

**SMART PLANNING
Meeting Minutes**

September 14, 2011

10:00 a.m.

ECIA

Farley City Hall-1st Ave, Farley Iowa

Consortium Members

- | | |
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| <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 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 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, Dave Kubick, Dubuque County, Joyce Jarding, City of Farley, Jeff Simon, City of Farley.

Staff Present

Dan Fox, Gail Kuhle, Larry Nagle

Call to Order

The meeting was called to order by Anna O'Shea at 10:10 a.m. The Smart Planning meeting for September 14, 2011 was held at Farley Iowa. Introductions were made. The meeting continued with Bill Einwalter giving a brief history about the City of Farley.

Approval of the Agenda

Fox asked if Discussion on Community Data Chapter could be removed from the September 14, 2011 agenda and placed on the next agenda.

Motion by Carstens, second by Bonz to approve the revised agenda for September 14, 2011. The motion passed unanimously.

Review and approve the minutes from the Wednesday, August 10, 2011 and the August 24, 2011 Smart Planning Consortium Meeting

Berger noted that she was not at the August 10th meeting. Kuhle noted that she would make the corrections.

Motion by Michel, second by Carstens to approve the revised minutes for August 10, 2011 Smart Planning Consortium Meeting. The motion passed with an abstention from Berger.

Motion by Michel, second by Carstens to approve the minutes for August 24, 2011 Smart Planning Consortium Meeting. The motion passed unanimously.

Letter of Support for the HUD Planning Grant

Fox stated that Ravada had emailed a Letter of Support for the HUD Planning Grant to each city for their signatures. Fox noted that the letter identified the 20% local match of \$5000 per year, per city for three years. Fox stated that the match was divided evenly among the cities, but the match could be determined by population if the Consortium so desired. Fox indicated that the grant deadline was October 6, 2011 and the award notification date was approximately the end of November.

Discussion followed regarding the cost of the match and in-kind support. It was noted that the August 10, 2011 minutes stated that each cities match would be approximately \$3,333 per city, per year for three years. Fox indicated that staff would be reviewing the budget later in the day and would email everyone a new final budget.

Carstens stated that the City of Dubuque would not be participating in the funding for the local match. She indicated that recently the City had paid to update their codes, therefore the City could not provide financial support for the match but they could provide in-kind and a letter of support.

Einwalter and Lansing both noted that they would need to bring the Letter of Support and the requested match to their City Council meeting for approval. They indicated that they would need assistance from

ECIA for presenting the Grant. Einwalter asked how would the cities benefit by being part of the HUD grant. O'Shea stated that the cities would receive building codes, subdivision codes and smart city codes.

Discussion followed regarding the dates and times of the city council meetings that ECIA would need to attend. It was decided that Fox and or Ravada would need to attend each city council meeting. Fox asked if everyone could email him the date and time of their next city council meeting so that staff could attend.

It was then asked if cities needed to provide the match in FY 2012 or FY 2013. There were numerous concerns regarding whether the cities could provide match from their FY 2012 budget.

It was requested that a new budget be sent as soon as possible and to identify when the match was needed.

Review and approve Community Population Projections

Fox presented the revised Community Population Projects for approval. Fox stated that staff made a 10% increase adjustment for the Dubuque County population. He then asked the members to review each of their perspective cities for accurate data. Lansing asked if the projections for Cascade included Jones County. Michel then asked if Delaware County population was also included in the Dyersville population projection. Discussion continued regarding the inclusion of Jones and Delaware Counties population within Cascade's and Dyersville's population. It was decided that the population for Jones and Delaware County could be included if it was somehow identified either by a label or separating the population. Fox indicated that Jones and Delaware County portion for Cascade and Dyersville was not included in the Dubuque Counties population projections.

Motion by Carstens, second by Bonz to approve the Community Population Projections with the population adjustments made outside Dubuque County. The motion passed unanimously.

Discussion on Community Data Chapter

Discussion on Community Data Chapter was tabled until the next meeting.

Review and Approve Land Use Goals and Objectives

Fox presented the Land Use Goals and Objectives for approval. He indicated that the suggested changes made by the Consortium had been completed. Fox then pointed out he moved Goal 11 to Goal 2, and he said that it was suggested that Goal 8 be combined with Goal 3, but he felt that Goal 8 should stand alone as its own goal.

Following were other suggestion made:

- Under Goal 1.1 the word Land should be added.
- Under Goal 2.4 remove "into the city".
- Under Goal 4.1 change "core" to "districts".
- Under Goal 8.4 remove "the" and change "warehouse" to "commercial".

Motion by Einwalter, second by Carstens to approve the Land Use Goals and Objectives with the recommended changes. The motion passed unanimously.

Discussion on Land Use Chapter

Fox presented the Land Use Maps for review. It was noted that Farley did not have an Existing Land Use Map. Fox indicated that he would email a map to Einwalter to review. The following suggestions were made:

Dubuque County Average Slope Map

- Change the colors
- Add the cities
- Add major highways and roads
- Add Mississippi River layer to the map

Dubuque County Corn Suitability Rating

- Add the cities
- Add major highways and roads
- Add Mississippi River layer to the map

Dubuque County single family Home Building Permits 2000-2011

- Use single family home starts data from the Dubuque County and City of Dubuque Assessors instead of building permits.
- Do a ten year time span for permits from 2000-2010
- Produce two maps: one map in one color for the ten year time span, and then a map in several colors, breaking the years into 3-5 year spans
- Follow with individual maps for each community

Existing Land Use Maps

- Standardize the key or legend alphabetically, except for the City of Dubuque
- Email an Existing Land Use map to Einwalter
- Dyersville: Buyout homes list as Institutional
- Dubuque map: change the Flood Plain color and remove –No Development
- City of Cascade needs a label for Ag

Future Land Use Maps

- Use a solid black line for corporate boundaries
- City of Cascade: suggested to review the previous future land use
- Dyersville: suggested that staff cross reference the 2003 Annexation Plan
- City of Farley: add municipal properties

Dubuque County Future Land Use Map

- Update the information for Epworth and Peosta

Dubuque County Existing Land Use Map

- Remove Utility from the legend

It was suggested that on each map, to include the source and year of information or data and to update the park layer to all maps.

Land Use Map Workshop

Due to the time constraint, the Land Use Map Workshop would be placed on the next meeting 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

Website

Fox noted that the Smart Planning Website is operating. The website address is www.dubuquesmartplan.org.

Next meeting

Fox asked if the next meeting scheduled for next Wednesday, September 21, 2011 could be canceled. He noted that with the meeting being only one week away, staff would not have sufficient time to prepare for the meeting. It was agreed to cancel the September 21, 2011 meeting.

Discussion continued about the October 5, 2011 meeting which would be held at Dubuque City Hall. O'Shea noted that the meeting would start at 10 a.m. and would follow with a working lunch at noon. She indicated that Jeff Gertz, Chuck Connelly and Paul Hanley would be attending the meeting. Bonz suggested that the completed and approved chapters be sent to the attendees for their review prior to the October meeting. Fox indicated that he would send the attendees copies of the chapters.

It was suggested that the October 26, 2011 meeting be a double meeting.

Adjournment

Motion by Lansing, second by Berger to adjourn the September 14, 2011 Smart City Planning meeting. The motion passed unanimously. The meeting adjourned at 12:15 pm.