

Minutes of the Maxwell Planning & Zoning Commission
Tuesday October 7, 2025

Note: The following are unofficial until they are approved by the board at the next meeting.

1. The meeting was called to order by chair Pat Meade at 6:28 pm.
2. Roll call was answered by Shelly Balke, Pat Meade and Rex Shoemaker via phone. Ex officio attendee Sue Philpott, visitors Ken Jans, and Bryce Hubert.
3. Moved by Balke to approve the agenda, Shoemaker seconded. 3 ayes
4. Moved by Balke to approve August 11, 2025 minutes, Shoemaker seconded. 3 ayes
Moved by Balke to approve August 15, 2025 minutes, Shoemaker seconded. 3 ayes
5. Discussion on the urban renewal plan amendment's conformity with the cities comprehensive plan. Questions were raised about the amendment being specific to a 12 acre property, and not the entirety of the city of Maxwell. It was noted that the link between urban renewal plan and TIF (tax increment financing) is for new developments, and similar incentives are commonly used by cities to promote growth. Concern was raised about housing needs and low/moderate income housing provisions. (referenced on page 10, 29, 30 of the comprehensive plan)
The Planning & Zoning commission's recommendations to city council regarding the urban renewal plan amendment's conformity with Maxwell's comprehensive plan are as follows: To specify a clear expiration date, and seek clarification on the process for new developments.
6. Terms of office for Planning & Zoning commissioners will be presented to City Council on Wednesday October 8, 2025 for possible approval. Expiration dates are as follows:
Pat Meade October 4, 2027 – Shelly Balke November 2, 2028 – Rex Shoemaker July 9, 2030
7. Follow up with the city engineer for an updated zoning map, and request a street map with the classification of streets in Maxwell as referenced in Ordinance 170.14
8. At 7:05 Balke moved to adjourn, Shoemaker seconded. 3 ayes

Attest: _____, Clerk _____, Chair
Carrie Heaps Pat Meade