

**SMART PLANNING
Meeting Minutes**

November 7, 2012

2:00 p.m.

ECIA

7600 Commerce Park

Dubuque, IA

Consortium Members

Anna O'Shea-Dubuque County

Laura Carstens-City of Dubuque

Dave Johnson (proxy)-City of Dubuque

Beth Bonz-City of Asbury

Tim Long -City of Cascade

Mick Michel-City of Dyersville

Janet Berger-City of Epworth

Joyce Jarding-City of Farley

Karen Snyder-City of Peosta

Eric Schmechel-Dubuque SWCD

Chandra Ravada-ECIA

Public Present

Staff Present

Dan Fox, ECIA

Call to Order

The meeting was called to order by Anna O'Shea at 2:10 p.m. The Smart Planning meeting for November 7, 2012 was held at ECIA in Dubuque, Iowa.

Approval of the Agenda

Motion by Jarding, second by Snyder to approve the agenda for November 7, 2012. The motion passed unanimously.

Review and approve the minutes from the Wednesday, October 24, 2012 Smart Planning Consortium Meeting

The Consortium reviewed changes submitted by Carstens. Other corrections were made.

Motion by Michel, second by Jarding to approve the minutes from Wednesday, October 24, 2012 as amended. The motion passed unanimously.

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

No public was present for comments.

Discussion on Public Participation Chapter

Fox presented the draft Public Participation Chapter. He explained that the goals of the chapter were to present the Consortium's methods for collecting public input and to present the input collected through the process. Fox presented options for how much detail they would like to see on the input collected. Does the group want to see all the comments received listed? Do we need separate input sections for each community? After discussion, the Consortium decided the chapter should include a general description of the input collected. The description should highlight the most important themes discussed during the process, and should not include a list of all the comments collected at the meetings. The Consortium decided that the chapter did not need input divided out by individual communities. Individual community comment lists could be included in an appendix at the end of the chapter. Fox will update the draft chapter and present it at the November 27th meeting.

Discussion on Future Land Use Maps

Fox presented the future land use maps. He reported that he had recently received new information from the City of Dubuque and the City of Dyersville. The City of Asbury also submitted changes to their map. New information will be incorporated in the maps and posted on the FTP site. Consortium members will be notified through email when changes have been completed. Final drafts of the maps will be presented for approval at the November 27th meeting.

Discussion on Smart Plan Draft Resolution

Fox presented the draft resolution. The Consortium reviewed changes submitted by Carstens. The revised resolution states that the adopting city or county will adopt the Dubuque County Regional Smart Plan as a policy document to be considered when updating the city or county's next comprehensive plan. Michel stated that Dyersville's resolution will be worded differently as the city plans to adopt the Smart

Plan as their comprehensive plan. O'Shea said that the county would also adopt the Smart Plan as their comprehensive plan. Fox will send the resolution to Mark Schneider at ECIA for review. Fox also suggested sending a draft to Jeff Geerts at IEDA prior to adoption. The two resolutions will be discussed further at the November 27th meeting.

Discussion on Smart Zoning Project Draft Contract

Fox presented the draft contract for the Smart Zoning project. He explained that the draft contract should be used as a starting point, and that ECIA staff will be working with the Consortium members to refine the contract. Fox explained that ECIA has budgeted for the Smart Zoning Project in FY 2013 and FY 2014. Because we are almost half way through the FY 2013 ECIA would like to get the contract in place as quickly as possible. Bonz pointed out that cities will be busy with budgets through March. Fox suggested that once the contract is in place, he could start on the research and technical analysis components of the project while the cities are busy with budgets. Fox will be setting up meetings with the individual cities to discuss the contract for this project.

Other Business

The next Smart Planning Meeting will be held on Tuesday, November 27, 2012 at ECIA.

Adjournment

Motion by Michel, second by Snyder to adjourn the November 7, 2012 Smart Planning meeting. The motion passed unanimously. The meeting adjourned at 3:30 p.m.