

Town of Starksboro
Planning Commission
Minutes (APPROVED)
August 7, 2025

Present: Dennis Casey, David Schmidt, Luke McCarthy, Dan Nugent

Unable to Attend: Dan Kuzio

Others Present: Steve Rooney (Zoning Administrator)

Visitors: None

Meeting called to order by Chair Dennis Casey at 6:31pm

Visitors Business: None

PC Current Business:

1. Municipal Planning Grant Update:
 - a. At the Selectboard meeting on Tuesday, August 5th the board voted to approve the recommended contract with Brenda Torpy. Robert Turner and Dan Kuzio to be primary contacts for the project.
2. By-law public meeting preparation
 - a. Appropriate notifications and postings have been made. Updated bylaws have been posted to the website under the “public notices” section.
 - b. D. Schmidt to collect laptop and microphone/speaker from town office just before meeting.
 - c. D. Kuzio to post notice on Front Porch Forum
 - d. D. Schmidt to ask the office to make at least 10 copies of the proposed bylaws.
 - e. All to attend early to help set up.
3. Discuss future PC projects
 - a. PC needs to discuss mechanisms of enforcement of zoning rules that are not enforced as a part of initial development. i.e. noise, dust, junk accumulation, etc.
 - b. Start the process of updating the Town Plan
 - i. Likely only minor revisions
 - c. Need to have a broad discussion on how to expand development potential in village centers.
 - i. Expand public water system? Community leach field?
 - d. Need to revisit certain areas of the by-laws that pertain to the DRB process and various permits.
4. Approve any outstanding minutes

Motion: D. Schmidt moves to approve the minutes of the 7/17 meeting. D. Nugent Seconds.

Vote: All in favor

5. PC Roundtable
 - a. S. Rooney spoke about a couple of issues that have come up in the Zoning office:
 - i. There is a state law that says when by-laws are undergoing a re-write the ZA is supposed to look at both sets of by-laws when reviewing zoning applications. A general discussion took place regarding what this meant, if the least or most lenient rules should be applied, and what the timeframe is for this consideration.
 - ii. The “essential services” section of the bylaws needs attention and to clarify the level of zoning review needed.

- iii. There is a discrepancy in the state definition and size of parking spaces compared to what is in the Starksboro regulations. State defines a space as no larger than 9x18, SLUDR requires 10x20. Municipalities are allowed to make smaller parking spaces for compact cars, or larger spaces for ADA compliance, but our regulations call for a larger “normal” parking space than is allowed.
 - iv. Questions about when a certificate of occupancy is needed vs a certificate of compliance. Suggestion to clean up language in the bylaws.
 - v. Pools are identified in the permit fee schedule, but there is no mention of pools in the bylaws themselves.
 - vi. S. Rooney made some edits to the driveway permit to clarify and streamline the process. It is unclear in the bylaws who actually administers the permit.
 - vii. Given the status of the bylaw edits these suggestions cannot be enacted in time to be included in the current rewrites, but since all these suggested edits revolve around administrative or process changes they could be grouped together and updated at a later date.
- b. L. McCarthy provided an update on status of Schoolhouse and Fire Station project. Selectboard chose Silver Maple Construction to be the pre-construction and general manager of the project. Kickoff meeting should be scheduled soon.

Motion: D. Nugent moves to adjourn the meeting. D. Schmidt seconds.

Vote: All in favor

Meeting adjourned at 8:04

Minutes submitted by L. McCarthy