



APPROVED

MINUTES

CITY OF DUBUQUE LONG RANGE PLANNING ADVISORY COMMISSION REGULAR SESSION

5:30 p.m.

Wednesday, January 15, 2014

City Council Chamber, Historic Federal Building

Commissioners Present: Chairperson Jim Prochaska; Commissioners Craig Beytien, Charles Winterwood, Chad Darter, John Pregler, Alan Vincent and Dick Van Iten.

Commissioners Excused: None

Staff Members Present: David Johnson and Eric Van Buskirk.

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: Chairperson Prochaska noted that Commissioner Pregler was absent at the November 20, 2013 meeting and the minutes need to reflect this. Motion by Commissioner Beytien, seconded by Commissioner Winterwood, to approve the minutes of November 20, 2013 with the noted change. Motion carried by the following vote: Aye – Beytien, Winterwood, Van Iten and Vincent; Nay - None; Abstain – Prochaska and Pregler.

ITEMS FROM COMMISSION: Commissioner Vincent inquired about his email contact information on file with staff. Staff Member Johnson noted information would be corrected in the future.

Chairperson Prochaska addressed an issue he had with the Sharefile FTP download that was resolved. Staff inquired as to whether other Commissioners had issues accessing the meeting materials, which there were none.

ITEMS FROM STAFF:

Election Of Officers:

Staff Member Johnson outlined the protocol for the election of officers, as well as the powers and duties of both the Chairperson and Vice Chairperson

Commissioner Chad Darter entered the meeting at 5:35 p.m.

Motion by Prochaska, seconded by Van Iten, to nominate Commissioner Pregler as Chairperson. Discussion followed. Commissioner Pregler indicated that he would accept the position. Motion carried by the following vote: Aye – Prochaska, Beytien, Winterwood, Darter, Vincent, and Van Iten; Nay – None; Abstain – Pregler.

Chairperson Prochaska opened the floor to nominations for Vice Chairperson. Motion by Winterwood, seconded by Pregler, to nominate Commissioner Vincent for the position of Vice Chairperson. Motion carried with the following vote: Aye – Prochaska, Beytien, Winterwood, Darter, Van Iten, and Pregler; Nay – None; Abstain – Vincent.

Discussion followed after the vote about the significance of these roles in the Comprehensive Plan update. Commissioner Beytien inquired about the process for continuing to serve on the commission after his term is completed.

Comprehensive Plan Update Engagement Plan:

Staff Member Johnson outlined the work done over the past few months with the City Human Rights Department to develop the community engagement. This presentation included who would be involved, and the four phases of the engagement plan. He provided an overview of the needed resources, emphasizing the use of both traditional print, face-to-face, and interactive online engagement methods.

Commissioner Winterwood inquired as to whether a member of the commission would be able to serve as a member of the Technical Team. Staff Member Johnson acknowledged the request should be possible, and asked if Commissioner Winterwood would be interested in serving in this position. Commissioner Darter asked for clarification on who, and which community organizations, would be involved in the Technical Team. Staff Member Johnson indicated that staff would be sending out invitations to organizations and asking if they would be interested in participating.

Commissioner Van Iten discussed possible ways to assess and measure community quality of life indicators, and provided background on recent research related to the connections between health, wealth, and happiness. Commissioner Van Iten offered to share the research with staff. Commissioner Winterwood inquired as to whether local organization have metrics that they utilize to measure effectiveness of programs, such as those utilized to help lift people out of poverty. He emphasized that these metrics could be a great way of measuring success.

Chairperson Prochaska asked for clarification about the SCOR(e) analysis and the use of cameras through the engagement process. Staff Member Johnson indicated that the cameras would be one tool among many to help citizens visualize planning and development issues in the city. Staff member Johnson elaborated on other

engagement and education components of the plan. Commissioner Beytien indicated the potential for partnership possibilities with the school districts and universities to get teachers and students involved in the creative components of the engagement process.

Commissioner Pregler raised a concern about the costs for purchasing cameras when digital cameras are widely available to the general public at a low cost. Staff Member Johnson clarified that cameras would be purchased in increments over time as needed, and that Staff would emphasize the use of personal digital cameras whenever possible. Additionally, Commissioner Pregler indicated the need for the City to not only provide education to residents, but also to City Departments internally. He requested placing a representative of the Commission on the Leadership Team to promote how the Comprehensive Plan is used.

Motion by Beytien, seconded by Vincent, to nominate Commissioner Winterwood to serve as a member of the Technical Team. Motion carried by the following vote: Aye – Prochaska, Beytien, Winterwood, Darter, Vincent, and Van Iten, and Pregler; Nay – None; Abstain – None.

Chairperson Prochaska asked how the Comprehensive Plan will fit into the sustainability pillars used in previous planning efforts. Staff Members Johnson and Van Buskirk provided insight into how the new plan will be structured to accommodate both local sustainability pillars and meet Iowa State Smart Planning Code. Staff Member Johnson added the public open houses would be centered on the three pillars of sustainability of Environmental/Ecological Integrity, Economic Prosperity, and Social/Cultural Vibrancy, and the public would be invited through a variety of print and interactive media. Staff emphasized the need to follow up with participants after they attend events and invite them personally to future events based on their interest in specific areas.

Commissioner Van Iten requested the materials include how important the role of citizens are in the implementation and ownership of the plan after it has been adopted. Staff indicated that they could incorporate this information into the education component of the outreach plan.

Staff further outlined the engagement process, particularly the influence of the “Envision 2010” process on the development of the engagement plan.

Commissioner Pregler requested that a member of the Commission serve as a member of the Leadership Team in addition to the Technical Team. He indicated that he would be willing to take on the role.

Motion by Winterwood, seconded by Vincent, to appoint Commissioner Pregler to serve as a member of the Leadership Team. Motion carried by the following vote: Aye – Prochaska, Beytien, Winterwood, Darter, Vincent, and Van Iten, and Pregler; Nay – None; Abstain – None.

Commissioner Van Iten inquired whether the various churches and religious organizations have been invited to the table about discussing how to improve the community. Staff Member Johnson indicated that he had reached out to the Dubuque Area Congregations United to solicit information, and would continue to involve their organization in the planning process. Discussion followed about possible ways to engage with local churches and religious organizations about how to improve neighborhoods and the city as a whole.

Motion by Beytien, seconded by Van Iten, to recommend the City Council adopt the Community Engagement Plan. Motion carried by the following vote: Prochaska, Beytien, Winterwood, Darter, Vincent, Van Iten, and Pregler; Nay – None; Abstain – None.

ADJOURNMENT: The meeting was adjourned at 6:28 p.m.

Respectfully submitted,

David Johnson, Assistant Planner

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Adopted--