



# Approved

**MINUTES**  
**CITY OF DUBUQUE LONG RANGE PLANNING ADVISORY COMMISSION**  
**REGULAR SESSION**

5:30 p.m.

Wednesday, June 21, 2023

City Council Chambers, Historic Federal Building

**Commissioners Present:** Chairperson Alan Vincent; Commissioners Cliff Conrad, Amy Eudaley, Tyler Stoffel, and Mark Ward.

**Commissioners Excused:** Beth McGrath

**Commissioners Unexcused:** None.

**Staff Members Present:** Wally Wernimont, Chris Happ Olson and Jason Duba.

**CALL TO ORDER:** The meeting was called to order by Commission Ward at 5:33 p.m.

**Oath of Office:** The Oath of Office was administered for new member Cliff Conrad. He introduced himself to the commission, and commission members introduced themselves. Conrad noted that City Life introduced him to the opportunity.

Happ Olson thanked Vincent for his years of service to the commission, as this was his final meeting before his term ended.

**MINUTES:** Motion by Vincent, seconded by Eudaley, to approve the minutes of the April 19, 2023 Long Range Planning Advisory Commission meeting as submitted. Motion carried by the following vote: Aye – Conrad, Eudaley, Stoffel, Ward and Vincent; Nay – None.

## **ACTION ITEM**

- New Urban Renewal Area: Switch Homes Housing Urban Renewal Area

Ian Hatch, Assistant Economic Development Director, presented the Urban Renewal Plan for Switch Homes Housing. He reviewed the memo included in the packet, including improvements, impact, City Council review, and relationship to the Imagine Dubuque Comprehensive Plan, including:

- Foster partnerships with developers
- Foster new housing products
- Creation of funding for housing vouchers/low-to-moderate income (LMI) assistance

Hatch recommended that the commission recommend the urban renewal plan to City Council for their approval.

Vincent asked what the standards for determining LMI are and how does they apply to housing. Hatch responded that HUD develops those standards, which are below 80% of the area's median income, and it's also based on family size and varies by region.

Eudaley asked about the size of the lots for the single family homes. Wernimont stated that the 105 single-family homes are zoned R-1, so the minimum lot size is 5,000 square feet, and all lots exceed that. He noted that these would be smaller homes on smaller lots with lower prices and likely marketed to first time home buyers. Wernimont said that a good portion of the land will remain undeveloped or be shared use among residents. He explained the 38% of the increment generated through TIF will go back to affordable housing city-wide.

Stoffel asked about access to get here, and Wernimont stated that access to the site would be on Tiffany Court and have right-in-right-out (RIRO) access off the Northwest Arterial. Additional stub streets at east will be left for future connectivity. A detailed traffic study was reviewed by the Engineering Department.

Motion by Vincent, seconded by Eudaley, to recommend the Switch Homes Housing Urban Renewal Area for approval to City Council. Motion carried by the following vote: Aye – Conrad, Eudaley, Stoffel, and Vincent; Nay – None; Abstain – Ward.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** None.

**ITEMS FROM STAFF:**

- Review membership and elections

Duba thanked Vincent for his years of service. There are five members with Conrad joining, so the commission is still short two members and seeking two. Bylaws have us do elections in July, therefore the next meeting will include elections. Happ Olson noted that Stoffel, serving as Vice Chair, and can serve only one more consecutive term as Vice Chair or he can serve as Chair. Anyone else is eligible to serve either term.

- Imagine Dubuque Update: Economic Prosperity

Duba reviewed the Economic Prosperity category from Imagine Dubuque, which included subcategories for Employment, Housing, and Business. He noted programs operated by Greater Dubuque Development Corporation, Northeast Iowa Community College,

Community Foundation of Greater Dubuque, the Economic Development Department, Housing and Community Development Department, and others.

Duba demonstrated the new Achievelt tracking system and explained that this new tool is streamlining and improving our ability to track and share progress.

Ward brought up the “green” status of the items, and Duba discussed the new rating system for Achievelt and how the terminology and statuses have changed. Happ Olson discussed the relationship to other plans and why ours looks different as a long term plan. Duba went over tags and demonstrated their use to link common topics among different plans.

**ADJOURNMENT:** Motion by Eudaley, seconded by Conrad, to adjourn the June 21, 2023 Long Range Planning Advisory Commission meeting. Motion carried by the following vote: Aye – Conrad, Eudaley, Stoffel, Ward, and Vincent; Nay – None. The meeting adjourned at 6:08 p.m.

Respectfully submitted,



Wally Wernimont, Planning Services Manager

October 18, 2023

Adopted