

TOWN OF STARKSBORO
DEVELOPMENT REVIEW BOARD

NOTICE OF HEARING

Alan Kirkpatrick submitted application 26-DRB-08CU for a Conditional Use Review Hearing to construct an Accessory Dwelling Unit (ADU) in an existing garage located on a 118+/- acre parcel #10444 at 864 Jim Dwire Road in the Town of Starksboro. The proposed ADU is in the FC district. The Conditional Use Review Hearing on this application will be held per the 2020 Starksboro Land Use and Development Regulations (SLUDR).

The Starksboro Development Review Board will conduct the hearing on **November 12, 2026**, starting at 6:30p.m. at the Starksboro Town Office with remote access (info below). The full application is available to review by request at the Starksboro zoning office, and on the website at <https://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 take any subsequent appeal.

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

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

Meeting ID: 896 1741 5124
Or by Phone: +13052241968

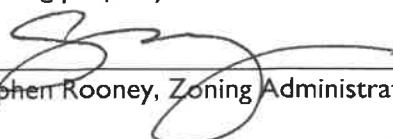
Warning Date : October 8, 2026

Town of Starksboro

PO Box 91, Starksboro VT 05487
zoning@starksborovt.org

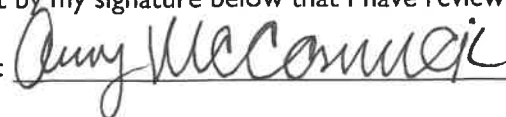
ABUTTERS MAILING AFFADAVIT

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 10/13/20 that I sent by US 1st class mail the attached "notice of public hearing", for application 26-DRB-08CU to the following list of abutting property owners and others requesting notice.


Stephen Rooney, Zoning Administrator

Date: 10/13/20

I attest by my signature below that I have reviewed this list and that it was mailed on 10/13/20

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

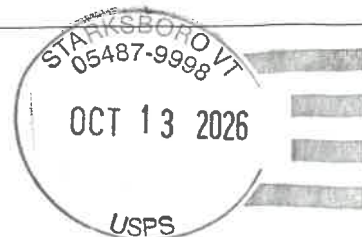
Notice Required to abutting Town per 24 VSA § 4463(a) for major subdivision (Y/N)? N

