

**SMART PLANNING
Meeting Minutes**

August 10, 2011

10:00 a.m.

**Swiss Valley Nature Center
Swiss Valley Rd, Dubuque County**

Consortium Members

- | | |
|--------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Anna O'Shea-Dubuque County | <input 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 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 checked="" type="checkbox"/> Chandra Ravada-ECIA |
| <input checked="" type="checkbox"/> Mick Michel-City of Dyersville | |

Public Present

Jim Bodnar, Dubuque County

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 August 10, 2011 was held at Swiss Valley Nature Center. Introductions were made. O'Shea continued with a brief history of Dubuque County.

Approval of the Agenda

Ravada requested that the agenda be revised to add discussion regarding HUD Planning Grant.

Motion by Carstens, second by Michel to approve the revised August 10, 2011 Smart Planning Consortium meeting agenda. Motion passed unanimously.

Review and approve the minutes from the Wednesday, July 13, 2011 Smart Planning Consortium Meeting

It was noted that the meeting was held on July 13, 2011 at the City of Dyersville and Carstens was not in attendance. It was also suggested that roll call list Dave Johnson as a proxy for Laura Carstens.

Motion by Snyder, second by Lansing to approve the minutes for the Wednesday, July 13, 2011 Smart Planning Consortium meeting as amended. The motion passed with an abstention from Carstens.

Discussion regarding the HUD Planning Grant

Ravada presented a brief description of the HUD Planning grant and the proposed budget. He stated that after not being awarded the grant last year, staff has spoken with HUD regarding the deficiencies of the application. It was noted that the concept of the application was good but it lacked the public engagement process, therefore a three step process has been developed. The three-step process would include a public engagement portion that would be conducted by the Community Foundation and the Foundation will hire someone to work with the communities within the county. The public engagement process will engage the public, create focus groups, and educate and update the public. The next step of the plan would be the Comprehensive portion which would be the development of Zoning and Building codes which would meet all of the sustainable elements of the grant and address the two-mile radius issues. The last portion of the application would address future growth. He stated that the grant proposal must include performance measures that will track the long-term implementation of the project. He explained that the City of Dubuque is currently collaborating with the University of Iowa School of Urban

and Regional Planning to develop performance metrics for its 11 sustainability principles. He suggested that the Consortium work with the University Iowa to develop similar performance metrics for the HUD proposal.

Discussion followed regarding developing a building code template that could be used and modified, if needed, by each City and Dubuque County.

Ravada then reviewed the budget, noting that the budget is for a three year process. Michel asked if the budget breakdown was based by population. Ravada said at this time it was evenly divided by the number of cities but the Consortium could change the process and divide by population. The total amount for the small cities would be \$80,000 for three years or \$3,333 per city/per year.

Ravada stated that HUD asked after the planning process has been completed how and who will make sure that the ideas developed in the grant would be followed through. He indicated that he identified the Consortium as the regulatory body who would oversee and make sure that the planning grant is followed through.

Discussion followed about the Consortium acting as the regulatory body. Michel noted that if the Consortium is used as a regulatory body, then a 28E Agreement would need to be established. Carstens stated that she felt that the Consortium should stay as an advisory body, rather than a regulatory body. Michel agreed, but still suggested that a 28E Agreement should be written which identifies the consortium as an Advisory Board. The consensus of the Consortium is to act as an Advisory Board.

Ravada stated that the pre-application for the grant is due August 23, with the completed application due on September 23. He noted that the notification of award approximately February or March 2012.

Carstens stated that there is a community in North Carolina that had been awarded the HUD Grant and she suggested the Consortium look at them as a model.

Discussion followed about building codes and developing support between the counties and cities and possibly sharing resources, which would help with implementing the codes.

Carstens stated that historical preservation or cultural resources were not listed on the grant but she noted that she would like to see them included in the Plan. She also thought design guides using illustrations should be added to the Plan as well. She explained that using illustration makes it simple and easy to the general public to understand.

