SERGEANT BLUFF, IOWA
Planning and Zoning Commission Minutes

501 4th St 6 PM
February 6, 2024

Attendee Name	Title	Status	Arrived
Shawn Streck	Chairman	Present	
Kevin McGregor	Vice Chairman	Present	
Mark Monson	Board Member	Present	
Dan Hunter	Board Member	Present	
Lance Roberts	Board Member	Present	
Laurie Beardsley	Board Member	Present	

Also in attendance were: Jeanette Kellen, Secretary
Aaron Lincoln, City Administrator
Ron Hanson, City Council
Aaron Johnson, City Inspector
Troy Husen

1. Chairman Streck called the meeting to order at 6:00 pm.

2. Roll Call

3. Approval of December 5th regular meeting minutes, Motion by Monson, 2nd by Hunter to approve minutes from December 5, 2023 meeting, all ayes, motion passes.

4. Discussion and Action Items:

A. Public Hearing for proposed zoning amendment to chapter 165C.15 to change off-street parking and loading requirements.

McGregor made a motion to open the public hearing, 2nd by Hunter, all ayes, public hearing opened at 6:02 p.m.

Aaron Johnson gave an overview of what the changes would be from the old requirements to the new requirements. Said that it requires all buildings that would need a loading space to have a loading space and would increase number of spaces per 50,000 square feet. Streck asked what the parking space issue is. Johnson said the old code had a few categories, and new code would have more categories to just explain it more. He said this will be in line with other communities and provide for more growth. Troy Husen asked if they did an addition in their dental practice, would they be able to consider neighboring businesses spots as theirs by agreement? Husen said currently the dental practice uses Pub 52's spots if needed and Pub 52 uses their lot and Fareway's lot.

Streck called for a motion to close public hearing, motion to close public hearing made by McGregor, 2nd by Beardsley. All ayes, motion passes. The public hearing closed at 6:13 p.m.

B. Commission Discussion and Vote:

Streck asked if there was any other discussion, Monson said he thinks it needs to be made very clear if someone disagrees with the process, or our person, that they know they have

another path through the Board of Adjustments. Streck said that going forward need to make sure that commercial building permits are checked for parking as part of the check list. Johnson agreed and Lincoln said for commercial building permits, it's more than just the building inspector, there is a design review committee that helps with all aspects, like fire and police, along with public works. Streck said he was looking for a recommendation to approve the proposed change. A motion was made by McGregor, 2nd by Hunter, to recommend approving the proposed change to off-street parking and unloading Ordinance chapter 165C.15 and send to City Council for approval.

Roll call vote – Streck yes, McGregor – yes, Beardlsey – yes, Monson – yes, Hunter – yes, Roberts – yes.

All Ayes, motion carried.

C. <u>Discussion and possible action to waive subdivision review for new minor subdivision Southeast of 220th Street at Old Lakeport Road</u>

