



# Approved

**MINUTES  
ZONING ADVISORY COMMISSION  
REGULAR SESSION**

6:00 p.m.

Wednesday, January 8, 2025  
City Council Chambers, Historic Federal Building

**Commissioners Present:** Chairperson Matt Mulligan; Commission Members Martha Christ, Carrie Lohrmann, Troy Froistad, and Teri Zuccaro

**Commissioners Excused:** Patrick Norton and Rich Russell

**Commissioners Unexcused:** None.

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

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

**MINUTES:** Motion by Froistad, seconded by Christ, to approve the minutes of the November 6, 2024 meeting. Motion carried by the following vote: Aye – Christ, Froistad, and Mulligan; Nay – none; Abstain – Zuccaro.

Commissioner Lohrmann joined the meeting.

**ACTION ITEM/FINAL PLAT:** Application of Carolyn Sandman to approve the Final Plat of Sandman Homestead.

Kathy Canfield, 10080 Timothy Street, Dubuque, IA spoke on behalf of the applicant and outlined the request to replat the existing lots to three lots. She stated that they are replating the properties to allocate some property to family members and to consolidate the remaining existing into one lot.

Staff Member Moon detailed the staff report, noting the submitted Plat of Survey of Sandman Homestead is located in Dubuque County within the city's extraterritorial jurisdiction area. She stated that the plat will reconfigure fifteen (15) existing lots into three (3) lots and will align an existing roadway easement. She noted that two lots will not have frontage on a public or private street which does require a waiver of the street frontage requirements.

Chairperson Mulligan questioned when the property was originally platted, and Ms. Canfield stated that it was platted sometime around 1976.

There was no public input.

Motion by Christ, seconded by Zuccaro, to approve the Final Plat of Military Road and Bel Ami Drive subject to waiving the street frontage requirements for Lot 1 and Lot 3. Motion carried by the following vote: Aye – Froistad, Lohrmann, Zuccaro, Christ, and Mulligan; Nay – none.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** None.

**ITEMS FROM STAFF:** Planning Services Director Wally Wernimont provided an update regarding the Unified Development Code update process. He stated that a community survey is open for public input and over two hundred people have responded thus far. He shared that a technical survey has received around forty responses. He stated the next steps were to meet with the architects, engineers, and surveyors to gather their input. The information gathered will be compiled into a technical report from the consultant which will provide suggestions for changes, modifications, and updates to the unified development code. He stated the completion date will be in early 2026. He noted that the code updates will come before the Commission for their review and input.

Chairperson Mulligan stated that the technical survey was very thorough. Mr. Wernimont noted that the surveys will also be disseminated in Spanish and Marshallese.

**ADJOURNMENT:** Motion by Christ, seconded by Mulligan to adjourn the January 8, 2025 commission meeting. Motion carried by the following vote: Aye – Christ, Lohrmann, Froistad, Zuccaro, and Mulligan; Nay – none.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

  
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Sheha Moon, Associate Planner

February 5, 2025  
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Adopted