



Approved

**MINUTES  
LONG RANGE PLANNING ADVISORY COMMISSION  
REGULAR SESSION**

5:30 p.m.

Wednesday, February 16, 2011

City Council Chamber, Historic Federal Building

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

**Commissioners Excused:** Commissioner Alan Vincent.

**Staff Members Present:** Laura Carstens, David Johnson and Aaron DeJong.

**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 Van Iten, seconded by Winterwood, to approve the minutes of January 27, 2011, as submitted. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

Chairperson Prochaska asked for a moment of silence out of respect for City Council Liaison Dirk Voetberg. Commissioners shared their thoughts on his contributions to the City and planning. Consensus was to convey these thoughts to the City Council and ask for appointment of a liaison.

**ACTION ITEMS**

**Greater Downtown Urban Renewal District Amendment:** Assistant Economic Development Director Aaron DeJong presented the request. He explained the proposed amendment would expand the Greater Downtown Urban Renewal district to include a new South Bluff Street area. He explained the amendment will provide incentives for the redevelopment of the former Central Alternative High School now known as Franklin School. He noted Tax Increment Financing, the Downtown Rehabilitation Loan Program, and façade grants will be available to ensure quality design and redevelopment of the building.

The Commission questioned the zoning of the property. Staff Member Johnson noted the property is zoned R-3 and the property owners are requesting an Office Residential zoning district. Staff Member Carstens explained the current zoning limits the number of units. Staff Member DeJong noted the property owners are proposing 21 residential units and opportunities for retail space which the office Residential District will accommodate.

The Commission and staff discussed repurposing former public and private schools. Staff Member Carstens stated the role of the Long Range Planning Advisory Commission is to determine whether the proposed amendment is consistent with the City of Dubuque Comprehensive Plan and forward a recommendation to City Council. She noted the proposal's consistency with several elements of the Comprehensive Plan.

Staff Member Carstens reviewed the character of the South Bluff Street subarea.

Motion by Winterwood, seconded by Darter, to approve the Greater Downtown Urban Renewal District amendment to include the South Bluff Street area, noting that it is consistent with the City of Dubuque Comprehensive Plan. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

Dubuque Industrial Center West Urban Renewal District Amendment: Staff Member DeJong reviewed the addition of the South Siebert Farm property to the Dubuque Industrial Center Economic Development District. He noted the amendment to the District would add the area known as the South Siebert Farm into a new subarea E of the Dubuque Industrial Center Economic Development District. He noted on January 18, 2011, the City Council approved a resolution finding that the proposed expansion area was an economic development area appropriate for Urban Renewal activities. He noted North Siebert Farm was previously included in the Dubuque Industrial Center Economic Development District, and that area is now open to industrial development. He noted IWI will be relocating and expanding at the North Siebert Farm location and leaving a remnant 60-acres for industrial recruitment. He explained the amendment to the district would provide the area access to financial incentives available to urban renewal district properties, such as tax increment financing.

Staff Member Carstens noted future land use planning that had been done for this area and the proposal's consistency with several elements of the Comprehensive Plan.

Motion by Van Iten, seconded by Pregler, to approve the amendment to the Amended and Restated Urban Renewal Plan for the Dubuque Industrial Center Economic Development District to include the new subarea E as it is consistent with the City of Dubuque Comprehensive Plan. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

Review and discussion of proposed FY 2012-2016 Capital Improvement Budget: Staff presented the Capital Improvement Program budget and asked if there were any questions regarding the process or specific projects. Commissioner Van Iten questioned how much requested funding has already been cut from the proposed Capital Improvement Program budget. Staff Member Carstens noted this information is available in the City Manager's Budget Message. Chairperson Prochaska asked what the projected DRA revenue is, and what percentage of DRA funding is used in the entire City CIP budget. Staff Member Carstens noted that information is also contained in the City Manager's Budget Message.

Staff Member Carstens stated she would forward the City Manager's budget message to Commissioners.

Commissioner Van Iten questioned how the CIP relates to the Comprehensive Plan. Staff Members Carstens and Johnson explained when City departments develop their CIPs, the City of Dubuque Comprehensive Plan Goals and Objectives which support the project, are identified on the CIP. Staff Member Johnson explained departments are also identifying relationships to the City's sustainability principles for projects. Commissioner Winterwood noted there is a CIP for tree replacement, and recommended funding for new trees as well. Commissioner Winterwood commended the City for including the Catfish Creek Watershed funding, LED street lights, the Lead Based Paint Program, and ecological restoration training for City employees to assist in maintaining prairies and other environmentally-sensitive areas, the protection of drinking water and providing more liter receptacles on public streets.

Motion by Darter, seconded by Winterwood, to recommend approval of the proposed Fiscal Year 2012-16 Recommended CIP as it is consistent with the City of Dubuque Comprehensive Plan. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

Smart Planning Consortium: Staff Member Carstens reviewed the recent activities of the Smart Planning Consortium and noted it will be an action item on future agendas of the Long Range Planning Advisory Commission. She reviewed the minutes of the February 9, 2011 Smart Planning Consortium meeting. She discussed the importance new census information will have in development of a regional plan. She noted the census data will also be valuable in updating the City of Dubuque Comprehensive Plan.

