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Town of Shaftsbury

Municipal Offices

Meeting Minutes

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Planning Commission

May 13, 2026

Shaftsbury Town Offices and teleconference

Attendees: Planning Commission: Tim Scoggins, Pracilla Sachs, Sarah Costin, Kenneth Crawford (teleconference); BCRC: Callie Fishburn, Scott Grimm-Lyon; Public: Dave Mance III; Operations Coordinator Jen Holley

The chair, Tim Scoggins, called the meeting to order at 6:02 pm.

A motion was made to approve the minutes for April 8, 2026 as circulated by Sarah and seconded by Pricilla. The motion passed 4-0-0.

Callie Fishburn and Scott Grimm-Lyon of BCRC presented their plan to assist the town in developing a new town plan. Shaftsbury applied for but did not receive a municipal planning grant to aid in this task. But BCRC will still be assisting in a limited capacity. Callie and Scott discussed the scope of work they envision and presented a budget of \$12,500 encompassing six major tasks to arrive at a town plan draft by February 2027 (see attached). Shaftsbury's current town plan expires in December 2027. There was considerable discussion among attendees about the outreach portion of the task, involving collecting information and opinions from citizens and stakeholders such as the school and the fire department. This included:

- Conducting a survey of the citizens
- Surveying stakeholders, to be followed up with in person discussion
- Advertising for input
 - At the open house for the new town offices
 - On the sandwich sign at Buck Hill and RT 7A
 - At the transfer station

Items mentioned as relevant to the town plan included:

- Workforce/senior/affordable housing on town owned land
- Community sewer

Scott and Callie asked the PC to further consider outreach and relevant topic as their next meeting. They offered to come back at a subsequent meeting to take our input and refine their plan.

Dave Mance asked about Act 181, how the regional Future Land Use (FLU) map was drawn and how it impacted zoning. After some discussion with Scott and Callie it was suggested that Dave communicate directly with Nick Zaiac at BCRC, who has more knowledge of Act 181 and was most involved in the creation of FLU maps.

The next agenda item was review of the home occupation bylaw change and form update. These had been approved at the last meeting and no further changes or discussion were suggested.

The PC reviewed the draft of a poultry ordinance (see attached). A motion was made by Pricilla and seconded by Sarah to approve the draft and send the ordinance to the selectboard for approval. The motion passed 4-0-0.

Tim reported that he has a conflict on May 18 with a SoVT CUD meeting so it was agreed to cancel the PC meeting on that date. The PC will discuss feedback to BCRC on the town plan on June 10 and invite BCRC back on June 24.

The meeting adjourned at 7:20 pm.

Ordinance Regarding Poultry in Village Districts

The Selectboard finds that the keeping of fowl, when allowed to run at large or otherwise improperly maintained, may constitute a public nuisance by causing damage to property, creating traffic hazards, biting or aggressive behavior, and depositing fecal matter that may transmit salmonella and other diseases. The Selectboard further finds that poorly kept poultry may create objectionable odor and unreasonable noise that interfere with the reasonable use and enjoyment of neighboring properties. This ordinance is therefore enacted to regulate the keeping of poultry in Village districts for the benefit of all involved.

Applicability

This ordinance shall apply in the Village Residential (VR) and Village Center (VC) districts only.

General Requirements

The keeping of poultry shall not cause a public nuisance nor detract from the residential character of the neighborhood.

Poultry shall be kept in humane conditions that are appropriately clean, disease-free, and that provide adequate food, water, and sanitation without overcrowding.

Poultry shall be confined to the property and not allowed to roam into streets or neighboring properties. Further, noise and odors shall be confined to the property so as not to constitute a public nuisance on neighboring properties.

Specific Requirements

Only female chickens (hens) shall be permitted.

No more than six (6) individual hens shall be kept on a lot at any time.

Authority

This ordinance is adopted pursuant to the enumerated powers of the Selectboard to define and mitigate public nuisances, outlined in 24 V.S.A. § 2291(14).

Scope of Work

Assess Current Town Plan

BCRC staff will identify specific sections of the plan including maps, that will need to be updated to be compliant with Vermont state law. BCRC will draft recommendations for one public outreach session, and a draft survey. . *Key staff: Nick Zaiac (NZ), Scott Grimm-Lyon (SGL), Callie Fishburn (CF)*

Deliverable – Summary of Recommendations and Draft Survey

Outreach Plan and Project Scoping Meeting

BCRC staff will meet with the Planning Commission a to review the scope of work for the Town Plan Update, and identify the goals of the public outreach program and to flag sections and topics in the Town Plan they wish to emphasize in public outreach.

Key Staff: SGL, CF

Deliverable – Revised Summary of Recommendations and Final Survey

Outreach and Survey Facilitation

BCRC will host a single community outreach event, as identified in the Outreach Plan, with support from the Planning Commission and town staff. The outreach implementation will include development of a project website to host the survey and event promotional materials.

Deliverable – Survey, Project Outreach Materials and One Facilitated Meeting

Key Staff: SGL, CF

Presentation of Outreach Findings

BCRC will draft a report summarizing the outreach that was conducted, as well as major findings and key themes to be reviewed and approved by the Planning Commission and town staff.

Key Staff: SGL,, CF

Deliverable – Summary of Outreach Findings

Plan Update Preparation

BCRC will draft revisions of the Town Plan focused on meeting minimum compliance with state statute; including updates to the text only where necessary, and updates to maps only where necessary. Town values and themes identified in the Summary of Outreach Findings will be updated and incorporated where appropriate.

Key Staff: SGL, NZ, CF, Samantha Page (SP)

Deliverable – Updated/Revised Town Plan Draft

Presentation of Updated Plan

BCRC will attend a public meeting to present the updated Plan and receive comments.

Key Staff: SGL, CF

Deliverable – Public Presentation

Finalize Deliverable

BCRC will incorporate public feedback and/or feedback from the Planning Commission into a final revised Town Plan. After this point, the plan will be transferred to town staff for the hearing and adoption process

Key Staff: SGL, NZ, CF

Deliverable – Final Updated/Revised Town Plan, and implementation guidance.

Proposed Schedule

May-June 2026	Assess Current Town Plan
June 2026	Draft Outreach Plan
June 2026	Outreach and Scoping Meeting
July-August 2026	Outreach and Survey Facilitation
September 2026	Presentation of Outreach Findings
October – December 2026	Plan Update Preparation
January 2027	Presentation of Updated Plan
February 2027	Finalize Deliverables

Project Budget

Town of Shaftsbury - 2026 Town Plan Update

	<u>Hours</u>	<u>\$/Hour</u>	<u>Amount</u>
Task 1: Assess Current Town Plan			
BCRC Staff Time	8	\$125	\$1,000
Task 2: Outreach Plan and Scoping			
BCRC Staff Time	4	\$125	\$500
Task 3: Outreach Facilitation			
BCRC Staff Time	10	\$125	\$1,250
Task 4: Presentation of Findings			
BCRC Staff Time	4	\$125	\$500
Task 5: Plan Preparation			
BCRC Staff Time	70	\$125	\$8,750
Task 6: Presentation of Deliverables			
BCRC Staff Time	4	\$125	\$500
Project Total:			\$12,500