

**TOWN OF SHEFFIELD
PLANNING BOARD
WEDNESDAY, JANUARY 8, 2020
FIRST FLOOR MEETING ROOM
7:00 PM**

Board Members Present: James T. Collingwood Jr., Chairman
Kenneth Smith, Vice Chairman
George Oleen
Dale Martin
Caitlin Marsden McNeill

Others Present: Renee LeClair, Planning Board Clerk
Members of the Public (see sign in sheet)

Chairman Collingwood called the public hearing/meeting to order at 7:00 p.m.

Continued Public Hearing: Special Permit application of R&R Ventures LLC, for property located at 700 S. Main St., Sheffield, for a Marijuana Micro-Business, per Section 3.1.3.H. Adult Use Marijuana Establishment of the Sheffield Zoning By-Laws. The property is in the Commercial District, Tax Map No. 20, Block 2 & Lot 17, Book 363 & Page 492.

Chairman Collingwood briefly reminded the Board of last meetings discussion. He also stated for the record that this is the first Special Permit Application for a marijuana establishment to come before the Board under the Marijuana Bylaw. The public hearing was opened last month under the Town's current special permit application. The Board will discuss those application requirements for a marijuana establishment tonight. K. Smith has worked on and created a proposed addendum to the special permit application. The additional requirements for a marijuana establishment will need to be completed by the applicant.

Chairman Collingwood stated that the applicants are asking for a continuance due to the eighteen additional items that are required for the special permit application.

Chairman Collingwood asked that the applicants go through the Town Clerk to get everything time stamped and submitted at least one week prior to the meeting for the Board to come in to review. **G. Oleen moved to continue the public hearing to February 12, 2020, seconded from K. Smith. The roll call vote was as follows:**

Chairman Collingwood - Aye

K. Smith - Aye

G.Oleen - Aye

D.Martin - Aye

C. Marsden McNeill - Aye

FY2021 Annual Budget: The Board reviewed and discussed their proposed budget for FY2021. **G. Oleen motioned, with a second from C. Marsden McNeill to approve their FY2021 budget in the amount of \$3,450.00. The motion passed 5-0.**

Discussion on possible addendum to the special permit application: K. Smith reviewed the addendum he has worked on for the special permit application. A discuss ensued. Chairman Collingwood asked that the clerk change one word on the addendum and send it to Town Counsel for review. **G. Oleen motioned, with a second from D. Martin to accept the addendum as amended and send to Town Counsel for approval before adding it to the Special Permit Application. The motion passed 5-0.**

Approval of Minutes: The Board reviewed the draft meeting minutes of December 11, 2019. **K. Smith motioned, with a second from G. Oleen to approve the December 11, 2019 minutes as amended. The motion passed 5-0.**

Board Member Items: K. Smith stated that there has been one subcommittee meeting. They are working with Berkshire Regional on some definitions and they are moving along to with the goal of making the warrant in May.

Chairman Collingwood referred a message to K. Smith. Beth Girshmen from the Conway Planning Board is looking for some knowledge regarding a Special Permit Request for Outdoor Cannabis Grow operation. K. Smith stated that he would be happy to reach out to her on behalf of the Board.

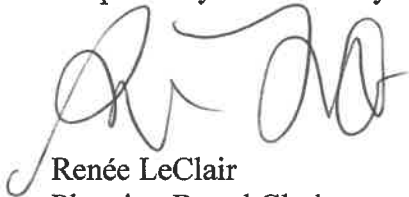
K. Smith stated for the record that he met with Robert Cohen after the last meeting to briefly to go over what the addendum ending up being. K. Smith continued that he is willing to go over the requirements with applicants coming before the Planning Board.

K. Smith asked Rhonda Cushwa if she is planning to form a committee to create a special event bylaw. Mrs. Cushwa stated she met with the Administrator LaBombard to discuss what her options are. A discussion ensued.

There being no more business for the Board this evening. **G. Oleen motioned, with a second from C. Marsden McNeill to adjourn the meeting. The motion passed 5-0.**

Chairman Collingwood adjourned the meeting at 7:31 pm.

Respectfully submitted by:



Renée LeClair
Planning Board Clerk

Documents reviewed at the meeting:
Draft 12/11/2019 meeting minutes
Special Permit application of R&R Ventures LLC
Special Permit application addendum

Sheffield Planning Board

Date: January 8, 2020

PLEASE PRINT: Your Name

Street, Town

1. Robert Cohen Carly Road, Sheffield
2. Rhonda W Shwa Rte 415 Sheffield
3. William Stanton 140 Summer St Lee
4. Maura Stanton 140 Summer St Lee
5. Grace + Ted Fuchs 648 S. Main. Sheffield
6. Kasey Martin Sheffield
7. _____
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