



TOWN OF LEDYARD

Planning & Zoning Commission

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman Marty
Wood

Regular Meeting

Thursday, March 13, 2025

6:00 PM

Council Chambers - Hybrid Format

I. CALL TO ORDER

Chairman Wood called the meeting to order at 6:00 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 Chairman Marcelle Wood
Town Council Liaison Howard Craig
Alternate Member Matthew Miello
Commissioner Beth E. Ribe
Alternate Member James Harwood
Alternate Member Rhonda Spaziani
Alternate Member Nathaniel Woody

In addition, the following were present:

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

Chairman Wood announced that the Town Council has appointed Nate Woody at their February 26, 2025 meeting as an Alternate Member. He noted for the record that Commissioner Harwood will be seated as a Regular Member to fill the vacancy.

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

Chairman Wood stated that he would entertain a motion to add agenda item PZ#25-2ZRA as under new business.

MOTION to add new business item c as follows: PZ#25-2ZRA- Applicant/Agent: Eric Treast Proposed Zoning Regulations Text Amendments for the Development of multifamily dwellin (Submitted 3/12/25, Date of Receipt 3/13/25, PH must open within 65 days by 5/16/25. Set P. 5/8/25)

RESULT: ADDED TO THE AGENDA

MOVER: Craig

SECONDER: Ribe

NON-VOTING: 2 Sapziani, Woody

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Mike Cherry, 5 Whippoorwill Drive, stated that the responsibility of the Commission is to take each individual application and compare it to the regulations and decide whether or not it meets the requirements. He stated that it is not possible to not have an opinion, but that it is the job of the Commissioners to leave them at the door.

VI. PRE APPLICATION DISCUSSION AND/OR WORKSHOP

None.

VII. PUBLIC HEARINGS/APPLICATIONS

None.

VIII. OLD BUSINESS

- A. PZ#25-1SITE - 740 Colonel Ledyard Highway (Parcel ID: 67-530-740), Ledyard, CT - Applicant/Owner, Sal Monarca, Ledyard Center LLC for a Site Plan Review for conversion of existing commercial building to 12 residential dwelling units and associated site improvements (Submitted 2/10/25, Date of Receipt 2/13/25, DRD 4/18/25).

Director Burdick gave an overview of the application and history of the property related to the application. She stated that she conducted a thorough review of the application, and that the applicant has submitted revised plans based on those comments. She asked that Norm Thibeault to begin his presentation.

Norm Thibeault, of Killingly Engineering Associates introduced himself and the application. He displayed the revised plans dated March 2025 for the Commission and spoke about several details of the plan marked as FD#17. He spoke specifically about the design in relationship to the septic system requirements. He displayed sheet A-1 and spoke about the floor plan and ADA accessibility.

He talked about the specification of the building code on the housing design and the firewall. He talked about the specific details of traffic flow in and out of the as well as the parking plan.

Commissioner Ribe and Norm Thibeault discussed the square footage of the apartments. Staff and the Commission discussed the firewall in the site plan in relationship to the building code. They also discussed the inclusion of the green space in the plan. Staff and the Commission discussed who owns neighboring parcels of land and spoke about lot line adjustments in relationship to the property.

Commissioner Woody asked for clarification on traffic flow and square footage of parking. They discussed parking in the rear of the building. They discussed implementing additionally safety measures near the parking lot and walkway. They discussed the location of the dumpster pad on the site plan. They discussed implementing screening between the proposed building and the playscape next door.

Commissioner Ribe and Norm Thibeault clarified that entrance into each apartment building will be from the outside and that the old hallway will be mainly converted into bathrooms and closets. Chairman Wood asked for clarification on the calculation used for septic approval. They discussed requirements and standards of the health district. They discussed loading areas for the Commercial businesses. Director Burdick commented that there are loading docks in the rear of the building and that it is a matter of enforcement.

Commissioner Ribe asked about lighting for the apartment complex. They discussed where lighting would be located on the property. The Commission discussed signage for parking.

