SERGEANT BLUFF, IOWA
Planning and Zoning Commission Minutes

501 4th St, 6:00 PM
October 7, 2025 @ 6:00 pm

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

Also in attendance were: Aaron Lincoln, City Administrator
Jeanette Kellen, Secretary
Aaron Johnson, City Inspector (remote)

1. Call to Order

Kevin McGregor called the meeting to order at 6:00 P.M. Roll call was done, All members present.

2. Approval of the minutes:

A motion was made by Profera, seconded by Beardsley to approve the minutes from the August 5, 2025 meeting.
All ayes, motion carried

3. Discussion and Action items:

A. **a. Public Hearing @ 6:00 pm – Baker Prairie Bluff LLC application for a Planned Unit Development (PUD)**

The Planning & Zoning Commission to hear public comments on an application for a PD (Planned Unit Development) known as Baker Prairie Bluff, LLC Phase 2 for the following described property can be described as more generally located:

North of 1st Street, East of S Lewis Blvd, West of Prairie Bluff Drive, and along the extension of 4th Street from G Street east to Prairie Bluff Drive.
Said described parcel of land contains 9.58 acres and is subject to all easements and right-of -ways of record.

1. Open Public Hearing: Motion to open the public hearing made by Hunter, 2nd by Profera. All Ayes, OPENED 6:02 PM
2. Public Questions & Comments: Kellen said that all notices had been published and posted with no comments received. McGregor said that this is an extension of what had been started years ago in that area and asked Jan Harman how streets are going to be done. She said it was being discussed with the City Council. Aaron Lincoln said that will be up to Council on how the street looks going from Prairie Bluff Drive over to S Lewis Blvd and the rest will be a development agreement between Jan and Council. McGregor asked about street width in the development because the streets in the diagram show narrow streets. Lincoln said there if there is no parking on either side, this width would

be adequate. McGregor said the no parking signs don't always hold up, Harman said they don't currently have an issue and the design engineer Scott Gernhart said they have planned parking at the end of the Cul de sac. There was general discussion about parking, streets, and signage, along with mailbox placement. Harman said she has not talked with the Post Office yet to find out where the mailboxes will be located. Harman said more parking will be added in Phase 3, along with a clubhouse. There was general discussion about house prices, HOA fees, and fence covenants. Dean LaFrentz said they will address fence covenants if they are not currently listed. McGregor asked the timeline for the project and LaFrentz said that the roads will go in next spring and condo builds will start soon after. Lincoln said the City Design Review Committee have met twice with the developer to make sure they work together with permitting and drainage. Lincoln also said the city currently has electric for this area and just looped a new circuit in the area for current and future development. There was general discussion about a future water feature and walking paths. Lincoln said the final plat will come back to P&Z for approval. Monson said he thinks the parking needs to be addressed as well as mailbox placement.

3. Close Public Hearing: Motion to close public hearing made by Monson, 2ND by Roberts. All ayes, CLOSED AT 6:40 P.M.

B. Commission Discussion and Vote:

Profera said it looks like a nice addition.

A motion was made by Monson, seconded by Hunter to recommend for the City Council to approve the application for the Planned Unit Development from Baker Prairie Bluff LLC.

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

All Ayes, motion carried.

C. Public Hearing for Zoning Amendment to 165D.01 Home Occupations and Home Based Businesses in Residential Districts, 165D.04 Fences, and 165A.18 Obstructions to vision at street intersections.

The Planning & Zoning Commission is considering a recommendation for updates to the Zoning codes 165D.01, 165D.04, and 165A.18 submitted by Aaron Johnson, City Inspector, City of Sergeant Bluff.

1. Open Public Hearing: Motion made by Roberts, 2nd by Profera to open public hearing. All ayes, motion passes, OPENED at 6:47 pm
2. Public Questions & Comments: no one from public attending. McGregor asked if all posted, Kellen said all published and posted with no comments.

