



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.

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- 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:

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- 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