



Town of Montville, Connecticut

Department of Land Use & Development

Planning & Zoning
Inland Wetlands & Watercourses
Economic & Community Development



Staff Report Prepared April 28, 2026 by Meredith Badalucca

Property Address:	176 Meetinghouse Ln (046-069-000)
Application:	26 SITE 4 – Pickleball Court Parking Lot Improvements
Property Owner:	Town of Montville (Camp Oakdale)
Applicant:	TOM Public Works
Engineering Firm:	CLA Engineers, Inc. – Kyle Haubert, PE
Lot Size:	79.81 Acres
Zoning District:	OS – Open Space
Public Water/Sewer:	No
Legal:	Submitted to Land Use Dept. on 4/6/26. Date of Receipt by PZC 4/28/26, Decision Required Date – 7/2/26.
Site Inspection:	Completed on April 16, 2026. Pictures attached.
Bond:	Per the narrative dated 4/2/26, “This will be grant funded and Town managed project. The project will be publicly bid and selected Contractor is required to provide Performance and Payment Bonds in accordance with Town requirements.”

Proposal: Reconstruction of an existing bituminous concrete parking lot located near the pickleball and tennis courts.

Background: (for tennis/pickleball court area only)

- 1993 - Drainage improvements at tennis courts, no IWC approval required
- 2002 - IWC application 202 IWC 20 approved on 9/19/02 for construction of a footbridge in the area of tennis courts.
- 2007 – IWC application 207 IWC 9 approved on 5/17/07 for skateboard park in area of tennis courts.
- 2023 – IWC application 23 IWC 2 approved on 2/16/23 for removal of fencing and asphalt from tennis courts
- 2023 – Zoning permit 23 ZP 188 issued on 11/7/23 for two dog park signs

Staff Comments/Review:

This application is before the Commission in accordance with Section 18 “Off-Street Parking Standards” as no alterations, improvements or modifications to an existing parking area or the establishment of a new parking area until a site plan in accordance with Section 17 of these Regulations has been approved by the Decision-Making Authority.

This is an existing parking area that is being reconstructed at Camp Oakdale which is used for the pickleball and tennis court area. Per the Town Engineer, the parking area will remain within the same footprint with the exception of approximately 3-feet of widening at the exit drive to allow better maneuvering for larger vehicles. Additional stormwater infrastructure is also

proposed that will connect into the existing stormwater management system. A Stormwater Management Report was provided as part of the application.

Per ZR 17.5, a Determination of Applicability is being requested for the following sections and reason for request is listed:

- 17.4.3 The entire property has not been surveyed and the property boundary markers were not located. The proposed project is the reconstruction of an existing parking lot, generally within the existing footprint.
- 17.4.4 This section references Zoning District dimensions and setbacks; there are no proposed structures as part of this application that would require that information.
- 17.4.6 No easements or right-of-ways are known to exist in the vicinity of the proposed development area.
- 17.4.7 Rock outcrops in the vicinity of the development area have been shown. The other features noted are not present in the vicinity of the project.
- 17.4.8 The existing structures in the vicinity of the work area have been located. The existing structures beyond the work area and offsite have not been located and are not impacted by the development.
- 17.4.13 No new signs are proposed.
- 17.4.14 No new outdoor lighting is proposed.
- 17.4.17 No new sewage service or facilities are proposed.
- 17.4.20 There are no sensitive environmental features in the vicinity of the work area. The site has been previously disturbed for the construction of the existing parking lot.
- 17.4.22 No new water service is proposed.
- 17.4.23 No new restroom or sanitary waste disposal is proposed.
- 17.4.25 The site is not located within a Public Drinking Water Supply Watershed.

The Commission will need to determine if these items are necessary or required to reach a decision on the application. Staff feels that several of these items are not applicable, as there are no proposed new signs, lighting, sewage or water service, no sensitive environmental features within the vicinity of the work, the site is not located within a Public Drinking Water Supply Watershed and there are no known easements or right-of-ways. Further, staff believes that the entire property does not need to be surveyed in order to reconstruct the existing parking area. As indicated above, existing structures beyond the work area and offsite have not been located as required by our regulations within 100 feet of the property line. Staff feels this is a reasonable request as there is no new proposed disturbance area.

Per Section 18B.2 (5) Parking Areas which undergo pavement reclamation of more than 50% of the Parking Area shall provide at minimum End Islands when the Decision-Making Authority determines there will be no adverse impact from the reduction of parking. The applicant has indicated that there are 49 current parking spaces and in order to meet the parking stall size and dead end parking aisle requirements, there will be a loss of 4 parking spaces. As this parking area is also used as overflow for the Large Pavilion, it is the applicant's opinion that there will be an adverse impact from any further reduction of parking. This has been discussed with Director Goderre and he agreed.

