



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS
PLANNING AND ZONING COMMISSION
Wednesday, October 25, 2023 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST or VIA
ZOOM by registering in advance for this meeting:
<https://us02web.zoom.us/j/7832856334>
After registering, you will receive a confirmation email containing information about
joining the meeting.

1. **Call to Order/Roll Call**
2. **Approval of Agenda**
3. **Approval of the Minutes:**
 - A. Cosideration of the Planning and Zoning Commission Meeting Minutes on September 9, 2023
4. **Chapters 165–177 Ordinance Workshop**
 - A. Staff Presentation
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, September 6, 2023 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM LINK: <https://us02web.zoom.us/j/7832856334> MEETING ID: 851 7150 9104

1. Call to Order

Chair Geoff Wood called the meeting to order at 5:30 PM. Present: Bob Bishop, David Ferree, Geoffrey Wood, Diane Foss, and Tyler Holtorf. Absent: Georgie Libbie and Donna Mueller

2. Approval of Agenda

Motion by Tyler Holtorf to approve. Seconded by Dave Ferree. Motion passed 5-0.

3. Approval of the Minutes:

Motion by Tyler Holtorf to approve. Seconded by Diane Foss. Motion passed 5-0.

- A. Approve Minutes of the Planning and Zoning Commission Meeting on July 19, 2023

4. Consideration of Preliminary Plat: 6300 Hickman Avenue

Motion by Dave Ferree to open the Public Hearing at 5:38 PM. Seconded by Diane Foss. Motion Passed 5-0. Trey Rouse from Bolton and Menk presented their staff report. Joel Templeman of Lillis O'Malley Olson Manning Pose Templeman LLP was present on behalf of the applicant and answered commission questions. No public comments. Motion by Diane to close the Public Hearing at 5:46 PM. Seconded by Dave Ferree. Motion passed 5-0. Motion by Diane Foss to recommend to City Council for approval. Seconded by Tyler Holtorf. Motion passed 5-0.

- A. Staff Report and Application Materials

5. Consideration of Site Plan: 6300 Hickman Road (Silverstar Car Wash)

Motion by Dave Ferree to open the Public Hearing at 5:48 PM. Seconded by Diane Foss. Motion Passed 5-0. Trey Rouse from Bolton and Menk presented their staff report. Joel Templeman of Lillis O'Malley Olson Manning Pose Templeman LLP was present on behalf of the applicant and answered commission and public questions. Cary Peterson - Peterson Painting, 2110 63rd St - spoke with concerns of the impact on his neighboring business property. Motion by Diane to close the Public Hearing at 6:24 PM. Seconded by Dave Ferree. Motion passed 5-0. Motion by Diane Foss to recommend to City Council for approval. Seconded by Tyler Holtorf. Motion passed 5-0.

- A. Staff Report and Application Materials

6. Consideration of Site Plan: 1105 73rd Street (B-Bop)

Motion by Diane to open the Public Hearing at 6:27 PM. Seconded by Tyler Holtorf. Motion Passed 5-0. Trey Rouse from Bolton and Menk presented their staff report. Doug Mandernach of Civil Design Advantage was present on behalf of the applicant and answered commission questions. No public comments. Motion by Diane to close the Public Hearing at 6:38 PM. Seconded by Dave Ferree. Motion passed 5-0. Motion by Diane Foss to recommend to City Council for approval. Seconded by Dave Ferree. Motion passed 5-0.

- A. Staff Report and Application Materials

7. Adjourn

Motion by Dave Ferree to adjourn the meeting at 6:40 PM. Seconded by Diane Foss. Motion passed 5-0.

Windsor Heights Chapters 165–177 Ordinance Update Additional Discussion

Planning and Zoning Commission
Workshop
October 25, 2023



WINDSOR
HEIGHTS
the heart of it all

Discussion Items

Topics to be Discussed:

- Architectural Materials
- Accessory Dwelling Units
- Parkland Dedication

Topics completed by City Council:

- Electric Vehicle Charging Stations
- UC District Buffers and Minimum Lot Width
- Parking Standards

Architectural Materials

Architectural Materials - Purpose

- Require development in the City to meet minimum architectural design standards
- Preserve the character of residential neighborhoods and commercial and industrial areas
- Maintain and improve the tax base
- Reduce the impacts of dissimilar land uses



Architectural Materials – Alternatives

1. Identify specific classes of materials

1. Class A – brick, natural stone, glass, stucco, architectural grade precast panels, etc.
2. Class B – wood, metal wall panel systems, textured concrete panels, fiber cement panels and lap siding, etc.
3. Class C – vinyl siding, corrugated metal wall panels, concrete block, smooth tip-up panels, etc.

