

MINUTES
CITY OF DUBUQUE ZONING BOARD OF ADJUSTMENT
REGULAR SESSION

5:00 p.m.

Thursday, July 24, 2025

City Council Chambers, Historic Federal Building

Board Members Present: Vice Chairperson Keith Ahlvin, Board Members Rena Stierman and Matt Mauss.

Board Members Excused: Gwen Kosel and Jonathan McCoy

Board Members Unexcused: None

Staff Members Present: Shena Moon, Travis Schrobilgen, and Jason Duba

CALL TO ORDER: The meeting was called to order by Vice Chairperson Ahlvin at 5:14 p.m.

MINUTES: Motion by Mauss, seconded by Stierman, to approve the minutes of the June 26, 2025 Zoning Board of Adjustment meeting as submitted. Motion carried by the following vote: Aye – Mauss, Stierman, and Ahlvin; Nay – None.

DOCKET – 24-25: Application of Corey Koppes, 3994 Oneida Avenue, to construct a 2,400 sq. ft. detached garage 20' in height for a total of 4,300 sq. ft. of detached accessory structures and to place a deck 0' from the south side property line where 6' minimum setback, a maximum of 1,000 sq. ft. of detached structures and 15' in height is permitted in the R-1 Single-Family Residential zoning district.

Corey Koppes, 3994 Oneida Avenue, spoke in favor of the request. He explained that he's now planning to construct the garage behind his house, which means he would not have to consolidate his two lots. He said he's also seeking approval for his other accessory structures including his pool, pool deck and pergola, and approval for the side yard setback for his pool.

There was no public input.

Staff Member Schrobilgen detailed the staff report noting that this is a new application from last month and includes some changes from last month's denied request. He explained the proposed garage would be located behind the house and on the same lot. He said it will meet the north side property line and noted the other accessory structures involved in the request including the pool, pool deck, and pergola. He stated the applicant would be required to provide a hard surface driveway to the garage. He referred to the five support letters from neighbors.

Board Member Mauss voiced his support for residents having the ability to store their belongings. He expressed support for the proposed garage in the new location and proposed a condition that no prohibited business activity be allowed unless otherwise permitted as a no-impact home-based business as defined by the state or as a permitted home-based business per the Unified Development Code.

Board Member Stierman agreed with Mauss.

Vice Chairperson Ahlvin agreed and noted that the resident of 895 Salem Street would potentially be most impacted by the new garage, and they signed a support letter.

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

1. No commercial activity shall be permitted unless otherwise lawfully allowed pursuant to Iowa State Code regulations for No Impact Home-Based Businesses or as a permitted Home-Based Business pursuant to City Code.

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

DOCKET – 25-25: Application of Zoe Zeien, 705 Caledonia Place, to convert a duplex into three units with 5,857 sq. ft. of lot area where a minimum of 6,000 sq. ft. is required in an R-3 Moderate Density Multi-Family Residential zoning district.

Vice Chairperson Ahlvin noted that Docket 25-25 and 26-25 are both for this property and would be heard together but voted on separately.

Zoe Zeien, 1564 Parkway Street, spoke in favor of the request. She explained that they bought the property and that the attic was finished at that time. Then they realized the third unit wasn't permitted and the zoning didn't allow it as a living space, so they are trying to legalize it as a habitable unit. She said that the property does not have parking onsite due to site configuration and topography, but they did not have issues finding parking when they occupied the third unit from December through February. She noted they found openings for parking along the street. She stated that they have been communicating with Building Inspector Jeff Zasada who has provided them with direction from a building code perspective.

A letter of opposition from the neighbor at 704 Caledonia was presented to the Board and applicant. The letter expressed concern about parking. Ms. Zeien responded that they didn't experience a parking shortage when they occupied the third unit.

Susan Cronk, 782 Caledonia Place, expressed opposition, noting that parking is not good, especially in winter when people don't park against the curb. Ms. Zeien responded that their tenants are two single moms with one car each, and that the proposed third unit is one bedroom.

Staff Member Schrobilgen detailed the staff report noting the property will also need to be rezoned to R-3 in order to allow the third dwelling unit, so if approved by the Board the approval would be contingent on approval of the rezoning. He explained that if the property is converted to three units, each unit would require 2,000 square feet of lot area for a total of 6,000, so they are 143 square feet short of lot area. He said that this is relatively insignificant, especially with the park behind the property. He stated that no public comments were received about lot area, but now two neighbors have expressed opposition to the parking variance request. He explained the calculation of parking credits and parking requirements would require a variance for one parking space, not two as was indicated in the public notice. He explained the new state statute which allows for the request of dimensional variances, which are to be judged by the practical difficulty standard and not the hardship standard as they were previously. He noted that the property received approval of a Conditional Use Permit in 2019 which allowed for a 'tourist home' which is essentially a short-term rental.

Vice Chairperson Ahlvin asked if parking is allowed only along one side of the Caledonia Place and staff confirmed that yes, parking is only allowed on western side of the street.

Board Member Mauss asked if parking was part of the previously approved Conditional Use Permit, and Schrobilgen replied that it was not.

Board Member Stierman asked if there had been any parking variances approved along Caledonia Place, and Schrobilgen replied that no variances are on file and that many properties are legally non-conforming with respect to parking.

The Board Members expressed concern about the parking variance, indicating that request would not be likely to pass. Vice Chairperson Ahlvin asked Ms. Zeien if she would like to table with the hope that more members would be present next time. She replied yes.

Motion by Ahlvin, seconded by Mauss, to table the request to a future meeting. Motion carried by the following vote: Aye – Mauss, Stierman, and Ahlvin; Nay – None.

