



TOWN OF LEDYARD

CONNECTICUT

PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551

Chairman Marcelle Wood

HYBRID FORMAT
REGULAR MEETING

~ MINUTES ~

Thursday, October 9, 2025

6:00 PM

Council Chambers, Town Hall Annex

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 APPOINTMENT OF ALTERNATES

Present:

Commissioner, Matthew Miello
Commissioner, James Harwood
Alternate Member Rhonda Spaziani
Alternate Member, Nate Woody
Alternate Member, Greg Lockhart
Chairman Marty Wood
Secretary, Beth E. Ribe

Excused: Vice Chairman Howard Craig

In addition, the following were present:

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

Chairman Wood stated that Alternate Member Nate Woody would be seated for excused regular member Howard Craig.

IV. APPROVAL OF ADDITONS TO AND/OR CHANGES TO ORDER OF THE AGNEDA

Staff stated that old business item A. for application PZ#24-12SITE should display the following legal dates as follows: Mylar Filing Date 4/9/25. 1 Request for 90-day ext. of time to file site plan mylars approved on 4/10/25. New Mylar Filing Date 7/8/25. Mylars not filed to date. Staff request for PZC to void the 1/9/25 site plan approval with conditions.

Chairman Wood stated that the Commission would incorporate the corrections to the dates.

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Eric Treaster, 10 Huntington Way, Ledyard, stated that the PZC Draft Minutes of September 11, 2025 contained reference to the meeting video. He stated his concerns that in the future accessing the video recording may not be accessible for residents and that the minutes should not reference material that cannot be accessed easily.

He made additional comments about the Commission rewriting their parking regulations.

VI. Executive Session: Litigation. City of Groton v. Town of Ledyard Planning & Zoning Commission, Et Al.

MOTION to enter executive session to receive a legal briefing from Attorney Robert Avena on the City of Groton v. Town of Ledyard Planning & Zoning Commission, Et Al.

RESULT: 5-0 ENTER EXECUTIVE SESSION
MOVER: Wood
SECONDER: Woody
AYES: 5 Woody, Ribe, Miello, Harwood, Wood
NON-VOTING: 2 Rhonda, Lockhart

Director Burdick asked that Chairman Wood amend the motion and to invite her into the executive session

AMEND the motion to enter the executive session to receive a legal briefing from Attorney Robert Avena on the City of Groton v. Town of Ledyard Planning & Zoning Commission, Et Al. and to invite Attorney Robert Avena and the Director of Land Use & Planning, Elizabeth Burdick into the session.

RESULT: 5-0 AMEND MOTION
MOVER: Wood
SECONDER: Woody
AYES: 5 Woody, Ribe, Miello, Harwood, Wood
NON-VOTING: 2 Rhonda, Lockhart

MOTION to resume the regular meeting at 6:52 p.m. and no votes were taken.

RESULT: 5-0 RESUME REGULAR MEETING WITH NO VOTES TAKEN
MOVER: Wood
SECONDER: Ribe
AYES: 5 Woody, Ribe, Miello, Harwood, Wood
NON-VOTING: 2 Rhonda, Lockhart

VII PRE-APPLICATIONS OR WORKSHOP

None.

VII. PUBLIC HEARING/ APPLICATIONS

A. Public Hearing: PZ#25-7SUP - 750 (aka "748") Colonel Ledyard Highway (Parcel ID: 67-530-750), Ledyard, CT - Property Owner, Dominick Ceravolo - Applicant, Ryan Forrestt, Ryan's Reliable Services, LLC for special use permit approval for commercial services businesses. (Submitted to Land Use Dept. 09/16/25, Date of Receipt 10/9/25, PH Scheduled for 10/9/25, PH must close by 11/12/25, DRD 65 Days after Close PH).

Chairman Wood opened the public hearing.

Director Burdick reviewed how the application was originally submitted as a site plan application but needed to be a special use permit application due to the zone and proposed business. She summarized her staff report for the Commission.

Agent Peter Gardner of Dieter & Gardner, representing the applicant Ryan Forrestt gave a brief presentation of the site plan and then stated that he has already requested an extension of time to give the applicant more time to complete their application.

Applicant Ryan Forrestt, 211 Butlertown Road, Waterford, introduced himself to the Commission. Commissioner Woody asked for clarification on the use of the building on the property. Commissioner Harwood asked for clarification if the applicant still intended to store mulch and manure on the property. The applicant stated no.

Director Burdick stated that she gave the applicant an opportunity to revise the plan to include landscaping storage with conditions.

MOTION to continue the public hearing on application PZ#25-7SUP to the next PZC Regular Meeting of November 13, 2025 and accept the 1-day extension of time

RESULT: 5-0 CONTINUED

MOVER: Woody

SECONDER: Ribe

AYES: 5 Wood, Ribe, Miello, Harwood, Woody

NON-VOTING: 2 Rhonda, Lockhart

B. Discussion & Decision: PZ#25-7SUP - 750 (aka "748") Colonel Ledyard Highway (Parcel ID: 67-530-750), Ledyard, CT - Property Owner, Dominick Ceravolo - Applicant, Ryan Forrestt, Ryan's Reliable Services, LLC for special use permit approval for commercial services businesses. (Submitted to Land Use Dept. 09/16/25, Date of Receipt 10/9/25, PH Scheduled for 10/9/25, PH must close by 11/12/25, DRD 65 Days after Close PH).

