

MEMORANDUM FOR THE RECORD
APPLICATION# 26 IWC 2
REGULAR MEETING – THURSDAY, MARCH 19, 2026

Prepared by Stacy Radford, Zoning & Wetlands Officer

Applicant: Jill Moonheron
Property Owner: Jill Moonheron
Address: 339 Chesterfield Road (Parcel ID: 021-001-00A), Oakdale, CT
Submitted: January 9, 2026
Date Received by IWC: January 15, 2026 (*DRD – March 21, 2026*)

Previously permitted activities: A permit to conduct regulated activities in upland review area and in the wetlands in conjunction with the proposed demolition of an existing house and shed, including proper abandonment of an existing well & septic system; the construction of a water crossing; and the construction of a new single-family residence, including a new well & septic system; in accordance with Plan entitled: “Proposed Wetland Compliance Plan - 339 Chesterfield Road, Oakdale, CT dated 1/8/2026.”

Activity Description:

Wetland Disturbance Area	861 SF (Per Applicant)
Watercourse/Waterbody Disturbance Area	15 LF (Per Applicant)
Upland Review Disturbance Area	3787 SF (Per Applicant)

STAFF COMMENTS IN REVIEW:

- An Inland Wetland Permit was approved by this Commission on September 19, 2024; a copy of the Permit and approved Plan is attached hereto.
- On December 5, 2025 I conducted a site inspection and noted that the wetland crossing did not appear to have been installed correctly, a copy of the Inspection Report is attached hereto. I immediately forwarded a copy of this Inspection Report to the Town Soil Scientist, Robert “Bob” Russo who responded in part, “this should be double checked.”
- On December 9, 2025 I notified the Applicant that there was an issue on site and I required an updated Site Plan showing the actual house that was being built as opposed to the conceptual one that was on the approved IWC Plan. She had the Engineer reach out to me and I explained the situation to him. The Engineer then forwarded an email to the Applicant and copied me on it whereas he stated as follows: “I do want to note that I will not be placing the walls over the culvert crossing on the site plan, as those were not approved by the wetlands commission.”
- On December 11, 2025 myself, Assistant Planner Meredith Badaluca, Town Soil Scientist Robert “Bob” Russo met on site for an inspection. The builder, Vic Caprio from Caprio Homes and Mike Millano of MJM Builders were present on behalf of the Applicant. A copy of the inspection report is attached hereto.

- On December 12, 2025 Vic Caprio from Caprio Homes inquired on behalf of the Applicant if it would be possible to remove the stone wall over the wetland crossing on one side and install a guardrail on the other. He indicated that the Applicant wanted something on both sides of the crossing for safety purposes.
- On December 16, 2025 the Town Soil Scientist, Robert “Bob” Russo, provided a comment letter with a marked up “As-Built” based on the December 11, 2025 inspection, copies of which are attached hereto. In the letter, Mr. Russo explained the issues noted on site during the December 11, 2025 inspection and then he provided his recommendations for correction.
- Please note that although the width of the driveway does not fall within the purview of this Commission, it is a requirement of the Montville Zoning Regulations and therefore cannot be reduced. I would ask that the Commission keep this in mind when making any determination concerning the walls along the side of the driveway over the culvert.
- This is an Application to modify the original IWC approval of September 19, 2024.
- The Applicant states that “it was been identified that certain site features were installed or modified in closer proximity to regulated wetland areas than originally anticipated.”
- The Applicant states that “no evidence of permanent wetland conversion, dredging, channelization, or hydrologic obstruction was observed. Wetland vegetation remains generally intact outside of the limited disturbed areas identified.”
- The Applicant states that “No additional wetland disturbance beyond what is required for restoration is proposed.”
- All of the above Technical Review comments have been discussed with the Applicant and addressed on the revised Plan dated January 8, 2026 REV February 4, 2026.
- On February 5, 2026 the Applicant provided responses and a revised Plan to the Town Soil Scientist’s comments of January 23, 2026.

TECHNICAL REVIEW COMMENTS:

- The following items from the December 11, 2025 Inspection Report have not been addressed on the submitted Plan:
 - #2: Area of “existing house to be demolished” had grass only planted, not conservation mix per the approved Plan. Corrective measures to this area will need to be addressed in the narrative and on the Plan.
 - #7: Rock/rip rap had been added around each of the HDPE culverts to prevent erosion. This was not addressed in the narrative nor shown on the Plan.
 - #11: Reserve septic (shown on the approved plan) has been removed from the Plan. Area needs to be called out on the submitted Plan.

