

## Staff Report

**PLANNING AND HOUSING DEPARTMENT  
WORK PLAN PRIORITIES**

August 28, 2018

**BACKGROUND:**

Staff has completed a substantial number of referrals and tasks from the Department Work Plan this summer, including implementation of the Lincoln Way Corridor Plan Downtown Gateway Zoning, Rental Occupancy changes, Campustown SSMID, Wireless Ordinance, and Downtown and Campustown Workshops.

There are currently a combination of ongoing projects and other previously prioritized projects that have not been started. These projects include a number of zoning text amendments and development plan related referrals in the past two months (e.g. North Dakota (Litzel) LUPP Amendment, Neighborhood Commercial zoning changes, and Downtown FAR and Height exceptions). In addition, the new comprehensive plan is the highest priority of the Department over the next 18-24 months, but there are opportunities over the next 6-9 months to address some additional Council priorities.

**City Council is being asked to review the Work Plan at this time and establish additional priorities or defer a decision on the timing of new projects until later this fall when some of the other Committed Projects are completed.**

**COMMITTED PROJECTS:**

- 1) New Comprehensive Plan (Consultant contract for Council approval tentatively scheduled for September 25<sup>th</sup>)
- 2) Lincoln Way Argent Development project coordination (Developer update, hopefully in September)
- 3) Short-Term Rental Ordinance (Airbnb's) (P&Z review September)
- 4) 321 State Avenue Affordable Housing Development (Subdivision/House Construction Strategy)
- 5) East Industrial Annexation and Master Plan (Master Planning & Zoning with finalized infrastructure plan, Winter 2018-19)
- 6) Downtown Sub-Area planning discussion, i.e. parking, public spaces, URA standards/Incentives, storm water management (Return with parking study options in September)
- 7) Campustown plaza location with Chamberlain Street modifications (October-Review Traffic Information for closing Chamberlain)
- 8) New 5-year Consolidated Plan for Housing Programs (Public Forum with Council December 2018)
- 9) Information on incentives for conversion of single family rental to home ownership

## **NON-COMMITTED PROJECTS:**

In addition to the nine projects listed above, City Council through its establishment of Council Goals, referrals, and prior work plan priorities have a list of 20+ other projects to consider in prioritizing the Planning Division work plan. **Based on the time needed to accomplish the Committed Projects, Staff estimates that two additional substantial projects could be initiated over the next six months, depending on the scope and scale of the projects that are selected.**

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

## **ADDITIONAL STAFF IDENTIFIED NON-COMMITTED PROJECTS:**

In addition to the projects reflected on Attachment A, staff has identified additional projects that may be of interest to City Council.

### **1. Review current Urban Revitalization Areas**

*The City Council could review the currently established Urban Revitalization Areas that are in place across the City and determine if they appropriately reflect the current Council's goals. There are currently over 20 existing URA designated areas and policies for areas. City Council could then choose to repeal, amend, or keep any of the existing URA's. City Council last reviewed URA standards in detail in 2010 and 2011 for Campustown and the HOC Policy, and in 2013 for SE 16<sup>th</sup> Street. Staff estimates 20 hours of time are needed to assess the current URA's and provide a staff report to Council for further direction.*

### **2. Revise Nonconformities Article of the Zoning Ordinance**

*Based upon the recent discussions with the implementation of the Downtown Gateway Zoning standards, the nonconformities language could be updated to better address the requirements related to discontinuing, expanding, or reestablishing a nonconforming use. Remodeling of a nonconforming structure could also be clarified. Staff estimates approximately 40 hours of time for these changes.*

### **3. Zoning Ordinance Cleanup**

*Staff proposes that as time permits to address minor changes to parking standards, including clarifying restaurant parking requirements and reduce manufacturing parking requirements to address large floor areas with low employment densities. Other issues may include adjustments to how the height definition applies to parapet exceptions and gas station canopies. Staff estimates less than 30 hours are needed for these issues.*

## **REFERRAL REQUESTS:**

City Council recently addressed a number of referral requests in June, July, and August. However, there are two other substantial requests that staff believes will be presented to Council this fall for a referral.

