

**SMART PLANNING
Meeting Minutes**

**October 5, 2011
10:00 a.m.
ECIA**

Consortium Members

- | | |
|--|---|
| <input checked="" type="checkbox"/> Anna O'Shea-Dubuque County | <input checked="" type="checkbox"/> Janet Berger-City of Epworth |
| <input checked="" type="checkbox"/> Laura Carstens-City of Dubuque | <input checked="" type="checkbox"/> Bill Einwalter-City of Farley |
| <input checked="" type="checkbox"/> Dave Johnson (proxy)-City of Dubuque | <input checked="" type="checkbox"/> Karen Snyder-City of Peosta |
| <input checked="" type="checkbox"/> Beth Bonz-City of Asbury | <input checked="" type="checkbox"/> Eric Schmechel-Dubuque SWCD |
| <input checked="" type="checkbox"/> Randy Lansing-City of Cascade | <input type="checkbox"/> Chandra Ravada-ECIA |
| <input checked="" type="checkbox"/> Mick Michel-City of Dyersville | |

Public Present

Jim Bodnar, *Dubuque County*; Cory Burbach, *City of Dubuque*, Jeff Geerts, *Iowa Economic Development Authority*; Paul Hanley, *University of Iowa*

Staff Present

Dan Fox, Gail Kuhle

Call to Order

The meeting was called to order by Anna O'Shea at 10:05 a.m. The Smart Planning meeting for October 5, 2011 was held at City Hall in the City of Dubuque. Introductions were made at this time.

Carstens began by giving a brief planning history of the City of Dubuque. Cory Burbach, Dubuque Sustainability Coordinator, continued with a brief background on Dubuque's Sustainability Initiative. Burbach stated that as the Initiative moves forward, the City needs a way to measure their sustainability performance. Therefore, the City has partnered with the University of Iowa and their students for the next year to develop a Performance Metric. The Metric will be used to track the sustainability progress which would allow the City the opportunity to compare the progress from year to year and as well as to other communities. She noted that the University of Iowa students will also be working on other projects such local foods at the college level, renewable energy asset mapping, a study on poverty and the Green and Healthy Homes project. Burbach stated that as a second year project she would like to take the sustainability performance measures and see how they are working as a region.

O'Shea offered that assistance of the Consortium. Carstens said that as a goal, the region would like to see a common set of development standards, subdivision codes as well as building codes.

Hanley gave a brief update on where the students were on developing the metric, noting that the students are using existing community indicators and data that is currently available.

Discussion followed.

Burbach noted that for the second year of projects, there is a possibility that the projects could be regional, similar to the Dubuque projects.

Fox noted that the one of the requirements of the HUD Sustainable Grant is to track the performance measures; therefore the University of Iowa was included as one of the partners in the HUD Sustainability Planning Grant application.

Lansing asked if all of the small cities, with the exception of Cascade, agreed to be a part of the HUD application. Fox stated that yes, all of the others cities did agree to be a part of the application.

Approval of the Agenda

Under Other Business, O'Shea added the Watershed Project, HUD Planning Grant, Building Blocks for Sustainable Communities and Des Moines training.

Motion by Einwalter, second by Carstens to approve the revised Agenda for October 5, 2011. The motion passed unanimously.

Review and approve the revised minutes from the Wednesday, September 14, 2011 Smart Planning Consortium Meeting

O'Shea requested that the Smart Planning website be added to the agenda.

Motion by Carstens, second by Bonz to approve the revised minutes from the Wednesday, September 14, 2011 Smart Planning Consortium Meeting. The motion passed unanimously.

Dubuque County Smart Plan Progress Report

O'Shea gave a brief update on the progress of the Dubuque County Smart Plan. She began her update by stating that Dubuque County applied for the Smart Planning Grant in September 2010 to update their Comprehensive Plan. In November 2010, the County was awarded the grant. From November 2010 to March 2011, the Consortium worked out the logistics, created a chapter timeline and scheduled their first Smart Planning Workshop for March 2011. The Smart Planning Workshop included City Council members and Planning and Zoning Commissioners from the Consortium communities. In April 2011, the Consortium started their first planning chapter, Community Facilities. In May 2011, the Consortium began to meet twice a month and worked on their Public Input Plan, with a general Public Input session to be scheduled in the near future. In June, the Watershed chapter was started, with the Community Data chapter beginning in July and the Land Use chapter in August. Fox noted that three approved chapters have been placed on the website. Einwalter asked if Fox could email him the completed chapters. Snyder asked if the chapters could be placed on the website with a download link.

