

City of Windsor Heights Planning and Zoning Commission Meeting Minutes
Wednesday, May 22, 2024 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order

Chair Geoffrey Wood called the meeting to order at 5:35 PM. Members present: Donna Mueller, Bob Bishop, Diane Foss, Tyler Holtorf, and David Ferree. Members absent: Georgie Libbie. Staff present: City Clerk Adam Strait, Acting City Planner Trey Rouse of Bolton & Menk, Senior Traffic Engineer Jennifer McCoy of Bolton & Menk, and City Engineer Justin Ernst of Bolton & Menk.

2. Approval of Agenda

Motion by Dave Ferree to APPROVE. Seconded by Tyler Holtorf. Motion passed 6-0.

3. Approval of the Minutes:

Motion by Tyler Holtorf to APPROVE. Seconded by Bob Bishop. Roll call vote: Aye - Geoff Wood, Bob Bishop, Dave Ferree, Donna Mueller, Tyler Holtorf, Nay - None. Abstain - Diane Foss (absent from the meeting the minutes are for). Motion Passed 5-0.

A. Minutes: 2.28.24

4. Public Hearing to review a new building site plan at 1148 63rd St

Trey Rouse presented the staff report. Nick Jensen of Caliber spoke on behalf of the applicant about The Windsor project and site plan. Jennifer McCoy provided a review of the traffic study. Brad Freeman from Clapsaddle-Garber Associates spoke towards the detention pond and stormwater management of the project.

Motion by Tyler Holtorff to open the Public Hearing at 6:29 PM. Seconded by Bob Bishop. Motion passed 6-0.

Dennis Block of 6412 University Ave spoke towards the public hearing notice, detention pond, traffic impacts

Jim McConeghey of 1129 64th St spoke towards the stormwater basins and rate of release causing road issues such as ice during winter

Motion by Donna Mueller to close the Public Hearing at 6:42 PM. Seconded by Tyler Holtorff. Motion passed 6-0.

Todd Millang from The Windsor, Nick Jensen, and Brad Freeman spoke towards concerns brought up during the public hearing. Kim McConeghey of 1129 64th questioned the safety of the detention pond and residents potentially getting into the pond. Justin Ernst assured the commission that the pond does not hold water. As a detention pond, it will release water and not hold it. Geoff Wood recommended concerns about safety and potential trespassing into the detention pond be addressed with City Staff which all agreed with. Discussion continued with access along University Avenue. City Staff provided two options to recommend to the Council either full access or a right-in, right-out driveway. The Commission decided to allow full access with a condition to trigger a review of traffic incidents after a set period of time. At that time, the City would review traffic incidents and if there would be an increase then City Staff would review the access point and mandate appropriate changes. The Windsor was favorable.

Motion by Donna Mueller to recommend that City Council approved the site plan with staff recommendations with a full access driveway temporary for a three year period which stats six months from when the certificate of occupancy is granted and if total crashes increase it will trigger a review by City Staff. Seconded by Tyler Holtorff. Motion Passed 5-0. Diane Foss dropped from Zoom during discussion and was not present to vote.

A. Staff Presentation

B. Site Plan & Supporting Documents

5. **Adjourn**

Motion to adjourn at 7:27 PM by Bob Bishop. Seconded by Tyler Holtorff. Motion passed 5-0.