

**City of Windsor Heights Planning and Zoning Commission Meeting Minutes**  
**Wednesday, June 25, 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 5:30 PM. Members present: Diane Foss, Georgie Libbie, Bob Bishop, Tyler Holtorff, Donna Mueller. Members absent: Dave Ferree. Staff present: City Planner Trey Rouse with Bolton & Menk, City Clerk Adam Strait.

2. **Approval of Agenda**

Motion by Georgie Libbie to APPROVE. Seconded by Donna Mueller. Motion passed 6-0.

3. **Approval of the Minutes:**

- A. Consideration of the Planning and Zoning Commission Meeting Minutes on February 26, 2025  
Motion by Diane Foss to APPROVE. Seconded by Bob Bishop. Motion passed 6-0.

4. **Public Hearing to Review an Update to Chapters 168, 172, 175, and 179 Regarding General-Variance Zoning Code**

Trey Rouse gave the staff presentation. No comments or questions were given by the commission. Motion by Donna Mueller to open the Public Hearing at 5:36 PM. Seconded by Diane Foss. Motion Passed 6-0. No comments given. Motion by Donna Mueller to close the Public Hearing at 5:37 PM. Seconded by Georgie Libbie. Motion passed 6-0.

- A. Consideration of an Update to Chapters 168, 172, 175, and 179 Regarding General-Variance Zoning Code

Diane Foss motioned to recommend approval and adoption of the updated Zoning Code for the City of Windsor Heights to the City Council. Seconded by Donna Mueller. Motion passed 6-0.

5. **Public Hearing to Review an Update to Chapters 166 and 172 Regarding Accessory Dwelling Units**

Trey Rouse gave the staff presentation. A key proposal discussed was the inclusion of a connecting door between the ADU and the single-family residence to differentiate between ADUs and duplexes, addressing potential legal challenges. Motion by Donna Mueller to open the Public Hearing at 5:48 PM. Seconded by Diane Foss. Motion Passed 6-0. No comments given. Motion by Georgie Libbie to close the Public Hearing at 5:49 PM. Seconded by Bob Bishop. Motion passed 6-0.

- A. Consideration of an Update to Chapters 166 and 172 Regarding Accessory Dwelling Units

Discussion focused on accessory dwelling unit (ADU) setbacks. City explained that ADUs must be setback further than the primary structure, which addresses concerns about potential conflicts with landscape buffers. Staff also clarified that ADUs can only be built on single-family residential properties within the UC district, not on commercial lots. The commission agreed to match ADU setback standards with the zoning code for detached structures, setting them at 5 feet on all sides for true accessory structures. The discussion also touched on enforcement challenges, particularly regarding existing walkout ranches that could be converted to ADUs, and the commission decided to rely on the state statute for enforcement rather than creating additional local requirements. Diane Foss motioned to recommend approval and adoption of the updates to the Accessory Dwelling Unit narrative for the City of Windsor Heights, provided by staff with the update to change the setback requirements to meet the standards of the Single-Family Residential dwelling units within their respective Zoning Districts to come into conformance with State Legislation to City Council. Seconded by Donna Mueller. Motioned passed 6-0.

6. **Adjourn**

Motion by Tyler Holtorff to adjourn at 6:03 PM. Seconded by Bob Bishop. Motioned Passed 6-0.