

## Starksboro Development Review Board Agenda

Thursday, December 11, 2025 @ 6:30 pm.

\*TOWN CLERK'S OFFICE AND VIA ZOOM\*

Instructions for remote participation below

| TIME | TOPIC                                                                                                                                                                                                       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                                                                                                                                                             |
| 6:30 | <b>Meeting called to order</b><br>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 | Hammerbeam Holdings LLC (dba Vermont Frames) 25-DRB-04CU Conditional Use Permit Amendment/25-DRB-03WVR Waiver request, 22 Varney Hill Road, Parcel 10544. The proposed subdivision is in the ASRR District. |
| 7:30 | Boss-Kelly Major Subdivision Pre-application meeting (non-binding, informal). 793 VT Route 116, Parcel 1043. Subdivision is in the ASRR District                                                            |
| 8:30 | Review and approve minutes from 11/6/25                                                                                                                                                                     |
| 8:35 | Deliberative Session                                                                                                                                                                                        |
| 9:00 | <b>Adjournment</b>                                                                                                                                                                                          |

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

Applicant name(s) Hammerbeam Holdings      Application # 25-DRB-04CU/03WVR

Date of Hearing:      Dec 11, 2025      Type: Conditional Use / Waiver

## Town of Starksboro

### Exhibit List

| Exhibit # | Description                                                                               | Date entered | notes |
|-----------|-------------------------------------------------------------------------------------------|--------------|-------|
| A         | Warning / Abutters Mailings                                                               | 11/25/25     |       |
| B         | Zoning Permit Application dated 11/19/25, rec'vd 11/20/25                                 | 11/25/25     |       |
| C         | DRB CU/WVR Application dated 11/19/25, rec'vd. 11/20/25                                   | 11/25/25     |       |
| D         | Cover Letter (2pgs) from Kevin Moyer to DRB dated 11/19/25, rec'vd 11/20/25               | 11/25/25     |       |
| E         | Applicant responses to Sections 423.E and 425.D (4 pages) dated 11/17/25, rec'vd 11/20/25 | 11/25/25     |       |
| F         | Abutter Support Letter, Kurt                                                              | 11/25/25     |       |
| G         | Site Plan Sheet F-01, 11x17, dated 11/19/25, Revision #1.                                 | 11/25/25     |       |
| H         | Site Plan-3D views Sheet F02, dated 11/19/25, Revision #1                                 | 11/25/25     |       |
| I         | ZA email review-referral letter to applicant (4 pages) dated 11/10/25                     | 11/25/25     |       |
|           |                                                                                           |              |       |
|           |                                                                                           |              |       |

**TOWN OF STARKSBORO**  
**DEVELOPMENT REVIEW BOARD**

EXHIBIT A

**NOTICE OF HEARING**

Hammerbeam Holdings, LLC (dba Vermont Frames) submitted an application (25-DRB-04CU / 25-DRB-03WVR) to amend previous Conditional Use and Site Plan Approvals to add accessory storage sheds on Parcel 10544 at 22 Varney Hill Road in the Town of Starksboro. The proposed development is in the ASRR district. The Conditional Use Review and Waiver Request Hearing on this application will be held per Sections 423 and 425 of the Starksboro Land Use and Development Regulations (SLUDR).

The Starksboro DRB will conduct this hearing on Thursday, **December 11, 2025, at 6:30 p.m.** at the Starksboro Town Office with remote access (info below). The application will be available to review by request at the Starksboro zoning office and on the town website after November 25, 2025.

[www.starksborovt.org/agendas-and-minutes](http://www.starksborovt.org/agendas-and-minutes)

Pursuant to 24 V.S.A. §§ 4464(a)(1)(C) participation in this local proceeding is prerequisite to the right to make any subsequent appeal.

Virtual Meeting Link:

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

Meeting ID: 896 1741 5124

Or by Phone: +13052241968

Date of Warning: November 25, 2025

HAND DELIVERED 11/25/25  
STEVE ROONEY

Lindsay Hildebrand Lindsay Hildebrand  
VERMONT FRAMES 11-25-25

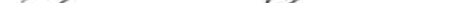
EXHIBIT  
A

Pursuant to section #410 of the Starksboro Land Use Development Regulations I, Stephen Rooney, Zoning Administrator for the Town of Starksboro, hereby acknowledges that on November 25, 2025 that I sent by US 1<sup>st</sup> class mail the attached "notice of public hearing", application (25-DRB-04CU/25-DRB-03WVR) to the following list of abutting property owners and others requesting notice.

  
Stephen Rooney Zoning Administrator

Date: 11/17/2025

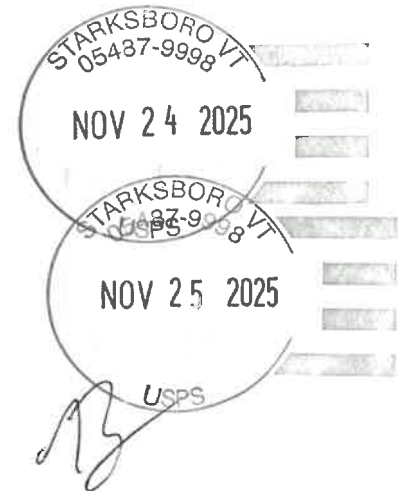
I attest by my signature below that I have reviewed this list and that it was mailed on 11/25/25.

Attest: , Town Clerk/ Assistant Town Clerk/ Town Admin

Applicants: Hammerbeam Holdings, LLC – Parcel ID#I0544

[illegible]

Any questions (office 453-2639)





P.O. Box 91 Starksboro, VT 05487  
Zoning Phone: 802-453-2768  
www.starksborovt.org/zoning

## ZONING PERMIT APPLICATION

Permit # 25-ZP-37

**EXHIBIT B**

A Zoning Permit is required **prior** to any land development, as defined in the Starksboro Land Use & Development Regulations. Contact the Zoning Administrator prior to filing this form to confirm your permitting requirements and fees.

### Site Information:

Physical Address of Property: 22 Varney Hill Rd, Starksboro, VT Parcel ID (last 5 digits of SPAN): 10544  
Zoning District: ASRR Overlay District (if applicable): \_\_\_\_\_ Lot Size (acres): 2.6

### Property Owner(s) Information (see definition next page):

### Applicant Information (see definition next page):

Property Owner(s) Name: Hammerbeam Holdings LLC Applicant Name: Kevin Mayer

Property Owner(s) Name: \_\_\_\_\_

Owner Mailing Address: 22 Varney Hill Rd  
Starksboro, VT 05487

Applicant Mailing Address: 22 Varney Hill Rd  
Starksboro, VT 05487

### Project Information :

Description of Project: two 3-sided storage sheds and one small corner shed.

Also -retroactive approval for 2 existing structures that have been here for more than 15 yrs.

### ACKNOWLEDGEMENTS:

The Administrative Officer has 30 days to act on a complete permit application. Permit approvals will be effective at the end of the 15-day appeal period. **No construction is allowed during the appeal period.** The applicant or an interested party has the right to appeal this permit decision within 15-days of issuance to the Starksboro Development Review Board. Local, state, and federal regulations may apply to projects and additional local, state and federal permits may be required. **It is the applicant's responsibility to acquire additional local, state, and federal permits.** If those regulations are not as restrictive as the Starksboro Land Use & Development Regulations, the Starksboro Regulations will apply. Please contact the State of Vermont Permit Specialist (802-477-2241) for more information on state permits. Any work in the Road or Highway Right-of-Way requires a Town or State Driveway/Access permit be filed with the Zoning Administrator. All residential projects must comply with the Vermont Residential Building Energy Standards. All representations made on application forms, drawings, and attachments are binding. Failure to build according to the approved zoning permit application is a violation of the Starksboro Land Use & Development Regulations. The Administrative Officer shall have the right to conduct inspections at any time during construction. A Certificate of Occupancy is required for new single-family home.

Signatures: The undersigned hereby certifies the information within this application to be true and accurate, and accepts the acknowledgements as noted above and in the Starksboro Land Use and Development Regulations.

