

**MINUTES OF THE
WINDSOR HEIGHTS
PLANNING AND ZONING COMMISSION MEETING
**Joint meeting with the City Council
City Hall, 1133 66th Street**

February 26, 2014

1. Call to Order.

Egger called the meeting to order at 4:30 p.m. Foss, Moran, Calhoun, Fife, Crain, and Muntz in attendance. City Inspector/Zoning Administrator, Sheena Danzer, City Administrator, Jeff Fiegenschuh and City Council members Diana Willits, Tony Timm, Dave Burgess, and Steve Peterson were also in attendance.

2. Approval of the Agenda.

Moran made the motion to approve the agenda as presented; Foss seconded. Voice vote passed unanimously.

3. Approval of the minutes from January 22, 2014.

Moran made a motion to approve the minutes as presented, Fife seconded. Voice vote passed unanimously.

4. Walnut Creek Watershed Management Authority (WMA) update and final draft of the Tomorrow Plan presentation.

Bethany Wilcoxon with the Des Moines MPO presented an update on the progress of forming a WMA and also presented a final draft of the Tomorrow Plan.

Moran made a motion to recommend approval of the Tomorrow Plan to the City Council; Muntz seconded; voice vote passed unanimously.

5. Draft sustainability ordinance presentation by Drake University and Greater Des Moines Partnership.

This item was discussion only for Council members and Planning and Zoning to hear the presentation together. The model ordinances presented include water management, purchasing, waste management, and benchmarking. The Planning and Zoning Commission and members of Council were concerned that no other cities had adopted the ordinances yet, but seemed interested if other communities would adopt as well. No action was taken, but the Planning and Zoning Commission had asked the presenters if they could assist the city in other ways. If possible, assistance could include taking a look at our housing stock and possibly amending our ordinance in a way to prevent single-family dwellings from converting into rental properties as that is currently a major concern in the city. They had asked if the presenters could look at our current housing

stock and if they are ways to better market the housing in Windsor Heights. Drake University had agreed to look into something like this and will work with Sheena in getting something put together.

6. Goal setting discussion

Both Planning and Zoning and City Council had agreed that staff should take a priority in working on amending the sign ordinance and updating the city design standards. There was a lot of good discussion and shared goals at this meeting. It was decided that committees could be formed to work on each task. The sign committee will consist of Jim Egger, Pat Moran, and Craig Calhoun. The design standards committee will consist of Diane Foss and Zane Muntz. Staff will be working closely with both of these groups. It was agreed that work on the sign ordinance would take first priority. The sign committee will meet before the next Planning and Zoning Commission on March 26th with an update.

5. Adjourn to next meeting.

Crain moved to adjourn at 6:11 p.m.; Foss seconded. Voice vote passed unanimously.