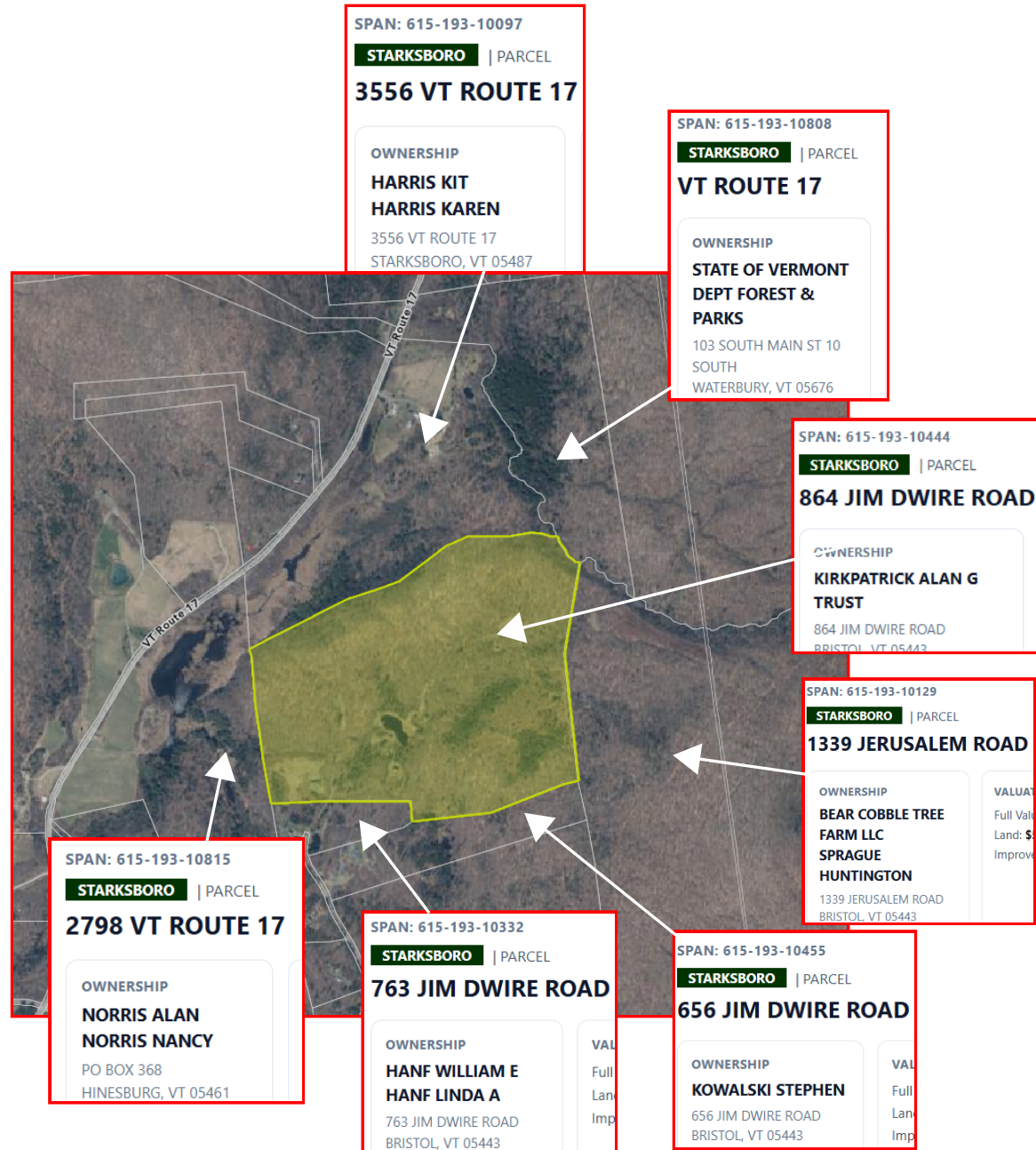
If yes, Address of Abutting Town: _____

Applicants: Alan Kirkpatrick, Parcel 10444, 864 Jim Dwire Road, Bristol, VT 05443

Abutters or Participants	
Parcel #	Name and Address
10097	Kit & Karen Harris 3556 Vt Route 17 Starksboro, Vt 05487
10808	State Of Vermont Dept Forest & Parks 103 South Main St 10 South Waterbury, Vt 05676
10129	Bear Cobble Tree Farm Llc Sprague Huntington 1339 Jerusalem Road Bristol, Vt 05443
10455	Stephen Kowalski 656 Jim Dwire Road Bristol, Vt 05443
10332	William & Linda Hanf 763 Jim Dwire Road Bristol, Vt 05443
10815	Alan & Nancy Norris Po Box 368 Hinesburg, Vt 05461







26-DRB-08CU KIRKPATRICK ADU
ABUTTER MAP
10/13/26

ALAN KIRKPATRICK
864 JIM DWIRE RD.
BRISTOL, VT 05443

September 29, 2026

To Whom It May Concern,

I have a 120 acre property at 864 Jim Dwire Road (the end of the road) with two structures, a house, and a garage. Most of the land is in the forest and conservation zone. I would like to finish the upstairs of the garage into an ADU. Both buildings already have water and septic approved by the state (WW-9-1948-1).

I've attached two drawings, and the wastewater completion letter from Barnard & Gervais. The garage has a 300' setback from the nearest boundary. Please let me know if I can provide any further info or documentation

Best Regards,

Alan

Development Review Board Application

Address of property: 864 Jim Dwyne Rd. Parcel ID (last 5 digits of SPAN): 10444

Property Owner (see Page 2): ALAN KIRKPATRICK

Property Owner _____

Mailing Address: 864 Jim Dwyne Rd, Bristol, VT 05443

Signature of Owner: Alan Kirkpatrick Date 9-29-2026

Signature of Owner: _____ Date _____

Applicant (see Page 2): same as above

Mailing Address: _____

Signature of Applicant: Alan Kirkpatrick Date 9-29-2026

Application Type (check all that apply):

☐ Variance (per section 422)

Specific relief requested: _____

☐ Waiver (per section 423)

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 #: 26-ZP-37 ADU IN THE FC DISTRICT
IN EXIST. GARAGE

☐ 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

DRB Application Number: 26-DRB-08CU Fee Paid: 375 ^{#1449} Date Deemed Complete: _____

Warning Public Notice date: _____ Final Hearing date: _____ Date of decision: _____

DRB Chair: _____ DRB Clerk/ZA: _____

Zoning office notes: _____

Starksboro

VERMONT

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

ZONING PERMIT APPLICATION

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: 864 Jim Duane Rd Parcel ID (last 5 digits of SPAN): 10444
 Zoning District: Forest/conservation Overlay District (if applicable): _____ Lot Size (acres): 118 acres

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

Applicant Information (see definition next page):

Property Owner(s) Name: ALAN KIRKPATRICK Applicant Name: ALAN KIRKPATRICK

Property Owner(s) Name: _____

Owner Mailing Address: 864 Jim Duane Rd Applicant Mailing Address: same
Bristol, VT 05443

Phone: _____ Email: _____

Project Information:

Description of Project: ADU in an existing garage, no additional exterior construction

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.

