



Town of Shaftsbury

Municipal Offices at Cole Hall

Meeting Minutes

PO Box 409
61 Buck Hill Road
Shaftsbury, VT
05262-0409
(802) 442-4038

Development Review Board (DRB)

Date of Meeting: July 2, 2025

Members present: Mike Day (chair), Denny Browe, Sarah Costin, Tedd Habberfield. Former Zoning Administrator Shelly Stiles was also present.

1) Call to order

The meeting came to order at 6:01 p.m.

2) Conflict of interest

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 by applicants Amber and John Fisher and abutter Phil Young.

4) Outstanding minutes

The April 2 minutes were unanimously approved as amended.

5) Application 25-0034, Application 25-0034, parcel 14 20 22, owner John Gouthier, 65 Mountain View Drive, Shaftsbury VT, applicants Amber and John Fisher, 213 Gage St., Bennington, VT: request for a home occupation permit.

Mr. Fisher described their proposal. He said they have operated Ardent Flame Candles for about three years and are now both working full-time for the company. Theirs is a soy product. They plan to use a 22'x18' portion of their home for candle production. The room has both an interior and exterior door. They will not sell retail, but wholesale only, throughout much of the northeast. Because they deliver their products to their customers and pick up most of their supplies from their suppliers, van and truck traffic to and from their property will be similar to that for any residence.

The DRB went through bylaw section 4.2.2.f item by item.

The proposed home occupation will take place in a primary residence, and will have no effect on neighborhood character. Any extra supplies will be stored in the basement or existing garage.

- i. There will be no employees.
- ii. As above

- iii. The total space to be used is less than 500 s.f.
- iv. No exterior signs are planned. Should one be needed, a sign permit will be sought.
- v. There will be no outdoor storage of equipment of any kind.
- vi. There will be no retail sales.
- vii. Parking is not an issue as the project will have no employees and no retail sales.
- viii. See iv.

Mr. Young said all his concerns were addressed.

Ms. Fisher will send photos she took of the mailing she made to abutters re the hearing.

Mr. Habberfield moved to close the hearing. Ms. Costin seconded the motion. Mr. Day explained the DRB's next steps; no further testimony; a decision within 45 days; a 15-day appeal period thereafter. The motion passed unanimously.

Mr. Habberfield moved to enter private deliberative session. Ms. Costin seconded the motion, which passed unanimously. Mr. Habberfield moved to leave private deliberative session. Mr. Browe seconded the motion, which passed unanimously.

Mr. Habberfield moved to approve application 25-0034. Mr. Browe seconded the motion which passed unanimously.

6) Other business

Ms. Stiles will send the list of new term limits to the board members, who will in turn write to the Select Board asking they be reappointed to terms of those lengths.

Everyone but Mr. Habberfield has completed the ethics training. He will make sure to do it as well.

There is no business at present requiring a second meeting in July. That meeting is therefore cancelled.

Mr. Habberfield moved to adjourn the meeting at 6:35 p.m. Ms. Costin seconded the motion, which passed unanimously.