

Received 12/16/2025  
10:25am  
Tonya Hogan, TC

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

Minutes of Special Meeting November 24, 2025

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

**Attendance:**

Members

Alternates

A	Brown, Jay	X	McNamara, Susan
X	Ekblade, Eric	X	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-**

Alma Elder- spoke about the importance of renewable energy and promoting the use of solar for homes and Town buildings.

**Receipt of Applications: NONE**

**Public Hearing: NONE**

**New Business:**

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.

Ryan Scrittorale from Bensch and Rusty Malik from Bensch gave an introduction and complete overview of the project. They reviewed existing conditions, proposed additions, parking, drainage

lighting and other site improvements. A discussion regarding sidewalks took place and whether there are any connecting to this site, there are none.

Chairman Warner asked if they were looking for approval on the alternate parking shown on the plan. Mr. Scrittorale stated they did include it for consideration.

The traffic engineer reviewed the traffic report and suggestions made for offsite clearing of trees at certain intersections leading to the site. Some of those intersections were on State Roads and the rest were local roads.

The architect went over the elevation drawings, materials being used and answered questions regarding the solar panels on the building that currently exist along with any potential expansion.

With no comment from the public, the hearing was closed.

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. Final Plans to be submitted to the Town for review prior to any work being commenced.
4. 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.
5. Erosion and Sediment Control measures are to be inspected and reviewed by Town Staff after installation and before construction activities commence.
6. 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, 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.
7. 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.
8. The alternate parking shown on the plan is not approved.
9. Lighting wall packs may stay on, but all other pole lights must be shut off at 9:30 p.m.

Eric Ekblade seconded the motion. Motion carried unanimously.

b. Approval of 2026 Meeting Dates: Kathy Weber made a motion to approve the meeting dates as presented. Eric Ekblade seconded the motion. Motion carried unanimously.

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

Town Planner reported that Xenelis is almost completed moving the soil off the Town Property. An A-2 survey will be provided, and Zoe will do an inspection to confirm.

It was noted that revisions to the Site Plan application section of the regulations are being drafted for the Commission.

#### **Approval of Minutes**

1. Approval of Minutes of September 24, 2025, meeting. Kathy Weber made a motion to approve the minutes as written. Ken Hinsch 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 8:15 p.m.

Respectfully submitted,

*Robin Newton*

Robin Newton, AICP, CZEO  
Town Planner