Director Burdick stated for the record that based on the discussion at the meeting, 5 additional conditions of approval would include:

1. Final plan shall be revised to show paved driveway to the rear of the building as one-way, show pavements markings and appropriate signage locations and add detail to plan set.
2. Final plan shall be revised to show a barrier, as approved by the Director of Land Use & Planning, that shall be installed between the front southwesterly gravel parking area and the south facing residential dwelling units.
3. Final plan shall be revised to show the grass area directly behind northeast portion of the commercial building converted to a paved loading zone for commercial businesses.
4. Revise plan to show additional parking area lighting at the east portion of the area.
5. Revise plan to show installation of residents only parking spaces and add sign detail.

Director Burdick read her conditions of approval from her staff memo into the record.

MOTION to APPROVE Application PZ#25-1SITE - 740 Colonel Ledyard Highway (Parcel ID: 67-530-740), Ledyard, CT - Applicant/Owner, Sal Monarca, Ledyard Center LLC for a Site Plan Review for conversion of existing commercial building to 12 residential dwelling units and associated site improvements in that the application, supporting documents and a plan 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 3/11/2025" comply with all applicable sections of the Ledyard Zoning Regulations, with the following conditions:

1. 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.

2. 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. Prior to issuance of a zoning permit to start work, A Soil Erosion & Sediment Control bond shall be posted in the amount of \$21,275 in a form acceptable to the Finance Director. No bond, or portion thereof, shall be released without prior approval of the Zoning Officer and/or Director of Land Use & Planning.
5. 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.
6. Following the pre-construction meeting, Soil Erosion & Sediment Controls (SESC) shall be installed in accordance with the approved plan set and inspected by the Zoning Officer prior to the start of any work. SESC shall be maintained in good working order until the site is permanently stabilized with vegetative or other cover.
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, WPCA, 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 for review & approval.
10. The Applicant may, at the discretion of the Zoning Official and/or Land Use Director if the site improvements have been substantially completed, submit a site completion bond for any improvements that have not been completed at the time of the request for Certificate of Zoning Compliance due to weather or other constraints out of the control of the Applicant/Owner. A bond estimate for said improvements shall be submitted to the Land Use Dept. for review and approval and any bond shall be posted in a form acceptable to the Finance Director.
11. Final plan shall be revised to show paved driveway to the rear of the building as one-way, show pavements markings and appropriate signage locations and add detail to plan

set.

12. Final plan shall be revised to show a barrier, as approved by the Director of Land Use & Planning, that shall be installed between the front southwesterly gravel parking area and the south facing residential dwelling units.

13. Final plan shall be revised to show the grass area directly behind northeast portion of the commercial building converted to a paved loading zone for commercial businesses.

14. Revise plan to show additional parking area lighting at the east portion of the area.

15. Revise plan to show installation of residents only parking spaces and add sign detail.

RESULT: APPROVED WITH CONDITIONS

MOVER: Beth E. Ribe

SECONDER: James Harwood

AYE: 5 Wood, Craig, Miello, Ribe, and Harwood

NON-VOTING 2 Spaziani, and Woody

IX. NEW BUSINESS

- A.** C.G.S. § 8-24 Referral - 600 Lantern Hill Road, Ledyard, CT - Town of Ledyard - Scott Johnson, Director, Ledyard Parks & Recreation Dept. for request for favorable 8-24 review for improvements for “Lantern Valley Park.”

Director Burdick read from her staff report dated March 4, 2025 which outlines the procedures of 8-24 Referrals. Applicant Scott Johnson of Ledyard Parks and Recreation described the proposed project and property location concerning the boat launch. Commissioner Woody and Scott Johnson discussed access to Long Pond from 600 Lantern Hill Rd. Commissioner Craig and Scott Johnson discussed the third party company, United Site Services, who is responsible for servicing the porta potty and in which seasons it will be available. Commissioner Ribe and Scott Johnson spoke about access for the public will between sunrise and sunset. Chaiman Wood and Scott Johnson discussed fishing points on the property location. The Commission discussed whether Long Pond is stocked with fish. Commissioner Hardwood and Scott Johnson clarified when the donated plants would be brought to site. Commissioner Woody and Scott Johnson clarified that the driveway would be made with crushed stone. They discussed who is responsible for the infrastructure that was in place at the end of the lease.

