

September 3, 2025

Town of Ledyard
Department of Land Use and Planning
Attn: Elizabeth Burdick, Director
741 Colonel Ledyard Highway
Ledyard, CT 06339

RE: **Application PZ25-4SITE, Habitat for Humanity of Eastern CT, Colby Drive**

Dear Ms. Burdick:

Below is our response to the Memorandum for the Record for Application PZ#25-4Site regarding the Habitat for Humanity of Eastern CT site plan application located on Colby Drive in Ledyard, CT. Our response immediately follows each of the items and is reproduced in *italics font*.

Application/Plan Review Comments:

1. Application form shall be revised to include addresses Colby Drive (Parcel ID: 68/530/680) and 16 Highview Terrace (Parcel ID: 68/960/16) (easement only).

Benesch Response: The application has been revised to include the roadbed parcel, 16 Highview Terrace as well as 5 & 6 Colby Drive easement areas. 5&6 Colby Drive were added for the removal of the cul de sac and temporary easement associated with it.

2. Applicant needs to submit copies of deed(s) for all properties for this application.

Benesch Response: Deeds are included in the revised submittal package.

3. For discussion purposes, a phasing plan may be important for purposes of certificates of zoning compliance for certificates of occupancy for individual homes.

Benesch Response: Phasing notes have been added to the site plan indicating the order in which the units will be constructed. Notes regarding infrastructure construction and landscaping are included.

4. Appendix B – Site Plan Checklist needs to be submitted and each item checked off or noted as n/a.

Benesch Response: Site Plan Checklist has been included in the revised submittal package.

5. Provide copy of drainage easement from 11 Colby over 16 Highview Terrace.

Benesch Response: A copy of the drainage easement is included with the deeds. The survey has been update to include the drainage easement as well as the temporary cul de sac easement.

6. Revise plan set to add a sheet showing the homes that correspond to the 41-50%, 51-60% & 61-80 AMI chart at the top of page 5 of the AHP.

Benesch Response: A table has been added to the Site Plan. Unit numbers are also indicated on the Site Plan and a note added that unit number do not correspond to addresses which are to be assigned by the Assessor's office.

Development Narrative:

1. Lot Layout and Density paragraph 1 should be revised to state "duplex" v. multi-family.
Response: by others.
2. Lot Layout and Density paragraph 2 states "Zone AA" and referenced two zones. Note that the projects properties are all located in the MFDD zone and this should be clarified/revised.
Response: by others.

Stormwater Management Plan and Public Improvements:

1. Town Engineer Comments Pending.

Benesch Response: Updated plans to be reviewed are part of this submittal package.
2. SESC Bond and Public Improvement Bond estimates shall be submitted for review and approval of Town Engineer.

Benesch Response: Bond estimates shall be submitted for review prior to the Planning & Zoning meeting.

Sheet 1(Cover Sheet):

1. Revise Cover Sheet title (and title blocks on all sheets) to state "8, 9 & 11 Colby Drive (Parcel IDs: 68/520/8, 9 & 11), Colby Drive (Parcel ID: 68/530/680), and 16 Highview Terrace (Parcel ID: 68/960/16) (Easement area only)."

Benesch Response: Cover sheet updated to add all included parcels.
2. Add to Cover Sheet only, approval blocks for PZC & IWWC, Plan Expiration Date and show the words "Erosion & Sediment Control Plan Approved by:" with space for the date and signature of the Chairman/Vice-Chairman of the Planning & Zoning Commission or its Agent.

Benesch Response: Signature blocks have been added to the Cover Sheet.

Survey Sheets SV.01-SV.03:

1. Note 4 – Applicant shall provide deeds referenced in notes.

Benesch Response: Deeds are provided as part of this submittal package.
2. Note 5 – Revise to note properties are located in the MFDD (Multi-Family Development District) zoning district.

Benesch Response: Note revised.
3. Revise plan to show subject and adjacent properties at Colby DRIVE (v. Road).

Benesch Response: "Road" revised to "Drive" on all parcels.

4. Revise plan to identify the parcel that will be the future extension of Colby Drive as "Colby Drive (Parcel ID: 68/530/680)" and add N/F Habitat for Humanity of Eastern CT Inc., vol/pg, and parcel area in acres & SF.

Benesch Response: Roadbed parcel identified.

5. Revise plan to show pipe/drainage easement area location on 16 Highview Terrace.

Benesch Response: Plan revised to indicate drainage easement on 16 Highview Terrace and temporary cul de sac easement on 5 & 6 Colby Drive.

Sheets C-1.0, 1.1, 1.2 – ESC Plan:

1. Town Engineer to review and comment.

Benesch Response: Updated plans to be reviewed are part of this submittal package.

2. Sheet C1.0 - Site Preparation Note 6 - Add "Any changes shall be approved by the Town Engineer and/or Director of Land Use."

Benesch Response: Note added.

3. E & S Control Notes:

- a. Note 12: Add "or by Town of Ledyard staff."
- b. Add Note 14: All SESC controls shall be properly installed and inspected by Town of Ledyard staff prior to the start of any work and shall be maintained in place in good working order until such time as the site is permanently stabilized with vegetative or other cover to the satisfaction of Town staff.

Benesch Response: Notes added.

