



# TOWN OF LEDYARD

## Land Use/Planning/Public Works Committee

### Meeting Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Chairman S. Naomi  
Rodriguez

#### Regular Meeting

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**Monday, February 5, 2024**

**6:00 PM**

**Town Hall Annex - Hybrid Format**

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In -Person: Council Chambers, Town Hall Annex Building

Remote Participation Information is Noted Below:

**Join Zoom Meeting from your Computer, Smart Phone or Tablet:**

**<https://us06web.zoom.us/j/86482187683?pwd=OB3Ay11FqmQN1T2Cli3HjehKrsdvgg.1>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 864 8218 7683 Passcode: 583187**

#### I CALL TO ORDER

The meeting was called to order by Councilor St. Vil at 6:00 p.m. at the Town Hall Annex Building.

Councilor St. Vil welcomed all to the Hybrid Meeting. He stated for the Town Council Land Use/Planning/Public Works Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town's Website - Granicus-Legistar Meeting Portal.

#### II. ROLL CALL

**Present:** Gary St. Vil  
Jessica Buhle  
Kevin Dombrowski

In addition, the following were present:

S. Naomi Rodriguez Town Council Chairman  
Juliet Hodge Director of Planning & Development  
Roxanne Maher Administrative Assistant

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

Councilor St. Vil stated the Town received the *BETA Consulting Engineers Pavement Management Report* dated November 21, 2023 which showed that Ledyard's Road Surface Rating (RSR) was 86.50 (on a 100-point scale). He stated per their Road Surfacing Rating (RSR) Plan, Ledyard has been investing about \$1+/- million annually to Road Restoration to continue to improve and maintain their roads. He stated that the annual appropriations were funded by Town Aide Road (TAR) Grant Funding, other Grant programs, and Tax Dollars.

**Additional Background:** In 2010 the Town engaged BETA Consulting Engineers to provide guidance relative to their Road Resurfacing and Preservation Management Plan. Based on BETA Consulting Engineer's initial analysis, Ledyard's Road Surfacing Rating (RSR) was 75 (on a 100-point scale). At the May 17, 2011 Referendum the townspeople approved to Bond \$3,500,000 to begin implementing a Road Restoration Program for the town's 110 miles of roads. The bond funding was authorized to be expended during the period of 2011- 2013. Since that time the Town has been annually budgeting about \$1+/- million for road improvements/maintenance.

V. APPROVAL OF MINUTES

MOTION to approve the Land Use/Planning/Public Works Committee Regular Meeting Minutes of January 8, 2024.

Moved by Councilor Buhle, seconded by Councilor Dombrowski

**VOTE: 3 - 0 Approved and so declared**

**RESULT: APPROVED AND SO DECLARED**

VI. OLD BUSINESS

1. Continued discussion regarding the progress of enforcing regulations to address blight issues.

Councilor Dombrowski stated that he reviewed the Blight Report for the period of July 17, 2023 - January 2, 2024, noting that it appears that Blight Enforcement Official has been able to obtain voluntary compliance from residents.

Councilor St. Vil noted as he stated at the LUPPW Committee's January 8, 2024 meeting, that the Open Issues listed on the Report were new to the fourth quarter of 2023 and that they appear to be progressing toward compliance. He noted Ordinance #300-012 "*An Ordinance Concerning Blight and Public Nuisance for the ton of Ledyard*" was effective.

Councilor Buhle questioned how often the LUPPW Committee received an updated

Blight Report. Director of Planning & Development Juliet Hodge stated that the previous LUPPW Committee requested that they receive the Blight Reports quarterly. However, she stated that Assistant Zoning Official/Blight Enforcement Officer Alex Samalot has been preparing an updated the Blighted Properties List on a monthly basis for the Planning & Zoning Commission.

Councilor Buhle stated if there were no objections from the members of the LUPPW Committee that she would prefer to receive an updated Blight Reports monthly. The LUPPW Committee agreed.

