AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS
PLANNING AND ZONING COMMISSION
Wednesday, October 28, 2020 - 5:00 PM
VIA ZOOM
Meeting ID: 880 0087 7591|Passcode: 800002|Phone: 312 626 6799

1. Call to Order
2. Selection of Meeting Presiding Officer
3. Approval of Agenda
4. Approval of the Minutes
   A. Consideration of the April 1, 2020 Meeting Minutes
5. Consideration of Site Plan
   A. Consideration of Site Plan for Jake's Fireworks
6. Consideration of Vacant Commission Position(s)
7. Adjourn

*It is possible that members, including a quorum of members, of the City Council and other committees may be present. No business will be discussed outside of this agenda.
1. Call to Order
3. Selection of Meeting Presiding Officer: Diane Foss selected.
4. Approval of Agenda: Libbie motion, Campbell second, all approved.
5. Approve Minutes of the January 22, 2020 Meeting: Geoff Wood stated that his last name does not include an "s" at the end. Motion to approve amended minutes as amended by Libbie, second by Wood, all approved.
6. Call for public hearing on site plan for Clive Learning Center parking lot addition. No members of the public were present. Introduction of new PZC member Pat Boucher. Motion to close Public Hearing by Wood, second by Boucher, all approved.
7. Consideration of Site Plan for Clive Learning Center Parking Lot Expansion: Joel Jackson of Bishop Engineering explained that the project includes removal and replacement of the asphalt parking lot on the north side of the building. It will be replaced with concrete and expanded slightly in size. Two new handicapped stalls will be located near the building entrance.
8. Resolution Recommending Approval of Clive Learning Center Parking Lot Expansion Site Plan. Motion Campbell, Wood second. All approved.

9. Consideration of Amendment to Windsor Heights Urban Renewal Area
10. Resolution Recommending Approval of Proposed Amendment to Windsor Heights Urban Renewal Area. Mark Arentsen explained possibility of Bike HUB. Motion to recommend approval of the Urban Renewal Amendment by Boucher, second by Campbell. All approved.

12. Consider Selection of Commission Chairperson and Vice Chairperson per City Code Section 23.05 (1). Motion by Boucher to consider this at the next meeting, second by Libbie. All approved.

13. Adjourn: Motion by Libbie, second by Boucher, all approved.

Dianne Foss, Presiding Officer
TO:  
PLANNING AND ZONING COMMISSION

FROM:

SUBJECT:  Consideration of Site Plan for Jake's Fireworks

GENERAL INFORMATION
Jake's Fireworks Site Plan

SUMMARY
The Planning and Zoning Commission approved a site plan for Jake’s Fireworks for the property located at 7300 Hickman Road on April 24, 2019. The Windsor Heights City Council approved the site plan on June 17, 2019. Jake’s Fireworks chose not to move forward on the project and the site plan approval has since expired.

A request was submitted by Jake’s Fireworks on October 14, 2020 for a second approval of the site plan. I have attached the City’s staff report from 2019 as well as the meeting minutes from April 24, 2019 and June 17, 2019. The Planning and Zoning Commission may recommend one of the following to the City Council after a complete review of the site plan application:

1. Accept and conditionally approve the site plan as proposed with modifications that the Building and Zoning Official, City Engineer and Public Works Director have noted.

2. Deny the site plan as proposed.

ATTACHMENTS
1. Site Plan Approval Letter
2. Jake's Fireworks Final PDF Set w Revision 2 - 09-30-2020
3. Staff Report Jake's
4. 4.24.19 Meeting Minutes
5. 6.17.19 Regular Minutes Signed
Dennis,

Jakes Fireworks is submitting the updated site plans for your approval of the construction of a retail store at 7500 Hickman Road, Windsor Heights, IA. The previous approval has expired because construction had not started on the project in the allotted time frame. This was due to the Covid-19 pandemic as well as conflicting schedules that would not have allowed the construction of the building to be completed before the July 4th fireworks season. Accurate Commercial has been chosen as the general contractor of this project and construction is scheduled to begin as soon as the site plans are approved. Contact me if you have any questions or if you need any further information.

