 *main* | 515.239.5375 *direct* | 515.239.5376 *fax*
glynch@city.ames.ia.us | City Hall, 515 Clark Avenue | Ames, IA 50010
www.CityofAmes.org/Assessor | ~ Caring People ~ Quality Programs ~ Exceptional Service ~

-----Rick Burnett <rhbretired@hotmail.com> wrote: -----

To: "glynch@city.ames.ia.us" <glynch@city.ames.ia.us>
From: Rick Burnett <rhbretired@hotmail.com>
Date: 02/27/2016 07:01AM
Subject: Final Draw - Sigma Chi

Greg,

I wanted to send you something so that you did not think I was being unresponsive to your requests. This is our final draw from our contractor Dallenbach Larson. There are four (4) mistakes on this draw that I have asked to be corrected but in the meantime I wanted to provide this to you.

The 4 modifications/corrections I have asked be made are:

1. One page 3 in the "Equipment" section I have asked that the \$250, \$400 and \$300 amounts highlighted in red be documented as a change order totaling \$950 and listed on page 6 in the change order section as a new change order.
2. I have asked change order #9 which is currently shown as a "net zero" change order be changed to a \$4,681 change order to be consistent with how it is actually reflected on page 3 in the "Finishes" subsection. This is a mistake that needs to be corrected.
3. Even though change order #17 is listed on page 6, they did not bill me for this and I asked them to add this to the "Landscaping" subsection on page 4 as a new line under "Trash Enclosure".
4. I have pointed out to them that on page 5 that the Building Total of \$2,630,470 is actually \$2,637,470 so there must be an error in their spreadsheet summing that column.

When these changes are made, the summary box on page 6 which is what I am sure you are most interested in will reflect the following:

Original Contract Amount - \$2,867,470
Total of Change Orders - \$79,546.02
Contract Amt + Change Orders - \$2,947,016.02
Total Completed & Paid (Including today's draw) - \$2,945,111.85
Less Previous Payments - \$2,927,994.44
Current Payment Due - \$17,117.41

This is our final payment to the contractor and the reason for the \$1,904 difference between total contract value and the money we paid (line 3 and 4 above) is that the Energy Audit listed on page 1 under Plans and Permits ended up being covered by another task that was paid in full and the Window Cleaning listed on Page 5 under "General" came in under budget.

If you have any questions please do not hesitate to contact me. When I get the final version of this spreadsheet from Dallenbach Larson, I will forward to you.

Thanks again for your patience.

[attachment "CFW Sigma Chi - Draw 16 022316.pdf" removed by Greg Lynch/COA]



DESIGN | DEVELOPMENT | CUSTOM HOMES

Sigma Chi Fraternity
 136 Lincoln Way
 Ames IA

A = Allowance C = Change Order

Upper Floor 0
 Main Floor 0
 Lower Floor 0
 Total Finished

DATE	DRAW #	ITEMS IN RED INDICATE OVER INITIAL BUDGET
22-Feb-2016	16	

PLANS & PERMITS	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Builder's Risk			6,000.00	6,000.00	0.00	6,000.00	
Plan Copies			500.00	500.00	0.00	500.00	
Building Permits			10,900.00	10,900.00	0.00	10,900.00	
Survey/Staking	10		0.00	0.00	0.00	0.00	
Insurance			6,000.00	6,000.00	0.00	6,000.00	
Energy Audit			1,000.00	0.00	0.00	0.00	
Safety Equipment			10,000.00	10,000.00	0.00	10,000.00	
Special Inspection			5,000.00	5,000.00	0.00	5,000.00	
TOTAL			\$39,400.00	\$38,400.00	\$0.00	\$38,400.00	

SITE WORK	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Temporary Pole			600.00	600.00	0.00	600.00	
Temporary Power/Heat			5,000.00	5,000.00	0.00	5,000.00	
Temporary Water			500.00	500.00	0.00	500.00	
Site Fencing			5,000.00	5,000.00	0.00	5,000.00	
Fill Original Foundation			4,000.00	4,000.00	0.00	4,000.00	
Stom Sewer/New Water/Sewer			105,000.00	105,000.00	0.00	105,000.00	
Site Demo / Explorer/TV Old Sewer	2		0.00	2,832.50	0.00	2,832.50	
TOTAL			\$120,100.00	\$122,932.50	\$0.00	\$122,932.50	

EXCAVATION	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Stone Fill/Parking Lot Prep			65,000.00	65,000.00	0.00	65,000.00	
Dig & Backfill			26,000.00	26,000.00	0.00	26,000.00	
Site Grading/Touch Grading			9,000.00	9,000.00	0.00	9,000.00	
Concrete & Soil Test			4,600.00	4,600.05	0.00	4,600.05	
Erosion Control	10		0.00	0.00	0.00	0.00	
Sand Fill			4,000.00	4,000.00	0.00	4,000.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	
TOTAL			\$108,600.00	\$108,600.05	\$0.00	\$108,600.05	

CONCRETE	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
W/Additional/ Foundation/Footings		3	123,700.00	130,136.00	0.00	130,136.00	
Parking, Driveway & Walks			71,400.00	71,400.00	0.00	71,400.00	
Concrete Pump			3,000.00	3,000.00	0.00	3,000.00	
Floor Slab			31,000.00	31,000.00	0.00	31,000.00	
Stoops/Steps			11,300.00	11,300.00	0.00	11,300.00	
Temp Driveway Rock			10,000.00	10,000.00	0.00	10,000.00	
Tread Stair Concrete			12,300.00	12,300.00	0.00	12,300.00	
Gypcrete (1" - No Sound)			14,000.00	14,000.00	0.00	14,000.00	
			0.00	0.00	0.00	0.00	
TOTAL			\$276,700.00	\$283,136.00	\$0.00	\$283,136.00	

MASONRY	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Brick/Stone - Exterior		9	161,287.00	161,287.00	0.00	161,287.00	
Stone - Fireplace			3,000.00	3,000.00	0.00	3,000.00	
Cast Stone / Brick		18	0.00	0.00	10,386.50	10,386.50	
			0.00	0.00	0.00	0.00	
TOTAL			\$164,287.00	\$164,287.00	\$10,386.50	\$174,673.50	

WOOD & CARPENTRY	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Frame Material			232,000.00	232,000.00	0.00	232,000.00	
Framing Labor			136,000.00	136,000.00	0.00	136,000.00	
Deck Material & Deck Labor			40,000.00	40,000.00	0.00	40,000.00	
Soffitt/Fascia Labor			15,000.00	15,000.00	0.00	15,000.00	
Nails and Fasteners/ Hinges			8,000.00	8,000.00	0.00	8,000.00	
Millwork			15,000.00	15,000.00	0.00	15,000.00	
Trim Labor			50,000.00	50,000.00	0.00	50,000.00	
Hardware Door Knobs/ Installed			12,000.00	12,000.00	0.00	12,000.00	
Built Ins & Bookshelf Labor			30,000.00	30,000.00	0.00	30,000.00	
Steel Construction			8,000.00	8,000.00	0.00	8,000.00	
Reframe Bedroom Walls		4	0.00	4,728.89	0.00	4,728.89	
TOTAL			\$546,000.00	\$550,728.89	\$0.00	\$550,728.89	

THERMAL & MOISTURE	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
House Insulation			35,000.00	35,000.00	0.00	35,000.00	
Gutters			8,000.00	8,000.00	0.00	8,000.00	
Roofing Materials			18,000.00	18,000.00	0.00	18,000.00	
Roof & Flashing			2,500.00	2,500.00	0.00	2,500.00	
Roof Labor			25,000.00	25,000.00	0.00	25,000.00	
Sheet Metal Flashing			6,000.00	6,000.00	0.00	6,000.00	
TOTAL			\$94,500.00	\$94,500.00	\$0.00	\$94,500.00	

EXTERIOR DOORS & WINDOWS		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Exterior Windows & Doors				34,127.00	34,127.00	0.00	34,127.00	
Interior Doors & Labor to Hang				83,000.00	83,000.00	0.00	83,000.00	
Roof Windows				7,500.00	7,500.00	0.00	7,500.00	
Folding Door				0.00	0.00	0.00	0.00	
Replace Entry Doors		8		0.00	4,408.27	0.00	4,408.27	
TOTAL				\$124,627.00	\$129,035.27	\$0.00	\$129,035.27	
FINISHES		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Drywall				124,500.00	124,500.00	0.00	124,500.00	
Exterior Paint				10,000.00	10,000.00	0.00	10,000.00	
Interior Paint				50,000.00	50,000.00	0.00	50,000.00	
Tile & Flooring (All Floors)		9		130,000.00	134,681.00	0.00	134,681.00	
Paint / Iron Stair				56,000.00	56,000.00	0.00	56,000.00	
Fire Caulking				10,000.00	10,000.00	0.00	10,000.00	
Acoustical Ceiling				7,500.00	7,500.00	0.00	7,500.00	
Extra Tiles		16		0.00	83.00	0.00	83.00	
TOTAL				\$388,000.00	\$392,764.00	\$0.00	\$392,764.00	
SPECIALTIES		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Fireplace				5,000.00	5,000.00	0.00	5,000.00	
Gas to Stove & Fireplaces				1,600.00	1,600.00	0.00	1,600.00	
Wood Mantel				3,000.00	3,000.00	0.00	3,000.00	
Towel Bars, Rods & TP Holders				10,000.00	10,000.00	0.00	10,000.00	
Miscellaneous Labor				4,000.00	4,000.00	0.00	4,000.00	
Mirrors				4,000.00	4,000.00	0.00	4,000.00	
Fire Extinguishers				5,000.00	5,000.00	0.00	5,000.00	
Lift Chair / Installed				21,500.00	21,500.00	0.00	21,500.00	
Hood Design Engineering		7		0.00	2,000.00	0.00	2,000.00	
Shower Doors		19		0.00	0.00	6,201.07	6,201.07	
TOTAL				\$54,100.00	\$56,100.00	\$6,201.07	\$62,301.07	
EQUIPMENT		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Appliances				Owner	0.00	0.00	0.00	
Appliances Installation & Parts				Owner	250.00	0.00	250.00	
Data/Cable/TV Rough In		5		Included	841.54	0.00	841.54	
Fire Alarm System				Included	0.00	0.00	0.00	
Vent Stove Hood				Owner	400.00	0.00	400.00	
Appliances / House Director				Owner	300.00	0.00	300.00	
Kitchen Cabinets/Tops				0.00	0.00	0.00	0.00	
Kitchen Bar Plumbing		12		0.00	246.00	0.00	246.00	
TOTAL				\$0.00	\$2,037.54	\$0.00	\$2,037.54	

FURNISHINGS		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Pantry Built-Ins				0.00	0.00	0.00	0.00	
Kitchen			Owner		0.00	0.00	0.00	
Kitchen Countertops			Owner		0.00	0.00	0.00	
Kitchen/Bar Labor			11,200.00	11,200.00	0.00	0.00	11,200.00	
Closets, Vanities & Tops			79,000.00	79,000.00	0.00	0.00	79,000.00	
Shades & Blinds	13		0.00	19,500.00	0.00	0.00	19,500.00	
			0.00	0.00	0.00	0.00	0.00	
TOTAL			\$90,200.00	\$109,700.00	\$0.00	\$0.00	\$109,700.00	
MECHANICAL		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
HVAC System				185,000.00	185,000.00	0.00	185,000.00	
Plumbing Fixtures & Labor (w/Attic)				133,000.00	133,000.00	0.00	133,000.00	
Fire System				31,300.00	31,300.00	0.00	31,300.00	
1000 Gallon Grease Trap				12,000.00	12,000.00	0.00	12,000.00	
Bath Fans (Randy)	6		0.00	2,832.96	0.00	0.00	2,832.96	
Shower Basement Study	20		0.00	0.00	152.84	0.00	152.84	
TOTAL			\$361,300.00	\$364,132.96	\$152.84	\$0.00	\$364,285.80	
ELECTRICAL & LIGHTING		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Rough-In w/ Fixture Installation		10		178,356.00	178,356.00	0.00	178,356.00	
Light/Fans			Included		0.00	0.00	0.00	
Transfer From Erosion Control		11		7,500.00	7,500.00	0.00	7,500.00	
				0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	
TOTAL			\$185,856.00	\$185,856.00	\$0.00	\$0.00	\$185,856.00	
LANDSCAPING		A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Landscaping		14		0.00	11,814.72	0.00	11,814.72	
Window Wells/Retaining Wall at House				20,000.00	20,000.00	0.00	20,000.00	
Finish Grade				4,000.00	4,000.00	0.00	4,000.00	
Sod				12,000.00	12,000.00	0.00	12,000.00	
Black Dirt				4,000.00	4,000.00	0.00	4,000.00	
Trash Enclosure		15		0.00	1,200.00	0.00	1,200.00	
TOTAL			\$40,000.00	\$53,014.72	\$0.00	\$0.00	\$53,014.72	

GENERAL	A	C	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
Exterior Caulk			12,000.00	12,000.00	0.00	12,000.00	
Temporary Toilet			2,000.00	2,000.00	0.00	2,000.00	
Window Cleaning			2,800.00	1,896.50	0.00	1,896.50	
Trash Hauling			7,000.00	7,000.00	0.00	7,000.00	
Interior Detailing			10,000.00	9,873.00	127.00	10,000.00	
Contingencies			10,000.00	10,000.00	0.00	10,000.00	
TOTAL			\$43,800.00	\$42,769.50	\$127.00	\$42,896.50	

TOTALS & FEES	BUDGET	PAST	CURRENT	TOTAL	CLIENT COMMENTS
BUILDING TOTAL	2,630,470.00	2,697,994.43	16,867.41	2,714,861.84	
BUILDER FEE - HOUSE	230,000.00	230,000.00	0.00	230,000.00	
DOWN PAYMENT	0.00	0.00	0.00	0.00	
SIGMA CHI BUILDING FUND	0.00	0.00	0.00	0.00	
HOUSE GRAND TOTAL	\$2,860,470.00	\$2,927,994.44	\$16,867.41	\$2,944,861.85	

APPLICATION AND CERTIFICATE FOR PAYMENT

To: Sigma Chi Fraternity
 From: Dallenbach Larson Development, LLC
 Period Covered: February 2016

Project: 2136 Lincoln Way
 Application #: 15

CHANGE ORDERS		
DESCRIPTION	CO #	COST
Initial Ammendment to Contract (\$40,170)	1	\$ -
Dig & TV for Old Sewerline (May)	2	\$ 2,832.50
Foundation Height	3	\$ 6,436.00
Reframe Bedroom Wall (To Date)	4	\$ 1,728.89
Reframe Bedroom Walls & Closets	4	\$ 3,000.00
TV Rough In	5	\$ 841.54
Baths Fans	6	\$ 2,832.96
Hood Design Engineering	7	\$ 2,000.00
Replace Entry Doors	8	\$ 4,408.27
Reverse Brick & Carpet Line Items	9	\$ -
Reverse Electric & Survey	10	\$ -
Reverse Electric & Erosion	11	\$ -
Juice Bar at Dining Room	12	\$ 246.80
Shades & Blinds	13	\$ 19,500.00
Perennial Gardens/Plants	14	\$ 11,814.72
Trash Enclosure	15	\$ 1,200.00
Extra Ceiling Tiles	16	\$ 83.00
Remove Trash Gates	17	\$ 250.00
Cast Stone / Brick	18	\$ 10,386.50
Shower Door	19	\$ 6,201.00
Basement G-1 Shower Issue	20	\$ 152.84
	21	\$ -
	22	\$ -
		\$ -
TOTAL		\$ 73,915.02

→ 4,681

2,947,616

→ 7950
 → 9054.17 → still to be paid
 → 79,546.02

APPLICATION IS MADE FOR PAYMENT AS SHOWN BELOW, IN CONNECTION WITH THE CONTRACT. THE CONTRACT CONTINUATION SHEET IS ATTACHED **17**

DESCRIPTION	COST
1. Original Contract Amount	\$2,860,470.00
2. Total of Change Orders	\$73,915.02
3. Contract Amt + Change Orders	\$2,934,385.02
4. Total Completed & Paid (including today's draw)	\$2,944,861.85
5. Less Previous Payments	\$2,927,994.44
6. Current Payment Due (this draw)	\$16,867.41

Dallenbach Larson Development, LLC

Draw Date

2/22/16

Draw #

15

URA-000338

Effective Date: December 27, 2017

RECEIVED

JAN 03 2018

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

University Area Urban Revitalization Program

Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 2121 Sunset Drive
- 2. **Property Identification Number (Geocode):** 09-09-227-030
- 3. **Urban Revitalization Area:** East University Imperial Area
- 4. **Legal Description (attach, if lengthy):** Zentmire S11 Lots 1-5 Parcel B
Slide 477 PG 6
- 5. **Description of Improvements - Attach if lengthy:**
Replacement of previous DTB fraternity building (1952) with
completely new fraternity building at the same location.

Improvement costs: \$ <u>6,404,875</u>
Beginning construction date: <u>8/1/2015 2014</u>
Estimated or actual completion date: <u>07 January 2016</u>
Assessment year for which exemption is being claimed: <u>2017</u>
Exemption schedule (3, 5, or 10 years): <u>10-yr</u>

6. **Property Owner:** Gamma Pi Delta Tau Delta, Inc.

Business: _____

Address: 4107 Greenview Urbandale, IA 50322
(Street) (City) (State) (Zip)

515-276-2996 safris@mac.com
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by: Charles Safris Date: 01/02/2018
Property Owner(s)

Stephen E. Jones Charles Safris
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)



MEMO

DATE: November 9, 2015

TO: Brad Rodenburg, RDG Planning and Design

RE: Delta Tau Delta Retainage

FROM: Clint Jensen, Story Construction

Brad,

The Pay Application attached is all retainage owed to Story Construction minus Thirty Thousand (\$30,000.00) dollars. Twenty Thousand (\$20,000.00) dollars are held for finishes the metal panels in the front entries of the house; North and South. Ten Thousand (\$10,000.00) dollars are held for the finish of the electronic door hardware at the front and back entry.

A handwritten signature in purple ink, appearing to read 'Clint Jensen', with a long horizontal line extending to the right.

Clint Jensen

Continuation Sheet

AIA Document, G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 013

APPLICATION DATE: 11/09/2015

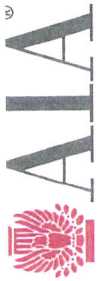
PERIOD TO: 10/31/2015

ARCHITECT'S PROJECT NO: 14605

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1	PreConstruction Services	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00
2	Building Permits	42,029.00	42,029.00	0.00	0.00	42,029.00	0.00	0.00
3	Mobilization	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00	0.00
4	General Conditions	399,406.00	399,406.00	0.00	0.00	399,406.00	0.00	0.00
5	Site Work/Building Demo	149,984.00	149,984.00	0.00	0.00	149,984.00	0.00	0.00
6	Site Utilities	130,073.00	130,073.00	0.00	0.00	130,073.00	0.00	0.00
7	Fencing/Temp Fencing	8,930.00	8,930.00	0.00	0.00	8,930.00	0.00	0.00
8	Landscaping/Seeding /Erosion Control	63,366.00	63,366.00	0.00	0.00	63,366.00	0.00	0.00
9	Parking Lot Paving	20,812.00	20,812.00	0.00	0.00	20,812.00	0.00	0.00
10	Building Foundation/Walls	365,156.00	365,156.00	0.00	0.00	365,156.00	0.00	0.00
11	Building Slabs and Site Concrete	99,410.00	99,410.00	0.00	0.00	99,410.00	0.00	0.00
12	Gypcrete Floors	62,974.00	62,974.00	0.00	0.00	62,974.00	0.00	0.00
13	Masonry	427,474.00	427,474.00	0.00	0.00	427,474.00	0.00	0.00
14	Steel Erection	81,584.00	81,584.00	0.00	0.00	81,584.00	0.00	0.00
15	Steel Material	327,231.00	327,231.00	0.00	0.00	327,231.00	0.00	0.00
16	Framing	143,581.00	143,581.00	0.00	0.00	143,581.00	0.00	0.00
17	Framing Material	249,817.00	249,817.00	0.00	0.00	249,817.00	0.00	0.00
18	Millwork	125,697.00	125,697.00	0.00	0.00	125,697.00	0.00	0.00

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
19	Millwork Material	151,975.00	151,975.00	0.00	0.00	0.00	151,975.00	100.00 %	0.00
20	Insulation	53,994.00	53,994.00	0.00	0.00	0.00	53,994.00	100.00 %	0.00
21	Caulking	24,323.00	24,323.00	0.00	0.00	0.00	24,323.00	100.00 %	0.00
22	Weather Barrier	45,768.00	45,768.00	0.00	0.00	0.00	45,768.00	100.00 %	0.00
23	Water Proofing	28,571.00	28,571.00	0.00	0.00	0.00	28,571.00	100.00 %	0.00
24	Shingles	50,208.00	50,208.00	0.00	0.00	0.00	50,208.00	100.00 %	0.00
25	Siding	30,017.00	30,017.00	0.00	0.00	0.00	30,017.00	100.00 %	0.00
26	Door and Frames	42,884.00	42,884.00	0.00	0.00	0.00	42,884.00	100.00 %	0.00
27	Door and Frames Materials	157,730.00	157,730.00	0.00	0.00	0.00	157,730.00	100.00 %	0.00
28	Wood Window Material	203,311.00	203,311.00	0.00	0.00	0.00	203,311.00	100.00 %	0.00
29	Coiling Door	6,319.00	6,319.00	0.00	0.00	0.00	6,319.00	100.00 %	0.00
30	Drywall Hang and Finish	183,103.00	183,103.00	0.00	0.00	0.00	183,103.00	100.00 %	0.00
31	Terrazzo/Ceramic Tile	121,739.00	121,739.00	0.00	0.00	0.00	121,739.00	100.00 %	0.00
32	Acoustical Ceilings	7,484.00	7,484.00	0.00	0.00	0.00	7,484.00	100.00 %	0.00
33	Flooring	90,172.00	90,172.00	0.00	0.00	0.00	90,172.00	100.00 %	0.00
34	Paint	99,487.00	99,487.00	0.00	0.00	0.00	99,487.00	100.00 %	0.00
35	Specialties	38,120.00	38,120.00	0.00	0.00	0.00	38,120.00	100.00 %	0.00
36	Elevator	99,556.00	99,556.00	0.00	0.00	0.00	99,556.00	100.00 %	0.00
37	Mechanical	990,688.00	990,688.00	0.00	0.00	0.00	990,688.00	100.00 %	0.00
38	Fire Sprinkler	52,563.00	52,563.00	0.00	0.00	0.00	52,563.00	100.00 %	0.00
39	Electrical	650,336.00	650,336.00	0.00	0.00	0.00	650,336.00	100.00 %	0.00
	Change Order 1	89,325.00	89,325.00	0.00	0.00	0.00	89,325.00	100.00 %	0.00
	Fee	271,961.00	271,961.00	0.00	0.00	0.00	271,961.00	100.00 %	0.00
	Contingency	117,717.00	117,717.00	0.00	0.00	0.00	117,717.00	100.00 %	0.00
	GRAND TOTAL	\$6,404,875.00	\$6,404,875.00	\$0.00	\$0.00	\$0.00	\$6,404,875.00	100.00 %	\$0.00

