

**TOWN OF SHEFFIELD
PLANNING BOARD
MARCH 13, 2024
TOWN HALL FIRST FLOOR MEETING ROOM
7:00 PM
MEETING MINUTES**

Board Members Present: George Oleen, Chairman
Brittany Ebeling
Sari Hoy
Kenneth Smith
Robbie Cooper

Others Present: Pamela Tambourine, Board Administrator
Alexander R Thorn, PLS

Public Present: See the sign-in sheet

Chairman Oleen called the meeting to order at 7:00 p.m.

ANR Requests:

Form A Requests: Storm Field

Subdivision of land: Parcel A located on westerly side of Giberson Road, about 3,600 feet south of its intersection with Berkshire School Road, and 3,100 feet north of its intersection with Salisbury Road.
Plan Prepared by Alexander R Thorn, PLS

K. Smith motioned, with a second from R. Cooper, to accept and approve Form A for the above mentioned lot, as shown on the maps submitted. The motion passed unanimously 5-0. The Mylar plan was signed.

Approval of Minutes:

The Board reviewed and discussed the minutes.

K. Smith motioned with a second from S. Hoy to approve the amended February 28, 2024, minutes. The motion passed unanimously 5-0.

Discussion and Possible Action Regarding ADU By-law:

- Clarified that they were not questioning the word "additional" but rather the consistency of the wording in the document.
- Explained that there is still time to change the wording for the public notice, which would require an amendment at a meeting. Confirmed it was set for Public Hearing.
- Concerned about the definition of "accessory structure" in the zoning code, specifically whether it includes buildings already grandfathered in.
- It was clarified that new accessory structures must meet setback requirements, but existing structures can be expanded or converted into ADUs without worrying about setbacks.

Discussion and Possible Action Regarding Set Zoning By-law Change for Setbacks in the General Business District:

- Discussed potential Zoning By-law amendments, including a new section regarding municipal water systems, with the importance of including an exemption for properties supplied by municipal water systems.
- Discussed the potential changes to zoning regulations for commercial businesses.

Discussion and Possible Action Regarding Letter from Select Board /Zoom Meetings:

- Board members expressed disappointment in the Select Board's decision to limit Zoom Meetings.
- Zoom meetings should be an option for those who cannot attend in person.
- Expressed frustration with the need for more progress on upgrading the town's technology despite a previous grant application.
- Suggested eliminating barriers to board participation by offering hybrid meetings, which could encourage more people to join
- Draft a letter to the Select Board expressing disappointment about not allowing Zoom meetings. Bring the draft letter back to the Planning Board for review.

Discussion and Possible Action Regarding the Public Hearing held on 3/7. Concerning the application of the Sheffield Planning Board for an Administrative Appeal of the Building Inspector's decision regarding Four One Tree, 142 Main Street:

- Discussed how the matter came before the Board from the public concerns.
- Discussed appropriate communication types with business.
- Expressed frustration with the Building Inspector about the zoning issue, feeling that it should have been handled differently.
- The Building Inspector wrote a letter to the Planning Board without being asked, stating that he had deemed the business's type and provided no further information.
- In the future the Planning Board will ask in its requests to the Building Inspector to not receive a determination, only information.

Review Mail:

The Board reviewed the mail.

Public Comment: None

Board Member Items:

- Discussed the potential changes to zoning regulations for commercial businesses.

The next meeting was set for March 27, 2024.

K. Smith motioned, with a second by B. Ebeling, to adjourn the meeting. The motion passed unanimously 5-0.

The meeting was adjourned at 8:12 p.m.

Respectfully submitted by:



Pamela Tambourine
Board Administrator

The following documents were reviewed at this meeting:

- ANR Request
- ADU Bylaw
- Minutes