



Approved

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

5:30 p.m.

Wednesday, January 19, 2011

City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson Jim Prochaska; Commissioners Charles Winterwood, John Pregler and Richard Van Iten.

**Commissioners Excused:** Commissioners Alan Vincent, Dirk Voetberg and Chad Darter.

**Staff Members Present:** David Johnson.

**CALL TO ORDER:** The meeting was called to order by Chairperson Prochaska at 5:30 p.m.

**CERTIFICATION OF COMPLIANCE:** Staff presented an Affidavit of Compliance verifying that the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** Motion by Winterwood, seconded by Van Iten, to approve the minutes of June 16, 2010, as submitted approved unanimously.

**ACTION ITEMS**

**Smart Planning Grant Agreement:** Staff Member Johnson presented information on the Smart Planning Grant and Smart Planning Consortium. He explained the City Council approved Dubuque's participation in the Smart Planning Grant. He stated a consortium of partners has formed to create a regional sustainability plan, and will serve as a steering committee. He noted common visions and goals as a result of the regional sustainability plan will be incorporated into each community's comprehensive plans, but will not replace any comprehensive plans or chapters for the communities. He noted project-specific common goals, such as roadway improvements, will be incorporated into DMATS plans and related activities. He explained Dubuque County, Asbury, Cascade, Dubuque, Dyersville, Epworth, Farley, and Peosta are partners in the Smart Planning Consortium. He noted the supporting partners in the consortium, which includes the Long Range Planning Advisory Commission. He stated the consortium will create a regional sustainability plan that incorporates the 10 smart planning principles currently outlined in the Iowa Smart Planning bill. He reviewed the Iowa Smart Planning Principles.

Staff Member Johnson next reviewed the planning process. He noted the Consortium will develop visions, goals and objectives for the region based on the Smart Planning Principles. He noted the public will be given an opportunity to provide input on those

preliminary goals, visions and objectives, and they will be finalized after input from the public. He noted each community will use the vision, goals and objectives adopted by the Consortium to update their individual comprehensive plan. He noted many of the Smart Planning Principles currently outlined into the Smart Planning bill are incorporated into the 2008 Dubuque Comprehensive Plan.

Staff Member Johnson explained once census data is available, City and County staff will collect and analyze demographics, socioeconomic, land use, transportation, and environmental data with respect to their comprehensive plan updates. He explained a final public participation session will be provided to allow the public an opportunity to comment on the draft plans. He explained draft plans will be presented to Planning and Zoning Commissions for input, and then forwarded to their respective elected officials.

Staff Member Johnson explained the Smart Planning timeline. He noted some steps overlap and it is an approximate two-year process. He noted implementation is the final step in the process, and will be coordinated through the Consortium, which will routinely meet to insure common vision, goals and objectives are being successfully implemented.

The Commission discussed the process and questioned how the current Smart Planning Bill legislation will affect the project if it is approved. Staff Member Johnson noted the City of Dubuque and other partners in the Consortium are committed to the 10 Smart Planning Principles regardless of whether the legislation is approved. He requested the Commission consider the role they can play as a supporting partner in the Smart Planning Consortium and development of the regional sustainability plan. The Commission agreed that Chairperson Prochaska should continue to serve on the Smart Planning Consortium and the Commission will be available to participate and help facilitate public input sessions.

The Commission questioned how the project will be affected if the Smart Planning Grant is not approved. Chandra Ravada, ECIA, was present and explained the numerous funding sources currently in place for the project. He explained if the Smart Planning grant is not approved, the process will move forward with emphasis placed on developing the common vision, objectives, and goals for the communities. Staff Member Johnson noted the benefits of forming partnerships and a collaborative effort to establish common visions for planning in the Dubuque region. He noted the plan will be a great asset when applying for funding in the future.

Motion by Winterwood, seconded by Pregler, to draft a letter to City Council expressing the Long Range Planning Advisory Commission's support of the Smart Planning Bill and funding for the Smart Planning Bill. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler and Winterwood; Nay – None.

#### **LIAISON/SUBCOMMITTEE REPORTS**

Enterprise Zone Commission: Commissioner Van Iten, Liaison to the Enterprise Zone Commission, reported on recent enterprise zone applications for redevelopment and construction projects.

