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Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

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Planning Commission

Date of Meeting: April 8, 2026th, in person at Cole Hall and remotely via Zoom.

Members Present: Tim Scoggins, Mike Albus, Pracilla Sachs, Sarah Costin and Kenneth Crawford. Also present zoning administrator Carlyn Mickle.

1. Call to order

The meeting came to order at 6:00 p.m. Welcome to Ken Crawford and Sarah Costin, Thank you to Mike Foley and Emily Cowperthwaite for their service.

2. Minutes

Mr. Albus moved to approve the March 25th, 2026 minutes. Ms. Sachs seconded the motion, which passed 5-0-0.

3. Home Occupation Bylaw and Application Review:

HO Application Draft 1:

- Area of house changed to square footage of the primary residence (in application and in number 2 and 3 on cover page.
- Change section on application currently labeled as “XYZ” to indicate the bylaw section once determined.

Motion to approve both Permit and Bylaw changes with above alterations made. Ms. Costin motioned to approve, Mr. Crawford seconded, motion approved 5-0-0. This will be sent as a package with recommendations to Short Term Rentals to the Select Board once a plan for STRs is developed.

4. Poultry Bylaw

- 3-10 sq ft/chicken or maintained in humane conditions
- Max of 6 individual animals
- No roosters/ Chicken Hens only
- Contained
- VR/VC

5. Short Term Rentals

Ms. Mickle presented STR information that outlined what the current landscape in Shaftsbury is including current bylaw which is tied to Home Occupation. As we approve changes to HO bylaw, the PC will also have to address recommending revised bylaw or permitting for STR. With in this discussion the PC looked at what exists (assessed value of current STR's in town, ownership- local vs. out of state, percent of housing stock), benefits to permitting, suggestions from other towns STR permitting. We will continue assessment and start recommendations in subsequent meetings.

6. Other Business

Ms. Mickle expressed a desire from some folks in the town to have a solar array ordinance discussion. Ideas that came up were to require companies to submit emergency contacts and plans and keep them updated and restrict building on prime agricultural land. Ms. Mickle will explore resources to find out what is possible.

Mr. Albus motioned to adjourn at 7:35 p.m. Mr. Crowley seconded the motion, which passed unanimously 5-0-0.