

Town of Starksboro  
Development Review Board  
Minutes (APPROVED)  
September 25, 2025

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

Members Not Present:

Applicants Present: Matthew Norris, Jason Barnard, Applicant's Agent

Visitors:

Others Present: Stephen Rooney, Zoning Administrator

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Meeting called to order by Chair Ben Campbell at 6:32 pm

**Public Comment:** None

**Hearing #25-DRB-07SD Matthew Norris 2-Lot Subdivision Final Plat Review.**

Final Plat Hearing opened at 6:32pm

Chair Ben Campbell read the warning.

S.Rooney noted that although an Accessory Dwelling Unit(ADU) is included in the application for the existing house on Lot 1, this project was reviewed separately outside of the subdivision application and a zoning permit has been issued for this ADU.

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

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

**Testimony:**

J.Barnard reviewed the application, plans, and the supporting narrative.

R. Warren asked if a septic upgrade is included for the existing house. J.Barnard said yes due to the ADU addition to the house. J. Barnard noted that a septic permit for the two lots has been issued by the State and will be filed with the Town.

J.Barnard noted that stormwater treatment on Lot 2 had been modified from the pre-app meeting to direct driveway run-off north of the existing drive via a new culvert, to avoid stormwater potentially running down Lafayette Road and crossing over south of the current drive. This was done after outside discussions with abutter Patrick Beall who was present at the pre-app meeting.

B.Campbell asked about the size of the culvert. J.Barnard noted it was 15” in diameter.

J.Barnard noted that the driveway parking/turnaround had been relocated out of the side yard setback per discussion during the pre-application meeting. T.Perry noted that this left little front yard lawn available. J.Barnard noted that the house and parking are preliminary and may be configured differently inside the proposed building envelope by the party submitting the zoning permit.

R.Liotard asked if the ADU for Lot 2 was inside the house. J.Barnard replied yes in this proposal.

E.Boardman questioned if the grading in the Lot 2 envelope fell within the steep slope definition. J. Barnard noted that the current grade across the envelope varied from approx.. 18-20%.

S.Rooney noted that Section 334.C requires conditional use (CU) approval for any land development proposed on land with slopes between 15-25%.

S.Rooney noted that the DRB could condition the subdivision approval to require that a CU application with supporting site plan and details for Section 334.C review accompany any zoning permit submitted for the lot development, per Section 425.B.

**Motion:** B.Campbell made a motion to accept the application as meeting the definition of a minor subdivision application. R.Warren seconded.

**Vote:** All were in favor.

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

**Motion:** R.Liotard moved to close the hearing at 7:37pm. E.Boardman seconded.

**Vote:** All in favor.

Applicants and Visitors were dismissed.

**Minutes Review:**

Minutes from 9-11-25 DRB Meeting were reviewed.

**Motion:** L.McCarthy moved to accept the minutes. A.Paquette seconded.

**Vote:** All in favor.

**Deliberative Session:**

**Motion:** E.Boardman moved to go into Deliberative Session at 7:46pm. B.Campbell seconded.

**Vote:** All in favor.

**Motion:** A.Paquette moved to adjourn at 8:44pm. T.Perry seconded.

**Vote:** All in favor.