1. Southwest Growth Area infrastructure and development agreement for Landmark Development Company. (Letter included as part of non-agenda packet on August 24<sup>th</sup> requests discussion of the issue at the September 25<sup>th</sup> Council meeting)

*Staff has been in contact with a potential purchaser of approximately 170 acres of land between Highway 30 and 240<sup>th</sup> Street, west of South Dakota Avenue. The developer seeks direction on the City's willingness to extend needed utility infrastructure, including sanitary sewer, and to work on a development agreement with incentives consistent with the LUPP policy for incentivized growth as a Village and suburban residential development (Chapter 6 of the LUPP). This would be a substantial project referral with 100-200 hours of staff time.*

2. Review of the 13<sup>th</sup> Street Regional Commercial (Former Regional Mall site) development agreement to address development thresholds and phasing for retail development north and south of 13<sup>th</sup> Street.

*The Denny Elwell Company acquired the former regional mall site in 2011 and assumed the current development agreement for the property. The development agreement addressed infrastructure improvements and required development of a lifestyle center mall on the north side of 13<sup>th</sup> Street first and allowed for "Power Center" of big box retail on the south side as a second phase of development. Representatives of the property owner has approached staff about revising the agreement and have indicated they would like to pursue changes later this year. Any changes would be subject to Council approval of a new development agreement. This would be a substantial referral project with up to 80 hours of staff time.*

## **PROJECT PRIORITIZATION:**

**Staff is now seeking direction from the City Council regarding your priorities for the next six to nine months.** Table 1 reflects the previously Committed Project priorities and estimated number of hours related to the tasks in the upcoming six to nine month timeframe. Table 1 does not reflect recent referrals for Minor LUPP Amendments and Text Amendments that are already started. A number of these items will carry over into 2019. Additionally, some of the items listed below will likely have supplementary tasks as a result of completing the current task.

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

<b>Project Description</b>	<b>Status</b>	<b>Est. Hours</b>
<b>New Comprehensive Plan (initiate background work and outreach)</b>	Council approval of consultant contract September 25 <sup>th</sup>	200
<b>Lincoln Way Argent Development project coordination</b>	Developer update September	80
<b>Short-Term Rental Ordinance (Airbnb's)</b>	Planning and Zoning Commission review in September	50
<b>321 State Avenue Affordable Housing Development</b>	Infrastructure subdivision and housing construction strategy	50-120
<b>East Industrial Zoning</b>	Coordinate zoning options with finalized infrastructure plans, winter 2018-19	80
<b>Downtown Sub-Area planning discussion, i.e. parking, public spaces, URA standards/incentives, storm water mgt.</b>	Return with Downtown parking study options in September	40-120
<b>Campustown plaza location with Chamberlain Street modifications</b>	Provide information on traffic levels on Chamberlain for October, coordinate with Welch Avenue options	15
<b>New 5-year Consolidated Plan for Housing Programs</b>	Public Forums in Fall, final plan approval May 2019	100-400
<b>Information on incentives for conversion of single family rental to home ownership</b>	Research options for incensing conversions. Review program priorities with Council prior to initiating research	30-50
<b>TOTAL HOURS ALLOCATED</b>	Planning Staff 550 hours/Housing Staff 450 hours	

Table 2 is a list of the remaining items that have been referred to staff previously, but have not been prioritized or next steps have not been identified. The list is in random order.