O'Shea asked if each city would need to submit a letter of support. Ravada stated that he would like to submit one letter which contains each cities/county match as well as their signature for a show of commitment and support. Michel requested that the letter be written as a resolution so that each city can present it to their council for approval.

Ravada noted that FTA, EPA and FHWA had asked about extending the boundaries of the Plan to include Jo Daviess and Delaware counties. Ravada explained that last year that they received a PSS status from HUD and if the boundaries would be extend the status would be lost.

Discussion followed regarding the difficulties that would occur if the boundaries were extend across state boundaries due to the different laws in each state which govern historical preservation, zoning, annexation etc.

Ravada asked if the Consortium was interested in inviting the state representatives to a meeting to review the Plan. The consensus of the members was to invite state representative, Jeff Gertz, to an upcoming meeting.

Discussion regarding the suggestions from the City of Dubuque's Long Range Planning Advisory Commission

O'Shea presented a letter from the Long Range Planning Advisory Commission regarding establishing maximum parking requirements. O'Shea went on to explain that after the Long Range Planning Advisory Commission reviewed the Watershed Management Chapter they suggested that Object 7.3 to be amended to include in the list of tools, "establish maximum parking area requirements". The Commission felt that establishing maximum parking requirements would be an additional benefit to reducing impervious area for commercial development.

Motion by Einwalter, second by Schmechel to amend Object 7.3 of the Watershed Chapter to include "establish maximum parking area requirements" in the list of tools. The motion passed unanimously.

Discussion on Community Data Chapter

Fox presented the additions to the Community Data Chapter for review. The additional data includes the Population Forecast for 2040 for each city and the county as well as and Dubuque County Historical Employment data. He stated that the migration trend indicated that the population increased approximately 5 % over the past 10 years; therefore staff used the 5% increase to project for future growth through 2040.

The Consortium reviewed the charts and made the following suggestions:

- Michel thought the Dyersville projections were to low and suggested that the staff look at the Waste Water Treatment Study for a more accurate population count.
- Bonz thought Asbury's population growth was a little too high. She thought Asbury would be more in the 6,000 range.
- Carstens suggested that staff speak to Greater Dubuque and the Sanitary Sewer/Wastewater Facility Study regarding the population growth. She thought the chart should reflect a larger increase in growth.
- It was requested the Fox send his methodology to all members.

Fox then reviewed the Dubuque County Historical Employment data. Michel suggested that Fox compare data with the GDDC's data.

Discussion followed.

Discussion on Land Use Chapter

Fox presented the 2002 Dubuque County Future Land Use Map for review. He explained that biggest part of the Land Use Chapter would to update the map. Fox indicated that for the next meeting he would like to create criteria for updating the land use map as well as working on the narrative portion, goals and objectives for the Land Use chapter. Fox asked if each city would give him a copy of their most recent land use plan.

The Consortium made the following suggestions to the Dubuque county Land Use Map:

- Change the color scheme to be based on the APA standards
- Add flood plans across the counties
- Make sure all small cities are labeled correctly.
- Conservancy area be changed to read "flood plan" and change the color to blue
- Add institutions to the map

Discussion followed.

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

Next meeting

The next Smart Planning meeting will be held on August 24, 2011 at ECIA at 10:00 a.m.

September 28, 2011 meeting

O'Shea indicated that she will not be available for the September 28, 2011 meeting and requested that the meeting date be changed. The Consortium agreed to change the date to Wednesday, September 21, 2011 at 10 a.m. at ECIA. Carstens suggested that Jeff Gertz be invited to the October 5, 2011 meeting at the City of Dubuque and hold the meeting from 9 a.m. to 1 p.m

Adjournment

Motioned by Lansing, seconded by Bonz to adjourn the August 10, 2011 the Smart Planning Consortium meeting. The motion passed unanimously. The meeting adjourned at 11:50 a.m.