



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS
PLANNING AND ZONING COMMISSION
Wednesday, April 22, 2026 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of the Minutes:**
 - A. 6.24.2025 Minutes
4. **Review the Proposed Amendment to the Urban Renewal Plan as to Its Conformity with the General Plan for the Development of the City**
 - A. Attachments
5. **Adjourn**

*It is possible that members, including a quorum of members of the City Council and other committees may be present. No City business will be discussed outside of this agenda.

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.

April 6, 2026

To: City of Windsor Heights Planning & Zoning Commission

Re: Windsor Heights Consolidated Urban Renewal Area/Urban Renewal Plan Amendment

A public hearing will be held by the City Council on May 4, 2026 on a proposed amendment to the urban renewal plan for the Windsor Heights Consolidated Urban Renewal Area to add the property legally described in the proposed amendment and to approve a new urban renewal project. I have prepared this memorandum to assist the Commission in performing its role in this process.

Section 403.5 of the Code of Iowa requires that, before they hold a public hearing, the City Council must submit a copy of the proposed plan amendment to the Commission, “for review and recommendations as to its conformity with the general plan for the development” of the City. The statute does not require that the Commission hold a hearing on the proposed plan amendment, nor does it require that the Commission take any action to either approve or reject the proposed plan amendment. It directs that the Commission review the plan amendment and comment to the City Council as to whether the plan amendment conforms to, or is consistent with, the City’s Comprehensive Plan. Please complete your review and submit any comments to the City Council by Noon on May 4, 2026.

Please call John Danos or me at (515) 283-1000 if you have questions about the statutory process.

Kind regards,

Amy Bjork

CITY OF WINDSOR HEIGHTS, IOWA

URBAN RENEWAL PLAN AMENDMENT
WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL AREA

May, 2026

The Urban Renewal Plan (the "Plan") for the Windsor Heights Consolidated Urban Renewal Area (the "Urban Renewal Area") is being amended for the purposes of (1) adding certain real property to the Urban Renewal Area; (2) updating the City's 73rd Street Reconstruction Project; (3) updating the City's Colby Park Improvements Project; and (4) identifying new urban renewal projects to be undertaken therein.

1) Addition of Property. The real property (the "Property") legally described on Exhibit A hereto is, by virtue of this Amendment, being added as the May, 2026 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the Property as an economic development and blighted area. The Property will become subject to the provisions of the Plan for the Urban Renewal Area. It is anticipated that the City will adopt an ordinance providing for the division of property tax revenues, as set forth in Section 403.19 of the Code of Iowa, with respect to a portion of the Property.

Blight Finding: An investigation has been conducted, the results of which indicate that conditions of blight, as described in Section 403.17(5) of the Code of Iowa, exist on some portions of the Property as a result of the deterioration of private properties, faulty land use and lot layout conditions, dilapidation and developing failure of public infrastructure and utility connections.

2) Update Description of the 73rd Street Reconstruction Project. The City's 73rd Street Reconstruction Project is hereby updated, as follows:

Name of Project: 73rd Street Reconstruction Project

Date of Council Approval of Project: May 6, 2020, as updated on April 15, 2024 and May 4, 2026

Description of Project and Project Site: The 73rd Street Reconstruction Project (the "73rd Street Project") will consist of street reconstruction and streetscaping; constructing of bridge improvements; construction of storm water drainage system improvements; construction of sanitary sewer and water system improvements; construction of sidewalks, recreational trails, and curb and gutter improvements; the installation of street lighting; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along 73rd Street from and including its intersection with University Avenue on the north and continuing southeast to and including its intersection with 8th Street.

It is anticipated that the completed 73rd Street Project will have a positive impact on commerce and economic development in the Urban Renewal Area through the provision of enhanced transportation infrastructure and the alleviation of blighted conditions.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the 73rd Street Project.

The City will acquire certain real property situated at 980 73rd Street, demolish existing buildings, and perform site grading thereon in order to complete the 73rd Street Project.

The City will acquire certain real property situated at 6899 Center Street, demolish an existing building, and perform site grading thereon in order to complete the 73rd Street Project.

The City will acquire certain real property from Norfolk Southern Railroad near 73rd Street and Center Street, demolish existing railroad facilities, and perform site grading thereon necessary for the construction of the 73rd Street Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the 73rd Street Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the 73rd Street Project will not exceed \$30,000,000 (increased from \$28,000,000 in the April, 2024 Amendment), plus any interest expense incurred by the City on the Obligations.

