

MINUTES
ZONING ADVISORY COMMISSION
SPECIAL SESSION

Wednesday, March 25, 2009
6:00 p.m.
City Council Chamber
350 W. 6th Street, Dubuque, Iowa

PRESENT: Chairperson Jeff Stiles; Commissioners Ron Smith, Stephen Hardie, Martha Christ, Patrick Norton, Charles Miller and Tom Henschel; Staff Members Laura Carstens, Kyle Kritz and Guy Hemenway.

ABSENT: None.

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

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

WORK SESSION/UNIFIED DEVELOPMENT CODE:

Article 11 Land Subdivision, Article 12 Site Development and Proposed TND Traditional Neighborhood District Overlay and Design Guidelines: Staff Member Carstens noted that the Commission had almost concluded review of Article 11 and would then be reviewing Article 12 of the Unified Development Code. She summarized the high points of Article 12. Staff Member Kritz noted that the street tree policy had been distributed to the Commission as requested.

Commissioner Hardie asked who pays for required street trees. Staff Member Kritz said that the street tree requirements currently are not mandatory. Commissioners debated the need to make street tree requirements mandatory and whose responsibility it is to pay for said trees. Commissioners discussed clarifying the language regarding street trees. Commissioners decided to not require street trees and directed staff to clarify the language regarding street tree installation. Commissioners said they felt that street tree installation should be left to the discretion of the property owner.

The Commission discussed the timing and responsibility for sidewalk installation in Article 11 and Article 12. No changes were recommended by the Commission.

The Commission reviewed Article 12. In response to a question from Commissioner Norton, Staff Member Kritz noted that if a developer were to conduct preliminary grading

they would be required to obtain a grading and erosion control permit from the Engineering Department for sites of one acre or more. The Commission recommended that the requirement for a grading and erosion control permit be noted in Article 12.

Commissioner Norton recommended that the site plan pre-application conference language be consistent with the language on the site plan checklist. Commissioners discussed the site plan process and the site development timeframe. Commissioner Hardie asked Staff to clarify the site lighting requirements. Commissioner Norton asked if the site lighting requirements should be more stringent regarding vertical light. Staff and Commission discussed concerns with lighting impacts on adjacent properties. After discussion, the Commission decided not to change the proposed lighting requirements.

Commissioner Norton asked that staff add a diagram to Section 12-8(5). Commissioners discussed exterior storage and trash screening. Staff clarified said requirements.

The Commission discussed green roof requirements for big box development. Staff Member Kritz discussed his research on green roofs. Staff Member Carstens noted that pervious pavement could be installed in lieu of a green roof. Commissioners asked that staff provide more information regarding green roofs at which time they will revisit the issue.

Commissioner Hardie questioned the requirement for public amenities required for big box retail businesses. Commissioner Smith agreed and the Commission asked that provision of amenities be made voluntary.

Commissioners discussed Section 12-10(B) regarding sidewalks, walkways and entrances for big box retailers. Commissioners felt that these requirements should be voluntary.

Commissioner Hardie asked why transit facilities should be provided at the owner's expense. After discussion, the Commission recommended that an area be provided that could accommodate a transit facility, but that the City be required to pay for the installation of the transit shelters.

The Commission and staff discussed the rationale for specific biofuel facility regulations. Commissioner Norton recommended that biofuel standards be extended to all industrial development. The Commission disagreed with this recommendation. No changes were recommended.

Staff Members Kritz and Carstens discussed the green space requirement for site landscaping, noting that sites must provide 20% of total permeable area and half the permeable area must be landscaped. Commissioner Norton recommended an explanatory calculation be included. Commissioners agreed.

The Commission discussed the landscape requirements and agreed they are appropriate.

Commissioner Smith asked if site plan standards could be waived by the Zoning Advisory Commission. Staff Member Carstens said that she would research that option with Legal staff.

Commissioners further discussed landscape standards, recommending that the street tree language in Section 12-12.7 be made more uniform with the changes discussed for Article 11. Commissioner Miller recommended that the maintenance of landscaping and screening in Section 12-12.8(1) be combined with the installation, maintenance and replacement of landscaping language in Section 12-12.10.

Staff Member Carstens discussed TND Traditional Neighborhood Design. She noted that the Citizens Advisory Committee recommended that the standards be advisory guidelines, not requirements. After some discussion, the Commission agreed with this recommendation.

ITEMS FROM COMMISSION:

Chairperson Stiles asked staff to explore the ability for a person that lives within Dubuque's two-mile jurisdiction to be able to join a Board or Commission. Staff said that they would confer with Legal staff regarding this request.

ITEMS FROM STAFF:

Approval of Revised Zoning Advisory Commission Bylaws regarding meeting time. Staff Member Kritz outlined the revision to the Zoning Advisory Commission Bylaws regarding the change to the meeting time. He also noted a grammatical error in Section 10 (Shorthand Report), second sentence.

Motion by Miller, seconded by Hardie, to approve the change in the Bylaws, with the grammatical correction as noted, and rescheduling the Zoning Advisory Commission meeting from 6:30 p.m. to 6:00 p.m. Motion carried by the following vote: Smith, Hardie, Christ, Norton, Miller, Henschel and Stiles; Nay – None.

ADJOURNMENT: The meeting adjourned at 9:15 p.m.

Respectfully submitted,



Kyle L. Kritz, Associate Planner



Adopted