RESULT: TABLED

VIII. OLD BUSINESS

A. PZ#25-4SITE - 8, 9 & 11 Colby Drive (Parcel IDS: 68-520-8, 68-520-9, 68-520-11); Colby Drive (Parcel ID: 68/530/680); and 16 Highview Terrace, 5 Colby Drive & 6 Colby Drive (Easement Only) (Parcel ID: 68/960/16), Ledyard, CT, - Applicant/Agent, Norm Eccleston - Owner, Habitat for Humanity of Eastern CT for approval of regulated activities for construction of 27 multi-family structures for 38 dwelling units and associated site improvements, inc. completion of Colby Drive, inc. utilities, drainage structures, and detention pond. (Submitted 5/20/2025, Date of Receipt 6/12/25,

Tabled to 7/10/25 & 8/14/25, Orig. DRD 8/16/25, Tabled to 9/11/25 w 26-day Ext. Time, Tabled to 10/9/25 w 28-day Ext. Time. New DRD 10/09/25).

Director Burdick briefly reviewed the most recently revised plans with the commission. She reviewed her staff report marked as file document #38 for the application. She spoke to the town's overall goal of developing Ledyard Center to be more walkable and a functional town center.

Commissioner Woody asked if the houses are going to be owned or rented. Sarah Lufler, Executive Director of Habitat for Humanity, stated that Habitat for Humanity will own the land but the residents will own the homes. Commissioner Woody and Sarah Lufler clarified that all grounds on the property will be maintained by Habitat for Humanity except the exclusive use areas which will be the responsibility of each individual owner.

Commissioner Harwood asked if there were restrictions on what can be planted at each lot. Nancy Levesque of Benesch stated that those things would be included in the deed restrictions for each home. The Commission and the applicant discussed who is responsible for outside-building maintenance. Sarah Lufler clarified that the homeowners will be responsible for their individual homes but Habitat for Humanity will be responsible for any shared spaces. They clarified that the residents will own the home but Habitat for Humanity will own the land.

Chairman Woody asked if Habitat for humanity had ever done a development this big. She stated that their largest at this time is 10 homes and that this is the largest they have ever done.

Commissioner Harwood asked if they would constructing the development in phases. The applicant and the Commissioner reviewed the development plans.

Commissioner Ribe asked if the Passive House Certified homes are built to be sustainable by requiring less energy and having the materials last longer. Director Burdick added that the development would be adding more walkability in Ledyard Center and would contribute points to the sustainable CT Certification.

Commissioner Woody asked who would make the call on retaining walls. Norm Eccleson stated that they would begin grading the property and if they decide they're running into an issue, they would contact the Land Use Department and revise the plan to accommodate necessary changes.

Commissioner Woody stated that Colby Drive would be a town road, and all the driveways would be owned by habitat for humanity. They stated yes.

MOTION to APPROVE PZ#25-4SITE - 8, 9 & 11 Colby Drive (Parcel IDS: 68-520-8, 68-520-9, 68-520-11); Colby Drive (Parcel ID: 68/530/680); and (Easement Only) 16 Highview Terrace (Parcel ID: 68/960/16), 5 Colby Drive (Parcel ID: 68-520-5) & 6 Colby Drive (Parcel ID: 68-520-6), Ledyard, CT, - Applicant/Agent, Norm Eccleston - Owner, Habitat for Humanity of Eastern CT for approval of for construction of 27 multi-family structures for 38 dwelling units and associated site improvements, inc. completion of Colby Drive, inc. utilities, drainage structures, and detention pond, in that the application, supporting documents and plans entitled "Habitat for Humanity, Multi-Family Residential Affordable Housing Development Per C.G.S. §8-30g, Lots 8, 9 & 11 Colby Drive, Ledyard, CT, Prepared for Habitat for Humanity, Prepared by Alfred Benesch & Company, Dated May 19, 2025, revised to 9/29/25"; "Site plan Sheet C2.0, Revised to 10/2/25;" Sight Line Distance Plan Sheet SD1.0 Revised to 10/01/25;" and "Exclusive Use Area Plan Revised to 10/06/25" comply with all applicable sections of the Ledyard Zoning Regulations, with the following conditions:

1. The final Affordability Plan shall be revised to reference the latest plan set and shall be submitted to the Director of Land Use & Planning for review and for approval by the Town

Attorney and shall be filed on the Land Records in the Office of the Town Clerk at the time of the filing of the final site plan set.

2. Applicant shall file Common Interest Community documents for the development on the Land Records in the Office of the Ledyard Town Clerk at the time of the filing of the AHP and any approved site plan.

3. All drainage/stormwater structures shall be maintained in accordance with the approved plan set and the Stormwater Management Plan Revised to 9/29/25.

4. Internal private roadways to access individual driveways for dwelling units must comply with the Town's standards for road construction ZR Section 7.4.

