



## TOWN OF LEDYARD

### Department of Land Use and Planning

*Elizabeth J. Burdick, Director*

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#### **MEMORANDUM FOR THE RECORD**

#### **APPLICATION PZ#25-1SITE**

#### **REGULAR/SPECIAL MEETING – THURSDAY, MARCH 13, 2025**

Prepared by *Liz Burdick*, Director of Land Use & Planning on 03/05/25

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**Property Address(es):** 740 Colonel Ledyard Highway, (Parcel ID: 67-530-740), Ledyard, CT

**Application:** PZ#25-1SITE – Conversion of existing commercial building to 12 residential dwelling units and associated site improvements.

**Applicant(s):** Ledyard Center, LLC, Sal Monarca

**Applicant Address(es):** 80 Industrial Park Access Rd, Middlefield, CT 06455

**Property Owner(s):** Same as Applicant.

**Owner Address(es):** Same as Applicant

**Attorney:** N/A.

**Land Surveyor:** Unknown.

**Engineer:** Normand Thibeault, Jr., P.E., Killingly Engineering

**Lot Size:** Not shown on plans. 43-acres per Assessor records.

**Lot Frontage:** Not shown on plans. 620-feet+ on State Road Colonel Ledyard Highway (CT Rte. 117) and 420-feet on Iron Street (CT Rte. 214) per Town GIS.

**Zoning District:** Ledyard Center Development District (LCDD).

**Wetlands/Watercourses:** Yes. No regulated activities associated with the proposed residential development.

**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 2/10/25. Date of Receipt 2/13/25. Tabled to the 3/13/25 meeting. DRD 04/18/25.

**EXISTING CONDITIONS:** Vacant space formerly Ledyard Center School and/or commercial space.

**PROPOSAL:** Conversion of vacant commercial/former school space to 12 age-restricted residential dwelling units (2 two-bedroom, 10 1-bedroom).

**TOWN ENGINEER:** Referred 2/10/25.

**FIRE MARSHAL:** Referred 2/10/25.

**BUILDING DEPT.:** Referred 2/10/25.

**LLHD:** See comments dated 5/3/24. Referred to LLHD 3/5/25.

**STCT DPH:** N/A.

**WPCA:** Please provide letter from Ledyard WPCA regarding provision of water supply for the development.

**SCWA:** N/A.

**IWC:** N/A.

**BOND:** SESC Bond estimate in the amount of \$21,275 submitted to Town Engineer for review & approval.

**LAND USE DIRECTOR COMMENTS:** Please be advised of the following comments with regard to my review of the application, supporting documents and a plan set entitled "Proposed Housing Development, Colonel Ledyard Highway (Rt 117), Ledyard, CT, Prepared for Acronom Masonry, Inc., Prepared by Killingly Engineering Associates, Dated 10/15/24, Revised to 2/07/2025":

**Plan Review Comments:**

**General Comments:**

This is a modification of site plan approval granted by the PZC on 6/11/2020 for the existing retail/commercial uses of the former school.

The proposal is to construct 12 residential dwelling units in the rear building formerly used as the Ledyard Center School or as commercial rental units. Multi-family dwellings are permitted uses in the LCCD zone per Section 6.4 (Schedule of Permitted and Specially Permitted Uses: All Non-Residential Zones) per ZR Sec. 8.15/8.28(Dwellings, Multi-Family - See Residence , Multi-Family) and ZR Sec. 8.22 (Mixed Use (Residential & Commercial Uses). Per 8.22 B.2, "Where residential uses and commercial uses occur within separate buildings on the same lot, they shall be treated as one single-development for purposes of signage, parking, setbacks, lot size and buffering."

The plan set is incomplete as submitted. There is no survey submitted as part of this application, nor are there any map references shown on the plan set. No lot area or metes & bounds of the property are shown on the plan set. There is no zone or zoning compliance table shown on the plan set.

**Sheet 1(Cover Sheet):**

1. Revise sheet to add "740" Colonel Ledyard Highway & ("CT" Rt 117) and add Iron Street (CT Rt 214).
2. Show original plan date on cover sheet and show revision date as 2/07/"2025" to correct date typo.
3. Add owner name and address to cover sheet.
4. Remove duplicate construction notes from cover sheet.
5. Add map references, zone, flood, CAM, utilities information, etc.

**Sheet 2 (Site Development Plan Existing Conditions & Demolition Plan:**

1. There are no lot dimensions shown on this plan and this plan does not represent existing conditions as approved and constructed in 2020. Revise plan as needed. Also, show entire lot (match line).
2. Delineate rear building used for conversion to multi-family.

Sheet 3 (Site Development Plan – Residential Parking Plan):

1. Show lot dimensions and lot area in area/sf.
2. Show zoning setbacks and distances of structures to property lines.
3. Show zoning and parking compliance table for all uses on the site.
4. Revise plan to show 14,000 grassed area for “passive recreation and/or community garden area.”

Section 8.28 (Residence, Multi-family) compliance:

1. 8.28.C - Provide letter regarding provision of public water for the dwelling units.
2. 8.28.D – Buffers. Revise plan to show buffers in accordance with this section.
3. 8.28.E. – Off Street Parking. Revise to add parking compliance table for all uses on the lot.
4. 8.28.F – Building Height. Show existing building height in zoning compliance table.

Miscellaneous:

1. ZR Sec. 9.10 (Outdoor Illumination) – Revise plan to show proposed freestanding and building mounted lighting and lighting details.
2. ZR Sec 11.2.1. B - submit copy of property deed.
3. ZR Sec 11.2.1.c - submit site walk permission letter.
4. ZR Sec. 11.2.1.D. – submit letter regarding water supply.
5. ZR Sec 11.2.1.E. Site Plan - revise plan set to comply with all requirements of this section and Appendix “B” (Site Plan Check Sheets) of these Regulations and revise plan as needed to comply with same.
6. ZR Sec 11.2.7 – Revise signature block to add line for expiration date.

**Staff Recommendation:** Reserved pending revised plan set.

Please contact me at the Planning Dept. at Town Hall at (860) 464-7455 with any questions. Thank you.