



# Approved

**MINUTES  
ZONING ADVISORY COMMISSION  
REGULAR SESSION**

6:00 p.m.  
Wednesday, March 6, 2013  
City Council Chamber  
350 W. 6<sup>th</sup> Street, Dubuque, Iowa

---

**PRESENT:** Vice Chairperson Patrick Norton; Commissioners Ron Smith, Stephen Hardie, Martha Christ and Tom Henschel; Staff Member Guy Hemenway.

**ABSENT:** Chairperson Charles Miller and Commissioner Eugene Bird, Jr.

---

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

**AFFIDAVIT OF COMPLIANCE:** Staff presented an Affidavit of Compliance verifying that the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** The minutes of the February 6, 2013 Zoning Advisory Commission meeting were approved unanimously as submitted.

**ACTION ITEM\PLAT OF SURVEY:** Application of M. K. Properties, LLC for approval of the Plat of Survey Littleton and Sawyer's Subdivision Plat 2 for property located at 2172 Hodgden Street/672 Clarke Drive.

Matt Michels, 2172 Hodgden Street, spoke in favor of his request. He said that he purchased the house at 2172 Hodgden Street with the understanding that the garage behind was included with the property. He said that after he discovered the garage was not included, he approached the adjacent property owner and asked to subdivide the lot, placing the garage on his property.

Staff Member Hemenway noted that the lot split will enable the property owner to transfer the garage to his lot and will make both properties compliant regarding off-street parking requirements. He said that the existing lots are substandard in that they have approximately 40 feet of frontage when 50 feet minimum is required. He said that the lot split will create two new lots, both with the same amount of frontage as they currently have and therefore the non-conformity will not be increased. He said that, however, as the new lots are still substandard, the Commission has to approve them. He recommended that the Commission approve the lot split subject to waiving the lot frontage requirements for Lots 1 and 2.

Commissioners discussed the request and felt it was appropriate.

Minutes – Zoning Advisory Commission

March 6, 2013

Page 2

Motion by Hardie, seconded by Christ, to approve the subdivision plat for property located at 2172 Hodgden Street subject to waiving the lot frontage requirements for Lots 1 and 2. Motion carried by the following vote: Aye – Smith, Hardie, Christ, Norton and Henschel; Nay –None.

**PUBLIC HEARING\TEXT AMENDMENT:** Application of the City of Dubuque for a text amendment to amend Articles 5 and 14 of the Unified Development Code regarding Off-Street Parking Requirements to add “Parks, Public or Private, and similar Natural Recreation Areas” to the list of land uses.

Staff Member Hemenway outlined the City’s request, noting that the amendment would clarify parking requirement for parks and golf courses. He said that parks are listed as permitted uses in a number of zoning districts, but, there currently is no parking requirement listed in the Unified Development Code for them. He said that the amendment also will separate parks and golf courses, giving them each separate parking requirements.

Commission members discussed the request and felt it was appropriate.

Motion by Hardie, seconded by Smith, to approve the text amendment as submitted. Motion carried by the following vote: Aye – Smith, Hardie, Christ, Norton and Henschel; Nay –None.

**PUBLIC HEARING\TEXT AMENDMENT:** Application of the City of Dubuque for approval of a text amendment to amend Article 13-3.6(A) of the Unified Development Code regarding installation of sidewalks.

Staff Member Hemenway outlined the proposed amendment to Article 13-3.6(A) of the UDC regarding sidewalks taken from the site plan design standards. He said the amended language would refer a contractor or developer to the sidewalk installation and repair standards set forth in the City Code Section 10-2.1. He said this would help clarify sidewalk requirement by providing more detailed specifications and by outlining the sidewalk waiver request process.

Commission members discussed the request and felt it was appropriate.

Motion by Hardie, seconded by Smith, to approve the text amendment to Article 13-3.6(A) of the Unified Development Code. Motion carried by the following vote: Aye – Smith, Hardie, Christ, Norton and Henschel; Nay –None.

**ADJOURNMENT:** The meeting adjourned at 6:30 p.m.

Respectfully submitted,

---

Guy Hemenway, Assistant Planner

---

Adopted