Thanks,
Jeremy Sweaney
Jakes Fireworks
* Renderings are a representation of the building to show general design intent. Not to be used to build from.

WINDSOR HEIGHTS, IOWA
SITE LAYOUT PLAN FOR
JAKES FIREWORKS
7300 HICKMAN ROAD
WINDSOR HEIGHTS, IA

OWNER: SAM RASMUSSEN
1640 SW WHITE BIRCH CIRCLE
ANKENY, IOWA 50023
FAX: 515-963-8020
EMAIL: samr@rasmussenwankcsb.com
PHONE: 515-252-1114 OFFICE

APPLICANT: JAKES FIREWORKS
1 SPACE FOR 200 SQ. FT. OF BUILDING

TOTAL REMAINING GREEN SPACE: 8,534.1 S.F. = 37%
TOTAL PROPOSED IMPERVIOUS AREA: 14,669.9 S.F. = 63%
EXISTING GREEN SPACE 18,999.1 S.F. = 82%
PROPOSED PARKING LOT: 9,320.4 S.F
PROPOSED PARKING AREA: 23 SPACES REQUIRED

DETERMINE THIS ZONE.
BY GRAPHIC PLOTTING ONLY, THE SUBJECT PROPERTY LIES WITHIN FLOOD COMMUNITY AND PANEL NUMBER 19153C0326F, WITH AN EFFECTIVE DATE
IN PARKING AREA:

PROPOSED BUILDING FOOTPRINT: 4,450 S.F.
EXISTING GREEN SPACE 18,999.1 S.F. = 82%
PROPOSED PARKING GREEN SPACE: 774.0 S.F. = 8.3%

SITE AREAS:

PROPOSED ZONING DISTRICT= CC
EXISTING ZONING DISTRICT= CC
LAND USE MAP= COMMERCIAL

14,669.9 S.F.

23,204 S.F.

20'-0"

VARiABLE WIDTH PUBLIC RIGHT OF WAY

05-24-19

CERTIFICATE OF AUTHORITY
REVISION #3
REVISION #2
REVISION #1

CONSULTANTS
PINNACLE DESIGN CONSULTANTS
304-B West Erie St. : Springfield, Mo 65807
417.501.8820 phone : 417.865.3033 fax

PINNACLE DESIGN
CONSULTANTS
7300 HICKMAN ROAD
WINDSOR HEIGHTS, IA

DISCLAIMER OF RESPONSIBILITY
I hereby certify, that this document is true, complete and accurate to the best of my knowledge and belief.
I also certify, that I have no legal or economic interest in the property involved here threatening, or under my direct personal
possession of the plans, drawings, specifications, estimates, reports, or other documents, or instruments relating to the property
Rights reserved.

Copyright © 2019 by Pinnacle Design Consultants. All rights reserved. No part of this document or any information contained hereon
without written consent of Pinnacle Design Consultants.
LANDSCAPING PLAN FOR
ROAR BALL WITH SOIL
PLANTING METHOD ILLUSTRATED
SHRUBS PLANTED IN GROUPS
SET SHRUBS 2' HIGHER THAN SURROUNDING GRADE TO TO
BOOY OF THE PINIT

EXCAVATE a PREPARE OR
EACH TREE MUST BE PLANTED SUCH THAT THE TRUNK

MULCH IN

IRRIGATE

OF THREE YEARS AFTER

CONTACT MTH

STAKE

THE

COMMENTS

LEGEND:

LEGEND:

CORNUS ALTERNIFOLIA) PAGODA DOGWOOD

(JUNIPERUS CHINENSIS) PHITZERIANA

ELIMINATE AIR PTE.KEIS AND

DOES NOT STIFT.

