**City of Tea**

**Planning & Zoning Meeting**

**May 28th, 2024 5:30 PM**

**Tea City Hall**

1. **Call to Order:**

President Joe Munson called the meeting to order at 5:30 p.m. with the following board members present: Todd Boots and Bob Venard. Board members Barry Maag, and Stan Montileaux were not in attendance. Also present were Tea City Hall staff members Kevin Nissen, Planning and Zoning Administrator, and Ellen Martin, Assistant Planner.

1. **Approval of the Agenda**

**Motion** by Venard, Seconded by Boots to approve the May 28th, 2024, agenda. All members voted AYE.

1. **May 14th , 2024 Minutes**

**Motion** by Boots, Seconded by Venard to approve the May 14th, 2024 minutes. All members voted AYE.

1. **Mixed-Use Commercial Interior Build – 200 N. Heritage Parkway – Units 1-4**

The Board reviewed the building plans for the main level of the mixed-use commercial building at 200 N Heritage Parkway, Units 1-4. The units are being finished for office space use. The plans have been reviewed by Tom Paisley.

**Motion** by Boots, Seconded by Venard to approve the Mixed-Use Commercial Interior Build at 200 N Heritage Pkwy. All members voted AYE.

1. **5:40 Public Hearing:** Utility Vacation, Landmark Industrial Park

The Board reviewed the petition to vacate the existing utility easement on Tracts 9 and 10 of Landmark Industrial Park Addition. There are no utility services currently located in the easement.

**Motion** by Venard, Seconded by Boots to approve the utility vacation in Landmark Industrial Park. All members voted AYE.

1. **5:45 Public Hearing:** CUP 24-06 Kennel – 2000 Venture Street

The Board reviewed the conditional use permit 24-06 for a pet daycare and boarding at 2000 Venture St. The owner Heather Nearman was present to answer any questions and has over 9 years of experience caring for pets. The business will provide pet boarding and daycare with indoor and outdoor play areas. The outdoor area will be fenced in with an 8-foot fence. The owners have plans for possible expansion in the future to enclose the outdoor play area and add additional services. No members of the public came to comment.

**Motion** by Venard, Seconded by Boots to approve CUP 24-06 Kennel at 2000 Venture St. All members voted AYE.

1. **5:50 Public Hearing:** CUP 24-07 Outside Storage – 2320 Enterprise Avenue

The Board reviewed the conditional use permit 24-07 for outside storage at 2320 Enterprise Ave. The lot will be used for outdoor storage and parking with a screened fence. No one from the public came to comment.

**Motion** by Venard, Seconded by Boots to approve CUP 24-07 Outside Storage at 2320 Enterprise Ave with the requirement that any future tenants must communicate their plans with the planning and zoning authority. All members voted AYE.

1. **Harvard Industrial Addition – Phase 1 Development Engineering Plan** – Review only

The Board reviewed the Harvard Industrial Park Addition Phase 1 DEP showing the grading and drainage plan. HDR has not given final approval. No motion is required.

1. **Tea Commerce Addition Phase 1 DEP & Grading Permit** – Update

The Board reviewed the Tea Commerce Addition Phase 1 DEP and Grading Permit. HDR has given approval. No motion is required.

1. **Other Business**

The Board discussed the upcoming Tea Comprehensive Plan Meeting to be held on May 29th, 2024. The meeting will present the survey results from the recent public survey.

**Motion** by Venard, Seconded by Boots to adjourn the meeting at 6:20 p.m. All members voted AYE.

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Joe Munson - Zoning Board President

ATTEST:

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Kevin Nissen – Zoning Administrator

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