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 User Notes: (1883465029)



AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: Gamma Pt of Delta Tau Delta, Inc.
4107 Greenview Drive
Urbandale, Iowa 50322

PROJECT: Delta Tau Delta
2121 Sunset Drive
Ames, Iowa 50010

FROM: Story Construction Co.
300 South Bell Avenue
Ames, Iowa 50010

CONTRACTOR: RDG IA Inc. dba/RDG Planning and Design
301 Grand Avenue
Des Moines, Iowa 50309

VIA ARCHITECT: RDG IA Inc. dba/RDG Planning and Design
301 Grand Avenue
Des Moines, Iowa 50309

APPLICATION NO: 013
PERIOD TO: October 31, 2015
CONTRACT FOR: General Construction
CONTRACT DATE: December 26, 2013
PROJECT NOS: / 14605 /

Distribution to:
OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 6,315,550.00
2. NET CHANGE BY CHANGE ORDERS \$ ~~156,911.00~~ ~~89,325.00~~
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ ~~6,472,461.00~~ ~~6,404,875.00~~
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ ~~6,472,461.00~~ ~~6,404,875.00~~

5. RETAINAGE:

- a. % of Completed Work (Column D + E on G703) \$ 0.00
- b. % of Stored Material (Column F on G703) \$ 0.00

- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 30,000.00
6. TOTAL EARNED LESS RETAINAGE \$ 6,374,875.00
(Line 4 Less Line 5 Total)
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 6,244,753.13
(Line 6 from prior Certificate)
 8. CURRENT PAYMENT DUE \$ 130,121.88
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 30,000.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 89,325.00	\$ 0.00
Total approved this Month	\$ 67,586.00 0.00	\$ 0.00
TOTALS	\$ 156,911.00 89,325.00	\$ 0.00
NET CHANGES by Change Order	\$ 156,911.00	89,325.00

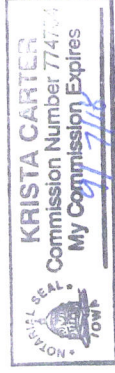
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:  Date: 11/18
By: _____
State of: IOWA

County of: STORY

Subscribed and sworn to before me this 17th day of NOVEMBER

Notary Public: 
My Commission expires: 11/18



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 130,121.88
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:  Date: 11.9.2015
By: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

RECEIVED

URA 000330

Effective Date: March 8, 2016

DEC 11 2017

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

University Area
Urban Revitalization Program
Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 120, 122 and 124 Hayward Ave. Ames, IA 50014
2. **Property Identification Number (Geocode):** Attached
3. **Urban Revitalization Area:** University Area--Campustown
Lots 23,24,34 and 35 all in Block 4 of the Auditor's Replat of Blocks 3, 4 and 5, Beardshear's Addition and Walter's Subdivision, City of Ames, Story County, Iowa all together
4. **Legal Description (attach, if lengthy):** containing 0.57 acres.
5. **Description of Improvements - Attach if lengthy:** Mixed Use Redevelopment resulting in two Commercial Suites (120 and 124 Hayward) along with a 46 dwelling units with amenity space

Improvement costs: \$ \$10,250,000

Beginning construction date: May 1, 2016

Estimated or actual completion date: August 18, 2017

Assessment year for which exemption is being claimed: 2017

Exemption schedule (3, 5, or 10 years): 3 Year Full Abatement


6. **Property Owner:** Campus Plaza LC

Business: _____

Address: 2519 Chamberlain St. Ste. 101 Ames IA 50014
(Street) (City) (State) (Zip)

515.290.3487 515.290.3487 luke@resgi.com
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by:  Date: 11-30-17
Property Owner(s)

Luke Jensen
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

University Area Urban Revitalization Program *Tax Exemption Schedule*

All qualified real estate located in the designated Urban Revitalization Area is eligible to receive a partial exemption from taxation on the Actual Value added by the improvements as specified by the schedules below. Any qualified real estate may elect one of the three schedules.

The exemption period for ten (10) years. The amount of the partial exemption is equal to a percent of the Actual Value added by the improvements, determined as follows:

For the first year	80%
second	70%
third	60%
fourth	50%
fifth	40%
sixth	40%
seventh	30%
eighth	30%
ninth	20%
tenth	20%

The exemption period for five (5) years.

For the first year	100%
second	80%
third	60%
fourth	40%
fifth	20%

The exemption period for three (3) years. All qualified real estate is eligible to receive a 100% exemption on the Actual Value added by the improvements for each of the three years.

Carefully examine the exemption schedules before making a selection. Once the selection of the schedule is made and the exemption is granted, the owner is not permitted to change the method of exemption.

CAMPUSTOWN URBAN REVITALIZATION PLAN - Criteria for Renovation or New Construction

(A)

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

(1) Slum and Blighted

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

-OR-

(2) Parking & Mixed Use

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

and

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

-OR-

(3) Adaptive Reuse

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

and

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

and

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

(B)

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

(1) Underrepresented

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

-OR-

(2) Design Standards

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

and

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

and

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

and

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

and

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

-OR-

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

(C)

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

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

Campustown URA Criteria Appendix

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

5. **Architectural Design Guidelines:**

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

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

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

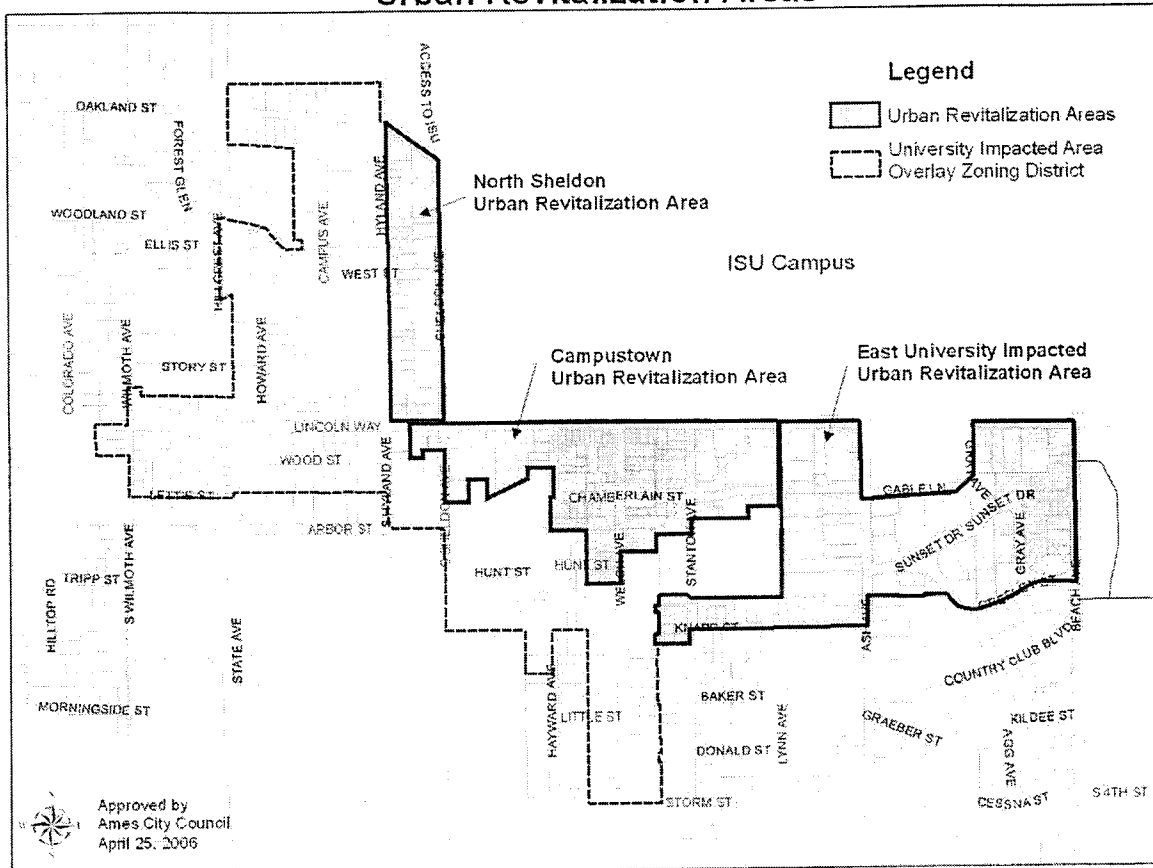
6. **Master Sign Program**


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

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

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

University Area Urban Revitalization Areas

























































































 **Beacon**™ Story County, IA / City of Ames

Results











48 Results

 Show Property Photos

Parcel ID	Owner	Property Address	City
 0909123200	 CAMPUS PLAZA LC (Deed)	124 HAYWARD AVE	AMES
 0909123205	 CAMPUS PLAZA LC (Deed)	120 HAYWARD AVE	AMES
 0909123210	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 202	AMES
 0909123215	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 301	AMES
 0909123220	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 302	AMES
 0909123225	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 303	AMES
 0909123230	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 304	AMES
 0909123235	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 305	AMES
 0909123240	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 306	AMES
 0909123245	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 307	AMES
 0909123250	 CAMPUS PLAZA LC (Deed)	124 HAYWARD AVE UNIT 308	AMES
 0909123255	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 309	AMES
 0909123260	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 401	AMES
 0909123265	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 402	AMES
 0909123270	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 403	AMES
 0909123275	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 404	AMES
 0909123280	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 405	AMES
 0909123285	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 406	AMES
 0909123290	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 407	AMES
 0909123295	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 408	AMES
 0909123300	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 409	AMES
 0909123305	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 501	AMES
 0909123310	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 502	AMES
 0909123315	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 503	AMES
 0909123320	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 504	AMES
 0909123325	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 505	AMES
 0909123330	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 506	AMES
 0909123335	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 507	AMES
 0909123340	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 508	AMES
 0909123345	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 509	AMES
 0909123350	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 601	AMES
 0909123355	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 602	AMES
 0909123360	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 603	AMES
 0909123365	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 604	AMES
 0909123370	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 605	AMES
 0909123375	 CAMPUS PLAZA LC (Deed)	124 HAYWARD AVE UNIT 606	AMES
 0909123380	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 607	AMES
 0909123385	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 608	AMES
 0909123390	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 609	AMES
 0909123395	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 701	AMES
 0909123400	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 703	AMES
 0909123405	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 703	AMES
 0909123410	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 704	AMES

11/29/2017

Beacon - Story County, IA / City of Ames

Parcel ID ↕	Owner ↕	Property Address ↕	City ↕
 0909123415	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 705	AMES
 0909123420	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 706	AMES
 0909123425	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 707	AMES
 0909123430	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 707	AMES
 0909123435	 CAMPUS PLAZA LC (Deed)	122 HAYWARD AVE UNIT 709	AMES

The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed.

Last Data Upload: 11/28/2017 11:32:18 PM



CAMPUSTOWN URBAN REVITALIZATION PLAN -

Explanation of Compliance to the Relevant Criteria for
New Construction @ 122 Hayward, Ames, IA located
in the Ames Campustown Service Center(CSC) Zone

Column A – Option (2) Parking & Mixed Use

- A minimum of 70% of the total required parking is provided in a structure.

The building contains 46 residential units. 41 parking stalls are in the enclosed parking structure . . . 91% of the required parking.

- If utilizing a Parking Deck, the restrictions in Chapter 29.406(12) of the Municipal Code must be adhered to.

The buildings parking is a combination of exterior on-grade parking, enclosed on-grade parking and enclosed stacked-deck parking. Per Chapter 29.406(12),

- a) The stacked-deck structure is not visible from the street, it is behind the Commercial portion of the building.*
- b) The stacked-deck structure is fully enclosed, thus all parked vehicles within are shielded from view.*
- c) The street level frontage measures 134.68'. The Commercial portion of the building is 122.68' . . . 91% of the property length. The north 12.0' of frontage is open for outdoor restaurant seating, separated from the public sidewalk with a 42" tall fence. 18.68' of the 122.68' frontage is used for residential entry and a glazed front vertical circulation tower. The remaining 104.0' of Commercial length is 77.25% of the property length . . . greater than the 75% required to be maintained for walk-in retail and service uses.*
- d) The parking structure is within all building setbacks(0' front and side yards, 10' rear yard) and meets height, bulk and landscaping requirements.*
- e) The on-grade, stacked deck and under deck parking is located 44' or more from the street lot line, exceeding the 35' minimum by 9' or more.*

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

The first floor Commercial spaces are used for Restaurant use.

The second floor is a combination of Residential Units (Household Living) and Residential Amenity use supporting the Residential Units above. Amenities include a fitness room, study/meeting rooms, recreation room for pool table, etc.

Floors three thru seven are for Residential Units (Household Living).

Column B – Option (2) Design Standards

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

Three doors access the public sidewalk along Hayward Avenue; one door for the north Commercial Space (approx. 1500sf), one for the south Commercial Space (approx. 1800sf) and one for the Residential Lobby and supporting Office/Fire Sprinkler area (approx. 1000sf).

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

The building is 7-stories in height. The first 2-stories are redish in color brick along with large glazed openings for strong visual access into the Commercial spaces. The 122.68' of façade is broken-up in the center by an 8.0' wide recessed entry door into the Residential foyer and a 10.68' wide glazed front vertical circulation tower that is set-back 1.0' from the main Commercial and Residential wall line. A dark metal wrapped parapet band will horizontally separate the redish color Commercial levels brick from the lighter tan colored Residential above. The 5-stories of Residential will be broken-up with the lower 3-stories being light tan colored brick and the upper 2-stories being a dark grey colored smooth precast concrete paneled cap to the building. These two materials will be separated with a soldier course of tan brick. The tan panels will correlate with the dark grey cap with dark grey brick below the windows on the front elevation and matching dark grey exposed precast on the remaining side and rear elevations. All windows will be fixed and will have black frames and green tinted glazing (similar to the Chamberlain Lofts building to the south).

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

Signage permits have been reviewed and approved by City Staff and/or City Council. Signage has been installed in compliance of issued permit.

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

Vehicle access to the site/building/parking is directly from the City of Ames internal parking lot and public alley accessed from Welch Avenue. The building does not have vehicle ingress access from Hayward Avenue but will exit onto Hayward Avenue from the public alley. The building does not have any drive-thru's.

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

All facades exceed this requirement.

Column C – Residential Use Projects shall meet the following criteria or be equivalent as approved by City Council

1. Limit Commercial space in the same building to the ground floor.

Commercial space is on the ground floor only.

2. Provide separate entrances for Commercial and Residential uses.

The two Commercial spaces are each accessed directly through private doors into their spaces only from the public sidewalk along Hayward Avenue. The Residences are accessed through their own private controlled access door also from the public sidewalk along Hayward Avenue into a lobby accessing a vertical circulation stair tower, elevator and parking garage.

3. Residential entrances are visible from the street and provide secure access.

The main Residential pedestrian entrance is from Hayward Avenue and is a controlled access door. Vehicular access into/from the enclosed parking is through controlled access garage doors visible from the City of Ames internal parking lot and alleyway.

4. Prevent access from the exterior to the interior through doors that serve only as fire exits.

The rear(east) stair tower is for fire exit only and will have handles for exit only onto a sidewalk connecting into the City of Ames internal parking lot and alleyway. Pedestrian fire exits in the parking garage will have handles for exit only.

5. Prohibit public access to structured parking by use of overhead doors and secured access controls.

The structured parking is fully enclosed with controlled access overhead doors.

6. Provide transparent glass windows into all stairwells.

There are two stair towers one on the front(west) side and one on the rear(east) side. Both stair towers have significant transparent glass.

7. Provide camera monitoring of all pedestrian and vehicle entrances and areas.

Pedestrian and vehicle entrances as well as circulation areas are monitored with cameras. Ames Police Department has reviewed the technology package.

8. Minimum widths of all exit routes: 48" for halls, 42" for doors, 60" between rails for stairs.

Halls are 72" wide, doors are 42" wide and the clear distance between stair rails will be 60" or greater.

9. No balconies are permitted.

The building has no balconies.

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

Requirements are achieved.

11. On facades facing any street, use only fixed windows. Note: modified tamper resistant windows do not comply.

All windows are fixed.

12. Design all other windows to prevent the passing of a sphere larger than 4" diameter.

All windows are fixed.

13. Prevent, by physical means, access to all roofs.

Low roof area's over the Commercial space are 20' above the ground accessed thru locked doors by maintenance keys only. High roof area is accessed in the rear fire exit stair only by maintenance keys only.

14. Where access is not required, provide security fencing controlling access to all areas between new or existing buildings.

An access controlling fence is provided across the patio area north of the new building and the existing 112 Hayward Avenue building. An access easement to the electric transformer and the dumpster for 2519 Chamberlain is provided along the south so no fencing will be provided between these properties.

15. Provide a minimum of four (100 watt metal halide or LED 6,500 lumens) light fixtures on each building façade: two at elevation between first and second floors and two at elevation between third and fourth floor.

All required exterior light fixtures are installed and activated on all sides of the building.

RECEIVED

URA-000360

Effective Date: March 25, 2013

JAN 24 2018

Urban Revitalization Program

Application Form

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 205 S Wilmoth Avenue
- 2. **Property Identification Number (Geocode):** 09-08-225-015
- 3. **Legal Description** (attach, if lengthy): See attached

4. **Description of Improvements:**

Established Urban Revitalization Areas

- | | |
|---|--|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> North Sheldon |
| <input type="checkbox"/> Campustown | <input type="checkbox"/> South Lincoln |
| <input type="checkbox"/> East University Impacted | |

Urban Revitalization Policy Areas

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Southeast 16 th Street | Address _____ |
| <input type="checkbox"/> Other Commercial Area | Address _____ |
| <input type="checkbox"/> University Impacted Area – West | Address _____ |
| <input checked="" type="checkbox"/> South Wilmoth URA | Address <u>205 S Wilmoth Avenue</u> |

Improvement costs: \$19,200,000
Beginning construction date: 07/05/2016
Estimated or actual completion date: 08/08/2017
Assessment year for which exemption is being claimed: 2018
Exemption Schedule (3, 5, or 10 years): 10 years

5. **Property Owner:** Breckenridge Group Ames Iowa LLC

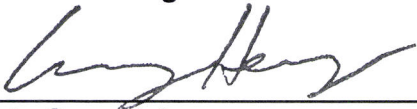
Business: Aspen Ames

Address: 1301 S Capital of Texas Hwy (Street)	Austin (City)	TX (State)	78746 (Zip)
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Telephone: N/A (Home)	512-369-3030 (Business)	512-369-3454 (Fax)
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Effective Date: March 25, 2013

I (We) certify that I (we) have submitted all the required information to apply for approval of the Urban Revitalization Program and that the information is factual.

Signed by:  Date: 1-23-18

Property Owner(s)

Greg Henry

Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)



South Wilmoth Avenue Urban Revitalization Plan 2015

Amended and Approved by the Ames City Council on November 24, 2014
In accordance with Chapter 404, Code of Iowa

Legal Description (see Attachment 1: Location Map for Map Numbers)

Map #	Parcel ID	Address	Legal Description
1	09-08-225-020	205 S Wilmoth Ave.	Parcel M of Garden Subdivision Lots 5-13 and a part of the Northeast Quarter (NE ¼) of Section Eight (8), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5 th P.M., in the City of Ames, Story County, Iowa as recorded on Slide 483, Page 4 as Instrument No. 2014-00003844 in the Office of the Story County Recorder
2	09-08-225-040	101 S Wilmoth Ave.	Lot One (1), except the South four (4) feet thereof, in Block One (1) in Garden Subdivision of the North 201.9 feet of the Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of Section Eight (8), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5 th P.M., in the City of Ames, Story County, Iowa
3	09-08-225-050	105 S Wilmoth Ave.	The South four (4) feet of Lot One (1), Block One (1) in Garden Subdivision of the North 201.9 feet of the Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of Section Eight (8), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5 th P.M., in the City of Ames, Story County, Iowa and Lot Two (2), Block One (1) in Garden Subdivision of the North 201.9 feet of the Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of Section Eight (8), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5 th P.M., in the City of Ames, Story County, Iowa

4	09-08-225-060	107 S Wilmoth Ave.	Lot Three (3), Block One (1) in Garden Subdivision of the North 201.9 feet of the Northwest Quarter (NW ¼) of the Northeast Quarter (NE ¼) of Section Eight (8), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5 th P.M., in the City of Ames, Story County, Iowa
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Assessed Valuations

Map #	Land Value	Building Value	Total Value
1	\$350,000	\$0	\$350,000
2	\$76,300	\$73,700	\$150,000
3	\$31,100	\$71,900	\$103,000
4	\$30,000	\$62,500	\$92,500

Owners and Addresses

Map#	Owner Name	Owner Address
1	Breckenridge Group Ames Iowa LLC	1301 S Capital of Texas Highway, Ste. B201, Austin TX 78746
2	Breckenridge Group Ames Iowa LLC	1301 S Capital of Texas Highway, Ste. B201, Austin TX 78746
3	Breckenridge Group Ames Iowa LLC	1301 S Capital of Texas Highway, Ste. B201, Austin TX 78746
4	Breckenridge Group Ames Iowa LLC	1301 S Capital of Texas Highway, Ste. B201, Austin TX 78746

Zoning and Land Uses (See Attachment 2: Zoning of Proposed URA)

Map #	Existing		Proposed	
	Zoning	Land Use	Zoning	Land Use
1	RL	Vacant	RH or Commercial	Commercial and High Density
2	RH, O-UIW	Apartments	RH	High Density Residential
3	RH, O-UIW	Apartments	RH	High Density Residential
4	RH, O-UIW	Apartments	RH	High Density Residential

RL=Low Density Residential
RM=Medium Density Residential
O-UIW=West University Impacted Overlay

Proposed Expansion of Services

The proposed urban revitalization area will continue to receive all services from the City of Ames. There is no proposed extension or increase in the level of service.

