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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: February 4th, 2026

Members present: Mike Day (chair), Denny Browe, Sarah Costin (by zoom), Tedd Habberfield. Russell Sleigh and Zoning Administrator Carolyn Mickle 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

Interested Persons Record and Service List and Interested Persons Oral Testimony Oath documents were signed (verbally) by applicants no abutters were present.

4) Outstanding minutes

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

Dr. Habberfield moved to approve the October 1st, 2025 minutes with 2 amendments. Ms. Costin seconded the motion, which passed 4-0-0

5) Application 26-0004, parcel 12 01 24, owner Jeffery Seidel, 482 Horton Hill Rd, Shaftsbury VT: request for a Home Occupation.

Mr. Siedel described his insurance business which is run out of his home office. He has a sign in the yard that indicates his business. He has two employees which both work from home. His clients are primarily online with an occasional in person visitor.

Mr. Day asked for any questions, no DRB member had any. Mr. Day indicated that all details of this application are in compliance with our bylaw concerning home occupancy.

Dr. Habberfield moved to enter deliberative session, Ms. Costin seconds. Approved unanimously. 4-0-0

Dr. Habberfield moved approve application 26-0004, Ms. Costin seconds. Approved unanimously 4-0-0.

Dr. Habberfield moved to come out of deliberative session, Ms. Costin seconds. Approved unanimously 4-0-0.

6) Other business

Mr. Day described a letter from Susan Hall disputing a boundary in regards to the Subdivision for Jay Carl Startton. Mr. Day recognized no impact to the outcome of that hearing.

Home Occupation:

Ms. Mickle introduces an example application with the recommendation that we create and approve an application specifically for Home Occupations. She also describes some changes that the PC may opt to adopt in reference Home Occupations application procedure.

Advisement on potential application:

Ms. Mickle described an application that may come to the DRB and asked for advisement on what the applicant will need to provide to bring it in front of the DRB.

Introduction to potential new member:

Mr. Sleigh introduced himself and describes his background and expresses interest in joining the DRB. Mr. Day described the process and next steps to bringing Mr. Sleigh on as a DRB a member.

DRB will cancel the February 18th and March 4th, 2026 meetings.

Dr. Habberfield moved to adjourn, Mr. Browe seconds the motion which passed 4-0-0.