

**SMART PLANNING
Meeting Minutes**

October 23, 2013

10:00 a.m.

**Dubuque City Hall, Conference Room A
50 W 13th St. Dubuque, Iowa**

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"/> Joyce Jarding-City of Farley |
| <input type="checkbox"/> Dave Johnson (proxy)-City of Dubuque | <input type="checkbox"/> Bill Einwalter (proxy) – City of Farley |
| <input type="checkbox"/> Kyle Kritz (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"/> Mick Michel-City of Dyersville | <input type="checkbox"/> Chandra Ravada-ECIA |

Public Present

Paul Kurt, Concerned Citizen
Rick Gansemer, Rickardsville Citizen
Peter Ridge, Palmerston North, New Zealand
Feng Yigang, Changsha Planning Bureau, Hunan, China
Keith Amunson

Staff Present

Dan Fox, ECIA
Jim Bodner, Dubuque County
Kelly Ludwig, City of Peosta

Call to Order

The meeting was called to order by Anna O'Shea at 10:03 a.m. The Smart Planning meeting for October 23, 2013 was held at the Dubuque City Hall, Conference Room A in Dubuque, Iowa.

Introductions were made.

Laura Carstens introduced Peter Ridge, of Palmerston North, New Zealand and Feng Yigang, Changsha Planning Bureau, Hunan, China. Carstens explained that the two were visiting Dubuque as part of a International City/County Management Association (ICMA) Fellowship Exchange.

Approval of the Agenda

Motion by Bonz, second by Carstens to approve the agenda for October 23, 2013. The motion passed unanimously.

Review and approve the minutes from the Wednesday, September 18, 2013 Smart Planning Consortium Meeting

Motion by Carstens, second by Snyder to table approval the minutes from Wednesday, September 18, 2013 until next meeting. The motion passed unanimously.

Review and Approve the minutes from the Thursday, August 1, 2013 Smart Planning Public Input Meeting.

Motion by Snyder, second by Bonz to approve the minutes from the Thursday, August 1, 2013 Smart Planning Public Input Meeting. The motion passed unanimously.

Comments from the public that do not appear on the agenda.

Three members of the public were present and time for public comments was provided. No comments were made.

Project Review and Discussion

Fox presented a short review of the Dubuque County Regional Smart Plan, and an outline of the current zoning project. The presentation will be posted on dubuquesmartplan.org.

Review/Approve Updated Project Schedule

Fox presented the updated project schedule. Fox explained that an item for Agriculture had been added under regulations, an item for general public input had been added under engagement, and that elected officials had been added under engagement. Motion by Bonz, Second by Snyder to approve the Updated Project Schedule. The motion passed unanimously.

Discussion on Zoning Code Illustrations

Fox presented draft zoning code illustrations. Fox explained that there are several options that the group could decide to include in the code. Some codes use simple two dimensional illustrations while others use more three dimensional illustrations. Fox presented several examples from other zoning codes and presented some draft illustrations that he had prepared using Sketchup. After some discussion, the group felt that 2D illustrations would be best for the code because of their simplicity. They did not want to have

to explain the illustration. However, the group felt that 3D could be helpful for presentations. Fox will continue to refine the drafts and present an update at the next meeting.

Discussion on Stakeholder Group Identification and Outreach

Fox asked the group to answer two questions. Who are the project stakeholders? and what is the best way to engage them? Fox explained that stakeholders are any individual or group that has an interest in the process or the outcome of this project. An initial list of stakeholder groups included: agriculture, builders, developers, and real estate.

Some suggestions from the group included:

Engage stakeholders on the front end and more citizen engagement after a first draft had been developed. Michel suggested a 60-90 day review window to collect public comments on a draft.

Have a centralized email list to contact interested parties.

Have meetings that include developers and zoning commission members. This could promote open discussion and problem solving between the two groups.

For the next meeting Fox will draft an engagement plan, and a letter to stakeholder groups. The rest of the group will provide a list of contacts within their community.

Iowa APA Awards for Smart Plan and Rural Model Smart Code

O'Shea reported that the Dubuque Regional Smart Plan and the Rural Model Smart Code received awards from the Iowa APA. Fox will look into getting award certificates for all Consortium members.

Discussion on Future Meetings

The Consortium will meet on Wednesday November 20, 2013 to review input submitted on the Dubuque County Regional Smart Plan. The meeting will be held at 5:30 p.m. in the City Council Chambers at the Historic Federal Building in Dubuque.

The next Smart Planning Consortium meeting will be held at 10:00 a.m. on Wednesday November 27, 2013 at Memorial Hall in Farley Iowa.

Other Business

Fox reported that he had been involved in discussions with Dubuque County and City of Dubuque about writing a joint grant application to purchase automatic trail counters. He asked if any of the members would be interested in joining the effort. No members expressed interest.

O'Shea reported that she had been contacted by RRS Stewart regarding the Dubuque County Historic Preservation Commission. The Commission has been using information from the Smart Plan to support their applications and to remain a certified local government. O'Shea will email the information provided by Stewart to the group.

Adjournment

Motion by Bonz, second by Snyder to adjourn the October 23, 2013 Smart Planning Consortium meeting. The motion passed unanimously. The meeting adjourned at 11:58 a.m.