[Signature] 19 Nov 2025  
Property Owner Signature Date

Property Owner Signature Date

[Signature] 19 Nov 2025  
Applicant Signature Date

### OFFICE USE BELOW ONLY

Date received: 11/20/25 Date Application Deemed Complete 11/25/25 Fee: \$ \_\_\_\_\_ Paid via: Check #: \_\_\_\_\_ Online \_\_\_\_\_

### PERMIT DECISION

**Decision:** DENIED/ APPROVED / REFERRED TO DRB

Zoning Administrator signature: \_\_\_\_\_ Cert. of Occupancy req? ☐ Yes ☐ No

Date of Signature: \_\_\_\_\_ Date Zoning Permit takes effect: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

Zoning Administrator's Comments: \_\_\_\_\_

**TOWN CLERK'S OFFICE** Received for Record: \_\_\_\_\_ A.D. \_\_\_\_\_ at \_\_\_\_\_ o'clock AM / PM

And Recorded in Book \_\_\_\_\_ page \_\_\_\_\_ Attest: \_\_\_\_\_ Town Clerk/Assistant Town Clerk

**EXHIBIT B****Review Checklist to be completed by the applicant:**

**Type of Project** (check all that apply): ☒ New Construction / Sitework ☐ Change in Use ☐ Addition/Alteration ☐ Sign  
☐ Accessory Dwelling Unit ☐ Home Business ☐ Renovation ☐ Other: \_\_\_\_\_

**Related Prior DRB Approval Numbers #** \_\_\_\_\_

**For New Structures or Additions:**

**Total new square footage:** 2,368 **Size in ft:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**Total Lot Coverage** (includes driveways and other impervious surfaces) 0 % No increase to existing impervious areas

**Project setbacks:** Show distance from the property boundaries in feet on an attached diagram (see below and next page).

**Show any of the following conditions and / or note if the property is located within these protection areas:**

- |                                                        |                                                                 |
|--------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Floodplain                    | <input type="checkbox"/> 50 feet from a waterbody, stream, etc. |
| <input type="checkbox"/> Wetlands (Class I or II)      | <input type="checkbox"/> Water Source Protection Area           |
| <input type="checkbox"/> Steep Slopes (20% or greater) | <input type="checkbox"/> Conservation Easement lands            |

**Other regulatory permits** (note NA if not applicable):

**New E-911 Address Required?** N/A

**State Highway Right-of-Way Access Permit Number:** N/A

**Town Driveway/Right-of-Way Access Permit Number:** N/A

**State Water / Wastewater Permit Number :** N/A

**State Stormwater Discharge Permit Number:** N/A

**Prior or New State Act 250 Permit Number(s):** 9A 6159-3

**State Building Construction Permit Number:** \_\_\_\_\_

**Definitions:**

**Property Owner** (also referred to as "owner" or "landowner" or "Owner of Record" or "developer"): Name of Person(s) or Entities noted as the Owner of the Parcel on the current Grand List or most recent Warranty Deed Filing. If multiple names are provided, all must be noted and must sign all applications. If an Entity is noted (i.e. Star Farms, LLC), then the contact information for the person authorized to represent the entity must be provided.

**Applicant:** The person(s) or entity or firm authorized by the Owner to submit the application, act on the Owner's behalf in all matters relating to the application, and be responsible for communications between the Town and the Owner. If the person(s) or entity or firm submitting the application and acting on the Owner's behalf does not wish to be is not listed as the Applicant, then a separate letter of authorization signed by the Owner must accompany the application allowing this party to act on the Owner's behalf.

**Site Diagram Base Plan Hint:**

If you do not have a survey or map of your property to sketch a site diagram on, you can go online to the Vermont Parcel Viewer Program (see link at [www.starksborovt.org/zoning](http://www.starksborovt.org/zoning)). Type your Parcel Number into the search bar (193 - last 5 digits of your SPAN number from your tax bill, example 193-10454). Confirm the new view matches your parcel and Owner information. Click on the Print icon at the bottom of the screen. In the Print dialog box that appears, click on Print, then click the Results tab. Print the map that appears in the pop-up window using your browser's print commands. Use this diagram to sketch your proposed project and attach in lieu of the diagram sheet on the next page.

## Development Review Board Application

EXHIBIT C

Address of property: 22 Varney Hill Rd, Starksboro, VT Parcel ID (last 5 digits of SPAN): 10544

Property Owner (see Page 2): Hammerbeam Holdings LLC

Property Owner \_\_\_\_\_

Mailing Address: 22 Varney Hill Rd, Starksboro VT 05487

Signature of Owner: [Signature] Date 19 Nov 2025

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

Applicant (see Page 2): Kevin Mayer

Mailing Address: 22 Varney Hill Rd, Starksboro, VT, 05487

Signature of Applicant: [Signature] Date 19 Nov 2025

### Application Type (check all that apply):

☐ **Variance** (per section 422)

Specific relief requested: \_\_\_\_\_

☒ **Waiver** (per section 423) es section

Specific relief requested: \_\_\_\_\_

☐ **Site Plan Review** (per section 424, "S" designation in Use Table, or other Section).

Project description and Zoning Permit # \_\_\_\_\_

☒ **Conditional Use Review** (per section 425, "C" designation in Use Table, or other Section)

Project description and Zoning Permit #: two 3-sided storage sheds and one connectors hnd.

☐ **Subdivision** (per Section 426). Pre-application meeting date: \_\_\_\_\_

\_\_\_\_\_ Minor \_\_\_\_\_ Major Total # Lots \_\_\_\_\_

☐ **Planned Unit Development** (per Section 427). Pre-application meeting date: \_\_\_\_\_

☐ **Appeal of decision by Zoning Administrator** (per section 421)

Permit # or other decision being appealed: \_\_\_\_\_

☐ **Other (specify)** \_\_\_\_\_

- Before the application can be deemed complete, the property owner or applicant must submit with this application the applicable fees and appropriate pertinent information as required by the Starksboro Land Use and Development Regulations. Once the application is deemed complete by the Zoning Administrator or DRB, the Town has 60 days to warn a public hearing. See Page 2 and 3 for required submittals and other information.

### Administrator/DRB use only CHK 2030

DRB Application Number: 25-DRB-04CU Fee Paid: 375.00 Date Deemed Complete: 11/25/25

Warning Public Notice date: 11/25/25 Final Hearing date: 12/11/25 Date of decision: \_\_\_\_\_

DRB Chair: \_\_\_\_\_ DRB Clerk/ZA: \_\_\_\_\_

Zoning office notes: \_\_\_\_\_





19 November 2025

To: Town of Starksboro Development Review Board  
From: Kevin Moyer, President, Mortise & Tenon LLC DBA Vermont Frames and Foam Laminates of Vermont, President, Hammerbeam Holdings LLC  
Subject: Site Plan Review and Conditional Use Review- Proposed Project Description

**Project:** Construction of two 3-sided storage sheds (timber & rigid foam insulation storage) plus one connector shed

**Property:** 22 Varney Hill Road, Starksboro, VT 05487

Members of the Starksboro Vermont Development Review Board,

We are requesting a permit to construct three new structures, and the post-fact / retroactive approval for 2 structures that have been on the property for greater than 15 years.

We would like to construct two three-sided storage sheds and one small connector shed on an existing impervious surface within the already-developed operational area of our business property in Starksboro, Vermont.

No excavation, grading, or expansion of impervious surface is required, and all work will take place in an area that is already in active use.

The purpose of the sheds is to provide covered, weather-protected storage for timber and rigid foam insulation materials that are currently stored outdoors and suffer weather damage as a result.

The project does not introduce any changes to our business operations, staffing, traffic, utilities, or hours of operation.

Construction activities will be minimal and limited to marking the shed locations and assembling the structures directly on the existing pad. The only ground disturbance will be the installation of concrete piers to support the posts of the structures. No alteration to drainage patterns will occur. The overall construction duration is expected to be approximately four to six weeks. After construction, the area will be cleaned of any debris, and the site will continue to function as it does currently.

Because all work is confined to an existing impervious area, no tree clearing, earthwork, or stormwater changes are proposed. Drainage patterns will remain unchanged, and the project will not introduce new lighting, noise, or activity that could affect neighboring properties. The addition of covered storage will improve safety and reduce weather-related impacts on materials without creating any adverse effects on the surrounding area. Overall, this is a small, contained improvement that enhances the organization and protection of materials on an already developed industrial site.

For the retroactive permitting of already existing structures, we are referring to the fuel shed and the saw mill shed that have been in place for more than 15 years. These structures protect materials, tools, equipment, and fuel from the elements and are critical to the continued operation of our company.





EXHIBIT D

Thank you for your attention to this matter. If there are any questions pertaining to this matter, please direct them to our Office Manager, Lindsay Hildebrand at [lindsay@vermontframes.com](mailto:lindsay@vermontframes.com) or 802-453-7816. I can be reached at [kevin@vermontframes.com](mailto:kevin@vermontframes.com) or 802-453-3727.

Sincerely,

Kevin Moyer  
President, Mortise & Tenon LLC, DBA Vermont Frames and Foam Laminates of Vermont  
President, Hammerbeam Holdings LLC





EXHIBIT E

17 November 2025

To: Town of Starksboro Development Review Board  
From: Kevin Moyer, President, Mortise & Tenon LLC DBA Vermont Frames & Foam Laminates of Vermont, President, Hammerbeam Holdings LLC  
Subject: Site Plan Review and Conditional Use Review

**Project:** Construction of two 3-sided storage sheds (timber & OSB storage) plus one connector shed  
**Property:** 22 Varney Hill Road, Starksboro, VT 05487

Members of the Starksboro Vermont Development Review Board,

As requested by the Starksboro Zoning Administrator, Stephen Rooney, please see below our responses to the review standards listed in Section 423. E and Section 425.D.

