

SHEFFIELD PLANNING COMMISSION

Municipal Building, Sheffield Vermont 05866

MEETING MINUTES

DATE/TIME: 20 August 2025, 1800 hours

ATTENDEES: Carolyn Crankshaw, Keith Ballek, Bobbie Bristol, Biff Mahoney, Cathlin Lord (NVDA), Kyle Dwyer (NVDA), Bill Pierce (Sheffield resident)

1. Carolyn called the meeting to order at 1800hrs.
2. From the agenda:
 - a. Minutes of 6-18-2025: Motion (Biff/Bobbie) to approve passed
 - b. Regional Planning Commission (NVDA) Review of the Draft Municipal Plan of the town of Sheffield:
 - i. Cathlin and Kyle explained the NVDA approval process. Based on the results of this hearing, the town may expect to see the new plan brought before the bi-monthly board meeting on 9 October for approval.
 - ii. Based on the NVDA Hearing Process agenda:
 1. The Sheffield Plan is an entirely new plan
 2. The new plan, unlike the earlier plan, addresses all the state and NVDA requirements of a town plan. The commission was anxious to meet these requirements in order to ensure our access to all the state programs and grants contingent on a well-written plan. We involved many in the community in the plans development and would again like to thank NVDA for the planning grant, and NVDA's Jesse Noone for his assistance in the plan's development.
 3. NVDA can help the town in the future with our on-going effort to resolve the derelict property issues in town as well as our need for floodplain mapping.
 - iii. Act 181 Briefing: Cathlin and Kyle provided graphics, written materials, and an excellent briefing on the Act 181 requirements. From their map, the town plan draft town center is in pretty close alignment with the 181 criteria and their draft. Al will review the boundaries and return comments to the NVDA by 8 October.
 - iv. Village Trust Initiative- Grant application: Bobbie briefed progress on the project: The Selectboard has provided the needed support letter and the 1st level application is due on 5 September.

- v. Sidewalk Project: Al briefed the effort so far and the commission approved the acceptance of the Fuss and O'Neill proposal. Al will brief the Selectboard and seek their approval at the selectboard meeting of 3 September.

3. Meeting adjourned at 1910 hours.

Respectfully submitted,

Al Robertson