



TOWN OF LEDYARD

Department of Land Use and Planning

Elizabeth J. Burdick, Director

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MEMORANDUM FOR THE RECORD

APPLICATION PZ#25-6SITE

REGULR MEETING – THURSDAY, AUGUST 11, 2025

Prepared by *Liz Burdick*, Director of Land Use & Planning on 08/14/25

Property Address(es): 1598 Route 12, (Parcel ID: 106/2120/1598) aka "1600 Route 12"
(Building #2), Ledyard, CT

Application: PZ#25-67SITE

Applicant(s): Gales Ferry Plaza, LLC, George Koutouzil

Applicant Address(es): P.O. Box 9431, Bolton, CT 06043

Property Owner(s): Same as Applicant.

Owner Address(es): Same as Applicant

Attorney: N/A.

Land Surveyor: Kenneth J. Picard, L.S.

Engineer: N/A.

Lot Size: 1.347-acres (58,713SSF)

Lot Frontage: 300-feet on CT Route 12

Zoning District: Gales Ferry Development District (GFDD).

Wetlands/Watercourses: Unknown.

Flood Hazard Zone: No.

CAM Zone: No.

Utilities: Public Water & individual on-site septic system.

Public Water Supply Watershed: No.

Proposed Public Improvements: No.

Legal: Submitted to Land Use Department on 7/16/25, Date of Receipt 8/14/25, Decision Required Date 10/17/25.

EXISTING CONDITIONS: The site is fully developed with two-commercial building and associated site improvements as follows:

- Fully Occupied 3-Unit One-story Commercial Building #1 (1598 Rte. 12) with three tenants including: Yoko Loko, Triple MMM Grocery Store and BH Wine & Spritz Package Store.
- Partially Occupied 5-unit Two-Story Building #2 (1600 Rte. 12) with three tenants including: Lower Level: Blast of Energy Shake Shop and a vacant unit; and Upper Level: Vanessa Salon, House of Glamour Salon and a vacant unit.

PROPOSAL: Conversion of Building #2 from commercial to mixed-use commercial/residential to construct three (3) one-bedroom single-family dwelling units on the second floor. No site improvements are proposed as part of this project. Work will consist of interior renovations only.

TOWN ENGINEER: Referred 07/23/25. Return comments pending.

FIRE MARSHAL: Referred 07/23/25. Return comments pending.

BUILDING DEPT.: Referred 07/23/25. Return comments pending.

LLHD: Referred 07/23/25. Approved on 8/14/25 with the condition that approval is based on 3 residential units and no hair salons on the second floor.

STCT DPH: N/A.

WPCA/GPU: The site is served by public water from Groton Public Utilities.

SCWA: N/A.

IWWC: N/A.

BOND: N/A.

LAND USE DIRECTOR COMMENTS: Please be advised of the following comments with regard to my review of the application, supporting documents and a plan entitled "Proposed Survey, Prepared for Gales Ferry Plaza, LLC, 1598 RT. 12, Gales Ferry, CT, Assessor's Map 106/Lot 1598, Prepared by Kenneth J. Picard, L.S., Picard Land Surveying, LLC, Dated February 3, 2017, Revised to 4/3/25 and Revised to 5/15/25":

1. Per ZR Section 6.4 (Schedule of Permitted and Specially Permitted Uses: All Non-Residential Districts), mixed use residential/commercial (§8.22) is permitted in the GFFD with a site plan application approved by the PZC.

Compliance with ZR Section 8.22 (Mixed Use (Residential & Commercial Uses):

A. The mixture of uses shall include residential uses, and any non-residential uses *currently allowed* in the Zone. **The proposal complies with this section.**

B. No individual building associated with a mixed residential and commercial use shall have residential uses allowed on or beneath the first floor, except that residential storage shall be permitted in a basement, and as excepted below. **The proposal complies with this section.**

1. For commercially zoned properties that have a legally existing Single-family Residence or Duplex as of the adoption of these regulations, any proposed new commercial construction, may maintain the residential use of the entire structure, where the commercial activity takes place in a separate building. Note: any such residential property that has converted to Mixed-use and may not convert back to its former Single-family or Duplex residential status. **Not applicable.**

2. Where residential uses and commercial uses occur within separate buildings on the same parcel, they shall be treated as one single development for purposes of signage, parking, setbacks, lot size, and buffering. Note: A Home Occupation that occurs in a detached structure accessory to a legally existing residence in a non-residential zone per §8.17 E, is not considered a "Mixed-use" development for the purposes of these regulations. **Not applicable.**

C. Each residential dwelling unit shall contain its own designated kitchen and bath facilities. **The proposal complies with this section.**

D. There is no minimum number of dwelling units. **The proposal complies with this section.**

E. For all new Mixed-Use developments, and subsequent changes in use the applicant is encouraged to meet with the Building Official and Fire Marshal to discuss the proposed mixed-occupancy and the required separation of uses and means of fire suppression prior to Commission Approval. **Staff recommends that, as a condition of any favorable approval of this application, that the Applicant attend a pre-construction meeting with the Building Official, Fire Marshal and Zoning Official prior to the issuance of a zoning permit to start work.**

2. The Applicant submitted hand-drawn floor plans showing existing conditions and proposed apartments with no change to the building footprint. Complete building plans will be required by the Building Official prior to issuance of any building permits to start the work.

3. The Applicant, on 7/29/25, submitted a B100a application to LLHD to determine suitability of the septic system for the change of use, which was approved on 08/14/25.

3. There are no "site improvements" proposed as part of this application as the dwelling units will be constructed on the second floor in the existing building footprint, but for the addition of a handicap accessible parking space & associated ramps. The applicant is proposing six (6) spaces that will be reserved for the resident of the proposed units.

