



# Approved

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
REGULAR SESSION**

5:30 p.m.

Thursday, July 17, 2025  
City Council Chambers, Historic Federal Building

**Commissioners Present:** Chairperson Janice Esser; Commissioners, Tim Gau, Christina Monk, Rick Stuter, Chad Witthoeft, Adam Schwendinger

**Commissioners Excused:** Bill Doyle and Heidi Pettitt

**Commissioners Unexcused:** none

**Staff Members Present:** Wally Wernimont and Chris Happ Olson

**CALL TO ORDER:** The meeting was called to order by Chairperson Janice Esser at 5:30 p.m.

**MINUTES:** Motion by Gau, seconded by Schwendinger, to approve the minutes of July 17, 2025 meeting as submitted. Motion carried by the following vote: Aye – Janice Esser, Tim Gau, Christina Monk, Rick Stuter, Chad Witthoeft, Adam Schwendinger; Nay – none.

**ACTION ITEMS:**

**DESIGN REVIEW**

Applicant: American Tower Corporation, Jim Moser  
Owner: City of Dubuque  
Address: Madison Park, 1824 N. Main Street (cellular tower)  
Project: Modification to cellular antennae monopole  
District: Jackson Park Neighborhood Conservation District  
Seminary Hill Residential National Register Historic District

Staff Member Happ Olson presented the staff report noting its location in the Seminary Hill Conservation District and Jackson Park National Register Historic District and its visibility from multiple local and National Register historic districts. She explained the history of the site and referred to contemporary and historic imagery and information throughout the staff report. She also referred to the previous Historic Preservation Commission case where American Tower, the same company presenting today, requested permission for a monopole, mimicking a flag pole, which was approved with conditions in 2008. She noted the company proposed one option in the application, not providing alternative locations or designs. She described the Commission's advisory

role, with the City of Dubuque as the owner, having signed the application, but noted the signature was an allowance to make the application, not an approval of the proposed project. The Commission shall review the application and make a recommendation to City Council, who ultimately has the final review.

Commissioner Monk asked if the dimensions are changing on the pole. Happ Olson noted the same pole was being used and a 5' wide by 10' tall cylinder structure would be added over the new antennae to act as a sheath.

Jim Moser, agent for American Tower, approached the podium and stated that this is an upgrade for T-Mobile's existing equipment. The overall size of the pole is changing at the top from 2' wide to 5' wide, which is an addition of 18" on each side. He noted the pole is existing at 50' tall plus the finial.

Commissioner Schwendinger asked if the shield is transparent, and Mr. Moser stated no, the same material will be used that is existing on the monopole.

Commissioner Witthoeft talked about the possibility of a new design, like a monument. He suggested a structure like an obelisk and to help clarify, Happ Olson brought up imagery on the screen to show an obelisk, while referring to the Washington Monument as an example.

Commissioners discussed whether the existing pole mimicked a flag pole, as the proportions to a regular pole and flag were not correct. Staff Member Wernimont stated that he was staff when the original request came through and that he researched based on the size of the pole the appropriate flag size, noting it was correct. Happ Olson noted that the original 2008 proposal showed a different shape and width to the pole that was erected. It was noted that if the proposed sheath was added, flying a flag would be difficult or awkward.

Mr. Moser noted that additions or changes to the tower would require additional funding on the applicant's part. He also asked what the goal was of the Commission, referring to whether the City wanted wireless service. Staff noted that the Commission's goal was to protect the historic features of the community and that other boards and the City Council had other goals to consider as part of the review process.

Commissioner Esser stated that she lives downtown and could not see the pole from downtown with the current foliage. Commissioners debated the value of keeping the pole as a flagpole. Commissioners further discussed the proposed design.

Motion by Monk, seconded by Gau, to recommend to the City Council the application as submitted, with the conditions that 1) the antennae sheath matches the texture, color and surface as the existing pole, and that 2) it no longer should be used as a flagpole. Motion carried by the following vote: Aye – Janice Esser, Tim Gau, Christina Monk, Rick Stuter, Chad Witthoeft, Adam Schwendinger; Nay – none.

**ITEMS FROM PUBLIC:** none

**ITEMS FROM COMMISSION:**

Commissioner Monk noted that the Prairie School Legacy in Iowa Symposium in June was well done and provided kudos to Heritage Works. Staff Member Happ Olson noted that five Commissioners and two staff were able to attend.

**ITEMS FROM STAFF:****Micro-Training Time (memo and syllabus)**

Staff Member Happ Olson presented the concept of bringing micro-trainings to Commissioners, structured at 15 minutes long and at regular meetings as a way to ensure that Commissioners have up-to-date and relevant skills for their work.

Chairperson Esser supported the concept, as long as they weren't too in-depth. She supported a mix of lessons, for instance legal issues and windows.

Staff Member Wernimont noted that the HPC is unusual in that it probably receives more training opportunities than any other board and commission, due to requirements as a Certified Local Government. The City therefore budgets to support members with training. He also noted that not every Commissioner has the availability to attend trainings, and therefore this micro-training will be an opportunity for Commissioners to participate without a lot of commitment.

Commissioners by consensus supported the idea of training and for staff to further develop those trainings.

**Upcoming Training Opportunities (memo)**

Happ Olson referred to the memo that offers a variety of external training opportunities that are upcoming for Commissioners.

**Election of Officers (memo)**

Happ Olson reviewed the memo regarding elections, terms and who is eligible for which position.

Motion by Monk, seconded by Stuter to reelect Chairperson Janice Esser and Vice-Chairperson Tim Gau to the Historic Preservation Commission. Motion carried by the following vote: Aye – Janice Esser, Tim Gau, Christina Monk, Heidi Pettitt, Chad Witthoeft and Adam Schwendinger; Nay – none.

**ADJOURNMENT:** Motion by Schwendinger, seconded by Monk to adjourn the July 17, 2025 Historic Preservation Commission meeting. Motion carried by the following vote: Aye – Janice Esser, Tim Gau, Christina Monk, Rick Stuter, Chad Witthoeft, Adam Schwendinger; Nay – none.

The meeting adjourned at 6:53 p.m.

Respectfully submitted,



Wally Wernimont, Planning Services Director

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August 21, 2025

Adopted