SERGEANT BLUFF, IOWA
Planning and Zoning Commission Minutes

501 4th St, 6:00 PM
March 3. 2026

Attendee Name	Title	Status	Arrived
Kevin McGregor	Chairperson	Present	
Joe Profera	Vice-Chairperson	Present	6:02 P.M
Dan Hunter	Board Member	Present	
Lance Roberts	Board Member	Present	
Laura Beardsley	Board Member	Absent	
Mark Monson	Board Member	Absent	
Jon Winkel	Board Member	Present	

Also in attendance were: Jeanette Kellen, Secretary
Aaron Johnson , City Inspector
Mark Reinders, City Council

1. Call to Order

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

2. Roll Call

Roll call was done, Monson absent, Beardsley absent, Profera arrived 6:02 P.M.

3. Approval of the minutes:

A motion was made by Hunter, seconded by Roberts to approve the minutes of the February 3, 2026 meeting. All ayes, motion carried.

4. Annual Presentation for the Safe Routes to School Complete Streets Committee

Dawn Kimmel from Safe Routes to School Complete Streets Committee presented this years update. According to survey responses, less than 10% of the students in the school district walk to school. 45% responded the student knows how to use the routes to school, 40% of respondents said their child does not bike or walk to school. Future plans for next 1 to 2 years, complete annual sidewalk inspections, sidewalk connections throughout the town. Dawn said they appreciate being part of the process, and the fact that the City has the process in place. There was some general discussion about sidewalks throughout town for connections. Dawn stated City Code is what dictates parameters for repairs.

5. **Discussion/Action items:**

A. Provide Recommendation to the City Council on the Proposed update to Chapter 155 (Sign Regulations).

Johnson said there was a previous Council member and previous City Inspector that had worked on updating the sign regulations, so he is finishing up from that draft, plus adding in some additional considerations to work with the interstate exit that will be built soon. There was general discussion about some existing requirements and updates. Winkel specifically asked about

electronic message boards, and Johnson said that is included in the updates. Winkel said there will be an electronic board coming south of town, so he wanted to make sure it was covered.

A motion was made by Profera, seconded by Hunter to recommend for City Council to approve the proposed updates to Chapter 155 (Sign Regulations).

Roll Call Vote: McGregor – yes; Profera – yes; Hunter – yes; Roberts – yes Winkel - yes

All Ayes, motion carried.

b. Proposed update to Chapter 165D.01 (Home Occupations and Home-Based Businesses), the introduction of a new section titled Home Based Trade Businesses.
McGregor pointed out this will require an application from Johnson and then a public hearing and a recommendation to Council. McGregor asked the board if anyone has follow up questions on this from the previous meeting. Profera asked if there were any changes since the last meeting, Johnson said not yet. He said he knows there were a couple of issues that were talked about at the last meeting that he needs to get incorporated into the changes, but hasn't yet. There were a few citizens in the audience that questioned what exactly is going to be updated. There was some general discussion of changes, Johnson said it introduces a few regulations into a business run out of the home. Johnson said there would be 2 categories: a home based business that doesn't leave the home (Ebay seller, hair salon were two examples) and a trade based business that operates from the home but leaves the home to do the business like a lawn care business. Johnson said the current proposal is just a draft and is subject to changes. Mostly the citizens were against more government regulations in general. McGregor said that there would need to be an application from Johnson and there will be a public hearing at that time to go over specifics, and then from that there will be a recommendation to the City Council to approve, or to approve with amendments, but citizens are encouraged to come to that public hearing. Then the City Council will be the ultimate vote on the final product. Johnson said that he is open to having discussions with any attendees with any input.

c. Proposed update to Chapter 165D.03 (Wireless Communication Towers)
Johnson said the changes are basically FCC regulations that changed so he is trying to match those new regulations and State of Iowa updates to language. Johnson said the current ordinance was adopted 20 plus years ago, so prior to what Iowa has adopted to cover the newer utilities. Johnson said the new towers aren't the 50 to 100 foot towers anymore, so this will incorporate the modern uses, while still having the same requirements for replacing or adding. The permitting part will be the same as the current code. McGregor said that finished product will require an application to Planning and Zoning and then a hearing and finally a recommendation to City Council.

5. <u>Comments and updates by Chairperson/Vice-Chairperson:</u>
McGregor said he didn't have anything other than to welcome Mark Reinders from the City Council as the liaison to the board, and also welcome Winkel to the board. Also wanted to remind the board that they will need to be the election for the board Chairman and Vice Chair positions, so to start thinking about that. Profera said he liked a lot of the discussion and some of the restrictions discussed in the new Home Business. He said he thinks it will help enhance the neighborhoods and keep things looking good.

6. <u>Comments and updates by City Staff:</u>
Kellen mentioned that Pioneer Valley Days needs lots of volunteers, so if anyone knows anyone, they can reach out to City Hall.

7 **Set a date for the next Planning & Zoning meeting**

The next Planning & Zoning Commission meeting will be April 7th, 2026

8. **Adjourn:**

A motion was made by Profera, seconded by Roberts to adjourn. All Ayes, meeting adjourned at 6:45 P.M.

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Kevin McGregor, Chairman Jeanette Kellen Secretary