**Section 423. E.**

**(1) Continued Reasonable Use of the Property**

The proposed impermeable surface and storage sheds are essential for the continued reasonable use of the property as an active timber-framing and SIP manufacturing facility. These sheds will provide covered, organized, and weather-protected storage for timber and OSB materials that are vital to daily operations.

The improvements do not establish a prohibited new use and do not change the nature of the existing permitted commercial/industrial use. Instead, they support safe, efficient, and compliant material handling on the site. The request does not involve land within the Flood Hazard Overlay District.

**(2) No Adverse Effect on the Character of the Area or Adjacent Properties**

The proposed sheds are consistent with the existing industrial/commercial character of the property and the surrounding area as identified in the Starksboro Town Plan. Their appearance and scale are comparable to existing on-site structures and compatible with nearby uses.

The storage sheds will not increase noise, lighting, traffic, or other disturbances. They are intended solely to house materials already stored on-site, but in a safer and more contained manner. No adverse effect on the reasonable use or development of adjacent properties is anticipated.

The project will not obstruct views, reduce privacy, or interfere with neighboring landowners. Abutting property owners will be notified as required.

**(3) No Detriment to Public Health, Safety, Welfare, or the Intent of the Regulations**

The project supports safer and more orderly on-site operations by consolidating material storage under covered structures, thereby reducing hazards from weather exposure and shifting materials.



EXHIBIT E

The sheds and associated impermeable surface will not impede visibility, access, or public travel, and all construction will occur well outside the 5-foot setback from public or private rights-of-way. Their location allows for proper fire access and safe movement of equipment. The improvements do not undermine the purposes of the zoning regulations, the Town Plan, or other ordinances. Instead, they improve site safety and reduce material loss due to decay from exposure to the elements.

**(4) Inability to Reasonably Construct in Full Conformance Without the Waiver**

Due to existing site constraints—including established building locations, septic system placement, well location, driveways, and the configuration and large open space required for safe truck and forklift movement—the proposed structures cannot be reasonably sited in full conformance with dimensional requirements without significantly impairing normal business operations.

Note that the sheds will be constructed inside of an already existing ~4' high concrete block retaining wall that runs around the south and east sides of the paved work yard. Therefore they will not worsen the degree of non-conformity of the existing facility with regard to overall site plans and square footage and placement of structures.

The sheds must be located near existing material-handling areas to maintain safe workflow, avoid conflicts with septic and well infrastructure, and ensure adequate turning and staging space for deliveries.

The waiver requested is the minimum necessary to allow functional placement of the sheds without affecting existing utilities or creating new safety hazards.

**a. Overall Size and Height**

The sheds are modest in size and height relative to existing buildings on the property. They remain consistent with typical accessory structures used in commercial material storage and do not visually dominate the site or surrounding landscape.

**b. Number, Size, and Location of Windows**

The structures are 3-sided storage sheds designed primarily for sheltering materials. There are no windows. Their absence does not create negative visual impact and keeps the structures consistent with industrial accessory-use design.

**c. Impacts or Hazards to Neighboring Property**

The project does not introduce additional hazards to neighboring properties. By storing materials under cover, the sheds **reduce** risks such as wind-blown debris, fire exposure from weather-damaged materials, or runoff contaminated by uncovered materials. No increase in flooding risk, noise, or other nuisances is expected.

**d. Screening and Plantings**

Existing tree lines and natural topography provide adequate screening. The sheds will be located interior to the operational portion of the site and will not create new visual intrusions.



EXHIBIT E

#### **Section 425. D.**

##### **(1) Suitability of the Use**

The parcel's size, existing industrial use, and current site layout make it well-suited for the proposed improvements. The construction of small storage sheds aligns with the property's established commercial operations in timber framing and panel manufacturing.

Topography is already graded for commercial activity, and no natural features will be disturbed. The location selected is appropriate, practical, and compatible with the ongoing use of the property.

##### **(2) Character of the Area**

###### **(a) No Alteration That Limits Neighboring Uses**

The sheds and associated surface improvements are consistent with the existing industrial/commercial nature of the site and surrounding area. The proposed structures will not limit or interfere with neighboring properties' permitted uses. The activity level and site function will remain unchanged—materials currently stored outdoors will simply be moved under cover.

###### **(b) No Undue Adverse Effect on Character of the Zoning District**

The project fits within the purpose and intent of the zoning district. The structures are modest in scale, similar to existing accessory-use buildings, and do not introduce noise, traffic, lighting, or visual elements inconsistent with the area.

The improvements support ongoing operations without altering the district's intended character or conflicting with municipal plan policies.

##### **(3) Safety and Privacy**

The proposed use will not reduce the safety or privacy of any neighboring landowners. Material storage areas are internal to the commercial site and do not move activity closer to property boundaries.

By organizing timber and OSB storage under protective structures, the project **enhances safety** by minimizing the potential for shifting materials, weather damage, or stormwater-related concerns. Appropriate spatial transitions between active work areas and property edges are maintained.

##### **(4) Natural Setting**

The project preserves the natural landscape and topography to the maximum extent practical. Disturbance is confined to already-developed portions of the site that have been historically used for storage, equipment access, or staging.

No significant vegetation removal is required, and surrounding natural features—including tree lines and undisturbed ground—will remain intact. The impermeable surface will improve site drainage control and reduce erosion or mud tracking.

##### **(5) Public Facilities and Services**

The proposed improvements do not create any new demand on municipal services. There will be **no increase in traffic**, wastewater generation, water use, or emergency service needs beyond existing levels.



EXHIBIT E

Existing access roads and fire lanes remain adequate, and no modifications to public infrastructure are required to accommodate the project.

**(6) Performance Standards Compliance**

The proposed use continues to meet the performance standards identified in Chapter 320. The improvements do not introduce noise, vibration, odor, dust, glare, or other impacts beyond those already permitted under existing operations.

In fact, the sheds are expected to reduce material-related site impacts by providing organized and sheltered storage.

**(7) Site Plan Review Criteria**

The project meets the site plan review criteria outlined in Subsection 424.D. The placement of structures responds to site constraints, maintains safe circulation patterns, protects neighboring properties, and integrates with existing development on the parcel.

The improvements are limited in scope, compatible with the current layout, and consistent with orderly site planning.

Thank you for your attention to this matter. If there are any questions pertaining to this matter, please direct them to our Office Manager, Lindsay Hildebrand at [lindsay@vermontframes.com](mailto:lindsay@vermontframes.com) or 802-453-7816. I can be reached at [kevin@vermontframes.com](mailto:kevin@vermontframes.com) or 802-453-3727.

Sincerely,

Kevin Moyer

President, Mortise & Tenon LLC, DBA Vermont Frames, Foam Laminates of Vermont  
President, Hammerbeam Holdings LLC



To Whom it may Concern,

EXHIBIT F

Hello, my name is

Kerry Kura

And my address is

PO Box 8, 4118 N. 27th, Starksboro, VT 05907

I am a Starksboro resident and an abutter to the property owned by Kevin Moyer & Hammerbeam Holdings LLC at 22 Varney Hill Road.

I am signing this letter in support of his application for a waiver which would allow him to construct multiple storage sheds in his timber storage yard along the pre-existing retaining wall and between the existing timber shop shed and the existing large storage shed, and within the 75' setback from the centerline of the road.

Thank you for considering his application.

