



TOWN OF LEDYARD

Planning & Zoning Commission

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman Marty
Wood

Regular Meeting

Thursday, August 14, 2025

6:00 PM

Council Chambers - Hybrid Format

I. CALL TO ORDER

Chairman Wood called the meeting to order at 6:05 p.m. at the Council Chambers, Town Hall Annex Building and on Zoom.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL AND APPOINTMENT OF ALTERNATES

Present Chairperson Marcelle Wood
Vice Chair Paul Whitescarver
Town Council Liaison Howard Craig
Alternate Member Matthew Miello
Alternate Member James Harwood
Alternate Member Rhonda Spaziani
Alternate Member Nathaniel Woody

Excused Commissioner Beth E. Ribe

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick
Zoning Enforcement Official, Hannah Gienau
Land Use Attorney, Robert Avena
Land Use Assistant, Anna Wynn

IV. APPROVAL OF ADDITIONS TO AND/OR CHANGES TO THE ORDER OF THE AGENDA

None.

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

None.

VI. PRE APPLICATION DISCUSSION AND/OR WORKSHOP

A. **939 Long Cove Road (Parcel ID: 107/1340/939), Gales Ferry, CT** - Preliminary Review of 2-Lot Resubdivision per Ledyard Subdivision Regulations Section 3.1.2 - Agent, Peter

Gardner, L.S., Dieter & Gardner - Applicant, Rob Hohlfelder, Mt. Kineo Builders - Property Owners, John H. Almy III & Marcy Z. Almy.

Director Burdick stated that this preapplication workshop is required by the Ledyard Subdivision Regulations.

Peter Gardner of Dieter & Gardner, 1641 Route 12. Gales Ferry, representing Mt. Kineo Builders described the location of the proposed subdivision and several details of the property and history. He described several details of the site plan that was handed out to the Commission.

Alternate Member Nate Woody asked for clarification on how the frontage of the property would be broken up. They discussed the frontage of the properties.

Director Burdick commented that staff and the applicant are working out requirements for open space in the subdivision. She stated that the applicant intends to set aside 40% of the lot for open space. Mr. Gardner and the Commission discussed future development of the property and topographic issues related to the lot. Mr. Gardner commented on public water access related to the site. Ms. Burdick stated that there is an agreement between water utility providers to switch service areas to service the proposed development. Staff and Mr. Gardner discussed that the first 3 lots would not be serviced by public water and would need septic and well installation. Alternate Member Woody and Mr. Gardner discussed any wetlands on the property, and the topography of the land makes future access to the site difficult.

VII. PUBLIC HEARINGS/APPLICATIONS

None.

VIII. OLD BUSINESS

- A. PZ#25-4SITE - 8, 9 & 11 Colby Drive, Ledyard, CT, (Parcel IDS: 68-520-8, 68-520-9, 68-520-11) - Applicant/Agent, Norm Eccleston - Owner, Habitat for Humanity of Eastern CT, for approval of regulated activities for construction of 27 single and multifamily houses and associated site improvements and completion of the ext. of Colby Drive including utilities drainage structures, and detention pond (Submitted 5/20/2025, Date of Receipt 6/12/25, Tabled to 7/10/25, DRD 8/16/25)

Director Burdick stated that the Executive Director of Habitat for Humanity, Sarah Lufler, had submitted a request to table the application to the next regular scheduled meeting to allow more time for site plan revisions. She read into the record FD#5.

MOTION to table application PZ#25-4SITE to the PZC Regular Meeting of September 11, 2025

RESULT: TABLED

AYE: 6 Wood, Whitescarver, Craig, Miello, Harwood, and Spaziani

EXCUSED: 1 Ribe

NON-VOTING 1 Woody

- B.** Discussion & Decision: PZ#25-2ZRA- Applicant/Agent: Eric Treaster for Proposed Zoning Regulations Text Amendments for the Development of multifamily dwellings. *(Submitted 3/12/25, Date of Receipt 3/13/25, PH must open within 65 days by 5/16/25. PH orig. set for 5/8/25, Opening of PH postponed to 6/12/25 with 27-day ext. granted., PH opened 6/12/25 PH Cont. to 6/26/25, PH cont. 7/10/25, PH cont. to 7/31/25 with 16-day ext. granted, PH must close by 7/31/25, DRD 65 Days from close PH).*

MOTION to table application PZ#25-2ZRA to the PZC Regular Meeting of September 11, 2025

