

Starksboro Development Review Board Agenda

Thursday, November 6, 2025 @ 6:30 pm.

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 | Caron 25-DRB-02WVR Waiver request, located on a 2.5 +-acre parcel at 401 Varney Hill Road, Parcel 10135. The proposed subdivision is in the ASRR District. |
| 7:20 | Review and approve minutes from 10/23/25 |
| 7:30 | Deliberative Session |
| 8:00 | 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

Development Review Board Application

Town of Starksboro

P.O. Box 91, Starksboro, VT 05487

Parcel ID Number: 10135 Address of property: 401 Varney Hill RdOwners of Record: Jay J Caron

Phone: (day) _____ (evening) _____ Email: _____

Mailing Address: 401 Varney Hill Rd, Starksboro VT 05487Signature of Owners: J J CaronApplicant: Jay J Caron Phone # _____Mailing Address: 401 Varney Hill Rd, Starksboro VT 05487Signature of Applicants: J J Caron

Application Type: (check only one)

- ☐ Home-based/On Farm Business (per chapter 340)
☐ Variance (per section 422)
☒ Waiver (per section 423)
☐ Site Plan Review (per section 424)
☐ Conditional Use Review (per section 425)
☐ Subdivision (per chapter 350 and section 426)
 _____ Minor _____ Major Total # Lots _____
☐ Planned Unit Development (per chapter 350 and section 427)
☐ Change of a nonconforming/Abandonment or Discontinuance (per chapter 120)
☐ Appeal from decision of Zoning Administrator (per section 421)
☐ Other

Reason for application or appeal: Waiver from setback to road,Specific relief requested: Place house 46' from centerline of road,Section of Town bylaw/regulation in question: Section 211

- The property owner or applicant will submit with this application the applicable fees, together with appropriate plans, diagrams, sketches, maps and/or all additional pertinent information and data as required by statute and the Town's Bylaws in reference to the above application or appeal.

Administrator/DRB use only

Application Number: 25-DRB-02WVR Zoning District: XSRRFee Paid: \$325 chk 1031 Date Received Complete: 10/6/25Public Notice date: / / Final Hearing date: / / Date of decision: / /

DRB Chair: _____ DRB Clerk/ZA: _____

Zoning office notes: _____

Starksboro
VERMONT

ZONING PERMIT APPLICATION

A Zoning Permit is required **prior** to any land development, as defined in the Starksboro Land Use & Development Regulations. Additional local permits and approvals, such as Conditional Use Review and Site Plan Review, may be required to file the Zoning Permit. After-the-fact permits are charged at 3x the original permit fee.

Site Information:

Physical Address of Property: 401 Varney Hill Rd Parcel ID: 10135
Zoning District: ASRR Overlay District?: _____ Lot size (acres): 2.5

Property Owner Information:

Property Owner Name: Jay Caron Applicant Name: Jay J Caron
Owner Mailing Address: 401 Varney Hill Rd Applicant Mailing Address: 401 Varney Hill Rd
Starksboro, VT 05487 Starksboro, VT 05487
Phone: _____ Phone: _____
Email: _____ Email: _____

Project Information:

Description of Project: Replace mobile home on Existing location.

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. Please contact the Starksboro Road Foreman regarding Right-of-Way and Access permits. 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 Zoning Regulations.

Jay J Caron 6/30/2025 Jay J Caron 6/30/2025
Applicant Signature Date Property Owner Signature Date

PERMIT DECISION

Decision: DENIED/ APPROVED / APPROVED WITH CONDITIONS LISTED BELOW

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

Date of Signature: _____ Date Zoning Permit takes effect: _____ Permit Expiration Date: _____

Date the Application was received by Staff: 6/30/25 Fee: \$ 312 Check #: 1027

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 one): ☐ New Construction ☐ Change in Use ☐ Addition/Alteration ☐ Sign ☐ Accessory Dwelling Unit
☐ Home Business ☐ Renovation ☒ Other: Replace mobile home,

Related Prior Approvals (Permits, Subdivision, Conditional Use, Site Plan) # _____

Total new square footage: 980 **Size in ft:** Length 72' Width 15' Height 38"

Wastewater permit, amendment, or waiver info (from State of Vermont): _____

Project setbacks: Distance from the property boundaries (ft):

Right: 175' Left: 55' Rear: _____ Front: 30' Lot Coverage 15 %

* **With this completed application form please submit:**

☒ A Diagram ☒ The Permit Fee *

Does the property have any of the following conditions or is located within particular protection areas:

- | | |
|--|--|
| <input type="checkbox"/> Floodplain | <input checked="" 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 |

* Permit Fee: See Zoning Fee Schedule

ZA to confirm fee prior to submission of completed application

Additional notes:

EXHIBIT B

SERVICE

P & P SEPTIC SERVICE, INC.

