



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: September 3rd, 2025

Members present: Mike Day (chair), Denny Browe, Sarah Costin (by zoom), Tedd Habberfield. Zoning Administrator Carlyn Mickle was also present. 17 members of the public were in attendance in person or via zoom.

1) Call to order

The meeting came to order at 6:10 p.m.

2) Conflict of interest

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

3) Sign-in sheets

Interested Persons Record and Service List and Interested Persons Oral Testimony Oath documents were signed by applicants and abutters.

4) Outstanding minutes

Mr. Habberfield moved to approve the July 2nd, 2025 minutes with 2 amendments. Ms. Costin seconded the motion, which passed 0-4

5) Application 25-0034, Application 25-0052, parcel 11 02 02, owner Jay Carl Stratton Revocable Trust, 4964 East Rd, Shaftsbury VT: request for a Subdivision of 29.61 acres in to 4 lots.

Mr. Ryan Downey described Mr. Stratton's proposal.

Mr. Day asked to clarify about prior subdivisions. Mr. Downey included that this property has not been subdivided and has had a boundary line adjustment and that each lot meets the minimum required square footage.

Mr. Day mentions that the wastewater permit #WW-8-2326 for the current residence is not the same as the platt to the permit that we have on file. Mr. Downey will update for the final Platt review

Mr. Day determined that this would be classified as a minor subdivision.

Mr. Day inquired about Subdivision Regulation Appendix C, section 3.2 paragraph two on new streets, it is determined that this requirement is met. Section 4.2, requirements relative to wastewater, was also addressed. Lot one has a wastewater permit #WW-8-2326 for the current residence; all other

lots will be sold as unimproved, which will be written into the deed. Mr. Downey explained that the deeds for each of the properties of lots 2, 3, and 4 will have a restriction that would require the properties to be sold as undeveloped land.

Several public comments were submitted in reference to various potential environmental issues, including: traffic, road maintenance, potential for camps and those impacts, wetlands, the prior existence of beaver ponds, and the effect of logging given the slope if lots are sold as wood lots.

Mr. Downey defines a woodlot vs. a buildable lot and clarified that the road, should it ever be built, would be a private road unless adopted by the town. He then clarified the major vs minor subdivision designation.

Mr. Day confirms that all applicable Preliminary Plat Submission Requirements are met.

Mr. Habberfield inquired about waterways, of which there are none documented, and a curb cut application for the right of way, which is not required at this time, as there are no plans for a road.

Mr. Day adjourns this meeting, with a plan to reconvene at the earliest possible time

Mr. Habberfield moved to close this hearing. Mr. Browe seconded the motion, which passed unanimously.

6) Other business

Mr. Habberfield will complete the online ethics training.

Ms. Mickle 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.

DRB confirms a quorum for hearing on October 1st, 2025 and will cancel the September 17th, 2025 meeting.

Mr. Habberfield moves to adjourn, Mr. Browe seconds the motion which passes 0-4.