Applicability

Revitalization is applicable only to new construction and only in conformance with the approved site development plan and that the principal buildings have received building certificates of occupancy. Revitalization is available to all allowed uses on the site that meet the qualifying criteria found in Attachment 3 of this Plan.

URA-000365

RECEIVED

Downtown

JAN 31 2018

Urban Revitalization Program

Application Form

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

1. **Property Address:** 301 Main St. Ames, IA 50010

2. **Property Identification Number (Geocode)** (if known): 09-02-378-070

3. **Legal Description** (attach, if lengthy): Lots twenty-five (25), twenty-six (26), twenty-seven (27),
tewnty-eight (28), twenty-nine (29), and thirty (30) in block ten (10) in the original town of Ames, Iowa

4. **Description of Improvements**(attach, if lengthy): Remove existing wood and wood infill store fronts.
retain historic brick and stone surrounding openings. Replace deteriorated store fronts with new metal store
front with energy efficient glazing. Brick infill to match historic look of the building.

Improvement costs: \$ Total project (including interior remodel) : \$3,589,861.92

Beginning construction date: 7/1/2016

Estimated or actual completion date: 2/28/17

Assessment year for which exemption is being claimed: 2018

5. **Property Owner:** 301 Main, LLC

Address: 130 E 3rd St. Suite 400 Des Moines, IA 50309

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

515-269-1254 harry@blackbirdinvest.com

(Phone) (Fax) (e-mail)

Designed by: John Lott

Business: Benjamin Design Collaborative,PC

Address: 401 Clark St. Ames, IA 50010
(Street) (City) (State) (Zip)

515-232-0888 515-232-0882
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted to the best of our knowledge all the required information to apply for approval of the Downtown Urban Revitalization Program and that the information is factual.

Signed by:  Date: 1/29/18
(Property Owner)

Harry Doyle
(Print Name)

(Applicant - if different than Property Owner) Date: _____

(Print Name)

URBAN REVITALIZATION DOWNTOWN CRITERIA

- Properties must be located within the designated Downtown Urban Revitalization Area.

AND

- Improvements must be made to one or more of the facades of a building on the property that follow the current Downtown Design Guidelines for façade improvements as approved by City Council.

AND

- The scope of the work must follow the current Downtown Design Guidelines for façade improvements as approved by City Council.

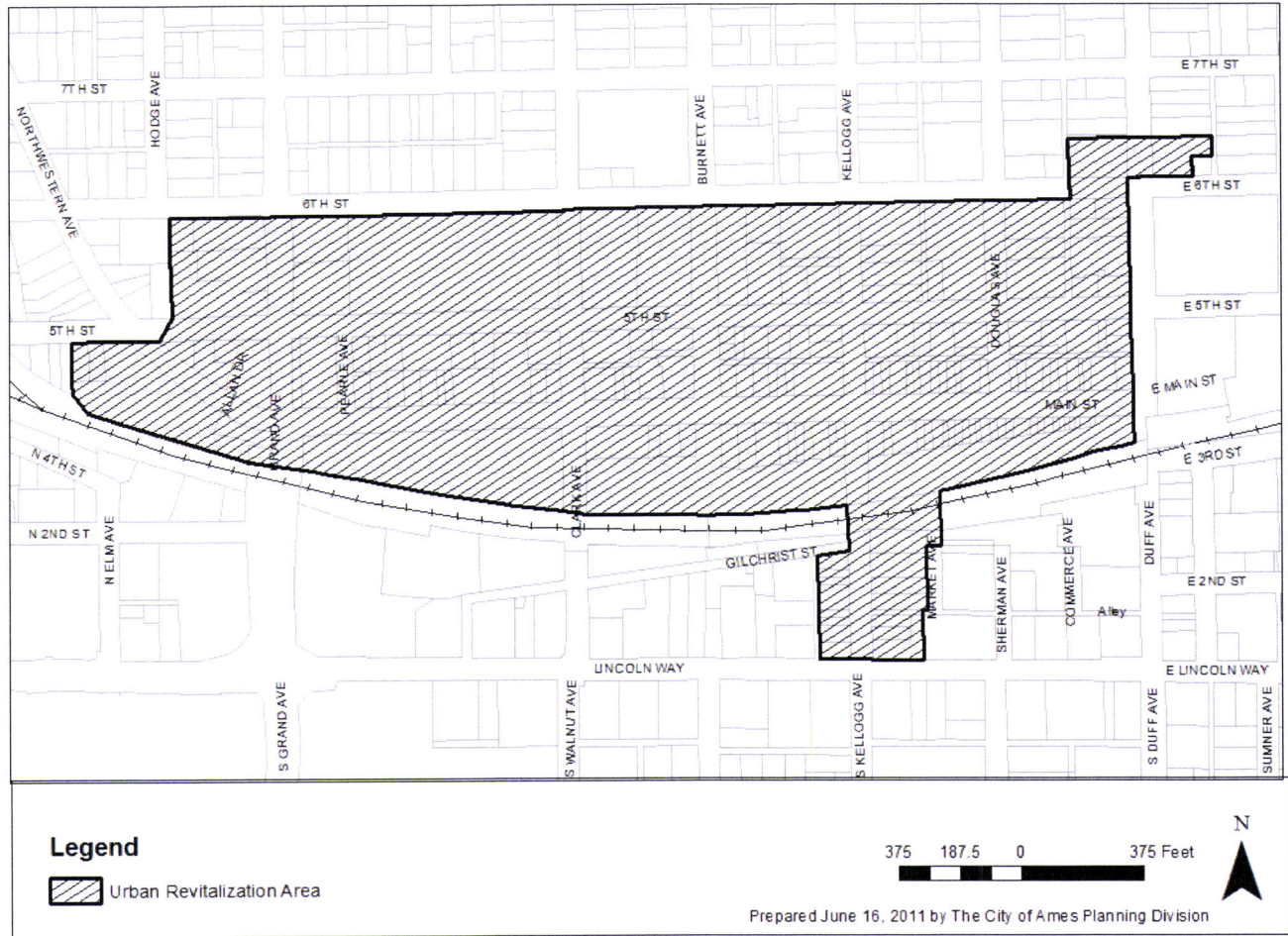
AND

- If first floor is vacant before the façade improvements are made, then the front half of the first floor is required to have a retail use after the improvements are completed. If the first floor is not vacant before the façade improvements are made, and has a permitted use, then it is eligible. No residential structures are eligible.

AND

- The improvements must be maintained for the three years.

Downtown Urban Revitalization Area



JAN 19 2013

AMES CITY
ASSESSOR'S OFFICE

URA-000354

Effective Date March 25, 2013 RECEIVED

JAN 19 2018

Urban Revitalization Program Application Form

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 3505 Lincoln Way - #102, 103, 104, 105
2. **Property Identification Number (Geocode):** ~~000000000000~~ see attached
3. **Legal Description** (attach, if lengthy): see attached

4. **Description of Improvements:**

Established Urban Revitalization Areas

- | | |
|---|--|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> North Sheldon |
| <input type="checkbox"/> Campustown | <input type="checkbox"/> South Lincoln |
| <input type="checkbox"/> East University Impacted | |

Urban Revitalization Policy Areas

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Southeast 16 th Street | Address _____ |
| <input checked="" type="checkbox"/> Other Commercial Area | Address <u>3505 Lincoln Way</u> |
| <input type="checkbox"/> University Impacted Area – West | Address _____ |

Improvement costs: \$ <u>600,000</u>
Beginning construction date: <u>Jan 2017</u>
Estimated or actual completion date: <u>oct 2017</u>
Assessment year for which exemption is being claimed: <u>2018</u>
Exemption Schedule (3, 5, or 10 years): <u>10 years</u>

5. **Property Owner:** TPM Properties LLC

Business: _____

Address: 3505 Lincoln Way Ames IA 50010
(Street) (City) (State) (Zip)

Telephone: N/A 515-292-7777 515-290-4104
(Home) (Business) (Fax) Cell

Effective Date: March 25, 2013

I (We) certify that I (we) have submitted all the required information to apply for approval of the Urban Revitalization Program and that the information is factual.

Signed by:  _____ Date: Jan 17, 18
Property Owner(s)

Brad Stehr
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

3505 Lincoln Way Geocodes and legal descriptions

January 17, 2018

TPM Properties LC

3505 Lincoln Way #102 09-05-451-806	3505 Lincoln Way condominiums unit 102 Ames
3505 Lincoln Way #103 09-05-451-811	3505 Lincoln Way condominiums unit 103 Ames
3505 Lincoln Way #104 09-05-451-816	3505 Lincoln Way condominiums unit 104 Ames
3505 Lincoln Way #105 09-05-451-821	3505 Lincoln Way condominiums unit 105 Ames

WS Properties LLC

3505 Lincoln Way #101 09-05-451-801	3505 Lincoln Way condominiums unit 101 Ames
3505 Lincoln Way #201 09-05-451-826	3505 Lincoln Way condominiums unit 201 Ames
3505 Lincoln Way #202 09-05-451-831	3505 Lincoln Way condominiums unit 202 Ames
3505 Lincoln Way #203 09-05-451-836	3505 Lincoln Way condominiums unit 203 Ames
3505 Lincoln Way #204 09-05-451-841	3505 Lincoln Way condominiums unit 204 Ames
3505 Lincoln Way #205 09-05-451-846	3505 Lincoln Way condominiums unit 205 Ames
3505 Lincoln Way #206 09-05-451-851	3505 Lincoln Way condominiums unit 206 Ames
3505 Lincoln Way #207 09-05-451-856	3505 Lincoln Way condominiums unit 207 Ames
3505 Lincoln Way #208 09-451-451-861	3505 Lincoln Way condominiums unit 208 Ames

JAN 19 2018

AMES CITY
ASSESSOR'S OFFICE

URA-008355

Effective Date: March 25, 2013

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Urban Revitalization Program

JAN 19 2018

Application Form

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 3505 Lincoln Way Units 101, 201 - 208
- 2. **Property Identification Number (Geocode):** see attached
- 3. **Legal Description** (attach, if lengthy): see attached

4. **Description of Improvements:**

Established Urban Revitalization Areas

- | | |
|---|--|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> North Sheldon |
| <input type="checkbox"/> Campustown | <input type="checkbox"/> South Lincoln |
| <input type="checkbox"/> East University Impacted | |

Urban Revitalization Policy Areas

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Southeast 16 th Street | Address _____ |
| <input checked="" type="checkbox"/> Other Commercial Area | Address <u>3505 Lincoln Way</u> |
| <input type="checkbox"/> University Impacted Area – West | Address _____ |

Improvement costs: \$ <u>600,000</u>
Beginning construction date: <u>Jan 2017</u>
Estimated or actual completion date: <u>Oct 2017</u>
Assessment year for which exemption is being claimed: <u>2018</u>
Exemption Schedule (3, 5, or 10 years): <u>10 years</u>

5. **Property Owner:** WS Properties LLC

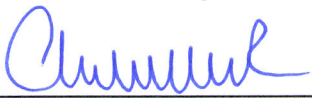
Business: _____

Address: 105 S. 16th St. Ames IA 50010
(Street) (City) (State) (Zip)

Telephone: N/A 515-239-8606 515-290-7007
(Home) (Business) (Fax) Cell

Effective Date: March 25, 2013

I (We) certify that I (we) have submitted all the required information to apply for approval of the Urban Revitalization Program and that the information is factual.

Signed by:  Date: Jan 18, 18
Property Owner(s)

Chuck Winkleblack
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

3505 Lincoln Way Geocodes and legal descriptions

January 17, 2018

TPM Properties LC

3505 Lincoln Way #102 09-05-451-806	3505 Lincoln Way condominiums unit 102 Ames
3505 Lincoln Way #103 09-05-451-811	3505 Lincoln Way condominiums unit 103 Ames
3505 Lincoln Way #104 09-05-451-816	3505 Lincoln Way condominiums unit 104 Ames
3505 Lincoln Way #105 09-05-451-821	3505 Lincoln Way condominiums unit 105 Ames

WS Properties LLC

3505 Lincoln Way #101 09-05-451-801	3505 Lincoln Way condominiums unit 101 Ames
3505 Lincoln Way #201 09-05-451-826	3505 Lincoln Way condominiums unit 201 Ames
3505 Lincoln Way #202 09-05-451-831	3505 Lincoln Way condominiums unit 202 Ames
3505 Lincoln Way #203 09-05-451-836	3505 Lincoln Way condominiums unit 203 Ames
3505 Lincoln Way #204 09-05-451-841	3505 Lincoln Way condominiums unit 204 Ames
3505 Lincoln Way #205 09-05-451-846	3505 Lincoln Way condominiums unit 205 Ames
3505 Lincoln Way #206 09-05-451-851	3505 Lincoln Way condominiums unit 206 Ames
3505 Lincoln Way #207 09-05-451-856	3505 Lincoln Way condominiums unit 207 Ames
3505 Lincoln Way #208 09-451-451-861	3505 Lincoln Way condominiums unit 208 Ames

05

JAN 19 2013

URA-000356

Effective Date: March 25, 2013

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AMES CITY
ASSESSOR'S OFFICE

Urban Revitalization Program

JAN 19 2018

Application Form

(This form must be filled out completely before your application will be accepted.)

CITY OF AMES, IOWA
DEPT OF PLANNING & HOUSING

- 1. **Property Address:** 3515 Lincoln Way Units 101, 102, 103, 104, 105 and 201 through 208
- 2. **Property Identification Number (Geocode):** See attached
- 3. **Legal Description** (attach, if lengthy): See attached

4. Description of Improvements:

Established Urban Revitalization Areas

- | | |
|---|--|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> North Sheldon |
| <input type="checkbox"/> Campustown | <input type="checkbox"/> South Lincoln |
| <input type="checkbox"/> East University Impacted | |

Urban Revitalization Policy Areas

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Southeast 16 th Street | Address _____ |
| <input checked="" type="checkbox"/> Other Commercial Area | Address <u>3515 Lincoln Way</u> |
| <input type="checkbox"/> University Impacted Area – West | Address _____ |

Improvement costs: \$ <u>600,000</u>
Beginning construction date: <u>Jan 2017</u>
Estimated or actual completion date: <u>Dec 2017</u>
Assessment year for which exemption is being claimed: <u>2018</u>
Exemption Schedule (3, 5, or 10 years): <u>10 year</u>

5. **Property Owner:** Turkey Investments LLC

Business: _____

Address: 105 S. 16th St Ames IA 50010
(Street) (City) (State) (Zip)

Telephone: N/A 515-239-8606 515-290-7007
(Home) (Business) (Fax) Cell

Effective Date: March 25, 2013

I (We) certify that I (we) have submitted all the required information to apply for approval of the Urban Revitalization Program and that the information is factual.

Signed by:  Date: Jan 18, 18
Property Owner(s)

Chuck Winkleblack
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

3515 Lincoln Way Geocodes and legal descriptions

January 17, 2018

Turnkey Investments LLC

3515 Lincoln Way #101 09-05-451-701	3515 Lincoln Way condominiums unit 101 Ames
3515 Lincoln Way #102 09-05-451-706	3515 Lincoln Way condominiums unit 102 Ames
3515 Lincoln Way #103 09-05-451-711	3515 Lincoln Way condominiums unit 103 Ames
3515 Lincoln Way #104 09-05-451-716	3515 Lincoln Way condominiums unit 104 Ames
3515 Lincoln Way #105 09-05-451-721	3515 Lincoln Way condominiums unit 105 Ames
3515 Lincoln Way #201 09-05-451-726	3515 Lincoln Way condominiums unit 201 Ames
3515 Lincoln Way #202 09-05-451-731	3515 Lincoln Way condominiums unit 202 Ames
* 3515 Lincoln Way #203 09-05-451-736	3515 Lincoln Way condominiums unit 203 Ames
3515 Lincoln Way #204 09-05-451-741	3515 Lincoln Way condominiums unit 204 Ames
3515 Lincoln Way #205 09-05-451-746	3515 Lincoln Way condominiums unit 205 Ames
3515 Lincoln Way #206 09-05-451-751	3515 Lincoln Way condominiums unit 206 Ames
3515 Lincoln Way #207 09-05-451-756	3515 Lincoln Way condominiums unit 207 Ames
3515 Lincoln Way #208 09-451-451-761 15	3515 Lincoln Way condominiums unit 208 Ames

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URA-000304

Effective Date: March 25, 2013

OCT 30 2017

South Lincoln Neighborhood
Urban Revitalization Program

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. Property Address: 302, 304, 308 S 3RD ST
PROPERTY WILL NOW BE COMBINED 306 S 3RD
- 2. Property Identification Number (Geocode): 0911175045
- 3. Legal Description (attach, if lengthy): ATTACHED
- 4. Description of Improvements - Attach if lengthy: ATTACHED

Improvement costs: \$ 921,678⁰⁰

Beginning construction date: MAY 1, 2017

Estimated or actual completion date: NOV 30, 2017

Assessment year for which exemption is being claimed: 2018

Exemption schedule (3, 5, or 10 years): 10 YEARS

- 5. Property Owner: D & N VENTURES LLC
- Business: PARTY RENTAL & CELEBRATIONS AND WEDDING STORE
- Address: 306 S 3RD ST. AMES, IA 50010
(Street) (City) (State) (Zip)
- 515-268-9333 515-268-9334 celebrationsamese@yahoo.com
(Phone) (Fax) (e-mail)

LEGAL DESCRIPTION

Lot One (1), except the West 56 feet in Cayler's Subdivision, Ames, Iowa, and a parcel of land in the Northeast Quarter (NE1/4) of the Northwest Quarter (NW1/4) of Section Eleven (11), Township Eighty-three (83) North, Range Twenty-four (24) West of the 5th P.M., Iowa, described as follows: Commencing at the NE Corner of Lot 1, Cayler's Subdivision to Ames, Iowa, which is the point of beginning; thence East 102.33 feet along the South line of South 3rd Street; thence South 180 feet; thence West 102.33 feet; thence North 180 feet to the point of beginning; (locally known as 302 South 3rd Street, Ames, Iowa);

AND

The West Fifty-six (56) Feet of Lot One (1) of Cayler's Subdivision to Ames, Iowa; (locally known as 304 South 3rd Street, Ames, Iowa);

AND

Lot Two (2) in Cayler's Subdivision, Ames, Story County, Iowa; (locally known as 308 South 3rd Street, Ames, Iowa);

together with any easements and appurtenant servient estates, but subject to any reasonable easements of record for public utilities or roads, any zoning restrictions customary restrictive covenants and mineral reservations of record, if any, herein referred to as the "Property," upon the following terms and conditions provided BUYER, on possession, is permitted to use the Property for commercial or residential purposes.

IMPROVEMENTS 302, 304, 308 South 3rd St.

304, 308 South 3rd St.

1. Removed 2 unlivable dilapidated houses and all the junk around them. Houses had only raccoons and mice living in them.
2. Removed unusable junk garages and sheds and all the junk around them.
3. Constructed new 70 x 120 retail and warehouse as per local Ames specifications including lap siding and asphalt roofing.
4. Constructed special four chambers water retention concrete structure as per city instructions.
5. Landscaping as per city.
6. Constructed new concrete driveways on two sides of new building.

Total cost: \$820,300.00

302 South 3rd St

1. Removal of all VCT tile and carpeting which was in bad shape .
2. Installed new epoxy coating and new commercial carpeting along with new base on floors.
3. Removed all the abandoned junk and sheds around building.
4. Installed new steel doors and window along with new framing and insulation in the back of the building.
5. Built new stairs with handrails to mezzanine.
6. Removed old concrete drives on south and west and installed new concrete drives.
7. Next summer asphalt will be repaired on east side of building.
8. Installed new heating and air conditioning in building.

Total cost: \$101,378.00

Total project cost: \$921,678.00

Effective Date: March 25, 2013

Designed by: ROSELAND, MACKAY, HARRIS

Business: ARCHITECTS PC

Address: 1615 GOLDEN ASPEN DR #110 AMES, IA 50010
(Street) (City) (State) (Zip)

1-515-292-6075 1-515-292-6370 maile@mbarchitects.com
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the South Lincoln Neighborhood Urban Revitalization Program and that the information is factual.

Signed by: Donald H Taylor Jr Date: 10-30-17
Nancy E Taylor
Property Owner(s)

DONALD H TAYLOR JR
Print Name NANCY E TAYLOR

(Note: No other signature may be substituted for the Property Owner's Signature.)

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO THE INDUSTRIAL PRETREATMENT PROGRAM

BACKGROUND:

On October 17, 2017, staff met with the City Council in a workshop session to review a series of proposed revisions to the Industrial Pretreatment Program (IPP). The Ames IPP was originally implemented in 1983 with revisions occurring in 1992 and 2010. The IPP defines the policies and procedures that must be adhered to in order to protect the environment, sanitary sewers, the Water Pollution Control Facility, and the personnel tasked with working on these facilities.

The previous version of the IPP has become outdated and no longer aligns with current practices. The newly revised IPP reflects the practices currently followed by City staff and also the expectations of the Industrial Users subject to the program. Among the more prominent changes included in the revisions is the requirement for Industrial Users to use a certified lab when performing sample analysis. The revisions also reflect the City's move from using both permits and contracts to the use of a Pretreatment Permit which includes all the necessary language within one document.

A recent audit of the City's Pretreatment Program by the United States Environmental Protection Agency (US EPA) instructed the City to amend the sampling requirements for Industrial Users in the IPP. The City was also instructed by the US EPA to adjust the Enforcement Response Plan to reflect a change in the federal requirements. **These changes are included in the proposed revisions and the City has made a commitment to the US EPA that these changes will become official by March 6, 2018.**

Council will recall that at the October 17, 2017 workshop, the National Centers for Animal Health (NCAH) expressed concern about some of the provisions contained in the draft IPP. Staff has addressed those concerns in the following manner.

