

Town of Sheffield Economic Development Committee. Minutes of 12/16/09 meeting.
Attendees: Sarah LaValley of BRPC, Kevin Schmitz and Rene Wood.

Minutes for the last two meeting were approved as written

The committee met with S. LaValley BRPC to discuss her suggested draft documentation for setting up an Informal Project Review process which applicants can use prior to filing special permit applications or other documents. This assistance is being provided under a technical assistance grant from BRPC at no charge to Sheffield.

S. LaValley walked the committee through her draft document. Discussion ensued and additions and clarifications were made. She will get a revised draft document back to the committee for further action. Following another review, the committee will review with the Building Inspector, ZBA, Planning Board, Town Administrator and Board of Selectmen. A pilot was discussed and whether the committee recommends that or not, the committee felt the document should be revised as experience helps shape it.

The committee next discussed the second aspect of the BRPC Technical Assistance Grant, the development of a "How to do business in Sheffield. Overall this document is seen to be two pages, front/back, though the paper it is on may be larger than a standard sheet and require folding. It is envisioned as a document which could be downloaded from the website and used by the Building Inspector when someone discusses making changes, or starting, a business in town. The committee felt the Building Inspector could highlight or circle the applicable areas depending on the conversation. It is not designed to address residential dwellings or subdivisions, though there will be a reference to the Town's Subdivision Regulations. It will be designed to address all aspects of a business, including free standing, expansion to an existing business, home occupation, by right or special permit business uses and expansion/modification of a non-conforming business.

The committee felt this should be kept as straight forward as possible with references as needed to appropriate sections of the Zoning or Town By-Laws. It can be added to or modified depending on usage experience and feedback. S. LaValley will try to do a rough draft before the end of the year and R. Wood volunteered to meet with her to review. K. Schmidt will review any draft as his time permits.

S. LaValley announced that she will be leaving BRPC at the end of the year as she has taken a position with the Town of North Hampton.

Next regular committee meeting: Wednesday January 13, at 5:15 PM; 2nd floor conference room. Kevin Schmitz will be acting chair.

Respectfully submitted by Rene Wood.