THAT

TO BE REMOVED

PROPOSED 9'x19' LANDSCAPING ISLAND

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34

FLOW LINE=859.84

NV (JOE)-856.14

RIM=B60.34
UTILITY PLAN FOR

LOT 3
23,204 S.F.
0.53 ACRES

PROPOSED BUILDING
100'X45'
FFE = 866.75

NO LE:
• INVERTED CIRCULAR METAL PIPE W/ W/ LID, DIRT BOTTOM (2.5' DEEP)
W/ 2" PIPE EXPOSED. NO OTHER INFORMATION PROVIDED TO SURVEYOR.

FIELD VERIFY AN

ENCES LLC.

PLUMBING PLANS FOR CONTINUATION / CONSTRUCTION PLANS / W/ SERVICES LLC.

DISCLAIMER OF RESPONSIBILITY

Unless specifically stated herein, Pinnacle Design Consultants hereby disclaims any responsibility for all other plans, specifications, estimates, reports, or other documents, or instruments referred to be used for any part or parts of the architectural or engineering project or survey.

Copyright © 2019 by Pinnacle Design Consultants. No copies may be made of all or part of this document without the prior written consent of Pinnacle Design Consultants.

Pinnacle Design Consultants.

REVISIONS
□ REVISION 1
□ REVISION 2
□ REVISION 3

CERTIFICATE OF AUTHORITY

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

CERTIFICATE OF AUTHORITY

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
COUNTY OF CLAY

THE CITY OF clayton, IOWA

/\ Signature of Officer\/

OFFICER

STATE OF IOWA
COUNTY OF CLAY

THE STATE OF IOWA.
HYDROSEED LAYER TO HELP PROTECT MAXIMUM DIRECT CONTACT OF THE SEEDS TO SOIL. WHEN THE ONE-STEP PROCESS IS USED TO APPLY THE SEED, IT IS NEEDED, ACCORDING TO MANUFACTURER'S SPECIFICATIONS.

INSTALLATION/CONSTRUCTION PROCEDURES

INSTALLATION/CONSTRUCTION PROCEDURES

OPERATION & MAINTENANCE PROCEDURES

DUST CONTROL/WIND EROSION

OPERATION & MAINTENANCE PROCEDURES

THE CONTRACTOR IS RESPONSIBLE FOR CLEANING ACCUMULATED SEDIMENT FROM STORM DRAINS PRIOR TO INSTALLATION/CONSTRUCTION PROCEDURES NEEDED, ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
WCFL - WROUGHT CAST FLANGES

FINISH OF

WSFL - WROUGHT

SHALL HAVE A MINIMUM OF ONE (~ AND ONE (1~

Sl!1EL1ER EQUIPMENT

O.e;•

OR SMALLER:

CAST IRON

REPLACED.

/IS

- StlUlERED

AND/OR LOCATIONS, ELEVATIONS #I> 510 PES Of HORIZONTAL PIPING

HIii

MMSTRONG 520 ADHESIVE. THIQCNESS

ROOF DRAIN, TYPE ,I: SIZE

AND N ACCORDING TO ALL REQUIREMENTS OF

SIZE

HERMAL CONJUCTMIY NOT EXCEED

3

1. BICKFLDW PREVENTER: PROVIDE PROPER COVERAGE FOR IHE ENTIRE BUILDING. BEFORE

INSUATION

REQUIRED TO

NEWB TEE DOWN WITH SHUTOFF VALVE

REQUIRE 510 PES.

AND INSTALL EQUPMENT TO ALLOW RIGHT OF WAY FOR PIPING INSTALLED AT

........

...........

OF FIRE SPRCIILER SYSTEM FOR ALL AREAS

GREEN

150 PSI 1 HR

PPING LESS THAN 1 PSI

FOR EASE

CONNECT EQUPMENT

22.

RUBBING ACTION. MNMJM

AND PRESSURE RELIEF

1 HR

STANDMD, MOEN

20.

EXTERIOR HOSE BBBS/WALL HYDRANIS: 21.1, MANUF'ACIURERS:

3.3.

WATER

CLOSERS, URINALS, LAVATORES MANUF'AC'TURER, FIGURE NUl&R AND

PLUMBING CONTRACT'ORS SHOLL FURNSH ALL VALVES

17.1. WATER

1/1

OF 1/1

CONSTRUCTION DRAWNGS. REQUIRED TO INSPECTION.

