

**MINUTES OF THE
WINDSOR HEIGHTS
PLANNING AND ZONING COMMISSION MEETING
City Hall, 1133 66th Street**

September 25, 2013

1. Call to Order.

Egger called the meeting to order at 4:32 p.m. Foss, Moran, Calhoun, Fife, and Crain in attendance. City Inspector/Zoning Administrator, Sheena Danzer and City Council member representative, Charlene Butz was also present.

2. Approval of the Agenda.

Egger asked to move item #4 (recognition of Planning and Zoning member, Zane Muntz) to next month's agenda; Moran made a motion to amend and approve the agenda as requested; Calhoun seconded. Voice vote passed unanimously.

3. Approval of the minutes from August 28, 2013.

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

4. Review of updated future land use map.

Commission members reviewed an updated version of the future land use map which will be voted on at the next meeting with a public hearing. Staff noted changes to be made to the map and will have RDG update with a newer version to be sent out to Commission members in advance to the public hearing. Part of Clive Elementary is labeled Parks and Recreation; staff will check with the school principal on the labeling of such as well as if the area can be labeled as a bike hub or trail head.

5. Update on University Avenue design guidelines.

A presentation from Drake University and the Greater Des Moines Partnership will be heard at the next Commission meeting. Staff met with the two groups on a metro-wide sustainability initiative they are partnering on to draft model ordinances for cities. Drake University students will be looking in the City's ordinance to give feedback and recommendations on their findings as the Commission is working on updating sections in the zoning ordinance. Commission members discussed recommendations on moving forward with University Avenue design guidelines. Foss made a motion to draft University Avenue design guidelines to be uniform to those in the Hickman overlay district and to be in conformance with the goals of the Comprehensive Plan. Craig seconded; voice vote passed unanimously.

6. Other.

As the Commission is updating design guidelines, direction to look into and update the sign ordinance was made. A motion was made by Fife to update the sign ordinance with a second by Foss; voice vote passed unanimously.

7. Adjourn to next meeting.

Moran moved to adjourn at 5:36 p.m.; Crain seconded. Voice vote passed unanimously.