

Town Plan Review Committee Hearing Minutes  
Town of Sheffield Regional Approval Hearing -  
Wednesday, August 20, 2025, 6:00 pm  
Sheffield Town Clerk's Office

**Representing NVDA:** Cathlin Lord, Kyle Dwyer

**Representing Sheffield:** Carolyn Crankshaw, Alan Robertson, Keith Ballek, Bobbi Bristol, Biff Mahoney, and Bill Pierce

Opened - 6:00

The Regional approval committee was unable to attend and did not provide feedback on the Town Plan. Cathlin explained this and the purpose of the hearing. Regional approval allows the town to pursue MPG funding and meets NVDA requirements for one of the two required consultations every 8 year planning cycle.

### **Discussion of the Planning Process**

Questions and Comments for the Sheffield Planning Commission:

Cathlin asked the Planning Commission a series of questions regarding their Town Plan and discussion followed as they answered.

Is this a minor or major update or an entirely new plan?

- Entirely new plan with only minor sections from the previous plan kept (for example town history)

Can you speak to how the update went? What challenges did you experience and what did you find to be successful?

- Several public input sessions/talks with town stakeholders including the school principal, town forester, current and former town clerk, health officer, fire chief, road manager, and former food pantry manager (among others) made for a successful engagement process.
- Also, with the help of Jesse, the community survey produced some meaningful results helping the Planning Commission understand that the previous Town Plan was not meeting the needs of the community.

What were the motivating factors for updating the plan?

- The old plan was inadequate and expiring. Didn't address the needs of the community or the Planning Commission's vision for the future of the town.
- New state requirements needed to be met.

What does the town hope to achieve by adopting a local plan?

- Will help apply for additional grant funding (currently pursuing opportunities to redo town offices into fire station)
  - The previous plan was too "bare bones," didn't lay out a vision for the town that was actionable/useful when it comes to applying for grants.

How can NVDA help in the future?

- Be available to answer questions as they come up regarding town initiatives, Act 181, flood mapping, and grant opportunities.

The Planning Commission did not have any final follow up questions. Cathlin and Kyle explained that Sheffield's Town Plan will now be given to NVDA's full board to vote for approval on October 9th.

The hearing was adjourned at 6:22.

Respectfully submitted by Kyle Dwyer and Cathlin Lord.