

Starksboro Development Review Board Agenda

Thursday, October 9, 2025 at 6:30pm

TOWN CLERK'S OFFICE AND VIA ZOOM

Instructions for remote participation below

TIME	TOPIC
6:30	Meeting called to order Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).
	Public Comment for non-agenda items only
6:31	<p>Pre-Application Meeting per Section 426.B for a proposed combined review process per VSA 24 § 4462: Kevin Harper and Julie Herr proposed 2-Lot subdivision for Parcel 10340. Eugene VanSteamburg / John Dickason boundary line adjustment for Parcels 10051 / 10216. Subsequent merger of Parcel 10340 and Parcel 10051.</p> <p>Section 426.B: Before submitting a subdivision application, the applicant shall meet with the ZA to discuss the application requirements, review process and subdivision standards. The applicant may meet informally with the DRB to discuss conceptual plans. No advice offered or comments made at a pre-application meeting will be binding on any future review of a subdivision application</p> <p>VSA 24 § 4462: If more than one type of review is required for a project, the reviews, to the extent feasible, shall be conducted concurrently. A process defining the sequence of review and issuance of decisions shall be defined in the bylaw.</p>
7:30	Review SLUDR Section 420.C: "The DRB shall perform development review functions in accordance with their adopted rules of procedure and conflict of interest policy".
7:20	Review and approve minutes from 9-25-2025
7:30	Future Agenda Planning
8:00	Deliberative Session (if required).
8:30	Adjournment

The Town of Starksboro is inviting you to a scheduled Zoom meeting.

<https://us02web.zoom.us/j/89617415124>

Meeting ID: 896 1741 5124

Join by Phone:
1-305-224-1968

Steve Rooney

From: Steve Rooney
Sent: Thursday, September 18, 2025 12:28 PM
To: Kevin Harper ; Eugene Vansteamburg
Cc: Ben Campbell
Subject: Proposed Boundary Adjustments / Subdivisions at Parcels 10051 / 10216 / 10340
Attachments: Harper Subdivision sketch plan 9-2-25.pdf

Kevin and Eugene,

I've been working through your proposed reconfiguration of the above lots with Ron from Stoneshore Municipal Consulting, and can offer the following scenario for further discussion. This is not a recommendation, but an attempt to lay out your options, as bylaws and other circumstances may change between now and any hearings, and I cannot predict outcomes of application reviews by others.

See attached. For reference, Eugene's parcel 10051 is Lot A, Dickason's parcel 10216 is Lot B, and Kevin's parcel 10340 is Lot C.

Project Goal:

The end goal is for Owner A to own Lot A, purchase the strip across Lot B, and the upper portion of Lot C, and merge this all into Lot A, which would all then have frontage on both Quaker Street and Frank Orvis Road. The use of the overall Lot would be residential in the LDRC zone, and forestry/agriculture/conservation in the FC zone.

Permitting Scenario:

1. Pre-Application meeting with the DRB, and include the Town Attorney (see note below Step 5).
2. Lot C owner subdivides Lot C, including some legal device agreeable to the Town executed to retain the 20 acre conservation set-aside.
This would be done to avoid modifying an important condition of the previous DRB approval and running afoul of the [Stowe Club Highlands Test](#), which the DRB might apply or an appellate to the Environmental Court. If the subdivision is approved then move on to next steps.
The proposed legal steps for a conservation easement or other device should be reviewed in detail by the town attorney shortly after the complete application to subdivide is received (to ensure no Stowe-Highlands and set a path if necessary for Selectboard acceptance of any conservation easement per 24 VSA 4505).
3. Lot C owner sells New Lot to Lot A Owner, once the conservation easement is finalized and recorded.
4. Execute BLA between Lot A and B, make any resulting land sale transactions, and discharge the current easement.
5. Merge adjusted Lot A+New Lot.

Pre-Application Meeting Goals:

The multiple legal steps and timing should all be mapped out in Step 1 – with town attorney guidance, to ensure a smooth process.

A combined review process for all of above steps under VSA 24 § 4462 may be complicated here as Step 1 is a DRB process separated

by the Step 2 land sale to Step 3+4 which are ZA permits, but it may be possible during the DRB hearing to ask for approval of steps 3 and 4 pending step 2.

Possible Bylaw Issues:

Steps 3 and 4 may run afoul of 351.E.(1):

Lots shall not be irregularly shaped (curves, jogs, flags, dog-legs, string, spaghetti, etc.) except as warranted by site features such as topography, shorelines, streams, hedgerows, field boundaries, fence lines, stone walls or existing roads.

I can make some inquiries regarding how the DRB and PC have looked at this in the past, but can make no certain predictions.

