

**MINUTES  
WINDSOR HEIGHTS  
PLANNING AND ZONING MEETING  
City Hall, 1133 66<sup>th</sup> Street**

**August 28, 2013**

1. Call to Order.

Egger called the meeting to order at 4:37 p.m. Foss, Moran, Calhoun, Fife, and Crain in attendance. City Administrator, Jeff Fiegenschuh and City Inspector, Sheena Danzer was also present.

2. Approval of the Agenda.

Foss made a recommendation to move item #6 (recommendation of vacant Planning and Zoning seat) up to item #4; Moran made a motion to amend the agenda as requested by Foss; Fife seconded. Voice vote passed unanimously.

3. Approval of the minutes from June 26, 2013.

Foss made a motion to approve minutes as read, Crain seconded. Voice vote passed unanimously.

4. Recommendation of applicant to appoint to the Planning and Zoning Commission.

Commission members reviewed applications for the vacant seat on the Planning and Zoning Commission. Calhoun made a motion recommending the appointment of Zane Muntz, 7811 Marilyn Dr.; seconded by Foss. Roll call vote; passed unanimously. The recommendation will be passed on to the City Council at the September 16, 2013 meeting.

5. Discussion of setting design guidelines for University Avenue.

The Planning and Zoning Commission began discussion of setting design standards, similar to those of the Hickman overlay district. Danzer mentioned a study that was completed on the Town Center and the University Avenue corridor when the area was being re-developed. A presentation was given on the background that listed recommendations for design standards along the corridor. Foss recommended the Commission start with the Hickman overlay district standards and add to them as they are the most recent. Foss also mentioned the Commission should look at the final Comprehensive Plan as well to make sure recommendations are being implemented from that such as dark sky principles, masonry facades, and encouraging locally obtained materials as part of the sustainability initiative. Egger made the comment of also reviewing the city's current sign ordinance to be consistent with goals for design standards; either look at stand-alone ordinance or add to the new design guidelines as we

work through them. This item was discussion only; staff will put this back on the agenda at a later meeting date.

6. Discussion of demographic data completed by RDG

RDG worked to complete up-to-date demographic data to include into the Comprehensive Plan. The Commission agreed all the information presented to them was interesting. There was much discussion on obtaining data for the number of single-family dwellings that are converting to rental property in the city. The data seemed comparable to other cities; but the concern was Clive or Urbandale may be adding new apartment complexes for their increase while Windsor Heights' increase may be from single-family dwellings converting to rental properties. The Commission requested staff look into how the data can be obtained. The Fire Department handles rental inspections in the city so there is a chance they have information to start. Moran made the motion to include the RDG data into the Comprehensive Plan with the direction for staff to look into the rental conversion data for the possibility of including in the Plan; second was made by Calhoun. Voice vote passed unanimously.

7. Review of future land use and development concept maps for the Comprehensive Plan.

RDG completed maps back in 1997 when they completed the city's Comprehensive Plan. The maps are not currently adopted as the recent Comprehensive Plan does not include maps. Staff is recommending the Commission update the 1997 maps to include into the new Comprehensive Plan to use for reference in the future when developing and/or re-developing. Several revisions to the maps are needed. Most of the discussion was made in regards to utilizing the bike trail as much as possible such as adding welcoming signage. The 1997 maps had defined the streets in Windsor Heights; for example, Del Matro Avenue was designated as "Community Street;" the Commission had asked staff to look into the history of how each street was designated for clarification. Staff will be meeting with RDG to go over changes and review the old maps.

8. Other.

None

9. Adjourn to next meeting.

Moran moved to adjourn at 5:55 p.m.; Crain seconded. Voice vote passed unanimously.