



**Iowa Smart Planning Task Force
Meeting Minutes – Approved August 11, 2010**

**June 23, 2010
Iowa Department for the Blind
10:00 AM - 12:30 PM**

In attendance (Task Force members): Cindy Axne, Les Beck, Rob Berntsen, LaDene Bowen, Charles Connerly, Stuart Crine, Bill Ehm, Bruce Greiner, Emily Hajek, Jessica Harder, Chad Keune, Bret Mills, Paula Mohr, Pam Myhre, Wayne Petersen, Ruth Randleman, Nancy Richardson, Tom Schueller, Machel Shaffer, Gary Taylor, Don Temeyer, Nick Wagner, David Wilwerding

In attendance (others): Nichole Warren, Erica Shannon, Mary Beth Mellick, Brad Ehrlich, Marie Steenlage, Joe Myhre, LaVon Griffieon, Susan Lerdal, Ann McCarthy, Mickey Carlson, William Freeland, Aaron Todd, Annette Mansheim, Susan Judkins, Liz Van Zomeren, Jenna Anderson, Theresa Kehoe, Jace Mikels

I. Welcome- *Jim Larew, Chief of Staff, Governor's Office*

Cindy Axne – Good morning, would like to get started. Many people have been working to pull together the groundwork for Smart Planning. Today, we will discuss where we currently stand, the Task Force expectations, and the outcome of our work come November 15th. We will start off this meeting with words from Jim Larew of the Governor's Office.

Jim Larew – I would like to thank you all for the opportunity to speak today and am really pleased to see this group forming. Several years ago, people in this room began thinking about how important Smart Planning was to the future of Iowa.

After the floods and disasters of 2008, there was no guidance on how to move forward. How would our state move forward in the rebuilding process? An Executive Order eventually led to the creation of the Rebuild Iowa Office (RIO) which brought together individuals to join in on the thinking process. These individuals were from across the state and had success with recovery or planning in the past.

The Floods of 2008 and a worldwide recession we have limited resources to repair and expand the infrastructure that is in the greatest need of repair. As a state, we must use our resources in the best way possible, and we have to do so while looking toward the future. In the past, the state has focused money on education only to have our young people leave.

Now, the world's investors are looking to Iowa for their future investments. It's not an accident that some of the biggest companies are coming to Iowa. Your charge as Task Force members, and one that Governor Culver and Lt. Governor Patty Judge feel very strongly about, is to do your part to advance Iowa's thinking. Also, you must articulate a way that will be comforting and not confrontational, to prepare Iowa for the future.

II. Introduction of task force members

At this time, task force members in attendance introduced themselves. The entire list of task force members is included.

Iowa Smart Planning Task Force Membership List

Organization	Representative
1. Dept on Aging	Machelle Shaffer
2. Dept of Agriculture & Land Stewardship	Wayne Petersen
3. Dept of Commerce	Rob Berntsen
4. Dept of Cultural Affairs	Paula Mohr
5. Dept of Economic Development	Bret Mills
6. Office of Energy Independence	Bruce Greiner
7. Dept of Management	Heather Hackbarth
8. Department of Natural Resources	Bill Ehm
9. Dept of Defense	David Johnston
10. Dept of Public Health	Ken Sharp
11. Dept of Public Safety	Stuart Crine
12. Rebuild Iowa Office	Emily Hajek
13. Dept of Transportation	Nancy Richardson
14. Iowa Workforce Development	Joe Mowers
15. Iowa State University	Gary Taylor
16. University of Iowa	Charles Connerly
17. University of Northern Iowa	LaDene Bowen
18. American Planning Association	David Wilwerding
19. American Institute of Architects	Rob Smith
20. Iowa Association of Regional Councils	Rick Hunsaker
21. Iowa League of Cities	Jessica Hyland Harder
22. Iowa State Association of Counties	Les Beck
23. School Administrators of Iowa	Dan Smith
24. City: Pop. of 5,000 or less	Ruth Randleman, Carlisle
25. City: Pop. greater than 5,000 & less than 25,000	Chad Kuene, North Liberty
26. City: Pop. of 25,000 or more	Teri Goodmann, Dubuque
27. County: Pop. of 10,000 or less	Jeff Kolb, Butler County

28. County: Pop. greater than 10,000 & less than 50,000	Pam Myhre, Cerro Gordo County
29. County: Pop. of 50,000 or more	Donald Temeyer, Black Hawk County
30. State Senator, Democrat	Vacant
31. State Senator, Republican	Sen. Shawn Hamerlink
32. State Representative, Democrat	Rep. Tom Schueller
33. State Representative, Republican	Rep. Nick Wagner

