

**SMART PLANNING
Meeting Minutes**

November 23, 2011

10:00 a.m.

ECIA

Consortium Members

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

Public Present

Staff Present

Dan Fox

Call to Order

The meeting was called to order by Anna O'Shea at 10:05 a.m. The Smart Planning meeting for November 23, 2011 was held at ECIA. Introductions were made. Randy Lansing introduced Cascade Mayor-elect Mike Henry. Lansing explained that Henry would take his place on the consortium when he leaves Cascade for a new job in December.

Approval of the Agenda

Motion by Einwalter , second by Carstens to approve the revised agenda for November 23, 2011. The motion passed unanimously.

Review and approve the minutes from the Wednesday, November 9, 2011 Smart Planning Consortium Meeting

Carstens pointed out typos in the minutes. Corrections were submitted to Fox for revision. Carstens recommended adding, "Changes were accepted by consensus." To the end of the Presentation on Future Land Use Analysis. Fox will make the corrections.

O'Shea requested that her name be removed from the third paragraph of the Review/Approve the 2012 meeting schedule. Fox will make the change.

Motion by Carstens, second by Lansing to approve the revised minutes for the Wednesday, November 9, 2011 Smart Planning Consortium meeting. Berger abstained. Motion passed unanimously.

Review/Approve the 2012 Meeting Schedule

Fox presented a draft of the 2012 Smart Planning Consortium meeting schedule. He explained that the meeting dates were set, but he still needed members to sign up to host several meetings. Members signed up to host the following dates: Epworth, March 14; Asbury, April 11; Cascade, June 13; Dubuque County, July 13; City of Dubuque, August 8; Farley, September 12; and Dyersville, October 10. Fox will create a final schedule and send it out to the members.

Discuss Iowa Department of Transportation Smart Planning Progress Report

Fox reported the Iowa Economic Development is requesting a project progress report that is due 1/31/12. The report is a simple form that has four questions that need to be filled out for the Consortium. Fox will fill out and submit the form. Fox also stated that he would also need up to date time sheets from the consortium members to calculate the in-kind match for upcoming grant funding draws. Fox said he will need to have the timesheets by the first week in December. Carstens asked if she should include overhead in her hourly rate. Other consortium members reported that they had included overhead in their rate and that Carstens should do the same. Einwalter asked which funding rate he should be using on his time sheets. Fox said that he thought that the group had decided he should use the Farley city clerk's rate, but he would check on that and get back to him. Lansing will set up Henry with a time sheet.

Review/Approve Community Overview Chapter

Carstens and O'Shea submitted revisions correcting typos in the chapter. Fox will make the suggested changes.

In the section describing changes in employment, Einwalter suggested removing a reference to adding or losing jobs. He felt that this was an inaccurate statement because the data refers to whether a resident of the city is employed or unemployed. The data does not contain information on the location of employment. Fox will remove references to adding or losing jobs from the chapter.

Lansing noted that the trends in employment by industry were interesting to compare across cities.

Michel questioned the accuracy of some of the American Community Survey data. He felt that based on his personal experience, some of the data relating to housing value may be inaccurate. Michel said that data from the Dubuque and Delaware County Assessors might provide a more accurate measure of housing value. Fox said that the data provided by the American Community Survey was derived from a sample of each city's population, and as a result, there is the potential for error in the data. The potential for error is higher in smaller cities where the survey sample size is smaller. Michel will look into getting and analyzing data from the county assessors. Fox will add a paragraph discussing the potential for error in sample data to the beginning of the chapter.

The Consortium decided to table approval of the Community Overview Chapter until after Michel had looked into the assessor data and Fox had made the recommended revisions.

Discuss CPAT Planning Grant Application

O'Shea presented a draft of the American Planning Association's (APA) Community Planning Assistance Team (CPAT) grant application. The CPAT grant program provides communities with technical planning assistance from national experts. The grant program will cover the expert's time and the grantee will provide transportation and lodging. O'Shea reported that the application will request technical assistance to complete a plan for the Heritage Trail. The plan will focus on paving the Heritage Trail and establishing trail connections to communities not currently on the trail route. The budget for the project will be between \$11,000 - \$12,000.

O'Shea said the application will need maps of the Heritage Trail and other existing and planned trails in Dubuque County. Fox will work with O'Shea to create maps of the application.

Michel noted that his name was misspelled in the application.

Lansing said that the City of Cascade might be able to provide its RAGBRI bus for transportation.

O'Shea reported that the County Board of Supervisors will discuss the application in a work session on December 5, 2011. She encouraged consortium members to attend and show their support for the application.