RESULT: TABLED

MOVER: Howard Craig

SECONDER: James Harwood

AYE: 6 Wood, Whitescarver, Craig, Miello, Harwood, and Woody

EXCUSED: 1 Ribe

NON-VOTING 1 Spaziani

IX. NEW BUSINESS

- A.** **PZ#25-5SITE** - 750 (aka "748") Colonel Ledyard Highway, Ledyard, CT - Property Owner, Dominick Ceravolo - Applicant, Ryan Forestt, Ryan's Reliable Services, LLC & Reliable Roadside Assistance, Inc. for site plan approval for two businesses for 1. Light Duty Towing and Roadside Assistance and 2. Full Service Landscape Company. (Submitted 7/09/25, Date of Receipt 7/10/25, DRD 9/12/25)

Director Burdick stated that the applicant and Mr. Garnder are revising the site plan and have requested to be tabled to the next meeting.

MOTION to table application PZ#25-5SITE to the PZC Regular Meeting of September 11, 2025

Discussion: The Commission and staff briefly discussed the site plan that was submitted with the application. Director Burdick stated that the plan that was submitted is only existing conditions. They briefly discussed the historical use of the property.

RESULT: TABLED

AYE: 6 Wood, Whitescarver, Craig, Miello, Harwood, and Spaziani

EXCUSED: 1 Ribe

NON-VOTING 1 Woody

- B.** **PZ#25-6SITE** - 1598 Route 12, Gales Ferry, CT (PARCEL ID: 106-2120-1598) - Applicant/Owner, George Koutouzil, Gales Ferry Plaza - for approval of conversion of second level to 3 one bedroom apartments within existing footprint of building (Submitted 7/16/25, Date of Receipt 8/14/25, DRD 10/18/25)

Director Burdick read her staff report for the record marked as FD#6.

Applicant, George Koutouzil, stated that he would take any questions from the Commission. Chairman Wood asked if the applicant felt there would be any issues meeting the requirements from the building department and the suggested conditions of approval. The applicant stated that he could meet all necessary requirements. He and the Commission discussed accessibility on the site. Commissioner Woody stated that he would like to see better outdoor lighting for the plan.

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 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 lighting locations.
 - 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; 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.

5. An approved Zoning Permit is required prior to the start of any work.

6. 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.

7. 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.

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

9. 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.

RESULT: APPROVED WITH CONDITIONS

MOVER: Howard Craig

SECONDER: Matthew Miello

AYE: 6 Wood, Whitescarver, Craig, Miello, Harwood, and Spaziani

EXCUSED: 1 Ribe

NON-VOTING 1 Woody

C. Sustainable CT Ad Hoc Committee: Discussion

Director Burdick read the resolution into the record. The Commissioner briefly discussed requirements of the committee and their goals.

D. Discussion of Reports - Center for Housing Opportunities, Beth Sabilia, Exec. Director:

Director Burdick stated that Beth Sabilia would be available to come on September 11th to speak with the Commission on the reports.

Commissioner Woody stated that he felt that the reports were directly applicable to Ledyard because it looked at New London County as a whole.

X. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

A. PZC Regular Meeting Minutes of July 10, 2025

MOTION to approve the PZC Regular Meeting Minutes of July 10, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: James Harwood

SECONDER: Howard Craig

AYE: 6 Wood, Whitescarver, Craig, Miello, Harwood, and Spaziani

EXCUSED: 1 Ribe

NON-VOTING 1 Woody

B. PZC Special Meeting Minutes of July 31, 2025

MOTION to approve the PZC Special Meeting Minutes of July 31, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Matthew Miello

SECONDER: James Harwood

AYE: 6 Wood, Whitescarver, Craig, Miello, Harwood, and Spaziani

EXCUSED: 1 Ribe

NON-VOTING 1 Woody

XI. CORRESPONDENCE

None.

XII. REPORTS

A. ZEO Staff Report of August 14, 2025

ZEO, Hannah Gienau, stated if the Commission has any questions they could email her or call her office.

B. Planner Staff Report of August 14, 2025

No report.

XIII. ADJOURNMENT

Commissioner Craig moved the meeting be adjourned, seconded by Commissioner Miello

VOTE 0 Approved and so declared, the meeting was adjourned 9:23 p.m.

Respectfully submitted,

Secretary Beth Ribe
Planning & Zoning Commission

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.