

Minutes of the Maxwell Planning & Zoning Commission
Monday December 8, 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 7:03p.m.
2. Roll call was answered by Shelly Balke, Pat Meade, Rex Shoemaker, Bryce Hubert, Ex officio attendee Sue Philpott, visitors Steve Gast, city engineer Wes Farrand, Manny Toribio from JAMC development group, attendees via phone were Shawn Yoder from Advanced Tiling and Trenching, Dan Ahrens from Third Millennium Development LLC and Clint Sloss from JAMC development group.
3. Balke requested an amendment to the agenda to include item 8 to inform the Planning and Zoning commission of the information that was discussed at the sub-committee's workshop.
4. Balke moved to approve Oct 7, 2025 minutes after the correction of item 7 to include comprehensive maps in the follow up with the city engineer. Shoemaker seconded, 4 ayes
5. No rezoning action was needed on 401 Main Street as ordinance 165.09 G states that "Clinics, including veterinarian clinics, provided such clinics maintain the residential character of the neighborhood." Therefore, Our Family Veterinary Clinic is free to resume business.
6. Discussion and recommendation to city council to defer approval of Rock Creek Ridge final plat until all required documentation has been submitted by JAMC development group, reviewed by the city engineer and is confirmed to meet city code. Moved by Hubert, seconded by Balke, 4 ayes.
7. Discussion of comprehensive plan proposal from Iowa State and MIPA. Review of Iowa States previous work for the city and satisfaction of the previous 2009 plan. Meade moved to recommend to city council to accept Iowa State University's comprehensive plan proposal, Shoemaker seconded 4 ayes.
8. The sub-commission (Meade, Balke, Philipott, Westendorf, Heaps) had a work session on the application process and fees for the plating process. When completed, it will be presented to the Planning and Zoning commission for review before submitting it to the city council. Another work session is planned for Jan. 21st to review the proposed codification updates to ordinance 170.
9. Balke moved to adjourn at 8:23p.m. Shoemaker seconded, 4 ayes.

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