Alan Kirkpatrick
 Property Owner Signature

9-29-2026
 Date

SAME

Property Owner Signature

Date

Applicant Signature

Date

OFFICE USE BELOW ONLY

Date received: 9/29/26 Date Application Deemed Complete: _____ 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

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 # 26-DRB-0BCUFor New Structures or Additions: NO NEW SF 930SF ADUTotal new square footage: NA Size in ft: Length _____ Width _____ Height _____Total Lot Coverage (includes driveways and other impervious surfaces) _____ % NO NEW LC

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:

- | | |
|--|---|
| ☐ Floodplain | ☐ 50 feet from a waterbody, stream, etc. |
| ☐ Wetlands (Class I or II) | ☐ Water Source Protection Area |
| ☐ Steep Slopes (20% or greater) | ☐ Conservation Easement lands |

NA

Other regulatory permits (note NA if not applicable):

New E-911 Address Required? YES

State Highway Right-of-Way Access Permit Number:

Town Driveway/Right-of-Way Access Permit Number:

State Water / Wastewater Permit Number : NW-9-1948-1

State Stormwater Discharge Permit Number:

Prior or New State Act 250 Permit Number(s):

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). 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.

Diagram:

Please include a sketch of the proposed development. You may use the space below to sketch your plan or provide a professionally prepared plan.

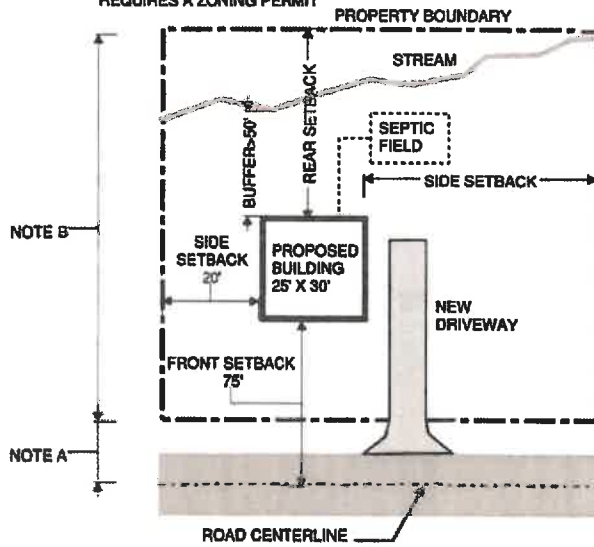
Include the following property information: boundary lines and rights-of-ways, setbacks, surface waters and wetlands, dimensions of existing and proposed structures, existing /proposed accesses (curb cuts) driveways and parking areas, existing /proposed utilities, existing / proposed water and wastewater systems. Additional information may be required depending on the nature of the project.

Diagram:

see attachment

Diagram example:

NOTE A: WORK IN TOWN OR STATE RIGHT OF WAY
REQUIRES A DRIVEWAY/ACCESS PERMIT
NOTE B: WORK INSIDE PROPERTY BOUNDARY
REQUIRES A ZONING PERMIT



SEHADEL
GOLDONT

40

oute 17

1,600'

1,800'

LOT 2
SEE PLAT
85 D
ATTACHED

KIRKPATRICK
ALAN C
TRUST

house
300'

garage
300'

