

PUBLIC PARTICIPATION PLAN FOR THE DUBUQUE COUNTY SMART PLAN

INTRODUCTION

This public participation plan for the Dubuque county region is intended to provide information relating to public participation during the creation of the comprehensive plan or land development regulations. The plan will include documentation of the public participation process, a compilation of objectives, policies, and goals identified in the public comment received, and identification of the groups or individuals comprising any work groups or committees that were created to assist the planning and zoning commission or other appropriate decision-making body of the municipality.

PUBLIC PARTICIPATION PLAN

Consortium

A Dubuque County Consortium was formed at the outset of the comprehensive planning process. The Consortium is comprised of one representative appointed by each of the participating six cities and one member from Dubuque County. The consortium will operate as a steering committee for the project. The Consortium will set goals, carry out the activities of this grant, and ensure the tasks of the project are completed.

The Consortium will hold regular meetings during the planning process. All meetings will be open to the public, and an opportunity for public comment will be provided during all meetings. Meeting agendas and minutes will be available at the Dubuque County Planning and Zoning Department and on the consortium website.

The Consortium will involve supporting groups, to provide technical expertise in developing particular plan elements or to develop recommendations on specific planning issues for consideration by the Consortium.

Public Participation Plan Summary

The following table provides an overview of public participation activities and a timeline for implementation, and is followed by a description of each of the activities.

Participation Phase	General Timeline	General Public Activities	Consortium Activities
Public education and awareness	Throughout the process	<ul style="list-style-type: none"> • Newsletters • Website • Press releases and feature articles • Presentations to interested organizations • Meetings and open houses • Publications • Cable television 	<ul style="list-style-type: none"> • Educational overviews and presentations at municipal meetings • Educational tours • Educational workshops related to planning elements, GIS, Planning Dept. resources and impacts of growth
General Public Input meeting I	Mar-11	<ul style="list-style-type: none"> • Creating public awareness of Smart Planning • Get an Idea on expectations from the public 	<ul style="list-style-type: none"> • Major issues that need to be addressed from public standpoint • Explain the roles and responsibilities of Consortium
Consortium meetings	Monthly	Provide input on the Smart Planning element that is addressed at the meeting	<ul style="list-style-type: none"> • Review existing plans • Create Goals & Objectives for County and Cities • Create projects and implementation strategies with the help of public input and data analysis
Presentation to cities and county boards	Monthly	Provide input on the Smart Planning element that is addressed at the Consortium meeting.	<ul style="list-style-type: none"> • Seek input from Planning & Zoning and Long Range planning committees • Provide support to other members of consortium by participating at cities and county meeting
General Public Input meeting I	Oct-11	<ul style="list-style-type: none"> • Providing input on six planning principals that got addressed by the consortium • Providing expectations and key issues on the next Smart planning principals 	<ul style="list-style-type: none"> • Identification and framing of key issues and solutions that have been addressed using ordinance change, design standards etc for the first six Smart planning elements • Major issues that need to be addressed on next Smart Planning elements

Final Adaptation	May-12	Participation in public hearings	Participation in public hearings
------------------	--------	----------------------------------	----------------------------------

Public Meetings and Forums

Meetings will be held throughout the SMART planning process to provide opportunities for open discussion of the issues at hand. All meetings on the SMART plan will be open to the public, and attendance sign-in sheets will be made part of the record. In addition to regular Consortium meetings, a series of public meetings will be held, which will include:

- A Dubuque County SMART Plan “Kickoff Meeting” will be held in March 2011. The purpose of this meeting will be to provide background on the SMART planning law and planning process and get a feel from public officials on their expectations from the plan.
- The Consortium meeting will be held each month for thirteen months to work on the thirteen planning elements. These meetings will be open to public and a meeting notice will be published in the local media. The fourteen planning elements include the following:
 1. Public Participation
 2. Issues and Opportunities
 3. Land Use
 4. Housing
 5. Public Infrastructure and Utilities
 6. Transportation
 7. Economic Development
 8. Agricultural and Natural Resources
 9. Community Facilities
 10. Community Character
 11. Watershed Planning
 12. Hazards
 13. Intergovernmental Collaboration
 14. Implementation
- A public informational meeting will be held in each participating city and at the Dubuque County Center. The goals of the meeting are to present the results of inventories and analyses conducted in support of the SMART planning process, and to obtain public input on the thirteen elements and related issues in each community. Consortium members will provide regular updates on plan progress to the community.
- An open house meeting will be held upon completion of drafts of the first six SMART planning elements. The open house will be widely advertised, and notice will be sent to participating local governments, non-participating local governments adjacent to the County, special-purpose units of government (school districts and lake districts, for example), state agency staff, and interested groups.

- An open house to present and receive public comment on the draft comprehensive plan, containing all thirteen SMART planning elements, will be held in each participating local government upon completion of a draft plan. Citizens will have an opportunity to review the multi-jurisdictional comprehensive plan and/or the local government plan and recommendations specific to their community, and to ask questions and provide input in an informal setting.
- Copies of the draft SMART plan will be provided to all local governments in the County and will be available for review at public libraries in the County, Dubuque County Planning & Zoning office and six cities, and on the project website. A summary of the plan will be prepared and provided to county and local governments and all parties that receive the draft plan, and will be posted on the project website.

On-Going Efforts

Ongoing public participation efforts will take place throughout the SMART planning process. These efforts are informative or policy oriented in nature. Ongoing public participation efforts will provide Dubuque County citizens with general education on the SMART planning process, information about upcoming participation sessions, and updates on plan progress. On-going public participation efforts include the following:

- The Consortium will maintain a SMART planning website. Updates regarding comprehensive plan progress, upcoming public participation sessions, multi-jurisdictional advisory committee agendas and minutes, PowerPoint presentations from public meetings, and public notices will be posted on the website. The site will include a web-based feedback form, where visitors will have the ability to post comments related to the planning process. Public access to the internet is available at public libraries throughout the county for residents without other internet access.
- News releases and feature articles regarding the comprehensive planning process and plan progress will be provided to local newspapers, radio and television stations, and local governments, and will be posted on the project website.
- Upon request, the Consortium members or ECIA staff will make presentations about the SMART plan to community groups, business or professional organizations, nonprofit agencies, and local governments.
- Educational tours and workshops for county and local officials will be held as needed.
- The Consortium, and ECIA staff will actively solicit comments and suggestions at appropriate stages in the development of the SMART plan from county residents, local business and civic organizations, the Farm Bureau, Realtors Association, Builders

Association, conservancy and environmental organizations, state and federal agencies, school districts, utility companies, participating and nonparticipating local governments, utility districts, community development authorities, and adjacent local governments.

- Meeting announcements will be provided to the following media outlets.

Dubuque Telegraph Herald
Media Com
Dubuque Community Access Channel
Dyersville commercial
Dubuque Advertiser
Cascade Pioneer
Golden view
Cascade Community Access Channel

The Shopping News
KGAN, Cedar Rapids
KFXA, Cedar Rapids
KCRG-TV, Cedar Rapids
Cumulus
Radio Dubuque News
Dubuque Superhits 106.1

ADOPTION OF PUBLIC PARTICIPATION PLAN

This public participation plan was approved by the SMART Planning Consortium on April 03, 2011.