III. Presentation: The role of planning in Iowa

by Gary Taylor, JD, AICP, Assistant Professor & Extension Specialist at Iowa State University

When talking about the role of “smart planning” in Iowa, it really will depend on which part of Iowa you are talking about. There are many different “Iowas” when you look across the landscape and have different needs. More or less, you can fit the type of development in one of these five categories: Core Cities, Suburban Cities, Rural Areas, Natural Amenity-Rich Rural Areas, and “Deep” Rural Areas.

People are drawn to recreation activities and the diversity in the amenity-rich areas, such as with the Great Lakes area. Deep rural areas are the productive and agriculture lands. Here in Iowa, that land is used for farming whereas in other states it might be timber lands. The deep rural consist of the working lands and the small communities that serve that land. Most if not all of Iowa fit in to those five categories. As all five areas are different, the role of planning is different in those areas as well. The issues facing core cities are mostly business and residential redevelopment. Many residents have gone to the suburbs and cities are working to bring residents back to the core. The suburbs are having the opposite problems of the core cities. The suburbs are struggling to keep up with public services, infrastructure, serving an expanding population, and rapid development. The rural areas on the fringe of the metros are where most of the land use issues arise.

In the amenity-rich areas, such as Lake Okoboji, the population explodes and then drops, creating a strain on public services. Those areas don't have the tax base year-round to keep up with the public service needs. These communities will face more problems when the people that have been coming in the summer choose to make those places their retirement homes. In the “deep rural” areas, they are doing more with the same or even with fewer resources. How can these areas manage the demand for service with a shrinking tax base?

If you look at the population growth and decline across the state, there are some drastic numbers. From 2000 to 2009, 77 of the 99 counties experienced a population loss. Cities are showing much of the same population change information. From 2000 to 2007, 727 of 947 cities had a population loss. When looking at the largest population gains versus declines, the biggest declines are

core cities and cities that historically have had a manufacturing base. This trend is seen in the eastern half of the state.

Counties with Comprehensive Plans

Survey Year and Respective Rate	Number of Counties	Percent of all Iowa Counties
1976 (100%)	51	51%
1999 (100%)	79	79%
2009 (estimate*)	84*	84%

Cities with Comprehensive Plans

Survey Year and Respective Rate	Number of Counties	Percent of all Iowa Cities
1976 (91%)	284	30%
1999 (98%)	314	33%
2009 (estimate*)	373*	39%

If you look at the “smart growth” movement, it has been promoted over the last twenty to twenty five years. If you visit www.smartgrowth.org, you will see ten Smart Growth Principles which serve as a mantra for Smart Growth advocates. These ten Smart Growth Principles have been part of the boom over the last two decades. If you look at the Smart Growth Principles from the Iowa legislation, you will see some similarities. Some of the principles on the Smart Growth website deal with urban areas and metro growth, such as the topics of compact development and transportation.

The Smart Growth Principles included in Iowa legislation look more at the broad approach to Smart Growth and focus on the planning problems Iowa has. These principles relate to Iowa better and cover contemporary issues our state will have to face. These provide a good foundation for where this task force needs to go over the next few months and years.

The responsibilities of the task force is to develop recommendations for senate for local and regional planning. Could incentives be used to motivate cities and counties to create comprehensive plans? Not only can there be incentives for creating plans but incentives for having a plan as well. The state of Wisconsin adopted its growth management law in 1999. As part of that law, they made

funds available for developing comprehensive plans. They funded the planning effort up to 50% of the base funding level. They created incentives and additional funds were available if they created multijurisdictional plans. However, it wasn't just a blank check provided to these entities. They wrote the plan first based on criteria for receiving funding, and it really did incentivize those areas making a plan.

The states have aided in the planning process as well. If you know what a comprehensive plan is, the front is very heavy with data and information. Wisconsin centralized the data gathering process at the state level. They incentivized counties to upgrade their land information system as well. By doing this, they hoped it would make the planning process easier.

In Maryland, the Smart Growth Neighborhood Conservation Act gave cities and counties the mandate to create priority funding areas and designate areas on the map where they will focus development in the future. State funds first went to those priority areas which created an incentive to have a plan. The Washington State Growth Management Act mandated comprehensive planning. If their plan met certain criteria, the act gave cities authority to collect impact fees (school, road fees). It gave cities and counties the right to levy impact fees if they had a comprehensive plan approved by the state.