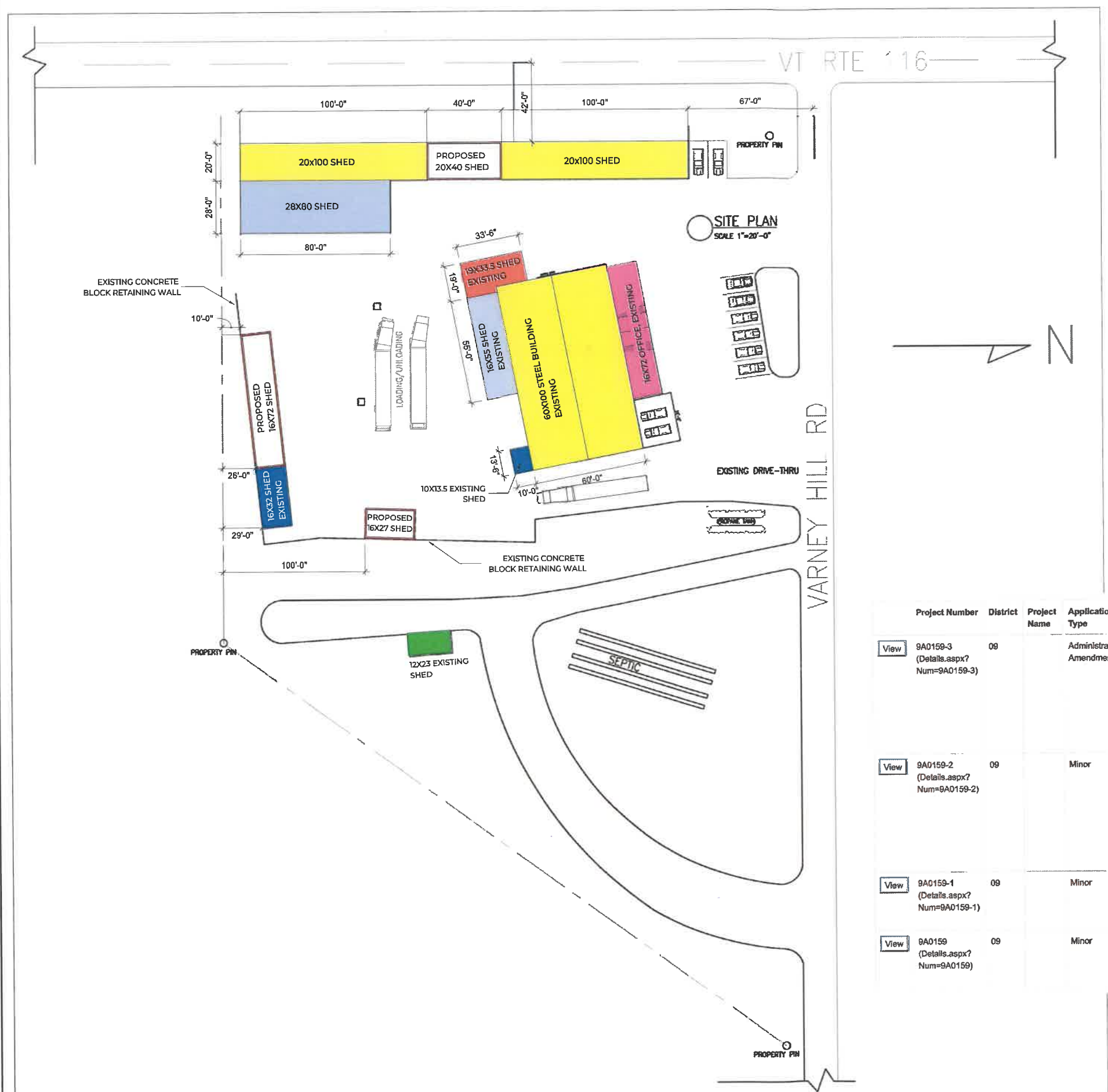
Signed,

[Signature]

Date:

11/18/25





|  |                                                                                                                                                                                                                                                  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | PRE-1993 ZONING                                                                                                                                                                                                                                  |
|  | 99-182-ZP (16 X 54) (AMENDED A 30X100 ADDITION PERMITTED UNDER 97-138-ZP<br>00-123-ZP (30 X 100 noted in permit)<br>BASED ON AMENDED 97-138-ZP CONDITIONAL USE                                                                                   |
|  | 97-138-ZP: 30X100 (NOT BUILT, SEE 99182-ZP ABOVE)<br>97-138-ZP(02A-1): ADD OFFICE TO ABOVE PERMIT<br>04-103-CU: 2ND FLOOR AMENDMENT TO PERMIT ABOVE<br>04-102-SPR: OFFICE ADDITION SITE PLAN REVIEW<br>04-110-ZP ZONING PERMIT FOR OFFICE ISSUED |
|  | 11-150-ZP<br>11-120-SP (DRB SITE PLAN APPROVAL)                                                                                                                                                                                                  |
|  | 2013-139-ZP                                                                                                                                                                                                                                      |
|  | NO PERMIT IN FILE                                                                                                                                                                                                                                |
|  | CURRENT PERMIT APPLICATION 25-ZP-37 / 25-DRB-04CU                                                                                                                                                                                                |

|                      | Project Number                           | District | Project Name | Application Type         | Name                                | Town       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Hearing Date | Status Date | Status |
|----------------------|------------------------------------------|----------|--------------|--------------------------|-------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------|
| <a href="#">View</a> | 9A0159-3<br>(Details.aspx? Num=9A0159-3) | 09       |              | Administrative Amendment | Kevin Moyer (Mortise and Tenon LLC) | Starksboro | Construction of the following improvements at the existing Vermont Frames facility: (1) a ±1,150 square-foot (72' x 16' x 16.5') storage shed; (2) a ±430 square-foot (27' x 16' x 16.5') storage shed; and (3) an ±800 square-foot (40' x 20' x 21.8') connector between two existing storage sheds. All new structures will be built on pre-existing impermeable surfaces, with no new impermeable surface proposed.                                            |              | 11-18-2025  | Permit |
| <a href="#">View</a> | 9A0159-2<br>(Details.aspx? Num=9A0159-2) | 09       |              | Minor                    | (Sapling Properties LLC)            | Starksboro | An "as-built," after-the-fact approval of a variety of changes to the property that have been completed over the years without obtaining proper Act 250 permitting. As-built improvements include, but are not limited to, the following: (1) construction of new structures and building additions, (2) a boundary line adjustment, and (3) driveway, parking, and access-related changes. The project is located at 22 Varney Hill Road in Starksboro, Vermont. |              | 10-20-2023  | Permit |
| <a href="#">View</a> | 9A0159-1<br>(Details.aspx? Num=9A0159-1) | 09       |              | Minor                    | (Vermont Frames) / Peter McNaul     | Starksboro | CHANGE LANDSCAP PLN                                                                                                                                                                                                                                                                                                                                                                                                                                               |              | 06-12-1989  | Permit |
| <a href="#">View</a> | 9A0159<br>(Details.aspx? Num=9A0159)     | 09       |              | Minor                    | (Vermont Frames) / Peter McNaul     | Starksboro | Construct combined 7,000 sf office & storage structure                                                                                                                                                                                                                                                                                                                                                                                                            | 06-27-1986   | 06-26-1986  | Permit |

EXHIBIT G

Foam Laminates of Vermont

VERMONT FRAMES & FOAM LAMINATES OF VERMONT

PROJECT:

22 Varney Hill Rd.  
Starksboro, VT 05487

DRAWN BY:

TCS

REVISION #:

1

DATE:

11.19.2025

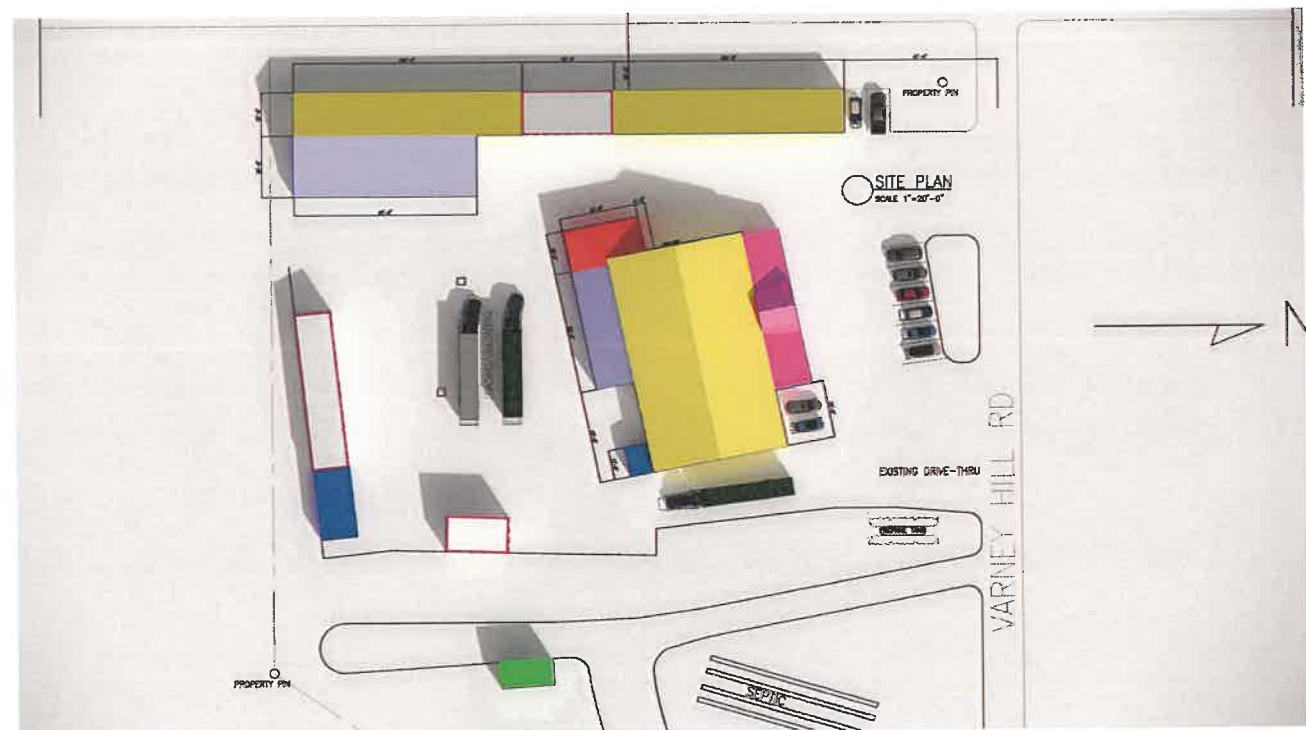
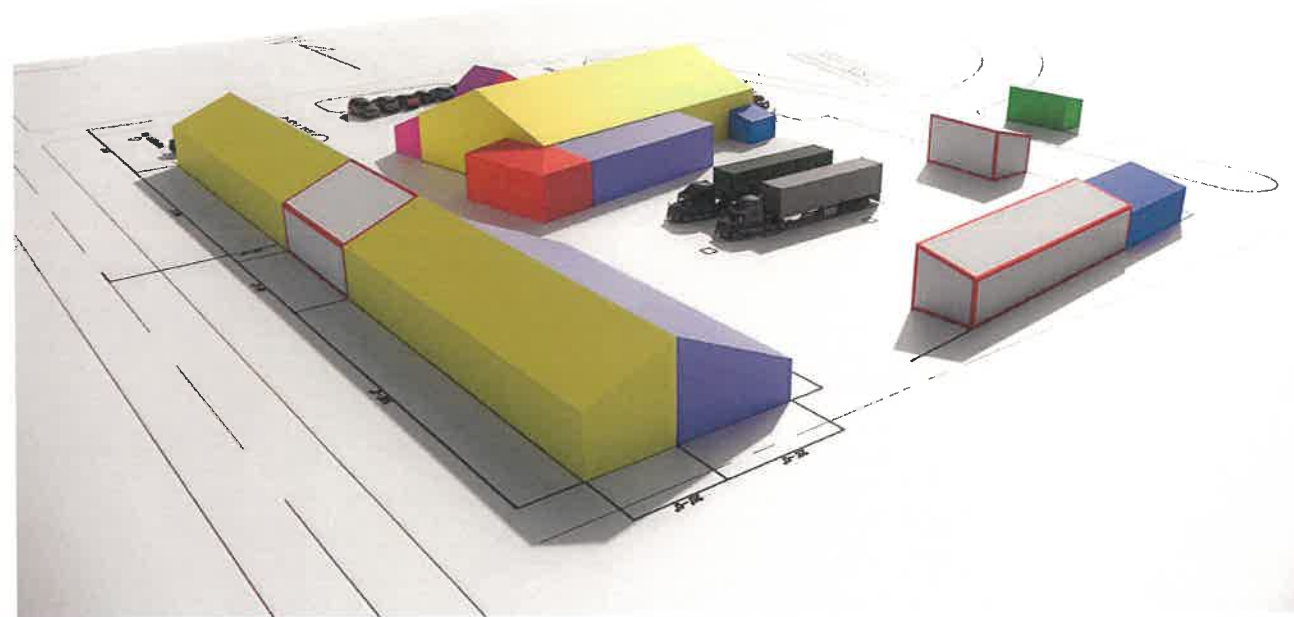
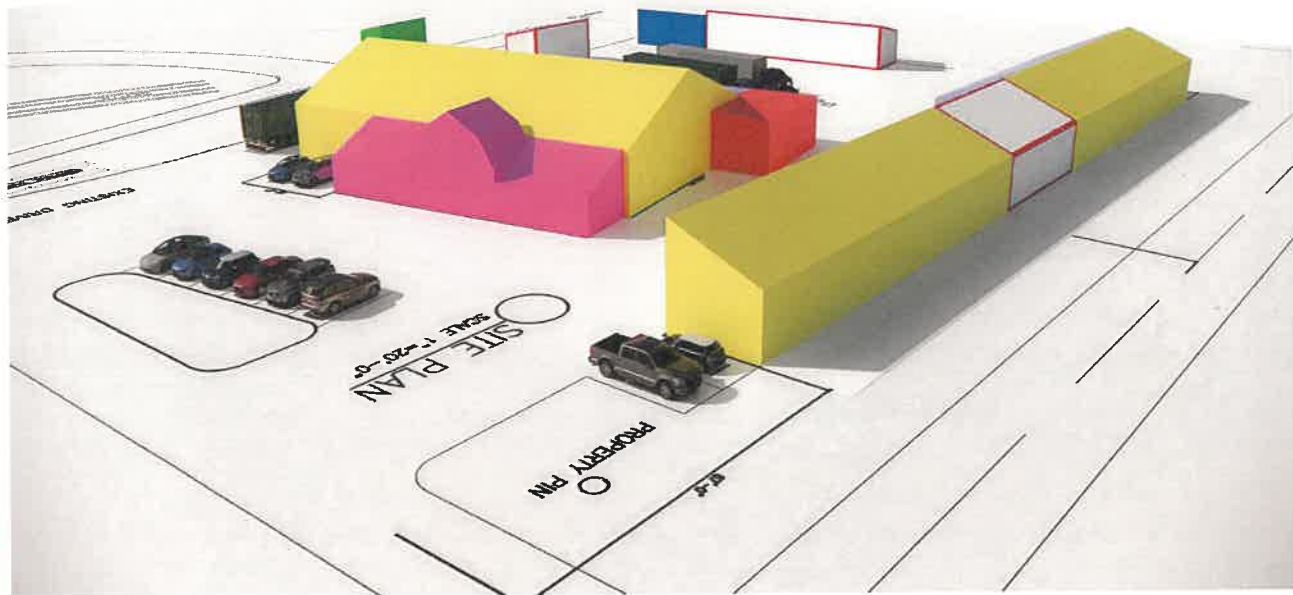
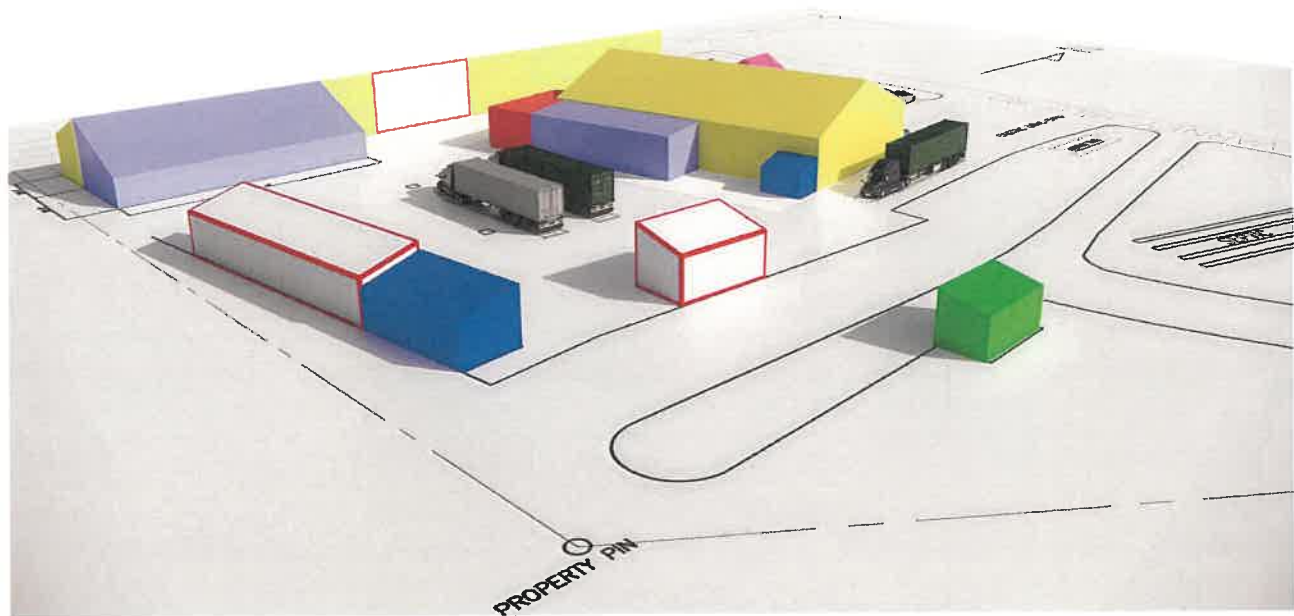
SCALE:

NOT TO SCALE

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01





**Foam Laminates**  
of Vermont



PROJECT:  
22 Varney Hill Rd.  
Starksboro, VT 05487

DRAWN BY:  
TCS

REVISION #: 1

**VERMONT FRAMES &  
FOAM LAMINATES OF VERMONT  
SITE PLAN**

DATE:  
11.19.2025  
SCALE:  
NOT TO SCALE

**F**

**02**

EXHIBIT H

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**From:** Starksboro Zoning Administrator  
**Sent:** Monday, November 10, 2025 4:35 PM  
**To:** Lindsay Hildebrand; Kevin Moyer  
**Cc:** Ben Campbell  
**Subject:** RE: Vermont Frames Storage Shed Project - Parcel 10544  
**Attachments:** Vermont Frames 22 Varney Hill Road Parcel 10544 Permit History 11-10-2025.pdf

Hi Lindsay and Kevin,

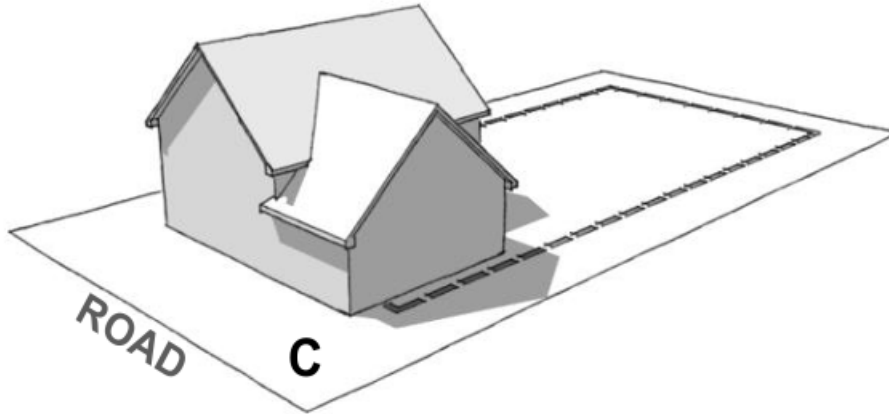
I spent some time today going through our zoning files on your parcel to understand the permit history. See attached markup of your 10-14-25 site plan with my notes of how I interpreted what was in our files.

There are several past permits that were issued where the permitted work was either modified slightly during construction, or not built at all. For instance, your connecting shed in your current permit proposal was permitted prior in 2019, but never apparently ever built.

There are a couple of sheds in dark blue where I do not find an associated permit, and they do not show up in the site plans submitted for earlier permits. We might consider lumping those into this current permit request to get things up-to-date.

Initial review notes:

1. Expansion / modification of your existing industrial use is an amendment to your past conditional use approvals granted by the Town, so you'll need to file a DRB application for a Conditional Use Review, see below.
2. The new 16x72 storage shed on the south side may be inside the required non-residential 50ft. setback in the ASRR district from abutting properties.  
If so, you'll need to file a Waiver request, which can be done concurrently on the same DRB form that you file for the Conditional Use Review.  
Note that in the Waiver request you'll need to demonstrate that the shed cannot be placed outside of the setback without undue hardship.
3. The new connection shed abuts two sheds that existed prior to 1993 which are considered non-conforming as far as the setback to Route 116.  
The new connector can expand this footprint as it does not make the sheds more non-conforming per Sect. 122.D.(3), Figure 1, see below.



A nonconforming addition can be made to a nonconforming structure if it does not increase the structure's degree of nonconformity. For example, this addition is within the required setback but it is not any closer to the road than the original structure was.

Process to move forward:

1. You provided a separate zoning permit application for each of the new proposed sheds. These should all be lumped under one application (and potentially the unpermitted existing sheds). This will reduce confusion and filing fees.
2. You should go online and download the DRB application from the zoning page, and fill it out. Select "Conditional Use Review" and "Waiver Request", and see pages 2 and 3 for instructions on how to complete the application. You don't need to duplicate any submittals you've already sent.
3. On the site plan, you'll need to note the distance from the proposed sheds to the closest property line, or the centerline of Route 116.
4. Under Lot Coverage on page 2 of the zoning permit, you should note "No increase to existing impervious areas".
5. You can reference the attachment to fill in some of the permit numbers on page 2 of the zoning permit.
6. Pay the fees. I will send a calculation later this week.

Once I receive all this, I will warn a hearing. It's likely to be December 11, let me know if that causes any issues on your end.

Please feel free to contact me with any further questions.

Regards,



EXHIBIT I

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

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**From:** Lindsay Hildebrand <lindsay@vermontframes.com>  
**Sent:** Wednesday, November 5, 2025 10:29 AM  
**To:** Kevin Moyer <kevin@vermontframes.com>; Starksboro Zoning Administrator <zoning@starksborovt.org>  
**Cc:** Lindsay Hildebrand <lindsay@vermontframes.com>  
**Subject:** RE: Vermont Frames Storage Shed Project

Hi Steve,

Thanks for your time yesterday.

Please see attached zoning permit applications for the 3 sheds (2 sheds and 1 connector) in addition to the site plans Kevin sent you yesterday.

Let me know if we missed anything or if you need anything else.

Thanks,  
Lindsay

Lindsay Hildebrand | Bookkeeper and Office Manager  
Phone: (802) 453-3727 Direct: (802) 453-7816  
Email: [lindsay@vermontframes.com](mailto:lindsay@vermontframes.com)  
22 Varney Hill Road Starksboro, Vermont 05487  
[Vermontframes.com](http://Vermontframes.com)  
[Foamlaminates.com](http://Foamlaminates.com)

**VERMONT FRAMES**  
**Foam Laminates**  
 of Vermont

*Divisions of Mortise and Tenon LLC*

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**From:** Kevin Moyer <[kevin@vermontframes.com](mailto:kevin@vermontframes.com)>  
**Sent:** Tuesday, November 4, 2025 10:54 AM  
**To:** Starksboro Zoning Administrator <[zoning@starksborovt.org](mailto:zoning@starksborovt.org)>; Lindsay Hildebrand <[lindsay@vermontframes.com](mailto:lindsay@vermontframes.com)>  
**Subject:** Vermont Frames Storage Shed Project

Steve,

EXHIBIT I

Thanks for your time, here are the files we were screen sharing.

@Lindsay Hildebrand will submit a permit request to the Town of Starksboro.

Kevin

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Kevin Moyer

Vermont Frames & Foam Laminates of Vermont

Phone: (802) 453-3727 | Email: [kevin@vermontframes.com](mailto:kevin@vermontframes.com)

22 Varney Hill Road Starksboro, Vermont 05487

[www.vermontframes.com](http://www.vermontframes.com)

[www.foamlaminates.com](http://www.foamlaminates.com)

*Divisions of Mortise and Tenon LLC*



| ZONING INFORMATION <sup>1</sup>                 |                               |  |
|-------------------------------------------------|-------------------------------|--|
| ZONING DISTRICTS                                |                               |  |
| AGRICULTURAL, SCENIC & RURAL RESIDENTIAL (ASRR) |                               |  |
| FORESTRY & CONSERVATION (FC)                    |                               |  |
| DIMENSIONAL REQUIREMENTS                        |                               |  |
| ASRR DISTRICT:                                  |                               |  |
| RESIDENTIAL DENSITY:                            | 1 DU/ 10 AC MAX.              |  |
| LOT SIZE (RESIDENTIAL):                         | 1/2 - 2 AC OR >25 AC          |  |
| LOT SIZE (NONRESIDENTIAL):                      | 2 ACRE MIN.                   |  |
| LOT FRONTAGE (LOT <2 AC):                       | 100 FT. MIN.                  |  |
| LOT FRONTAGE (LOT 2 TO <5 AC):                  | 250 FT. MIN.                  |  |
| LOT FRONTAGE (LOT 5 TO <10 AC):                 | 350 FT. MIN.                  |  |
| LOT FRONTAGE (LOT >10 AC):                      | 500 FT. MIN.                  |  |
| LOT COVERAGE (RESIDENTIAL):                     | 20% MAX.                      |  |
| LOT COVERAGE (NONRESIDENTIAL):                  | LESSER OF 20% OR 3 ACRES MAX. |  |
| SETBACK - ROAD CENTERLINE:                      | 100 FT. MIN.                  |  |
| SETBACK - ADJ. PROP. (RES.):                    | 20 FT. MIN.                   |  |
| SETBACK - ADJ. PROP. (NONRES.):                 | 50 FT. MIN.                   |  |
| BUILDING FOOTPRINT (1- & 2-FAMILY RES.):        | NO MAX.                       |  |
| BUILDING FOOTPRINT (ALL OTHER BLDGS.):          | NO MAX.                       |  |
| BUILDING HEIGHT:                                | 35 FT. MAX.                   |  |
| FC DISTRICT:                                    |                               |  |
| RESIDENTIAL DENSITY:                            | 1 DU/ 25 AC MAX.              |  |
| LOT SIZE (RESIDENTIAL):                         | 1 ACRE MIN.                   |  |
| LOT SIZE (NONRESIDENTIAL):                      | 5 ACRE MIN.                   |  |
| LOT FRONTAGE (LOT <2 AC):                       | 100 FT. MIN.                  |  |
| LOT FRONTAGE (LOT 2 TO <5 AC):                  | 150 FT. MIN.                  |  |
| LOT FRONTAGE (LOT 5 TO <10 AC):                 | 200 FT. MIN.                  |  |
| LOT FRONTAGE (LOT >10 AC):                      | 500 FT. MIN.                  |  |
| LOT COVERAGE (RESIDENTIAL):                     | 10% MAX.                      |  |
| LOT COVERAGE (NONRESIDENTIAL):                  | LESSER OF 5% OR 3 ACRES MAX.  |  |
| SETBACK - ROAD CENTERLINE:                      | 75 FT. MIN.                   |  |
| SETBACK - ADJ. PROP. (RES.):                    | 20 FT. MIN.                   |  |
| SETBACK - ADJ. PROP. (NONRES.):                 | 50 FT. MIN.                   |  |
| BUILDING FOOTPRINT (1- & 2-FAMILY RES.):        | NO MAX.                       |  |
| BUILDING FOOTPRINT (ALL OTHER BLDGS.):          | NO MAX.                       |  |
| BUILDING HEIGHT:                                | 35 FT. MAX.                   |  |