**Table 2: Remaining Items**

<b>Project Description</b>	<b>Comments</b>	<b>Est. Hours</b>
<b>LUPP Policy for RH Land Use</b>	Review effectiveness of RH Checklist, add policies for High Density development preferences	120
<b>Outdoor Display and Temporary Uses</b>	Review standards citywide	30
<b>Analyze current planning and building code approval processes to help decision making be more predictable, more strategic and more timely</b>	Plan for three meetings to present overview of processes, Council to provide	80

	further direction.(Awaiting AEDC feedback first)	
<b>RH Zoning Standards and Design Guidelines</b>		75-200
<b>Sign Code for Digital Signs and Billboards</b>	Update Digital Messaging sign standards	150-250
<b>Review demolition criteria in the O-UIE in general, including hardship elements</b>		80-150
<b>Review demolition criteria in the O-UIE to add criteria for historic preservation and to evaluate sustainability (life cycle evaluation) of demolition vs. rehabilitation.</b>		80-150
<b>Update the Planned Residential Development Zoning District</b>		90-180
<b>Ames Urban Fringe Plan Review with Story County and Gilbert on potential update land use classifications and future growth areas</b>	Story County request to review classifications and policies	?
<b>Revise Group Living and Front Yard Parking Terms</b>	Follow up from prior meetings	10
<b>Consider bicycle parking standards</b>	Follow up of prior memo	30
<b>Background memo on inclusionary zoning programs</b>		20
<b>Request for a memo from staff pertaining to abatement for new construction of Greek houses, i.e., Whether it is possible to have a separate and distinct abatement schedule for new construction and whether options to give less abatement than what is offered to the renovation of Greek houses is possible.</b>		
<b>Review Downtown Façade Program Requirements and consider "Development Grants"</b>		50-200
<b>Request from Ken's Appliance to purchase of property S 3rd</b>	Information provided to Howe's, awaiting response	5
<b>Fringe Plan Amendment for Planned Industrial on Dayton Avenue (William Underwood)</b>		60
<b>Estimated total hours</b>		Up to 1600 hours

Due to the high number of items that on the referral list, the City Council can choose to prioritize its immediate interests and decide to keep the remaining items on the list for future consideration. It is not necessary to attempt to prioritize the whole list of issues that will not be able to be addressed this fall.

The hour estimates are built upon what staff believes is the amount of time needed to prepare information and reports for the City Council and for larger projects to include efforts for outreach. If City Council believes a certain level of outreach is required for any of the items that are on the Work Plan it would be helpful to review this as part of

the hour estimate for each project.

**With the current list of priorities in Table 1 staff will continue to work on projects for the next few months. Any newly prioritized projects would likely start late fall or early winter. Staff believes it could address two additional moderate scope projects in that timeframe. It should be emphasized that with the start of the Comprehensive Plan update, there will be fewer staff resources available for referrals and work plan items in 2019 than what has been possible the past couple of years.**