Aaron Johnson (remotely) described changes and updates. Lincoln said that the site line includes fence placement, shrubs, buildings etc. that obstructs vision.

3. Close Public Hearing: Motion by Beardsley, 2nd by Roberts to close public hearing. All ayes, closed public hearing at 6:52 pm.

4. **Commission discussion and Vote:** Profera asked how it impacts what is out there now, Lincoln said that flowers are fine, but it can't be over 30 inches, trees would have to be over 5 feet for the bottom branch. Lincoln said this is used for fence placement, and there have been a lot of variances that have been requested because of the current ordinances. Profera asked if 5 feet is enough, or if it should be higher. Johnson said he is pretty sure that it comes from the Sudas manual, but it could be adjusted. Lincoln said that commission could recommend to council that it gets moved even higher. McGregor said that if the standard is 8 feet over a sidewalk, to make it 8-foot standard for all of them. Lance asked how close a fence can be to the roadway now, Lincoln said it's currently 15 feet off the line, but there have been a lot of requests to Board of Adjustment so at this point they just figured they need to amend the ordinance.

   A motion was made by Roberts, seconded by Profera to recommend for the City Council to approve the Zoning amendment to 165a.18 with the recommendation to change the height from 5 feet to 8 feet to make a standard height for all codes.

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

   All Ayes, motion carried.

Johnson said that 165d.04 is going to be tied back to 165a.18 and also update the types of fence material. Minor adjustments would be allowed but major changes would still need to go to Board of Adjustment. Johnson said as long as it is out of the site triangle, they could have the fence to the end of the lot line on the side streets. McGregor asked why Board of Adjustment is approving so many. Lincoln said that they consider if it's been allowed before at other locations. There was general discussion of approved fence material and current ordinance. Roberts said that 8 feet would be a good visual. With the recommendation that the 7 and a half feet would be the offset because that is how far back you can put a home wall. This would be for all streets, not the site line triangle.

A motion was made by Roberts, 2nd by Beardsley, to recommend approval of the changes to 165D.04 with the additional change of the offset to 7 and a half feet on any side street for any type of fence to make a standard distance for all codes.

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

All Ayes, motion carried.

Johnson said that 165d.01 is being updated for different types of businesses and reflects more modern types of businesses. Johnson said it updates how equipment can be stored. Trade businesses would be snow removal, lawn care, and others. Lincoln asked if there was a limit on any time frames in zoning area, Johnson said there isn't. Johnson said they still must comply with zoning standards. Hunter said that he has had issues with people parking a lot of things on a side driveway. Monson asked if this allowed mechanics to have vehicles out on the street and all over their driveway. Johnson said auto mechanics have specific requirements, said they wouldn't be able to operate outside of their garage. Home based business is prohibited for automotive or small engine repair. Monson asked about guidelines for signage, Johnson said there is currently an ordinance for non-illuminated signs 2 ft by 2 ft and required to be mounted to the home. There are no business permit requirements, Joe asked if there is an appeal process. Roberts said there should be requirements for a permit process for home-based trade businesses to be able to review the scope of the business versus the property type.

A motion was made by Roberts and 2nd by Beardsley to approve changes to 165D.01 for home occupations and home-based businesses in residential districts, with the additional request to add a permit process for home-based trade businesses to review the scope of the business versus the property type.

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

All Ayes, motion carried.

4. **Comments and updates By Chairperson/Vice-Chairperson:**
   McGregor didn't have any comments.

5. **Comments and updates by City Staff:**

   No updates by City Staff.

6. **Set a date for the next Planning & Zoning meeting**
   The next Planning & Zoning Commission meeting will be Tuesday, November 4th at 6 P.M. It is also election day.

7. **Adjournment:** Motion to adjourn by Hunter, 2nd by Roberts, all ayes. Motion carried. Adjourned at 7:52 PM

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Kevin McGregor, Chairman Jeanette Kellen, Secretary