P.O. Box 639, Williston, Vermont 05495

Phone 802-658-6243

No 19415

TICKET # _____ CUSTOMER # _____

CUSTOMER NAME _____

DATE: 7/28/25

ADDRESS 401 Varney Hill rd
Starksboro

PHONE: _____

TECHNICIAN: Brandon

DAY WORK ☒OVERTIME ☐

TYPE OF SERVICE

☒ SERVICE ☐ AUGER ☐ JETTING ☒ CAMERA ☐ OTHER _____

TYPE OF DRAINS

☐ KITCHEN SINK ☐ BATHROOM SINK ☐ BATHROOM TUB/SHOWER ☐ FLOOR ☐ URINAL
☐ WASHER ☐ FOUNDATION ☒ SEPTIC ☐ SEWER ☐ OTHER _____

DESCRIPTION OF WORK

Cameraed inlet from top of
foundation. goes from pvc-
Castiron, 10ft away.Cameraed outlet line pvc to
drywell. In good condition

1000 gallon concrete tank

AMOUNT

275 00

390 00

TOTAL MATERIALS

TOTAL LABOR

VT WATERWATER FEE

TOTAL COST

665 00

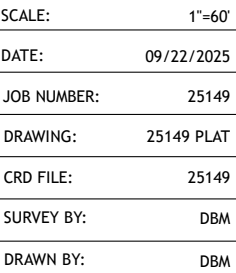
NET 5 DAYS

CHECK # _____ AMOUNT _____

CC # _____ EXP. DATE _____

SIGNATURE _____

WE ACCEPT: VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMEX ☐
VISIT OUR WEBSITE TO MAKE A PAYMENT www.pandpseptic.comCUSTOMER REMINDER CALL EVERY: ☐ 2 YRS ☐ 3 YRS ☐ 4 YRS ☐ OTHER _____



THIS IS AN ORIGINAL PIGMENT INK ON STABLE BASE POLYESTER FILM

Cindy Caron

9/29/2025 8:11 PM

Fwd: 401 Varney Hill waiver

To jay caron

----- Original Message -----

From: Cindy Caron

To: Cindy Caron <c

Date: 09/29/2025 1:21 PM PDT

Subject: 401 Varney Hill waiver

Town of Starksboro, VT

Sept 29, 2025

This is a request for a waiver from the Starksboro, Vermont DRB on 401 Varney Hill Road, VT. property owned by Jay Caron. He would be replacing an older 1985 mobile home 14' x 70' with a newer 2025 model of the same size on the original spot. The boundary on the west is listed on the map as within 100' set back from the center of the main road. It is measured on one corner as 46' to the center line. It has never been adjusted in the past 45 years and was not listed as a problem when purchased in 1995. More than half of the 2.5 acre lot is down a very steep embankment which would make it hard to place any single family home on the property. Enclosed are permission papers from the two southern boundary owners Kerry Kurt and George Davis and a recent land survey from Day Land Surveying. Please consider a waiver to the lot. Affordable housing is hard to come by these days.

Sincerely,

Jay Caron

9/29/2025

From;
Jay Caron
401 Varney Hill Rd.
Starksboro, VT 05487

In reference to: DRB Waiver Application 25-DRB-02WVR

Hello,

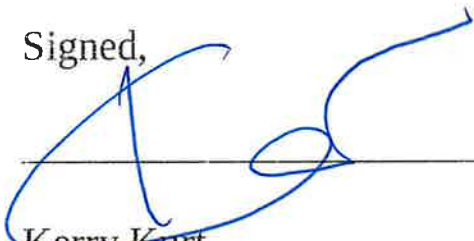
I am a resident and abut to the property owned by ~~Kerry Kurt~~ and George ~~Davis~~ at 401 Varney Hill Rd.