- NCAH expressed concern about the handling of confidential information. Staff worked with representatives from the Iowa Department of Natural Resources (IDNR) and the US EPA to craft new language that is now contained in the IPP. Industrial users will now have an obligation to designate as confidential any document they believe should be exempt from public disclosure at the time they submit it to the City. Under the revised policy, any document so designated shall not be made available to the public by the City.
- NCAH was also concerned about a provision that required permitted industries to provide access to their facilities for the purpose of confirming compliance with the

IPP. After working again with the IDNR and US EPA, staff is proposing modified language. Any industry who asserts a need for restricted access due to national security considerations will be required to prepare a written procedure whereby the City may gain access for legitimate purposes associated with the IPP. Once that policy has been approved by the City, it will be incorporated into their IPP permit the industry will be required to follow that policy. Failure to follow the agreed upon access protocol would be considered a violation of the permit.

Staff was not able to proceed with the revisions to the IPP in October due to the IDNR's determination that the proposed revisions constituted a "substantial modification" to the City's IPP. Under the State's rules, a public notice and 30-day comment period was required. The public notification and comment period requirements have been met and the Iowa Department of Natural Resources has given their final approval of the Industrial Pretreatment Program. The program is now ready for Council approval.

ALTERNATIVES:

1. Approve implementation of all components of the revised Industrial Pretreatment Program.
2. Do not approve implementation of the revised Industrial Pretreatment Program at this time. The previously approved Industrial Pretreatment Program will remain in effect. Staff will need to contact the United States Environmental Protection Agency to determine how to proceed regarding their instruction and the March 6, 2018 deadline.

MANAGER'S RECOMMENDED ACTION:

The proposed revisions to the Industrial Pretreatment Program reflect the practices currently followed by staff and it is important to have these aligned. Staff presented the proposed changes to Council at a workshop on October 17, 2017 and fulfilled the requirements set forth by the Iowa Department of Natural Resources and the United States Environmental Protection Agency for a formal Public Notice and comment period. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

Attachment 1: City of Ames Industrial Pretreatment Program document

Attachment 2: Public Comments Received by IDNR

Attachment 3: IDNR's Response to Public Comments

Attachment 4: IDNR's Approval of Ames IPP

Industrial Pretreatment Program



City of Ames, Iowa
Water & Pollution Control Department
2018

City of Ames, Iowa
Industrial Pretreatment Program
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CHAPTER 1

INTRODUCTION

A. Requirements for Program

The City of Ames received a National Pollution Discharge Elimination System (NPDES) permit for the now abandoned (1989) municipal wastewater treatment facility in January, 1983. This permit was issued by the Iowa Department of Environmental Quality (now Iowa Department of Natural Resources) under procedures established by the U.S. Environmental Protection Agency to implement provisions to the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500). The NPDES permit included a requirement for the City of Ames to establish and implement an Industrial Pretreatment Program by July 1, 1983 in accordance with applicable provisions of the Clean Water Act (33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the *Code of Federal Regulations* [CFR] Part 403). Please see Appendix I for definitions of terms used throughout this document.

All communities with wastewater treatment facilities designed for or receiving more than five million gallons per day of wastewater flow must implement an industrial waste pretreatment program consistent with the federal requirements.

The City complied with the requirement and in 1983, established an Industrial Pretreatment Program. The City of Ames continues to administer the program today. However, requirements for the program have been modified by subsequent legislation or rules. The City of Ames has updated its program to meet the current requirements.

Chapter 28 of the Ames Municipal Code gives the City the legal authority to administer and enforce the Industrial Pretreatment Program. The Ames Municipal Code can be accessed at <http://www.cityofames.org/government/municipal-code> and the pertinent sections of the Code of Federal Regulations can be accessed at <http://www.ecfr.gov>.

B. Purpose of the Program

This program requires adequate treatment for industrial discharge to the municipal sanitary sewer system. Wastewater discharges from industrial contributors may include toxic or deleterious materials which may not be adequately treated in publicly-owned treatment works (POTW). These materials may pass through the POTW to the receiving streams and have adverse impacts on aquatic systems; may be removed by the POTW but cause problems with the ability to recycle or reclaim treated wastewater or biosolids; or may cause inhibitions to the treatment processes; or disrupt the treatment units to the extent that the facility is not able to properly treat wastewater. This program has the following objectives:

1. To prevent the introduction of pollutants into the POTW which will interfere with the treatment plant operations;

2. To prevent the introduction of pollutants into the POTW which will pass through the system, inadequately treated, into the receiving waters, the atmosphere, or otherwise be incompatible with the system;
3. To protect both the general public and POTW personnel who may be affected by wastewater and biosolids in the course of their employment;
4. To improve the opportunity to recycle and reclaim wastewaters and biosolids from the system;
5. To enable the City to comply with its National Pollutant Discharge Elimination System permit conditions, biosolids use and disposal requirements, and any other Federal or State laws to which the POTW is subject;
6. To provide for fees for the equitable distribution for the cost of monitoring industrial discharges.

The Industrial Pretreatment Program adopted by the City must accomplish the above goals. To meet these goals, the program must:

1. Identify the quantity and quality of industrial wastewater discharges to the POTW system from each industrial source;
2. Establish minimum criteria and define which industrial contributors are required to apply for and obtain a permit to discharge to the POTW;
3. Establish limitations on the quality and quantity of industrial wastewater that will be accepted by the City from each industrial contributor; and
4. Establish a procedure to monitor and enforce the quantity and quality limitations set for each permitted industrial contributor to the POTW.

C. General Description of the Ames Program

Few industrial contributors in Ames meet the federal definition of Significant Industrial User or Categorical Industrial User. While there is not a serious problem from industrial discharges, it is the general consensus that a uniform procedure for administering this program for all industrial contributors is in the best interests of the City. Therefore, the general procedures described in this document will be followed by the City.

The general intent of the Industrial Pretreatment Program is to establish a program to protect the POTW and require pretreatment where it is necessary. In all cases, pretreatment limitations will be established where appropriate, based on the most stringent requirements of applicable local, state, or federal standards.

CHAPTER 2 BACKGROUND

A. Description of Ames

The City of Ames consists primarily of small- to medium-sized commercial and light industrial facilities. In addition, a number of local, state, and federal government agencies are located within the City. Ames is also home to the Iowa State Research Park, which aids in the development and expansion of science- and technology-related business.

Census data for the City of Ames was compiled from Census Bureau publications and Iowa State University offices. The following population statistics for Ames are provided:

	1990 Data	2000 Data	2010 Data
Total City Population	47,198	50,731	58,685
ISU Spring Enrollment	23,522	24,333	26,283

The Ames Planning and Housing Department compiled the following land-use data in 1994 for the area within the corporate limits of Ames:

Land Use	Area (Acres)	% of Total
Residential	2,834	28
Commercial	643	6
Industrial	315	3
Public/Semi-Public	5,133	50
Agricultural	1,096	11
Vacant	250	2
Total	10,271	100

This data shows the primarily domestic, commercial, and light industrial nature of the Ames community. It follows that the wastewater characteristics are primarily domestic.

B. Description of the Ames Water Pollution Control Facility

The Water Pollution Control (WPC) facility, completed in 1989, was designed to treat the following parameters:

Parameter	Avg. Annual	Avg. Wet Weather	Max. Wet Weather
Flow, mgd	8.6	12.1	20.4
cBOD5, mg/L	173	160	140
cBOD5, lbs/day	12,430	16,150	23,740
TKN, mg/L	47	49	41
TKN, lbs/day	3,540	4,950	6,930

Recent WPC Facility loadings were as follows:

Parameter	2014 Average	2015 Average	2016 Average
Flow, mgd	6.27	7.16	6.54
cBOD5, mg/L	167	157	175
cBOD5, lbs/day	8,125	8,768	9,367
TSS, mg/L	210	187	212
TSS, lbs/day	10,553	10,667	11,276
NH3, mg/L	25.2	23.8	22.5
NH3, lbs/day	1,247	1,337	1,203

For normal flows, Mode 4 plant components include climber screens/grinders, raw wastewater pumping station, equalization basins, grit removal, trickling filter pump station, primary clarifiers, first-stage trickling filters, solids contact/aeration basins, intermediate clarifiers, second-stage trickling filters, final clarifiers, ultraviolet disinfection, and a cascade aerator. In high rate Mode 5, both final clarifiers are converted to intermediate clarifiers.

Solids are stabilized in primary and secondary digestion tanks. Anaerobically digested solids are stored in a lined lagoon until disposed of on cropland in accordance with state land application regulations (IAC 567-67). The figure included in Appendix IV outlines the relative location of these individual units at the plant site and indicates the direction of wastewater flow through the plant. Technical data concerning the size of each unit are also listed in Appendix IV.

The City of Ames Biosolids Land Application Plan complies with the Iowa Department of Natural Resources rules set forth in IAC 567-67 and must meet the following limits:

Parameter	Maximum Ceiling Concentration, mg/kg	Ceiling Concentration, mg/kg (If all parameters are below these limits cumulative loading limits do not apply.)	Cumulative Pollutant Loading, kg/hectare	Cumulative Pollutant Loading, lbs/acre
Arsenic	75	41	41	36
Cadmium	85	39	39	34
Copper	4,300	1,500	1,500	1,335
Lead	840	300	300	267
Mercury	57	17	17	15
Molybdenum	75			
Nickel	420	420	420	373
Selenium	100	100	100	89
Zinc	7,500	2,800	2,800	2,490
Total Nitrogen			Agronomic loading rate	Agronomic loading rate

C. WPC NPDES Permit Limitations

The 2013 Amended NPDES Permit for the Ames WPC Facility contains the following limits. This permit is the most recently issued permit for the WPC Facility.

Average wet-weather flow: 12.1 mgd
 Maximum wet-weather flow: 20.4 mgd

Effluent Parameter	7-Day Average		30-Day Average		Maximum Day	
	mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day
cBOD5						
January	30	3,027	20	2,018		
February	30	3,027	20	2,018		
March	30	3,027	20	2,018		
April	30	3,027	20	2,018		
May	30	3,027	20	2,018		
June			20	2,018	30	3,027
July			20	2,018	30	3,027
August			20	2,018	30	3,027
September			20	2,018	30	3,027
October	30	3,027	20	2,018		
November	30	3,027	20	2,018		
December	30	3,027	20	2,018		
Total Suspended Solids (TSS)	45	4,541	30	3,027		
Ammonia Nitrogen (as N)						
January			5.2	521	15.2	1,533
February			5.7	575	14.2	1,433
March			4.5	454	14.7	1,482
April			2.1	212	15.7	1,584
May			1.8	182	15.2	1,533
June			1.3	131	11.5	1,161
July			1.1	109	8.5	858
August			1.0	99	10.0	1,009
September			1.5	150	16.5	1,664
October			2.3	232	15.7	1,584
November			3.4	343	14.7	1,482
December			4.0	399	16.0	1,611
Dissolved Oxygen (Min. Value)	5.0 mg/L					
pH (Range)	6.5 – 9.0 Standard Units					

Recent WPC Facility effluent characteristics were as follows:

Parameter	2014 Average	2015 Average	2016 Average
Flow, mgd	6.27	7.16	6.54
cBOD5, mg/L	4.1	4.4	4.8
TSS, mg/L	5.5	6.0	7.7
Ammonia Nitrogen, mg/L	0.25	0.16	0.16

D. WPC Facility Operation

The WPC Facility is currently meeting the design limitations. However, as Ames grows and future effluent limits become more stringent, proactive programs will be essential to the efforts of the City to meet environmental standards and requirements. Thus, the Industrial Pretreatment Program's attempts to regulate the quality and quantity of contributions and reduce the level of contamination at the source will be vital elements to successful compliance.

CHAPTER 3 IDENTIFYING INDUSTRIAL USERS

A. Historical

In 1983, the U.S. EPA provided a list of potential industrial discharges based on a 1980 computer search of applicable Standard Industrial Classification (SIC) codes in Dun and Bradstreet. City staff then identified an additional seven potential discharges for consideration. Nine facilities, either out of business or not connected to the municipal sewer system, were eliminated from further investigation. The remaining 24 facilities were contacted and asked to complete and return an industrial waste information questionnaire.

B. Updating Industrial User List

The City has several methods for updating the list of industrial users to be included in the Industrial Pretreatment Program. Water & Pollution Control staff members are active on the Development Review Committee. This committee meets to review plans for development within the City of Ames. Pertinent information from these meetings is communicated to the City's Environmental Specialist.

The Water & Pollution Control Department also has a Memorandum of Understanding in place with the Iowa State University Research Park Corporation. This document states that tenant information will be provided to the City biannually and that new tenants and tenants of interest will submit an Industrial Waste Information Questionnaire upon moving locations or occupying new space within the Research Park.

Also, every five years the Water & Pollution Control Department will perform an Industrial Waste Survey (IWS). The initial list for the IWS will be determined by obtaining a list of commercial utility accounts in the City. This list will be reduced by eliminating accounts that pose no reasonable threat to the sanitary sewer, Water Pollution Control Facility, or staff members. The IWS will include both a short form and long form Industrial Waste Information Questionnaire. The short form will be distributed to all potential Industrial Users. Staff will review the responses and the long form will be distributed to those users being considered for inclusion on the Industrial Pretreatment Program. Upon receipt of the long form responses, staff will perform sampling and/or inspections, as necessary, to determine if an industry should be added to the program.

C. 2015-2016 Industrial Waste Survey

During the 2015-2016 Industrial Waste Survey, the short form Industrial Waste Information Questionnaire was mailed to 98 utility customers. Responses were received from 74 customers and the remaining 24 were investigated further by City staff and determined that no follow-up was necessary. The long form Industrial Waste Information Questionnaire was sent to 3M Company, New Link Genetics, BASF (2 locations), and

Boehringer Ingelheim Vetmedica, Inc. (2 locations). After review of all submissions, City staff determined that none of these sites needed to be added to the Industrial Pretreatment Program.

CHAPTER 4 PROGRAM IMPLEMENTATION

A. Administration

The Director of the Water & Pollution Control Department is responsible to administer and enforce the City of Ames Industrial Pretreatment Program. The day-to-day responsibilities of the program are assigned to the Environmental Specialist who is the designated pretreatment coordinator. The duties of the pretreatment coordinator include, but are not limited to, the following:

1. Review the requirements of the Industrial Pretreatment Program and recommend appropriate changes to the City Council.
2. Periodically conduct industrial waste surveys to identify new Industrial Users.
3. Review and revise local discharge limits.
4. Issue Pretreatment Permits for all applicable Industrial Users.
5. Review all self-monitoring data and reports required from Industrial Users.
6. Review and respond to special discharge requests from local facilities.
7. Investigate current and potential Industrial Users for harmful discharges.
8. Periodically monitor and inspect all Industrial Users to verify self-monitoring data and compliance with discharge limitations.
9. Enforce the provisions of this ordinance, all Pretreatment Permits, and any other Pretreatment Standards and Requirements.

The Laboratory Services Division assists with the sampling and analysis of Industrial User's discharges. A majority of the analysis is performed by this state certified laboratory, but outside labs are used on an as-needed basis. Appendix 6 includes an organizational chart for the Water & Pollution Control Department.

B. General Sewer Use Requirements

1. General Prohibitions. No User shall introduce or cause to be introduced into the POTW any liquid, solid, or gas in sufficient quantity, either singly or in combination with other wastes, to cause Interference, Pass Through, acute worker health and/or safety issues, or create a toxic effect in the receiving stream. These general prohibitions apply to all Users of the POTW whether or not they are

subject to Categorical Pretreatment Standards or any other Federal, State or local Pretreatment Standards or Requirements.

2. Specific Prohibitions. No User shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 - a. Any liquid, solid or gas which may cause fire or explosion either alone or in combination with other substances, or any waste streams with a closed cup flashpoint of less than 140°F using the methods in 40 CFR 261.21;
 - b. Solid or viscous substances which may cause obstruction to the flow in the sewer or other interference with the operation of the treatment facility;
 - c. Any wastewater which has a pH less than 6.0 or higher than 10 standard units;
 - d. Any wastewater containing anything in liquid, solid or vapor form, in sufficient quantity, either singly or in combination, to inhibit or interfere with any wastewater treatment or biosolids disposal process, constitute a hazard to humans or animals, create toxic gases, vapors, or fumes that may cause acute worker health and/or safety problems, create a toxic effect in the receiving stream, or cause Pass Through; exceed any standard set by the Iowa Department of Natural Resources or the U.S. Environmental Protection Agency;
 - e. Any substance which either singly or in combination is sufficient to create a public nuisance or hazard to life or interferes with the possible reclamation or reuse of the wastewater or biosolids;
 - f. Any trucked or hauled pollutants, except at discharge points designated by the City when delivered by licensed haulers;
 - g. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;
 - h. Heat in amounts which will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities that the temperature at the POTW exceeds 40°C (104°F);
 - i. Any pollutant, including oxygen demanding pollutants released in a discharge at a flow rate and/or concentration which will cause Interference with the POTW;

- j. Any wastewater which the Director of the Water & Pollution Control Department determines to be unacceptable based on a case-by-case analysis;
- k. Any additive or emulsifier designed for the purpose of reducing the accumulation of fats, oils, and grease in plumbing, grease removal equipment, or the POTW, except those approved for such use by the Director of Water & Pollution Control;
- l. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye or pigment wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent.

C. **Designation of Industrial Users**

An Industrial User is defined as a contributor of pollutants to the Publicly Owned Treatment Works (POTW) that is non-domestic in nature. Many commercial or industrial facilities discharge only domestic waste, and do not require a Pretreatment Permit. Other contributors discharge such small volumes of non-domestic waste that their discharge is insignificant. These facilities will also be exempt from obtaining a Pretreatment Permit. Industrial Users that are required to obtain a Pretreatment Permit will be classified based on their discharge to the POTW.

The following classifications are used by the Industrial Pretreatment Program.

1. Categorical Industrial User (CIU) - An Industrial User subject to a Categorical Pretreatment Standard as defined in 40 CFR Chapter 1, Subchapter N, Parts 405-471.
2. Significant Industrial User (SIU) – Except as provided in paragraphs (3) and (4) of this section, an SIU is:
 - a. An Industrial User subject to Categorical Pretreatment Standards; or
 - b. An Industrial User that:
 - i. Discharges an average of twenty-five thousand (25,000) gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater);
 - ii. Contributes a process wastestream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or

- iii. Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement.
3. Non-Significant Categorical Industrial User (NSCIU) – The City may determine that an Industrial User subject to Categorical Pretreatment Standards is a Non-Significant Categorical Industrial User rather than a Significant Industrial User on a finding that the Industrial User never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Pretreatment Standard) and the following conditions are met:
- a. The Industrial User, prior to the City's finding, has consistently complied with all applicable Categorical Pretreatment Standards and Requirements;
 - b. The Industrial User annually submits the certification statement required in 40 CR 403.12(q), together with any additional information necessary to support the certification statement; and
 - c. The Industrial User never discharges any untreated concentrated wastewater.
4. Non-Significant Industrial User (NSIU) – Upon a finding that an Industrial User meeting the criteria of a SIU has no reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement, the City may at any time, on its own initiative or in response to a petition received from an Industrial User, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that the Industrial User should not be considered a Significant Industrial User.

D. Pretreatment Limitations

1. The City is authorized to establish Local Limits pursuant to 40 CFR 403.5(c). The objectives of the program set out in Chapter 1, Section B (1-5) were used as guidance to establish the Local Limits for industrial discharges and a number of factors are used to determine the Local Limits. The current Local Limits are included in Chapter 28 of the Ames Municipal Code.
- a. Prior to adoption of a new or revised Local Limit(s), the City will notify all permitted Industrial Users of the proposed limit(s) and provide an opportunity for comment. Upon adoption of new or revised limit(s), the City will provide the contributor a reasonable period of time in which to comply with the new limit(s). The City may establish and enforce deadlines for meeting the revised pretreatment standards.

2. Categorical Industrial Users are required to comply with the Categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405–471.
 - a. Upon promulgation of a Federal Categorical Pretreatment Standard for a particular industrial category, the Federal Standard, if more stringent than the Local Limit, will supersede the limitations imposed previously in the Pretreatment Permit for all industries included in the federal category.
 - b. When wastewater subject to a Categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the City shall impose an alternate limit in accordance with 40 CFR 403.6(e).
3. The City may develop Best Management Practices, by ordinance or in individual Pretreatment Permits, in addition to or in place of other pretreatment limitations.
4. No Industrial User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The City may impose mass limitations on Industrial Users who are using dilution to meet applicable Pretreatment Standards or Requirements or in other cases when the imposition of mass limitations is appropriate.

E. Permit Issuance Process

All Industrial Users which are required to obtain a Pretreatment Permit must obtain the permit from the City prior to discharging industrial pollutants to the POTW. An application (Long Form Industrial Waste Questionnaire) for a permit may be obtained from the Water & Pollution Control Department, 1800 E. 13th Street, Ames, IA 50010; (515) 239-5150, www.cityofames.org/water, or may be copied from Appendix IV. The completed Long Form Industrial Waste Questionnaire must be submitted six (6) months prior to the planned discharge.

The City will evaluate the data furnished by the Industrial User and may require additional information to determine whether to issue a permit and the requirements of the Pretreatment Permit. A Pretreatment Permit shall include such conditions as are deemed reasonably necessary by the City to prevent Interference or Pass Through, protect the quality of the receiving stream, protect worker health and safety, facilitate biosolids management and disposal, and protect against damage to the POTW.

1. Pretreatment Permits must contain:
 - a. A statement that indicates the Pretreatment Permit issuance date, effective date, and expiration date;

- b. A statement that the Pretreatment Permit is nontransferable without prior notification to the City and provisions for furnishing the new owner or operator with a copy of the existing Pretreatment Permit;
 - c. Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
 - d. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or Best Management Practices) to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law;
 - e. The process for seeking a waiver from monitoring for a pollutant neither present nor expected to be present in the discharge in accordance with Section F(4)(b);
 - f. A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law;
 - g. Requirements to control Slug Discharge, if determined by the City to be necessary;
 - h. Any grant of the monitoring waiver by the City must be included as a condition in the Industrial User's Pretreatment Permit.
2. Pretreatment Permits may contain, but need not be limited to, the following conditions:
- a. Limits on the average and/or maximum concentration of pollutants discharged to the POTW;
 - b. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works. Any expenses incurred are the responsibility of the User;
 - c. Requirements for the development and implementation of spill control plans or other special conditions including Best Management Practices to adequately prevent accidental, unanticipated, or non-routine discharges;
 - d. Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;

- e. A statement that compliance with the Pretreatment Permit does not relieve the Permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the Pretreatment Permit; and
- f. Other conditions as deemed appropriate by the City to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

The permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the permit. Industrial Users must resubmit the Long Form Industrial Waste Questionnaire at least one hundred eighty (180) days prior to the expiration of their Pretreatment Permit. In addition, notice of an anticipated significant change in quantity of discharge or increase in pollutants contributed must be given by the User to the City six (6) months in advance of the change or increase to allow for reevaluation and reissuance of the permit.

