



# *Town of Mendon*

## Minutes of the June 17, 2025 Zoning Bylaw Review Committee Meeting

### **Members Present:**

- Bill Ambrosino
- Lisa Barneytonio
- Liana Moore
- Brendan Chenelle
- Anne Moreschi
- Lonnie Tinio
- Francis “Frank” [Last name not captured]
- Gabe [Facilitator/Consultant]
- Jane [Facilitator/Consultant]
- Dylan [Planning Staff]

### **1. Call to Order**

The meeting was called to order at 6:00 PM by Chair Bill Ambrosino. He announced the meeting was being recorded and that all votes would be conducted by roll call due to the remote format. Roll call attendance was taken.

### **2. Approval of Minutes**

No minutes were reviewed or approved due to Matt’s absence.

### **3. Discussion of Flag (Retreat) Lot Bylaw Revisions**

Gabe and Jane presented updated draft language and key provisions for the flag lot bylaw, referred to as "retreat lots":

- Shared curb cut required for adjacent retreat lots to reduce impermeable surfaces and driveway sprawl.
- A shared driveway provision will apply to adjacent retreat lots.
- No more than two retreat lots may have contiguous frontage or be adjacent to each other, and only along access strips.
- Minimum 1,000 feet of frontage required between retreat lots unless abutting lots share an access strip.

Minutes of the  
June 17, 2025  
Zoning Bylaw Review Committee Meeting  
--Continued--

- Retreat lots must be at least twice the minimum lot size of the zoning district.

Discussion included:

- Concerns about over-restriction promoting subdivisions instead of retreat lots.
- Clarification on minimum setbacks and lot depths.
- Agreement that restrictions support thoughtful growth while still enabling long-time property owners to develop land.

**Straw Poll Result:** General support expressed for the revised bylaw language, with several members commending the balance between regulation and flexibility. The final version will be sent to Dylan for formatting and integration.

**4. Discussion of Common Driveway Bylaw**

The committee then reviewed the draft of the shared/common driveway bylaw, which included:

- Minimum driveway width: 18 ft for residential, 25 ft for commercial/industrial.
- Maximum length: 500 ft, with the possibility of up to 800 ft by Planning Board waiver.
- Setback from intersections: minimum 100 ft.
- Occupancy permits contingent on emergency access and engineered certification.
- Limit of two lots by right, with possibility of up to four by special permit and emergency services review.
- Requirements for recording driveway easement agreements and private maintenance responsibilities.

**Key Points of Discussion:**

- Several members preferred limiting shared driveways to two lots, citing concerns about conflict and Select Board complaints.
- Others supported allowing up to four lots with special permit flexibility, referencing practices in other towns.
- The bylaw will retain a special permit requirement for all common driveways, with explicit criteria for exceeding two lots.
- A new provision will clarify that common driveways are prohibited at the end of cul-de-sacs to avoid confusion over public/private road status.
- Emphasis was placed on proper legal documentation (easement/covenant) recorded at the Registry of Deeds, with a possible Planning Board template for consistency.

**Consensus Reached:**

Minutes of the  
June 17, 2025  
Zoning Bylaw Review Committee Meeting  
--Continued--

- Default of two lots per common driveway.
- Planning Board may grant a waiver (special permit) for up to four lots, with input from Highway, Fire, and Police Departments.
- Easement/covenant must be recorded and referenced on deeds.

**5. Acknowledgements and Future Meetings**

- Gabe and Jane noted this may be their final meeting and expressed appreciation for the committee's collaborative efforts.
- Committee members offered thanks for their contributions.
- A tentative follow-up meeting was scheduled for **July 15, 2025 at 6:00 PM.**

**6. Adjournment**

A motion to adjourn was made and seconded. Roll call vote was unanimous in favor.

**Meeting adjourned at approximately 6:55 PM**

Respectfully Submitted by: \_\_\_\_\_  
Matthew C. Clark – Member/Scribe