<sup>1</sup>PER TOWN OF STARKSBORO LAND USE AND DEVELOPMENT REGULATIONS ADOPTED JANUARY 7, 2020.

#### PROJECT NOTES:

1. THIS IS NOT A BOUNDARY SURVEY. PROJECT PERIMETER LINES ARE BASED ON A PLAN ENTITLED "THE ESTATE OF MITCHELL KELLY, VT ROUTE 116 AND HILLSBORO ROAD, STARKSBORO, VERMONT, TWO-LOT SUBDIVISION AND BOUNDARY LINE ADJUSTMENT PLAT" BY BARNARD AND GERVAIS, LLC, DATED 03/31/2025.

2. THE LOCATIONS OF EXISTING PHYSICAL FEATURES ON THIS PLAN ARE BASED ON A TOPOGRAPHIC SURVEY COMPLETED BY BARNARD AND GERVAIS, LLC IN FEBRUARY 2025.

3. THE ELEVATIONS ON THIS PLAN WITHIN THE DASHED BOUNDARIES SHOWN ARE 1-FOOT CONTOURS BASED ON NAVD88 (GEOID18) ESTABLISHED FROM SURVEY GRADE GNSS READINGS COLLECTED WITH A TRIMBLE R12 GNSS RECEIVER ADJUSTED TO VERMONT GRID ON RANDOM CONTROL POINTS USING REAL TIME KINEMATIC CORRECTIONS FROM A VIRTUAL REFERENCE STATION OF THE VT CORS NETWORK. THE ELEVATIONS ON THIS PLAN OUTSIDE THE DASHED BOUNDARIES SHOWN ARE 1-FOOT LIDAR CONTOURS OBTAINED FROM THE STATE OF VERMONT VCGI OPEN DATA PORTAL DATABASE.

4. FOR CLARITY, TEXT IDENTIFYING EXISTING ITEMS IS LOWER CASE; TEXT IDENTIFYING PROPOSED ITEMS IS UPPER CASE.

5. NO ATTEMPT HAS BEEN MADE TO LOCATE ANY UNDERGROUND UTILITIES BY BARNARD AND GERVAIS, LLC. THE CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING DIG SAFE TO HAVE ANY UNDERGROUND UTILITIES MARKED PRIOR TO ANY EXCAVATION OR SITE WORK. THE CONTRACTOR SHALL NOTIFY THE DIG SAFE NETWORK AT LEAST 72 HOURS PRIOR TO THE START OF CONSTRUCTION.

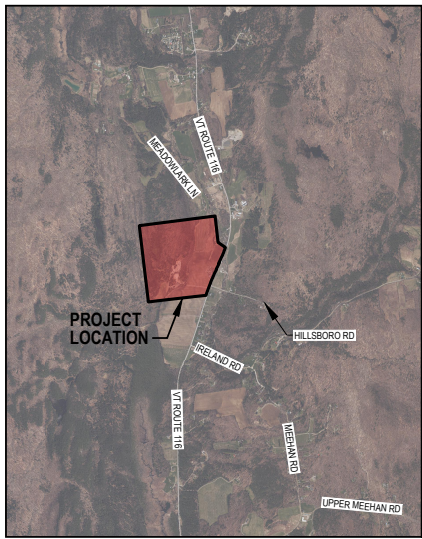
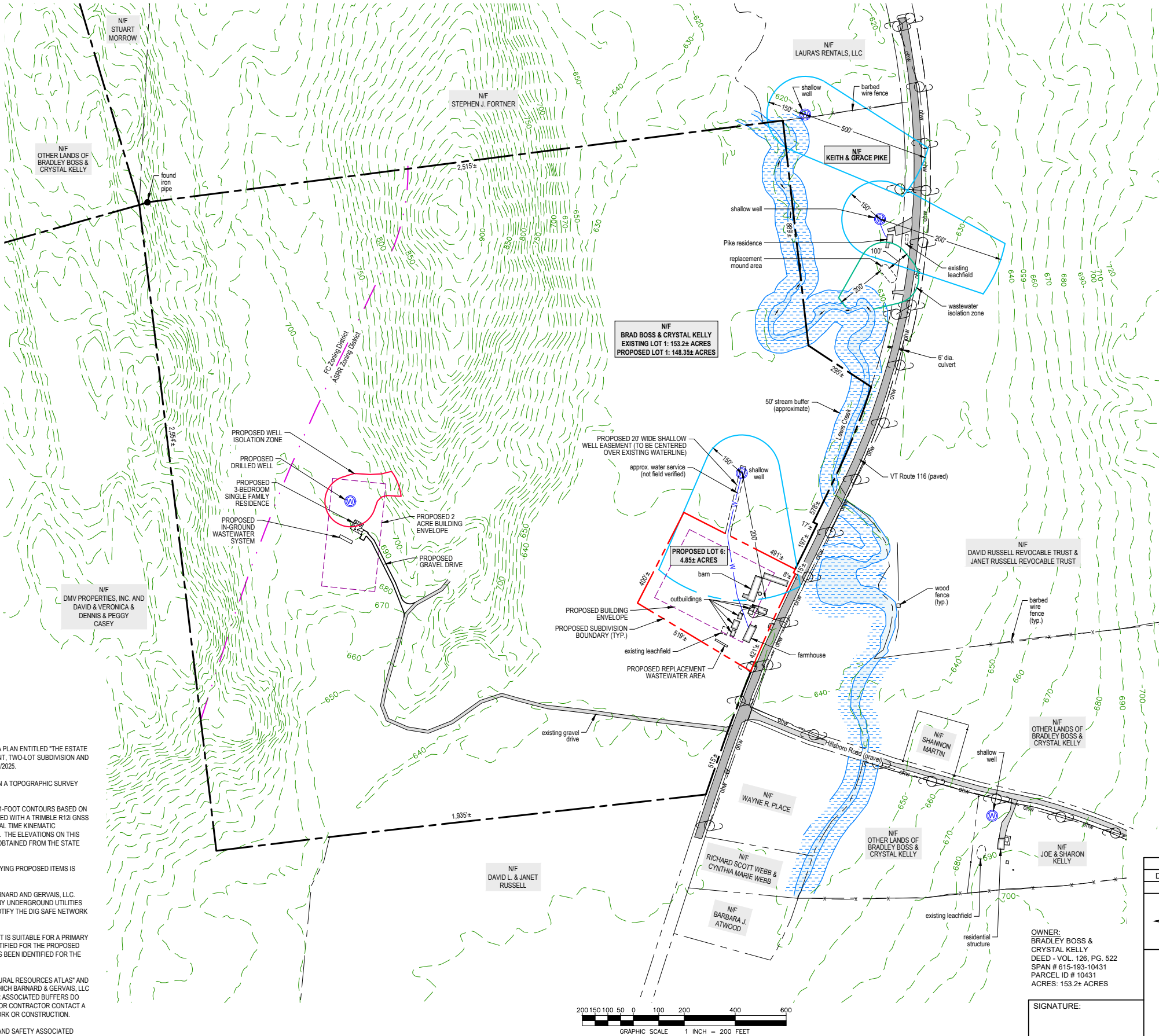
6. BASED ON THE RESULTS OF RECENT TEST PIT SOIL EVALUATIONS, AN AREA THAT IS SUITABLE FOR A PRIMARY AND REPLACEMENT IN-GROUND WASTEWATER DISPOSAL SYSTEM HAS BEEN IDENTIFIED FOR THE PROPOSED LOT 1 RESIDENCE. IN ADDITION, A REPLACEMENT WASTEWATER SYSTEM AREA HAS BEEN IDENTIFIED FOR THE EXISTING FARMHOUSE ON LOT 6.

