

City of Windsor Heights Planning and Zoning Commission Meeting Minutes
Wednesday, November 1, 2023 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call

Chair Geoffrey Wood called the meeting to order at 5:30 PM. Present: Bob Bishop, David Ferree, Geoffrey Wood, Georgie Libbie, Donna Mueller, Diane Foss, and Tyler Holtorf. Staff present: City Clerk Adam Strait, Deputy City Clerk Nate Leuthold, City Planner Trey Rouse from Bolton & Menk, and City Planner Jane Kansier from Bolton & Menk

2. Approval of Agenda

Motion by Georgie Libbie to approve. Seconded by Donna Mueller. Motion passed 7-0.

3. Approval of the Minutes:

Motion by Diane Foss to approve. Seconded by Dave Ferree. Motion passed 7-0.

- A. Consideration of the Planning and Zoning Commission Meeting Minutes on October 25, 2023

4. Public Hearing for a Zoning Ordinance Amendment for Chapters 165-177

Motion by Donna Mueller to open the Public Hearing at 5:32 PM. Seconded by Diane Foss. Motion passed 7-0. Jane Kansier presented the staff report on proposed updates made after the Planning and Zoning workshop at the October 25th meeting. Trey Rouse also presented. Topics included architectural materials, parkland dedication, UC district buffers and lot width, and parking standards. Matt Haugie with the Polk County Housing Trust Fund spoke regarding accessory dwelling units (ADUs). Motion by Diane Foss to close the Public Hearing at 6:23 PM. Seconded by Tyler Holtorf. Motion passed 7-0.

- A. Staff Presentation

- B. Redlined Draft of Code Chapters 165-177

5. Consideration of Zoning Ordinance Amendment for Chapters 165-177

Motion by Diane Foss to approve architectural materials changes presented tonight. Seconded by Bob Bishop. Motion passed 7-0. Motion by Diane Foss to approve parkland dedication option 2 as presented tonight. Seconded by Tyler Holtorf. Passed 7-0. Motion by Bob Bishop to approve the changes to parking regulations presented tonight. Seconded by Diane Foss. Passed 7-0. Motion by Bob Bishop to approve setbacks with Council's changes (10-foot front yard setbacks). Seconded by Donna Mueller. Motion failed 0-6, with Bob Bishop abstaining. Motion by Tyler Holtorf to approve original setback policy (0-foot front yard setbacks). Seconded by Diane Foss. Roll call vote: aye - Geoffrey Wood, David Ferree, Diane Foss, Georgie Libbie, Tyler Holtorf, Donna Mueller; nay - Bob Bishop. Motion passed 6-1. Motion by Dave Ferree to submit the recommendations to the City Council. Seconded by Donna Mueller. Approved 7-0.

6. Adjourn

Motion by Diane Foss to adjourn at 6:50 PM. Seconded by Georgie Libbie. Approved 7-0.