4. Plan review comments:

- Revise plan to show additional handicap parking space in front of Building #2 (1600 Rte. 12) for the proposed residential use per the Building Official and any associated accessible ramps, striping, etc. and add detail for sign and required striping.
- Revise plan to show location and detail for signs designating residential parking only.
- Trash Management – Revise plan to show location of trash receptacles and screening (ZR Sec. 9.6)
- Revise plan to show any new lighting locations, if any.
- Revise Note 6 to show "Gales Ferry Development District (GFDD)."
- Revise Title Block to add Property Survey "and Site Plan."
- Revise Parking Compliance Table to 1. Show 1 required handicap parking space for Building #2 proposed residential use; and 2. Show total "on-site" parking required – 36 spaces ; 3. Showing total "on-site" parking provided - 38 spaces; and 4. Show total existing parking spaces (on-site & in State Right of Way – 80.
- Per ZR Sec. 11.2.1.E (Site Plan Submissions): " A Site Plan application shall be accompanied by detailed plans, signed and sealed by one or more appropriate professionals. Generally, in order to determine the compliance of a Site Plan with the applicable provisions of these Regulations, the Commission will require the applicant to provide all information specified in the "Site Plan Check Sheet" in Appendix B of these Regulations. However, the Commission may approve or modify and approve a Site Plan application that does not include all such information if it finds that such information is not needed to assure that the proposed use or uses will be in compliance with the substantive provisions of these Regulations. "

Staff notes the proposed change of use consists primarily of interior renovations within the existing footprint of Building #2 and minimal site improvements. Subsequently, staff suggests that by granting any favorable approval, the Commission has found that all the information specified in the "Site Plan Check Sheet" is not needed to assure the proposed use will be in compliance with the substantive provisions of the zoning regulations per ZR Sec 11.2.1.E (Site Plan Submissions).

LAND USE DIRECTOR RECOMMENDATION: APPROVE WITH CONDITIONS.

- If the Commission is inclined to approve the application, the following MOTION is suggested for any favorable approval:

I make a MOTION to APPROVE Application PZ#25-6SITE – 1598-1600 Route 12 (PARCEL ID: 106-2120-1598), Gales Ferry, CT - Applicant/Owner, George Koutouzil, Gales Ferry Plaza, LLC for site plan approval to convert existing commercial building to mixed-use commercial/residential by converting the existing second floor commercial space to three (3) one-bedroom single-family apartments within existing footprint in that the application, supporting documents and a plan entitled "Proposed Survey, Prepared for Gales Ferry Plaza, LLC, 1598 RT. 12, Gales Ferry, CT, Assessor's Map 106/Lot 1598, Prepared by Kenneth J. Picard, L.S., Picard Land Surveying, LLC, Dated February 3, 2017, Revised to 4/3/25 and Revised to 5/15/25": comply with all applicable sections of the Ledyard Zoning Regulations, with the following conditions:

1. Prior to endorsement of the final plan the following minor revisions shall be made:
 - a. Revise plan to show additional handicap parking space in front of Building #2 (1600 Rte. 12) for the proposed residential use per the Building Official and any associated accessible ramps, striping, etc. and add detail for sign and required striping.
 - b. Revise plan to show location and detail for signs designating residential parking only.
 - c. Trash Management – Revise plan to show location of trash receptacles and screening (ZR Sec. 9.6)
 - d. Revise plan to show any new lighting locations, if any.
 - e. Revise Note 6 to show "Gales Ferry Development District (GFDD)."
 - f. Revise Title Block to add Property Survey "and Site Plan."
 - g. Revise Parking Compliance Table to 1. Show one required handicap parking space for Building #2 proposed residential use; and 2. Show total "on-site" parking required – 36 spaces ; 3. Showing total "on-site" parking provided - 38 spaces; and 4. Show total existing parking spaces (on-site & in State Right of Way – 80.
2. The Commission has found that all the information specified in the "Site Plan Check Sheet" is not needed to assure the proposed use will be in compliance with the substantive provisions of the zoning regulations per ZR Sec 11.2.1.E (Site Plan Submissions) due to minimal site improvements and interior renovations to construct dwelling units on second floor within the existing footprint.
3. Four (4) final plan sets, along with a digital copy of the final plan, shall be submitted to the Land Use Dept. & shall be signed and sealed with original signatures by L.S., P.E. & C.S.S.
4. The final approved site plan set, following endorsement, shall be filed on the Land Records in the Office of the Town Clerk within 90-days following its approval, et al. No zoning permit to start work shall be issued until filed. Proof of said filing shall be submitted to the Land Use Dept.
3. An approved Zoning Permit is required prior to the start of any work.
4. Following the issuance of a zoning permit to start work, the Zoning Official and/or Land Use Director shall be contacted and a pre-construction meeting shall be held at least one-week prior to start of any work.

5. After work has commenced, any substantive changes to the approved site plan require review and approval by the Land Use Director and/or the Planning & Zoning Commission.

6 Applicant shall meet all of the requirements of the Ledyard Building Department, Fire Marshal, and Ledge Light Health District for required permitting and inspections.

7. Prior to issuance of any Certificate of Zoning Compliance, all site improvements shall be constructed in accordance with the approved site plan. A complete As-Built plan certified to A-2 accuracy shall be submitted to the Zoning Official and/or Land Use Director at their request for review & approval.

- ***IF THE COMMISSION IS INCLINED TO DENY THE APPLICATION, IT SHALL STATE UPON THE RECORD ITS REASONS FOR DENIAL.***