



Approved

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

5:30 p.m.

Wednesday, May 18, 2016

City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson Chad Darter; Commissioners Alan Vincent, Mark Dolson and Charles Winterwood.

**Commissioners Excused:** Commissioner Jim Prochaska

**Commissioners Unexcused:** Commissioner Joshua Clements.

**Staff Members Present:** Laura Carstens and David Johnson.

**CALL TO ORDER:** The meeting was called to order by Chairperson Darter at 5:35 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 Dolson, to approve the minutes of April 20, 2016 as submitted. Motion carried by the following vote: Aye – Vincent, Dolson, Winterwood and Darter; Nay – None.

**ACTION ITEMS:** None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** Staff Member Carstens stated Commissioner Prochaska has notified City staff that his term on the Commission is expiring in July and he has decided not to re-apply. She stated Commissioner Prochaska has been a valued Commissioner for many years and he will be missed. She noted Commissioner Prochaska wished to express his gratitude for having the opportunity to have served on the Commission and work with other Commissioners as well as City staff. She noted his time commitment serving on the Dubuque Community School District Board of Education was a consideration in his decision. She explained Commissioner Prochaska indicated he would be making the announcement at the end of the meeting; however, he was not able to attend.

The Commission expressed their gratitude for Commissioner Prochaska's service to the Commission and City. The Commission questioned the vacancy's impact on the upcoming update to the City of Dubuque Comprehensive Plan. The Commission also questioned Commissioner Clements' absences and requested staff look into his intentions regarding staying on the Commission.

Staff Member Carstens reviewed the importance of recruiting new membership as the City embarks on the update of the Comprehensive Plan. The Commission and staff discussed recruitment opportunities. Staff Member Carstens noted Planning Services staff cannot recruit people to serve on the Commission, and all City recruitment happens through the City Clerk's Office. The Commission noted having another representative of the Dubuque Community School Board to serve on the Long Range Planning Advisory Commission would be a benefit. Staff Member Carstens stated Commissioners can individually approach residents of the City about serving on the Commission; however, City staff cannot.

The Commission discussed the necessary skills as well as the desire for a more diverse representation on the Planning Commission. The Commission stated they would reach out to community members and requested Planning Services staff market the position in the next issue of City News.

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

DMATS Long Range Transportation Plan: Dan Fox, Transportation Planner, East Central Intergovernmental Association presented the Dubuque Metropolitan Area Transportation Study (DMATS) Long Range Transportation Plan. He reviewed what DMATS is, and the role of its Policy Board and Technical Committee. He explained what the Long Range Transportation Plan's purpose is, noting it maps out how the region's communities will invest \$350 million dollars in transportation funding over the next 30 years. He noted DMATS updates the Long Range Transportation Plan every five years, and all federally funded transportation projects must be listed in the Long Range Transportation Plan. He reviewed the public input process as well as project examples.

The Commission questioned how DMATS is different from City projects. Mr. Fox explained Dubuque is within the service area; therefore, there is no differentiation and Dubuque projects are included in the plan. He noted projects often tie together through federal funding. Staff Member Carstens explained federal grants also require a match which ties communities to projects.

The Commission asked whether the transportation improvement program replaces local capital improvement programs. Mr. Fox explained they do not, and they are often one in the same. The Commission questioned whether DMATS adapts to changing CIPs. Mr. Fox explained amendments can be made and the plan is also updated approximately every five years.

The Commission asked how much influence renewables have in transportation planning, such as charging stations. Mr. Fox stated they are a consideration and can be included in the plan, but things like charging stations are difficult to gauge how exactly they will influence transportation infrastructure decisions and future needs.

The Commission expressed their support for the bike lanes, the pedestrian overpass, and the Industrial Park trail around Catfish Creek, which were all noted in the Pennsylvania Project example provided. The Commission questioned whether there are any plans for more off-street trails in the city and region. The Commission noted the importance of developing trails off-street, which are more traditionally thought of in terms of trails and they appeal to a wider range of users. Mr. Fox explained trails are a component of the Long Range Transportation Plan. He explained there is a separate tri-state area integrated walking, bicycling, hiking network plan specific to trails that will be updated after adoption of the Long Range Transportation Plan.

The Commission discussed the proposed pedestrian overpasses for the railroad tracks near the Bee Branch Project, noting one on Garfield Avenue and one on 14<sup>th</sup> Street. The Commission reviewed safety concerns for freight carrying ethanol and other fuels. Mr. Fox noted freight will be a consideration, but is a much greater consideration in the Freight Study.

Comprehensive Plan Update: Staff Member Johnson provided an update for the Comprehensive Plan process. He explained the City of Dubuque received 10 quality proposals from firms interested in the project. He stated the Consultant Selection Committee will be meeting May 19<sup>th</sup> to discuss the proposals and create a short list of candidates to interview. He noted Chairperson Darter is serving on the consultant selection committee as a representative of the Commission. Staff Member Johnson stated the project is scheduled to begin in July and conclude in November 2017.

**ADJOURNMENT:** Motion by Vincent, seconded by Dolson, to adjourn the meeting. Motion carried by the following vote: Aye – Vincent, Dolson, Winterwood and Darter; Nay – None.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

---

Laura Carstens, Planning Services Manager

---

Adopted