



# APPROVED

**MINUTES  
ZONING ADVISORY COMMISSION  
REGULAR SESSION**

6:00 p.m.

Wednesday, February 2, 2022  
City Council Chambers, Historic Federal Building

**Commissioners Present:** Vice Chairperson Becky Kemp; Commission Members Martha Christ, Brittany Loeffelholz (virtual), Pat Norton (virtual), Rich Russell, and Teri Zuccaro

**Commissioners Excused:** Matt Mulligan

**Commissioners Unexcused:** None.

**Staff Members Present:** Wally Wernimont, Shena Moon, and Travis Schrobilgen (virtual)

**CALL TO ORDER:** The meeting was called to order by Vice Chairperson Kemp at 6:00 p.m.

**MINUTES:** Motion by Zuccaro, seconded by Christ, to approve the minutes of the January 5, 2022 meeting. Motion carried by the following vote: Aye – Christ, Loeffelholz, Norton, Russell, and Zuccaro; Nay – none; Abstain – Kemp.

**ACTION ITEMS/WAIVER:** Application of Cody Austin, Origin Design to waive specific requirements of Chapter 13: Site Design Standards for property located at 1185 Roosevelt Street Extension specifically pertaining to parking lot landscaping and parking lot layout requirements for the property located at 1185 Roosevelt Street Extension.

Pat Ready, Origin Design (137 Main Street), Mike Igo, Klauer Manufacturing (1185 Roosevelt Street), and Cody Austin, Origin Design (137 Main Street) spoke in favor of the waiver request. Mr. Igo, Vice President/Part-Owner of Klauer Manufacturing, noted the company's 150-year history in downtown Dubuque, the 5-year planning effort that has brought them to this point, and his appreciation of the Commission and their consideration of the waiver request. Mr. Ready and Mr. Austin provided a presentation that detailed the project background and waiver request. They highlighted the desire to maintain the existing concrete parking lot islands and outlined how the required new landscape islands would result in a loss of 14 existing parking spaces that they would need to provide elsewhere which would then increase the total impervious area on the site beyond what is existing. They identified the two areas on the site where the landscape buffer waiver is requested, explaining that both locations would require a reconfiguration of the existing parking lot and the one would require reconfiguration of existing stormwater structures. They provided examples of the site layout with the waiver and without the waiver.

Commissioner Russell questioned what the driver was for required parking spaces and questioned whether they could afford to lose any spaces. Mr. Igo clarified that the requirement was based on the max number of employees on a shift. Commissioner Russell then questioned the width of the drive aisle on the north side of the property and whether spaces could be added there. Mr. Austin clarified the drive aisle is about 24' and stated the plan includes some parking lot expansion already proposed and the expansion is driven by the code parking requirements.

Staff Member Schrobilgen detailed the staff report. He outlined the Unified Development Code design standards stating the proposed addition represents an increase of more than 25% of the existing building footprint, which requires the entire property to be brought into compliance with current UDC standards. He said the code requires a landscape buffer around the parking lot, the addition of new landscape islands, and the existing concrete parking lot islands be landscaped. He said the landscape buffer would be present around the entire property but noted that it would be less than the 7' at the designated locations. He also stated there is underlying infrastructure at the identified waiver location along the north side of the site and removal of the infrastructure may represent a hardship. He noted that there are existing islands but that they would need to be landscaped and that three additional islands would need to be installed.

Mr. Austin clarified the waiver location at the southwest side of the site would not meet the required 7' but that some landscaping would be provided in that area. He further clarified the existing islands are not typical to a curbed island but are essentially a concrete cap on the drive area and so concrete surrounding the islands would also have to be removed to install a landscape island.

Commissioner Zuccaro asked whether there was a surplus of parking. Mr. Austin stated that they did have a surplus as proposed.

Motion by Christ, seconded by Norton, to waive sections 13-3.5D, 13-4.6B and 13-4.6C regarding landscaped islands, landscape buffer and parking lot landscaping requirements as submitted. Motion carried by the following vote: Aye – Zuccaro, Kemp, Russell, Norton, Christ, and Loeffelholz; Nay – none.

**ACTION ITEMS/WAIVER:** Application of Cody Austin, Origin Design to waive site design standards within Chapter 13 of the Unified Development Code specifically pertaining to parking lot layout requirements for the property located at 651 Seippel Road.

Cody Austin, Origin Design (137 Main Street), spoke on behalf of the applicant, Tri-State Quality Metals. He summarized the project background and noted the one landscape island for which they are requesting a waiver is located within the existing parking lot at the north side of the site, not within the new construction area at the south end of the site.

