

**SMART PLANNING
Meeting Minutes**

June 26, 2013

11:00 a.m.

ECIA

**7600 Commerce Park
Dubuque, IA**

Consortium Members

- | | |
|--|--|
| <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 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 type="checkbox"/> Tim Long -City of Cascade | <input type="checkbox"/> Chandra Ravada-ECIA |
| <input checked="" type="checkbox"/> Mick Michel-City of Dyersville | |

Public Present

R.S.S. Stewart, County Historic Preservation Commission
Elizabeth Marini, City of Dubuque Resident

Staff Present

Kelly Ludwig, City of Peosta
Dan Fox, ECIA

Call to Order

The meeting was called to order by Anna O'Shea at 11:05 a.m. The Smart Planning meeting for June 26, 2013 was held at the ECIA in Dubuque, Iowa.

Approval of the Agenda

Motion by Michel, second by Snyder to approve the agenda for June 26, 2013. The motion passed unanimously.

Review and approve the minutes from the Wednesday, June 26, 2013 Smart Planning Consortium Meeting

The consortium reviewed minutes prepared by Fox. Corrections were made.

Motion by Carstens, second by Bonz to approve the minutes from Wednesday, May 29, 2013 as amended. The motion passed 6-0. Berger abstained.

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

Two members of the public were present. No comments were made.

Discussion on 3D Modeling

Fox presented on the a sample 3D model created using SketchUp software. Fox reported that SketchUp could be used to create 2D and 3D to-scale drawings that could help illustrate parts of a zoning code. The sample included a model subdivision with scale drawings of lot lines, building setbacks, houses, streets and cars. Discussion on possible applications of SketchUp followed.

Discussion on Sign Regulations and Site Plan Requirements

Fox reported that during a work session, the City of Peosta had stated that they would like to require developers to submit a site plan for commercial and industrial structures and would like to regulate signs within the community. The City plans on addressing these items through their zoning code, but would like to do something in the interim before the code is adopted. Discussion followed on possible solutions. The group suggested that Peosta might require a site plan and create signage guidelines through an "advisory review" process. Because guidelines would be advisory, the city could adopt them by resolution instead of by ordinance. The group recommended that the Peosta check with its legal council before adopting anything.

Discussion on printing the Smart Plan.

At the last meeting the group decided to wait on printing the Smart Plan until after the public meeting.

City Work Sessions

Fox met with City of Peosta on June 25th and the City of Farley on June 18th. He will meet with the City of Asbury July 16th. Fox will schedule future meetings with the City of Epworth and the City of Dyersville.

Discussion on Future Meetings

O'Shea has been working with Jeff Pape to schedule an additional public input meeting for the Smart Plan. The meeting will be held in the evening. Possible dates are July 29th, 30th, and 31st. The fire training center is a possible location. O'Shea will finalize the date and location and sent more information to the group.

Other Business

The next Smart Planning Consortium meeting will be held at 10:00 a.m. on Wednesday July 24, 213 at the Dyersville Social Center.

Adjournment

Motion by Snyder, second by Bonz to adjourn the May 29, 2013 Smart Planning Consortium meeting. The motion passed unanimously. The meeting adjourned at 12:03 p.m.