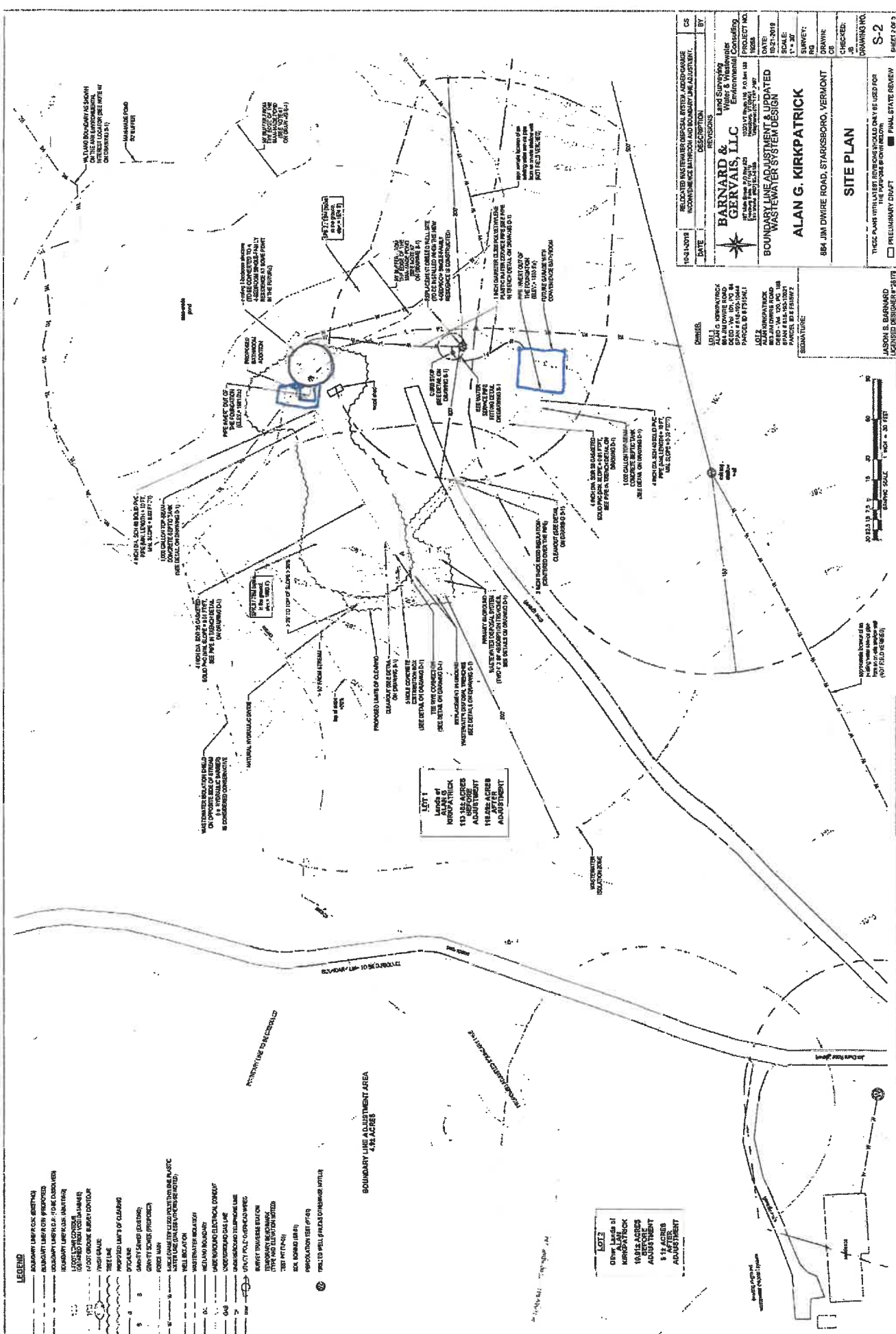
1,600'

WANG
WILLIAM
E

KOWALSKI
STEPHEN

WICH
JERRY

CAMER
HUMP
SEASE
FOREST



03-10118	DATE	REVISIONS	DESCRIPTION
CS	BY		

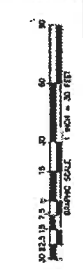
RELOCATED WASTEWATER INFILTRATION APPROPRIATE KNOWLEDGE AND BOUNDARY LINE ADJUSTMENT.	Land Surveying Geomatics Environmental Consulting 10201 W. 14th Ave. #20 Golden, CO 80401 Phone: 303.440.7400 Fax: 303.440.7401 E-mail: info@barnard-gervais.com
--	---

PROJECT NO.	DATE	SCALE	DATE	SCALE	SUNSET	DRAWN	CHECKED	DRAWING NO.
10088	08/01/08	1" = 20'	08/01/08	1" = 20'	Rd	CE	CE	S-2

BOUNDARY LINE ADJUSTMENT & UPDATED WASTEWATER SYSTEM DESIGN	ALAN G. KIRKPATRICK 864 JIM DWIRE ROAD, STARKSBORO, VERMONT
--	--

