

**TOWN OF SMITHFIELD**  
**PLANNING BOARD MEETING MINUTES OF**  
**December 17, 2025**

**MEMBERS PRESENT:** *Jo-Anne Bushey Erik Rasmussen*  
*Gloria Kelly Jodie Mosher*  
*Steve Swindells*

**MEMBERS ABSENT:** *David Kincaid*

**MEMBERS EXCUSED:** *Michelle Taylor*

**OTHERS PRESENT:** *Hans Rasmussen, CEO*      *Rebecca Bright*

*The 6:00PM meeting was called to order, and members present reviewed all documents presented to them.*

*One regular member was absent, and an alternate will be voting.*

**The minutes of the November 12, 2025 meeting were accepted as typed.**

Jodie Mosher motioned to accept the summary of November 12, 2025 meeting minutes as amended. Jo-Anne Bushey seconded the motion. Motion passed.

**Board member update/report:** None

**Code Enforcement Update/report:** None

**OLD BUSINESS:**

**1. Comprehensive Plan**

The board went over changes made since the last draft was sent to the members. The board asked if there was any public comments at this time, none were made. Steve Swindells motioned to accept the changes discussed. Jo-Anne Bushey seconded the motion. Motion passed. Gloria Kelly will make the recommended amendments from the board, email the members and the board will meet Monday, December 22 at 6:00 pm to review the amendments.

## **NEW BUSINESS:**

### **1. Planning Board By-Laws (per Chair request)**

Erik noticed some areas in the current by-laws that he wanted to address.

Section 2 Appointments, paragraph D, second sentence the word “voting is removed and the word legal is added”. Section 3 Organization and Rules, paragraph f was changed to the following “No meetings of the board shall be held without a quorum consisting of three (3) members or alternates authorized to vote. It is the responsibility of members/alternates to attend scheduled meetings. Once a meeting has been called to order with a quorum, if a member needs to recuse themselves, decisions shall be decided based on a majority vote of voting members as long as the number of members making the quorum remain present, even if not voting”.

Section 2 Appointments, paragraph G is as follows “Meeting shall not exceed 2 hours in duration unless the Planning Board votes to extend that meeting. In the event the board cannot attend to all the business on the agenda within the allotted time, unfinished business will be tabled and taken up at the next meeting”. Motioned to accept the amendments to the by-laws. Seconded the motion. Motion passed. These amendments will go to the Select Board for review.

Steve Swindells motioned to go into executive session pursuant to MRSA 1 Section 405 (6) (B) personnel matters. Jo-Anne Bushey seconded the motion. Motion passed unanimously.

### **2. Ordinance Amendments by Planning Board for 2026 Town Warrant**

#### **a. Shoreland Zoning Ordinance**

The board went over the below items that will go to the Select Board for acceptance.

##### **\*Section 15 Land Use Standards, W, (New section for Fertilizer)**

Section 2, Definitions, the word “fee” is changed to “free” and a hyphen is put before it to connect to the word nitrogen. Jodie Mosher motioned to accept the change. Jo-Anne Bushey seconded the motion. Motion passed unanimously.

**\*Section 15 Land Use Standards, A(b)(per DEP)**

The Department of Environmental Protection sent the town their review of the SLZ Ordinance that was amended at the last Annual Town Meeting with required additional amendments that need to go back for a vote.

Gloria

**\*Section 12 Non-Conformance, C(b) (per DEP)**

The Department of Environmental Protection sent the town their review of the SLZ Ordinance that was amended at the last Annual Town Meeting with required additional amendments that need to go back for a vote.

**MEETING ADJOURNED:**

Steve Swindells motioned to adjourn. Jo-Anne Bushey seconded the motion.

Meeting adjourned.