**ITEMS FROM PUBLIC:**

Update Process for the DMATS Long Range Transportation Plan: Chandra Ravada, ECIA Transportation Director, presented the update process for the DMATS Long Range Transportation Plan. He noted the 2036 Transportation Plan is due August 2011. He noted federally-funded projects have to be included in the Long Range Transportation Plan. He reviewed DMATS role in the process. Mr. Ravada reviewed the relationships of the transportation, transit, economic development, housing authority, safety, workforce development, health, and school systems. He noted strong relationships create strong grant applications. He noted the importance of tying in the Long Range Transportation Plan to federal and state goals. Mr. Ravada explained the importance of up-front coordination. He explained using creative thinking to look outside the immediate scope of a project can have a significant impact on the available funding and quality of a project once finished. Mr. Ravada noted communities comprehensive plans' should incorporate the concepts outlined in the Long Range Transportation Plan. He reviewed the aspects of the plan. Commissioner Pregler questioned transportation models, and how they are considered into long-term regional transportation needs. Mr. Ravada explained numerous models as well as how infrastructure and variables affect those models.

Complete Streets Presentation: Tony Zelinskas, President of Tri-State Trail Vision, presented the Complete Streets concept to the Commission. He explained Complete Streets are designed and operated to enable safe access for all users, including pedestrians, bicyclists, transit riders and motorists of all ages and abilities. He explained Complete Streets increase the capacity and efficiency of roadways, reduce traffic congestions, improve mobility options, and improve air quality. He emphasized Complete Streets make communities more livable. He explained the Tri-State Trail Vision is a group that resulted from the 2010 Envision process and advocates for Complete Streets. He noted Complete Street Programs consider all modes of transportation. He reviewed some limitations for Complete Streets programs and elaborated Complete Street projects should include as many modes as possible. Mr. Zelinskas reviewed Complete Street components.

The Commission questioned typical limitations in Dubuque, such as streets not being wide enough. Mr. Zelinskas explained as many Complete Street components should be included as possible. The Commission noted the importance of a comprehensive and consistent approach to providing Complete Streets in the city. Mr. Zelinskas explained that is the purpose of the bike/hike trail plan adopted by DMATS. The Commission noted the Tri-State Trail Plan advocates for adoption of a Complete Streets Policy by cities and counties. Staff noted the Complete Streets Policy is a goal of the Community Design and Reasonable Mobility Principles of the Sustainable Dubuque Plan. The Commission noted the Unified Development Code is designed to reference a Complete Streets Policy in the future.

Motion by Winterwood, seconded by Pregler, that Complete Streets are consistent with the 2008 City of Dubuque Comprehensive Plan, and recommend that City Council adopt a Complete Streets Policy. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, and Winterwood.

**ITEMS FROM COMMISSION:** None.

**ITEMS FROM STAFF:**

Proposed Revisions to By-Laws: Staff Member Johnson explained the proposed revisions. He noted they are mostly housekeeping items which explain the new location for Commission meetings as well as amend the number of days required to amend the Commission's By-Laws. He explained the By-Laws currently require 14 days notice and the proposed 7-day notice is consistent with the amount of lead time for regular Commission meetings.

Motion by Winterwood, seconded by Pregler, to support adoption of the By-Laws as written at the next meeting. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler and Winterwood; Nay – None.

The Commission noted the By-Laws require the Commission to elect officers at the January regular meeting of each calendar year. Staff noted the current officers have been in place for one year and the By-Laws do not allow more than two consecutive terms for a office.

Motion by Winterwood, seconded by Van Iten, to nominate Commissioner Jim Prochaska as Chairperson. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler and Winterwood; Nay – None.

Motion by Winterwood, seconded by Pregler, to nominate Commissioner Van Iten as vice Chairperson. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler and Winterwood; Nay – None.

Iowa Smart Planning Bill: Staff Member Johnson noted the three components of the Smart Planning bill. He reviewed the 13 Smart Planning Elements from the bill. He explained the elements were discussed in detail already at the meeting, and welcomed any questions.

**ADJOURNMENT:** The meeting was adjourned at 7:20 p.m.

Respectfully submitted,



David Johnson, Assistant Planner

Adopted—February 16, 2011