J.C.
Jay Caron

We are signing this letter in support of his application for a waiver which would allow him to construct and new mobile home that is within the 100' foot setback from the centerline of the road at 401 Varney Hill Rd.

Thank you for considering this application.

Signed,


Kerry Kurt

date 9/30/25

Signed,


George Davis

date 9/29/25

George Davis

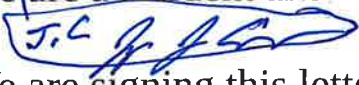
9/29/2025

From;
Jay Caron
401 Varney Hill Rd.
Starksboro, VT 05487

In reference to: DRB Waiver Application 25-DRB-02WVR

Hello,

~~I am~~
~~We are~~ a resident and abut to the property owned at 401 Varney Hill Rd.


We are signing this letter in support of his application for a waiver which would allow him to construct and new mobile home that is within the 100' foot setback from the centerline of the road at 401 Varney Hill Rd.

Thank you for considering this application.

Signed,

 date 10 / 1 / 2025

Kenneth Ryan

Town of Starksboro

PO Box 91, Starksboro VT 05487

Stephen Rooney, **Zoning Administrator**zoning@starksborovt.org

July 10, 2025

Jay Caron
401 Varney Hill Rd.
Starksboro, VT 0587

RE: Review of Zoning application 25-AP-17 Replacement of Mobile Home
Parcel 10135
Zoning District: ASRR
Road Class: Class 3

Dear Jay,

Thanks for meeting with me on site to review your project today, and for providing a copy of an unstamped survey you had conducted dated 7/19/06, a portion of which you included in your application. After review of the 2020 Starksboro Land Use and Development Regulations, I've determined the following:

1. Current conditions we discussed on site: You recently repoured a mobile home foundation in the same location as a pad that was used to support the previous mobile home. The home was in good condition, as according to our records you sold it to Jay Martin in June 2020, who moved it to 15 Avian Lane Lot #1 in Starksboro. The existing pad had been unused since then, except when used for a recreational vehicle parking space (according to Lister's files).
2. The pad you note on your sketch is 70' x 14'. This is slightly larger than the original home, which was 66' x 14'. According to the Lister file, the original home included some decks, which are not shown as proposed on your sketch. You noted the pad was poured larger away from the north property line, as the septic tank limited where it could go in that direction.
3. According to your sketch and survey, the location of the original mobile home and pad is nonconforming per Section 211, Figure 4, and Section 122.A, with regards to the front yard setback. The ASRR district requires a 100ft setback from the centerline of Varney Hill Road, and you note a setback of 55ft, which you noted you field measured. Scaling the survey indicates a distance of roughly 45ft.
4. The setback from your adjoining residential abutter to the north (N/F Whitney, now Wetter), is noted as 30ft on your sketch, and measures roughly 32ft on your survey. However the property line on the survey varies substantially from the location of the property line in the tax maps, which would indicate the line running thru the middle of the existing mobile home pad. In looking at the deeds for both parcels, it is difficult to reconcile the difference between the property boundary lengths in the deeds and those shown on the survey. It would be helpful if possible to have the surveyor provide some feedback on how the location of the line was ascertained. If the line as surveyed is accurate, then the pad location conforms to the current regulation requirement of a

20ft setback. If the line is actually closer to the tax map location, then you could possibly be replacing a building across a property line, which is not permissible.

5. I reviewed the Section 122.D paragraphs below to determine if the existing non-conforming structure is allowed to continue to be non-conforming:
 - (1) The existing structure was sold in good condition, so it is not being repaired or maintained, and the new structure appears to be 4ft longer in footprint, so this paragraph does not apply.
 - (2) The existing structure was not damaged or requiring restoration, so this paragraph does not apply.
 - (3) You are not proposing to expand or move the existing structure, and the new structure makes the front yard setback more non-conforming, so this paragraph does not apply.
 - (4) A permit can be granted to expand the structure even if more non-conforming if it is necessary to meet state and or federal regulations. It does not appear that replacing the existing structure was necessary for that purpose.
 - (5) The DRB may be able to grant a variance or a waiver from the setback requirements to allow for modification of the structure, if replacing the mobile home can be defined as "modification".
6. The new pad you've poured without a permit could be considered an exempt uncovered patio per 113.A(2), however it would still need to meet setback requirements per 110.B.

