

**TOWN OF SHEFFIELD
PLANNING BOARD
APRIL 12, 2023
FIRST FLOOR MEETING ROOM
7:00 PM**

Board Members Present:

Chairman George Oleen
Robbie Cooper
Kenneth Smith
Brittany Ebeling
Sari Hoy

Others Present:

Josh Risen - Board Administrator
Dorothy Maffei - Housing Commission Member
Kathy Orlando - Housing Commission Member
C.J. Hoss – Berkshire Regional Planning Commission
Members of the Public

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

7:00 PM Continuation of the Public Hearing on a proposed amendment that would modify the Table of Use Regulations.

S. Hoy indicated that this matter was being pulled from the Town meeting as it was too complicated to develop fully. Chairman Oleen asked the Board if they wanted to continue this. K. Smith said that if we don't think it is going to go anywhere then we should close the hearing and open it at a later date when we feel ready.

S. Hoy made a motion that we close the hearing and revisit it once we develop it further, seconded by K. Smith. The motion passed unanimously.

Discussion/presentation by C.J. Hoss regarding the Training Grant.

C.J. Hoss gave a presentation that he prepared for the Planning Board describing various subjects which he thought would be helpful to increase the skills and knowledge of the Board. His goal was to determine which areas of concern the Board felt they could use assistance in and to prioritize those areas of concern. A partial list of the topics that C.J. Hoss offered to educate the Board on are listed below:

- Open Meeting Law;
- Conflict of Interest Law;
- The various sources of authority for the Planning Board;
- The Responsibilities of the Planning Board;
- The Powers and Duties of the Planning Board;
- Master Plans;
- Housing Code changes;
- Subdivisions (rules and regulations);
- The Mullen Rule;
- Where the authority to require third party review originates;
- Annual presentations for new Board Members;
- Short Term Rentals;
- Accessory Dwelling Units;
- Air B and B rentals;
- Outreach regarding housing and specific zoning rules;
- By right versus by permit multi-family dwelling unit legislation;
- Housing related Zoning amendments made by simple majority vote.

C.J. Hoss stated that a Master Plan loses a lot of its value after too much time passes. He indicated that the life of a Master Plan is only good for around 10 to 15 years and that it is time for Sheffield to update. A discussion of the costs that other towns and cities incurred to update their master plans ensued. It is estimated that the cost of updating Sheffield's Master Plan would be \$80,000.00. C.J. Hoss stated that the funding for

this could potentially be obtained through a grant from the Executive Office of Environmental Affairs, but that it would require some matching funds.

The Board discussed the use of site plan reviews as a method to control a proposed projects aesthetics. The use of site plan review would allow the Board to set special conditions that if not met, would be a basis to reject the project.

Chairman Oleen stated that he thought it would be helpful to have C.J. Hoss focus his consulting to assist the Board with the following topics:

- Tiny House Bylaw;
- Multi-family Dwelling Unit Bylaw;
- The Dark Sky Bylaw;
- Short Term Rental Bylaw.

A discussion about going back to hybrid meetings ensued.

K. Smith requested that the Town of Sheffield Handbook for Members of all Boards Commissions and Committees be sent to C.J. Hoss to review and to make suggested changes to.

A discussion of the Berkshire Regional Planning Commission's grant ensued. C.J. Hoss detailed that the educational component of the grant allows him some measure of flexibility to meet the desires of the Planning Board. He also indicated that both the Planning Board and Housing Committee are able to work directly with him and that approval by the Select Board is not required.

K. Orlando requested assistance from C.J. Hoss with subdividing large homes into multi-family dwelling units to achieve more affordable housing. K. Orlando stated that this effort has been frustrating in the past because septic system regulations are too stringent and expensive. C.J. Hoss responded by indicating that he would look into this matter by evaluating what other towns have done in similar situations. He plans on looking for additional funding programs to facilitate subdivision of large homes with a focus on how to manage the septic systems in a cost effective manner.

S. Hoy tasked C.J. Hoss with getting the exact language in the housing code that allows for Planning Boards to make zoning amendments by a simple majority vote.

C.J. Hoss detailed that there is plenty of time to use the grant funding. The Planning Board has until next summer, two years from early July 2023 to use the funds.

Discussion on meeting schedule with Select Board.

The Planning board decided to hold a meeting with the Select Board on April 18, 2023 at 5:00 PM and again on May 15, 2023 at 6:00 PM.

Approval of Minutes.

The Board reviewed the draft meeting minutes of March 22, 2023. R. Cooper stated that he wanted names of the individuals present at the meeting to be listed in the Others Present section.

R. Cooper made a motion to accept the March 22, 2023 minutes as amended, seconded by S. Hoy. The motion passed unanimously.

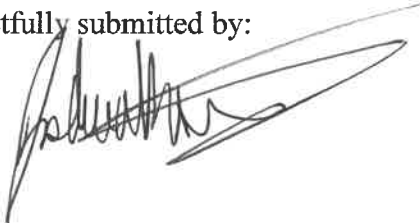
Review Mail.

Chairman Oleen presented the mail to the board.

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

The meeting was adjourned at 9:15 pm.

Respectfully submitted by:



Josh Risen
Board Administrator

The following documents were reviewed at this meeting:

- Draft meeting minutes for 3/8/23.
- Draft of Table of Use Regulations Multi-Family dwelling units.
- BRPC FY 23 PLANNING ASSISTANCE GRANT PROGRAM.

Sheffield Planning Board

Date: April 12, 2023

PLEASE PRINT: Your Name

Street, Town

BETH HARRIS 604 N Main, Sheffield

CJ Hoss BRPC / Pittsfield

Kathy Orlando Hewins / Sheffield

Dorothy Maffei Main / Sheffield

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