Council Priority Projects																																										
Categories Council Referral, Dept. Work Plan, Council Goal	Dept.	Date Requested	List of Activities	Actual			%	Show Gantt for												Actual				Show Status?				What is current Month?								Comments	Status					
				Hours	Start Month	Total Months	Project Work Complete	2018												2019				2020																		
								J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A			M	J	J	A	S
G	P&H	1/1/2016	East Industrial Park opportunity (Fringe Plan, Annex, Zoning and Master Plan)	270	1	18	70%	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█															Awaiting infrastructure design information to proceed with master plan and zoning.	Ongoing
G - Completed	P&H	1/1/2016	Lincoln Way Corridor Plan	400	1	7	100%	█	█	█	█	█	█	█	█																											Complete
G - Completed	P&H	2015-Fall	Housing Background Information	180	1	1	0%	█																																On September 19, 2017 the Council dropped this task from Planning priorities for the next six months, with the exception of the "inclusionary" zoning information.	Complete	
WP- Complete	P&H	1/1/2015	Wireless Standards Update	50	1	5	100%	█	█	█	█	█																													City Council revised zoning standards March 2018. Public Works and City Attorney follow upon Right Of Way use.	Complete
G	P&H	1/1/2016	321 State Avenue Development (Old Middle School Site)	250	1	36	15%	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		Council directed staff to proceed with a City developed subdivision. Infrastructure construction underway.	Ongoing
R	P&H	9/25/2015	Affordable Housing Funding LIHTC/Workforce Housing Staff Rpt	20	1	2	50%	█	█																															Merged with housing information report, subsequently dropped with exception of inclusionary	Not Prioritized	
WP	P&H	2015-Fall	New Comprehensive Plan	2000	7	24	1%					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		Held workshop with Council in August for direction on scoping of the new Comprehensive Plan. Next step to prepare RFP.	Ongoing	
WP	P&H	2015-Fall	Transportation Chapter Update For City Polices and Plans				0%																																	Planned to be coordinated with Complete Streets Policy and Public Works, add to Comprehensive	Complete	
G	P&H	2015-Fall	Investigate ways to increase availability of affordable housing	80-200	1	1		█																																Prior Council goal, reevaluate task after background report and related issues, subsequently dropped. Item should be dropped until Comprehensive Plan completed.	Not Prioritized	
G	P&H	2015-Fall	Investigate ways to increase availability of all types of housing	60-200			0%																																	Prior Council goal, will be addressed through background report and other issues. (Project 10)	Not Prioritized	
WP	P&H	2015-Spring	LUPP Policy for RH Land Use	120			0%																																	Review effectiveness of RH Checklist, add policies for High Density development preferences	Not Prioritized	
R	P&H	2012	Sign Code for Digital Signs and Billboards	150-250			0%																																		Not Prioritized	
R	P&H	1/12/2016	Review demolition criteria in the O-UIE in general	80-120			0%																																		Not Prioritized	
R	P&H	1/12/2016	Review demolition criteria in the O-UIE to add criteria for historic preservation and to evaluate sustainability (life cycle evaluation)	60-150			0%																																		Not Prioritized	
WP	P&H	2015-Spring	Update the Planned Residential Development Zoning District	90-180			0%																																		Not Prioritized	
R-Completed	P&H		Memo on bicycle parking standards	10	1	1	100%	█																																Memo provided Sept. 2017. Council requested to keep on work plan chart.	Complete	
G	P&H	2015-Winter	Reevaluate building and zoning codes to determine if changes should be made to improve the existing housing stock at a lower cost	30			0%																																	Council requested input from the AEDC and Chamber of Commerce,	Not Prioritized	
R	P&H	2013	Ames Urban Fringe Plan Review with Story County and Gilbert on potential update land use classifications and future growth areas	40-120			0%																																	Story County request to review classifications and policies	Not Prioritized	
R	P&H	2014-Fall	Memorandum on inclusionary zoning overview	10	11	1	0%							█																										Council requested memo in Sept. 2017.	Prioritized	
WP	P&H	2015-Spring	RH Zoning or Design Guidelines	75-200			0%																																		Not Prioritized	
G	P&H	2016-Spring	Review various planning and building code processes in workshops	150			0%																																	Wait on this project until AEDC provides input on suggestions to approve process. Hopefully, this input will be received by May 2017.	Not Prioritized	
R	P&H	6/20/2017	North Growth Major Amendment to Fringe Plan for Urban Service and Commercial Node	100	1	12	90%	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		Friedrich request approved. City of Gilbert did not approve the whole request with the Borgmeyer, Irons, and AGCC lands. Reviewing options on how to proceed.	Ongoing	
WP	P&H	9/13/2016	Review Downtown Façade Program Requirements and consider "Development Grants"	50-200			0%																																		Not Prioritized	
R-Completed	P&H	9/20/2016	Request from Ken's Appliance to purchase of property S 3rd	5	1	1	100%	█																																Prepared Memo outlining two options for disposition of the property to sell either 15 feet of the property or whole property to the Howe's.	Completed	
R	P&H	12/20/2016	William Underwood Fringe Plan Industrial Amendment & Annexation Dayton Avenue	60			0%																																	City Council referral to the list, but not prioritized as a project. On September 19, 2017, Council directed to have Planning Director Diekmann indicate to the developer that this request will not be on an agenda.	Not Prioritized	
G- Completed	P&H	1/14/2017	Downtown Sub-Area Plan for private and public uses (Staff report on options for parking and public plazas)	120	1	12	50%	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		Provided City Council overview of parking, plazas, and storm water options at its November 14th Meeting.	Complete	