11.

PER IHE INTERNATIONAL MEQMCAL CODE.

LEAD CONTENT.

10.

OF 50.

ERROR.

9.

VALVES: 18.2. TYPE

11.

MANUF'ACTURERS:

15.

1.1. AMTROL, BELL •

17.

WATER

1/1

IN THE STRUCTURAL DRAWNGS FOR MOUNTING HEIGHT.

PEN

AND OUTSIDE OF WATER HEATER •

JU.

WATTS,

JAY R

AND OUTSIDE

OF RUBBER

SUBPART D

A VDC CONTENT OF

MORE THAN 50.

OF

NOT LESS

OF

AND OUTSIDE

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF

OF
SECTION 26000 - ELECTRICAL SPECIFICATIONS

TIME SWITCH SCHEDULE

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Time Setting</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIGHTING FIXTURE SCHEDULE

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Type</th>
<th>Wattage</th>
<th>Dimmer</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ELECTRICAL SYMBOLS

- [Diagram of electrical symbols]

JAKE'S FIREWORKS
7500 Hickman Road, City of Windsor Heights, Polk County, IA 50324

ELECTRICAL SCHEDULES, SPECIFICATIONS & DETAILS

CONSTRUCTION DOCUMENTS

E3

Page 27 of 27
TO: Planning and Zoning Commission

FROM: Sheilah Lizer, Building and Zoning Official

SUBJECT: Site Plan Review Request for Jake’s Fireworks – Sherwood Forest, Hickman Road

GENERAL INFORMATION

Applicant: Jake’s Fireworks
1500 E 27th Terrace
Pittsburg KS, 66762

Property Owner: Community State Bank
1640 SW White Birch Circle
Ankeny, IA 50023

Proposed Use: Construction of a fireworks store and baseball batting cages.

Zoning: CC, Community Commercial

Location: 7500 Hickman Road

SUMMARY
Jake’s Fireworks intends to build a 4450 sq ft building for the use of a fireworks sales during open season June 1 – July 8, and batting cage rentals in the off season August 20 – May 10. This is an allowed use in the Community Commercial District listed in Chapter 168. The application must meet the design guidelines of Chapter 170. The Planning and Zoning Commission must review the application and provide a recommendation to the Council.

STAFF ANALYSIS

Staff has completed a review of the site plan. As required by the Zoning Ordinance, the Planning and Zoning Commission shall review based on criteria in the table below and based on compatibility with the surrounding neighborhood.
<table>
<thead>
<tr>
<th>Land Use Compatibility</th>
<th>Staff Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height and Bulk</td>
<td>Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations. No issues.</td>
</tr>
<tr>
<td>Setbacks</td>
<td>Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics. Setback requirements have been met.</td>
</tr>
<tr>
<td>Building Coverage</td>
<td>Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities. No issues.</td>
</tr>
<tr>
<td>Frontage</td>
<td>Project frontage along a street should meet minimum frontage requirements and provide reasonable exposure for the development. No issues.</td>
</tr>
<tr>
<td>Parking and Internal Circulation</td>
<td>Parking should serve all structures with minimal conflicts between pedestrians and vehicles. No issues.</td>
</tr>
<tr>
<td>Parking and Internal Circulation</td>
<td>All structures must be accessible to public safety vehicles. No issues.</td>
</tr>
<tr>
<td>Parking and Internal Circulation</td>
<td>Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points. No issues.</td>
</tr>
<tr>
<td>Landscaping</td>
<td>Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved. Staff comments: Jake’s has provided a landscaping plan that satisfies the criteria.</td>
</tr>
<tr>
<td>Building Design</td>
<td>Architectural design and building materials should be compatible with surrounding areas or highly visible locations. Staff comments: Jake’s has provided a plan that staff satisfies the criteria. A criterion that needs additional detail is noted in comments.</td>
</tr>
<tr>
<td>Traffic Capacity</td>
<td>Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations. No issues from the City’s Engineering consultant.</td>
</tr>
<tr>
<td>External Traffic Effects</td>
<td>Project design should direct nonresidential traffic away from residential areas. No issues from the City’s Engineering consultant.</td>
</tr>
<tr>
<td>Operating Hours</td>
<td>Projects with long operating hours must minimize effects on surrounding residential areas. No issues see attachment from Jake’s Fireworks</td>
</tr>
<tr>
<td>Outside Storage</td>
<td>Outside storage areas must be screened from surrounding streets and less intensive land uses. See comments</td>
</tr>
<tr>
<td>Stormwater Management</td>
<td>Development should handle storm water adequately to prevent overloading of public storm water management system. Development should not inhibit development of other properties. Development should not increase probability of erosion, flooding, landslides, or other run-off related effects. See attachment from Bolten and Menk</td>
</tr>
<tr>
<td>Utilities</td>
<td>Project must be served by utilities. No issues.</td>
</tr>
<tr>
<td>Comprehensive Plan</td>
<td>Projects should be consistent with the The future land use map designates the</td>
</tr>
</tbody>
</table>
BUILDING AND ZONING OFFICIAL COMMENTS:

