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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

PO Box 409
61 Buck Hill Road
Shaftsbury, VT
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(802) 442-4038

Planning Commission

Date of Meeting: January 28th, 2026, in person at Cole Hall and remotely via Zoom.

Members Present: Tim Scoggins, Mike Algus, and Pracilla Sachs. Also present was zoning administrator Carlyn Mickle.

1. Call to order

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

2. Minutes – Mr. Algus moved to approve the January 14th, 2026 minutes. Ms. Sachs seconded the motion, which passed unanimously.

3. Bylaw Updates

Ms. Mickle recommends several bylaw updates.

A. Home Occupation - Move HO from “permitted with site plan review” (requiring DRB Hearing) to “permitted with no site plan review”, so long as It meets all of the criteria. Change or add the following:

- Max use of primary residence 40% vs. the current 500 sq ft
- Renew every 3 years
- Permit fee of \$100
- Does not transfer with the property
- Moves to DRB if any criteria are not met

PC will take under advisement the maximum allowance for outdoor storage and discuss at the next meeting. Ms. Mickle suggests that outdoor storage might move a decision to the DRB.

B. Zoning Permit Fees

- Base fee of \$25/application
- Recording Fee of \$15/page
- 10 cents for decks/ramps/platforms/sheds /structures with (no electric or water)
- 15 cents/sq ft for dwellings

- 30 cents/sq ft for industrial/motels/commercial

Ms. Sachs motioned to approve. Mr. Albus seconded the motion, which passed unanimously.

C. Zero Cost Demo Permit – under advisement - recommendations might include:

- Include information for state and federal Asbestos and lead regulations
- Include a suggestion of liability insurance in case of unexpected damages/not require proof
- Require signatures, when applicable, of disconnected and capped utilities
- Permit is good for 1 year
- Include contact information for the Water Department, Green Mountain Power, and the Rutland office of the Vermont Department of Environmental Conservation
- No cost to obtain the permit

D. Noise – Under advisement – recommendations might include:

- Time of day specifications (night vs day)
- A tighter time frame for unabated noise lasting longer than 15 Minutes. (e.g., dogs barking, roosters crowing)

E. Bylaw regarding poultry/ animal containment and limitations in VC and VR - Under advisement

- Could be an addition to our dog ordinance as all animals owned must be contained to your own property

F. Short-term rentals- general discussion. Ms. Mickle is putting together a presentation to look at all of the intricacies of our current STR bylaw, current active STRs in town, and potential recommendations. Currently, Ms. Mickle is recommending moving towards expanding the bylaw regarding STR's and creating a permitting process.

Mr. Albus motioned to adjourn at 7:27 p.m. Ms. Sacks seconded the motion, which passed unanimously.