

Minutes of the Maxwell Planning & Zoning Commission  
Tuesday August 11, 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 6:32 pm.
2. Roll call was answered by Shelly Balke, Rex Shoemaker and Pat Meade. Ex officio attendee Sue Philpott, visitor Kevin Tankersley
3. Moved by Balke to approve the agenda with agenda item #9 to follow item #4. Meade seconded. 3 ayes
4. Moved by Balke to approve July 8, 2025 minutes with corrections to item 5g, clarifying time of adjournment at 8:18p.m. Time of next meeting to 6:30p.m. and correction of Chair as Pat Meade. Shoemaker seconded. 3 ayes
9. Shoemaker moved to open forum. Balke seconded. 3 ayes  
Mr. Tankersley inquired about the lot line of East 14. Board needs clarification from Snyder engineering. Balke moved to close open forum. Shoemaker seconded. 3 ayes  
Meade moved to send the plat of survey 7229.119 to Snyder for review and clarification. Shoemaker seconded. 3 ayes
5. Balke moved to table until September's meeting, the plating process under ordinance chapter 170. Shoemaker seconded. 3 ayes
6. Discussion has been tabled until the commissioners receive an update from the city engineer on street, zoning, and comp plan maps until the September meeting,
7. Planning and Zoning guidebook was given to commissioners for ordinance information and will be updated with current zoning maps when available.
8. Terms of office for Planning and Zoning commissioners will be presented to City Council on Wednesday August 13, 2025 for possible approval.  
Balke moved to adjourn at 7:11p.m. seconded by Shoemaker. 3 ayes.  
Next meeting will be Monday, September 8, 2025 at 6:30 p.m.at City Hall.

Attest: \_\_\_\_\_, Clerk      \_\_\_\_\_, Chair  
Carrie Heaps      Pat Meade