The City may also utilize Memorandums of Understanding, when appropriate. As described in Chapter 3, the City has a Memorandum of Understanding in place with the Iowa State University Research Park Corporation. This agreement outlines the responsibilities of both parties which are designed to protect the POTW and provide open communication regarding the tenants of the Research Park.

F. **Reporting Requirements**

1. Baseline Monitoring Reports

- a. Within either one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to the City a report which contains the information listed in Section F(1)(b). At least ninety (90) days prior to the commencement of their discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable Categorical Standard, shall submit to the City a report which contains the information listed in Section F(1)(b). A new Source shall report the method of pretreatment it intends to use to meet applicable Categorical Standards. A New Source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
- b. Users described above shall submit the information set forth below.
 - i. The name and address of the facility, including the name of the operator and owner.

- ii. A list of any environmental control permits held for the facility.
- iii. A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classification of the operation(s) carried out by such user. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated process.
- iv. Information showing the measured average daily and maximum flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in 40 CFR 403.6(e).
- v. The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.
- vi. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or by the City, of regulated pollutants in the discharge from each regulated process.
- vii. Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
- viii. Documentation showing that sample collected is representative of the daily operations and was collected and analyzed in accordance with procedures set out in Section F(9) and (10).
- ix. A statement, reviewed by the User's Authorized Representative and certified by a qualified professional, indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the Pretreatment Standards and Requirements.
- x. If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. The schedule must meet the requirements set out in Section F(2).

- xi. Any request for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge based on Section F(4)(b).
 - c. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.
- 2. Compliance Schedule Progress Reports – In the event that an Industrial User is unable to meet Pretreatment Standards or Requirements, a Compliance Schedule may be incorporated into the Industrial User’s Pretreatment Permit that outlines steps the Industrial User is to take in order to be able to meet the pretreatment Standards or Requirements. The following conditions shall apply to the Compliance Schedule:
 - a. The schedule shall contain progress milestones in the form of dates for the commencement and completion of major events required for the Industrial User to meet the applicable Pretreatment Standards;
 - b. No milestone referred to above shall exceed nine (9) months;
 - c. The Industrial User shall submit a progress report to the City no later than fourteen (14) days following each date in the schedule and the final date of compliance including, at a minimum, whether or not it complied with the milestone of progress, the reason for any delay, and, if appropriate, the steps being taken by the Industrial User to return to the established schedule; and
 - d. In no event shall more than nine (9) months elapse between such progress reports to the City.
- 3. Reports on Compliance with Categorical Pretreatment Standard Deadline
 - a. Within ninety (90) days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of a New Source following commencement of the introduction of wastewater into the POTW, any Industrial User subject to such Pretreatment Standards and Requirements shall submit to the City a report containing the information described in Section F(1)(b)(i-xi).
- 4. Periodic Compliance Reports
 - a. All Users must submit, no less than twice per year, reports indicating the nature, concentration of pollutants in the discharge which are limited by a Pretreatment Permit or Pretreatment Standard, and the measured or

estimated average and maximum daily flow for the reporting period. In cases where the Pretreatment Permit or Pretreatment Standard requires compliance with a Best Management Practice or pollution prevention alternative, the User must submit documentation required by the City or the Pretreatment Standard necessary to determine the compliance status of the User. These periodic reports must be submitted to the City within ten (10) days of the end of the reporting period.

Reduced monitoring for an Industrial User subject to a Categorical Pretreatment Standard is subject to the requirements in Section 4(F)(4)(b). Increased reporting frequencies may be included in a User's Pretreatment Permit.

If a User monitors more frequently than specified in the permit, the results of this monitoring shall be submitted to the City within ten (10) days of receipt by the User.

If a collected sample is split between the User and the City, the results from the respective laboratories will be averaged to determine if a violation has occurred. When a result for a parameter is less than the reporting limit, the reporting limit will be used to average the result with the other lab's data.

- b. The City may authorize an Industrial User subject to a Categorical Pretreatment Standard to forego sampling of a pollutant regulated by a Categorical Pretreatment Standard if the Industrial User has demonstrated through sampling and other technical factors that the pollutant is neither present nor expected to be present in the Discharge, or is present only at background levels from intake water and without any increase in the pollutant due to activities of the Industrial User. This authorization is subject to the following conditions:
 - i. The waiver may be authorized where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that the sanitary wastewater is not regulated by an applicable Categorical Standard and otherwise includes no process wastewater.
 - ii. The monitoring waiver is valid only for the duration of the effective period of the Pretreatment Permit, but in no case longer than 5 years. The Industrial User must submit a new request for the waiver before the waiver can be granted for each subsequent Pretreatment Permit.

- iii. In making a demonstration that a pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes.
 - iv. The request for a monitoring waiver must be signed by the User's Authorized Representative, and include the certification statement in Section F(13)(a).
 - v. Non-detectable sample results may be used only as a demonstration that a pollutant is not present if the EPA approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.
 - vi. Any grant of the monitoring waiver by the City must be included as a condition in the Industrial User's Pretreatment Permit. The reasons supporting the waiver and any information submitted by the Industrial User in its request for the waiver must be maintained by the City for three (3) years after expiration of the waiver.
 - vii. Upon approval of the monitoring waiver and revision of the Industrial User's Pretreatment Permit by the City, the Industrial User must certify on each report with the statement in Section F(13)(c), that there has been no increase in the pollutant in its wastestream due to activities of the Industrial User.
 - viii. In the event that a waived pollutant is found to be present or is expected to be present because of changes that occur in the Industrial User's operations, the User must immediately notify the City and comply with the requirements of Section F(4)(a) or other more frequent monitoring requirements imposed by the City.
 - ix. This provision does not supersede certification processes and requirements established in Categorical Pretreatment Standards, except as otherwise specified in the Categorical Pretreatment Standard.
- c. All periodic compliance reports must be signed and certified in accordance with Section F(13).
 - d. All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order

shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.

5. Reports of Changed Conditions

Each Industrial User must notify the City of any significant changes to the User's operations or system which might alter the nature, quality, or volume of its wastewater at least six (6) months before the change.

- a. The City may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of the Long Form Industrial Waste Questionnaire located in Appendix IV.
- b. The City may modify or revoke an existing Pretreatment Permit under Section E in response to changed conditions or anticipated changed conditions.

6. Reports of Potential Problems

- a. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, a Slug Discharge or Slug Load, that might cause potential problems for the POTW, the User shall immediately telephone and notify the City of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.
- b. Within five (5) days following such discharge, the User shall, unless waived by the City, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.
- c. A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees who to call in the event of a discharge described in Section F(6)(a). Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.

- d. Significant Industrial Users are required to notify the City immediately of any changes at its facility affecting the potential for a Slug Discharge.

7. Notice of Violation/Repeat Sampling and Reporting

If sampling performed by a User indicates a violation, the User must notify the City within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the City within thirty (30) days after becoming aware of the violation. Resampling by the Industrial User is not required if the User or the City performs sampling and analysis for the parameter found to be in violation at the User's facility between the time when the initial sampling was conducted and the time when the User receives the results of this sampling.

If sampling performed by the City indicates a violation, the City shall repeat the sampling and analysis. The results of this repeat analysis shall be submitted to the Pretreatment Coordinator within thirty (30) days after originally becoming aware of the violation. Resampling by the City is not required if the City or the User performs sampling and analysis for the parameter found to be in violation at the User's facility between the time when the initial sampling was conducted and the time when the City receives the results of this sampling.

When resampling indicates a repeated violation, the User may be required by the City to investigate the cause of the violations and report any findings.

8. Notification of the Discharge of Hazardous Waste

The City must approve on a case-by-case basis any discharge to the POTW of any waste that, if disposed of in another manner, would be a considered hazardous waste. Hazardous wastes are defined under the Resource Conservation and Recovery Act in 40 CFR Part 261. Requests for disposal of hazardous wastes must be made fifteen (15) days prior to the anticipated date of discharge. The discharge request must include the name of the hazardous waste under 40 CFR Part 261, the EPA hazardous waste number, the type of discharge (continuous, batch, or other), and an estimation of the mass and concentration of the hazardous constituents in the discharge.

9. Analytical Requirements

All pollutant analyses, including sampling techniques, to be submitted as part of a Pretreatment Permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the City determines that the Part 136 sampling and analytical

techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures acceptable to the City.

In addition, all analysis shall be performed by a laboratory certified by the State of Iowa. If analysis is performed by a laboratory outside of the State of Iowa the laboratory shall hold similar certification showing that it is capable of performing such analysis.

10. Sample Collection

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

- a. Except as indicated in Section F(10)(b-c), the User must collect wastewater samples using 24-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the City. Where time-proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge. Composite samples for parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits.
- b. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
- c. For sampling required in support of baseline monitoring and 90-day compliance reports required in Section F(1) and (3), a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the City may authorize a lower minimum. For the reports required by Section F(4), the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance by with applicable Pretreatment Standards and Requirements.

11. Recordkeeping

Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained

pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with Best Management Practices. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the City, or where the User has been specifically notified of a longer retention period by the City.

12. Spill Prevention and Control Plans

All Significant Industrial Users will be evaluated at least annually and Non-Significant Industrial Users will be evaluated at least once every two years to determine if a Slug Control Plan is required. A Slug Control Plan is intended to assist the User in evaluating their current practice in prevention and control of slug discharges. Additionally, completion of a Slug Control Plan will allow the City to properly assess the User's potential to impact the POTW, as well as the User's ability to prevent and remediate slug discharges. The Slug Discharge Prevention and Control Plan shall contain, at a minimum, the following elements:

- a. A description of discharge practices, including non-routine batch discharges;
- b. A listing of stored chemicals, including the manner and location in which they are stored;
- c. Procedures for immediately notifying the City of slug discharges, including any discharge that would violate prohibition under 40 CFR 403.5(b), with procedures for follow-up written notification within five days; and
- d. If necessary, procedures to prevent adverse impact to the POTW from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, and/or measures and equipment for emergency response.

13. Certification Statements

- a. Certification of Permit Applications, User Reports and Initial Monitoring Waiver - The following certification statement is required to be signed and

submitted by Users submitting permit applications; Users submitting baseline monitoring reports; Users submitting reports on compliance with the Categorical Pretreatment Standard deadlines; Users submitting periodic compliance reports, and Users submitting an initial request to forego sampling of a pollutant. The following certification statement must be signed by an Authorized Representative:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

- b. Annual Certification for Non-Significant Categorical Industrial Users - A facility determined to be a Non-Significant Categorical Industrial User by the City must annually submit the following certification statement signed by the Authorized Representative:

Based on my inquiry of the person or persons directly responsible for managing compliance with the Categorical Pretreatment Standards under 40 CFR _____, I certify that, to the best of my knowledge and belief that during the period from _____, _____ to _____, _____:

- (a) *The facility described as _____ met the definition of a Non-Significant Categorical Industrial User as described in 40 CFR 403.3(v)(2);*
(b) *The facility complied with all applicable Pretreatment Standards and requirements during this reporting period; and*
(c) *The facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period.*

- c. Certification of Pollutants Not Present - Users that have an approved monitoring waiver must certify on each report with the following statement that there has been no increase in the pollutant in its wastestream due to activities of the User.

Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR _____, I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ in the wastewaters due to the activities at the facility since _____.

If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the User, a new written authorization must be submitted to the City prior to or together with any reports to be signed by an Authorized Representative.

G. Right of Entry - Inspection and Sampling

All Significant Industrial Users and Categorical Industrial Users will be inspected at least annually and Non-Significant Industrial Users will be inspected at least once every two (2) years. Representatives of the City shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any Pretreatment Permit or order issued hereunder. Users shall allow representatives of the City ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

1. Where a User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, representatives of the City shall be permitted to enter without delay for the purposes of performing specific responsibilities.
2. For any User claiming restricted entry based on National Security considerations, the User shall develop standard operating procedures covering inspections and sampling citing references to the governing federal statute that affects any of the enumerated requirements of this program. The standard operating procedures shall be reviewed and approved by the City. At the discretion of the City, these standard operating procedures will become elements of the User's Pretreatment Permit.
3. The City shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.
4. The City may require the User to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its own expense. All devices

used to measure wastewater flow and quality shall be calibrated at least once per year to ensure their accuracy.

5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the City and shall not be replaced. The costs of clearing such access shall be borne by the User.
6. Unreasonable delays in allowing representatives of the City access to the User's premises shall be a violation of this ordinance.

If a representative of the City has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the City designed to verify compliance with this ordinance or any Pretreatment Permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, the City may seek issuance of a search warrant from a court of competent jurisdiction.

H. **Administrative Enforcement**

When the City finds that a User has violated, or continues to violate, any provision of this ordinance, a Pretreatment Permit, or any other Pretreatment Standard or Requirement, the City may serve upon that User an enforcement response for the violation(s). Instances of violations may be identified through, but are not limited to, required reports submitted by the User, inspections or sampling performed by City or other governmental staff, or by notifications from the public.

Examples of the enforcement responses include, but are not limited to, the following:

1. Notice of Violation – The City will issue a written Notice of Violation (NOV) to the User within 10 days of becoming aware of the violation. The NOV will include a description of the violation and any steps the User needs to take to determine the cause of the violation and/or correct the violation. An NOV will typically be the first enforcement response taken, but the City is not precluded from escalating the response when it is deemed necessary.
2. Consent Order – The City is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the User responsible for any noncompliance. Such orders will include specific action to be taken by the User to correct noncompliance within a time period specified by the order.

3. Show Cause Hearing – The City may order a User which has violated, or continues to violate, any provision of this ordinance, a Pretreatment Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, to appear before the City and show cause why the proposed enforcement action should not be taken. Notice shall be served on the User specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least fifteen (15) days prior to the hearing. Such notice may be served on any Authorized Representative of the User.
4. Municipal Infractions – When the City finds that a User has violated, or continues to violate, any provision of this ordinance, a Pretreatment Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the City may fine such User in an amount not to exceed \$1,000. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines may be assessed for each day during the period of violation.

The City may also recover from the User damages to the City caused by any instance of non-compliance, including, but not limited to, any penalties, fines, additional City staff time or resources, or damages for which the City becomes liable as a result of the non-compliance.

5. Criminal Prosecution – The City will pursue criminal charges against any user who willfully or negligently violates any provision of this ordinance, a Pretreatment Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement.
6. Injunctive Relief – When the City finds that a User has violated, or continues to violate, any provision of this ordinance, a Pretreatment Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the City may petition a court of competent jurisdiction through the City’s Attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the Pretreatment Permit, or other requirement imposed by this ordinance on activities of the User. The City may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a User.
7. Emergency Suspensions – The City may immediately suspend a User’s discharge, after informal notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an

imminent or substantial endangerment to the health or welfare of persons, the POTW, or the environment.

- a. Any User notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the City may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The City may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the City that the period of endangerment has passed, unless Termination of Service proceedings are initiated against the User.
- b. A User that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the City prior to the date of any show cause or termination hearing.

Nothing in this section shall be interpreted as requiring a hearing prior to any Emergency Suspension under this section.

8. Termination of Service – In addition to the enforcement actions of this ordinance listed above, any User who violates, or continues to violate, any provisions of this ordinance, a Pretreatment Permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, is subject to discharge termination. Such Users will be notified of the proposed termination of its discharge and be offered an opportunity to show cause of why the proposed action should not be taken. Exercise of this option by the City shall not be a bar to, or a prerequisite for, taking any other actions against the User.

The enforcement actions provided for in this ordinance are not exclusive. The City may take any, all, or any combination of these actions against a noncompliant User. Enforcement of pretreatment violations will generally be in accordance with the City's Enforcement Response Plan included in Appendix III. However, the City may take other action against any User when the circumstances warrant. Further, the City is empowered to take more than one enforcement action against any noncompliant User.

I. Confidential Information

Information and data on a User obtained from reports, surveys, Pretreatment Permit applications, individual Pretreatment Permits, and monitoring programs, and from the City's inspection and sampling activities, shall be available to the public without restriction, unless the User specifically requests, and is able to demonstrate to the satisfaction of the City, that the release of such information would divulge information,

processes, or methods of production entitled to protection for national security purposes or as trade secrets under applicable State law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the User furnishing a report that such information should be held confidential, the portions of a report which might disclose national security sensitive material, trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or Industrial Pretreatment Program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other effluent data, as defined at 40 CFR 2.302 shall not be recognized as confidential information and shall be available to the public without restriction.

J. **Publication of Users in Significant Non-Compliance**

The City shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdiction served by the POTW, a list of the Industrial Users which, at any time during the previous twelve (12) months, were in Significant Non-Compliance with applicable Pretreatment Standards and Requirements. The term Significant Non-Compliance shall be applicable to all Significant Industrial Users (or any other Industrial User that violates paragraphs (3), (4), or (8) of this Section) and shall mean:

1. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all the measurements taken for the same pollutant parameter during six- (6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including Instantaneous Limits as defined in Chapter 28 of the Ames Municipal Code;
2. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter taken during a six- (6-) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Chapter 28 of the Ames Municipal Code multiplied by the applicable criteria (1.4 for cBOD₅, TSS, fats, Oil & Grease, and 1.2 for all other pollutants except pH);
3. Any other violation of a Pretreatment Standard or Requirements that the City determines has caused, alone or in combination with other discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public;
4. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in City's exercise of its emergency authority to halt or prevent such a discharge.

5. Failure to meet, within ninety (90) days after the scheduled date, a compliance schedule milestone contained in a Pretreatment Permit or enforcement order for starting construction, completing construction, or attaining final compliance.
6. Failure to provide, within forty five (45) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with Categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules.
7. Failure to accurately report non-compliance.
8. Any other violation(s), which may include a violation of Best Management Practices, which the City determines will adversely affect the operation of the POTW or implementation of the local pretreatment program.

K. Surcharge Program

In 1989, the City began implementation of a system to assess a sewer surcharge to any contributor discharging wastewater that is higher in concentrations of COD, TSS, TKN, cBOD₅, Ammonia, and/or Oil & Grease than normal domestic wastewater. Concentrations of normal domestic wastewater are defined as follows; COD – 550 mg/L, TSS – 300 mg/L, TKN – 45 mg/L, cBOD₅ – 250 mg/L, Ammonia – 30 mg/L, and Oil & Grease – 300 mg/L.

Surcharges are calculated at least every six months and are based on data from samples collected by the City and/or by the User during the previous six (6) months. A minimum of three data sets is used to determine the rate. If three samples were not collected in the previous six (6) months, the three (3) most recent data sets are used. The rates used in the surcharge program are located in Appendix Q of the Ames Municipal Code.

L. Hauled Waste

All deliveries of hauled waste to the Water Pollution Control (WPC) facility must be accompanied by a complete waste tracking form. The Waste Hauler Tracking Form is included in Appendix 5. Each load is sampled and will be analyzed at the discretion of the WPC Superintendent. If a disruption occurs in the treatment process and/or the analyses determine that any wastes are incompatible, we will notify the hauler and the source of the waste that we will no longer accept those wastes or any loads containing wastes from that source. The WPC facility does not accept hauled hazardous wastes.

M. Fats, Oils, and Grease (FOG) Control Program

The City has implemented a program to aid in the prevention of sanitary sewer blockages and obstructions from contribution and accumulation of FOG into the POTW. Such discharges from commercial kitchens, restaurants, and all other food service

establishments, where FOG of vegetable or animal origin is discharged directly or indirectly into the POTW, can contribute to line blockages and/or spills in violation of 40 CFR, Part 403.

CHAPTER 5 PROGRAM FEES

The City of Ames Industrial Pretreatment Program is funded through regular community sewer billing, although the City may collect reasonable fees for reimbursement of costs of operating the City's Industrial Pretreatment Program, which may include:

1. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing an Industrial User's discharge;
2. Fees for responding to accidental discharges; and
3. Fees to cover the cost of any damage to the POTW incurred as a result of an industrial user's discharge.

Each Industrial User will be billed in January and July for actual costs incurred by the City during the previous six months. Costs will vary depending on the amount of sampling, analysis, and maintenance effort required.

APPENDIX I

Definitions

Definitions

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this ordinance, shall have the meanings hereinafter designated.

- A. Act or “the Act:” The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. section 1251 et seq.
- B. Authorized or Duly Authorized Representative of the User:
 - 1. If the User is a corporation:
 - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of the principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - b. The manager of one or more manufacturing, production, or operating facilities; provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual Pretreatment Permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - 2. If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - 3. If the User is a Federal, State, or local government facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 - 4. The individuals described in paragraphs 1 through 3 above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the City.

Appendix I

- C. Best Management Practices or BMPs: Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in 40 CFR 403.5(a)(1) and (b). BMPs may include, but are not limited to, treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
- D. Categorical Pretreatment Standard or Categorical Standard: Any regulation containing pollutant discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of Users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.
- E. City or “the City:” City of Ames, Iowa
- F. Fats, Oils, and Grease or FOG: Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as “grease,” “greases,” and “oil and grease.”
- G. Indirect Discharge or Discharge: The introduction of pollutants into the POTW from any nondomestic source.
- H. Industrial User or User: A source of indirect discharge.
- I. Interference: A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of City’s NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.
- J. Local Limits: Discharge limits set by the City as described in Chapter 28 of the Ames Municipal Code.
- K. New Source:
 - 1. Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under section 307(c) of the

Appendix I

Act that will be applicable to such source if such Standards are thereafter promulgated in accordance with that section, provided that:

- a. The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - b. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an Existing Source; or
 - c. The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an Existing Source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the Existing Source, should be considered.
2. Construction on a site at which an Existing Source is located results in a modification rather than a New Source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section 1 b. or c. above but otherwise alters, replaces, or adds to existing process or production equipment.
3. Construction of a New Source as defined under this paragraph has commenced if the owner or operator has:
- a. Begun, or caused to begin, as part of a continuous onsite construction program
 - i. any placement, assembly, or installation of facilities or equipment; or
 - ii. significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - b. Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

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- L. Pass Through: A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirements of the City's NPDES permit, including an increase in the magnitude or duration of a violation.
- M. Pretreatment Requirement: Any substantive or procedural requirement related to pretreatment imposed on a User, other than a Pretreatment Standard.
- N. Pretreatment Standards or Standards: Pretreatment Standards shall mean prohibited discharge standards, categorical Pretreatment Standards, and Local Limits.
- O. Publicly Owned Treatment Works or POTW: A treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.
- P. Slug Discharge: Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations or permit conditions.