This may be able to be discerned at the Pre-App meeting.

Otherwise, Ron and I have looked at the resulting A lot, and the remaining B and C lots and do not see a non-conformity being created

or made worse. The remaining Lot C does not have a further subdivision restriction on it except for waiting for 5 years per 426.D.(1) if you

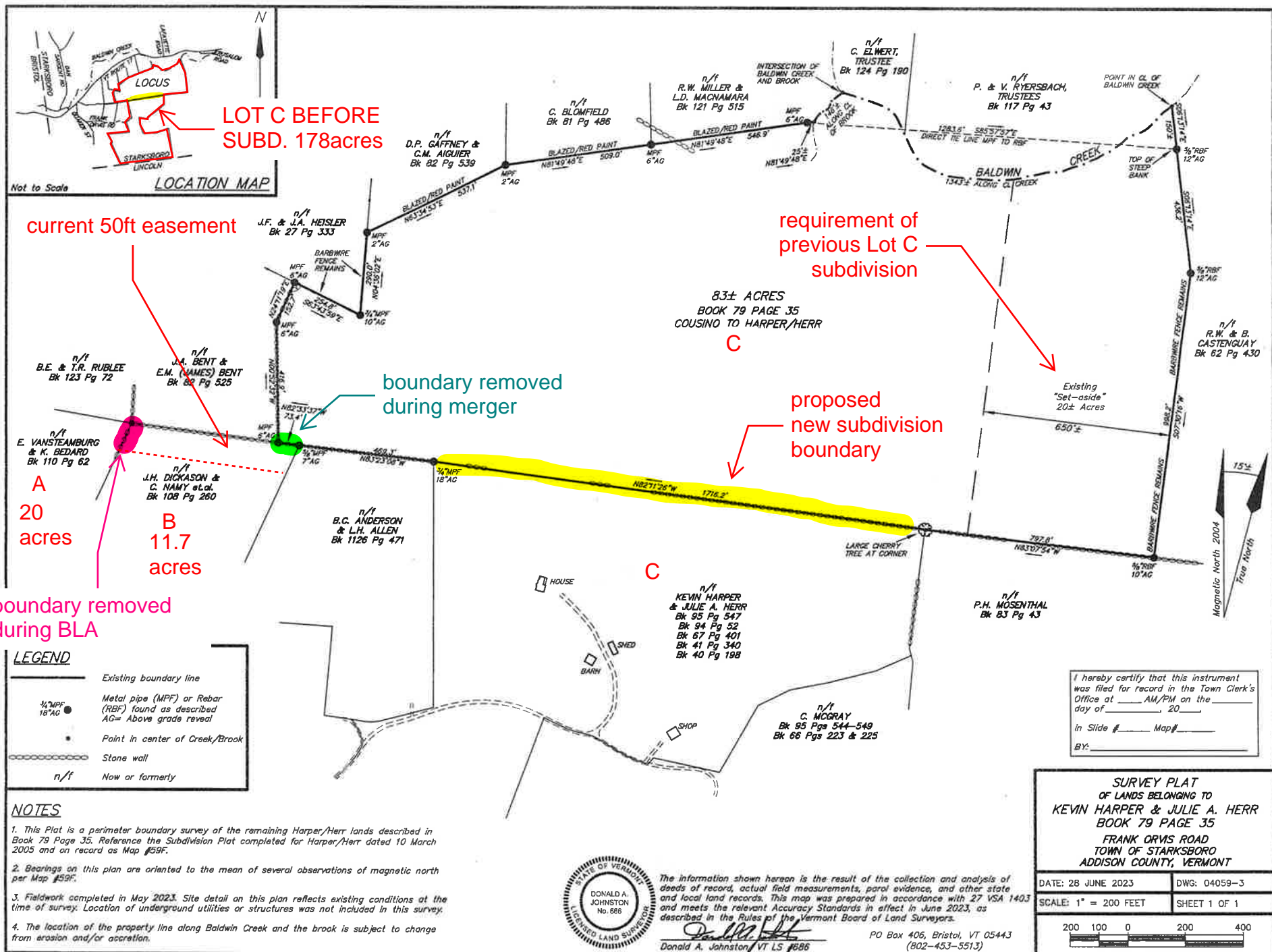
want to classify the application as a minor vs major subdivision.

Hope this is helpful, let me know if you have further questions or wish to proceed with any of the above.

Regards,



Stephen Rooney
Zoning Administrator
Town of Starksboro
Direct Line: 802-453-2768
zoning@starksborovt.org
Office Hours Mon & Tues 9am - 3:30pm



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

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

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.