



Chairman Marcelle Wood

TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551

HYBRID FORMAT
REGULAR MEETING

~ MINUTES ~

Thursday, November 13, 2025

6:00 PM

Council Chambers, Town Hall Annex

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 APPOINTMENT OF ALTERNATES

Present:

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

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick
Land Use Attorney Robert Avena of Suisman Shapiro Law (arrived at 6:30 p.m.)

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

On behalf of the Applicant of 84 Silas Deane Road, Peter Gardner, L.S. of Dieter & Gardner located at 1641 Route 12, Gales Ferry, asked that the Commission move this pre-application agenda item until later in the meeting to allow time for Attorney Bill Sweeny to arrive.

MOTION to move pre-application to after Public Hearings on the agenda

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

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Michael Cherry, 5 Whippoorwill Drive, Gales Ferry, spoke to the Commission about Housing Bill 8002 “An Act Concerning Housing Growth” and summarized various sections for the Commission. He stated that it is important that the Commission review the Bill.

Ms. Burdick commented that she had sent the Commission the Bill for review earlier that week via email. Commissioner Woody commented that the Bill creates higher importance on the Southeastern Council of Government’s regional involvement. The Commission and Ms. Burdick discussed regionalization of Connecticut towns.

VI. 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 site plan approval for commercial 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, PH cont. to 11/13/25 with 1-day ext. time to close PH, PH must close by 11/13/25, DRD 65 Days after Close PH).

Land Use Director, Elizabeth Burdick, reviewed her staff report with the Commission previously marked as exhibit #25. Commissioner Hardwood asked for clarification on what work needed to still be completed for the inside and outside of the building. Applicant, Ryan Forrestt, 211 Butlertown Road, stated that nothing inside the building needs to be changed or repaired. He spoke to several cosmetic repairs that would need to be completed to the outside of the building.

Peter Gardner of Dieter & Gardner, 1641 Route 12, Gales Ferry, reviewed the site plan with the Commission marked as exhibit #22. The Commission and Ms. Burdick discussed the sidewalks that the town would be constructing by this property. They discussed on going issues with the project. The Commission and Ms. Burdick discussed the applicant coming into the Land Use Department in the future to submit necessary sign permits for his business. Mr. Gardner continued to review the site plan with the Commission.

Commissioner Ribe asked Mr. Gardner about the note describing the dry well and septic on the plan. They discussed the intersection of the dry well and the access strip to the property. Ryan Forrestt answered several questions from the Commission about storage on the property. He spoke about plans for privacy screens. Mr. Forrestt added that he would like adjust the plan from having a white fence to a black fence to match the black chain link fence that already exists on property. He showed the Commission example photos on his phone. Ms. Burdick asked that Mr. Forrestt email the example photo and that she would mark it as exhibit #27 for the record. Mr. Gardner reviewed the zoning compliance documents marked as exhibits #24, 26-1 and #26-2.

Commissioner Woody clarified parking on the site plan. He asked where employees would park according to the site plan. Peter Gardner stated that employee parking would be on the South Side of the building and customer parking would be right in front of the building. Peter Gardner and Commissioner Woody clarified that small equipment rental would include things like small excavators and the like. They clarified parking in relation to the bays. Commissioner Ribe asked how many trucks Mr. Forrestt currently owns and intends to operate. He stated five trucks. Chairman Wood and Ryan Forrestt clarified where he would be parking larger vehicles such as box trucks. Mr. Forrestt made several comments about how he would screen his property and vehicles. Commissioner Wood asked if Mr. Forrestt would be renting out his large trucks. Mr.

Forrestt stated no. Mr. Gardner asked if Mr. Forrestt would have all five of his trucks on property at the same time. Mr. Forrestt stated that eventually all trucks will be located on property. The Commission and Mr. Forrestt continued to discuss parking on the site plan. Commissioner Ribe asked for clarification on what lighting already exists on the property. Mr. Forrestt stated that sufficient lighting already exists on property.

Chairman Wood called for any public comment on the application. Michael Cherry, 5 Whippoorwill Drive, Gales Ferry, stated that he is happy to see something useful come of the property since it has been unattended to for many years. Mr. Cherry asked Mr. Gardner if an as built plan would be provided after completion of the project. Director Burdick stated an As-Built plan is required prior to issuance of a certificate of zoning compliance.

MOTION to close the public hearing on application PZ#25-7SUP

RESULT: 5-0 PUBLIC HEARING CLOSED

MOVER: Woody

SECONDER: Harwood

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 site plan approval for commercial 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, PH cont. to 11/13/25 with 1-day ext. time to close PH, PH must close by 11/13/25, DRD 65 Days after Close PH).