APPENDIX II

WPC Facility Layout & Technical Data for WPC Facility Units

Appendix II

Technical Data for the Various Unit Processes
Used in the Ames Water Pollution Control Facility

	Unit Sizes	
	per Unit	Total
Equalization Basins (2 units)		
Bottom Dimension, ft.	100 x 200	
Effective Depth, ft.	10	
Storage Volume, cu. ft.	300,800	601,600
Mechanically Raked Screen (2 units)		
Bar Spacing, in.	0.5	-
Angle of Inclination, deg.	80	-
Grit Removal (4 units)		
Diameter, in.	94	-
Particle Size, micron	100	-
Primary Clarifiers (4 units)		
Diameter, ft.	70	
Surface Area, sq. ft.	3,848	15,392
Sidewater Depth, ft.	9	-
First-Stage Trickling Filters (2 units)		
Diameter, ft.	80	-
Media Depth, ft.	26	-
Maximum Hydraulic Loading, gal/min/sq. ft.	2.09	-
Second-Stage Trickling Filters (2 units)		
Diameter, ft.	80	-
Media Depth, ft.	26	-
Maximum Hydraulic Loading, gal/min/sq. ft.	2.09	-
Solids Contact Basins (2 units)		
Sidewater Depth, ft.	15	-
Volume, cu. ft.	48,600	97,200
Sludge Re-Aeration Basins (2 units)		
Sidewater Depth, ft.	15	-
Volume, cu. ft.	11,760	23,520

Appendix II

	Unit Sizes	
	per Unit	Total
Final Clarifiers* (4 units)		
Diameter, ft.	100	-
Surface Area, sq. ft.	7,854	31,416
Sidewater Depth, ft.	14	-

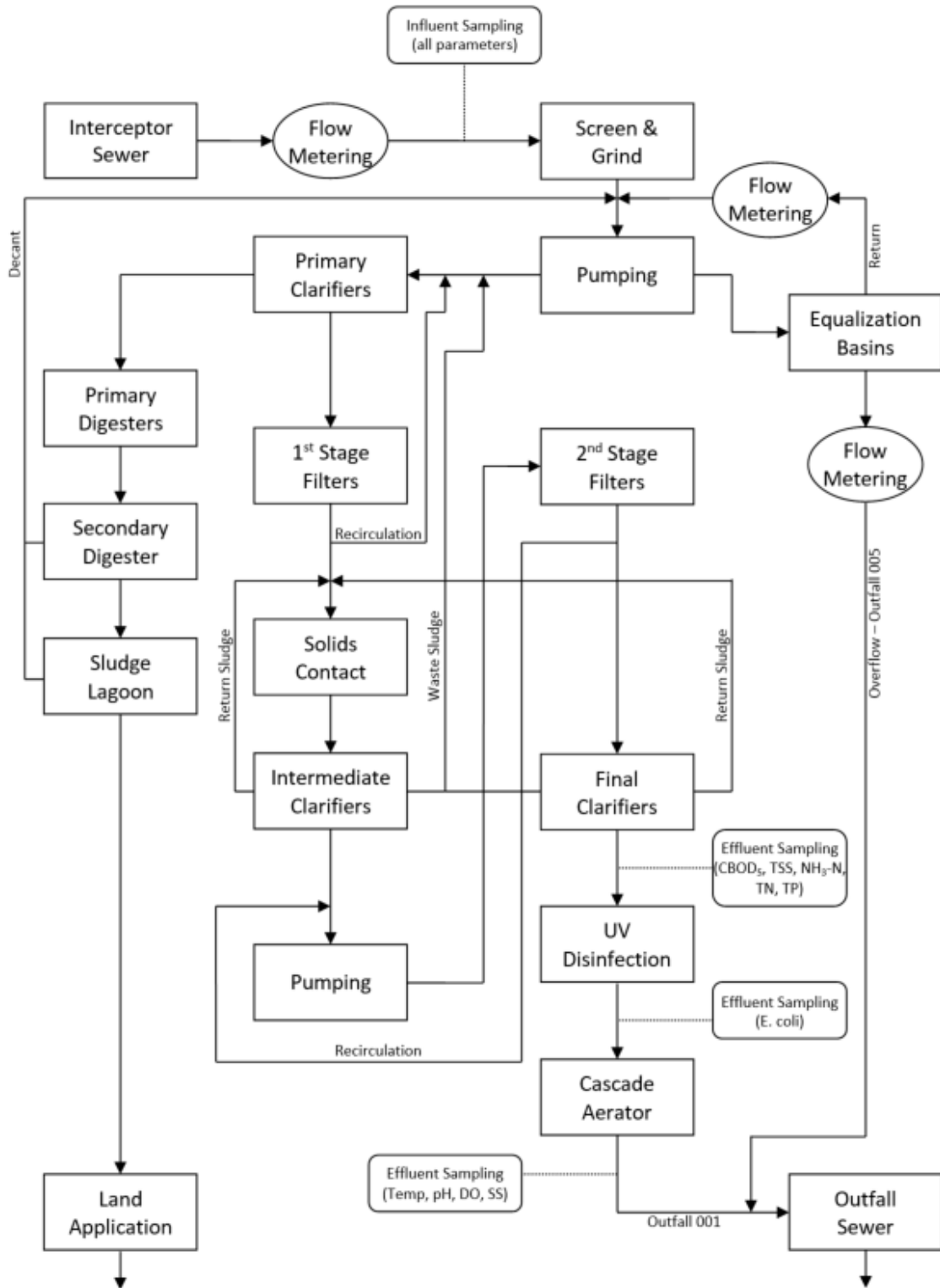
* 2 units can be used as intermediate clarifiers

Anaerobic Digestion System		
Primary Digesters (2 units)		
Diameter, ft.	65	-
Sidewater Depth, ft.	29	-
Volume (w/o cone), cu. ft.	96,000	192,000
Secondary Digester (1 unit)		
Diameter, ft.	80	-
Sidewater Depth, ft.	24.6	-
Volume (w/o cone), cu. ft.	124,000	-
Gas Holder Storage Capacity, cu. ft.	36,000	

Sludge Lagoon (80 ft. x 160 ft. at 2-ft depth)		
Minimum Liquid Depth, ft.	2	-
Maximum Liquid Depth, ft.	17	-
Freeboard, ft.	3	-
Sideslope, Horizontal:Vertical	3:1	-
Volume, cu. ft.	415,000	

Ultraviolet Disinfection (2 units)		
Lamps	112	224
Dosage Output, uW/cm ²	16232.5	32,465

Effluent Re-Aeration Structure		
Minimum Total Liquid Fall, ft.	4.24	-



Process Flow Schematic for the Water & Pollution Control Facility (Mode 4)

APPENDIX III

Enforcement Response Plan

General Purpose

Federal regulations (40 CFR 403.8(f)(5)) require that the City develop an Enforcement Response Plan (ERP) containing detailed procedures for investigation and response to instances of Industrial User non-compliance with pretreatment regulations. Chapter 28 of the Ames Municipal Code gives the Director of the Ames Water & Pollution Control Department and any designee the authority to implement and enforce the ERP.

Examples of non-compliance with pretreatment program requirements include, but are not limited to, unpermitted discharges, exceeding discharge limits, failure to follow required Best Management Practices (BMPs), failure to monitor as required, and/or failure to report as required.

Instances of non-compliance may be identified through self-monitoring reports submitted by Industrial Users, City monitoring results, inspections by City or other governmental staff, or through notification of non-compliant situations (such as spills, illegal discharges, etc.) by the contributor, City staff, other governmental employees, or the public.

Suspected non-compliance will generally be investigated by the Environmental Specialist within five (5) working days. If the Environmental Specialist is unavailable, the Director of the Water & Pollution Control Department will assign this task to another staff member within the department. Any alleged violation which has the potential to threaten public health, safety, property, or environmental quality will be investigated immediately.

Upon confirmation of a violation, the City will issue an enforcement action within ten (10) working days. Examples of the types of escalating enforcement actions the City will take are outlined in the ERP. The ERP is intended to be a guide and will be followed as closely as individual circumstances allow. However, in instances where the City deems it necessary, the enforcement action used may exceed the enforcement response prescribed in the ERP.

The enforcement actions available for use by the City include, but are not limited to, those described in Chapter 4, Section H – Administrative Enforcement.

In addition to the formal enforcement actions, the City may require a violator to make immediate corrective or preventive measures to stop or prevent future violations. Also, the City is authorized by the Municipal Code (Section 28.307(4-5)) to assess the violator any costs for fines levied by State or Federal agencies and additional staff time or resources necessary as a result of the violation.

A. Prohibited Discharges

1. A routine discharge that violates the prohibitions included in Chapter 4, Section B – General Sewer Use Requirements, the Local Limits listed in Chapter 28 of the Ames Municipal Code, a User’s Pretreatment Permit, or any Categorical Standard will result in a Notice of Violation. Enforcement for repeated violations and/or

violations that cause Interference, Pass Through, acute worker health and/or safety issues, a toxic effect in the receiving stream, or potential or actual harm to the POTW may include, but are not limited to, Municipal Infractions and/or Termination of Service. In addition, the User may be required to perform the investigation as described in Chapter 4, Section F(7).

2. A non-routine, accidental, or Slug Discharge that violates the prohibitions included in Chapter 4, Section B – General Sewer Use Requirements, the Local Limits listed in Chapter 28 of the Ames Municipal Code, a User’s Pretreatment Permit, or any Categorical Standard will result in a Notice of Violation. Enforcement for repeated violations and/or violations that cause Interference, Pass Through, acute worker health and/or safety issues, a toxic effect in the receiving stream, or potential or actual harm to the POTW may include, but are not limited to, Municipal Infractions and/or Termination of Service. In addition, the User must perform the required actions described in Chapter 4, Section F(6).
3. Use of process water, or any attempt to dilute a discharge, as a partial or complete substitute for adequate treatment will result in a Notice of Violation. Any repeated violation will result in a Municipal Infraction.
4. Failure to implement required Best Management Practices (BMPs) which are intended to control, limit, or improve a User’s discharge will result in a Notice of Violation. Any ongoing failure to implement the required BMPs may include, but is not limited to, issuance of a Municipal Infraction.

B. Reporting Requirements

1. Submission of a report that is improperly signed or fails to contain any required certification will result in a Notice of Violation. Any repeated violation may result in additional Notices of Violation or a Municipal Infraction.
2. Late submission of any required report by five (5) or more days will result in a Notice of Violation. Repeated late submissions and/or submissions that are thirty (30) or more days late will result in additional Notices of Violation or a Municipal Infraction.
3. Falsification of any report will result in a Municipal Infraction and/or Termination of Service.
4. Failure to report any non-routine, accidental, or Slug Discharge that violates the prohibitions included in Chapter 4, Section B – General Sewer Use Requirements, the Local Limits listed in Chapter 28 of the Ames Municipal Code, a User’s Pretreatment Permit, or any Categorical Standard will result in a Notice of Violation.

Note: This Notice of Violation would be in addition to the Notice of Violation for the unintended discharge.

Appendix III

5. Failure to notify the City six (6) months in advance of any anticipated increase in discharge quantity or increase in pollutants discharged will result in a Notice of Violation.
6. Failure to retain and/or make available any records from the previous three (3) years pertaining to the User's discharge will result in a Notice of Violation. Any ongoing or intentional violations of this nature will result in a Municipal Infraction.
7. Failure to submit a progress report required by a compliance schedule within fourteen (14) days of the scheduled progress milestone will result in a Notice of Violation. Any recurring violation of this nature may result in additional Notices of Violation or a Municipal Infraction.
8. Failure to meet a progress milestone required by a compliance schedule by thirty (30) days or less will result in a Notice of Violation. Repeated failures and/or missing a progress milestone by more than thirty (30) days may result in additional Notices of Violation or a Municipal Infraction.

C. **Monitoring Requirements**

1. Failure to monitor all parameters as required by a Pretreatment Permit will result in a Notice of Violation. Any ongoing failure may result in additional Notices of Violation or a Municipal Infraction.
2. Failure to monitor the correct sampling location, use of incorrect sampling technique, or use of incorrect sample type will result in a Notice of Violation. Any ongoing failure may result in additional Notices of Violation or a Municipal Infraction.
3. Delayed installation of any required monitoring equipment will result in a Notice of Violation. Any delay that exceeds thirty (30) days may result in an additional Notice of Violation or a Municipal Infraction

D. **Other Requirements**

1. Denial of entry to City personnel for pretreatment sampling and/or compliance inspections will result in a Notice of Violation. Any ongoing or willful hindrance will result in a Municipal Infraction.
2. Failure to properly operate and/or maintain a pretreatment system will result in a Notice of Violation.
Note: This Notice of Violation would be in addition to any Notice of Violation for a prohibited discharge to the sanitary sewer resulting from any improper operation/maintenance.

Appendix III

3. Failure to mitigate non-compliance or halt violating operations will result in a Notice of Violation. The Notice of Violation may be escalated to a Municipal Infraction or Termination of Service if the violation causes Interference, Pass Through, acute worker health and/or safety issues, a toxic effect in the receiving stream, or potential or actual harm to the POTW.

Any other violation of the Ames Industrial Pretreatment Program or any other Federal, State, or local Pretreatment Standard or Requirement that is not covered in the ERP above will be addressed on a case-by-case basis.

**CITY OF AMES, IOWA
WATER AND POLLUTION CONTROL DEPARTMENT**

Industrial Waste Questionnaire – Long Form

City of Ames Water Plant
1800 E. 13th Street
Ames, IA 50010

Main: (515) 239-5150
Fax: (515) 239-5496

For questions, contact:
Dustin Albrecht
dalbrecht@cityofames.org

Christina Murphy
cmurphy@cityofames.org

I. GENERAL INFORMATION – 40CFR 403.12(b)(1)

A. Contributing Facility: _____
Address: _____

Address of Facility Discharging Wastewater if Different from Above:

B. Authorized Representative
Name: _____
Title: _____
Telephone: _____ Fax: _____ E-mail: _____

C. Immediate Contacting Official
Name: _____
Title: _____
Telephone: _____ Fax: _____ E-mail: _____
Emergency or Cell Phone: _____

D. Certification
I understand that official correspondence may be sent by e-mail. I agree to promptly inform the City of changes in correspondence information. The information contained in this questionnaire is familiar to me; and, to the best of my knowledge and belief, such information is true, complete, and accurate.

Signature of Industrial User Authorized Representative

Name of Signee (print) _____ Date: _____

Title: _____ Fax: _____

Phone: _____ E-mail: _____

II. PLANT OPERATIONAL CHARACTERISTICS – 40CFR 403.12(b)(3)

Complete a separate Section II for each business activity occurring on the premises.

A. General

1. Business Activity. Provide a brief description of the manufacturing or service activity on the premises.

2. Please provide the NAICS or SIC Code for the Primary Business Activity

NAICS Code _____
 (Can be found at <http://www.census.gov/epcd/www/naics.html>)

SIC Code _____
 (Can be found at https://www.osha.gov/pls/imis/sic_manual.html)

3. Raw Materials and Products.

	DESCRIPTION	DAILY QUANTITIES (Include Units)	
		Avg.	Max.
Principal Raw Materials Used			
Catalysts or Intermediates			
Products or Services Produced			

4. Shift Information

a. Days of week in operation (check all that apply):

Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat ___ Sun ___

b. Average number of employees per shift:

1st ___ 2nd ___ 3rd ___

c. Shift start times:

1st ___ 2nd ___ 3rd ___

5. Do any of the following exist for this facility? Please complete all relevant information for each. *40CFR 403.12(b)(2)*

Type	Permit/Plan number	Date Issued/Created	Expiration Date	Facility or process covered/purpose
National Pollutant Discharge Elimination System (NPDES) Permit				
SPCC (Spill Prevention, Countermeasure and Control) Plan				
Slug Control Plan				
Toxic Organic Management Plan (TOMP)				
Chemical Hygiene Plan				
Resource Conservation and Recovery Act (RCRA) Plan or disposal permit				
Clean Air permit				
Stormwater Permit				

Note: The need for a Slug Control Plan and Toxic Organic Management Plan is determined by Ames Water & Pollution Control staff. All others may be required by DNR or EPA.

B. Water Sources and Uses – 40CFR 403.12(b)(4)

1. Estimate the average quantity of water received and wastewater discharged in gallons per day. Please use recent water bills to verify the estimates of total water supply. Use appropriate number of days per week to correspond to operational days per week or month.

Water Use	Supply From			Discharged To		
	City gal/day*	Other (1)		Sanitary Sewer gal/day	Other (2)	
		gal/day	Source		gal/day	Discharge
Sanitary						
Process						
Boiler Feed						
Cooling						
Washing						
Contained in Product						
Other						
Total [Total supply must equal total discharge]						

* Water bill quantities are listed in units of 100 cubic feet, 1 cubic foot = 7.48 gallons.

- (1) Indicate the quantity and appropriate code letter for the source.

- a. Well
- b. Surface Water
- c. Rural Water
- d. Stormwater
- e. Reclaimed Water

- (2) Indicate the quantity and appropriate code letter for the discharge location.

- a. Surface Water
- b. Waste Hauler
- c. Evaporation
- d. Storm Drain
- e. Land Application
- f. Contained in Product

2. Do you have wells or any other water supply source at this address which are not in use at the present time? If so, describe.

3. Describe any water supply treatment process in use and any resulting brines or wastewaters that may be created by the treatment process.
4. Describe any plans for expansion that may impact water used or wastewater discharged.

C. Wastewater Characterization – *40CFR 403.12(b)(3)*

1. Describe any wastewater treatment equipment or processes in use and any byproducts produced by the treatment equipment. Include disposal practices for byproducts.

2. Wastewater Flow Diagram

For each unit process generating wastewater, indicate on a simple schematic the flow of the water from start to completed product.

3. Building and Sewer Layout

Draw a simple site plan. Please indicate the location of the following:

- a. Water sources for the facility
- b. Regulated wastewater generating processes
- c. Sampling sites
- d. Pretreatment facilities (if any)
- e. Facility connection to the sanitary sewer

An attached blueprint or drawing of the facility, including the above items, may be substituted for the sketch.

4. Pollutant Checklist. Indicate by placing an X in the space following each chemical if the chemical is suspected or known to be present in your service activity, manufacturing activity, or generated as a by-product. 40CFR 403.12(p)(1)

1	1,1,1-Trichloroethane	
2	1,1,2,2-Tetrachloroethane	
3	1,1,2-Trichloroethane	
4	1,1-Dichloroethane	
5	1,1-Dichloroethene	
6	1,2-Dichloroethane	
7	1,2-Dichloropropane	
8	1,3-Dichloropropylene	
9	2-Chloroethylvinyl ether	
10	Acetone	
11	Acrolein	
12	Acrylonitrile	
13	Benzene	
14	Bromodichloromethane	
15	Bromoform	
16	Carbon Tetrachloride	
17	Chlorobenzene	
18	Chloroethane	
19	Chloroform	
20	Dibromochloromethane	
21	Dichloroethylene	
22	Ethylbenzene	
23	Methyl Bromide	
24	Methyl Chloride	
25	Methylene Chloride	
26	Tetrachloroethene	
27	Toluene	
28	Trichloroethene	
29	Vinyl Chloride	
30	1,2,4-Trichlorobenzene	
31	1,2-Dichlorobenzene	
32	1,2-Diphenylhydrazine	
33	1,3-Dichlorobenzene	
34	1,4-Dichlorobenzene	
35	2,2'-oxybis(1-chloropropane)	
36	2,4,6-Trichlorophenol	
37	2,4-Dichlorophenol	
38	2,4-Dimethylphenol	
39	2,4-Dinitrophenol	
40	2,4-Dinitrotoluene	
41	2,6-Dinitrotoluene	
42	2-Chloronaphthalene	
43	2-Chlorophenol	
44	2-Methylnaphthalene	
45	2-Nitrophenol	
46	3,3'-Dichlorobenzidine	
47	4,6-Dinitro-o-cresol	
48	4-Bromophenyl phenyl ether	
49	4-Chlorophenyl phenyl ether	
50	4-Nitrophenol	
51	Acenaphthene	
52	Acenaphthylene	
53	Anthracene	
54	Benzidine	
55	Benzo(a)anthracene	
56	Benzo(a)pyrene	

57	Benzo(b)fluoranthene	
58	Benzo(g,h,i)perylene	
59	Benzo(k)fluoranthene	
60	bis(2-Chloroethoxy)methane	
61	bis(2-Chloroethyl)ether	
62	bis(2-Chloroisopropyl)ether	
63	bis(2-Ethylhexyl)phthalate	
64	Butyl benzyl phthalate	
65	Chrysene	
66	Dibenzo(a,h)anthracene	
67	Diethyl phthalate	
68	Dimethyl phthalate	
69	Di-n-butyl phthalate	
70	Di-n-octyl phthalate	
71	Fluoranthene	
72	Fluorene	
73	Hexachlorobenzene	
74	Hexachlorobutadiene	
75	Hexachlorocyclopentadiene	
76	Hexachloroethane	
77	Indeno(1,2,3-cd)pyrene	
78	Isophorone	
79	Naphthalene	
80	Nitrobenzene	
81	N-Nitrosodi-methylamine	
82	N-Nitrosodi-n-propylamine	
83	N-Nitrosodi-phenylamine	
84	p-Chloro-m-cresol	
85	Pentachlorophenol	
86	Phenanthrene	
87	Pyrene	
88	Antimony	
89	Arsenic	
90	Beryllium	
91	Cadmium	
92	Chloride	
93	Chromium	
94	Copper	
95	Cyanide	
96	Iron	
97	Lead	
98	Phosphorus (total)	
99	Magnesium	
100	Manganese	
101	Mercury	
102	Molybdenum	
103	Nickel	
104	Oil & Grease	
105	Phenol	
106	Selenium	
107	Silver	
108	Thallium	
109	Zinc	

5. Process Discharge Characterization Summary

Toxic Pollutants:

- a. For each pollutant identified on the Pollutant Checklist, describe the source, average rate of discharge, and maximum rate of discharge. Discharge may be expressed in gallons/day, gallons/batch, etc. A table may be used for this summary.
- b. List any other potentially toxic substances known or anticipated to be present in the discharge.

