

Town of Starksboro
Development Review Board
Minutes (DRAFT)
October 23, 2025

Members Present: Ben Campbell, Evelyn Boardman, Rich Warren, Rob Liotard, Luke McCarthy, Tom Perry (via Zoom).

Members Not Present: Arnell Paquette

Applicants Present: Ronald & Babette Castonguay, Jason Barnard, Applicant's Agent

Visitors: John Kamencik, Dana Kamencik.

Others Present: Stephen Rooney, Zoning Administrator

Meeting called to order by Chair Ben Campbell at 6:35 pm

Public Comment: None

Hearing #25-DRB-08SD Castonguay 2-Lot Minor Subdivision Final Plat Review.

Final Plat Hearing opened at 6:37pm

Chair Ben Campbell read the warning.

B.Campbell asked if there were any conflicts of interest or Ex parte communications – none were reported. Luke McCarthy recused himself as an abutter to the subject property.

B.Campbell swore in Castonguays, the Applicant, and Jason Barnard, witness for the Owner.

Testimony:

J.Barnard reviewed the application and plans.

Drawing S-2 drawing was noted as missing from the original application, although noted as included in the Cover Letter (Exhibit B). J.Barnard noted a copy would be provided.

J.Barnard noted a State Water/Wastewater permit would be filed with the Town for Lot 1 to confirm the existing septic system as shown is compliant after the subdivision, and to indicate that the septic design for Lot 2 is deferred.

S.Rooney noted that the allocation of the parent parcel building rights to Lot 1 on PL-1 (Exhibit G) needed to be checked, as the portion of FC district on Lot 1 is not labelled, and the LDRC district area would need to be at least 10 acres to have 2 building rights on Lot 1.

J.Barnard reviewed the project narrative and the Section 426.E Review Criteria (Exhibit D).

R.Warren asked if 50feet was adequate for the strip of land to access Russell Young Road?
J.Barnard noted that it was wide enough for any future access development.

E.Boardman asked if the existing grade along the 50ft strip of access from Lot 2 to Russell Young Road was suitable for a road or driveway. J.Barnard noted that this strip ran parallel to the site slope, and was ideal for a new access.

E.Boardman asked if it was necessary for a waiver to show a building envelope on Lot 1?
S.Rooney noted that it was not necessary with the existing buildings in place and no further subdivision proposed for the remaining building right in Lot 1.

J.Barnard discussed the Section 351.F Building Envelope Waiver for Lot 2 and noted the amount of work and cost associated with to investigating and designing a responsible 2 acre building envelope on Lot 2 when the Owner has no plans to develop the lot.

B.Campbell asked if Lot 2 had adequate frontage. S.Rooney noted that although access to Jerusalem Road is limited by Baldwin Creek, the frontage along Jerusalem Road does meet the bylaw definition and minimums.

S.Rooney questioned the potential need to add a waiver of 356.B *An applicant for a minor subdivision may request that the DRB waive or modify the requirement to survey and/or mark the remainder of a parent parcel that is at least 10 acres in size.* The DRB and applicant noted that due to the remaining parcel being recorded by a plat in the town records a retracement survey of the parent parcel was not necessary, nor required a waiver.

Motion: R.Liotard made a motion to accept the application as meeting the definition of a minor subdivision application. E.Boardman seconded.

Vote: All were in favor.

B.Campbell read the Exhibit List. Drawing S2 dated 9/19/25 will be added as Exhibit H. The date of Exhibit E requires a correction to 9/18/2025.

Motion: T.Perry motioned to close the public hearing at 7:32pm, R.Liotard seconded.

Vote: All in favor.

Applicants and Visitors were dismissed.

Minutes Review:

Minutes from 10-9-25 DRB Meeting were reviewed.

The following corrections were noted:

1. Page 2 paragraph 2: change “combing” to “combining”.
2. Page 2 paragraph 4: Correct Kevin Harper’s last name.
3. Page 2 paragraph 5: Change “thru” to “through”.
4. Page 2 paragraph 6: Insert the language of Section 351.E(1) after the section reference.

5. Page 3 paragraph 3: Correct R.Warren's name. Change sentence to read "...by email an example...."

Motion: R.Liotard moved to accept the 10/9/25 minutes with corrections noted. B.Campbell seconded.

Vote: All in favor.

Deliberative Session:

Motion: B.Campbell moved to go into Deliberative Session at 7:50pm. R.Warren seconded.

Vote: All in favor.

Motion: B.Campbell moved to adjourn at 8:25pm. R.Liotard seconded.

Vote: All in favor.

DRAFT