

City of Windsor Heights Planning and Zoning Commission Meeting Minutes
Wednesday, February 26, 2025 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order

Commission Chair Geoff Wood called the meeting to order at 5:31 PM. Members present: Diane Foss, Donna Mueller, Bob Bishop, and Georgie Libbie. Members absent: Dave Ferree and Tyler Holtorff. Staff present: City Planner Trey Rouse with Bolton & Menk and Deputy City Clerk Nate Leuthold.

2. Approval of Agenda

Motion by Donna Mueller to APPROVE. Seconded by Bob Bishop. Motion passed 5-0.

3. Approval of the Minutes:

Motion by Donna Mueller to APPROVE. Seconded by Diane Foss. Motion passed 5-0.

- A. Consideration of the Planning and Zoning Commission Meeting Minutes on October 23rd, 2024

4. Public Hearing to Review a Site Plan at 6500 Hickman Rd

Trey Rouse gave the staff presentation. Bob Bishop spoke regarding the parkland dedication and whether it should be required. Trey advised that it would be required under our current code. Bob asked about the valuation of the parkland dedication, and whether it should be higher due to the valuation of land within Windsor Heights. Trey advised that, per code, he used the Polk County average for the calculation. After some discussion, Trey agreed to have staff review how this number is reached to see if it warrants a change. Wally Pelds of Pelds Design Services at 2323 Dixon St, Des Moines, IA, spoke on behalf of the applicants regarding their plan for ADA compliance and parking lot surfacing. The applicant Mila Schwatz of 511 7th St, West Des Moines, IA, answered questions about the units and explained how they specified "one bedroom" vs "studio" apartments. She also discussed future plans for a clubhouse-style area with amenities for the residents. The amenities are still in discussion, but may include a workout facility, laundry room, conference room, and vending machines. Motion by Diane Foss to open the Public Hearing at 6:00 PM. Seconded by Bob Bishop. No public comment. Motion by Diane Foss to close the Public Hearing at 6:01 PM. Seconded by Georgie Libbie. Motion passed 5-0.

- A. Staff Presentation

- B. Site Plan & Supporting Documents

5. Consideration of a Site Plan at 6500 Hickman Rd

Bob Bishop again raised the question of whether the parkland dedication should be required. Trey advised again that per current Windsor Heights code, yes it would be required. Motion from Bob Bishop to amend the staff-recommended motion so as not to include the parkland dedication. Motion failed due to lack of second. Motion from Bob Bishop to amend the staff-recommended motion so as to adjust the parkland dedication valuation to \$300,000 per acre. Motion failed due to lack of second. Motion by Donna Mueller to recommend for approval of the 6500 Hickman Road Site Plan (The Windsor Court Apartments) with the conditions of approval laid out by City Staff to the City Council. Seconded by Georgie Libbie. Motion passed 4-1. Yes: Geoff Wood, Diane Foss, Georgie Libbie, Donna Mueller. No: Bob Bishop.

6. Public Hearing to Review a Signage Code Amendment to Chapter 175 Regarding Projecting Signs

Trey Rouse gave the staff presentation. Bob Bishop spoke regarding the history of projecting signs in Windsor Heights. He also asked questions regarding how signs are reviewed. Nate Leuthold advised that all signs require a permit and review by Safe Building to ensure compliance with state and local code and safety standards. Motion by Diane Foss to open the Public Hearing at 6:24 PM. Seconded by Bob Bishop. Motion passed 5-0. No public comment. Motion by Georgie Libbie to close the Public Hearing at 6:25 PM. Seconded by Diane Foss. Motion passed 5-0.

A. Staff Presentation

B. Code Redline & Supporting Documents

7. Consideration of a Signage Code Amendment to Chapter 175 Regarding Projecting Signs

Motion by Donna Mueller to recommend approval and adoption of the updated Signage Code narrative for the City of Windsor Heights to the City Council. Seconded by Diane Foss. Motion passed 4-0. Yes: Geoff Wood, Diane Foss, Georgie Libbie, Donna Mueller. No: Bob Bishop.

8. Adjourn

Motion by Bob Bishop to adjourn at 6:26 PM. Seconded by Donna Mueller. Motion passed 5-0.