



*Planning Commission Meeting
Regular Meeting Minutes
404 Comanche St., Kiowa Town Hall
July 23, 2025 @ 6:00 pm*

CALL TO ORDER

The regular meeting of the Town of Kiowa Planning Commission was called to order at 6:03 pm by Chairperson Wendy Frenzel.

ROLL CALL

Present: Chairperson Wendy Frenzel, Co-Chairperson Todd Lane, Commissioner Shannon Lane, Commissioner Julie Mizak, and Commissioner Lori Rafferty.

Also present:

Kim Boyd, Town Administrator
Sasha Davidson, Town Clerk
Terry Howard, Mayor on Zoom
Susie, Code Compliance

Absent: Commissioner Sandy Kalisch

There was a quorum for conducting business.

PUBLIC COMMENT

None

CONSENT ITEMS

Chairperson Wendy Frenzel entertained a motion to approve the agenda. Commissioner Julie Mizak moved to approve the agenda, and Commissioner Shannon Lane seconded the motion, and the motion carried 5-0 with no discussion.

Chairperson Wendy Frenzel entertained a motion to approve the minutes from the June 18, 2025, meeting. Commissioner Julie Mizak moved to approve of the minutes from the June 18, 2025, meeting. Co-Commissioner Todd Lane seconded the motion, and the motion carried 5-0 with no discussion.

Chairperson Wendy Frenzel entertained a motion to approve the minutes from the July 2, 2025, special meeting. Commissioner Lori Rafferty moved to approve the minutes from the July 2, 2025, special meeting. Commissioner Shannon Lane seconded the motion, and the motion carried 5-0 with no discussion.

OLD BUSINESS

A. Amending Article XIV – Sign Code regarding Temporary Signs, Temporary Banners, and Feather Banners.

Susie from Code Compliance came to work with the board to assist them in discussions about the sign code. There was in depth discussion amongst the board members about the options for businesses and their temporary sign possibilities. An ordinance was created to be sent to the Town of Kiowa Board.

Commissioner Wendy Frenzel entertained a motion to send the sign code ordinance to the Town of Kiowa Board for consideration and approval at their August 12, 2025, meeting.

Commissioner Shannon Lane moved to approve sending the sign code ordinance to the Town of Kiowa Board for their consideration and approval at their August 12, 2025, meeting.

Commissioner Julie Mizak seconded the motion, and the motion carried 5-0 with no discussion.

NEW BUSINESS

None

CORRESPONDENCE/INFORMATION/REVIEW/DISCUSSION

Todd Lane expressed an interest in stepping down from Co-chairperson, but not the Planning Commission.

Commissioner Wendy Frenzel entertained a motion to allow Todd Lane to step down from the role of Co-Commissioner. Commissioner Shannon Lane moved to approve Todd Lane stepping down as Co-Commissioner. Commissioner Lori Rafferty seconded the motion, and the motion carried 5-0 with no discussion.

Commissioner Wendy Frenzel entertained a motion to promote Julie Mizak to the position of Co-Commissioner. Commissioner Shannon Lane moved to approve the promotion of Julie Mizak to the position of Co-Commissioner. Commissioner Lori Rafferty seconded the motion, and the motion carried 5-0 with no discussion.

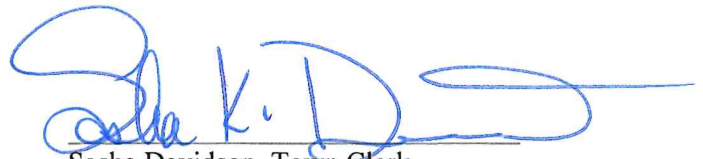
ADJOURN

Commissioner Wendy Frenzel entertained a motion to adjourn the meeting. Co-Commissioner Julie Mizak moved to adjourn at 7:34pm, and Commissioner Todd Lane seconded. The motion carried 5-0 with no discussion.

The next regular meeting will be on August 20, 2025, at Town Hall at 6:00 p.m.

Minutes approved by:


Wendy Frenzel, Chairperson


Sasha Davidson, Town Clerk