AGENCY COMMENTS:

- Town Soil Scientist – The referral for comments was forwarded on January 12, 2026 and comments were received on January 23, 2026. These comments were forwarded to the Applicant and responses were received on February 5, 2026. These responses were

forwarded to the Town Soil Scientist for his review and comments, which were received on February 17, 2026. These additional comments were forwarded to the Applicant for response. A final response was received on March 17, 2026 and the Soil Scientist provided his final comments.

NEW STAFF COMMENTS:

- On February 17, 2026 additional comments were received from the Town Soil Scientist with reference to the Applicant's responses and revised Plans, received on February 5, 2025 (a copy of which is attached). These comments were forwarded to the Applicant.
- On March 17, 2026 the Applicant provided responses to the February 17, 2026 comments and a revised Site Plan (copies attached). Same was forwarded to the Town Soil Scientist for his review and comments. Bob Russo, Certified Soil Scientist confirmed he had no further comments however he did note, "the applicant has requested that some fill erroneously placed for construction of the driveway remain in the wetland and that additional fill be placed to widen the driveway crossing. The commission will have to consider the merits of each of the two areas of wetlands fill based on the information provided by the applicant." (a copy is attached).

CONSIDERATION FOR ACTION:

If the Commission is inclined to approve the request of the Applicant to modify the permit for proposed activity, the following language for a Motion of Approval is suggested:

MOTION "A" (to Approve)

After giving due consideration to all relevant factors including those in Section 10 and/or Section 6 of the Montville Inland Wetlands and Watercourses Regulations and Section 22a-41 of the Connecticut General Statutes, I move to approve Application #26 IWC 2 – 339 Chesterfield Road (021-001-00A) Oakdale, CT – Owner/Applicant: Jill Moonheron; modification of Application #24 IWC 7 for an Inland Wetlands Permit for regulated activities within the wetlands and URA to demo an existing single-family residence and construct a new single family residence, per the Application and associated documents dated January 9, 2026 and plan entitled, "Proposed Wetland Compliance Plan 339 Chesterfield Road, Oakdale, CT, dated January 8, 2026 and revised March 4, 2026."

Standard reasons for approval and standard conditions of approval apply.

CLA Engineers, Inc.

Civil • Structural • Survey

317 MAIN STREET • NORWICH, CT 06360 • (860) 886-1966 • (860) 886-9165 FAX

February 17, 2026

Stacy Radford
Zoning & Wetland Officer – Dept. of Land Use & Development
Town of Montville
310 Norwich-New London Tpke., Uncasville, CT 06382
Via Email: sradford@montville-ct.org

RE: Inland Wetland Application 24 IWC 7
339 Chesterfield Road Site Development
CLA-7873

Dear Stacy,

CLA has reviewed recently submitted documents as part of an application to remediate a previously documented wetland violation on the 339 Chesterfield Rd site. The documents are as follows:

1. A letter prepared and stamped by Ryan E Thompson P.E. date stamped received by the town of Montville Feb 2026.
2. A Proposed Wetland Compliance Plan prepared by RLC dated January 8, 2026, revised 2/4/26 scale 1" = 30'. The plan is not stamped. Future submittals need to be stamped by the engineer.
 1. If the applicant wishes to request permission for the stone walls, constructed in the upland review zone near Chesterfield Rd the plan should call out "wall within the upland review zone to remain" on the plan and provide the linear footage involved.
 2. Provide a rationale for keeping the unpermitted stonewalls at the wetland crossing. Is the desire to come into compliance with Town Standards? Are there safety issues? If so, quantify the area and volume of fill.
 3. The driveway was not constructed per plan, and unpermitted fill was placed in the wetland from flags approximately 113 to 117. At no time did staff indicate that this fill could remain. Revise the plan to show removal and wetland restoration.
 4. Provide E&S locations and details for the work proposed
 5. The area for the reserve septic has been removed from the revised plan and must be shown
 6. The plan needs a statement that staff will be notified 48 hours in advance of any work commencing.
 7. The plan needs a statement that the work will be overseen by a certified soil scientist who will provide a completion report.

Thank you for the opportunity to provide these comments. Please feel free to call or emwith any questions or comments.

