**City of Tea**

**Planning & Zoning Meeting**

**September 24th, 2024 5:30 PM**

**Tea City Hall**

1. **Call to Order**

Vice President Todd Boots called the meeting to order at 5:31 p.m. with the following board members present: Barry Maag, Bob Venard, and Stan Montileaux. Board President Joe Munson was not in attendance. Tea City Hall staff members Kevin Nissen, Planning and Zoning Administrator, and Ellen Martin, Assistant Planner were also present.

1. **Approval of the Agenda**

**Motion** by Venard, Seconded by Maag to approve the agenda. All members voted AYE.

1. **September 10th, 2024 Minutes**

**Motion** by Venard, Seconded by Montileaux to approve the September 10th, 2024 Minutes. All members voted AYE.

1. **Plat of Lots 5A & 5B, Block 6, Heritage Addition, City of Tea.**The Board reviewed a plat to divide Lot 5 into two residential lots for sale at the corner of E Antioch St and N Lammers Ct. A twin home is being built on the lots. HDR has reviewed and approved the plat.

**Motion** by Montileaux, Seconded by Maag to approve Plat of Lots 5A & 5B, Block 6, Heritage Addition, City of Tea. All members voted AYE.

1. **Plat of Lots 17-18, Block 2, Lots 17-18, Block 4, High Pointe Estates 3rd Addition, City of Tea.**

The Board reviewed a plat for four single-family lots on N Poplar Ave. HDR has reviewed and approved the plat.

**Motion** by Maag, Seconded by Venard to approve Plat of Lots 17-18, Block 2, Lots 17-18, Block 4, High Pointe Estates 3rd Addition, City of Tea. All members voted AYE.

1. **Harvard Site and Building Plans BP #20240281- 125 S. Sundowner Avenue.**

The Board reviewed the site and building plans for Harvard Integrations Warehouse and Lot. HDR has reviewed the site plan but has not given final approval. Tom Paisley has reviewed and approved the building plans.

**Motion** by Maag, Seconded by Montileaux to approve the Harvard Site and Building Plans pending HDR’s approval of the site plan. All members voted AYE.

1. **Nielson Contractor Shops Site and Building Plans – 2020 & 2030 Monty Street**

The Board reviewed the site and building plans for Nielson Contractor Shops. HDR has reviewed the site plan but has not given final approval. Tom Paisley has reviewed and approved the building plans.

**Motion** by Venard, Seconded by Maag to approve the Nielson Contractor Shops Site and Building Plans pending HDR’s approval of the site plan. All members voted AYE.

1. **Empire Companies Interior Build – Suite 2 Office, 2035 Merchant St. BP #20240295**

The Board reviewed the interior buildout plans for Empire Companies at 2035 Merchant St. The plans have been reviewed and approved by Tom Paisley.

**Motion** by Montileaux, Seconded by Maag to approve the Empire Companies Interior Build. All members voted AYE.

1. **Wagzone Pet Hotel Building Plans BP #20240249**

The Board reviewed the building plans for the Wagzone Pet Hotel.

**Motion** by Venard, Seconded by Maag to approve the Wagzone Pet Hotel Building Plans. All members voted AYE.

1. **Coffee & Waffles Interior Build Plans – Maker’s Exchange**

The Board reviewed the interior building plans for the Coffee & Waffles located in the Maker’s Exchange building at 102 Venture Pl.

**Motion** by Maag, Seconded by Montileaux to approve the interior building plans for the Coffee & Waffles Café. All members voted AYE.

1. **Other Business**

The October 8th Planning & Zoning meeting has been moved to October 22nd.

**Motion** by Venard, Seconded by Montileaux to adjourn the meeting at 6:18 p.m. All members voted AYE.

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Todd Boots - Zoning Board Vice President

ATTEST:

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Kevin Nissen – Zoning Administrator

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