Streck gave a quick review, said that Troy Husen had built a house out there and sometime last fall, P&Z and City Council agreed to waive the review for smaller subdivision at that time. Streck said this subdivision is coming closer to town and is also bigger. McGregor said the new subdivision is going to be right up to the City's property line. Lincoln said the current City Limit is right down the middle of the road on Lakeport. Streck reminded the Commission that the P&Z will only have the ability to review, doesn't have the ability to enforce. Monson said County will have input on this as well with the drainage. Streck said his opinion would be that with this land touching the city and the possibility of whatever could happen in the future, his opinion is that it is in everybody's best interest that we do not waive the review process. Streck said that during that process they would be able to offer suggestions. Lincoln said that this would be a minor subdivision without utilities. He added that future roads would need to leave a right of way with the City for a trail or utilities. He used Warrior Road as an example of something that had been in the county and was annexed and there wasn't enough room to do what needed to be done. Also said if there going to be zoning issues that could be talked through as far as building size and height if ever annexed. Husen said he doesn't remember the exact wording but when they created the other 4 lot subdivision, the county made them sign something saying the secondary roads the subdivision would pay 50% of the new road from a certain point on. He wants to make sure that is in there with this new subdivision, so wanted to know if the City has the authority to put in a paving contract for a county road, because he would like to have that language in there. He said since the 4 lots currently there have that agreement; he wants to make sure the new 6 lot subdivision also includes that. He said the previous homes weren't included in that, but then you would have all 10 that are forced to pay because it's part of the agreement for the minor subdivision and he doesn't want to leave just the 4 to pay for the whole road. McGregor said that he believes the county would have to put that in there. Husen said that is the part he wants to clarify, because if the city doesn't waive the review process and is involved, he doesn't want it to fall through. McGregor said it still goes through the county, the city would just provide suggestions as far as things like road width and easement areas for future utility access. Lincoln said procedurally, the way he understands it, the city would review the plans, make suggestions, then it would go to the county to do all their reviews. Basically, it's two public processes to get approved. Husen asked if they would prefer the access road to the fields to be moved, he said there isn't much traffic in that area and that's why they picked it. Streck asked if the road had to be in there, Husen said that they need to keep that road, so fields have access and aren't land locked. McGregor said he is in favor of

not waiving review because it is so close to City limits. Husen said that he is willing to follow all steps, he just can't go to County until the City decides. Streck said no intent of holding anything up, it may add a couple weeks if anything to the process if the city does not waive. There was some additional discussion of roads located close to the area and zoning around area. Monson said he would recommend Husen finds out more about drainage. Lincoln discussed the next steps and potential timeline for moving forward.

Motion was made by McGregor, seconded by Beardsley to recommend for the City Council NOT to waive the subdivision rules for the new minor subdivision Southeast of 220th Street at Old Lakeport Road, which is located within two miles of the City limits.

Roll Call Vote: Streck – yes; McGregor – yes; Beardsley – yes; Monson – yes; Hunter – yes; Roberts – yes.

All Ayes, motion carries.

D. Election of Officers:

Monson said he motions to keep current Chairman Streck and Vice Chairman McGregor. 2nd by Beardsley. . All ayes, motion carries. Streck said he appreciates it, also said it is his 20th year and he is announcing his resignation in December.

E. Comments and Updates:

P&Z Chairman comments:

Streck said he doesn't have anything. McGregor said commission is 1 person short, and asked if anyone knows anyone that can join. Would like to get all areas of town covered. Lincoln said 2 had applied for P&Z. Roberts mentioned that Joe Prefera may be interested.

City Staff:

Aaron Johnson said he has a draft of chapter 155 sign regulations that need to be updated as well. He said he has copies if anyone wants to look them over. He will get it emailed to everyone.

Aaron Lincoln said that the city has the roadway utility plans for the Serenity Phase II development, which is the 55+ project, so that is moving forward. Should see activity on that in spring/summer. Also said that corner of 1st and Lewis has a commercial development moving forward and at some point, they will be submitting a large site plan for P&Z to review. He said the city can't say anything yet on name of business. There may be another road going by MidStates bank, so there may be more things coming to review. Hunter asked about parking in Cul De Sac of semi cabs in driveway and other cars parking on grass in other areas of Baker Park. Lincoln said they have looked into it and as long as they are parked on a parking area, that is allowed in the zoning. Aaron Johnson also discussed some houses that have been under construction for a while. Lincoln also gave an update on Kiwanis pond.

F. Set a date for next meeting:

Kellen mentioned that they planned a joint meeting with council at the March 26th City Council meeting. March 5th would be the first Tuesday. Streck asked if there would be any

agenda items that would need 2 meetings in March. It was decided to list the meeting for March 5th because Johnson said that he wants to discuss the sign code.

5. Adjourn:

Motion to adjourn by Hunter and seconded by Monson. Meeting adjourned at 7:14 PM.

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Jeanette Kellen, Secretary Shawn Streck, Chairman