



Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Planning Commission

Date of Meeting: January 14th, 2026, in person at Cole Hall and remotely via Zoom.

Members Present: Tim Scoggins, Mike Algus, Emily Cowperthwaite and Pracilla Sachs.

Also present were Town Administrator Paula Iken and Zoning Administrator Carolyn Mickle.

1. Call to order

The meeting came to order at 6:03 p.m.

2. Minutes – Ms. Sachs moved to approve the October 22nd, 2025, and December 10th, 2025 minutes. Ms. Cowperthwaite seconded the motion, which passed unanimously.

3. Updates From The Chair

- Act 47 took approval of zoning bylaws out of the hands of the voters and placed it firmly in the hands of the Select Board. The Select Board can still choose to give that authority back. Ms. Cowperthwaite moves to urge SB to retain this power; Ms. Sachs seconds. Passes 3-0-1.
- Cornerstone is no longer a player for building housing on town-owned lots. They will only build where they can access municipal water and sewer. There is now less urgency to change the zoning bylaws to accommodate multi-family housing on town-owned lots.
- Dufresne was contacted after the 60% report meeting and given additional guidance for producing the 90% report
 - a) The 90% report should provide costs and other details for the community septic system presented in the 60% plan.
 - b) The 90% report should also provide cost and other details for a septic system for a 20-unit multi-family development on those lots.
 - c) More discussion about the excess sewer capacity at Shaftsbury Elementary, which holds potential for community septic.

4. Housing Stock Increase Strategy Brainstorm

- Bylaw revision
- Rezoning

5. Town Plan 2027- postponed for further review.

Mr. Scoggins describes the process of renewing the Town Plan.

By next meeting:

- a) Review current Town Plan, especially Goals.
- b) Brainstorm strategies to increase housing stock.

6. Bylaw Updates

Ms. Mickle recommends several bylaw updates, including revisions to:

- Home Occupation - ZA should be able to permit these under certain conditions.
- Change the cost of the permit to per sq foot vs a range of square footage (this would allow for one permit to be issued for several projects with no cost differential)
- Bylaw regarding poultry / animal containment
- Rooster ordinance for some districts?
- Short Term Rental Rewrite
- Zero Cost Demo Permit

Ms. Cowperthwaite motioned to adjourn at 7:13 p.m. Ms. Sachs seconded the motion, which passed 4-0.