7. NO WETLANDS WERE SHOWN ON THE SUBJECT PARCEL ON THE "VERMONT NATURAL RESOURCES ATLAS" AND NO OTHER WETLAND DELINEATION OF SAID PARCEL HAD BEEN CONDUCTED OF WHICH BARNARD & GERVAIS, LLC IS AWARE. BARNARD & GERVAIS, LLC MAKES NO WARRANTIES THAT WETLANDS OR ASSOCIATED BUFFERS DO OR DO NOT EXIST ON SAID PARCEL. IT IS RECOMMENDED THAT THE LANDOWNER OR CONTRACTOR CONTACT A WETLAND SPECIALIST TO CONFIRM NO WETLANDS EXIST PRIOR TO ANY EARTH WORK OR CONSTRUCTION.

8. BARNARD & GERVAIS, LLC IS NOT RESPONSIBLE FOR ANY ASPECTS OF HEALTH AND SAFETY ASSOCIATED WITH THIS PROJECT.

9. ALL EXCAVATION WORK SHALL BE PERFORMED IN ACCORDANCE WITH APPLICABLE STATE OF VERMONT, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (VOSH) GUIDELINES FOR TRENCH EXCAVATIONS.

10. THE CONTRACTOR AND/OR LANDOWNER SHALL ADHERE TO THE GUIDELINES SET FORTH IN THE STATE OF VERMONT EROSION AND SEDIMENT CONTROL HANDBOOK FOR CONSTRUCTION SITES. IT IS THE RESPONSIBILITY OF THE LANDOWNER OR SITE CONTRACTOR TO ENSURE THESE GUIDELINES ARE FOLLOWED AND EROSION/SEDIMENT CONTROL MEASURES ARE MAINTAINED THROUGHOUT THE COURSE OF THE PROJECT.





**Bradley Boss & Crystal Kelly  
Two-Lot Subdivision  
793 VT Route 116  
Starksboro, Vermont**

**Project Description**

Bradley Boss and Crystal Kelly own a parcel of land (Lot 1) located at 793 VT Route 116 in Starksboro. The parcel is 153.2 +/- acres in size and contains a farmhouse, barn, and several agricultural outbuildings. The farmhouse is served by an on-site in-ground wastewater system and provided water by an on-site shallow well. Mr. Boss and Ms. Kelly are proposing to subdivide the parcel into two (2) lots. Lot 1 will be 148.35 +/- acres and is proposed to be improved with a single family residence that will be served by an on-site wastewater system and provided water by an on-site drilled well. Lot 6 will be 4.85 +/- acres and contain the existing farmhouse, barn, and outbuildings. The farmhouse will continue to be served by the on-site in-ground wastewater system and will continue to be provided water by the shallow well located on Lot 1 via an easement.

**Town of Starksboro, Land Use and Development Regulations**

In accordance with **Section 426.E Review Criteria** of the Town of Starksboro Land Use and Development Review regulations, the applicant shall demonstrate to the Development Review Board (DRB) that the project conforms to the review criteria listed below.

- **Siting and Suitability** – The proposed subdivision will create one (1) new developable parcel. The proposed residential home is situated at a location that contains well drained soils and gently sloped topography. The proposed subdivision has been designed in accordance with the density and dimensional standards presented in Section 211 of the Starksboro Land Use Regulations. Building envelopes are shown as required under sections 243.B and 263.C following the DRB's evaluation of the sketch plan and the subdivisions general conformance with the Land Use and Development Regulations.
- **Natural Features** – The proposed subdivision boundaries are based on existing natural features, site improvements, and historic land use to the greatest extent practicable. The location of the existing buildings was taken into consideration, along with access and infrastructure (i.e. wastewater systems, water supply wells, and driveways). The proposed Lot 1 residence will be located near an existing gravel access to reduce impacts on the existing landscape. No new development is being proposed within flood hazard areas and the project will not have undue adverse impact on significant wildlife habitat. There are Class II wetlands associated with the parcel and all existing infrastructure will be adequately isolated from any Class II wetlands.
- **Character of the Area and Privacy** – The general character of the area associated with this area of Starksboro are single-family rural residential homes, businesses, and agriculture. As proposed, the subdivision creates one (1) new house lot. The proposed new residence will have no issues with privacy as it will be accessed using an existing driveway and will be built several hundred feet from any property lines. There is no new development proposed on Lot 6, so the character of the area will remain the same with the existing buildings.

- **Energy Conservation and Access to Renewable Energy** – The proposed new residential homes will meet the most recent energy conservation standards, including the VT Residential Building Energy Standards.
- **Access and Circulation** – Both proposed parcels will utilize individual existing gravel driveways as access. The driveways will be upgraded to applicable standards if necessary. Traffic generated by this subdivision will be negligible as there is only one single family residence being added and it will connect to Route 116. A permit will be obtained from VTRANS as part of this project.
- **Infrastructure, Utilities, Facilities and Services** – VT Route 116 is currently a State of Vermont highway and will continue to be maintained by VTRANS. Starksboro presently provides fire service to this area and will continue to provide this service. Utilities are currently located along VT Route 116.
- **Lighting** – Any new lighting will be typical of rural residential homes and will be installed so that exterior lighting is down-shielded to mitigate light trespass off the proposed parcels and therefore all new exterior lighting will be compliant with Section 314 of the Town of Starksboro Land Use Regulations.
- **Recreation** – Both parcels will have adequate access to recreation opportunities in woodlands and fields.

Town of Starksboro  
Development Review Board  
Minutes (DRAFT)  
November 6, 2025

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

Members Not Present: Evelyn Boardman, Luke McCarthy, Arnell Paquette

Applicants Present: Jay Caron

Visitors: none

Others Present: Stephen Rooney, Zoning Administrator

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

**Public Comment:** None

**Hearing #25-DRB-02WVR Caron Waiver.**

Hearing opened at 6:35pm

Chair Ben 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 Jay Caron, the Applicant.

**Testimony:**

J.Caron reviewed the application and plans, his letter to the Town on Sept. 29, 2025 explaining the need for the waiver (Exhibit D), and the letters from his abutters in support of his application. He also described the difficulty in locating the new mobile home in another location on the parcel that met the frontage setback from Varney Hill Road.

S.Rooney reviewed his letter to J.Caron of July 10, 2025 (Exhibit G), and the interpretation of the zoning bylaws that required the replacement mobile home to be considered a new non-conforming structure.

Questions from the Board centered mainly on why the replacement home could not be considered a continuance of the existing non-conforming home per the bylaws.

R.Warren confirmed with J.Caron the extent and thickness of the new concrete foundation pad that was poured over the existing slab.

R.Liotard asked about the actual waiver distance from the road. J.Caron replied it's 46ft as opposed to the required 100ft. R.Liotard noted that this distance, although non-conforming, does not appear to pose a hazard.

S.Rooney read through Section 424.E Waiver Review Criteria and explained how the replacement mobile home met these criteria. There were no objections or questions from the Board.

S.Rooney noted that a temporary storage permit had been issued to allow the mobile home to be stored on the pad on wheels pending this decision.

**Motion:** B. Campbell made a motion to accept the waiver application as appropriate and complete. T.Perry seconded.

**Vote:** All were in favor.

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

**Motion:** B.Campbell motioned to close the public hearing at 7:03pm, R.Warren seconded.

**Vote:** All in favor.

**Motion:** R.Warren motioned to approve the waiver request. B.Campbell seconded.

**Vote:** All in favor.

**Minutes Review:**

Minutes from 10-23-25 DRB Meeting were reviewed.

Corrections noted:

Second paragraph under "Testimony": delete the word "drawing" after "S-2".

Page 2 paragraph 4: Remove the word "to" before the word "investigating".

**Motion:** R.Perry moved to accept the 10/23/25 minutes with corrections noted. R.Liotard seconded.

**Vote:** All in favor.

The Applicant was dismissed.

**Deliberative Session** (to further discuss the 25-DRB-08SD Castonguay decision):

**Motion:** R.Warren moved to go into Deliberative Session at 7:45pm. B.Campbell seconded.

**Vote:** All in favor.

**Motion:** R.Warren moved to adjourn at 8:03pm. B.Campbell seconded.

**Vote:** All in favor.