The Tennessee Growth Policy Law tied annexation to smart planning. Cities and counties were required to have joint plans for urban growth. They must have urban growth areas, planned growth areas within the county, and rural preservation areas. Annexation is streamlined for land in urban growth areas, but difficult in planned areas within country, and virtually impossible in preservation areas.

We have to agree about what we are trying to accomplish as a group. What is the message that we are trying to send with the smart planning law. How do we tie incentives to those state-wide goals? The other responsibility is to create models for regional comprehensive planning, including recommended partnerships.

Questions and Answers

Would it be possible to incentivize planning for the smaller communities in the rural areas, perhaps structuring something to allow counties to do planning for the cities?

Anything is open at this point. COGs are trying to promote working together on comprehensive planning efforts. Zoning administrators are working with the cities and counties for zoning enforcement services. This topic is wide-open for discussion.

There are Council of Governments (COGs) in Iowa writing zoning ordinances. Is it a function of dollars and staff that they are not writing comprehensive plans?

Yes, it is going to be a matter of cost, staff, resources, and time. They have gotten by without zoning up to this point. These plans take time, and are not written overnight. Some of these towns without comprehensive plans are the same ones who lack the staff in the first place.

What are the advantages or disadvantages of setting up tiers and making planning a requirement for cities of a certain size?

That had some discussion early on with the discussion of this legislation. One idea that came up was making planning mandatory for some cities and optional for others. In Washington State, for example, comprehensive planning is mandatory for cities of a certain size as well as for counties which contain those cities, and all cities who have a certain rate of population growth. This requirement covers 95% of their state. This obviously would be something to consider.

IV. Overview of task force duties- *Cindy Axne, Iowa Department of Management*

It is important to review why the Smart Planning Task Force was created and to understand what the expectations for the task force are. This information is located in the Smart Planning Task Force Legislative Guide.

Major duties of the Iowa Smart Planning Task Force:

- Evaluate state policies, programs, statutes, and rules to determine whether they should be revised to integrate the Iowa Smart Planning Principles.
- Develop statewide goals for comprehensive planning that utilize the Iowa Smart Planning Principles and develop recommendations for a process to measure progress toward achieving those goals.
- Evaluate and develop incentives to conduct local and regional comprehensive planning, including but not limited to state financial and technical assistance.
- Develop a model for regional comprehensive planning for Iowa and recommend partnerships between state agencies, local governments, educational institutions, and research facilities.
- Review city and county comprehensive plans to determine the number of such plans that address the hazards as listed in the Hazards Element of the suggested local comprehensive plan guidelines and the adequacy of such plans in addressing those hazards.
- Develop a set of recommendations that is consistent with the Iowa Smart Planning Principles and that does all of the following:
 - Coordinates, facilitates, and centralizes the exchange of information related to state and local planning, zoning, and development between state agencies and the General Assembly.

- Coordinates discussions concerning a proposed geographic information system between the producers and the users of such systems.
- Allows the efficient production and dissemination of population and other demographic statistical forecasts.
- Creates a centralized storage location for all comprehensive plans.
- Facilitates the cooperation of state and local governments with comprehensive planning, educational, and research programs.
- Provides and administers technical and financial assistance for state and local comprehensive planning.
- Provides information to local governments related to state, federal, and other resources for comprehensive planning.

These are the major responsibilities of this organization, and we should hope to accomplish these responsibilities over the next few months. The task force can call on resources as needed. If any task force members are aware of anyone who can and would assist the task force, please let the task force leadership know as it is not limited to people in this room.

Questions and Answers

Did these duties come out of legislation verbatim? The reason this question was asked is the topic of “Coordinates discussions concerning a proposed geographic information system between the producers and the users of such systems.” There is already a Geographic Information System in state government. We might be looking at a different application for that existing system.

Some of these responsibilities and expectations are pretty in-depth. Is the task force going to complete these before November? Should the Task Force accomplish as much as possible by that time and then show where we are at that point? What is the timeline as some look to take longer than November?

Obviously the Task Force has a short planning term. Making recommendations is the key. If groups can start down the road on outlining a project, that would be great. Our charge is to make recommendations and outline a process for moving forward on topics not yet fully explored prior to the Task Force disbanding. Ultimately the Task Force is in existence through 2012.