Need rendering of Landscaping Plan
Need internal site plan for batting cages

161 STORM WATER MANAGEMENT PLAN

1. Provide storm water calculations per City’s storm water requirements. The amount of impervious cover created exceeds 5,000 square feet. (Code 161.00)

170.14 COMMERCIAL ARCHITECTURAL REQUIREMENTS - BUILDINGS.

G. Preferred primary exterior materials:
   (1) Aluminum composite materials
   (2) Brick
   (3) Cast Stone
   (4) Cultured Stone
   (5) Precast Concrete Panels

6. Reflective glass or mirrored glass is prohibited. Clear glass shall be used on storefronts, windows, and doors to promote the linkage of the interior and exterior buildings.
   STAFF: Not noted

170.17 COMMERCIAL CONNECTIVITY AND PEDESTRIAN ELEMENTS.

3. Sidewalks in designated areas shall be of a sufficient width to accommodate outdoor seating areas for cafes, pedestrian street furniture, walkways, and street trees. Sidewalks shall be a minimum of six (6) feet unless specifically exempted by the Administrative Official or other Administrative Official.
   STAFF: Plan states 5’

6. Enhanced pedestrian elements at the sidewalk level including decorative lighting, seating or low sitting walls, planters, enhanced paving techniques, etc., shall be incorporated into the theme.
   STAFF: None provided

9. On-site bicycle parking shall be provided and in a location that is easily accessible, but non-intrusive to sidewalk areas or building entries.
   STAFF: None provided

10. Parking and refuse containers shall be placed in a convenient location for the residential units of mixed-use buildings and shall be enclosed with wooden or masonry structure.
    STAFF: Trash enclosure material not listed

170.16 COMMERCIAL PARKING LOT DESIGN AND LANDSCAPING STANDARDS.
7. All utility boxes shall be screened with evergreen trees or shrubs proportional to the heights of the utility box with enough clearance to allow service on the boxes if necessary.

STAFF: Not noted or not shown
FUTURE LAND USE MAP

Below is the most recent adopted Future Land Use Plan (FLUM) which should be used when making decisions on future land use applications. It is not intended to be a zoning map as shown earlier. The FLUM is meant to provide general guidance at a block level and is not meant to provide specificity at the individual property level. The commercial areas designated on the map are intended for commercial and office uses that are oriented toward automobile access. The mixed use areas on the map are intended for areas that encourage combinations of pedestrian-friendly commercial, office and residential.
CONCLUSIONS

The Windsor Heights Planning and Zoning Commission may recommend one of the following to the City Council after a complete review of the site plan application:

1. Accept and conditionally approve the site plan as proposed with modifications that the Building and Zoning Official, City Engineer and Public Works Director have noted.
2. Deny the site plan as proposed.
1. **Call to Order.**

Egger called the meeting to order at 5:01 p.m. Egger, Libbie, Schumann, McConnville, Wood, and Foss in attendance. Turner arrived at 5:02 p.m. Building and Zoning Official Sheilah Lizer.

