

**TOWN OF SHEFFIELD  
PLANNING BOARD  
SEPTEMBER 23, 2020  
TOWN PARK PAVILION & VIRTUAL MEETING  
7:00 PM**

Board Members Present:     Kenneth Smith, Chairman  
                                     George Oleen  
                                     Dale Martin  
                                     Sari Hoy

Board Members Absent:     Caitlin Marsden McNeill

Others Present:             Jill Hughes, Assistant to Town Administrator

Chairman Smith called the meeting to order at 7:00 PM.

**ANR Requests:** None.

**Discussion on 5G Installation Bylaw Change:** Chairman Smith tabled the matter.

**Discussion regarding Special Permit Checklist for Zoning Enforcement Officer:** Chairman Smith discussed the draft checklists for the Zoning Enforcement Officer to use for Solar Photovoltaic Installations and Adult Use Marijuana Establishments. He stated that he drafted the checklists from the language in the Sections of the Zoning Bylaws. A discussion ensued. G. Oleen stated that the checklists should also include a sentence stating that all Special Permit conditions noted must be met before a final operating permit is issued. Chairman Smith stated that he will make the changes to the documents for review at their next meeting.

S. Hoy joined the meeting at 7:08 PM.

Chairman Smith asked S. Hoy if she had an update on the 5G Installation Bylaw change. S. Hoy stated that she and C. Marsden-McNeill have not been able to work on it since the birth of Caitlin's daughter.

**Approval of Minutes:** The Board reviewed the draft meeting minutes of September 9, 2020.  
**D. Martin motioned, with a second from G. Oleen to approve the September 9, 2020 minutes as written. The motion carried 3-0, G. Oleen abstained from the vote.**

**Board Member Items:** Chairman Smith stated that the Berkshire Regional Planning Commission meeting last Thursday was canceled and will be held tomorrow night. He will update the Board on what was discussed at their next meeting.

Chairman Smith stated that he received several emails regarding the Home Road solar project and will review and update the Board at their next meeting.

**Public Inquiries:** None.

**Next Meeting:** October 14<sup>th</sup> at 7:00 PM at the Town Park Pavilion, in person and virtual. The Board discussed holding in person meetings. Chairman Smith will talk to the Select Board about holding meeting in the Library basement or at the American Legion Hall.

There being no more business before the Board this evening. **G. Oleen motioned, with a second from D. Martin to adjourn the meeting. The motion carried 4-0.**

Chairman Smith adjourned the meeting at 7:20 PM.

Respectfully submitted by:

  
Jill Hughes

Assistant to Town Administrator

Documents reviewed at the meeting:

Draft meeting minutes

Draft Special Permit Checklists for Zoning Enforcement Officer