



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: Wednesday, September 2, 2026.

Members present: Mike Day (chair), Sarah Costin, Tedd Habberfield, and Russell Sleight. Applicants Marie & Michael Watson, David Spurr of Blaze Design, Inc., and Zoning Administrator Carlyn Mickle were also present.

1) Call to order

Chair Mike Day called the meeting to order at the Town Offices. A quorum of Development Review Board (DRB) members was present. The meeting came to order at 6:03 PM.

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 the applicants. No abutters were present.

4) Outstanding minutes

Mr. Day asked for a motion to approve the May 6, 2026, minutes. Dr. Habberfield moved. Mr. Sleight noted that some minor corrections were needed. Ms. Costin seconded the motion. The minutes were approved with corrections 4-0-0.

5) Application 26-0047 Review of plat for proposed boundary line adjustment between Parcel 17 22 12, 71 Buck Hill Rd., Shaftsbury, VT, owners Michael & Marie Watson, and Parcel 17 22 11, 83 Buck Hill Rd., Shaftsbury, VT, owner Town of Shaftsbury

Mr. Day invited the applicants to present the plat. Mr. Spurr presented for the Watson's. He discussed the results of his survey and presented the plat of the proposed new boundaries showing old and new lines. He noted that once the corners were set a final mylar would be provided to the Town.

Mr. Day conducted a walk through of the relevant Shaftsbury Subdivision Regulations in Sections 5, 5.1, and 5.2 of Appendix C of the Zoning Regulations. Mr. Spurr indicated on the plat where the requirements were met or would be met on the final mylar. Dr. Habberfield asked that the building

dimensions be added per the regulations. Mr. Spurr agreed to add them. Ms. Costin asked about the dimensions of the revised lots. Mr. Sleigh elaborated that the totals of the revised boundary lines were not included on the plat as required by the regulations. Mr. Spurr agreed that the totals would be added. The criteria for approval (Section 5.2) were met.

Mr. Day moved on to Section 5.4 "Final Approval and Authorization for Property Owners Approval of the Boundary Line". The required items were included on the plat when the following are added to the mylar: building dimensions; total length of revised boundaries.

Dr. Habberfield asked how the easements would be formalized. Mr. Spurr replied that the existing easements would be written on to the mylar and referenced in the revised deed. Ms. Costin asked the Zoning Administrator if the Select Board had approved the easement on the Cole Hall side. Ms. Mickle said they had.

Mr. Day asked for a motion to conclude the hearing. Dr. Habberfield moved. Ms. Costin seconded. Motion passed 4-0-0. Mr. Day then asked for a motion to go into open deliberation. Dr. Habberfield moved. Ms. Costin seconded. There was no discussion. Motion passed 4-0-0. Mr. Day then asked for a motion to approve the boundary line adjustment as described and with the criteria set forth. Dr. Habberfield moved. Ms. Costin seconded. There was no discussion. The boundary line adjustment was approved 4-0-0. Mr. Day then asked for a motion to leave open deliberation. Dr. Habberfield moved. Ms. Costin seconded. Motion passed 4-0-0.

6) Other business

Ms. Mickle said that there was a public application posted for a new Zoning Administrator. She will keep the DRB apprised of the situation.

7) Adjournment

Dr. Habberfield moved to adjourn; Mr. Sleigh seconded the motion which passed 4-0-0. The meeting adjourned at approximately 7:10 PM.