

**MIDDLEFIELD PLANNING & ZONING COMMISSION**  
**405 Main Street**  
**Middlefield, Connecticut 06455**

Minutes of Regular Meeting September 24, 2025

The meeting was called to order at 6:31 PM.

**Attendance:**

Members

Alternates

A	Brown, Jay	X	McNamara, Susan
A	Ekblade, Eric	A	Wheeler, Scott
X	Hinsch, Ken	A	Kirshner, Nate
X	Warner, Bill	Others	
X	Weber, Kathy	X	Newton, Robin, Town Planner
		A	Curtis, Brian, Engineer
		A	Yamartino, Bob, <i>exoficio member</i>

A=Absent

X=Present

**Seating of Alternates**

Susan McNamara was seated for Jay Brown.

**Public Comment- NONE**

**Receipt of Applications:**

a. Regional School District 13, Owner, Ryan Scrittorale, Applicant- Site Plan Application for the expansion of an existing school building with associated site improvements on property located at 124 Hubbard Street, Middlefield, CT, Assessor Map 13, Lot 58, MD Zone.

Application was received. Materials were available for Commission.

**Public Hearing: NONE**

**New Business:**

a. Town of Middlefield-Firehouse Renovation & Expansion, Site Plan Review, 406 Jackson Hill Road, Assessor Map 11, Lot 199. HD2 Zone.

William Walter from Bensch Engineering gave a presentation regarding the project. He reviewed all pertinent information including drainage, design, landscaping, lighting, parking and access. It was noted all comments from the Town Planner, and the Town Engineer have been addressed. Mr. Walter provided an update on the status of the septic suitability letter. The Town Planner noted for the commission that the Health Department is required to sign off on the administrative zoning permit, so the final approval is needed before any permits are issued.

The Commission asked a few questions regarding traffic circulation and commented about how well the design of the proposed expansion fits with the current fire station.

Kathy Weber made a motion to approve the application with the following conditions:

1. An administrative Zoning Permit application is required.
2. A pre-construction meeting is required with Town Staff prior to the start of any construction activities.
3. Prior to issuance of a building permit, the applicant is required to provide the following:
  - a. Copy of DOT Encroachment Permit.
4. Final Plans to be submitted to the Town for review prior to any work being commenced.
5. A final mylar must be filed in the Town Clerk's Office and a paper set is to be filed with the Land Use Office.
6. Erosion and Sediment Control measures are to be inspected and reviewed by Town Staff after installation and before construction activities commence.
7. For issuance of a Certificate of Occupancy, the applicant is to provide the following:
  - a. Final As-Built drawings prepared by a licensed surveyor. As-Built drawings are to be class A2. All site improvements are to be illustrated, such as building location (horizontal and vertical), and other pertinent site development information illustrated on the approved site plan.
  - b. Certification from the design engineer that stormwater features were installed per plan and function as intended.
8. The Commission authorizes the Town Planner to approve minor changes to the approved plan such as landscaping, grading, stormwater management, or similar site features. Requests for changes are to be made in writing to Staff prior to implementation in the field.

Ken Hinsch seconded the motion. Motion carried unanimously.

#### **Town Planner/ZEO Report**

Town Planner reported that she reached out to Xenelis and explained all piles needed to be removed from the Town Property by December 31<sup>st</sup> and he understood.

### **Approval of Minutes**

1. Approval of Minutes of the July 23, 2025, meeting. Kathy Weber made a motion to approve the minutes as written. Susan McNamara seconded the motion. Motion carried unanimously.
2. Approval of Minutes from August 27, 2025- Susan McNamara made a motion to approve the minutes as written. Kathy Weber seconded the motion. Motion carried unanimously.

### **Adjournment**

Kathy Weber made a motion to adjourn the meeting. Ken Hinsch seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

*Robin Newton*

Robin Newton, AICP, CZEO  
Town Planner