5. Any changes to the approved grading plan after the start of construction shall be submitted to the Director of Land Use & Planning and reviewed & approved by the Town Engineer.

6 Detail for outdoor lights installed on individual homes shall be submitted with individual zoning permits for review & approval by staff.

7. All property & business owners impacted by the construction of the new road shall be notified at least seven (7) days prior to any work that may impact the property and access to said properties shall be maintained.

9. Prior to the issuance of a zoning permit to start site work, a SESC Bond in the amount of \$79,303.50 shall be submitted to the Town of Ledyard in a form approved by the Finance Director.

10. Prior to the issuance of a zoning permit to start site work, a Road Bond in the amount of \$1,214,343.62 shall be submitted to the Town of Ledyard in a form approved by the Finance Director.

11. Final complete revised 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 P.E., LS & Soil Scientist.

12. 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. No zoning permit to start work shall be issued until filed. Proof of said filing shall be submitted to the Land Use Dept.

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

14. Permits for individual homes shall be reviewed & approved by Ledge Light Health District, as needed, the Zoning Official and the Ledyard Building Official.

15. The Zoning Official must be contacted and a pre-construction meeting shall be held at least one week prior to the start of any work.

16. Soil Erosion and Sediment Controls shall be installed in accordance with the approved plans and inspected by the Zoning Officer and/or Town Engineer prior to the start of any work.

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

18. A final As-Built plan showing all site improvements per the approved plan, including finished grades, shall be submitted to the Zoning Official for review and approval prior to issuance of any certificate of zoning compliance.

MOVER: Woody

SECONDER: Harwood

Discussion Followed:

The Commission discussed leaving in number six as a condition of approval. They discussed potential issues with the lighting of the development.

RESULT: 5-0 APPROVED WITH CONDITIONS

MOVER: Woody

SECONDER: Harwood

AYES: 5 Wood, Ribe, Miello, Harwood, Woody

NON-VOTING: 2 Rhonda, Lockhart

IX. NEW BUSINESS

A. PZ#24-12SITE - 5A Lorenz Industrial Parkway, (Parcel ID: 138-1380-5A), Ledyard, CT, 06339 - Agent, Peter Gardner - Applicant/Owner, A&R Associates Inc. for site plan approval for new 2370SF building and associated site improvements. Approved by the PZC on 1/9/25. Mylar Filing Date 4/9/25. 1 Request for 90-day ext. of time to file site plan mylars approved on 4/10/25. New Mylar Filing Date 7/8/25. Mylars not filed to date. Staff request for PZC to void the 1/9/25 site plan approval with conditions.

Director Burdick reviewed the application timeline for the Commission and stated that the applicant has run out of time to file site plan mylars with town of Ledyard and is requesting the Commission to void the application.

Peter Gardner of Dieter & Gardner, 1641 CT-12, Gales Ferry, stated that he has not been able to contact the property owner over the last few months. He stated that if the applicant wants to he can reapply. Director Burdick stated that the Planning & Zoning Commission will need to void the application as well as post a Notice of Decision in The Day.

MOTION to void application PZ#25-12SITE due to failure to file mylars with the town

RESEULT: 5-0 VOIDED

MOVER: Woody

SECONDER: Miello

AYES: 5 Wood, Woody, Harwood, Millo, Ribe

NON-VOTING: 2 Spaziani, Lockhart

X. APPROVAL OF MINUTES

A. PZC Regular Meeting Minutes of September 11, 2025

MOTION to approve the PZC Special Meeting Minutes of September 11, 2025

MOVER: Harwood

SECONDER: Woody

Discussion:

Commissioner Harwood and Commissioner Woody discussed the difference of transcription and summary in minutes. They discussed the legal requirements for record keeping.

RESULT: 5-0 APPROVED AND SO DECLARED

MOVER: Harwood

SECONDER: Woody

AYES: 5 Wood, Woody, Harwood, Miello, Ribe

NON-VOTING: 2 Rhonda, Lockhart

XI. CORRESPONDENCE

None.

XII. REPORTS

A. Planner's Report of October 9, 2025

Director Burdick stated that at the last PZC Regular Meeting the Commission asked her to find outside assistance to rewrite the Ledyard Parking regulations. She said that she initially reached out to the Southeastern Council of Government per the request of the Commission but received no response. She stated that she had reached out to Tyche Planning for a potential contract. She read into the record the scope of work provided by Tyche Planning. Staff and the Commission continued to discuss. The Commission gave their support to hire Tyche Planning to assist in the rewrite of the parking regulations.

Staff and the Commission briefly discussed new requirements for Coastal Area Management applications.

B. ZEO Staff Report of October 9, 2025

Zoning Enforcement Official, Hannah Gienau, briefly reviewed her staff report with the Commission.

XIII. ADJOURNMENT

Commissioner Ribe moved the meeting be adjourned, seconded by Commissioner Woody

VOTE: 5- 0 Approved and so declared, the meeting was adjourned 8:10 p.m.

Respectfully submitted,

Chairman Wood
Planning & Zoning Commission