SITE PLAN THESE PLANS WILL BE USED FOR THE PROPOSED BOUNDARY LINE ADJUSTMENT.	PRELIMINARY DRAWING FINAL STATE REVIEW
--	---

OWNER: LOU J
ALAN G. KONGPATRICK
DEED - 164 VOL PG 108
DEED - 164 VOL PG 108
SPAN # 115-102-1044
PARCEL 10 E 7154N, 1
LOU J
ALAN KONGPATRICK
BET JAM DOWNS ROAD
DEED - 164 VOL PG 108
DEED - 164 VOL PG 108
SPAN # 115-102-1044
PARCEL 10 E 7154N, 1
EQUATURE:
SON S. BARNARD
LICENSED DESIGNER # 28179



Zoning Administrator (ZA) Review Memo

The following is an administrative summary of the project being heard on **11/12/2026** with recommendations for DRB consideration. This staff review memo is provided to the applicant prior to the hearing and, via the town website, to the general public.

I. General Information

- **Applicant(s):** Alan Kirkpatrick
 - **Landowner(s):** Alan Kirkpatrick
 - **Location:** 864 Jim Dwire Road
 - **Parcel ID:** 10444
 - **Zoning District(s):** FC
 - **Project Description:** Construct an Accessory Dwelling Unit (ADU) in an existing garage.
-

II. Procedural History and Threshold Issues

- **Pre-Application / Prelim Review Meeting Date:** 9/29/26
 - **Application Received Complete:** 10/5/26
 - **Warning & Abutter Notification Dates:** 10/8/26, 10/13/26
 - **Threshold Review (Stowe Highlands Analysis):**
 - *Is this an amendment to a previous permit?* No
-

III. Public Correspondence & White Papers

- **Summary of Public Comment:** (None as of 10/20).
 - **Technical White Papers:** None
-

IV. Overview and Recommendations

Project Overview

The applicant is proposing to construct an ADU in an existing detached garage in the FC district.

ZA Technical Analysis

1. Per the Section 210 Figure 3 Use Table, an Accessory Dwelling is allowed in the FC district with a Conditional Use Review by the DRB.
2. The detached garage is constructed with an existing bathroom with it's own septic permitted under WW-9-1948-1. The ADU will utilize this septic facility.
3. The site has adequate parking for the residence and ADU.

4. The parcel has interior lot lines with a separate residence on one of the lots, all owned by the applicant. The garage/ADU met the setbacks from these interior lots lines.
5. An E911 number will be assigned to the ADU as part of issuing the zoning permit.
6. The driveway to the property is off the Class 4 portion of Jim Dwire Road, approximately 425 feet from the Class 3 portion of Jim Dwire Road.

Public Interest Tracking

- None to report

ZA Decision Recommendation: Approve with Conditions

Preliminary Project-Specific Conditions:

The conditions listed below are drafted for the Board's consideration and public discussion. The ZA recommends that the DRB **openly review these potential conditions with the applicant** prior to closing the public hearing for the following reasons:

- **Landowner Awareness:** This discussion provides the first formal opportunity for the applicant to realize specific conditions may be applied and to understand their technical implications.
- **Stakeholder Feedback:** It allows the DRB to solicit immediate concerns from neighbors or the applicant regarding the feasibility or impact of conceptual conditions. It does not limit the DRB from developing new conditions during deliberations nor foregoing conditions discussed at the public hearing.
- **ZA Technical Advice:** The ZA can advise the Board if adjusting a condition's wording would achieve the DRB's regulatory objective while minimizing unnecessary burden on the applicant and other interested parties.
- **Clarity of Process:** The DRB should clearly inform the applicant that these discussions are non-binding; conditions may be significantly altered, new conditions added or discussed conditions not incorporated during the **deliberative session** or upon review by the **Town Attorney**.

This "extra step" of transparent review before closing the hearing serves to strengthen the final record and reduce the likelihood of subsequent requests for reconsideration or legal appeals.

(continued on next page)

ZA's Proposed Conditions:

1. Site Plan Filing: A DRB signature titleblock must be added to the Site plan and signed by the DRB Chair and filed in the Zoning Records.
2. Zoning Permits required before start of construction: A zoning permit must be obtained prior to construction.
3. All land development shall be in accordance with this application, plans, exhibits on file, and the findings of fact and conditions that are incorporated herein.

Exhibits:

ZA comments are made in reference to the exhibits posted in the Packet on the Town website at <https://www.starksborovt.org/agendas-and-minutes> with entries up until Oct. 20, 2026.