



Approved

MINUTES
CITY OF DUBUQUE ZONING ADVISORY COMMISSION
REGULAR SESSION

6:00 p.m.

Thursday, August 1, 2018
City Council Chamber, Historic Federal Building

Commissioners Present: Chairperson Tom Henschel; Commission Members Pat Norton, Rich Russell, Laura Roussell, Steve Baumhover, Michael Belmont, and Martha Christ; Staff Members Kyle Kritz and Travis Schrobilgen.

Commissioners Excused: None.

Commissioners Unexcused: None.

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

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

MINUTES: Motion by Christ, seconded by Norton, to approve the minutes of the July 5, 2018 Zoning Advisory Commission meeting as submitted. Motion carried by the following vote: Aye – Baumhover, Christ, Norton, Roussell, Russell, Michael Belmont, and Henschel; Nay – None.

ACTION ITEMS: None.

PUBLIC HEARINGS

PUD AMENDMENT: Application of IIW / Sisters of Charity to amend the PUD Planned Unit Development District to facilitate the development of a senior living community.

Chairperson Henschel provided a brief overview of the request.

Sister Teri Hadro of 1100 Carmel Drive discussed the request noting the number of past Zoning Advisory Commission meetings they went through to develop and address the Commission's concerns for the existing PUD. She noted the continued need for space and detailed the requested amendment to add 4.5 acres in the southeast corner. She discussed the Sisters' partnership with Presbyterian Homes and Services. Sister Teri also discussed holding a neighborhood meeting which had more than forty invitations sent out and about a dozen neighbors in attendance. She concluded by mentioning the Sisters prefer to keep the space open to the public.

Bill Hagstrom of Presbyterian Homes, 2845 Hama Avenue, Minnesota, detailed their reasons to amend the PUD – put care facilities on one side of the property and senior care on the other. He noted they are in the Certificate of Need process. He reviewed the timeline for development with Phase 1 beginning in the spring of 2019 and completed in the summer of 2020 with Phase 2 expected to be completed in 2021, then they will hold there until further notice.

Mike Jansen with IIW Engineers & Surveyors, 4155 Pennsylvania Avenue noted IIW was involved for the 2015 PUD process as well. He discussed the concept plan noting the same number of rooms but a different distribution. He discussed fitting the building to the site as opposed to changing the landscape to fit the building. The new concept has a built-in buffer from on-site traffic. He also clarified that figure 1.1 in the packet shows 452 units – but was labelled 155 elsewhere. 452 units is correct. He also noted the traffic analysis reduced traffic peak hour from 152 in the 2015 plan to 134 in the requested amendment.

Commissioner Roussell asked for clarification on the Certificate of Need.

Staff Member Kritz detailed the staff report noting this request is a refinement of the 2015 layout. He discussed the applicant held a neighborhood meeting and invited neighbors from farther than the standard 200-foot notification distance. He noted that staff used this same larger notification area for notice of the Commission hearing. He pointed out both Fire Department and Engineering Department attachments. He mentioned the continuing process of Development Review Team for code review regarding fire, stormwater, sanitary sewer, water, and other service requirements as the project moves from a PUD conceptual plan through the site plan review process.

Commissioner Norton pointed out that the only difference is the addition of land area in the PUD. Staff Member Kritz confirmed Commissioner Norton's observation.

Commissioner Belmont asked if there will be appropriate fire access. Staff Member Kritz noted the correspondence from the Fire Department regarding the Fire Code and access requirements. Mike Jansen responded saying they will continue attending Development Review Team as they go along to remain compliant with all state and local requirements. Staff Member Kritz clarified the Fire Department will work with the developer regarding a secondary access as part of the Site Plan Review and a City Code requirement for secondary access does not need to be part of the PUD.

Commissioner Christ mentioned her appreciation of the applicant's diligent effort to preserve the land and its topography.

Chairperson Henchel asked if there were letters of support. Staff Member Kritz noted there was one letter submitted and it was neither for or against the request.

Motion by Christ, seconded by Baumhover, to approve the PUD Amendment as submitted. Motion carried by the following vote: Aye – Baumhover, Christ, Belmont, Norton, Roussell, Russell, and Henschel; Nay – None.

ITEMS FROM PUBLIC: None.

ITEMS FROM COMMISSION: Amended By-Laws

Staff Member Kyle Kritz discussed the addition of *Article V: Ex Parte Communication Policy For Rezonings* to the By-Laws was reviewed at the prior meeting and revised as requested.

Motion by Norton, seconded by Christ, to amend the Zoning Advisory Commission By-Laws as submitted. Motion carried by the following vote: Aye – Baumhover, Christ, Norton, Belmont, Roussell, Russell, and Henschel; Nay – None.

ITEMS FROM STAFF: None

ADJOURNMENT: Motion by Norton, seconded by Christ, to adjourn the August 1, 2018 Zoning Advisory Commission meeting. Motion carried by the following vote: Aye – Baumhover, Christ, Norton, Belmont, Roussell, Russell, and Henschel; Nay – None.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,



Kyle L. Kritz, Associate Planner



Adopted