Geertz stated that Des Moines also received a grant and they are doing a series of speakers for community awareness

Discussion followed.

Fox asked Geertz to give an update on how other grantees are doing. Geertz stated that the Dubuque Consortium seems to be a little ahead of most of the other grantees.

Discussion on Land Use Chapter

Fox presented the current Future Land Use Map for Dubuque County for review. He stated that the map needed to be updated and asked for suggestions on the update process. Fox suggested that staff would like to incorporate some more technical analysis into the updated map using a GIS Land Suitability model. He indicated that staff would be gathering information such as transit and bike routes, road access, fire department response time and wildlife habitat, then aggregate that information into a map which shows what land is most suitable for development. Fox stated that staff could then take the updated map into individual communities and hold land use workshops. Fox noted that updating the future land use map/chapter in the GIS format will take longer; therefore he suggested that the Consortium continue to move forward with the other chapters at the same time. Fox thought that gathering the information and writing the Land Use Chapter should take approximately two months.

Future Land Use Map Workshop

Fox asked the Consortium how they would like to hold the Land Use Map workshops. Einwalter said that he would prefer to have an individual workshop for each community and would like to link his meeting with the watershed meeting that Farley will be hosting. Snyder suggested that each community hold an

individual meeting and then hold a large meeting that encompasses the Consortium. O'Shea said that she would like to be notified of each community meeting so that she can attend as many as possible.

Fox indicated that he would also like to create some land use scenarios for each community.

Discussion followed regarding updates to the current Dubuque County Future Land Use map. The following suggestions were made:

- Use 2002 Map as a draft
- Add 2 mile jurisdiction
- Add Delaware and Jones County
- Add any changes to city boundaries
- Update existing Land Use Maps

Discussion followed about the individual work sessions in each community. It was decided that each community would work with Fox to schedule their workshop, with some of the communities including a watershed workshop at the same time. It was discussed that the large general public input meeting could be held in January at the Peosta Community Centre.

Comments from public on an item that did not appear on the agenda

There were no written comments received or public in attendance.

Other Business

Watershed Management Grant

Schmechel stated that there was good news and bad news on the grant. The good news is that the City of Dubuque, Asbury and Peosta are included in the grant. The bad news was that the grant was based off the watershed lines rather than the county lines; therefore the grant does not include the other communities of the Consortium. Schmechel reported that there are two phases of the competitive grant. The first phase (\$30,000) is to establish a 28E Agreement between all political subdivisions and relevant organizations within the HUCK10 Watershed. Phase II is for up to \$200,000 to do further modeling in the watershed area. Schmechel noted that the Watershed Management Grant is due October 21, 2011.

HUD Sustainable Planning Grant

O'Shea explained that staff is applying for a \$1.5 million dollar planning grant that would include funding to create zoning and building codes and an Eco Village.

EPA Grant-Letter of Support

O'Shea suggested that the Consortium apply for the EPA grant, Building Blocks for Sustainable Communities, Tool # 4-Smart Growth Zoning Codes for Small Cities and Rural Areas. She noted that this EPA grant was similar to the one in which they applied for in February 2011. Fox noted that the grant needed a letter of support from the Board of Supervisors. O'Shea presented the letter of support that was written for the previous EPA grant. It was suggested that the date and populations on the letter be updated, and then presented to the Chair of Dubuque County Board of Supervisors for his signature.

Motion by Carstens, second by Lansing to approve applying for the EPA grant and providing a Letter of Support from the Dubuque County Board of Supervisors. The motion passed unanimously.

Planning Training session

O'Shea reported that a Planning training session will be held in Des Moines, Iowa on November 2, 2011. The training session will include Integrating Hazardous Mitigation into Comprehensive Planning and Planning Downtown a Vital Role in a Thriving and Sustainable Community.

Adjournment

Motion by Carstens, second by Bonz to adjourn the October 5, 2011 Smart City Planning meeting. The motion passed unanimously. The meeting adjourned at 12:05 p.m.