



# APPROVED

**MINUTES  
ZONING ADVISORY COMMISSION  
REGULAR SESSION**

6:00 p.m.

Wednesday, March 2, 2022

Jule Operations & Training Center, East View Conference Room,  
949 Kerper Blvd., Dubuque, Iowa

**Commissioners Present:** Chairperson Matt Mulligan; Commission Members Martha Christ, Becky Kemp, Pat Norton, Rich Russell and Teri Zuccaro

**Commissioners Excused:** Brittany Loeffelholz

**Commissioners Unexcused:** None.

**Staff Members Present:** Shena Moon, Travis Schrobilgen, and Ryan Kirschman

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

**MINUTES:** Motion by Zuccaro, seconded by Kemp, to approve the minutes of the February 2, 2022 meeting. Motion carried by the following vote: Aye – Christ, Kemp, Norton, Russell, Zuccaro, and Mulligan; Nay – none.

**ACTION ITEM/FINAL PLAT:** Application of Greg Adams to approve the Final Plat of Country View Estates Plat 2.

Dave Schneider, Hales Mill Development LLC (4029 Pennsylvania Ave.), spoke on behalf of Hales Mill Development LLC. Mr. Schneider stated they intended to split a larger lot into smaller lots and noted the large scale of the project. He explained they were working through Dubuque County for septic and well service. According to Mr. Schneider, there is still work being done with the County on the storm water portion of the design and they have also received a letter with comments which they will address that by adding a 20' asphalt drive and 7 infiltration zones, which was consistent with the preliminary plat submittal. He added that the plans had been submitted to the City for review and there were no further comments or concerns.

Staff Member Moon detailed the staff report, noting the submitted Final Plat of Country View Estates Plat 2 is a part of a larger 84-acre parcel of land. She identified that this is a subdivision of lot 10 of the Country View Estates and would create 25 new residential lots, thereby creating a total of 33 residential lots and 2 agricultural lots within the subdivision. This would increase vehicular traffic in the area but this would not have a significant impact on the trips for individuals in the area. She stated that the preliminary

plat for this subdivision was reviewed and approved by the Zoning Advisory Commission and City Council. This case came before the board in January of 2022.

The Commission had no questions regarding the proposal.

Motion by Norton, seconded by Christ, to Approve the Final Plat of Country View Estates Plat 2 as submitted. Motion carried by the following vote: Aye – Christ, Kemp, Norton, Russell, Zuccaro, and Mulligan; Nay – none.

**ACTION ITEM/FINAL PLAT:** Application of Jenny Baez, Bowman Consulting Group, LTD. to approve the Site Plan of 2541 Northwest Arterial (Asbury Plaza).

Jenny Baez, Bowman Consulting Group LTD (3708 West Swann Avenue, Tampa, FL), spoke on behalf of New Potato Creek Holdings LLC (124 East Thompson St, Thomaston, GA). Ms. Baez opened with noting the car wash is 3,600 sq. ft. and in a Planned Commercial Zone within the Asbury Plaza planned district. She detailed the plan explaining there is a total of 37 parking spots on the property comprised of 2 ADA compliant spots, 3 employee spots, and 32 vacuum parking spots which could be used by customers after getting a car wash. She also explained how the car wash would use reclaimed water, recycling water on site making it more environmentally friendly. She also explained how the landscaping on the site goes above and beyond the requirements. She noted there will be no direct access to the business from the Northwest Arterial, but it would utilize a private drive within the plaza. She included that the site plan meets the fire department safety requirements and she described the traffic flow through the property and how vehicles are self-driven therefore requiring a maximum of three employees would be onsite at any given time and those employees would mainly monitor and process payments.

Commissioner Russell questioned why the design had so many vacuums on the site. Ms. Baez explained the business conducted a market analysis to determine the demand which impacted the number of vacuums and noted the vacuums are free to customers.

Commissioner Russel asked how long the line would take to get through if the car wash was backed up. Ms. Baez stated a standard operation provides 10 car stacking spaces and takes about 10 minutes to wash a vehicle. This site would provide between 10 to 15 queuing spaces.

Staff Member Moon detailed the staff report, noting the Ordinance of Asbury Plaza requires a review at this level is a unique item for the board, further explaining that all development in this Planned Unit Development must come before the board for review and approval. She also noted the applicant is going through development review, is still working with the storm water, but, engineering and fire have already reviewed and approved. She closed with affirming that the site is using a private street so it would not impact travel and that the landscaping requirements will be met.

Commissioner Mulligan asked if the pond was a wet or dry pond, more specifically a detention or retention pond. Ms. Baez stated it is a dry pond, and more specifically a detention pond.

Commissioner Zuccaro mentioned there is another car wash already within Asbury Plaza and questioned whether there was a limit for the district. Staff Member Moon clarified that there is no regulation limiting the number of car washes.

Motion by Norton, seconded by Christ, to Approve the Site Plan of 2541 Northwest Arterial (Asbury Plaza) as submitted. Motion carried by the following vote: Aye – Christ, Kemp, Norton, Russell, Zuccaro, and Mulligan; Nay – none.

**ITEMS FROM PUBLIC:** None

**ITEMS FROM COMMISSION:** None

**ITEMS FROM STAFF:** Staff Member Moon introduced the Commission to the new Planning Technician Ryan Kirschman.

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

The meeting adjourned at 6:16 p.m.

Respectfully submitted,



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Shena Moon, Associate Planner

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4-6-2022  
Adopted