In addition to 122.D(5) above, the DRB may also grant a waiver for the structure to be located as shown thru the Section 423 Waiver process. We would consider the structure to be new and non-conforming in that case.

I've determined from the above information that I cannot grant a Zoning Permit as submitted but would need to refer it to the Development Review Board for a Waiver if you choose to proceed.

In order to apply for this waiver, you would need submit the following:

1. A completed DRB Application (on our website) and the associated fee.
2. The sketch plan materials you provided with the Zoning Application.
3. Further supporting information from your surveyor or legal counsel that the northern boundary line is located as you've indicated, and a letter from your northern abutter that they are in concurrence with this line location.
4. A written narrative responding to each of the paragraphs in Section 423.E explaining why the waiver should be granted.
5. Letters of support for your waiver from your abutters along your road frontage per Section 423.E(2), and the northern abutter if the pad is found to be less than 20ft from that boundary line.

Once we receive these materials and deem them complete, we have 120 days to warn a public DRB hearing on the matter. This warning must be 15 days before the hearing. You would be responsible for sending the warning to all of your abutters via certified mail, hand delivery, or certificate of service. After the hearing, the DRB has 45 days to issue a decision, then there is a 30 day appeal period before construction may begin.

Please feel free to contact me at 802-453-2768 with any questions. (Continued)

Sincerely,

A handwritten signature in black ink, appearing to be 'SR' or 'Stephen Rooney', written over the printed name.

Stephen Rooney
Zoning Administrator

Cc: Ben Campbell, Chair, Starksboro DRB

Town of Starksboro
Development Review Board
Notice of Hearing

Jay Caron submitted a Waiver application (25-DRB-02WVR) for relief from the front setback requirements for a new mobile home located on a 2.5 acre parcel (ID 10135) at 401 Varney Hill Road. The proposed project is in the ASRR District.

The Starksboro Development Review Board will conduct the hearing on **November 6, 2025**, starting at 6:30p.m. at the Starksboro Town Office with remote access (info below). The application is available to review by request of the Starksboro zoning office and on the town website.

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.

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

Date : October 9, 2025

EXHIBIT H

Town of Starksboro
PO Box 91, Starksboro VT 05487

Zoning Administrator
zoning@starksborovt.org

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 10/6/25 that I sent by US 1st class mail the attached "notice of public hearing", application (25-DRB-02WVR) to the following list of abutting property owners and others requesting notice.


Stephen Rooney, Zoning Administrator

Date: 10/6/25

I attest by my signature below that I have reviewed this list and that it was mailed on 10.6.25.

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

Applicant: Jay Caron 401 Varney Hill Road Starksboro – Parcel ID#10135

| Abutters or Participants | |
|--------------------------|--|
| Parcel # | Name and Address |
| 10942 | Walter Wetter 353 Varney Hill Road Starksboro, VT 05487 |
| 10968 | Paul A. & Deborah Zeno 2141 Route 14 Cornwall, VT 05753 |
| 11054 | Laura and James Farrell 55 Honey Hill Road Hinesburg, VT 05461 |
| 10003 | Kerry Kurt 4118 VT Route 116 Starksboro, 05487 |
| 10184 | George Davis 1815 Ireland Road Starksboro, VT 05487 |
| 10180 | Kenneth Ryan 314 Varney Hill Road Starksboro, VT 05487 |

Any questions (office 453-2639)

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

| | |
|--|---------------------|
| Certified Mail Fee | \$ 5.30 |
| Extra Services & Fees (check box, add fee) | |
| <input type="checkbox"/> Return Receipt (hardcopy) | |
| <input type="checkbox"/> Return Receipt (electronic) | |
| <input type="checkbox"/> Certified Mail Restricted Delivery | |
| <input type="checkbox"/> Adult Signature Required | |
| <input type="checkbox"/> Adult Signature Restricted Delivery | |
| Postage | \$ 1.90 |
| Total Postage and Fees | \$ 11.60 |
| Sent To | Jay Caron |
| Street and Apt. No., or PO Box No. | 401 Varney Hill Rd |
| City, State, ZIP+4® | Starksboro VT 05487 |

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

