

**SMART PLANNING  
Meeting Minutes**

**December 18, 2013**

**10:00 a.m.**

**City Hall**

**191 Jacoby Dr. E.**

**Epworth, 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"/> 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 checked="" type="checkbox"/> Eric Schmechel-Dubuque SWCD  |
| <input type="checkbox"/> Mick Michel-City of Dyersville            | <input type="checkbox"/> Chandra Ravada-ECIA                     |

**Public Present**

**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 10:05 a.m. The Smart Planning meeting for December 18, 2013 was held at City Hall in Epworth, Iowa.

### **Approval of the Agenda**

Motion by Jarding, second by Bonz to approve the agenda for December 18, 2013. The motion passed unanimously.

### **Review and approve the minutes from the Wednesday, November 27, 2013 Smart Planning Consortium Meeting**

Motion by Snyder, second by Berger to approve the minutes from the Wednesday, November 27, 2013 Smart Planning Consortium Meeting as amended. The motion passed unanimously.

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

Time for public comments was provided. No members of the public were present. The Consortium reviewed comments submitted by Jeff Pape.

Motion by Carstens, second by Bonz to receive and file the comments from Jeff Pape and to send a letter in response. The motion passed unanimously.

### **Discussion on Zoning Code Illustrations**

Fox presented draft zoning code illustrations. Fox explained that the illustrations depict bulk regulations for a residential zone. Discussion followed. Fox will present additional draft illustrations at future meetings.

### **Review/Approve Letter to Stakeholders**

Fox presented the letter to stakeholders. Discussion followed and changes were made to the letter.

Motion by Bonz, second by Carstens to approve the letter to stakeholders as amended. The motion passed unanimously.

### **Review/Approve Public Engagement Plan**

Fox presented the Public Engagement Plan. Discussion followed and changes were made to the plan.

Motion by Carstens, second by Bonz to approve the Public Engagement Plan as amended. The motion passed unanimously.

### **Review/Approve the Members' list of Stakeholders**

Fox reported that he had received stakeholder contact information from Dubuque County, and the cities of Dubuque, Epworth, and Peosta. Fox said that he was still working to go through the list and remove duplicates, but as of now, the list includes approximately 100 contacts.

Motion by Snyder, second by Carstens to approve collecting contact information by December 31 and to send the letters to the contacts as early as possible in January. The motion passed unanimously.

### **Review/Approve 2014 Meeting Schedule**

O'Shea presented the 2014 meeting schedule.

Motion by Bonz, second by Carstens to approve the 2014 Meeting Schedule as submitted. The motion passed unanimously.

**Discussion on Target Topics**

Fox presented on residential zoning regulations. Discussion followed. The group will continue to discuss residential zoning regulation at future meetings.

**Adjournment**

Motion by Carstens, second by Bonz to adjourn the December 18, 2013 Smart Planning Consortium meeting. The motion passed unanimously. The meeting adjourned at 11:59 a.m.