Public Works hired a subcontractor to video inspect the existing septic system and excavate the septic tank and d-box on April 24, 2026. The results of this inspection required the plans to be revised to show the actual location of the tank, d-box and concrete galleries. This also required the proposed stormwater collection system to be modified to provide adequate separation to the existing septic system. The new catch basin and piping will be gasketed and watertight. The revised plan was sent to Uncas Health for an additional review and received approval on April 28, 2026.

Technical Review Comments:

- The applicant has addressed my previous technical review comments. In addition, it has been indicated that the shade trees to the south of the parking lot have been located to not interfere with the site lighting and underground utilities.

Agency Comments:

Building: Comments dated 4/24/26: “Building Official is satisfied.”
Fire Marshal: Comments dated 4/6/26: “Fire marshal’s office has no comment.”
Uncas Health: Comments dated 4/28/26: “I can approve of this revised plan. Thank you for locating the septic system and updating the one drain to be watertight with gasketed joints as it will be approximately 15’ from the existing septic system.”
PD: Comments dated 4/24/26: “The Montville Police Department comments have been addressed.”
Director: Comments dated 4/9/26 have been addressed.



Ingress



Existing
Lighting







Current condition
of parking area



Previous repairs





Existing
lighting



Existing
Lighting









SUGGESTED MOTION FOR DETERMINATION OF APPLICABILITY:

I make a MOTION to find that ZR Sections 17.4.3, 17.4.4, 17.4.6, 17.4.7, 17.4.8, 17.4.13, 17.4.14, 17.4.17, 17.4.20, 17.4.22, 17.4.23 and 17.4.25, for the reasons stated in the application materials and staff report dated April 28, 2026, are not necessary or required to reach a decision on Application 26 SITE 4.

SUGGESTED MOTION FOR ANY FAVORABLE APPROVAL:

I make a MOTION to APPROVE with condition numbers 1-19 as indicated in the staff report dated April 28, 2026, application number 26 SITE 4 for the reconstruction of an existing parking area near the pickleball and tennis courts at 176 Meetinghouse Lane (046-069-000) in accordance with the Montville Zoning Regulations and the application, supporting documentation and a plan set entitled “Plan Prepared for Town of Montville, CT, Camp Oakdale Pickleball Court Parking Lot Improvements, 20 Simpson Lane, Dated 3/30/26, Revised 4/27/26”.

CONDITIONS:

General Conditions:

1. This approval is for the specific use, site and structure(s) identified in the application. Any change in the nature of use, site or the structure will require new approvals from the Planning and Zoning Commission.
2. This project shall be constructed and maintained in accordance with the referenced plans.
3. Soil erosion and sediment controls shall be installed in accordance with the approved plan set and inspected by the Zoning Officer prior to the start of any work.
4. An approved Zoning Permit is required prior to the start of any work.
5. By acceptance of this permit and conditions, the applicant and owner acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.
6. No business/use under this permit/approval shall be initiated until a Certificate of Zoning Compliance is approved by the Zoning Officer.

Site Specific Conditions:

7. All drainage structures proposed for the project shall be constructed and maintained post construction in accordance with the approved Plan Set.
8. All landscaping shall be maintained post construction.
9. Owner of property used for parking and/or loading shall maintain such area and all required sidewalks and buffer areas in good conditions without holes and free of all dust, trash, and other debris.
10. Site signage not shown on plan shall require an approved zoning permit prior to installation.

Conditions to be met prior to signing of plans:

11. All plans submitted for signature shall bear the seal and live signature of the appropriate professional(s) responsible for the preparation of the plans.
12. The applicant shall also submit final plans as approved by the Commission in a digital format per ZR section 17.3.
13. A list outlining how the conditions of approval have been met shall be submitted along with final plans submitted for signature.

14. A list outlining all changes to the plans shall be submitted along with final plans submitted for signature. The list should cite the sheet number where each change has been made.

Conditions to be met prior to the issuance of zoning permits:

15. Four (4) sets of paper plans with any required revisions incorporated, shall be submitted to the Land Use Department for signature of the Commission.
16. Any required certificates and/or approvals from State or Federal agencies (i.e. CT-DOT, DEEP, Army Corps of Engineers) shall be obtained by the applicant and submitted to the Land Use & Development Office. Any changes to the plans required by such entities may require a plan modification from the Planning and Zoning Commission.
17. A pre-construction meeting between the applicant, site contractors, project engineer and Town Staff shall be held.

Conditions which must be met prior to Issuance of a Certificate of Zoning Compliance:

18. Complete as-built plans certified to Class A-2 accuracy shall be submitted prior to the issuance of any certificate of zoning compliance. The as-built plan shall also contain a certification by a Professional Engineer that they have inspected the site improvements and that they have been installed in accordance with the approved plans. Any deviations or omissions must be noted.
19. No Certificate of Occupancy or other final approval may be issued until the Zoning Officer has signed off on the final work.

Note: The Conditions of Approval do not take the place of other requirements found in the Town Codes, Regulations, and Application Instructions.

Should the Commission vote to **DENY** the application, it shall state its reasons on the record.