

**SMART CITY PLANNING  
Meeting**

**March 9, 2011**

**10:00 a.m.**

**City of Asbury**

**Meadows Golf Course**

**Consortium Members**

Anna O'Shea-Dubuque County

Janet Berger-City of Epworth

Laura Carstens-City of Dubuque

Bill Einwalter-City of Farley

Beth Bonz-City of Asbury

Karen Snyder-City of Peosta

Randy Lansing-City of Cascade

Eric Schmechel-Dubuque SWCD

Mick Michel-City of Dyersville

Chandra Ravada-ECIA

**Public Present**

Jim Bodnar, Dubuque County, Aaron DeJong, City of Dubuque

**Staff Present**

Dan Fox, Gail Kuhle, Jake Ironside

## **Call to Order**

The meeting was called to order by Anna O'Shea at 10:15 am. The Smart Planning meeting for March 9, 2011 was held in the City of Asbury at the Meadows Golf Course. Introductions were made.

At this time, Beth Bonz gave a brief overview of the City of Asbury. Bonz stated that Asbury is the second fastest growing community in Dubuque County. She reported that Asbury is 80% residential with a few farm fields located throughout the City. She noted that the City of Asbury is proud of their parks and trails. She stated that Asbury has two parks with an additional 40 acres of park property ready for development. Bonz continued with reporting on Asbury's housing, highlighting the newly developed Senior Living Center and the Asbury Meadows Tax Credit housing complex.

Bonz stated that with the growth of any community there are also challenges such as infrastructure for utilities and roadways. Another challenge Bonz noted was the lack of low to moderate housing.

Discussion followed.

## **Preparation of a timeline for the next 9 meetings and meeting locations**

Ravada referred to the Smart Planning Project Development Work Schedule for 2011-2012 to review the tasks for the next nine meetings. He explained that staff has listed each chapter of the Plan and the timeline for development of each chapter. He said that three public meetings will be held, similar to the March 2, 2011 meeting. The public meetings will be held to update and receive comments from the public on the Plan as the committee proceeds with the development of the Plan. Ravada noted that all meetings for the Smart Planning process are open to the public. Ravada proposed that each month a draft of the chapter listed is completed and then taken back to each City Council for comments or revision.

O'Shea stated that looking at the timeline; she will not be able to attend the April 13, 2011 meeting, therefore could the meeting date be changed. She noted that a Public Participation training would be held at the Grand River Center on April 6, 2011, therefore could the next Smart Planning meeting be held before the Public Participation training. It was decided to hold the next Smart Planning meeting on April 6, 2011 from 10 a.m.-12 p.m. at the Grand River Center before the Public Participation training. O'Shea indicated that she would confirm the meeting location and time.

Discussion continued on which chapter would be discussed/drafted first. It was decided to begin with the Community Facilities Services as the first chapter to be drafted.

O'Shea continued with reviewing the timeline, noting that the Smart Planning meetings will be held on the 1<sup>st</sup> Tuesday of each month and she requested that a meeting be held in each City/Town. She indicated that she would send out a sign-up sheet to each town to pick a date that would be convenient for the town to hold a meeting.

O'Shea then asked Ravada what would be the next steps for each community's individual plan. He stated the first goal is to complete the regional plan. He noted the regional plan will contain the goals and objectives for each community, which will allow for each community to copy and paste their significant portion of the regional plan into their own plan. As for the maps, staff will create maps for each community that can be used in their individual plan.

Staff requested if the Cities had any updated zoning or land use maps to please supply those maps to ECIA.

Discussion followed regarding the establishment of the Watershed Planning Authority and where it may fit in the timeline. O'Shea stated that she would like to see Watershed as an ongoing process, were Schmechel meets with each City to educate the communities on Watersheds and the development of possible Watershed ordinances. Carstens stated that she would like to see Watershed listed on the Project schedule.

It was decided that Watershed will be added to the April 6, 2011 meeting agenda to begin the development of the Watershed Planning Authority and the creation of a Watershed "best practice" template. Watershed will also continue as an ongoing education process with each City.

Ravada noted that as the Committee reviews each element, individuals pertinent to each element will be invited to attend the meetings and provide information, suggestions, and comments.

### **Preparation of a Public Participation Plan (PPP)**

Ravada presented the draft Public Participation Plan (PPP) for review and comments. He stated that ECIA is developing a Smart Planning webpage which will allow the public to view the agendas, minutes and any materials distributed at the meetings. The webpage will also provide information on future meetings and notify the public of any updates to the Plan. The webpage will make available a link to each community and allow for public comments.

Ravada noted that the PPP list three general public input meetings, one in March 2011 (which was already held), October 2011 and May 2012.

Ravada continued with reviewing the PPP.

Ravada questioned whether the Committee would like to provide a quarterly newsletter to the community members on the status of the Plan.

Discussion followed.

It was recommended that Watershed be added to the PPP as a stand-alone chapter.

Carstens noted that the Long Range Planning Committee is very enthused with the Smart Planning process and believe that it will provide a great benefit to the region. They suggested that the Committee make it very clear to the public that they are developing a plan for the region's future.

Carstens commented that she would like to see all Smart Planning meetings held in ADA accessible locations for those with physical disabilities and a phone number listed on the Agenda for those that are hearing impaired.

It was suggested that agendas be sent to a variety of news media throughout the county and for each city to post the agenda on their city bulletin boards. Berger suggested that on each agenda, a short description of what Smart Planning is and the disability language be added.

O'Shea indicated that changes be made to the PPP after the Public Participation training.

### **Contract with ECIA**

Ravada presented the Smart Planning Contract between Dubuque County and ECIA. Fox reviewed the Scope of Services. Carstens suggested that the Watershed element to implement a Planning Authority be added. Ravada stated that CDBG recommended that Schmechel, Dubuque SWCD, have a separate contract with ECIA. Schmechel agreed with the separate contract.

Einwalter requested that Danielle Hartke be removed and add Bill Einwalter. O'Shea recommended that the Committee members review the contract and provide any changes to Ravada.

Ravada requested that when each City reviews the Smart Planning chapters, that documentation be made of the meetings as well as any comments or suggestions that are given.

### **Discussion on input from City and County Stakeholders**

Ravada asked committee members what maps the communities would require. O'Shea stated that members may need some updated boundary or data and trend maps. It was also recommended that the communities have some updated flood plan maps, watershed maps and maps for each topic.

O'Shea suggested that Ironside prepare Watershed, Community Facility and City Boundary maps for the April 6, 2011 meeting. It was suggested that the maps be sent prior to the April 6, 2011 meeting so that the maps can be reviewed and presented to the City Councils.

### **Discussion on input from the city and county stakeholders**

Kuhle reviewed the minutes from the March 2, 2011 Public Input meetings and corrections were made.

Fox continued with reviewing the input from the city and county stakeholders. He stated that he grouped their comments under the thirteen elements. It was noted that O'Shea's presentation will be placed on the Smart Planning webpage. O'Shea requested that the maps be placed on the webpage as well. Kuhle suggested that the webpage be added to the agenda and Ravada suggested that public comment be added to the agenda.

### **Meeting Schedule**

The next meeting is scheduled for April 6, 2011 at the Grand Harbor Resort from 10 am to 12pm.

### **Adjournment**

The Smart Planning Committee meeting was adjourned at 11:50 p.m.