

**Town of Warren  
Development Review Board  
Minutes of Meeting  
Monday, June 30, 2025**

---

Members Present: Chris Behn, Maria Burfoot, Chris Noone, Jon Rickard, Jeff Schoellkopf  
Staff Present: Carol Chamberlin (Recording Secretary), Ruth Robbins (ZA)  
Others Present: Jessica Berrian, Hilary Burditt, Jim Crafts, Roni Donnenfeld, Brian Hehir, Sarah Heneghan, Amy Hunter, Timothy Johnson, Mad River LLC, Everett Norton, John Norton, Bobbie Platt, Steve Platt, Allison Rogers, Josh Vogel, Stacey Weston

The meeting was called to order by Mr. Behn at 7:02 pm.

Alta Assets LLC - Appeal of ZP by Platt/Vogel re: review of the Landscape Plan due to the relocation of the revised Wastewater system.

Ms. Robbins outlined some of the history following the filing of an appeal of her issuing a permit for the construction of a house on the Alta Assets property. The permit was issued on March 21, 2025 and the appeal filed on April 3, 2025. She noted some of the details of the appeal information and her follow-up with DEC.

Mr. Schoellkopf then explained the procedures to be followed for appeals of actions by the Zoning Administrator, and noted that there had been no public hearing warning for this matter for this evening's DRB meeting. Board members indicated that they were willing to hear a basic statement from each of the parties, but that the matter would need to be addressed in a properly warned hearing.

Mr. Platt, Mr. Johnson, and Ms. Hunter then either read letters or provided information regarding the change in the wastewater system's location and related adjustments to the approved landscaping plan.

It was agreed that a hearing will be scheduled for July 21, 2025 to review this matter.

**Application # 2025-06-SD** submitted by John Pitfield & Paul Lynch request a Sketch Plan Review for a 2-lot subdivision. The property is located at 845 Cider Hill Road consisting of a total of 36.7 +/- acres, parcel id# 012003-400 in the Rural Residential District.

It was noted that there are two existing lots, and that this application is for a lot line adjustment with the intent of increasing the size of the smaller lot to allow for further development.

Sarah Heneghan of Grenier Engineering outlined that no development is currently planned for the undeveloped lot and that the site plan depicts primary and secondary conservation areas, with proposed designation of open space to limit further development of portions of the lots. The proposed lot sizes are 19.9 and 16.9 acres. There is a Wastewater and Potable Water Supply permit in place for the undeveloped lot.

Ms. Heneghan pointed out that the plan includes avoidance of development on 25% slopes and plans for a stream buffer of 50 feet. Board members explained that a buffer area of 100 feet is required unless waived through Conditional Use review, and it was suggested that the building envelope be reduced in order to satisfy the 100-foot buffer area. It was noted that there are some more level areas on the parcel, but that development of a house where planned would avoid the need for disturbance of a greater area of steep slopes. Power is readily available at the planned house site.

It was agreed to schedule a hearing for this application on July 21, 2025.

**Application # 2025-04-SD-CU** submitted by Norton/Donnenfeld Family Trust requests Preliminary/Final Review for a 2- Lot Subdivision and Conditional Use approval for the construction of a single-family dwelling. The property is located at 330 Rice Mountain Road consisting of 76 +/- acres, parcel id# 038004-900 in the Forest Reserve District.

Mr. Schoellkopf noted that a site visit had been held earlier in the day, attended by himself, Mr. Rickard, Mr. Behn, Ms. Robbins, and the applicants. Those participating walked the proposed driveway up to the planned house site; Mr. Schoellkopf explained that the drive is anticipated to follow an old farm/woods road for most of the way, with some diversions to avoid steeper locations and an area at the top adapted to accommodate a wider turn to minimize slope, and that the proposed house site is at one of the 'shelves' of land that fall along the hillside.

Mr. Schoellkopf pointed out that the hearing is for a subdivision and the Conditional Use review necessary for the drive, due to the crossing of steeper slopes, and that Conditional Use review for the house construction is not part of this application.

**MOTION:** *Mr. Schoellkopf moved to find the proposed subdivision to be a Minor Subdivision. The motion was seconded by Mr. Behn, and passed unanimously.*

**MOTION:** *Mr. Schoellkopf moved to find that the application was complete. The motion was seconded by Mr. Behn, and passed unanimously.*

It was confirmed that there is a building envelope depicted on the site plan, and that a State Wastewater and Potable Water Supply permit has been issued.

The plans for the proposed driveway were discussed, and Everett Norton explained that he has requested that his designer plan for the slope to not exceed 15%; there is a section at the top that will be just under 15%. Where the driveway crosses steep slopes, the area disturbed will be minimized. Mr. Norton also confirmed that Fire Chief Jeff Campbell has visited the site and reviewed the plans for pull-offs and a hydrant; Mr. Campbell has verbally approved the plans.

Mr. Norton indicated that utilities will be installed underground along the driveway, using conduit with no pedestals required.

