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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 2/11/16

Weekly Agenda Date: 2/16/16

DEPARTMENT HEAD / CITIZEN: David Gleiser – Rural Economic Development Director

SUBJECT: Resolution on Comprehensive Planning Services for Rural Cities

ACTION REQUIRED:

Approve Ordinance ☐	Approve Resolution ☐	Approve Motion ☒
Give Direction ☐	Other: Informational ☐	Attachments ☒

WORDING FOR AGENDA ITEM: Action – Resolution on Comprehensive Planning Services for Rural Cities

EXECUTIVE SUMMARY: The Rural Economic Development department seeks approval from the Board of Supervisors to begin presenting the resolution for comprehensive planning services to city councils in rural Woodbury County. Cities that choose to accept comprehensive planning services offered by Woodbury County will be required to formally approve the resolution.

BACKGROUND: Woodbury County intends to hire a qualified consulting firm to develop comprehensive plans for rural cities in Woodbury County. It is proposed that cities interested in accepting these services must pass a resolution (see attached) which states their desire to accept said services, as well as their commitment to the planning process. The resolution in its current form has been reviewed and approved by the County Attorney's Office.

FINANCIAL IMPACT: 0

RECOMMENDATION: Allow the Rural Economic Development Director to deliver presentations to rural city councils in an attempt to quantify the actual number of cities that will be listed in the comprehensive plan Request for Proposals (RFP).

ACTION REQUIRED: Approve motion to allow the Rural Economic Development Director to deliver presentations to rural city councils in an attempt to quantify the actual number of cities that will be listed in the comprehensive plan Request for Proposals (RFP).

Approved by Board of Supervisors March 3, 2015.

_____, IOWA
RESOLUTION NO. _____

A RESOLUTION APPROVING THE ACCEPTANCE OF COMPREHENSIVE PLANNING SERVICES FROM WOODBURY COUNTY, IOWA.

WHEREAS, the City of _____ is a duly recognized political subdivision of the State of Iowa acting under the laws of the State of Iowa; and

WHEREAS, the City Council is the duly elected governing body of _____, Iowa; and

WHEREAS, it is an essential governmental function of the City Council to create a framework for the development of public policy, particularly in the area of land use, infrastructure, housing, and economic development; and

WHEREAS, it is within the purview of the City Council to develop a Comprehensive Plan to establish consensus amongst its residents, city staff, and elected officials on issues related to growth; and

WHEREAS, a Comprehensive Plan shall provide recommendations that are designed to promote quality development that is congruent with the vision of the community; and

WHEREAS, a Comprehensive Plan shall be the basis for establishing policies and priorities for coordinated development and redevelopment, as well as future infrastructure expansion; and

WHEREAS, a Comprehensive Plan shall include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a foundation for future land use decisions; and

WHEREAS, a Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the residents and businesses in the City of _____; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department are devoted to promoting and facilitating economic and community development in rural Woodbury County; and

WHEREAS, the Rural Economic Development Department's overarching objective is to provide support for growth and prosperity, and to enhance the overall quality of life in Woodbury County; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department seek to assist the City of _____ with obtaining a Comprehensive Plan; and

WHEREAS, the Woodbury County Board of Supervisors and its Rural Economic Development Department plan to solicit Requests for Proposals for the purpose of assisting interested rural cities in Woodbury County in developing a Comprehensive Plan; and

WHEREAS, the City of _____ desires to create a Comprehensive Plan, the City Council agrees to the terms as set out below.

IT IS HEREBY RESOLVED by the City Council of _____, Iowa, as follows:

A formal Comprehensive Plan shall be drafted, which shall be presented, at a later date, to the City Council for public hearing and vote thereon for adoption. The process for the development of the Comprehensive Plan and the City's responsibilities are as listed below:

a. Subject to appropriation and a Request for Proposals process, Woodbury County (County) will enter into an Agreement with a qualified and competent Consultant to develop a Comprehensive Plan (Plan) for the City of _____ (City). The Consultant's fee for services will be paid for by the County.

b. The Rural Economic Development Director, City Mayor, City Clerk and relevant City Staff, and the Consultant will meet to review the project schedule, schedule meetings and begin the process of data acquisition for the City. Key-sections of the Plan shall include: Executive Summary, Introduction, Community Profile & Analysis, Community Vision, Housing, Public Infrastructure & Utilities, Land Use & Zoning Ordinances, Community Facilities & Services, Economic Development, Transportation, and Implementation & Administration.

c. The City shall provide all available existing documentation to the Consultant and will make City Staff available on an as needed basis. City Staff, primarily the City Clerk, will schedule, coordinate and make all necessary arrangements for meetings conducted by the Consultant during the course of this project.

d. The Consultant will conduct meetings with appropriate elected and appointed officials. These meetings shall include the City Council, Planning & Zoning Commission (if applicable), and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the planning process.

e. The Consultant and City Staff will schedule and conduct public meetings and topic-specific focus groups as necessary. Citizen participation is paramount to the development of the Comprehensive Plan. The planning process shall incorporate citizen participation program to encourage and facilitate input from City residents. Additionally, the City's business community shall be engaged in the planning process and be solicited for input on the Plan.

f. The Consultant will identify issues/needs, and develop goals, objectives and implementation strategies.

g. The Consultant will prepare draft topical document sections for City Staff review.

h. The Consultant will make periodic reports to the City Councils and Rural Economic Development Director.

i. The Consultant will deliver presentations at public hearings to secure adoption of the Plan by the City.

SO RESOLVED this ____ day of _____ 2016.

_____
Mayor

Attest:

_____
City Clerk