SERGEANT BLUFF, IOWA
Planning and Zoning Commission Minutes

501 4th St, 6:00 PM
May 6, 2025 @ 6:00 pm

Attendee Name	Title	Status	Arrived
Kevin McGregor	Chairperson	Present (Remote)	
Mark Monson	Board Member	Absent	
Dan Hunter	Board Member	Absent	
Lance Roberts	Board Member	Present	
Laura Beardsley	Board Member	Present	
Joe Profera	Vice-Chairperson	Present	

Also in attendance were:

Danny Christoffers, City Clerk
Jeanette Kellen, Secretary
Aaron Johnson , City Inspector

1. Call to Order

Kevin McGregor called the meeting to order at 6:00 pm.

3. Approval of the minutes:

A motion was made by Roberts, seconded by Profera to approve the minutes from the March 19, 2025 meeting.
All ayes, motion carried.

4. Discussion and Action items:

a. Public Hearing @ 6:00 pm – Rezone Affordable Self Storage LLC

The Planning & Zoning Commission is considering a rezoning application submitted by Affordable Self Storage LLC to rezone the rezone property which currently has three zoning classifications BN (Business Neighborhood), PD (Planned Unit Development), RG-60 (General Residential), to a single zoning classification of ML (Light Manufacturing). The property location is more generally described as lots owned or controlled by Affordable Self Storage LLC that are east of G Street and North of 4th Street.

A motion was made by Roberts, seconded by Profera to open the public hearing.
Public hearing opened at 6:01 pm.
No public in attendance, McGregor asked if there were any emails, phone calls, or letters received on this issue, Danny Christoffers said nothing received by the city. There was general discussion about the maps for the rezone. Aaron Johnson said that the application meets all zoning requirements. Roberts asked about the arrows or the storm sewer running into the retention pond and Profera asked if there would be any concern with future utilities that would need to be put in the area. Aaron Johnson said they will not be building over any utility easements. Roberts asked if there was a setback that would need to be maintained, Aaron Johnson said that it looks like a zero setback area. Profera asked if Iowa OneCall has been out, Johnson said he has not seen them yet.

Motion to close the public meeting by Beardsley, 2nd by Roberts, all ayes, closed public meeting at 6:10 pm.

b. Commission Discussion and Vote:

A motion as made by Joe Profera, seconded by Laura Beardsley to approve and recommend to the City Council the application from Affordable Self Storage LLC to rezone the property which currently has three zoning classifications: BN (Business Neighborhood), PD (Planned Unit Development), RG-60 (General Residential), to a single zoning classification of ML (Light Manufacturing). The property location is more generally described as lots owned or controlled by Affordable Self Storage LLC that are east of G Street and North of 4th Street.

Roll Call Vote: McGregor – yes; Roberts - yes; Beardsley - yes; Profera - yes;
Unanimous. Motion carried.

c. Discussion on Proposed Ordinance changes

Zoning Code Changes Pertaining to Ch. 165 will require a Public Hearing

- Ch 136 Sidewalk Regulations – Modify/Add language.
- Ch 165D.20 Minimum Design Standards for Residential Structures – Modify language
- Ch 158 Rental Code – Update to 2021 Intl. Property Maint. Code (from 2018)
- Ch 159 Property Maintenance Code – Update to 2021 Intl. Property Maint. Code
- Ch 156 Building Codes – Modify/Add language
- Ch 165B.11 RS150 Single Family Residential District – Modify Language Would increase the accessory height to 20 feet.
- Ch 69 Parking Regulations – Modify Language
- Ch 47 Park Regulations – Modify Language
- Accessory Dwelling Units
- Urban Forest Utility

