

**TOWN OF SHEFFIELD
PLANNING BOARD
April 10, 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

Public Present: See the sign-in sheet

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

ANR Requests: None

Approval of Minutes:

The Board reviewed and discussed the minutes.

**K. Smith motioned with a second from R Cooper to approve the amended March 27, 2024, minutes.
S. Hoy abstained. The motion passed 4-1.**

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

Board decided to defer writing letter to the Select Board to next meeting. The letter had not been prepared for the Select Board.

K. Smith motioned with a second from R Cooper to defer writing the Letter to Select Board/Zoom Meeting till April 24, 2024 meeting; The motion passed unanimously 5-0

Discussion and Possible Action Regarding Village Center By-laws:

The Board discussed zoning regulations in the village center, focusing on issues such as defining the character of the village and striking the right balance between commercial and residential areas.

- Discussed potential changes to Village Center By-laws.
- The Board will be focused on proposed changes to uses allowed in the Village Center district of the zoning table, specifically reviewing the terms "service establishment general," "service establishment personal," "market," and motor vehicle-related categories.
- Concerned about the lack of definition for "market" in zoning regulations. The term "market" could be interpreted differently by different people.
- Discussed changes to definitions and market types. Defining market and retail establishment.
- Discussed potential regulations for new businesses in the town center.
- The Board is concerned about the zoning enforcement officer's lack of knowledge in certain areas, leading to potential issues with businesses.
- Changing the definition of businesses to exclude certain types, such as landscaping companies, to avoid confusion and ensure compliance.
- Discussed refining service-based definitions.
- Concerned about the lack of definition for "service establishment" and "personal".
- The Board will work to propose definitions and amendments to the Village Center to present to legal counsel and include in the Zoning By-law amendments for the May 2025 town meeting.
- B. Ebeling will do research to help update definitions for the Table of Use.

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Discussion/Possible Action Regarding Planning Board Rules and Regulations:

- After a discussion, the Board reviewed the Town Of Sheffield Planning Board Rules and Regulations and decided to defer till the next meeting on April 24, 2024.

Review Mail:

The Board reviewed the mail.

Public Comment: None

Board Member Items:

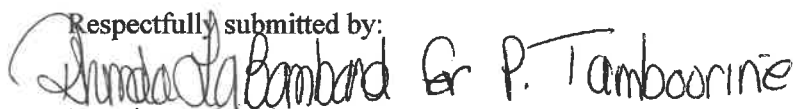
- Discussed the need to protect neighbors from intrusive uses, such as living in a barn next to someone's house.
- Town Administrator will be contacted to get clarification on the proposed language for ADU maximum size requiring Planning Board approval.
- Town Administrator will also be contacted regarding the proposed removal of language requiring a special permit for ADUs proposed for pre-existing non-conforming lots.

The next meeting was set for April 24, 2024.

R. Cooper motioned, with a second by S. Hoy to adjourn the meeting. The motion passed unanimously 5-0.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted by:


Pamela Tambourine
Board Administrator

The following documents were reviewed at this meeting:

- Planning Zoning Rules Regulations
- Village Center By-laws
- Minutes

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PLANNING BOARD