**RESULT:** CONTINUE

2. Spicer Homestead Ruins - Historical Research and Photos.

Councilor St. Vil provided a recap regarding the initiative to designate the Spicer Homestead Ruins, that was located within the Clark Farm property, as a Registered Historical Site. He stated Historic District Commission member Earl (Ty) Lamb attended the Land Use/Planning/Public Works Committee's (LUPPW) January 8, 2024 meeting. He stated the following work to begin the process was agreed on:

- *Roles and Responsibilities Document* - Councilor St. Vil stated that has been working to draft the *Roles and Responsibilities Document*. He stated that he would present the draft at the LUPPW Committee's April 1, 2024 meeting.
- *Milestone Road Map* - Councilor St. Vil stated that Mr. Lamb agreed for the Historic District Commission to take the lead to develop the *Milestone Road Map* to outline the process for the town to apply for a Historic Designation for the Spicer Homestead Ruins from the State. He noted in speaking with Mr. Lamb that he would also be prepared to present the *Milestone Road Map* at the LUPPW Committee's April 1, 2024 meeting for review and discussion.

**RESULT:** CONTINUE

3. Any other Old Business proper to come before the Committee.

None.

VII. NEW BUSINESS

1. MOTION to acknowledge proposed revisions to Appendix pertaining to Ordinance #300-003 "An Ordinance Establishing Permit Fees for New Construction, Alternation, Removal, Demolition or Other Building Operation in the Town of Ledyard" as presented in the draft dated January 23, 2024.

DRAFT: 1/23/2024

Ordinance #300-003

APPENDIX  
TOWN OF LEDYARD

PERMIT FEE AND INSPECTION FEE SCHEDULE  
NEW CONSTRUCTION, ALTERATION, REMOVAL, DEMOLITION OR  
OTHER BUILDING OPERATIONS

BUILDING PERMITS & TRADE PERMITS **FEES**, WHICH INCLUDE ELECTRICAL PLUMBING AND MECHANICAL

~~Ten~~ **Fifteen Dollars (\$15.00)** ~~(\$10.00)~~ per Thousand Dollars (\$1,000), or part thereof, of estimated value based on the present cost of material and labor. **Fee includes the State Education fee of .26 per \$1,000 of construction value.**

**CERTIFICATE OF OCCUPANCY:**

**Ten Dollars (\$10.00) (For Additions/New Homes/New Bathrooms or Bedrooms/Detached Garages/Sheds > 200sf - Added to the initial Building Permit Fee at time of submission.)**

**DEMOLITION PERMITS:**

**For Residential structures, Two Percent (2%) ~~Ten Dollars (\$10.00) per Thousand Dollars (\$1,000.00), or any part thereof,~~** of value computed on the Assessor's fair market value of the structure to be demolished.

**For Commercial or Industrial structures Five Percent (5%) of value computed on the Assessor's fair market value of the structure to be demolished.**

**APPLICATION FEES WILL NOT BE REFUNDED REGARDLESS OF PERMIT STATUS OR OUTCOME**

Acknowledged by the Ledyard Town Council on: \_\_\_\_\_

S. Naomi Rodriguez, Chairman

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Revision: Appendix Acknowledged May 23, 1990; Acknowledged on October 28, 2020

History:

2024:

Paragraph 1: Increased Fee ~~\$10.00~~ to \$15.00

Added: “*Fee includes the State Education fee of .26 per \$1,000 of construction value.*”

Added New Paragraph: “*Certificate Of Occupancy*”

Demolition Permits Paragraph: Added the following language: “*For Residential structures, Two Percent (2%)*” “*For Commercial or Industrial structures Five*

*Percent (5%) of value computed on the Assessor's fair market value of the structure to be demolished.”; “Application fees will not be refunded regardless of permit status or outcome.”*

Moved by Councilor Dombrowski, seconded by Councilor Buhle

Discussion: Director of Planning & Development Juliet Hodge noted that the proposed revised *Permit Fee Schedule* would raise the current Fee from \$10.26 per \$1,000 of construction value to \$15 per \$1,000 of construction value. She stated the \$15.00 would include the State fee of .26 per \$1,000.

Councilor Dombrowski stated that other than working to bring Ledyard’s Permit Fees in line with area towns, that the background information did not provide any justification to increase the Permit Fees. He stated per the state statute that the purpose of the Permit Fees was to cover the cost of processing the Permit; such as legal notices and other related expenses. He stated the Permit Fee were not intended to generate revenues.

