Town of Starksboro
Development Review Board
Minutes (DRAFT)
November 12, 2026

Members Present: Ben Campbell, Evelyn Boardman, Rob Liotard, Tom Perry,

Luke McCarthy, Rich Warren

Members Not Present: Arnell Paquette

Applicants Present: Alan Kirkpatrick

Visitors: None

Others Present: Stephen Rooney, Zoning Administrator

Minutes Prepared by: Stephen Rooney on 11/13/2026

Meeting called to order by Chair Ben Campbell at 6:36 pm

Changes to the Agenda:
None

Public Comment: None

Outstanding Minutes Review:

The minutes from the 10/29/26 meeting were reviewed and accepted without changes.

Hearing #26-DRB-08CU Kirkpatrick ADU Conditional Use Review.

Introductions were made and the Sign-in Sheet was distributed.

B.Campbell opened the Conditional Use Review Hearing at 6:39pm
B.Campbell read the warning.

B.Campbell asked if there were any conflicts of interest or Ex parte communications. None were reported

B.Campbell swore in the applicants.

B.Campbell read the Exhibit List. There were no modifications.

Testimony:

A.Kirkpatrick reviewed the project including responses to review criteria 425.D and 424.D from Exhibit D.

A.Kirkpatrick noted that the septic capacity for the bathroom in the garage had been included in the wastewater design for the parcel, and that during the construction of the garage work was done in anticipation of turning the upstairs into an apartment.

T.Perry asked when the garage was constructed. A.Kirkpatrick responded that it was built over the last couple years and completed this year.

R.Warren asked about how many vehicles are used by the garage. A.Kirkpatrick noted that 2 cars are parked in the 3 car garage, with the remainder used for storage. S.Rooney noted that only 1 additional parking space is required for the ADU. A.Kirkpatrick noted the high usage of Jim Dwire Road to access the Jerusalem trailhead.

T.Perry asked how far off the road the structure was located. A.Kirkpatrick noted his drive off Jim Dwire was approx. 1300ft off the road. S.Rooney noted that it was approx. 400ft from the end of the Class 3 portion of Jim Dwire to the driveway at the end of the Class 4 road.

T.Perry asked what the ADU would not be used for. A.Kirkpatrick noted it was a 1 bedroom apartment, and if it was rented it would be a small apartment.

R.Liotard asked if there is a kitchen there now. A.Kirkpatrick noted that the kitchen is in place, and there is more work to be done to complete it.

S.Rooney noted that the building is right on the edge of the 30 ft. extension of the LDRC district boundary allowed by the bylaws, but as the garage was originally permitted in the FC he did not push this issue. If the garage was in the LDRC the ADU would be permitted without a hearing.

S.Rooney noted that the ADU is located off a Class 4 road, but the primary residence and garage already exist.

S.Rooney asked if the applicant had clarified with the septic designer if the ADU required a septic permit amendment. A.Kirkpatrick replied no, but that the original house was permitted for 4 bedrooms and only had 1, so there was adequate septic capacity. S.Rooney noted that it might be necessary to clarify for the future what allocation the ADU required if a future owner wanted to replace the 1 bedroom primary residence, but that this was a State issue as the Town did not have jurisdiction over the septic design. The current permit refers to the garage septic as a "convenience bathroom", and it was uncertain what allocation this might have in the leachfield design versus a bedroom allocation. B.Campbell asked if this might require a verification condition in the decision. S.Rooney noted that he recommended the applicant verify with the septic designer if the uses described in the permit needed to be amended for the record, but that this was not the Town's jurisdiction. B.Campbell also noted that this clarification would be helpful for anyone questioning the Board's decision in the future.

R.Liotard asked if there was adequate room for emergency vehicles. A.Kirkpatrick replied there was room to maneuver large vehicles around the building.

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R.Warren asked if the convenience bathroom was originally intended for the downstairs and was it built. A.Kirkpatrick said yes, but it was moved upstairs. R.Warren asked if there would be some indication that the state approved the change of the bathroom use for the ADU. S.Rooney noted that the discussion would be reflected in the minutes, and the board could potentially ask for clarification from the applicant on the matter prior to issuing a zoning permit.

S.Rooney reviewed his technical review notes and proposed conditions in Exhibit J.

R.Liotard asked, in regards if the ZA's proposed condition #2, if construction had already begun prior to a zoning permit being issued. S.Rooney noted that what was allowed to be built in the garage permit was not restricted, and as long as it wasn't being used as an ADU it wasn't an issue. R.Warren noted in his role as a lister, he's seen the condition of the space and that fixtures and appliances required for occupancy weren't yet installed. B.Campbell noted that the wording of the condition might need to be adjusted to reflect the change in use rather than the start of construction.

A.Kirkpatrick asked about the process moving forward. S.Rooney provided timeline details on the decision and appeal periods.

Motion:
R.Warren moved that the Board accept the application and testimony as complete. L.McCarthy seconded.
Vote: All in favor.

Motion:
T.Perry moved to close the hearing at 7:17pm. R.Liotard seconded.
Vote: All in favor.

Motion:
E.Boardman moved to go into closed Deliberative Session. L.McCarthy seconded.

Discussion: R.Warren noted that although in his opinion the application is very simple and straightforward, he felt it appropriate that the board continue its practice of holding the deliberation in closed session.

Vote: All in favor.

The applicant was dismissed.

Closed Deliberation

Motion:
E.Boardman made a motion to adjourn at 9:15pm. L.McCarthy seconded. **Vote:** All in favor.

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