2. **Approval of the Agenda.**

Foss made a motion to prove the agenda. Schumann seconded; voice vote passed unanimously.

3. **Approval of the November 28, 2018 minutes.**

Foss made a motion to approve the minutes from November 28, 2018. Schumann seconded. Voice vote passed unanimously.

4. **Public Hearing to review a new building site plan at:**

   **PLOT 3 SHERWOOD FOREST PLAT 1, CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA**

Building and Zoning Official Lizer presented on the design guidelines and the plans for the building. Jason Marietta, owner of Jake’s Fireworks spoke about the building and the uses for the building. Discussion was held on the proposed building. Turner motioned to approve the building with the modifications from the Building and Zoning Official, City Engineer and Public Works Director. Foss seconded. Passed unanimously.

1. **Adjourn**

Foss moved to adjourn at 5:37 p.m.; McConnville seconded. Voice vote passed unanimously.

__________________________________________
Jim Egger, Chair

ATTEST:
City of Windsor Heights Regular Business Meeting Minutes  
Monday, June 17, 2019 – 6:00 P.M. Council Chambers

1. Call to Order: Mayor Burgess called the meeting to order at 6:00 P.M.
Council members present: Zachary Bales-Henry, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms.
Staff present: City Administrator Elizabeth Hansen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Deputy Clerk/Communications Specialist Jessica Vogel, Public Works Director Dalton Jacobus, Building and Zoning Official Sheilah Lizer, City Attorney Erin Clanton, and City Engineer Justin Ernst.

2. Pledge of Allegiance: Pledge of Allegiance was recited.

3. Approval of the Agenda: Motion by Loffredo to approve the agenda with the removal of item #7B (cash disbursements) and item #7D (tobacco permits) for separate consideration. Seconded by Harms. Motion passed unanimously on a roll call vote.

4. Presentation from Natural Resource Conservation (NRCS) and Watershed Management Authority (WMA) on Storm Water Best Practices Program: John Swanson from the NRCS gave a presentation on storm water best management practices.

5. Public Hearings:
   A. Jake’s Fireworks:
      a. Public Hearing: Motion by Mike Jones to open the public hearing at 6:12 PM. Seconded by Loffredo. Motion passed unanimously on a roll call vote. BZO Lizer gave a report on the history of fireworks legislation and the use of the proposed new building. Rusty Watson and Keith Olson representing Jake’s Fireworks addressed questions from the council and citizens in attendance about the proposed business. Motion by Loffredo to close the public hearing at 6:27 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
      b. Approval of the Site Plan for Jake’s Fireworks: Motion by Bales-Henry to approve the site plan for Jake’s Fireworks. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
   B. FY 2018-19 Budget Amendment
      a. Public Hearing: Motion by Harms to open the public hearing at 6:28 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote. City Clerk Cooke gave a brief overview of the budget amendment and answered questions from the council. Motion by Harms to close the public hearing at 6:30 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
      b. Resolution No. 19-0621, A Resolution approving the Fiscal Year 2018-19 Budget Amendment: Motion by Harms to approve Resolution No. 19-0621. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.

6. Public Comment:
   i. John Thompson, 6300 School St. #222 – spoke in opposition to the use of credit cards.
   ii. Mayor Burgess presented volunteer appreciation certificates to members of Keep Windsor Heights Beautiful.