Ms. Hodge stated that Ledyard’s current Permit Fees did not accurately reflect today's prices and were significantly below the average compared to neighboring towns. She stated the Town was looking to implement software that would provide the ability for the public to Apply on-line for Permits, explaining the use of the on-line Permit Program would also help to streamline the approval process relative to the required reviews and workflow such as Ledge Light Health District, and others who were required to review the Application and sign off.

Ms. Hodge continued by explaining the justification to increase the Permit Fees was to cover the cost of expenses to process the Permit such as the on-line Permit Program, Staff time to review the Applications, Legal Notices/Reviews, use of vehicle to visit projects, etc.

Councilor Dombrowski stated that he was not against increasing the Permit Fees; however, he stated that he was questioning the need for a 50% increase. He stated the Permit Fees cannot be called “*Revenues*”. Ms. Hodge explained that it would be difficult to calculate the costs that were involved with the Permit Process that she noted this evening. She stated based on the increased Permit Fees that the town would not be making a profit, and she noted the Fees that were collected in the Land Use Office are recorded in the Annual Budget as a “*Revenue*”. Councilor Dombrowski stated expenses such as the vehicle or staff time were not eligible expenses to be included in the cost to process a permit, explaining that the town would have the vehicle and staff in place whether they received Permit Applications or not.

Councilor Dombrowski continued by questioning how the Demolition Fees were determined. Ms. Hodge explained that some towns charged a flat fee for the demolition of a structure. However, she stated that she and Building Official Seumas Quinn agreed that using *a percentage of value computed on the Assessor's fair*

*market value of the structure to be demolished* would be a fair approach.

Ms. Hodge went on to state in accordance with Section 3.1 of the Building Code that the Building Official was authorized to establish the Fees, noting that Town Council approval was not required.

Councilor Dombrowski stated in accordance with CGS Chapter 98 *Municipal Powers Act* the Town Council has the authority to set fees.

Ms. Hodge stated that Ordinance #300-003 “*An Ordinance Establishing Permit Fees for New Construction, Alternation, Removal, Demolition or Other Building Operation in the Town of Ledyard*” prescribed the Establishment of Permit Fees. However, she stated in accordance with Section 3.1 of the Building Code that the Building Official was authorized to establish the Fees by the approved rules and schedule of unit rates for buildings and structures of all use groups and types of construction as classified and defined in Articles 1, 3 and 4 of the Building Code. She stated that it has been the Town Council’s practice to “*acknowledge*” the Building Permit Fees set forth by the Building Official; noting that Town Council action was not required.

Councilor Buhle stated that she would support *acknowledging* the revised Permit Fees as submitted by the Building Official, noting that the on-line Permit Application software would be a good step forward for both the public and staff.

Councilor St. Vil stated that he respected Councilor Dombrowski’s perspective. He noted for clarification that tonight’s Motion was to “*acknowledge*” the Building Permit Fees as presented in the draft dated January 23, 2024.

Councilor St. Vil noted that the proposed Building Permit Fees would now move forward to the Finance Committee for their review. He requested clarification regarding the process asking whether the Town Council would also be required to “*acknowledge*” the Building Permit Fees. Administrative Assistant Roxanne Maher responded stating it has been the Town Council’s practice to “*acknowledge*” the Building Permit Fees.

Ms. Hodge stated Town Council action was not required and that she would contact the Land Use Attorney tomorrow to obtain clarification regarding setting the Building Permit Fees.

**VOTE: 2 - 1 Approved and so declared (Dombrowski not in favor)**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Kevin Dombrowski

**SECONDER:** Jessica Buhle

**AYE:** 2 St. Vil and Buhle

**NAY:** 1 Dombrowski

2. Any other New Business proper to come before the Committee.  
None.

IV ADJOURNMENT

Councilor Buhle moved the meeting be adjourned, seconded by Councilor St. Vil.

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:23 p.m.

Respectfully submitted,

Gary St. Vil  
Committee Chairman  
Land Use/Planning/Public Works Committee

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