

Town of Shaftsbury Development Review Board

March 1, 2023

In person at Cole Hall and remotely via Zoom

1. Call to Order – Recognition of Quorum

The meeting came to order at 6:07 p.m. Present were board members Mike Day (chair), Tedd Habberfield, Zoe Contros Kearn, Sarah Costin, and Denny Browe. Also present was zoning administrator Shelly Stiles.

2. Conflict of Interest

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

3. Sign in sheets

There was no need for sign-in sheets.

4. Approval of Minutes – February 1, 2022 and February 15, 2023

Mr. Habberfield moved to approve the February 1 minutes. Ms. Costin seconded the motion, which passed 4-0-1.

Mr. Habberfield moved to approve the February 15 minutes. Ms. Costin seconded the motion, which passed 3-0-0.

5. Review, Taft/Levin permit document

Edits had been suggested by board members via email in the days preceding the meeting. No other changes were suggested. Mr. Day signed the document.

All agreed to switch the order of review of the next two agenda items.

6. Review, Rules of Procedure

Mr. Day led a discussion of the revised Rules. He noted that approval of a majority of the board, not those present, is required to pass a motion; that applicants sometimes bring legal counsel with them; that deliberations can be made publicly or privately; that a decision on an application must be made within 45 days of the hearing or approval is automatic; that ex parte communications must be avoided (but only until the application is adjudicated); and that only abutters are interested parties, not all neighbors or all who attend a hearing.

Mr. Habberfield will make a couple of formatting changes to the document, re-date it, and send it to the ZA. Mr. Habberfield moved to adopt the revised Rules. Mr. Browe seconded the motion, which passed 5-0-0.

7. Private deliberative session, application #23-0004, parcel 18 02 39, 246 Spur Road, owners Jeffery and Stephanie Paul.

The board went into private deliberative session. Mr. Habberfield moved to leave deliberative session. Ms. Costin seconded the motion, which was approved 5-0-0. Ms. Costin moved to approve the variance request. Mr. Browe seconded the motion, which was approved 5-0-0.

8) Other business

All agreed to cancel the March 15 2023 meeting as there is no outstanding business to conduct.

Mr. Habberfield moved to adjourn at 6:45 p.m. Mr. Browe seconded; the motion passed 5-0-0.