

**TOWN OF SHEFFIELD  
PLANNING BOARD  
OCTOBER 12, 2022  
VIA ZOOM  
7:00 PM**

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

Board Members Not Present: Caitlin McNeil

Others Present: Beverly Keefner, Recording Clerk  
Members of the Public

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

**ANR Request:** There were no ANR requests.

**Approval of Minutes:** S. Hoy made a motion, seconded by R. Cooper to accept March 9, 2022 minutes with one correction to remove S. Hoy's name as she was absent. The motion carried unanimously. K. Smith made a motion, seconded by S. Hoy to accept July 27, 2022 minutes. The motion carried unanimously. K. Smith made a motion, seconded by R. Cooper to accept August 10, 2022 minutes. The motion carried unanimously.

The minutes from Sept. 14, 2022 were tabled for corrections. S. Hoy stated that the minutes regarding the Dark Sky Bylaw - holiday lighting – do not properly capture the discussion. S. Hoy asked to add - The Board will follow up on Marijuana establishments to talk about possible shading (retractable blinds), and the time duration of lights turned on and off. The final correction under Board Member Items regarding the structure for the Farmer's Market and ownership of the property, the word "town" should be changed to "church" The changes will be made and will be reviewed and approved at the next meeting.

**Dark Sky Bylaw:** R. Cooper's amendments are in red font. K. Smith's amendments are highlighted in yellow. S. Hoy will use the last revision (R. Cooper's) to add her suggested changes using a new font color or highlight.

R. Cooper changed luminaires shall not exceed 3,000 Kelvins which originally stated 2,700 Kelvins. The Board discussed kelvins.

Displays of the United States Flag. The bylaw states "Flagpoles displaying the United States Flag are exempt from this bylaw, provided that the sole objective of the illumination is the Flag. Wherever possible, illumination shall be from above the flag pointing downward. R. Cooper asked if there should be a requirement for future flagpole installations to be Dark Sky compliant fixtures. Chairman Oleen mentioned that the American legion has a light on the building pointing at the flag. K. Smith stated that installing a flag pole does not require a permit. It was the consensus of the Board to leave this section as is, keeping it exempt from the bylaw.

**Under Enforcement:** The Planning board has not received written suggestions for changes from David Rogers regarding his concerns with Holiday lighting and enforcement.

**Violations:** It shall be unlawful to install or operate any outdoor lighting luminaire in violation of any provision of this bylaw. Any person violating any provision of this bylaw, (R. Cooper) suggest, "will

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receive one written warning from the Town of Sheffield. If no action is taken within 30 days of the written warning, the violator shall be fined by the Town of Sheffield five dollars per day until the illegal installation is removed." The Board questioned if they will be allowed to determine the fine amounts. It was the consensus of the Board that the fine amounts need to be included with the details written into the bylaw. S. Hoy, in her opinion five dollars is not going to be effective for the moneyed/upscale residents.

R. Cooper removed "shall be guilty of a misdemeanor". The Present Planning Board members and David Rogers felt the statement was extreme and could result in a criminal record.

**Public Lighting:** The Board discussed town lighting and if it is = Dark Sky compliant or should lights be changed. The discussion continued regarding pays the light bill and if they should be shut off at 11pm. Roberto's Restaurant is the only business open at night with lighting in the Town Center. They are closed by 11pm, so the lights should be shut off. Discussion continued regarding lights illuminating into neighbor's windows. Chairman Oleen mentioned the most bothersome are the blinking lights.

Chairman Oleen suggested holiday lights may be on 10 days before a holiday through 10 days after the holidays. The remaining Board members stated that 10 days was not enough time, as many people being their lights Thanksgiving holiday. R. Cooper made a suggestion of 30 days before through 10 days after the holiday. G. Oleen reminded that the lights can stay up the 11<sup>th</sup> day after the holiday, they just cannot be lit.

R. Cooper will send B. Keefner the updated draft of the Dark Sky Bylaw.

Chairman Oleen will follow up with the Town regarding the fines, as mentioned above.

**Resignation:** There is no official confirmation on Caitlin's status.

**Public Comments:** There were not public comments.

**Board Member Items:** R. Cooper mentioned he saw on the Town website, an increase in the Planning Boards budget for 2023 and asked what the increase was to be used for. Chairman Oleen stated it is due to the number of public hearings and the cost of advertising.

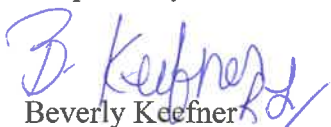
**Mail:** Chairman Oleen read a notice from the Town of Great Barrington regarding a public hearing.

Next meeting to be held October 26, 2022 at 7 pm, via Zoom.

R. Cooper made a motion to adjourn, seconded by K. Smith. The motion carried unanimously.

Chairman Oleen adjourned the meeting at 8:15 pm.

Respectfully submitted by:

  
Beverly Keefner  
Recording Clerk