V. Discussion of task force committees- *Cindy Axne, Iowa Department of Management*

The only way to get the extensive amount of work done required of this task force is to break it down and focus on key areas. If you could review the proposed committee structure, the task force has been broken down into two committees with two workgroups each.

Intergovernmental Coordination and Information Sharing Committee

- Workgroup A: Integration of Smart Planning Principles
 - i. Evaluate state policies, programs, statutes, and rules to determine whether they should be revised to integrate the Iowa Smart Planning Principles.
 - ii. DOM staff assistance: Cindy Axne
 - iii. RIO staff assistance: Annette Mansheim
- Workgroup B: Information Sharing and Coordination
 - i. Develop a set of recommendations that is consistent with the Iowa Smart Planning Principles and does all of the following:
 1. Coordinates, facilitates, and centralizes the exchange of information related to state and local planning, zoning, and development between state agencies and the General Assembly.
 2. Coordinates discussions concerning a proposed geographic information system between the producers and the users of such systems.
 3. Allows the efficient production and dissemination of population and other demographic statistical forecasts.
 4. Creates a centralized storage location for all comprehensive plans.
 5. Facilitates the cooperation of state and local governments with comprehensive planning, educational, and research programs.
 6. Provides and administers technical and financial assistance for comprehensive planning.
 7. Provides information to local governments related to state, federal, and other resources for comprehensive planning.
 - ii. DOM staff assistance: Cindy Axne
 - iii. RIO staff assistance: Susan Judkins Josten

Comprehensive Planning Committee

1. Workgroup C: Local Comprehensive Planning
 - i. Develop statewide goals for comprehensive planning that utilize the Iowa Smart Planning Principles and develop recommendations for a process to measure progress toward achieving those goals.
 - ii. Review city and county comprehensive plans to determine the number of such plans that address the hazards as listed in the Hazards Element of the suggested local comprehensive plan guidelines and the adequacy of such plans in addressing those hazards.
 - iii. Evaluate and develop incentives to conduct local and regional comprehensive planning, including but not limited to state financial and technical assistance.
 - iv. Recommend the means by which technical and financial assistance for comprehensive planning can be provided and administered.
 - v. RIO staff assistance: Jenna Anderson

- vi. IARC staff assistance: Nichole Warren
- 2. Workgroup D: Regional Comprehensive Planning
 - i. Develop a model for regional comprehensive planning for Iowa and recommend partnerships between state agencies, local governments, educational institutions, and research facilities.
 - ii. Evaluate and develop incentives to conduct local and regional comprehensive planning, including but not limited to state financial and technical assistance.
 - iii. Recommend the means by which technical and financial assistance for comprehensive planning can be provided and administered.
 - iv. RIO staff assistance: Liz VanZomeran
 - v. IARC staff assistance: Nichole Warren

There is staff assistance for both work groups. Cindy Axne and Annette Mansheim will serve as staff assistants to Workgroup A: Integration of Smart Planning Principles. Cindy Axne and Susan Judkins Josten will serve as staff assistants to Workgroup B: Information Sharing and Coordination. Jenna Anderson and Nichole Warren will serve as staff assistants to Workgroup C: Local Comprehensive Planning. And lastly, Liz VanZomeran and Nichole Warren will serve as staff assistants to Workgroup D: Regional Comprehensive Planning.

We want to make sure this is as logistically feasible as possible and we are charged with a lot of responsibility over the next few months. These staff assistants will help to make this possible. What can these staff assistants provide you? Some of those things that the staff assistants can assist with are as follows: logistics, committee meeting dates, reservations, identifying and contacting committee members, identity and contacting experts to present at committee meetings, taking notes, posting agendas and notes to the website, assisting the committee chair, and overall ensuring everything is moving along on schedule.

Questions and Answers

Are there any resources for bringing in presenters?

No, we are on a shoestring budget and there is no funding to bring in outside resources.

VI. Selection of task force leadership (Co-chairs)- *Nichole Warren, Iowa Association of Regional Councils*

At this point, members were directed to review the committee selection form. Task force members should complete these as to which committee they wish to serve on based on their interests, expertise, and training.

The floor was opened up for nominations for the Iowa Smart Planning Task Force co-chairs. These co-chairs will serve as the overall leadership for the task force.

Nomination by Jessica Harder – Ruth Randleman (Mayor of Carlisle)

Nomination by Emily Hajek – Nancy Richardson (Dept of Transportation)

As there were no further nominations, the two nominations went to vote. None opposed. Ruth Randleman and Nancy Richardson will serve as Iowa Smart Planning Task Force co-chairs.

