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# PLANNING AND ZONING MEETING MINUTES

**Opened meeting at 6:10pm, April 7th, 2025**

- **Commission Attendees:** Deborah Herron, Danita Hinton, Clay Crozier, Valorie McLean, Lynn Hamilton
- **Guest Attendees:**

## Agenda Items:

1. Prayer by Danita Hinton, Pledge of Allegiance
2. Meeting minutes, 3.10.2025 accepted by unanimous vote.
3. Review permit checklist & guidebook:
  - a. Made adjustments to Internal New Residential Permit Checklist
  - b. Added airport overlay to guidebook, discussed training office staff on FAA processes (Valorie)
  - c. Made formatting changes to guidebook
  - d. Danita made motion to recommend Guidebook and Internal Permit Checklist, accepted by unanimous vote.
4. Short Term Rental is tabled for next meeting.
  - a. Valorie will make edits according to Clay's recommendations.

## Action Items:

1. Danita will present at city council.

## Motions:

1. Motion made by Danita Hinton to accept the minutes, seconded by Deborah Herron, vote: unanimous.
2. Motion made by Danita Hinton to recommend the Public Facing Guidebook and Internal Checklist for New Residential, seconded by Valorie McLean, vote: unanimous. Deb was not present for vote.
3. Motion made by Danita Hinton to adjourn at 7:45, seconded by Lynn Hamilton, vote: unanimous.