

# City of St Hedwig

## Planning & Zoning Meeting Minutes

January 21, 2020

Meeting Location: Saint Hedwig City Hall

Called to order at 7:03 PM

Roll Call:

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Secretary Fornof – Present  
Commissioner Jones- absent  
Commissioner Polasek – Present  
Commissioner Mais – Present  
Commissioner Maddox – Present  
Commissioner Robinette - Present  
Quorum established

Reading and approval of Minutes

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- Minutes not available

Review of P&Z Commissioner Log

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- No new items received

Citizens to be heard

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- Mr. Robert Pennington discussed the approvals needed for subdivision of property seeking to understand the process and discussed his plans for future development

New Business

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Topic 01: request for plat approval case # 2019-Pitt

- Commissioner Robinette requested clarification of the need for approval
- Discussion of Subdivision Ordinance requirement that all divisions of property must be approved by P&Z to avoid an illegal subdivision of property
- Commissioner Polasek moved to approve the request to create 18 Acre parcel Seconded by Commissioner Robinette Vote taken, the motion carried by an unanimous vote to approve request to subdivide.

Topic 02: Discussion of zoning change signage

- Commissioner Polasek made a proposal to acquire signage for properties requesting rezoning, cost to be added to fee charges, discussed the Corpus Christie Ordinance and modeling or efforts after their ordinance
- Discussion of testing signage for the next request to rezone and the need to get city council approval for purchase of 2 signs for \$40
- Discussion of adding requirement to zoning ordinance currently under revision

- Commissioner Polasek moved to request funding from City Council to purchase 2 rezoning signs enhancing rezoning awareness for the public. Seconded by Commissioner Robinette. Vote taken, the motion carried by an unanimous vote to approve.
- Item to be added to the February City Council meeting agenda. UPDATE: In consultation with city attorney any change to ordinance cannot be added until a version is released for public comment and incorporated into a revised ordinance and that purchase of sign for rezoning cannot be considered as a test case.

#### Topic 03: Election of P&Z Commissioners

- Discussion of appointing a P&Z Chairman Commissioner Jones stepping down as chairman however will remain on the Planning and Zoning Commission. Discussion of potential candidates and the duties. Several Commissioners cited the time requirements and duties of chairman as possible limiters.
- Commissioner Polasek discussed the growing complexity of the issues in subdivision development and the limited knowledge of the Commission. City Council has worked the hiring of a city engineer that will assist with subdivision issues. The council has also approved several subdivision Ordinance Amendments. Legal assistance is also available at the request of the Commission
- Commissioner Mais discussed the responsibilities and said he would be honored to take on the role with guidance. Commissioner Maddox moved to appoint Commissioner Mais as chairman. Motion seconded by Commissioner Polasek. Vote taken, the motion carried by an unanimous vote appointing Commissioner Mais as Chairman.
- Discussion of appointing a P&Z Deputy Chairman.
- Commissioner Robinette moved to appoint Commissioner Polasek as Deputy chairman. Commissioner Mais seconded the motion. Vote taken, with motion carried by an unanimous vote appointing Commissioner Polasek as Deputy chairman

#### Old Business

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#### Topic 01: Ordinance conflicts and revisions

- Review of zoning ordinance
  - Zoning Ordinance revised creating appendices to improve readability
  - Discussion of next steps for Zoning Ordinance change review
  - Previously discussed changes will be inserted into revised ordinance and sent to Commissioners for review prior to next meeting

#### Establish Date and Agenda for next meeting

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- Set next meeting for February 18<sup>th</sup>.
- Will be a Joint Public Hearing followed by a P&Z meeting at City Hall
- Hearing beginning at 7:00.
  - Hear citizen inputs regarding Pittman rezoning request
- P&Z Meeting Agenda to include:
  - Discuss and take action on Pittman rezoning
  - Review Ordinance changes
  - Rezoning signage

Meeting adjourned

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