



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS BOARD OF ADJUSTMENT**  
**Wednesday, February 18, 2026 - 5:30 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**  
**ZOOM: <https://us02web.zoom.us/j/7832856334>**  
**Meeting ID: 783 285 6334**

**1. Call to Order/Roll Call**

Board Chair Chaden Halfhill called the meeting to order at 5:31 PM. Members present: Paul Walter, Carole Tillotson, John Villotti. Members absent: Larry James. Staff present: City Planner Trey Rouse, City Administrator Adam Plagge, Deputy City Clerk Nate Leuthold.

**2. Approval of Agenda**

Motion by Carole Tillotson to approve. Seconded by Paul Walter. Motion passed 4-0.

**3. Approval of Minutes:**

Motion by John Villotti to approve. Seconded by Paul Walter. Carole Tillotson abstained due to being absent at the meeting on 4-23-2024. Motion passed 3-0.

A. 4.23.24 Minutes

**4. Public Hearing on Revocation of Conditional Use Permit - 6500 Hickman Rd**

Chair Chaden Halfhill opened the public hearing at 5:35 PM. Trey Rouse presented the staff report with the staff recommendation that the CUP be revoked.

Paul Walter asked what sort of communications happened between the City between July 23rd and December 18th. Adam Plagge advised that construction resumed after the July communication then came to a halt as the weather got colder. The December letter was to begin the process of achieving CUP compliance and to push for substantial site plan completion by the site plan's expiration on March 3rd.

Chaden asked about the current use. Adam advised that it was partially in use as an apartment, and partially as a motel.

Mila Schwartz, owner of 6500 Hickman Rd spoke and advised that the property was currently 90% occupied as an apartment, meaning that 37 of 41 rooms were occupied. She spoke regarding financing hardships and requested a 120-day extension of the CUP, with updates to staff at 30, 60, 90, and 120 days. She advised that she had promising leads from three different banks. She expressed concerns about displacing the 37 residents they currently had, should the property revert to hotel/motel operations exclusively.

Carole Tillotson asked about nuisance abatement and the current state of financing. Mila advised that roughly half of the nuisances have been abated. The outstanding nuisances include trees and the exterior condition of the former bar on the property. Mila advised that they had been in talks with three banks currently. Carole asked if she had any offers in writing. Mila advised that they did not.

Chaden asked about the number of public safety calls for service. Trey advised that per the report from Public Safety, the number of calls was not atypical for the property over the long term.

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

Paul Walter asked how many evictions they had had since changing over the use of the property to largely residential. Mila advised that it was roughly 20.

Patricia Schneider of 6609 Lincoln Ave asked the Board to consider what difference there was in displacing residents via the revocation of the CUP and displacing residents via eviction.

Chaden asked if financing predicated achieving CUP conditions. Adam advised that while progress was made to that end, various issues remain outstanding, and barring substantial progress in the next two weeks, the site plan would expire. He advised that the reason the revocation of the CUP was put before the Board was that, due to the impending expiration of the site plan, there is no reason to maintain the CUP, as there would be no clear path forward to achieve the conditions attached.

John Villotti asked if the expiration of the Site Plan was automatic grounds for denial. Trey advised that it was not automatic, which is why City Staff brought the matter before the Board tonight.

Jim Schneider at 6609 Lincoln Ave asked what it would take to meet the conditions of the CUP and if 120 days would even be enough to meet them. Mila advised that they were seeking \$200-250,000 in capital to move forward. She once again emphasized that they were not looking for an indefinite extension of the CUP.

Motion by Chaden Halfhill to close the public hearing at 6:53 PM. Seconded by John Villotti. Motion passed 4-0.

Motion by Chaden Halfhill to defer the revocation of the CUP to the expiration of the Site Plan. The motion failed due to lack of second.

Motion by Carole Tillotson to revoke the CUP. Seconded by Paul Walter. Motion passed 4-0.

A. Staff Report and Materials

**5. Approve Board of Adjustment Rules and Procedures**

Motion by Paul Walter to strike the last sentence in section 2.7c and approve the Rules and Procedures. Seconded by Carole Tillotson. Motion passed 4-0.

A. Rules and Procedures

**6. Elect Chair and Vice Chair of the Board of Adjustment**

Motion by Paul Walter to reelect Chaden Halfhill to Chair and to elect Carole Tillotson to Vice Chair. Seconded by Chaden Halfhill. Motion passed 4-0.

**7. Adjourn**

Motion by Carole Tillotson to Adjourn at 7:00 PM. Seconded by Paul Walter. Motion passed 4-0.