2. Identify permitted materials without breaking them down into classes

3. Require a specific percentage of the building façade consist of certain materials

1. Most ordinance use 25-50%
2. Some ordinances apply standards to street-facing façade only, while others apply standard to all sides
3. Many ordinances list maximum percentage of lower class materials on any façade
4. Standards may vary by district (residential, commercial, industrial)



Architectural Materials – City Council Preference

In the UC – University Corridor District:

- At least 90% of the first-floor façade along University Avenue must be brick
- Upper levels be constructed of high quality, durable materials
- Façades not facing University Avenue be constructed of Class A or Class B materials

Architectural Materials – Proposed Language

1. Applicability. Except as described below, all façade requirements and materials are to be subject to their respective zoning requirements and complement currently existing buildings and structures within the district.
2. Façade Materials.
 - a. All building façade materials that face the primary street will complement the surrounding buildings and parcels around the proposed building. These materials will be deemed appropriate by the City’s Zoning Administrator.
 - b. Façade materials shall fall into one of the following categories:
 - 1) Class A shall be considered high-quality building materials that are long-lasting and able to withstand wear and tear. Class A materials include brick, stone, stucco architectural concrete precast panels, color impregnated decorative block, and glass.
 - 2) Class B shall be considered standard building materials. Class B materials include wood (exterior grade finish), metal wall panel systems, insulated or rain screen assemblies with hidden fasteners (does not include metal siding and corrugated or ribbed metal sheets of any type), textural concrete panels that are integrally colored (not painted), fiber cement panel systems and fiber cement lap siding (in residential applications).
 - 3) Class C shall be considered lower-cost and trim grade materials. Class C materials include vinyl siding or panels, irrespective of form or thickness, water-managed Exterior Insulation and Finish System (EIFS), metal wall panel that is corrugated or ribbed, smooth or scored concrete block, smooth concrete tilt-up panels, translucent wall panel systems, glass block, wood that is painted, fiber cement lap siding in commercial applications, and fiber cement trim.
3. Façade Coverage. The percentage of the façade that each material covers will conform to design standards within the respective zoning district and any additional condition listed further within this section.
 - a. UC – University Ave Mixed Use District
 - 1) At least 90% of the first-floor façade facing University Avenue, excluding windows and doorways, must consist of brick.
 - 2) The façade facing University Avenue of any floors above the first floor shall be constructed of Class A materials.
 - 3) Façades not facing University Avenue shall be constructed of Class A or Class B materials.
4. The Zoning Administrator will be responsible for determining compliance with this criterion.

Accessory Dwelling Units

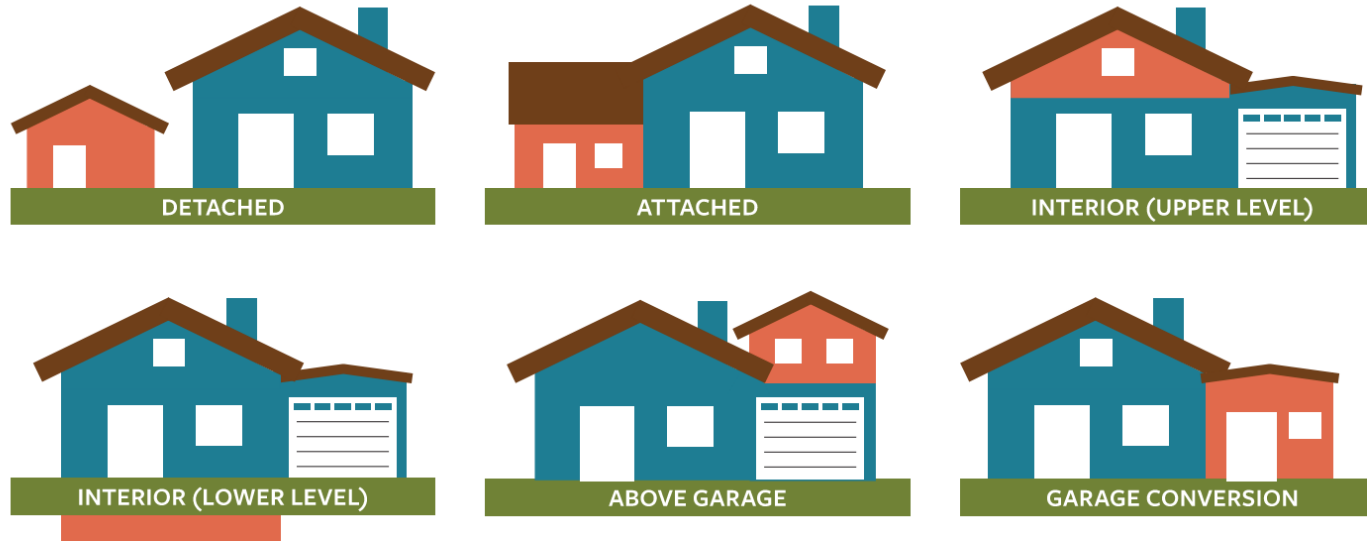
Accessory Dwelling Unit (ADU)