DOCKET – 26-25: Application of Zoe Zein, 705 Caledonia Place, convert a duplex into three units with a deficit of two (2) off-street parking spaces in an R-3 Moderate Density Multi-Family Residential zoning district.

Motion by Ahlvin, seconded by Mauss, to table the request to a future meeting. Motion carried by the following vote: Aye – Mauss, Stierman, and Ahlvin; Nay – None.

DOCKET – 27-25: Application of Cathy Jo Miller, 1817 Rhomberg Avenue, to construct an attached deck 4' from the front property line where a minimum of 10' is required in a R-2A Alternate Two-Family Residential zoning district.

Cathy Jo Miller, 1817 Rhomberg Avenue, spoke in favor of the request. She explained that she would like to extend the deck across the front of her house with stairs going back

along the side of her home and with stairs aligned with the front door.

There was no public input.

Staff Member Duba detailed the staff report noting the characteristics of the subject property and the surrounding neighborhood. He noted the dimensions of the proposed deck and that it would not extend further toward the street than the current deck.

Vice Chairperson Ahlvin asked if there would be a roof over the deck, and Ms. Miller replied no. Ahlvin asked if she would be amenable to the condition that the deck remain of an open design, and Miller replied yes, that's her plan.

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

1. The deck shall remain of an open design.

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

DOCKET – 28-25: Application of Lisa and Jesse Maas, 1843 Auburn Street, to construct garage additions 0' from the front property line and 10' from the rear property line where a minimum of 20' is required from each and to allow 48.5% lot coverage where 40% is permitted in an R-1 Single-Family Residential zoning district.

Jesse Maas, 1843 Auburn Street, spoke in favor of the request. He explained that they plan to tear down the front garage and the back garage and build back bigger and better garages and build a deck.

There was no public input.

Staff Member Moon detailed the staff report noting the two existing garages to be demolished and two new garages would be built in their place. She explained that the applicant is proposing a one-stall addition to the existing front garage which would have a 0' setback, just as it currently does. She stated that a new three-stall garage would be constructed at the rear of the residence, 10' from the rear property line. She stated that the applicant is seeking approval for reduced front and rear yard setbacks, and to allow 48.5% of the lot to covered 40% maximum is allowed.

Board Member Mauss asked about building materials, and Mr. Maas replied that they would have vinyl siding.

Board Member Stierman asked about applying conditions of managing stormwater on the property and hard surface driveway.

Motion by Mauss, seconded by Stierman, to approve the request with the following conditions:

1. The building materials shall be residential in nature.

2. Stormwater shall be managed on the subject property.

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

DOCKET –29-25: Application of John Mueller, 1925 St. Ambrose Street, to construct a detached garage 4' from the rear property line and 2' from the side property line where a minimum of 6' is required, to construct an open porch and attached deck, and to allow 41% of lot coverage where 40% is permitted in an R-1 Single-Family Residential zoning district.

John Mueller, 1925 St. Ambrose Street, spoke in favor of the request. He explained that he's looking to build a detached garage, deck, and porch. He displayed signatures from his neighbors supporting this request.

There was no public input.

Staff Member Duba detailed the staff report noting the characteristics of the subject property and the surrounding neighborhood. He described the proposed project and its three components of the garage, deck, and porch. He noted the setbacks of the garage. He explained that the existing porch, deck, and stairs would be demolished. The new total lot coverage would be 41%, one percentage point over the 40% limit.

Board Members expressed support for the project and identified several conditions of approval which Mr. Mueller was amenable to.

Motion by Mauss, seconded by Stierman, to approve the request with the following conditions:

1. The building materials shall be residential in nature.
2. Stormwater be managed on the subject property.
3. Hard surface driveway shall be provided to the garage.
4. Porch and deck shall remain of an open design.

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

DOCKET – 30-25: Application of Roseann Schromen, 1570 Seippel Road, to construct a 370 sq. ft. ground mounted solar array with a total of 6,640 sq. ft. of detached accessory structures where 100 sq. ft. and 1,000 sq. ft. maximum is permitted in an AG Agriculture zoning district (default R-2A).

Roseann Schromen, 1570 Seippel Road, spoke in favor of the request. She explained that the proposed location is the best place for the array. She said a neighbor to the north also has a solar array. She said neighbors won't be able to see it.

There was no public input.

Staff Member Moon detailed the staff report noting that the property is zoned AG, and it

is legally non-conforming in that it is improved with a single-family home without an active agriculture use and has more than 1,000 square feet of accessory structures. She said the ground mounted solar array would have an area of 370 square feet, which would bring the total area of detached accessory structures up to 6,640 square feet. She noted that from the proposed location the closest neighbor is 335' away. She stated that the array complies with the maximum height limit.

Board Members expressed support for the request, noting the property to the north is agricultural, and no neighbors seem to be affected by the array.

Motion by Mauss, seconded by Stierman, to approve the request as submitted. Motion carried by the following vote: Aye – Mauss, Stierman, and Ahlvin; Nay – None.

ITEMS FROM PUBLIC: None.

ITEMS FROM BOARD: None.

ITEMS FROM STAFF: Staff Member Moon noted the next meeting is August 28 at 5:30pm. Board Member Mauss replied that he may not be able to attend and would let confirm with staff soon.

ADJOURNMENT: Motion by Ahlvin, seconded by Mauss, to adjourn the July 24, 2025 Zoning Board of Adjustment meeting. Motion carried by the following vote: Aye – Mauss, Stierman, and Ahlvin; Nay – None.

The meeting adjourned at 6:01 p.m.

Respectfully submitted,



Shena Moon, Associate Planner

August 28, 2025

Adopted