Staff Member Moon detailed the staff report outlining the Unified Development Code design standards stating the addition was larger than 25% which requires the entire site to be brought up to code. She pointed out that a site plan was approved in 2014 for the

existing site development and noted that the landscape island in question was approved as part of that review.

Commissioner Russell pointed out the photos shared by the applicant team and Staff Member Moon displayed the photos.

Commissioner Norton noted a landscape island was required in the approved 2014 site plan and was it was not constructed per the plan. Consequently, he was struggling to support the requested waiver.

Commissioner Christ questioned why the landscape island was not installed per the approved plan and Mr. Austin stated Origin Design was not involved in the original site plan review.

Motion by Russell, seconded by Norton, to waive specific requirements of sections 13-3.5D and 13-4.6C regarding the requirement to provide an intermediate landscape island within parking bays in excess of 20 parking spaces in length as submitted. Motion carried by the following vote: Aye – Christ, Russell, Kemp, and Loeffelholz; Nay – Norton and Zuccaro.

**ACTION ITEMS/WAIVER:** Application of The RMR Group LLC to waive site design standards within Chapter 13 of the Unified Development Code specifically pertaining to parking lot landscaping requirements for the property located at 2075 John F. Kennedy Road.

Alex Hofer, attorney with O'Connor and Thomas, and Matt Lingam, Kimley Horn (via phone) spoke on behalf of the applicant. Mr. Hofer provided details regarding surrounding development and site as it currently exists, noting the depth and width of the lot, existing retaining walls along the north and south property lines, and the existing vehicular access to the site from John F. Kennedy Road. He stated they plan to demolish the existing building and construct a new Starbucks building stating they plan to cater to drive-in traffic as well as drive-thru traffic. He outlined the three areas of the site for which they are requesting a buffer yard waiver request and discussed how the existing retaining walls limit some development options on the site. Because of this and the need to maximize the parking and traffic flow on the site, they are requesting this waiver while also meeting all other landscape site design requirements.

Commissioner Russell questioned whether it would be possible to push the four parallel parking spaces along the southern property line a few feet north to provide some landscaping along that portion of the southern property line. Mr. Lingam stated they were trying to maximize the separation between vehicles in the drive-thru and vehicles that are parallel parking but they could possibly gain a couple feet of buffer in this area.

Commissioner Norton questioned whether they could relocate some of the angled parking stalls from the southeast side of the site toward the northwest portion of the site. He expressed concerns with the vehicles in the southern angled parking spaces hanging over the southern property line. Mr. Hofer clarified that the large retaining wall along the northeast portion of the site limits their ability to create parking in this area.

Staff Member Moon discussed the existing Development Review of the project and highlighted the desire to ensure the site plan has adequate vehicular flow and queuing space. She stated the applicant is trying to strike a balance between managing vehicular needs while also providing appropriate greenspace and landscaping on the site. She highlighted the large retaining wall along the northern property line, stating it limited some site development in this area.

Commissioner Norton questioned what size landscape buffer the applicant could provide stating they are asking for a waiver from the 7' requirement but can they provide some buffer space. Staff Member Moon stated the applicant may be best suited to clarify. Mr. Hofer stated they may be able to add some small landscaping area but wasn't sure exactly what they could provide. Commissioner Russell mentioned they have wheel stops in the angled parking stalls and that it appears the applicant is asking for the full 7' along the northern and southern property lines. Mr. Lingam stated they do not have space to provide a landscape yard along all the angled parking stalls, but they could provide around 3' along the southern side of the parallel parking spaces. He further stated the wheel stops will be in front of the curb.

Motion by Russell, seconded by Loeffelholz, to waive the standards outlined in section 13-4.6B regarding the requirement to provide a minimum 7' wide landscape buffer along the sides of all surface parking lots not abutting a public right-of-way with the condition:

- 1) A minimum 3' landscape buffer yard shall be provided between the four parallel parking stalls and the southern property line.

Motion carried by the following vote: Aye – Zuccaro, Kemp, Christ, and Russell; Nay – Norton and Loeffelholz.

**ITEMS FROM PUBLIC:** None

**ITEMS FROM COMMISSION:** None

**ITEMS FROM STAFF:** None

**ADJOURNMENT:** Motion by Christ, seconded by Zuccaro to adjourn the February 2, 2022 Commission meeting. Motion carried by the following vote: Aye – Christ, Loeffelholz, Norton, Russell, Zuccaro, and Kemp; Nay – none.

The meeting adjourned at 6:57 p.m.

Respectfully submitted,



Shena Moon, Associate Planner

3-2-2022

Adopted