



Approved

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

5:30 p.m.

Wednesday, March 16, 2011

City Council Chamber, Historic Federal Building

Commissioners Present: Chairperson Jim Prochaska; Commissioners Alan Vincent, Richard Van Iten, John Pregler, Karla Braig, Chad Darter and Charles Winterwood.

Commissioners Excused: None.

Staff Members Present: Laura Carstens and David Johnson.

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

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

MINUTES: Motion by Van Iten, seconded by Pregler, to approve the minutes of February 16, 2011 as submitted. Motion carried by the following vote: Aye – Vincent, Prochaska, Van Iten, Pregler, and Winterwood; Nay – None; Abstain – Braig.

The Commission welcomed new Commissioner and City Council Liaison Karla Braig, and thanked her for volunteering to serve.

Commissioner Darter arrived at 5:34 p.m.

ACTION ITEMS

Smart Planning Consortium: Staff Member Carstens reviewed updates and noted the Long Range Planning Advisory Commission will discuss a topic or topics at every Commission meeting. She reviewed the public participation plan and process. She requested the Commission provide feedback regarding the draft public participation plan workshops and process.

Commissioner Van Iten discussed whether the consortium would be impacted by the buy-local movement. Staff Member Carstens noted that this is something that would be considered during the general public input and consortium meetings. Staff Member Carstens reviewed a number of agencies that would be interested in the buy-local concept. Commissioner Van Iten noted Chamber of Commerce participation would benefit the Smart Planning Consortium and regionalism. The Commission discussed different Chambers in

Dubuque County. The Commission noted the Dubuque Chamber has a government liaison.

The Commission questioned the contract with the East Central Intergovernmental Association. Staff Member Carstens explained Dubuque County is the lead agency on the Smart Planning Consortium and process. She explained all communities are contributing to a local match and also helping provide support. She explained the contract will fund ECIA's technical and professional services. She explained ECIA is a council of governments. She noted it is a public body that receives a per capita contribution from communities it provides services for. Staff Member Carstens explained the first step in the process is to develop a public participation plan. Commissioner Van Iten expressed support of the draft public participation plan workshops and Smart Planning process.

Staff Member Carstens noted all cities participating have a comprehensive plan but some of those plans are old. She explained smaller cities not participating in the consortium do not have plans currently in place. She noted a lack of regional plans in Iowa and that the Smart Planning Consortium effort is breaking new ground. She explained it will be used as a model in Iowa.

Staff Member Carstens reviewed the public participation training dates and encouraged Commissioners to attend. Commissioner Van Iten questioned if non-participating communities can attend the training meetings. Staff Member Carstens stated she will look into it.

Staff Member Carstens reviewed the process for involving the Commission, City Manager and City Council. She noted the process will be similar to the process used in the updates to the City of Dubuque Comprehensive Plan.

Staff Member Carstens explained watershed planning will be discussed at the April 6th Consortium meeting as well as the April 21st Long Range Planning Advisory Commission meeting.

By consensus, the Long Range Planning Advisory Commission expressed support for the draft public participation plan, workshops and recommended Smart Planning Process.

Complete Streets Policy: Staff Member Carstens reviewed the proposed revisions to the draft Complete Streets Policy. She noted the revisions are based on input provided by the Long Range Planning Advisory Commission as well as other stakeholders. She noted the revised policy has been amended as recommended by the Commission at their February meeting to include overlay projects for complete street component consideration. She explained language has been added to reflect the relationship of the Complete Street Policy to the City's Comprehensive Plan, the Sustainable Dubuque Plan, and the Tri-State Trail Plan. She noted the revised policy also includes new language regarding the review of street projects for consistency with the Tri-State Trail Plan. She noted the policy requires

annual street projects for public input be posted. She explained road improvement projects will be evaluated and specific projects that cannot meet any complete street components due to site limitations will be identified and exempted. The Commission suggested that the Policy also reference the Dubuque Region Smart Planning Project's support of Complete Streets, which references the HMD Complete Streets model project.

