

**Town of Smithfield
Planning Board Minutes
Thursday, December 5th, 2024
Town Hall Council Chambers
6:00 PM**

Members Present:

Chairman Mark Lane
Vice-Chairman Debbie Howard
Doris Wallace
Ashley Spain
Wiley Narron
Alisa Bizzell (Arrived at 6:10)

Members Absent:

Bryan Stanley
Tara Meyer

Staff Present:

Chloe Allen, Planner I
Julie Edmonds, Administrative Support Specialist
Andrew Harris (Finance Director)

Staff Absent:

Stephen Wensman, Planning Director

CALL TO ORDER

PLEDGE OF ALLEGIANCE

IDENTIFY VOTING MEMBERS

APPROVAL OF AGENDA Debbie Howard made a motion to add Finance Director, Andrew Harris to the agenda to discuss payroll tax deductions from the board's monthly stipend, as well as moving S-24-07 to be heard first and S-24-08 last; seconded by Ashley Spain. Unanimously approved by all.

APPROVAL OF MINUTES November 14th, 2024

Doris Wallace made a motion to approve the minutes, seconded by Wiley Narron. Unanimously approved.

Andrew Harris reminded the Planning Board to complete and turn in their documents to be added to Town payroll so proper taxes can be deducted from their monthly stipend check. He stated that payments would be withheld until these documents were turned in.

NEW BUSINESS

S-24-07 Buffalo Road Subdivision

***This agenda item was quasi-judicial so the minutes aren't available. ***

S-24-08 Local 70 Subdivision

Applicant wasn't present and the Planning Board didn't want to hear the case.

Old Business

Mark Lane stated that he spoke with the Town Manager about having a joint meeting with Town Council and he was going to pass it along to the mayor.

Chloe Allen added that she spoke with Town Manager Mike Scott and he put the meeting request into his managers report but hasn't received any feedback yet.

Adjournment

Doris Wallace made a motion to adjourn, seconded by Ashley Spain. Unanimously approved.

Next Planning Board meeting is January 2nd, 2025, at 6pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julie Edmonds". The ink is dark and the signature is fluid.

Julie Edmonds
Administrative Support Specialist