The Commission questioned when the City anticipates beginning the update process to the City of Dubuque Comprehensive Plan. Staff Member Carstens noted that process is estimated to begin in 2012, with data collection already underway.

Staff Member Carstens reviewed opportunities for joint planning efforts in fringe areas. She explained the Smart Planning Consortium has supported an EPA application to provide technical assistance for smart planning. She noted the assistance will be offered to 20 communities to help implement sustainable community development. She noted the Smart Planning Consortium agreed to apply for assistance on smart growth zoning codes for small cities and rural areas.

Staff Member Carstens reviewed the proposed structure of the regional plan, noting it will address Iowa's 13 Smart Planning elements. The goal will be to address each element individually and each element will have county and city goals and objectives. She noted the Smart Planning Consortium will be meeting on the 2<sup>nd</sup> Wednesday of every month. Chairperson Prochaska noted he has a conflict on Wednesdays which will not allow him to attend future meetings. Chairperson Prochaska requested another Commissioner attend in

his place. Staff Member Carstens noted any commissioner would be able to attend and participate in these meetings.

The Commission discussed new opportunities to increase public participation in the regional planning and City of Dubuque processes. The Commission commended the regional planning effort, noting the importance regional issues in the planning and development of local areas. Staff Member Carstens noted the item will be placed on a future Commission agenda. Commissioner Van Iten explained the regional planning approach will be effective. He suggested a rotating spokesperson for the consortium so local citizens know who to approach with questions or concerns. Commissioner Van Iten emphasized the importance of educating citizens on how local and regional planning efforts affect people in their immediate and daily lives. He explained there is a moral dimension to the active participation of citizens and how sacrifices today will pay off for future generations. Staff Member Carstens noted the Smart Planning Consortium is looking to Dubuque as an example as the regional planning effort moves forward, and Dubuque is playing a leadership role in this process.

Commissioner Winterwood noted the importance of using Facebook and other social media in informing and attracting young people to participate in the planning process. He suggested providing food at public meetings that may conflict with meal times. He noted the positive fiscal impact regional planning will have, explaining the effort will hopefully limit the amount of money required to budget to litigate annexation issues.

The Commission noted they would like to see the Smart Planning Consortium's efforts publicized in the Telegraph Herald. Staff Member Carstens noted it is a regional effort, and there are a number of other newspapers in the area that could also promote the regional planning effort. The Commission noted the importance of providing citizens actual examples of how regional issues affect specific communities.

Motion by Van Iten, seconded by Winterwood, to express their wholehearted enthusiasm for the creation of the Smart Planning Consortium and its implications for revitalizing regionalism in the area, and to share their suggestions. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

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

Enterprise Zone Commission: No report.

**ITEMS FROM COMMISSION:** By consensus, the Commission requested that Dubuque Soil and Water Conservation District Watershed Coordinator Eric Schmechel be asked to present the Upper Catfish Creek Watershed Plan at a future meeting. By consensus, the Commission also requested a representative from Dubuque 2.0 be asked to present the Dubuque 2.0 Initiative.

#### **ITEMS FROM STAFF:**

Approval of By-Laws: Staff Member Johnson noted the by-laws are being presented as a follow-up from the January meeting. He reviewed the recommended changes, noting the change to the lead time required in updating the by-laws.

Motion by Van Iten, seconded by Pregler, to approve the proposed revisions to the by-laws as submitted. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

Complete Streets Policy: Staff Member Carstens explained the draft Complete Streets Policy is being forwarded to the Commission for their review and recommendation on whether it is consistent with the 2008 Dubuque Comprehensive Plan. She noted the item is a follow-up from the presentation given to the Commission at the January meeting. She reviewed the draft Complete Streets Policy and requested the Commission's support. She noted the policy will most likely go to the March 7<sup>th</sup> or 21<sup>st</sup> City Council meeting.


Commissioner Winterwood stated he believed the Complete Streets Policy should be considered when the City undertakes street overlay projects. He explained bike lanes and sharrows could possibly be introduced in overlay projects. Staff Member Carstens noted street overlay and maintenance projects are not assessed because there are no changes to the width or capacities of the road.

The Commission discussed incorporating Complete Streets Policies into overlay projects only. The Commission noted painted bike lanes and sharrows could be reasonably introduced with overlay projects.

Motion by Van Iten, seconded by Darter, to recommend adopting the draft Complete Streets Policy as proposed with the recommendation that Section 1, Item 4 of the proposed resolution be amended to incorporate the Complete Streets Policy into overlay projects. Motion carried by the following vote: Aye – Prochaska, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

**ADJOURNMENT:** The meeting was adjourned at 6:45 p.m.

Respectfully submitted,



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Laura Carstens, Planning Services Manager

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Adopted—March 16, 2011