

Town of Starksboro
Planning Commission
Minutes (DRAFT)
January 8, 2026

Members Present: David Schmidt, Luke McCarthy, Dan Kuzio,

Members Unable to Attend: Dennis Casey, Dan Nugent

Others Present: Steve Rooney – Zoning Administrator

Visitors: None

Meeting called to order by Vice Chair David Schmidt at 6:40pm

Visitors Business: None

PC Current Business:

1. Discuss communication from Transportation Board
 - a. The PC received communication back from the Executive Secretary of the Transportation Board regarding our request for information regarding what a municipality can regulate pertaining to Private Landing Areas. They said they could not advise and that we should contact a lawyer to review our proposals. However, they did outline the things the board does review involving PLA's First, the PLA must conform with a municipality's land use regulations. The board then reviews to ensure the PLA does not impose undue hazards to adjoining properties or endanger users of existing infrastructure. It also ensures the PLA does not interfere with the safe operation of public airports or state and federal airways.
 - b. Members present discussed the communication and the items the Transportation Board reviews. It was agreed that based on the review criteria the board would not review frequency of use and other review items proposed in the bylaws, and therefore they fall under acceptable land use regulations.
 - c. It was further discussed that the bylaw document will be reviewed in full by a lawyer and we can have them pay specific attention to the PLA section.
 - d. Discussed minor edits to language regarding taxiway and runway.
2. Continue review of ZA suggested edits: (reference the meeting packet for additional information)
 - a. Abutter notification:
 - i. Discussion of current process and proposed process. Certified mail vs certificate of service. Intention is to firm up language and streamline process.

MOTION: L. McCarthy moved to accept the proposed language. D. Kuzio seconded.

VOTE: All in favor

- b. Abutter approval for waivers
 - i. Currently in order for a waiver to be approved the abutters must approve the waiver. This is contrary to the DRB process and it is proposed to strike it from the bylaws.

MOTION: D. Kuzio moved to strike the requirement. D. Schmidt seconded.

VOTE: All in favor

c. Essential Services:

- i. Conflicting definitions of essential services in the bylaws. One includes privately owned systems and one does not. Discussion of what is included in the definition and the process for review of projects.

MOTION: L. McCarthy moved to move the definition of “Essential Services” into the previous chapter and the word “private” to the definition in section 503 as well as to clarify that it is a DRP process. D. Kuzio seconded.

VOTE: All in favor

d. Forestry Conservation district PUD’s

- i. Section 263.A and 358B are in direct conflict with each other. Language doesn’t seem to make much sense. Tabled for next meeting.

e. Section 100.A

- i. Cleanup of language to clarify that the Land Use Development Regulations are also bylaws.

MOTION: D. Kuzio moved to rewrite section 100.A as proposed. D. Schmidt seconded.

VOTE: All in favor

f. Driveway permits

- i. D. Casey stated that the driveway permit was never intended to be a driveway permit, but more of a curb cut or access permit. Brief additional conversation regarding process.

MOTION: L. McCarthy moved to accept the proposed language for access/driveway permit. D. Nugent seconded.

VOTE: All in favor

g. Mobile Home Regulations

- i. It was noted that mobile homes that are located outside of a designated mobile home park do not share the same rights as homes in a park. Specifically – outside of a park - if a mobile home is removed from a slab and not replaced right away, they have to go through a full DRB process under certain scenarios. Needs more discussion. Tabled for next meeting.

h. Section 409:

- i. A previous ZA had asked to strike the clause that allowed for minor changes to be approved by a ZA. Current ZA asking for the section to be placed back in the regulations as it will free up DRB resources.

MOTION: L. McCarthy moved to place the section back into the bylaws. D. Kuzio seconded.

VOTE: All in favor

i. River Corridors:

- i. Need to cross reference with riparian buffers section and check for conflicts. This may have been done already.

j. Phasing of Development:

- i. Current rules only allow a developer to pull 3 building permits a year for a development.

MOTION: L. McCarthy moved to strike section 426.H. D. Kuzio seconded.

VOTE: All in favor

k. Paper Copies:

- i. Presently both a mylar and two paper copies are required to be filed.

MOTION: L. McCarthy moved to eliminate the need for paper copies. D. Schmidt seconded.

VOTE: All in favor

l. Short Term Rentals:

- i. This has been discussed at past PC meetings. It is not defined in the regulations, although the PC does not anticipate regulating them at this time. Proposal is to define the term and specifically state they are not regulated.

MOTION: L. McCarthy moved to accept the proposed language. D. Schmidt seconded.

VOTE: All in favor

m. Lot Frontage:

- i. Currently a lot that does not border a town road must have frontage setback along the entire perimeter. Proposal is to only have the frontage setback on the side of the lot that has the deeded access/easement.
- ii. Discussion on why use the frontage setback vs. using normal setbacks to adjoining properties.

MOTION: L. McCarthy moved to change the section to read interior lots with no frontage shall have setbacks from adjacent properties as noted in section 211. D. Kuzio seconded.

VOTE: All in favor

3. Approve any outstanding minutes

- a. 12/18 minutes were reviewed.

MOTION: D. Schmidt moved to approve the 12/18 minutes. D. Kuzio seconded.

VOTE: All in favor

4. PC Roundtable

- a. D. Kuzio and Robert Turner met with the housing consultant and asked for a little extra work which may push the final report back a bit.

Motion: L. McCarthy moved to adjourn. D. Kuzio seconded.

Vote: All in favor

Meeting adjourned at 8:31

Minutes submitted by L. McCarthy