



Approved

**MINUTES  
CITY OF DUBUQUE ZONING ADVISORY COMMISSION  
REGULAR SESSION**

6:00 p.m.

Wednesday, March 6, 2019

City Council Chamber, Historic Federal Building

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

**Commissioners Excused:** Commissioner Laura Roussell.

**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 Russell, seconded by Christ, to approve the minutes of the February 6, 2019 meeting. Motion carried by the following vote: Aye – Russell, Belmont, Christ, and Henschel; Nay – None Abstain – Baumhover, Norton.

**PUBLIC HEARING/REZONING:** Application of Terry Wilson to rezone property located at 1640 Main Street from R-4 Multi-Family Residential Zoning District to OR Office-Residential Zoning District.

Terry Wilson, Executive Administrator for Emmaus International, explained the proposal to rezone the property from R-4 to OR with the intent to rehab the existing funeral home for office space. The applicant noted that the primary employees would be editorial and marketing staff.

Staff Member Schrobilgen presented the staff report noting the location, surrounding zoning and land use, the size of the parcel and building, and the status of existing off-street parking. Staff reviewed the uses permitted in the R-4 and OR zoning districts. Planning staff indicated that the uses permitted in the OR district may be less intense than those permitted in the R-4 district.

The Zoning Advisory Commission discussed the request and felt that it was appropriate.

Motion by Norton, seconded by Christ, to approve the rezoning request from R-4 Multi-Family Residential Zoning District to OR Office Residential Zoning District. Motion carried by the following vote: Aye - Russell, Christ, Norton, Baumhover, Belmont, and Henschel; Nay – None.

**PUBLIC HEARING/REZONING:** Application of Michael Portzen, SWAD, LLC., to rezone property located west of English Mill Road and south of SW Arterial from A-1 County Agricultural Zoning District to C-3 General Commercial Zoning District in conjunction with annexation.

Mike Portzen, 16748 Thunder Hills Road, representing SWAD, LLC, described the proposal noting that SWAD LLC owns the adjacent lot to the west. He said that he needs the additional acreage provided by this rezoning to develop the property for a big box retailer.

Staff Member Kritz reviewed surrounding zoning and land use, noting existing and future access associated with the proposed property and the U.S. 20 / SW Arterial interchange. Staff stated that a big box store over 60,000 sq. ft., as Portzen is proposing, requires that the property to be rezoned to a Planned Commercial District. He noted that this would afford the Zoning Advisory Commission another opportunity to review the request. Staff indicated that as part of developing the site the developer will need to submit subdivision plats and site plans for review. He noted that any future development would be reviewed by City departments to ensure compliance with the Unified Development Code and SUDAS (Statewide Urban Design and Specifications) regulations.

Planning staff noted that interchanges are typical locations for commercial and/or multifamily residential development and that the adjacent roadway system and public utilities have been designed and constructed to accommodate the anticipated development in the area.

Commissioner Norton asked if staff received any letters expressing opposition to the project. Staff member Kritz said that they have not received any letters but that one individual inquired about the proposed rezoning. He also noted that Mr. Portzen held a neighborhood meeting prior to the rezoning request.

Commissioners discussed the proposal and felt it was appropriate.

Motion by Baumhover, seconded by Belmont, to rezone property located west of English Mill Road and south of SW Arterial from A-1 County Agricultural Zoning District to C-3 General Commercial Zoning District in conjunction with annexation. Motion carried by the following vote: Aye - Russell, Christ, Norton, Baumhover, Belmont, and Henschel; Nay – None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** None.


**ITEMS FROM STAFF:** None.

**ADJOURNMENT:** Motion by Russell, seconded by Christ, to adjourn the March 6, 2019 Zoning Advisory Commission meeting. Motion carried by the following vote: Aye - Russell, Christ, Norton, Baumhover, Belmont, and Henschel; Nay – None.

The meeting adjourned at 6:23 p.m.

Respectfully submitted,

  
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Kyle L. Kritz, Associate Planner

  
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Adopted