

**TOWN OF SMITHFIELD
PLANNING BOARD MEETING MINUTES OF
DECEMBER 12TH, 2018**

MEMBERS PRESENT: **David Kincaid** **Jo-Anne Bushey**
 Erik Rasmussen **David Merry Jr.**
 Harold Buzzell

MEMBERS EXCUSED: **Dale Churchill**

OTHERS PRESENT: **Nichole Clark**

7:00PM meeting was called to order and members present reviewed all documents presented to them.

Minutes of the November 14th, 2018 Meeting:

Jo-Anne Bushey motioned to accept the minutes from the November 14th, 2018 meeting. David Kincaid seconded the motion. Motion passed.

Board Update/Info: None

Code Enforcement Update/Report: None

OLD BUSINESS:

1. Commercial Ordinance Standards & Criteria Section Review- Joel Greenwood, KVCOG

David Merry Jr. motioned to vote on each numbered sentence in the review criteria section. David Kincaid seconded the motion. Motion passed.

The board went over the proposed standards and criteria by each section, making changes and voting on each change. A copy of those changes and votes are on file.

2. Revisions to Existing Commercial/Industrial business Application Form

Jo-Anne Bushey suggested that the board have KVCOG work with the board to revise the application form and to make an application for existing commercial business to submit revisions. The board agreed.

3. Office Check List for Commercial Application Process

Jo-Anne Bushey suggested that the board have KVCOG work with the board to draft a check list to be used prior to submission of applications. The board agreed.

NEW BUSINESS: None

INFORMATION: None

MEETING ADJOURNED: (9:02pm)

David Kincaid motioned to adjourn. Harold Buzzell seconded the motion. Motion passed.