

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

April 17, 2013

1. Call to Order.

Egger called the meeting to order at 4:33 p.m. Turner, Foss, Fife, Calhoun, Crain in attendance. City Inspector, Sheena Danzer, Fire Chief Christopher Cross and Police Chief Dennis McDaniel were also present as well as some Council members.

2. Approval of the Agenda.

Egger made a motion to add a presentation by the Fire Chief and Police Chief to brief the commission for what will be on the next meeting's agenda.

Foss moved approval of the agenda as amended, Fife seconded. Voice vote passed unanimously.

3. Approval of the minutes from March 27, 2013.

Foss made a motion to approve minutes as presented, Turner seconded. Voice vote passed unanimously.

4. Fire Chief and Police Chief Presentation.

Chief McDaniel and Chief Cross spoke to the Planning and Zoning Commission about a request for a 120 foot communications tower that will be on the next agenda which will be a Conditional Use Permit request. McDaniel discussed a regional radio project that has progressed over the last few months, meaning tower sites were moved causing public safety radio communications to blackout in the Windsor Heights area. Placing a tower within Windsor Heights' jurisdiction is critical in providing public safety services to our citizen. A May 1, 2013 Planning and Zoning Commission meeting has been scheduled for this request.

5. Payday Lending/Pawn Shop discussion.

Moran asked about the status of the payday lending/pawn shop study that will need to be discussed at the Planning and Zoning level. City staff is still working with the City Attorney on the issue but will be up for discussion in the next couple months.

6. Consideration of a city-wide sustainable stormwater management and erosion/sediment control ordinance.

Jay Michels with Emmons Olivier Resources made a presentation on a draft stormwater management and erosion/sediment control ordinance that Planning and Zoning has been working on. After the presentation, the Commission discussed several items in the ordinance they would

like to see changed and have Michels bring back an updated draft before a public hearing before City Council. Items discussed are as follows:

- Correct typo's
- Change storm water from two words to stormwater
- Change Community to City throughout
- Add a purpose and definition sections to the Chapter 160 – Erosion and Sediment Control section
- Change the definition of receiving waters to Walnut and North Walnut Creeks
- In 160.04 Inspection Procedures, Item 3, change “within a reasonable time” to two (2) business days
- In both sections add “business days” where appropriate and change the review process timeline to fifteen (15) business days for consistency throughout the document
- In Section 161.08 Stormwater Standards, change to language to language that is more reflective of the intent of the Iowa Unified Sizing Criteria and less the MIDS project.
- Add reference to the NOAA's Atlas 14 rainfall event criteria for the 2, 5, 10, and 100 years storms, which was released by NOAA on April 19, 2013.

Discussion of fees for permits and inspections was also made; fees that other jurisdictions charge will be reviewed. More discussion and clarification of the total square feet for land disturbance that would require a permit will also be discussed in more detail at the next meeting.

Michels will have an updated ordinance for the May 1, 2013 meeting for discussion and review.

7. Adjourn to next scheduled meeting, May 1, 2013.

Calhoun moved to adjourn at 7:24 p.m. Fife seconded. Voice vote passed unanimously.