



**RIVERDALE CITY PLANNING & ZONING COMMISSION
MEETING AND PUBLIC HEARING MINUTES**

PLACE: Riverdale City Hall, 110 Manor Drive, Riverdale, Iowa

DATE: March 24, 2020 **TIME:** 6:00 P.M.

NOTE: The Meeting of the Planning & Zoning Commission of the City of Riverdale was held online and in-person at the appointed time and day in accordance with open meeting laws set and defined by the State of Iowa (Code/Chapter).

1. WELCOME

A. CALL TO ORDER

The meeting was called to order at 6:04 pm by P&Z Co-Chair, Wendy Syverud.

B. ROLL CALL

Commissioners Present: Syverud (via online), Stickler (via online), Struve (via online), Commissioner Beran joined the meeting later (via online) and Commissioner Briesch was absent. A quorum was established. Also present Mayor Bawden (via online), Developer Seth Woods (via online) and Bettendorf City Engineer Brent Morlock (via online).

2. REVIEW/APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES OF THE MARCH 11, 2020 MEETING

Motion by Struve, seconded by Stickler. All ayes.

4. PUBLIC HEARING

A. OPEN PUBLIC HEARING

B. PRESENTATION

Developer Seth Woods made a presentation of the plans and drawings for Woods Estates of Riverdale, Phase 2. Mayor Bawden and Developer Woods explained where things currently stands with the financial guarantee Woods will provide related to the installation of public improvements in the phase.

NOTE: Commissioner Beran joined the conference at 6:09 pm

C. PUBLIC COMMENT

There was no public comment.

5. CLOSE PUBLIC HEARING

There being no other public comment, the public hearing was closed. Motion by Stickler, seconded by Syverud. All ayes.

6. DISCUSSION AND CONSIDERATION OF RECOMMENDATION TO CITY COUNCIL ON THE FINAL PLAT OF ~~PHASE 2~~, WOODS ESTATES OF RIVERDALE ~~SECOND ADDITIONS~~ SUBDIVISION

Members of the Commission asked questions of both Developer Woods and Engineer Morlock regarding street names, retention basins, sediment control, utility sign-offs on the plat, lot numbering in the phase, and financial guarantees/draft Letter of Credit. Engineer Morlock shared his experience from Bettendorf and advised that although Bettendorf utilizes assessment waivers as a financial instrument, it's common practice for a P&Z Commission to recommend approval of a

plat with contingencies that must be met before the plat should be accepted by the City Council and signed by the Mayor.

The Commission discussed Section 40 of the Subdivision Ordinance for the City of Riverdale. The ordinance states in lieu of installing the required improvements, the Developer shall file a financial instrument before the final plat shall be approved by the Commission. Concern was raised that the Letter of Credit, which is an approved financial instrument, was not fully executed and did not meet the requirements to approve.

Developer Woods agreed that he would provide a final, written Letter of Credit in advance of the next Regular Meeting of the City Council when that body takes up consideration of approving the Phase 2 plat.

A MOTION was made by Beran and seconded by Stickler that reads:

The Planning & Zoning Commission of Riverdale recommends approval of the final plat for ~~Phase 2 of the~~ Woods Estates of Riverdale ~~Second Addition~~ Subdivision contingent upon the receipt of a fully-executed Letter of Credit guaranteeing the completion of the identified public improvements provided that Letter of Credit is received by the City Council in advance of consideration of plat approval for the Second Additon ~~Phase 2~~.

All ayes. Motion carried.

Co-Chair Syverud also asked that the language of the Letter of Credit be more exact in its identification of the project and work it is intended to guarantee. Mayor Bawden provided assurances that the language would be changed to match the identification of the project as shown on the drawings submitted to the Commission for their review and recommendation.

Developer Woods stated that ~~it is likely~~ he will move ahead with finalizing the Letter of Credit and having everything ready to go for review by the City Council at its next meeting on April 14th at 7pm.

7. NEXT MEETING: WEDNESDAY, JUNE 3, 2020 (UNLESS ONE IS NEEDED SOONER)

8. ADJOURNMENT

The meeting of the Planning & Zoning Commission for the City of Riverdale was formally adjourned at 6:50 pm.

FOR THE CITY OF RIVERDALE:

ATTESTED BY:

Co-Chair Wendy Syverud

Mary Frances Blevins, City Clerk