

Town of Starksboro  
Development Review Board  
Minutes (Approved)  
July 24, 2025

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Members Present: Ben Campbell, Evelyn Boardman, Arnell Paquette, Rob Liotard

Applicants Present: None

Visitors: None

Others Present: None

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Meeting called to order by Chair Ben Campbell at 6:30 pm

**Public Comment:** None

**#22-501 (Town of Starksboro Jerusalem Schoolhouse and Fire Station) – Site Plan Review and Waiver Request**

- B. Campbell read the proposed action to revise Condition #9 of the February 27, 2023 decision as follows:
  - o Proposed Action: Revise Condition #9 to read as follows:
  - o *"9. The final Site Plan shall be submitted for DRB signature and recording, prior to the Zoning Administrator issuing a Zoning Permit for Construction. The final Site Plan should be revised to show Town Parcel #11 to include the required setback dimensions from abutting properties per Sec. 211, and the waiver of setback dimensions granted in this decision."*
- The DRB reviewed the changes to Condition #9. The proposal revises requirement for submission of a Mylar within 180 days of the decision such that a final Site Plan shall be submitted prior to the issuance of a Zoning Permit for Construction.
- R. Liotard asked who will sign the Site Plan. B. Campbell clarified the DRB chair will sign the Site Plan.
- B. Campbell reported no knowledge of communication from abutters regarding the revision. There were no comments from the public in the meeting packet.
- E. Boardman asked if the change requires issuing a new decision. B. Campbell reported that the Town has been counseled a new decision is not required to make the revision.
- R. Liotard asked how the revision will be communicated. B. Campbell reported the meeting minutes and recording will be posted.

**MOTION:** A. Paquette moved to accept the revision to Condition #9. R. Liotard seconded.

**VOTE:** All in favor.

**General Discussion**

- B. Campbell recapped current and pending DRB applications and their status.

**5.22.2025 Minutes Review**

- Minutes of the 5.22.2025 DRB meeting were reviewed

- B. Campbell proposed revising the 5.22.2025 minutes to add applicant names to the hearing sections

**MOTION:** R. Liotard moved to approve the minutes with the proposed revision. A. Paquette seconded.

**VOTE:** All in favor

#### **Minutes Review**

- Minutes of the 6.26.2025 DRB meeting were reviewed

**MOTION:** A. Paquette moved to approve the minutes with the proposed revision. R. Liotard seconded.

**VOTE:** All in favor

#### **General Discussion**

- The DRB discussed scheduling for future meetings. General discussion of current and pending DRB applications and their status.

**MOTION:** R. Liotard moved to adjourn. A. Paquette seconded.

**VOTE:** All in favor

Meeting adjourned at 7:00