



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

5:30 p.m.

Wednesday, August 20, 2014

City Council Chamber, Historic Federal Building

**Commissioners Present:** Commissioners Craig Beytien, Joshua Clements, Chad Darter, Jim Prochaska, and Charles Winterwood.

**Commissioners Excused:** Chairperson John Pregler and Commissioner Alan Vincent.

**Staff Members Present:** David Johnson, Eric Van Buskirk, and Maurice Jones.

**APPOINT CHAIRPERSON PRO TEM:** Motion by Winterwood, second by Beytien, to appoint Commissioner Prochaska as Chairperson Pro Tem. Motion carried by the following vote: Motion carried by the following vote: Aye – Beytien, Clements, Darter, Prochaska and Winterwood; Nay - none; Abstain – none

**CALL TO ORDER:** The meeting was called to order by Chairperson Pro Tem Prochaska at 5:31 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 Beytien, seconded by Darter, to approve the minutes of May 21, 2014 meeting as submitted. Motion carried by the following vote: Aye – Beytien, Clements, Darter, Prochaska and Winterwood; Nay - none; Abstain – none.

**ACTION ITEMS:**

**Dubuque Technology Park Urban Economic Development District Plan Amendment:** Staff Member Maurice Jones, Economic Development Director, outlined the proposed addition of a parcel to accommodate the development of office space for Rock Farms, Incorporated. The offices would around 10,000 square feet and contribute approximately 48 jobs. Director Jones provided an overview of the role of Tax Increment Financing (TIF) to incentivize the development over the next 20 years.

Staff Member Johnson outlined the role of the Commission in providing a recommendation to council on whether or not the proposed amendment is in line with the goals and objectives of the Comprehensive Plan. The Commission discussed the proposal and noted that the proposal was in line with the goals and objectives of the

Comprehensive Plan. The Commission congratulated Director Jones on the new development. Motion by Beytien, seconded by Darter, to recommend approval of the plan amendment as submitted. Motion carried by the following vote: Aye – Beytien, Clements, Darter, Prochaska and Winterwood; Nay - none; Abstain – none.

**ITEMS FROM PUBLIC:** There were no members of the public present.

**ITEMS FROM COMMISSION:** Chairperson Pro Tem Prochaska welcomed new Commissioner Joshua Clements to the Long Range Planning Advisory Commission.

Commissioner Winterwood inquired about the status of the Dubuque Tech Park Trail. Staff Member Johnson indicated that he would check with Planning Services Manager Laura Carstens and relay any information to the Commission at the next meeting.

The Commission and Staff discussed the status of the Comprehensive Plan update. Staff indicated that they were in the data collection phase of the update process, working with the Community Engagement Coordinator in finalizing the role of the Technical Team, and were preparing to meet with the City Manager's Office for additional direction in the coming weeks. The Commission expressed a desire to format the layout of the plan visually. Their hope is that the plan will be a community document that is understandable and meaningful to the public.

**ITEMS FROM STAFF:** There were no items from staff.

**ADJOURNMENT:** The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

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David Johnson, Assistant Planner

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Adopted--