4. Suggested Construction Sequence - Note 1: Add "Town Engineer & Director of Land Use & Planning" as pre-construction meeting attendees.

Benesch Response: Notes added.

Site plan Sheet C2.0:

1. Add Note to Zoning Compliance Table that sidewalks will be constructed within the Town right of way in accordance with Town of Ledyard Road Ordinances.

Benesch Response: Notes added.

2. Revise Zoning Compliance Table to show actual proposed lot frontages & widths (v. >150) for lots 9 & 11 and revise to show addresses (i.e., 8 Colby v. Lot 8).

Benesch Response: Table revised.

3. ZR Section 7.4 (Residential Driveways) internal private roadways to access individual driveways for dwelling units must comply with the Town's standards for road construction.

Benesch Response: The residential driveways and internal driveways meet the standard for residential single and two-family dwelling units.

4. Sightline distances should be provided from internal private roadway to proposed Town Road.

Benesch Response: Sightline distances shall be provided under separate cover.

5. Individual driveways – revise plan to show individual spaces and advise if parking will be allowed along the internal private roadway.

Benesch Response: Driveways are indicated for each unit. Garages are now noted on the plans. Parking within internal driveways is not to be permitted – a note has been added.

6. Add note regarding maintenance of internal private roadway and individual driveways.

Benesch Response: Note added.

7. Revise plan to show stop signs and stop bars at intersections of internal private roadways and future Colby Drive and add location and sign detail stating, "Private Roadway."

Benesch Response: Stop signs and bars added and signs for Private Drive.

8. Revise plan to show area for community mailboxes (contact USPS for more info).

Benesch Response: Area designated for community mailboxes – final location and type to be coordinated with USPS..

9. Add note "No accessory apartment shall be approved in this development as an accessory to a duplex residential or multi-family residential use."

Benesch Response: Notes added.

10. Advise how the existing business (Salty Heifer) and single family residence located at 678 Colonel Ledyard Highway will be accessed during road construction.

Benesch Response: The contractor/owner will coordinate with the Salty Heifer to schedule any disruptions regarding the driveway usage. If the current hours of the restaurant stay the same, then utility work and paving across the driveway may be scheduled on Tuesdays when the restaurant is closed. For paving, the area in front of the driveway would be a mill/pave rather than a full roadway reconstruction, so the disturbance would be less.

Overall Grading & Drainage Plan – Sheet C3.0:

1. Add note 18 – Any changes to the approved plan require review & approval by the Town Engineer and/or Director of Land Use & Planning.

Benesch Response: Notes added.

Drainage Plan – Sheet C3.1:

2. Add note 18 – Any changes to the approved plan require review & approval by the Town Engineer and/or Director of Land Use & Planning.

Benesch Response: Notes added.

Existing Basin Rehabilitation Plan – Sheet C3.2: Town Engineer to review/comment.

Grading Plan – Sheet C3.3: Town Engineer to review/comment.

Utility Plan – Sheet C4.0: Town Engineer and/or WPCA to review/comment.

Benesch Response: Updated plans to be reviewed are part of this submittal package.

Planting Plan and Planting Details & Schedule – Sheets C5.0 & 5.1:

1. C5.0 Northern Red Oak shown to be planted at the north curve of the proposed street should be replaced with another street tree that does not have a history of heaving sidewalks with its roots. Also, the Redmond American Linden two trees away should be replaced with another street tree that does not have a history of clogging pipes with its roots. Further, multiple trees are being shown as being planted in areas of steep slopes that may not be stable to support trees. Clarify/revise as needed.

Benesch Response: Tree locations and types have been updated.

2. C5.1 – Plant Selection Schedule. Remove plantings not proposed in planting plan.

Benesch Response: Planting schedule has been updated.

Site Details – Sheets 6.0, 6.1, 6.2: Town Engineer to review/comment. ZR Section 9: Site Development Standards:

1. 9.2.A & B Sustainable Development – Add note to plan regarding compliance with these sections.

Benesch Response: Notes added.

2. 9.2.C – Performance standards – address in writing.

Benesch Response: Notes added.

3. 9.2.D – Infrastructure and utilities: Add note: All utilities shall be located underground.

Benesch Response: Notes added.

4. 9.3.C.F – Add note to Landscaping Plan “All landscaping shown on the approved site plan shall be completed before issuance of a Certificate of Zoning Compliance prior for Certificate of Zoning Compliance unless the landowner provides surety in a form and amount satisfactory to the Commission, assuring completion within a specific time, not to exceed one year. Such surety shall be forfeited if the work shall not have been completed within such time limit.”

Benesch Response: Notes added.

5. 9.4 Parking Requirements – Revise plan to show internal and individual driveway surfaces as paved and provide detail.

Benesch Response: Note and detail added.

6. 9.9.3.A-F – Address in writing.

Benesch Response: Notes added.

7. 9.10 – Lighting – revise plan to show any lighting locations and details for internal private roadways.



Benesch Response: Lighting Plan updated.

Proposed staff condition of approval to date:

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.

Benesch Response: Common Interest Community documents to be filed by owner/attorney.

If you should have any questions or require additional information, please do not hesitate to contact our office.

Respectfully Submitted,
Benesch

Nancy Levesque

Nancy Levesque, PE
Technical Manager