



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS BOARD OF ADJUSTMENT
Wednesday, March 20, 2024 - 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/Roll Call

Chair Chaden Halfhill called the meeting to order at 5:40 PM. Members present: Carole Tillotson, Paul Walter. Members absent: John Villotti and Vice Chair Donna Markley. Staff present: Deputy City Clerk Nate Leuthold. John Villotti joined the meeting at 5:50 PM.

2. Approval of Agenda

Motion by Chaden Halfhill to approve. Seconded by Carole Tillotson. Motion passed 3-0.

3. Work Session: Rules of Procedure

Nate Leuthold presented the Rules of Procedure of Nevada, Iowa, and presented the changes he had made to the document to reflect Windsor Heights rather than Nevada, as well as proposed changes from Carole Tillotson. The Board accepted the changes. Carole Tillotson asked about Board term lengths. Staff to provide. Removed the Reports section from 2.6, the required order of business. Broke 2.7 into sections to make it more readable and removed the requirement to state why a member is abstaining from voting. Updated 2.10 to reflect the latest edition of Robert's Rules of Order and to reflect that the secretary shall be the parliamentarian. Simplified section 3.0 to reduce redundancy with City Code. Removed sections 4.1 to 4.3, 4.5, and 4.6 to reduce redundancy with City Code. Replaced 4.8 a-g with staff-recommended procedures and added clarification to 4.8 in general. Updated verbiage to reflect "motions" rather than "resolutions," "matters" rather than "cases," and "Board of Adjustment" rather than "Board" throughout the document. Broke section 4.14 into sections. Removed section 4.15. Broke section 4.16 into subsections. Renumbered the subsections in section 4 to reflect the changes. Reworded section 5 for brevity and clarity. Updated "Informal Advice" to "Advisory Opions" in section 7.0. Referred the redlined document to staff for review.

A. Attachments

4. Adjourn

Motion by Paul Walter to adjourn at 7:12 PM. Seconded by John Villotti. Motion passed 4-0.

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.