The building envelope was discussed, and Board members explained that approval allows for development at all points within the envelope. They asked that Mr. Norton adjust the envelope in order to remove some of the areas of steep (above 25%) slope, explaining that envelopes in this type of terrain typically do not encompass a 2-acre area that contains such slopes. It was agreed that approval could be conditioned upon adjustments made to create a building envelope that satisfies all standards and dimensional requirements, and explained that it should reflect where development of structures is actually planned for.

**MOTION:** *Mr. Schoellkopf moved to condition approval upon inclusion on the final site plan of a building envelope for which a portion no greater than 15% contains slopes which are 25% or greater. The motion was amended by Mr. Behn to require that no greater than 20% of the final building envelope contain steep slopes. The motion was seconded by Mr. Behn, and passed unanimously.*

Site clearing was reviewed; no plan has been developed, but Mr. Norton explained that minimal cutting is planned in order to create some view from the house site. He noted that the house site is

only minimally visible from existing development, and that the house is design is being planned to blend into the surroundings. It was noted that the driveway will also open some view potential, and it was explained to Mr. Norton that any trees removed on slopes of 25% or greater need to have the stumps left in place.

Ms. Robbins suggested that a paper copy of the final plan be provided for review before the official mylar is created and submitted, and it was noted that the final plan should include an analysis of planned tree clearing.

The Nortons confirmed that no further subdivision of this parcel is anticipated.

**MOTION:** *Mr. Behn moved to find that the Standards of Section 7.2 have been discussed and satisfied. The motion was seconded by Mr. Noone, and passed unanimously.*

Mr. Behn noted that, having walked the site and seen the slope analysis, the approach to the proposed building area is as reasonable as possible. There was some discussion of the wildlife habitat on the parcel being mostly above where development is planned, and that the stream on the site will not be impacted by the proposed plans. It was confirmed that continuation of the Current Use enrollment is planned, and forest management in place as appropriate.

**MOTION:** *Mr. Schoellkopf moved to find that the Standards of Section 7.3 and 7.4 have either been satisfied by the information presented or are not applicable to the application. The motion was seconded by Mr. Rickard, and passed unanimously.*

Ms. Robbins noted that she had received a copy of the Stormwater plans that have been designed, and Mr. Norton confirmed his awareness of State Stormwater permitting requirements.

**MOTION:** *Mr. Schoellkopf moved to find that adequate stormwater management and planning for both construction and operational stormwater control have been discussed. The motion was seconded by Mr. Behn, and passed unanimously.*

**MOTION:** *Mr. Schoellkopf moved to find that the Standards of Section 7.5 have either been satisfied or are not applicable. The motion was seconded by Mr. Noone, and passed unanimously.*

**MOTION:** *Mr. Behn moved to conditional approval of the subdivision on receipt of a letter from the Fire Chief indicating approval of the access design. The motion was seconded by Mr. Schoellkopf, and passed unanimously.*

Mr. Norton noted that Mr. Campell has indicated that no fire suppression system will be required.

**MOTION:** *Mr. Schoellkopf moved to find that, given the condition requiring approval of access from the Fire Chief, that the Standards of Section 7.6 have either been satisfied or are not applicable. The motion was seconded by Mr. Noone, and passed unanimously.*

**MOTION:** *Mr. Schoellkopf moved to find that the Standards of Section 7.7 are not applicable to this application. The motion was seconded by Mr. Noone, and passed unanimously.*

**MOTION:** *Mr. Behn moved to find that the Standards outlined in Sections 7.8 and 7.9 have been discussed and satisfied and that the Standards outlined in Section 7.10 are not applicable to this application. The motion was seconded by Ms. Burfoot, and passed unanimously.*

The Board members then undertook Conditional Use review for the driveway.

**MOTION:** *Mr. Schoellkopf moved to find that the Standards outlined in Section 5.3 (A) have been discussed and satisfied or are not applicable to this application. The motion was seconded by Mr. Behn, and passed unanimously.*

**MOTION:** *Mr. Behn moved to find that the Standards outlined in Section 5.3 (B) have been discussed and satisfied or are not applicable to this application. The motion was seconded by Mr. Rickard, and passed unanimously.*

**MOTION:** *Mr. Behn moved to approve the Norton subdivision application, subject to the conditions outlined during the hearing and the usual conditions. The motion was seconded by Ms. Burfoot, and passed unanimously.*

**Other Business**

The upcoming schedule was reviewed.

The Minutes of June 2, 2025 were signed.

The Swartz Decision was signed.

**Adjournment**

The meeting adjourned at 8:56 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

**Development Review Board**

\_\_\_\_\_  
Jeff Schoellkopf                      Date

\_\_\_\_\_  
Maria Burfoot                      Date

\_\_\_\_\_  
Jon Rickard                      Date

\_\_\_\_\_  
Chris Noone                      Date

\_\_\_\_\_  
Chris Behn                      Date