7. Consent Agenda:
   A. Approve Minutes of the Regular Council Meeting on June 3, 2019
   B. Approve Payment of Cash Disbursements
   C. Approve Financial Reports for Month of May 2019
   D. Tobacco Permits
      i. Walmart
      ii. Sam’s Club
      iii. Hy-vee
      iv. Super Quick Mart
v. Aws’s Mediterranean Market  
vi. Kum and Go  
vii. Ali Hashim  
viii. Quik Trip  
ix. MedPharm  
E. Liquor License, Class Update, Al Punto  
Motion by Joseph Jones to approve items 7A, 7C, and 7E of the consent agenda. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.  
Motion by Harms to approve item #7B (cash disbursements) excluding payments for Administrator Hansen’s professional development activities including SHRM conference, LaCMA dues, and Iowa League of Cities annual conference. Seconded by Loffredo. Roll call vote: Bales-Henry – aye, Loffredo – aye, Harms – aye, Mike Jones – aye, and Joseph Jones – nay. Motion passed 4-1.  
8. Old Business:  
A. Approve Third and Final Reading of Ordinance No. 19-04, Amending Chapter 60.04.04 of the Code of Ordinances relating to Special Speed Zones: Motion by Loffredo to approve the third and final reading of Ordinance No. 19-04. Seconded by Joseph Jones. Public comment: Louisa Dykstra, 6620 College Ave, spoke in favor of the speed limit increase on University; presented a petition on behalf of the Windsor Heights Chamber in support of the speed limit increase. Dan Bredbeck, 1201 64th St, spoke in opposition to the speed limit increase. Dennis Block, 6412 University, spoke in opposition to the speed limit increase. Council comments: Harms stated that she is in opposition to the speed limit increase until University is completed. Mike Jones spoke in favor of the speed limit increase citing past citizen surveys. Roll call vote: Mike Jones – aye, Harms – nay, Loffredo – aye, Joseph Jones - aye, and Bales-Henry – aye. Motion passed 4-1.  
B. Approve Third and Final Reading of Ordinance No. 19-05, Amending Chapter 161 of the Code of Ordinances regarding Post-Construction Storm Water Management: Motion by Loffredo to approve the third and final reading of Ordinance No. 19-05. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.  
C. Approve Third and Final Reading of Ordinance No. 19-06, Amending Chapter 96 of the Code of Ordinances: Motion by Mike Jones to approve the third and final reading of Ordinance No. 19-06. Seconded by Harms. Motion passed unanimously on a roll call vote.  
D. Update on ADA accessibility on 64th Street and University Avenue: City Engineer Ernst reviewed a memo prepared for council on the matter. Any ADA issues will be resolved with the planned reconstruction of University Avenue. Public comment: Dan Bredbeck, 1201 64th St, spoke in opposition to the report.  
9. New Business:  
A. Discussion and Appropriate Follow Up on IDOT Submittal Plans of the University Avenue Reconstruction Project: City Engineer Ernst gave a brief update on the approval process and noted the deadline of August 8th for bid letting in December. Motion by Joseph Jones to approve the submittal of the University Avenue Reconstruction Plans to IDOT. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.  
B. Approve Resolution No. 19-0622, A Resolution Authorizing the City of Windsor Heights, Iowa, to make an Application to the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant Program: City Engineer Ernst gave an introduction to the Federal grant program. Motion by Joseph Jones to approve Resolution No. 19-0622. Seconded by Harms. Motion passed unanimously on a roll call vote.  
C. Approve Resolution No. 19-0623, A Resolution Approving Fiscal Year 2018-2019 Fund Transfers for the City of Windsor Heights, Iowa: Motion by Harms to approve resolution No. 19-0623. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
10. Reports:
Joseph Jones: Bravo Board meeting awarding public arts grants. Community Foundation 50th anniversary celebration.
Loffredo: Thanked public works for cross walk timing study.
Harms: Metro Waste meeting and Public Safety Committee meetings upcoming.

11. Closed Session: Pursuant to Iowa Code Section 21.5 (1)(e) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Motion by Mike Jones to convene into closed session at 7:22 PM. Seconded by Joseph Jones. Roll call vote: Bales-Henry – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0. Motion by Joseph Jones to convene into open session at 7:49 PM. Seconded by Harms. Roll call vote: Bales-Henry – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.

12. Possible Action after Closed Session: None.

13. Adjourn to 6:00 pm on Monday, July 15, 2019, for a Regular Council Meeting at the Council Chambers.

Motion by Harms to adjourn the meeting at 7:50 PM. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.

Attest: Travis Cooke, City Clerk

David Burgess, Mayor