

**MINUTES OF THE PLANNING AND ZONING BOARD:** The Planning and Zoning Board met on Wednesday, December 11, 2024 5:30 p.m. at the Beaver City Center, 30 West 300 North. The following members were present: Chairman Travis Hollingshead, Debbie Smith, and David Kerksiek. Also, present were Planning and Zoning Administrator Jason Brown, and Secretary Paula Fails. Member Ruben Vasquez and Chris Hilsman were absent and excused. Public present Mark & Jackie Whittlesey, Craig & Janet Derryberry, Kevin and Talon DeMille.

**WORK MEETING**

Administrator Brown discussed with the board roads and De Mille subdivision layout. Admin Brown also reviewed with the board the new Subdivision Formal Review Process.

**REGULAR MEETING -**

Chairman Hollingshead welcomed everyone to the meeting and excused board members Ruben Vasquez and Chris Hilsman they are out of town.

**OPENING – ADMINISTRATOR BROWN –**

Chairman Hollingshead opened with a prayer and Administrator Brown led the pledge of allegiance.

**APPROVAL OF MINUTES FOR AUGUST 6, 2024 -**

Member Smith motioned to approve the minutes from August 6, 2024 meeting. Member Kerksiek second the motion. All voted in favor.

**CONFLICT OF INTEREST STATEMENT** - No one had a conflict of interest.

**CONDITIONAL USE PERMIT FOR JANET DERRYBERRY AT 930 NORTH 50 EAST FOR A HOME BUSINESS BEAUTY SALON –**

Janet Derryberry met with the board to discuss her plans for a home business at 930 North 50 East. Chairman Hollingshead reviewed the Conditional Use Permit questions for compliance of her conditional use permit for a home business. No questions or public comment. Member Kerksiek motioned to approve the CUP, with the condition that she follows all laws and regulations for a home business. Member Smith second the motion. All voted in favor of the motion.

**DEMILLE SUBDIVISION** – Kevin DeMille met with the board to review the DeMille subdivision layout for his subdivision development. Kevin plans on working with Administrator Brown on anything that needs to be changed or added on the subdivision. Administrator Brown said that the City Council will need to relinquish/abolish the former Crowther Subdivision and accept the New DeMille subdivision. The subdivision change will be discussed during City Council on January 13<sup>th</sup>, 2025. Member Kerksiek made a motion to approve the DeMille subdivision with the stipulation that the City Council accepts the change of the subdivision and they follow all construction standards, deeding the roads and work with Administrator Brown on any changes. Member Smith second the motion. All voted in favor of the motion.

**REVIEW OF NEW SUBDIVISION LAWS –**

Administrator Brown reviewed the Subdivision Formal Review Process and asked the board to review the check list process and the ordinance. We will discuss the process check list at the next board meeting in January.

The Planning & Zoning Board had no further business at this time. Member Smith motioned to adjourn the meeting and Board Member Kerksiek seconded the motion. All voted in favor of the motion. None opposed. The meeting adjourned at 6:45 pm.

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APPROVED – Travis Hollingshead  
Chairman

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ATTEST – Paula B. Fails  
Secretary