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Development Review Board/Planning Commission

Meeting minutes
December 11, 2025

Present: DRB/PC member Logan Roth-Longe; Town Clerk/Treasurer Kyle Rowe; DRB/PC member Dennis Mueller; DRB/PC member Chair Jamie Dayton; DRB/PC member Gretchen Bailey; Mary Rudd, Becky Condon, Rhiannon Condon, Louise Giovanella, Diana Raphael, Peter?
Via Zoom: Town Zoning Administrator David Martini

DRB Meeting

1. Jamie called the meeting to order at 6:00 pm.
2. Jamie asked for any edits to the minutes Special meeting on November 13, 2025. Dennis made a motion to approve, Logan seconded. ALL IN FAVOR
3. The DRB then took up the proposal from Becky Condon and Edith Budaj regarding possible subdivision of a section of 461 Lake Rd (60 A) into 2 five-acre lots. One lot has a hay barn, the other has a hay field that is still in use. Ms. Condon presented a wetlands map and noted there is a private road/cow path similar to Turkey Lane to allow access. This ROW from Lake Road has been used in the past. Both lots would come off of the private road. ZA David thinks this makes it simpler. We would only need to approve the road and then a simple subdivision. However, it was pointed out that most of the 'mother' parcel is in zone R10, This will dictate the size allowed for the subdivision parcels. They reviewed the Zoning map of the area. A survey of the property is in process but must be completed. Ms. Condon asked about the regulations for a planned unit development (PUD) for housing. This is in the Town Subdivision Regulations. She also asked how wide the ROW needs to be. David said it needs to be 50 feet wide unless approved by the DRB. These standards are in Section 350 of the Zoning regs. Jamie thanked Ms. Condon for giving the heads up about her plans.

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4. Public Comment: Diana Raphael said she is considering subdividing her parcel as well. The majority of her parcel is R5. She would like to create two 5-acre lots. She spoke with ZA Martini who explained she would need a septic system permit. There was discussion about having a shared driveway for access to the second parcel. Road frontage is 710 ft. Minimum front required for each lot is 400 ft. Therefore, a shared driveway would be needed. As long as there is deeded access for each parcel it will be approved.
5. Zoning Administrator's Report: ZA Martini said he had nothing to add to the report he already submitted, which listed one permit approval.
6. There was no other business. (Diana Raphael's business should have been announced here.)
7. A motion to adjourn was made by Gretchen and seconded by Logan. ALL IN FAVOR.

PC Meeting

1. Jamie said he reviewed the minutes of the last meeting and noted there was no mention of the appointment of Logan as secretary of PC. Therefore, the minutes need to be amended. Under #3 in the PC minutes, Gretchen made a motion to nominate Logan, and Dennis seconded. All were in favor. But there was no follow up to that nomination. The minutes will be revised and posted on the web.
2. Discussion of zoning districts and maps. Kyle said he had been looking into old records to see if the zoning districts were clearly laid out. There are discrepancies in some areas of the town. Several maps created over the years were reviewed. We need to understand the intentions for the zones. Jamie asked who would pay for this project. Kyle said he would be willing to do it. PC has ultimate authority over the districts and as such has some leeway in interpretation. This is especially important for Sunset Knoll as a resident has mentioned they are interested in subdividing but does not know what zone they are in. Kyle is proposing having some clear language regarding the districts using either clearly marked, measured areas or using GPS coordinates. In addition to correcting inconsistencies, should we also make changes that could increase the possibility of development? Mary Rudd, former DRB chair, said that David Raphael, former DRB member and chair, wanted to maintain as much open areas as possible. When they updated the subdivision regulations they used this as a guideline. Louise Giovanella commented that too much change in the zoning would make people unhappy. This was clear in the results of the last questionnaire done in 2016. Furthermore, we need to consider the difficult soil composition in this area. Much of it is solid clay. Logan asked what other towns do when these kinds of things come up. Kyle said it varies. Some towns have tightened things up, while others are very lax in their definitions.
3. There was some discussion about the timing of making these changes in maps. Should we wait for the ACRPC to finalize the county maps? Or should we try to incorporate our changes in county maps? We don't want to create more problems. Mary Rudd suggested waiting until the ACRPC's process is done. Jamie asked Kyle to check with them to see what they suggest.

4. Planning Grant. Kyle reported our grant for $19K has been approved. We have a cost share of $1,900 which has been budgeted for next year. Katie from ACRPC wants to have a kickoff in January. Tentative date is Jan. 8. We will create a new town-wide questionnaire. Kyle will send the old one to the DRB for consideration of new questions. Mary Rudd offered to speak with Steve Weber who is interested in creating the citizen's group. Kyle noted that the advanced energy plan is not part of this grant, but will be dealt with separately.
5. On the Solar Field issue, Kyle said they recommended not being too restrictive as the Public Service Commission would be more apt to overturn what the town wants. He also said that New Haven has had good response to its encouragement of rooftop solar.
6. With no further business, Gretchen made a motion to adjourn the meeting at 7:00 p.m. Dennis seconded. ALL IN FAVOR.

Respectfully submitted,

Donna Oliver
Assistant Town Clerk