Report on Asbury, Dubuque, Cascade, and Epworth land use workshops.

Approximately 16 people attended the Epworth meeting. Berger reported that several members of the farming community attended the meeting. She felt that the farmers provided an outside prospective of the City's future land use plans. Those who attended the meeting liked Epworth's small size, the people, and the good quality of the streets and houses.

Lansing reported that the Cascade meeting had the City Council, Planning and Zoning Commission, and a handful of local residents in attendance. Meeting attendees liked the small town atmosphere and cleanliness of the community. Needs for the additional parks and recreation opportunities and possibly a sports complex were suggested. Meeting attendees commented on major public infrastructure projects including the waste water treatment facility, and resurfacing of First Ave. Lansing reported that Schmechel's watershed presentation was well received. He received comments at the following P&Z meeting about the need to address some of the issues raised in the presentation. Henry requested a plain language version of the presentation to present to local Cascade developers. Schmechel will provide the information. Schmechel also noted that in addition to its annual Low Impact Development (LID) workshop the Dubuque Soil and Water Conservation District would be putting on LID workshop for contractors and builders in the spring. Schmechel will provide the Consortium with more information on the workshops when it is available.

Carstens reported that attendance at the City of Dubuque Meeting was very low. Only one person outside of the planning commission attended the meeting. Carstens felt that the input collected at the meeting was similar to the other communities. Traffic, transportation, trails, and parks were discussed. People also like that small town feel of Dubuque even though it is much larger than the other cities in Dubuque County. Some issues, such as bluff land protection, are unique to Dubuque. The commission did not do land use mapping session, but there was some discussion on future land use. Carstens reported that the new commissioner also serves on the Dubuque Community School Board. This brings a unique prospective to land use planning. Carstens thought the meeting went well but wished that attendance had been higher.

Fox stated that the Consortium could consider using social media as a more active approach to engage the public and get people to meetings. He suggested inviting Kelsey McElroy-Anderson from ECIA to a future meeting to speak about the benefits of using social media. McElroy-Anderson has experience managing the social media efforts of the Petal Project and the Buyer-Supplier Connection. The Consortium felt that this was a good idea. It was suggested that the increased outreach efforts could increase public attendance at the regular consortium meetings. The Consortium was concerned that the current agenda format with public comments at the end would not work well with increased public participation. The Consortium agreed by consensus to move the public comment item to the beginning of the agenda and limit public comments to 5 minutes each.

Discussion on Housing Goals and Objectives

Fox presented a letter received from the City of Dubuque Long Range Planning Advisory Commission. The letter included the following suggestions:

1. The Commission recommends encouraging energy efficient building codes as a separate objective under goal #1.
2. The Commission recommends radon abatement be added to the list of changing regulatory mandate examples for Objective 8.4. The Commission noted that radon is the second leading cause of lung cancer next to smoking and radon is an issue in the Dubuque region.
3. The Commission recommends an additional objective under Goal #4 to provide financial planning for home ownership to ensure that low/moderate income households have the wherewithal to be successful.
4. The commission noted that a recent article in the Telegraph Herald which reported that local non-profit agencies are now beginning to require proof of residency prior to some services being provided. The Commission noted that much of the crime reported in Dubuque is from people without local addresses. The Commission recommends Goal #6 include a provision that assistance programs require proof of Dubuque County residency.

5. The Commission recommends the consortium consider an additional objective under Goal #11 to work with public and private utilities to ensure that internet broadband is accessible.

Motion by Carstens second by Michel to adopt the suggestions of the Dubuque County Long Range Planning Advisory commission with the following amendments.

Suggestion 1 and 2- The Consortium felt that these suggestions should be included under a new goal that relates to green building codes and public health.

Suggestion 4 - The Consortium felt that this is a policy decision that is outside the scope of this plan and should be left up to the agency that provides the service. The Consortium chose to not include Suggestion 4.

Discussion on Housing Chapter

Due to lack of time, discussion on the Housing Chapter was tabled until the next Smart Planning Meeting. Einwalter stated that he felt that the consortium needs to do a better job of completing chapters. He suggesting moving items regarding plan chapters to the beginning of the agenda to ensure that there is time to address them. The consortium agreed by consensus to move plan chapter to the beginning of the agenda.

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

There was no other business.

Adjournment

Motion by Carstens, second by Michel to adjourn the November 23, 2011 Smart City Planning meeting. The motion passed unanimously. The meeting adjourned at 12:10 p.m.