

**Town of Warren
Development Review Board
Minutes of Meeting
Monday, November 17, 2025**

Members Present: Maria Burfoot, Megan Moffroid, Chris Noone, Jon Rickard, Jeff Schoellkopf
Staff Present: Ruth Robbins (ZA)
Others Present: Matt Bennett, Ryan Augustine (Bowman Engineering), Clayton Paul Cormier, Janine Craane, Jim Crafts, Kai Elkaslasy, Steven Gibbs, Brad Johnson, Seddon Johnson, Chris Knortz, Jim Langan, Gunner McCain, Caroline McHugh

The meeting was called to order by Ms. Moffroid at 7:00 pm.

Application # 2025-09-CU submitted by Alex Saltzman requesting approval for the development of a driveway on Steep Slopes and a designated Building Envelope for a future SFR in the Forest Reserve District. The property is located on Cider Mountain Rd, 14 +/- acres, parcel ID# 012003-100.

A site visit was held earlier in the day, attended by Ms. Burfoot, Mr. Rickard, Ms. Moffroid, Ms. Robbins, and Mr. Augustine. Those in attendance observed the proposed siting of a portion of the driveway, and a level portion of the property below the location proposed for a building envelope. Ms. Moffroid explained that the parcel is configured into three tiers, with the house site being proposed for the middle elevation tier.

Mr. Augustine outlined that the driveway has been planned to come off the existing drive on the neighboring property, and is constrained for the first 550 feet by the need to be located in an existing 50-foot right of way. Staying within this right of way requires that the driveway be located within the 50-foot buffer of Folsom Brook; Mr. Augustine indicated that the roadway and associated construction work would not be interfering with the stream channel. He noted that short sections of the driveway will have a completed grade above 12%, that three pullouts are planned, and that the route contains three switchbacks in order to keep the majority of the driveway slope below the 12% maximum outlined in the Regulations. He indicated that the switchbacks have been designed to accommodate larger vehicles, but that the design has not yet been reviewed by the Fire Chief. The full length of the proposed driveway is 1650 feet.

Ms. Robbins indicated that a sprinkler system will likely be required when the applications for house construction are reviewed.

Mr. Augustine provided some further information about the development plans. A wastewater system is being designed for a 5BR single family residence and 2BR accessory dwelling unit. Stormwater infrastructure is planned, including swales and a discharge to a culvert or a level spreader system. Electric power will run along or under the driveway initially, and then straight up the hill after the first switchback. There are some wetlands on the site, but no impacts to those are included in the plans; there are Class 2 and 3 wetlands in the northeast corner of the property and one Class 3 closer to, but greater than 50 feet from, the proposed building envelope.

The plans for construction of retaining walls along the roadway were discussed. Mr. Augustine explained that there is a steep slope between the second and third switchback, likely requiring a retaining wall on both the uphill and downhill sides of the road. He estimated that the wall on the downhill side will be 300 feet in length. Mr. Augustine was not able to confirm whether or not any blasting would be required. Retaining walls are also planned along the section of roadway which is only 10 or 15 feet from Folsom Brook. Mr. Augustine indicated that he had looked into the need for a State Stream Alteration Permit, and been advised that one was not necessary.

Mr. Knortz requested that a drawing be provided of the retaining walls planned to be located along Folsom Brook, including their distance from the Brook. Board members agreed that this information should be provided for further review, for both the wall planned at the corner of the roadway along the Brook and the wall at the closest point to the stream.

Mr. Elkaslasy indicated that he has concerns regarding erosion impacts on his and other downhill properties, and asked for assurance that all stormwater management planned is sufficient as well as an outline of what stabilization measures will be in place during the use of heavy equipment while construction is underway.

Board members raised several concerns regarding the proposed driveway, and noted that there will be further application materials required to be submitted. Concerns included the potential for habitat fragmentation, the encroachment on the stream buffer, and the impact on the forest cover due to the driveway construction. It was explained that justification would be needed for such a lengthy, steep driveway being constructed to serve one single-family residence, and it was asked if there is a suitable building site that can be accessed more simply.