MOTION to APPROVE Application - 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 site plan approval for commercial businesses and associated site improvements in that the application, supporting documents and a plan entitled “Plan Prepared for Ryan’s Reliable Services, LLC, Property of Dominick Ceravolo, 750 Colonel Ledyard Highway, A.K.A. CT Route 117, Ledyard, CT, Prepared by Dieter & Gardner, Dated July 2025, Revised to September 9, 2025, Revised to November 12, 2025 ”comply with all applicable sections of the Ledyard Zoning Regulations, with the following conditions:

1. Applicant will install a 6-foot high, decorative black composite fence between the Landscape business and the Dime Bank property. A detail shall be added to the final plan set.
2. DOT approval is required for the bituminous curbed asphalt island, bituminous curbing and sidewalks that are to be completed by the Town of Ledyard as part of an ongoing sidewalk extension project. A note shall be added to the final plan.
3. Proposed pavement markings, Entrance, Exit, Do Not Enter and Stop signs to be installed by the applicant require a State of CT DOT encroachment permit as they are located in the Town Right of Way. Applicant shall submit the required application to DOT for review/approval prior to issuance of a CZC for CO.
4. Final approval of the B100a application was submitted to LLHD for review & approval for the

well connection shall be submitted to the Zoning Official prior to issuance of a CZC for CO.

5. Final plan shall be revised to show detail for trees screening the residence from the business as approved by the Director of Land Use & Planning.
6. A detail for the solid and chain link fence to screen the storage area at the rear of the building shall be shown on the final plan.
7. The building will be improved to replace broken windows prior to issuance of a CZC for CO.
8. A separate application will be submitted to the ZO for any future signage.
9. 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.
10. 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.
11. An approved Zoning Permit is required prior to the start of any work.
12. 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.
13. Following the pre-construction meeting, Soil Erosion & Sediment Controls (SESC) shall be installed as needed and shall be maintained in good working order until the site is permanently stabilized with vegetative or other cover.
14. 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.
15. Applicant shall meet all of the requirements of the Ledyard Town Engineer, Building Department, Fire Marshal, WPCA, and Ledge Light Health District for required permitting and inspections.
16. 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 per ZR Sec. shall be submitted to the Zoning Official and/or Land Use Director for review & approval.

MOVER: Woody
SECONDER: Ribe

Discussion followed: The Commission briefly discussed several details of the plan

RESULT: 5-0 APPROVED WITH CONDITIONS
MOVER: Woody
SECONDER: Ribe
AYES: 5 Wood, Ribe, Miello, Harwood, Woody
NON-VOTING: 2 Rhonda, Lockhart

VII. PRE-APPLICATION DISCUSSION AND/OR WORKSHOP

A. 84 Silas Deane Rd, (MAP ID: 42/2230/84) and 58 & 59 Seabury Ave (MAP IDs: 42/2200/58 & 59), Ledyard, CT - Preliminary Review of 24-Lot Subdivision per Ledyard Subdivision Regulations Section 3.1.2 - Agent, Attorney William R. Sweeney, TCORS, PC - Land Surveyor, Peter Gardner, Dieter & Gardner - Applicant/Property Owners, 84 Silas Deane LLC, Steven & Nicholas Rice.

Attorney William Sweeney of TCORS Attorneys, 43 Broad Street, New London, stated that he's here on behalf of the Applicant. He briefly reviewed the site plan with the Commission and the proposed developmental plans. He stated that the applicant is working with the Town Fire Marshal to add a water source on property to help protect against any future fires. Commissioner Woody stated that he would want more clarification on who will maintain the water source. Attorney Sweeney stated that the applicant's intent is to incorporate a Homeowners Association (HOA) to handle maintenance issues. The Commission stated that they would like to see sidewalks included in the plan. Mr. Gardner continued to review the site plan with the Commission. Mr. Gardner and the Commission discussed how the sections of open space would be connected for future use. Commissioner Harwood voiced that he would like an independent assessment done to ensure the public well can support the addition of more single-family homes. Attorney Sweeney stated that SCWA has already made an assessment and verified it can support more homes.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

A. PZ#25-8SITE - 5A Lorenz Industrial Parkway, (Parcel ID: 138-1380-5A), Ledyard, CT, - Agent, Peter Gardner - Applicant/Owner, A&R Associates Inc., Reid Simos for site plan approval for new 2370sf building and associated site improvements (Submitted 11/5/25, Date of Receipt 11/13/25, DRD 01/16/26).