Definition:

- A self-contained residential unit with its own living room, kitchen and bathroom
- May be stand-alone or converted part of an existing residential structure

Benefits:

- Expanding affordable housing options
- Earning income
- Aging in place and downsizing
- Housing for friends, family and caregivers
- Reducing environmental impact



Accessory Dwelling Unit (ADU) – Des Moines Regulations

- **Number Allowed:** No more than one ADU is permitted on a single lot.
- **Occupancy:** You must live on the property if you'll be renting out. Whether it's the primary house or the accessory household unit is your choice.
- **Location:** ADUs may be located within the primary house or in a detached accessory building. Detached ADU buildings must be located in the rear yard.
- **Setback:** ADU buildings shall be setback a minimum of five feet from any lot line.
- **Height:** The maximum height is 17 feet, except where a higher maximum height is otherwise expressly permitted.
- **Roof Type:** Roof type should match that of the primary house.
- **Materials:** Materials shall match those of the primary house.
- **Character:** ADU buildings shall be compatible with the color and character of the primary house on the lot.
- **Maximum Size:** The lot coverage of all accessory structures on a lot, including an ADU building, may not exceed 576 square feet or 25% of the rear yard, whichever is greater. The floor area of an ADU must not exceed 50% of the floor area within of the primary house.
- **Parking:** One additional off-street parking space must be provided per ADU (regardless of the type of ADU).
- **Entrances:** Only one entrance to a house containing an ADU may face the street.

Accessory Dwelling Unit (ADU) - Issues

- ADUs are not included as a permitted use in the current zoning code or the proposed code
 - Residential lots in Windsor Heights are typically smaller
 - Free-standing ADUs would be difficult
 - Opportunities for converted units or interior units still exist
- City Council has requested P&Z input

Parkland Dedication

Parkland Dedication

- Parkland Dedication is the dedication of space on a residentially developing parcel to be set aside for public parks or open space. Or in lieu of dedicating space, the developer can substitute space on their property with a monetary Parkland Dedication substitute.
- This allows for open and green space to be added to the developing community or funds to develop, update, and maintain current public parks.
- Typically, a Parkland Dedication section of Code is located within the Subdivision Ordinance, something that Windsor Heights doesn't have.
- City Council requested this be added to the Code Update and will be placed within the Zoning Code
- What percentage of land do we want to be dedicated to open space/parks within a residential development?

Changes by City Council

Changes

- EV Charging Stations will be incentivized throughout the community and not included within the Zoning Code as a requirement
- The Parking Minimums for Bars and Restaurants were changed from 1 Space per 200 Sq. ft. of Primary Building to 1 Space per 350 Sq. ft. of Primary Building.
- The Setbacks within the UC District were increased from 0-foot setbacks to 10-foot setbacks

Next Steps

Code Adoption



Additional Action

- Zoning Map update for consistency with new code
 - Requires public hearing and Planning Commission review

Jane Kansier, AICP
Senior Urban Planner, Bolton & Menk, Inc.
Jane.Kansier@bolton-menk.com

Trey Rouse
Community Planner, Bolton & Menk, Inc.
Trey.Rouse@bolton-menk.com



Real People. Real Solutions.

Bolton-Menk.com