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Town of Shaftsbury

Municipal Offices at Cole Hall

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Shaftsbury, VT
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Meeting Minutes

Development Review Board

Date of Meeting: November 6, 2024

Members Present: Mike Day (chair), Zoe Contros Kearl, Denny Browe, Tedd Habberfield. Applicants Joan Dornhoefer and Naomi Miller were present. Zoning administrator Shelly Stiles was also present.

1) Call to order

The meeting came to order at 6 p.m.

2) Conflict of interest statement

No one reported a conflict of interest with any item on the agenda.

3) Sign in sheets

Sign in sheets were passed around and signed.

4) Approval of Minutes – August 7, 2024

Mr. Habberfield moved to approve the June 5 minutes. Mr. Browe seconded the motion. Mr. Habberfield noted that two paragraphs positioned under “Other Business” should have been positioned under item 5. The amended motion passed 4-0-0. (The amended minutes were later printed and signed.)

5) Application 24-0069, parcel 03 01 41, address 1325 Maple Hill Road, Shaftsbury VT 05262, two-lot subdivision, sketch plan and preliminary plat review.

Eamon Mulligan presented for the applicants. In addition to Ms. Dornhoefer and Ms. Miller, Laura Elwyn is also an owner and applicant.

The applicants propose to subdivide a portion of their parcel located on the east side of Maple Hill Road. The applicants also own property on the west side of Maple Hill Road. All of the easterly section is undeveloped. The proposed new one acre lot is located in the R40 zone.

The property has never been subdivided before.

The wastewater and potable water application is in process and will be submitted to the state shortly. The test pits have been dug. Mr. Mulligan proposes to locate the wastewater system in the southerly portion of the lot and well and house in the northern section.

The zoning administrator reported that in an email dated October 17, 2024, Mr. Mulligan notified her that he’d shared the hearing notice with the abutters on October 16. She said no one had contacted her office regarding that notice. She was asked by the Board chair to attach a list of abutters to a copy of that email.

The Development Review Board went through the requirements of Appendix C, section 6.4, Preliminary Plat Requirements. Board members found the plat complete with the following exceptions:

- Add the address number (1325) to the property location box;

- Include descriptors, “proposed parcel 1, area XXX” and “proposed parcel 2, area XXX,” to enable easier discussion of the proposed subdivision;
- Add the property on the west side of Maple Hill Road owned by the applications to the vicinity map;
- Add proposed location of wastewater system and well.

Mr. Mulligan said the wetland and stream boundaries shown on the plat were mapped as part of the creation of a forest management plan by the firm Calfee Woodland Management.

Mr. Habberfield move to continue the hearing on December 4, 2024. Mr. Browe seconded the motion, which passed 4-0-0. It was agreed that the abutters need not be warned again.

Ms. Contros Kearn noted that the Planning Commission is revising the subdivision regulations. She suggested noting in the revised regulations that the final hearing warning does not need to be shared with abutters if already shared for a preliminary plat hearing.

6) Other business

Mr. Habberfield moved to adjourn at 6:45 p.m. Ms. Contros Kearn seconded the motion, which passed 4-0-0.

Notes by ZA Stiles