

**TOWN OF SHEFFIELD
PLANNING BOARD
JUNE 28, 2023
TOWN HALL FIRST FLOOR MEETING ROOM
7:00 PM
MEETING MINUTES**

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

Absent Members: Robbie Cooper

Others Present: Josh Risen - Board Administrator
Members of the Public

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

Discussion/ Possible Action Regarding Proposed Dark Sky Bylaw.

K. Smith stated that the Board should hold off on this matter until the decision is made to either draft it as a General Bylaw or as a Zoning Bylaw. K. Smith stated that it would be difficult for him to draft the bylaw as a general bylaw as he is more experienced in drafting zoning bylaws. Chairman Oleen responded that he would inquire with the Select Board if they have a preference for which type of bylaw the Dark Sky should be.

S. Hoy stated that she wanted to discuss the holiday lighting portion of the Dark Sky bylaw given the public's concerns expressed at the last meeting. S. Hoy stated that she had done some research into what the International Dark Sky website said in regards to holiday lighting and indicated that they focus on the amount of illumination and not on the holidays the lights are celebrating. Chairman Oleen stated that the term holiday lighting could be eliminated entirely and replaced with the term temporary lighting. The Board discussed how and if they should put limits on the duration of the temporary light displays. A six week limit was discussed, but the Board was not sure if they wanted to limit temporary light displays to six weeks per year or six weeks per national holiday. K. Smith stated that if it was six weeks per national holiday that would mean a resident could essentially have lights up year round.

A discussion of how to measure light intensity ensued. The Board determined that the use of a light meter should be employed at the property line to measure foot-candles. Furthermore, the Board decided that the light level should not exceed 0.1 foot-candles for commercial properties and should not exceed .05 foot-candles for residential properties. K. Smith volunteered to update the proposed Dark Sky bylaw to reflect these changes.

Discussion/ Possible Action Regarding Accessory Dwelling Units.

J. Risen updated the Board on his progress in obtaining Planning Board minutes from 2011 regarding the discussions surrounding the adopting of the Accessory Dwelling Unit and Accessory Apartment language in the Zoning Bylaws.

Discussion/ Possible Action Regarding Policy on Public Comment at Town of Sheffield Meetings.

Chairman Oleen stated that the Board could decide to limit public comments to three minutes, but that in many situations that would not provide the public with enough opportunity to express their concerns. K. Smith agreed and pointed out that often times when the public will read a letter into the record and that this process takes more than three minutes. B. Ebeling stated that the public is permitted to be crude during their public

commenting. Chairman Oleen stated that it is about limiting unproductive and redundant communications, and not about limiting how the comments are expressed.

Approval of Minutes from June 14, 2023.

The Board reviewed and discussed the minutes.

K. Smith made a motion to approve the June 14, 2023 minutes as written, seconded by S. Hoy. The motion passed unanimously.

Review Mail.

The Board reviewed the mail.

Board Member Items.

K. Smith stated that he and S. Hoy had attended the Board of Health meeting on June 27, 2023. He thought that it was a good meeting and demonstrated that both Boards were working towards adopting a Mobile Food Establishment bylaw. K. Smith presented the newest version of a proposed Table of Use Bylaw Change regarding Mobile Food Establishments and explained that he had it sent it to the Board of Health for their review as well.

Public Comment.

There were no public comments.

K. Smith made a motion to adjourn the meeting, seconded by B. Ebeling. The motion passed unanimously.

The meeting was adjourned at 7:50 pm.

Respectfully submitted by:



Josh Risen
Board Administrator

The following documents were reviewed at this meeting:

- Draft meeting minutes for June 14, 2023
- Proposed Table of Use Bylaw Change on Mobile Food Establishments.
- Policy on Public Comment at Town of Sheffield Meetings.
- Dark Sky Bylaw.

Sheffield Planning Board

Date: 6.28.23

PLEASE PRINT: Your Name

Street, Town

Vincent Ballard

500 Salisbury Rd. Sheffield

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