

City of Windsor Heights Planning and Zoning Commission Meeting Minutes
Wednesday, October 23, 2024 - 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, Dave Ferree, Georgie Libbie, Bob Bishop, Tyler Holtorff, Donna Mueller. Staff present: City Planner Trey Rouse with Bolton & Menk, Deputy City Clerk Nate Leuthold.

2. Approval of Agenda

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

3. Approval of the Minutes:

Motion by Tyler Holtorff to APPROVE. Seconded by Diane Foss. Motion passed 7-0.

A. Minutes 6.26.24

4. Public Hearing to Review a New Building Site Plan at 6301 University Ave

Trey Rouse gave the staff presentation. Shane Devick of Civil Engineering Consultants spoke on behalf of the Church and answered some questions from the Commission. Geoff Wood asked about lot tie-ins vs. combining parcels. Shane advised that they would be pursuing the lot tie-in option. Motion by Diane Foss to open the Public Hearing at 5:45 PM. Seconded by Dave Ferree. Motion passed 7-0.

Denise Derscheid of 1232 63rd St. spoke regarding lighting, buffering, and landscaping concerns. Dan Bredbeck of 1201 64th St. spoke regarding traffic concerns.

Thomas Mc Mahon of 1227 64th St. also spoke regarding lighting, buffering, and landscaping concerns.

Trey Rouse stated that the traffic concern was outside of the Commission's purview, especially as 63rd Street is an Iowa DOT road. Trey then referenced the site plan regarding lighting concerns to show that the lighting plan exceeds requirements. Shane Devick stated he would be happy to meet with Mr. Mc Mahon and Ms. Derscheid to discuss the landscaping and buffering plan and accept their input and feedback. Nate Leuthold advised that the Board will make a recommendation to Council, which would then vote on the matter at the regular November 4th meeting at 6 PM, should anyone present wish to attend that meeting to provide input.

Motion from Donna Mueller to close the Public Hearing at 6:00 PM. Seconded by Diane Foss. Motion passed 7-0.

A. Staff Presentation

B. Site Plan & Supporting Documents

5. Consideration of a New Building Site Plan at 6301 University Ave

Diane Foss discussed additional requirements regarding meeting with neighboring property owners. Trey Rouse advised against making a requirement too broad that it becomes unenforceable, or too narrow in that it becomes unattainable. Geoff Wood spoke asked Shane Devick if he, in good faith, would have conversations with the property owners to address their concerns. Bob Bishop spoke regarding vegetation and encouraged property owners speak with the developer to provide their input.

Motion by Diane Foss to recommend for approval of the 6301 University Avenue Site Plan (Windsor Presbyterian Church Parking Lot expansion) with the conditions of approval laid out by the City Staff to the City Council. Seconded by Donna Mueller. Motion passed 7-0.

6. **Adjourn**

Motion by Bob Bishop to adjourn at 6:08 PM. Seconded by Tyler Holtorff. Motion passed 7-0.