- c. List any RCRA hazardous wastes that may be discharged to the sanitary sewer. For each waste listed, describe the source, the EPA hazardous waste number, the type of discharge (continuous, batch, etc.) and average rate of discharge, and maximum rate of discharge. *40CFR 403.12(p)*

6. Pretreatment

- a. Are additional pretreatment facilities and/or operation and maintenance required to meet pretreatment standards? If so, please list the schedule indicating when they will be provided.

Facility/Operation Description	Date
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

IV. STORED WASTES

This section applies to facilities whose processes or operations produce wastes which are NOT discharged to sanitary sewers, combined sewers, or to surface waters. *Please complete the following questions using a separate form for each industrial process.*

A. General

- 1. Process Identification: _____

2. Description of process or operation producing waste:

3. Brief characterization of waste:

4. Annual waste production: _____ Tons/yr. _____ Gallons/yr.

5. Frequency of waste production:

_____ Seasonal (describe) _____ Occasional
_____ Continual _____ Other (specify)

B. Waste Composition

1. Average percent solids: _____ % pH range: _____ to _____

2. Physical State: _____ Liquid _____ Slurry _____ Sludge
_____ Solid _____ Other (specify)

3. Hazardous Properties: _____ Flammable _____ Toxic
_____ Reactive _____ Explosive _____ Infectious
_____ Corrosive _____ Other (specify)

C. Storage

1. Typical length of time waste is stored:

_____ Days _____ Weeks _____ Months

2. Method of on-site storage for greater than 90 days:

_____ Drum _____ Roll-off Container
_____ Tank _____ Lagoon
_____ Other (specify)

3. Typical volume of stored waste: _____ (Tons, Gallons, etc)
4. Is storage site diked? Yes _____ No _____
5. Is surface drainage collection provided? Yes _____ No _____
6. Is there another form of secondary containment provided for the waste?
Yes ___ No ___
If so, please describe the containment.
7. Is the waste stored close to an open floor drain or sink? Yes ___ No ___
8. Is a spill kit available near waste storage site? Yes ___ No ___

D. Treatment and Disposal

1. Treatment or disposal: _____ On-site _____ Off-site
If waste is hauled off-site, fill out 3 and 4 below.
2. Waste is: _____ Reclaimed _____ Treated _____ Land Application
_____ Incinerated _____ Other (Specify)
3. Contractor Hauling Waste:
Name: _____
Address: _____

E-mail: _____
4. Off-site facility receiving waste:
Name of Facility: _____
Facility Address: _____

E-mail: _____

III. CHEMICALS USED/STORED ON SITE

List all chemicals used or stored in the facility in quantities that may be potentially toxic or hazardous.

Chemical Name	Chemical Components	Chemical Storage		Usage	Secondary Containment	Close to Floor Drain	Drain Plugged	Spill Kit Available	Direct Contact With Wastewater*			Potential Contact with Wastewater*	MSDS Available?
		Amount	Location		Y/N	Y/N	Y/N	Y/N	Amount	Frequency	Y/N	Y/N	Y/N

* How soon would spill be noticed?
 ▪ Direct Contact: _____
 ▪ Potential Contact: _____

**City of Ames, Iowa
Water and Pollution Control**

Industrial Waste Questionnaire, Short Form

Facility Name: _____

Address: _____

Provide a general description of business/industry and typical daily activities:

Provide the NAICS or SIC code for the primary business activity: _____

Estimate how much water the facility uses during a typical work day:

Less than 1,000 gallons 1,000 – 10,000 gallons 10,000 – 25,000 gallons More than 25,000 gallons

Does the facility have a laboratory? Yes No

If yes, please describe:

Are any hazardous chemicals stored on site? Yes No

If yes, please describe (include quantities):

Does the facility have a boiler, water softener, chiller system, etc? Yes No

If yes, please describe:

Does the facility discharge anything besides domestic sewage into the sewer system, possibly through floor drains, mop sinks, kitchen sinks, etc? Yes No

If yes, please describe:

Is any solid or liquid waste hauled off-site? Yes No

If yes, describe the waste and where it is hauled for disposal:

Does the facility perform any of the following processes? *Check all that apply.*

Yes	No		Yes	No	
		Metal Manufacturing (Forming, Casting, Molding, etc.)			Chemical Production (Organic, Inorganic, Pesticide, etc.)
		Food Processing			Pharmaceutical Production
		Metal Finishing (Plating, Coating, etc.)			Leather Tanning/Finishing
		Battery Manufacturing			Plastic Molding/Forming
		Fertilizer Manufacturing			Porcelain Enameling
		Glass Manufacturing			Rubber Manufacturing
		Ink/Dye/Pigment/Paint Formulating			Soap/Detergent Manufacturing
		Electronic Component Manufacturing			Grain Processing

Signature*

Date

Name (Printed)

Title: _____

Company: _____

Phone: _____

E-mail: _____

Fax: _____

*The above-named person will be the primary contact for all correspondence between the industry and the City of Ames Water and Pollution Control Department.

Please submit the completed form by one of the following ways:

Water & Pollution Control
1800 E. 13th St.
Ames, IA 50010

E-Mail
Pretreatment@cityofames.org

Fax
(515) 239-5496



Water Pollution Control Facility
 Hauled Waste Manifest

Hauler Information	
Company _____	Phone () _____
Address _____	City _____
Truck Number _____	Tank Capacity _____ gallons

Waste Generator Information	
1. Facility Name _____	Phone () _____
Facility Contact _____	
Address _____	City _____
Date Pumped _____	Gallons Pumped _____
Provide a short description of the waste: _____	

2. Facility Name _____	Phone () _____
Facility Contact _____	
Address _____	City _____
Date Pumped _____	Gallons Pumped _____
Provide a short description of the waste: _____	

If additional sites were included in this load attach another manifest.	

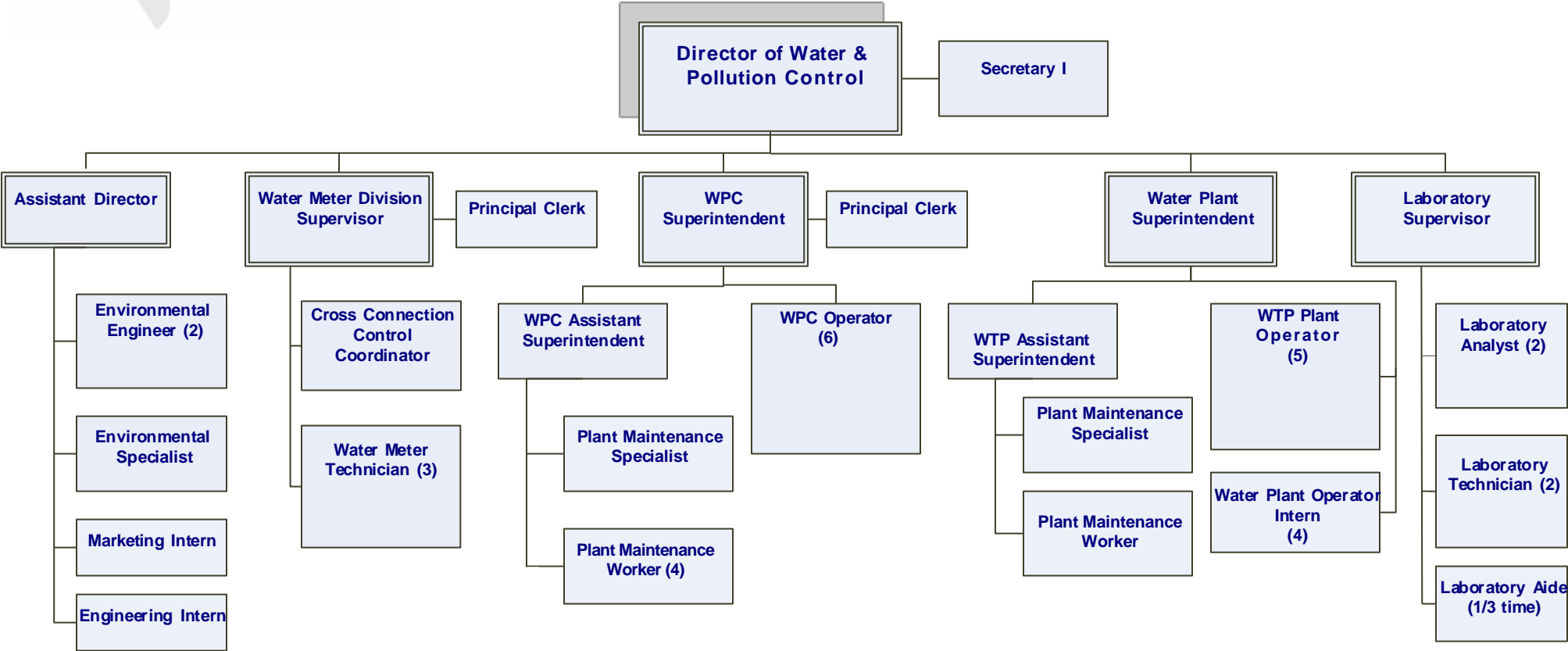
I certify under penalty of law that this manifest was prepared by me or under my direct supervision. The information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the wastes covered by this manifest are not hazardous as defined by 40 CFR Part 261 and that all discharges made are in accordance and compliance with requirements specified in the Ames Municipal Code.

Name (Printed): _____ Signature: _____ Date: _____

Received by (Please Print): _____	Date: _____	Time: _____ AM/PM
Sample Collected: Yes <input type="checkbox"/> No <input type="checkbox"/>	pH: _____	
Comments: _____		



WATER & POLLUTION CONTROL



**Industrial Users
Required to Obtain Pretreatment Permits**

<u>Industry</u>	<u>Classification</u>	<u>Categorical Standard</u>	<u>Water Usage (gallons/month)</u>	<u>Description</u>
Barilla America, Inc.	Non-Significant		2,900,000	Wheat Milling Pasta Production
Biova, LLC	Significant		330,000	Processing Egg Shell Membranes
Danfoss Power Solutions	Categorical Significant	40 CFR Part 433	1,250,000	Hydraulic Pump Mfg.
Hach Company North Outfall	Significant		100,000	Chemical Production
Hach Company South Outfall	Non-Significant		40,000	Chemical Production
Merck Animal Health	Categorical Significant	40 CFR Part 439	35,000	Vaccine Production
Industrial Plating Company	Categorical Significant	40 CFR Part 413	55,000	Electroplating
Iowa State University Central Campus	Significant		16,000,000	Housing, Research, Elec. Prod.
Iowa State University EH&S Building	Non-Significant		20,000	Hazardous Waste Disposal
Iowa State University Veterinary Medicine	Non-Significant		1,400,000	Veterinary Med. & Research
Iowa State University VMRI/LIDIF	Non-Significant		240,000	Veterinary Research
Mary Greeley Medical Center	Non-Significant		2,500,000	Medical Facility
National Centers for Animal Health North Outfall	Non-Significant		7,100,000	Veterinary Research
National Centers for Animal Health South Outfall	Non-Significant		170,000	Veterinary Research

November 22, 2017

Ben Hucka
Iowa Department of Natural Resources
NPDES Section
502 East 9th Street
Des Moines, Iowa 50319

Mr. Hucka:

The United States Department of Agriculture (USDA) received notice dated October 26, 2017 that the Iowa Department of Natural Resources (IDNR) has tentatively decided to approve a request from the City of Ames (City) to modify its industrial pretreatment program. USDA is submitting the following comments on those proposed modifications.

Comments Related to Confidentiality and Facility Access

USDA requests that Chapter 4, Sections I and G of the City's proposed industrial pretreatment program be amended to allow for exceptions to these Confidential Information and Right of Entry provisions when necessary to protect sensitive security information.

Research at USDA's National Centers for Animal Health (NCAH) facility in Ames involves the study of select agents and toxins.¹ Under the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (the Bioterrorism Act), USDA cannot release any information that "discloses site-specific registration or transfer information" for these select agents and toxins.² This information falls under the Freedom of Information Act (FOIA) Exemption 3, as it is specifically exempted from disclosure by the Bioterrorism Act.³ As required by the Bioterrorism Act, USDA promulgated regulations to provide for the security of select agents and toxins, which, among other measures, states that a secure facility such as NCAH, "[a]llow individuals not approved for access . . . to conduct routine cleaning, maintenance, repairs, and other activities not related to select agents or toxins only when continuously escorted by an approved individual if the potential to access to select agents or toxins exists."⁴ USDA cannot legally allow City inspectors access to the NCAH facility without following its security measures or allow the release of sensitive information such as facility maps that could disclose location information for select agents and toxins.

¹ 7 C.F.R. 331.3; 9 C.F.R. 121.3

² 42 U.S.C. 262a(h)

³ 5 U.S.C. 552(b); *Civil Beat Law Center for the Public Interest, Inc. v. Centers for Disease Control and Prevention*, 204 F.Supp.3d 1132, 1144 (D.Hawaii, 2016)

⁴ 9 C.F.R. 121.11(d)

In addition, EPA recently published an “Industrial User Inspection and Sampling Manual for POTWs,” which explains EPA’s position regarding both confidential information and access to secure facilities:

Certain federal, state, local, and private facilities, including those with military, intelligence, public safety (airports, transportation terminals) or nuclear-related activities may have special security or access requirements. POTW inspectors have the right to gain access to these facilities to the same degree they have authority to enter any industrial facility that discharges to their system, but it is necessary for POTW personnel to comply with any special entry requirements. POTW inspectors must obtain the appropriate clearances for access to national security information, or facilities, or restricted areas at federal facilities. Where compliance information has been classified, restricted or protected for national security, all information is to be maintained in accordance with the originating agency’s requirements. This information should be treated as CBI and protected to the same degree as other CBI (e.g., access to this information should be restricted and this information should be kept under lock and key with only authorized personnel having access to the key). The POTW should contact the facility prior to the inspection to do what is necessary to gain access to the facility (fill out paperwork and provide identification and information to obtain clearance).⁵

The City’s proposed pretreatment program revision contains provisions that would allow inspectors “ready access” to facilities (Ch. 4, Sec. G) and would allow the City to release any information collected with a burden on a facility to obtain an injunction against release (Ch. 4, Sec. I). USDA requests that these provisions be amended to reflect EPA’s stated position regarding facilities with special security requirements.

USDA requests changes to the following provisions of Chapter 4:

- Section I: “In accordance with 40 CFR Part 2, any information submitted to the City as required by a Pretreatment Permit shall be considered public information and shall be made available to the public without further notice unless the User claims such information as being confidential. If such a claim is asserted and the City receives a request for such information, the User will be notified by the City. The User will then bear the burden to obtain an injunction to prevent the release of the information.”
 - Suggested additional language: “Where compliance information has been classified, restricted or protected for national security, all information is to be maintained in accordance with the originating agency’s requirements. This information shall be treated as Confidential Business Information (CBI) and protected to the same degree as other CBI, in accordance with 40 CFR Part 2,

⁵ EPA’s “Industrial User Inspection and Sampling Manual for POTWs” (<https://www.epa.gov/sites/production/files/2017-01/documents/iuinspect.pdf>) Sec. 2.8.2, pp. 28-29 (Jan 2017)

Subpart B. Access to information that a User claims as confidential shall be restricted and not released to the public.”

- Section G “Users shall allow representatives of the City ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.”
 - Suggested additional language: “Inspectors must comply with any special entry requirements at secure facilities, including obtaining appropriate clearances and entering only when escorted by an approved individual.”
- Section G(1) “Where a User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, representatives of the City shall be permitted to enter without delay for the purposes of performing specific responsibilities.”
 - Suggested edit to this section: “Where a User has security measures in force which require proper identification and clearance before entry into its premises, the City shall work with the User prior to inspection to make necessary arrangements with its security guards so that, upon presentation of suitable identification, representatives of the City shall be permitted to enter without delay, while complying with any special entry requirements, for the purposes of performing specific responsibilities.”

Comments Related to Wastewater Equipment Ownership and Maintenance Responsibility

Several provisions in the City’s proposed pretreatment program indicate an assumption that all wastewater metering equipment is owned by the facilities that discharge wastewater to the City and that these users bear all responsibility for maintenance of that equipment. Ownership of the wastewater metering equipment for USDA’s NCAH facility is currently in dispute, therefore USDA requests that the modifications to the City’s industrial pretreatment program would not result in a change in ownership in a situation where equipment has previously been owned and maintained by the City.

USDA affirms its position that the City installed and has historically owned and maintained all wastewater meters for the facility. USDA understands that further discussions with the City may be necessary to come to agreement regarding ownership and responsibility for maintenance of wastewater metering equipment, but requests amendments to the relevant provisions of the proposed pretreatment program. These changes would not impact the City in the event that both parties agree that USDA owns and should maintain the equipment, but it would prevent any unintended transfer of ownership should USDA and the City agree that the City owns the equipment.

USDA requests changes to the following provisions of Chapter 4:

- Section E(2)(d) “Pretreatment permits may contain requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices.”
 - Suggested edit to this section “Pretreatment permits may contain requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices, unless the City owns and has maintenance responsibility for such facilities and equipment.”
- Section G(3) “The facility’s sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its own expense. All devices used to measure wastewater flow and quality shall be calibrated at least once per year to ensure their accuracy.”
 - Suggested additional language: “This section does not transfer ownership or maintenance responsibility to a property owner when the City already owns and has maintenance responsibility for wastewater piping and appurtenances or other equipment.”

Please contact me at (202) 720-6716 or Caitlin.Arnold@ogc.usda.gov if you have questions regarding these comments. Thank you for the opportunity to provide comments on the proposed changes to the City’s industrial pretreatment program.

Sincerely,



Caitlin Arnold
Office of the General Counsel, Natural Resources and Environment Division
United States Department of Agriculture

cc:

Beverly Schmitt, National Veterinary Services Laboratories
Diana Whipple, National Animal Disease Center
David White, NCAH
Karla Tebben, NCAH
Cal Mather, ARS SHEMB
John Dunn, City of Ames Water and Pollution Control Department
Dustin Albrecht, City of Ames Water and Pollution Control Department
Mark Lambert, Ames Assistant City Attorney

**SUMMARY AND RESPONSE TO COMMENTS
AMES PRETREATMENT PROGRAM MODIFICATIONS**

On October 24, 2017 the Iowa Department of Natural Resources (IDNR) opened public notice of its tentative approval of pretreatment program modifications submitted by the City of Ames.

The public notice was published in the November 3, 2017 issue of the Ames Tribune, Ames, Iowa.

Caitlin Arnold, Office of the General Counsel, Natural Resources and Environment Division, United States Department of Agriculture (USDA) submitted several comments on the proposed program modifications. The following is a brief summary of the written comments received on this matter and the resulting response.

Caitlin Arnold (USDA)

Comment: USDA requests that Chapter 4, Sections I and G of the City's proposed industrial pretreatment program be amended to allow for exceptions to these Confidential Information and Right of Entry provisions when necessary to protect sensitive security information. (Suggested language changes to Chapter 4, Sections I and G was provided by Ms. Arnold in the comments)

Response: The City of Ames modified both sections of Chapter 4. While the wording changes do not mirror the language suggested by Ms. Arnold, the resulting changes do address the root concerns of the comments. Chapter 4, Section I more closely resembles the language in EPA's Model Ordinance and adds reference to information related to national security. Chapter 4, Section G added a subsection allowing users with national security considerations to develop operating procedures related to inspections to be reviewed and approved by the City.

Comment: Several provisions in the City's proposed pretreatment program indicate an assumption that all wastewater metering equipment is owned by the facilities that discharge wastewater to the City and that these users bear all responsibility for maintenance of that equipment. Ownership of the wastewater metering equipment for USDA's NCAH facility is currently in dispute, therefore USDA requests that the modifications to the City's industrial pretreatment program would not result in a change in ownership in a situation where equipment has previously been owned and maintained by the City.

Response: The City already responded to Ms. Arnold on these comments explaining their willingness to investigate the ownership issues of certain equipment and potentially modify the ordinance in the future pending those investigations. No changes to the proposed language was made at this time.



January 17, 2018

DUSTIN ALBRECHT, ENVIRONMENTAL SPECIALIST
WATER & POLLUTION CONTROL DEPARTMENT
1800 E 13TH STREET
AMES IA 50010

RE: Approval of Pretreatment Program Modifications

Dear Mr. Albrecht:

The public comment period on proposed changes to the Ames pretreatment program has ended. One comment was received from Caitlin Arnold, USDA. A response to those comments is attached. Changes that resulted from the comments have been reviewed and the department hereby approves the pretreatment program modifications. Please provide me with a copy of the final sewer use ordinance reflecting the approved changes together with the date the ordinance is effective.

The City is required by its NPDES permit to continue to implement the local pretreatment program and any amendments thereto. Approval of these revised local limits is considered an amendment to the pretreatment program. Permits must be modified or reissued, as necessary, to significant industrial users to require compliance with the local limits.

Please consult the federal regulations if you need clarification of these requirements or call me at (515) 725-8406.

Sincerely,

Ben Hucka
NPDES Section

CC: Paul Marshall, USEPA Region VII
Field Office 5
Ames Pretreatment File

COUNCIL ACTION FORM

SUBJECT: RADIO PROJECT PHASE 2 FUNDING AGREEMENT WITH STORY COUNTY, IOWA STATE UNIVERSITY AND THE STORY COUNTY 911 BOARD.

The radios used by the City's public safety and public service personnel are in need of replacement, as technology has advanced significantly since the City acquired the current radios in the early 1990s. The City of Ames, Story County, Iowa State University and the Story County 911 Board have been discussing the purchase of new radios, with a goal of ensuring that the new radios are interoperable among the various agencies.

As an initial step in this process, in September of 2017 after a competitive bidding process the Story County 911 Board entered into a contract with a consulting firm, Mission Critical Partners (MCP) of Port Matilda, PA, for a radio system needs analysis study for all public agencies in Story County.