Aaron Johnson said these will require a Public Hearing to update, this is initial discussion. McGregor told Johnson Planning and Zoning will get it on the agenda for the next meeting as soon as Johnson gets the paperwork done. Johnson said part of the changes come from the discussion with the Complete Streets Committee, and part from Sioux City when they updated their ordinance, he pulled their wording and modified it a little bit for Sergeant Bluff. Roberts asked to clarify if the purpose would be that if someone wants to pull a building permit, they would be required to install a sidewalk next to the roadway. Profera asked if it will be ADA compliant, Johnson said yes for both. Roberts said it will increase access in case of an emergency evacuation situation as well. Johnson said the changes were sent to the City Attorney and reflect her revisions as well. Johnson said that chapter 156 outdated language will be updated to bring more in line with major repairs to a residential structure. Roberts asked if there needs to be a permit to repair siding on a home. Johnson said that wouldn't require a permit, but if an entire whole home siding was done, that would require a permit, but it wouldn't include small maintenance. Beardsley asked if that goes for fence too, just repairs wouldn't need permit, but entire fence replacement would need permit, Johnson said that is correct.

Johnson said he also thinks the city should inspect retaining walls. He said there is an exclusion for retaining walls over 4 feet that will be scratched, and will be updated to retaining walls of any kind. Roberts asked if there is a definition of retaining walls. Johnson said no. Roberts and Profera said that should be defined so there is no loophole. Johnson said the updates for Chapter's 69 and 47 come at the request of the Police and Parks director to clarify parking on grass at city parks and recreation center.

Johnson said that Ch 165B.11 RS150 would increase the accessory height to 20 feet. To be able to pull in and park an RV. He also called out accessory dwelling units (ADU), saying that you can have accessory dwelling units in Iowa now. There can be 1 per lot, can be on the lot of a single family home, and can be up to 1,000 square feet, or 50% of the size of a home. Johnson said Iowa's definition is an additional residential unit on the same lot as a single family residential unit that can be attached or detached from a residential unit. McGregor called out an example in Sergeant Bluff as the home on the corner of 1st and D Street where they have been doing the work on the home and also the building behind the home and garage to be a separate residence. Johnson said that Manufactured homes can be used as an ADU, but it has to be converted to real property by placing it on a permanent foundation and it has to be assessed for taxes. This is from the state, so if Sergeant Bluff had any previous ordinances, they would be void. Urban Forest Utility - Johnson said that he attended a class where they talked about the Emerald Ash Borer, and that is moving and the Urban Forest Utility is aimed at keeping up with the trees in the right of way and maintaining trees throughout the city. He said it is a fee that is established by the city for the collection and use of public tree management fees, getting rid of trees that are on owned property like parks and green spaces, to provide for treatment, removal, and disposal or reuse of trees. Johnson said not sure if the city will be interested in the idea, but it is something he came across in his meeting that another city uses and it would be something to consider. Johnson had a flier that was given to the commissioners, he said that he isn't sure if there are enough trees here to make it necessary, and he doesn't know if it's something that could be done for a year or maybe 2, or however long it would be in use. He said it wouldn't just be the Emerald Ash, it would be all trees. Beardsley asked if it would be residential and commercial customers that would pay the fee, and from that fund you could have a tree removed. Johnson said the whole city would pay and be used to manage the trees in the right of way, trees in the parks, and trees in the city's greenspaces.

Roberts asked if, depending on the level of funding, if it would include planting new trees and if the monthly fee would be around 2 or 3 dollars. Johnson said yes and the fee looks like it would be around $50 for a year and then it just stays at that amount.

Johnson said that is all he has. McGregor asked if anyone had anything had anything more. Christoffers said that the changes that impact the zoning ordinances, which includes the 165, there will be an application that comes to Planning and Zoning for a public hearing. McGregor asked if there will need to be another public hearing, Christoffers said that yes, as soon as Johnson is done with the paperwork and application, it can get added to the agenda. Johnson said that he would like to get it all done as soon as possible, so he will get the application in for hopefully the June meeting.

5. <u>Comments and updates</u>

A. By Chairperson/Vice-Chairperson: McGregor said no comments, Profera said no comments.

6. Comments and updates by City Staff:

Christoffers said nothing to add. Johnson said nothing more to add.

7. <u>Set a date for the next Planning & Zoning meeting</u>

The next Planning & Zoning Commission meeting will be June 3nd, 2025

7. **<u>Adjourn:</u>**

A motion was made by Roberts, seconded by Profera to adjourn. All ayes, adjourned at 6:45pm.

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Kevin McGregor, Chairman Jeanette Kellen, Secretary