Commissioner Braig questioned the difference between street maintenance and street overlay projects. Staff Member Carstens explained the difference between street reconstruction, overlay and maintenance projects.

Motion by Winterwood, seconded by Vincent, to recommend adopting the draft Complete Streets Policy, as amended and to reference the Dubuque Region Smart Planning Project's support of Complete Streets, as it is consistent with the City of Dubuque Comprehensive Plan. Motion carried by the following vote: Aye – Vincent, Prochaska, Van Iten, Pregler, Braig and Winterwood; Nay – None.

LIAISON/SUBCOMMITTEE REPORTS

Enterprise Zone Commission: Commissioner Van Iten noted two projects will be discussed at an Enterprise Zone Commission meeting scheduled for March 17, 2011. He noted the projects include adaptive reuse of the former Franklin School and Holy Ghost School for housing units. The Commission discussed housing demands.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION:

City Council Liaison: Commissioner Braig questioned whether it is appropriate to have a City Council member serve on a citizen advisory board or commission. She explained she feels someone who is not a Council member is in a better position to serve. The Commission recognized that the liaison is an unusual position to be in, in that the Commission is advisory to the City Council. Commissioner Pregler noted the liaison is the advisor as well as the advised. Commissioner Winterwood noted he's been on the Commission for 7 years, and has not seen a conflict arise. He explained the input of the liaison is valuable. Commissioner Darter welcomed the participation from the liaison, but recognized the potential conflict and agreed with Commissioner Pregler. Chairperson Prochaska explained he felt the liaison provided direction which is important to the activities of the Commission.

Commissioner Braig explained she is not comfortable not will she speak or advise on behalf of the City Council. Commissioner Winterwood noted the Council liaison has important access to information. Commissioner Braig explained staff has equal access, if not more information on some activities of the City. Commissioner Braig questioned whether any other Boards and Commission have a Council representative, and how the liaison position was set-up. Staff Member Carstens explained no other Board or Commission has a Council liaison and the position was established in 1989 by City Code. She explained at

that time, it was unique that a Planning Commission was separate from the Zoning Commission in the State of Iowa. She noted the timing was also unique in that it was the beginning of a Long Range Comprehensive Plan update that hadn't been done for many years. She explained previous Council liaisons were involved in establishing that position, but through the years, has sensed a conflict with a City Council members serving on a City commission.

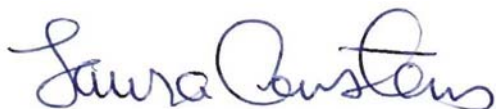
Commissioner Braig explained she is absolutely adamant about public participation and fears a Council member's participation on the Commission would stifle public engagement and participation. She explained her comfort level would limit her role to mostly observing a process more so than participating. She again reiterated she is uncomfortable with an elected official having a vote or advising the City Council on matters yet to be discussed as a council. Commissioner Braig explained she would not want to misrepresent the City Council. She explained she felt the Long Range Planning Advisory Commission is too important not to have free participation by both the public and commissioners. Commissioner Braig explained providing a citizen of Dubuque an opportunity to serve on this Commission would be preferred; however, if the Commission and Council feel that a Council liaison serves an important role, she would continue to serve on the Commission. She noted she volunteered for the position.

Motion by Van Iten, seconded by Vincent, to refer the matter back to the City Council, and to request that the City Council re-evaluate appointing a City Council Liaison to serve on the Long Range Planning Advisory Commission. Motion carried by the following vote: Aye – Vincent, Prochaska, Van Iten, Braig, Pregler, and Darter; Nay – Winterwood; Abstain – None.

ITEMS FROM STAFF: Staff Member Carstens explained at the previous Commission meeting, several Commissioners had budget questions that were addressed in the City Manager's Budget Message. She explained that the budget message was inadvertently omitted from the CIP materials presented to the Commission, and this item has been distributed to address those questions raised by the Commission.

ADJOURNMENT: The meeting was adjourned at 6:35 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager

Adopted—April 20, 2011