MCP delivered a final report on that study in December of 2017, and the report was accepted by the 911 Board. The report called for the replacement of the current radio system with a new system by joining one of the existing or developing regional radio systems in Iowa. The report also encouraged that the next phase of the process proceed as quickly as possible to take advantage of the competitive environment that currently exists.

MCP put forth a proposal dated January 16, 2018, for Radio Communications Procurement Support. The proposal states that MCP will provide the following services toward the acquisition of the new radio system:

1. Conduct a project kick-off and directional meeting.
2. Assist in developing project funding strategies and governance models.
3. Finalize a detailed needs analysis and develop a functional system design.
4. Support the development of a countywide radio talk group system (fleetmap).
5. Prepare and submit the FCC documentation to acquire the appropriate radio frequencies.
6. Prepare comprehensive specifications documents for each potential vendor and solicit vendor proposals.
7. Review, evaluate and make recommendations based on the submitted proposals.
8. Assist in the negotiation process between the vendors and the parties to this agreement and coordinate a final contract agreement.

The MCP proposal calls for an all-inclusive fixed fee of \$134,924 for these services. The City of Ames, Story County, Iowa State University and the Story County 911 Board propose to enter into a Memorandum of Agreement to bring together the resources of these agencies to fund the professional services provided by Mission Critical Partners. The four parties will each pay one fourth of MCP's fee, bringing the City's share to \$33,731. That amount is included in the 2017/18 Adjusted Budget that will be considered by Council on February 13.

Following the phase of the project described in MCP's proposal, there will still be a need to complete the purchase and construct the system; develop and implement operational policies

and protocols; purchase, program and implement new subscriber units (radios); test the components of the constructed system; train new users, and plan and implement a final transition to the new system. Those components are not covered by the current MCP proposal or by the proposed Agreement. Nothing in the current agreement commits the City to procure or participate in the procurement of the land mobile radio system. The parties anticipate entering into a separate agreement should they decide to procure the land mobile radio system.

Payment to MCP will be made through the 911 Board. Any cost savings realized during the term of the agreement will be shared equally by the parties; and any additional costs must be agreed to by all parties in advance of any obligation to pay those costs.

ALTERNATIVES:

1. Approve and authorize execution of the proposed Memorandum of Agreement with Story County, Iowa State University and the Story County 911 Board to fund the professional services agreement with Mission Critical Partners.
2. Do not approve the proposed Memorandum of Agreement.

CITY MANAGER'S RECOMMENDED ACTION:

The current radio system used by emergency responders and the other public service agencies of the City needs to be replaced. The proposed agreement presents a cost effective way to partner with other governmental entities to acquire the professional service needed to design and negotiate for a new radio system.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Memorandum of Agreement with Story County, Iowa State University and the Story County 911 Board.

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN IOWA STATE UNIVERSITY, THE CITY OF AMES, IOWA, STORY COUNTY,
IOWA AND THE STORY COUNTY 911 SERVICE BOARD**

This Agreement is made and entered into this ____ day of _____, 2018, by and between Iowa State University of Science and Technology, hereinafter referred to as ISU; the Story County, Iowa, hereinafter referred to as COUNTY; the City of Ames, hereinafter referred to as AMES; and the Story County 911 Service Board, herein after referred to as 911 BOARD, all of Story County, State of Iowa, for the combined use and benefit of all the parties.

PURPOSE

The purpose of this Agreement is to bring together the resources of the parties to fund the professional services provided by Mission Critical Partners in the process of designing and procuring a land mobile radio system for the use of public safety and public service agencies throughout Story County.

BACKGROUND

The parties to this Agreement have recognized that the land mobile radio system that currently provides service to the public safety and public service agencies throughout Story County no longer meets the requirements of the users and needs to be replaced. The parties also recognize that by working together each of the parties will acquire cost effective access to a new radio system.

In September of 2017, after a competitive bidding process, the 911 BOARD entered into a contract with Mission Critical Partners, hereinafter referred to as MCP, of Port Matilda, PA, for a radio system needs analysis study for all public agencies in Story County. MCP delivered a final report on that study in December of 2017. The report was accepted by the 911 BOARD. The report called for the replacement of the current radio system with a new system by joining one of the existing or developing regional radio systems in Iowa. The report also encouraged that the next phase of the process proceed as quickly as possible to take advantage to the competitive environment that currently exists.

PROJECT DETAILS

MCP has put forth a proposal dated January 16, 2018, for Radio Communications Procurement Support. The proposal states that MCP will provide the following services toward the acquisition of new radio system:

1. Conduct a project kick-off and directional meeting.
2. Assist in developing project funding strategies and governance models.
3. Finalize a detailed needs analysis and develop a functional system design.
4. Support the development of a countywide radio talk group system (fleetmap).
5. Prepare and submit the FCC documentation to acquire the appropriate radio frequencies.
6. Prepare comprehensive specifications documents for each potential vendor and solicit vendor proposals.
7. Review, evaluate and make recommendations based on the submitted proposals.
8. Assist in the negotiation process between the vendors and the parties to this agreement and coordinate a final contract agreement.

The MCP proposal calls for an all-inclusive fixed fee of \$134,924 for these services.

The parties recognize that following the phase of the project describe in MCP's proposal, there will still be a need to complete the purchase and construct the system; develop and implement operational policies and protocols; purchase, program and implement new subscriber units (radios); test the components of the constructed system; train new users, and plan and implement a final transition to the new system. Those components are not covered by the current MCP proposal or by this Agreement. Nothing in this

Agreement shall commit a party to procure or participate in the procurement of the land mobile radio system. The parties anticipate entering into a separate agreement should they decide to procure the land mobile radio system.

FINANCING

The parties agree that the fee proposed by MCP should be shared equally between the parties, each agreeing to pay 25% of the total fee. Based on the proposal, the fees would be:

ISU	\$33,731.00
AMES	\$33,731.00
COUNTY	\$33,731.00
911 BOARD	\$33,731.00

Payment shall be made through the 911 BOARD as outlined in the ADMINISTRATION paragraph of this Agreement. Any cost savings realized during the term of this Agreement shall be shared equally by the parties. Any additional costs must be agreed to by all parties in advance of any obligation to pay those costs.

ADMINISTRATION

There shall be an Operational Committee, hereinafter referred to as OC, for this joint effort. The OC shall be comprised of one representative from each of the parties who has decision making authority. Additional representatives may be appointed to the OC as needs arise but regardless of the number of representatives each party to this Agreement shall have only one vote on matters affecting this Agreement. The OC may receive input and advice from various sources to assist in making decisions.

There shall also be a Working Committee, hereinafter referred to as WC, for this joint effort. The WC shall be comprised of those individuals who work most closely with the radio system and can work with MCP on a day-to-day basis to accomplish the goals of this Agreement and complete the project proposed by MCP. The WC shall be comprised of representatives from each of the parties in such numbers as is necessary to accomplish the work with MCP. Regardless of the number of representatives each party shall only have one vote. It is the intent of the parties to keep the WC as simple as possible while meeting the needs of the project. The WC will report to the OC on a regular basis.

The parties agree that the 911 BOARD shall be the entity which enters into the legal agreement with MCP for the professional services described in the January 16, 2018, proposal. The 911 BOARD staff will administer the contract for the parties including serving as the point of contact, and receiving and paying invoices from MCP for services performed. It is the understanding of the parties that MCP will bill periodically (monthly) for a percentage of work completed relevant to total project. The WC shall review and approve each invoice from MCP prior to payment. The 911 BOARD will then invoice the remaining three parties for their 25% share of any invoice received as they come due.

PROPERTY

It is the intent of the parties that the only property that will be acquired under this Agreement is the collection of studies, reports, presentations, manuals, and other work product of MCP. Those items and documents shall be jointly owned by the parties and accessible to each.

The project described may result in the acquisition of radio frequency licenses from the FCC for operation of the new radio system. It is the parties' understanding that those licenses must be held by and for the benefit of the designated public safety agencies that serve the geographic area covered by the license. Should the need arise to designate the named owner of radio frequency, the OC will determine who shall be named. The parties agree that it would in their best interest to have several agencies hold licenses rather than a single party.

NO SEPARATE ENTITY

This Agreement does not create a legal entity separate from the parties.

DURATION AND TERMINATION

This Agreement shall remain in effect until the completion of the work described in MCP's January 16, 2018, proposal and final payment is made. The OC shall determine the final date as the project is completed and this Agreement will terminate at that time.

SIGNATURES OF THE PARTIES

The undersigned parties have caused this instrument to be executed by their duly authorized representatives. There will be four (4) original documents, one for each of the parties.

**IOWA STATE UNIVERSITY OF
SCIENCE AND TECHNOLOGY**

By: _____
Authorized Representative

Title: _____

Date: _____

CITY OF AMES, IOWA

By: _____
Authorized Representative

Title: _____

Date: _____

STORY COUNTY, IOWA

By: _____
Authorized Representative

Title: _____

Date: _____

STORY COUNTY 911 SERVICE BOARD

By: _____
Authorized Representative

Title: _____

Date: _____



CITY OF
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MEMO

35

To: Mayor and City Council

From: Brian Phillips, Assistant City Manager

Date: February 9, 2018

Subject: 2018-2019 City Council Goals, Objectives, and Tasks

City staff has reviewed the goals and objectives outlined by the City Council during its two goal-setting sessions, held on January 13 and 20, 2018. Staff has proposed individual tasks to accomplish each of the objectives. Approval of the comprehensive list of goals, objectives, and tasks (attached) is now requested by City staff.

This document will be used to guide the work of City staff in the coming two years. Activities to complete the tasks will regularly be brought to the City Council during that time. The Council Goals are expected to be accomplished by December 31, 2019, although Council may choose to modify them prior to that time.

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

Approved February 13, 2018
To Be Accomplished by December 31, 2019

STRENGTHEN DOWNTOWN & CAMPUSTOWN

1. Identify strategies to encourage investment in Downtown.

Task 1 – Council will hold a workshop in the second quarter of 2018 with the Main Street Cultural District, Downtown property owners, Downtown business owners, Downtown residents and other stakeholders to discuss their vision for the Downtown.

Task 2 – Following the workshop, Council will review and give direction regarding the November 2017 staff report, which addresses possible locations for a public plaza, storm water management requirements, residential parking standards, and possible incentives to entice investment.

2. Encourage vibrancy in Campustown.

Task 1 – Council will review report from the Campus and Community Commission regarding a public plaza in spring 2018.

Task 2 – Building on the Commission’s report, Council will hold a workshop in spring 2018 with the Campustown Action Association, Campustown property owners, Campustown business owners, Campustown residents, ISU Student Government, and other stakeholders to discuss their vision for Campustown.

Task 3 – In fall 2018, direction will be provided by the City Council regarding the development of the plans and specifications for the Welch Avenue Improvements project to ensure it supports the Council’s vision for Campustown.

3. Standardize and simplify the parking regulations in the neighborhoods surrounding Campustown.

Task 1 – Once the Campus and Community Commission has completed its public gathering space task in spring 2018, Council will direct the Commission to identify recommendations to accomplish this objective.

Task 2 – Staff will provide a report in summer 2018 analyzing the effectiveness of the proactive parking enforcement efforts in the Campustown neighborhoods.

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

Task 1 – Council will review the Phase 2 consultant study regarding Lincoln Way pedestrian safety in February 2018 and will adopt those recommendations supported by the City Council.

PROMOTE ECONOMIC DEVELOPMENT

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

Task 1 – As part of next year's agreement with AEDC, incorporate a task for AEDC to collect feedback regarding the City's building codes and enforcement processes to determine what elements, including interpretation, might be impediments to improving the housing stock in Ames.

2. Explore possible improvements in internet options for residents and businesses related to availability, reliability, cost, speed, customer service, and policy (e.g., net neutrality, broadband privacy).

Task 1 – A team of City staff members will be convened in spring 2018 to develop a plan of action to address this objective. This team will identify which stakeholders should be consulted and how best to

reach them, will review strategies used in other communities to provide quality internet service, and will report back to the City Council in spring 2018. The City Council will provide further direction after reviewing the report.

EXPAND SUSTAINABILITY EFFORTS

1. Implement the community solar project.

Task 1 – Staff will work with the preferred developer to market the project to achieve 80% participation.

2. Define the City's role (e.g., codes, incentives) in maintaining existing buildings.

Task 1 – The Fire Chief will make a presentation to the City Council in March 2018 regarding the International Existing Building Code, which provides flexibility in renovating existing older buildings.

Task 2 – Staff will invite Jim Thompson from Main Street Iowa to present to the City Council regarding types of strategies being utilized to maintain downtown buildings.

Task 3 – The City Council will review the incentive report provided under Objective 1, Task 2 of the Council's goal to Strengthen Downtown and Campustown.

3. Explore ways to meet Nutrient Reduction Strategy requirements through participation in projects in the Squaw Creek Watershed.

Task 1 – Select a consultant by spring 2018 to evaluate ways in which the City can comply with the Nutrient Reduction Strategy requirements, including potential projects in the watershed.

Task 2 – Review consultant's recommendations by late fall 2018 to determine the most cost-effective way to proceed with achieving these requirements.

4. Encourage all users to divert from the waste stream (e.g., glass, food waste, e-waste, household hazardous waste).

Task 1 – In March 2018 staff will evaluate waste diversion action steps from the consultant report prepared through a DNR Solid Waste Alternatives Program (SWAP) Grant, including composting options.

Task 2 – Prepare and distribute ads for print and social media to encourage proper disposal of lithium-ion batteries in spring 2018.

Task 3 – Place a glass recycling bin at the new Aldi store and identify additional convenient sites to establish glass recycling containers.

Task 4 – Develop an outreach plan to build on the successful efforts of last year’s inaugural fall pumpkin diversion program.

5. Assess the use and effectiveness of the City’s electric charging stations.

Task 1 – Staff will install electric charging stations at City Hall and Bandshell Park in spring 2018.

Task 2 – Staff will provide a report regarding the initial utilization of these charging stations by the end of 2018.

ADDRESS HOUSING NEEDS

1. Determine how to proceed with the development of a low and moderate income affordable housing project at 321 State Avenue (Old Middle School site).

Task 1 – Prepare plans and specifications for the construction of Tripp Street and bid the project by spring 2018.

Task 2 – In the summer of 2018, the City Council will provide direction regarding 1) how many single-family attached and detached homes should be included in the first phase development, or 2) whether to pursue a different development concept.

2. Learn about the concept of inclusionary zoning.

Task 1 – The Planning staff will provide Council with a report regarding inclusionary zoning in March 2018.

3. Consider ways to incentivize conversion of rental units back into single-family units.

Task 1 – Staff will provide a report regarding various incentive options, including an overview of tools used by other communities to incentivize these conversions.

PROMOTE A SENSE OF ONE COMMUNITY

1. Ensure boards and commissions are addressing important community issues (including but not limited to diversity and inclusion) and the City Council’s goals and objectives.

Task 1 – The City Council will review the current activities of the Human Relations Commission, Historic Preservation Commission, and Campus and Community Commission.

Task 2 – After reviewing the activities identified in Task 1, the City Council will provide direction to each commission regarding initiatives important to the Council.

2. Improve connections between town and gown.

Task 1 – A report will be prepared for the Council in fall 2018 outlining best practices used by other university communities to develop connections between the community and students.

STRENGTHEN HUMAN SERVICES

1. Engage vulnerable groups in the community.

Task 1 – City Council Members will identify ways they can individually contribute to human service agencies and will act on them.

2. Partner with ASSET agencies to achieve the City Council’s priorities.

Task 1 – Staff will provide a report in summer 2018 regarding how the Clear Impact Scorecard has been utilized in its first year, and will identify how the City Council’s ASSET priorities can be linked to agency outcomes in the next funding cycle.

ENCOURAGE HEALTHY LIFESTYLES

1. Explore partnering with Mary Greeley Medical Center, Iowa State University, Story County and Heartland Senior Services to create an intergenerational Healthy Life Center Complex.

Task 1 – After reviewing the planning study presented on February 5, 2018, by April 2018 the City Council will determine its support for \$17 million of City funds for construction of this facility.

2. Adopt a Complete Streets Program.

Task 1 – Review the consultant’s report in fall 2018 and adopt those recommendations supported by the City Council.

COUNCIL ACTION FORM

SUBJECT: **ASSIGNING A WARD AND PRECINCT FOR AUBURN TRAIL ANNEXATION**

BACKGROUND:

Following an annexation, the City needs to assign the newly annexed territory to the appropriate ward and precinct for local election purposes as required by *Code of Iowa*, Section 49.8. In most instances, the territory is assigned to the immediately adjacent ward and precinct. However, state law also allows newly annexed territory to be designated its own precinct provided that there are no fewer than fifty registered voters. The recently annexed Auburn Trail does not yet contain that number of voters.

A map of the existing and the proposed precincts is found in Attachment 1. The most recent annexation that now needs to be assigned is noted below.

1. Territory annexed by Resolution #17-698 on 12/12/17 (Auburn Trail) is attached to Ward 2, Precinct 5;

ALTERNATIVES:

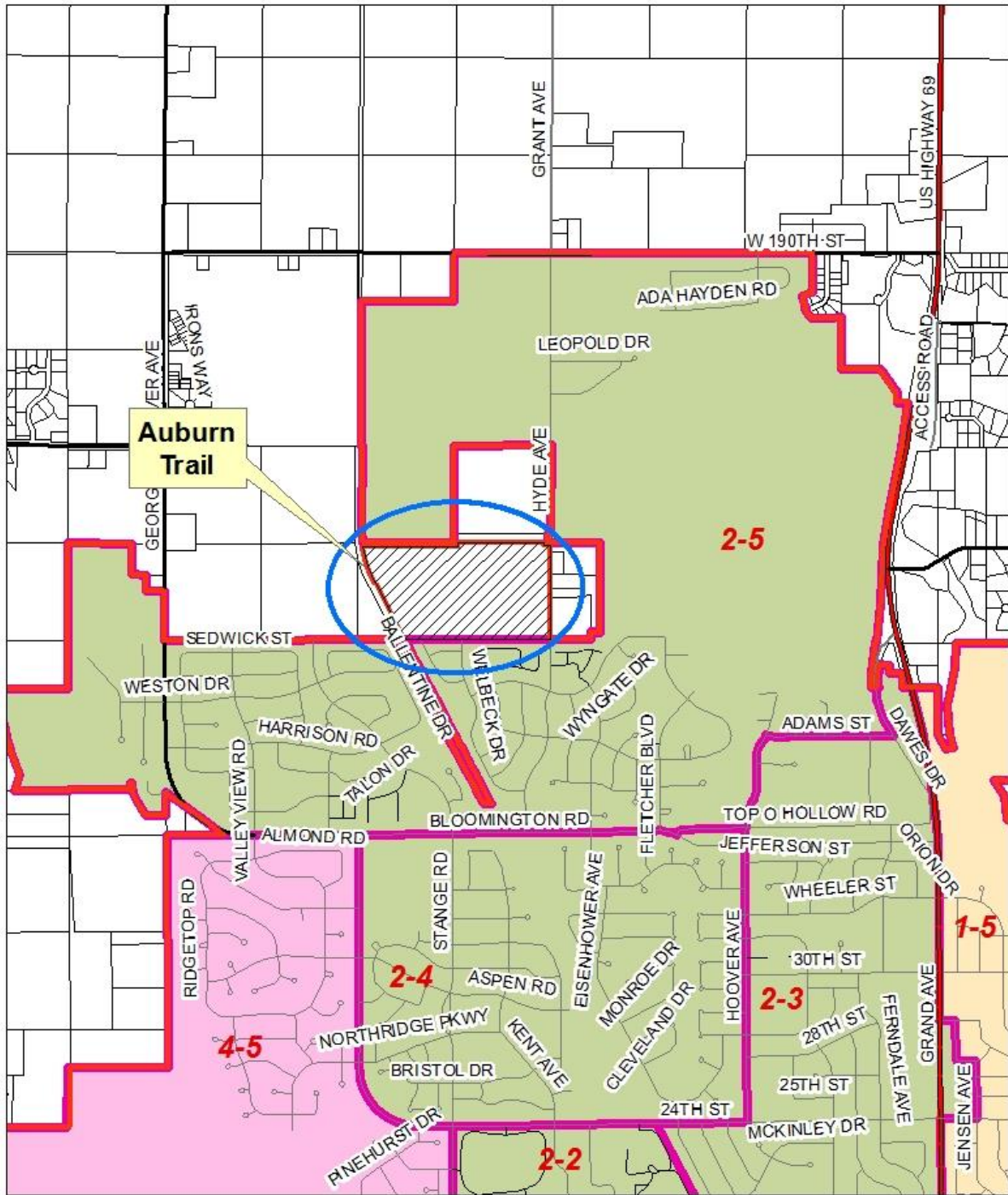
1. The City Council can approve the assignment of the annexed territory to Ward 2, Precinct 5.
2. The City Council can defer action on this request and refer it back to City staff with specific direction.

CITY MANAGER'S RECOMMENDED ACTION:



A territory annexed by the City needs to be assigned to an appropriate ward and precinct. There is little to no discretion in the assignments since the wards and precincts have to be contiguous.

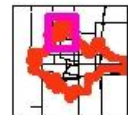
Therefore, it is the recommendation of the City Manager that the City Council act in accordance with Alternative #1, which is to approve the assignment of the Auburn Trail annexation to Ward 2, Precinct 5. If approved, the ordinance will be recorded and the County Commissioner of Elections will notify the residents (if any) of their new voting locations.

ATTACHMENT 1: CURRENT WARDS AND PRECINCTS WITH AUBURN TRAIL



Legend

-  Auburn Trail
-  Ames City Limits



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

Prepared by: Mark O. Lambert, City Attorney, 515 Clark Ave., Ames, IA 50010 (515-239-5146)
Return recorded document to: City Clerk, City of Ames, 515 Clark Avenue, Ames, Iowa 50010

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW SUBSECTION 6.14 (10), THEREOF, FOR THE PURPOSE OF UPDATING WARDS AND PRECINCTS; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ENACTED, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Section 6.14 (10) as follows:

“Sec. 6.14. ANNEXATIONS.

Pursuant to Section 49.8(2) Code of Iowa, territory annexed to the City of Ames is attached to established precincts that are contiguous to the annexed territory as follows:

...

(10) Territory annexed by Resolution #17-698, 12/12/2017 (Outlot Z of Cochrane Farm Subdivision) is attached to Ward 2, Precinct 5.”

Section Two. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

John A. Haila, Mayor