It was explained to Mr. Augustine that a slope analysis map would need to be submitted, including information about the square footage being impacted of slopes between 15% and 25% and of slopes greater than 25%.

The Purpose of the Forest Reserve District was reviewed, with it being explained that the Board needs to review applications for development through this lens:

The Forest Reserve District is intended to protect lands characterized by high elevations, steep slopes, soils unsuitable for on-site septic disposal, intact wildlife habitat, productive forest land, headwater streams and associated water supplies and scenic resources, and to limit development in areas of town with poor access and/or proximity to public services and facilities while accommodating activities associated with the operation of an alpine ski resort, and sustainable forest management.

Other Forest Reserve District Standards were reviewed. It was noted that the lot is a preexisting nonconforming lot, as it is smaller than the 25 acres currently set as a minimum lot size. Supplemental Standards call for a pre-development site preparation plan to be submitted, which Mr. Schoellkopf indicated was partially satisfied by this application. He explained, however, that more details regarding planned tree clearing and proposed limits of development are needed before the DRB can fully review the application. He also noted that it is difficult to assess the full development of the site without house plans to review, explaining that the Board would not want to approve a driveway and then not approve construction the desired house on the site.

The Board undertook preliminary review of Conditional Use Standards.

MOTION: *Ms. Moffroid moved to find that the Standards outlined in Section 5.3 (A) (2), (3), and (5) have been satisfied by the materials included in the application. The motion was seconded by Ms. Burfoot, and passed unanimously.*

It was indicated that a review of the roadway by the Fire Department is required, and that the Regulations related to development in the Forest Reserve need to be reviewed.

Regarding the Specific Standards outlined in the Regulations, it was noted that Section 5.3 (B) (1) – (5) likely do not need to be addressed, but that 5.3 (B) (7) – (9) are subject to further review by the Board.

MOTION: *A motion to continue this hearing until December 1, 2025 at 7 pm passed unanimously.*

Application # 2025-08-CU submitted by The Vinyard Property LLC or Conditional Use approval to establish a Building Envelope and a proposed access driveway on property that is within the mapped Meadowland Overlay District. The property is located on Roth Road, parcel ID # 014000-500 in the Rural Residential District.

Ms. Burfoot recused herself from this hearing.

It was reported that a site visit had been held earlier in the day, attended by Ms. Moffroid, Mr. Rickard, Ms. Burfoot, Mr. McCain, Ms. Robbins, Mr. Gibbs, Ms. Johnson, and Mr. Johnson. The participants traveled an existing farm road to the planned house site, and noted that the forested area is generally new growth.

Mr. McCain outlined the proposal to develop the lot, which was created prior to Warren’s having zoning regulations, and is located completely within the current Meadow Overlay District. The house is planned to be built within the wooded portion of the lot, and the driveway will be sited along the route through the meadow area which is currently used as a farm road. He indicated that neighboring landowners attending the site visit had expressed concern that the house would be built too close to their properties, that he had discussed this with Ms. Burfoot, and she had agreed to adjust the proposed building envelope accordingly. Mr. McCain had provided an aerial map for the hearing, depicting a new location for the building envelope, with the western setback increased to 50 feet, the northern setback increased to 100 feet, and the southern edge of the envelope moved 75 feet to the south. This updated building envelope is within the property’s 2-acre Current Use exclusion area.

Mr. McCain further outlined that the property is generally fairly level, and no steep slopes will be impacted by the proposed development. There is already a culvert in place where the driveway will cross a small stream; there have been no instances of flooding or erosion related to that culvert, which has been in place for many years. Two other culverts are planned along the driveway, and there will be one pullout necessary due to the driveway length. The additional culverts are not necessary, but Mr. McCain explained that they are being proposed in order to provide the neighbors with more assurance that runoff will not reach their property. There will be level spreaders on the downslope side of the culverts, and the groundwater flow south of the building envelope is to the southwest, and not toward any neighboring house. The project will meet State requirements for stormwater control during construction, and will likely not require the issuance of an Operational Stormwater Permit. Mr. McCain confirmed that the applicants are amenable to a requirement for a 25-foot vegetated buffer along the northern and western property lines.