MOTION to forward a FAVORABLE REPORT in accordance with C.G.S. Section 8.24 to the Ledyard Town Council regarding proposed improvements to Town-leased land at 600 Lantern Hill Road, Ledyard, CT as shown on plan entitled “Plan Prepared for Town of Ledyard, Lantern Hill Valley Park, 596-602 Lantern Hill Road Ledyard CT, Dated February 2025”

RESULT: APPROVED AND SO DECLARED

MOVER: Howard Craig

SECONDER: Beth E. Ribe

AYE: 5 Wood, Craig, Miello, Ribe, and Harwood

NON-VOTING 2 Spaziani, and Woody

B. Discussion of Proposed Fiscal Year 2026 Capital Improvement Plan (CIP)

Director Burdick discussed the historical process for the Planning and Zoning Commission to review the capital improvements plan based on the Town Charter. She explained the favorable report process for the Commissioners. Staff and the Commission discussed specific items in the Capital Improvements Plan Summary.

MOTION that the Planning and Zoning Commission reviewed the Proposed Fiscal Year 2026 Capital Improvement Plan with no comments

Discussion:

The Commission agreed that next year they would like to receive documents and narrative descriptions sooner in the budgeting process to make more informed reports for Town Council.

RESULT: NO ACTION

MOVER: Beth E. Ribe

SECONDER: James Harwood

AYE: 4 Wood, Miello, Ribe, and Harwood

NAY: 1 Craig

NON-VOTING 2 Spaziani, and Woody

C. 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. Set PH for 5/8/25)

Director Burdick introduced the application to the Commission and read her memo into the record. She recommended to the Commission that the opening of the public hearing on this application be set to the PZC Regular Meeting of May 8, 2025 in order to give staff more time to refer the application out to South Eastern Council of Government.

MOTION to table and set the opening of the Public Hearing on application PZ#25-2ZRA to the PZC Regular Meeting of May 8, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: Beth E. Ribe

SECONDER: Howard Craig

AYE: 5 Wood, Craig, Miello, Ribe, and Harwood

NON-VOTING 2 Spaziani, and Woody

X. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

A. MOTION to approve PZC Regular Meeting Minutes of February 13, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: Beth E. Ribe

SECONDER: James Harwood

AYE: 5 Wood, Craig, Miello, Ribe, and Harwood

NON-VOTING 2 Spaziani, and Woody

B. MOTION to approve PZC Special Meeting Minutes of February 20, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: James Harwood

SECONDER: Beth E. Ribe

AYE: 5 Wood, Craig, Miello, Ribe, and Harwood

NON-VOTING 2 Spaziani, and Woody

XI. CORRESPONDENCE

Director Burdick stated that she received correspondence that Gales Ferry Intermodal, LLC is appealing the Ledyard Planning & Zoning Commission decision to deny application PZ#24-8SUP & PZ#24-9CAM. She stated that the appeal names Lee Ann Berry and the Gales Ferry District individually as intervenors and are defendants.

Chairman Wood and staff discussed if individual Commission members will be called to testify at the hearing, Director Burdick stated that she cannot speak to that. Staff and the Commission discussed other appeal cases going on with the Town. The Commission requested that a copy of the appeal be sent to the Commissioners.

Director Burdick stated that C.R. Klewin submitted to the Wetlands Commission an application for a multifamily housing at the property location of 19, 29 & 39 Military Highway numbered IWWC#25-5SITE.

XII. REPORTS

A. Staff Reports

Hannah Gienau, Zoning Enforcement Official, gave her staff report to the Commission and spoke briefly about on-going cases.

XIII. ADJOURNMENT

Commissioner moved the meeting be adjourned, seconded by Commissioner Ribe

The meeting adjourned at 8:03 p.m.

VOTE: 5-0 Approved and so declared

Respectively Submitted,

Secretary Howard Craig
Planning & Zoning Commission

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