

**TOWN OF SHEFFIELD  
PLANNING BOARD  
JANUARY 10, 2024  
TOWN HALL FIRST FLOOR MEETING ROOM  
7:00 PM  
MEETING MINUTES**

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

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:**

**Form A Requests:** Barbara Bayliss:

Subdivision of land: 1430 Salisbury Road

Plan Prepared by Hill Engineers, Architects, Planners, Inc., John Macolini

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

**Approval of Minutes:**

The Board reviewed and discussed the minutes for December 13, 2023.

**R. Cooper motioned with a seconded by B. Ebeling to approve the December 13, 2023, minutes with corrections. The motion passed unanimously.**

**Discussion/ Possible Action Regarding the Request to Building Inspector for Enforcement of Zoning Issues @142 Main St., Sheffield:**

- Members discussed the appeal process after Zoning Enforcement Officer Paul Greene's written response.
- Discussed the business at 142 Main Street and it was the consensus of the Board that it doesn't meet the criteria for service establishment.
- Discussed potential violations of zoning regulations for heavy equipment storage in Village center.
- The Board drafted a letter to Paul Greene in response to his letter determining that he classified the business as a service establishment.

**R. Cooper motioned, with a second from K. Smith, to approve a letter to ZEO Greene stating that in the Boards opinion this business does not fit as a service establishment. The motion passed 5-0**

**Discussion/Possible Action Regarding FY25 Budget:**

The budget was reviewed, and no changes were made from FY24 to FY25.

**R. Cooper motioned, with a second from K. Smith, to approve the FY25 budget submittal. The motion passed 5-0**

**Discussion Regarding Meeting with Select Board:**

- The Select Board supports the draft ADU bylaw with only a few corrections of line items and more clarification on other line items.
- Rene Wood will update her version of the ADU document, which is in warrant form for Town Meeting.
- The Board discussed adding language to define short-term rentals to ensure consistency and prevent frequent rolling over short term rental reservations. Also mentioned is an exception in the zoning ordinance for accessory dwelling units with special permits, and the planning board has the authority to consider such requests. Owners must occupy the property, not as a separate business or rental property.
- Discussed the language of two items: one prohibits non-owner occupied businesses from advertising, while the other requires owner occupation for the property's primary use. The following terms need to be defined "occupied" and "owned."
- Discussed potential issues with a business owner living in a rented building, with concerns about control and grandfathered operations.

**Review Mail:**

The Board reviewed the mail.

**Public Comment:**

John Muller from 1499 Boardman Street was present to express his concerns with a neighboring business that he has ongoing zoning issues with. The Board stated that this is not within their jurisdiction and suggested that he speak with ZEO Greene.

**Board Member Items:**

The Board reviewed and discussed a DLTA application for technical assistance from Berkshire Regional Planning Commission (BRPC).

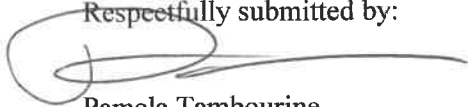
**R. Cooper motioned, with a second by K. Smith to approve the DLTA application for technical assistance from the BRPC grant application and to notify the Select Board. The motion passed unanimously.**

The next meeting was set for January 24, 2024.

**R. Cooper motioned, with a second by K. Smith to adjourn the meeting. The motion passed unanimously.**

The meeting was adjourned at 7:30 p.m.

Respectfully submitted by:



Pamela Tambourine  
Board Administrator

**The following documents were reviewed at this meeting:**

- ANR Request
- ADU Bylaw
- Letter Paul Greene
- Board Minutes
- BRPC Application