

**TOWN OF SHEFFIELD  
PLANNING BOARD  
JUNE 14, 2023  
TOWN HALL FIRST FLOOR MEETING ROOM  
7:00 PM  
MEETING MINUTES**

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

Absent Members: Brittany Ebeling

Others Present: Josh Risen - Board Administrator  
C.J. Hoss – Berkshire Regional Planning Commission

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

**7:00 PM Zoom Training Presentation by C.J. Hoss:**

C.J. informed the Board that he would be using this presentation as a baseline for other trainings and would like the Board to direct him towards specific areas where they think it is most needed. Based on previous discussions C.J. stated that this training would focus on updating the Planning Board Rules and Regulations. He also stated that tonight's presentation would include the topics of Inclusionary Zoning and Accessory Dwelling Units (ADUs).

C.J. provided an edited version of the Planning Board Rules and Regulations and stated that it was important for the Board to codify them into the Town's Bylaws. The Board decided to take this matter under advisement and to have comments ready to discuss at the next meeting.

On the topic of Inclusionary Zoning, C.J. stated that the Board could establish incentives for builders to create affordable housing units as part of a large scale development project, or alternatively the Board could focus on dividing large homes into multiple dwelling units.

Chairman Oleen stated that it would be difficult to approach the lack of affordable housing issue by way of large scale development projects because of the many health and environmental restrictions in place on much of the land in Sheffield.

S. Hoy thought it would be easier to use the zoning bylaws that are already in effect rather than passing new ones. R. Cooper agreed with S. Hoy and stated that it would be difficult to get voters behind a new bylaw that would be applicable to all residential buildings. A discussion about how to divide up a single family homes into multiple affordable units ensued.

C.J. presented examples of what other towns have done regarding ADUs and what the motivations were behind their decisions. K. Smith stated that he thought it would make the most sense to allow the ADUs by right in the rural district. A discussion about the need to clarify the language in the Bylaws regarding ADUs and Accessory Apartments ensued. K. Smith wanted to know if there was an older version of the bylaws available that may explain the inconsistencies in the wording in Section 3.2 of the Zoning Bylaws.

Chairman Oleen stated that the first ADU, if attached, should be by right, and that any subsequent ADU should require a special permit especially if it is detached from the primary residence.

C.J. stated that there are 69 registered Short Term Rentals (STRs) in Sheffield which amounts to 3.76% of the available housing units and suggested that if the Board was interested in limiting STRs further they could establish a registry requirement for them. C.J. defined the length of a STRs as being 31 days which is the definition that is used by the Department of Revenue. Additionally, C.J. suggested that the Board has the authority to implement a Community Impact Fee of 3% to add to the tax basis required for STRs.

The Board directed C.J. to focus on the following two topics for the next training presentation:

- a) Drafting proposed bylaw language for ADU.
- b) Inclusionary Zoning (dividing up large buildings).

C.J. is planning his next Zoom presentation to be on July 26, 2023 or on August 9, 2023 and will let the Board know which date is best.

**Discussion/ Possible Action Regarding Proposed Dark Sky Bylaw.**

Discussion on this matter was tabled until next meeting.

**Discussion/ Possible Action Regarding Food Trucks.**

K. Smith presented a proposed table of use Bylaw change that would permit the use of a Mobile Food Trucks in all districts. The Board discussed the proposed change and decided to rename it Mobile Food Establishments as opposed to Mobile Food Trucks.

*R. Cooper made a motion to accept the proposed table of use Bylaw change and to send it to the Select Board for further commentary and review, seconded by S. Hoy. The motion passed unanimously.*

**Approval of Minutes from 5.10.23 and 5.24.23.**

The Board reviewed and discussed the minutes. K. Smith and R. Cooper both identified a grammatical spelling error which they requested be corrected.

*K. Smith made a motion to approve the amended May 10, 2023 and May 24, 2023 Minutes, seconded by R. Cooper. The motion passed unanimously.*

**Review Mail.**

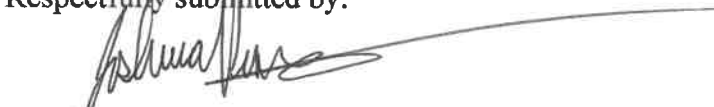
Chairman Oleen presented the mail to the board.

**Board Member Items.**

*R. Cooper made a motion to adjourn the meeting, seconded by K. Smith. The motion passed unanimously.*

The meeting was adjourned at 9:23 pm.

Respectfully submitted by:



Josh Risen  
Board Administrator

The following documents were reviewed at this meeting:

- Draft meeting minutes for 5.10.23 and 5.24.23.
- Proposed Table of Use Bylaw Change on Mobile Food Establishments.
- Policy on Public Comment at Town of Sheffield Meetings.
- Dark Sky Bylaw.
- Training Materials on Inclusionary Zoning and Accessory Dwelling Units.

# Sheffield Planning Board

Date: 6.14.23

PLEASE PRINT: Your Name

Street, Town

*No members of the public attended*