

**MINUTES OF THE  
WINDSOR HEIGHTS  
PLANNING AND ZONING COMMISSION MEETING  
Council Chambers, 1133 66<sup>th</sup> Street**

**January 28, 2015**

**1. Call to Order.**

Egger called the meeting to order at 4:31 p.m. Jones, Foss, Fife, Calhoun, and Tillotson were in attendance. Absent was Moran. Planning Director, Sheena Danzer, City Administrator, Brett Klein, and Council members Butz and Glover were also present.

**2. Approval of the Agenda.**

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

**3. Approval of the minutes from the October 22, 2014 meeting.**

Foss made a motion to approve the minutes; Calhoun seconded. Voice vote passed unanimously.

**4. Appointment of Chair and Vice-Chair.**

Fife made a motion to appoint Jim Egger as Chair; Jones seconded. Voice vote passed unanimously. Fife made a motion to appoint Craig Calhoun as Vice-Chair; Foss seconded. Voice vote passed unanimously.

**5. Site plan review Scooter's Coffee Shop.**

Scooter's Coffee Shop representatives were present for their proposed project in Sherwood Forest. A revised elevation from Scooter's was received after staff reports had been sent out; there were questions to clarify what the building material consisted of. Scooter's had been working to re-brand their style and the proposed building in Windsor Heights would be the first of the newer model.

Commission member Tillotson had comments on the proposed landscaping. It was recommended that the 3 deciduous shrubs that have been proposed: Compact Burning Bush, Lime Light Hydrangea, and Dwarf Korean Lilac be scaled back and that Yews would be planted as well to keep some greenery in the winter months. It was also recommended that the Black Hill Spruce trees be replaced with Fat Albert Spruce's and the Hackberry trees replaced with Red Bud trees.

Tillotson made a motion to approve the site plan with the requested landscaping changes; Calhoun seconded. Voice vote passed unanimously.

6. **Public hearing for CUP#01-15 for conditional use permit request at 2110 63<sup>rd</sup> Street for a cabinet and countertop construction business.**

Bob Irving, the applicant who intends to occupy the old Anderson Auto business was present for his application to re-use the building for office space, storage and hobby, with a cabinet and countertop construction business. Mr. Irving's intention is to occupy the building and come back at a later date for a site plan as the intention is to make improvements to the property. Mr. Irving explained to the Commission the improvements he would be making to the building and property. The Commission agreed the use would be a nice fit for the building.

Foss made a motion to recommend approval to the Board of Adjustment; Calhoun seconded. Voice vote passed unanimously.

7. **Public hearing on City-wide Design Guidelines.**

The Commission reviewed the Design Guidelines as presented. There was a lengthy discussion with varying opinions from the Commission members. The Commission recommended no action to the Council members with the document presented to them.

There was some discussion on the role of the Development Committee. There was only consensus on the discussion in that if it exists, there should be a quorum present to provide formal minutes to the Commission.

Tillotson made a motion to recommend denial of the Design Guidelines as presented along with setting up a workshop with stakeholders and to use Clive's standards as a starting template; Foss seconded. Voice vote passed unanimously.

8. **Adjourn to next meeting, February 25, 2015.**

Tillotson moved to adjourn at 6:13 p.m.; Calhoun seconded. Voice vote passed unanimously.