



# Approved

## MINUTES ZONING ADVISORY COMMISSION REGULAR SESSION

6:00 p.m.

Wednesday, August 3, 2022  
City Council Chambers, Historic Federal Building

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

**Commissioners Excused:** Pat Norton

**Commissioners Unexcused:** None.

**Staff Members Present:** Wally Wernimont and Shena Moon

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

**MINUTES:** Motion by Zuccaro, seconded by Christ, to approve the minutes of the July 6, 2022 meeting. Motion carried by the following vote: Aye – Christ, Russell, Zuccaro, and Mulligan; Nay – none; Abstain – Kemp.

**ACTION ITEM/PLAT OF SURVEY:** Application of Buesing & Associates to approve the Plat of Survey of Y-Camp Place No. 2, PIN 1010327021.

Stephan Alt, attorney on behalf of Andrew and Debi Butler, who are looking to purchase Lot 2 of the proposed subdivision plat, stated they are requesting the approval of the proposed Plat of Survey of Y-Camp with the waiver of the 50-foot street frontage requirements.

Staff Member Moon detailed the staff report, noting the submitted Plat of Survey of Y-Camp is located north of the City owned Marshall Park and Arboretum property. She stated that the proposed plat is a Simple Subdivision per the Unified Development Code, and the plat would subdivide an existing parcel into two lots, noting the size of each lot. She noted that Lot 1 would continue to be accessed from John F. Kennedy Road and Lot 2 would not have frontage along a private or public street, thus requiring a waiver. Moon further noted the applicant is seeking to gain access through the City owned Marshall Park and Arboretum property. Moon stated that the applicant team is currently working with City staff to establish an access easement that is acceptable for all parties. Staff Member Moon read the proposed recommendation into the record.

Chairperson Mulligan sought clarification to confirm that Lot 2 desires to take access from the City property. Staff Member Moon confirmed that this is correct and that the applicant and City staff are working through the details of the access agreement.

Commission Russell questioned whether annexation would be required or not. Planning Services Manager Wally Wernimont stated that the annexation is part of the ongoing access easement discussion. Attorney Stephen Alt stated that it is the Butler's hope for the annexation to go into effect when the property is ultimately conveyed to the Arboretum Association.

Motion by Russell, seconded by Kemp, to recommend approval of the Plat of Survey of Y-Camp Place No. 2 as submitted subject to waiver of the 50-foot street frontage requirement for Lot 2 upon receipt of an approved and finalized access agreement with the City of Dubuque and the applicable entity(ies). Motion carried by the following vote: Aye – Christ, Zuccaro, Kemp, Russell, and Mulligan; Nay – none.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** None.

**ITEMS FROM STAFF:**

Appointment of an Airport Zoning Commission Liaison Representative

Staff Member Moon stated that two Zoning Advisory Commission members are needed to serve as liaison representatives to the Airport Zoning Commission.

Commissioner Kemp stated she is currently appointed as a liaison for the Airport Zoning Commission and her term is set to expire in 2026. She questioned whether two additional commissioners needed to be appointed or just one. Staff Member Moon clarified that just one additional liaison is needed at this time and Commissioner Kemp would continue to serve as a liaison.

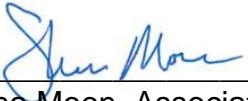
Commission Zuccaro questioned whether there were term limits for the liaison role. Planning Services Manager Wally Wernimont stated that the Airport Zoning Commission is comprised of appointed liaison representatives from both City and Dubuque County commissions and boards. Generally, there are two Zoning Advisory Commission members designated as liaisons and their terms are generally around 3 to 5 years. He further clarified that there is not restriction on the number of terms a Commissioner could serve as liaison.

Motion by Kemp, seconded by Zuccaro, to elect Chairperson Mulligan as liaison to the Airport Zoning Commission. Motion carried by the following vote: Aye – Christ, Russell, Kemp, and Zuccaro; Nay – non; Abstain – Mulligan.

**ADJOURNMENT:** Motion by Zuccaro, seconded by Christ to adjourn the August 3, 2022 Commission meeting. Motion carried by the following vote: Aye – Christ, Kemp, Russell, Zuccaro, and Mulligan; Nay – none.

The meeting adjourned at 6:12 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Shena Moon, Associate Planner

\_\_\_\_\_  
September 7, 2022  
Adopted