Very truly yours,
CLA Engineers, Inc.

A handwritten signature in blue ink that reads "Robert Russo". The signature is written in a cursive style with a large, stylized "R" and "S".

Robert Russo C.S.S.

**RE: Inland Wetland Application 24 IWC 7
339 Chesterfield Road – Response to Comments**

Dear Ms. Radford,

Thank you for your review of the submitted materials and for providing comments regarding the application for 339 Chesterfield Road. We have reviewed the comments provided by CLA Engineers and offer the following responses:

Plan / General Comments

1. Plan Stamp

The revised Wetland Compliance Plan have been updated and stamped by the undersigned prior to resubmission.

Specific Comments

2. Stone Wall within Upland Review Area

The plan has been revised to include a note indicating:

“Wall within the upland review zone to remain,” along with the corresponding linear footage.

3. Stone Walls at Wetland Crossing

The rationale for the existing stone walls at the wetland crossing is as follows:

The reasoning for the stone walls is for safety of the property owner to cross the creek during icy conditions. The walls must be a minimum of 15’ apart for emergency access. The walls do not significantly impact the function of the wetland and serve as a visual guide to the location of the crossing during snow events.

4. Unpermitted Fill within Wetland (Approx. Flags 113–117)

We acknowledge the comment regarding fill placed within the wetland area.

The plan has been revised to show removal of the unpermitted fill and restoration of the affected wetland area. However, it is the request of the property owner that the Commission consider allowing the driveway to remain as constructed. The basis for this request is as follows:

1. The extent of impact is minimal relative to the overall wetland resources on the property. The site contains approximately three (3) distinct wetland systems across roughly 50 acres. The area of encroachment represents approximately 0.002% of the total wetland area on the property.

2. The driveway configuration was constructed to provide improved access for emergency vehicles, reducing the need for multiple turning movements and improving overall site safety.
3. The impact consists of gravel placement only and extends approximately four (4) feet into the edge of the flagged wetland boundary. The work does not encroach into the watercourse itself, but rather into the outer limit of the flagged wetland area.

We respectfully request that the Commission consider these factors in evaluating whether the existing condition may remain. Should the Commission determine that removal is required, the applicant will proceed with restoration as shown on the revised plan.

5. Erosion & Sedimentation Controls

The plan has been revised to include erosion and sedimentation control locations and details appropriate for the proposed work.

6. Reserve Septic Area

The reserve septic system area has been added back to the revised plan.

7. Notification Requirement

A note has been added to the plan stating that Town staff will be notified a minimum of 48 hours prior to the commencement of any work.

8. Soil Scientist Oversight

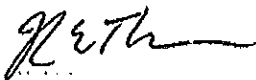
The property owner or contractor will coordinate this service directly with the soil scientist.

Closing

We trust that the above responses address the comments provided. Revised plans incorporating the noted updates will be submitted accordingly.

Please feel free to contact me if you have any questions or would like to discuss any aspect of the proposed work.

Sincerely,



Ryan E. Thompson, PE, LS
Torchlight Engineering LLC

From: [Bob Russo](#)
To: [Stacy Radford](#)
Subject: RE: 26IWC2 - 339 Chesterfield Rd
Date: Tuesday, March 17, 2026 1:20:29 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Stacy,

I have reviewed the letter from Ryan Thompson P.E. and the Wetlands Compliance Plan revised to 3/4/26 and have no further comments.

I note that the applicant has requested that some fill erroneously placed for construction of the driveway remain in the wetland and that additional fill be placed to widen the driveway crossing.

The commission will have to consider the merits of each of the two areas of wetland fill based on the information provided by the applicant.

Bob Russo
CSS
CLA Engineers.

From: Stacy Radford <sradford@montville-ct.org>
Sent: Tuesday, March 17, 2026 1:08 PM
To: Bob Russo <brusso@claengineers.com>
Subject: 26IWC2 - 339 Chesterfield Rd

Caution: This is an external email. Please take care when clicking links or opening attachments.

Good Afternoon Bob,

Please find attached hereto responses to your February 17, 2026 comments with reference to the above mentioned application. I have also attached a copy of the revised Plan. Please provide your comments forthwith.

Help us Revive & Renew Routes 163 & 32; [See what's happening!](#)

Thank You!

Stacy Radford

Zoning & Wetland Officer – Dept. of Land Use & Development

Town of Montville

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