3) Update Description of the Colby Park Improvements Project. The City's Colby Park Improvements Project is hereby updated, as follows:

Name of Project: Colby Park Improvements Project

Date of Council Approval of Project: April 15, 2024, as updated May 4, 2026

Description of the Project and Project Site: The Colby Park Improvements Project will consist of the construction of improvements to Colby Park in the Urban Renewal Area, including (1) the construction of a new splash pad, parking lot, and storm sewer improvements; the installation of new park lighting, fencing, ADA accessibility improvements, concrete improvements, tennis courts and pickle ball courts; (2) the reconstruction of the playground; (3) the installation of a new concrete food truck alley, including electrical banks, additional lighting, and benches; (4) the construction of parking lot improvements; and (5) the construction of storm water drainage improvements.

It is anticipated that the completed Colby Park Improvements Project will have a positive impact on commerce and economic development in the Urban Renewal Area through the provision of enhanced recreational amenities.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Colby Park Improvements Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Colby Park Improvements Project will not exceed \$6,500,000 (increased from \$3,500,000 in the April, 2024 Amendment), plus any interest expense incurred by the City on the Obligations.

4) Identification of Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: Property Acquisition, Demolition and Site Preparation Project

Date of Council Approval of Project: May 4, 2026

Description of Project and Project Site: The Property Acquisition, Demolition and Site Preparation Project (the “Acquisition and Demolition Project”) will consist of the acquisition by the City of certain real property (as identified below) situated in the Urban Renewal Area, and the demolition of existing buildings, site preparation, storm water and grading improvements thereon in order to alleviate certain blighted conditions and to promote future economic development in the Urban Renewal Area.

Description of Properties to be Acquired in Connection with Project: The City will acquire certain real property situated in the Urban Renewal Area at the following addresses:

1122 65th Street; and
6500 Hickman Road.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Acquisition and Demolition Project with borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Acquisition and Demolition Project will not exceed \$3,150,000, plus any interest expense incurred by the City on the Obligations.

B.

Name of Project: University Avenue and 70th Street Improvement, Maintenance and Beautification Project

Date of Council Approval of Project: May 4, 2026

Description of Project and Project Site: The University Avenue and 70th Street Project being undertaken by the City will consist of street and curb and gutter improvements, radius adjustments, signalization upgrades, street maintenance, and beautification improvements, including but not limited to striping, sealing, and concrete patching; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along the following rights-of-way in the Urban Renewal Area:

All of the public right-of-way of University Avenue situated within the corporate limits of the City of Windsor Heights; and

All of the public right-of-way of 70th Street beginning at and including its intersection with Hickman Road on the north and continuing south to and including its intersection with University Avenue, including 50 feet of the intersecting rights-of-way of El Rancho Avenue, Bellaire Avenue, Sunrise Boulevard, and Franklin Avenue.

It is expected that the completed University Avenue and 70th Street Project will cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial and industrial enterprises in the Urban Renewal Area.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the University Avenue and 70th Street Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the University Avenue and 70th Street Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the University Avenue and 70th Street Project will not exceed \$1,600,000, plus any interest expense incurred on the Obligations.

5) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$31,240,838</u>
Outstanding general obligation debt of the City:	<u>\$16,080,000</u>
Proposed debt to be incurred under this May, 2026 Amendment*:	<u>\$41,250,000</u>

*It is anticipated that some of the debt incurred by the City hereunder will be subject to annual appropriation by the City Council.

EXHIBIT A
Legal Description
Expanded Windsor Heights Consolidated Urban Renewal Area
(May, 2026 Addition)

Certain real property situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

1122 65th St.

THE SOUTH 62.5 FEET OF LOT ONE (1) IN COOPER PLACE, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA; and

980 73rd St.

EX NELY 17F- LTS 1 & 2 & -EX SELY OF LN BEG 78.53F S OF NW COR LT 7 THN NELY TO PT 68F SELY OF NW COR LT 5 NLY TO PT 17F SWLY OF NE COR LT 3 & EX COM NE COR LT 3 THN SWLY 17F SE 23.77F TO BEG THN SW 35.72F SE 47.51F NW 59.44F TO POB LTS 3 & 4- LTS 3,4,5,6 & 7 RANCHO GRANDE NOW INCLUDED IN AND FORMING A PART OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA; and

All of the public right-of-way of 70th Street situated in the corporate limits of the City of Windsor Heights, Polk County, State of Iowa; and

All of the public right-of-way of El Rancho Avenue situated in the corporate limits of the City of Windsor Heights, Polk County, State of Iowa; and

All of the public right-of-way of Sunrise Boulevard situated in the corporate limits of the City of Windsor Heights, Polk County, State of Iowa; and

All of the public right-of-way of Franklin Avenue situated in the corporate limits of the City of Windsor Heights, Polk County, State of Iowa.