VII. Selection of committee leadership (Co-chairs)- *Nichole Warren, Iowa Association of Regional Councils*

The floor was opened up for nominations for the Intergovernmental Coordination and Information Sharing Committee co-chairs.

There were no immediate nominations for this position.

Since the co-chairs of the Task Force are going to be overall in charge, would they be interested in appointing the co-chair for the committees?

A draft of the members could be provided to the Task Force co-chairs who can then review the lists and make recommendations.

The question was raised whether leadership should be appointed if the groups haven't formed yet. There were suggestions that the co-chair selection take place at the first committee meetings. The group consensus was to allow the Task Force co-chairs to select the committee co-leaders so that they can begin organizing committee meetings immediately.

Cindy Axne mentioned that there is a tendency to have a lot of interest in comprehensive planning versus information and asked members to keep this in mind when filling out the committee selection form. It would be best to have an even spread of participants in each committee, which may lead to some members being placed in a third or fourth choice workgroup.

VIII. Timeline for task force & committee work- *Aaron Todd, Rebuild Iowa Office*

TASK FORCE MEETING 1: Wednesday, June 23, 2010

- Introduce members
- Select chair and vice chair
- Review duties
- Determine committees & associated leadership
- Determine timeline

COMMITTEE MEETINGS 1 & 2: each committee meets twice in the month of July 2010

- First meeting
 - Introduce members
 - Review charge/duties & establish goals
 - Determine process for developing recommendations to Task Force
 - Determine resource materials/experts
 - Determine “homework” for committee members
 - Determine future meeting dates
- Second meeting (workgroups)
 - Begin presentations and discussions
 - Begin crafting recommendations

TASK FORCE MEETING 2: Wednesday, Aug. 11, 2010

- Provide updates from each of the committee leaders
- Determine process and logistics for public input meetings
 - Surveys, forms, etc.
 - Meeting logistics: dates, locations, staffing, and other needs

COMMITTEE MEETING 3: each committee meets once during last half of August 2010 (workgroups)

- Continue reviewing resources materials and presentations
- Begin recommendation drafting process

COMMITTEE MEETING 4: each committee meets once during first half of September 2010

- Finalize recommendations to present to Task Force

TASK FORCE MEETING 3: Wednesday, Sept. 15, 2010

- Provide updates from each of the committee leaders
- Edit, if necessary, and approve draft recommendations from each committee
- Finalize process and logistics for public input meetings

Public Input Meetings: hold meetings during final week of September & first week of October 2010

- Provide opportunity for all interested persons/organizations to learn about and comment on draft recommendations

TASK FORCE MEETING 4: Wednesday, Oct. 20, 2010

- Provide summary of public comments
- Committee leaders to present edits to draft recommendations for approval
- Approve final recommendations

TASK FORCE MEETING 5: Wednesday, Nov. 10, 2010

- Review and approve the report (report will have been provided to TF members for at least 48 hours prior to meeting)
- Determine next steps (legislative advocacy, future meetings, etc.)

Report submitted to Governor and Legislature: Monday, Nov. 15, 2010

The committee co-chairs will set up a final timeline for committees/workgroups, and we will help to make sure this process is as easy as possible.

At the end of the committee process, each committee will submit a committee report. This report should include a list of all members, resources, reports,

consultants who worked on this process. A Committee Report Template has been provided to all task force members.

Please include the following information with each proposal:

- Describe the proposal
- Articulate how this will positively impact Iowa (include why this is needed)
- Identify reports, best practices, and other resources that were consulted while developing the proposal
- Identify impacted agencies and organizations
- Determine if new legislation is necessary, current law(s) needs to be revised (identify Code section(s)), or improvements can be made without legislative action
- Estimate resources needed to implement the proposal (include multi-year state fiscal impact, whether this is a one-time or multi-year cost, potential funding sources, number of FTEs needed, and any other information as appropriate)

There are two websites that can be utilized for Smart Planning information, the first of which is the Governor's Boards and Commissions website. This is where the formal documents coming out of this group will be uploaded.

<https://openup.iowa.gov/board/Smart+Planning+Task+Force/178/>

The second of the two websites is the Rebuild Iowa Office Smart Planning website. This is where information and resources that already exist in Iowa (such as the Legislative Guide), along with basic Task Force materials, will be located.

http://www.rio.iowa.gov/smart_planning/