



Approved

MINUTES
CITY OF DUBUQUE ZONING BOARD OF ADJUSTMENT
REGULAR SESSION

5:30 p.m.

Thursday, May 22, 2025
City Council Chambers, Historic Federal Building

Board Members Present: Chairperson Jonathan McCoy, Board Members Keith Ahlvin, Gwen Kosel, Rena Stierman, and Matt Mauss.

Board Members Excused: None

Board Members Unexcused: None

Staff Members Present: Shena Moon, Travis Schrobilgen, and Matt O'Brien

CALL TO ORDER: The meeting was called to order by Chairperson McCoy at 5:30 p.m.

MINUTES: Motion by Mauss, seconded by Ahlvin, to approve the minutes of the April 24, 2025 Zoning Board of Adjustment meeting as submitted. Motion carried by the following vote: Aye – Ahlvin, Kosel, Mauss, Stierman, and McCoy; Nay – None.

DOCKET – 14-25: Application of Mary Summers, Oakwood Investments, 65 Meadow Lane, to allow a total of 2,640 square feet of accessory structures where 1,000 square feet maximum is permitted in an R-1 Single Family zoning district.

Terry Koelker, from Buesing and Associates at 1212 Locust Street, spoke in favor of the request for the applicant. Koelker explained that the applicant has three (3) separate lots and is seeking to reconfigure the boundary lines between lots. The proposed subdivision would allow Lot 3 to retain the existing single-family residence and acquire two existing accessory structures located on the two adjacent lots. Lot 1 and Lot 2 will each retain an existing single-family residence.

There was no public input.

Staff Member Moon detailed the staff report noting that the subdivision plat would reconfigure three existing lots into three new lots. She stated the applicant is seeking to reallocate two existing accessory structures on the adjacent lots to the property at 65 Meadow Lane. She stated that all lots will continue to have adequate access from Meadow Lane.

The Board sought clarification regarding the parking requirements for the three lots. Mr. Koelker stated off-street parking exists for all proposed lots. Staff Member Moon stated that two (2) off-street parking spaces are required by code and that each proposed lot would meet this requirement. She also clarified that staff have reviewed the proposed lots for compliance with the R-1 zoning district bulk regulations which include requirements for setbacks and lot coverage, and that all proposed lots would be compliant with those regulations. Board Member Ahlvin suggests there should be a condition for no commercial activity in the garages. Mr. Koelker stated this was previously discussed and approved by the property owner.

Motion by Ahlvin, seconded by Kosel, to approve the request with the following condition.

1. That no commercial activity shall be allowed in the detached accessory structures.

Motion carried by the following vote: Aye – Ahlvin, Kosel, Mauss, Stierman, and McCoy; Nay – None.

DOCKET – 15-25: Application of Josh Ramler, Ramler Construction, June Drive, to allow a single-family residence 270 feet from the front property line where a maximum of 50' is allowed in an R-1 Single-Family Residential zoning district.

Josh Ramler, 2019 Creekwood Drive, spoke in favor of the request. He explained that he is building a single-family residence on the subject property for his clients.

There was no public input.

Staff Member Schrobilgen detailed the staff report noting that the applicant is building a single-family residence in the center of a very large lot at the west terminus of June Drive. He stated that a formal site plan is not required but the Development Review Team did a courtesy review to address snowplowing, fire access, and stormwater management for the property. He said that given the location of the home and existing surrounding development, that impact on or to the nearest neighbors is not anticipated. Staff provided the Board with two letters of support and one letter inquiring where the house would be located on the lot. Staff also noted that a rezoning of at least a part of the property was required and that any Board approval would be contingent on approval to rezone the property.

Chairperson McCoy asked for clarification regarding how an emergency response vehicle would access the property. Staff Member Schrobilgen stated that the project must meet all applicable city codes regarding development including building code, stormwater management, emergency access, and fire safety. Board Member Mauss stated that there is a property nearby within the city that is similar in size and layout and that he had no concerns with the request. Staff Member Moon shared a vicinity map showing which surrounding properties are within and outside city limits.

Motion by McCoy, seconded by Mauss, to approve the request with the following condition:

1. That the property owner shall obtain approval from all appropriate city departments regarding the emergency apparatus access requirements, fire safety requirements, and utility connection requirements.

Motion carried by the following vote: Aye – Ahlvin, Kosel, Mauss, Stierman, and McCoy; Nay – None.

DOCKET – 16-25: Application of Jordan Rettenmaier, 385 Saunders Street, to allow a total of 1,940 square feet of accessory structures where 1,000 square feet maximum is permitted in an R-1 Single Family zoning district.

Jordan Rettenmaier, at 385 Saunders Street, spoke in favor of his request. He was joined by Kevin Oberbroeckling from CK Construction at 7869 Commerce Park. Mr. Rettenmaier stated that Mr. Oberbroeckling would be constructing the shed if approved by the Board. Mr. Rettenmaier stated that the storage shed will be used for personal use. He also stated that he believes some neighbors may have misunderstood the public notice and think that a 1,940 sq. ft. storage shed is requested, instead of understanding that this would be the total of accessory structures on the subject property, both existing and proposed.

There was no public input.

Staff Member O'Brien detailed the staff report noting that the applicant proposes to build a 280 sq. ft. storage shed in the center of the 65,000 sq. ft. lot behind the primary residence. The property currently contains other accessory structures including two detached garages and a freestanding solar array. Staff provided the Board one (1) letter of opposition, one (1) letter of general inquiry, three (3) letters of support, and photos and a description of the request from the applicant.

Chairperson McCoy reiterated that the new storage shed will be built on an existing slab. Board Member Stierman suggested the Board consider a condition that no commercial use be allowed in the shed.

Motion by Mauss, seconded by Kosel, to approve the request with the following condition:

1. That no commercial activity shall be allowed in the detached accessory structure.

Motion carried by the following vote: Aye – Ahlvin, Kosel, Mauss, Stierman, and McCoy; Nay – None.

DOCKET – 17-25: Chairperson McCoy explained that this application was withdrawn by the applicant and therefore the Board would not be discussing this docket item.

ITEMS FROM PUBLIC: None.

ITEMS FROM BOARD: None.

ITEMS FROM STAFF:

- Next Meeting Date: June 26, 2025

Chairperson McCoy proposed a 5:00pm start time for the meetings in June and July. There were no objections from the other Board Members. Staff confirmed that they would adjust the start time for those two meetings.

Staff Members Moon and Staff Member Schrobilgen noted law changes at the state level that would affect variance requests and accessory dwelling units. Staff Member Moon stated that staff will provide a more detailed report regarding these law changes in the near future after consulting with the City Attorney's Office.

ADJOURNMENT: Motion by McCoy, seconded by Ahlvin, to adjourn the May 22, 2025 Zoning Board of Adjustment meeting. Motion carried by the following vote: Aye – Ahlvin, Kosel, Mauss, Stierman, and McCoy; Nay – None

The meeting adjourned at 6:00 p.m.

Respectfully submitted,



Shena Moon, Associate Planner

June 26, 2025
Adopted