CITY OF WINDSOR HEIGHTS

STAFF REPORT

AGENDA ITEM: Review the Proposed Amendment to the Urban Renewal Plan as to Its Conformity with the General Plan for the Development of the City.

DATE: 4-17-26

PREPARED BY: Adam Plagge & Nate Leuthold

BACKGROUND

The City of Windsor Heights has prepared an amendment to the Windsor Heights Consolidated Urban Renewal Area Plan (the “Plan”). This amendment reflects ongoing and planned investments in infrastructure, redevelopment, and economic development within the community.

The amendment builds upon previously approved projects and incorporates updates necessary to advance current priorities, including transportation improvements, park enhancements, and redevelopment efforts within identified areas.

PURPOSE OF AMENDMENT

The May 2026 amendment is intended to:

- Add new property to the Urban Renewal Area
- Update the 73rd Street Reconstruction Project
- Update the Colby Park Improvements Project
- Identify and authorize additional urban renewal projects

KEY COMPONENTS

1. Addition of Property

The amendment adds specific properties on 65th St. and 73rd St. to the Urban Renewal Area and designates them as economic development and blighted areas. This designation allows the City to utilize Tax Increment Financing (TIF) to support acquisition, demolition and redevelopment/repurposing of the properties. No TIF Ordinance is intended for properties being added.

2. 73rd Street Reconstruction Project (Updated)

- Street reconstruction and streetscaping
- Bridge, stormwater, and utility improvements

- Sidewalks, trails, and lighting installation
- Floodplain & Floodway property acquisition and site preparation, action is likely contingent on receipt of an outstanding BUILD Grant for 73rd St. reconstruction.

The total TIF-supported cost is updated to not exceed \$30 million.

3. Colby Park Improvements Project (Updated)

- Park parking lot reconstruction, lighting, and stormwater upgrades
- Construction of tennis, basketball and pickleball courts

The TIF-supported cost is updated to not exceed \$6.5 million.

4. New Projects Identified

A. Property Acquisition, Demolition, and Site Preparation

- Acquisition and redevelopment of key properties
 - 1122 65th Street. This is a derelict single family home property that will be acquired and demolished as part of the 65th St. storm sewer project. After completion of the storm sewer project this property is anticipated to be resold for low-density redevelopment.
 - 6500 Hickman Road. This is a motel property included in this update for potential acquisition, demolition, and redevelopment. Action is subject to property availability.

- Estimated TIF use: up to \$3.15 million

B. University Avenue & 70th Street Improvements Project

- Signalization enhancements, intersection radii and beautification improvements
- Street maintenance and infrastructure upgrades

Estimated TIF use: up to \$1.6 million

FINANCIAL IMPACT

- Proposed total new debt associated with the amendment: \$41,250,000
- Current outstanding general obligation debt: \$16,080,000
- Constitutional debt limit: \$31,240,838

Some obligations may be subject to annual appropriation.

Projects included in the Urban Renewal Plan are for planning purposes. City Council action is necessary for implementation of a project and use of funds.

STAFF ANALYSIS

The proposed amendment aligns with the City's strategic goals of enhancing transportation infrastructure, expanding recreational amenities, supporting redevelopment and economic growth, and addressing blighted conditions.

The use of TIF allows the City to reinvest incremental tax revenues into priority projects without placing immediate burden on the general fund.

THE PLANNING & ZONING COMMISSION'S PURVIEW

The goal of the Commission is to review the amendment for conformity with the general plan for the development of the City. The Commission does not need to hold a Public Hearing, nor does it need to take any action to approve or reject the proposed plan amendment.

Associated flood study, stormwater improvements, capital improvements plan and parks plan are available [here](#).

RECOMMENDED MOTION

I move that the Commission, having reviewed the proposed amendment to the Urban Renewal Plan, finds said proposed amendment in conformance with the general plan for the development of the City.