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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: May 6th, 2026

Members present: Mike Day (chair), Denny Browe, Sarah Costin (by zoom), Tedd Habberfield, Russel Sleigh. Applicants Rob Wadsworth, Chris Mann, and Amy from Wadsworth Company, and Zoning Administrator Carlyn Mickle were also present. NOTE: This meeting was recorded with voice only. Due to that fact, some aspects of these minutes are less detailed than usual including times and names.

#### 1) Call to order

Chair Mike Day called the meeting to order at the New Town Hall. A quorum of Development Review Board (DRB) members was present. 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 February 4<sup>th</sup>, 2026 minutes as corrected. Ms. Costin seconded the motion, which passed 5-0-0.

#### 5) Application 26-0014, parcel 11 02 43.4, owner Horned Lark LLC, East Road, Shaftsbury VT: request for a 5 foot height variance.

Mr. Wadsworth described the request and handed out plans for the home being built. Mr. Day requested a description of the surroundings and the design. Mr. Wadsworth describes a weathered barn board, stone, and metal roof to reflect a classic style for the area. Roof will be a dark brown. The variance requested would be for one section of roof with a (xbyx footprint). The chimney will sit on the front of the home on this section of the roof. The home sits on the top of the elevation of the property and is predominantly at grade, with some basement access. Several homes at a similar elevation in the area are described. The closest homes are about a quarter mile from where this one is planned to be.

Ms. Mickle described a conversation with Fire Chief, Joe Vatican, who explained that Shaftsbury Fire Company does have a 35 foot ladder. The land is planned to be graded to be in compliance for fire suppression.

The property is currently being planted with a few hundred chestnut trees.

Dr. Haberfield asked if there are plans should the variance be denied. Ms. Mickle described that the Planning Commission will be looking at revising the bylaw regarding height, but there is no guarantee of an out come of that process.

Mr. Mann described the issue of the design in regards to needing to rescale the whole home should the roof pitch need to be lower in height. At some point snow load may also become an issue.

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.

6) Other business

Mr. Day described a letter from Susan Hall disputing a boundary line in the application for a Subdivision previously submitted by Jay Carl Stratton. Mr. Day stated that this issue would have had no impact on the outcome of that hearing.

Home Occupation:

Ms. Mickle gave an update on the Planning commissions work on Home occupation Bylaw.

Topics discussed included:

- Converting current square-footage limits to percentage-based limits.
- Relocating home occupation regulations into a standalone bylaw section.
- Separating short-term rental regulations from home occupation regulations.
- Developing a permitting framework for short-term rentals.
- Reviewing local data regarding existing short-term rentals within Shaftsbury.

The Board expressed interest in reviewing draft language and related presentations as they become available.

Advisement on potential application:

Mr. Day proposed the cancelation of the May 20<sup>th</sup>, 2026 meeting.

Mr. Day requests a motion to enter deliberative session. Dr. Habberfield moved to enter deliberative session, Ms. Costin seconded. Approved unanimously, 5-0-0.

Mr. Habberfield moved to exit

Decision – Application #26-0014

A motion was made to deny the variance request based on the applicant's failure to satisfy the required criteria set forth in Section 9.8 of the zoning bylaws, specifically the standards relating to unique physical circumstances and unnecessary hardship.

Vote: Approved unanimously.

Board members noted that the denial was based solely on the requirements of the existing bylaw and not on concerns regarding the project itself.

The Zoning Administrator indicated she would communicate the decision to the applicants and provide information regarding appeal options and potential future bylaw amendments under consideration by the Planning Commission.

Mr. Day Dr. Habberfield moved to adjourn, Mr. Browe seconded the motion which passed 5-0-0. The meeting adjourned at approximately 8:15 PM.