



# Approved

**MINUTES  
ZONING ADVISORY COMMISSION  
REGULAR SESSION**

6:00 p.m.

Wednesday, April 7, 2021  
Virtual Meeting

Due to the COVID-19 pandemic and mandates for social distancing, this meeting was conducted virtually.

**Commissioners Present:** Chairperson Martha Christ; Commission Members Steve Baumhover, Rebecca Kemp, Brittany Loeffelholz, Matthew Mulligan, Pat Norton, and Rich Russell

**Commissioners Excused:** None

**Commissioners Unexcused:** None

**Staff Members Present:** Wally Wernimont, Guy Hemenway, Jason Duba and Travis Schrobilgen

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

**MINUTES:** Motion by Mulligan, seconded by Norton, to approve the minutes of the March 3, 2021 meeting. Motion carried by the following vote: Aye – Baumhover, Kemp, Loeffelholz, Mulligan, Norton, Russell, and Christ; Nay – none.

**ACTION ITEM/FINAL PLAT:** Application of Sandra and James Regan to approve the Final Plat of North Cascade Road – east of Super 20 Mobile Home Park Parcels 1507400005, 1507400002, 1507252005, 1507400001 and 1507400003 aka Regan Farm Subdivision.

Dave Schneider, Surveyor, 906 1<sup>st</sup> St Farley, Iowa, spoke on behalf of the Regans. Mr. Schneider explained that this plat is coming before the Commission because it is within the City's two-mile extraterritorial jurisdiction. He said the property has been used as agricultural ground. He stated that the owners are seeking to reconfigure five parcels into two so they could deed Lot 2 to their daughter and son-in-law to build a house and leave access for agricultural uses.

Staff Member Schrobilgen detailed the staff report, noting the Regan Farm Subdivision creates two new lots out of five existing lots. He said that Lot 2 is substandard with no street frontage and will be accessed through an easement on Lot 1. He said reconfiguring the lots should have little effect on surrounding development or residential density and will allow a single family residence to be constructed on the property. He noted that staff recommends approval as submitted subject to waiving the lot frontage requirement for Lot 2.

Motion by Norton, seconded by Loeffelholz, to approve the Final Plat of North Cascade Road – east of Super 20 Mobile Home Park Parcels 1507400005, 1507400002, 1507252005, 1507400001 and 1507400003 aka Regan Farm Subdivision as submitted, subject to waiving the lot frontage requirement for Lot 2. Motion carried by the following vote: Aye – Baumhover, Kemp, Loeffelholz, Mulligan, Norton, Russell, and Christ; Nay – none.

**ACTION ITEM/PLAT OF SURVEY:** Application of Buesing and Associates, Inc. to approve the Plat of Survey of 2887 and 2917 Central Avenue aka Paragon Square #2.

Mr. Norton recused himself citing a potential conflict of interest.

Mary Lou Baal, spoke on behalf of Holy Spirit Parish. She noted that the lots are owned by Holy Spirit Parish, and that they want to sell a portion of the property to the developer of the Paragon Square multi-family housing project at the old Holy Ghost School for parking and lot area.

Staff Member Hemenway detailed the staff report, noting the submitted Plat of Survey of 2887 and 2917 Central Avenue aka Paragon Square #2 allows the proposed development to continue while meeting lot area and parking requirements. He noted that the project entails converting the former parish house into ten residential units and that the conversion requires that the developer provide a minimum of 1,200 square feet of lot area per unit and a minimum of 15 off-street parking spaces. He noted that the purchase of Lot 2 by Paragon Square will enable them to meet those standards.

Staff member Hemenway also noted that, despite not having street frontage, Lot 1 will have access to Central Avenue through the Holy Spirit campus and through a 24' access easement at 2901 Central Avenue. He said that approval is subject to waiving the lot frontage requirement for Lot 1.

Motion by Baumhover, seconded by Mulligan, to approve the Plat of Survey of 2887 and 2917 Central Avenue aka Paragon Square #2 as submitted, subject to waiving the lot frontage requirement for Lot 1. Motion carried by the following vote: Aye – Baumhover, Kemp, Loeffelholz, Mulligan, Russell, and Christ; Abstain – Norton; Nay – none.

**PUBLIC HEARING/TEXT AMENDMENT:** Application of the City of Dubuque text amendment to Articles 16-9-5-3: City Council Action, 16-11-2: Applicability and 16-13-2: Applicability of the Unified Development Code to remove references to Southwest Arterial Corridor Moratoriums and Subdivision Review.

Planning Services Manager Wally Wernimont discussed the application. He noted that the City of Dubuque wishes to remove references to the Southwest Arterial that were established to control development around the Southwest Arterial Corridor, as they are no longer necessary now that the project is completed.

Motion by Mulligan, seconded by Kemp, to approve the text amendment as submitted. Motion carried by the following vote: Aye – Baumhover, Kemp, Loeffelholz, Mulligan, Norton, Russell, and Christ; Nay – none.

**PUBLIC HEARING/PUD AMENDMENT:** Application of Conlon Construction to amend the Historic Millwork District Planned Unit Development to allow removal of the building behind 898 Jackson Street (Parcel # 10-24-484-002).

Mr. Mulligan and Mr. Norton recused themselves citing potential conflicts of interest.

Benjamin Beard, Straka Johnson Architects, spoke on behalf of the applicant. He said that Conlon Construction is renovating the adjacent Kretschmer manufacturing building, 220 E 9<sup>th</sup> Street, and needs to install an electrical transformer. He said the subject building is landlocked on three sides and in disrepair and that the proposal is to remove the building, locate a transformer there, and create some greenspace.

Staff Member Hemenway detailed the staff report, noting that demolition within the Historic Millwork District (HMD) PUD must be consistent with the district's Master Plan. He said the Master Plan identifies this structure as "existing building redevelopment". He said that as the HMD concept plan shows the subject building as being adaptively reused, the City Council must approve an amendment to allow removal of the building. He noted the intent of the HMD PUD was to prevent wholesale demolition of large, place-defining buildings, but that is not the case with this small non-descript concrete block structure. He noted that the future use of the space would still have to meet HMD design standards or be approved through another HMD PUD amendment.

Motion by Russell, seconded by Loeffelholz, to approve the amendment to the Historic Millwork District Planned Unit Development to allow removal of the building behind 898 Jackson Street (Parcel # 10-24-484-002) as submitted. Motion carried by the following vote: Aye – Baumhover, Kemp, Loeffelholz, Russell, and Christ; Abstain – Mulligan, Norton; Nay – none.

**ITEMS FROM PUBLIC:** None

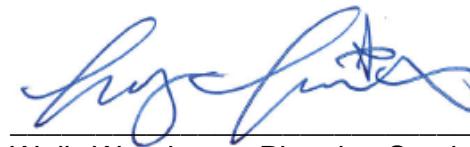
**ITEMS FROM COMMISSION:** None

**ITEMS FROM STAFF:** None

**ADJOURNMENT:** Motion by Norton, seconded by Kemp to adjourn the April 7, 2021 Commission meeting. Motion carried by the following vote: Aye – Baumhover, Kemp, Loeffelholz, Mulligan, Norton, Russell, and Christ; Nay – none.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,



Wally Wernimont, Planning Services Manager

May 5, 2021

Adopted