R	P&H	5/16/2017	Review outdoor sales standards for commercial areas. This includes fireworks and other outdoor display.	15																																						Council request to review outdoor sales standards for commercial zones for fireworks and other non-permanent structures	Not Prioritized
R	P&H	7/18/2017	Provide information on options for incentivizing conversion of rental property to single-family homeownership.	50	11	1																																		See Referral below	Prioritized		
R	P&H	9/19/2017	Council requested a memo regarding options to incentivize the transition of rentals to single-family dwellings.		11	1																																		Next steps is to review scope with Council and priorities for such a program.	Prioritized		
R	P&H	9/26/2017	Council authorized staff to begin discussions with Chuck Winkleblack who is representing the developer of a mixed use project at the corner of Clark and Lincoln Way.	80	1	10	60%																																Developer continues to work on property acquisition and site planning. Intends to provide Council update at the end of February.	Ongoing			
R	P&H	12/19/2017	Request for a memo from staff pertaining to abatement for new construction of Greek houses, i.e., Whether it is possible to have a separate and distinct abatement schedule for new construction and whether options to give less abatement than what is offered to the11renovation of Greek houses is possible.	10																																					Not Prioritized		
R	P&H	1/9/2018	Directed staff to come back with some options for providing some type of compensation to J Corp for the investments they have made on the 321 State Street, including historical and setting a precedent	5	1																																			Council requested info for September.	Prioritized		
R	P&H	3/6/2018	Directed Staff to move ahead with developing a subdivision at 321 State Street with single family, attached or detached homes with the City as the Developer.	120	3	18	0																																		Ongoing		
R	P&H	3/27/2018	Directed staff to continue to work with the developer and negotiate a potential incentive package concerning the Lincoln Way Redevelopment Project	80	3	7	40%																																		Ongoing		
R-Completed	P&H	4/24/2018	Request for memo regarding request from Brian Torresi for zoning change for Litzel property.	6	6	5	50%																																	City Council initiated Minor Amendment with mandatory neighborhood meeting, awaiting app	Completed		
R	P&H	4/17/2018	Requested a report regarding the proposed sale of the 6th Street property																																					Currently in the Annual Action Plan adopted in July 2018 for future sale	Not Prioritized		
R	P&H	4/18/2018	Requested a report regarding options for providing some compensation to JCORP for the work they had done to date on our affordable housing subdivision.																																						Prioritized		
R	P&H	6/26/2018	Requested memo regarding Fareways requests for Code changes to facilitate new downtown store.	40	7	3																																		Council initiated NC Zoning changes	Prioritized		
R	P&H	7/31/2018	Referred request from future Kmart owner to change Zoning Code to allow two-story climatized storage with 50' setback.	10	7	3																																		Application received.	Prioritized		
WP	P&H	7/31/2018	Directed staff to develop exceptions to the DSC regarding FAR and 2 story requirements for properties along 6th Street.	20	7	3																																		P&Z review in September	Prioritized		
R	P&H	8/14/2018	Directed staff to move ahead to consider the 8 ordinances changes proposed by Fareway with the exception of 120 sq. ft. signage and outdoor sales of fireworks. In addition, supported staff's desire to change landscape tree parking requirements.	30	8	3																																			Fareway has applied for the text amendment	Prioritized	
WP	P&H	7/14/2018	Work with PW and provide traffic information on potential changes to Chamberlain for public plaza	10	9	2																																		Provide traffic information in October	Prioritized		



WP	P&H	6/19/2018	Provide information in coordination with PW on the scope of a parking utilization study for Downtown.	20	8	2																																Provide information on a potential scope of work	Ongoing
R	P&H	8/14/2018	Referred letter from Barilla requesting waiver from sidewalk installation requirement. To be placed on August 28th agenda.	5	8	2																															Council directed to be placed on agenda for future discussion	Not-Prioritized	
R	P&H	8/14/2018	Requested staff recommendation regarding reimbursing Duane Jensen for design of 321 State infrastructure on September meeting agenda.	10	9	1																															Council requested info for September.	Prioritized	