Ms. Burdick stated that this iteration of the application has not changed at all from the one that was approved at the beginning of the year, previously number application PZ#24-12SITE. She reminded the Commission that the original application had to be voided due to the lack of timely filing of the mylar plans with the Town. She stated there is no conflict as the Zoning Regulations have not changed as of the submittal date of the new application. Peter Gardner, L.S. of Dieter & Gardner, 1641 Route 12, Gales Ferry, reviewed the site plan with the Commission.

Staff and the Commission stated that because this is a new application, they will table the application to the next regular meeting to allow time for town staff to make comments if necessary.

MOTION to table application PZ#25-8SITE to the PZC Regular Meeting of December 11, 2025.

MOVER: Ribe
SECONDER: Miello

Discussion followed:

Commissioner Harwood asked for clarification on the declaration of easement agreement that was included in their handouts. Ms. Burdick stated that the easement agreement was previously a condition of approval for application PZ#24-12SITE that has now been included with this application.

RESEULT: 5-0 TABLED
MOVER: Ribe
SECONDER: Miello
AYES: 5 Wood, Woody, Harwood, Millo, Ribe
NON-VOTING: 2 Spaziani, Lockhart

B. Approval of PZC Regular Meeting Schedule 2026

MOTION to approve the PZC Regular Meeting Schedule 2026

RESULT: 5-0 APPROVED AND SO DECLARED
MOVER: Woody
SECONDER: Harwood
AYES: 5 Wood, Woody, Harwood, Millo, Ribe
NON-VOTING: 2 Spaziani, Lockhart

C. Election of Officers

MOTION to elect Marcelle Wood as Chairman, Nate Woody as Vice Chairman and Beth Ribe as Secretary of the Planning & Zoning Commission

RESULT: 5-0 APPROVED AND SO DECLARED
MOVER: Woody
SECONDER: Harwood
AYES: 5 Wood, Woody, Harwood, Millo, Ribe
NON-VOTING: 2 Spaziani, Lockhart

X. APPROVAL OF MINUTES

A. PZC Regular Meeting Minutes of October 9, 2025

Ms. Burdick stated that staff has not had sufficient time to review and approve the minutes as asked that the Commission table this item to the PZC Regular Meeting of December 11, 2025. The Commission tabled the minutes.

RESEULT: 5-0 TABLED

XI. CORRESPONDENCE

None.

XII. REPORTS

A. ZEO Staff Report of November 13, 2025

Ms. Burdick stated that Hannah had distributed her staff report for the Commission and if they had any questions they can call or email her at any time.

B. Planner's Report of November 13, 2025

Ms. Burdick stated that she received an email from the Mayor which included a forwarded letter from Ms. Lee Ann Berry of 78 Military Highway, Gales Ferry, with proposed interview questions for Commission applicants. She stated that this letter was presented at the Admin Committee. She stated that because the proposed questions pertain to the Planning & Zoning Commission the correspondence had been forwarded to her. She stated that there was one applicant for the Planning & Zoning Commission that the Admin Committee decided to table until the next meeting due to be opposed by one resident.

Commissioner Woody stated that if Town Council and the Admin Committee have questions about what qualifications an applicant must have to join the Planning & Zoning Commission they should probably ask the currently acting Planning & Zoning Commission Members.

XIII. Executive Session: Pending Litigation - City of Groton v. Town of Ledyard Planning & Zoning Commission, Et Al - Docket No. HHD-LND-CV-24-6194782-S.

MOTION to recess the regular meeting to go into executive session and invite in Land Use Attorney Robert Avena and Land Use Director Elizabeth Burdick

RESULT: 5-0 ENTER EXECUTIVE SESSION

MOVER: Ribe

SECONDER: Harwood

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

NON-VOTING: 2 Spaziani, Lockhart

MOTION to resume the regular meeting at 8:29 p.m. from Executive Session where no votes were taken.

RESULT: 5-0 RESUME REGULAR MEETING WITH NO VOTES TAKEN

MOVER: Wood

SECONDER: Woody

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

NON-VOTING: 2 Spaziani, Lockhart

XIV. Consideration and possible vote on proposed settlement language. Pending Litigation City of Groton v. Town of Ledyard Planning & Zoning Commission, Et Al – Docket No. HHD-LND-CV-24-6194782-S.

RESULT: TABLED

XV. ADJOURNMENT

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

VOTE: 5- 0 Approved and so declared, the meeting was adjourned 8:30 p.m.

Respectfully submitted,

Chairman Wood
Planning & Zoning Commission