

**DRAFT MINUTES OF THE
WINDSOR HEIGHTS
PLANNING AND ZONING COMMISSION
Council Chambers- 1133 66th St.**

October 28, 2015

1. Call to Order.

Egger called the meeting to order at 5:00 p.m. Foss, Tillotson, Turner, Libbie in attendance. Planning Director, Sheena Nuetzman was also in attendance. Absent was Commission member Jones.

2. Approval of the Agenda.

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

3. Approval of the minutes from the September 23, 2015 meeting.

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

4. City Center Project Introduction.

Phillip Vlieger with Vlieger Designworks, Inc. in Des Moines introduced an upcoming project that they will be submitting for review in the near future. The city center project is proposed to be located at the corner of 66th Street and University Avenue in the open lot. The proposed use is a 28,000 square foot mixed use complex that will be made up of four to five restaurants, nine to thirteen condo units, and a common open space for public gathering.

5. Public Hearing on the Design and Development Standards.

The Commission members were presented with a final draft version of the development and design standards. Egger opened the public hearing at 5:20pm.

Sandy Dixon, 6804 Del Matro Avenue with the Keep Windsor Heights Beautiful Committee spoke in support of the plan and highlighted some of the planting materials that should be looked at.

Lorin Knapp, 1801 68th Street, also with the Keep Windsor Heights Beautiful Committee spoke on some of the invasive species that are listed in the planting materials section of the standards and asked that they be removed. To name a few to check on includes the Norway Maple, Burning Bush, and the Barberry.

Egger closed the public hearing at 5:36pm. Tillotson made a motion to approve the Design and Development Standards with direction that staff submits the plant list to the Iowa DNR to review before the City Council public hearing. Foss seconded. Voice vote passed unanimously.

6. **Other.**

Comprehensive Plan Steering Committee update: Foss and Egger who serve as Planning and Zoning representatives on the steering committee gave an overview of the meeting that was held just before the Planning and Zoning meeting. Both encouraged the public to attend a series of public informational meetings that will be held during the process.

The November and December Planning and Zoning Commission meetings are tentatively cancelled due to no agenda items and with the holidays coming up, those months are typically busy.

Turner brought up a discussion item regarding an upstream development that could have a major effect in Windsor Heights as we are in the bottom of the watershed.

7. **Adjourn.**

Calhoun moved to adjourn at 5:46 p.m.; Libbie seconded. Voice vote passed unanimously.

Jim Egger, Chair

ATTEST:

Sheena Nuetzman, Planning Director