Mr. Langan spoke as an attorney on behalf of Ms. Johnson, providing his opinion that the ‘character of the neighborhood’ Conditional Use Standard speaks to the Board ensuring that the location of new housing does not impact neighbors.

Mr. Schoellkopf explained that other sections of the Regulations speak to light and noise impacts, requiring that all exterior lighting be downcast and shielded, and providing for decibel limits at property lines. He also outlined that the Meadowland Overlay is designed to protect agricultural soils, and when balancing the various standards and Overlay District requirements, the DRB needs to determine that placement of structures best protects those soils and the visual impact on meadow areas.

Mr. McCain explained that area to be used for wastewater precludes moving the building envelope further to the east, and noted other reasons for not moving the building envelope further into the lot, including not encroaching on the vineyard or the protection zone of an existing spring which serves as a neighbor's water source. In addition, the property owners intend to apply for a lot line adjustment, which will remove the northeast corner of this lot.

The purpose of the Meadowland Overlay was reviewed, and the Rural Residential District Standards were addressed.

The purpose of the Meadowland Overlay District is to promote the continuation of agriculture, protect historically viable farmland and prime agricultural soils, and preserve Warren's rural character and working landscape in accordance with the Warren Town Plan.

MOTION: *Mr. Schoellkopf moved to find that the proposed development meets or exceeds all dimensional standards included in Section 2.2 (D). The motion was seconded by Mr. Rickard, and passed unanimously.*

MOTION: *Mr. Schoellkopf moved to find that the supplemental development standards of Section 2.2 (E) have either been satisfied by the application materials presented or are not applicable. The motion was seconded by Ms. Moffroid, and passed unanimously.*

The Meadowland Overlay District Standards were reviewed.

MOTION: *Mr. Schoellkopf moved to find that the lot was created prior to January 1, 1984, and that Section 2.13 (E)(1)(b) is applicable. The motion was seconded by Mr. Ricard, and passed unanimously.*

MOTION: *Ms. Moffroid moved to find that the application, as modified at the hearing, satisfies Section 2.13 (E)(1)(b)(i)-(iii) of the Regulations. The motion was seconded by Mr. Schoellkopf, and passed unanimously.*

Conditional Use Standards were reviewed by the Board.

MOTION: *Ms. Moffroid moved to find that the Standards found in Section 5.3 (A)(1) have been satisfied. The motion was seconded by Mr. Noone and passed unanimously.*

Ms. Moffroid reiterated that many of the concerns raised by neighboring landowners may be addressed through other portions of the Land Use Regulations or Town Ordinances.

MOTION: *Ms. Moffroid moved to find that the Standards of Section 5.3 (A) (2) – (5) have been satisfied by the revised application plans. The motion was seconded by Mr. Schoellkopf and passed unanimously.*

The Specific Conditional Use Standards were reviewed.

MOTION: Ms. Moffroid moved to condition approval of the application on maintenance of a 25' vegetated buffer along the western and northern property lines for the extent of the building envelope, and on the replacement along the western portion of this buffer of any dead, diseased, or dying trees with the planting of a 1" caliper or larger native species. The motion was seconded by Mr. Schoellkopf, and passed unanimously.

No Board member suggested that other Specific Conditional Use Standards be addressed.

MOTION: Mr. Schoellkopf moved to approve Application 2025-08-CU, based upon the adjusted configuration of the building envelope proposed, and subject to: the condition that a plan satisfying all the provisions outlined during the hearing be submitted, the conditions imposed at the hearing, and all the customary conditions of approval. The motion was seconded by Mr. Rickard, and passed unanimously.

Other Business

Mylars and documents were signed.

Adjournment

The meeting adjourned at 9:20 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Development Review Board

Megan Moffroid Date

Jeff Schoellkopf Date

Jon Rickard Date

Maria Burfoot Date

Chris Noone Date